



McMahon Memorial Auditorium

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
October 9, 2025 – 4:00 p.m.
Carnegie Library Town Hall

Max Sasseen
Chair

Allan Jolly
Vice-Chair

Teresa Pendergraft
Secretary/Treasurer

Dory Thomas
Jason Poudrier
Julia Sibilla
Paul Ellwanger
Taron Epps
OPEN

Jason Poudrier
Arts & Humanities
Administrator

Andrea Morman
Deputy Arts &
Humanities
Administrator

Michell Rosario
Arts & Humanities
Community Events &
Outreach Coordinator

Haley Moore
Arts & Humanities
Digital Media &
Records Specialist

Reagan Phillips
Administrative
Assistant

Nicholas Sasseen
Art's & Humanities
Technical Coordinator

Terry Gresham
Arts & Humanities
Maintenance Tech

CALL TO ORDER / ROLL CALL – 4:01pm

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

ABSENT:

STAFF: Morman, Phillips

VERIFY POSTING OF MEETING

Action: Verification of posting time, place, and date

The meeting went as follows:

BUSINESS ITEMS

11. Review annual meeting notice for calendar year 2026 and take action as necessary.

Poudrier Introduced this item and reviewed the annual meeting notices. The Arts and Humanities Committee will continue to meet on the first Wednesday of the month at 4:00pm, the International Festival Committee will meet on the first Tuesday of the month at 5:00pm, and the McMahon Auditorium Authority will meet every second Thursday of the month at 4:00pm. *Pendergraft entered.

Motion by Poudrier to approve the annual meeting notices for the calendar year 2026. Second by Jolly.

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

12. Consider supporting Art and Humanities division request for insurance funds to replace the roof of Carnegie Library Town Hall and National Guard Armory office roof and take action as necessary.

Poudrier reviewed this item and stated that the City of Lawton received approximately \$1.9 million from insurance funds related to the 2023 hailstorm. Over \$500,000 has already been allocated to the A & H Division for the roof at MMA. The Authority is being asked to support requesting funds for the CLTH roof and the NG Armory office roof. A new roof has been installed on the John Denney Playhouse, and a new parking lot is being added as a result of damage that occurred during the roof installation. \$512,000 has been approved and allocated for the MMA roof and the roof replacement is timed with the renovation of the building. City council voted \$700,000 for the McMahon Auditorium with part of that being for the ceiling in the lobby. An estimate of \$65,000 was previously obtained to replace the roof on the Carnegie Library, including any drains, from the insurance money. The motion included asking for less than \$100,000 to roof part of the NG Armory building.

Jolly recommended getting all the money possible for roof repairs, including any other roof damage on the Armory. Sibilla stated she supports moving forward with roof repairs to prevent further damage and mold. Arts & Humanities Division was the first to bring the insurance claim to the City's attention.

Motion by Epps to support the Arts and Humanities director as he requests insurance funds to make the necessary repairs to the Carnegie Library Town Hall and the National Guard Armory. Second by Ellwanger.

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

13. Consider solicitation of Auditors for 2025-2026 annual audit, discuss terms, and take action as necessary.

Sasseen stated that the goal is to meet the City of Lawton deadline and not be last in the audit process. There is concern that the City of Lawton's ability to secure loans could be affected if the audit timeline is delayed. The current Auditor, Mary Johnson and Associates, has not scheduled an on-site visit yet for the FY 24/25 audit.

Pendergraft stated that Christopher Turner expressed interest in bidding and wants to know the timeline and see the last completed audit. Permission is requested to solicit auditors and set terms, with a target of submitting everything to the CPA by mid-August 2026 and receiving the audit draft by September 30th. If the contract is under \$11,000, three bids are not required. Pendergraft stated she will send a letter to Turner requesting a bid with a target of getting the fiscal year June 30th information to the accountant 45 days later, and the audit in hand 45 days after that. Morman stated that she has already drafted an RFP and will send it to Pendergraft.

Motion by Pendergraft to put together a RFP for the FY 25/26 audit that includes timelines and send it out to at least three auditors to include Mary Johnson. Second by Poudrier.

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

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 September 11, 2025 regular meeting.

2. Consider accepting the bank register reports for September 2025.

Motion by Jolly to approve the September 11, 2025 meeting minutes and the financials from September 2025. Second by Ellwanger.

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

TREASURER'S REPORT

5. CPA's Financial Report

Pendergraft reported on the financial report from the CPA. She reported on each line and stated that because the auditorium is closed, some accounts do not have as much income as in previous years, but that was to be expected.

CHAIR'S REPORT

3. Auditorium Update

Sasseen reported that a walkthrough of the auditorium is scheduled for Friday, October 10th at 4 pm and City officials have been invited. He stated that CDBL reported that there are three trades working in the lobby and scaffolding rental is \$7,000 per month. The outside construction is moving along, and you can now walk down the new hallway to the backstage. There are twice as many women's bathrooms and you can see where the elevator is going to be. The current sprinkler system is not working and the plan is to put a small sprinkler system for the area between the two buildings and request a 15-station controller and a big enough water line to do it. The contractors are committed to clearing the stage by December 31st and they see a tentative completion date of February 19th and the per day charge is about \$1,000 per

day. CDBL is supposed to give a firm date for reopening so that we can start scheduling the auditorium for performances.

COMMITTEE REPORTS

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

Thomas reported that the 2025 International Festival was a success. She reported that it was well attended, except for Sunday. She reported that the 2026 International Festival will not be on the same weekend as the Comanche Nation Fair and she hopes that this will help the International Festival attract more patrons. Thomas also reported that there was one food vendor that was not too cooperative with the festival volunteers and staff. Thomas thanked Jolly, Ellwanger, and Pendergraft for volunteering.

Poudrier reported that the Info booth, the drink booths, and the beer booth made more money than in the past. He reported that the 2025 festival shirts sold out. He also gave his thanks to his staff and announced that Morman would be receiving an award at the city council meeting on Tuesday, October 14, 2025.

10. Receive Report from Arts and Humanities Committee and take action as necessary.

Poudrier reported that he is shifting responsibilities in his staff. He reported that Rosario will start taking the lead on the Arts and Humanities Committee and Moore will start taking minutes. He also reported that he is revisiting the structure of Arts for All and their member groups. He further reported that the Arts and Humanities Committee is looking for nominations for the Arts Cultural Awards and for entries to the Art Purchase Competition. He reported that the deadline for both is Friday, October 31 and that the awards will be presented at the February State of the Arts Luncheon.

STAFF REPORTS

8. Update on status of developing plan and purchasing materials and contract labor for a movie screen to support Movie in the Parks events.

Sasseen stated that he wants to purchase a big movie screen with a freestanding aluminum frame that would allow for movies in the park or find a building to show kids shows and this would go along with Mayor Booker's "Kids First" initiative. Poudrier reported that this board has previously approved a purchase of up to \$11,000 using Hotel/Motel funding for the screen. Poudrier reported that the funds to purchase the movie licensing could come from Hotel/Motel, the show account, or from a sponsor in the community. Sasseen stated that he is committed to getting a screen within 30 days.

7. Hotel/Motel, ARPA Funds Update and Grants Update.

Poudrier updated the Authority that \$50,000 was allocated in Hotel/Motel this year.

There is one pending subgrant that needs to go before the committee next month.

ARPA funds will be used for tech support for the International Festival and there are about \$5,000 left in subcategories. Poudrier also reported that one of the grants normally received for the International Festival was not available due to NEA cuts.

Sasseen and Sibilla praised Poudrier and Thomas for their tenacity and success in keeping grant funded programs running despite the loss of funds. Thomas announced that they have received the NEA Big Read grant for a fourth year in a row and Lawton is the only community in Oklahoma that received the funding.

BUSINESS ITEMS

14. Consider November and December meeting schedule and take action as necessary.

Poudrier reported that the International Festival Committee voted not to meet in November and December 2025. Discussion ensued about whether the McMahon Memorial Authority should meet in November and December.

Motion by Poudrier to ratify the decision made by the International Festival Committee not to meet in November and December and for the McMahon Auditorium Authority to meet in November and cancel the December meeting. Second by Jolly.

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

STAFF REPORTS

6. Review Events Calendar, and Audit Update.

Morman reviewed the events coming up in October and November.

CHAIR'S REPORT

4. Other announcements.

Sasseen announced that he has been asked about changing the name of McMahon Memorial Auditorium to the McMahon Performing Arts Center, and he asked the Authority members for their input. Discussion ensued and the consensus was to keep the memory of the McMahon family alive, possibly with a statue, that the City Council could change the name without the Board's opinion and that adding a rehearsal hall or black box theatre could make it more of a performing arts complex.

Jolly reminded the authority that there was a recording that used to play before any production that explained the history behind the auditorium.

OLD BUSINESS - none

NEW BUSINESS - none

ANNOUNCEMENTS

Jolly announced that he will be graduating from the Leadership Arts Oklahoma program on October 24th and that he dedicated a \$400,00 building in Ponca City to an arts entity.

Pendergraft announced that her son is getting married on October 23rd.

Phillips announced that Lawton Ballet Theatre will be performing at Holiday in the Park and they will have the 13th annual Nutcracker Ballet in December at Lawton High School.

Epps announced that Camgian struck a deal between FISTA and the Chamber of Commerce to host their annual kickoff event in Lawton.

Thomas announced that the 2025 NEA Big Read Lawton will have their kickoff on Saturday, October 18, 2025.

Poudrier announced that he is planning on opening his new business, Curiosity Avenue, on November 1, 2025.

ADJOURNMENT – 5:36pm