Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
Thursday, October 13, 2016 – 4:00 pm
MMA Lobby

CALL TO ORDER / ROLL CALL

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

MEMBERS EXCUSED: Anderson

STAFF PRESENT: Whipp, Morman and Neeley

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

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 8, 2016 regular meeting.
2. Consider accepting the September bank register reports.

(*Jolly entered) MOTION by Kent, with second by Pendergraft to approve the consent agenda. Roll call results: Sasseen, Pendergraft, Jolly, Kent, Ragland and Whipp voted yes. MOTION CARRIED.

CHAIR'S REPORT

3. Chairs for auditorium – Torbert reported that he discussed the possibility of the Lawton Philharmonics contributing funds to the purchase of new chairs without taking actual ownership with David Jackson, President and Peggy Hightower, Interim Executive Director. Sasseen noted that he also talked to Mr. Jackson. Whipp reported that a sample chair was ordered and should be arriving within the next two weeks and it will be taken to LPO for their input. Further discussion ensued about a possible timeline of ordering the chairs and it was mentioned that the next LPO concert is in February 2017.

4. Revised auditorium improvements priority list – Torbert referred to the handout that listed the Strategic Plan Goals for the Authority. Due to Basic Training graduations moving back to Fort Sill the income for the Authority has been reduced and therefore some of the priorities may need to be revised. Whipp reported that the City still plans to finish the HVAC project but that Phase II is on hold until funding is identified and that could be several years. Whipp reported that the City is considering several projects presented by OpTerra which would extend the 2008 Chevron energy performance contract. Two of the projects in the proposal include the Auditorium's front entrance and LED exterior lighting for the parking lot. Sasseen recommended moving forward with the sound system improvements including moving the sound booth downstairs and contracting with Scott Hofmann as a consultant for a fee of $1,500 and having a grant application for the McMahon Foundation ready by December 1, 2016. It was noted to let the City Manager know before applying for the grant. Discussion ensued on the list of improvements for McMahon Memorial Auditorium.

MOTION by Sasseen, with second by Pendergraft to further research the sound system and lighting and submit a grant to the McMahon Foundation. Roll call results: Sasseen, Pendergraft, Jolly, Kent, Ragland and Whipp voted yes. MOTION CARRIED.

TREASURER'S REPORT

5. Consider approving financial reports – Pendergraft reviewed the financial statements prepared by Lorna Funkhouser, CPA and stated that everything balances with staff's internal reports. MOTION by Sasseen, with second by Kent to consider approving financial reports. Roll call results: Sasseen, Pendergraft, Jolly, Kent, Ragland and Whipp voted yes. MOTION CARRIED.

COMMITTEE REPORT

6. Facility Improvement Updates – Sasseen asked if there were other maintenance issues or items that may need to be considered for the grant proposal. Discussion ensued of other possible items to include stage lighting, water flowing under the building into the basement during heavy rains, and roof access over the stage.

STAFF REPORTS

7. October, November and December Event Calendar – Morman reviewed the calendar and noted that tickets are on sale for Brittan's Finest, a Beatles Tribute Band, scheduled for October 29th.

8. FY15-16 Audit – Whipp reminded everyone that the November monthly meeting is scheduled for 3:00 p.m. in order for the auditor to present the audits to both boards on the same day. A copy of the audit will be emailed to all members for review prior to the meeting.

BUSINESS ITEMS

None

OLD BUSINESS

None

ANNOUNCEMENTS

None

ADJOURN

Chair Torbert adjourned the meeting at 4:49 p.m.

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Chair Date Approved