

**Minutes
Monthly Meeting
International Festival Committee
McMahon Memorial Auditorium
September 5, 2023 – 5:30 pm**

CALL TO ORDER

1. Roll call

Members Present: Thomas, Lazarte, Asetamy, Buckley, McManus, Millnamow, Nededog, Jerson Romero, Myrna Romero*, Rudd, Sauders, Fano, Brierton

Members Absent: Alandzes, Beck, Bushor, Epps, Reynolds, Rogers, Sasseen, Howell, Hastings

Staff Present: Poudrier, Williams*

VERIFY POSTING OF MEETING

2. Action: Verification of posting time, place, and date

CONSENT AGENDA

The following items are considered to be routine by the Arts and Humanities Committee and will be enacted with one motion. Should Discussion be desired on an item, that item will be removed from the Consent Agenda prior to action and Considered separately.

3. Consider approving minutes of August 2023 meeting.
4. Consider approving financials.

Motion by Nededog, second by Jerson Romero to accept the consent agenda as presented.

Roll call results: Lazarte, Buckley, McManus, Millnamow, Nededog, Jerson Romero, Myrna Romero, Rudd, Sauders, Canton, Brierton voted yes. Motion carried.

CHAIR'S REPORT

5. Announcements, Memberships, & Committee work

Thomas asked if Buckley would take over the piñata duties for the interactive area. Thomas reported that the shirts for the committee members will be available prior to the festival so that committee members can wear them throughout the festival. Thomas reported that this festival will be a little different as there will not be as many signs as in the previous years, but we will be giving out a lot of brochures and maps so that the public can find their way about.

Thomas reported that the Arts and Humanities office will be designing and printing the brochures, which will save the committee money.

Thomas reported that there is a possibility that the t-shirt company can also make baseball caps for this years festival and she shared some proofs of the design.

Sauder motioned to purchase 15 hats to sell at the international festival. Myrna Romero seconded.

Thomas reported that there are four booths that will be manned by committee members and that she is still looking for volunteers. Williams reported that she sent letters to 60 different school clubs looking for volunteers.

Thomas reported that several committee members have signed up to do radio interviews and that Williams has compiled a folder of information for the committee members to use.

Thomas asked the committee members that if they have time during the festival, to please walk through the festival to make sure everything is going smoothly.

Thomas asked that all committee members please come and help decorate the park.

Poudrier announced that the volunteer performers schedule has not been finalized, but there will be a Volunteer performers meeting on September 14th, at 6:00pm.

VICE CHAIR'S REPORT

6. Announcements

Lazarte announced that she may be late on the days that the committee plans to decorate due to her work, but she did print out graphics as to how the stages should be decorated and explained how the flags and banners need to be set up.

*at this point, Myrna Romero left

Lazarte said that she will come and take inventory of the what all is available to decorate with prior to the decorating days.

Poudrier Provided a list of flags that will need to be reordered as they have faded over the years and asked the committee if there were any nations missing.

Millnamow mentioned that there needs to be a flag from Ireland and Nicuragua.

Asetamy said that she would try to get a Comanche Nation flag donated.

COMMITTEES REPORTS

7. Vendors

Poudrier reported that all he vendors have been vetted and that his office is currently working on getting the Oklahoma Tax Special Events licensing together. He reported that the committee has received more vendor fees than in the past and that there are also more vendors this year than in years past.

Poudrier also reported that each vendor will get two parking permits and that all the volunteers and working committee members will get parking passes so that they can park in the vendor parking lot.

Poudrier went on to report that all volunteers and Police and Fire working the festival will be able to use the Food coupons that the vendors have agreed to honor. He said that these coupons are valued up to \$10 and that there will be Hot Dogs available for all the volunteers that work longer than 2 hours.

8. Sponsorship/Brochure Ads

Poudrier reported on the Sponsorships that have come in for the 44th International Festival. He said that they have received around \$10,000 and he is still waiting to hear back from two agencies on whether they will be able to donate.

Poudrier also reported on how the brochure will look like. He brought a mockup to show that festival committee and explained that Haley Moore with the Arts and Humanities Division is already working on the official brochure. Lazarte asked how the dedication page for Sally Herzig and Isidra Chavez would be laid out and what the verbiage would be. Poudrier responded that once we get the photos, his office will make a mock up and send it to Lazarte, Brierton, and Thomas to get their approval.

9. Marketing/Publicity/Social Media

Poudrier reported that in addition to the radio interviews, the committee in the past has purchased radio ad space to promote the festival and a lot of the radio stations would double it as media sponsorship. He said that he will be starting those class this week.

*At this point, Williams left.

10. Parade of Nations/Opening Ceremony

Thomas reported that Kealii has taken care of the parade of nations and that Abraham Renteria from Cameron University will be bringing his International Students out.

11. Entertainment

a. South Stage

Buckley reported that she saw on Facebook that a praise group will be performing on the south stage "festival pad" during the Saturday performances and wanted to make the committee aware that they were advertising. Thomas and Poudrier reassured her that they were aware of the situation and that they have been working with the Praise in the Park group as, due to a mix up, both the International Festival and the Praise in the Park were granted permits to use Elmer Thomas park that weekend.

b. North Stage

No report

c. Interactive Area

No report

d. Children's Area

Sauders reported that they are still working on it. She presented a diagram and reported that she wanted the children's area tent to be set up a certain way to make it easier for the patrons to access the tent and the activities and that they needed many signs stating "children only" and "no alcohol allowed"

Sauders also introduced the MacArthur Key Club President, Cate Dennis.

e. Performer Selection

No report

f. Volunteers

Thomas reported that she has started to call to get volunteers.

12. Decorations

Decorating will start on Tuesday, September 19th.

13. Beer Booth

Poudrier reported that all that was left for the beer booth was the city permit and that he will be getting it done that week.

14. Drink Booth

No report

15. Information Booth

McManus reported that because they got the message about the Temu order late, she and Howell will sit down to figure out what all they want to order from a different website.

STAFF REPORTS

16. A&H Administrator: City of Lawton collaboration and Assistance

Poudrier reports that his office is ready for the festival and that if anyone has any concerns, please bring them up so that he and Thomas can help. Poudrier also reported that he will be setting up meetings with other city personnel and to talk about when signs need to go up and when barricades need to be delivered.

BUSINESS ITEMS

17. Discuss any remaining festival related items and take action as necessary.

The topic of the recent dead body that was found in Elmer Thomas Park was brought up and there were questions about the security of the festival. Thomas and Poudrier reported that there will be armed security in the park along with several LPD officers. Poudrier went on to explain that there will be a dispatch command center in the park during the festival and that if anyone were to call 911, the dispatch will be able to send either officers, first aid, or both to their location.

OLD BUSINESS

None

NEW BUSINESS

None

ANNOUCEMENTS

Thomas Announced that this meeting was the last meeting before the festival and that the next meeting will be an after action review and a potluck.

ADJOUNMENT