801 NW Ferris Ave
PO Box 522
Lawton, OK 73502
580-581-3472
Fax 580-581-3473
www.lawtonok.gov

Minutes
Regular Meeting
McMahon Auditorium Authority
January 8, 2026 – 4:00 p.m.
Carnegie Library Town Hall

CALL TO ORDER / ROLL CALL – 4 pm

PRESENT: Sasseen, Jolly, Pendergraft, Ellwanger, Epps, Thomas, Poudrier

ABSENT: Sibilla

STAFF: Morman, Phillips

VERIFY POSTING OF MEETING

Action: Verification of posting time, place, and date

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 from November 13, 2025.**
2. **Consider accepting the bank register reports for November and December 2025.**

Motion by Pendergraft to accept item 1. and 2. Second by Poudrier.
Jolly, Pendergraft, Ellwanger, Epps, Thomas, Poudrier voted yes, motion carried.

CHAIR'S REPORT

3. **Auditorium Update**

Sasseen reported that progress is being made on the renovation of the McMahon Memorial Auditorium. CDBL stated that they can finish the job on April 20th. He stated that CDBL will be asking City Council for forgiveness of their overages.

4. Other Announcements – no other announcements

TREASURER'S REPORT

5. **CPA's Financial Reports**

Pendergraft reported that they did not receive the December reports in time to review and reported on the account balances. She stated that she will prepare a cash flow statement for next meeting so that we can compare what we had cash-wise this time last year and what we have now. Sasseen asked about funding for the Co-Sponsorship grants and Poudrier stated that he is asking for reimbursement out of Hotel/Motel Tax.

STAFF REPORTS

6. **Review Events Calendar, and Audit Update**

Morman stated that the January calendar is in the meeting packets and that events for the Arts & Humanities Division are picking back up in March, April and May. She stated that no new bookings for the auditorium have been accepted, but existing bookings from dance studios and others are on the calendar. There is a full schedule for May already planned if the auditorium would reopen. Morman stated that she is receiving calls from interested promoters, but she is waiting for the go ahead before booking anything to avoid cancellations. A grand opening concert is desired, potentially preceded by a ribbon-cutting ceremony with city management. Booking an act and successfully promoting it typically requires 4-6 months of advance notice.

CDBL will provide an update on March 5th regarding their confidence in meeting the April 20th deadline. If they cannot meet the deadline they will provide 45 days notice. Sasseen brought up the need to clean the projectors and lighting fixtures in the auditorium, which have accumulated dust during construction, noting that this should be professionally done. Sasseen proposed cleaning the fixtures either in place over a weekend or removing them for cleaning and storage, with the cleaning ideally happening after construction ends, possibly in March.

Audit update – The audit was successful, and City Management was happy with the results.

The agenda went as follows:

11. Consider possible auditors for fiscal year 2025-2026 and take action as necessary. – Pendergraft reported that information was forwarded to Christopher Tuner, who is taking over his dad's auditing firm. Furrh & Associates is also interested but wants the financials 30 days after close of the fiscal year, which is unlikely. Scott Hatch stated that he is not interested in doing the Audit. Poudrier stated that the last audit fee was $8,500. The board will finalize the formal requests for bids and aim to have proposals at the February meeting.

Motion by Pendergraft to table the item until more information is received. Second by Epps.

Jolly, Pendergraft, Ellwanger, Epps, Thomas, Poudrier voted yes, motion carried.

7. **Hotel/Motel, ARPA Funds Update and Grants Update** – Poudrier updated the Authority on the status of the Hotel/Motel and ARPA reimbursements and stated that there should be just over $40,000 left in the Hotel/motel account for this fiscal year. The funds can be used to pay deposits for concerts even if the event happens after June 30th. The last ARPA claim was for $17,000 and is reflected in the December statement. The next claim is due February 2nd. Poudrier stated that grants are being prepared for the International Festival and the Student Performance. He mentioned the NEA Grant, which is up to $150,00 and the plan is to use federal grant Monday for sub-granting instead of Hotel/Motel funds.
8. **Receive report on Christmas Tree Program** – Morman reported that a total of $1,625 was spent. There were 26 participants along with their parents and grandparents and a good time was had by all. Morman reported that extra supplies and leftover trees were donated to Family Promise. There was positive feedback from parents and kids. Suggestions for improvement include starting earlier and getting more volunteers.

COMMITTEE REPORTS

9. **Receive Report from International Festival Committee and take action as necessary.**

   a. Election of Chair, Vice Chair 2026 and committee members – Thomas and Lazarte were re-elected as Chair and Vice Chair and the Committee welcomed two new members.

   b. Dates and Vendor Fees – The date for IF 2026 is September 25, 26 and 27. Discussion ensued regarding vendor fees with consensus to keep them the same if possible.

   c. Location – Possible locations that are being considered are Library Plaza, Shepler Park, and Great Plains Coliseum, with the Coliseum rental cost being high.

   d. Poster Competition – The poster competition this year will not require the IF child logo on the poster itself.

   e. Fundraiser Theme/Date – The fundraiser may feature Henry Cho, a popular family friendly comedian and Thomas stated she is looking to book him at the Auditorium around late June or July.

Motion by Poudrier to ratify the actions of the International Festival committee. Second by Jolly.

Jolly, Pendergraft, Ellwanger, Epps, Thomas, Poudrier voted yes, motion carried.

10. **Receive Report from Arts and Humanities Committee and take action as necessary.**
    a. Support of the State of the Arts Luncheon – Poudrier reported that the A & H committee announced the following winners:

    Citizen in the Arts – Jo Ann Knecht
    Educator in the Arts - Dr. Cornel Pewewardy
    Business in the Arts – Vaska Theatre
    Art Purchase Winner - Santos Rubio

Motion by Poudrier to approve buying tickets to the luncheon at Hilton Garden Inn on February 13th for the award winners plus one (total of eight seats) and the Art Purchase Award winner, for a total of upto $1,650 and to approve the award winners selected by the Arts & Humanities Committee. Second by Ellwanger.

Jolly, Pendergraft, Ellwanger, Epps, Thomas, Poudrier voted yes, motion carried.

12. **Discuss Oklahoma Children's Theatre Student Performance in March 2026 at MacArthur Middle School for two school performances and take action as necessary** – Poudrier reported that the Student Performance Grant was modified to do two shows instead of three at MacArthur Middle School. Sasseen stated to ensure that the Authority is recognized as the presenter of the event on all promotional materials.

    Motion by Poudrier to promote the Student Performance and book Oklahoma Children's Theatre, hosting the event at MacArthur Middle School with actual cash expenses not to exceed match requirements of grant. Second by Pendergraft.

    Jolly, Pendergraft, Ellwanger, Epps, Thomas, Poudrier voted yes, motion carried.

13. **Receive Report on use of Insurance and Repair funds at Carnegie Library Town Hall and National Guard Armory and take action as necessary** – Sasseen stated that he had multiple discussions with Arts for All Leadership about CLTH basement and he clarified that they want to move back in but gave a punch list of things that needed to happen first, including cleaning. Sasseen stated he agreed to the punch list items and hired a company to clean the basement thoroughly. Another company was contacted to test for mold and LCT board sent mold killing machines to use before the test. Work on patching the downstairs plaster has been ongoing. Estimates were obtained for remodeling the main bathroom downstairs. An individual water heater for the sink will be installed. Sasseen stated that the work being done will provide Arts for All with a clean, mold tested, painted and remodeled space and feels the board has punched the tickets and hit the marks as the landlord.

    Sasseen reported that he wants to put a new roof on the 4,000 square foot office space on the east end of the armory. The roof replacement would cost between $70,000 and $80,000. Replacing the roof would address water penetration into the building. Poudrier reported that the City met with directors to identify items in the armory that do not belong to them and action was taken to clean out as much as possible.

14. **Discuss new City Council Policy regarding boards, committees, and commissions, and take action as necessary –** Sasseen stated that the City Council changed the policy to include term limits for authorities and boards. If someone has served on an Authority for more than nine years, they are no longer eligible for another term, once their current term expires. Staff researched and

Sasseen's term expires on June 30, 2028, Jolly and Pendergraft's terms expire on June 30, 2027 and currently it is stated that they need to remain off the board for one three year term.

Appointments only occur when the three-year term is up and someone has been appointed.

Epps stated there is a potential administrative issue at the city level regarding the term length, as it was understood to be one year, not a full term. Sasseen stated that there is a concern about having enough volunteers willing to step up and do the work. Bylaws were updated term limits due to the difficulty in finding people passionate about the theatre. The possibility of appointing non-voting advisory board members was discussed. Epps will do further research on policy change and discuss it with the City Manager to address the administrative issue and volunteer concerns, and it was the consensus of the Authority to table this item until Epps completes the research

OLD BUSINESS - none

NEW BUSINESS – none

ANNOUNCEMENTS – Poudrier reported that the monthly book discussions are continuing, and stated that they received permission to use remaining funds from the NEA Big Read grant as long as they have a match.
It was announced that Dave Sandstrom, a former longtime member and Chair of the McMahon Auditorium Authority passed away.

ADJOURNEMENT – The meeting adjourned at 6:10 pm.