



McMahon Memorial Auditorium

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Max Sasseen
Chair

Allan Jolly
Vice-Chair

Teresa Pendergraft
Secretary/Treasurer

Burl Ragland
Dory Thomas
Jason Poudrier
Julia Sibilla
Paul Ellwanger

Jason Poudrier
Arts & Humanities
Administrator

Andrea Morman
Deputy Arts &
Humanities
Administrator

Michelle Rosario
Arts & Humanities
Community Events &
Outreach Coordinator

Bryson Petersen
Arts & Humanities
Theatrical Tech
Coordinator

Tereasa L. Neeley
Administrative
Assistant

Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
Aug 11, 2022 – 4:00 p.m.
McMahon Memorial Auditorium

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Jolly, Pendergraft, Ellwanger, Poudrier, Ragland, Jones, and Thomas

MEMBERS ABSENT: Sasseen

GUEST PRESENT: Taron Epps (Chamber of Commerce)

STAFF PRESENT: Morman and Neeley

Vice Chair Jolly called the meeting to order at 4:01pm and declared a quorum

Meeting went as follows:

CONSENT AGENDA:

1. Consider approving minutes for July 14th, 2022, meeting.
2. Consider accepting the July bank register reports.
Motion by Pendergraft, second by Poudrier to accept consent agenda items #1 and #2 as presented. Roll call results: Pendergraft, Ellwanger, Poudrier, Ragland, and Thomas voted yes. Motion Carried.
3. Consider ratifying IFC's recommendations from the International Festival Committee meeting on Aug 2nd and approving any late vendor entries received before August 11th (Appendix A). – Poudrier referred to Appendix A - the T-shirt order is being placed. The IFC is considering a youth vendor space to help young local entrepreneurs. IFC approved Grupo Fantasma as a headliner for Friday night for a fee of \$14,000. To fund the \$14,000, Poudrier applied for a MidAmerican Arts Alliance Grant for \$5,000, a Lawton Fort Sill CVB Sponsorship for \$5,000 IFC; and an Oklahoma Arts Council Grant, remaining funds needed would be paid out of the International Festival Account. The hotel rooms for the group are being comped by the City of Lawton. Other approved headliners include Intuitive African Dance group (Sunday), Oklahoma Fancy Dancers (Saturday), and Extreme Animals (Sunday).

Item #23: IFC is getting the ABLE license for beer sales through MAA. All profits will be returned to the MAA's IFC account. Item #24: KSWO is going to sponsor advertising; The Breeze will be on site and sponsor \$1,400 in advertising. Item #25: After expenses for this year's festival the IFC will have approx. \$60,000 - \$70,000 in their account. They asked if MAA was willing to provide a sponsorship by paying for a headliner. Discussion ensued. The consensus was to assist with finding sponsors. Motion by Poudrier, second by Pendergraft to ratify item #3 and modify #25 to help with outreach for sponsorships, funding contingent upon

review if needed. Roll call results: Pendergraft, Ellwanger, Poudrier, Ragland, and Thomas voted yes. Motion Carried.

4. Consider ratifying A&H Committee recommendations from their Aug 3rd, 2022, meeting (Appendix B). – Poudrier reported the AHC is bringing back the Awards and will start pushing out information and requests for nominations around September 9th, provided they can get the sub granting framework setup by September 7th and MAA approves at the September 8th meeting.

The Arts and Humanities Committee recommends that MAA sponsor a Silent Auction item for the Arts for All Gala such as providing two tickets for each show for one year and a credit for auditorium concessions. Discussion ensued. Consensus was to offer event tickets and \$10.00 in concessions.

Poudrier would like to seek a collaboration with LPO and Cameron University to bring them Black Violin the auditorium.

The committee is also looking at putting together a competition to be held at the auditorium. Shameka Verdejo will be spearheading the competition for 2024, and Poudrier is working on a Military Experience and Arts Symposium for 2025. Motion by Poudrier, second by Ellwanger to approve #4 and amend concessions to \$20.00 to be used per show attended. Roll call results: Pendergraft, Ellwanger, Poudrier, Ragland, and Thomas voted yes. Motion Carried.

CHAIR'S REPORT

5. Auditorium Update- No Report
6. Other announcements – No Report

TREASURER'S REPORT

7. CPA's Financial Reports – Pendergraft reviewed the CPA's Financial Reports

COMMITTEE REPORTS

14. Consider approval of selection of 2021-2022 financial auditor and selection of technical contractor for International Festival as sole bidders for services (Appendix D). – Poudrier reported that RFP were sent to three firms. We received one bid from the firm that has provided the audit for several years, Mary E. Johnson and Associates, in the amount of approximately \$16,000 for Lawton Arts and Humanities Council and MAA combined. He reached out to the COL to see who they use and has not heard back. Discussion ensued regarding the FY21/22 audit being late and what is being done to avoid this for this year. Regarding the Technical Contractor for the IF, one no bid was received from Journey Productions, and only one other bid was received Titan Sound. Motion by Poudrier, second by Ellwanger to approve item number 14 as presented. Roll call results: Pendergraft, Ellwanger, Poudrier, Ragland, and Thomas voted yes. Motion carried.
8. International Festival Committee – See item #3
9. Arts and Humanities Committee – See item #4

STAFF REPORTS

10. Review Events Calendar—Deputy Administrator – Morman reviewed the calendar of events.
11. Staffing Changes Update—A&H Admin – Poudrier reported he has submitted his request to split the Arts Coordinator position into two positions. He has several interested candidates and said he hopes to post it in the coming weeks.

BUSINESS ITEMS

12. Consider authorizing MAA Chair to work with City of Lawton Technical Coordinator to select and purchase new technical equipment with costs not to exceed the approved budgeted amount of 2021-2022 Hotel/Motel Funding allocation. Poudrier reported with the budget, he can use the \$7,400 Hotel Motel funds for technical upgrades to the auditorium to assist with recruiting high-level performers and increasing tourism to Lawton. Bryson will get a list together to order for review by Max. Discussion ensued. The orders can be done through purchase orders. Motion by Ellwanger, second by Pendergraft to approve MAA Chair to work with City of Lawton Technical Coordinator to select and purchase new technical equipment with costs not to exceed the approved budgeted amount of 2021-2022 Hotel/Motel Funding allocation. Roll call results: Pendergraft, Ellwanger, Poudrier, Ragland, and Thomas voted yes. Motion Carried.
13. Consider approving use of 2022-2023 Hotel/Motel funding for an October Concert or Event at McMahon Memorial Auditorium (Appendix C). – Poudrier reported he would like to use 2022-23 funding to bring an event to the auditorium in October or November. The idea is to see how much is available. He is looking at different groups. depending on how much the authority is willing to commit to. Discussion ensued over the funds being distributed. Motion by Poudrier, second by Pendergraft to approve the use of 2022-23 Hotel/Motel funding for an October concert or event at McMahon Memorial Auditorium if able to schedule. Roll call results: Pendergraft, Ellwanger, Poudrier, Ragland, and Thomas voted yes. Motion Carried.
15. Consider late fees and set amount of fee for unpaid balances beyond 30 days past due on auditorium usage contracts. – Morman reported there are a few organizations who have been late paying their invoice for auditorium rental and asked about possibly charging a late fee to encourage timely payment. Discussion ensued. Pendergraft suggested charging a 1.5% standard fee every month until fully paid off. Motion by Poudrier, second by Pendergraft to approve a 1.5% late fee for unpaid balances every 30 days on auditorium usage invoices. Roll call results: Pendergraft, Ellwanger, Poudrier, Ragland, and Thomas voted yes. Motion Carried.

OLD BUSINESS

16. Consider scheduling new date and time to update MAA strategic plan 2025. Poudrier recommended tabling item number 16 and 17 until further discussion. Motion by Poudrier, second by Pendergraft to table item #16. Roll call results: Pendergraft, Ellwanger, Poudrier, Ragland, and Thomas voted yes. Motion Carried.
17. Consider Usage Policies and updating fee schedule for McMahon Memorial Auditorium. Motion by Poudrier, second by Pendergraft to table item #17. Roll call results: Pendergraft, Ellwanger, Poudrier, Ragland, and Thomas voted yes. Motion Carried.

NEW BUSINESS

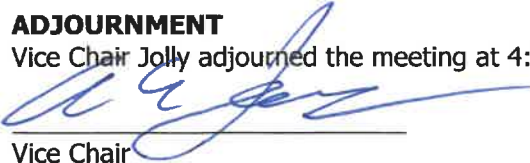
None

ANNOUNCEMENTS

Pendergraft thanked Poudrier and Jolly for their support of the Next Generation Performing Arts Camp. Thomas passed around volunteer sign-up sheets for the International Festival. Ellwanger noted that the minutes of the meetings are very informative and thanked Neeley and staff for a job well done.

ADJOURNMENT

Vice Chair Jolly adjourned the meeting at 4:56pm


Vice Chair

9-8-22
Date Approved