Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
Thursday, September 8, 2016 – 4:00 p.m.
MMA Lobby

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Sasseen, Pendergraft, Anderson, Jolly, Kent, Ragland, Snodgrass and Whipp

MEMBERS EXCUSED: Torbert

STAFF PRESENT: Morman, Neeley and Whipp

Vice Chair Sasseen 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 August 11, 2016 regular meeting.
2. Consider accepting the August bank register reports.

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

CHAIR'S REPORT

3. Chairs for auditorium – VC Sasseen distributed a packet of information from Valiant Music Supply and reviewed the type of Musicians Chair LPO is requesting the Authority to purchase for the Auditorium as well as the quotes received. He reminded members that LPO had made the same request several years ago and was denied at that time. He stated that now the Auditorium does need to replace some of the black leather chairs that are used for events. Whipp reported a total inventory of 92 chairs and that 27 need to be repaired or replaced. Discussion ensued regarding type of chair, total cost and possible funding sources. It was also discussed that the Authority might consider a replacement plan over the next several years so as not to have one large expense. MOTION by Jolly, with second by Anderson to table item. Roll call results: Pendergraft, Anderson, Jolly, Kent, Ragland and Whipp voted yes. MOTION CARRIED.

TREASURER'S REPORT

4. Consider approving financial reports – Pendergraft reviewed the Bank Balance Report and the Report of Collection and Spending from July 2015 through July 2016 from the CPA and that they are in line with staff's monthly financial statements. MOTION by Anderson, with second by Jolly to approve financial reports. Roll call results: Pendergraft, Anderson, Jolly, Kent, Ragland and Whipp voted yes. MOTION CARRIED.

COMMITTEE REPORT

5. Facility Improvement Updates - Jolly stated that he had briefly spoken with the City's Engineer but has not heard back from him regarding the purchase of new stage lighting.

Whipp reported that she had received confirmation that Engineering will not purchase these lights as anticipated.

STAFF REPORTS

6. September, October and November Event Calendar – Morman reviewed the calendar and noted that the next event scheduled is Cameron University's Speech Demo Day on September 15th.

7. FY15-16 Audit – Whipp reported that the auditor completed the site visit. She stated everything was looking good, and that they will present the audits to the boards at the November meetings. She reminded members that the November meeting has been moved to 3:00 p.m.

BUSINESS ITEMS

8. Consider spending up to $1,000 for stage floor paint and supplies. – Whipp reported the floor is in need of painting which is part of the maintenance staff was instructed to do when the floor was done. She stated that a quote was received from Sherwin-Williams for the black paint and that the maintenance tech could do the painting. Discussion ensued and Sasseen stated the floor will need to be painted on a regular basis as annual maintenance and now would be a good time to have it done. MOTION by Kent, with second by Pendergraft to spend up to $1,000 for stage floor paint and supplies. Roll call results: Pendergraft, Anderson, Jolly, Kent, Ragland and Whipp voted yes. MOTION CARRIED.

OLD BUSINESS

None

NEW BUSINESS

None

ANNOUNCEMENTS

Whipp invited members to the 37th Annual International Festival scheduled for September 23rd – 25th and had posters and flyers available.

ADJOURN

Vice Chair Sasseen adjourned the meeting at 4:49 p.m.

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Chair Date Approved