

**Minutes
Regular Monthly Meeting
International Festival Committee
Tuesday, June 7, 2016 - 6:00 pm
McMahon Memorial Auditorium**

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Whitson, Sprague, Ayala*, Buckley, Thomas (LAHC), Thompson, American Indian Club, Chamorro Society, Filipino American Club, Friends of the Library and Mexican Folkloric Dancers

MEMBERS NOT PRESENT: Limon and Latin American Community

STAFF PRESENT: Neeley and Whipp

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

Chair Whitson shared the card received from Mrs. Sotelo thanking the committee for their thoughts and stated that Sotelo will be greatly missed as he was an asset to the IFC. She noted that the festival will be dedicated to his memory.

Whipp announced that Gilbert's last day was June 1st and introduced Tereasa Neeley as her replacement and gave a brief bio of Neeley.

VOTING ITEMS

1. Consider approving minutes of April 5, 2016 Meeting. – MOTION by Ayala, with second by Chamorro Society to approve minutes of April 5, 2016 meeting. Roll call result: Sprague, Ayala, Buckley, Thomas, Thompson, American Indian Club, Chamorro Society, Filipino American Club, Friends of the Library and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
2. Consider approving April financial report. – Whipp reviewed the April financial report and also noted that the proposed budget sent to Governor Fallen includes a 16.3% reduction to the OAC. She stated that minor reductions were also made to the division budget for FY16-17. MOTION by Ayala, with second by Thompson to approve the April financial report. Roll call result: Sprague, Ayala, Buckley, Thomas, Thompson, American Indian Club, Chamorro Society, Filipino American Club, Friends of the Library and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
3. Consider approving May financial report. – Whipp reviewed the May financial report. MOTION by Ayala, with second by Thompson to approve the May financial report. Roll call results: Sprague, Ayala, Buckley, Thomas, Thompson, American Indian Club, Chamorro Society, Filipino American Club, Friends of the Library and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
4. Consider winning posters for the 2016 festival. – VC Sprague passed out a voting ballot to each member and explained the voting process; he noted that only one entry was received in both the 6th – 8th grade and adult divisions. Members were then directed to the posters and asked to submit their completed ballot to Sprague who would compile and announce the winners.
5. Consider renaming the "Street Dance". – Chair Whitson asked for a volunteer to take over the Street Dance. Discussion ensued and Thompson volunteered with Buckley and

Filipino American Club serving on the committee. They requested tabling this item to allow time for them to meet and bring back a recommendation at the July meeting. No action taken, item tabled till July meeting. (*Ayala left)

6. Consider moving meetings to MMA. – Whipp reported that the Library is going to an on-line reservation process and reservations can only be made 60 days out. She stated that with the cancellation of Fort Sill Graduations in the Auditorium that the festival committee could meet in the lobby. MOTION by Thompson, with second by Mexican Folkloric Dancers to approve moving meetings to MMA. Roll call results: Sprague, Buckley, Thomas, Thompson, American Indian Club, Chamorro Society, Filipino American Club, Friends of the Library and Mexican Folkloric Dancers voted yes. MOTION CARRIED.

CHAIR'S REPORT

Reminder July 5th Meeting – moved to MMA and will jury vendor applications – Chair Whitson asked all members to be present at the July meeting as vendor applications will be juried.

2016 Sub-committees and sign up – Chair Whitson passed around the sign-up sheet and noted the number of vacant positions and asked all members to sign up for at least one area.

CNC participation – Whipp reported that Comanche Nation College will host various activities in the space north of the eating area this year since the Comanche Nation Fair is the following weekend.

Committee Members - Chair Whitson welcome returning member Kealii Thompson and noted the loss of several committee members and encouraged members to submit committee nominations to staff.

VICE CHAIR'S REPORT

Inclement Weather Procedures – draft policy – Whipp reported that the policy will be what has been established in the past with LPD and that she and Ayala will work on getting this in a written format by the July meeting. The procedure will explain how inclement weather is determined, who makes these announcements and how this information will be communicated on site to the different areas such as stages and other activities covered by IFC members.

VC Sprague reviewed the winning posters and announced the overall winner is poster #11 from the 9th-12th grade division.

2016 MITTEES

7. Brochure Ad Sales / Sponsorships – Whipp reviewed current ads and sponsorships.
8. Marketing / Publicity – Initial press release went out in May and a second announcing the vendor and performer applications deadline will be released week of June 13th.
9. Entertainment Selection – No report
10. Entertainment:
 - a. South Stage – Need volunteers to staff this stage.
 - b. North Stage – Lazarte – Need volunteers to staff this stage on Saturday and Sunday as Lazarte is only available on Friday.

- c. Street Dance – Thompson will chair and committee will present recommendations at the July meeting.
 - d. Interactive Area – Whipp reviewed participants to date stating activity in this area is by invitation only this year to help retain the original mission of the area.
 - e. Roaming Performers – Chair Whitson reminded members of what roaming performers do and recommendations were made to contact school music departments, private music instructors as well as tumbling groups in town.
11. Children's Area – Buckley – Inventory will be done on June 15th.
 12. Information Booth – Whitson – Inventory will be done on June 15th.
 13. Volunteers – Whitson – No report
 14. Decorations – Lazarte – Inventory will be done on June 15th.
 15. Tree Decorating – Chavez – Encouraged all organizations to decorate a tree.
 16. Beer Booth – Sprague – Sprague reported that the committee may have the opportunity to sell 3.2 point frozen drinks at the beer booth this year. He explained that these items are covered under the beer permit and staff is researching all aspects of adding this to the beer booth. If determined to be feasible then the IFC rents the equipment from SW Sales, Inc. who will provide staff to run the equipment with all proceeds going to IFC. The cost of the frozen mix for what is sold would be paid by the IFC and included on the beer invoice.
 17. VIP Tent - Whipp reported that the HIP committee will meet on Tuesday, June 14th and decide if they will partner with IFC again this year to feed volunteers.

ADMINISTRATOR'S REPORT

18. General Updates – Whipp announced the Lawton – Fort Sill Freedom Festival on Saturday, July 2nd and encourage members to attend and take flyers. She provided update on Opening Ceremony participation stating that Nancy Mace will return as our guest emcee and Thompson stated she would coordinate the Parade of Nations.

OTHER/NEW BUSINESS

ADJOURN

Chair Whitson adjourned the meeting at 7:15pm.

Chair

Date Approve