

**Minutes
Regular Monthly Meeting
International Festival Committee
Tuesday, February 3, 2015 - 6:00 pm
Lawton Public Library**

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: *Whitson, Sprague, *Ayala, Lazarte, Limon, Roldan, Sotelo, Tatum, Wyatt, Chamorro Society, Filipino American Club, Friends of the Library, and Mexican Folkloric Dancers

MEMBERS NOT PRESENT: Buckley, Coleman, American Indian Club, and Latin American Community

GUEST PRESENT: Jose Vazquez (Jose's Bosses' Shoppe)

STAFF PRESENT: Whipp and Gilbert

VC Sprague called the meeting to order at 6:00 p.m. and declared a quorum.

VOTING ITEMS

1. Consider approving minutes of November 4, 2014 meeting. – MOTION by Tatum, with second by Roldan to approve the minutes of November 4, 2014. Roll call results: Lazarte, Limon, Roldan, Sotelo, Tatum, Wyatt, Chamorro Society, Filipino American Club, Friends of the Library, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
2. Consider approving December financial report. – (*Ayala entered) Whipp reviewed the financial reports. MOTION by Roldan, with second by Tatum to approve the financial report. Roll call results: Ayala, Lazarte, Limon, Roldan, Sotelo, Tatum, Wyatt, Chamorro Society, Filipino American Club, Friends of the Library, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
3. Consider approving January financial report. – MOTION by Tatum, with second by Ayala to approve the January financial report. Roll call results: Ayala, Lazarte, Limon, Roldan, Sotelo, Tatum, Wyatt, Chamorro Society, Filipino American Club, Friends of the Library, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.

CHAIR'S REPORT

2015 Sub-committees and sign up – The sub-committee sign-up sheet was passed around.

VICE CHAIR'S REPORT

None

2015 COMMITTEES

4. Brochure Ad Sales / Sponsorships – Whipp reported the pre-festival “Season’s Greetings” cards were mailed in December and the brochure ad/sponsorship packets went out in January. A signup sheet was passed around for follow up contacts.
5. Marketing / Publicity – Wyatt – Wyatt reported he is currently working on marketing strategies and welcomed member recommendations.
6. Volunteer Entertainment Selection – (*Whitson entered) Whipp requested that recommendations for any new volunteer performers be forwarded to the A & H Office.
7. South Stage – Tatum – Tatum directed members to the headliner search sheet included in member packets compiled by Cheatwood. Whipp stated that the Executive Committee had discussed budget restraints and the rising costs to host the festival, and encouraged members to evaluate all areas of spending. Discussion ensued regarding possibly contracting only one headliner, additional stage entertainment ideas, and potential music genres. Whipp requested that all recommendations be submitted to Cheatwood by Monday, February 9th for her to start researching. Sotelo questioned which groups, volunteer or headliners, is reviewed by the Entertainment Selection Committee. Whipp clarified that the Entertainment Committee reviews and approves first time volunteer performers and the full committee votes and approves the headline performers.
8. North Stage – Lazarte – No report.
9. Street Dance – Sotelo – Sotelo reported that the vision is to host two or three styles of music per set, to provide patrons a variety of dance music.
10. Interactive Area – Chavez – No report
11. Roaming Performers – Chair Whitson reported the Sweet Adeline’s were popular at the 2014 festival and interested in being a roaming performer again this year. She stated that they were the only roaming group and reviewed the vision for roaming performers and asked members if they wanted to continue to try and develop this area. Discussion ensued regarding ways to solicit all types of volunteer performers such as including information in press releases and through social media.
12. Children's Area – Buckley – No report.
13. Information Booth – Coleman – No report.
14. Volunteers – Coleman – No report.
15. Decorations – Lazarte – Lazarte reported decorations will be inventoried in July and needed items ordered. VC Sprague reported that the USMC may no longer be attached to Ft. Sill in the near future; Lazarte voiced her dismay as the marines are a tremendous asset to the set-up/removal of the decorations, as well as volunteering throughout the festival weekend. VC Sprague further announced that Ft. Sill will be downsizing its civilian personnel beginning February 17th and that the new procedures for entering post have gone into effect.
16. Tree Decorating – Chavez – Chavez encouraged all members to select a tree to decorate in their native culture.

17. Beer Booth – Sprague – VC Sprague reported that Request for Proposals (RFP) will be mailed out the end of the month and the committee will vote on the beer vendor at the April meeting.
18. VIP Tent - Chair Whitson stated that the original intent was to have one school/organization sponsor this area, which included soliciting donations, preparing food and feeding volunteers. She reported that this has not been the case the past two years and asked for suggestions on ways to feed volunteers without increasing committee expense. Whipp reported the average cost for the VIP tent area is \$1,200.00. Discussion ensued regarding alternative ways to feed volunteers and Whipp stated she would contact the HIP organization to see if they might be interested in partnering with the committee and Lazarte volunteered to contact a possible resource and both will report their findings at the March meeting.

ADMINISTRATOR'S REPORT

19. Headliners for 2015 IF – Whipp reiterated that possible headliner groups need to be submitted to Cheatwood no later than February 9th.
20. Proposed Budget for 2015 IF – Whipp reported she will have the proposed budget on the March voting agenda and will send out a copy to all members prior to the meeting so they can review prior to voting. Discussion ensued on the increase in equipment rental, grounds crew, etc and that all members need to review areas and items to be purchased to ensure efficient spending. She stated that monetary sponsorships have remained consistent with expenses increasing annually.
21. Student Performance on Friday, February 6th @ 10:00am & 6:30pm – need volunteers – Whipp requested that anyone interested in volunteering to contact Gilbert.

OTHER/NEW BUSINESS

Whipp announced the return of the Charlie Christian Music Festival scheduled for May 28th – 31st at Elmer Thomas Park (ETP). She further announced the 1st Annual Freedom Festival, hosted by the COL, scheduled for July 4th in ETP and stated that the committee is currently seeking several vendors and performers for the event.

Wyatt requested the committee to reconsider the policy regarding vendors selling t-shirts and place it on the next meeting's voting agenda. The consensus of the committee was to place the item on the March voting agenda.

ADJOURN

Chair Whitson adjourned the meeting at 7:15 p.m.

Chair

Date Approved