

**Minutes
Regular Monthly Meeting
International Festival Committee
Tuesday, May 7, 2013 - 6:00 pm
Lawton Public Library – Meeting Room 2**

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Whitson, Sprague, Auwen (LAHC), Lazarte, *Ronio, Sotelo, Tatum, Wyatt, Chamorro Society, Filipino American Club, Friends of the Library, and Mexican Folkloric Dancers

MEMBERS NOT PRESENT: Ayala, Buckley, Limon, Roldan, All Nations Baptist Church, American Indian Club and Latin American Community

GUESTS PRESENT: Anthony Coleman and C. Kealii Thompson

STAFF PRESENT: Cheatwood and Gilbert

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

ITEMS REQUIRING ACTION

1. Consider approving minutes of April 2, 2013 meeting. – MOTION by Tatum, with second by Filipino American Club to approve the minutes of the April 2, 2013 meeting. Roll call results: Sprague, Lazarte, Sotelo, Tatum, Wyatt, Chamorro Society, Filipino American Club, Friends of the Library, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
2. Consider approving April financial report. - MOTION by Tatum, with second by Wyatt to approve the April financial report. Roll call results: Sprague, Lazarte, Sotelo, Tatum, Wyatt, Chamorro Society, Filipino American Club, Friends of the Library, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.

CHAIR'S REPORT

3. Multi-cultural area – Chair Whitson reported that Fort Sill's International Division is unable to participate in the 2013 festival. She stated that she will proceed with contacting the local high schools to invite multi cultural organizations to participate.
4. June Meeting: June 4th @ 6pm / McMahon Auditorium Lobby (poster contest judging) – Chair Whitson distributed the food handlers class schedule.

2013 COMMITTEES

5. Brochure Ad Sales / Sponsorships – See item 6.
6. Marketing / Publicity – (*Ronio entered) – Ronio reviewed the brochure ads and sponsorships received to date. Wyatt reported the informational flyers have been distributed to local businesses and enquired if members had received any feedback. C. Kealii Thompson suggested placing a festival ad in other festival brochures.

7. Vendor Application Review – VC Sprague reported that this committee is reviewing applications as they are submitted and will present their recommendations at the July meeting.
8. Entertainment Selection – No report
9. Stage
 - a. South Stage – Tatum reported that Leary (LAHC Rep) has volunteered to assist at the south stage.
 - b. North Stage – No report.
 - c. Interactive Area- Chavez (Mexican Folkloric Dancers) volunteered to Chair this sub committee. Cheatwood stated that contact has been made with several of the 2012 interactive area participants.
10. Children's Area – No report
11. Information Booth – No report
12. Volunteers – Whitson reported she will schedule a meeting with Coleman, Gilbert and herself to review the duties of this sub committee.
13. Decorations – C. Kealii Thompson stated she had palm trees for donation to this sub committee. Discussion ensued regarding flags and banners to be ordered.
14. Tree Decorating – Chavez stated that all organizations are responsible for decorating a tree and encouraged making use of cultural decorations.
15. Beer Booth – VC Sprague reported that the bid award letter has been mailed to SW Sales; no contract has been entered into at this time.
16. VIP Tent – Chair Whitson reported that the LHS Key Club has committed to this sub committee.

NEW BUSINESS

C. Kealii Thompson announced that the Parade of Nations will be hosted prior to the Opening Ceremony as in the past.

ADJOURN

Chair Whitson adjourned the meeting at 6:40 p.m.

Chair

Date Approved