

**Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
February 8, 2018 – 4:00 p.m.
MMA Lobby**

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Torbert, Sasseen, Pendergraft, Jolly, Kent, Ragland, Snodgrass (Fort Sill Rep.) and Whipp

STAFF PRESENT: Whipp, Morman and Neeley

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

CONSENT AGENDA:

1. Consider approving minutes of January 11, 2018 meeting.
2. Consider accepting the January bank register reports.

Motion by Jolly, second by Pendergraft to approve the consent agenda. Roll call results: Sasseen, Pendergraft, Jolly, Kent, Ragland and Whipp voted yes. Motion Carried

CHAIR'S REPORT

No Report

TREASURER'S REPORT

3. Financial reports from the CPA – Pendergraft – No Report

COMMITTEE REPORTS

4. Sound System Update – Sasseen reported they are moving forward on two fronts, construction of the sound booth and the equipment bid packet. Construction plans have been updated and submitted to the City of Lawton (COL) for a building permit which was granted. The advertisement for the sound system project ran in the Lawton Constitution on Sunday, February 4th and to date 12 bid packages have been provided to interested companies. Reminder e-mails for the mandatory pre-bid conference on Tuesday, February 20th will be sent to each vendor who received a bid packet. The bid opening and review is scheduled for Wednesday, March 7th at 2:00 p.m. in the Auditorium lobby. The COL Building and Maintenance Division will remove the last three rows of seats in the Center Orchestra starting Monday, February 12th. Whipp reported that a new account has been opened and the \$310,000.00 grant will be deposited as soon as the check is received from the McMahon Foundation. To date the Authority has spent \$2,702.03 out of the show account and once the grant is deposited the funds will be transferred from the grant account back into the show account. Sasseen further reported that an account has been opened with Comanche Home Center and Whipp is the main person on the account with Sasseen and Jolly as account co-signers. Whipp further reported that she and the COL Auditor have been researching the current sound system equipment, going back as far as

1991, and all paperwork shows that the equipment was purchased with city funds. Current sound system equipment that will not be used with the new system must be disposed of through the city auction or donated to another municipality.

Sasseen proposed that Wells Construction be approved to perform specific construction work on the project that does not exceed \$4,499.00 which is the limit that does not require multiple quotes. These are projects that are beyond the scope of his Construction Management Services Agreement. This would expedite the project since he is already on site. Discussion ensued and it was determined that all such projects would have prior approval by Jolly to ensure the specific work and associated cost are reasonable. The authority will then ratify Jolly's action at the next board meeting. Motion by Sasseen, second by Pendergraft to approve Wells Construction to do necessary construction work as stated above. Roll call results: Sasseen, Pendergraft, Jolly, Kent, Ragland and Whipp voted yes. Motion Carried.

5. Foundation Project Update - Ragland reported that he spoke to Mr. Seigler of Landmark Engineering and the design plan should be ready for review by the end of the week.

STAFF REPORTS

6. March, April and May event calendar – Morman reviewed the upcoming events. She noted that she talked to Mr. Richey and confirmed that the Miss Lawton pageant is scheduled for August 18th at McMahon Auditorium. Whipp reported that Peter Krauss is scheduled to perform maintenance work on the Steinway on May 8th and will be paid out of City funds.
7. FY18-19 COL Budget – Whipp reported that the division's proposed budget has been submitted and the P&R Department is scheduled for budget review with the City Manager on March 12th. She stated that all divisions were directed to reduce their budgets by 5%.
8. Stagehand Contract- renews July 1, 2018 – Whipp reported Lawton Stage Entertainment contract is up for renewal on July 1, 2018. In the past Anderson negotiated the contract with Barry LeDay, owner of the company. Whipp distributed a copy of the current contract to each member and asked the Authority to review the contract prior to entering negotiations with LeDay. Once an agreement is reached the contract will be send to the City Attorney for review and signature. Torbert asked for item to remain on next month's agenda for further review and discussion.

BUSINESS ITEMS

9. Consider approving agreement for accounting services with Lorna Funkhouser, CPA from July 1, 2017 through June 30, 2020. - Torbert noted that this was presented at the previous meeting and consensus was to renew Funkhouser's agreement for accounting services at a monthly fee of \$155.00. Motion by Kent, second by Jolly to approve the agreement as stated. Roll call results: Sasseen, Pendergraft, Jolly, Kent, Ragland and Whipp voted yes. Motion Carried.
10. Consider LPO's request for free children's concert on February 9, 2019. – Whipp noted that this was discussed at the last two meetings. LPO is asking if there are any additional requirements from the Authority for a free children's concert to be held on Friday morning of their February 2019 concert. Discussion ensued regarding the changes to the Rental Class

3 rates for a free performance in order to be in line with Rental Class 1 and 2. Therefore the fee for the day of the free children's concert would be \$300.00 since there is no admission or donations. Security would be provided at the children's concert as required for any event. Motion by Kent, second by Pendergraft to approve LPO's request for free children's concert with no additional requirements on February 9, 2019. Roll call results: Sasseen, Pendergraft, Jolly, Kent, Ragland and Whipp voted yes. Motion Carried.

11. Consider waiving ticket printing and ticket commission fees for the 2018 Student Performance. - Whipp reported every year the Authority partners with Lawton Arts and Humanities Council and waves the rental fees for the Student Performance. This year LAHC will pay the rental fee but asked if the Authority would waive the \$50.00 ticket printing fee and the ticket sales fee. Motion by Jolly, second by Pendergraft to waive ticket printing and ticket commission fees for the 2018 Student Performance. Roll call results: Sasseen, Pendergraft, Jolly, Kent, Ragland and Whipp voted yes. Motion Carried.
12. Consider approving nomination to fill vacancy of Anderson. - Torbert asked if anyone had nominations for the position and there were none. Torbert asked members to keep this a priority and they will discuss it at next month's meeting. Item tabled.

OLD BUSINESS

None

NEW BUSINESS

13. Consider LCT sponsorship request for Peter Pan Spring 2019. – Jolly reported that Lawton Community Theatre is putting together their FY18-19 play selections and one is to do a large production of Peter Pan. Since they will need a stage and rigging to fly Peter Pan this cannot be done at their building. Jolly said LCT is coming to the Authority to request waiving a substantial amount of fees so they can have the production at McMahon Auditorium in June 2019. They can only afford \$500.00 for the rental fee but need the stage for two and a half to three weeks for rehearsal time and performances. That will enable them to assemble the stage and have two weeks of rehearsals and two weekends of performance dates. They are also asking to supply their own stagehands and operators. They will need LeDay's expertise on a part time basis but would not need the stagehands every time they were in the building. They are asking that the requirement to have a crew of stagehands be waived so they can use their own stagehands. Jolly said the proposed Technical Director is Scott Hofmann who is very well acquainted with the building and equipment. They have others who can cover lights and sound and Cynthia Kent is directing the play who is also very familiar with the building. They will hire a professional rigger who will either bring in a crew or train LCT's crew. Discussion ensued regarding the stagehand contract with Sasseen noting that it states in their contract "that in no event shall the number of stagehands be less than two". He stated that this requirement would need to be met even if the Authority agreed to cover the cost. Further discussion ensued regarding event dates and times and other related fees. The consensus was to sponsor LCT on the dates they request for a rental fee of \$500.00 with other fees to be discussed in more detail at future meetings. Motion by Sasseen, second by Pendergraft to approve the McMahon Auditorium Authority to sponsor LCT's June 2019 production of Peter Pan at a fixed rental rate of \$500.00 with information to be presented at the March meeting on additional fees and charges relating to the

production. Roll call results: Sasseen, Pendergraft, Jolly, Kent, Ragland and Whipp voted yes. Motion Carried.

ANNOUNCEMENTS

ADJOURN

Chair Torbert adjourned the meeting at 4:57 pm.

Chair

Date Approved