



# McMahon Memorial Auditorium

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**Minutes  
Regular Monthly Meeting  
McMahon Auditorium Authority  
August 13, 2020 – 4:00 p.m.  
McMahon Auditorium Lobby**

Alan Jolly  
Chair

Max Sasseen  
Vice-Chair

Teresa Pendergraft  
Secretary/Treasurer

Mike Jones  
Burl Ragland  
Audy R. Snodgrass  
Dory Thomas  
David Torbert  
Billie A. Whipp

Billie A. Whipp, Interim  
Director, Parks &  
Recreation Department

A. Lea Morman,  
Auditorium Coordinator

Michael Leal,  
Arts Coordinator

**CALL TO ORDER / ROLL CALL**

**MEMBERS PRESENT:** Jolly, Sasseen, Pendergraft, Jones, Ragland, Snodgrass (Ft. Sill Rep), Thomas, Whipp

**MEMBERS ABSENT:** Torbert

**STAFF PRESENT:** Morman, Leal, Whipp

**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 11 meeting.
2. Consider accepting the June and July bank register reports.

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

**CHAIR'S REPORT**

Chair Jolly expressed appreciation to David Torbert for serving as Chair and thanked him for an outstanding job.

**TREASURER'S REPORT**

3. 501c3 update – Pendergraft reported the application for change to 501c3 has been submitted to the IRS and according to their website it will take up to 180 days to complete the process. She stated the fee to IRS has been drafted from the Authority account in the amount of \$600.00

4. CPA's Financial Reports - Pendergraft reviewed the financials for June and July. No discussion from Authority.

**COMMITTEE REPORTS**

5. Stage Lighting Project - Sasseen reported work on the live streaming equipment is ongoing and installation by Audio Tech will continue to take place in the next week or so. The goal is to have the project completed by the time Thrive Women Conference uses the McMahon Auditorium. Work on Phase 2 and 3 of the lighting projects continues. Sasseen reported that they ordered two solaframe theater fixtures which have been installed and are ready for the Lion King Jr. production. He explained that the solaframe is a liquid cooling system with no fan noise. The second part of Phase 3 is installing the four additional solaframe on the concert truss. Sasseen also reported that he will be researching using projection as a theatrical or digital backdrop.

## **STAFF REPORTS**

6. Review Event Calendar - Morman reported all past events went very well to include Sherri's Dance Center, South Star Dance Academy and Lawton Ballet. The Lawton Ballet has tentatively scheduled their Nutcracker production for December. The Lion King Jr. from Lawton Community Theatre will perform for 4 days (August 13-16). The City of Lawton will also use the McMahon Auditorium for the first time for its annual safety training classes for city employees October 21 and 29 and a few classes in November and December. Sasseen asked Morman about an update on having the 77<sup>th</sup> Army Band at the Auditorium. Morman reported due to change in command, the new person has not been in contact with her to discuss upcoming events.

7. FY19-20 Audit Update - Whipp reported that some information was late in getting to the auditors/CPAs and that may delay the site visit until October but that they will work with MAA to have a draft completed by the end of October to forward to the City's finance department.

8. COL Budget and COVID-19 updates - Whipp reported due to COVID-19, the maximum capacity in the auditorium is currently limited to 300 patrons and the City Manager's Office continues to review and approve all events held in city facilities and on city property to ensure the public's safety. Whipp stated the City of Lawton has initiated a placeholder budget and the Arts & Humanities' Division budget turned out well for what was originally requested. At this time the budget will allow \$1,000 for tech support for the 77<sup>th</sup> Army band performances at the auditorium. Whipp also reported that the City of Lawton is expected to meet again and review department budgets looking at capital outlay. Due to budget constraints the city continues its hiring freeze.

Sasseen reported that the Lawton City Council approved contract services with Guernsey for additional engineering services at McMahon Auditorium for HVAC, ADA, and Landscape Assessment.

## **BUSINESS ITEMS**

9. Consider LCT rental rate for "The Lion King Jr." scheduled for August 13-16 - Lawton Community Theatre is requesting reduction of the rental fee for its production due to limited seating and less production days due to COVID-19. Sasseen made a motion, second by Jones to reduce the rental fee from \$1,500 to \$750. After discussion, Sasseen made a revised motion to reduce the rental fee from \$1,500 to \$500, second by Pendergraft. Roll call results: Sasseen, Pendergraft, Jones, Ragland, Thomas, Whipp voted yes. Motion Carried.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

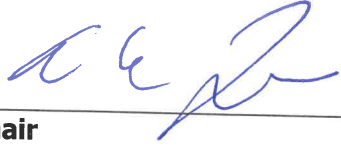
Whipp reported after an incident at the auditorium, the staff researched the cost of upgrading the auditorium's surveillance security system. After discussion, Sasseen made a motion, second by Thomas to table the issue until funding can be determined. Roll call results: Sasseen, Pendergraft, Jones, Ragland, Thomas, Whipp voted yes. Motion Carried.

## **ANNOUNCEMENTS**

None

**ADJOURNMENT**

Chair Jolly adjourned the meeting at 4:38 p.m.



**Chair**

9-10-20

**Date Approved**