

**Minutes
Regular Monthly Meeting
International Festival Committee
Tuesday, April 3, 2012 - 6:00 pm
Lawton Public Library – Meeting Room 2**

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Whitson, Sprague, Auwen (LAHC), *Ayala, Limon, Roldan, Ronio, *Sotelo, *Whiteley (LAHC), Wyatt, American Indian Club, Chamorro Society, Friends of the Library, and Mexican Folkloric Dancers

MEMBERS NOT PRESENT: Ash, Solis, Tatum, All Nations Baptist Church, Filipino American Club, and Latin American Community

GUESTS PRESENT: Kelsee Smith (LHS Key Club)

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

**Chair Whitson called the meeting to order at 6:04 p.m.
and declared quorum present.**

At this time, Chair Whitson recognized April as National Volunteer Appreciation Month and thanked the committee for all their hard work and dedication to the festival. She invited everyone to help themselves to the refreshments.

ITEMS REQUIRING ACTION

1. Consider approving minutes of February 7, 2012 meeting. – MOTION by Ronio, with second by Wyatt to approve the minutes of February 7, 2012. Roll call results: Sprague, Auwen (LAHC), Limon, Roldan, Ronio, Wyatt, American Indian Club, Chamorro Society, Friends of the Library, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
2. Consider approving February financial report. – Whipp reviewed the February and March financial reports at this time, noting that they are separate voting items requiring action. MOTION by Ronio, with second by Limon to approve the February financial report. Roll call results: Sprague, Auwen (LAHC), Limon, Roldan, Ronio, Wyatt, American Indian Club, Chamorro Society, Friends of the Library, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
3. Consider approving March financial report. – MOTION by Ronio, with second by Limon to approve the March financial report. Roll call results: Sprague, Auwen (LAHC), Limon, Roldan, Ronio, Wyatt, American Indian Club, Chamorro Society, Friends of the Library, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
4. Consider approving the proposed 2012 festival budget (Attachment A). – (*Ayala entered) Whipp noted that the 2011 final budget was also attached for comparison. MOTION by Chamorro Society, with second by Friends of the Library to approve the proposed 2012 festival budget. Roll call results: Sprague, Auwen (LAHC), Ayala, Limon, Roldan, Ronio, Wyatt, American Indian Club, Chamorro Society, Friends of the Library, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.

5. Consider approving policy on non-paid performers. – Vice Chair Sprague provided a brief overview of the discussion and recommendation at the February meeting to adopt a policy on paying performers. He reminded the committee that the consensus was not to pay any performers who resided within a 100-mile radius; however, he requested the committee to reconsider and decrease that to a 50-mile radius. He stated that upon review, it was determined that several of the festival's most popular headliners (paid performers) have come from the Norman/OKC area. Whipp stated that the advantage to having headliners from these areas is that frequently they do not require hotel accommodations and booking fees are not as high due to shorter travel distance. Discussion ensued regarding local talent being recognized and voluntarily giving back to their community in which they reside. MOTION by Ronio, with second by Wyatt to approve the policy that non-paid performers be defined as residing within a 50-mile radius of Lawton. Roll call results: Sprague, Auwen (LAHC), Ayala, Limon, Roldan, Ronio, Wyatt, American Indian Club, Chamorro Society, Friends of the Library, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
6. Consider approving 2012 beer proposal. – Vice Chair Sprague recommended approving the proposal from SW Sales (Coors), which includes a \$2,200 sponsorship, 2,000 custom mugs, an increase of 500 from 2011, and 5,000 wristbands. MOTION by Ronio, with second by Friends of the Library to approve the SW Sales beer proposal as presented. Roll call results: Sprague, Auwen (LAHC), Ayala, Limon, Roldan, Ronio, Wyatt, American Indian Club, Chamorro Society, Friends of the Library, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
7. Consider establishing 2012 beer prices. – (*Sotelo entered) Vice Chair Sprague recommended keeping beer prices at \$3.00 for 14 oz. cups and \$5.00 for the 16 oz. mugs. He stated that there was over a \$9,000 profit in 2011 with only a minimal increase in beer cost for 2012. MOTION by Roldan, with second by Wyatt to establish the recommended beer prices as presented. Roll call results: Sprague, Auwen (LAHC), Ayala, Limon, Roldan, Ronio, Sotelo, Wyatt, American Indian Club, Chamorro Society, Friends of the Library, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
8. Consider changing July meeting date to July 10, 2012. – Chair Whitson stated that the normal meeting date for July is the 3rd and that the Executive Committee recommended rescheduling the meeting to the following week so not to interfere with any July 4th plans. Whipp stated that the vendor applications are juried in July immediately following the regular meeting. MOTION by Friends of the Library, with second by Mexican Folkloric Dancers to change the July meeting date to July 10, 2012. Roll call results: Sprague, Auwen (LAHC), Ayala, Limon, Roldan, Ronio, Sotelo, Wyatt, American Indian Club, Chamorro Society, Friends of the Library, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.

CHAIR'S REPORT

9. Sign up for 2012 Committees – (*Whiteley entered) Chair Whitson reviewed the committees still in need of volunteers and the sign up sheet was passed around. Mrs. Chavez (Mexican Folkloric Dancers) requested the committee reconsider the approved Poster Contest guidelines, to include the requirement of the flags. Discussion ensued regarding which flags would be required and the possibility of a border of flags placed on the winning poster. Vice Chair Sprague stated that the Poster Contest guidelines have already been mailed and that the guidelines could be revisited for the 2013 festival.

VICE CHAIR'S REPORT

See Items 5, 6 & 7

2012 COMMITTEES

10. Brochure Ad Sales / Sponsorships – Ronio, Chair – Ronio reviewed the brochure ads and sponsorships received to date (Mexican Folkloric Dancers left).
11. Entertainment Selection – Ronio, Chair – Waiting on application deadline then will review and jury applications.
12. Interactive Area – Chair Whitson reported that David Titus (String Man) has confirmed two 1-hour slots. She reported that the Eisenhower Middle School Amateur Radio Club has confirmed as well.
13. North Stage – Lazarte, Chair – No report
14. South Stage – Tatum, Chair – No report
15. Children's Area – MHS Key Club – No report
16. Information Booths – Whitson, Chair – No report
17. Volunteers – No report
18. Decorations – Lazarte, Chair – No report
19. Tree Decorating – Chavez, Chair – No report
20. Beer Booth – Sprague, Chair – See items 6 & 7
21. VIP Tent – Garrett Jackson, LHS Key Club - Kelsee Smith (LHS Key Club) reported that they will be soliciting donations from Bar-S and welcomed menu item suggestions.
22. Festival History – No report

ADMINISTRATOR'S REPORT

23. 2012 Headline Performers – Whipp referred to the handout provided in February and stated that recommendations for headline performers will be taken through Friday, April 6th.
24. General Updates – Whipp reported that both Vendor and Performer applications have been sent out and are available on the website and reviewed the deadlines for submission. She reported that Tommie Nichols (INS) and Judge Erwin have confirmed participation and that LAHC will again host the reception at the Museum of the Great Plains prior to the Opening Ceremony. Whipp noted she had the food handler's class schedule available and that classes are still being held at Old City Hall.

OTHER/NEW BUSINESS

Ayala announced his retirement from the Lawton Police Department and submitted his resignation to the IFC, and stated that Lt. Sealy will be the new representative.

ADJOURN

Chair Whitson adjourned the meeting at 6:55 p.m.

Chair

Date Approved