

**Minutes
Regular Monthly Meeting
International Festival Committee
Tuesday, April 7, 2015 - 6:00 pm
Lawton Public Library**

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Sprague, Ayala, Coleman, Lazarte, Limon, Roldan, Sotelo, *Wyatt, *American Indian Club, Chamorro Society, Friends of the Library, and Mexican Folkloric Dancers

MEMBERS NOT PRESENT: Whitson, Buckley, LAHC Rep (Rain), Tatum, Filipino American Club, Latin American Community, and Lawton Public Library

GUEST PRESENT: Jamie Pearce and Faith Dennis (with Sotelo)

STAFF PRESENT: Whipp and Gilbert

VC Sprague called the meeting to order at 6:04 p.m. and declared a quorum.

Agenda went as follows:

ADMINISTRATOR'S REPORT

VC Sprague reported that in previous years the COL has allocated approximately \$50,000 for the five LAHC/COL co-sponsored programs, one of which is the IF; however, due to FY15-16 budget cuts the City Manager (CM) is only recommending \$7,800 for these programs. Whipp reported that in addition to the City's budget cuts OAC is anticipating budget cuts from the state which could affect the grants for these programs as well. She further stated that if the CM's recommendation is approved this would be a \$29,000 cut to the festival's income and will require that the IFC and LAHC seek alternative funding sources or cut expenses. VC Sprague stated that the festival's Executive Committee (EC) has discussed several areas/ways to decrease expenses. Whipp reviewed the list of possible cuts for the committee to consider:

- Shut down at 9pm
- Smaller tents at stages (used 40x40 at Library Plaza)
- Move North Stage back to parking lot
- Move Interactive Area (IA) to Gazebo (would eliminate tent)
- Combine Info Booth, Command Center and 1st Aide into one larger tent
- VIP area – partner with HIP
- Headliner – only 1 if any (Watusi /\$1500 + hotels – only available on Friday)
- Provide 2 dressing rooms at stages versus 4 (1 per stage at Library Plaza)
- Shuttle Service (only 1 bus or do not offer all 3 days)
- Feeding COL grounds staff on Friday / decorating volunteers Tues – Thurs
- Create less signage / less lamination of signs
- Reduce brochure order to 2,000

Discussion ensued with members asking about other items that could possibly be reduced or eliminated. Limon volunteered to cover the cost of pizzas to feed the Friday COL grounds staff and volunteers, Chavez stated she would donate all supplies used in the IA on Sunday, and Roldan will contact Domino's to see if they would donate pizzas for decorating volunteers. Further discussion ensued on seeking additional sponsorships and fundraising opportunities. The consensus of the committee is to have Whipp calculate cost savings based on the above list and report that amount at the May meeting.

VOTING ITEMS

1. Consider approving minutes of February 3, 2015 meeting. – MOTION by Sotelo, with second by Wyatt to approve the minutes of February 3, 2015 meeting. Roll call results: Ayala, Coleman, Lazarte, Limon, Roldan, Sotelo, 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. MOTION by Roldan, with second by Sotelo to approve the February financial report. Roll call results: Ayala, Coleman, Lazarte, Limon, Roldan, Sotelo, 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 Roldan, with second by Sotelo to approve the March financial report. Roll call results: Ayala, Coleman, Lazarte, Limon, Roldan, Sotelo, Wyatt, American Indian Club, Chamorro Society, Friends of the Library and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
4. Consider revising policy on allowing vendors to sell t-shirts. – VC Sprague stated that this item is being brought back to the committee per Wyatt's request at the March meeting. Whipp reviewed the current policy which allows vendors to sell t-shirts at or above the festival t-shirt price stating the policy was established as t-shirt sales are one of the few revenue sources for the committee. Wyatt requested that the policy be reconsidered to allow him to sell t-shirts for \$5.00. He displayed several of his shirts stating that they are "sub-standard" and that is why he sells them for \$5.00 and that he does not believe they are in competition with the festival shirts. MOTION by Ayala, with second by Sotelo to retain the current policy as stated. Roll call results: Ayala, Lazarte, Limon, Sotelo, American Indian Club, and Friends of the Library voted yes. Coleman and Roldan voted no. Wyatt, Chamorro Society, and Mexican Folkloric Dancers abstained. MOTION CARRIED. (*Wyatt and *American Indian Club left)
5. Consider increasing tent rental fees. – VC Sprague reported that more and more vendors are renting tents from the IFC and the current fees only cover the rental cost not labor cost associated with setup and tear down. He stated that the EC recommends increasing the rental fees to \$175 for 10x10 tents and \$250 for 10x20 tents. He noted that vendors are not required to rent from us it is just an option and these prices would ensure the IFC is covering all cost associated with providing this service to vendors who chose to utilize it. MOTION by Sotelo, with second by Ayala to increase the tent rental fees as stated. Roll call results: Ayala, Coleman, Lazarte, Limon, Roldan, Sotelo, Chamorro Society, Friends of the Library and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
6. Consider approving 2015 proposed budget (Attachment A). – MOTION by Ayala, with second by Roldan to approve the 2015 proposed budget. Roll call results: Ayala, Coleman, Lazarte, Limon, Roldan, Sotelo, Chamorro Society, Friends of the Library and Mexican Folkloric Dancers voted yes. MOTION CARRIED.

7. Consider approving 2015 Headline Performers (Attachment B). – MOTION by Sotelo, with second by Ayala to table this item until the May meeting. Roll call results: Ayala, Coleman, Lazarte, Limon, Roldan, Sotelo, Chamorro Society, Friends of the Library and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
8. Consider approving 2015 beer proposal. – VC Sprague reported that one proposal was received from SW Sales, Inc. He recommends accepting their proposal, which includes a \$2,200 cash sponsorship and in-kind support valued at \$7,900. MOTION by Roldan, with second by Sotelo to approve the 2015 beer proposal as presented. Roll call results: Ayala, Coleman, Lazarte, Limon, Roldan, Sotelo, Chamorro Society, Friends of the Library and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
9. Consider establishing 2015 beer prices. – VC Sprague reviewed the 2014 beer prices of \$3.00 for 14 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 Limon to establish the 2015 beer prices as stated. Roll call results: Ayala, Coleman, Lazarte, Limon, Roldan, Sotelo, Chamorro Society, Friends of the Library and Mexican Folkloric Dancers voted yes. MOTION CARRIED.

CHAIR'S REPORT

2015 Sub-committees and sign up – The signup sheet went around and VC Sprague announced that the EC will be meeting with Wichita Prevention Network and he will present that report at the May meeting.

VICE CHAIR'S REPORT

No report

2015 COMMITTEES

10. Brochure Ad Sales / Sponsorships – Whipp reviewed ads and sponsorships received to date. Roldan and Mexican Folkloric Dancers committed to an ad purchase.
11. Marketing / Publicity – Wyatt – Roldan reported he is currently working on publicity on his internet radio station. Marketing posters were distributed.
12. Entertainment Selection – Lazarte reported the volunteer performer's application has been updated.
13. South Stage – Tatum – No report
14. North Stage – Lazarte – No report
15. Street Dance – Sotelo – Sotelo is researching ideas for this area.
16. Interactive Area – Chavez – Chavez stated she will donate the supplies she uses on Sunday.
17. Roaming Performers – No report
18. Children's Area – Buckley – No report
19. Information Booth – Coleman – No report
20. Volunteers – Coleman – No report
21. Decorations – Lazarte – No report

22. Tree Decorating – Chavez – Chavez requested that all members consider purchasing lights to decorate trees.
23. Beer Booth – Sprague – See items 8 and 9.
24. VIP Tent – Whipp reported that the HIP has agreed to partner with the IFC to feed festival volunteers. She stated that they would like their booth fee waived as well as expenses to feed volunteers be covered.

OTHER/NEW BUSINESS

ADJOURN

Vice Chair Sprague adjourned the meeting at 7:11 p.m.

Chair

Date Approved