

**Minutes
Regular Monthly Meeting
International Festival Committee
Tuesday, June 3, 2014 - 6:00 pm
McMahon Auditorium Lobby**

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Whitson, Sprague, Coleman, Lazarte, *Sotelo, Tatum, Wyatt, American Indian Club, Chamorro Society, Filipino American Club, *Friends of the Library, and *Mexican Folkloric Dancers

MEMBERS NOT PRESENT: Ayala, Buckley, LAHC Rep, Limon, Roldan, and Latin American Community

STAFF PRESENT: Whipp

**Chair Whitson called the meeting to order at 6:12 p.m.
and declared a quorum.**

VOTING ITEMS

1. Consider approving minutes of May 6, 2014 meeting. – MOTION by Tatum, with second by Sotelo to approve the minutes of May 6, 2014 meeting. Roll call results: Sprague, Coleman, Lazarte, Sotelo, Tatum, Wyatt, American Indian Club, Chamorro Society, Filipino American Club, and Mexican Folkloric Dancers voted yes. Friends of the Library abstained. MOTION CARRIED.
2. Consider approving May financial report. - MOTION by Tatum, with second by Friends of the Library to approve the May financial report. Roll call results: Sprague, Coleman, Lazarte, Sotelo, Tatum, Wyatt, American Indian Club, Chamorro Society, Filipino American Club, Friends of the Library, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
3. Select winning posters for the 2014 IF. – VC Sprague passed out a voting ballot to each member and explained the voting process. Members reviewed posters and handed their completed ballots into VC Sprague. David Snider, Friends of the Library representative, announced that he will be moving out of Lawton and this is his last meeting, but that he will still assist the Friends with the drink booths at the festival. (*Friends of the Library left)
4. Consider adopting the "Lawton International Day Parade of OK" as an official project of the International Festival Committee. - Wyatt presented his proposal for the "Lawton International Day Parade of Oklahoma" and gave an overview of why he wants to do the parade, how he plans to accomplish it as well as the various groups/organizations who have expressed interest in participating. His route proposal is the same as the Armed Forces Day Parade and he said he has also spoken to the Chamber regarding what it takes to do a parade as well as cost involved. VC Sprague stated that if the

activity was approved by the IFC then it would go to LAHC for approval. He stated he has done some research on fees associated with sponsoring a parade and gave an overview of those expenses which could total as much as \$10,000. He ask Wyatt how he planned to fund the parade because even if IFC and LAHC approved the parade it would not be a COL co-sponsored event unless approved by City Council and therefore the IFC would be responsible for paying for it. (*Sotelo left) Discussion ensued regarding entry fees, past parade experiences and participation by IFC organizations, feasibility of just participating in established parades scheduled throughout the year, and who would be responsible for coordinating all activities relating to the parade since staff would not be available to assist in any manner due to the festival and other division responsibilities. The consensus of the committee was to table the item and Wyatt agreed to do more research and present additional information to the committee. He stated that he understands that the parade is not a consideration for this year, but hopes to have it approved for next year. Motion by Tatum, with second by Chamorro Society to table item until more information is provided. Roll call results: Sprague, Coleman, Lazarte, Tatum, Wyatt, American Indian Club, Chamorro Society, Filipino American Club, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.

CHAIR'S REPORT

No report

VICE CHAIR'S REPORT

5. Reminder: July 1 Meeting @ Library - Jury vendor applications - VC Sprague reminded committee members that all vendor applications will be juried at the July meeting and that we need a quorum so vendors can be notified immediately that they have been accepted. He also reminded members that there are no limitations on the number of "like vendors" this year. VC Sprague announced the poster contest winners (see attached). He recommended that each winner in the 9th - 12th grade category be awarded prize money since there were no entries/winners in the K - 8th grade categories and therefore funds are available in the poster contest budget. The consensus of the committee was to award money to all winners in the 9th - 12th grade division.

2014 COMMITTEES

6. Brochure Ad Sales / Sponsorships – Whipp reported on ad sales and sponsorships received to date. Discussion ensued on number of brochures to order and Lazarte recommended decreasing the order by four boxes from the 2013 order. (*Mexican Folkloric Dancers left)
7. Marketing / Publicity – Wyatt reported that he has been distributing flyers around the community and would welcome any assistance in this area.
8. Entertainment Selection - Lazarte reported that 13 applications have been received with all from returning performers, but that the deadline is not until July 13th so hopefully there will be more.
9. Stages:
 - a. South Stage - Tatum, Stage Manager – Tatum reported looking for volunteers.
 - b. North Stage - Lazarte, Stage Manager - Lazarte reported looking for volunteers.
 - c. Interactive Area - Chavez, Stage Manager – No report
 - d. Street Dance - Roldan, Chair – No report

e. Roaming Performers – No report

10. Children's Area - Buckley, Chair – Whipp reported that Buckley will not be at the July meeting either, but that she is working on her order list and the schedule for the brochure.
11. Information Booth - Coleman, Chair – Coleman reported he will get his list of items submitted to staff as soon as possible.
12. Volunteers - Coleman, Chair – No report
13. Decorations – Lazarte reported that she and Whitson will conduct the inventory in July then order any needed decorations.
14. Tree Decorating – No report
15. Beer Booth - Sprague, Chair – Sprague reported that the acceptance letter was mailed to SW Sales and he will be getting his volunteers for the booth.
16. VIP Tent - LHS Key Club, McNally, Club Sponsor - No report

ADMINISTRATOR'S REPORT

No report

OTHER/NEW BUSINESS

ADJOURN

Chair Whitson adjourned the meeting at 7:18 p.m.

Chair

Date Approved