

**Minutes
Regular Monthly Meeting
International Festival Committee
Tuesday, December 4, 2012 - 6:00 pm
Lawton Public Library – Meeting Room 2**

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Whitson, *Sprague, Auwen (LAHC), Ayala, Buckley, Leary (LAHC), Limon, Ronio, Sotelo, Wyatt, American Indian Club, Chamorro Society, Friends of the Library, and *Mexican Folkloric Dancers

MEMBERS NOT PRESENT: Ash, Tatum, All Nations Baptist Church, Filipino American Club, and Latin American Community

GUESTS PRESENT: Carol Gardner (LAHC) and Steven Ronio (Lasting Impressions)

STAFF PRESENT: Gilbert

**Chair Whitson called the meeting to order at 6:00 p.m.
and declared quorum.**

The agenda went as follows:

ITEMS REQUIRING ACTION

1. Consider approving minutes of October 2, 2012 meeting. – MOTION by Ayala, with second by Sotelo to approve the minutes of the October 2, 2012 meeting as presented. Roll call results: Ayala, Buckley, Limon, Ronio, Sotelo, Wyatt, American Indian Club, Chamorro Society, Friends of the Library, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
2. Consider approving October financial report. – MOTION by Ronio, with second by Ayala to approve the October financial report as presented. Roll call results: Ayala, Buckley, Limon, Ronio, Sotelo, Wyatt, American Indian Club, Chamorro Society, Friends of the Library, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
3. Consider approving November financial report. – (*Sprague entered) MOTION by Sotelo, with second by Ronio to approve the November financial report as presented. Roll call results: Sprague, Ayala, Buckley, Limon, Ronio, Sotelo, Wyatt, American Indian Club, Chamorro Society, Friends of the Library, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
4. Consider approving nominations for 2013 Chair and Vice Chair. – MOTION BY Ronio, with second by Wyatt to nominate Whitson as Chair and Sprague as Vice Chair for 2013. Chair Whitson reminded the committee that the Lawton Arts & Humanities Council's (LAHC) Executive Committee (EC) has suggested the IFC add a 2nd Vice Chair to the EC. The additional position would ensure that someone is gaining the knowledge and experience to step into the role of Chair or VC. She asked members to consider volunteering for this position. Roll call results: Sprague, Ayala, Buckley,

Limon, Ronio, Sotelo, Wyatt, American Indian Club, Chamorro Society, Friends of the Library, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.

CHAIR'S REPORT

Chair Whitson stated that the first Tuesday in January falls on the 1st, and therefore the IFC meeting has been rescheduled to the second Tuesday, January 8th.

2013 COMMITTEES: Chair Whitson asked members to please sign-up to serve on 2013 festival subcommittees – The sign-up sheet was passed around.

OTHER/NEW BUSINESS

6. Conflict of Interest Policy – Chair Whitson introduced Victor Leary (LAHC) and Carol Gardner (LAHC). Leary reported that per the auditor's recommendation, members of LAHC, IFC, and the McMahon Auditorium Authority should implement a Conflict of Interest Policy, and distributed a copy for each committee member to review and sign. Members will be provided a copy of the signed policy. Leary and Gardner clarified that members must abstain from voting on any item that he/she may gain some kind of benefit. Friends of the Library asked how long has the IFC been a sub-committee of the LAHC, and Chair Whitson stated that this question was posed several years ago when the by-laws were reviewed. IFC operates under the LAHC by-laws and has always been a committee of LAHC, but has operated independently of LAHC until the last few years. As a committee of LAHC, the IFC operates as a non-profit organization, receives grants from OAC, and is part of LAHC annual audit. Leary stated the LAHC meets monthly on the 2nd Wednesday at 4:00 p.m. and invited members to attend those meetings.
5. Vendor Guidelines for 2013 – Leary (LAHC) stated that the LAHC Programming Committee has reviewed the patron surveys from the 2012 IF, noting that many patrons requested more diversity in vendor type as well as less duplication of the same type vendor. He noted that the last update to the IFC's Vendor Selection Guidelines was in 2009 and reviewed the following recommendations by the LAHC Programming Committee:
 - Snack Vendors: Items such as Kettle Korn, Funnel Cakes, Dippin' Dots, Specialty Nuts – Limit number of snack vendors w/ same menu item to two vendors. Snow Cones, Shaved Ice, Italian Ice, Slushies, Smoothies – are all considered to be the same item. No more than two vendors total.
 - Food Vendors: Limit the number of food vendors with the same menu items as the committee's non-profit organizations, to one additional non-profit or for-profit vendor, and to limit the number of all other commercial food vendors with the same menu items to three vendors total (no change).
 - Allowing the committee to use their best judgment for sales vendors and allow up to five like vendors in this area. For example, in categories such as jewelry, woodwork, clothing, etc., the actual items may be made in a variety of materials and styles. While the category may be the same, the items most often are different which offers a larger variety to patrons.
 - Encourage the international theme in both food and sales, but be open to new and different items as well.
 - IFC create a sub-committee, which would review the vendor applications for variety and kind of items to be sold as well as menu items for food and snack vendors to ensure vendors are adhering to guidelines.

Discussion ensued with Ronio, Lasting Impressions Sales Vendor, voicing the following concerns:

- Lasting Impressions is grand fathered into the festival, selling a variety of over 300 quality items, and to increase the approved number of sales vendors to five would not allow for any profit.
- Community feedback she has received in regards to the 2012 IF, patron surveys are referring to increasing food vendor diversity, not sales vendors.
- The festival has become less international since the move to ETP and no one on the IFC wanted to be proactive when she suggested inviting the Fort Sill Museum to the 2012 festival. IFC members such as American Indian Club and Latin American Community Club should display artifacts native to their culture.
- The IFC was "duped" because the Arts for All (AFA) organization was supposed to host their festival at ETP before the IFC did, so that the IFC could determine if they wanted to relocate from Library Plaza.
- Whipp had informed her all sales vendors are placed on grass, but felt it was unfair that her trailer was placed on grass due to its size, and due to the rain, made it very difficult to remove. She felt her location was a disadvantage to her sales. Vice Chair Sprague stated that all sales vendors are placed on grass and to allow one sales vendor to be placed on concrete by request would be unfair. Chair Whitson stated that food vendors are required to be on a concrete surface and that there is not enough electricity to place sales vendors on concrete too.
- Mr. Ronio stated that although he felt it was an advantage for his sales booth to be placed in the Children's Area, he does not understand why their trailer was placed behind a tree in the mud, and stated that his trailer should be placed on asphalt. He requested that the Chair and Vice Chair of the IFC meet with him at ETP to review his preferred location. He stated that if their preferred location could not be "honored" and determined prior to deadline of vendor application, Lasting Impressions will not be submitting an application for the 2013 festival. Chair Whitson stated that although she and Vice Chair could meet and review the requested location, the IFC does not determine placement of vendors,
- Ronio also stated she pays the largest sum in vendor fees and keeps all her money local and felt some preference should be given.

Whitson reported that the IFC consistently requests the participation of the Fort Sill Allied Students, who have declined participation due to safety concerns. She noted that the CU International Student group participates through volunteerism.

Buckley stated she felt the festival has become less intimate since its move to ETP, has become too duplicated, and there is a lack of international flavor.

Chavez (Mexican Folkloric Dancers) stated that the IF was originally designed for non-profit vendors of differing cultural heritage. She noted that many such organizations have disbanded due to aging members and the upcoming generation not wanting to participate in such groups, and felt the festival has become a business festival.

Wyatt reported he provides a community/patron survey at his business which requests information of interested participants; he noted that many citizens are not aware there is an International Festival in September. He felt the IFC would benefit from advertising the festival all year. (Gardner and Mexican Folkloric Dancers exited)

Chair Whitson stated the OKC Arts for All festival food vendors partner with non-profit agencies.

ADMINISTRATOR'S REPORT

7. 2012 festival report – No report; Administrator absent due to other Division priorities requiring immediate attention.

ADJOURN

Chair Whitson adjourned the meeting at 7:20 p.m.

Chair

Date Approved