Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
October 8, 2015 – 4:00 pm
City Hall – Mayor's Conference Room

CALL TO ORDER / ROLL CALL

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

MEMBERS ABSENT: Sasseen and Snodgrass

STAFF PRESENT: Morman, Gilbert and Whipp

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

Agenda went as follows:

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 September 10, 2015 regular meeting.
2. Consider accepting September financial reports.

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

TREASURER'S REPORT

5. Financial Reports - Pendergraft distributed and reviewed the treasurer's bank balance report and the financial reports enclosed in member packets. She stated that Lorna Funkhouser, CPA, will be present at the November meeting at which time the FY2014-15 audit will be presented.

CHAIR'S REPORT

3. Setting priorities for the year – Whipp stated that Sasseen would like to schedule a tour of the auditorium to identify projects and update the Authority's priority list. The consensus was to move the November meeting to the Auditorium which would include the walk through. Discussion ensued regarding Fort Sill hosting graduations on post versus at the auditorium and the impact it will have on the Authority's rental income.

VICE CHAIR'S REPORT

4. 60TH Anniversary Celebration – (*Jolly and *Sutherlin entered) - Torbert reported that the Lawton Constitution has agreed to do four articles leading up to the celebration and that they will cover the history, past performers, restoration and the 60th Anniversary Celebration. He stated that Tiffany Martinez of the paper will contact Cheatwood for historical memorabilia; he noted that Dana Parish, McMahon Foundation and John Hernandez, MGP, will also be good sources of information. Sutherlin recommended highlighting Louise McMahon, her background / personal history, and her input in the design of the auditorium, all leading up to the donation of McMahon Auditorium to the City of Lawton; he noted that emphasis should be put on SW Oklahoma. He also suggested creating "Certificates of Appreciation" to be presented to the McMahon Foundation, The Mayor and Fort Sill Commanding General for their support over the

years and volunteered to produce them. Sutherlin further reported that he is ready to move forward with creating the video presentation and discussion ensued regarding cost and length. Sutherlin recommended three videos: a 30-second video to be aired on KSWO, a three minute video to be placed on the website, and a six minute video for the presentation during the celebration. Sutherlin further recommended that copyrighted music be obtained for use of music to be used in the video and Whipp stated the City of Lawton blanket music licenses with SESAC, BMI and ACAP should cover that. Whipp stated that the cost for KSWO TV to produce the International Festival 30-second commercial was $95.00 and that they have always done a cash match for festival advertising and never just PSAs. Pendergraft recommended allocating $1,000.00-$1,500.00 towards marketing/video production. MOTION by Pendergraft, with second by Kent to allocate up to $1,500.00 to cover video production. Roll call results: Pendergraft, Sutherlin, Anderson, Jolly, Kent, and Whipp voted yes. MOTION CARRIED.

COMMITTEE REPORTS
None

COORDINATOR'S REPORT

6. October, November and December Event Calendar – Morman reviewed the auditorium events calendar for the next three months. Sutherlin noted that The Sunday Lawton Constitution article regarding the Presidents Own United States Marine Band, scheduled for October 11th, did not have the McMahon Auditorium Authority listed as a sponsor. Whipp stated she had contacted Mr. Hatch, MHS Band Director, and he will make sure that the Authority will be listed as a sponsor on all other printed materials. Torbert asked about the 77th Army Band's presentation as well as the information to be displayed in the foyer. Whipp stated that the 77th Army Band has already approved the video presentation and reception in the lobby in conjunction with their concert, and that they will create the event poster.

ADMINISTRATOR'S REPORT

Whipp reported that Ford Roofing was scheduled to start the roof project the last week of September but has not and she is waiting for an update on the project. She noted that Phase I of the HVAC project is scheduled to start mid-December and be completed by the end of February 2016 and that no additional events will be scheduled during this timeframe.

BUSINESS ITEMS

7. Consider allocating funds to cover decorations, food and supplies for 60th Anniversary Reception. – Whipp reported having most of the decorations already from previous years and only some items will need to be purchased. She recommended serving cake, cookies and dessert items for the reception. Sutherlin noted the opportunity for photos of guests with the cake. (Sutherlin suggested a framed 8"x10" framed poster be created for presentation to the McMahon Foundation.) Discussion ensued regarding who is to be included in the invitation list such dignitaries and past Authority Board Members and proper mail out timeframe. MOTION by Sutherlin, with second by Anderson to allocate up to $800.00 for the purchase of food and decorations for the reception. Roll call results: Pendergraft, Sutherlin, Anderson, Jolly, Kent, and Whipp voted yes. MOTION CARRIED.

8. Consider allocating funds to provide hospitality for the 77th Army Band. – Whipp stated that the band will be invited to attend the reception and that no hospitality backstage is necessary so no funds are needed.

OLD BUSINESS ITEMS
None

NEW BUSINESS ITEMS
None

OTHER BUSINESS
None

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

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Chair Date Approved