

Minutes
Regular Monthly Meeting
International Festival Committee
July 5, 2022—5:30PM
McMahon Memorial Auditorium
801 NW Ferris Ave.
Lawton, OK 73507

1. **Call Meeting to Order.**

Action: Roll Call

Members Present: Whitson, Buckley, Lazarte, Thomas, Chamorro Society and Filipino American Association.

Members Absent: Sprague, Antoine, Sauders, American Indian Club, Mexican Folkloric Dancers and Journey Productions.

Staff Present: Poudrier and Neeley

2. **Verify positing of meeting.**

Action: Verification of posting time, place, and date. – Verified.

Consent Agenda:

3. Approval of June Minutes

4. Approve June Financials

Poudrier reported that the financials were not available at this time, they will be available at the next month's meeting. Motion by Chamorro Society, second by Lazarte to accept June Minutes as presented. Roll call results. Buckley, Lazarte, Chamorro Society and Filipino American Assoc. voted yes. Thomas abstained. Motion Carried.

Chair's Report:

Whitson reported that the committee members needed to work on sponsorships and brochure ads. She spoke with Neeley earlier today and so far, they have three sponsorships. She asked that members talk with people they know, Neeley provided a packet to hand out to protentional sponsors. Buckley suggested assigning members businesses to talk with, this will allow all members to know who everyone has contacted. Discussion ensued. Lazarte will check with the business she works at. Filipino American Assoc. offered to help call businesses to get sponsorships. Discussion ensued. Members requested a list of business who sponsored or bought a brochure ad in previous years. Neeley advised she will gather this information and provide to the committee members.

Committee Reports:

5. Brochure Ad Sales / Sponsorships – (Filipino American Assoc.) – See Chairs report. Filipino American Assoc. agreed to be on this committee. Discussion ensued on how much 500 brochures were last year. Poudrier could not advise an amount without looking at the records.

Poudrier reported using the QR code at the Freedom Festival went really well. People were using the code to look up vendors and entertainment.

6. Marketing / Publicity / Social Media – (Dinah) – Lazarte reported Social Media is getting lots of views.

Whitson asked if Poudrier found the misters in the stuff for the International Festival. They had bought some and had never used them. She wanted to be able to put some out this year due to the heat. Poudrier remembered seeing something, he will get with Whitson when he finds them again.

7. Parade of Nations / Opening Ceremony – (Keali) – Whitson asked if she was going to perform at the festival. She asked Neeley to confirm if she was going to perform or just coordinate the parade.

8. Entertainment
 - a. South Stage – (Buckley) – Buckley reported Melby resigned and she will be happy to take over the south stage.
 - b. North Stage – (Lazarte) – Lazarte reported she needs volunteers. She request older volunteers.
 - c. Interactive Area & Roaming Performers – (_____) – Lazarte reported so far the balloon guy has been scheduled.
 - e. Children's Area – MHS Key Club – Buckley reported this is ready. She needs to get with Sauders when the homecoming is to develop a schedule for when this event will open.
9. Volunteers – (Thomas) – Thomas reported she has a list and is ready. Neeley advised schools are not notified till the first of August. Whitson asked if the motorcycle clubs have been notified. Neeley had contacted everyone on the list. Poudrier reported at the Freedom Festival Disney Princesses were available for entertainment for the kids. This was a big hit and only cost around \$1000.00 for three days. Whitson asked if the characters from Wizard of Oz could also come out. Neeley reported Red Pepper had a group wanting to come out and perform, she will get contact information and bring to next month's meeting. Filipino American Assoc. suggested an Elvis Presley impersonator. She knows someone in the OKC area that is willing to come out.
10. Decorations – (Lazarte) – Lazarte asked if the Marines were able to help out again this year. As it is she has a hard time putting things up and down. Poudrier reported he no longer has a contact at the Marines. Whitson suggested getting with Stavis Morman, he knows were to take paperwork.
11. Drink Booth (contracts & Licensing) –(Sprague) – No report
12. Information Booth – (Thomas) – Ready. Whitson reported they needed to set up a schedule to do inventory. Discussion ensued. Whitson, Thomas and Lazarte agreed to do inventory on Friday, July 22nd at 4:00 at Carnegie Town Hall Library.

Staff Reports:

13. A&H Administrator:
Arts Coordinator Position is Open; Digital/Virtual Project #2 complete, 3rd and 4th digital projects commenced – Poudrier reported the Arts Coordinator Position is open, he is wanting to split this position into two part time positions to allow someone from different strengths to apply. The digital visual project has been completed. They shot Pan American Society and the interview was in English and Spanish. Filipino American Association agreed to also be involved.
14. Special Events & Outreach Coordinator/A&H Admin: Sponsorships, Vendors – See item #1

Business Items:

15. Consider approval of Display, Food, and Sales Vendors. – Members were able to review the vendors who put in an application. Neeley reported Red Pepper/Global Food Market has asked for a price break. As it stands, they will be spending \$15,060 in booth fees and with the price break they will only have to pay \$1175 in booth fees. Open Arms Behavior Health and Freedom Ranch and Lawton Public Library asked for a fee waiver. Members agreed to waive fees, they asked that Lawton Public Library comp signs and lamination for the festival. Buckley asked that Spoken Word Ministries not be placed by the stage due to smoke issue. Members wanted Neeley to contact BBQ places to be a vendor at the festival. Motion by Lazarte, second by Thomas to accept Display, Food, and Sales vendors giving fee waiver to

Open Arms Behavioral Health and Freedom Ranch and Lawton Public Library with ability to comp festival signs and lamination and give price break to Red Pepper/Global Food Market. Roll call results: Buckley, Lazarte, Thomas, Chamorro Society and Filipino American Assoc. voted yes. Motion Carried.

16. Consider approval of Volunteer Performers. – Poudrier reported they have ten applications for volunteer performers locked in. They still need to put in request to the 77th Army Band. Buckley asked that all performers be offered water. Last time only the headliners were allowed water.

Poudrier reported that Liberty National Bank donated a pallet of water to the Freedom Festival, he feels confident that if members contacted them, they would donate a pallet of water to the International Festival if anyone was willing to reach out.

Poudrier asked if they were willing to extend the deadline for vendor applications to August 2nd. The executive committee can vote on late vendors. And extend the volunteer performer application to September 6th. Requests will be posted on the social media sites, and he ask committee members to share the posts. Committee members voted to approved extending of deadlines.

17. Consider approving selection of T-Shirt producer for International Festival 2022. – Whitson reported in previous years they used Stanton's. They chose the Chili/Brick color T-shirts. Filipino American Association said her family members out of Canada has a T-shirt business and willing to give the committee a deal. She will reach out and get a quote for the next month's meeting. They have a one-week turnaround if they are able to give a design to the company in time. Discussion ensued and the item was tabled until next month when quotes could be seen.

Old Business: None

New Business: None

Announcements: None

Adjournment:

Chair Whitson adjourned the meeting at 7:09pm

Chair

Date Approved