Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
Thursday, November 14, 2013 – 4:00 pm
Owens Multipurpose Center

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Jolly, Sutherlin, Kelly, Kent, Sasseen, Shahan, and Torbert

MEMBERS EXCUSED: Anderson and Pendergraft

MEMBERS ABSENT: None

STAFF PRESENT: Whipp and Gilbert

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

Presentation of FY2012-13 Audit by Rahhal Henderson Johnson PLLC, Certified Public Accountants - Chair Jolly introduced and welcomed auditor Mary Johnson. Johnson presented an overview of the MAA audit year ending June 30, 2013. Board members were given opportunity to ask questions and thanked Johnson for attending the meeting.

VOTING ITEMS

Agenda went as follow:

6. Consider approving the FY2012-13 Audit. – MOTION by Sutherlin, with second by Kent to approve the FY2012-13 audit as presented. Roll call results: Sutherlin, Kent, Sasseen, Shahan, and Torbert voted yes. 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 10, 2013 meeting.
2. Consider accepting October financial reports.

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

CHAIR'S REPORT
No report

TREASURER'S REPORT
No report

COMMITTEES
No report

COORDINATOR'S REPORT

3. November, December and January Event Calendar – Whipp reviewed upcoming events for November, December and January. Shahan announced a New Year's Eve

Celebration being planned by Holiday in the Park Committee for Elmer Thomas Park to include fireworks on December 31st.

ADMINISTRATOR'S REPORT

Whipp reported that the Fort Sill Blanket Purchase Agreement draft, to continue hosting basic training graduations at the Auditorium, has been received and forwarded to Legal for review. She stated that if the BPA is approved by City Council it will cover a five year period effective January 1, 2014 through December 31, 2018.

BUSINESS ITEMS

OLD BUSINESS ITEMS

4. Genie Lift Update – Sasseen reported that he has ordered the Genie Lift from Hertz.

5. Dock Lift Update – Sasseen stated he is scheduled to meet with Keith Neitzke, COL Parks & Grounds Administrator and Robert Torres, MMA Maintenance worker at 2:00 p.m. on November 15th to discuss the project.

NEW BUSINESS ITEMS

7. Consider internet usage fee charged to promoters. – Tabled.

8. Consider sponsoring the 77th Army Band Holiday Concert on Thursday, December 12, 2013. – Whipp reported that via email response since the last meeting the general consensus of the Authority is to fully sponsor the event which includes paying any advertising cost, stage hand fees, piano tuning and security which is estimated at approximately $1,000 cash expenses in addition to waiving fees. Whipp reviewed the current marketing efforts with the Authority requesting to be listed on all publicity materials as the sponsor and posters to be created to disseminate in the community. Discussion ensued regarding creating a power point presentation to run prior to the concert announcing upcoming events at the Auditorium. Sutherlin volunteered to create the slide presentation. MOTION by Shahan, with second by Kent to sponsor the concert including all associated fees. Roll call results: Sutherlin, Kent, Sasseen, Shahan, and Torbert voted yes. MOTION CARRIED.

9. Consider spending up to $1,000 for Christmas trees and decorations for the Auditorium. – Whipp reviewed the condition of current Christmas items stating that trees and additional lights for outside need to be purchased. MOTION by Sasseen, with second by Sutherlin to approve spending up to $1,000.00 as stated. Roll call results: Sutherlin, Kent, Sasseen, Shahan, and Torbert voted yes. MOTION CARRIED.

10. Consider giving Administrator authority to make purchases up to $300 without prior board approval. – Chair Jolly stated that discussion has occurred in the past regarding the Administrator being allowed to purchase items if needed up to a certain amount without prior board approval but that a policy had never been established and approved by the Authority. Discussion ensued with Sutherlin recommending that the Administrator obtain prior approval of the Chair before making any purchases to protect her then the actual purchase would be placed on the next meeting's voting agenda for Board ratification. MOTION by Sasseen, with second by Shahan to give Administrator authority to make purchases up to $300.00 with only the Chair's prior approval. Roll call results: Sutherlin, Kent, Sasseen, Shahan, and Torbert 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". – Chair Jolly noted this is an annual voting item with no changes to approved duties. MOTION by Kent, with second by Sutherlin to give permission to the Administrator and Auditorium Coordinator as stated in attachment "A". Roll call results: Sutherlin, Kent, Sasseen, Shahan, and Torbert voted yes. MOTION CARRIED

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

OTHER BUSINESS

Discussion ensued regarding promotion of the Auditorium with Sutherlin recommending doing a press release around the March 2014 time frame to announce Auditorium upgrades, facility improvements and scheduled events. There was further discussion regarding the Authority creating and running multi-media presentations announcing upcoming events prior to performances as well as creating a website separate from the City's MMA webpage. Suggestion was made regarding the possibility of having a Cameron University intern assist in these projects.

ADJOURN

Chair Jolly adjourned the meeting at 4:25 p.m.

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Chair Date Approved