

**Minutes
Regular Monthly Meeting
International Festival Committee
Tuesday, February 7, 2017 - 6:00 pm
McMahon Auditorium Lobby**

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Whitson, Sprague, Offield (LAHC), Thomas (LAHC), Chamorro Society, *Filipino American Club and Mexican Folkloric Dancers. (LAHC only has one vote)

MEMBERS NOT PRESENT: Buckley, Limon, Price, Thompson and American Indian Club

STAFF PRESENT: Whipp and Neeley

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

VOTING ITEMS

1. Consider approving minutes of November 1, 2016 Meeting. – MOTION by Chamorro Society, SECOND by Thomas to approve minutes of November 1, 2016 meeting. Roll call results: Sprague, Thomas, Chamorro Society and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
2. Consider approving November, December and January financial reports. – Whipp reviewed the reports stating that the festival balance as of January 13, 2017 is \$59,042. (*Filipino American Club enters) MOTION by Chamorro Society, SECOND by Thomas to approve November, December and January Financial reports. Roll Call results: Sprague, Thomas, Chamorro Society, Filipino American Club and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
3. Consider approving the Street Dance for 2017 festival. – Whitson reminded the committee based on previous years lack of interest in the street dance the committee had decided the 2016 Street Dance would be the last if still no interest. However, due to inclement weather the street dance was cancelled and DJ Steve did not charge the committee his fee even though he had a contract. Discussion ensued with the consensus being to present the street dance this year and ask DJ Steve to provide the music. MOTION by Filipino American Club, SECOND by Mexican Folkloric Dancers to approve the Street Dance for 2017 festival. Roll call results: Sprague, Thomas, Chamorro Society, Filipino American Club and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
4. Consider approving the projected 2017 budget. (Attachment A) – Whipp reviewed the projected budget and asked if there were any questions. Discussion ensued regarding 2016 expenses which totaled \$60,431 with the COL covering \$19,148 through the A&H Division Budget in addition to all the in-kind support. Whipp stated that she projects high each year to ensure sufficient funds for increased expenses and that the actual budget has been approximately \$20,000 less than projected for the past several years. MOTION by Thomas, SECOND by Chamorro Society to approve the projected 2017 budget as presented. Roll call results: Sprague, Thomas, Chamorro Society, Filipino American Club, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.

5. Consider approving the 2017 Headliners. – Whipp referred members to handouts in their packets with information on the two proposed headliners; Tequila Azul and Oklahoma Fancy Dancers. She reminded them that Tequila Azul was scheduled to perform last year but concert was cancelled due to inclement weather. Oklahoma Fancy Dancers are on OAC's Artist Roster and have performed for LAHC's Native American Program in the past and were well received. Discussion ensued with the consensus being to approve both groups. MOTION by Thomas, SECOND by Chamorro Society to approve the 2017 Headliners as presented. Roll call results: Sprague, Thomas, Chamorro Society, Filipino American Club and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
6. Consider revising the Poster Contest Awards. – Whipp referred members to the poster contest guidelines included in their packets and asked the committee to consider only having one winner in each age division which would be first place with a \$50 award. The overall winner would still be chosen from these four winners and receive the \$200 stipend, one festival t-shirt and an official IF poster as in the past. The committee has always given out first, second, and third awards in each division even if there was only one poster submitted. This would eliminate the issue of one person receiving all three awards and save money. Discussion ensued with the consensus being to change the award guidelines as stated. Whitson requested that poster guidelines be sent to Medicine Park in hopes of getting more people to submit entries. MOTION by Filipino American Club, SECOND by Chamorro Society to revise the Poster Contest Awards and only present a first place award of \$50 in each age division. Roll call results: Sprague, Thomas, Chamorro Society, Filipino American Club and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
7. Consider not meeting in March. - Whipp stated that since all voting items were decided the committee could approve not meeting in March if they so desired. MOTION by Chamorro Society, SECOND by Mexican Folkloric Dancers to not meet in March. Roll call results: Sprague, Thomas, Chamorro Society, Filipino American Club and Mexican Folkloric Dancers voted yes. MOTION CARRIED.

CHAIR'S REPORT

2017 Sub-committees and sign up – Whitson passed around the sub-committee signup sheet and asked for volunteers stating all members are needed to ensure the festival's success. Whitson announced that the Friends of the Library will not be participating in the festival or providing a sponsorship due to reduced profits the past several years. She further reported that the Executive Committee discussed the possibility of the festival committee running the drink booths in hopes of raising additional revenue. Sprague volunteered to coordinate the drink booths and stated that LAHC members could oversee the money and supervise the student volunteers and that at least one adult is needed in each booth at all times. Vendors will still only be able to sell specialty drinks. Discussion ensued with the consensus being to take over the drink booths and send request for proposals (RFP) to Pepsi, Coke and 7-Up. Whipp stated this item will be placed on the April voting agenda.

VICE CHAIR'S REPORT

ATM Issues from 2016 festival – Sprague reported that Whitson, Sprague and Whipp met with Assistant City Manager, Jim Russell regarding the ATM issues. Whitson stated issues with JAMARK included ATM's not being refilled in a timely manner, owner's comments and attitude towards staff was unacceptable and ATM's were damaged in Saturday's storm and were removed on Sunday leaving no ATM on site for remainder of the festival. Sprague stated that we will create a database to document requests to JAMARK, response time, etc this year and if issues arise again we have documentation to take to the City. Whipp reported that other financial institutions will be allowed to have an ATM on site provided they are a festival sponsor. JAMARK will not have exclusivity this year.

2017 COMMITTEES

8. Brochure Ad Sales / Sponsorships – Whipp reported that sponsorships have been received from SW Medical Center (\$1,000), BancFirst (\$500), Lawton Evening Optimists (\$100 for the Children's Area) and Comanche Home Center (\$500 in-kind) as well as one quarter page brochure ad from Lawton Evening Optimists.
9. Marketing / Publicity – Whitson stated that everyone needs to help in promoting the festival.
10. Entertainment Selection – Will meet and review new applications after the deadline in June.
11. South Stage – Beckman has indicated she will volunteer as stage manager again this year.
12. North Stage – Lazarte – No report
13. Street Dance – See item #3
14. Interactive Area – Whitson stated that she asked staff to contact Teresa Black, Storyteller for this area and that she was at the 2012 festival and well received.
15. Roaming Performers – Whitson stated she would like to see more roaming performers.
16. Children's Area – Buckley – No report
17. Information Booth – Thomas/Whitson – No report
18. Volunteers – Thomas - No report
19. Decorations – Lazarte – Lazarte plans to purchase star lights to decorate trees with discussion ensuing on price and where to purchase.
20. Tree Decorating – Chavez – Mexican Folkloric Dancers reported having electrical issues with their light display. Whipp reported additional electrical has been installed around the curve going to the North Stage which should eliminate these issues.
21. Beer Booth – Sprague – Sprague reported that the RFP will be mailed later this month and proposals presented for vote at the April meeting. He stated that for 2016 Friday sales were great, but the rest of the weekend was not due to the weather and cooler temperatures on Sunday. He is planning to sell the frozen margaritas again this year.
22. Feeding Volunteers – No report

ADMINISTRATOR'S REPORT

23. Student Performance "The Tale of Peter Rabbit & Benjamin Bunny" - Thursday, February 23rd @ 10:00am, 12:15pm and 6:30pm – Whipp asked members to volunteer if their schedule allowed.
24. OAC Grants / COL Budget – Whipp reported she is anticipating cuts from both the state and the city and that all will be finalized in June.

OTHER/NEW BUSINESS

ADJOURN

Chair Whitson adjourned the meeting at 6:56 PM

Chair

Date