Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
August 9, 2018 – 4:00 p.m.
MMA Lobby

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Sasseen, Pendergraft, Jolly, Jones, Kent, Snodgrass and Whipp

MEMBERS EXCUSED: Torbert and Ragland

STAFF PRESENT: Whipp, Morman and Neeley

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

1. Consider approving minutes of June 14, 2018 meeting. Motion by Whipp, second by Pendergraft to approve the minutes as presented. Roll call results: Pendergraft, Jolly, Jones, Kent and Whipp voted yes. Motion Carried.

2. Consider accepting the June bank register reports. VC Sasseen asked that both June and July reports be reviewed and considered in one motion. Pendergraft reviewed the CPA's financial reports through July at this time stating that Ms. Funkhouser's reports reconcile with staff bank reports. She stated that the Authority experienced a small loss of $1,834.00 for fiscal year 2017-2018 when the grant funds are not calculated into the ending balance. Pendergraft stated that year-end adjustments will be made as part of the final audit. Motion by Kent, second by Jolly to accept all financial reports as presented. Roll call results: Pendergraft, Jolly, Jones, Kent and Whipp voted yes. Motion Carried.

3. Consider accepting the July bank register reports. See item #2

CHAIR'S REPORT
No report

TREASURER'S REPORT
See item #2

COMMITTEE REPORTS
4. Sound System Demo on August 17 @ 11:30 a.m. The Sound System project was discussed in detail with the following updates: construction and installation is complete; Qlap software needs to be ordered and installed; stanchions are being installed and red velour ropes will be ordered. The anticipated balance of the grant is $130 - $140,000.00 once the McClelland invoice is received and paid and the above items are purchased. The consensus of the board is to make a request to the McMahon Foundation to use remaining funds for three or four major areas of facility improvements such as lighting, projection equipment, etc. It was also

confirmed that Audio Tech would operate sound for Miss Lawton and the Sound System Demo as well as the Rap Concert on September 8. Pat Reynolds with Journey Productions will operate sound on Thursday and Saturday for the LPO Concert and Lawton Stage Entertainment (LSE) will operate it for the Friday night rehearsal. LSE will take over completely after the September 8 event unless otherwise requested by promoters. Further discussion ensued on the sound demo agenda and luncheon. Kent agreed to be the guest emcee as well as the official spokesperson for press and media. General consensus was to spend up to $700.00 of Authority funds for the luncheon and place it on the September agenda for ratification.

5. Foundation Project Update - Whipp reported that four bids were received: WW Builders of Duncan ($77,062), Joe's Backhoe Service of Lawton ($38,500), Garden Depot dba 4-D Landscaping & Irrigation ($47,922) and CDBL, Inc (no bid) with City Council awarding the bid to Joe's Backhoe Service. Whipp reported meeting with Joe Renschen, Jack Hanna and Keith Neitzke to discuss the project and work to start on Monday, August 27. The project should take approximately one month to complete, weather permitting.

STAFF REPORTS

6. August, September and October event calendar – Morman reviewed the event calendar.

BUSINESS ITEMS

7. Consider appropriating funds to repair light fixtures. Jolly reported that Hofmann has identified approximately 20 fixtures that can be repaired at an estimated cost of $760.00 for parts and labor. Discussion ensued with the consensus being to spend up to $1,000.00 to repair the fixtures. Sasseen stated that a policy should be created where LSE is required to report to staff immediately any time an item is in need of repair instead of letting things get backed up. Motion by Jolly, second by Pendergraft to approve spending up to $1,000.00 for repair of light fixtures. Roll call results: Pendergraft, Jolly, Jones, Kent and Whipp voted yes. Motion Carried.

8. Consider increasing funding for additional lighting in box office. Whipp reported that $500.00 was approved at the May meeting for this project; however, staff received an estimate from Pat Rooney which exceeded that amount. Discussion ensued with consensus being to spend up to $1,000.00 on the additional lighting. Motion by Jolly, second by Pendergraft to approve increase in funds for lighting project as stated. Roll call results: Pendergraft, Jolly, Jones, Kent and Whipp voted yes. Motion Carried.

9. Consider sponsoring LAHC's 2019 Student Performance by waiving rental, ticket printing and ticket commission fees. Whipp requested the board consider co-sponsoring the project by waiving fees. Morman reported the cost paid by LAHC for the 2018 program. Discussion ensued regarding the project and benefit to the community. Motion by Jolly, second by Kent to approve sponsoring LAHC's 2019 Student Performance by waiving the fees as requested. Roll call results: Pendergraft, Jolly, Jones, Kent and Whipp voted yes. Motion Carried.

OLD BUSINESS

10. LCT's Peter Pan Update - June 2019. Jolly reported that the production dates have been determined and are on the Auditorium's calendar; production rights have been paid for and they have secured the contract with the flying technical group. He further stated that now that these items have been accomplished he will get with Morman to prepare the Auditorium's contract.

NEW BUSINESS

Jolly reported that the Genie Lift was purchased with all terrain wheels and he believes it may better meet our needs if the wheels were switched out. Sasseen stated he is currently researching this matter and hopes to have more information in the near future.

ANNOUNCEMENTS

ADJOURN

Vice Chair Sasseen adjourned the meeting at 4:55 p.m.

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Vice Chair Sasseen Date Approved