Minutes
McMahon Auditorium Authority
Thursday, February 9, 2012 – 4:00 pm
Owens Multipurpose Center

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Hofmann, Sandstrom, Jolly, Anderson, Godlove, Kelly, Sasseen, Shahan, and Sutherlin

MEMBERS ABSENT: None

STAFF PRESENT: Whipp, Morman, and Gilbert

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

FY10-11 Audit Presentation by Rahhal Henderson Johnson PLLC, Certified Public Accountants

Chair Hofmann introduced and welcomed auditor Mary Johnson. Johnson presented the audit for year ending June 30, 2011. Johnson reported that they are recommending that the Authority develop a Conflict of Interest Policy, and that according to Oklahoma State Statues, the Authority should provide an annual operational budget to the City. She further reported that Title 62 Section 517.3 of the Oklahoma State Statues requires every public entity to deposit daily all funds collected. Johnson stated that staff was not aware of this requirement and that all items have been discussed with the Administrator and action has been taken to implement internal policies.

ITEMS REQUIRING ACTION

1. Consider approving minutes of January 12, 2012 as presented. – MOTION by Godlove, with second by Sutherlin to approve the minutes of January 12, 2012 as presented. Roll call results: Sandstrom, Jolly, Anderson, Godlove, Kelly, Sasseen, Shahan, and Sutherlin voted yes. MOTION CARRIED.

2. Consider approving minutes of Special Meeting of January 26, 2012. – MOTION by Sandstrom, with second by Jolly to approve the minutes of the Special Meeting of January 26, 2012. Roll call results: Sandstrom, Jolly, Anderson, Godlove, Kelly, Sasseen, Shahan, and Sutherlin voted yes. MOTION CARRIED.

3. Consider accepting January financial reports. – Morman reviewed the financial report, noting the transfer of $21,800 from the ticket account to the show account to pay for expenditures for the projection system. MOTION by Sandstrom, with second by Kelly to accept the January financial reports and file for audit as presented. Roll call results: Sandstrom, Jolly, Anderson, Godlove, Kelly, Sasseen, Shahan, and Sutherlin voted yes. MOTION CARRIED.

4. Consider approving the FY10-11 Audit. - Discussion ensued regarding the Authority establishing an annual budget and a Conflict of Interest Policy with the consensus being that these two items be placed on the March agenda for discussion. Motion by Sutherlin with second by Anderson to approve the FY10-11 Audit as presented. Sandstrom, Jolly, Anderson, Godlove, Kelly, Sasseen, Shahan, and Sutherlin voted yes. MOTIN CARRIED.

CHAIR'S REPORT

5. Nominating Committee – Chair Hofmann reported that effective June 30, 2012 both she and Sandstrom's terms expire with Godlove and Jolly being eligible for reappointment to 2nd full terms. She requested the Nominating Committee present their recommendations at the March meeting for vacancies and the FY2012-13 Slate of Officers. Jolly requested that names of potential nominees be submitted to the Nominating Committee.

COMMITTEE REPORTS

6. Usage Fees – Sutherlin stated this committee is researching the possibility/feasibility of providing promoters with one flat rate that would include rental of the facility as well as access to all amenities, versus charging fees for individual items.

7. Facility Improvements – Chair Hofmann distributed pictures taken during the Big Daddy Weave Concert showing the projector screens and stage lighting system being used. She reported that Miller Pro Audio provided verbal confirmation that the control equipment is expected to arrive within two weeks, and that she would follow up with them within the next few days.

COORDINATOR'S REPORT

8. Update on contracts and calendar – Morman stated the February, March, and April calendars are in member packets for review. Sasseen reported the projector and screens are fully operational, with the capability of switching between the screens forthcoming. He stated that stage staff will operate the screens and projector while the promoter would bring and operate their own laptop to be used with the system. Discussion ensued regarding auditorium staff being trained on equipment.

9. Update on repairs and maintenance – Morman reported everything is in working order. Discussion ensued on the improvements in the heating system at the last couple of events as well as the counter repairs to be made in the Ladies downstairs restroom. Morman reported that she has received one bid and needs two additional bids, which has been a challenge due to contractors not wanting to do the work for fear of damaging the granite.

ADMINISTRATOR'S REPORT

10. Update on PT Maintenance Worker position – Whipp reported that a gentleman has been selected for the part time maintenance position, and is currently doing all the paperwork with HR and hopefully will be cleared to start by the February 18th event.

11. COL FY12-13 Budget – Whipp reported that she will request the stage floor and Genie Lift in the Capital Outlay budget again this year and that if the Authority would like additional items be added to get her the information by February 25th. At this time Sutherlin brought up the City Council meeting on February 14th and stated what his talking points would be regarding the Authority's request to retain 100% of the rental fees to ensure that all members were in agreement of what would be presented from the council floor. Discussion ensued on the following: Auditorium's annual budget and how those funds are used, Authority members attending the February 14th City Council meeting as well as encouraging all arts organizations to attend in support of the Authority's request. Shahan reported that the Legal Department was still reviewing the Amended Trust Indenture and that it would not be on the Council agenda for approval at the February 14th meeting.

OTHER/NEW BUSINESS
None

ADJOURN
Chair Hofmann adjourned the meeting at 5:05 p.m.

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Signature Date approved