

**Minutes
Regular Monthly Meeting
International Festival Committee
Tuesday, August 2, 2016 - 6:00 pm
McMahon Memorial Auditorium - Lobby**

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Whitson, Sprague, Buckley, Limon, Thomas (LAHC), Thompson, American Indian Club, Filipino American Club, Friends of the Library and Mexican Folkloric Dancers

MEMBERS NOT PRESENT: Ayala, Chamorro Society and Latin American Community

STAFF PRESENT: Neeley and Whipp

**Chair Whitson called the meeting to order at 6:04 p.m.
and declared a quorum.**

VOTING ITEMS

1. Consider approving minutes of July 5, 2016 meeting. – MOTION by Friends of the Library, second by Filipino American Club to approve minutes of July 5, 2016 meeting. Roll call result: Sprague, Buckley, Limon, Thomas, Thompson, American Indian Club, Filipino American Club, Friends of the Library and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
2. Consider approving July financial report. – Whipp reviewed the July financial report. MOTION by Thomas, second by Limon to approve the July financial report. Roll call results: Sprague, Buckley, Limon, Thomas, Thompson, American Indian Club, Filipino American Club, Friends of the Library and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
3. Consider renaming the "Street Dance". – Sprague reviewed the two bids received from James Stevenson (DJ Steve) for \$350.00 and Journey Productions for \$425.00. Discussion ensued regarding possible names for the "dance" as well as hiring a DJ since no committee member has the equipment needed to do this activity. The general consensus is to hire James Stevenson which would be covered under the artist's fees of the approved projected budget, and continue to call this activity the "Street Dance". MOTION by Mexican Folkloric Dancers, second by Filipino American Club to retain the name "Street Dance". Roll call results: Sprague, Buckley, Limon, Thomas, Filipino American Club, Friends of the Library and Mexican Folkloric Dancers voted yes. Thompson voted no. American Indian Club abstained. MOTION CARRIED
4. Approve 2016 t-shirt prices. – Whipp reviewed the two quotes received: Stanton's small – XL = \$7.75 / 2XL = \$8.75 / 3XL = \$9.75 and Debbie Doe bid was \$9.65 per shirt all sizes. Discussion ensued on the color of shirt and what to charge noting that historically they have been marked down to \$5.00 on Sunday afternoon especially if there is a large inventory. Whitson stated that there were very few shirts left last year by end of festival. The consensus was to keep prices the same as 2015 (S – XL = \$12 / 2XL = \$13 / 3XL = \$14) and order shirts in "Cornsilk" as shown on the mock-up from Stanton's. MOTION by Thompson, second by Mexican Folkloric Dancers to keep prices the same as last year as stated above. Roll call results: Sprague, Buckley, Limon, Thomas, Thompson, American Indian Club, Filipino American Club, Friends of the Library and Mexican Folkloric Dancers voted yes. MOTION CARRIED
5. Consider feeding volunteers at festival. – Sprague reminded committee members that we partnered with Holiday in the Park last year, but they are not participating this year; therefore we need to decide if and how we will feed volunteers. Whitson stated that Dr.

Bellino is willing to donate \$1,250.00 to feed volunteers. Discussion ensued on feed volunteers and estimated number to expect. Filipino American Club suggested creating \$10.00 vouchers which would feed 125 volunteers. It was discussed that food coupons provided by every food vendor as part of the application fee valued at \$7.00 would still be used for committee members, city staff to include fire, police, P&R Department, Marines and IFC's grounds crew. MOTION by Filipino American Club, second by Thompson to feed volunteers as stated above. Roll call results: Sprague, Buckley, Limon, Thomas, Thompson, American Indian Club, Filipino American Club, Friends of the Library and Mexican Folkloric Dancers voted yes. MOTION CARRIED

6. Consider contracting with Extreme Animals for \$500 on Sunday afternoon. - Whipp reported that patrons really liked this show when they were here 2014. The cost is for a one hour show which would be scheduled for Sunday at 2:00pm on the South Stage. MOTION by Filipino American Club, second by Thompson to contract Extreme Animals as stated. Roll call results: Sprague, Buckley, Limon, Thomas, Thompson, American Indian Club, Filipino American Club, Friends of the Library and Mexican Folkloric Dancers voted yes. MOTION CARRIED
7. Consider not meeting on September 6th. – Whipp stated that all voting items are covered and subcommittees are ready to go. The consensus of the members is to not meet again until Tuesday, September 20th on site. Lazarte stated decorating would start that night as well and asked all members to help if possible. MOTION by Filipino American Club, second by Mexican Folkloric Dancers to not meet on September 6th. Roll call results: Sprague, Buckley, Limon, Thomas, Thompson, American Indian Club, Filipino American Club, Friends of the Library and Mexican Folkloric Dancers voted yes. MOTION CARRIED

CHAIR'S REPORT

Mandatory Performer's Meeting – Thursday, September 8th @ 6pm @ MMA Lobby. - Whitson noted that the mandatory performer's meeting is scheduled for September 8th @ 6:00pm here in the lobby. Whipp reported that Morman will finalize the schedule and notify groups to confirm date/time this week. Then once the site map is finalized the brochure layout will be sent to the printer which should be by the end of next week. Whitson also announced that Mac Color Guard would be performing at the IA on Friday evening.

VICE CHAIR'S REPORT

No report

2016 COMMITTEES

8. Brochure Ad Sales / Sponsorships – Whipp reported that the brochure will be the same size as last year with a total of seven full, one half and three quarter page ads.
9. Marketing / Publicity – Whipp reported that bank stuffers are available for members to take and distribute and that staff will email them when posters are ready and they can stop by the office to get them for distribution as well as yard signs.
10. Entertainment Selection - Completed
11. Entertainment:
 - a. South Stage – Whipp reported that thanks to Buckley we now have a south stage manager, Tabitha Beckman. Thompson volunteered to help since Beckman is new.
 - b. North Stage – Lazarte – No report
 - c. Street Dance – See item #3.
 - d. Interactive Area – Whipp reported area is by invitation only this year, and that Cheatwood has contacted several groups and it is coming together.

- e. Roaming Performers – No report.
- 12. Children's Area – Buckley – Gave an overview of the activities planned and displayed a Maraca made out of spoon, tape, plastic egg and beans that kids can make. She stated she is looking for projects that are inexpensive to do.
- 13. Information Booth – Whitson – No Report
- 14. Volunteers – Whitson – Whipp discussed that Neeley went to the Lawton Public Schools website and created an extensive database of all organizations and clubs. Buckley and Whitson will review and edit the list then letters will be delivered to the schools.
- 15. Decorations – Lazarte – Lazarte requested bins for each stage that has the needed supplies to decorate and will send list of those items to Whipp. Stage bunting is to be cleaned this year as it has not been cleaned for at least 12 years.
- 16. Tree Decorating – Chavez – They are ready.
- 17. Beer Booth – Sprague – No Report
- 18. VIP Area – See item #5.

ADMINISTRATOR'S REPORT

- 19. General Updates – Whipp reported that Nededog and Chavez will donate \$100.00 each and Sprague \$60.00 which should cover the purchase of pizza to feed decorating crews Tuesday through Thursday nights and set-up crews for Friday lunch. Whipp further reported that Oklahoma Arts Council did receive a 16.3% reduction in their budget and that has been passed down to grantees. The festival grant for 2016 is \$15,500.00 a 16% reduction from 2015. Whipp noted that the committee had decided to dedicate the festival to Sotelo and confirmed verbiage for the banner which will read "The 2016 International Festival is dedicated in memory of Ruben Sotelo". Discussion ensued on where to order the banner from and if a photo could be placed on it. Lazarte will send staff a photo and staff will research banner prices both on line (Vista Print) and locally.
- 20. Inclement Weather Procedure – Whipp distribute and reviewed the Incident Action Plan (ICS) regarding procedures that will be followed this year. She stated this is used for the Lawton - Fort Sill Freedom Festival and works well. She reviewed the procedures followed at the July 2nd event and how the plan was activated. She reported that a designated person such as Lt. Thorne of LPD would make the public announcement from the PA system and announcements would also be made at both stages. She stated that radios from the Fire Training Division will be available for members who would like to have one.

OTHER/NEW BUSINESS

No report

ADJOURN

Chair Whitson adjourned the meeting at 7:37pm.

Chair

Date Approve