



# Sherwood Cultural Arts Commission

## Agenda

**Meeting Date:** Tuesday November 28, 2006  
**Meeting Time:** 7:30 PM  
**Meeting Location:** Sherwood City Hall,  
Executive Conference Room

### **Commission Members**

Robyn Folsom, Chair  
Bernie Danylchuk  
Karen Tasker  
Shelly Lamb  
Pam McCormick  
Lisa Theole  
VACANT  
VACANT  
VACANT

### **City Staff**

Kristen Switzer  
Lindsey Newkirk

### **Council Liaison**

Dave Grant, City Councilor

NOTE: Citizens are offered an opportunity to speak on any subject of their choosing other than items on the current agenda.

### **-----Meeting Agenda-----**

1. Adjustments to Agenda
2. Approval of Minutes
3. Council updates- Dave
4. Commitment ideas for 2007
5. Art Festival name and date commitment
6. Open House planning for January
7. Chamber Concert January 22<sup>nd</sup>, check in
8. SWOT meeting reminder December 5th
9. Adjourn

# Sherwood Cultural Arts Commission

## MEETING NOTES

|                |                                          |
|----------------|------------------------------------------|
| MEETING TITLE  | <u>Sherwood Cultural Arts Commission</u> |
| DATE & TIME    | <u>11.28.2006 - 7:30 PM</u>              |
| LOCATION       | <u>Sherwood City Hall</u>                |
| FACILITATOR    | <u>Robyn Folsom</u>                      |
| NOTES TAKEN BY | <u>Lindsey Newkirk</u>                   |

### AGENDA

| Agenda Item |                                                        | Person Presenting |
|-------------|--------------------------------------------------------|-------------------|
| 1.          | Adjustments to Agenda                                  | Robyn             |
| 2.          | Approval of Minutes                                    | Robyn             |
| 3.          | Council updates- Dave                                  | Dave              |
| 4.          | Commitment ideas for 2007                              | Robyn             |
| 5.          | Art Festival name and date<br>commitment               | Robyn             |
| 6.          | Open House planning for<br>January                     | Robyn             |
| 7.          | Chamber Concert January 22 <sup>nd</sup> ,<br>check in | Robyn             |
| 8.          | SWOT meeting reminder<br>December 5th                  | Kristen           |
| 9.          | Adjourn                                                | Robyn             |

### ATTENDEES

| Cultural Arts Commission |                  | Council Liaison |                               |
|--------------------------|------------------|-----------------|-------------------------------|
| X                        | Robyn Folsom     | X               | Dave Grant                    |
| x                        | Lisa Thoele      |                 |                               |
| X                        | Shelly Lamb      |                 |                               |
|                          | Pam McCormick    | X               | City Staff<br>Lindsey Newkirk |
|                          | Bernie Danylchuk | x               | Kristen Switzer               |
|                          | Karen Tasker     |                 | <b>Guests</b>                 |
|                          | Tammy Gilley     |                 |                               |
|                          | VACANT           | x               | Charlie Harbick               |

## MEETING NOTES

1. Adjustments to Agenda-
  - none
2. Approval of Minutes-
  - Minutes not approved due to lack of quorum
3. Council Update-
  - none
4. Commitment Ideas for 2007-
  - Robyn requested a working meeting to be scheduled midweek to work further on identifying focus's for 2007
5. Art Festival name and date commitment
  - As an antique business owner, Charlie Harbick would like to help develop the antique side of the festival.
  - Charlie suggested and it was agreed that the event needs better advertising, posted in the Oregonian classifieds the weekend of the event, and needs to be posted in trade papers
  - Artwork for posters/call for artists postcards needs to go out in January
  - Charlie Harbick suggested that the Friends of Old Town would be a sponsor of the art festival
  - Sponsorship materials need to be developed in the early part of the year
  - The event is committed to Saturday September 22<sup>nd</sup> from 9am to 4pm
  - The official name of the event will be "Sherwood Arts and Antiques Festival". "Old Town" will be a secondary heading
  - Booth spaces will cost \$50 for a 10x10, \$75 for a 10x20. There will be an early bird discount – if application is received by July 1, 2007 the booth spaces will cost \$40 for a 10x10, and \$65 for a 10x20
6. Community Open House in January
  - January 18<sup>th</sup> at 7:30 in the Community Room
  - Robyn will send letters to specific people in the community for invitation
  - Open House will feature fyers/posters/pictures on display, volunteer and commission recruitment, conversation on getting people involved. Need to make sure we know specifically what we are trying to accomplish, not create a brainstorming session
  - Lindsey will send out alternative dates for a work session to discuss planning
7. Chamber Concert
  - Saturday January 27<sup>th</sup> at 7pm
  - Tickets = \$7.50 adults, \$5.00 students/seniors
  - Sherwood School District needs to be listed as a sponsor on posters
  - Lindsey will finalize poster and create press releases
8. SWOT Meeting
  - The next SWOT meeting is scheduled for December 5<sup>th</sup> from 6-7 PM
  - Commission members to review and email suggestions for changes
9. Adjourn – 9:00 PM