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Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
October 11, 2018 – 4:00 p.m.
McMahon Auditorium Lobby

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Torbert, Sasseen, Pendergraft, Jones, Kent, Ragland, Snodgrass and Whipp

STAFF EXCUSED: Jolly

STAFF PRESENT: Whipp, Morman and Neeley

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

1. Consider approving minutes of September 13, 2018 meeting. Torbert asked that the minutes and bank register reports be reviewed and considered in one motion. Motion by Jones, second by Pendergraft to approve the minutes and bank register reports as presented. Roll call results: Sasseen, Pendergraft, Jones, Kent, Ragland and Whipp voted yes. Motion Carried.

2. Consider accepting the September bank register reports. See item #1.

CHAIR'S REPORT

Torbert reported that Whipp had emailed a letter received from the McMahon Foundation requesting a prioritized list of projects with estimates for use of the remaining $127,000 in grant funds. The letter stated that the Foundation board would then review and consider the projects and that their next board meeting is scheduled for Monday, November 5th. Discussion ensued regarding projects already identified and the need to prioritize and get estimates. Sasseen said he would contact Scott Hofmann for the stage lighting project and cost. Sasseen further recommended improving ADA accessibility and getting estimates for fire alarm pull stations. Jones stated that he is the ADA Coordinator for the City of Lawton and shared information on accessibility requirements and improvements.

TREASURER'S REPORT

Pendergraft reviewed the report from CPA Lorna Funkhouser and stated that there were no discrepancies compared to the reports prepared by staff. Torbert asked about transferring $20,000 for upcoming sound projects to another account and Pendergraft noted that funds must remain separate and stay in the grant account.

COMMITTEE REPORTS

3. Sound System Update - Torbert thanked Sasseen for a great job on the Big Daddy Weave concert. Sasseen reported that the group is self-contained traveling with their own audio, lights and video. They asked to tie in to the auditorium power and

have control of the lights. He identified some issues with the show power box and had electrician, Pat Rooney come in the day of the show to connect the power and make needed repairs. The labor bill for loaders/stagehands was kept low by using volunteers from First Baptist Church and Sasseen volunteering his time. Additional funds were generated from concession sales. Sasseen reported that some maintenance issues were identified during the walk through with the tour manager but were quickly resolved. He further reported that when the dock lift was installed it added approximately 10 to 12 feet to the back of the building and the parking area needs to be extended north approximately 10 to 12 feet. Whipp will submit a request to the Streets Division to see if they can extend the parking area. Sasseen also noted that the back stage area was dark and additional lighting needs to be added for safety reasons.

4. Drainage / Foundation Project Update – Ragland reported Joe's Backhoe did a good job, ground work could have been a little smoother but no water is coming in the building and that was the main objective. He stated the next step is to have grass planted, mulch added to specific areas and the large rocks put back in place. Ragland and Whipp will meet with Bedrock Nursery to review these needs and get a proposal. Whipp stated the landscaping is considered part of the drainage project budget.

STAFF REPORTS

5. October, November and December event calendar – Morman reviewed the calendar of events and Torbert stated that he would be available to assist with the 77th Army Band Veteran's Day concert.

6. Audit Update – Whipp reported the auditor was on site the previous week and will present the FY17-18 audit at the November meeting. She requested the Authority consider rescheduling their meeting to Wednesday, November 14 at 4:00 p.m. in order for the auditor to present the audit for both LAHC and the Authority on the same day. See item #7.

BUSINESS ITEMS

7. Consider moving the November meeting to Wednesday, November 14 at 4:00 p.m. to allow for audit presentation. Motion by Ragland, second by Jones to move the November meeting to Wednesday, November 14th as presented. Roll call results: Sasseen, Pendergraft, Jones, Kent, Ragland and Whipp voted yes. Motion Carried.

8. Consider contract for Lawton Stage Entertainment. – Torbert reminded members of the September meeting discussion regarding stagehands and that a meeting was to be scheduled with LeDay, Jolly and Kent regarding the Board's expectations of stagehand performance. Whipp reported that she was in the process of scheduling this meeting when she received a text message from LeDay stating that he wanted to end his contract effective September 30th. Whipp read the text and extensive discussion ensued with the consensus being to accept the resignation. Motion by Sasseen, second by Pendergraft to accept LeDay's resignation as of October 1, 2018 and terminate the contract. Further discussion ensued with the consensus being that Chair Torbert would draft a letter and meet with LeDay to inform him of the

board's decision. Roll call results: Sasseen, Pendergraft, Kent, Ragland and Whipp voted yes. Motion Carried.

Sasseen recommended that the Authority move slowly in finding a new contractor, and that the contract needs to be restructured to best fit the needs of both the Authority and promoters. Whipp was directed to send the current rate sheet to members and they would start working on a new fee structure over the next couple of months. Sasseen further recommended that the Board give staff permission to act on their behalf to hire stage labor and tech support staff as needed until the Authority enters into a new contract. Discussion ensued regarding the three scheduled events through end of year and suggested improvements such as providing promoters the option of doing a pre-event check with staff or a tech person to ensure everything is in good working condition. Motion by Sasseen, second by Pendergraft to give Whipp and Morman the authority to hire stage labor and tech support staff as needed for events until the Authority enters into a new contract. Roll call results: Sasseen, Pendergraft, Kent and Ragland voted yes. Whipp abstained. Motion Carried.

OLD BUSINESS
None

NEW BUSINESS
None

ANNOUNCEMENTS
None

ADJOURNMENT
Chair Torbert adjourned the meeting at 5:30 p.m.

Chair

11/14/18
Date Approved