



McMahon Memorial Auditorium

801 NW Ferris Ave
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Lawton, OK 73502
580-581-3472
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www.lawtonok.gov



Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
4/10/2025 – 4:00 p.m.
Carnegie Library Town Hall
425 SW B Ave. Lawton, OK

Max Sasseen
Chair

Allan Jolly
Vice-Chair

Teresa Pendergraft
Secretary/Treasurer

Dory Thomas
Jason Poudrier
Julia Sibilla
Paul Ellwanger
Taron Epps
Neil West

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
Arts & Humanities
Administrative
Assistant

Nicholas Sasseen
Art's & Humanities
Technical Coordinator

Terry Gresham
Arts & Humanities
Maintenance Tech

CALL TO ORDER / ROLL CALL – 4:00pm

PRESENT: Sasseen, Ellwanger, Epps, Poudrier, Thomas, *West, *Sibilla

ABSENT: Jolly, Pendergraft

STAFF: Morman

VERIFY POSTING OF MEETING

Action: Verification of posting time, place, and date. The meeting was posted in the correct location and time.

AGENDA WENT AS FOLLOWS:

OLD BUSINESS

- 16. Complete the process for \$1,000 support for Warrior Run or consider shifting donation to support Fort Sill BOSS program if necessary. Poudrier reported that donating the money directly to the Warrior Run and MWR is still pending approval from Fort Sill legal department and that it could be easier if we donated the money towards the BOSS program, which stands for "Better Opportunities for Single Soldiers."
Motion by Poudrier to shift the \$1,000 donation to the BOSS program if it wasn't able to be accepted by MWR directly for the 2025 Warrior Run. Second by Thomas.
Ellwanger, Epps, Poudrier and Thomas voted yes. Motion Carried.
- 10. Approve Summer Schedule of Carnegie Library Town Hall Arts Classes.
Poudrier reported that the plan is to go from having seven classes to 13 classes and to offer classes for children and teenagers. He has interviewed the new teachers for the children's classes and they are all public school teachers and vetted. 66 people participated in the Spring Classes and if there is full enrollment for the next session, it would bring the number of students to 168. He stated that the downside of the classes is the cost. He was able to pay for security through the CoL budget but won't have those funds for the summer session, meaning it would have to be paid through MAA. Discussion ensued regarding the need for security and the potential of raising the enrollment fee to cover the expenses. Morman stated that security is recommended due to the location and already having had one incident.
Motion by Ellwanger to offer the summer program and keep the tuition at \$50. Second by Epps.
Ellwanger, Epps, Poudrier and Thomas voted yes. Motion Carried.
- 11. Discuss Hotel/Motel Funding Request proposal and take action as necessary.
Poudrier reviewed the attached spreadsheet and reported that the City is currently behind on hotel/motel fund projections and there are concerns regarding future expenditures. He stated that the portable stage was purchased and has been deployed twice. Sasseen suggested to spend \$500 for stairs at this time instead of an additional \$5,000 for stage equipment due to concerns regarding reimbursement. No action taken.
- 12. Discuss MAA Board member support of International Festival Fiesta and take action as necessary. Thomas reported that the International Festival is seeking support for its fundraising night on Saturday, May 3rd and asked if MAA would consider sponsoring a table or Authority members would buy tickets.
Motion by Ellwanger to sponsor a table out of general operating funds (Show Account) and that four tickets will be reserved for Poudrier and Morman. Second by Epps.
Ellwanger, Epps, Thomas and West voted yes. Poudrier abstained. Motion Carried.

13. Discuss Arts & Culture Day, April 17th, 8 am–12 pm at the Capitol and encourage participation and take action as necessary.

Poudrier reported that National Endowment for the Humanities (NEH) is cutting funding, and the Humanities office will close within 60 days. This event on April 17th is to show support for the Oklahoma Arts Council (OAC). The goal is to lobby state legislators to continue funding the arts even if federal funding is cut. The OAC provides roughly \$20,000 annually for the International Festival and Student Performance. Discussion ensued regarding posting the event on social media. Poudrier offered to drive his personal vehicle to OKC with room for a group of four and a reimbursement would cover gas and lunch for the group.

Motion by Ellwanger to approve reimbursement of expenses not exceeding \$200 to attend the event. Second by Epps.

Ellwanger, Epps and Thomas voted yes. Poudrier abstained. Motion Carried.

14. Discuss providing guidance for staff regarding booking McMahon Memorial Auditorium for events in 2026, and the possibility of MAA sponsored shows and take action as necessary.

*West entered. Sasseen reported on construction updates and stated that the construction is behind schedule. He reviewed the ongoing renovations to include asbestos abatement; replacing the ceiling in the lobby; the existing boilers that are not large enough to support the new system; issues with the south wall on the east side leaning out four and a half inches on top, and other reasons for the delays. The recommendation is a “no action item” regarding booking shows and the consensus was that it is better to say the auditorium is not available than to book and having to cancel. The construction progress is uncertain making it difficult to project a firm end date. No action was taken.

15. Discuss progress of National Guard Armory preservation and maintenance and take action as necessary. *Sibilla entered. Sasseen reviewed the MAA’s responsibility for four buildings: McMahon Memorial Auditorium, John Denney Playhouse (LCT), Carnegie Library Town Hall and the National Guard Armory. He reported on the priorities that were set for funding and work.

-John Denney Playhouse: Roof was replaced, the theatre is back in operation.

-CLTH: Repairs were made to the roof, ceiling, floor, walls, and HVAC system, making it operational.

-McMahon Memorial Auditorium: Currently undergoing an eight-million-dollar renovation.

-National Guard Armory: Is the next focus. Estimates are being obtained for roof repairs, glass replacement and exterior painting with the goal of saving the building.

Sasseen reported that there has been mentioning of the City wanting the Armory back, possibly for P & R Headquarters, with the justification of the Authority not working on it and not having plans. Sassen pointed out the \$25,000 study that was conducted and the Authority’s track record with other buildings and stated that no one from the City has formally discussed their plans for the building. Sasseen stated that his vision was to use the National Historical Building for arts and community purposes but also that the CoL has ownership of the building and can take it back if they desire. There was a misconception that LCT was essential for the Armory plans but that was never the entire vision. The board has options; to stay the course, give the building back, or give it back with conditions. The City allocated \$350,000 for the Armory and CLTH, to be spent at the Authority’s discretion. After discussion, it was the consensus to side with City officials and their decisions and further to spend the allocated monies, and to communicate with City officials and have a meeting with the P & R director, Larry Parks, to ensure cost-effectiveness and to discuss future plans. No action was taken.

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 meeting minutes from March 13, 2025.
2. Consider accepting the bank register reports for March 2025.

Motion by Poudrier to approve the meeting minutes from March 13, 2025, and to approve the bank register reports for March 2025. Second by Ellwanger.



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Ellwanger, Epps, Poudrier, Thomas and West voted yes. Motion Carried.

CHAIR'S REPORT:

3. Auditorium update – no further updates.
4. Other announcements – no further announcements

TREASURER'S REPORT

5. CPA's Financial Reports – no report.

STAFF REPORTS:

6. Review Events Calendar, and Audit Update —A&H Deputy Administrator – Morman reviewed the April calendar, and the A & H staff support for upcoming community events. She stated that there are no further updates to the Audit and that she is sending monthly reports to the CPA and the auditor to get ahead on the FY 2025 audit.
7. Hotel/Motel, ARPA Funds Update and Grants Update – A & H Administrator
 - a. Oklahoma Humanities Funding
 - b. NEA Big Read 2026

Poudrier reported that NEH is likely out of funding, so he is looking for other ways to continue programs such as Let's Talk About it and Big Read. There is a cautious approach to make additional purchases with ARPA funds and the board should focus on self-funding.

COMMITTEE REPORTS

8. Receive Report from International Festival Committee and take action as necessary.
 - a. International Festival Fiesta update and action as necessary.
 - b. Consider contracts for headline performers for International Festival 2025.
 - c. Approve International Festival Vendor Applications.
 - d. Approve Sound Technician for IF 2025
 - e. Approve Security Company for IF 2025

Thomas reviewed the report from the IF Committee. The IFC approved the headliner contracts for "Edgar Cruz and Flamenco Fantastico", "Moetowne Alex & The Nightview Band" and "Hydramatics". The committee further approved the Vendor Applications; Sasseen Production Company for Sound and Tech Support and Triangle Security for security services. *Ellwanger excused himself from the meeting.

Motion by Thomas to ratify the decisions made by the International Festival Committee. Second by Epps.

Epps, Poudrier, Thomas and West voted yes. Motion Carried.

9. Receive Report from Arts and Humanities Committee and take action as necessary.
 - a. Consider approval of updated MAA sub-granting policies, application, and budget template and take action as necessary.
 - b. Consider purchasing Jackrabbit software and phone application out of show account funds for up-to 16 months for support of Carnegie Library Arts Classes and Arts and Humanities events.

Poudrier reviewed item 9 a. and reported on item b. He stated that the cost for the software would be \$834 for six months and explained the advantages of using a class management system that also offers an app. Sibilla stated that a good app is a gamechanger. Poudrier reviewed that the cost to set up the software is a one-time fee of \$169 and then \$139 per month which is only billed if there are active students and that it includes tech support. He does not have it in his City budget but plans to include it in the future.

Motion by Poudrier to ratify the decisions by the A & H Committee and to approve the fee for Jackrabbit software for the next 16 months. Second by Epps.

Epps, Poudrier, Thomas and West voted yes. Motion Carried.

NEW BUSINESS – No Report.

ANNOUNCEMENTS

17. Darien's Voice Easter Egg Hunt, April 19th, 12:00-3:00PM

18. Thunder Pop-Up Event, April 18th, Lee West, 5:00-8:00PM

19. Classic Pops III, Lawton High, April 26th, 7:30-8:30PM

Poudrier reviewed upcoming events and the support A & H staff will provide.

Sibilla reported on updated signage for the Buffalo Soldiers Trail. She further reported on the Warriors Marathon that went really well and featured 220 runners and is expected to grow. She thanked Poudrier and staff for their support at the motivation station and presented Poudrier with a medal. She further reported on the upgrades to the Patriot Club and upcoming events. On June 12 Fort Sill is hosting the first Cynthia Ann Parker Day. Epps reported on the Fire Symposium that closed today and the excellent testament to what FISTA brings to the table from a community perspective and an Industry perspective. The consensus was to schedule a tour to visit FISTA.

West reported on the upcoming Arts for All Festival, May 9, 10 and 11 at Shepler Park.

ADJOURNMENT- The meeting adjourned at 6:05 pm.