Minutes
McMahon Auditorium Authority
Thursday, July 12, 2012 – 4:00 pm
Owens Multipurpose Center

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Jolly, Anderson, Kelly, Kent, Pendergraft, Sasseen, and Torbert

MEMBERS EXCUSED: Shahan and Sutherlin

GUEST PRESENT: David Sandstrom

STAFF PRESENT: Whipp and Gilbert

Chair Jolly called the meeting to order at 4:00 p.m. and declared a quorum present.

At this time, Chair Jolly introduced and welcomed new Authority members Kent, Pendergraft, and Torbert. He then presented Sandstrom with a certificate of recognition, dedication, and appreciation for his many years of service on the Board. Whipp thanked Sandstrom for his service on behalf of the City of Lawton.

ITEMS REQUIRING ACTION

1. Consider approving minutes of May 10, 2012 meeting. – MOTION by Sasseen, with second by Anderson to approve the minutes of May 10, 2012 meeting as presented. Roll call results: Anderson, Kelly, and Sasseen voted yes. Kent, Pendergraft, and Torbert abstained. Chair Jolly voted yes. MOTION CARRIED.

2. Consider accepting May financial reports. – Whipp reviewed the May and June financials and provided a brief overview of the different accounts for new board members. The correction was noted on the May Account Balance sheet that ending date should read 5/30/2012. MOTION by Anderson, with second by Kelly to accept the May financial reports as corrected. Roll call results: Anderson, Kelly, Kent, Pendergraft, Sasseen, and Torbert voted yes. MOTION CARRIED.

3. Consider accepting June financial reports. – MOTION by Kent, with second by Pendergraft to accept the June financial reports as presented. Roll call results: Anderson, Kelly, Kent, Pendergraft, Sasseen, and Torbert voted yes. MOTION CARRIED.

4. Consider approving Conflict of Interest Policy (Attachment A). – Whipp stated that it was the recommendation of the Auditor to create a Conflict of Interest Policy, and that Sutherlin and Godlove had drafted the attached policy for the Authority. MOTION by Anderson, with second by Kent to approve the Conflict of Interest Policy as presented. Roll call results: Anderson, Kelly, Kent, Pendergraft, Sasseen, and Torbert voted yes. MOTION CARRIED.

5. Consider accepting the proposed changes to contract with Lawton Stage & Entertainment (Attachment B). – Chair Jolly reported that the only change from the current Professional Service Agreement is a four to five percent increase in the hourly

rates. Whipp stated that the contract with Lawton Stage & Entertainment is renewable on a biannual basis, with Anderson noting that the promoter renting the auditorium incurs these fees. Discussion ensued regarding whether all employees of Lawton Stage & Entertainment are union card holders or just owner, Barry Leday. MOTION by Anderson, with second by Sasseen to accept the proposed changes to the contract with Lawton Stage & Entertainment as presented. Roll call results: Anderson, Kelly, Sasseen, and Torbert voted yes. Kent and Pendergraft abstained. MOTION CARRIED.

6. Consider approving the proposed Authority Budget for FY12-13 (Attachment C). – Anderson referred to Attachment C and reviewed the projected income and expenses for FY12-13. Pendergraft stated that as a non-profit organization income and expenses should balance. Anderson stated he will present an adjusted budget at the August meeting. MOTION by Sasseen, with second by Kent to approve the Authority Budget for FY12-13 as amended. Roll call results: Anderson, Kelly, Kent, Pendergraft, Sasseen, and Torbert voted yes. MOTION CARRIED.

7. Consider sponsorship request from Holiday in the Park. – Whipp reported that Bill Davis, Holiday in the Park Chair, has asked the Authority to consider co-sponsoring the 77th Army Band 2012 Holiday Concert tentatively scheduled for Sunday, November 18th by waiving the rent and maintenance fees. Whipp reported that the total waived for the 2011 concert was $500. MOTION by Kelly, with second by Anderson to waive the rent and maintenance fee for the 2012 Holiday Concert. Roll call results: Anderson, Kelly, Kent, Pendergraft, Sasseen, and Torbert voted yes. MOTION CARRIED.

CHAIR'S REPORT

8. Board Member Orientation – Jolly stated that the Orientation is held for all new members and will be at the Auditorium and last approximately one hour. Whipp requested the orientation be held in October due to the International Festival. She also stated that member books contain a copy of the Trust Indenture, By-laws, etc and new members could refer to their handbook to get a better understanding of the duties and responsibilities of the Board prior to the orientation. The consensus is to schedule a date and time for the orientation at the September meeting.

COMMITTEES

9. Standing Committees and Task Forces – Whipp gave an overview and responsibilities of the three standing committees of the Authority and stated that a sign-up sheet would be available at the August meeting. Jolly stated that other issues are handled by special appointed task forces or the entire board as the need arises.

COORDINATOR'S REPORT

10. Update on contracts and calendar – Whipp reviewed the July, August, and September calendars and noted a copy was included in member packets.

11. Update on repairs and maintenance – Whipp reported that everything is in working order, and that during the month of July Torres has been working on major cleaning and maintenance projects.

ADMINISTRATOR'S REPORT

12. COL Budget Update - Whipp reported that the COL has approved the FY12-13 budget and the Auditorium's budget is $212,457 which includes $30,000 for capital outlay, and that a copy would be provided to each member at the August meeting. She further stated that funds were appropriated in the "City at Large" account to purchase the 150-Ton Air Cooled York Chiller for the Auditorium.

OTHER/NEW BUSINESS

COL Birthday Celebration - August 6 @ 5pm @ New City Hall – Whipp provided an overview of the activities planned and distributed flyers inviting all members to the event.

ADJOURN

Chair Jolly adjourned the meeting at 4:45 p.m.

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Signature Date approved