

**Agenda**  
**Sherwood Cultural Arts Commission**  
**Tuesday, March 16, 2004**  
**4:30-6:30 pm**  
**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. Arts Open House contacts and progression
4. Arts Festival—Committee/Assignment Reports
  - ☐ Advertising and Promotions- Lisa
  - ☐ Stage- Robyn/Bernie
  - ☐ Schools activities/booths- Robyn -
  - ☐ Exhibitors/Vendors- Shelly
  - ☐ Artist Recruitment- Becky
  - ☐ Artwork and Design- Karen
  - ☐ Hands-on Tent- Lisa, Kristen, Becky (?)
  - ☐ Concessions/Food vendors- Robyn/Bernie
5. Old School House proposal
6. Public Works Site
7. Smock House Update
8. Parks Board to April Meeting
9. Workshop- *Building Your Audience*- Saturday, March 20
10. Other
11. Adjourn



## Minutes from Cultural Arts Commission Meeting

March 16, 2004

Approved

The meeting began at 4:30pm, Present at the meeting were;

Robyn Folsom  
Shelly Lamb  
Becky Read  
Bernie Danylchuk  
Lisa Thoele  
Karen Tasker                      Absent

City Representatives;  
Kristen Carey                      Staff  
Dave Grant                      City Council  
Phil McGuigan                      RHFA-Guest

### Meeting called to order

### Adjustments to Agenda

No adjustments.

### Approval of Minutes

**Bernie motioned to approve Jan & Feb '04 minutes, Becky second the motion, all in favor, motion passed.**

### Arts Open House Contacts and Progression

Lisa and Becky have been working on an Open House Resource Guide. Becky explained the basic layout and how the guide will list contacts from the Open House and what services they have to offer. Work to continue on this project.

### Robin Hood Festival Assoc. Update

Phil recapped the progress to date of the festival. Sponsorship letters have been mailed and so far they have received \$750 in donations, including a donated Leaf Blower. Food vendor applications have also been sent out and the parade applications will be going out shortly. Phil mentioned there were some issue with the Coca-Cola agreement the City has in place and the logistics of this agreement. There is a great deal of details that need to be worked out and involves a lot of work.

Phil reminded the group that the RHFA meets monthly, the third Thursday of every month, 7pm at the Sr. Center, and Phil can be reached at 503-625-4233.

Discussion followed regarding the storage of the RHFA stuff and the space required to store these items, Phil was unsure of needed square footage, maybe a 15'x15' space. The two Public works facilities, Meinecke Rd & Willamette St. were possible options and Phil informed the group that he is under pressure to move the items from their current

location. He is not sure if this current storage place will wait until after the festival. Phil was told that SCAC is still working out the details for the old public works site, and what the space will be used for, and will get back to him as soon as possible.

### **Art Festival-Committee/Assignment Reports**

Becky first asked for the commissions give direction re: The Art Guild. Conversation continued with Old Town Design Standards and sign code. The group was informed that there was a committee in place that was reviewing design standards for Old Town/City. It was recommended that Becky speak with FOOT (meets the third Thursday of every month, 8:30am at Attrells') and the Planning Commission re: work they have done to research neighboring city codes. Becky to talk to the Art Guild to see what they need and what they want to do for the Arts Festival. Open discussion followed re: the Art Guild participating in the Arts Festival and to what capacity.

- **Advertising and Promotions-**

Lisa working with Kristen on producing a letter. Kristen asked the commission about forms of advertising and budget for advertising. Suggested advertising: Gazette, Flyers-Mailers, church reader boards, A&E ad, over the roadway banner. Laura Stanfill will also do a write up for the May issue of the Gazette.

- **Stage**

Robyn noted this assignment would be easy. Learning from last years event, she and Bernie are set. Staggering like events and children entertainment was discussed.

- **School Activities Booth**

Robyn mentioned the schools have been planning all year for his event. She will follow up with the schools. The schools will not be charged a fee for their participation in the festival.

- **Exhibits and Vendors**

Shelly- Letter and applications have been sent, nothing else to discuss yet.

- **Artist Recruitment**

Kristen requested a list from RACC of 600 names, letters will go out once list is received. Kristen will also use the mailing list from last years event for an approx total of 800. Becky to talk to the City of Wilsonville re: the list of participants they had for their Arts Festival. It was suggested that the Art Guild could participate and have an "Art Guild booth" with several of their artists sharing the booth. Discussion followed re: how this may not sit well with artists that are paying the full fee and if the Art Guild did have a booth, it would be an informational booth only, non-commercial, no products would be sold and they would not be charged a fee. Also discussed was possibly having an area/booth space that artists can share and can purchase a section of a booth. Commission will look at this scenario next year. SCAC will also have a booth, discussion followed with items to display in booth: IE, have the MCT video playing and SCAC brochures.

- **Art Work & Design**

Karen absent, unable to discuss this topic.

- **Hands-on-tent**

Lisa working on getting sponsors. The Children's Museum was unable to sponsor this booth, but offered volunteers. Lisa to look at Bi-Mart and Starbucks as possible sponsors.

- **Concessions/Food Vendors**

Kristen mentioned these vendors would have separate vendor applications from the other vendors. RHCT wants to sell as a vendor, commissions members were asked if they had a problem with this, consensus was "no problem".

### **Old School House Proposal**

Robyn recently spoke with Ross Schultz, City Mgr. regarding two options/plans for the building.

**Option A:** "Let's Make Music", a local Sherwood business is looking for a place. The downstairs of the Old School house would be ideal for them. Discussion continued with having four anchor businesses downstairs and SCAC upstairs. With renovations and bringing the building up to code and ADA compliancy, the upstairs could possible also be used by the Robin Hood Community Theater. Discussion followed with the dollar amount needed to renovate, \$300,000 was the dollar amount the commission recalled from past reports. Robyn mentioned Sustainable Sherwood had a grant writer that could possible assist with writing grants.

**Option B:** Demolition of building and rebuilding, using \$1 million in Urban Renewal District money.

Dave said he would speak to Ross regarding the building and its future.

### **Smock House Update:**

Shelly noted the house was on the ground.

### **Parks Board, April meeting**

The Parks & Recreation Board would like to attend the April SCAC meeting to discuss Stella Olsen Park and what are needs are there.

### **Workshop-Build Your Audience**

Lisa Thoele to attend this workshop scheduled for March 20, 2004.

Agenda Item, **Public Works Site**, tabled until next meeting.

### **Meeting adjourned**

### **Next Meeting:**

April 20, 2004