

**Agenda**  
**Sherwood Cultural Arts Commission**  
**Tuesday, January 18, 2005**  
**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. Elect new Chair and Vice Chair
4. The Standards Concert- *Robyn*
5. Arts Festival- *Kristen*
  - ☐ Finalize date
  - ☐ Advertising and promotion timeline/ideas
  - ☐ Artist recruitment
  - ☐ Entertainment budget
  - ☐ Schools activities/booths?
  - ☐ Hands-on tent?
6. Old School House Update- *Dave*
7. Non-profit foundation report/update- *Lisa, Dave*
8. Marketing packet update- *Tammy*
9. Council updates- *Dave*
10. Other

11. Adjourn

**Minutes from Cultural Arts Commission Meeting**  
January 18, 2005

Approved

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

Robyn Folsom  
Shelly Lamb  
Lisa Thoele  
Karen Mathews  
Marilyn Smith  
Bernie Danylchuk  
Stacie Gordon  
Sara Booren-Guest

**City Representatives;**

Kristen Switzer                      Staff  
Dave Grant                          City Council

**Meeting called to order**

Meeting was called to order at 7:10 pm.

**Adjustments to Agenda**

None.

**Approval of Minutes**

Bernie motioned to approve the November '04 meeting minutes, Shelly seconded, all in favor. Motion passed.

**Elect New Chair & Vice Chair**

Kristen informed the commission that she spoke with Chris Wiley, City Recorder regarding the term expiration of commission members. Terms have expired for some members and the City Recorder suggested carrying these expired terms through March '05 and addressing them at that time. Kristen would then do a resolution to take to the City Council reappointing members that would like to continue service on the commission. Election of a Chair & Vice Chair will be held over until March as well. Robyn has agreed to continue her duties as Chair until then.

**Standards Concert**

The Standards will be putting on 3 performances. 2 assemblies- 1 at the Sherwood High School and 1 at the Middle School and a concert on January 28 to be held at the Tualatin High School Auditorium. This location was selected for the concert due to the capacity of this facility and the unavailability of a Sherwood location. The Choral Dept. needs to sell 423 tickets to break even on this event. All profits will go to the Sherwood HS Choral Dept. Pacific Family Dental will be sponsoring this event. The cost for the assemblies is \$900. The Sherwood Mom & Dad's Club has raised \$300 and the remainder will need to be covered by the Commission. Refer to email from Robyn Folsom to commission. Kristen

thought the commission has the funds in their budget to cover this expense. Posters and flyers have been created and distributed around Sherwood as well as Tigard Music Store and Portland Music Store. Tickets can be purchased at Pacific Family Dental and Let's Make Music. Tickets are also being sold by the Sherwood HS students.

### **Arts Festival**

**Date:** Festival is set for May 21, 2005, 10am-4pm in Old Town.

**Advertising and Promotion Timeline:** Kristen mentioned getting the vendor registration forms out as soon as possible. Please forward advertising & promotion ideas to Kristen, Karen offered to help in this area and Shelly offered to help coordinate the booth layout. Dave suggested having the Civic Building Artist come and display the art they proposed for the Civic Building. Kristen mentioned two of the three artists would be coming from Seattle the other is out of Portland. Commission thought this was a great idea to have these artists at the Festival.

**Artist Recruitment:** Suggested to visit neighboring Arts Festivals and gather business cards to compile a mailing list. Timing of the Lake Oswego and Wilsonville Festivals could pose a problem. Generally these organizations do not want to share their vendor lists or they charge a fee for the list.

**Entertainment Budget:** The budget was not specifically discussed. Commission discussed paying for professional entertainment and having the performance(s) near the end of the Festival to entice people to stay until the end. Suggestions followed with other types of entertainment, Fire Dancers, Mariachi Group, etc. Also mentioned was still having the same type of entertainment as last year, Dance Academy and local schools, this brings in families to watch their children.

The vendor participation fee was discussed and \$65 was suggested as a fair amount. Open discussion followed with the following suggestions: having an early registration fee and a late fee as well as reimbursing vendors a portion of their fee for staying through the end of the festival. It was recommended to walk the festival near the end of the day and remind vendors of tear down time, it was also mentioned not allowing vehicles into the festival area before 4pm. The location of the Farmers Market was discussed and it was suggested to request they stay until the end of the festival or not participate at all. Tearing down of this area before actual festival end invites other vendors to tear down and leave before 4pm.

**School Activities/booths:** Robyn to contact Sherwood Schools on their participation.

**Hands on Tent:** Commission members discussed having a tent again this year. It was well received last year and some art supplies were left over and can be used again. Lisa offered to help with coordination of the tent, but will be out of town and unable to work the day of the festival. Lisa will work on finding a sponsor for the hands on tent. Safari Sam's and Mud Puddles were a few suggestions. Also suggested was a donation box, some patrons last year asked if there was a fee for participating in the crafts.

**Old School House:** Dave addressed this item, stating that it appeared that the URD did not have available funds and it could be '06 before funds were available. The commission has a year to work through plans and programs. It was suggested to get a business plan to present to Council to show that the SCAC is still actively working on the Old School. Dave offered to prepare draft business plans and bring to Council on 2/8; he will share these plans with the commission prior to presenting to City Council. Open discussion followed with if URD could make a financial pledge, it might be easier to obtain grant funds. Karen asked if it was possible to place a sign at the Old School, with "Future home

of.....” or something similar, so that people know something is being done with this building.

### **Non-Profit Foundation Update**

Robyn addressed this topic with open discussion regarding the forming of a 501C3 or working under the Sherwood Institute for Sustainability’ 501C3. Kristen and Dave recapped for the group the meeting with the City Manager regarding the potential benefits of being part of the Institute. The group is still leaning towards wanting to form their own 501C3.

### **Marketing Packet Update**

Lisa informed the commission that Tammy was ill and would not be present to give this update. Tammy will e-mail the Marketing Packet information to commission members.

### **Council Updates**

Dave informed the commission that he would continue as the Council liaison to the Cultural Arts Commission.

### **Other**

1/19 - Art Fair at Hopkins Elementary, 4-8pm. Student art will be displayed and there will craft tables, etc

1/22 – 1<sup>st</sup> Annual Student Directed Acts to be performed at the HS PAC, 7:30pm.

2/16 - Spaghetti Dinner in the Sherwood HS Cafeteria, 6pm. This is a HS Band fund raiser, tickets are \$6 and the HS Jazz band will be performing.

**Historical Society Update:** The museum is now open to the public, Saturday, Sunday and Wednesdays, 1-4pm.

**Sr. Center:** The construction of the new class room is now complete. Oasis classes start next month and Kristen will be scheduling a ribbon cutting.

**SWOT Meeting:** Date unknown at this time.

**Missoula Children’s Theater:** Event has been booked for May 1<sup>st</sup> -6<sup>th</sup>, the play will be “The Frog Prince”.

**Commission member moving out of Sherwood:** Sylvia to look into residential requirements of commission members.

### **Meeting Adjourned**

8:40pm