Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
Thursday, September 11, 2014 – 4:00 pm
Owens Multipurpose Center

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Sutherlin, Anderson, Pendergraft, Jolly, Sasseen, *Shahan, and Torbert

MEMBERS EXCUSED: Kent

MEMBERS ABSENT: Kelly

STAFF PRESENT: Whipp, Morman, and Gilbert

Chair Sutherlin called the meeting to order at 4:00 p.m.
and declared a quorum present.

VOTING ITEMS

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 14, 2014 meeting.
2. Consider accepting August financial reports.

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

CHAIR'S REPORT
Noted he will address the concession fee review at item 7.

TREASURER'S REPORT
None

COMMITTEES
Sasseen reported that he is working on gathering additional information for the house lighting project. (*Shahan entered)

COORDINATOR'S REPORT
3. September, October and November Event Calendar – Morman reported that the auditorium is heavily scheduled through December, to include numerous Fort Sill Graduations. Sasseen made the recommendation to send Fort Sill a "thank you" card or certificate of appreciation, and Whipp stated she would consult with Kelly regarding protocol. Jolly recommended to consult with Fort Sill prior to the Strategic Planning meeting in order to address any issues. Shahan announced that Robert Torres, Maintenance, is no longer working for the COL and encouraged members to provide the job posting information to individuals whom they know may meet the qualifications.

ADMINISTRATOR'S REPORT

4. FY13-14 Audit Update – Whipp reported that once she receives the audit draft she will compile the MD&A reports. She stated that the audit deadline to the COL is November 30th and therefore the audit will be on the November voting agenda.

BUSINESS ITEMS

OLD BUSINESS ITEMS

5. Dock Lift – Jolly reported that the concrete slab has been removed by Parks & Grounds and that he has provided the specs to two contractors and has received the recommendation to have a pre-form base. He is waiting for two additional quotes.

6. MAA Strategic Plan – Chair Sutherlin stated a meeting is scheduled for Saturday, October 25th from 9:00 a.m. – 12noon to review, revise, and prioritize the Strategic Plan. Discussion ensued regarding scheduling a 60th Anniversary event.

NEW BUSINESS ITEMS

7. Concession Fee – Whipp reported that an inquiry was received by a Class 1 promoter to reduce the concession fee for selling merchandise which is currently $300. The promoter noted that most facilities charge a percentage rather than a flat fee. Sutherlin presented a proposal for revised concession charges with percentages instead of flat fees. He also proposed to charge different percentages for soft items versus media items. He stated his proposal would be in keeping with other venue's concession fees based on his research. Motion by Jolly, with second by Anderson to approve Sutherlin's proposal as stated. Roll call results: Anderson, Pendergraft, Jolly, Sasseen, Shahan, and Torbert voted NO. MOTION DID NOT CARRY.
   Discussion ensued and it was noted that concession fees were increased during the latest rental rate review in August 2013. Fiscal year 2013/14 the Authority took in a total of $850 in concession fees. Members compared the 2013 with the current concession fee rates and indicated that they wanted to keep the auditorium promoter and performer friendly by keeping concession fees lower. The disadvantages of charging promoters a percentage fee were discussed. It was noted that there are promoters who would like to sell items but do not because it is not cost effective to them. Motion by Shahan, with second by Sasseen to decrease the current concession fees to the previous 2013 fees as listed. Roll call results: Anderson, Pendergraft, Sasseen, Shahan, and Torbert voted yes. Jolly voted no. MOTION CARRIED.
   Further discussion ensued regarding a flat rate concession fee versus a percentage of sales. Motion by Torbert, with second by Shahan to decrease the concession fee from the 2013 rates to the following: Classes 1 & 2 ($100.00) and Classes 3 & 4 ($50.00). Roll call results: Anderson, Pendergraft, Jolly, Sasseen, Shahan, and Torbert voted yes. MOTION CARRIED.
   Further discussion ensued regarding publishing rental rates on the auditorium's website which could cause disconcertment for promoters due to the different rental rates. Motion by Pendergraft, with second by Anderson to remove rental rates and fees from the website and to encourage interested promoters to call or e-mail for more information. Roll call results: Anderson, Pendergraft, Jolly, Sasseen, Shahan, and Torbert voted yes. MOTION CARRIED.

OTHER BUSINESS

Sasseen commented on the sales tax extension passing and asked about proceeding with the various repairs/upgrades approved for the auditorium.

ADJOURN

Chair Sutherlin adjourned the meeting at 4:55 p.m.

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Chair Date Approved