

**Minutes
Regular Monthly Meeting
International Festival Committee
Tuesday, February 6, 2018 - 6:00 pm
McMahon Auditorium Lobby**

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Whitson, Olsen, Thomas (LAHC Rep.), Chamorro Society and Filipino American Club.

MEMBERS EXCUSED: Sprague, Buckley and Mexican Folkloric Dancers

MEMBERS NOT PRESENT: Offield (LAHC Rep.), Thompson, Wyatt and American Indian Club

STAFF PRESENT: Whipp and Neeley

Chair Whitson called the meeting to order at 6:05 p.m.

VOTING ITEMS

1. Consider approving minutes of November 7, 2017 Meeting. – Motion by Chamorro Society, second by Thomas to approve the minutes for November 7, 2017 meeting as presented. Roll call results: Olsen, Thomas, Chamorro Society and Filipino American Club voted yes. Motion Carried.
2. Consider approving November, December and January financial reports. – Whipp gave an overview of the financial reports. She reported that all items have cleared for the 2017 International Festival and the grant reimbursement has been submitted to the City. Motion by Filipino American Club, second by Chamorro Society to approve the November, December and January financial reports as presented. Roll call results: Olsen, Thomas, Chamorro Society and Filipino American Club voted yes. Motion Carried.
3. Consider approving the proposed 2018 budget (see attachment A). – Whipp reviewed the proposed 2018 budget noting that the earned income and in-kind support are the actual figures from 2017 festival. Motion by Chamorro Society, second by Olsen to approve the proposed 2018 budget as presented. Roll call results: Olsen, Thomas, Chamorro Society and Filipino American Club voted yes. Motion Carried.
4. Consider approving the proposed 2018 booth fees (see attachment B). – Whipp referred members to the handout in their packet and reported that at the November meeting members discussed this item and asked staff to research area events to see what they are charging. Whipp reviewed booth fees from five area events and stated the Executive Committee recommends an increase of 10%. Discussion ensued and the general consensus was to increase fees by 10% and then round up to the next even dollar amount. Motion by Olsen, second by Chamorro Society to approve the proposed 2018 booth fees as stated. Roll call results: Olsen, Thomas, Chamorro Society and Filipino American Club voted yes. Motion Carried.
5. Consider approving the 2018 Headliners. – Whipp distributed and reviewed handout (see attached) with information on three potential headliners. Discussion ensued and the consensus is to host all three groups if available. Committee also would like to request that the 77th Army Band perform as one of the evening headliners. If all four are available then the Street Dance would move to a different time slot. Motion by Filipino American Club, second by Thomas to approve the 2018 headline groups as presented. Roll call results: Olsen, Thomas, Chamorro Society and Filipino American Club voted yes. Motion Carried.

6. Consider not meeting in March. – Motion by Filipino American Club, second by Thomas to not meet in March. Roll call results: Olsen, Thomas, Chamorro Society and Filipino American Club voted yes. Motion Carried.

CHAIR'S REPORT

2018 Sub-committees and sign up – Whitson reported she would like members to sign up for at least one committee.

VICE CHAIR'S REPORT

No Report

2018 COMMITTEES

7. Brochure Ad Sales / Sponsorships - Whipp reported that packets have been mailed and to date two full page ads and one quarter page ad have been received.
8. Marketing / Publicity – No report
9. Entertainment Selection – No report
10. South Stage – No report
11. North Stage – Lazarte – No report
12. Street Dance – Wyatt – No report
13. Interactive Area - No report
14. Roaming Performers – No report
15. Children's Area – Buckley – No report
16. Information Booth – Thomas – No report
17. Volunteers / Feeding Volunteers – Thomas – No report
18. Decorations – Lazarte – No report
19. Beer Booth – Sprague – Whipp reported that RFPs for both the beer and drink booths were mailed and proposals will be presented at the April meeting for approval.
20. Drink Booth – Sprague – See item #19.

ADMINISTRATOR'S REPORT

21. Student Performance "Goldilocks and the Three Pigs" Thursday, February 22 @ 10:00am, 12:15pm and 6:30pm - Whipp stated tickets for the evening show are on sale for \$5.00 and volunteers are needed if anyone was available to help.
22. OAC Grants / COL Budget – Whipp reported that the grant application which includes the 2018 IF will be submitted to OAC this week. She also stated that the division proposed budgets have been submitted and that the P&R Department will do budget review with the City Manager in March.

Whitson asked about the LATS bus and Whipp stated the festival dates have been submitted to them and cost will be \$0.25 per person. Whipp also reported that the poster contest guidelines have been mailed to the schools and press release sent out.

OTHER/NEW BUSINESS

None

ADJOURN

Chair Whitson adjourned the meeting at 6:45 p.m.

Chair

Date Approved