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**Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
June 11, 2020 – 4:00 p.m.
McMahon Auditorium Lobby**

Allen Jolly
Chair

Max Sasseen
Vice-Chair

Teresa Pendergraft
Secretary/Treasurer

Mike Jones
Burl Ragland
Audy R. Snodgrass
Dory Thomas
David Torbert
Billie A. Whipp

Billie A. Whipp, Interim
Director, Parks &
Recreation Department

Andrea Morman,
Auditorium
Coordinator

Tereasa L. Neeley,
Administrative Assistant

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Tobert, Sasseen*, Pendergraft, Jolly, Jones, Thomas, Whipp

MEMBERS ABSENT: Ragland and Snodgrass (Ft. Sill Rep)

STAFF PRESENT: Morman, Leal, Whipp

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 March meeting.
2. Consider accepting the March, April and May bank register reports.

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

CHAIR'S REPORT

None.

TREASURER'S REPORT

3. 501c3 update – Pendergraft reported the paperwork is ready and should be submitted by the end of the month. Torbert asked about a timeline once the Authority transfers from a 501c4 to a 501c3 and in preparation of merging with LAHC. Whipp explained the process and some of the differences between the two exempt statuses. *Sasseen Entered.
4. CPA's Financial Reports. Pendergraft reviewed the financials. No discussion from Authority. Motion by Jolly, second by Jones, to accept the CPA's financial report as presented. Roll call results: Sasseen, Pendergraft, Jolly, Jones, Thomas, and Whipp voted yes. Motion Carried.
5. Consider approving proposed FY20-21 budget. Pendergraft reported that each Authority member was given a proposed budget for FY20-21 and a copy of the previous FY19-20 budget. Pendergraft reported last year's total income was \$36,700 and this year's proposed business budget includes a total income of \$32,473. No discussion from Authority. Motion by Jolly, second by Thomas, to approve proposed FY20-21 budget as presented. Roll call results: Sasseen, Pendergraft, Jolly, Jones, Thomas, and Whipp voted yes. Motion Carried.

COMMITTEE REPORTS

6. Stage Lighting Project. Sasseen reported work is ongoing to include installing additional plywood flooring in the attic in preparation of the installation of the concert truss which is part of Phase 2 & 3 of the lighting project.

STAFF REPORTS

7. Review Event Calendar. Morman reported Sherri's Dance Center held its recital in the auditorium June 2-5 without an audience. South Star Dance Academy scheduled for six

shows from June 15 – 20 will be the first event with an audience since the COVID-19 outbreak in March. Each promoter must submit a plan following strict guidelines and requirements with a limited seating capacity that is then reviewed and approved by the City Manager's Office. Other upcoming events include Lawton Ballet, Lawton Community Theatre, City of Lawton Birthday Celebration and Lawton Philharmonic Orchestra.

8. COL Budget and COVID-19. Whipp reported the City of Lawton Budget is anticipated to be completed and approved by June 23. Due to budget restraints the city has implemented a hiring freeze and furlough of general employees. If additional furlough days are scheduled next fiscal year, we may need to work around those dates with events scheduled at the auditorium. City Manager's Office is still reviewing and approving all events held in city facilities and on city property.

BUSINESS ITEMS

9. Consider approving FY20-21 Slate of Officers: Chair – Jolly; VC – Sasseen, Secretary/Treasurer – Pendergraft. No discussion from Authority. Motion by Whipp, second by Pendergraft, to accept the FY20-21 slate of officers as presented. Roll call results: Sasseen, Pendergraft, Jolly, Jones, Thomas and Whipp voted yes. Motion Carried.
10. Consider approving Mary E. Johnson & Associates to perform the FY19-20 audit. Whipp reported a request for proposals (RFP) was sent to 15 CPA firms with one "no bid" and one bid received. The bid was submitted by Johnson & Associates for a fee of \$7,900. However, they will provide a \$700 discount if we do not require in person formal presentation and bound copies of the final audit. They would send final version of audit via email and would be available to answer any questions there may be on the audit. Discussion ensued. Motion by Sasseen, second by Jones, to approve Mary E. Johnson & Associates to perform the FY19-20 audit to include the reduction of services and reduced fee of \$700. Roll call results: Sasseen, Pendergraft, Jolly, Jones, Thomas and Whipp voted yes. Motion Carried.
11. Consider appropriating up to \$7,000 from the Treasury Account to match existing grant funds to provide streaming capability to promoters. Sasseen asked the Authority for a substitution motion to include a set dollar amount for the streaming project. Discussion ensued on the dollar amount needed for the project. Motion by Sasseen, second by Jolly, to approve appropriating \$6,000 from the Treasury Account to match existing grant funds to provide streaming capability to promoters. Roll call results: Sasseen, Pendergraft, Jolly, Jones, Thomas and Whipp voted yes. Motion Carried.
12. Consider hosting the 119th City of Lawton Birthday Celebration on Tuesday, August 4, 2020. Whipp reported the Mayor wants to move the event from City Hall to the auditorium in order to allow for more participants and proper social distancing. No discussion from Authority. Motion by Sasseen, second by Pendergraft, to approve hosting the 119th City of Lawton Birthday Celebration on Tuesday, August 4, 2020. Roll call results: Sasseen, Pendergraft, Jolly, Jones, Thomas and Whipp voted yes. Motion Carried.
13. Consider request from LCT for July show. Discussion ensued on LCT's request. Motion by Sasseen, second by Pendergraft, to approve request from LCT for July and August shows as requested (see attached letter). Roll call results: Sasseen, Pendergraft, Jolly, Jones, Thomas and Whipp voted yes. Motion Carried.
14. Consider request from LCT for August show. See #13.
15. Consider sponsoring the 77th Army Band Veteran's Day Concert. Whipp reported that the Authority's expenses in 2019 were \$800 for the Veterans Day Concert and \$1,700 for the Holiday Concert. Discussion ensued on financial support from the City of Lawton and

Sasseen stated that he would like it on record that he is requesting \$1,000 for tech support expenses from the City budget, same as last year, to offset some of the expense. Torbert noted that he is willing to solicit a sponsorship for the Holiday Concert. Motion by Jolly, second by Sasseen, to approve sponsoring the 77th Army Band Veteran's Day Concert and Holiday Concert. Roll call results: Sasseen, Pendergraft, Jolly, Jones, Thomas and Whipp voted yes. Motion Carried.

16. Consider sponsoring the 77th Army Band Holiday Concert. See #15

OLD BUSINESS

Torbert asked the Authority whether it is necessary to have a meeting in July and if not then recess until August. Motion by Sasseen, second by Pendergraft, to not meet in July. Roll call results: Sasseen, Pendergraft, Jolly, Jones, Thomas and Whipp voted yes. Motion Carried.

NEW BUSINESS

None.

ANNOUNCEMENTS

None.

ADJOURNMENT

Chair Torbert adjourned the meeting at 4:51 p.m.


Chair


Date Approved