Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
Thursday, August 8, 2013 – 4:00 pm
Owens Multipurpose Center

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Jolly, Sutherlin, Kent, *Pendergraft, Sasseen, *Shahan and Torbert

MEMBERS EXCUSED: Anderson

MEMBERS ABSENT: Kelly

STAFF PRESENT: Whipp and Morman

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

CONSENT AGENDA: The following items are considered to be routine by the McMahon Auditorium Authority and will be enacted with one motion. Should discussion be desired on an item, that item will be removed from the Consent Agenda prior to action and considered separately.

1. Consider approving minutes of June 13, 2013 meeting.
2. Consider accepting June financial reports.
3. Consider accepting July financial reports.

MOTION by Kent, with second by Sutherlin to approve the consent agenda. Roll call results: Sutherlin, Kent, Sasseen and Torbert voted yes. MOTION CARRIED.

CHAIR'S REPORT
None

TREASURER'S REPORT
None

COMMITTEES
No reports

COORDINATOR'S REPORT

4. August, September and October Event Calendar – Morman reviewed upcoming events.

5. Repairs and Maintenance – Morman reported that the curb in the stage parking area has been removed to provide easier access for trucks to the loading dock.

ADMINISTRATOR'S REPORT

6. FY 2012-13 Audit – Whipp reported that the auditors are scheduled to be on site the week of August 19th and that this is the final year of the three year contract with Rahhal Henderson Johnson. She stated that the RFP for the FY2013-14 audit will be sent out in January and asked Board members to submit contact information on firms they want a RFP sent to.

7. 2013 International Festival – Whipp reported that the Festival is scheduled for September 27, 28 and 29 in Elmer Thomas Park and will present the largest number of vendors since moving to the park. Due to the growth the Lake Helen Stage will be moved to the amphitheatre and the north parking lot will be utilized for vendors.

BUSINESS ITEMS
None

OLD BUSINESS ITEMS

8. Consider approving new fee structure – (*Pendergraft and Shahan entered). Sutherlin directed members to the Rate Review 2013 and Auditorium Rental Fee Comparison hand-out. He noted that rental fees have not been increased since 2008 and that the auditorium is one of the most affordable venues in the area. Extensive discussion ensued on the rental class structure and fee increase. Sutherlin encouraged members to check out the other facilities websites and recommended that the Authority create their own website separate from the COL's. MOTION by Pendergraft, with second by Torbert to raise Rental Class 1 and 2 by $100 in each category; and Rental Class 3 and 4 by $50 in each category effective immediately with the exception of Fort Sill; and to honor all current contracts in place and table the Rental Class restructure. The increase for Fort Sill will go in effect January 1, 2014 with the new Blanket Purchase Agreement if approved by Fort Sill and City Council. Roll call results: Sutherlin, Kent, Pendergraft, Sasseen, Shahan, and Torbert voted yes. MOTION CARRIED.

9. Consider establishing policy for promoters who do not pay on time – Torbert referred members to the proposed non-payment policy for the Auditorium which would provide staff direction on how to handle promoters who have exhibited a negative payment history with the auditorium. It was noted that the policy is for internal use only and not to be included in the contract. Whipp noted that there is no official SOP but that all policies approved by the Board are maintained in a file. Motion by Sutherlin, with second by Kent to accept the policy as presented. Roll call results: Sutherlin, Kent, Pendergraft, Sasseen, Shahan and Torbert voted yes. MOTION CARRIED.

10. Review auditorium improvements priority list – Following the Authority's support to move the genie lift and dock lift to the top of the priority list at the June meeting Sasseen presented research and photos for both items. He stated that the Genie Lift AWP 25-S is well suited for the auditorium and is the same kind used at City Hall. He presented the quote for an estimated $7,545.00 to include delivery. He then reviewed the research on the dock lift and noted that the estimated price is $13,600.00 and includes installation. Sasseen also asked to re-evaluate the priority list and move the sound system to a higher priority in order to keep the auditorium at a high standard. MOTION by Sutherlin with second by Pendergraft to appropriate Authority funds of an estimated $10,000 for the genie lift and $15,000 for the dock lift and proceed with the purchase of these two items. Roll call results: Sutherlin, Kent, Pendergraft, Sasseen, Shahan and Torbert voted yes. MOTION CARRIED.

NEW BUSINESS ITEMS
None

OTHER BUSINESS
None

ADJOURN
Chair Jolly adjourned the meeting at 5:15 p.m.

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Chair Date Approved