

**Minutes
Regular Monthly Meeting
International Festival Committee
Tuesday, February 2, 2016 - 6:00 pm
Lawton Public Library – Meeting Room 2**

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Whitson, Sprague, Buckley, Lazarte, Limon, Sotelo, Thomas, Chamorro Society, Filipino American Club, and Friends of the Library

MEMBERS NOT PRESENT: Ayala, Coleman, American Indian Club, Latin American Community, Lawton Public Library, and Mexican Folkloric Dancers.

STAFF PRESENT: Whipp and Gilbert

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

Chair Whitson turned the meeting over to VC Sprague at this time as she was having trouble speaking.

ITEMS REQUIRING ACTION

1. Consider approving minutes of November 10, 2015 Special Meeting. – Sotelo noted the minutes incorrectly state he inquired about the inclement weather guidelines; rather, he requested that they be put on the agenda for review. MOTION by Chamorro Society, with second by Limon to approve the minutes as corrected. Roll call results: Whitson, Buckley, Lazarte, Limon, Sotelo, Thomas, Chamorro Society, Filipino American Club, and Friends of the Library voted yes. MOTION CARRIED.
2. Consider approving November financial report. – Whipp reviewed the financials reporting the balance going into the 2016 festival is approximately \$47,000. MOTION by Chamorro Society, with second by Friends of the Library to approve the November financial report. Roll call results: Whitson, Buckley, Lazarte, Limon, Sotelo, Thomas, Chamorro Society, Filipino American Club, and Friends of the Library voted yes. MOTION CARRIED.
3. Consider approving December financial report. – MOTION by Chamorro Society, with second by Limon to approve the December financial report. Roll call results: Whitson, Buckley, Lazarte, Limon, Sotelo, Thomas, Chamorro Society, Filipino American Club, and Friends of the Library voted yes. MOTION CARRIED.
4. Consider approving January financial report. – MOTION by Chamorro Society, with second by Limon to approve the January financial report. Roll call results: Whitson, Buckley, Lazarte, Limon, Sotelo, Thomas, Chamorro Society, Filipino American Club, and Friends of the Library voted yes. MOTION CARRIED.
5. Consider approving the proposed 2016 budget. (Attachment A) – Whipp directed members to the proposed budget in their packets and gave a brief overview of the expenses. She stated that the IFC cut expenses by approximately \$20,000 last year but that on average the festival's annual cost is approximately \$69,000. Discussion ensued

regarding funds for Headliners, larger tent at the South Stage and other needed equipment. MOTION by Sotelo, with second by Filipino American Club to approve the proposed 2016 budget as presented. Roll call results: Whitson, Buckley, Lazarte, Limon, Sotelo, Thomas, Chamorro Society, Filipino American Club and Friends of the Library voted yes. MOTION CARRIED.

6. Consider approving the 2016 Headliners. (Attachment B) – VC Sprague noted that patron feedback received at the 2015 festival indicated headliners were missed and that the Executive Committee (EC) is recommending two groups, Watusi and Tequila Azul, and directed members to the information sheets included in their packets. Discussion ensued regarding the headliners and the Street Dance. MOTION by Sotelo, with second by Lazarte to approve Watusi and Tequila Azul one for each night. Roll call results: Whitson, Buckley, Lazarte, Limon, Sotelo, Thomas, Chamorro Society, Filipino American Club and Friends of the Library voted yes. MOTION CARRIED.
7. Consider not meeting in March. - MOTION by Sotelo, with second by Lazarte to adjourn for the month of March. Roll call results: Whitson, Buckley, Lazarte, Limon, Sotelo, Thomas, Chamorro Society, Filipino American Club, and Friends of the Library voted yes. MOTION CARRIED.

CHAIR'S REPORT

2016 Sub-committees and sign up – VC Sprague noted that both stages are in need of managers. Whipp stated that staff and LAHC members will be assisting at the stages this year. She stated that stage coverage could be broken up into four hour time frames versus covering for the entire festival. Whipp introduced and welcomed Dory Thomas, LAHC representative. Sprague also reported that there are several vacancies on the committee and for members to contact staff with any nominations.

VICE CHAIR'S REPORT

Discuss current vendor policy on selling t-shirts – VC Sprague reported the EC discussed the current t-shirt policy which prohibits vendors from selling t-shirts for less than what is charged for festival t-shirts. He stated that two sales vendors withdrew their applications last year due to this policy resulting in a loss of over \$800.00 in vendor fees and that revenue from the festival shirts rarely cover the cost of the shirts much less realize a profit. Sprague stated that the EC is requesting members reconsider this policy and that the item will be on the April voting agenda.

2016 COMMITTEES

8. Brochure Ad Sales / Sponsorships – Packets have been mailed out.
9. Marketing / Publicity – No report
10. Entertainment Selection – No report
11. South Stage – No report
12. North Stage – Lazarte announced that she may be available as a stage manager on Friday night but that she will be out of town for the remainder of the weekend.
13. Street Dance – Sotelo requested renaming the "Street Dance" to better describe the activity and asked that it be placed on the April voting agenda.
14. Interactive Area – No report
15. Roaming Performers – Whitson announced that the Sweet Adeline's are interested in being a roaming performer again this year.

16. Children's Area – Buckley reported visiting with MAJ Craig Redfearn of the McArthur High School JROTC Program to see if they would be interested in handling the Fit Kids Imagination Playground and will provide follow up information at the April meeting.
17. Information Booth – No report
18. Volunteers – Discussion ensued regarding the use of volunteer tracking software.
19. Decorations – Dinah Lazarte, Chair – No report
20. Tree Decorating – No report
21. Beer Booth – Sprague reported that the beer proposals will be voted on at the April meeting as well as the beer prices.
22. VIP Tent - Whipp reported that Holiday in the Park had expressed an interest after last year's festival in feeding volunteers again.

ADMINISTRATOR'S REPORT

23. Student Performance "Seussical" - Thurs., Feb. 4th @ 6:30pm and Fri., Feb. 5th @ 10am – Whipp reviewed dates/times of the performances and stated that volunteers are needed.
24. OAC Grants / COL Budget – Whipp reported the FY16-17 grant application has been submitted to OAC for the festival and that OAC has experience a 3% midyear budget reduction and looking at a possible 6% cut in the FY16-17 budget. She further reported that the budget review with the City Manager and Finance Director is scheduled for Friday, March 11th.

OTHER/NEW BUSINESS

Whipp announced the third "Open Streets" event scheduled for Saturday, April 23rd from 12pm to 6:00pm. Whitson stated that this would be a good opportunity to promote the International Festival and noted that the registration deadline is March 31st. The Filipino American Club expressed an interest and Lazarte will let Whipp know before the deadline.

ADJOURN

Chair Whitson adjourned the meeting at 6:47 p.m.

Chair

Date Approve