

Minutes
Regular Monthly Meeting
International Festival Committee
Tuesday, July 5, 2016 - 6:00 pm
McMahon Memorial Auditorium - Lobby

CALL TO ORDER / ROLL CALL

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

MEMBERS NOT PRESENT: Limon, Thompson, Filipino American Club, Latin American Community Club and Lawton Public Library

STAFF PRESENT: Neeley and Whipp

Chair Whitson called the meeting to order at 6:10 p.m. and declared a quorum.

VOTING ITEMS

1. Consider approving minutes of June 7, 2016 meeting. - MOTION by Ayala, with second by Chamorro Society to approve the minutes for June 7, 2016 meeting. Roll call result: Sprague, Ayala, Buckley, Thomas, American Indian Club, Chamorro Society, Friends of the Library and Mexican Folkloric Dancers voted yes. MOTION CARRIED
2. Consider approving June financial report. – Whipp reviewed the June financial report noting checks have been written to poster contest winners and vendor checks will be deposited this week. MOTION by Ayala, with second by Thomas to approve the June financial report. Roll Call result: Sprague, Ayala, Buckley, Thomas, American Indian Club, Chamorro Society, Friends of the Library and Mexican Folkloric Dancers voted yes. MOTION CARRIED
3. Consider awarding security bid for 2016 IF. – VC Sprague reported that bids were received from Sergeants Security and JAMARK Security. He reviewed both bids and stated that the committee has worked with Sergeants for over 13 years and their bid has remained the same the entire time at \$15.00/hour and JAMARK's bid was \$14.00/hour. Sprague stated his recommendation is to stay with Sergeants as we have a good working relationship with them. Discussion ensued with the other responsibilities they assist with at the festival and the consensus was to stay with Sergeants. MOTION by Mexican Folkloric Dancers, with second by Ayala to award the security bit for 2016 to Sergeant's Security. Roll call result: Sprague, Ayala, Buckley, Thomas, American Indian Club, Chamorro Society, Friends of the Library and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
4. Consider renaming the "Street Dance". – Buckley reported that the committee did not meet and recommended that they name it in memory of Ruben calling it "Ruben's Dance" or something similar. Chair Whitson asked if the committee wanted to table the item till August to give this sub-committee a chance to meet. Item tabled.
5. Approve 2016 display vendors. - Whipp reviewed the display vendors. MOTION by Buckley, with second by Thomas to approve the 2016 display vendors as presented. Roll call results: Sprague, Ayala, Buckley, Thomas, American Indian Club, Chamorro Society, Friends of the Library and Mexican Folkloric Dancers voted yes. MOTION CARRIED.

6. Approve 2016 sales vendors. - Whipp reviewed the sales vendors noting the new submissions. She reported that Glitter and Bling Boutique and Towhead Salsa are selling t-shirts but prices are \$15.00 and above. She stated that if the IF shirt prices exceed this then the vendors will be called and told of the policy. Buckley stated that if possible she would like the animal vendors to be moved away from the Children's Area; however, if that is not possible and still allow the Children's Area to remain under the big tree then she wants the shade. MOTION by Ayala, with second by Friends of the Library to approve the 2016 sales vendors as stated above. Roll call results: Sprague, Ayala, Buckley, Thomas, American Indian Club, Chamorro Society, Friends of the Library and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
7. Approve 2016 food vendors. Whipp reviewed the food vendors noting the new submissions. Discussion ensued regarding limiting drink items to specialty drinks such as frozen drinks, coffee drinks, and unique items such as Root Beer vendor. Vendors with other drink item as discussed will be required to remove those items from their menu before final approval. MOTION by Ayala, with second by Chamorro Society to approve the food vendors as stated above. Roll call results: Sprague, Ayala, Buckley, Thomas, Chamorro Society, Friends of the Library and Mexican Folkloric Dancers voted yes. American Indian Club abstained. MOTION CARRIED.

CHAIR'S REPORT

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.

Feeding Volunteers - Chair Whitson reviewed the past means of feeding festival volunteers, and stated that last year worked great with Holiday in the Park but that they are not participating in the festival this year so that is not an option. Discussion ensued regarding how, who, what and where this could be done. Item will be placed on the August voting agenda.

VICE CHAIR'S REPORT

Inclement Weather Procedure – Whipp reported that the Freedom Festival Committee (FF) utilizes an Incident Action Plan for that event and that she will use that format for IFC. She passed around a copy of the FF plan for members to see. She will make changes as needed and have hard copies at the August meeting.

2016 COMMITTEES

8. Brochure Ad Sales / Sponsorships – Whipp provided an update on sponsorships as follows: \$3,000 from Friends of the Library, \$5,000 from the Lawton Fort Sill Chamber of Commerce and \$2,200 from Southwest Sales, Inc.
9. Marketing / Publicity – Whipp reported that press releases have been out since February and one announcing the poster contest winners will go out this week. The next will focus on Headline Performers in August once those contracts have been approved by City Council.
10. Entertainment Selection – Whipp reported one new performer applied and was approved and Morman will start on the schedule next week.
11. Entertainment:
 - a. South Stage – Thomas stated that Gardner (past LAHC member) is considering this area.
 - b. North Stage – Filipino American Club - No report.
 - c. Street Dance – See item #4.

- d. Interactive Area – Whipp reported this area is by invitation only this year and Cheatwood is working on the schedule.
 - e. Roaming Performers – Mexican Folkloric Dancers reported working on singers with guitars to perform throughout the park during the festival.
- 12. Children's Area – No report.
 - 13. Information Booth – Whitson thanked Thomas for volunteering to co-chair this area.
 - 14. Volunteers – Whitson thanked Friends of the Library for volunteering to co-chair this committee. She reported that the request for Marines has been submitted to Fort Sill.
 - 15. Decorations – Filipino American Club – No report.
 - 16. Tree Decorating – Chavez reminded everyone to get their lights to decorate their trees.
 - 17. Beer Booth – Sprague reported receiving the \$2,200 sponsorship from Southwest Sales, and that we will have the pre-mixed frozen margaritas and daiquiris this year which are also 3.2 point and covered under the beer license.
 - 18. VIP Tent – See Chair's report.

ADMINISTRATOR'S REPORT

- 19. General Updates – Whipp reported that she has sent out the request for quotes for t-shirts and item will be on the August voting agenda to select t-shirt color and set prices. She also reported that historically the committee has fed the decorating volunteers on Tuesday, Wednesday and Thursday nights as well as Friday's set-up crew with the average cost for pizza for all four days is \$250. Last year we had two sponsors who took care of this cost and asked if any members would want to donate money or contact pizza restaurants to see if they would donate food this year.

OTHER/NEW BUSINESS

- Chair Whitson stated that due to Mr. Whitson's health we need to find a new Vendor Point Person this year.
- Thomas announced the LAHC's "Let's Talk about It Oklahoma" program which consists of five book discussions on the topic "American Icons: The American Presidency, 1789-1815". The program runs July – November with a session scheduled every second Thursday of each month at 6:00 p.m. at the Cameron University Library. Books can be checked out at the A&H Office or at the book discussion starting with the first session.

ADJOURN

Chair Whitson adjourned the meeting at 7:45pm.

Chair

Date Approve