McMahon Memorial Auditorium

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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

Michael Leal, Arts Coordinator

Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
November 12, 2020 – 4:00 p.m.
McMahon Auditorium Lobby

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Jolly, Jones, Pendergraft, Ragland, Sasseen, Snodgrass, Thomas, Torbert, Whipp

MEMBERS ABSENT: None

STAFF PRESENT: Leal, Morman and Whipp

Guests: Julia Sibilla, Fort Sill

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 October 8 meeting.
2. Consider accepting the October bank register reports.
   Motion by Sasseen, second by Pendergraft, to accept the consent agenda as presented. Roll call results: Jones, Pendergraft, Ragland, Sasseen, Thomas, Torbert, Whipp voted yes. Motion Carried.

CHAIR'S REPORT

3. Resignation Notice - Jolly reported that Torbert submitted his resignation effective January 1, 2021 and this is also the last meeting for Fort Sill Representative Snodgrass, who recently retired. Jolly thanked both for the years of service to the McMahon Auditorium Authority. Sasseen added his thanks to Torbert for his leadership in assisting with the McMahon Foundation grants.

4. Strategic Planning meeting update - Jolly reported that the Strategic Planning meeting will be postponed until early 2021.

5. Review of rental rates – see item 6.

6. Consider creating a repair/maintenance fund - Jolly stated that agenda items 5 & 6 go together. He asked the board to consider creating a plan for setting aside funds designated for repair and maintenance of equipment. Sasseen said the board could consider retaining a certain percentage of the rental income and applying it to a maintenance/repair fund. Jolly noted that the board could also consider increasing fees when renters use additional / particular stage equipment such as the star drop.

TREASURER'S REPORT

7. 501c3 Update - Pendergraft reported that there are no updates on the status of the 501c3 application. The application was submitted electronically, and she will follow up with the IRS if she has not heard back from them by January.

8. CPA's Financial Reports - Pendergraft reviewed the financials through the end of October and stated that all required information for the annual audit has been submitted to the Auditors. She further stated that Ms. Funkhouser will file an extension for the 990 return since it is due, and information is needed from the audit to complete the return.

COMMITTEE REPORTS

9. Stage Lighting Project - Sasseen reported the major stage lighting project is complete with all the original goals from the McMahon Foundation grant being accomplished. He stated that there are still funds available from the grant and a discussion followed on how to utilize the remaining monies on the lighting and renovation projects. Sasseen stated that the projection systems have been installed and are working and will soon be implemented in upcoming shows. A Mac Book Pro computer and a matrix switcher were recently purchased for the control booth. Streaming equipment has been installed and was utilized during the Thrive Women's Conference.

10. HVAC / Building renovation update - Whipp reminded members that the City has contracted with Guernsey for engineering services to conduct an updated study on the Auditorium's HVAC Systems, ADA renovations, facility expansion and landscaping. The projects were approved as improvements for the MMA in the 2019 CIP. Sasseen reported this includes renovation of the auditorium to complete the HVAC system and expansion on the east side of the building and possibly the west side to include stairwell, ADA restrooms, elevator, additional office space and meeting room. He stated that according to building code we need to expand the sprinkler system before we can complete the renovation projects. He recommended submitting a grant request to the McMahon Foundation to expand the current sprinkler system to cover all seats, balcony and stage storage area so that we would be in compliance with the building code to start the renovation projects when funding becomes available. Discussion ensued with the consensus of the Board to move forward with the grant request to the Foundation. Motion by Sasseen, second by Ragland to expand the sprinkler system as stated. Roll call results: Jones, Pendergraft, Ragland, Sasseen, Thomas, Torbert, Whipp voted yes. Motion Carried.

11. 2011 Project List – Members received a copy of the MMA Project List (see attached) the board had created in 2011. Sasseen reviewed the list explaining all that had been accomplished on the list reminding everyone how far we have come since that time.

STAFF REPORTS

12. Review Event Calendar - Morman reviewed upcoming events and noted that due to the Covid-19 situation the 77th Army Band will record their Holiday Concert and stream it on their Facebook page; Arts for All members will record portions of their Virtual Gala at the auditorium on November 17; Lawton Ballet will perform one show on December 5 with their presentation of "Into the Woods Jr," and return on December 18-20 and possibly December 21 for the "Nutcracker" presentation; Lawton Schubert Music Club plans to live stream their "Handel's Messiah" presentation on December 12 (see announcements).

13. Staff Updates - Whipp reported the site visit for the financial audit is still pending and that the board may want to consider canceling the December meeting. Discussion followed. Motion by Sasseen, second by Pendergraft, to cancel the December meeting of the McMahon Auditorium Authority. Roll call results: Jones, Pendergraft, Ragland, Sasseen, Thomas, Torbert, Whipp voted yes. Motion Carried.

BUSINESS ITEMS

14. Consider giving Administrator and Auditorium Coordinator permission to act on behalf of the Authority. No discussion from members. - Motion by Pendergraft, second by Thomas, to give Administrator and Auditorium Coordinator permission to act on behalf of the Authority (list of duties provided to board). Roll call results: Jones, Pendergraft, Ragland, Sasseen, Thomas, Torbert, voted yes. Whipp abstain. Motion Carried.

OLD BUSINESS

None.

NEW BUSINESS

None.

ANNOUNCEMENTS

Whipp reported that as COVID numbers increase in our area, the board is advised that any events at the auditorium could change at any time, and the board will be informed of these changes.

ADJOURNMENT

Chair Jolly adjourned the meeting at 4:57 p.m.

[signature] 1-14-21

Chair **Date Approved**