Minutes
Regular Monthly Meeting
International Festival Committee
Tuesday, November 5, 2013 - 6:00 pm
Lawton Public Library – Meeting Room 2

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Whitson, Sprague, Buckley, Auwen (LAHC), Lazarte, Roldan, Sotelo, Tatum, Wyatt, and Mexican Folkloric Dancers

MEMBERS NOT PRESENT: Ayala, Limon, American Indian Club, Chamorro Society, Filipino American Club, Friends of the Library and Latin American Community Club

GUESTS PRESENT: Alicia Breirton

STAFF PRESENT: Whipp

**Chair Whitson called the meeting to order at 6:08 p.m.
and declared a quorum.**

ITEMS REQUIRING ACTION

1. Consider approving minutes of October 8, 2013 meeting. – MOTION by Sotelo, with second by Wyatt to approve the minutes of the October 8, 2013 meeting. Roll call results: Sprague, Buckley, Lazarte, Roldan, Sotelo, Tatum, Wyatt and Mexican Folkloric Dancers voted yes. MOTION CARRIED.

2. Consider approving October financial report. – Item tabled. Financial statement had not been reconciled by staff as of meeting date due to other division priorities.

3. Consider nominations for committee vacancy. – Chair Whitson stated that one nomination, Anthony Coleman, had been received for the committee vacancy and asked for additional nominations from the floor. She stated that Coleman worked the festival and did a great job with the information booth and volunteers. No other nominations were submitted. MOTION by Tatum, with second by Wyatt to approve the nomination of Anthony Coleman. Roll call results: Sprague, Buckley, Lazarte, Roldan, Sotelo, Tatum, Wyatt and Mexican Folkloric Dancers voted yes. MOTION CARRIED.

4. Consider approving 2014 Chair and Vice Chair. – Chair Whitson stated that there have been no members volunteer to serve as Chair and Vice Chair and asked for nominations from the floor. There was unanimous feedback from committee members to approve current Chair and VC to another year with members thanking Whitson and Sprague for their leadership and asking them to serve again. MOTION by Sotelo, with second by Wyatt to approve the 2014 Chair and Vice Chair as stated. Roll call results: Buckley, Lazarte, Roldan, Sotelo, Tatum, Wyatt and Mexican Folkloric Dancers voted yes. Sprague abstained. MOTION CARRIED.

5. Consider donating old festival t-shirts to the OK Recreation & Parks Society (ORPS). – Whipp reported that the ORPS collects old event t-shirts at their annual conference then sends the shirts to countries with limited resources and asked if the committee

might want to support this cause. Discussion ensued with the consensus being to keep all 2012 and 2013 t-shirts in the inventory and donate the rest to ORPS. MOTION by Sotelo, with second by Mexican Folkloric Dancers to approve donating old festival t-shirts to the ORPS. Roll call results: Sprague, Buckley, Lazarte, Roldan, Sotelo, Tatum, Wyatt and Mexican Folkloric Dancers voted yes. MOTION CARRIED.

6. Consider not meeting in December. - Whipp stated that historically the festival committee does not meet in December when there is a quorum at the November meeting. MOTION by Roldan, with second by Mexican Folkloric Dancers to not meet in December. Roll call results: Sprague, Buckley, Lazarte, Roldan, Sotelo, Tatum, Wyatt and Mexican Folkloric Dancers voted yes. MOTION CARRIED.

CHAIR'S REPORT

7. Wine Vendors - Chair Whitson asked the VC to report on this item. VC Sprague gave an overview of the additional requirements to include licenses and liability insurance that would be required in order to have wine vendors at the festival. Discuss ensued with the consensus of the entire committee being not to pursue wine vendors and just have the low point beer at the beer booth.

VICE CHAIR'S REPORT

8. Review of Vendor Guidelines - VC Sprague reported that his recommendation is to not limit the number of vendors in any category. He gave an overview of how he and Gilbert went through all applications and the database he created to determine what items were repeated by vendors such as funnel cakes, nachos, etc. He stated that originally when snack vendors asked to limit "like" vendors it was when they only sold that one item, but now most snack vendors have added items to their menu and no longer fall into that category. He stated that if vendors do not make money they will not come back, but that it is time consuming and cumbersome to try and ensure items are limited. He noted that on the other side of the issue is that patrons do not want to wait in line for an hour for a funnel cake but have requested more vendors and shorter lines on past surveys. He stated that this item will be on the January voting agenda for review and that he wanted to discuss it so that committee members could be thinking about how they want to proceed for the 2014 festival.

The 2014 committee sign-up sheet was passed around and Chair Whitson encouraged members to sign up for several committees.

2014 COMMITTEES

9. Brochure Ad Sales / Sponsorships – No report.

10. Marketing / Publicity – No report.

11. Vendor Application Review – See item #8.

12. Entertainment Selection - 2014 Headliner suggestions – Lazarte referred members to the handout in their packets that Cheatwood had compiled on feedback and recommendations for 2014 headliners. Discuss ensued with the general consensus to have Cheatwood research the top five groups listed on the form to start. Whipp also encouraged members to send other recommendations they have to Cheatwood.

13. Stages:
    a. South Stage – No report.

    b. North Stage – No report.

c. Interactive Area – No report.

d. Street Dance – No report.

14. Children's Area – No report.

15. Information Booth – No report.

16. Volunteers – No report.

17. Decorations – No report.

18. Tree Decorating – No report.

19. Beer Booth – No report.

20. VIP Tent - No report.

ADMINISTRATOR'S REPORT

21. 2013 festival overview – Whipp provided an overview of the final report, budget and feedback from patrons and vendors. She stated that if any member wanted a hard copy or had additional questions to contact her.

22. Review of 2014 fees - Whipp stated the fees will be on the January voting agenda so that the applications and other forms can be updated and ready to go when needed.

OTHER/NEW BUSINESS

ADJOURN

Chair Whitson adjourned the meeting at 7:10 p.m.

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Chair Date Approved