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**Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
October 8, 2020 – 4:00 p.m.
McMahon Auditorium Lobby**

Alan Jolly
Chair

Max Sasseen
Vice-Chair

Teresa Pendergraft
Secretary/Treasurer

Mike Jones
Burl Ragland
Audy R. Snodgrass
Dory Thomas
David Torbert
Billie A. Whipp

Billie A. Whipp, Interim
Director, Parks &
Recreation Department

Andrea Morman,
Auditorium
Coordinator

Tereasa L. Neeley,
Administrative Assistant

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Jolly, Sasseen*, Pendergraft, Ragland, Snodgrass, Torbert

MEMBERS ABSENT: Jones, Thomas, Whipp

STAFF PRESENT: Leal, Morman

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

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 meeting.
2. Consider accepting the September bank register reports.
Motion by Pendergraft, second by Torbert, to accept the consent agenda as presented.
Roll call results: Pendergraft, Ragland, Torbert voted yes. Motion Carried.

CHAIR'S REPORT

Chair Jolly reported he is in discussion with the Great Plains Technology Center to set-up a date for the McMahon Auditorium Authority Strategic Planning meeting.

TREASURER'S REPORT

3. 501c3 Update – Pendergraft reported no update on the 501c3 since they electronically submitted the application to the IRS. She stated if she has not heard back from the IRS by December she will follow up on the status of the application.
4. CPA's Financial Reports – Pendergraft reviewed the financials through the end of August and stated that the CPA did not have September's bank statements yet. Pendergraft reported that all required information for the annual Audit has been submitted to the CPA and the Auditors. No Discussion from Authority.

*Sasseen arrives to meeting.

COMMITTEE REPORTS

5. Stage Lighting Project – Sasseen reports the new concert truss has been installed and eight moving lights attached to the trussing will be in operation this weekend (Oct. 10) for the THRIVE Women's Conference. Additional projects also included improving the flooring in the attic, installing handrails and consulting work on programming the new lights. Sasseen also reported the installation of 12 smaller, battery operated, wireless, theatrical lights which will be used during the upcoming Lawton Community Theatre production starting on Oct. 15. Sasseen reported all equipment for live streaming of events has been installed and is operational. He further stated that work on the Lighting Project Phase 1, 2 & 3 should be completed within 60 days to include all purchases, installation and training.

STAFF REPORTS

6. Review Event Calendar – Morman reported upcoming events in October include the THRIVE Women's Conference on October 10 and Lawton Community Theatre's production of "Always...Patsy Cline" on October 15-18 and October 23-25. After speaking to representatives from Fort Sill's 77th Army Band it appears that the Veterans Day Concert will be allowed to take place. Volunteers will be needed to assist with mandating the COVID-19 safety measures. Lawton Ballet Theatre will have two productions in December to include "Into the Woods Jr." on December 5 and several performances of the "Nutcracker" on December 18-20. 77th Army Band has a tentative "Holiday Concert" scheduled for December 10 and is waiting to see how their November concert goes before committing to the December concert. The annual presentation of Handel's "Messiah" is still tentatively scheduled for December 12. Morman said the maximum capacity for the auditorium still stands at 300 per performance. Sasseen reported the live-stream will also be available for the events. Authority members discussed ways to promote events when using live-stream.

7. Audit Updates – Morman stated that all required information has been submitted and staff is waiting to hear back from the Auditor when the site visit will take place.

BUSINESS ITEMS

OLD BUSINESS

Morman distributed the newest COVID-19 Event Guidelines for the McMahon Memorial Auditorium.

NEW BUSINESS

None

ANNOUNCEMENTS

Snodgrass reported he retired from Fort Sill and his replacement will arrive on October 25 and will invite her to the next meeting in November.

ADJOURNMENT

Chair Jolly adjourned the meeting at 4:40 p.m.


Chair

11-12-20
Date Approved