



# *International Festival 2018*

*A project of the City of Lawton and the Lawton Arts & Humanities Council*



## **Minutes Regular Monthly Meeting International Festival Committee Tuesday, August 7, 2018 - 6:00 pm McMahon Auditorium Lobby**

Bobbi Whitson  
Chair

Mark Sprague  
Vice Chair

Molly Buckley  
Dinah Lazarte  
Allison Offield, LAHC Rep.  
Dory Thomas, LAHC Rep.  
Earl Wyatt  
American Indian Club  
Chamorro Society of Texoma  
Filipino American Assoc.  
Mexican Folkloric Dancers

Billie A. Whipp  
Administrator

Tereasa Neeley  
Administrative Assistant

### **CALL TO ORDER / ROLL CALL**

**MEMBERS PRESENT:** Whitson, Sprague, Buckley, Offield (LAHC Rep.), Thomas (LAHC Rep.), Wyatt, American Indian Club, Chamorro Society, Filipino American Club and Mexican Folkloric Dancers.

**MEMBERS NOT PRESENT:** Olsen and Thompson

**STAFF PRESENT:** Whipp and Neeley

**Chair Whitson called the meeting to order at 6:03 p.m.**

### **VOTING ITEMS**

1. Consider approving minutes of July 10 meeting. Motion by Chamorro Society, second by Sprague to approve the minutes as presented. Roll call results: Sprague, Buckley, Thomas, Wyatt, American Indian Club, Chamorro Society, Filipino American Club and Mexican Folkloric Dancers voted yes. Motion Carried.
2. Consider approving July financial report. Whipp reviewed the financial report and reminded members that due to the city's budget cuts additional expenses that have been covered through the division budget in the past will now be paid from the festival account. Motion by Buckley, second by Thomas to approve July financial report. Roll call results: Sprague, Buckley, Thomas, Wyatt, American Indian Club, Chamorro Society, Filipino American Club and Mexican Folkloric Dancers voted yes. Motion Carried.
3. Consider awarding security bid for 2018 IF. Sprague reported that the RFP was sent to seven companies and only two submitted bids. He stated that the estimated total security hours is 368 for the week of setup and festival weekend. The bid received from Sergeants Security is \$5,520 which is \$15 per hour and the bid from JAMARK Security is \$3,680 as he is comping 184 hours. Discussion ensued regarding the long term relationship with Sergeants and that they have kept the rate at \$15 per hour for over 15 years and have been dependable and extremely good to work with. The consensus is to stay with Sergeants because of the great working relationship and their dedication to the event by not increasing the hourly rate over the years. Motion by Thomas, second by Chamorro Society to award the security bid to Sergeants Security. Roll call results Sprague, Buckley, Thomas, Wyatt, American Indian Club, Chamorro Society, Filipino American Club and Mexican Folkloric Dancers voted yes. Motion Carried.
4. Consider awarding stage sound bid for 2018 IF. Sprague reported that the RFP was sent to seven companies and four proposals and one "no bid" was received. He reviewed the proposals stating that two companies, AXB Productions and Small Pocket Poets Agency, came in within \$300 of each other with both requiring lodging for two days. Discussion ensued regarding both companies which have been used in the past. Small Pocket's first year was the 2017 festival and they did an outstanding job. Lazarte reported both companies have been great to work with but she would recommend Small Pocket Poets for this year. Motion by Sprague, second by Thomas to award stage sound bid to Small Pocket Poets. Roll call results: Sprague, Buckley, Thomas, Wyatt, American Indian Club, Chamorro Society, Filipino American Club and Mexican Folkloric Dancers voted yes. Motion Carried.



5. Consider establishing 2018 t-shirt prices. Whipp displayed the design approved by the committee stating the consensus was to print on blue shirts. Sprague reported that the cost for shirts was more this year due to changing to a different fabric. He stated the Executive Committee reviewed past cost and prices and recommends the following for 2018 shirts: S-XL \$14.00, 2XL \$15.00 and 3XL \$16.00. Motion by Thomas, second by Mexican Folkloric Dancers to establish 2018 t-shirt prices as stated. Roll call results: Sprague, Buckley, Thomas, Wyatt, American Indian Club, Chamorro Society, Filipino American Club and Mexican Folkloric Dancers voted yes. Motion Carried.
6. Consider approving Dinah Lazarte as a member at large. Whipp reported that Lazarte is no longer the president of the Filipino American Club and has agreed to remain on the committee as a member at large. Motion by Thomas, second by Sprague to approve Lazarte as a member at large. Roll call results: Sprague, Buckley, Thomas, Wyatt, American Indian Club, Chamorro Society, Filipino American Club and Mexican Folkloric Dancers voted yes. Motion Carried.
7. Consider appropriating funds for David Gish for children's entertainment. Whipp reported that the festival usually has at least one entertainer geared toward children. She reviewed past entertainment to include David Gish stating all have been well received. Gish was not at the festival last year and Whitson had recommended contacting Gish regarding his availability and fees. Whipp stated that he is available and his fee for Saturday and Sunday is \$1,200 plus two nights of lodging. Motion by Chamorro Society, second by Mexican Folkloric Dancers to approve \$1,200 and lodging for David Gish. Roll call results: Sprague, Buckley, Thomas, Wyatt, American Indian Club, Chamorro Society, Filipino American Club and Mexican Folkloric Dancers voted yes. Motion Carried.
8. Consider not meeting on September 4. Whipp reported business has been accomplished so there is no need to meet on September 4 and that for the past several years we have not met this first week of September. The consensus was not to meet as the committee can conduct any final business on September 25 when they meet at the festival site prior to starting to decorate. Motion by Mexican Folkloric Dancers, second by Thomas to not meet on September 4. Roll call results: Sprague, Buckley, Thomas, Wyatt, American Indian Club, Chamorro Society, Filipino American Club and Mexican Folkloric Dancers voted yes. Motion Carried.

#### **CHAIR'S REPORT**

No Report

#### **VICE CHAIR'S REPORT**

No Report

#### **2018 COMMITTEES**

9. Brochure Ad Sales / Sponsorships – Whipp reported no additional sponsorships have been received and Cheatwood is working on the brochure layout.
10. Marketing / Publicity – Whipp gave an overview of all marketing and publicity outlets and encouraged members to assist with distribution of posters and flyers around mid-September and displaying yard signs.
11. South Stage – Whipp reported that the stage will be covered by several volunteers with staff support.
12. North Stage – Lazarte announced the mandatory performers meeting on Thursday, September 6 at 6:00 p.m. in the lobby of McMahon Auditorium.

13. Street Dance – Wyatt asked about the sound system for this activity and Whipp explained that the festival hires a sound company and they supply all the equipment and suggested he contact Cheatwood and she could review the sound support with him.
14. Interactive Area – Whipp reported on activities scheduled to date and that other groups will be invited to perform once the schedule is finalized for the main stages.
15. Roaming Performers – Offield stated that the Southwest Opera Guild has expressed an interest if it was not too late. Whipp stated that roaming performers are not required to submit a full application and to have them contact the office for details.
16. Children's Area – Buckley gave an overview of the activities she is planning for the kids.
17. Information Booth – Thomas reported she submitted her order for sales items to Neeley and gave an update on the volunteer groups she had contacted to date. Other members offered suggestions on organizations to contact who might be willing to volunteer.
18. Volunteers / Feeding Volunteers – Whitson reported she received a text from Dr. Bellino and she will sponsor feeding volunteers again this year she asked Whipp to contact Krazy Birdz to see if he would partner with the committee again this year.
19. Decorations – Lazarte reported the stage bunting will be dry cleaned as this provides a much more professional presentation. She encouraged all members to help with decorating. Discussion ensued on the lights used to decorate the trees and if more needed to be purchased. Sprague reported that he will present the request for Marines directly to the unit this year. Whitson and Lazarte will get their orders to Neeley soon so she can get the items ordered.
20. Beer Booth – Sprague reported he is in the process of getting his volunteers lined out.
21. Drink Booth – Sprague reported he has a list of volunteers for 2 hour shifts for Saturday afternoon. They did not have a set time; just plug them in when they are needed.

#### **ADMINISTRATOR'S REPORT**

Mandatory Performer's Meeting – Thursday, September 6 @ 6pm @ MMA Lobby – See item #12

Parade of Nations @ 5:45pm – Whipp reported that Thompson will coordinate and has requested everyone line up at 5:00 p.m. at the northwest corner of the South Stage. This activity kicks off the Opening Ceremony at 5:45 p.m.

Whipp reported that the Health Department inspection fees for Special Events have increased from \$30 to \$100 for a three-day event; however, non-profit vendors who provide them a copy of the paperwork do not have to pay the fee. All questions relating to this issue must be directed to the Comanche County Health Department.

General Updates – Whipp reported the W5KS Amateur Radio Club will be returning, Hank Poppe will have star gazing both nights weather permitting and LATS will have one shuttle bus running all weekend.

#### **OTHER/NEW BUSINESS**

#### **ADJOURN**

Chair Whitson adjourned the meeting at 6:58 p.m.



Chair



Date Approved