

**Minutes
Regular Monthly Meeting
International Festival Committee
Tuesday, September 3, 2013 - 6:00 pm
Lawton Public Library**

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Whitson, Sprague, Lazarte, *Limon, Rain (LAHC), Sotelo, Tatum, Wyatt, American Indian Club, Chamorro Society, Filipino American Club, Friends of the Library, Latin American Community Club, and Mexican Folkloric Dancers

MEMBERS NOT PRESENT: Ayala, Buckley, and Roldan

GUEST PRESENT: Kealii Thompson

STAFF PRESENT: Whipp, Cheatwood, Gilbert, and Reynolds (Journey Productions)

**Chair Whitson called the meeting to order at 6:00 p.m.
and declared a quorum present.**

ITEMS REQUIRING ACTION

1. Consider approving minutes of August 13, 2013 meeting. – MOTION by Sotelo, with second by Filipino American Club to approve the minutes of the August 13, 2013 meeting. Roll call results: Sprague, Lazarte, Rain (LAHC), Sotelo, Tatum, Wyatt, American Indian Club, Chamorro Society, Filipino American Club, Friends of the Library, Latin American Community Club, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
2. Consider approving August financial report. – Whipp reviewed the financial report and noted the monetary sponsorships received. MOTION by Tatum, with second by Wyatt to approve the August financial report as presented. Roll call results: Sprague, Lazarte, Rain (LAHC), Sotelo, Tatum, Wyatt, American Indian Club, Chamorro Society, Filipino American Club, Friends of the Library, Latin American Community Club, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
3. Consider establishing t-shirt prices. - VC Sprague noted this item was tabled in August. He reported the low bid was from T&S Printing and stated that the cost to the IFC is S-XL (\$8.75), 2XL (\$10.25), and 3XL (\$10.90). He stated that the recommendation of the Executive Committee is to sell t-shirts for \$12.00 (Small – XL), \$13.00 (2XL) and \$14.00 (3XL) which is the same prices charged last year. MOTION by Wyatt, with second by Tatum to approve t-shirt prices as presented. Roll call results: Sprague, Lazarte, Rain (LAHC), Sotelo, Tatum, Wyatt, American Indian Club, Chamorro Society, Filipino American Club, Friends of the Library, Latin American Community Club, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.

CHAIR'S REPORT

4. Mandatory Performers Meeting - immediately following this meeting – Chair Whitson stated that the Mandatory Performers Meeting would directly follow this meeting.

5. Next meeting on Tuesday, September 24th - 6pm @ festival site / decorating starts! – Chair Whitson encouraged members to attend the meeting then assist with decorating the festival site.
6. Parade of Nations (PON) @ 5:45pm with line up at 5:00 p.m. – Kealii Thompson provided a brief overview of the PON and criteria to participate. She requested that all participants be lined up at the north end of the south stage no later than 5:00 p.m. on Friday, September 27th.

VICE CHAIR'S REPORT

VC Sprague stated the yard sign check out sheet is being passed around and Gilbert will distribute the signs after the meeting. He also stated he would be on site daily by 8:00 a.m. starting Friday morning of the festival and there till closing all weekend if anyone has any questions or need assistance.

2013 COMMITTEES

7. Marketing / Publicity – Wyatt requested additional posters to disseminate on Fort Sill and to local businesses. Tatum reported hearing festival PSA on KBZQ, 99.5 The Breeze; Whipp noted all media sponsors have been provided the information and TV advertising with the commercial running will start the week of September 16th.
8. Stages:
 - a. South Stage – Tatum reported she has all her volunteers.
 - b. North Stage – Lazarte reported she is in the process of soliciting volunteers.
 - 1.) Street Dance – Lazarte reported that Salsa performers will participate in the street dance and that Roldan is coordinating all the music.
 - c. Interactive Area – Chavez (MFD) reported this committee is ready. Chair Whitson stated that the McArthur High School Color Guard will perform at 7:30 p.m. on Friday.
 - d. Roaming entertainers – Chavez (MFD) reported that she has an interested group. Chair Whitson stated that the vision for this type of entertainment is for small groups of entertainers to roam the festival site stopping at various locations to present a short performance and gave examples of what type of entertainment this could be. K. Thompson inquired if fire could be used by roaming entertainers and Whipp requested that Thompson submit a written proposal that she could forward to the Fire Marshall for approval. (*Limon entered)
9. Children's Area – Whipp stated that Buckley had Open House and could not attend the meeting, but is preparing all aspects for this area.
10. Information Booth – Tatum reported Coleman had submitted an order for items he is requesting to be sold at the Information Booth, with the theme being the festival child. She noted that EHS Key Club has agreed to assist with the information booths and volunteer coordination.
11. Volunteers – Chair Whitson reported the volunteer letters / sign-up forms have been sent out to schools and organizations.
12. Decorations – Lazarte reported that she and Chair Whitson have inventoried the decorations on hand and had to dispose of some feather banners and country flags

due to mildew, and that additional decorations have been ordered. She made a request for all members to help with decorating the site starting Tuesday, September 24th after the meeting and continuing Wednesday and Thursday evenings.

13. Tree Decorating – Chavez (MFD) stated that everyone should have lights for decorating the trees and noted that they can be purchased at most stores. Lazarte noted two bins of lights are stored at the auditorium.
14. Beer Booth – VC Sprague reviewed the sponsorship from SW Sales, stated he has all his volunteers and that the beer booth will be placed in the North Parking Lot.
15. VIP Tent – No report

ADMINISTRATOR'S REPORT

Whipp stated that copies of the site map, posters and flyers were available and reminded everyone that all there must be at least one person with a food handler's card working at all food booths throughout the festival. Chair Whitson reviewed the food handler class dates and reminded members to get a yard sign before leaving tonight.

NEW BUSINESS

ADJOURN

Chair Whitson adjourned the meeting at 6:30 p.m.

Chair

Date Approved