

**Minutes
Special Meeting
International Festival Committee
Tuesday, July 9, 2015 - 6:00 pm
McMahon Auditorium Lobby**

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Whitson, *Sprague, *Ayala, Buckley, Coleman, Lazarte, Limon, Sotelo, American Indian Club, Chamorro Society, Filipino American Club, Friends of the Library, and Mexican Folkloric Dancers

MEMBERS NOT PRESENT: Roldan, Tatum, Latin American Community, and Lawton Public Library.

STAFF PRESENT: Whipp and Gilbert

Chair Whitson called the meeting to order at 6:08 p.m. and declared a quorum.

VOTING ITEMS

1. Consider approving minutes of June 2, 2015 meeting. – (*Sprague left) MOTION by Buckley, with second by Filipino American Club to approve the minutes of June 2, 2015. Roll call results: Buckley, Coleman, Lazarte, Limon, Sotelo, American Indian Club, Chamorro Society, Filipino American Club, Friends of the Library and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
2. Consider approving June financial report. – (*Ayala entered) Whipp reviewed the financial report. MOTION by Friends of the Library, with second by Limon to approve the June financial report. Roll call results: Ayala, Buckley, Coleman, Lazarte, Limon, Sotelo, American Indian Club, Chamorro Society, Filipino American Club, Friends of the Library and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
3. Approve 2015 display vendors. – MOTION by Ayala, with second by Sotelo to approve the 2015 display vendors as presented. Roll call results: Ayala, Buckley, Coleman, Lazarte, Limon, Sotelo, American Indian Club, Chamorro Society, Filipino American Club, Friends of the Library and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
4. Approve 2015 sales vendors. – Whipp reviewed new submissions and noted that AgVocates (The Teacher's Pets) Petting Zoo and HHH Entertainment, L. L. C. will be required to provide insurance certificates. Discussion ensued regarding several vendors. Any vendor booth that involves live animals is required to post signage that patrons participate at their own risk. Gary's Fashions selling t-shirts below festival t-shirt prices; consensus being that vendor must adhere to the established guidelines. Gilbert will notify vendors and confirm that they will adhere to these requirements. MOTION by Sotelo, with second by Ayala to approve the 2015 sales vendors as presented, provided all adhere to requirements as stated above. Roll call results: Ayala, Buckley, Coleman, Lazarte, Limon, Sotelo, American Indian Club, Chamorro Society, Filipino American Club, Friends of the Library, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.

5. Approve 2015 food vendors. – Whipp reviewed the new submissions and noted that HIP will partner with IFC to provide meals for volunteers. Discussion ensued regarding limited number of vendors selling funnel cakes and that staff should contact them and let them know of item popularity so they can be prepared. Additionally, any vendor with water and/or soda listed will be required to remove these items from their menu before final approval. MOTION by Ayala, with second by Sotelo approve the food vendors as stated above. Roll call results: Ayala, Buckley, Coleman, Lazarte, Limon, Sotelo, Chamorro Society, Filipino American Club, and Mexican Folkloric Dancers voted yes. Friends of the Library and American Indian Club Abstained. MOTION CARRIED.

CHAIR'S REPORT

No report

VICE CHAIR'S REPORT

No report

COMMITTEE REPORTS

6. Brochure Ad Sales / Sponsorships - Whipp reviewed brochure ads received and noted that the brochure would be one fold smaller than last year's brochure.
7. Marketing / Publicity – Whipp reported that the winning poster has been drafted by the COL print shop. She stated that the student winner lives in Japan and will not be present during the festival, and that staff will work with newspaper to see if they will do a story about her and the festival.
8. Entertainment Selection – Lazarte reported that all volunteer entertainers were approved.
9. South Stage – Tatum – No report
10. North Stage – Lazarte – No report
11. Street Dance – Sotelo encouraged participation by IFC and that a variety of music will be played.
12. Interactive Area – Chavez – No report
13. Roaming Performers – The Lawton Harmony Chorus (Sweet Adelines) are the only group who has requested being a roaming performer. Whitson suggested committee members wear their traditional dress, walk through the festival grounds and provide patrons with information about their native country. Buckley recommended asking the general public to wear the native dress when they attend the festival in all press releases.
14. Children's Area – Buckley reported that she will do an inventory, but that only limited supplies will need to be purchased this year. She reported that children's area will be available on Saturday and Sunday.
15. Information Booth – Coleman reported he is ready and suggested lowering the IF t-shirt prices. Whipp stated that quotes have not yet been received, but will be available at the August meeting.

16. Volunteers – Coleman – Limon confirmed that he will pay to feed lunch on Friday. Coleman volunteered to cover the pizza cost to feed decorating volunteers on Tuesday, Wednesday and Thursday nights of festival set-up week.
17. Decorations – Lazarte stated that she will inventory the decorations in storage and order any needed items.
18. Tree Decorating – Chavez – No report
19. Beer Booth – Sprague – No report
20. VIP Area – HIP - Whipp stated that HIP will serve volunteers hot dogs, chips and a drink.

ADMINISTRATOR'S REPORT

None

OTHER/NEW BUSINESS

Coleman inquired if vendors and/or performers could still submit an application.

Buckley reported that the gentleman who plays the bagpipes has confirmed participation at the Opening Ceremony and as a roaming performer on Saturday.

Whitson reported Kealii Thompson has confirmed that she will coordinate the Parade of Nations.

ADJOURN

Chair Whitson adjourned the meeting at 7:10 p.m.

Chair

Date Approved