

**Minutes
Regular Monthly Meeting
International Festival Committee
Tuesday, April 5, 2016 - 6:00 pm
Lawton Public Library – Meeting Room 2**

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Whitson, Sprague, Ayala, Lazarte, Limon, Sotelo, American Indian Club, and Friends of the Library

MEMBERS NOT PRESENT: Buckley, Coleman, Thomas (LAHC Rep), Chamorro Society, Filipino American Club, Latin American Community and Mexican Folkloric Dancers.

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

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

ITEMS REQUIRING ACTION

1. Consider approving minutes of February 2, 2016 Meeting. – MOTION by Sotelo, with second by Ayala to approve the minutes of February 2, 2016 meeting. Roll call results: Sprague, Ayala, Lazarte, Limon, Sotelo, American Indian Club, and Friends of the Library voted yes. MOTION CARRIED.
2. Consider approving February financial report. – MOTION by Ayala, with second by Friends of the Library to approve the February financial report. Roll call results: Sprague, Ayala, Lazarte, Limon, Sotelo, American Indian Club, and Friends of the Library voted yes. MOTION CARRIED.
3. Consider approving March financial report. – MOTION by Ayala, with second by Friends of the Library to approve the March financial. Roll call results: Sprague, Ayala, Lazarte, Limon, Sotelo, American Indian Club, and Friends of the Library voted yes. MOTION CARRIED.
4. Consider approving 2016 beer proposal. – VC Sprague reported that request for proposals were sent to the three beer companies (Budweiser, Miller & Coors) and the only proposal received was from SW Sales, Inc. He noted that the proposal includes \$2,200 cash sponsorship and in-kind support valued at \$7,900 and recommended accepting the proposal. MOTION by Ayala, with second by Limon to approve the 2016 beer proposal from SW Sales, Inc. Roll call results: Sprague, Ayala, Lazarte, Limon, Sotelo, American Indian Club, and Friends of the Library voted yes. MOTION CARRIED.
5. Consider establishing 2016 beer prices. – VC Sprague reviewed the 2015 beer prices of \$3.00 for 16 oz. cups and \$5.00 for the 22 oz. mugs and recommended keeping prices the same as he does not anticipate any increase in IFC's cost. MOTION by Sotelo, with second by Ayala to establish the 2016 beer prices as presented. Roll call results: Sprague, Ayala, Lazarte, Limon, Sotelo, American Indian Club, and Friends of the Library voted yes. MOTION CARRIED.
6. Consider revising policy on allowing vendors to sell t-shirts. – Whitson stated that the request to reconsider this policy was brought to the IFC last year. Whipp stated that

due to the current policy which only allows vendors to sell t-shirts at or above the festival t-shirt price, \$800.00 in vendor booth fees was lost in 2015, and noted that IFC t-shirt sales are historically in the negative. She stated that the Executive Committee just wanted to ensure that the committee is aware of the loss in revenue and insure they want to continue with the same policy. Discussion ensued regarding the loss of revenue and maintaining the integrity of the IFC in terms of past policies. MOTION by Sotelo to not place any restrictions on vendor sales items; motion died for lack of a second. MOTION by Ayala, with second by American Indian Club to retain the current policy as stated. Roll call results: Sprague, Ayala, Limon, American Indian Club, and Friends of the Library voted yes. Lazarte abstained. Sotelo voted no. MOTION CARRIED.

7. Consider renaming the "Street Dance". – Sotelo stated this event is not a street dance, but an opportunity for patrons to dance to music being played by a DJ and noted that a new name for this activity is desired. Discussion ensued on possible name changes with consensus to table until the next meeting. Item will remain on the voting agenda for the June meeting.
8. Consider approving nomination of Kealii Thompson to fill vacancy. – MOTION by Ayala, with second by Sotelo to approve the nomination of Kealii Thompson to fill the vacancy of Roldan. Roll call results: Sprague, Ayala, Lazarte, Limon, Sotelo, American Indian Club, and Friends of the Library voted yes. MOTION CARRIED.
9. Consider not meeting in May. - MOTION by Ayala, with second by Sotelo to approve adjourning for the month of May. Roll call results: Sprague, Ayala, Lazarte, Limon, Sotelo, American Indian Club, and Friends of the Library voted yes. MOTION CARRIED

CHAIR'S REPORT

Reminder June 7th Meeting @ MMA -poster contest judging – Whitson reminded members of the location of the June 7 meeting which is scheduled for 6:00 p.m.

2016 Sub-committees and sign up – Whitson asked members to sign up for committees and the signup sheet was passed around. Whitson also asked members to be thinking about new activities and other items to add to this year's festival.

VICE CHAIR'S REPORT

Inclement Weather Procedures – Sprague stated that there is not a written Inclement Weather Policy but only a verbal procedure with the LPS's Lieutenant in charge of event. He noted that better internal communication between festival stages is a must so that stage managers may announce the information to patrons. Discussion ensued regarding the 2015 IF inclement weather situation and how it was incorrectly handled by a non festival member. Further discussion ensued on having a written policy in the brochure and liability issues with Ayala stating that it is a personal decision if someone remains on site or leaves once threat of severe weather has been announced. Lazarte requested that a written policy be put into place. Whipp and Ayala will draft a policy and present to the committee at the June meeting.

2016 COMMITTEES

10. Brochure Ad Sales / Sponsorships – Whipp reviewed the brochure ads and sponsorships received to date. She stated that LAHC members are actively seeking sponsorships for the 2016 festival.
11. Marketing / Publicity – Whipp reported that a press release went out today announcing the event dates, vendor and performer applications and call for volunteers.
12. Entertainment Selection – Whipp noted committee meets after the application deadline to review and consider any new performers.

13. Entertainment:
 - a. South Stage – This stage will host the street dance on Saturday at 8:00 p.m.
 - b. North Stage – Lazarte – Lazarte confirmed that she will manage the stage on Friday. Whipp stated that LAHC and staff will cover Saturday and Sunday, and noted that the media sponsorship agreement does ask if there would be an available representative to work at the stages.
 - c. Street Dance – Sotelo – Sotelo stated that his event should have IFC participation in selecting music to be played.
 - d. Interactive Area – Whitson stated that the original concept of hands on demonstrations is what this area was created for. Whipp reported this area has been removed from the performer's application and will be by invitation only. It was noted that the Comanche Nation Fair will be held the week following IF and American Indian Club volunteered to inquire if the Comanche Tribe would be interested in providing a demonstration in this area.
 - e. Roaming Performers – Whitson stated that the Sweet Adeline's have expressed an interest to be a roaming performer and suggested that the Indian dancers be approached.
14. Children's Area – Buckley – No report
15. Information Booth – Whitson – No report
16. Volunteers – Whitson – No report
17. Decorations – Lazarte – Lazarte reported she and Chair Whitson will inventory the current stock of decorations. Whipp requested this be finalized and orders placed by mid-June.
18. Tree Decorating – Chavez – No report
19. Beer Booth – Sprague – No additional report
20. VIP Tent - Whipp stated that Holiday in the Park has this on their May meeting agenda for consideration.

ADMINISTRATOR'S REPORT

21. General Updates – Whipp reported that the Naturalization Ceremony has been confirmed and Judge Erwin will administer the Oath. Sponsorship request has been submitted to McMahon Foundation. She reported that A&H Division budgets were reviewed by the City Manager and Finance Director and the city's preliminary budget will be presented to City Council by the end of April with budget workshops to be scheduled in May. She announced the retirement of Gilbert effective June 30 and thanked her for 12 ½ years of service to the COL. She noted that a farewell reception will be held at the Auditorium on June 30 and all are invited to attend.

OTHER/NEW BUSINESS

Sotelo announced that Lazarte has been elected as the President of the Filipino American Club. Lazarte announced that she will therefore resign her individual position on the IFC.

ADJOURN

Chair Whitson adjourned the meeting at 6:55

Chair

Date Approve