McMahon Memorial Auditorium

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Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
Aug 12, 2021 – 4:00 p.m.
McMahon Auditorium Lobby

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Sasseen, Jolly, Pendergraft, Ellwanger, *Sibilla, Thomas and Poudrier

MEMBERS ABSENT: Jones and Ragland

STAFF PRESENT: Poudrier, Morman, Neeley and Rice

Chair Sasseen called the meeting to order at 4:03pm and declared a quorum.

The meeting went as follows:

CONSENT AGENDA:
1. Consider approving minutes of June 10, 2021 meeting.
2. Consider accepting the July bank register reports.

Pendergraft reported that Form 990 has been submitted to IRS and accepted. Motion by Pendergraft to accept the consent agenda as presented. Roll call results: Jolly, Pendergraft, Ellwanger, Thomas and Poudrier voted yes. Motion Carried.

Poudrier introduced the new Arts Coordinator, Katherine Kylila Rice, to the Authority members and Sasseen welcomed her to the meeting.

CHAIR'S REPORT
Sasseen noted that Whipp dropped off cookies and a Thank You card for the meeting and Rice read the card to the board members.

TREASURER'S REPORT
3. CPA's Financial Reports – Pendergraft reviewed the financial reports and balances in the accounts and stated that the CPA's reports and QuickBooks reports generated by Morman matched.

COMMITTEE REPORTS
6. McMahon Foundation Grant Update – Sasseen reported that grant funds for the Fire Suppression System have been received and that one of the grant requirements is to send a letter to the McMahon Foundation every 30 days with a progress update. Sasseen stated that two bids came in for project and that the contract was awarded to the lowest bidder, Oklahoma Fire Protection. The company provided Terry Wells, project manager, with the appropriate permits and Sasseen stated that once the Fire Marshall signs off on the paperwork, work will start. Guernsey will review the shop drawings that have been submitted; materials have been delivered. The new sprinkler system will cover the seating area, maintenance area and the office.

4. Building Improvements – Sasseen reported that the building improvements are ongoing and include painting in some areas. Two cabinets have been purchased and installed in the backstage maintenance area and an electrician was hired to provide electricity to the cabinets so that the moving lights can be stored and charged in the cabinets.

5. Building Renovations / Guernsey Update – Sasseen reported that the City did approve the $339,000.00 design fee. He met with Joe Painter and he has officially started getting soil samples and measurements and hired a project manager at cost. He met with the legal department and if they can get a contractor through an interview process the contractor can get the bids for all the materials needed, help the architect, manage the project and make sure we stay within the budget.

STAFF REPORTS

7. Review Event Calendar – Morman reviewed the event calendar and reported on upcoming events. She reported that August is fully booked with back-to-back events.

   Sasseen asked for a consensus to approve LCT's request to pay a flat rental fee of $750.00 for "Aladdin Jr.", plus fees for maintenance and security. Poudrier asked if LCT provides the MAA with sponsorship recognition for the special rate. Discussion ensued and the consensus was to approve the rental rate and ask LCT to recognize McMahon Auditorium Authority as a co-sponsor of the event.

9. Uniflex Chairs – Arrived! – Morman reported that the chairs that were ordered to accommodate handicap seating have arrived and some of the chairs have been placed in front of the control booth.

8. Staff Updates – Arts Coordinator / Theatrical Tech Coordinator – Poudrier reported that he interviewed three candidates for the Tech Coordinator position and that he asked HR to update the posting of the position to say open until filled. The consensus was to not hire quickly but wait until the right person comes along.

10. Trust Update – Sasseen reported they are hoping to get this completed by the end of the year however, the legal department has not been able to work on trust update, they need to put it on the City Council agenda so legal will be able to work on it. Rice suggested getting with Randy Warren to sponsor the item.

BUSINESS ITEMS

11. Consider not meeting in the month of September - Consensus was to not vote on this item and meet in September.

OLD BUSINESS

Thomas reported she met with Poudrier to discuss possible programs. She presented several options and had a handout for board members featuring different authors and reviewed their fees. Thomas stated she would like to apply for grants through Oklahoma Humanities and the National Library Association to bring these authors here. The deadline to apply for grants is January but the event can be held anytime during the year. Poudrier stated he would work with Thomas to get more information and present it to the Authority at an upcoming meeting.

NEW BUSINESS

Rice reported she would like to propose an art project to the committee by applying for a grant to purchase an art wall that skaters can spray paint and express themselves at the skate park. She researched and found the Burning Man Foundation who would supply $5,000 to provide the graffiti wall. Discussion ensued. Sasseen asked that she put together photos of the wall she would like to build and present at the next month's meeting.

ANNOUNCEMENTS

Members announced upcoming events.

ADJOURNMENT

Chair Sasseen adjourned the meeting at 5:09 p.m.

Chair

Date Approved