

**Minutes
Regular Monthly Meeting
International Festival Committee
Tuesday, July 11, 2017 - 6:00 pm
McMahon Auditorium Lobby**

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Whitson, Sprague, Thomas (LAHC), Offield (LAHC), Wyatt, *American Indian Club, and Chamorro Society

MEMBERS EXCUSED: Filipino American Club

MEMBERS NOT PRESENT: Buckley, Thompson and Mexican Folkloric Dancers

STAFF PRESENT: Whipp and Neeley

VISITORS: Chanthalya Keo

Chair Whitson called the meeting to order at 6:02 p.m.

VOTING ITEMS

1. Consider approving minutes of June 6, 2017 meeting. MOTION by Chamorro Society SECOND by Thomas to approve minutes of June 6 meeting. Roll Call results: Sprague, Thomas, Wyatt, and Chamorro Society 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 Thomas SECOND by Chamorro Society to approve June financial report. Roll Call results: Sprague, Thomas, Wyatt and Chamorro Society voted yes. MOTION CARRIED.
3. Consider awarding security bid for 2017 IF. Whipp reported that only one bid was received from Sergeant's Security at a rate of \$15.00 per hour per guard. MOTION by Wyatt SECOND by Chamorro Society to award the 2017 security bid to Sergeant's Security. Roll Call results: Sprague, Thomas, Wyatt, and Chamorro Society voted yes. MOTION CARRIED.
4. Consider awarding t-shirt bid for 2017 IF. Whipp reported that only one bid was received from Stanton's Screen Printing for the t-shirts. Prices are S-XL \$8.75, 2XL \$9.75 and 3XL \$10.75 and their recommendation is to print the design on a light color shirt. Black is harder to do and the ink would be much thicker and therefore not wear as well and would cost \$1 more per shirt. Discussion ensued and the consensus is to have them send a mock up on light blue, heather and grey shirts. MOTION by Chamorro Society SECOND by Thomas to award t-shirt bid to Stanton's. Roll Call results: Sprague, Thomas, Wyatt and Chamorro Society voted yes. MOTION CARRIED.
5. Consider establishing 2017 t-shirt prices. Whipp reported that the t-shirt prices for the past several years were S-XL \$12.00, 2XL \$13.00 and 3XL \$14.00 and that historically they are marked down to \$5.00 on Sunday afternoon at 3:00 p.m. Discussion ensued with the consensus being to leave the prices the same as previous years. MOTION by Thomas SECOND by Chamorro Society to establish the 2017 t-shirt prices as stated. Roll Call results: Sprague, Thomas, Wyatt and Chamorro Society voted yes. MOTION CARRIED.

6. Consider nomination of Shelia Olsen to the IFC. Whipp reported that this item was tabled last month with members asking Ms. Olsen to attend a meeting so they could meet her. Whipp stated she was unable to attend tonight's meeting but did send a short bio which was shared with the committee. Discussion ensued and the consensus was to again table the item and see if she can attend the August meeting.
7. Approve 2017 display vendors. Whipp reviewed the display vendors (see attachment) noting the new submissions. Whipp explained that the Jehovah's Witnesses had submitted their application late and when asked about it they had conflicting stories in regards to mailing it to wrong location then saying they dropped it off not mailed when asked for the envelope to show that it was post marked by the deadline. She also stated it was incomplete as display vendors must provide a copy of the literature they plan to disseminate from their booth. This information was received only after Neeley called and asked for it for the meeting. Discussion ensued with the consensus being to not approve the Jehovah's Witnesses application due to being late and incomplete. MOTION by Chamorro Society SECOND by Thomas to approve the 2017 display vendors with the exception of Jehovah's Witnesses. Roll Call results: Sprague, Thomas, Wyatt, American Indian Club and Chamorro Society voted yes. MOTION CARRIED.
8. Approve 2017 sales vendors. Whipp reviewed the sales vendors (see attachment) with new vendor's applications being reviewed and discussed. MOTION by Chamorro Society SECOND by Thomas to approve the 2017 sales vendors as presented. Roll Call results: Sprague, Thomas, American Indian Club and Chamorro Society voted yes. Wyatt Abstained. MOTION CARRIED.
9. Approve 2017 food vendors. Whipp reviewed the food vendors (see attachment) with new vendor's applications being reviewed and discussed. MOTION by Thomas SECOND by Chamorro Society to approve the 2017 food vendors as presented. Roll Call results: Sprague, Thomas, Wyatt, and Chamorro Society voted yes. American Indian Club Abstained. MOTION CARRIED.

CHAIR'S REPORT

2017 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.

Whipp reported that Tabitha Beckman has moved out of Lawton and will not be volunteering as stage manager; therefore, we need someone to manage the south stage. Whitson suggested asking Neil West.

VICE CHAIR'S REPORT

No Report

2017 COMMITTEES

10. Brochure Ad Sales / Sponsorships – Whipp reported Cheatwood has started on the brochure layout, and the brochure will be the same size as last year.
11. Marketing / Publicity – Whipp reported that Cheatwood is doing press releases and posting on social media. She also announced the City's new website and that information has been posted on it.
12. Entertainment Selection – Lazarte – Whipp reported that Lazarte is reviewing the perform applications and once approved Morman will start on the schedule.
13. Entertainment:
 - a. South Stage – See Chair's Report
 - b. North Stage – Lazarte – No Report

- c. Street Dance – DJ Steve has confirmed he will do the street dance. Letter of Intent has been received and contract will be done in August.
 - d. Interactive Area – Whipp reported the telescope guy is planning to participate if he has fully recovered from surgery. The amateur radio club will not be with us this year and Whitson is waiting on confirmation from Mac Color Guard.
 - e. Roaming Performers – Sweet Adelines and 77th Army Band will have roaming performers this year. Offield stated she is working on getting roaming performers.
- 14. Children's Area – Buckley – No Report
 - 15. Information Booth – Whitson/Thomas – Whitson stated they will be taking inventory on Thursday to determine what needs to be purchased this year. Discussion ensued on the budget for purchasing items that are sold at the information booth and what things might sell well. Whitson stated they will need to order more balloons as they always sell out each year.
 - 16. Volunteers – Thomas – Thomas stated that she is working on volunteer stations and job descriptions for each area. Whitson referred her to the information in the volunteer book that Neeley has from last year.
 - 17. Decorations – Lazarte – No Report
 - 18. Tree Decorating – Chavez – Whitson asked everyone to be on the lookout for the "Star Lights" to decorate the trees. She stated they add so much to the festival grounds with little work.
 - 19. Beer Booth – Sprague – Everything is ready for festival.
 - 20. Drink Booths – Sprague – Sprague reported that the Executive Committee will meet with Stuart from Pepsi on Thursday, July 13th to discuss the drink booths so he will have more details at the August meeting.
 - 21. Feeding Volunteers – Discussion ensued on feeding volunteers to include what has been done in the past as well as what might work for this year. No decision was made.

ADMINISTRATOR'S REPORT

- 22. General Updates - Whipp reported that she has not received the grant notifications from OAC for FY17-18, but everything else is on track for festival.

OTHER/NEW BUSINESS

Wyatt stated he would like to nominate his guest, Chanthalya Keo for the IFC. Whipp asked that he submit her name to Neeley with a short bio and to invite her back to the August meeting.

ADJOURN

Chair Whitson adjourned the meeting at 7:32 p.m.

Chair

Date