



McMahon Memorial Auditorium

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www.swokarts.com



Minutes

Regular Meeting

McMahon Auditorium Authority

May 14, 2026 – 4:00 p.m.

Carnegie Library Town Hall

Max Sasseen
Chair

Allan Jolly
Vice-Chair

Teresa Pendergraft
Secretary/Treasurer

Dory Thomas
Jason Poudrier
Paul Ellwanger
Taron Epps
OPEN
OPEN

Jason Poudrier
Arts & Humanities
Director

Andrea Morman
Arts & Humanities
Deputy Administrator

Michell Rosario
Arts & Humanities
Community Events &
Outreach Coordinator

Haley Moore
Arts & Humanities
Digital Media &
Records Specialist

Reagan Phillips
Administrative
Assistant

Jimmy Carswell
Arts & Humanities
Technical Coordinator

Darwin McHenry
Arts & Humanities
Maintenance Tech

CALL TO ORDER / ROLL CALL – 4:00 pm

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

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 April 9, 2026.
2. Consider accepting the bank register reports for April 2026.

Motion by Ellwanger to approve the meeting minutes from April 9, 2026 and the April 2026 bank register reports. Second by Jolly.

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

Meeting went as follows:

Treasurer's Report

7. CPA's Financial Reports

Pendergraft reviewed bank statements for July 2025 through April 2026 and noted that they show an approximate \$225,000 decrease compared to the prior year, primarily due to expenditures on the Armory Project using grant funds, spending from insurance funds, and drawing down savings. The profit/loss collection statement for July 2025 through April 2026 indicates a deficit, mainly because we're expending grant funds received in a prior period.

8. Audit Update

Pendergraft reported that she talked to the new auditor, Christopher Turner, and identified Poudrier and Morman as primary internal contacts and Funkhouser as the outside CPA. Work is expected to begin in July.

16. Discuss proposal of public usage fees for CLTH and take action as necessary.

Poudrier presented a proposed general fee schedule for CLTH updating outdated fees from over ten years ago, with rates developed by comparing similar spaces. The proposed schedule includes daily, hourly, and weekly rates to accommodate various needs, aiming to make the venue affordable, especially for non-profits and community benefiting activities. The MAA recommends that A & H Staff and the MAA manage these fees with 100% of funds returning to the building for upkeep, mirroring the McMahon Auditorium model.

Motion by Poudrier to accept the proposed fee recommendation to the City of Lawton Fees Committee, with a friendly amendment that a letter be included with the recommendation stating that the McMahon Auditorium Authority should maintain fees and booking procedures should go through the A & H office, second by Epps.

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

17. Discuss additional CLTH renovation items for repair and painting upstairs wall of \$1,600 and take action as necessary.

Poudrier reported that a glass cabinet fell, damaging a spot on the east wall of the CLTH, with additional damage under the window and cracks. Contractors proposed painting the entire wall, corner to corner, for \$1,600, with funding to come from the CLTH maintenance account.

Motion by Poudrier to approve the repair, second by Epps.

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

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

Poudrier reported that the NEA awarded an additional \$20,000 for "The Big Read" bringing the total federal funding for this program over five years to \$100,000.

Approximately \$8,000 in ARPA funds remain, designated for Holiday in the Park equipment, with reimbursement pending until the next review period with a deadline end of 2026.

Hotel Motel Funds for the last year were within the \$40,000 budget including a final claim of \$18,000. Limelight Entertainment has been contracted with a down payment for a grand reopening show using these funds.

LETA (Lawton Enhancement Trust Authority) approved over \$20,000 for CLTH building improvements including \$12,000 to landscape an 18x30 ft area around the AC units to prevent copper theft and fund security/safety improvements around the back fire escape

11. City of Lawton Birthday Celebration, Auditorium Reopening Act.

The first major public event in the main auditorium will be the City of Lawton Birthday Celebration on Saturday, August 8 in the morning, featuring a longhorn cattle drive with the Lawton Rangers.

Allee Passmore will direct the show, focusing on involving children and Doris Lambert is scheduled to play "Moonlight Sonata" the Steinway piano before the Mayor's award ceremony.

CHAIR'S REPORT

3. Auditorium Update

a. Construction

Sasseen reported that the \$2 million air conditioning system is not operational and has major deficiencies; it is excessively loud and causes stage curtains to move, which is unacceptable for a theater.

A subcontractor hired by Guernsey, misjudged the required boiler size, leading to a \$300,000 cost overrun covered by the project's contingency fund, with no party accepting accountability for the engineering error.

Other significant deficiencies include automatic flushing toilets that are non-functional due to insufficient light (100 candle units received vs. 600 required) and completely unacceptable cuts in the lobby's terrazzo floor.

The board formally recommends stating dissatisfaction and non-acceptance of the building in its current state, requested as-designed HVAC plans from Guernsey, considering an independent engineering firm to evaluate the design, and preparing a detailed letter to City Engineering, documenting all identified issues.

15. Discuss website architect proposals for updating SWOKarts.com and take action as necessary.

Motion made by Poudrier to go with the Xtreme Network Consulting proposal for \$950.00 to update SWOKarts.com. Second by Ellwanger.

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

18. Discuss any sub-granting applications and take action as necessary.

Poudrier and Phillips reported that a \$1,800 grant request for Shakespeare in the Park has been submitted by Lawton Ballet Theatre, intended to fund free workshops for up to 18 children. The proposed funding source is Hotel/Motel Tax money, with Poudrier stating he would seek an exception from City of Lawton Finance for permission to submit after the deadline.

COMMITTEE REPORTS

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

Thomas reported that the International Festival Committee is launching a new event called "Lawton Has Talent" as a fundraiser tentatively scheduled for November 7th at McMahon Auditorium and noted that Committee Members are excited.

Thomas further reported that as of now 25 vendor applications have been received for the International Festival and that she is in contact with the Oklahoma City Thunder Girls for a possible performance.

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

Poudrier reported that the Committee did not meet but that there is one proposal for funding, see business item 18. Discussion ensued to fund if Hotel Motel Funds were still available and if needed.

14. Receive report from Nominating Committee

Poudrier reported that the Nominating Committee consists of himself and Epps and that they met and identified nine potential candidates for board terms (July 1st to June 30th for three-year-periods) and will email names to the board to narrow down the list to two or three.

OLD BUSINESS - none

NEW BUSINESS

ANNOUNCEMENTS

Upcoming events include the Armed Forces Day Parade, Poetry Reading at CLTH, the MAA Book Discussion, a gourd workshop and the Freedom Festival on June 27 at Fort Sill.

ADJOURNEMENT – The meeting adjourned at 5:10PM.