

Agenda
Sherwood Cultural Arts Commission
Tuesday, June 15, 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 wrap-up
 - ☐ Financial Report
 - ☐ Evaluation Form
 - ☐ Ideas/Comments for next year
4. Movies in the Park
5. Music on the Green
 - Raffle
 - Beverage Tent
6. Old School House Update
7. Other
8. Adjourn

Minutes from Cultural Arts Commission Meeting

June 15, 2004

Approved

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

Shelly Lamb	
Bernie Danylchuk	
Lisa Thoele	
Karen Tasker	
Stacie Gordon	
Marilyn Smith	
Tammy Gilley	Guest
Laura St. George	Guest Artist

City Representatives;

Kristen Carey	Staff
Dave Grant	City Council

Meeting called to order

Dave chaired the meeting in Robyn's absence.

Adjustments to Agenda

None

Approval of Minutes

All members approved May minutes with an Aye vote

Arts Festival

Financial report - \$1700 was budgeted for this event, income was approx \$3000+ and expenses were \$3400. This figure does not include the budgeted \$1700. Art supplies were left over from the Kids tent, Kristen to look at possibly selling them to the Sherwood YMCA. Next year the commission will look at having a tent sponsor. Compared to last years Arts Festival, profits this year were down, this was due to the additional expenses of advertising (over the road banner, A&E ad in Oregonian and posters).

Evaluation Form – Kristen will work on sending something out. Suggestions on feedback form: Sufficient advertising, vendor fee fair & appropriate, application process, setup and parking, staff availability and assistance, adequate follow through.

Ideas and Comments - Laura St. George an artist and vendor at this years' event shared the following suggestions and comments with the commission:

- 1) Vendors leaving early hurts the festival, vendors should be required to stay for the entire event.
- 2) Advertising was great, next year look at advertising in The Oregon Art Beat.
- 3) Suggestion to have a refundable deposit for those vendors that stay for the

duration of the festival. 4) Having vendors drop their product at their booth and park in designated area, not allowing vehicles to remain at booth site during set up.

Open discussion followed:

- Ending festival at 4 or 5pm.
- Having the festival in September, the weather is more reliable and fall is also a good time for schools to participate, they would need advance notice.
- A September festival would allow advertising at Music on the Green & Robin Hood Festival.
- A combined Wine/Art and or a Wine/Antique/Art show were discussed, some commission members expressed events of this nature could take away from selling "Art".
- The Holiday season was another reason for a fall event, drawing in early holiday shoppers.
- Vendor letters need to go out earlier

Lisa offered to look into bringing in wine vendors. September 17, 2005 was the date the commission looked at for next years' festival.

Movies in the Park

Kristen informed the group that showing the "Rookie" may not happen. Disney no longer allows outdoor viewing of some of their movies and the size of the audience can't be more than 300 per viewing. Kristen contacted Mike Rich about Disney and he offered to call them and see what he could do. Commission members asked "What type of movies draw in crowds"? Kristen mentioned Grease, E.T., Wizard of Oz and Willy Wonka as a few examples. Commission discussed the following movies for this year; Chitty Chitty Bang Bang, the Music Man and My Fair Lady.

Music on the Green

Raffle - Lisa is still working on coordination of the raffle. Raffle prizes can be dropped off at City Hall.

Beverage Tent - Lisa mentioned volunteers will be needed for the beverage tent, volunteers with muscle, the coolers and cases of beverages are very heavy. Karen offered to head-up the beverage tent.

Discussion followed regarding the food vendors and having all food under the pavilion. Bernie mentioned the smoke from the BBQ could be an issue. Having a trailer for the beverages and popcorn machine was discussed, and getting the trailer over the bridge could also be an issue. Karen mentioned she had a 5'x10' trailer that could be used but wasn't sure if it could pass over the bridge. The bridge needs to be measured.

Old School House

Dave Grant approached City Council with wanting to do a feasibility study. Had thoughts to restore the building to its original state of three stories. He has spoken with Don Genacsi and is looking at a black box theater with 150 seats. The building must generate income by leasing space. Council has agreed to \$7500 and Mayor Cottle spoke of grant money. Dave met with Ross Schultz, the City Manager and worked out an operating/expense sheet for the facility. (See handout in file). Dave explained the handout to the commission

Open discussion followed with Bernie and Stacie providing information about the Robin Hood Community Theater, number of performance per year (24), average number of attendee per performance (35-40), average ticket price (\$8), and approx 70% of gross goes to expenses.

Dave asked the following question: "As a building owner, what can we (SCAC) earn from this building"?

Open discussion continued with suggestions of having an "Anchor" group(s). Stacie offered to contact other theater groups to see what they pay for the use of a facility. Other suggestions were having a minimum fee and selling performance packages.

Other

Kristen informed the group that we need a host family for the MCT staff for the production scheduled for August 2. Needed are two separate rooms for one week.

Meeting adjourned

Next meeting

July 20, 7pm at Sherwood Fire Station