

**Minutes
Regular Monthly Meeting
International Festival Committee
Tuesday, July 2, 2013 - 6:00 pm
McMahon Memorial Auditorium**

CALL TO ORDER / ROLL CALL

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

MEMBERS NOT PRESENT: Roldan, Sotelo, and Latin American Community

GUESTS PRESENT: Bobbi Matchette (Chair, LAHC), George Kent (Treasurer, LAHC), Steven and Donna Ronio (Lasting Impressions), Chi Y Mallory and Jongsun Jeong (New Light United Methodist Church)

STAFF PRESENT: Whipp and Gilbert

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

Chair Whitson turned the meeting over to Bobbi Matchette, LAHC Chair. Matchette introduced herself and George Kent, LAHC Treasurer. She then gave a brief overview of the purpose and function of LAHC. She stated that the IFC is a sub-committee of the LAHC and that the Council, as a Public Trust of the City of Lawton, has the legal responsibility to ensure that no volunteer under its auspices is attempting to receive special benefits from their position on the committee. She further stated that the volunteer position of a member of the IFC has been terminated due to violating the Conflict of Interest Policy. This action was done with legal council, the member has been informed of the reasons, and it is a final decision which will not be considered further.

ITEMS REQUIRING ACTION

Agenda went as follows:

1. Consider approving minutes of June 4, 2013 meeting. – MOTION Ayala, with second by Tatum to approve the minutes of the June 4, 2013 meeting. Roll call results: Sprague, Ayala, Buckley, Lazarte, Limon, Tatum, Wyatt, All Nations Baptist Church, Friends of the Library and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
2. Consider approving June financial report. – Whipp reviewed the financial report and noted that OAC has announced the FY13-14 grants and the IF grant is \$12,250.00, and stated that there are several outstanding checks to poster contest winners. Whitson noted that upon request of the IFC, the Poster Contest's overall winner has agreed to add the Mexican and Filipino flags to her design. MOTION by Tatum, with second Ayala to approve the June financial report as presented. Roll call results: Sprague,

Ayala, Buckley, Lazarte, Limon, Tatum, Wyatt, All Nations Baptist Church, Friends of the Library and Mexican Folkloric Dancers voted yes. MOTION CARRIED.

6. Approve changing August meeting date from August 6 to August 13 due to COL Birthday Celebration. – (*Chamorro Society and *Filipino American Club entered) Chair Whitson stated that August's regularly scheduled meeting falls on the COL Birthday Celebration and that A & H staff will be assisting with that function. MOTION by Ayala, with second by Tatum to approve changing August meeting date from August 6th to August 13th. Roll call results: Sprague, Ayala, Buckley, Lazarte, Limon, Tatum, Wyatt, All Nations Baptist Church, Chamorro Society, Filipino American Club, Friends of the Library, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
7. Approve changing location of the October 8 meeting to McMahon Auditorium Lobby. – (*American Indian Club entered) Chair Whitson stated that the Lawton Public Library will have new hours starting July 15th and will be closing at 8:00 p.m. Monday - Wednesday and recommends moving the October 8th After Action / Potluck meeting to the McMahon Auditorium to ensure adequate time for the meeting and cleanup. MOTION by Ayala, with second by Tatum to approve the location change of the October meeting as stated. Roll call results: Sprague, Ayala, Buckley, Lazarte, Limon, Tatum, Wyatt, All Nations Baptist church, American Indian Club, Chamorro Society Filipino American Club, Friends of the Library, and Mexican folkloric Dancers voted yes. MOTION CARRIED.
3. Approve 2013 display vendors. – VC Sprague stated that due to the record number of vendor submissions received, that most likely the festival site will expand with the North Stage moving to the Amphitheatre and utilizing the parking lot for vendors. He noted that only vendors who have submitted applications are juried and that special activities such as the National Guard Rock Wall, Tommy Franks Road Show, etc are not included. VC Sprague reviewed the display booth applications received and gave a brief overview of what each booth does. MOTION by Friends of the Library, with second by Wyatt to approve the display vendors as presented. Roll call results: Sprague, Ayala, Buckley, Lazarte, Limon, Wyatt, All Nations Baptist Church, American Indian Club, Chamorro Society, Filipino American Club, Friends of the Library, and Mexican Folkloric Dancers voted yes. Tatum abstained. MOTION CARRIED.
4. Approve 2013 sales vendors. – VC Sprague clarified that approximately 15 vendors are selling some type of jewelry and that most is specialty jewelry such as Guatemalan, Celtic, spider, etc. and that only five vendors are selling common styles of items. Sprague reviewed all sales vendors listed and provided a brief description of what each vendor listed on their application. Chair Whitson expressed concern with the Vapor Hut, stating the festival is a family oriented event and this vendor addressing smoking. Discussion ensued on various vendors and their items with Sprague providing clarification on all questions. MOTION by Ayala, with second by Filipino American Club to approve all sales vendors as presented. Roll call results: Sprague, Ayala, Buckley, Lazarte, Limon, Tatum, All Nations Baptist Church, Chamorro Society, Filipino American Club, Friends of the Library, and Mexican Folkloric Dancers voted yes. American Indian Club voted no on the Vapor Hut application. Wyatt abstained. MOTION CARRIED.
5. Approve 2013 snack/food vendors. – VC Sprague reviewed all snack and food vendors listed and clarified the guidelines for snack vendors. Discussion ensued regarding the prevention of vendors undercutting other vendors by changing their prices at the festival and not having prices posted on booth. Whipp stated that vendors are notified in writing that the only items they have permission to sell are those submitted in the application. Vendors have been allowed to change their prices if submitted in writing

prior to the festival week. All food vendors must post menu and prices for the duration of the festival and that violation of any of the guidelines may result in a vendor not being invited back to future festivals. Further discussion ensued on vendors lower their prices on Sunday afternoon with the general consensus being to place this item on the August voting agenda. MOTION by Friends of the Library, with second by Ayala to approve the snack and food vendors as presented. Roll call results: Sprague, Ayala, Buckley, Lazarte, Limon, Tatum, Wyatt, All Nations Baptist Church, Chamorro Society, Filipino American Club, Friends of the Library, and Mexican Folkloric Dancers voted yes. American Indian Club abstained. MOTION CARRIED.

CHAIR'S REPORT

8. Multi-cultural area - Anthony Coleman – Tatum reported that Coleman is attempting to reach EHS Key Club regarding interest in sponsoring this area.
9. Cultural Organizations - roaming entertainers – Whitson confirmed that Mexican Folkloric Dancers would participate. Filipino Club stated they will also participate

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10. Brochure Ad Sales / Sponsorships – Whipp reported no change to ads / sponsorships received, and stated the deadline has been extended to Friday, July 12th.
11. Marketing / Publicity – No report
12. Vendor Application Review – See items #3, 4 & 5
13. Entertainment Selection – Complete
14. Stages:
 - a. South Stage – No report
 - b. North Stage
 - 1.) Street Dance – Lazarte reported Roldan is researching street dance possibilities and that the North stage may be relocated to the amphitheatre.
 - c. Interactive Area – Chavez reported that she has filled the schedule for Sunday. Whipp reported on several activities scheduled for Saturday and that local performers will be scheduled if indicated on their application.
15. Children's Area - Buckley reported she would like to inventory supplies for this area.
16. Information Booth – Whitson reported she is currently researching sales items and is scheduled to meet with Lazarte on July 22nd to review decorations to be ordered.
17. Volunteers – No report
18. Decorations – Lazarte reported she will review the inventory list and place the order after the July 22nd meeting.
19. Tree Decorating – No report
20. Beer Booth – Sprague reported the beer booth may be moved to the North Parking Lot if the North stage moves to the Amphitheatre.
21. VIP Tent – No report

NEW BUSINESS

None

ADJOURN

Chair Whitson adjourned the meeting at 7:20 p.m.

Chair

Date Approved