

**Agenda**  
Sherwood Cultural Arts Commission  
June 17, 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. Arts Festival brief update/plans for next year
4. Mission statement, brochure, logo
5. Missoula Children's Theater
6. Music on the Green sign-ups
7. Budget Review
8. Performing Arts Calendar
9. Historical Society Update
10. Class Update
11. Open House/Dessert Night/Public Input night
12. Other
13. Adjourn

# Minutes from Cultural Arts Commission Meeting

June 17, 2003

Approved

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

Shelly Lamb  
Becky Read  
Bernie Danylchuk  
Sara Abel  
Karen Tasker  
Robyn Folsom

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

Guest:  
Judy Grant with Sherwood Dance Academy

## Meeting called to Order

Robyn Folsom, Committee Chair chaired the meeting

## Adjustments to Agenda

None.

## Approval of Minutes

Robyn motioned to approve minutes from January 2003, February 2003, April 2003 and May 2003, (March 2003 meeting was not held), Becky seconded the motion, all in favor, motion passed.

## Arts Festival Update/Plans for next year

This years Arts Festival was very successful, plan for same time frame next year. Suggest sending out a notice letter to the Sherwood Schools for their participation. The date for next years Festival is set for May 22<sup>nd</sup>. Possibly looking at changing time frame to 10-5pm, rather than 10-6pm. The last few hours of this year's festival were slow. **Other suggestions for next years Festival:**

- Have performers arrive early. Thanks to Bernie for MC'ing this years' event.
- Stagger similar types of performances throughout the afternoon, do not group all dance performances and all singing etc. together.
- Suggest Old Town merchants remain open during the Festival
- Advise Saturday Market that if they participate again, they will be required to stay for the duration, no early take-down will be permitted. Market vendors leaving early this year, looked bad and appeared that vendors were leaving the Festival.
- Reduce Arts Festival vendor fee
- Look at having a Poster Contest for the Arts Festival Poster. Solicit this idea to Sherwood schools. **Karen Tasker and Becky Read to head up this project.**
- Look at having Vendors that actually produce arts at the Festival. Suggestion of local guitar and violin makers.

**Mission Statement, brochure, SCAC logo (see handout)**

Open discussion followed regarding the text of the Charter Mission Statement. SCAC members agreed that a sub-committee should be formed to address the Charter, the SCAC brochure language and artistic layout. Karen Tasker, Becky Read and Sara Abel will head up this project.

Dave continued this discussion with information he received from the City Council on what they would like to see develop with community organizations requesting support funds from the City and the "Mission" of the SCAC. It was suggested that groups like the Historical Society, Sr. Center, PAL, Robin Hood Festival Assoc. approach SCAC for support and SCAC will take the request and make a recommendation to City Council. It was suggested that SCAC will have and maintain a budget for supporting these organizations. The commission members suggested sub-committees be created as liaisons for these groups.

Bernie asked if this type of support was the "Mission statement" of the SCAC? Also discussed was the number of members on the SCAC and possibly increasing the amount of members to address the additional responsibilities of the commission. It was suggested to contact Sondra Pearlman and possibly vacating her seat on the commission but retaining her as a consultant to the commission. Kristen and other commission members commented on the valuable expertise Sondra has to offer and not wanting to lose that connection. Currently the commission is to be made up of 9 members, look at possibly increasing this number to address the growing needs of the community. Dave asked Kristen to advertise the vacancies in the next issue of the Archer/Gazette.

**Missoula Children's Theater**

MCT is scheduled to come to Sherwood the week of August 4-9, 2003. Auditions and performances will be held in the Sherwood H.S. PAC. The Sherwood School District has allowed the use of the High School PAC for a flat fee of \$400, but we would be responsible to leave the facility in a clean and orderly manner. MCT suggested the following ticket prices for the performances: \$7 for adults, \$5 for Seniors and \$3 for children. The commission members agreed that these ticket prices were reasonable and we would use them.

Advertising for MCT: Announcements could be done at Music on the Green, school newsletters, creating a poster and flyers. Karen Tasker offered to help with the poster and flyer. Robyn offered to advertise with the local churches to reach youth in their organizations. It was suggested to take a walk through the H.S. PAC to get a better idea of the available space and to ensure we have proper access to the facility. Dave Grant mentioned he was familiar with stage lighting and sound system and could assist in that area if needed. Robyn offered to contact the School District office and arrange for herself, Kristen and Dave to do a walk through.

**Music on the Green Sign ups**

SCAC via Robyn has a food vending license and will be able to sell food in the SCAC booth. Suggested items were hamburgers, hotdogs, popcorn, cotton candy and soda pop. Bernie offered to assist with cooking the burgers. Kristen mentioned the City has a popcorn machine that belonged to the theater and the commission could use it in the

booth. Kristen also mentioned she would need 2 volunteers for each concert to assist with misc. duties.

### **Budget Review**

The 2003 Arts Festival profited by \$200 and has paid for itself. The profits would go towards next years budget. Next years budget is \$6700.00.

### **Performing Arts Calendar**

It was suggested that this project wait until September when things slow down for the commission. Brief discussion followed regarding forming a sub-committee to address this project and what types of events would be on this calendar: school, churches, city, performing arts and would the events be for the Sherwood area only? Should we use the School Districts serviced area as a guide line? Setting up a website, linked to the City website was a suggestion. Trying this to see how many hits the site received before incurring the cost of printing a calendar. Kristen mentioned she was working with the City's System Administrator on calendar software. Sara offered to work on the design and layout of the calendar.

### **Historical Society Update**

Shelly informed the group that City Council has conditionally awarded the Morback House to the Historical Society. Some of the conditions of the award is the Historical Society must raise \$15,000.00 by the end of August 2003 and must have a business plan in place. Current fund raising plans are: 1.) Melody Guy has agreed to do a fund raiser at Bushwackers in Tualatin, 2.) Silent Auction, 3.) Robyn Folsom, hopefully to work on a Broadway review, and 4.) lots of letters, phone calls and contacts.

### **Class Update**

Becky Read has been working with Tsipora with PCC on getting classes in the Sherwood area and coming up with class room space. Calligraphy-Drawing, Holiday Workshop, cake decorating (summer) wine tasting-dinner combined instructional (possibly tied in with the Onion Festival); with a cooking workshop taught by Café Freiche were a few of the ideas for classes. The challenge PCC faces is lack of class room space and the fee's associated with using space provided by the School District. It was suggested to talk to the School District regarding fee's. Dave Grant offered to talk to the City Manager regarding possibly working something into the IGA and possibly using the Teen Center at the YMCA for class room space. Becky informed the group that the PCC deadline for securing space and scheduling classes is July 7, 2003.

### **Open House/Dessert Night/Public Input Night**

This agenda item to be discussed at the next meeting.

### **Other:**

Judy Grant passed out a handout advertising for an upcoming Play hosted by the Sherwood Dance Academy.

Next Meeting: July 15, 7pm at Sherwood Fire Station.

**Meeting Adjourned, 9:00pm.**