

**Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
Thursday, August 11, 2016 – 4:00 pm
MMA Lobby**

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Torbert, Pendergraft, Anderson, Jolly, Ragland and Whipp

MEMBERS EXCUSED: Kent and Snodgrass

MEMBERS NOT PRESENT: Sasseen

STAFF PRESENT: Morman, Neeley and Whipp

**Chair Torbert called the meeting to order at 4:02 p.m.
and declared a quorum present.**

Torbert welcomed everyone and introduced Neeley then asked her to give a short bio of herself.

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 9, 2016 regular meeting.
2. Consider accepting the June bank register reports.
3. Consider accepting the July bank register reports.

MOTION by Jolly with second by Pendergraft to approve the consent agenda. Roll call results: Pendergraft, Anderson, Jolly, Ragland and Whipp voted yes. MOTION CARRIED

TREASURER'S REPORT

4. Consider approving financial reports. – Pendergraft reviewed the financial statements from the CPA stating the report of collection and spending is for the FY15-16. She noted the CPA will meet with the auditor and that there will be adjustments made for fiscal year but that all is in line with staff reports. She noted that profit has gone down and will continue to be lower as a result of losing the Fort Sill Graduations. MOTION by Anderson with a second by Ragland to approve financial reports. Roll call results: Pendergraft, Anderson, Jolly, Ragland and Whipp voted yes. MOTION CARRIED

COMMITTEE REPORTS

5. Facility Improvement Updates – None reported

STAFF REPORTS

6. August, September and October Event Calendar – Morman reviewed the calendar and noted that the Miss Lawton Pageant has been rescheduled for August 20th.
7. HVAC Project update – Whipp reported that she has been told that there is no funding identified to date for the Phase II including the design study that was to be completed by

October for the Authority to use for their grant applications. She stated that Phase II is on hold until funding is identified. She further reported that Scott Hoffman contacted JR Lighting this morning regarding the stage lights that the City's engineer had indicated he would purchase with year end funds through that department. The lighting company has not received the order. Discussion ensued on how the Authority might proceed with seeking grants and funding for the improvements they have identified for the facility. The consensus is to wait until the September meeting to make any decision in case additional information is received from city staff.

8. FY15-16 Audit – Whipp reported the auditor is scheduled to be on site later this month and the fee is \$7,300.00. She further reported having spoken to the City's Finance Director and that he advised her to continue to do the independent audits for both MAA and LAHC as they are not included in the City's audit contract and he is not aware of any plans to include them in the near future. Whipp stated that the CPA will submit the 990 form this year as there have been changes in how the form is submitted and she wants to ensure it is done correctly. Pendergraft noted that this was a good idea as these forms can be confusing and it must be filed correctly or the Authority could lose their non-profit status. Whipp noted the dates for the International Festival and distributed flyers and posters.

BUSINESS ITEMS

9. Consider sponsoring the 77th Army Band 2016 Holiday Concert. – Whipp reported the concert is scheduled for Friday, December 9th with rehearsal on Thursday and that the 2015 cost was \$1,418.70 for stagehand fees and security. Torbert recommended doing additional publicity and volunteered to work on this area. MOTION by Pendergraft, with second by Whipp to approve sponsoring the 77th Army Band 2016 Holiday Concert. Roll Call results: Pendergraft, Anderson, Jolly, Ragland and Whipp voted yes. MOTION CARRIED.
10. Consider waiving fees for LAHC's annual Student Performance scheduled for February 2017. – Whipp reported that historically the Authority has been a co-sponsor of this program by waiving fees noting that LAHC pays the stage hand fees and security. She further reported that LAHC is partnering with Lawton Community Theatre (LCT) this year for their 65th Anniversary Season and they will provide three shows of "The Tale of Peter Rabbit and Benjamin Bunny" on February 23, 2017 at no cost to LAHC. Whipp noted the decrease in funding from Oklahoma Arts Council and the City's budget and lack of sponsorships has had a significant impact on LAHC's programming. MOTION by Jolly, with second by Pendergraft to waive fees for LAHC's annual Student Performance as stated. Roll call results: Pendergraft, Anderson, Jolly, Ragland and Whipp voted yes. MOTION CARRIED.
11. Consider moving the meeting time to 3:00pm for November 10, 2016 due to audit presentations. - Whipp asked the Authority to consider moving their meeting to 3:00pm then the LAHC would move their meeting to the same day at 4:00pm so that the Auditors would only have to make one trip to Lawton. MOTION by Pendergraft, with second by Anderson to move the meeting time to 3:00pm on November 10th as stated. Roll call results: Pendergraft, Anderson, Jolly, Ragland and Whipp voted yes. MOTION CARRIED.

OLD BUSINESS ITEMS

Torbert reported that he has established a U-tube account "MMA 60 Years" but has not uploaded the video yet. He was waiting on this meeting to confirm that the music would be covered under the City's Music License which Whipp stated it would as the City has blanket music licenses for the three major companies: SESAC, BMI and ASCAP. He stated he would upload the video and once it has posted he will email everyone the link.

NEW BUSINESS ITEMS

None

ANNOUNCEMENTS

ADJOURN

Chair Torbert adjourned the meeting at 4:33pm

Chair

Date Approved

The City of Lawton encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at 580-581-3305 at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The City may waive the 48-hour rule if an interpreter for the deaf (signing) is not the necessary accommodation.

PLEASE CALL THE OFFICE AT 581-3472 IF YOU CANNOT ATTEND THE MEETING!