

**Minutes
Regular Monthly Meeting
International Festival Committee
Tuesday, February 18, 2014 - 6:00 pm
McMahon Memorial Auditorium Lobby**

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Sprague, *Ayala, Buckley, *Lazarte, Limon, Sotelo, Wyatt, American Indian Club, Chamorro Society, *Filipino American Club, Friends of the Library, Latin American Community Club, and Mexican Folkloric Dancers

MEMBERS NOT PRESENT: Whitson, Coleman, Roldan, Tatum, and Lawton Public Library

GUESTS PRESENT: Bruce Poindexter (Creekside Triple B/Dough Boyz Pizza)

STAFF PRESENT: Whipp and Patrick Reynolds (Journey Productions)

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

VOTING ITEMS

1. Consider approving minutes of November 5, 2013 meeting. - MOTION by Sotelo, with second by Chamorro Society to approve the minutes of November 5, 2013 meeting as presented. Roll call results: Buckley, Limon, Sotelo, Wyatt, American Indian Club, Chamorro Society, Friends of the Library, Latin American Community Club, and Mexican Folkloric Dancers voted yes. MOTION CARRIED. (*Ayala, *Lazarte, and *Filipino American Club entered.)
2. Consider approving October, November, December & January financial reports. – MOTION by Ayala, with second by Sotelo to approve the October, November, December, and January financial reports as presented. Roll call results: Ayala, Buckley, Lazarte, Limon, Sotelo, Wyatt, American Indian Club, Chamorro Society, Filipino American Club, Friends of the Library, Latin American Community Club, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
3. Consider approving 2014 Snack Vendor Selection Guidelines. – Vice Chair Sprague reviewed the 2013 vendor selection guidelines and stated it was extremely time consuming to track items and who submitted application first and that the Executive Committee (EC) recommends not limiting the number of like vendors this year. Discussion ensued on the difference between a snack vendor and food vendor and that electrical and space should be the only reason to limit the overall number of vendors. MOTION by Sotelo, with second by Lazarte to not limit the number of snack vendors allowed into the festival. Roll call results: Ayala, Buckley, Lazarte, Limon, Sotelo, Wyatt, American Indian Club, Chamorro Society, Filipino American Club, Friends of the Library, Latin American Community Club, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
4. Consider approving 2014 Food Vendor Selection Guidelines. – Vice Chair Sprague stated that the EC recommends not restricting the number of like food vendors with the exception of types of drinks that could be sold by food vendors. Friends of the Library stated that allowing vendors to sell drinks such as lemon-aid and especially bottled drinks such as the root beer vendor last year has cut into the Friends profits,

and that all proceeds go back into the community. Discussion ensued on what drinks are sold by the Friends and that other vendors could be allowed to sell any other drinks than what they offer providing more variety and convenience to patrons. Further discussion ensued regarding the Library being the original organizers of the festival and that the Friends of the Library should be able to retain the right to sell all drinks for their continued commitment to the festival as one of the major sponsors and only allow other vendors to sell "specialty" drinks. MOTION by Ayala, with second by Buckley to not limit the number of like food vendors, but to allow the Friends of the Library to be the primary drink vendor and any request to sell drinks by other vendors will be considered on an individual basis. Roll call results: Ayala, Buckley, Lazarte, Limon, Sotelo, Wyatt, Chamorro Society, and Mexican Folkloric Dancers voted yes. Sotelo voted no. American Indian Club, Filipino American Club, Friends of the Library, and Latin American Community Club abstained. MOTION CARRIED.

5. Consider approving 2014 Sales Vendor Selection Guidelines. – Vice Chair Sprague reported that the EC's recommendation is to not limit like sales vendors and stated last year there were over 10 vendors selling jewelry but that it was all different styles and provided a variety. MOTION by Friends, with second by Ayala to not limit the number of like sales vendors. Roll call results: Ayala, Buckley, Lazarte, Limon, Sotelo, American Indian Club, Chamorro Society, Filipino American Club, Friends of the Library, Latin American Community Club, and Mexican Folkloric Dancers voted yes. Wyatt abstained. MOTION CARRIED.
6. Consider approving 2014 Poster Contest Guidelines. – Vice Chair Sprague reviewed the current guidelines stating that the consensus at the November meeting was to keep the guidelines the same and to only recognize the overall winner during the Opening Ceremony since most of the division winners do not attend the awards ceremony. Whipp stated that the monetary awards are mailed to winners with a congratulations letter after the IFC votes on the posters at the June meeting. MOTION by Sotelo, with second by Friends to approve poster contest guidelines as presented (see attached). Roll call results: Ayala, Buckley, Lazarte, Limon, Sotelo, Wyatt, American Indian Club, Chamorro Society, Filipino American Club, Friends of the Library, Latin American Community Club, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
7. Consider approving 2014 Brochure Ad Fees. – Vice Chair Sprague reviewed the current brochure ad fees and stated that the consensus at the November meeting was to not increase the fees this year. MOTION by Lazarte, with second by Filipino American Club to approve the proposed fee schedule as presented (see attached) and to cut the quantity in half due to the amount of brochures not distributed in previous years. Roll call results: Ayala, Buckley, Lazarte, Limon, Sotelo, Wyatt, American Indian Club, Chamorro Society, Filipino American Club, Friends of the Library, Latin American Community Club, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
8. Consider approving 2014 Vendor Booth Fees. – Vice Chair Sprague reported that the EC's recommendation is to keep booth fees the same, but to add a category for inflatable (bounce houses) and other children's activities. These vendors would submit an application that included type of activity, space needed and electrical requirements; then, if requirements could be met the booth fee would be calculated at \$0.50 per square foot. MOTION by Chamorro Society, with second by Ayala to approve booth fees as presented (see attached) and create the additional category as stated. Roll call results: Ayala, Buckley, Lazarte, Limon, Sotelo, Wyatt, American Indian Club, Chamorro Society, Filipino American Club, Friends of the Library, Latin American Community Club, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
9. Consider approving 2014 Sponsorship Levels and Benefits. – Vice Chair Sprague reminded the committee of the changes to the sponsorship levels and benefits last

year with the addition of the Platinum Level and stated that the consensus at the November meeting was to keep it the same. MOTION by Ayala, with second by Sotelo to approve the sponsorship levels and benefits as presented (see attached). Roll call results: Ayala, Buckley, Lazarte, Limon, Sotelo, Wyatt, American Indian Club, Chamorro Society, Filipino American Club, Friends of the Library, Latin American Community Club, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.

10. Consider increasing food vendor meal ticket value to \$7.00. – Vice Chair Sprague stated that each food vendor is required to provide 15 meal tickets to help feed volunteers and that the value of that meal ticket has been \$5.00 for years. He stated that there are few, if any, items that are \$5.00 or less and therefore the EC is recommending increasing the value of the meal ticket to \$7.00. Whipp explained that this was created to help keep booth fees lower and provide a means to feed volunteers (Ayala left). MOTION by Friends of the Library, with second by Lazarte to raise meal ticket value to \$7.00. Roll call results: Buckley, Lazarte, Limon, Sotelo, Wyatt, Chamorro Society, Friends of the Library, and Mexican Folkloric Dancers voted yes. American Indian Club, Filipino American Club, and Latin American Community Club abstained. MOTION CARRIED.

CHAIR'S REPORT

11. Wichita Mountains Prevention Network – Vice Chair Sprague reported that for the past several years, the WMPN has done an assessment of local festivals and events; mainly looking at under-age drinking and other safety issues. He stated that the IF has always performed well, but even got higher ratings this year.
12. Lawtoninfo.com – Vice Chair Sprague reported that Lawtoninfo.com is creating recycle tote bags and soliciting sponsors. Rhonda Little is requesting the committee allow her to sell the bags at the festival and waive the sales booth fee since she is a Gold Level Media Sponsor as well as coordinates the festival's recycle program. Discussion ensued on type of bags and what will be printed on them. Item will be placed on the March voting agenda.

VICE CHAIR'S REPORT

No report

2014 COMMITTEES

13. Brochure Ad Sales / Sponsorships - Whipp reported that the sponsorship packages will be mailed this week.
14. Marketing / Publicity - Wyatt stated he would Chair this committee again and wanted to know if he could get the information posters printed. Whipp requested that he contact Cheatwood regarding updated information and how many he would like to have printed.
15. Vendor Application Review - Sprague, Chair - Sprague thanked the committee for removing the limitations on the number of like vendors and stated that this would expedite the review process before applications are presented to the committee for approval.
16. Entertainment Selection - 2014 Headliner search update - Lazarte provided a summary of the four top groups (see attached) and recommended members visit their websites and listen to a sampling of each group's music as selection of Headliners will be on the March voting agenda. Discussion ensued regarding moving the Street Dance to Friday night and to the South Stage.

17. Stages:
 - a. South Stage - Tatum, Stage Manager – No report
 - b. North Stage - Lazarte, Stage Manager - Lazarte stated that she liked the North stage being on the amphitheatre but it does create challenges with decorating as well as handicap accessibility for patron; however, it does provide access to the stage for handicap performers. She also stated that rain creates challenges, but that the mission is to expand the festival and for that to happen the parking lot needs to be utilized for vendors because of the available power in that area.
 - c. Interactive Area - Chavez, Stage Manager – No report
 - d. Street Dance - Roldan, Chair – No report
 - e. Roaming Performers – No report
18. Children's Area - Buckley, Chair - Buckley reported they are eager to sponsor the area again. Sprague commented that the WMPN really liked that the Children's Area was fenced off and signage was posted that no beer was allowed in the area.
19. Information Booth - Coleman, Chair - no report
20. Volunteers - Coleman, Chair - no report
21. Decorations - No report
22. Tree Decorating - Limon asked if there were plenty of lights to decorate the trees and recommended purchasing more if needed.
23. Beer Booth - Sprague, Chair - Sprague reported that RFP letters will be mailed out in March and the committee will vote on the beer vendor at the April meeting.
24. VIP Tent - LHS Key Club, McNally, Club Sponsor - No report

ADMINISTRATOR'S REPORT

25. 2014 IF Proposed Budget - Whipp distributed a copy of the proposed budget (see attached) and reviewed several categories that had been increased and encouraged members to review and call her prior to the March meeting with any questions. Item will be on the March voting agenda.
26. Student Performance: "Peter Pan" - Friday, February 7th @ 10am & 6:30pm - Whipp gave a brief overview of the event and thanked Limon and Tatum for their assistance.

OTHER/NEW BUSINESS

ADJOURN

Vice Chair Sprague adjourned the meeting at 7:30 p.m.

Chair

Date Approved