

**Minutes
Monthly Meeting
International Festival Committee
McMahon Memorial Auditorium
August 1st, 2023 – 5:30 pm**

CALL TO ORDER

1. Roll call

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

Members Absent: Alandzes, beck, Epps, Millnamow, Sasseen, Sauders

Staff Present: Poudrier, Morman, Williams

VERIFY POSTING OF MEETING

2. Action: Verification of posting time, place, and date

CONCENT 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 past minutes.
4. Consider approving financials.

Motion by Nededog to approve the past minutes. Second by Rogers.

ALL voted yes. Motion carried.

Motion by Bushor to approve the financials. Second by Jerson Romero.

ALL voted yes. Motion Carried.

CHAIR'S REPORT

5. Announcements, memberships, and Committee work.

Thomas reported on the McMahon Auditorium Authority's decision to not ratify the festival committee choice of t shirt color. She explained that the Authority preferred the mint to the sand. Thomas then went on to explain that she went by the shirt printing company and they will be able to print on both the shirt colors. Bushor went on to announce that he to went by a local shirt printing company who quoted \$15 per shirt. Thomas then reported that the original company quoted \$13.50 per shirt and Bushor agreed that the festival committee should continue with the original company.

Thomas reported that the festival committee has received over \$6500 in monetary donations, multiple in-kind donations, and that Poudrier was able to obtain a grant to aide in paying the headlining performers and additional advertising.

*Lazarte and Rudd enter

Thomas announced that the next meeting is the last meeting before the festival, and it is imperative that all members are present. She also announced that Decorating for the festival will start on Tuesday, September 19th and urged all the committee members to be present. She announced that Lazarte will have a list of duties to be finished.

VICE CHAIR'S REPORT

6. Announcements
none

COMMITTEES REPORTS

7. Vendors
Williams reported on the applications received for the display vendors, the sales vendors, and the food vendors. As the committee were reading the handout that Williams provided, Buckley noticed that a few vendors were missing from the food vendor list. At this point, Williams went back to the Arts and Humanities Office to print out a full list for the committee.
8. Sponsorships/Brochure Ads
Poudrier reported that once the City of Lawton Birthday celebration is finished, his team will start working on updating the website and designing the brochure.
9. Marketing/publicity/social media
Thomas asked that the committee go to radio stations and do interviews to get the word out about the festival. She also asked that the committee consider putting signs in their yards to help promote the festival as well.

Morman asked the committee, if they are on Facebook, to please like the International Festival Page and share it to their friends because that will get the word out as well.
10. Parade of nations/opening ceremony
Thomas announced that at this year's Parade of Nations and Opening Ceremony, the committee will Honor the Late Mrs. Chavez and Sally Herzig, and they will also Recognize Mark Sprague who recently retired from the committee.

Poudrier announced that his office is working on a naturalization ceremony on September 22nd right before the opening of the Festival.

11. Entertainment

a. South Stage

No update

b. North Stage

No update

c. Interactive area

Buckley reported that she has a few groups that need to be scheduled and that she will talk with Morman to get them settled.

d. Children's Area

No update

e. Performer selection

Poudrier reported on the volunteer performer applications received by the Arts and Humanities Office. Buckley asked how long the timeslots were and how many were available and Morman clarified that the amount of timeslots depends on the amount of performers and that the slots range from 30 minutes to an hour.

f. Volunteers

Thomas announced that she is currently working on volunteers and that she would accept suggestions from the committee.

12. Decorations

Thomas announced again that decorating for the festival will start on Tuesday September 19th, at 5:30pm in the park.

13. Beer Booth

Thomas announce that the local Knights of Columbus chapter will be running the beer booth.

14. Drink Booth

No update

15. Information Booth

Howell and McManus reported on the Items they have selected to sell at the information booth. They talked about ordering on the TEMU app instead of using the catalogues to save money.

STAFF REPORTS

16. A&H Administrator: City of Lawton Collaboration and Assistance

Poudrier reported that the search for a new maintenance worker may be over. His office has interviewed someone and offered the position. As for collaboration, Poudrier reported that his office will be contacting Marines in the hopes that they will be able to volunteer. His office will also be working on the brochure for the festival and the commercial.

BUSINESS ITEMS

17. Consider approving vendor applications and take action as necessary

Motion by Rudd to approve all vendors that applied. Second by Jerson Romero.

ALL voted yes. Motion carried.

18. Consider approving volunteer performer applications and take action as necessary

Motion by Buckley to approve all volunteer performers that applied. Second by Nededog.

ALL voted yes. Motion carried.

19. Consider approving t-shirt vendor selection and take action as necessary

Motion by Buckley to approve the t-shirt vendor. Second by Jerson romero.

ALL voted yes. Motion carried.

OLD BUSINESS

None

NEW BUSINESS

None

ANNOUCEMENTS

Poudrier announced the City Of Lawton Birthday Celebration that will be taking place on August 3. It is free and open to the public.

ADJOUNMENT – 6:25pm

