

**Minutes
Regular Monthly Meeting
International Festival Committee
Tuesday, April 1, 2014 - 6:00 pm
Lawton Public Library**

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Whitson, Sprague, Buckley, Auwen (LAHC), Lazarte, Roldan, Sotelo, Tatum, Wyatt, *Chamorro Society, Filipino American Club, *Friends of the Library, Latin American Community, and Mexican Folkloric Dancers

MEMBERS NOT PRESENT: Ayala, Coleman, Limon, American Indian Club, and Lawton Public Library

GUESTS PRESENT: None

STAFF PRESENT: Whipp and Gilbert

**Chair Whitson called the meeting to order at 6:03 p.m.
and declared a quorum.**

VOTING ITEMS

1. Consider approving minutes of February 18, 2014 meeting. – MOTION by Tatum, with second by Filipino American Club to approve the minutes of February 18, 2014 as presented. Roll call results: Sprague, Buckley, Lazarte, Roldan, Sotelo, Tatum, Wyatt, Filipino American Club, Latin American Community, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
2. Consider approving February financial report. – Whipp reviewed February and March financial reports. MOTION by Tatum, with second by Buckley to accept the February financial report. Roll call results: Sprague, Buckley, Lazarte, Roldan, Sotelo, Tatum, Wyatt, Filipino American Club, Latin American Community and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
3. Consider approving March financial report. – (*Friends of the Library entered) MOTION by Tatum, with second by Buckley to approve the March financial report. Roll call results: Sprague, Buckley, Lazarte, Roldan, Sotelo, Tatum, Wyatt, Filipino American Club, Friends of the Library, Latin American Community, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
4. Consider approving 2014 proposed budget (Attachment A). – Whipp stated that the proposed budget was presented at the February meeting and asked if there were any questions. Sotelo requested clarification on the Festival Site Coordinator and Technical Support (stages). Whipp stated that Pat Reynolds, Journey Productions has been the Festival Site Coordinator for years and that this position handles all set up and other technical aspects of the entire festival. She stated that request for proposals (RFP) are sent out annually for this position. She further reported that RFPs are sent out for the stage tech support which includes sound equipment and operators for the stages and that the past two years AXB Productions has handled this aspect of the festival. MOTION by Tatum, with second by Roldan to approve the 2014 proposed budget as

presented (see attached). Roll call results: Sprague, Buckley, Lazarte, Roldan, Sotelo, Tatum, Wyatt, Filipino American Club, Friends of the Library, Latin American Community, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.

5. Consider approving 2014 street dance proposal. – Discussion ensued regarding moving the street dance to the south stage on Friday night. Roldan stated he is unavailable to DJ that night and after further discussion the consensus was to schedule it on Saturday. (*Chamorro Society entered). MOTION by Buckley, with second by Wyatt to approve the street dance on the south stage on Saturday evening. Roll call results: Sprague, Buckley, Lazarte, Roldan, Sotelo, Tatum, Wyatt, Chamorro Society, Filipino American Club, Friends of the Library, Latin American Community and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
6. Consider approving 2014 Headline Performers (Attachment B). – Lazarte referred members to handout in their packet and stated the groups were presented at the last meeting. MOTION by Tatum, with second by Wyatt to approve the 2014 Headline Performers as presented (see attached) and to proceed with contacting alternates if any of the top four groups were unavailable. Roll call results: Sprague, Buckley, Lazarte, Roldan, Sotelo, Tatum, Wyatt, Chamorro Society, Filipino American Club, Friends of the Library, Latin American Community, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
7. Consider approving Lawtoninfo.com request to sell recycle tote bags and waive sales booth fee. – Chair Whitson stated Lawtoninfo.com has requested the IFC waive the fee for a sales booth for them to sell recycling bags at \$5.00 each. VC Sprague stated they are a media sponsors and also sponsor the festival's recycling program. Discussion ensued regarding establishing a precedent for future requests if this was approved and the consensus was to deny the request to waive the sales booth fee. MOTION by Roldan, with second by Tatum to deny Lawtoninfo.com's request to waive the sales booth fee allowing them to sell recycle tote bags. Roll call results: Sprague, Buckley, Lazarte, Roldan, Sotelo, Tatum, Wyatt, Chamorro Society, Filipino American Club, Friends of the Library, Latin American Community, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
8. Consider approving 2014 beer proposal. – VC Sprague reported that one proposal was received from SW Sales (Coors). He recommends accepting their proposal, which includes a \$2,200 cash sponsorship and in-kind support valued at \$5,700. VC Sprague further reported that the COL has approved revisions to the City's advertising policy which prohibits the advertising of alcohol, tobacco, or any e-cig/vapor device in conjunction with city sponsored events or on city owned property. Sprague clarified that this would not prohibit the sale or consumption of alcohol in accordance with City Code and that the use of directional signage and/or signage at the point of sale/consumption would be allowed. He stated that Shawn with SW Sales told Whipp that he did not see any issues with the advertising policy in terms of the International Festival. Whipp added that the policy goes into effect June 1, 2014. MOTION by Tatum, with second by Friends of the Library to approve the 2014 beer proposal received from SW Sales. Roll call results: Sprague, Buckley, Lazarte, Roldan, Sotelo, Tatum, Wyatt, Chamorro Society, Filipino American Club, Friends of the Library, Latin American Community, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
9. Consider approving 2014 beer prices. – VC Sprague reviewed the 2013 beer prices of \$3.00 for 14 oz. cups and \$5.00 for the 22 oz. mugs and recommended keeping prices the same. MOTION by Roldan, with second by Wyatt to approve the 2014 beer prices as stated. Roll call results: Sprague, Buckley, Lazarte, Roldan, Sotelo, Tatum, Wyatt, Chamorro Society, Filipino American Club, Friends of the Library, Latin American Community and Mexican Folkloric Dancers voted yes. MOTION CARRIED.

CHAIR'S REPORT

Chair Whitson thanked Wyatt for creating the marketing poster. The committee sign-up sheet was passed around.

VICE CHAIR'S REPORT

VC Sprague stated that the food vendor guidelines were approved at the April meeting, with specialty drinks being allowed. He stated that clarification of "specialty" is needed to enable staff to determine if a menu item is permissible. Discussion ensued with the consensus of the committee being that the following are categorized as a specialty drink: homemade root beer, fresh squeezed lemonade, coffee (hot or frozen) and all frozen drinks, and that they may be served in either a bottle or cup.

2014 COMMITTEES

10. Brochure Ad Sales / Sponsorships – Whipp reviewed the ads and sponsorships received to date, and the brochure ad / sponsorship solicitation list was passed around for members to select businesses for a follow up contact.
11. Marketing / Publicity – Wyatt requested members help with dissemination of posters. He also stated that he wants to coordinate an "International Festival Day Parade" for the weekend prior to the festival to increase publicity and participation in the festival. He will provide more information at the next meeting.
12. Vendor Application Review - Sprague, Chair – No report
13. Entertainment Selection – No report
14. Stages: No report (*Roldan exited)
 - a. South Stage - Tatum, Stage Manager
 - b. North Stage - Lazarte, Stage Manager
 - c. Interactive Area - Chavez, Stage Manager
 - d. Street Dance - Roldan, Chair - see item #5
 - e. Roaming Performers – Chair Whitson stated still working on this area.
15. Children's Area - Buckley, Chair – Buckley reported that MacArthur Key Club will sponsor the Children's Area.
16. Information Booth - Coleman, Chair – No report
17. Volunteers - Coleman, Chair – No report
18. Decorations – Lazarte will review the inventory.
19. Tree Decorating – Chavez requested members consider purchasing lights while on sale.
20. Beer Booth - Sprague, Chair – See items #8 and #9
21. VIP Tent - LHS Key Club, McNally, Sponsor - Chair Whitson clarified the intent of the VIP tent and gave an overview of the procedures for the area.

ADMINISTRATOR'S REPORT

No report

OTHER/NEW BUSINESS

None

ADJOURN

Chair Whitson adjourned the meeting at 7:05 p.m.

Chair

Date Approved