

Agenda
Sherwood Cultural Arts Commission
May 20, 2003 7pm
Sherwood Fire Station

NOTE: New meeting location: Sherwood Fire Station, 655 NE Oregon Street

1. Adjustments to Agenda
2. Approval of minutes
3. Historical Society Update (Shelly)
4. Class Update/PCC Meeting (Becky)
5. Arts Festival
 - a) Stage Line-up
 - b) Vendor/Exhibitor Update
 - c) Cultural Arts Booth
 - d) Volunteers
6. Other
7. Adjourn

Minutes from Cultural Arts Commission Meeting

May 20, 2003

Approved

The meeting began at 7:00 pm, Present at the meeting were;

Shelly Lamb
Becky Read
Bernie Danylchuk

City Representatives present were;
Kristen Carey Staff
Dave Grant City Council

Meeting called to Order

Dave Grant chaired meeting in the absence of Robyn Folsom, Committee Chair

Adjustments to Agenda

None.

Approval of Minutes

Unable to approve minutes from January 2003, February 2003 & April 2003, due to the lack of a quorum. (March 2003 meeting was not held)

Historical Society Update-Shelly & Dave

Shelly & Dave recapped the May 7, 2003 SURPAC meeting in which the Historical Society and the other organizations that submitted RFP's for the Morback house had an opportunity to present their proposals and have a question and answer session. The Historical society received a great deal of support from the community members that were present at the meeting. Shelly submitted for the record the answers to questions asked at the SURPAC meeting that the Historical Society was unable to answer. See attached. Also received from Shelly was a progress report from the Historical Society on the Smock House.

Smock House update: It has been decided that the moving of the house will be delayed until after the Robin Hood Festival at the end of July 2003. The Historical Society has received commitments for the moving and restoration of the Smock house, see handout for timeline.

Class Update/PCC Meeting

Becky Read and Kristen have met with Tsipora Dimant with PCC re: increasing the amount of courses provided in the Sherwood area. Art, painting, cooking, writing workshops and lectures were a few courses suggested. Café Fraiche mentioned possible offering a cooking class. PCC offers a Spring Sample Day Open House to give ideas of courses that are available. In the past, both the Sherwood School District and the Sherwood Sr. Center have provided class room space. Briefly discussed were the fee's PCC charges for their courses and how those fees could increase if the facility where the classes are held impose a fee. Average 11 week course runs \$56.00.

Also discussed was the possibility of the City offering space on the website and in the Archer for advertising. Becky Read asked for other ideas on courses PCC could offer.

Arts Festival

Kristen showed the group the posters created by Karen Tasker and displayed around town. Along with the posters are postcard size announcements that are being distributed as well.

1. Stage lineup: Barbara Barcal was working on this portion of the festival. Barbara was not present at meeting to give details.
2. Vendors and Exhibitors: Kristen informed the group that she has about 20 vendors lined up and applications are still being received, this number does not include the Saturday Market vendors. There is a wide variety of vendors; Painting, Glass works, Brass/Copper sculptures, Ceramics, Candle making, Wood creations, which includes two booths for the Sherwood High School Wood working shop and art class. Currently the food vendors are Domino's Pizza, Popcorn truck, and Hot Dog/Snack booth. Vendor booths will be set up on both sides of Main Street and Saturday Market booths would be on 1st Street. Shelly Lamb mentioned the Smock House would be open during the festival. The stage will be placed on the grass in the park.
3. Cultural Arts Booth: Becky Read will be manning this booth along with her own. Suggestions for items in the SCAC booth were possibly running the Missoula Theater tape, advertising of Music on the Green and Movies in the Park and a white board asking people for their suggestions and ideas.

Also discussed:

Advertising was also discussed and it was suggested we contact Alto's and Texaco for use of their reader boards as well as the RHT board. Becky to contact Alto's.

Budget: The \$1200 budget for this event has been spent on the stage, sound, posters and porta-potties, but Kristen located a line item within the budget of \$500 that can still be used. Kristen suggested purchasing a banner to go over the stage area, approx 3'x12' advertising the Arts Festival. The banner would not be dated and could be used at future events. Cost of banner would be approx \$225. The commission was also asked about advertising in A&E, consensus was not to spend the money there, Kristen will hold off unless she hears otherwise from the commission members. It was suggested for next years Arts Festival to purchase a banner that could go over N. Sherwood Blvd. similar to Music on the Green. The approx cost for a banner of this size is \$750. Dave Grant asked about possible selling the Arts Festival Posters, Kristen informed the group that each poster cost \$1.00 but quantities were limited at this time and another production may not be cost worthy.

4. Volunteers are still needed for the following areas:
 - A. MC for stage event announcements
 - B. Parking/Vendor Coordinator
 - C. Preparation of the SCAC booth. Brochures and flyers for SCAC have not been produced yet.

Kristen suggested shifts of 2-3 hours in length that the SCAC members could volunteer for. Becky Read volunteered for a 7-10am, and manning the SCAC booth. Shelly would be at the Festival all day with the Historical Society in the Smock house if

she was needed and Bernie needs to talk with Robyn re: his possible commitment to the hotdog/snack booth.

Other

Vendor's have complained that the \$85 booth fee was too high. Kristen to look at reducing this fee next year.

Dave Grant briefly discussed PAL and the Old School RFP. Dave commented the Woodhaven Community Church was still working on resubmission of their RFP. Dave asked if Kristen has heard from Dusky re: the PAL RFP, Kristen has not heard from Dusky.

Next meeting: June 17, 2003, 7pm at Sherwood Fire Station.

Meeting adjourned, 8:45 pm