

**Minutes
Regular Monthly Meeting
International Festival Committee
Tuesday, September 4, 2012 - 6:00 pm
Lawton Public Library – Meeting Room 2**

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Whitson, Sprague, *Ayala, *Limon, Sotelo, Tatum, Wyatt, All Nations Baptist Church, *American Indian Club, Filipino American Club, Friends of the Library, and Mexican Folkloric Dancers

MEMBERS NOT PRESENT: Ash, Roldan, Ronio, Chamorro Society, and Latin American Community

GUESTS PRESENT: Ms. Barnes (MHS Key Club Advisor) and student representative (MHS Key Club)

STAFF PRESENT: Whipp and Gilbert

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

ITEMS REQUIRING ACTION

1. Consider approving minutes of July 10, 2012 meeting. – MOTION by Wyatt, with second by Filipino American Club to approve the minutes of July 10, 2012. Roll call results: Sprague, Sotelo, Tatum, Wyatt, All Nations Baptist Church, 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 and August financial reports and noted that they are two separate voting items. MOTION by Friends of the Library, with second by Tatum to approve the July financial report as presented. Roll call results: Sprague, Sotelo, Tatum, Wyatt, All Nations Baptist Church, Filipino American Club, Friends of the Library, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
3. Consider approving August financial report. - MOTION by Tatum, with second by Friends of the Library to approve the August financial report as presented. Roll call results: Sprague, Sotelo, Tatum, Wyatt, All Nations Baptist Church, Filipino American Club, Friends of the Library, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
4. Consider establishing t-shirt prices. – (*Ayala and *American Indian Club entered) Whitson reviewed the 2011 t-shirt prices (Small – XL = \$12.00, 2XL = \$13.00 and 3XL = \$14.00). MOTION by Wyatt, with second by Ayala to keep the t-shirt prices the same. Whitson reported that children's t-shirts have been ordered this year as well and do not include the year so can be carried over if not sold. Discussion ensued regarding cost to committee, \$6.50 per shirt, and price that would be affordable for parents. Wyatt amended his MOTION, with second by Ayala, to keep the adult t-shirt prices the same and establish the children's t-shirt price at \$10.00. Roll call results:

Sprague, Ayala, Wyatt, All Nations Baptist Church, and Filipino American Club voted yes. Sotelo, Tatum, American Indian Club, Friends of the Library, and Mexican Folkloric Dancers voted no. Chair Whitson voted yes. MOTION CARRIED.

5. Consider approving recommendation to fill vacancy of Solis. – Chair Whitson reported that two nominations have been brought forth. She stated that Molly Buckley, a teacher at MHS and a prior IFC member was contacted and accepted the nomination to fill the vacancy of Solis; contact could not be made with the second nominee prior to this meeting. MOTION by Mexican Folkloric Dancers, with second by Filipino American Club to approve the recommendation of Molly Buckley to fill the vacancy of Solis. Roll call results: Sprague, Ayala, Sotelo, Tatum, Wyatt, All Nations Baptist Church, American Indian Club, Filipino American Club, Friends of the Library and Mexican Folkloric Dancers voted yes. MOTION CARRIED.

CHAIR'S REPORT

6. Mandatory Performers Meeting – (*Limon entered) immediately following this meeting. – Chair Whitson stated that the Mandatory Performers Meeting would follow directly after the regular meeting.
7. Next meeting on September 25th - 6pm at the festival site / decorating starts! - Chair Whitson encouraged members to attend the meeting then assist with decorating the festival site.

VICE CHAIR'S REPORT

2012 COMMITTEES

8. Brochure Ad Sales / Sponsorships – Ronio, Chair – No report
9. Interactive Area – Chair Whitson reported that the schedule is complete and reported that MAC Color Guard will perform at the Interactive Area on Friday, Sept. 28th at 7:15 p.m. It was noted that Bobbi Matchette has volunteered to assist with the Interactive Area.
10. North Stage – Lazarte, Chair – Lazarte reported she is soliciting volunteers to assist with the north stage, and that Mrs. Lawton-Fort Sill has volunteered again this year.
11. South Stage – Tatum, Chair – Tatum reported she is in the process of soliciting volunteers.
12. Children's Area – MHS Key Club – Ms. Barnes reported that MHS Key Club is ready and will provide the same free games as last year and asked if they could set up their area on Thursday evening. She requested piñatas and prizes be provided. She inquired about the kite flite and Whipp stated that it would be hosted at the interactive area, but there is a need for students to help assembly the kites on Sunday.
13. Information Booths – Whitson, Chair – Whitson reported that 24 stuffed spokespersons have been ordered and received, and the sales/decoration items ordered from Oriental Trading have been shipped.
14. Volunteers - Chair Whitson reported that the request for marines has been submitted. Barnes recommended the MHS Honor Society and Multicultural Clubs be contacted regarding volunteer opportunities at the festival.

15. Decorations – Lazarte, Chair – Lazarte reported that new decorations and stage bunting have been purchased. She requested all IFC members assist with decorating of the festival site Tuesday, September 25th through Thursday, September 27th.
16. Tree Decorating – Chavez, Chair – Mrs. Chavez reminded members to have lights for decorating the trees. Whipp stated that festival lights are stored at the auditorium and that there are still several bins of lights that were donated if any group wanted to use them.
17. Beer Booth – Sprague, Chair – Sprague reported he has his volunteers. He stated that he is waiting for confirmation from SW Sales regarding which trailer will be used for the festival.
18. VIP Tent – Garrett Jackson, LHS Key Club – Whipp confirmed that the VIP Tent would be in the same location and providing meals throughout the festival weekend for all volunteers.
19. Festival History – No report.

ADMINISTRATOR'S REPORT

20. Site Layout / T-shirts / Posters / Yard Signs - Whipp distributed copies of the site map and stated that yard signs are available for check out. Gilbert passed around a sheet for those members who have attended a minimum of seven meetings to indicate their t-shirt size stating that the committee's policy is that if a member attended seven meetings he/she received a free festival t-shirt.
21. General Updates –
 - Wyatt encouraged members to assist with disseminating publicity materials by displaying them at their place of business.
 - Whipp reported that pre-festival media coverage has been scheduled.
 - Chair Whitson reminded food vendors to have their food handler's card current, and reviewed the food handler's class schedule; she noted that at least one individual in a food booth must have a food handler's card.
 - Whipp reminded food vendors that the deadline to submit the Temporary Food Establishment License application to the COL License & Permits Department is Friday, September 7th.

OTHER/NEW BUSINESS

ADJOURN

Chair Whitson adjourned the meeting at 6:45 p.m.

Chair

Date Approved