

Agenda
Sherwood Cultural Arts Commission
Tuesday, September 13, 2005
7:00 pm
Sherwood Family YMCA

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. Summer Recap- Robyn/Kristen
 - ☐ Music on the Green
 - ☐ Missoula
 - ☐ Movies in the Park
5. Art Festival- Robyn/Kristen
 - ☐ Advertising and promotions
 - ☐ Stage- entertainment
 - ☐ Hands-on tent
 - ☐ Volunteers
 - ☐ School activities/booths
 - ☐ Food booths
 - ☐ SCAC booth/Information booth
 - ☐ Antique Appraisals
6. Non-profit foundation report/update- Lisa/Tammy
7. Sign-ups to represent SCAC at 2nd Council Meeting of the Month- Robyn
 - ☐ September-
 - ☐ October-
 - ☐ November-
 - ☐ December-
8. Other
9. Adjourn

Minutes from Cultural Arts Commission Meeting

September 13, 2005

Approved

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

Robyn Folsom
Lisa Thoele
Marilyn Smith
Shelly Lamb
Pam McCormick
Chris Wiley, City Recorder-Guest
Andrea Hobi, City Transcriber-Guest
Keith Mays, Sherwood Mayor-Guest

City Representatives;

Kristen Switzer Staff
Dave Grant City Council

Meeting called to order

Meeting was called to order at 7:00 pm.

Adjustments to Agenda

None.

Approval of Minutes

Shelly motioned to approve the July '05 meeting minutes, Lisa seconded, all in favor. Motion passed.

Council Update

Councilor Grant arrived shortly after 7pm, Council update was not given.

Summer Recap

Music on the Green- Music on the Green was great. We had good consistent crowds every night with an average of 1200 people per night. Sponsorships totaled over \$10,000 in cash and over \$3,000 in in-kind services. The event was also a great opportunity for other organizations to raise money. The Historical Society raised \$3,000 in beer sales.

Missoula Children's Theater- Missoula went really well. We had just the right amount of kids show up to audition again (about 65). We had a sponsor this year for the first time, Let's Make Music, and that really helped us out financially. We brought in \$1,733 in ticket sales and \$500 in sponsorship for a total of \$2,233. Committee discussed keeping this event within the same date range as in the past, would like to provide Sherwood residents some consistency with this event. It was suggested to move this event to earlier in the summer. Kristen mentioned if moved then we would lose the opportunity to advertise the event at Music on the Green, but could still utilize school "backpack mail". The committee would discuss moving the event at the October SCAC meeting. The contract needs to be decided upon and signed by Nov. Open discussion followed re: the age of participants and how this last performance was more geared

toward younger performers, K-8th grade. The commission discussed having a cut off at 8th grade for future performances. It was also suggested to communicate to the parents a suggested age range for the type of play being performed. Robyn suggested the workshops could be geared more towards the older kids. The most challenging aspects of this event was the publicity and securing a host family for the MCT staff.

Mayor Mays had to leave the meeting for another commitment.

Movies in the Park- Moving this event to Friday evenings was a success. The last movie of the series, Racing Stripes, drew in a crowd comparable in size to a Music on the Green crowd. The Friday event was well received. The commission discussed looking into securing a sponsor for next year.

Arts Festival

Advertising and Promotions-Kristen informed the group that the “over the road way banner” would be going up within the next day or so, 9/14 or 9/15. Kristen asked the commission if they wanted to invest in an A&E ad, with an approx cost of \$125, open discussion followed with advantages and disadvantages of the ad. It was decided not to advertise in the A&E. It was suggested to contact the Oregonian for a spot in the Washington County Weekly section, this would be free ad space and a free press release. Kristen informed the group that she has 9 confirmed vendors to date, 2 of which are antique vendors and the Farmers Market has 22 vendors. There is a total of 35 vendors including the schools. The group discussed the timing of the fall Sept. Festival and noted that the commission members that volunteer their time for this event are tired after a long summer of events and a Sept. Festival makes for a long summer. The other issue with a Sept. Festival is the amount of planning required and planning should begin in Feb.

Chris Wiley and Andrea left the meeting. Prior to leaving, Chris asked Kristen to introduce Andrea to the Commission. Kristen introduced Andrea as the City’s new Transcriber and informed the Commission on the decision made by the City to bring someone on staff to transcribe minutes for City Boards & Commissions. Kristen mentioned that some board meetings are led by the staff liaison and this person was also responsible for taking the minutes and how this was a very difficult task. Andrea will be replacing Sylvia at future meetings.

Stage & Entertainment- A Harpist has been secured by the Sat. Market group, Sherwood Dance Academy will perform for approx 1 hour, and entertainer Bert Diamond and his Band singing cover songs (\$75 fee). Robyn to look into securing a clown or balloonist. Kristen informed the group that the “Hot Shot Dancers” cost approx \$250 and this was expensive for a 2 person dance team; they will not be performing.

Hands on Tent-The flyers are in the works and we are waiting for the School districts approval of the backpack mail. Pam has secured Mary from the Sherwood Middle school and 6 students from George Fox University to volunteer. Pam asked Lisa for a letter noting a 501C3 status for the SCAC so that she can obtain supplies from Home Depot. Discussion followed with the 501C3 status not being complete. Pam informed the group that she has secured donations from Chavez lumber and asked if the SCAC had a budget for supplies. Kristen told Pam yes and she could either purchase what she needed and request a reimbursement from the City or could give Kristen the supply list and Kristen would make the purchase. Kristen also reminded the group that supplies were left over from last years festival, Lisa added that she had some of the fish for the fish prints from last year as well.

Volunteers-

Setup Time: 7am-10am. Morning volunteers need to arrive shortly before 7am, Kristen & Shelly will take the morning shift with other volunteers staggering their time throughout the festival. Kristen offered to send out a reminder email. Kristen informed the group that at last year's Arts Festival, vendors asked for more "visible" volunteers to help with general information. It was suggested to have a ribbon that volunteers could pin on noting "Volunteer", Robin offered to look into the ribbons. Robyn also mentioned she has some other options for volunteers, friends and family members.

Food Booths: Bernie will not be selling hamburgers. Discussion followed with "should the SCAC be selling food at this event"? It was decided that Robyn would not sell hotdogs and her time would best be utilized in the stage area. So far an authentic Mexican food vendor and a bento vendor have been secured. Kristen to look into a popcorn vendor. Dave suggested charging food vendors more to compensate for the loss SCAC would take for not selling food. Kristen informed Dave that the SCAC makes 10% of the food vendor's profit, and reminded the group that last year's Arts festival did not include outside food vendors- just SCAC. Discussion followed regarding food at Music on the Green and it was decided that SCAC would no longer sell food there either but focus on raffle sales and securing prices for the raffle.

SCAC Booth/Information Booth- Lisa volunteered to help with the SCAC booth. It was also suggested to have a donation bucket.

Antique Appraisals- Antique appraisals will be done on stage by Charlie Harbick from Railroad Antique Mall, from 3-5pm.

Non Profit Foundation Report- Nothing new to report, Lisa mentioned with the time she has dedicated to the other summer SCAC events, she has been unable to dedicate time to this project.

Sign ups for Monthly Council Presentation- Kristen mentioned she would like to secure a SCAC representative to give the monthly report to Council for the months of Sept. thru Dec of '05. The reports are given at the 2nd monthly Council meeting, which falls on the 3rd Tuesday of every month. At the Sept 20th meeting the Music on the Green Sponsors will be thanked. Robyn offered to give the Sept. report, reporting on the following items: A) Recap of profits from summer events, B) Opportunities that were given to other organizations, C) Success of moving Movies in the Park to Friday evenings, D) Arts Festival and E) Missoula Children's Theater recap. Pamela offered to do the October Report and Lisa offered to do the November Report. A representative for December was not secured. Lisa informed the group that the reporting takes about 5 minutes and is a simple recap of what the commission is doing and generally the report takes place at the beginning of the Council meeting. Dave offered to help with making sure the reports are given early in the Council meetings.

Other: Lisa informed the group of a Salem Festival that focuses on themes such as Chinese Days and Polynesian Days etc.

Halloween-Shelly informed the group that the Smock House may not be ready for a Haunted House this year and the Morback house is not available due to the train exhibit. Shelly asked if they could use a City Tent. Kristen mentioned the tent was available, but for a fee due to the man hours required for set up and she also mentioned the cost was comparable to renting from a place such as Barbur Rental. Kristen mentioned to have the fee waived would require a request to the City Council or the City Manager. Shelly mentioned she would also Call Phil with

the RHFA to see if they had a tent that could be used for the Haunted House event. The Refuge was a suggestion for another possible source for a tent.

Kristen mentioned the Old Town Field House could be used for a Haunted House and a movie can be shown. But due to the turf field no food or beverages would be allowed. Kristen offered to check the Soccer schedule for availability of the Field House and mentioned it would take 2 days to set up a Haunted House, not sure if a PA system is available. The group discussed the type of movie that could be shown and were reminded that SWANK.com was the website for movies. It was mentioned that DISNEY is more flexible with showing movies indoors.

Lisa suggested a Movie-Film Festival for teens in the winter. It was suggested that the opening film could be something produced by the High School students. This would allow for more opportunities for teens in the community.

Meeting adjourned