

**Agenda**  
**Sherwood Cultural Arts Commission**  
**November 18, 2003 7pm**  
**Sherwood Fire Station (655 NE Oregon Street)**

NOTE: Citizens are offered an opportunity to speak on any subject of their choosing other than items on the current agenda.

1. Adjustments to Agenda
2. Approval of minutes
3. Phil McGuigan (Robin Hood Festival Association)
4. Harp Recital (November 29) Volunteer sign-ups
5. Class Update- Becky
6. Joint facility at High School
7. Dessert Night
8. Brochure
9. Other
10. Adjourn

## Minutes from Cultural Arts Commission Meeting

November 18, 2003

Approved

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

Robyn Folsom	
Shelly Lamb	
Becky Read	
Bernie Danylchuk	
Karen Tasker	
Sara Abel	Not Present
Eric Stein	Not Present

City Representatives present were;

Kristen Carey	Staff
Dave Grant	City Council

Guest:

Phil McGuigan	Robin Hood Festival Assoc.
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### Meeting called to order

### Adjustments to Agenda

Bernie asked to add RHCT production information to the agenda.

### Approval of Minutes

**Bernie moved to approve October '03 minutes, Shelly seconded the motion, all in favor, motion passed.**

### Phil McGuigan-Robin Hood Festival Assoc. (RHFA)

Dave addressed this item informing Phil and reminding the commission that the SCAC would be the voice of the RHFA when going to Council for funding or any other needs. Dave asked Phil to bring the needs and requests of the RHFA to the SCAC to discuss and the commission would make recommendations to City Council on their behalf. Open discussion followed.

Phil informed the commission that the RHFA had Puppet/Costumes in various animal themes that they were interested in getting rid of. They are lacking storage space and offered the costumes to the commission. Phil noted there was an organization in Wilsonville that was interested if the commission was not. Kristen and the commission asked to first have a look at the puppets and see if they could use them for something.

Phil answered the following questions from the commission members:

What was the entertainment budget for the Robin Hood Festival? Phil noted it was approx. \$5000, with Friday and Saturday evening musical groups costing from \$2500-

\$3000, and afternoon local acts costing approx. \$200. This last year the assoc. was focusing on more family oriented acts and a larger variety of acts. Robyn noted she had been talking to Rob Saxton the School District Superintendent regarding local school musical performances.

Phil noted the operational expenses for the festivals were quite high; Porta potties, stage and tent set-up and take down, etc. Tent rental runs approx \$600. Kristen mentioned that the City's Public Works dept. put forth many hours for the festivals. Phil mentioned he had past conversations with Ross, Sherwood City Mgr., regarding using City resources such as photo copying and postage and was making an effort not to depend on the City for those items.

Christmas event for 2003: Phil mentioned The Gathering was doing the sound and Melody Guy and the local elementary schools were performing as well as a performance by The Gathering. Donations have been received from Sherwood Safeway (hotdogs) and the Sherwood Chamber and Providence Medical were providing the hot cocoa and hot cider.

Insurance: At this time the RHFA is struggling with obtaining insurance for the events, he currently has 3 different leads he's working on. Dave asked if the City could assist, Kristen informed the group that the City could not and gave the recent example of the Historical Society having the same issue. The City's insurance carrier can not insure an organization that is not a public entity.

Phil noted that January and February are generally very busy months with booking entertainment. Phil was encouraged to call at any time to be placed on the SCAC agenda for any needs they may have. Robyn asked Phil if a representative from the RHFA could attend the commission meetings, Phil said he would address it at their next meeting to be held on Thursday of this week.

Phil mentioned volunteers for the December 6<sup>th</sup> Tree Lighting Ceremony were needed; please call if you can volunteer.

### **Bernie-Robin Hood Community Theater (RHCT)**

See handout provided by Bernie noting the schedule for the upcoming performance of 12 Angry Jurors. Rating is basically G, with no offensive language and is based in the 1950's. Bernie asked, hypothetically if the High School could accommodate this schedule. Robyn noted that the rehearsals may be a problem, but they may be able to accommodate the performances. *Minutes approved at 12/03 meeting with the rating of this changed to PG, per Bernie.*

Recap on the Cabaret performance: The Old Hall worked great and the food was wonderful.

Bernie mentioned the RHCT group would be interested in participating in events with other groups such as Historical Society and the RHFA for events, but they would need plenty of notice.

### **Class Update**

Becky informed the group that the PCC classes were very successful. She also had knowledge of a local person wanting to teach French, if any of the commission members thought this would be successful or had knowledge of any one who might be interested in taking the class. Becky asked the commission to advise her of other ideas for classes.

Becky briefly explained and handed out a Washington County Cultural Coalition Planning Committee survey and asked the committee members to take a few minutes and fill them out.

Becky spoke of having a resource guide on a database to help artist's network. Robyn suggested using Eric Stein. Eric mentioned to Robyn that he was great with a computer and would be willing to help out in these areas. Robyn mentioned she has a friend who designs websites and would proceed in contacting her friend.

### **Dessert Night**

Becky asked the commission what the plan was for the dessert night, what type of information the SCAC planned on providing. Becky will contact Eric and come up with more info by the next meeting.

### **Brochure**

Karen noted she needed images. Kristen mentioned Portraits by Design has photo's of past city events and so does Laura Hardman from the Gazette. Kristen would check with Laura to see what she has. Karen mentioned she could have the brochure completed by the Dessert Night.

### **Other:**

Dave asked about the status of the Smock House. Shelly informed the commission the house has been moved and is still up on blocks. The Historical Society is having problems with some of the work performed by one of the contractors who originally said he would volunteer his services and then charged the HS approx. \$5000. The house perimeter has been fenced for safety reasons and the Historical Society is working on obtaining insurance coverage.

Meeting adjourned at 9pm

### **Next meeting**

Tuesday, December 16, 7pm at Sherwood Fire Station Community Room