



International Festival 2023

A project of the City of Lawton and the McMahon Memorial Auditorium



Minutes

Regular Monthly Meeting

International Festival Committee

October 3, 2023—5:30PM

McMahon Memorial Auditorium

Dory Thomas
(Chair)

Dinah Lazarte
(Vice Chair)

Nancy Alandzes
Rosalind Asetamy
Melissa Beck
Alicia Brierton
Molly Buckley
Darwin Bushor
Fano Canton
Taron Epps
Sonia Hastings
Angel Howell
Mylene McManus
Greg Millnamow
Ben Nededog
Pat Reynolds
Kathy Rogers
Jerson Romero
Myrna Romero
Renata Rudd
Max Sasseen
Kathy Sauders

Jason Poudrier
Arts & Humanities
Administrator

Andrea Morman
Arts & Humanities
Deputy Administrator

Michell Rosario
Arts & Humanities
Community Events
& Outreach Coordinator

Haley Moore
Arts & Humanities
Digital Media Specialist

Reagan Williams
Arts & Humanities
Administrative Assistant

Nicholas Sasseen
Arts & Humanities
Technical Coordinator

Call Meeting to Order – 5:35pm

PRESENT: Thomas, Lazarte, Asetamy, Epps*, Rogers, Rudd

ABSENT: Alandzes, Beck, Buckley, Bushor, McManus, Millnamow, Nededog,
Reynolds, Jerson Romero, Myrna Romero, Sasseen, Sauders, Canton, Howell,
Brierton, Hastings

STAFF PRESENT: Poudrier, Moore, Williams

Verify positing of meeting:

Consent Agenda: The following items are considered to be routine by the International Festival 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. Approval of past minutes

4. Approve of Financials

Asetamy motioned to approve the past minutes and the financials, Rudd seconded. Lazarte, Asetamy, Rogers, and Rudd voted yes, motion carried.

Chair Report:

5. Announcements

Thomas reported that she didn't have any announcements, but will be discussing the business items heavily.

Vice Chair's Report:

6. Announcements

Lazarte reported that she is looking to form a subcommittee to help put together the Luau Fundraiser for the spring. The date they are looking at is May 4th so that it doesn't clash with Mother's Day, Graduations, or Arts for All. Also May is Asian American and Pacific Islanders Heritage month. She is looking at getting authentic Hawaiian food. Thomas also reported that she has gathered 10 items to be auctioned off during the luau.

*Epps Entered



Committee Reports:

7. Vendors

Poudrier reported that Williams has volunteered to lead the Vendor committee. He said that she is wanting to start prepping the vendor applications and is wanting to work with the Lawton Fire Department to update the application and the packets to be more in line with the fire code.

8. Sponsorships/Brochure Ads

No report

9. Marketing / Publicity / Social Media

Poudrier introduced Haley Moore to the International Festival Committee. Moore is the Arts and Humanities digital media and records specialist. Poudrier said that if the committee needs anything for the Luau, Moore is the go to.

10. Parade of Nations / Opening Ceremony

No report

11. Entertainment

Poudrier reported that the Romeros were interested in becoming a part of the performer selection committee.

12. Decorations

Lazarte reported that she is still working on cleaning and folding the banners from the international festival. Asetamy volunteered to help her with the banners.

13. Beer Booth

No report

14. Drink Booth

No report

15. Information Booth

No report

Staff Reports:

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

No report



International Festival 2023

A project of the City of Lawton and the McMahon Memorial Auditorium



Business Items:

17. Consider not meeting for December and Meeting Schedule for 2023-2024 and Take action as necessary.

Lazarte motioned to not meet in December and to approve the Meeting Schedule for 2023-2024. Epps Seconded. Lazarte, Asetamy, Epps, Rogers, and Rudd voted yes. Motion carried.

18. Discuss suggested subcommittee meetings and take action as necessary.

Thomas discussed the several new subcommittees needed to ensure the luau goes to plan.

19. Discuss Luau Fundraiser event and take action as necessary.

Thomas explained that the purpose of the Luau is to raise funds to help make the International Festival more self-sufficient by purchasing the supplies that they can use multiple years instead of renting. These supplies would be the table and chairs and such. Asetamy asked if the different clubs and members should pitch in and purchase a few chairs. Thomas said that she wouldn't stop them if they wanted to, but she was not going to make people buy chairs when they have already donated so much of their time.

There was discussion about the main logistics of hosting and preparing for an event such as the Luau. Thomas reported that this will be a ticketed event and that there will be a silent auction as the Luau. The main details will be discussed by the Luau subcommittees and their decisions will be brought to the Main International Festival Committee for their approval.

Along with discussing which tasks the sub committees will be in charge of, there was discussion about what venues could be rented for the Luau that will allow the International Festival Committee to bring in their own food and not use the in house catering.

Lazarte said that she would like to email the International Festival Committee members who were absent to see if they would be interested in joining the luau subcommittee. She plans to have the first subcommittee meeting in January.

Old Business:

New Business:

Announcements:

Adjournment: 5:50pm