Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
Thursday, November 13, 2014 – 4:00 pm
Owens Multipurpose Center

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Anderson, Pendergraft, Jolly, Kent, Torbert, and Whipp (COL Interim Parks & Recreation Director)

MEMBERS EXCUSED: Sutherlin, Kelly, and Sasseen

MEMBERS ABSENT: None

STAFF PRESENT: Morman and Gilbert

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

Presentation of FY2013-14 Audit by Rahhal Henderson Johnson PLLC, Certified Public Accountants – Vice Chair Anderson introduced and welcomed auditor Mary Johnson. Johnson presented an overview of the MAA audit, year ending June 30, 2014. Board members were given opportunity to ask questions and thanked Johnson for attending the meeting.

VOTING ITEMS

Agenda went as follows:

BUSINESS ITEMS

7. Consider approving the FY2013-14 Audit. – Whipp reviewed the two findings of the auditors and noted that one of the auditor's recommendations was for the Authority to retain an accountant to prepare the monthly financial statement. She further noted that there is now an auditorium receipt book for funds taken in by staff and that ticket order forms will now be kept for auditors to further assist in reconciling events. MOTION by Jolly, with second by Kent to approve the FY2013-14 audit as presented. Roll call results: Pendergraft, Jolly, Kent, and Torbert voted yes. Whipp abstained. MOTION CARRIED.

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 9, 2014 meeting.
2. Consider accepting October financial reports.

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

CHAIR'S REPORT

3. Authority Priority List – Vice Chair Anderson thanked members for attending the Strategic Planning meeting on October 25th. Sutherlin e-mailed members a draft of the new Strategic Plan and asked for comments and suggestions.

TREASURER'S REPORT

4. Discussion of hiring accountant to do monthly financials. – Pendergraft reported that currently the auditor creates the Authority's financial statements which does not allow the auditor a separation of duties, and expressed her concern that future auditing standards will prevent auditors from such practice. She stated that she has contacted several accountants and has received one estimate in the amount of $200-$300/month. Discussion ensued regarding the expense for the audit and accountant being around $10,000/year and also if it would be more feasible to hire an accountant at the beginning of the new fiscal year instead of the middle of the year. Pendergraft stated that an accountant might be willing to work with the Authority and bring the financial statements up to date if hired before the end of the fiscal year. Whipp stated that hiring an accountant has been addressed with the Lawton Arts & Humanities Council as well, and if approved, recommended using the same accounting firm for both boards if possible.

COMMITTEE REPORTS

5. Facilities Improvement – Whipp stated that Sasseen had another commitment and therefore could not attend this meeting, but had met with her so that she may present his five proposals: (Whipp provided members with a copy of each proposal.)

    1) Dock Lift Project – Sasseen presented Board with a bid for a "turn key" installation of the dock lift of $20,000. He also presented two optional items one being "bollard bumpers" ($750) and the second is biodegradable oil ($525). Whipp stated that due to the amount three written quotes are required, with one no bid allowed, and reviewed the timeframe when installation would not interfere with scheduled events. Jolly stated that he is in the process of getting at least one more bid. MOTION by Torbert, with second by Jolly to give the Executive Board approval to move forward with the bid process and to approve expenditure up to $20,000 for the turn key installation. MOTION amended by Torbert to include approving the additional expenditure of up to $750 for bollard bumpers, with second by Jolly. Roll call results: Pendergraft, Jolly, Kent, Torbert, and Whipp voted yes. MOTION CARRIED.

    2) Attic Safety – Jolly reported that the current 2 ½' wide cat walk is extremely precarious with no handrails or anchoring to the floor planks, and is a safety concern as individuals working in the attic have stepped through. He stated that Sasseen's proposal includes upgrades to the catwalk system as well as doubling the current width, at an estimated cost not to exceed $4,500. He stated that if this proposal is approved, Sasseen has agreed to meet with a contractor to get a quote and if quote is under $4,500 will proceed with the project. Whipp noted that no additional quotes are needed. MOTION by Pendergraft, with second by Torbert to approve the expenditure of up to $4,500 as stated. Roll call results: Pendergraft, Jolly, Kent, Torbert, and Whipp voted yes. MOTION CARRIED.

    3) Balcony Step Lights –Jolly stated that the current lack of lighting on the balcony steps is a safety concern and reported that Sasseen's proposal to purchase LED step lights at a cost not to exceed $1,350 would make a remarkable improvement in the ability to see the steps and thereby improve overall safety in this area. Discussion ensued regarding the Authority having sufficient funds in their accounts to cover all approved expenditures and it was the consensus that the available funds were sufficient.

Whipp noted that there would be additional expense for electrician and possible carpenter to do trim work once installation was completed. MOTION by Torbert, with second by Kent to approve the expenditure not to exceed $1,350 to purchase the LED balcony step lights. Roll call results: Pendergraft, Jolly, Kent, Torbert, and Whipp voted yes. MOTION CARRIED.

4) Stage Floor Repair – Whipp distributed a packet of information on preliminary research that Sasseen had compiled for the Board's review and consideration, and reminded members that $56,000 has been allocated in the COL Capital Outlay budget for the stage floor. She stated that Sasseen has met with multiple contractors and reviewed the condition of the stage floor with the consensus being that the stage floor is structurally sound and the issue is the surface only. Jolly explained that the information provided if on a performance coating that could be applied to the stage and a great solution to the current problem. He explained that the existing areas of imperfection would be repaired with epoxy, the floor sanded, and then this product applied overall which would result in a smooth floor and a matte black finish. Discussion ensued regarding the use of this product versus a total replacement and if the COL would allow the reminder of the funds to be applied toward the house light project. Whipp stated that could be requested of the COL and asked if the Board wanted Sasseen to continue his research on both the product and cost. The consensus was to have Sasseen proceed with his research.

5) Stage Light Replacement – Whipp distributed the information from Sasseen on Stage Light Replacement stating that the second option tried to not work either. Sasseen recommends the purchase of 24 Altman 1KAF Fresnels at a cost not to exceed $10,000. Discussion ensued with the consensus being not to proceed with the recommended purchase at this time. Jolly stated he would solicit information/feedback from other theatres that have replaced stage lighting.

COORDINATOR'S REPORT

6. November, December and January Event Calendar - Morman reviewed upcoming events noting that the auditorium is staying extremely busy and Fort Sill has scheduled graduations through May 2015.

ADMINISTRATOR'S REPORT

None

OLD BUSINESS ITEMS

8. Dock Lift – see item 5.1

NEW BUSINESS ITEMS

9. Consider ratifying the action of the Executive Committee to approve expenditure of $475 for software for Ticket Printing Program. – Morman reported her computer crashed and the current ticket printing program could not be retrieved. MOTION by Kent, with second by Torbert to ratify the action of the EC as stated. Roll call results: Pendergraft, Jolly, Kent, Torbert, and Whipp voted yes. MOTION CARRIED.

10. Consider approving Fall 2015 as MMA's 60th Anniversary Celebration. – Whipp suggested that due to events already scheduled for the spring a celebration in the fall would work better. Vice Chair Anderson requested a planning committee be formed; Torbert volunteered to chair the committee and Jolly volunteered to serve. MOTION by Pendergraft, with second by Jolly to approve scheduling the MMA's 60th Anniversary Celebration in the fall. Roll call results: Pendergraft, Jolly, Kent, Torbert, and Whipp voted yes. MOTION CARRIED.

11. Consider giving permission to the Administrator and Auditorium Coordinator to act on behalf of the Authority as presented in Attachment "A". – MOTION by Jolly, with second by Kent to approve giving permission to the Administrator and Auditorium Coordinator as outlined in Attachment A (see attached). Roll call results: Pendergraft, Jolly, Kent, and Torbert voted yes. Whipp abstained. MOTION CARRIED.

12. Consider not meeting in the month of December. – MOTION by Whipp, with second by Pendergraft to adjourn for the month of December. Roll call results: Pendergraft, Jolly, Kent, Torbert, and Whipp voted yes. MOTION CARRIED.

OTHER BUSINESS
None

ADJOURN
Vice Chair Anderson adjourned the meeting at 5:00 p.m.

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Chair Date Approved