

Agenda
Sherwood Cultural Arts Commission
Tuesday, October 11, 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. Art Festival Recap- Robyn
5. Timeline for 2006 Art Festival- Kristen/ Robyn
6. Financial Report- Kristen
7. Commission Priorities and Strategies- Robyn
8. Old School House- Lisa/Robyn
9. SWOT Meeting- November 15, 2005
10. Other
11. Adjourn

Sherwood Cultural Arts Commission

October 11, 2005

MEETING NOTES

MEETING TITLE	Sherwood Cultural Arts Commission
DATE & TIME	10.11.2005 - 7:00 PM
LOCATION	Sherwood YMCA
FACILITATOR	Robyn Folsom
NOTES TAKEN BY	Andrea Hobi

AGENDA

Agenda Item	Person Presenting
1. Adjustments to Agenda	Kristen
2. Approval of Minutes	Robyn
3. Council Updates	Dave
4. Art Festival Recap	Robyn
5. Timeline for Art Festival	Kristen/Robyn
6. Financial Report	Kristen
7. Commission Priorities and Strategies	Robyn
8. Old School House	Lisa/Robyn
9. SWOT Meeting – November 15, 2005	Robyn
10. Other	N/A
11. Adjourn	9:00 PM

ATTENDEES

Absent	Sherwood Cultural Arts Commission	Absent	Council Liaison
	Robyn Folsom, Chair		Dave Grant
	Lisa Thoele		
	Marilyn Smith		City Staff
	Shelly Lamb		Kristen Switzer
XX	Pam McCormick		
	Bernie Danylchuk		Guests
	Karen Matthews		Liz Galley-Community
XX	Stacie Gordon		
XX	Tammy Gilley		

MEETING NOTES

1. Adjustments to Agenda-
 - No adjustments.
2. Approval of Minutes
 - Marilyn motioned to approve the September '05 meeting minutes, Karen seconded, all in favor. Motion passed.
3. Council Update-
 - The streets project is going well with Kodiak Bengtson as the contractor. They are accomplishing everything they can while the weather is still cooperating.
 - Sunset Park will be completed in approximately a month. There will most likely be a soft opening for the park in either October or November and a larger celebration, or Grand Opening in the spring.
 - The anticipated move-in date to City Hall is no later than February 2006.
 - The sale of the Library and City Hall are moving forward.
 - There is nothing to report on the issue of water. They are waiting on the City of Sherwood voters.
4. Arts Festival Recap - Robyn
 - There was a constant stream of foot traffic.
 - The booths had both affordable and quality work. They were also the right style for the City of Sherwood.
 - Karen recommended a contingency plan for poor weather. Bernie asked about having the festival indoors, however, Dave mentioned that if an event was held at the Field House, food would be a large issue. The consensus seemed to be that there was too much planning and logistics involved in switching between indoors and outdoors. The hope is to have good weather next year and move forward.
 - Robyn commented that the artists have to be notified earlier in the year.
 - Future of the Art Festival: There has to be more community education in addition to the advertising. There wasn't the lead time for the artists to be featured in the paper or plan for the festival. Robyn addressed the fact that the stage and vendors were wonderful. The guest from the community, Liz Galley, mentioned they need to do some soliciting for next year. The goal is to quadruple the constant stream of traffic with the target audience.
 - Kristen handed out the timeline draft beginning in October. The board is to review and advise of any changes or additions. The selection of a chair for the different committees was accomplished:
 - Food and Entertainment – Robyn
 - Vendors – Shelly
 - Promotions – Karen
 - Logistics – Bernie
 - Sponsors – TBD
 - There will be updates monthly from the committee chairs.
 - Robyn suggested sending a combination "save the date", and thank you card to the vendors who were at the Art Festival this year. The evaluations will be sent out at the same time and Karen will be creating the post cards by the 20th of October.

- The board spoke regarding the need to select a fixed yearly date for the Art Festival. The consensus was for Kristen to send out a list of September events from surrounding cities by email to the board members by the end of the week. The options are the second or fourth week in September. The final vote will be taken via email.
5. Financial Report-
- Financially things are looking good for the Commission. The long term goal of the Sherwood Cultural Arts Commission is to have the events pay for themselves. A large portion of money that has been made will be used in the future for more advertising and establishment of events.
6. Commission Priorities and Strategies-
- Report is wrapped in other line items.
7. The Old School House-
- Robyn would like to look into attending a grant seminar, or opportunities to get this project going. Robyn spoke about the grants given out by Oregon Cultural Alliance. There needs to be a plan in place for next fall when the funds begin to come available.
 - Karen asked if the support in the floor could be fixed for the purpose of creating consignment space in order to allow the building to pay for itself. Dave replied that there is ADA, structural, fire escape, and staffing issues to be resolved prior to retail space becoming available.
 - Lisa offered for anyone on the board to attend the Beaverton not for profit meetings.
 - Robyn noted that the board needs to get items set in stone for grants as soon as possible. The idea of having an open house on the holidays to get community input was commented on.
8. SWOT meeting-
- November 15th, 2005. It was commented that everyone should make it for the SWOT meeting.
9. Other
- No News

ACTION ITEMS		
Action Item	Person Responsible	Due Date
Create postcard	Karen	October 20 th
Email list of September events	Kristen	October 14 th