

**Minutes  
Regular Monthly Meeting  
International Festival Committee  
Tuesday, June 6, 2017 - 6:00 pm  
McMahon Auditorium Lobby**

**CALL TO ORDER / ROLL CALL**

**MEMBERS PRESENT:** Whitson, Sprague, Thomas (LAHC), Offield (LAHC), Filipino American Club and \*Mexican Folkloric Dancers. (LAHC has one vote)

**MEMBERS EXCUSED:** Buckley

**MEMBERS NOT PRESENT:** Thompson, American Indian Club and Chamorro Society

**STAFF PRESENT:** Whipp and Neeley

**Chair Whitson called the meeting to order at 6:02 p.m.  
and declared a quorum**

Agenda went as follows:

Chair Whitson directed members to voting item #3; (\*Mexican Folkloric Dancers enters) Sprague passed out voting ballots and explained the process and voting took place at this time. Written ballots were handed in to Sprague.

**VOTING ITEMS**

1. Consider approving minutes of April 4, 2017 Meeting. - MOTION by Thomas SECOND by Mexican Folkloric Dancers to approve minutes of April 4, 2017 meeting. Roll call results: Sprague, Thomas (LAHC), Filipino American Club and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
2. Consider approving April and May financial reports. – Whipp reviewed the April and May financial reports. MOTION by Filipino American Club SECOND by Mexican Folkloric Dancers to approve financial reports as presented. Roll call results: Sprague, Thomas (LAHC), Filipino American Club and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
3. Consider winning posters for the 2017 festival. – See Vice Chair's Report
4. consider awarding drink proposal to Pepsi. – Sprague reported that RFP's were sent to Pepsi, Coke and 7-Up with Pepsi being the only one to submit a proposal. He reviewed the proposal (see attached). Discussion ensued regarding number of drink booths and volunteers that would be needed to manage either two or three booths. Filipino American Club requested diet Sierra Mist or Mt. Dew for patrons who cannot drink dark soda. MOTION by Filipino American Club SECOND by Thomas (LAHC) to award drink proposal to Pepsi with proposed changes. Roll call results: Sprague, Thomas, Filipino American Club and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
5. Consider nomination of Earl Wyatt to the IFC. – Whitson stated that Mr. Wyatt has been on the committee in the past as well as a sales vendor. He resigned and has not been a vendor for the past couple of years but is now wanting to serve on the committee again and have a booth. Discussion ensued. MOTION by Filipino American Club SECOND by Mexican Folkloric

Dancers to approve the nomination of Wyatt. Roll call results: Sprague, Thomas (LAHC), Filipino American Club and Mexican Folkloric Dancers voted yes. MOTION CARRIED.

6. Consider nomination of Shelia Olsen. – Whipp reported Ms. Olsen had contacted the office and spoke to Cheatwood of her interest in serving on the festival committee, but that she has no additional information. Discussion ensued with the consensus being to table item and ask for bio from Ms. Olsen.

#### **CHAIR'S REPORT**

7. July Meeting – jury vendor applications – Whitson asked that everyone be at the July meeting since jurying the vendor applications would be on the agenda.

Whipp stated that currently we have one display vendor, 16 sales vendors and 16 food vendors with Friday, June 16 at 5:00pm being the deadline to submit applications. She stated that a request from one of the military recruiting services to waive the booth fee has been submitted. Discussion ensued with the consensus being not to waive the fee since we do not for other organizations.

#### **VICE CHAIR'S REPORT**

Sprague announced winners of the 2017 Poster Contest: 6<sup>th</sup> - 8<sup>th</sup> Division winner is Alyson Girela; 9<sup>th</sup> – 12<sup>th</sup> Division winner was a tie for 1<sup>st</sup> place with both Genesis Seda and Madeleine Emerson; Adult Division winner is Connie Harrison and the overall winner is Madeleine Emerson. Discussion ensued regarding the design and color of t-shirt with Whitson requesting quote for black shirts in addition to vendor's color recommendations.

#### **2017 COMMITTEES**

8. Brochure Ad Sales / Sponsorships – Whipp reviewed the brochure ads and sponsorships received to date. She reported that the brochure ads sold are same number as last year.
9. Marketing / Publicity - Whitson asked if a sponsorship packet had been sent to new businesses in town. Several restaurants were recommended and Neeley will send packets out.
10. Entertainment Selection – Whipp reported that one or two new groups have applied and the deadline for performer's applications is Friday, June 16 at 5:00pm. Cheatwood will compile the list and information for the selection committee to review following the deadline.
11. Entertainment:
  - a. South Stage – Whipp stated that Tabitha Beckman had indicated after the 2016 festival that she would do the south stage again this year.
  - b. North Stage – Lazarte – No Report
  - c. Street Dance – Whitson reminded everyone they voted to have the street dance again. Whipp reported that DJ Steve has signed and returned the letter of intent.
  - d. Interactive Area – Whitson requested Matchette to cover this area again if her schedule allowed.
  - e. Roaming Performers – Whitson stated she wants as many roaming performers as possible this year and for all members to think about who might could do this.
12. Children's Area – Buckley – No report
13. Information Booth – Whitson/Thomas – Whitson stated that Filipino American Club, Thomas and herself will do the inventory on Thursday, July 13 at 4:30pm. All items needing to be ordered will be given to Neeley after that time.

14. Volunteers – Thomas – She will need a list of locations needing volunteers as she wants to schedule and designate areas ahead of time. Whipp explained the process of contacting the schools and other organizations which will start early August. Discussion ensued on volunteers to cover the drink booths in addition to all the other areas. Students will not be allowed to handle money in the drink booths so two adults for all shifts for each drink booth is needed.
15. Decorations – Lazarte – Inventory will be done on July 13 as indicated earlier.
16. Tree Decorating – Chavez – She is ready and hopes her lights will stay on this year.
17. Beer Booth – Sprague – Sprague reported that SW Sales will be bringing “Kegzilla” again this year and we will also sell the margaritas. He stated that last year was not good due to the inclement weather having to close the festival early on Saturday as well as the cold temps on Sunday.
18. Drink Booths – Sprague – Sprague stated he will follow up with Joe Dabney of Pepsi to discuss the additional “light soda” request and that they received the bid. Discussion ensued about changing locations of the drink booth to get them closer to the stages.
19. Feeding Volunteers – Thomas – Discussion ensued on what had been done in the past to feed volunteers and suggestions for this year. Whipp stated that if the committee is interested in partnering with HIP again to feed volunteers a decision would need to be made and request presented to HIP immediately following the July meeting.

#### **ADMINISTRATOR’S REPORT**

20. OAC Grants / COL Budget Updates – Whipp reported that OAC has received a 4.8% cut which is better than the 50% that had been proposed. Grant notifications should be sent out later this month.
21. General Updates – Whipp reported that Tommie Nicholas with the USCIS Office indicated they now have an office at Fort Sill. Ms. Nicholas will still coordinate the new residents from her office for the Naturalization Ceremony but the Ft. Sill office will most likely preside over the ceremony.

Whipp distributed flyers announcing the Lawton Fort Sill Freedom Festival on Saturday, July 1<sup>st</sup> and invited members to attend.

#### **OTHER/NEW BUSINESS**

None

#### **ADJOURN**

Chair Whitson adjourned the meeting at 7:28 p.m.

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Chair

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Date