



International Festival 2019

A project of the City of Lawton and the Lawton Arts & Humanities Council



**Minutes
Regular Meeting
International Festival Committee
November 6, 2018 - 6:00 p.m.
McMahon Auditorium Lobby**

Bobbi Whitson
Chair

Mark Sprague
Vice Chair

Molly Buckley
Dinah Lazarte
Allison Offield, LAHC Rep.
Maressa Santos
Dory Thomas, LAHC Rep.
Earl Wyatt
American Indian Club
Chamorro Society of Texoma
Filipino American Assoc.
Mexican Folkloric Dancers

Billie A. Whipp
Administrator

Tereasa Neeley
Administrative Assistant



CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Whitson, Sprague, Lazarte, Thompson and Chamorro Society

MEMBERS NOT PRESENT: Buckley, Offield (LAHC), Thomas (LAHC), Wyatt, American Indian Club, Filipino American Club and Mexican Folkloric Dancers

GUESTS PRESENT: Santos

STAFF PRESENT: Whipp

Chair Whitson called the meeting to order at 6:00 p.m.

ITEMS REQUIRING ACTION

1. Consider approving minutes of October 9 meeting. Motion by Sprague, second by Lazarte to approve the minutes as presented. Roll call results: Sprague, Lazarte, Thompson and Chamorro Society voted yes. Motion Carried.
2. Consider approving November financial report. Whipp reviewed the financial report. Motion by Lazarte, second by Chamorro Society to approve the November financial report. Roll call results: Sprague, Lazarte, Thompson and Chamorro Society voted yes. Motion Carried.
3. Consider approving 2019 Vendor Booth Fees (see attachment A). Whipp reviewed the fees which are the same as the 2018 fees. Discussion ensued with the consensus being to keep them at this level since the fees were adjusted for the current year. Motion by Thompson, second by Sprague to approve the 2019 Vendor Booth Fees as presented. Roll call results: Sprague, Lazarte, Thompson and Chamorro Society voted yes. Motion Carried.
4. Consider approving nomination of Maressa Santos to fill vacancy of Thompson. Whipp stated that Santos resume was emailed to members. Santos gave a brief overview of her personal and professional experiences stating she has been involved with the festival through Thompson's group for several years and looking forward to being on the committee if approved. She stated she will coordinate the Parade of Nations even if not approved to join the committee. (Santos excused herself during voting then returned). Motion by Sprague, second by Chamorro Society to approve the nomination of Maressa Santos. Roll call results: Sprague, Lazarte, Thompson and Chamorro Society voted yes. Motion Carried. Whipp stated that the recommendation will be forwarded to LAHC for confirmation.
5. Consider approving 2019 Chair and Vice Chair. Chair Whitson asked if there were nominations from the floor; there were none. Sprague stated that if the committee approved he and Whitson are willing to serve in their roles for one more year since 2019 will be the 40th Anniversary. Motion by Lazarte, second by Thompson to approve Whitson for Chair and Sprague for Vice Chair for 2019. Roll call results: Sprague, Lazarte, Thompson and Chamorro Society voted yes. Motion Carried.

6. Consider not meeting in December or January. Motion by Lazarte, second by Chamorro Society to recess for the months of December and January. Roll call results: Sprague, Lazarte, Thompson and Chamorro Society voted yes. Motion Carried.

CHAIR'S REPORT

Whitson thanked the committee again for their hard work on the festival. She stated that we need to hit the ground running in February to plan and organize a great 40th anniversary festival and that we need to have unique and exciting activities. Discussion ensued with several ideas with two of them being to invite the Food Network and Discover Oklahoma to do a special story on the event. Lazarte and Santos know a person who may have a contact for the Food Network. Whitson also stated that we need to work on getting participation again from Cameron University for the Parade of Nation.

VICE CHAIR'S REPORT

No Report

2018 COMMITTEES

Whitson asked if anyone had any updates from last month's meeting on the committees and if not then we would move to the Administrator's report and have a new sign up sheet at the February meeting for 2019 committees.

ADMINISTRATOR'S REPORT

19. 2018 Festival Final Report – Whipp distributed and reviewed the projected and actual budget for the festival stating that actual cash expenses were \$66,536. Discussion ensued on expenses as well as survey feedback from both patrons and vendors with all agreeing it was a great success and feedback confirmed it.
20. 2019 Headliners – Whipp reported that Morman has already started researching headliners for next year and asked members to submit any specific requests to staff as soon as possible. She hopes to have some recommendations to present to the committee at the February meeting.

OTHER/NEW BUSINESS

None

ADJOURN

Chair adjourned the meeting at 6:52 p.m.



Chair



Date Approved