Minutes
Regular Monthly Meeting
International Festival Committee
Tuesday, November 4, 2014 - 6:00 pm
Lawton Public Library

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Whitson, Sprague, Coleman, Lazarte, Sotelo, Tatum, Wyatt, Chamorro Society, Filipino American Club, and Friends of the Library

MEMBERS NOT PRESENT: Ayala, Buckley, Rain (LAHC), Limon, Roldan, American Indian Club, Latin American Community Club, Lawton Public Library and Mexican Folkloric Dancers

STAFF PRESENT: Whipp and Gilbert

Chair Whitson called the meeting to order at 6:08 p.m. and declared a quorum.

ITEMS REQUIRING ACTION

1. Consider approving minutes of October 7, 2014 meeting. – MOTION by Lazarte, with second by Coleman to approve the minutes of October 7, 2014. Roll call results: Sprague, Coleman, Lazarte, Sotelo, Tatum, Wyatt, Chamorro Society, Filipino American Club, and Friends of the Library voted yes. MOTION CARRIED.

2. Consider approving October financial report. – Whipp reviewed the October financial report. MOTION by Tatum, with second by Lazarte to approve the October financial report. Roll call results: Sprague, Coleman, Lazarte, Sotelo, Tatum, Wyatt, Chamorro Society, Filipino American Club, and Friends of the Library voted yes. MOTION CARRIED.

3. Consider approving vendor selection guidelines. – Whipp stated that due to the Committee possibly not meeting until February (see item 8), this item has been placed on the agenda so that staff can move forward with preparing the vendor selection guidelines for the 2015 festival. MOTION made and withdrawn by Wyatt to table this item. Whipp reminded members that they approved to not limit like vendors for the 2014 festival and noted that no vendor complaints were received. Discussion ensued regarding the number of vendors being accepted and Sprague stated that the festival is at maximum capacity as far as being able to accommodate all vendors' electrical needs and that funding has not been appropriated to add more at this time. MOTION by Tatum, with second by Chamorro Society to approve the current vendor selection guidelines. Roll call results: Sprague, Coleman, Lazarte, Sotelo, Tatum, Wyatt, Chamorro Society, Filipino American Club, and Friends of the Library voted yes. MOTION CARRIED.

4. Consider approving 2015 Vendor Booth Fees. – (see attached) Whipp directed members to the proposed fee schedule included in their packets. She stated that vendor booth space fees were increased three years ago, they are significantly lower than what other festivals charge, and the $50.00 set up/tear down fee associated with a tent rental has not increased since established. Discussion ensued regarding increasing vendor booth

fees by a equal percentage and increasing set up/tear down fee by $25.00 as a means of increased revenue to offset rising costs to host the festival, which increased by approximately $6,900.00 for the 2014 festival. VC Sprague reviewed all vendor booth space fees if increased by 20%. MOTION by Coleman, with second by Tatum to approve raising all 2015 vendor booth fees by 20% and increasing the set up/tear down fee to $75.00. Roll call results: Sprague, Coleman, Lazarte, Sotelo, Tatum, and Chamorro Society voted yes. Wyatt, Filipino American Club, and Friends of the Library abstained. MOTION CARRIED.

5. Consider approving 2015 Brochure Ad Fees. – (see attached) Whipp reported the brochure ad fees were increased three years ago and that proceeds from the ad sales this year covered the printing expense of 4,000 brochures with some profit. She stated that only 2,000 brochures will be ordered for the 2015 festival and the current ad rates would definitely cover the printing cost if ad sales remain consistent. MOTION by Sotelo, with second by Coleman to approve the 2015 proposed brochure ad fees as presented. Roll call results: Sprague, Coleman, Lazarte, Sotelo, Tatum, Wyatt, Chamorro Society, Filipino American Club, and Friends of the Library voted yes. MOTION CARRIED.

6. Consider approving Sponsorship Levels and Benefits. – (see attached) Whipp reported the Platinum Sponsorship Level was added two years ago and the benefits for each level reviewed and adjusted as needed based on the new level. Motion by Lazarte, with second by Tatum to approve the 2015 Sponsorship Levels and Benefits as presented. Roll call results: Sprague, Coleman, Lazarte, Sotelo, Tatum, Wyatt, Chamorro Society, Filipino American Club, and Friends of the Library voted yes. MOTION CARRIED.

7. Consider approving 2015 Chair and Vice Chair. – MOTION by Coleman, with second by Sotelo to nominate and approve the current Chair and Vice Chair in their prospective positions for 2015. Chair Whitson and Vice Chair Sprague accepted the nomination. Roll call results: Coleman, Lazarte, Sotelo, Tatum, Wyatt, Chamorro Society, Filipino American Club, and Friends of the Library voted yes. Sprague abstained. MOTION CARRIED.

8. Consider not meeting in December or January. – MOTION by Lazarte, with second by Tatum to adjourn for the months of December and January. Roll call results: Sprague, Coleman, Lazarte, Sotelo, Tatum, Wyatt, Chamorro Society, Filipino American Club, and Friends of the Library voted yes. MOTION CARRIED.

CHAIR'S REPORT
Chair Whitson requested staff research trams as a means of handicap transportation.

VICE CHAIR'S REPORT
No report

2015 COMMITTEES: The sub committee sign up sheet was passed around.

9. Brochure Ad Sales / Sponsorships – Vacant, Chair - No report

10. Marketing / Publicity – Wyatt, Chair - Whipp reported the pre festival "Season's Greetings" cards will be mailed next week.

11. Entertainment Section – Wyatt, Chair - No report. Whipp stated that headliners will be presented at the February meeting.

12. South Stage – Tatum, Chair – No report

13. North Stage – Lazarte, Chair – Lazarte reported increased security at the stages was a great benefit.

14. Street Dance – Sotelo, Chair - No report

15. Interactive Area – Vacant, Chair – No report

16. Roaming Performers – Vacant, Chair – Chair Whitson reported that the Sweet Adeline's were a positive addition and have requested to perform at the 2015 festival.

17. Children's Area – Vacant, Chair – Chair Whitson reported that this was a success.

18. Information Booth – Coleman, Chair – Coleman requested the use of the Holiday House for the Main Information Booth.

19. Volunteers – Coleman, Chair – Coleman recommended implementing a system to track volunteers as they are assigned to various areas.

20. Decorations – Lazarte, Chair – Lazarte stated she will schedule a date for her and Whitson to inventory items in the near future.

21. Tree Decorating – Chavez – No report

22. Beer Booth – Sprague, Chair – No report

23. VIP Tent – Vacant, Chair – Whipp stated the requirements for the VIP tent are the same as for any participating food vendor with the exception of being on paved surface; however, a plywood floor is required in the cooking area of the tent. She noted the cost incurred by the IFC to have a VIP tent is approximately $1,100.00. Chair Whitson recommended renting a smaller tent which would still accommodate the small groups of volunteers which are sent in intervals as well as reducing the tent rental expense.

ADMINISTRATOR'S REPORT

Whipp stated that the final report has been submitted to OAC and reviewed the breakdown of expenses and in-kind support. She stated the actual budget was $79,107.00, an increase of almost $6,900.00 from the 2013 actual budget. She stated that vendor and patron surveys received were small in numbers but positive.

OTHER/NEW BUSINESS

Whipp announced the retirement of Parks & Recreations Department Director, Kim Shahan.

ADJOURN

Chair Whitson adjourned the meeting at 7:10 p.m.

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Chair Date Approved