



# McMahon Memorial Auditorium

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**Minutes**  
**Regular Monthly Meeting**  
**McMahon Auditorium Authority**  
**November 14, 2018 – 4:00 p.m.**  
**McMahon Auditorium Lobby**

David Torbert  
Chair

Max Sasseen  
Vice-Chair

Teresa Pendergraft  
Secretary/Treasurer

Alan Jolly  
Mike Jones  
Cynthia Kent  
Burl Ragland  
Audy R. Snodgrass  
Billie A. Whipp

Andrea Morman  
Auditorium  
Coordinator

Billie A. Whipp  
Administrator

Tereasa L. Neeley  
Administrative Assistant

## CALL TO ORDER / ROLL CALL

**MEMBERS PRESENT:** Torbert, Sasseen, Pendergraft, Jolly, Jones, Kent, Ragland, Snodgrass (Fort Sill Rep) and Whipp

**STAFF PRESENT:** Whipp, Morman and Neeley

**Chair Torbert called the meeting to order at 4:05 p.m.  
and declared a quorum present**

Meeting went as follows:

**Presentation of year ending June 30, 2018 audit** – Mary J. Johnson & Associates, PLLC – Chair Torbert introduced and welcomed Jill Luker of Mary E. Johnson & Associates and the Authority's CPA, Lorna Funkhouser. Luker presented the audit and stated that it was a clean audit. She reported that improvements can be made regarding making deposits within one business day and recommended writing a receipt for each check showing date received in the office. This would provide more accurate information on time frame of deposits being made. Authority members were given an opportunity to make comments and ask questions. Chair Torbert moved to item #8 for voting.

8. Consider accepting the FY17-18 Audit - Motion by Kent, second by Pendergraft to accept the FY17-18 Audit as presented. Roll call results: Sasseen, Pendergraft, Jolly, Jones, Kent and Ragland voted yes. Whipp abstained. Motion Carried.

## CONSENT AGENDA:

1. Consider approving minutes of October 11 meeting.
2. Consider accepting the October bank register reports.
3. Consider not meeting in the month of December.

Motion by Jones, second by Kent to accept the consent agenda as presented. Roll call results: Sasseen, Pendergraft, Jolly, Jones, Kent, Ragland and Whipp voted yes. Motion Carried.

## CHAIR'S REPORT

Torbert noted that the 77<sup>th</sup> Army Band Concert is scheduled for Thursday, December 13<sup>th</sup> and invited members to attend and volunteer if needed.

## TREASURER'S REPORT

Pendergraft reviewed the treasurer's report and noted that some adjustments had to be made due to the grant.

## COMMITTEE REPORTS

4. McMahon Grant additional improvements – Torbert reported that in order for the Authority to keep the remaining grant funds the McMahon Foundation had requested a prioritized list of potential projects including estimates. Sasseen presented and reviewed a detailed list of projects for improvements to Safety, ADA, Technical and Lighting (see attached). Discussion ensued and Sasseen made the motion, seconded by Kent, approving the list of projects and authorizing Chair Torbert to write a letter to the McMahon Foundation officially requesting the remaining funds to be used for these projects. Roll call results: Sasseen, Pendergraft, Jolly, Jones, Kent, Ragland and Whipp voted yes. Motion Carried.

5. Drainage Project Update – Ragland reported he met with Bedrock regarding landscaping and they submitted an estimate of \$4,440.00 which included sod, limited shrubbery and new mulch as he had requested. Whipp reported that the Drainage Maintenance Division has cleaned out the drainage culvert and dredged north of the culvert for several feet which will also help the water drain away from the building.
6. Technical Support Update – Whipp thanked everyone for helping with the past several events. She asked for direction on how staff should handle inquiries from promoters on renting the auditorium in terms of fees. Discussion ensued. Torbert asked if anyone had any suggestions on hiring a new contractor for technical support and Jolly said he had several proposals he wanted to follow up on. Sasseen reported they are reevaluating the whole system and noted that they depended on LeDay for some things he thinks staff can take over in order to lower labor costs to the promoter. He reported receiving positive feedback from promoters and said Morman has been doing a great job getting people hired and organized for each event. Morman reported the new system is working and that last year the Authorities expense for the 77<sup>th</sup> Army Band Veteran's Concert was \$647.00 and this year the cost was \$585.00. (Luker excused herself from the meeting)

#### **STAFF REPORTS**

7. November, December and January event calendar – Morman reviewed upcoming events and noted that Handel's Messiah will start at 7:30pm this year.

Whipp reported that the area with gravel by the loading dock has been covered with asphalt. She further reported speaking with LeDay and he will remove his personal items from the Auditorium in the upcoming weeks.

#### **BUSINESS ITEMS**

8. Voting took place after presentation of the audit as stated above.
9. Consider adopting a policy, and add to the rental contract and technical specifications, that the sound level be limited to a sustained 105 DB - Whipp reported that this was discussed last month but not put on the voting agenda. Motion by Pendergraft, second by Kent to adopt a policy, and add to the rental contract and technical specifications, that the sound level be limited to a sustained 105 DB. Roll call results: Roll call results: Sasseen, Pendergraft, Jolly, Jones, Kent, Ragland and Whipp voted yes. Motion Carried.
10. Consider LPO's request to waive rental fee for the Children's Concerts on Friday, February 8, 2019 (attachment A) - Whipp referred members to the LPO letter requesting the Authority to waive rental fees in the amount of \$600 to assist with their two free children's concerts of "Peter and the Wolf" scheduled for February 8, 2019. Whipp reported that LAHC voted to support the program with a \$300 sponsorship. Discussion ensued and the consensus was to not approve the request due to budget constraints. Motion by Kent, second by Pendergraft to deny LPO's request to waive the rental fee for the Children's Concert on Friday, February 8, 2019. Roll call results: Sasseen, Pendergraft, Jolly, Jones, Kent, Ragland and Whipp voted yes. Motion Carried.
11. Consider giving Administrator and Auditorium Coordinator permission to act on behalf of the Authority (attachment B) - Motion by Sasseen, second by Jones to give administrator and Auditorium Coordinator permission to act on behalf of the Authority as stated in attachment B. Roll call results: Sasseen, Pendergraft, Jolly, Jones, Kent and Ragland voted yes. Whipp abstained. Motion Carried.

#### **OLD BUSINESS**

None

**NEW BUSINESS**


None

**ANNOUNCEMENTS**

Torbert thanked Funkhouser for attending the meeting and thanked Sasseen, Jones and Jolly for their work on the project list and everyone for their help with the auditorium projects.

**ADJOURNMENT**

Chair Torbert adjourned the meeting at 5:30 p.m.

  
Chair

  
Date Approved