

**Minutes
Regular Monthly Meeting
International Festival Committee
Tuesday, June 4, 2013 - 6:00 pm
McMahon Memorial Auditorium**

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Whitson, Sprague, Ayala, Buckley, *Lazarte, Limon, *Sotelo, Tatum, *All Nations Baptist Church, American Indian Club, Chamorro Society, Filipino American Club, *Friends of the Library, Latin American Community, and Mexican Folkloric Dancers

MEMBERS NOT PRESENT: Auwen (LAHC), Roldan, and Wyatt

GUESTS PRESENT: Bobbi Matchette (Chair, LAHC), George Kent (Treasurer, LAHC), Steven and Donna Ronio (Lasting Impressions), and Mirtha Solis

STAFF PRESENT: Whipp and Gilbert

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

ITEMS REQUIRING ACTION

1. Consider approving minutes of May 7, 2013 meeting. – MOTION by Tatum, with second by Chamorro Society to approve the minutes of the May 7, 2013 meeting (*Sotelo entered). Roll call results: Sprague, Ayala, Buckley, Limon, Tatum, American Indian Club, Chamorro Society, Filipino American Club, Latin American Community, and Mexican Folkloric Dancers voted yes. Sotelo abstained. MOTION CARRIED.
2. Consider approving May financial report. – (*Friends of the Library entered.) Whipp reviewed the financial report noting the \$3,000.00 sponsorship from Friends of the Library. MOTION by Tatum, with second by Limon to accept the May financial report as presented. Roll call results: Sprague, Ayala, Buckley, Limon, Sotelo, Tatum, American Indian Club, Chamorro Society, Filipino American Club, Friends of the Library, Latin American Community, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
3. Select winning posters for the 2013 IF. – (*Lazarte entered) VC Sprague reviewed the guidelines and number of entries. He distributed voting ballots and explained the procedure, stating that voting would occur at this time and asked members to make their selections and return the ballots to him, noting he would tally the results and announce the winning poster prior to adjournment of the meeting.

CHAIR'S REPORT

4. Multi-cultural area - Anthony Coleman – Chair Whitson gave a brief overview for the area stating that Coleman is contacting school groups to determine if there is sufficient interest for it to happen.
5. Cultural Organizations - roaming entertainers – (*All Nations Baptist Church entered) Chair Whitson reported that based on patron feedback there is an increasing request for variety in entertainment as well as vendors. She asked members if they thought roaming entertainers would be feasible and discussion ensued with suggestions as follows: roaming guitarists or guitar trio, drum circles, Pow Wow performers, Shriner's Clown, and Comanche Dancers.

VC'S REPORT

6. Jury vendor applications at the July 2nd meeting – VC Sprague reminded members that jurying of all vendor applications will be on the July 2nd voting agenda, and stressed the necessity of a quorum. He reviewed the applications received to date and noted the deadline for submission is Friday, June 21st.

2013 COMMITTEES

7. Brochure Ad Sales / Sponsorships – Chair Whitson reviewed the brochure ads and sponsorships received to date and passed around the solicitation list, requesting that members assist with contacting businesses.
8. Marketing / Publicity – Gilbert reported that the information flyer has been sent to several festivals around the state, noting that some interest has been generated with a few new vendors requesting an application.
9. Vendor Application Review – See item 6.
10. Entertainment Selection – Whipp reported the deadline for volunteer performer applications is Friday, June 14th.
11. Stages:
 - a. South Stage – Tatum reported all is good.
 - b. North Stage - Lazarte reported all is good.
 - 1.) Street Dance – Lazarte stated that Roldan is putting music together. Whitson asked if people were being identified to perform and generate audience participation. Lazarte stated she would look for individuals to assist in that capacity.
 - c. Interactive Area – Chavez, Chair, reported she is ready and has new ideas.
12. Children's Area – Buckley, Chair, inquired about the budget for the Children's Area and the protocol for purchasing items. Whipp stated the Children's and Interactive Areas share a combined budget of \$2,000.00, and that items could be purchased and receipts submitted for reimbursement or the list of items could be submitted and staff would purchase them. She stressed that the list would need to be submitted several weeks prior to the festival. Chair Whitson noted that decorating starts on Tuesday and booth setup starts on Wednesday.
13. Information Booth – Chair Whitson reported that she and Gilbert met with Coleman to review the duties of the Information Booths and Volunteer sub-committees, of which he has volunteered to chair both areas.

14. Volunteers – See item 13.
15. Decorations – Lazarte stated that once she has the inventory list, she will submit items to staff to be ordered.
16. Tree Decorating – Chavez stated that all members / organizations should be prepared to decorate a tree.
17. Beer Booth – No report
18. VIP Tent – Whipp reported that Garrett Jackson, LHS, has confirmed that Janet McNally, LHS Key Club Advisor, will Chair this sub-committee, and that he would assist her this year.

ADMINISTRATOR'S REPORT - No additional updates. VC Sprague announced that the winning poster is entry #12 which also received first place in the 9-12th grade division.

NEW BUSINESS

ADJOURN

Chair Whitson adjourned the meeting at 6:55 p.m.

Chair

Date Approved