

**Minutes
Regular Monthly Meeting
International Festival Committee
Tuesday, March 5, 2013 - 6:00 pm
Lawton Public Library – Meeting Room 2**

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Whitson, Sprague, *Auwen, Buckley, *Lazarte, Limon, Roldan, Ronio, *Sotelo, Tatum, Wyatt, Chamorro Society, Filipino American Club, and Latin American Community.

MEMBERS NOT PRESENT: Ayala, Leary (LAHC), Underwood (LAHC), All Nations Baptist Church, American Indian Club, Friends of the Library, and Mexican Folkloric Dancers.

GUESTS PRESENT: Anthony Coleman, Steven Ronio (Lasting Impressions), and Mrs. Niendieta.

STAFF PRESENT: Whipp, Cheatwood, Gilbert, and Patrick Reynolds (Journey Productions)

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

ITEMS REQUIRING ACTION

1. Consider approving minutes of February 5, 2013 meeting. – MOTION by Tatum, with second by Wyatt to approve the minutes of February 5, 2012 meeting as presented. Roll call results: Sprague, Buckley, Limon, Roldan, Tatum, Wyatt, Chamorro Society, Filipino American Club, and Latin American Community voted yes. Ronio abstained. MOTION CARRIED.
2. Consider approving February financial report. – (*Lazarte entered) MOTION by Wyatt, with second by Tatum to accept the February financial report as presented. Roll call results: Sprague, Buckley, Lazarte, Limon, Roldan, Ronio, Tatum, Wyatt, Chamorro Society, Filipino American Club, and Latin American Community voted yes. MOTION CARRIED.
3. Consider approving 2013 vendor booth space fees. - (*Sotelo entered) VC Sprague stated that due to the Conflict of Interest Policy that no vendor could vote on this item. He stated that voting items #3 and #4 were voted on and approved at the February meeting, but that all committee members had voted so the items are back on the agenda this month to ensure proper procedure is followed. MOTION by Buckley, with second by Lazarte to approve the 2013 vendor booth space fees as presented. Roll call results: Sprague, Buckley, Lazarte, Limon, Roldan, and Sotelo voted yes. Ronio, Tatum, Wyatt, Chamorro Society, Filipino American Club, and Latin American Community abstained. MOTION CARRIED.
4. Consider approving 2013 Food Booth Awards. – VC Sprague reviewed the February discussion and again reminded food vendors that they could not vote on this item. MOTION Ronio, with second by Tatum to approve the 2013 Food Booth Awards. Roll call results: Sprague, Buckley, Lazarte, Limon, Roldan, Ronio, Sotelo, Tatum, and

Wyatt voted yes. Chamorro Society, Filipino American Club, and Latin American Community abstained. MOTION CARRIED.

5. Consider approving street dance proposal. – Roldan provided an overview of the proposed street dance and reviewed a list of performers which offer cultural flavor and played a few samples of the music. The recommendation is to hold the dance on Saturday evening from 8:00 – 10:00 p.m. at the North Stage, replacing a regularly scheduled headliner. Lazarte stated this would be a great community attraction and educational tool. Discussion ensued regarding safety issues on stage and increased security around the stage area during the Street Dance. MOTION by Wyatt, with second by Ronio to approve the street dance proposal as presented. Roll call results: Sprague, Buckley, Lazarte, Limon, Roldan, Ronio, Sotelo, Tatum, Wyatt, Chamorro Society, Filipino American Club, and Latin American Community voted yes. MOTION CARRIED.
6. Consider approving 2013 IF Proposed Budget (Attachment A). – Whipp stated the proposed budget was presented at the February meeting, and directed members to Attachment A. Mr. Ronio asked who the Festival Site Coordinator was. Whipp stated that it was Pat Reynolds, Journey Productions and that his contract is with the COL. Whipp also explained how each line item appropriation is projected. MOTION by Tatum, with second by Wyatt to approve the 2013 IF proposed budget as presented. Roll call results: Sprague, Buckley, Lazarte, Limon, Roldan, Ronio, Sotelo, Tatum, Wyatt, Chamorro Society, Filipino American Club, and Latin American Community voted yes. MOTION CARRIED.
7. Consider approving 2013 Headline Performers (Attachment B). – Cheatwood reviewed Attachment B, and noted the information was compiled through feedback from the community, IFC, and LAHC members. Discussion ensued on alternate groups if any of the top three were unavailable. Whipp stated that contracts cannot be entered into until the next fiscal year, beginning July 1st, but that Letters of Intent will be sent to tentatively book groups for the festival. MOTION by Ronio, with second by Roldan to approve the 2013 Headline Performers as presented in Attachment B. Roll call results: Sprague, Buckley, Lazarte, Limon, Roldan, Ronio, Sotelo, Tatum, Wyatt, Chamorro Society, Filipino American Club, and Latin American Community voted yes. MOTION CARRIED.
8. Consider approving changes to the snack vendor selection guidelines (Attachment C). – VC Sprague reviewed Attachment C which states how Federal Guidelines and Regulations define snack and food items as well as categories of frozen desserts. He gave a brief overview of the discussion at the February meeting stating the recommendation is to allow two vendors per each of the four categories of frozen desserts as outlined in Attachment C. MOTION by Ronio, with second by Tatum to approve changes to the snack vendor guidelines as presented in Attachment C. Roll call results: Sprague, Buckley, Lazarte, Limon, Roldan, Ronio, Sotelo, Tatum, Wyatt, Chamorro Society, Filipino American Club, and Latin American Community voted yes. MOTION CARRIED.

CHAIR'S REPORT

9. Multi-cultural area – Chair Whitson reported she is in discussion with area high schools and noted the possible participation of Fort Sill Student Organization.

2013 COMMITTEES

10. Brochure Ad Sales / Sponsorships – The committee sign up sheet was passed around. Ronio reported that two quarter page ads have been received to date, and that she and her committee, Wyatt, would start personally contacting potential sponsors.
11. Marketing / Publicity - (*Auwen entered) – Wyatt displayed the flyer he created for marketing purposes. Whipp requested he email the electronic file to staff and they would have posters and flyers printed for him. He further reported that Fort Sill's Public Affairs Office has approved posting of flyers at Fort Sill buildings. Discussion ensued regarding advertising in the Lawton Constitution and other possible media outlets.
12. Vendor Application Review – VC Sprague stated a sub-committee has been created and will work with Gilbert to review vendor applications prior to jurying them at the July meeting.
13. Entertainment Selection – No report
14. Stages:
 - a. South Stage - Tatum report on track for festival
 - b. North Stage – See item #5
 - c. Interactive Area – No report
15. Children's Area – Chair Whitson reported that she has spoken with Mrs. Barnes, MHS Key Club Advisor, who will provide the information to the Key Club President and VP to determine if they will sponsor this area again.
16. Information Booth – No report
17. Volunteers – No report
18. Decorations – Lazarte requested that members email her with decorating suggestions.
19. Tree Decorating – No report
20. Beer Booth – VC Sprague reported that the bid letters have been mailed with a submission deadline of March 22nd. Item will be on the April voting agenda.
21. VIP Tent – No report

ADMINISTRATOR'S REPORT

- Whipp stated she wanted to further address and clarify Mr. Ronio's question on the Festival Site Coordinator. She gave a brief overview of the COL's purchasing guidelines stating that depending on estimated cost of items and services that is what dictates how quotes and/or proposals are obtained. She stated that annually she sends out RFP's or gets quotes on festival services and equipment rental items. She further stated that in terms of the Festival Site Coordinator Mr. Reynolds has been awarded the COL contract since she has been with the City due to this process.
- She announced LCT's presentation of "Cinderella's Mice" on Tuesday, March 26th, with tickets available for the 6:30 p.m. performance.
- Whipp announced that Chavez (Mexican Folkloric Dancers) had knee replacement surgery and may be absent from the next meeting as well.

- Whipp announced that Gerald Catlett had resigned as the Parks & Grounds Administrator several months ago and that a new administrator, Keith Neitzke, has been hired. She will invite him to attend a future festival meeting so that he can meet the committee prior to working the festival.

OTHER/NEW BUSINESS

ADJOURN

Chair Whitson adjourned the meeting at 7:10 p.m.

Chair

Date Approved