

**Minutes  
Special Meeting  
International Festival Committee  
Tuesday, November 10, 2015 - 6:00 pm  
Lawton Public Library – Meeting Room 2**

**CALL TO ORDER / ROLL CALL**

**MEMBERS PRESENT:** Whitson, Sprague, Ayala, \*Buckley, \*Lazarte, Limon, \*Sotelo, American Indian Club, Chamorro Society, Friends of the Library, and Mexican Folkloric Dancers

**MEMBERS NOT PRESENT:** Coleman, Filipino American Club, Latin American Community and Lawton Public Library

**STAFF PRESENT:** Gilbert

**Chair Whitson called the meeting to order at 6:03 p.m.  
and declared a quorum.**

**ITEMS REQUIRING ACTION**

1. Consider approving minutes of October 6, 2015 meeting. – MOTION by Friends of the Library, with second by Ayala to approve minutes of the October 6, 2015 meeting. Roll call results: Sprague, Ayala, Limon, American Indian Club, Chamorro Society, Friends of the Library, and Mexican Folkloric Dancers. MOTION CARRIED.
2. Consider approving October financial report. – MOTION by Ayala, with second by Chamorro Society to approve the October financial report. Roll call results: Sprague, Ayala, Limon American Indian Club, Chamorro Society, Friends of the Library, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
3. Consider approving 2016 Vendor Fees. – VC Sprague stated that vendor fees were increased by 20% for the 2015 festival. MOTION by Ayala, with second by Limon to not increase and approve the proposed 2016 vendor fees. (\*Buckley entered) Roll call results: Sprague, Ayala, Limon, American Indian Club, Chamorro Society, Friends of the Library, and Mexican Folkloric Dancers voted yes. Buckley abstained. MOTION CARRIED.
4. Consider approving 2016 Chair and Vice Chair. – MOTION by Buckley, with second by Ayala to nominate Whitson as Chair and Sprague as Vice Chair for 2016. Roll call results: Ayala, Buckley, Limon, American Indian Club, Chamorro Society, Friends of the Library, and Mexican Folkloric Dancers voted yes. Sprague abstained. MOTION CARRIED.
5. Consider not meeting in December or January. – MOTION by Ayala, with second by Mexican Folkloric Dancers to adjourn for the months of December and January. Roll call results: Sprague, Ayala, Buckley, Limon, American Indian Club, Chamorro Society, Friends of the Library, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.

## **CHAIR'S REPORT**

6. Committee vacancies / nominations – (\*Lazarte and \*Sotelo entered) Chair Whitson announced that there are three vacancies and asked that members notify staff of prospective nominations; Gilbert noted that nominees should be contacted to confirm that the nomination is acceptable prior to placing on the agenda for vote. Whitson also reviewed sub-committees and encouraged Chairs to be thinking of fresh ideas for their areas; the committee signup sheet was passed around. She reported that the Wichita Mountain Prevention Network did not conduct an onsite evaluation of the 2015 festival as the previous several years.

## **VICE CHAIR'S REPORT**

None

## **2016 COMMITTEES**

7. Brochure Ad Sales / Sponsorships – No report
8. Marketing / Publicity – No report
9. Entertainment Section – No report
10. South Stage – No report
11. North Stage – Lazarte – No report
12. Street Dance – Sotelo requested that the name of this activity be changed to better reflect what it is for the patrons.
13. Interactive Area – No report
14. Roaming Performers – No report
15. Children's Area – Buckley – Buckley requested that if juried in to the 2016 festival, that the petting zoo and pony rides vendors be placed further away from the children's area due to the smell of these two booths.
16. Information Booth – No report
17. Volunteers – Discussion ensued regarding the implementation of volunteer guidelines and volunteer training.
18. Decorations – Lazarte – No report
19. Tree Decorating – No report
20. Beer Booth – Sprague – No report

## **OTHER/NEW BUSINESS**

(Ayala and Friends of the Library excused themselves) Gilbert noted that there were several inquiries and requests for applications for the 2016 festival and the mail out database has been updated. Discussion ensued regarding vendor placement and Health Department guidelines for food vendors as several vendors did not have their serving area enclosed. Sotelo enquired about the inclement weather guidelines in place due to the weather announcements made on Friday evening. Chair Whitson stated that the Executive Committee will review the current guidelines and noted that the announcements were made without COL staff or IFC approval.

Lazarte recommended better internal communication between stage managers and staff.

**ADJOURN**

Chair Whitson adjourned the meeting at 6:30 p.m.

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Chair

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Date Approved