

Agenda
Sherwood Cultural Arts Commission
Tuesday, May 18, 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. Approval of Minutes
3. Arts Festival—
 - ☐ Assignments day of festival
 - ☐ Volunteer recruitment
 - ☐ SCAC Booth
 - ☐ Exhibitors/Vendors- Shelly
 - ☐ Hands-on Tent- Lisa/Kristen
 - ☐ Concessions/Food vendors- Robyn/Bernie
4. Public Works Site Update
5. Music on the Green
 - Raffle, concessions, etc.
6. Old School House Discussion
7. Other
8. Adjourn

Minutes from Cultural Arts Commission Meeting

May 18, 2004

Approved

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

Robyn Folsom
Shelly Lamb
Becky Read
Bernie Danylchuk
Lisa Thoele
Karen Tasker
Stacie Gordon
Laura St. George Guest Artist
Patty Hall Guest-Farmer's Market

City Representatives;

Kristen Carey Staff
Dave Grant City Council

Meeting called to order

Adjustments to Agenda

Bernie requested Cruisin be added to the agenda.

Approval of Minutes

Correction to minutes; Under "Other" the spelling of Widmer Brewing Co. Shelly motioned to approve the April '04 minutes, Becky seconded the motion, all in favor, motion passed.

Arts Festival

Assignments, day of Festival:

Becky will manage the SCAC booth, she requested a few 15 minute breaks throughout the day. Becky will have in the booth all the stuff from the SCAC Open house, summer event schedule, volunteer request forms. Becky requested from the group a list of events that she can place on a poster and laminate. Group discussed selling the Arts Festival Posters, price was not determined, cost of each poster was approx \$1. Becky to decide, \$2-4 range was mentioned.

Bernie will be cooking the burgers, approx 250 was suggested. Hot dogs and Coke products will be available as well. 1000 qty on beverages was suggested. Bernie will bring his own tent and he and Robyn to figure out details of food booths.

Kristen, Shelly & Dave will be in charge of vendor vehicle check in and directing vendors. They will arrive at 7am. Kristen will be on site at 6:30am on her cell 503-806-6446. Parking will be available at the Robin Hood Theater parking lot, the gravel lot

across from the RR tracks at Railroad & Washington and the Garrigus Site on Pine & Oregon. Parking for Saturday Market people will be available on Railroad across the tracks.

Exhibitors

Saturday Market vendors will be placed along Park Street. Other vendors will be placed on 1st and Main Streets. The Hands on Tent will be placed at the end of 1st street and will be setup on Thursday, the tent is 20'x30'. The tent will have 3 different projects for the kids. Lisa and Kristen to manage the kids tent. Volunteers are still needed.

Coffee and donuts have been donated by Sherwood Coffee Co. and Albertson's. They will be provided for the vendors at setup time, Kristen to make signs recognizing these two businesses for their donations.

An ad will be placed in the A&E section of the Oregonian and will run Friday. Press releases also went out.

Public Works Site Update

The building has been washed.

Music on the Green

The Raffle will be done by SCAC, the Chamber coordinated this in past years. Lisa offered to recruit door prizes and has a volunteer list from past years. Suggestion was made to ask the Arts Festival Vendors to donate prizes for the raffle.

Concessions: SCAC will be selling concessions, and will have the groups that fall under the SCAC (Mom & Dad's Club, RHFA, Historical Society). Suggestion was made to check with the Sherwood schools for youth performing community services. Group discussed having different food vendors throughout the concert series. Bernie mentioned the RHCT would like to provide food for the entire series. Karen offered to help with selling the pop and Lisa offered to help with the raffle. Robyn & Becky will do stage announcements.

Movie in the Park

Group discussed SCAC being the sole concession vendor. No cotton candy at this event.

Old School House

Dave spoke with 3 different architects, the group that did the RFP for Woodhaven Church, Don Genasci and David Slusarenko. Dave mentioned the next step would be to get another feasibility study and suggested interviewing all three architects and select one to do the study. The City Manager is requesting a business plan, which the SCAC will do, and then take that plan to Council. The feasibility study to include a new building and remodeling the existing building. It was mentioned the SCAC needs the feasibility study to be able to put together a business plan.

Other

Bernie was asked by the Chamber to bbq the chicken at Cruisin this year. The Fireman were unable to do it. Bernie would take on responsibility if he was able to do it as a fund raiser for the RHCT. Bernie asked the SCAC if it would be ok to use their food handling permit for this event. Commission agreed he could use it.

Smock House Update

The fence has come down and the bark dust is scheduled for 5/19.

Meeting adjourned**Next Meeting**

June 15, 7pm at Fire Station.