

**Agenda**  
**Sherwood Cultural Arts Commission**  
**Tuesday, February 15, 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. Old School House- Review Business Plan- *Dave*
4. Council updates- *Dave*
5. Select new meeting day—Day will conflict with new council meeting schedule.
6. The Standards Concert recap- *Robyn*
7. Arts Festival- *Kristen*
  - ☐ Advertising and promotion
  - ☐ Artist recruitment
  - ☐ Entertainment
  - ☐ Schools activities/booths
  - ☐ Hands-on tent
8. Non-profit foundation report/update- *Lisa*
9. Marketing packet update- *Tammy*
10. Budget Review- *Kristen*
11. Other
12. Adjourn



# Minutes from Cultural Arts Commission Meeting

February 15, 2005

Approved

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

Robyn Folsom  
Shelly Lamb  
Lisa Thoele  
Karen Mathews  
Bernie Danylchuk  
Stacie Gordon  
Tammy Gilley

## City Representatives;

Kristen Switzer	Staff
Dave Grant	City Council
Dennis Durrell	City Council-Guest

## 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 January '05 meeting minutes, Lisa seconded, all in favor. Motion passed.

## Old School House Business Plan

Dave passed out a preliminary Business Plan for the commission to review. Dave mentioned that he did not include the idea of renovating in phases, due to cost breakdown for each phase. Lisa mentioned she would forward to Dave & commission members the fund raising plan she and other commission members pulled together so Dave could include it into the business plan. Dave wasn't sure if he would present to Council at their next meeting 2/22, but would try to get it on the agenda or in council comments. (See attachment).

## Council Updates

Dennis Durrell, Council President addressed this agenda item for Dave who had to leave the meeting early. The following projects were recapped:

- Sunset Park – Construction underway.
- Old Town Streets – Council asked to bring project costs down, they were brought down to 11 million. Project is at 60% of design documents and the map is located on the City website.
- Civic Building – Going as planned. Oregon St. will be closed on a permanent basis. City is looking at alternative street routes.

- TSP – West Villa could be an issue, the City has received concerns with making this a through street to Woodhaven.
- Bill Board Signs on Hwy 99 – This will be a topic of conversation over the next year or so. There will be 5 or 6 (specific # not known) very large signs placed along Hwy 99, the permits for these signs made it through the system just prior to the sign code change.

Dennis offered to look at the Old School business plan and provide feedback to commission. He also offered to bring commission concerns to City council.

### **New Meeting date**

The commission selected the 2<sup>nd</sup> Tuesday of every month as their new meeting date. They will still meet at 7pm, at the Sherwood Fire station. The new meeting date will be effective in March 05.

### **Standards Concert Recap**

Robyn recapped this agenda item, stating that a lesson has been learned, “if partnering with the schools, the SCAC needs to take the lead on any given project”. The concert more than broke even, and Pacific Family Dental will pay the facility usage fee. The concert was well received by the students.

### **Arts Festival**

- Advertising and Promotion: Open discussion followed with ideas. Karen will work on the posters and flyers. It was suggested to include the Sherwood Chorale with Arts Festival poster (Robyn to get info to Karen). Kristen mentioned a possible need for a contract for Michael Allen Harrison and Tom Grant before Karen could put their names on any advertisements and for other reasons.
- Kristen addressed this agenda item and passed out budget information showing the expenses for the 2004 Festival and the budgeted line items for the 2005 Festival. (see attachment).
- Commission discussed changing the time of the event, choosing to end the festival at 5pm rather than 4pm. This decision came about from an announcement made by Robyn that Tom Grant a nationally recognized pianist offered to play at the Arts Festival.
- Artist Recruitment: Kristen mentioned a postcard type of mailer going out rather than the method used last year, (letter and application) to cut down on cost. The mailing list is 500+ long. The postcard would have general event information and refer people to the City website for an application or calling Kristen for one.
- Entertainment: Commission would like to book more professional entertainment and discussed the available budget. \$1200 has been budgeted for this line item. This amount could increase by \$500 if a sponsor was obtained for the Hands on Craft Tent. Lisa working on locating a sponsor. Other suggestions for entertainment were something focused on children, IE clowns, jugglers, balloon animal figures, etc.
- School Activity Booths: Robyn said the schools have this event on the calendars. No other specific information was provided.
- Hands on Tent: Lisa working on obtaining a sponsor. Some supplies were left over from last year’s event. \$500 is budgeted for this line item. Discussion

followed with having crafts that were not as messy. The sun-visors were very popular and it was suggested on having flip-flops that can be decorated. Also mentioned was contacting the Oregonian for paper. They do not use the remaining paper at the end of the rolls during printing. Volunteers would be needed to help with the craft tables and the Maid Marion court was suggested.

- Other: Bernie will be cooking burgers and dogs, SCAC will provide beverages and cotton candy. The commission discussed the need for another food vendor. It was suggested to have the Lioness' provide strawberry shortcake.

### **Non-Profit Foundation**

Lisa informed the commission that they have their 501C3, although the tax part is taking more time. Lisa also working on fund raising and informed the group that she met with R2R about a River Talk and she was working on networking and building partnerships with other organizations. The goal was to build a Donor Database to build programs. Lisa, Tammy & Karen have a meeting scheduled for 2/23 at 4:30pm, they will be meeting at Rose's if anyone would like to join them.

### **Marketing Packet Update**

Tammy emailed the packet to commission members and asked if anyone had comments. No comments were noted.

### **Budget Review**

Kristen explained the SCAC would hopefully get \$5000 in the next fiscal budget year, July '05. Kristen also recapped a handout showing the events in 04-05, sponsored by the commission and where they stood as far as income and expenses. (see attachment).

### **Other**

Shelly asked about a bulk mailing permit and if the SCAC would be interested in going in on a permit with the Historical Society and other interested groups. Kristen informed the group that the City already has a bulk mailing permit. Discussion followed with how the permit works.

Dennis spoke to the commission with an idea that was brought to his attention of possibly placing a temporary building on the Robin Hood parking lot. The building could be used for events such as the Farmers Market. Open discussion followed.

Dennis also mentioned the Council support for the commission and how Council has recognized the great work the commission has been doing.

Tammy mentioned the need for advertising for more commission members. Kristen mentioned she planned on advertising in the next issue of the Archer in the Gazette. Kristen mentioned a letter possibly going out to the members who have terms expiring in the near future. The term length is 2 years.

### **Meeting adjourned**