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**Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
Dec 09, 2021 – 4:00 p.m.
McMahon Auditorium Lobby**

Max Sasseen
Chair

Allan Jolly
Vice-Chair

Teresa Pendergraft
Secretary/Treasurer

Burl Ragland
Dory Thomas
Jason Poudrier
Julia Sibilla
Mike Jones
Paul Ellwanger

Jason Poudrier
Administrator

Andrea Morman
Auditorium
Coordinator

Tereasa L. Neeley
Administrative
Assistant

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Sasseen, Jolly, Pendergraft, Ellwanger, Sibilla (FT. Sill Rep.), Thomas and Poudrier

MEMBERS ABSENT: Jones and Ragland

STAFF PRESENT: Poudrier, Morman, Reddin, and Neeley

Chair Sasseen called the meeting to order at 3:59pm and declared a quorum present.

The agenda went as follows:

CONSENT AGENDA:

1. Consider approving minutes for November 11, 2021 meeting.
2. Consider accepting the November bank register reports.

Motion by Jolly, second by Poudrier to accept the consent agenda as presented. Roll call results: Jolly, Pendergraft, Ellwanger, Thomas, and Poudrier voted yes. Motion Carried.

CHAIR'S REPORT

3. Fire Suppression Retrofit Update – Sasseen reported that the auditorium has blocked off the month of January to allow the contractor to start installing the fire suppression system. He stated that he met with Joe Painter, City Engineer, regarding the pump that is necessary to allow for ample water pressure to meet fire code. It was decided to pay this expense from the 4.5-million-dollar propel construction project grant. The fire marshal has approved the plan and we are moving forward.
4. Other announcements – Wednesday, December 8th, while the 77th Army band was moving equipment out of the building after recording of the Holiday Concert, Pat Reynolds, who was hired for Tech Support, started working on setting up the acoustic shell for Handel's Messiah, when one of the pieces fell on him. There are four shell walls in total, made from aluminum and heavy. Members of the 77th Army band were extremely helpful and lifted the wall from Mr. Reynolds and alerted the office staff of the incident. Reynolds did not sustain any major injuries. Sasseen, Poudrier, and Morman immediately assessed the situation. There are certain procedures to move the walls safely and it was determined that some of the safety procedures were not followed properly. Sasseen called in the Auditorium's Technical Support Staff, Scott Veenhuizen, Jonathan Meckes, Conner Sasseen, and Bryson Peterson to review the incident. The wall was lifted back into place and a safety briefing was conducted within a few hours of the accident happening. Sasseen then contacted Terry Wells, general contractor, and safety chains were installed at the top of the wall for added safety. This will make it virtually impossible for the wall to fall once the counterweight system is engaged. Safety procedures have been reviewed and we will have people trained on putting the shell up and taking it down and have a minimum of three people present when this is occurring. The process of putting the shell up and

taking it down will also be an isolated event to allow proper safety measures to take place with only Tech workers, COL staff and Authority members present. Discussion ensued. Poudrier reported they will implement that a COL employee or MAA member must be present while the shell is being set up and tore down.

TREASURER'S REPORT

5. CPA's Financial Reports – Pendergraft reviewed the financial reports and noted that the financial report from the independent accountant and reports from staff balanced.

COMMITTEE REPORTS – No report

6. Audit Update – Pendergraft reported she has been in contact with the accountant and that they have been running behind. Poudrier said he called the auditor and is waiting to hear back.

STAFF REPORTS

7. Review Events Calendar – Morman reviewed the event calendar and upcoming events.
8. December 14th, City Council Agenda Item – Sasseen reported the City Council will be finalizing the merger of LAHC and MAA on December 14th at the City Council meeting. Sasseen proposed to the board to make Bobbi Matchette the Chair and Chance Harmon the Vice Chair of Lawton Arts and Humanities Council. The Lawton Arts and Humanities Council to operate as a committee under MAA. Motion by Poudrier, second by Pendergraft to create a Lawton Arts and Humanities Council and appoint Bobbi Matchette Chair and Chance Harmon Vice Chair of that council. Roll call results: Jolly, Pendergraft, Ellwanger, Thomas, and Poudrier voted yes. Motion Carried.
9. Staff Updates – Arts Coordinator / Theatrical Tech Coordinator / Deputy Administrator – Poudrier introduced the newly hired Arts Coordinator, Gary Reddin, to the Authority. Poudrier reported he had a meeting with the City Manager regarding the Theatrical Tech Coordinator position and noted he pushed the job listing out as soon as it was approved; however, we have not been able to fill it yet. City Management recommended it be a part-time position, but it can be a full-time position with justification. Poudrier further reported he received approval to promote Morman to Deputy Administrator and stated she has already been working in a management role; this will be official once the City Manager signs off on it.

BUSINESS ITEMS

10. Consider requesting \$17,000 of the \$250,000 propel grant be awarded in the form of a check to MAA in support of Arts and Humanities programming for 2022. – Sasseen reported the \$250,000 has been approved and it was recommended to request \$17,000 a year. This amount was determined by dividing the \$250,000 by the number of years of the PROPEL Funding. Sasseen said we need to make the request once the City Council approves the LAHC and MAA merger. Poudrier reported it will be voted on at the December 14th City Council meeting. Motion by Ellwanger, second by Pendergraft to approve requesting \$250,000/Years of Propel Funding be awarded in the form of a check to MAA in support of Arts and Humanities programming for 2022. Roll call results: Jolly, Pendergraft, Ellwanger, Jones, Ragland, Thomas, and Poudrier voted yes. Motion Carried.
11. Consider approving hosting of Bellamy Brothers Concert for March 2022. – Poudrier reported he talked with Denise from Limelight Productions and has been able to schedule "The Bellamy Brothers" to perform at McMahon Auditorium. He stated that we will need to sell at least half the tickets to break even and referred members to the proposal in their packets. He stated he will be getting with the Chamber of Commerce and possibly LETA to help support the event.

Discussion ensued. Motion by Pendergraft, second by Poudrier to approve hosting of Bellamy Brothers Concert for March 2022 as well and to increase funds for advertising. Roll call results: Jolly, Pendergraft, Ellwanger, Thomas, and Poudrier voted yes. Motion Carried.

12. Consider options for ticketing platforms for MAA hosted events and after careful vetting and consideration, consider recommending use of a single ticketing platform for all MMA patrons unless approved otherwise by the MAA executive board. – Sasseen reported since they voted to have the Bellamy Brothers concert, he recommends selling tickets online. He has been wanting to do this for a long time and this will be a perfect time to start. They will need to research a ticketing platform and get scanners that are web based to quickly get patrons in the doors. His goal is to have everyone that rents the auditorium to utilize the same platform. LPO, LCT and Lawton Ballet Theatre have agreed to utilize the procedure. Discussion ensued on the different types of ticketing programs. Sasseen asked if Reddin could create a website that we can use as a platform for the ticketing process. Motion by Poudrier, second by Jolly to approve options for ticketing platforms for MAA hosted events and after careful vetting and consideration, consider recommending use of a single ticketing platform for all MMA patrons unless approved otherwise by the MAA executive board. Roll call results: Jolly, Pendergraft, Ellwanger, Thomas, and Poudrier voted yes. Motion Carried.
13. Consider approving use of funds for creation of a MAA website to serve as a central resource for Arts and Humanities programming and events taking place in Lawton, OK – Sasseen asked if the Authority can request funds for the ticketing platform from the City of Lawton budget. Discussion ensued. Poudrier reported there is a lengthy process to get this approved. The consensus was to purchase the platform with MAA funds to be able to control what is being generated and research domain names to find the best one that fits what they are trying to accomplish. Motion by Jolly, second by Thomas to approve use of \$1,500 funds for creation of a MAA website and associated costs to serve as a central resource for Arts and Humanities programming and events taking place in Lawton, OK. Roll call results: Jolly, Pendergraft, Ellwanger, Thomas, and Poudrier voted yes. Motion Carried.
14. Consider approving use of funds to create logo, branding, and marketing materials for MAA. – Poudrier referred to their packets and passed around copies of the proposed MAA logo. He reported Reddin created the examples in the packet using Canva Pro. He wants to create an MAA logo to be recognizable and if they went with a professional, it could cost from \$500 up to \$3,000. He thinks if we use the available programs in house, they could create a great logo. Discussion ensued. Motion by Poudrier, second by Ellwanger to approve in-house creation of a logo, branding, and marketing material for MAA. Roll call results: Jolly, Pendergraft, Ellwanger, Thomas, and Poudrier voted yes. Motion Carried.
15. Consider approving updated bylaws. – Poudrier referred members to the handout and stated he wanted the Authority to review the three purposes LAHC had in their bylaws and review a draft proposal to merge the three purposes into one consolidated purpose to add to MAA's bylaws. Discussion ensued. Motion by Jolly, Second by Poudrier to approve adding the single merged LAHC purpose to MAA's bylaws, and to make a few other minor editorial changes and updates to MAA's bylaws: striking a portion of item number nine, putting a period after Auditorium and omitting the rest. Roll call results: Jolly, Pendergraft, Ellwanger, Jones, Ragland, Thomas, and Poudrier voted yes. Motion Carried.
16. Consider approving use of funds for creation of a MAA website to serve as a central resource for Arts and Humanities programming and events taking place in Lawton, Ok. –Motion by Jolly, second by Pendergraft to approve use of funds for creation of a MAA website to serve as a central resource for Arts and Humanities programming and events taking place in Lawton, OK.

Roll call results: Jolly, Pendergraft, Ellwanger, Jones, Ragland, Thomas, and Poudrier voted yes. Motion Carried.

17. Consider approving hosting of *Welcome to Night Vale* Live Show, live Podcast event for 06 April 2022. - Poudrier reported that Reddin suggested bringing in "Welcome to Night Vail" live show for a fee of \$15,000. Reddin reported this was a podcast brought to auditoriums. There are three people on stage that perform a script from their live podcast. Discussion ensued. The consensus was to use some of the \$17,000 programming money to help fund this event and Poudrier stated he will ask the Chamber for support. The April 6 date would allow them to extend their tour one more day, however they can negotiate a different day if necessary. Motion by Pendergraft to approve hosting of *Welcome to Night Vale* Live Show using up to \$12,000 out of the Propel money and use MAA savings as backup. Roll call results: Jolly, Pendergraft, Ellwanger, Thomas, and Poudrier voted yes. Motion Carried.

ANNOUNCEMENTS

Sibilla invited the Authority to hold their next meeting on Fort Sill at the Patriot Club, where there will also be opportunity to meet other staff from Fort Sill. She asked Poudrier to have a list of names to ensure easy access to base.

ADJOURNMENT

Chair Sasseen adjourned the meeting at 5:47 p.m.

Chair

Date Approved

1/13/2022