

Agenda
Sherwood Cultural Arts Commission
Tuesday, March 8, 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. Council updates- *Dave*
4. Arts Festival- Committee Reports
 - ☐ Advertising and promotion- *Karen*
 - ☐ Artist recruitment- *Kristen*
 - ☐ Entertainment- *Kristen*
 - ☐ Festival Layout- *Shelly*
 - ☐ Schools activities/booths- *Robyn*
 - ☐ Hands-on tent- *Lisa*
 - ☐ Sponsorships- *Lisa*
5. Non-profit foundation report/update- *Lisa*
6. Marketing packet update- *Tammy*
7. Discussion- Setting fees for potential sponsors- *Robyn*
8. Other
9. Adjourn

Minutes from Cultural Arts Commission Meeting

March 8, 2005

Approved

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

Robyn Folsom
Shelly Lamb
Karen Mathews
Bernie Danylchuk
Stacie Gordon
Tammy Gilley
Marilyn Smith
Pam McCormick-Guest

City Representatives;

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

Meeting called to order

Meeting was called to order at 7:05 pm.

Adjustments to Agenda

None.

Approval of Minutes

Bernie motioned to approve the February '05 meeting minutes, Stacie seconded, all in favor. Motion passed.

Council Updates-Dave

Dave introduced Pam McCormick. Pam is an artist & realtor who recently attended a Chamber meeting and was invited to the SCAC meeting by Dave Grant. Dave gave updates on the following topics:

Cannery Site – Buildings are coming down. Currently there is very preliminary talk about attempting to put a temporary structure on the Robin Hood Theater lot to be used for outdoor events. City council has been discussing how the lot can be utilized.

Charter – Council has been discussing the City Charter, specifically how council members are voted in and putting this change in the Charter to the voters.

Arts Festival – Committee Reports

Advertising and Promotions – Karen produced a very attractive postcard mailer that will be going out to a mailing list of approx 1300 artist. Postcard was passed out to commission members. Information on the postcard directs artists to the City website for an application or by calling Kristen Switzer.

Artist Recruitment

Kristen received a list from Washington County with an additional 600 artists names. Metro Presort will be providing the mailing service.

Entertainment

Kristen informed the group that the African Dance Group that had contacted us last year had increased their fee to \$750. She is working with Sterling Talent on getting three bands for approx \$300 each. Commission members where asked to forward suggestions to Kristen. Kristen was still working on other types of entertainment.

Festival Layout

Shelly informed the group that at this time the plan was to use the layout that was used last year, and without knowledge of the number of vendors, she did not have much more to report. Shelly was concerned with the construction of the McCormick Building at the corner of Railroad and main and where construction materials would be stored. She thought materials were going to be stored in the parking lot near Veteran's Park. Kristen was fairly confident that this would not be a problem, but also mentioned the stage could be moved if need be.

Schools activities/booths

Robyn mentioned she did not have any new news to report. The H.S. Industrial Arts class will be at the festival and Robyn mentioned the middle school having a new art teacher and she still needs to contact this teacher.

Hands on Tent

Lisa was absent, this item was not addressed.

Sponsorships

Lisa was absent, this item was not addressed.

Arts Festival Other:

Bernie asked if there was another back up food vendor. His schedule with the RHCT was very full and it was very possible Bernie would not be able to BBQ.

Kristen mentioned the information she received from the questionnaires sent to the artists that participated in the '04 festival; the artists would like to have more visible staff/SCAC members to help with questions.

Robyn & Stacie mentioned that the H.S. kids in the corale dept. and drama club could possibly help at the festival.

Non Profit Report

Tammy addressed this item in Lisa's absence. The goal is to raise \$2.5 million for the Old School House. Dave mentioned the Plan was missing funding and a good timeline. Tammy offered to get Dave a paragraph for the plan noting goals and timing expectations. Dave mentioned putting together a resolution to present to Council acknowledging the formal use of the building by the Commission and this would also lead to SCAC pursuing grants.

If SCAC chooses to purchase the building an RFP process would still be necessary. The RFP process was explained to the commission.

Dennis suggested the plan needed a financial model for cash flow; Models showing donations and grants and how that money would work toward the building.

Marketing Packet update

Tammy is working with Karen in putting a packet together. The packet would be general to allow flexibility to present to sponsors, noting each event was different and the donations being requested need to be flexible.

Discuss Setting Fees for potential sponsors

Open discussion occurred on this topic. Suggestion to have Missoula Children's Theater sponsorship at the \$500 level. The Arts Festival was discussed with a sponsorship level of \$1000. Kristen mentioned it was too late to pursue Arts Festival Presenting Sponsor with the exception of the Hands on Tent. Also discussed was the need to make the sponsorship packages very clear, what are the sponsors getting for their money?

Other

The recently acquired Piano through a grant needs additional equipment. A trolley, cover and key will cost approx \$1000. Robyn mentioned she spoke with Rotary and the timing on funding is not right. She also spoke with Holli, the Sherwood Chamber Director about asking for funds from Chamber members at their monthly meetings and Holli responded with she did not think it was an appropriate place to ask for funds. Kristen mentioned the commission may have funds available to cover the cost of the equipment.

Dave mentioned he spoke with Kate Taylor the Oregonian reporter that replaced Patrick Harrington. Kate is very much involved in the Arts and this would be a great opportunity to get coverage in the Oregonian.

Kristen reminded the commission that the deadline for re-applying members, Bernie and Karen is 3/18 if they wish to re-apply.

Music on the Green; Kristen asked the commission their opinion on two acts she was undecided upon for the concert series. Johnny Limbo and the Lugnuts contacted the City asking to come back and 5 Guy's named Mo was the other group she was thinking about booking. Shelly mentioned she has a connection for Quarter Flash and would let Kristen know by the morning of 3/9 if Quarter Flash was available. If not, Kristen still needs to decide upon a group. Kristen listed off the groups that have been booked: Melody Guy, Woody Hite, Cambalache, Metro, Rose City Kings and the Swingline Cubs. Dave mentioned he was aware of a gal that gives Salsa Dance lessons and it would be fun to add a lesson into the Salsa Band concert that evening.

Meeting adjourned