Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
September 10, 2015 – 4:00 pm
City Hall – Mayor's Conference Room

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Sasseen, Torbert, *Pendergraft, Sutherlin, Anderson, Jolly, Kent, Snodgrass, and Whipp

MEMBERS ABSENT: None

STAFF PRESENT: Morman, Gilbert and Whipp

GUEST PRESENT: Lorna Funkhouser, CPA

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 July 9, 2015 regular meeting.
2. Consider accepting July financial reports.
3. Consider accepting August financial reports.

MOTION by Sutherlin, with second by Kent to approve the consent agenda as presented. Roll call results: Torbert, Sutherlin, Anderson, Jolly, Kent, and Whipp voted yes. MOTION CARRIED.

CHAIR'S REPORT

4. Setting priorities for the year – (*Pendergraft entered). Chair Sasseen addressed priorities and improvements to the facility stating he would like to schedule a time to meet and do a walk thru of the building and then reevaluate priorities.

VICE CHAIR'S REPORT

5. 60TH Anniversary Celebration – Torbert reported the anticipated sponsorship for the Celebration will not be available. Discussion ensued regarding having a reception following the Authority sponsored 77th Army Band Holiday Concert on December 10th to include a video presentation before the concert highlighting the auditorium's 60 years. He stated that Mike Owensby with The Lawton Constitution has agreed to publish articles leading up to the celebration. Sutherlin noted it would be an opportune time to recognize McMahon Foundation. Jolly recommended approaching the McMahon Foundation for funds to support the 60th Anniversary Celebration. Torbert asked for volunteers and stated the committee would create a plan and present to the Board; Jolly and Kent volunteered to serve.

TREASURER'S REPORT

6. Financial Reports – Pendergraft reviewed the financial reports and introduced guest, Lorna Funkhouser, CPA. Ms. Funkhouser gave an overview of the reports she would be

doing for the Authority and stated she can prepare the reports based on what is most beneficial for the Board. Funkhouser reported meeting with the Auditor and historical information to start preparing the reports will be forwarded soon.

COMMITTEE REPORTS

7. Facility Improvement Updates: Stage Floor / House Lights – Sutherlin reported that the house lights project is complete and Hofmann did an outstanding job. Sasseen inquired if there were any updates regarding rebates from PSO; Whipp noted that the COL Engineering Department is in the process of researching energy efficiency rebates city wide. Sasseen further reported that the stage floor project is complete and recommended conducting an annual inspection in June so necessary repairs and maintenance could be done in July which is normally a slow month. Sutherlin noted that spot repairs should be ongoing as needed and recommended soliciting Hofmann's input regarding maintenance of the floor.

COORDINATOR'S REPORT

8. September, October and November Event Calendar – Morman reviewed the calendar of upcoming events.

ADMINISTRATOR'S REPORT

9. FY14-15 Audit Update – Whipp reported auditor Jill Luker has completed her site visit and that she would provide a draft of the audit to the Authority for review prior to it being placed on the November voting agenda.

10. 36th Annual International Festival – September 25 – 27 @ Elmer Thomas Park – Whipp had 2015 International Festival marketing materials available for members interested in disseminating the information. She further announced the annual LAHC and COL Cultural Awards program and stated that recipients will be presented their award at the Arts for All Kickoff luncheon in February and that the deadline for nominations is November 6th.

Whipp reported having met with Billy Tramel, COL Engineer regarding the auditorium roof and HVAC Project. She stated that Ford Roofing is schedule to start on the roof project on September 28th and will take approximately 10 days to complete. She further reported that Phase I of the HVAC project is scheduled to start mid-December and be completed by the end of February 2016. She stated Phase II will severely impact the auditorium's operations as a large portion, if not all of the ceiling will come out and will take approximately six to eight months to complete with a targeted budget around $3M. She noted that funding for Phase II has not been identified and therefore timeframe has not been identified. Discussion ensued on losing business during the work and what exactly will be done. Whipp stated she will forward the study and design plan to the Board.

BUSINESS ITEMS

11. Consider allocating funds to cover stage hand fees for the President's Own Marine Band Concert scheduled for Sunday, October 11, 2015. – Whipp reported having met with Larry Hatch, MHS Band Director and that his potential sponsorship for the stage hands did not materialize. She further reported that the consensus of the Board, via email, was to cover the expense as part of the Authority's sponsorship. MOTION by Sutherlin, with second by Pendergraft to cover all stage hand fees for the concert. Roll call results: Torbert, Pendergraft, Sutherlin, Anderson, Jolly, Kent, and Whipp voted yes. MOTION CARRIED.

12. Consider allocating funds to provide hospitality for the President's Own Marine Band. – Whipp stated that the hospitality request is for water which is being provided by MHS Band parents. She asked the Authority to consider providing additional hospitality in the form of snack items that could be taken with them. She noted that in speaking with the band's representative that snacks would be greatly appreciated and something they could take with them as this is a long bus tour. She noted that the consensus was to place item on the voting agenda. Discussion ensued whether it should be boxed dinners versus just snacks and the recommendation was to provide snack items and for staff to

use their discretion in what to purchase and amount to spend. MOTION by Torbert, with second by Sutherlin to provide hospitality for band members as stated. Roll call results: Torbert, Pendergraft, Sutherlin, Anderson, Jolly, Kent, and Whipp voted yes. MOTION CARRIED.

OLD BUSINESS ITEMS
None

NEW BUSINESS ITEMS
None

OTHER BUSINESS
None

ADJOURN
Chair Sasseen adjourned the meeting at 5:00 p.m.

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Chair Date Approved