

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

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Whitson, Sprague, Auwen (LAHC), Coleman, Lazarte, Limon, Roldan, Sotelo, Tatum, Wyatt, American Indian Club, Chamorro Society, and Filipino American Club

MEMBERS NOT PRESENT: Ayala, Buckley, Friends of the Library, Latin American Community, Lawton Public Library, and Mexican Folkloric Dancers

GUESTS PRESENT: Eloise Herbert, President, Students of the Caribbean Association (SOCA)/Cameron University (CU)

STAFF PRESENT: Gilbert

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

Presentation by Tolbert "Earl" Wyatt - "Lawton International Day Parade of Oklahoma" – Wyatt directed members to the handout provided with their packets and presented the following:

- The tentatively scheduled date of the parade would be September 20th, one week prior to the International Festival in hopes that it would serve as a good marketing avenue for the IF.
- Wyatt is not asking for a sponsorship, monetarily or otherwise, just assistance in planning and/or participating in the parade.
- Wyatt has spoken to the City of Lawton regarding a parade route and their suggestion is to utilize the Armed Forces Day Parade route which begins at Central Mall and ends at Lawton High School (LHS).
- The tentative start time would be 10:00 a.m. and lasting approximately 45 minutes to 1 hour.
- COL police would need to be utilized and need to be paid overtime hours as this is a "private" parade not sponsored or co-sponsored by the COL.
- An application and fee of \$25.00 (T) will be required from participating organizations/groups.
- Sponsorship solicitation is a possibility.
- Has received lots of positive feed back from the community. Anyone interested in assisting with planning or participation in the parade should contact him at the number listed on the handout.
- He enquired if the IFC would be willing to assist with some of the costs involved as he felt the parade would be marketing tool for the IF; VC Sprague stated that doing so would entail the IFC being a sponsor/co-sponsor of the event and could not afford (monetarily) to do so.

The consensus of the IFC is for Wyatt to move forward with researching and possibility of hosting a parade and to present the information at the June meeting. Wyatt introduced guest Eloise Herbert, President, Students of the Caribbean Association (SOCA). Ms. Herbert stated that her association is interested in participating in the 2014 IF to assist with community awareness about the Caribbean culture. She also provided Gilbert with contact information for the CU Student Activities Office for multi-cultural student volunteers, stating that there are many students seeking volunteer opportunities.

VOTING ITEMS

1. Consider approving minutes of April 1, 2014 meeting. – MOTION by Roldan, with second by Tatum to approve the minutes of the April 1, 2014 meeting. Roll call results: Sprague, Coleman, Lazarte, Limon, Roldan, Sotelo, Tatum, Wyatt, American Indian Club, Chamorro Society, and Filipino American Club voted yes. MOTION CARRIED.
2. Consider approving April financial report. – VC Sprague reviewed the financial report. MOTION by Tatum, with second by Filipino American Club to approve the April financial report. Roll call results: Sprague, Coleman, Lazarte, Limon, Roldan, Sotelo, Tatum, Wyatt, American Indian Club, Chamorro Society, and Filipino American Club voted yes. MOTION CARRIED.
3. Consider changing date of August meeting.- Chair Whitson stated the regularly scheduled August 5th meeting is the same date as the COL birthday celebration, and would like to reschedule the meeting to August 12th. MOTION by Coleman, with second by Tatum to reschedule the August meeting as stated. Roll call results: Sprague, Coleman, Lazarte, Limon, Roldan, Sotelo, Tatum, Wyatt, American Indian Club, Chamorro Society, and Filipino American Club voted yes. MOTION CARRIED.

CHAIR'S REPORT

Chair Whitson encouraged all members to sign up for a committee; the committee sign up sheet was passed around.

VICE CHAIR'S REPORT

4. Reminder June 3rd Meeting @ MMA - poster contest judging – VC Sprague stated that two entries have been received to date, and all poster contest entries will be on display at MMA.

2014 COMMITTEES

5. Brochure Ad Sales / Sponsorships - Gilbert reviewed the brochure ads and sponsorships received to date.
6. Marketing / Publicity - Wyatt reported he has been distributing the flyers throughout the community.
7. Entertainment Selection – Chair Whitson reported she has contacted MHS Color Guard regarding participation this year. She announced that the Tommy Franks Traveling Museum has expressed an interest in participating again this year.
8. Stages:
 - a. South Stage - Tatum, Stage Manager – Tatum stated she is looking forward to the Street Dance being on the south stage.
 - b. North Stage - Lazarte, Stage Manager – No report
 - c. Interactive Area - Chavez, Stage Manager – No report

- d. Street Dance - Roldan, Chair – Roldan reviewed the music he has prepared to date and asked that any specific music requests be emailed to him or provided via mp3.
- e. Roaming Performers – No report
- 9. Children's Area - Buckley, Chair – No report
- 10. Information Booth - Coleman, Chair – No report
- 11. Volunteers - Coleman, Chair – Coleman reported that he has spoken with the EHS Key Club advisor and reported that they are interested in sponsoring an area. He stated he would follow up regarding the possibility of co-sponsoring the VIP tent with LHS Key Club.
- 12. Decorations – Lazarte reported that she and Chair Whitson will schedule a date/time to review the current inventory of decorations and sales items.
- 13. Tree Decorating – Lazarte encouraged members to assist with decorating of the festival site on Tuesday, Wednesday, and Thursday evenings prior to the festival.
- 14. Beer Booth - Sprague, Chair – VC Sprague reported the acceptance letter has been mailed to SW Sales.
- 15. VIP Tent - LHS Key Club, Alicia Nejara, Club Sponsor – No report

ADMINISTRATOR'S REPORT

No report

OTHER/NEW BUSINESS

Roldan announced he had spoken with a Scout Master for a Boy Scout who is trying to obtain his Eagle Scout level and was asking about a project the young man could do.

ADJOURN

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

Chair

Date Approved