**Minutes**
**Regular Monthly Meeting**
**McMahon Auditorium Authority**
**Thursday, October 9, 2014 – 4:00 pm**
**Owens Multipurpose Center**

**CALL TO ORDER / ROLL CALL**

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

**MEMBERS EXCUSED:** Kelly and Shahan

**MEMBERS ABSENT:** None

**STAFF PRESENT:** Whipp 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 September 11, 2014 meeting.
2. Consider accepting September financial reports.

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

**CHAIR'S REPORT**
(***Sasseen entered) Chair Sutherlin directed members to the 2015 Strategic Plan and requested that members review the document as well as the Conflict of Interest statement prior to the planning session scheduled for October 25th at 9:00 a.m., McMahon Memorial Auditorium.

**TREASURER'S REPORT**
None

**COMMITTEES**
Facility Improvement's Report - Sasseen provided and reviewed the Stage Light Replacement handout (see attached) stating his recommendation is to purchase 24 ETC Source Four Fresnels at a total cost of just over $10,000. He stated this could be done one batten at a time purchasing two sets of 12 for $5,000 each. Committee recommendation is to purchase two fixtures and try them out before making a full purchase. Discussion ensued with the consensus being to move forward with this recommendation and purchase two start lights. Roll call results: Anderson, Pendergraft, Jolly, Kent, Sasseen, and Torbert voted yes. RECOMMENDATION APPROVED

Sasseen also reported on the need for additional lighting in the stairways leading into the balcony seating area. He reported that he has research the possibility of adding similar LED fixtures to what is already and that he was confident that the electrical could be ran from the source inside the storage areas on each side of the stairways. He stated that the fixtures are approximately $75 each and a total of 16 would be needed. Discussion ensued with the consensus being to order two lights and have an electrician confirm that the power was available. Roll call results: Anderson, Pendergraft, Jolly, Kent, Sasseen, and Torbert voted yes. RECOMMENDATION APPROVED.

**COORDINATOR'S REPORT**

3. October, November and December Event Calendar - Whipp reviewed the calendar with upcoming events. She reported that Fort Sill has requested the use of the Auditorium for as many of the graduations as possible and are willing to schedule graduations on Thursdays if Fridays are not available.

**ADMINISTRATOR'S REPORT**

4. FY13-14 Audit Update – Whipp reported that she has completed the MD&A and is waiting for the final draft from the auditors which she will forward to all members for their review prior to the November meeting. She stated that the FY2013-14 audit will be on the November voting agenda.
   Whipp announced that the maintenance position has been filled. Casey Caddell, current COL employee at the SE Water Treatment Plant will begin his new position with the P&R Department on Monday, October 20th.
   Whipp announced that Cynthia Kent is the recipient of one of the 2014 Governor's Arts Award and will be recognized at the State Capitol on Thursday, December 4th.

**BUSINESS ITEMS**

None

**OLD BUSINESS ITEMS**

5. Dock Lift – Jolly reported he is currently soliciting bids.

6. MAA Strategic Plan – Saturday, October 25th 9:00am @ MMA – See Chair's Report

**NEW BUSINESS ITEMS**

- Jolly reported that the LED house light sample dimming system does not work with our system and they are going to try a second LED fixture with a different dimming system. If this one does not work then incandescent lights would have to be used.
- Sasseen asked about the use of the Genie Lift by the stage hands. Discussion ensued with the consensus being that training may need to be provided to all stage hands to increase their comfort level with the new equipment. The consensus is that the a-frame ladder must be removed as it is a safety issue and this is why the Genie Lift was purchased.

**OTHER BUSINESS**

None

**ADJOURN**

Chair Sutherlin adjourned the meeting at 4:30 p.m.

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Chair Date Approved