

**Agenda
Regular Monthly Meeting
International Festival Committee
Tuesday, February 8, 2012 - 6:00 pm
Lawton Public Library – Meeting Room 2**

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Whitson, Sprague, Auwen (LAHC), Limon, Ronio, Sotelo, Tatum, Underwood (LAHC), Whiteley (LAHC), Wyatt, *American Indian Club, Chamorro Society, Filipino American Club, Latin American Community, and Mexican Folkloric Dancers

MEMBERS NOT PRESENT: Ash, Ayala, Roldan, Solis, All Nations Baptist Church, and Friends of the Library

GUESTS PRESENT: Dinah Lazarte

STAFF PRESENT: Whipp, Gilbert, and Patrick Reynolds (Journey Productions)

**Chair Whitson called the meeting to order at 6:04 p.m.
and declared quorum present.**

ITEMS REQUIRING ACTION

1. Consider approving minutes of November 1, 2011 meeting. – MOTION by Sotelo, with second by Filipino American Club to approve the minutes of November 1, 2011 as presented. Roll call results: Sprague, Auwen (LAHC), Limon, Ronio, Sotelo, Tatum, Wyatt, Chamorro Society, Filipino American Club, Latin American Community, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
2. Consider approving November financial report. – (*American Indian Club entered) MOTION by Ronio, with second by Wyatt to approve the November financial report as presented. Roll call results: Sprague, Auwen (LAHC), Limon, Ronio, Sotelo, Tatum, Wyatt, American Indian Club, Chamorro Society, Filipino American Club, Latin American Community, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
3. Consider approving December financial report. – MOTION by Ronio, with second by Tatum to approve the December financial report as presented. Roll call results: Sprague, Auwen (LAHC), Limon, Ronio, Sotelo, Tatum, Wyatt, American Indian Club, Chamorro Society, Filipino American Club, Latin American Community, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
4. Consider approving January financial report. – MOTION by Tatum, with second by Ronio to approve the January financial report as presented. Roll call results: Sprague, Auwen (LAHC), Limon, Ronio, Sotelo, Tatum, Wyatt, American Indian Club, Chamorro Society, Filipino American Club, Latin American Community, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
5. Consider approving 2012 Chair, Bobbi Whitson and Vice Chair, Mark Sprague. – Whipp reminded the committee that the Lawton Arts & Humanities Council's (LAHC) Executive Committee (EC) has suggested the IFC add a 2nd Vice Chair to their 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. MOTION by Ronio, with second by Sotelo to approve Whitson as Chair and Sprague as Vice Chair. Roll call results: Auwen (LAHC), Limon, Ronio, Sotelo, Tatum, Wyatt, American Indian Club, Chamorro Society, Filipino American Club, Latin American Community, and Mexican Folkloric Dancers voted yes. Sprague abstained. MOTION CARRIED.

6. Consider approving revised Poster Contest Guidelines. – Sprague provided a brief overview of the past poster guidelines stating that two years ago the criteria of including the flags of IF organizations had been removed to allow greater artistic freedom in the poster design. He reported that several organizations have requested that the flag requirement be re-established. He further reported that he had reviewed the first festival's program and that the following countries were represented: Austria, Pan African Flag, Philippines, Germany, Kiowa Indian Nation, S. Korea, Mexico, S. Vietnam and Laos. Discussion ensued on adding the requirement to include these flags, even though one is no longer a country, versus the flags of current committee members and organizations in the design with the consensus being that the current poster contest guidelines would stand. MOTION by Ronio, with second by Sotelo to leave the poster contest guidelines as written. Roll call results: Sprague, Auwen (LAHC), Limon, Ronio, Sotelo, Tatum, American Indian Club, Chamorro Society, and Latin American Community voted yes. Wyatt, Filipino American Club, and Mexican Folkloric Dancers voted no. MOTION CARRIED.
7. Consider approving 2012 Booth Fees – Whipp reported that the IFC voted to increase the booth fees in 2010. MOTION by Ronio, with second by Sotelo to approve the booth fees as presented, with no increase. Roll call results: Sprague, Auwen (LAHC), Limon, Ronio, Sotelo, Tatum, Wyatt, American Indian Club, Chamorro Society, Filipino American Club, Latin American Community, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.
8. Consider approving 2012 Brochure Ad Fees – Whipp stated that there has been no increase in brochure ad fees in at least eight years. She reported that the brochure ad sales revenue in 2011 was \$2,650, and the cost to print the brochures was \$1,850. Discussion ensued regarding an appropriate increase in brochure ad fees to cover the cost of printing the brochures as well as still being affordable for purchase. MOTION by Tatum, with second by Ronio to keep the cost of a full page ad at \$200, to increase the cost of the half page ad to \$165.00 and quarter page ad to \$90.00, and to remove the listing only option. Roll call results: Sprague, Auwen (LAHC), Limon, Ronio, Sotelo, Tatum, Wyatt, American Indian Club, Chamorro Society, Filipino American Club, Latin American Community, and Mexican Folkloric Dancers voted yes. MOTION CARRIED.

CHAIR'S REPORT

Chair Whitson announced the death of Kealii Thompson's brother and that a sympathy card was being passed around for those who would like to sign it.

9. Sign up for 2012 Committees - The sign-up sheet was passed around.
10. Wichita Mountain Prevention Network Report – Chair Whitson reported that this organization attends community events particularly ones that serve alcohol, and observe event procedures and safety mechanisms that are in place then provide feedback on their findings to the event coordinators. Whitson reported that they look at the overall event, but the emphasis is on underage drinking. She reviewed their recommendations stating that overall it was a very positive report.

VICE CHAIR'S REPORT

9. Local Performers – Sprague reviewed the committee's verbal policy that any local groups performing at the festival are not paid. He stated that a written policy needs to be established and adopted by the festival committee defining "local" as more and more groups are requesting to be paid for their performances at the festival. Discussion ensued considering either a 50-mile or 100-mile radius to be used when determining if a group is "local" or not. The consensus was to establish the policy of 100-mile radius. It was also recommended to change the language to read entertainers residing within a 100-mile radius will not be paid. Sprague stated he would draft the policy based on these recommendations and present it at the March meeting for consideration.

2012 COMMITTEES

12. Brochure Ad Sales / Sponsorships – Donna Ronio, Chair – No report
13. Entertainment Selection – Donna Ronio, Chair – No report
14. Interactive Area – No report
15. North Stage – Dinah Lazarte, Chair – Lazarte reported that she has five volunteers.
16. South Stage – Sabine Tatum, Chair – No report
17. Children's Area – MHS Key Club - No report
18. Information Booths – Bobbi Whitson, Chair – No report
19. Volunteers - No report
20. Decorations – Dinah Lazarte, Chair – Lazarte reported that the stage skirts are in need of replacing as they are fraying, and would like more banners and flags ordered.
21. Tree Decorating – Chavez volunteered to Chair this committee. Ronio noted that the lights in the trees near her sales booth were never turned on and that she noticed them still in the trees just a short time ago. Whitson stated that most likely those lights were left from Holiday in the Park since the festival committee members have removed all their lights from the trees as instructed by the City.
22. Beer Booth – Mark Sprague, Chair – Sprague reported that the request for bid letters would be mailed tomorrow. He noted the deadline for bid is in March and item will be on the April voting agenda.
23. VIP Tent – Garrett Jackson, LHS Key Club – No report
24. Festival History – No report

ADMINISTRATOR'S REPORT

25. 2012 Headline Performers – Whipp distributed the handout of potential headliners compiled by Cheatwood based on 2011 patron feedback. She asked committee members to review the groups and provide feedback prior to the March meeting and stated that if there are other groups that they would like researched for the festival to let staff know as well. Staff will then proceed to check on performer's fees and availability.

26. 2012 IF Projected Budget – Whipp reviewed the projected budget and stated it will be on the March voting agenda, and encouraged members to call her prior to the meeting with any questions.
26. General Updates – Whipp reported that the Food Handler’s class is still being held at Wayne Gilley City Hall in the Council Chamber and reviewed the class schedule.

Whipp reported that the annual Student Performance is scheduled for Thursday, April 5th, with performances at 10:00 a.m., 11:45 a.m., and 6:30 p.m.; posters and flyers were available for anyone interested. She requested that anyone wanting to volunteer as an usher or ticket taker contact Gilbert.

OTHER/NEW BUSINESS

Underwood reported that classic guitarist Pepe Romero is scheduled to perform at the Cameron University Theatre on February 9th at 7:30 p.m.

ADJOURN

Chair Whitson adjourned the meeting at 7:30 p.m.

Chair

Date Approved