

**Minutes  
Regular Monthly Meeting  
International Festival Committee  
Tuesday, November 7, 2017  
McMahon Memorial Auditorium Lobby**

**CALL TO ORDER / ROLL CALL**

**MEMBERS PRESENT:** Sprague, Thomas (LAHC Rep), \*Wyatt, American Indian Club, Chamorro Society, Filipino American Club and Mexican Folkloric Dancers

**MEMBERS EXCUSED:** Whitson

**MEMBERS NOT PRESENT:** Buckley, Offield (LAHC Rep), Olsen and Thompson

**STAFF PRESENT:** Whipp and Neeley

**Vice Chair Sprague called the meeting to order at 6:05 p.m.**

**ITEMS REQUIRING ACTION**

1. Consider approving minutes of October 3, 2017 meeting – Motion by Filipino American Club, second by Chamorro Society to approve the October 3, 2017 minutes as presented. Roll call results: Thomas, American Indian Club, Chamorro Society, Filipino American Club and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
2. Consider approving October financial report. – Whipp reviewed the financial report. Motion by Thomas, second by Chamorro Society to approve the financial report as presented. Roll call results: Thomas, American Indian Club, Chamorro Society, Filipino American Club and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
3. Consider approving 2018 Vendor Booth Fees (see attachment A). - Whipp referred members to the handout in their packets and reported that fees have not increased since 2014 and that IF booth fees are much lower than other area events. Discussion ensued and the consensus was to table the item until February at which time staff will present fees from other area events. (\*Wyatt entered)
4. Consider approving 2018 Brochure Ad Rates (see attachment A). - Whipp referred members to handout and reported that ad prices have been well received and has covered printing cost of the brochures. Motion by Filipino American Club, second by Wyatt to keep ad rates the same for 2018. Roll call results: Thomas, Wyatt, American Indian Club, Chamorro Society, Filipino American Club and Mexican Folkloric Dancers voted yes. MOTION CARRIED.

5. Consider approving 2018 Sponsorship Levels and Benefits (see attachment B). – Whipp referred members to handout and reported that the levels and benefits seem to fit sponsor needs. Motion by Wyatt, second by Chamorro Society to keep the sponsorship levels and benefits the same for 2018. Roll call results: Thomas, Wyatt, American Indian Club, Chamorro Society, Filipino American Club and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
6. Consider approving 2018 Chair and Vice Chair. – Sprague asked if there were any nominations from the floor. Filipino American Club nominated Whitson as Chair and Sprague as Vice Chair. Whipp stated she had spoken to Whitson regarding this issue and she had agreed to accept the nomination if made. Sprague accepted nomination. Motion by Filipino American Club, second by Wyatt to approve Whitson as Chair and Sprague as Vice Chair. Roll call results: Thomas, Wyatt, American Indian Club, Chamorro Society, Filipino American Club and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
7. Consider not meeting in December or January – Motion by American Indian Club, second by Wyatt to recess for December and January. Roll call results: Thomas, Wyatt, American Indian Club, Chamorro Society, Filipino American Club and Mexican Folkloric Dancers voted yes. MOTION CARRIED.

#### **CHAIR'S REPORT**

No Report

#### **VICE CHAIR'S REPORT**

8. Committee vacancies / nominations – Sprague asked that all members sign up for at least one subcommittee. He also reported that all new nominations must have a resume or bio presented when the nomination is made. He stated that Dy's confirmation by LAHC was tabled until they receive a resume or bio. Whipp passed around the contact list and asked members to verify their information.

#### **EVALUATION**

9. Brochure Ad Sales / Sponsorships – See items #4 and #5. Whipp also reported the Season's Greetings cards were mailed last week highlighting the 2017 festival and asking sponsors to consider budgeting for a 2018 IF Sponsorship.
10. Marketing / Publicity – No Report
11. Entertainment Section – No Report
12. Entertainment
  - a) South Stage – No Report
  - b) North Stage – Lazarte – No Report
  - c) Interactive Area – No Report
  - d) Roaming Performers – No Report
  - e) Street Dance – Whipp reminded members that the consensus of the committee prior to the 2017 festival was that this would be the last year to do the DJ lead street dance if there was not more participation. Discussion ensued with the consensus being to try it one more year with Wyatt volunteering to take over the project.

13. Children's Area – Buckley – No Report
14. Information Booth – Thomas – No Report
15. Volunteers / Feeding Volunteers – Thomas – No Report
16. Decorations – Lazarte – No Report
17. Beer Booth – Sprague – No Report
18. Drink Booth – Sprague – Sprague stated we need additional committee members and volunteers to help with this booth.

#### **ADMINISTRATOR'S REPORT**

19. 2017 Festival Final Report – Whipp reported the final report was submitted to OAC and the grant for \$14,000.00 received and will be reflected on next month's financial report. She gave an overview of the budget and survey summaries stating that overall it was an extremely successful festival. She stated that festival t-shirts were available for sale at \$5.00 each. She also distributed flyers for two December events being held at the Auditorium.
20. 2018 Headliners – Whipp asked members to contact the office with their suggestions for headliners so staff could start researching the recommended group's fees and availability. Proposed groups will be presented at the February meeting for approval. The committee decided to have two headliners again with one each night.

#### **OTHER/NEW BUSINESS**

No Report

#### **ADJOURN**

Vice Chair Sprague adjourned the meeting at 6:45 p.m.

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Vice Chair

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Date