



McMahon Memorial Auditorium

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Max Sasseen
Chair

Allan Jolly
Vice-Chair

Teresa Pendergraft
Secretary/Treasurer

Dory Thomas
Jason Poudrier
Julia Sibilla
Paul Ellwanger
Taron Epps
Neil West

Jason Poudrier
Arts & Humanities
Administrator

Andrea Morman
Deputy Arts &
Humanities
Administrator

Michell Rosario
Arts & Humanities
Community Events &
Outreach Coordinator

Haley Moore
Arts & Humanities
Digital Media &
Records Specialist

Reagan Williams
Administrative
Assistant

Nicholas Sasseen
Art's & Humanities
Technical Coordinator

Joseph Cox
Arts & Humanities
Maintenance Tech

Minutes Regular Monthly Meeting McMahon Auditorium Authority Sept 14, 2023 – 4:00pm McMahon Memorial Auditorium

CALL TO ORDER / ROLL CALL

PRESENT: Sasseen, Pendergraft, Poudrier, Thomas, West, Ellwanger

ABSENT: Jolly, Epps, Sibilla

STAFF: none

VERIFY POSTING OF MEETING

Action: Verification of posting time, place, and date

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 past minutes.
2. Consider accepting the bank register reports.

Motion by Poudrier to approve the consent agenda minus the minutes, seconded by Ellwanger.

Pendergraft, Ellwanger, Poudrier, Thomas, and West voted yes. Motion carried.

CHAIRS REPORT

3. Auditorium update

Sasseen reported that the auditorium renovations should be set to start in 2024.

Sasseen and Poudrier reported that the marquee light variance report has been signed by themselves and arrow signs. Sasseen stated that he feels confident that the light variance will pass. He went on to say that once it passes, arrow sign will start building the cabinets and Sasseen will start ordering the parts.

4. Other announcements

Sasseen reported that he and Poudrier have been talking about buying additional sound equipment to fully flesh out a mobile sound rig that can be used for events in Elmer Thomas Park.

Poudrier reported that the city trust indenture language is fine, it just needs to be signed and accepted by the current board members of the Authority.

Sasseen reported on the ARTrageous show that took place on September 8th. He reported that there were only 4 schools at the ARTreach show. He said that those four schools had a great time, but only wished that there could've been more schools there. Sasseen stated that during the evening show, there should've been a full house, but due to several reasons, there was about half of the downstairs. There was discussion on how best to market the upcoming show and how best can they fill the seats of the auditorium.

Sasseen reported that they have received the projector that was purchased out of the hotel/motel funds from the previous fiscal year. He reported that it should be set and

ready to be used during the Lawton Community Theatre Benefit Concert. Poudrier went on to add that Fidelity communications reached out to the Parks and Recreation department to see about sponsoring free family movie nights and they have agreed to sponsor a year long, once a month, movie night series, starting with the Harry Potter series.

TREASURERS REPORT

5. CPA's Financial Report

Pendergraft reported on the financial report and that the finances are still in good standing.

Pendergraft motioned to accept the CPA report, Poudrier seconded.

Pendergraft, Ellwanger, Poudrier, Thomas, and West voted yes. Motion carried.

STAFF REPORTS

8. Review Events Calendar

Poudrier reported on the upcoming events happening at McMahon Memorial Auditorium through October.

9. Grant Announcements, Hotel/Motel & PROPEL Funds, staffing update

Poudrier reported that the Hotel/Motel and PROPEL funds will be voted on at the next council meeting.

COMMITTEE REPORTS

6. Receive report from International Festival Committee and take action as necessary.

Thomas reported that planning for the International festival is going smoothly and that she has heard back from the Cameron University cross country team to volunteer. She went on to report that in the future, the International Festival Committee is hoping to purchase their own tables and chairs to cut down non rental costs.

7. Receive report from Arts and Humanities committee and Performer selection committee.

Poudrier reported on the nomination forms for the Art Purchase and Cultural Awards. He said that as soon as the form are ratified, his office will be pushing out a press release and the forms will go live on their website.

Ellwanger motioned to approve the forms. West seconded.

Pendergraft, Ellwanger, Poudrier, Thomas, and West voted yes. Motion carried.

Poudrier reported on the ideas that the Art and Humanities Committee have been looking into for the 2024-2025 MMA Season, starting with keeping the four-show season. He went on to report that the Art and Humanities Committee have been looking at Henry Cho, the Comedian, and Kyle Dillingham, the musician. West expressed that it may be too soon to bring Kyle Dillingham back, seeing as he has performed at the auditorium twice already in the past few years. Pendergraft brought up the fact that several Broadway shows have their live shows streamed and that would be a great opportunity to use the new movie projector. West brought up the idea of producing a musical with a small cast. Sasseen was more worried that there was not the right kind of promotion, which West brought up the idea of hiring an outside promoter.

BUSINESS ITEMS

8. Discuss Board member support for International Festival and take action as necessary.



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9. Consider approval of purchase of new computer for sound booth out of Hotel/Motel 2023-2024 allocation up to \$2,500.

Sasseen reported that the current apple computer in the sound booth is out of date and running slow. This is detrimental to the auditorium because his computer is used to run that majority of functions during shows and events.

Ellwanger motioned to purchase a new computer for the sound booth up to \$2,500. Poudrier seconded.

Pendergraft, Ellwanger, Poudrier, Thomas, and West voted yes. Motion carried.

10. Discuss financial support of Mural in Elmer Thomas Park up to \$5000 out of Hotel/Motel 2021-2022 one-time allocation to be used to match artist grant funds.

Poudrier reported on the different grants he has been looking into to help pay for the materials and an artist to paint a mural onto the 70 foot retaining wall that was built in Elmer Thomas Park. Poudrier went onto explain how the board should go about finding an artist and the bid process.

West expressed concern over what would happen if the mural was to become a target for graffiti. Sasseen reassured West that his fear is a real concern. Sasseen explained that if they left the wall blank, it would be a bigger target for graffiti. He then went on to say that after the project is finished, the responsibility for upkeep would be on the Parks and Rec grounds team. Poudrier added that there is an anti-graffiti sealant that can be applied that the Parks and Rec grounds team has experience with.

West motioned to approve, Ellwanger seconded.

Pendergraft, Ellwanger, Poudrier, Thomas, and West voted yes. Motion carried.

11. Discuss transfer of treasury funds into Certificate of Deposits and take action as necessary.

Pendergraft was curious on what all runs in and out of the treasury account. Poudrier explained that the account usually doesn't have any transactions running through. Pendergraft went on to express concern over what type of Certificate of Deposits that they are looking at and then she explained the different types of CDs.

Sasseen expressed wariness in putting funds into a CD due to what if something were to come up and they needed the funds but did not have access to them. Pendergraft agreed and said that she would be uncomfortable if the treasury funds went below \$20,000 in case of emergency.

Pendergraft motioned to table this topic with the idea that she and Poudrier would do more research into the numbers and will report back to the board, Poudrier seconded.

Pendergraft, Ellwanger, Poudrier, Thomas, and West voted yes. Motion carried.

12. Discuss hosting a movie night in conjunction with fidelity communications and take action as necessary.

West motioned to accept Fidelity Communications as the sponsor of a free family movie night and that we will help promote them to the best of our abilities, Pendergraft seconded.

Pendergraft, Ellwanger, Poudrier, Thomas, and West voted yes. Motion carried.

OLD BUSINESS

13. Discuss updated master plan.

Stricken from the agenda

14. Discuss 2022-2023 MAA Report to City Council.

Sasseen asked when the report to City Council will be made. Poudrier replied that it will be made at the next council meeting towards the end of September, but he needs to double check the actual date.

NEW BUSINESS**ANNOUNCEMENTS****ADJOURNMENT**