Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
Thursday, November 12, 2015 – 4:00 pm
McMahon Memorial Auditorium

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Sasseen, Torbert, Pendergraft, Sutherlin, Kent, and Snodgrass.

MEMBERS EXCUSED: Jolly and Whipp

MEMBERS ABSENT: Anderson

STAFF PRESENT: Morman and Gilbert

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

Presentation of the FY14-15 Audit – Jill Luker, CPA Rahhal Henderson Johnson, PLLC Public Accountants **–** Chair Sasseen introduced and welcomed auditor Jill Luker. Luker presented an overview of the MAA audit (members had received a copy of the audit prior to meeting) for fiscal year end June 30, 2015. Board members were given the opportunity to ask questions and then thanked Luker for attending the meeting.

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 October 8, 2015 regular meeting.
2. Consider accepting the October bank register reports.
3. Consider not meeting in the month of December.

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

CHAIR'S REPORT
None

TREASURER'S REPORT
4. Financial Reports – Pendergraft reviewed the financial reports prepared by Lorna Funkhouser, CPA and noted that everything matched up with the bank statements and the register reports prepared by Morman.

COMMITTEE REPORTS
5. 60TH Anniversary Celebration – Torbert reported that the Lawton Constitution has confirmed covering the 60th Anniversary Celebration with a series of articles in the Sunday Constitution and that he would meet with a staff member of the Constitution to review photographs and information to be included in the first articles. Sutherlin reviewed the outline for the video presentation and stated that it will be approximately six minutes in length for a fee of $200.00; he noted that the video will be shown in the auditorium following the meeting. Torbert suggested providing the video to KSWO News so that excerpts could be aired. He also recommended that Authority members attend the 60th Celebration on December 10th and assist during the reception wearing

their McMahon Auditorium Authority name badge. Sasseen reviewed the Committee signup sheet and it was passed around.

6. Facility Improvements – Sasseen stated that a walk-through of the building would follow this meeting to review and reassess priorities. Morman distributed a list with smaller projects already identified by staff. Torbert inquired about a study regarding upgrading and improving the sound system. Sasseen stated that the Executive Board discussed this and recommends hiring Scott Hofmann as a consultant. Discussion ensued and Sasseen stated that Hofmann would analyze the current sound system, seek out appropriate vendors to submit proposals; and make recommendations to the Board so that funding sources could be identified and appropriate funding requests be made. An advantage is that work will already be scheduled in the auditorium for Phase II of the HVAC project that may be combined with some of the work for the sound upgrades. Sasseen reported that he contacted Scott Hofmann to see if he would be interested in conducting the study and that his fee would be $1,500.00. It was the consensus of the Authority to hire Hofmann as stated above. This item will be placed on the January voting agenda. (Sutherlin excused himself to prepare the video presentation review.)

COORDINATOR'S REPORT

7. November, December and January Event Calendar - Morman reviewed the upcoming events. Sasseen stated that no additional bookings are being accepted from December 13 through February 29th due to Phase 1 of the HVAC project taking place.

BUSINESS ITEMS

8. Consider approving the FY14-15 Audit. – MOTION by Kent, with second by Torbert to approve the FY2014-15 audit as presented. Roll call results: Torbert, Pendergraft, and Kent voted yes. MOTION CARRIED.

9. Consider giving Administrator and Auditorium Coordinator permission to act on behalf of the Authority as presented in attachment "A". – MOTION by Kent, with second by Pendergraft to approve giving Administrator and Auditorium coordinator permission to act on behalf of the Authority as outlined in attachment A. Roll call results: Torbert, Pendergraft, and Kent voted yes. MOTION CARRIED.

10. Consider approving Fidelity Communication's quote for Auditorium internet service. – MOTION by Pendergraft, with second by Kent to approve Fidelity Communication's quote as presented and to rent their router for an additional $5/month. Roll call results: Torbert, Pendergraft, and Kent voted yes. MOTION CARRIED.

OLD BUSINESS ITEMS

None

NEW BUSINESS ITEMS

None

ADJOURN

Chair Sasseen adjourned the meeting at 4:45 p.m.

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Chair Date Approved