

**Minutes
Regular Monthly Meeting
International Festival Committee
Tuesday, July 1, 2014 - 6:00 pm
Lawton Public Library**

CALL TO ORDER / ROLL CALL

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

MEMBERS NOT PRESENT: Sprague, Ayala, Buckley, and Coleman

STAFF PRESENT: Whipp and Gilbert

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

VOTING ITEMS

1. Consider approving minutes of June 2, 2014 meeting. – MOTION by Roldan, with second by Wyatt to approve the minutes of June 2, 2014 meeting. Roll call results: Lazarte, Limon, Roldan, Sotelo, Tatum, Wyatt, American Indian Club, Filipino American Club, Friends of the Library, Latin American Community, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
2. Consider approving June financial report. – MOTION by Tatum, with second by Sotelo to approve the June financial report. Roll call results: Lazarte, Limon, Roldan, Sotelo, Tatum, Wyatt, American Indian Club, Filipino American Club, Friends of the Library, Latin American Community, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
3. Approve 2014 display vendors. – (*Chamorro Society entered) Whipp directed members to the handout in their packet listing all vendor applicants (Attachment A) as well as to the actual applications provided for review. Clarification was made on the Silent War Foundation through the organization pamphlet submitted with the application. MOTION by Sotelo, with second by Lazarte to approve the 2014 display vendors as presented. Roll call results: Lazarte, Limon, Roldan, Sotelo, Tatum, Wyatt, American Indian Club, Chamorro Society, Filipino American Club, Friends of the Library, Latin American Community and Mexican Folkloric Dancers voted yes.
4. Approve 2014 sales vendors. – Whipp reported an increase in sales and food vendor applications received and that initial review of applications indicates that the site can accommodate all vendors, but that this is reaching the maximum number of vendors that can be accommodated with the current infra-structure. Whipp directed member's attention to several applications and reported areas of concern with discussion and consensus of the committee as follows: 1) Bowen Communication - submitted incomplete application - consensus was to deny the application; 2) Ducky Derby - long time vendor has contacted the office asking for an extension to submit application due to illness - consensus was to extend the deadline to July 7th; 3) Whipp further reported

that two sales vendors have included t-shirts in their list of sales items and that the policy of the committee is to allow vendors to sale t-shirts as long as their sales price is equal to or more than the IFC's t-shirt prices - consensus is to enforce the policy for these two vendors. Whipp then directed member's attention to the remainder of the sales applications received stating they were submitted before the deadline and have met all application requirements. MOTION by Friends of the Library, with second by Mexican Folkloric Dances to approve the 2014 sales vendors as stated. Roll call results: Lazarte, Limon, Roldan, Sotelo, Tatum, American Indian Club, Chamorro Society, Filipino American Club, Friends of the Library, Latin American Community, and Mexican Folkloric Dancers voted yes. Wyatt abstained. MOTION CARRIED.

5. Approve 2014 food vendors. – Whipp reviewed the specialty drink discussion from the May meeting and clarified the division of food vendors, reviewing food vendors with drinks and without drinks on their menu separately. Discussion ensued regarding all vendors with drinks listed on their menus with the festival committee reaching the following consensus (Attachment A). Further discussion ensued with Friends of the Library recommending that no other vendor could sell drinks for more than what they sell theirs which is \$2.00 per bottle. MOTION by Sotelo, with second by Tatum to approve 2014 food vendors as stated on attached list. Roll call results: Lazarte, Limon, Roldan, Sotelo, Tatum, Wyatt, Chamorro Society, and Mexican Folkloric Dancers voted yes. American Indian Club, Filipino American Club, Friends of the Library, and Latin American Community Club abstained. MOTION CARRIED.

CHAIR'S REPORT

No report

VICE CHAIR'S REPORT

No report

2014 COMMITTEES

6. Brochure Ad Sales / Sponsorships – Whipp reviewed the brochure ads and sponsorships received to date. She reported that the estimate for 4,000 brochures from Fields Printing is \$1,600 and that the draft will go to them the first week of August.
7. /Marketing / Publicity – Wyatt reported that all marketing efforts are on track.
4. Entertainment Selection - need to meet and jury new performers applications – Whipp / Lazarte reported that this process was conducted via email and that there are approximately 26 groups to perform this year.
5. Stages:
 - a. South Stage - Tatum, Stage Manager – No report
 - b. North Stage - Lazarte, Stage Manager – No report
 - c. Interactive Area - Chavez, Stage Manager – Chavez reported this area is ready.
 - d. Street Dance - Roldan, Chair – No report
 - e. Roaming Performers – Roldan stated he would contact the CU student Caribbean organization which expressed an interest in participating in the festival.
6. Children's Area - Buckley, Chair – Whipp reported for Buckley that the area is on target and that activities will be on Saturday and Sunday again this year.
7. Information Booth - Coleman, Chair – Tatum reported that Coleman is finalizing his order for the Information Booths.

8. Volunteers - Coleman, Chair – No report
9. Decorations – Lazarte reported she will review current inventory prior to placing an order. She noted that volunteers are needed to help with set up and tear down of the festival decorations.
10. Tree Decorating – Chavez requested that members acquire lights to decorate the trees.
11. Beer Booth - Sprague, Chair – No report
12. VIP Tent - LHS Key Club – Tatum reported that the EHS Key Club student President has indicated they would co-sponsor this area with the LHS Key Club. Chair Whitson recommended that the following people, VC Sprague, Coleman, Whipp and herself, meet to clarify the vision of the VIP tent and Tatum stated she would inform Coleman. Roldan inquired about a volunteer being placed at the amphitheatre to assist patrons to the seating area. Discussion ensued regarding safety issues of this stage and seating area and what could be done to help prevent any potential accidents.

ADMINISTRATOR'S REPORT

Whipp reminded members that the August meeting has been rescheduled from August 5th to August 12th due to the COL Birthday Celebration, and invited members to attend at 5:30 p.m. at City Hall. She reported that vendor acceptance letters will be mailed out this week and reminded food vendors to obtain a current food handlers card. She further reported that the COL budget has been approved by City Council and that the funds requested to support the festival were appropriated. She stated that OAC received a reduction in their budget from the state and has indicated that this reduction will affect FY14-15 grant awards, but that she had not received official notification of grant amounts to date.

OTHER/NEW BUSINESS

None

ADJOURN

Chair Whitson adjourned the meeting at 7:32 p.m.

Chair

Date Approved

2014 Vendor Applications Received

July 1, 2014 IFC Meeting --- Jury all applications

Display: 6 Total

- Get the Word Out, Inc.
- Keep Tayloe District Judge
- Open Arms Behavioral Health
- Scott Ray for Judge
- Silent War Foundation
- Southwest Area Geocachers of Oklahoma

Sales: 30 Total

- Aglowlamps
- Arts & Crafts
- Atroxx Personal Security Products
- Bowen Communication - **denied, incomplete application**
- C & M Creations
- Caricatures, Robert Lange
- Cells –U-More
- Dream Flutes
- Escapes & More
- Girlco Boutique
- Henna Tattoo & Jewelry
- ICON Amusements
- International Doll
- Jamerry Nails-Danica Young, Independent Consultant
- Jose's Bosses' Shoppe
- Journey Productions Face Painting
- Journey Productions Moon Bounce
- LawtonInfo.com
- Mabuhay International
- Museum Replica Shoppe
- Native American Arts & Gifts
- Phillips Chiropractic
- "Pinoy Arts" (Philippine Hand crafts)
- ROCK IT!
- Scentsy
- Spice Exchange
- Southwest Indian Jewelry
- The Ducky Derby (need application & pymt) - **extend deadline to July 7th**
- Trimble Sales
- US Cellular

Food: 36 Total

Vendors with food items only:

- American Indian Club
- Beta Sigma Phi
- Daniel's European Cuisine
- Das Bratwursthau
- F & R Greek Cuisine (Booth 1)
- F & R Greek Cuisine (Booth 2)
- Good 2 Geaux Catering
- John & Cooks Real Pit BBQ L.L.C.
- Kabab Express
- Latin American Community Club
- Mithlo Family Feast
- New Light United Methodist Church
- SnoBall Express
- Spirit Concessions
- T & J Concession
- What's Poppin Gourmet Popcorn
- WiseGuys, A Chicago Eatery

Vendors with drinks items:

- Billy Jack's Root Beer & Italian Ice (formerly SCOOPS Italian Ice) - yes, on all drinks

- Columbine Concessions (Lemonade) - yes
- Dippin' Dots Ice Cream - yes
- Filipino American Association of Lawton/Fort Sill - yes
- Friends of the Library x 3 drink booths / ice - yes
- Holiday House - **remove all drink items**
- Horst Concessions (formerly Chocolate Delitz) - **remove "Southern Sweet**

Tea"

- International Cuisine - yes
- Kickin' Concessions - **verify "Lemon Shake Up" if meets drink criteria it is "OK".**
- K.I.G. Que - **remove all drinks**
- Kolanders Concessions - **approved to only sell coffee & hot chocolate**
- Mexiasian Fusion - yes
- MeMe's Italian Ice - yes
- Okie Old Time Root Beer - yes
- T's Cajun Soul Food Cuisine - **can only sell snow cones / must remove Jungle**

Juice

- The Doner Fairy - yes
- The Flamingo Grill - yes
- The Jolly Trolley (Need application & pymt) - **Extend deadline to July 7th /**

yes on drinks

- Wild West Soda & Kettle Corn - yes if "homemade"