



# 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**  
**July 10, 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  
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  
Administrative  
Assistant

Nicholas Sasseen  
Arts & Humanities  
Technical Coordinator

Terry Gresham  
Arts & Humanities  
Maintenance Tech

## CALL TO ORDER / ROLL CALL – 4:00pm

PRESENT: Sasseen, Jolly\*, Pendergraft, Ellwanger, Poudrier, Thomas

ABSENT: Epps, West, Sibilla

STAFF: Phillips

GUEST: Davis

## 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 of June 12, 2025 regular meeting.**
- 2. Consider accepting the bank register reports for June 2025.**

Poudrier reported that they had the June minutes but were not able to prepare the July financials in time.

\*Jolly entered

Motion by Pendergraft to approve the meeting minutes from June 12, 2025, and to table the approval of the bank register reports from June 2025. Second by Poudrier.

Jolly, Pendergraft, Ellwanger, Poudrier, and Thomas voted yes. Motion Carried.

## CHAIR'S REPORT

- 3. Auditorium Update**

Jolly reported that the Auditorium renovation is coming along. He reported on the asbestos abatement in the lobby and that the projected finish date is the second week of August. Jolly went on to report that the full renovation is projected to finish the end of December. Sasseen asked if the insurance funds for the roof repairs at the McMahon Memorial Auditorium are in dispute. Poudrier answered that the dispute is over how much has already been paid to repair the roof and the dispute is still pending.

- 4. Other announcements - none**

## TREASURER'S REPORT

- 5. CPA's Financial Reports**

Pendergraft reported on the financials and explained the differences between the May 2024 and the May 2025 financial reports. She reported that the finances are in good standing even with the Auditorium being closed.

## STAFF REPORTS

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

Poudrier reviewed the events calendar.

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

Poudrier reported that they spent all the Hotel/Motel funds they were allotted for FY 24-25. He reported that the allocation for FY26 is \$50,000. Poudrier went on to report on the purchases from FY 25 and the purchases he plans to make with the Hotel/Motel and ARPA funds from FY 26.

Poudrier reported on the grant applications for International Festival.

### 8. Staff Updates

Poudrier reported that Nicholas Sasseen has accepted a position at Arvest Bank and has resigned as the Technical Coordinator for the Arts and Humanities Division. Poudrier went on to say that his office plans to contract him to work during festival times and during the upcoming City of Lawton Birthday Celebrations. Poudrier stated that he's not in a big rush to hire for that position due to the fact that the auditorium is currently closed for renovation.

## COMMITTEE REPORTS

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

Thomas reported on the winning poster and the color shirts the International Festival Committee wants to order for this year's International Festival.

Thomas reported on the preparations for the International Festival Bowling Tournament that is set to take place on Saturday, July 19, 2025 at the Twin Oaks Bowling Center on Fort Sill.

Motion by Poudrier to ratify the winning poster submission and their decision to order red and white shirts. Second by Thomas.

Jolly, Pendergraft, Ellwanger, Poudrier, and Thomas voted yes. Motion Carried.

## BUSINESS ITEMS

### 10. Consider proposals for roofing repairs at Lawton Fort Sill Art Council Building and take action as necessary.

Poudrier introduced this item and reported on the storm damage that occurred to the roof and on the four quotes they have received to repair the roof and discussion ensued.

Motion by Poudrier to accept the lowest bid and for it to be paid with insurance funds, with the remaining amount being split between the Arts and Humanities Division repair account and McMahon Auditorium Authority funds. Second by Jolly.

Jolly, Pendergraft, Ellwanger, Poudrier, and Thomas voted yes. Motion Carried.

### 11. Consider proposals for skylight and metal siding repairs at National Guard Armory and take action as necessary.

Sasseen introduced this item and he and Poudrier reported on the proposals received to repair the skylights and metal siding on the National Guard Armory. Discussion ensued.

Motion by Poudrier to spend up to \$2,000 from the repair funds allocated for the National Guard Armory and the Carnegie Library Town Hall to purchase a sample skylight to be replace one of the current skylights and to direct the Arts and Humanities staff to find a contractor to replace the skylight. Second by Ellwanger.

Jolly, Pendergraft, Ellwanger, Poudrier, and Thomas voted yes. Motion Carried.

**12. Consider using up to \$5,000 in FY26 Hotel Motel Funds to support bringing in Author Mary Roach as matching funds for our \$20,000 NEA Big Read Grant and take action as necessary.**

Sasseen introduced this item. He asked how the \$5,000 would be reflected in the grant. Poudrier replied that they would be considered a cash match and would help the program greatly. He went on to state that this book and author is the most family friendly book they've had, and Mary Roach is the biggest author they've brought in to date.

Motion by Poudrier to spend up to \$5,000 in FY26 Hotel Motel Funds to support bringing in Author Mary Roach as matching funds for our \$20,000 NEA Big Read Grant. Second by Thomas.

Jolly, Pendergraft, Ellwanger, Poudrier, and Thomas voted yes. Motion Carried.

**OLD BUSINESS - none**

**NEW BUSINESS - none**

**ANNOUNCEMENTS**

Sasseen thanked the guest, Ms. Davis, for attending the meeting. He said that they have very few guests at the meetings and he wanted to thank her for taking time out of her day to attend.

Jolly announced that the auditions for Chicago at Lawton Community Theatre have taken place and that they have a cast and a director and that the production will take place in September.

Thomas announced the International Festival Bowling Tournament will take place on Saturday, July 19, 2025 at the Twin Oaks Bowling Center. She also announced the Fall *Let's Talk About It* book discussion will be starting back up soon.

Pendergraft announced that the Next Generation Performing Arts Camp will take place the last week of July and the production will be *Guys and Dolls* on Saturday, August 2.

Ellwanger asked if the auditorium could have a Grand Re-Opening that coincides with the United States 250<sup>th</sup> birthday? Sassen and Poudrier replied that that is something to think about.

Poudrier thanked the authority for volunteering their time, especially with the Freedom Festival. He also announced that Discover Outpost Theatre will be presenting their production of *Newsies* July 11 and 12, 2025.

Phillips announced that Lawton Ballet Theatre is having summer dance camps running currently, but they will be back in August and hitting the ground running with auditions and rehearsals for their annual *Nutcracker* performances.

**ADJOURNMENT – 5:18pm**