

**Minutes
Regular Monthly Meeting
International Festival Committee
Tuesday, August 11, 2015 - 6:00 pm
Lawton Public Library**

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Whitson, Sprague, Buckley, Lazarte, Sotelo, Tatum, *American Indian Club, Chamorro Society, Filipino American Club, and Friends of the Library

MEMBERS NOT PRESENT: Ayala, Coleman, Limon, Latin American Community, Lawton Public Library, and Mexican Folkloric Dancers

STAFF PRESENT: Whipp

Chair Whitson called the meeting to order at 6:03 p.m. and declared a quorum.

VOTING ITEMS

1. Consider approving minutes of July 9, 2015 Special Meeting. – MOTION by Tatum, with second by Chamorro Society to approve the minutes of July 9, 2015 special meeting. Roll call results: Sprague, Buckley, Lazarte, Sotelo, Tatum, Chamorro Society, Filipino American Club, and Friends of the Library voted yes. MOTION CARRIED.
2. Consider approving July financial report. – (*American Indian Club entered) MOTION by Tatum, with second by Sotelo to approve the July financial report. Roll call results: Sprague, Buckley, Lazarte, Sotelo, Tatum, American Indian Club, Chamorro Society, Filipino American Club, and Friends of the Library voted yes. MOTION CARRIED.
3. Approve 2015 t-shirt prices. – Whipp reported two bids were received from Stanton's and T&S Printing with Stanton's being the lower bid as they do not have any additional graphic artist fees. Discussion ensued on color of t-shirt and prices with the consensus being to have "Daisy" color shirts and establish prices of \$12 (youth medium – XL), \$13 (2XL) and \$14 (3XL). MOTION by Tatum, with second by Lazarte to approve the 2015 t-shirt color and prices as stated. Roll call results: Sprague, Buckley, Lazarte, Sotelo, Tatum, American Indian Club, Chamorro Society, Filipino American Club, and Friends of the Library voted yes. MOTION CARRIED.
4. Consider not meeting on September 1st. – Whipp reported that all matters requiring a vote have been established and that the next meeting would be the week of set-up if approved. MOTION by Sotelo, with second by Buckley to not meet on September 1st. Roll call results: Sprague, Buckley, Lazarte, Sotelo, Tatum, American Indian Club, Chamorro Society, Filipino American Club, and Friends of the Library voted yes. MOTION CARRIED.

CHAIR'S REPORT

5. Mandatory Performer's Meeting - Thursday, September 3rd @ 6pm @ Old Town Hall – Chair Whitson announced the performer's meeting on September 3rd.

6. Resignation of Lino Roldan – Chair Whitson reported that there are now two vacancies that need to be filled and requested nominations be submitted to Whipp as soon as possible.

VICE CHAIR'S REPORT

2015 COMMITTEES

7. Brochure Ad Sales / Sponsorships – Whipp reported that all ads and sponsorships have been received and that staff is working on the brochure layout.
8. Marketing / Publicity – Whipp stated posters were available and asked all members to help distribute. She further reported that yard signs are available at the office and that it would be good if more were placed around the city in the medians on main streets.
9. Entertainment Selection – Completed
10. South Stage – Tatum – Tatum reported everything is good.
11. North Stage – Lazarte – Lazarte reported everything is good.
12. Street Dance – Sotelo – Sotelo reported he needs all members input on music to be played and to submit recommendations before leaving tonight.
13. Interactive Area – Chavez – Whitson reported that Mac Color Guard will perform.
14. Roaming Performers – Whitson reported only one group has volunteered.
15. Children's Area – Buckley – Buckley reported all set to go.
16. Information Booth – Coleman – No report.
17. Volunteers – Coleman – No report. Chair Whitson stated that at this time the request for Marines has been approved.
18. Decorations – Lazarte – It was determined that Lazarte, Whitson and Buckley would meet at the Auditorium on Wednesday, August 19 at 5:00 p.m. to conduct an inventory of items then place orders with Gilbert as needed.
19. Tree Decorating – Chavez – No report.
20. Beer Booth – Sprague – Sprague reported he is ready and has volunteers.
21. VIP Area - HIP – Whipp reported she has requested that HIP submit their proposal on what they will need to charge IFC per volunteer to ensure they break even on feeding our volunteers.

ADMINISTRATOR'S REPORT

Whipp report that the festival grant from OAC is \$17,000 and that partial funding was reinstated in the A&H budget by City Council. She stated that the main press release has gone out to all area media and that television advertising has been secured and the commercial created and commercial will start running two weeks prior to festival dates, and encouraged all members to share festival information on social media. She further reported that the poster winner from EHS was an exchange student and has gone home to Japan. Tatum has requested that her host family be recognized at the Opening Ceremony as her representatives. The committee agreed.

OTHER/NEW BUSINESS

Buckley report two concerns from last year. The first being that the guys who were working in the Library's drink booths in the main vendor area were rude to patrons. Whipp stated she would pass this on to David Snider. She stated the second concern is that many food vendors to not adhere to the guidelines throughout the weekend. Chair Whitson stated that she will be sure to have the Vendor Point People check for these violations this year. She stated that if any members see this to please report it immediately so it can be addressed with the particular vendor.

ADJOURN

Chair Whitson adjourned the meeting at 7:00 p.m.

Chair

Date Approved