

**Minutes
Regular Monthly Meeting
International Festival Committee
Tuesday, April 3, 2018 - 6:00 pm
McMahon Auditorium Lobby**

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Whitson, Sprague, Wyatt, Chamorro Society and Filipino American Club

MEMBERS EXCUSED: Thomas (LAHC Rep), Mexican Folkloric Dancers

MEMBERS NOT PRESENT: Buckley, Offield (LAHC Rep), Olsen, Thompson and American Indian Club

STAFF PRESENT: Whipp and Neeley

Chair Whitson called the meeting to order at 6:05 p.m.

VOTING ITEMS

1. Consider approving minutes of February 6 meeting. – Motion by Sprague, second by Filipino American Club to approve the minutes for February 6 meeting as presented. Roll call results: Sprague, Wyatt, Chamorro Society and Filipino American Club voted yes. Motion Carried.
2. Consider approving February and March financial reports. – Whipp reviewed the financial reports. Motion by Sprague, second by Wyatt to approve the financial reports as presented. Roll call results: Sprague, Wyatt, Chamorro Society and Filipino American Club voted yes. Motion Carried.
3. Consider approving the proposal from SW Sales, Inc. – Sprague reported SW Sales, Inc. was the only vendor to submit a bid again this year. He reviewed the proposal from SW Sales, Inc.; they will have Kegzilla and are providing the same support as past years to include a \$2,200.00 sponsorship as well as 5,000 wrist bands and 2,000 mugs as in-kind support. Motion by Filipino American Club, second by Chamorro Society to approve the proposal from SW Sales, Inc. Roll call results: Sprague, Wyatt, Chamorro Society and Filipino American Club voted yes. Motion Carried.
4. Consider approving 2018 beer prices. – Sprague recommended increasing beer prices to \$4.00 for cups and \$6.00 for mugs stating prices have not been raised in several years. Motion by Filipino American Club, second by Chamorro Society to approve the 2018 beer prices as presented. Roll call results: Sprague, Wyatt, Chamorro Society and Filipino American Club voted yes. Motion Carried.
5. Consider approving the proposal from Pepsi Beverages Company. – Sprague reviewed the Pepsi proposal stating it was the only proposal received again this year and it includes \$200.00 for a brochure ad. Discussion ensued and the consensus was to keep the water and sodas at \$2.00 each, omit the apple juice and get three cases of energy drinks and raise the price to \$3.00 each. Motion by Filipino American Club, second by Sprague to approve the proposal from Pepsi Beverage Company with stated changes. Roll call results: Sprague, Wyatt, Chamorro Society and Filipino American Club voted yes. Motion Carried.

6. Consider not meeting in May. - Motion by Filipino American Club, second by Sprague to not meet in May. Roll call results: Sprague, Wyatt, Chamorro Society and Filipino American Club voted yes. Motion Carried.

CHAIR'S REPORT

2018 Sub-committees and sign up – Whitson passed around the sub-committees signup sheet and asked members to sign up for at least one sub-committee. She stated that a stage manager is still needed for the South Stage.

VICE CHAIR'S REPORT

T-shirt policy review – Sprague reported that the committee has received a request from one of the sales vendors. He proposed to pay a 30% surcharge if he could sell his t-shirts at a lower cost than the IFC does since it is one of his biggest money makers. Discussion ensued regarding loss of revenue with booth spaces the last several years due to vendors not being able to sell their t-shirts at a lesser cost. Sprague reported that the surcharge would be an additional \$49.50 for a single booth space and \$90.00 for a double sales booth space and would be left up to each vendor if they wanted to do this. Whitson stated she does not have a problem with vendors selling t-shirts stating people are going to buy what they want. She said most of the festival shirts are sold on Sunday afternoon or post-festival once the price has been lowered to \$5.00 per shirt. Whipp reported that the festival seldom covers the cost of the shirts and one reason is that they are also given away to higher level sponsors and all committee members who have attended at least seven meetings. Festival shirts have sold for \$12.00, \$13.00 and \$14.00 for the past several years. Further discussion ensued and the consensus was to consider revising the t-shirt policy and to place the item on the June voting agenda. Staff was also asked to research online vendors to compare their prices with local vendors for the 2018 festival t-shirts.

June Meeting – poster contest judging – Sprague reminded members to be present for the June meeting as this will be when the poster contest is judged.

2018 COMMITTEES

7. Brochure Ad Sales / Sponsorships – Whipp reported receiving sponsorships from Goodyear, SW Medical Center, BancFirst and McMahon Foundation totaling \$5,250.00. She submitted the request to the Chamber for a Platinum Level sponsorship but they will not make a decision until later in June. There are three full page ads and two quarter page ads sold to date. Wyatt reported Arvest Bank wanted to be a sponsor and Whipp stated they were sent a packet and Wyatt will make a personal visit in the near future to follow up with them.
8. Marketing / Publicity – Whipp reported that a press release with “dates to remember” went out today and updates are being made on website and IFC’s FB page.
9. Entertainment Selection – Whipp reported that staff has been researching other festivals to see how their performer selection process is handled and that several have a two-step process. First step is an “Expression of Interest” one page form that is sent to first time performers to submit. If they meet the festival’s criteria then they are given the regular application to submit. She stated this process may bring in some new performers as staff feels that the full application may be intimidating to new groups so that they do not even bother to apply. The consensus of the committee was for staff to proceed with the two-step process.
10. South Stage – No Report
11. North Stage – Lazarte – She hopes to get new stage managers to train.
12. Street Dance – Wyatt asked if there were any guidelines or requirements for the street dance. Discussion ensued on lack of patrons at past street dances so nothing in the past has worked to get people to the street dance so he is free to create the activity how he

thinks will most attract patrons. Whipp also reminded the committee that at the February meeting it was approved to have three paid headliners and the 77th Army Band for evening headline concerts; therefore, both stages will be used Friday and Saturday nights for that and the street dance will need to be moved to a different time frame.

13. Interactive Area – No report
14. Roaming Performers – No report
15. Children's Area – Buckley – No report
16. Information Booth – Thomas – No report
17. Volunteers / Feeding Volunteers – Thomas – Whitson reported that Dr. Bellino will help sponsor feeding the volunteers again this year.
18. Decorations – Lazarte stated they will conduct inventory in June or early July.
19. Beer Booth – See items #3 and #4.
20. Drink Booth – See item #5.

ADMINISTRATOR'S REPORT

General Updates – Whipp reported that requests for participation have been submitted to Fort Sill and USCIS Office for the Naturalization Ceremony. Judge Erwin will administer the Oath of Allegiance if ceremony is approved. Signed letters of intent have been received from all headliners. Vendor applications went out on June 15th and to date five food and one sales vendor application has been received.

Whipp reported that Lawton Philharmonic Orchestra (LPO) has asked the IFC to consider hosting them at the 2019 festival as a headline performer and requested the committee provide a stipend to help offset their cost. Whipp stated that Neuwirth, LPO's Executive Director, told her that most of their musicians come from the Dallas and Tulsa areas and only a few are local. Discussion ensued with the consensus being to place the item on the June voting agenda and to review the current paid performer policy which states a paid performer cannot be within a 50 mile radius of Lawton.

Whipp reported that with budget cuts and in particular with overtime the P&R Director has informed her that there will be no traffic/parking support on Sunday of the festival; therefore, no student volunteers will be needed for that area on Sunday as they cannot handle it without proper supervision and direction from the P&R staff. Otherwise the P&R Department support will remain the same as past years.

OTHER/NEW BUSINESS

None

ADJOURN

Chair Whitson adjourned the meeting at 7:08 pm

Chair

Date Approved