

Agenda
Sherwood Cultural Arts Commission
Tuesday, April 20, 2004
7:00 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. Parks and Recreation Advisory Board (Stella Olsen Park)
3. Approval of Minutes
4. Arts Festival—Committee/Assignment Reports
 - ☐ Advertising and Promotions- Lisa/Kristen
 - ☐ Stage- Robyn/Bernie
 - ☐ Schools activities/booths- Robyn
 - ☐ Exhibitors/Vendors- Shelly
 - ☐ Artist Recruitment- Becky/Kristen
 - ☐ Artwork and Design- Karen
 - ☐ Hands-on Tent- Lisa/Kristen
 - ☐ Concessions/Food vendors- Robyn/Bernie
5. Public Works Site Update
6. Old School House Update
7. Smock House Update
8. Member roster to review term limits
9. Other
10. Adjourn

Minutes from Cultural Arts Commission Meeting

April 20, 2004

Approved

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

Robyn Folsom	
Shelly Lamb	
Becky Read	
Bernie Danylchuk	
Lisa Thoele	Absent
Karen Tasker	Absent
Laura St. George	Guest Artist

City Representatives;

Kristen Carey	Staff
Dave Grant	City Council

Parks & Recreation Advisory Board

Linda Henderson, Chair, Jennifer Kuiper, Chris Neamtzu, David Scheirman

Meeting called to order

Adjustments to Agenda

No adjustments.

Parks & Recreation Advisory Board

Introduction of all people present. Linda Henderson, Chair started with thanking the SCAC for time on the agenda. Linda stated that a Park System Master plan was in the works, slated to begin in late '04 and would continue through 2005. The reason the PRB asked to meet with SCAC was to partner with SCAC and brainstorm ideas for Stella Olsen Park, the following is a list of current ideas/needs for the park:

Restrooms; A building with restrooms, storage/utility closet and possible concession space. This would allow other groups to use the park with the possibility of renting the concession booth.

Stage: Currently in poor condition. A slanted cover for stage would provide shelter and improve sound at concerts. A back stage area for performers to gather and change. Maybe providing a bridge over the creek to the back meadow and parking lot. Vehicle access to stage was discussed and how the park is currently accessed.

Mosquito problem: Because of the creek, mosquito's are a big problem in the evening hours. Chris mentioned contacting Washington County Vector for suggestions.

Parking: Also an issue, space is limited.

The park currently has great features and is laid out well, featuring different areas; up close to stage, the middle grassy area which is roomy but still close enough to stage and the upper area close to the play structure allows for families with children to still enjoy the entertainment and provide a play area for kids. Event sponsorships were briefly discussed. Currently the City receives funds for sponsorships of Music on the Green. The Presenting sponsor pays \$5000 for the 7 week series. This sponsorship along with others

received help cover the cost of the entertainment and sound. Sound is approx \$650 per concert and this fee includes two technicians. Also mentioned was the plan for the next phase of Sunset Park and incorporating areas for events.

Chris mentioned R2R was planning an "Art Walk" through the park. June 5th and June 19th are possible dates for this event. This event would have nature type of artists along the path displaying and participating in natural art; Kristen to check with Amber Reece on details of this event.

The PRB and SCAC would like to meet again as the Park System Master Plan is developed.

Approval of Minutes

Becky motioned to approve the March '04 minutes, Bernie seconded the motion, all in favor, motion passed.

Arts Festival-Committee Assignment Reports

- **Advertising and Promotion.** Over the Roadway Banner has been designed and has been sent to a printer. Cost is \$750. The banner is scheduled to go up over N. Sherwood Blvd. May 3rd and remain up for 3 weeks. An A&E ad was discussed as well as the Gazette and Archer. The Gazette and Archer is basically free advertising, but in the form of an article verses an ad. The posters have come back from the printer, but are not of an acceptable quality, the printer neglected to provide a proof. Lisa is working on a list for public services announcements. Kristen received a call regarding the "In Your Neighborhood" advertising booklet offering the City a free ad. This booklet is mailed throughout the SW area; Tigard, Tualatin. LO & Sherwood.
- **Stage.** Coming along fine. Bernie to check with RHCT on doing a short skit of the Odd Couple. Other acts are: Children-Let's Make Music: Melody Guy: Schools: Community Coral-several soloist: Sherwood Dance Academy (Dave Grant to check into): Professional Dance Company-Barbara Barcal. Robyn still looking for unique performances, has a lead on African Drummers: An adult dance group from Tualatin: Have not heard from Sherwood High School or Senior Citizen group.
- **School activities Booth.** Nothing to report yet. Robyn needs applications to pass out.
- **Exhibitors/Vendors.** 15 applications have been received so far. Have not heard from Schools, PAL or YMCA yet. Becky got a hold of a vendor list from the Wilsonville Arts Festival and another 350 post cards have been sent out with an extended deadline date. Shelly heard from Farmer's Saturday Market and they have requested to be on Park Street and informed Shelly they would possibly be leaving the festival early, they have their own signs. Stage position and location of Hands on Tent were discussed. Stage would face the Dance Studio. The back drop of the stage was also discussed. The Hands on Tent would be on 1st Street.
- **Artist Recruitment.** Becky looking into having local Nurseries as vendors. Suggestion of decorating the stage with nursery stock. Loen's, Windmill Nursery and Sleighbells were mentioned as possible vendors. Becky also informed the commission of another possible event in the Spring (hold over for next year), "Art in Bloom". Which is an Art/Garden/Flower show.
- **Artwork and Design.** Karen has completed this project.

- **Hands on Tent.** Kristen and Lisa trying to get a sponsor for supplies. So far, the activities for the tent are; Rubber Fish Prints, Butterfly Kites to decorate and Wooden Puppets. 300 of each of these activities have been ordered.
- **Concessions.** Burgers, drinks, dogs and cotton candy. RHCT will be doing the burgers and drinks. Robyn will do dogs and cotton candy. Robyn informed the group that the Sr. Center was interested in providing desserts and baked goods. It was decided that non-profit groups would not be charged a fee.
- **Other.** Shirts for SCAC commission with SCAC logo and or City logo were also discussed. Sylvia to look into cost.

Public Works Site Update

Public Works site on Meinecke is due to be cleaned. Looking at using the shed for storage to help accommodate the storage needs of SCAC, RHCT and RHFA. The RHFA is not sure of amount of space they will need. Looking to move SCAC equipment that is currently in storage to shed. Kristen to contact the groups to discuss their needs for space.

Old School House

Dave had nothing to report at this time. Shelly mentioned she received a memo of support from Slusarenko Architects. See file for copy of memo.

Smock House Update

A new roof has been installed. Shelly thanked Dave for his assistance with extending the time frame the historical society had in meeting their goals stated in their lease. Currently the Historical Society is working on the back of the house, siding and removing the fence. Landscaping will also need to be done. Dave said basic landscape was sufficient it need not be extensive.

Member Roster

Kristen addressed this item, informing the group that the City Recorder was working on a program in getting all boards & commission on the same page, with similar criteria. Kristen handed out an SCAC member roster noting appointment dates & term expirations dates of members. Kristen informed the group that the Chair position was limited to 2 years and possibly nominating a Vice Chair and informed the group that after the expiration of a 2 year term, the member has an opportunity for an automatic 2 year renewal. After this time, the seat would be open to the public and the member would have to re-apply if they wished to continue.

Other

Kristen informed the group that she had spoken with Widmer Brewing Co. about a Halloween event; the showing of a scary movie. Also mentioned was a kid window painting contest/event where kids would paint the frontage windows of local business. SCAC would then pay to have the windows cleaned.

Meeting adjourned

Next meeting

May 18, 7pm at Sherwood Fire Station