



# McMahon Memorial Auditorium

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**Minutes**  
**Regular Meeting**  
**McMahon Auditorium Authority**  
**August 14, 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

ABSENT: Sibilla

STAFF: Morman, Phillips

GUEST: Robert De Shade

**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 July 10, 2025 regular meeting.**
- 2. Consider accepting the bank register reports for July 2025.**

\*Sasseen entered

Motion by Ellwanger to approve the meeting minutes from July 10, 2025, and the bank register reports from July 2025. Second by Pendergraft.

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

\*Jolly Left

**CHAIR'S REPORT**

- 3. Auditorium Update**

Sasseen updated the Authority on the state of the auditorium renovation. He stated that the contractor is having them look at design samples, specifically the curtains in the front lobby. He and Poudrier updated the Authority on the asbestos abatement that is currently taking place in the middle lobby. Sasseen and Poudrier also spoke about organizing a walk through of the renovated space for the Authority so that they could see the changes being made and the updates happening.

- 4. Other announcements**

Poudrier reported that Neil West has submitted his resignation. He explained that West was having a hard time making the meetings as he works out of town. Poudrier also reported that West is still available to volunteer with events. Sasseen requested that the Authority send a letter thanking West for his service on the board. Poudrier and Sasseen asked the authority if they could start thinking about possible nominations for the now vacant position.

## **TREASURER'S REPORT**

### **5. CPA's Financial Reports**

Pendergraft reported on the CPA Financial reports. She said that the report is a basic report, but if the committee would like a detailed line by line report, she had one available.

## **STAFF REPORTS**

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

Morman updated the authority on events coming up in which the Arts and Humanities division will be assisting. Morman also updated the authority on the audit reporting status. She said that everything has been turned in to the CPA and that she will need to leave the meeting early to meet with the CPA.

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

Poudrier reported that he submitted all the purchases for reimbursement by the deadline and now they are waiting. He also reported that he has all but one of the Lawton Fort Sill Freedom Festival grant reports submitted. Poudrier reported that Sasseen has signed the agreement for the authority to receive up to \$50,000 of Hotel/Motel tax funds.

## **COMMITTEE REPORTS**

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

Thomas reported that the International festival has gained 4 new members and that they have received two designs and quotes for the 2025 International Festival shirts. She also reported that the vendor deadline has passed and that they had found a new headliner, the Magician Joe Coover.

\*Epps entered

Motion by Poudrier to approve the decisions made by the International Festival Committee and to ratify the new International Festival Committee members, Robert De Shade, Betty Veu, Pastor Iafeta Veu, and Alisha Saufoi. Second by Thomas.

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

### **9. Receive Report from Arts and Humanities Committee and take action as necessary.**

Poudrier and Thomas reported on the subgranting application from the Friends of the Museum of the Great Plains.

Motion by Pendergraft to grant \$2,400 to the Friends of the Museum of the Great Plains out of the fiscal year 2026 Hotel/Motel allocations. Second by Epps.

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

Poudrier reported that the location for the Naturalization Ceremony reception is having to be moved from the Museum of the Great Plains to the Hilton Garden Inn due to the museum being unavailable.

Motion by Poudrier to move the location of the reception to the Hilton Garden Inn and to spend up to \$300 out of the Arts and Humanities Committee funds to pay for the refreshments. Second by Ellwanger.

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

## **BUSINESS ITEMS**

### **10. Consider approving repair and maintenance to interior entryway flooring and stairs at CLTH for up to \$8,500 to be paid out of Armory and CLTH repair and maintenance funds and take action as necessary.**

Sasseen introduced this item. He reported on the progress of the renovation of the main stairs of

the Carnegie Library Town Hall. He explained that the main entryway flooring and stairs are now the only part of the building that is out of date and are a small safety hazard. Discussion ensued.

Motion by Poudrier to approve repair and maintenance to interior entryway flooring and stairs at CLTH for up to \$8,500 to be paid out of Armory and CLTH repair and maintenance funds. Second by Pendergraft.

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

**11. Consider spending up to \$10,861.80 in A&H Building Insurance funds to match \$21,138.20 City of Lawton Arts and Humanities Funds, and \$10,000 in LCT funds to make available up to \$42,000 for restoration of Lawton Community Theatre Parking Lot.**

\*Morman Left

Sasseen introduced this item. Discussion ensued about the storm that took place in June of 2023, the subsequent insurance funds set to repair the roof, the integrity of the base of the parking lot at Lawton Community Theatre, and the quotes received to repave the parking lot at Lawton Community Theatre.

Motion by Poudrier to spend up to \$10,861.80 in A&H Building Insurance funds to match \$21,138.20 City of Lawton Arts and Humanities Funds, and \$10,000 in LCT funds to make available up to \$42,000 for restoration of Lawton Community Theatre Parking Lot. Second by Epps.

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

**12. Consider allocating up to \$11,000 of 2026 Hotel Motel Funds and directing City Staff to work with executive committee to develop plan, purchase necessary materials, and contract labor for a movie screen to support Movie in the Park Events.**

Sasseen and Poudrier introduced this item. Discussion ensued about which screens to purchase, how the Movie in the Park events run, and how to keep the events free or low cost to the community.

Motion by Poudrier to allocating up to \$11,000 of 2026 Hotel Motel Funds and directing City Staff to work with executive committee to develop plan, purchase necessary materials, and contract labor for a movie screen to support Movie in the Park Events. Second by Ellwanger.

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

**13. Consider being a sponsor of Cops and Kids, Saturday Sept 13<sup>th</sup> by providing Music and Tech Support and submitting for reimbursement of tech. expenses through ARPA.**

Sasseen introduced this item. He asked Poudrier if he had an idea of how much the music and tech support would cost. Poudrier replied no more than \$1000.

Motion by Poudrier to be a sponsor of Cops and Kids, Saturday Sept 13th by providing Music and Tech Support and submitting for reimbursement of tech. expenses through ARPA. Second by Epps.

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

**OLD BUSINESS - none**

**NEW BUSINESS - none**

**ANNOUNCEMENTS**

Sasseen thanked the guest for taking the time and coming to the McMahon Auditorium Authority meeting.

Phillips announced that Lawton Ballet Theatre is back in session and they will be holding workshops on Saturday, August 16, for their Nutcracker Auditions. She also announced that the actual Nutcracker Auditions will take place on Saturday, August 23.

Thomas announced that the NEA Big Read will continue this year with Fuzz by Mary Roach. Thomas also announced that Mary Roach will be coming into town to do a few author events in conjunction with the Big Read.

Pendergraft announced that the Next Generation Performing Arts Camp was very successful this year. She reported that their performances of Guys and Dolls had packed houses.

Epps announced that FISTA will be breaking ground soon on their new anechoic chamber. He also expressed his excitement on the changes happening at the Lawton Forst Sill Chamber of Commerce with the hiring of the new chamber CEO.

**ADJOURNMENT – 5:23pm**