

**Minutes
Regular Monthly Meeting
International Festival Committee
Tuesday, January 8, 2013 - 6:00 pm
Lawton Public Library – Meeting Room 2**

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Whitson, Sprague, Auwen (LAHC), Buckley, *Leary (LAHC), Limon, Roldan, *Ronio, Sotelo, Tatum, Wyatt, *All Nations Baptist Church, Chamorro Society, Filipino American Club, and Mexican Folkloric Dancers

MEMBERS NOT PRESENT: Ayala, American Indian Club, Friends of the Library and Latin American Community

GUESTS PRESENT: Lazarte and Guest of Mexican Folkloric Dancers

STAFF PRESENT: Whipp and Gilbert

**Chair Whitson called the meeting to order at 6:00 p.m.
and declared quorum.**

ITEMS REQUIRING ACTION

1. Consider approving minutes of December 4, 2012 meeting. – MOTION by Roldan, with second by Sotelo to approve the minutes of the December 4, 2012 meeting as presented. Roll call results: Sprague, Buckley, Limon, Roldan, Ronio, Sotelo, Tatum, Wyatt, Chamorro Society, Filipino American Club, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
2. Consider approving December financial report. – (*All Nations Baptist Church entered) Whipp reviewed the December financial report. MOTION by Ronio, with second by Sotelo to approve the December financial report as presented. Roll call results: Sprague, Buckley, Limon, Roldan, Ronio, Sotelo, Tatum, Wyatt, All Nations Baptist Church, Chamorro Society, Filipino American Club, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
3. Consider approving food vendor selection guidelines. – Chair Whitson reminded committee members that the LAHC presented their recommendations at the December meeting. The recommendation of the LAHC is to limit the number of food vendors selling the same menu items to three vendors. Leary (LAHC) clarified that the recommendation is for all vendors with no distinction between for-profit and not-for-profit. He further stated that they recommend forming a sub-committee to review all vendor applications to ensure guidelines are met. Chair Whitson stated that all vendor applications will be juried at the July regular meeting. Roldan stated that there needs to be more international vendors and offered suggestions. Chair Whitson re-directed the discussion back to business at hand. MOTION by Ronio, with second by Wyatt to approve LAHC's recommendation as stated. Roll call results: Sprague, Buckley, Limon, Roldan, Ronio, Sotelo, Tatum, Wyatt, All Nations Baptist Church, Chamorro Society, Filipino American Club, and Mexican Folkloric Dancers voted yes.

MOTION CARRIED. Chair Whitson stated that per the Conflict of Interest Policy, vendors with a vested interest in any voting item are to abstain, and directed Gilbert to retake the roll call. Roll call results: Sprague, Buckley, Limon, Roldan, Ronio, Sotelo, Tatum, Wyatt, Chamorro Society, and Mexican Folkloric Dancers voted yes. All Nations Baptist Church and Filipino American Club abstained. MOTION CARRIED.

4. Consider approving snack vendor selection guidelines. – The recommendation of the LAHC is to limit snack vendors with same menu items to two vendors. Snow Cones, Shaved Ice, Italian Ice, Slushies, and Smoothies are all considered to be the same item with no more than two total vendors. MOTION by Sotelo, with second by Roldan to approve LAHC's recommendation as presented. Roll call results: Sprague, Buckley, Limon, Roldan, Ronio, Sotelo, Tatum, Wyatt, All Nations Baptist Church, Chamorro Society, Filipino American Club, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
5. Consider approving sales vendor selection guidelines. – (*Ronio exited) The recommendation of the LAHC for sales vendors is to increase up to five like items where arts and crafts are under consideration. For example, in categories such as jewelry, woodwork, clothing, etc. the actual items may be made in a variety of materials and styles. While the category may be the same, the actual work of the artists may be very different. MOTION by Sotelo, with second by Buckley to approve LAHC's recommendation as presented. Roll call results: Sprague, Buckley, Limon, Roldan, Sotelo, Tatum, All Nations Baptist Church, Chamorro Society, Filipino American Club, and Mexican Folkloric Dancers voted yes. Wyatt abstained. MOTION CARRIED.

CHAIR'S REPORT

6. 2013 Brochure Ad and Vendor Booth Fee Schedule (Attachment A) – Chair Whitson directed the committee to Attachment A, the proposed brochure ad and booth space fees schedules. The consensus of the committee is to keep the fees the same as in 2012. Whipp stated this item will be on the February voting agenda.

VICE CHAIR'S REPORT

7. 2013 Poster Contest Guidelines – Vice Chair Sprague reviewed the current guidelines stating that the contest is open to all media resulting in two-dimensional original artwork, and that submissions should be an artistic response illustrating the cultural richness of our community celebrated by the festival. Whipp stated she would email the guidelines to members.

2013 COMMITTEES – Chair Whitson requested that all members sign up for a sub-committee.

8. Brochure Ad Sales / Sponsorships – No report
9. Entertainment Selection – Roldan recommended that all performers double check their order of music and have a back up CD prior to performing. Discussion ensued on equipment provided by the contracted sound company with Sotelo providing Whipp with written information regarding sound needs and community performers.
10. Interactive Area – No report
11. South Stage – No report
12. North Stage – No report
13. Children's Area – No report

14. Information Booth – No report
15. Volunteers – No report
16. Decorations – No report
17. Tree Decorating – No report
18. Beer Booth – No report
19. VIP Tent - No report

OTHER/NEW BUSINESS

20. Wyatt inquired if a Marketing Committee could be formed and Whitson stated that this would be under review at the next executive meeting. Discussion ensued on possible ways to promote festival year round.
21. Buckley recommended having a "Street Dance" at one of the stages, promoting international dances and community participation. Discussion ensued regarding protocol, sound equipment, research, and solicitation. Chair Whitson appointed a sub-committee with Wyatt, Roldan, Chavez, Herzig, Lazarte, and Buckley serving, to research the possibilities and provide their recommendation in writing at the February meeting.
22. Suggestion and discussion of having "street performers" was presented. They would walk around the festival site and just stop and perform at various locations.
23. Chair Whitson reviewed the cultural and ethnic population breakdown of the Lawton area, as based on the most recent census, and stated that committee needs to look for new and different cultural groups and organizations to perform and have vendor booths. Chair Whitson requested that members research the Internet and the community and provide any contact information to staff.
24. Chair Whitson reported she would follow up with the Tommie Franks Traveling Museum, which provides presentations free of charge for schools.
25. Chair Whitson announced that Germaine Ash has submitted a letter of resignation, and asked members to present nominations. Item will be on the February voting agenda.
26. Chavez reported two machetes were lost after their performance at the 2012 festival when moving between stages, and requested that if anyone comes upon them, to please notify or return them to her. (*Leary exited)

ADMINISTRATOR'S REPORT

27. 2013 Headline Performers – Whipp reported that suggested groups to be considered for 2013 paid performers should be submitted to Cheatwood by the end of January.
 - Whipp reported that a draft of the proposed budget would be presented at the February meeting, and asked that all budget requests be provided to her as soon as possible, as it will be placed on the March voting agenda.
 - Whipp requested the consensus of the committee as to whether booth award winners should continue to receive a ribbon or implement a monetary incentive. The consensus of the committee is to award a booth fee discount for the next festival provided the vendor is juried in to the festival for that year.
 - Whipp reported that she had reviewed the sponsorship levels and benefits and have created a revised sponsorship package for the committee's consideration. She distributed copies of both the 2012 and proposed sponsorship levels and benefits stating that if a higher level is not offered then the festival would never get larger sponsors. Discussion ensued and the general consensus was to increase sponsorship levels, and to place the item on the February voting agenda.

- Tatum inquired if the Fort Sill band could be considered a paid performer and Sprague clarified that per the performer guidelines, they cannot be paid.
- Chair Whitson requested that Sotelo contact the CU International Students Department regarding participation in the festival.

ADJOURN

Chair Whitson adjourned the meeting at 7:10 p.m.

Chair

Date Approved