

**Minutes
Monthly Meeting
International Festival Committee
McMahon Memorial Auditorium
July 11th, 2023 – 5:30 pm**

1. CALL TO ORDER

Roll call

Members Present: Thomas, Lazarte, Asetamy, Buckley, Bushor, McManus*, Millnamow, Nededog*, Jerson Romero, Myrna Romero, Rudd, Canton

Members Absent: Alandzes, Beck, Epps, Reynolds, Rogers, Sasseen, Sauders, Howell, Bradt

Staff Present: Poudrier, Morman, Williams

Guests Present: Morita, Fullerton

At this time, Poudrier introduced the new Arts and Humanities Administrative Assistant, Reagan Williams, and Winnie Morita introduced the new Vice President of the Filipino American Association, Evelyn Fullerton.

(Nededog and McManus Enter)

2. VERIFY POSTING OF MEETING

Action: McMahon Memorial Auditorium Lobby – 5:30 – July 11th, 2023

CONSENT AGENDA

The following items are considered to be routine by the Arts and Humanities Committee and will be enacted with one motion. Should Discussion be desired on an item, that item will be removed from the Consent Agenda prior to action and Considered separately.

3. Consider approving minutes of June 6, 2023 meeting.
4. Consider approving financials.
 - a. Bushor had some questions on the \$4,000 and \$900 deductions to the Financials.
 - b. Poudrier explained that the \$4,000 deduction was for the annual audit that is to be split between the International Festival Committee and the McMahon Auditorium Authority and the \$900 deduction was to pay for Los Altos Inc., one of International Festival's headlining acts.
 - c. Poudrier went on to explain that there were two deposits from sponsors (Fort Sill Federal Credit Union and Bluepeak) that amounted to \$3,500.
 - d. Bushor asked if there was a way to have a few people on the committee get together and do the audit ourselves instead of paying an external entity. Poudrier explained that we have to have an external audit and that is has to be done by an accountant.

Motion by Millnamow to table the approval of the June 6, 2023 minutes and to approve the financials. Second by Jerson Romero.

Roll call results: Lazarte, Asetamy, Buckley, McManus, Millnamow, Nededog, Jerson Romero, Myrna Romero, Rudd, Canton voted yes. Motion carried.

CHAIR'S REPORT

5. Announcements, memberships, & Committee Work

- a. T-Shirt designs for the 2023 International Festival discussion
 - i. Bushor asked if there is a possibility to make the logo on the front of the shirts be in color vs. just black. Thomas will ask the t-shirt order place if possible.
 - ii. There was some discussion on the price, who we were ordering from (local, nationally, or internationally)
 1. The design will determine the price
 2. We are currently looking to order from a local shirt design/printer
 - iii. Bushor asked if he could take the PDF of the shirt designs and find a cheaper quote. Thomas agreed that if he could find a cheaper price, then he can bring it up to the committee
 - iv. Motion by Rudd to select the sand colored t shirts with the festival child design. Second by McManus. All in favor, motion carried

VICE CHAIR'S REPORT

6. Announcements and Vendor Applications

- a. Thomas announced that they will start setting up in the park starting on Tuesday, September 19th. Lazarte will have a list of duties/tasks to complete to set up the park. They ask that anyone capable of coming to set up, please let them know.

COMMITTEES REPORTS

7. Vendors – Subcommittee

- a. Poudrier reported that there are a list of vendor that have been received in the packets. A total of 6 volunteer performers, 13 sales booths, 24 food booths, 3 display booths, and 1 special booth. Poudrier suggested to extend the deadline to allow more vendors to apply.
- b. Bushor asks if there was a way that we could promote the vender applications on KSWO or the radio stations
 - i. Poudrier answered that part of the Arts and Humanities office support is sending out press releases and promoting the festival in its entirety, including application deadlines.

8. Sponsorships/brochure ads

- a. Thomas reported on the sponsorships received
 - i. Monetary sponsorships
 1. Lawton Optimist Club - \$190
 2. Arvest - \$1000
 3. Bluepeak - \$3000

4. Walmart - \$750
- ii. In Kind Sponsorships
 1. Bar S – 1000 hot dogs
 2. Liberty – 30 cases of water
 3. Pepsico – Portable tubs and rolling coolers
 4. Arvest – Gas Grill
- b. Poudrier and Thomas reported on possible sponsorships that the committee can reach out to for help funding the.
 - i. Lawton Fort Sill Chamber of Commerce
 - ii. City of Lawton
 - iii. International Festival Budget
 - iv. MAA
9. Marketing/publicity/social media
 - a. Thomas reported that the Arts and Humanities office will design and fold the maps and brochures for IFC 2023
10. Parade of Nations/opening ceremony – Kealii
 - a. No Report
11. Entertainment
 - a. South Stage – Melissa Beck and Taron Epps
 - i. No Report
 - b. North Stage – Dinah Lazarte, Jerson Romero, Myrna Romero, Chair and Vice Chair
 - i. No Report
 - c. Interactive Area – Buckley
 - i. Buckley printed up her report along with a time table of performers, both tentative and confirmed.
 - ii. Millnamow reported that he has a friend who does square dancing and would be interested in performing in the Interactive Area and on the festival stages.
 - iii. Thomas expounded on the “strings” performer. He is a retired librarian and he does a lot of tricks and was a hit last year.
 - iv. Buckley reported that the Society of Creative Anachronism are still tentative
 - d. Children’s Area – Sauders
 - i. No report
 - e. Performer Selection – A&H Office
 - i. Morman reported on the headline performers for this years festival.
 1. Friday Evening –Los Altenas and Beyond the Pale
 2. Saturday Evening – Motown Alex and the 77th Army Band
 3. Sunday – Extreme Animals and they are looking into getting a science show possibly for the second stage.
 - ii. Buckley had a question on the “Zumba” volunteer performer applications. Thomas explained that they are a diverse group out of Fort Sill who exercise through Zumba. Thomas reported that they have a wide range of ages and are from a very diverse background.
 - iii. Morman suggested that we reach out to past performers to see if they were interested.

- f. Volunteers – Thomas
 - i. No report
- 12. Decorations
 - a. Thomas reported that Tues. Sep. 19th will be a Decoration Day – Lazarte will have a list of what all we will need to get done, i.e. hanging flags, hanging lights, etc.
 - b. Thomas said that there will still be the regular monthly meeting on Tues. September 5th.
- 13. Beer Booth
 - a. Thomas reported that Mark Sprague has resigned due to health issues and is approaching another group to man the beer booth.
- 14. Drink Booth – Rudd, Rogers, Chair and Vice Chair
- 15. Information Booth

STAFF REPORTS

- 16. A&H Administrator: City of Lawton Collaboration and Assistance
 - a. Poudrier reports that the Arts and Humanities Budget did not improve from last year, but about \$9000 of the Professional services budget will go to aiding the International Festival and to the payment for Journey Productions.
 - b. Milnamow asked about the trailers that were mentioned in a previous meeting and Poudrier confirmed that they will be getting 5 bumper pull trailers that will be able to transport the stages, tables, and chairs. Each trailer will have two locks to ensure that they will not grow legs and run away. Poudrier explained that the plan is to either store them down at the City of Lawton's vehicle yard or over at the National Guard Armory.
 - c. Thomas mentioned that she and Poudrier were talking about the possibility of purchasing chairs in the future that can be rented out when the International Festival Committee are not using them. Thomas and Poudrier's thinking was that this would save the committee money in the long run if they do not have to rent the chairs from Journey Productions. There was some discussion about how and when to purchase, either all at once or incrementally.
 - d. Milnamow had some questions on whether the festival grounds will ADA compliant with patrons in wheelchairs and walkers. Thomas and Lazarte reported that the festival grounds are ADA compliant and that there will be golf carts available to help those with physical limitations. Thomas said that they usually rent those carts, she asked Jerson if it was possible to borrow the carts from the Apache Casino as an in-kind sponsorship.

BUSINESS ITEMS

- 17. Consider Approving vendor Applications and extending deadline and take action and make recommendations as necessary.
 - a. Lazarte mentioned that if they were to extend the deadline, they could capture more business and have more variety for festival goers.

- b. There was some discussion on whether or not someone needed an actual food license to be a food vendor at the International Festival. Lazarte answered at least one person stationed at the booth must have a food handlers permit at all times.
 - c. Buckley asked if it was possible to condense the vendor application as it was very wordy and hard to get through. Poudrier answered that the creation of the packet was up to the Vendor subcommittee. He said that it was too late to change it for this year because everyone was in agreeance with it, but the committee can look at condensing it next year.
 - d. Motion by Bushor to extend the vendor deadline to July 31, 2023. Second by Millnamow. All in favor, motion carried.
18. Consider approving recommendations and take action as necessary on T-Shirt Design.
- a. Discussed and took action in section 5, subsection a.
19. Consider and take action as necessary on contracted layout and support assistance by Journey Productions
- a. Poudrier handed out a packet that has a quote from Journey productions on what will be rented. It did not include the set up and services charges.
 - b. Bushor had a question on what exactly was meant by "Tent general safety light". Poudrier explained that because the performances will go into the nighttime, the safety light is needed to light up the stage. Bushor suggested that he might be able to get generator lights from Fort Sill instead that wouldn't cost anything.
 - c. Buckley asked if the orange fencing that is put around the childrens area is put up by the city or if it is a rental. Poudrier answered that it is put up by the city. Buckley had some safety concerns about the fencing and the tent stakes that stick up far off the ground. Her suggestion was to use foam pool noodles to cover them so that they become less of a hazard. Bushor suggested using sandbags. Lazarte mentioned that some sandbags are provided by the people who set up the tents.
 - d. Motion by Bushor to table this business until next month. Second by Millnamow. All in favor, motion carried.

OLD BUSINESS

N/A

NEW BUSINESS

N/A

ANNOUNCEMENTS

- Morman announces that the McMahon Memorial Auditorium will be hosting its first season opener on July 29th, A Country Music Showcase dedicated to benefitting the inclusive playground that is being installed in Elmer Thomas Park. She invited everyone to come and enjoy a night of good country music featuring Jae L. Stillwell and Kyle Dillingham.

- Buckley mentioned that it is a park not just for children with disabilities, it will be for all ages and for the grandparents to safely play without the fear of falling through holes and hurting themselves.

ADJOURNMENT – 6:45pm

Signature

Date Approved