

Agenda
Sherwood Cultural Arts Commission
Tuesday, August 17, 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. Event Updates
 1. Music on the Green
 2. Missoula Children's Theater
 3. Movies in the Park
4. Old School House Update
5. October/Halloween Event
6. Evaluations for Art Festival
7. Art Festival—combine with Wine and Cheese Festival?
8. Goals for Upcoming Year
9. Coke Contract
10. Other
11. Adjourn

Minutes from Cultural Arts Commission Meeting

August 17, 2004

Approved

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

Robyn Folsom
Shelly Lamb
Bernie Danylchuk
Lisa Thoele
Karen Tasker
Stacie Gordon
Marilyn Smith
Tammy Gilley Guest

City Representatives;

Kristen Carey Staff
Dave Grant City Council

Meeting called to order

Adjustments to Agenda

None. Bernie asked to add something to the agenda, Robyn said it would be discussed under "Other" on the agenda.

Approval of Minutes

Bernie moved to approve the June '04 minutes, Robyn seconded, all in favor. Motion passed.

Events Update

Music on the Green – The Last concert of 2004 is Wed., August 18, with Melody Guy performing. The sale of raffle tickets has made \$2000+ this year. Karen has done a great job with the beverage booth and Kristen plans on passing out Music on the Green surveys at this last concert and will try and get the survey posted on the City Website. The group was asked for any feedback they may have received from concert patrons. Karen mentioned a few people had asked about desserts and complained about the size and cost of the Coke beverages.

Missoula Children's Theater (MCT) – This year's performance had a total of 61 participating children. Robyn mentioned she was approached by a local business expressing their disappointment that the City for using MCT rather than a local business. Open discussion followed with possibly having MCT and as well as the local business putting on performances. Dave mentioned the local business could submit a proposal to the commission with an outline of their program. The commission expressed their satisfaction with MCT and would like to continue using them and noted there was no

reason why there couldn't be two different events. The local business could maybe do something over spring break. Kristen mention MCT needs a commitment by Oct-Nov '04 for a '05 performance.

Robyn mentioned she would work on the following for next year's performance: A video person to tape the production and a floral vendor. Approx \$1800 was made in ticket sales with approx 400 guest total for the 2 performances. Next year the commission would look into business sponsorships of MCT.

Movies in the Park – Robyn & Kristen will be out of town for the 3rd movie, Chicken Run, which is scheduled for August 26th. Lisa offered to work the event with the help of her husband. Robyn's son Andrew will also be working the event. Jack will run the movie. Concessions from The Rookie made approx \$150. Robyn mentioned she located a supplier and purchased individual packets of popcorn/oil/seasoning with a shelf life of 1 year to use in the popcorn machine rather than the bulk items previously purchased that did not get utilized during their shelf life, consequently this dated product was thrown out.

Old School House Update

Dave addressed this topic informing the group that Don Genasci has completed the Feasibility Study on the Old School House. Based on the study, it will cost approx \$1.9 million for everything the SCAC has requested. This would include a Black Box Theater, lighting and sound. Adding the 3rd story back into the building would cost approx. \$100,000. Dave said the next step for the Commission would be to discuss grant funding. Shelly mentioned she had some leads on grants and Stacie offered to do some research for grants for Historical & Theater facilities along with researching entities/foundations that would financially support a project such as this. Robyn mentioned e-mailing each other with information gathered.

October-Halloween Event

Kristen mentioned the idea of the SCAC putting on an event with the showing of a scary movie in the park or using the Masonic Lodge, considering the SCAC has the big screen now to show movies and a source for the projector. Dates were discussed and October 23rd was selected. Open discussion followed with other suggestions such as:

A window painting contest: Old town businesses would be asked to participate, allowing a store frontage window to be painted by children, a week prior to the movie (allowing time to judge the contest). A contest participation fee could be collected from the participating children, (IE \$10) and these funds would go towards hiring a cleaning company to clean the windows after the contest.

Pumpkin Carving/Pumpkin Painting contest: It was suggested to contact Gramma's Place in Sherwood to donate the pumpkins. Lisa & Karen to head up this area. It was suggested to have the pumpkins arrive at the event pre-carved.

Ghost Tour and Haunted House: Shelly mentioned possibly using the Morback House as a haunted house. Tammy Gilley offered to do a publicity plan and Karen offered to do the art work for advertising the event. Shelly, Marilyn & Stacie would head up the Painting contest and organizing the trick or treating.

Discussion followed with naming this event, SCAC members to continue to brainstorm and e-mail ideas amongst each other.

Evaluation of Arts Festival

Kristen handed out to commission members a spreadsheet recapping the mailed survey sent to the Artist/Exhibitor who attended this year's festival. Also attached was a sheet of general comments. Kristen explained the results of the survey. See files for handout. One suggestion was to have a live performance at the event to draw in people.

Art Festival-Combine with Wine & Cheese Festival

Open discussion re: timing of festival, due to the harvesting season of Wine producers, late September was mentioned as a good time. Members discussed having food and antiques at the festival. OLCC regulations were mentioned; Kristen said she would contact OLCC and gather more information. Dave offered to contact wineries to see if they would be interested in participating and gather information on the timing of the event. Tammy Gilley mentioned she had contact names for some wineries and will get together with Dave to relay information.

Goal for upcoming Year

Dave mentioned the SCAC should continue to move forward. The group was reminded that they already have a mission statement and logo. Karen suggested a newsletter and reminded the group that this topic has been discussed before. Robyn to work on Business plan with statement of goals and will have this prepared and ready to present to Council. Discussion followed with recruitment of volunteers and how PAC meetings would be a good place to recruit and network with schools.

The group discussed a Goal Setting workshop, and decided on Sept., 2nd, 9am-12pm at Sherwood City Hall, Room 22. Robyn asked the commission members to come prepared with their wish/hope list. The commission members were reminded of the Public Meeting Laws and how this gathering would be a workshop, not a meeting and minutes would not be taken, although notes of suggested goals would be listed. No other SCAC business is to be discussed. Commission members were informed that the City is working on providing all Boards & Commission members with a reference guide to Oregon Public Meeting Laws.

Coke Contract

Dave addressed this topic and informed the group that City Council was not happy with the contract and Dave asked the commission members what they had experienced and what the challenges and pitfalls were. Open discussion followed with these items being of concern:

Size of beverage bottle, 20oz. (odd size, cannot purchase from local retailer if SCAC needed to replenish their stock in between deliveries.) Local retailers do not carry Dasani water in specified sizes. Staff had to purchase water (when product ran out at a recent event) from a Dollar Store for \$1 per container.

In past conversations Kristen had with a Coke representative, Coca Cola was adamant that the City purchase and sell 20oz containers, they discourage selling 12 oz. cans, not very cooperative with the City wanting 12oz. canned product, although the contract states 12oz is available. Consumers at events are complaining the 20oz size is too big and want a smaller beverage. Cases of 20oz containers are very heavy and difficult to maneuver and the plastic containers don't cool as quickly as canned containers.

Cost of Product: The City can purchase Coke products cheaper at Costco. Consumers are reluctant to pay for a larger 20 oz beverage they don't want anyways.

Logistics: Coca Cola's process requiring the City to order product 1 week in advance: this is difficult to determine at times, depending on the event. Coke does not have a specific contact person; you get someone different every time you call for service. City staff needs to be available whenever Coke arrives to make a delivery, considering the locked storage facility currently being used to store product, this is difficult at times and deliveries are not made at a specified time.

Other

Bernie shared with the commission an e-mail from City Recorder, Chris Wiley regarding the reorganization of City Management. Kristen informed the group that this was not something to worry about, her duties and functions remain the same, she is still the Community Services Mgr., and she will now work with the Library, under the direction of Ann Roseberry, the Community Services Director, along with Lance Gilgan in Recreation. The reorganization mainly reduced the number of Mgr.'s that report directly to the City Mgr.

The Sherwood High school is looking for a Drama Teacher/Coach for anyone that might be interested.

Meeting adjourned

Next meeting:

September 21st, 7pm @ Sherwood Fire Station