

**Minutes
Regular Monthly Meeting
International Festival Committee
Tuesday, July 10, 2012 - 6:00 pm
Lawton Public Library – Meeting Room 2**

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Whitson, Auwen (LAHC), *Ayala, Limon, Ronio, Tatum, American Indian Club, Chamorro Society, Filipino American Club, and Friends of the Library

MEMBERS NOT PRESENT: Sprague, Ash, Roldan, Sotelo, Wyatt, All Nations Baptist Church, Latin American Community, and Mexican Folkloric Dancers

GUEST: Jackson (LHS Key Club), Lazarte, Mr. Ronio (Lasting Impressions), and Snider (Friends of the Library)

STAFF PRESENT: Whipp and Journey Productions

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

ITEMS REQUIRING ACTION

1. Consider approving minutes of June 5, 2012 meeting. – MOTION by Friends of the Library, with second by Filipino American Club to approve the minutes of the June 5, 2012 meeting as presented. Roll call results: Auwen, Limon, Ronio, Tatum, American Indian Club, Chamorro Society, Filipino American Club, and Friends of the Library voted yes. MOTION CARRIED.
2. Consider approving June financial report. – MOTION by Ronio, with second by Tatum to approve the June financial report as presented. Roll call results: Auwen, Limon, Ronio, Tatum, American Indian Club, Chamorro Society, Filipino American Club, and Friends of the Library voted yes. MOTION CARRIED.
3. Consider purchasing tables and chairs from the Equipment Replacement Fund. – Whipp reported that tables and chairs have been lost or no longer usable due to years of use and would like to purchase tables and chairs to replenish the inventory. She stated these items would be purchased from the Equipment Replacement Fund if the LAHC approved the purchase. (*Ayala entered) MOTION by Ronio, with second by Tatum the purchase of tables and chairs as stated. Roll call results: Auwen, Ayala, Limon, Ronio, Tatum, American Indian Club, Chamorro Society, Filipino American Club, and Friends of the Library voted yes. MOTION CARRIED. Item will be placed on LAHC August voting agenda for approval of funds.
4. Consider a sponsorship for the 7th Annual Children's Safe House "Trunk or Treat". – Whipp asked if the committee would like to sponsor this event again and stated that for 2011 the IFC gave a \$100 sponsorship and each member/organization donated a bag of candy. MOTION by Ronio, with second by Tatum to sponsor the 7th Annual Children's Safe House at the same level as 2011. Roll call results: Auwen, Ayala, Limon, Ronio, Tatum, American Indian Club, Chamorro Society, Filipino American Club, and Friends of the Library voted yes. MOTION CARRIED. (Ayala left)

5. Consider approving vendor selection guidelines. – Whitson reported that the guidelines were approved in 2009 and that the committee should review and consider making any changes for 2012. Whipp read guidelines that were approved at the April 7, 2009 meeting. Discussion ensued with the consensus to not modify current guidelines, but to review them post festival for possible changes for the 2013 festival. MOTION by Ronio, with second by Filipino American Club to approve the vendor selection guidelines as established in 2009. Roll call results: Auwen, Limon, Ronio, American Indian Club, Chamorro Society, and Filipino American Club voted yes. Tatum and Friends of the Library voted no. MOTION CARRIED.
6. Consider purchasing children's t-shirts. – Chair Whitson asked if the committee would consider purchasing children's shirts this year, as it has been several years since they had and that she does have requests for them. She recommended purchasing three dozen. Discussion ensued with the general consensus being to order three dozen shirts in pink and light blue with the festival child and lettering "International Festival, Lawton OK" on the front in black ink, but no year listed. MOTION by Ronio, with second by Friends of the Library to proceed with getting quotes based on the general consensus as stated. Roll call results: Auwen, Limon, Ronio, Tatum, American Indian Club, Chamorro Society, Filipino American Club, and Friends of the Library voted yes. MOTION CARRIED.

CHAIR'S REPORT

7. Sign up for 2012 Committees – The sign-up sheet was passed around with Chair Whitson noting that the Interactive Area and Volunteer Committees still need a Chair. She also announced that Solis' had submitted her written resignation and nominations to fill the vacancy would be voted on at the August meeting.
8. Vendor Applications - Chair Whitson stated that vendor applications will be reviewed and juried immediately following the meeting for those who could stay.

VICE CHAIR'S REPORT

2012 COMMITTEES

9. Brochure Ad Sales / Sponsorships – Ronio, Chair – Ronio reported on ad sales and sponsorships stating that this year's brochure will be smaller due to lack of ads being purchased.
10. Entertainment Selection – Ronio, Chair – Ronio reported that all but one new performer was approved and the one that was not did not provide a DVD of an actual performance and was not in costume either.
11. Interactive Area – Whitson reported that SCA would not be participating this year, but that the medieval group out of Norman has been issued an invitation to participate.
12. North Stage – Lazarte, Chair – Lazarte reported she is working on getting her team of volunteers together.
13. South Stage – Tatum, Chair – Tatum reported all is good, but needs volunteers to help.
14. Children's Area – MHS Key Club – No Report

15. Information Booths – Whitson, Chair – Whitson reported that she is looking at sales items to order and that she plans to decrease the t-shirt order anticipating a decrease in sales for male patrons due to the design.
16. Volunteers – Whitson reported that the request for the marines has been submitted.
17. Decorations – Lazarte, Chair – Lazarte stated that new skirting and bunting for the stages will be purchased and decorating will start on Tuesday night, September 25th, following the meeting and asked for all members to assist.
18. Tree Decorating – Chavez, Chair – No Report
19. Beer Booth – Sprague, Chair – No Report
20. VIP Tent – Garrett Jackson, LHS Key Club – Jackson reported that they are planning to provide additional food items this year and that the club will provide funds to purchase some of the food in conjunction with IF's budget and donations.
21. Festival History - No Report

ADMINISTRATOR'S REPORT

22. COL Birthday Celebration - August 6 @ 5pm @ New City Hall – Whipp provided an overview of the activities planned and distributed flyers.
23. Budget Updates – Whipp provided an update on City of Lawton and Oklahoma Arts Council budgets stating that festival appropriations from both have remained the same as 2011.
24. General Updates - None

OTHER/NEW BUSINESS

ADJOURN

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

Chair

Date Approved