



Sherwood Cultural Arts Commission

Agenda

Meeting Date: Tuesday August 28, 2007
Meeting Time: 7:30 PM
Meeting Location: Sherwood City Hall,
Executive Conference Room

Commission Members

Patti Barrow
Robyn Folsom
Shelly Lamb
Pam McCormick
Lisa Thoele
Douglas Pederson
Ron Kachergius
Diane Labant
VACANT

City Staff

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 June 2007 minutes
3. Council updates- Dave
4. Summer event wrap up - Lindsey
 1. Music on the Green Raffle
 2. Missoula Children's Theatre
 3. Movies in the Park
5. SCAC budget 07/08 – Lindsey/Patti
6. Arts Festival updates – Lindsey
7. Review of SCAC Charter/Introduction to Mission and Goals – Patti
8. Other
9. Citizen Comments



Sherwood Cultural Arts Commission

MEETING NOTES

MEETING TITLE	Sherwood Cultural Arts Commission
DATE & TIME	8.28.2007 7:30 PM
LOCATION	Sherwood City Hall
FACILITATOR	Patti Barrow
NOTES TAKEN BY	Lindsey Newkirk

AGENDA

Agenda Item		Person Presenting
1.	Adjustments to Agenda	Patti
2.	Minutes Approval	Patti
3.	Council updates- Dave	Dave
4.	Summer Events Wrap Up	Lindsey
5.	SCAC Budget 07/08	Lindsey/Patti
6.	Arts Festival	Lindsey
7.	Review of SCAC Charter/Intro to Mission and Goals	Patti
8.	Other	
9.	Citizen Comments	
10.	Adjourn	Dave

ATTENDEES

Cultural Arts Commission		Council Liaison	
x	Robyn Folsom	X	Dave Grant
x	Lisa Thoele		
x	Shelly Lamb		
x	Pam McCormick	x	City Staff
x	Patti Barrow		Lindsey Newkirk
x	Doug Pedersen		Kristen Switzer
x	Ron Kacherguis		Guests
	Diane Labant	X	Linda Henderson
	VACANT	X	Sterling Fox
		X	Dan King

MEETING NOTES

1. Adjustments to Agenda-
2. Approval of Minutes-
 - Patti motions to approve the May Minutes
 - Shelly seconds
 - Motion carries to approve May Minutes
3. Council Update-
 - Police Chief released from duty, Ron Rucker will be acting Police Chief
 - Old School House – Council is receiving pressure to remove the building from the lot. As the rain comes, the City will either have to spend the money to fix the roof, or tear down the building.
 - Dave requests that the Cultural Arts Commission takes a recommendation to Council on this matter.
 - Patti add the Old School House discussion to “other” on the agenda
4. Music on the Green Recap:
 - Lindsey thanked the Cultural Arts members for helping run the raffle, especially to Lisa and Shelly for getting prizes from community businesses and to Shelly for being at the booth every week.
 - Weekly revenue averaged \$120
 - Shelly shared her experiences for Music on the Green raffle; as she was there each week.
 - Shelly feels that in order to continue on with this effort, a different person each week needs to be responsible for soliciting prizes and running the booth; every year it seems to fall on one person, which is too much for one person to handle
 - Lisa and Robyn both expressed that they feel that having the Cultural Arts Commission run the Music on the Green raffle is too much work and is not worth the efforts
 - Ron suggested that Cultural Arts invite in other groups to use their booth space at the concerts such as artists or arts based groups
5. Missoula Children’s Theater
 - Thanks to all Commission members that helped with auditions and with the show.
 - 2007 was the first year where the residents had to turn away kids, over 100 kids showed up and they took about 40 for the show
 - Both performances nearly sold out, revenue was close to \$1400 from ticket sales
 - Recommended to get sponsors for the performance so that the Commission can at least break even on the program
 - Robyn suggested that the Commission may want to consider a second performance of Missoula during the school year
6. Movies in the Park
 - Decent turn out this year, averaging 100 people, attendance was down from 2006
 - Weekly revenue from concessions averaged around \$150
 - For the second year in a row, Jim Fisher Roofing was a sponsor of the event series
 - Advertising efforts seemed to be down from previous years
 - The movies seemed to be geared towards a young audience, if we can bring in movies that might appeal to a larger age range we may be able to bring up attendance
 - Ron suggested bringing in one act plays from the high school kids in replacement of, or prior to movies next year
 - Robyn suggests creating pre-movie entertainment of some sort for families
7. SCAC Budget for 07/08

- An average annual program expense and revenue budget was presented to the Cultural Arts Commission members
- Budget was handed out to Commission members in preparation for discussion on future SCAC programming and budget development for the following year

8. Arts Festival Updates

- Shelly provided an update for vendors:
 - 5 vendors are confirmed for the Arts Festival at this time; it seems to be typical that we have really low vendor numbers for the short period of time before the event, and that we get enough vendors just prior to the event to pull it off
- Doug Provided an update for the promotions of the event
 - Postcards were printed and 4000 were distributed through Old Stuff publications
 - Ads have been placed for the event and call for vendors in Old Stuff publication and the Sherwood Gazette
 - Signage Advertising; 6 directional signs have been created last year for day of event. 20 lawn signs are being created to advertise for the weeks leading up to the event
 - We have the opportunity to have 4 "large" signs created to help advertise the event
 - Posters have been printed, Commission members to help distribute in community
- Lisa provided update on Entertainment
 - Carlyle, Woodland Rose, Rose City Kinds, and Ellen White will be performing for the event
 - Charlie Harbick will be providing antique appraisals during the event
 - The Commission would like to have Charlie doing appraisals as entertainment on stage, in between the performers slots.
- Patti provided an update for the Arts Commission booth
 - Commission will not attempt to sell posters
 - Robyn will blow up pictures of past events to have on display
 - Cultural Arts Banner will be on display
 - Schedule of entertainment, appraisals, and thank you sponsor board will be on display at SCAC booth
 - We will need a table cloth and skirting for table
 - Commission members will be wearing Cultural Arts Commission t-shirts, black t-shirts with white writing
- Lindsey provided update for Sponsorships for Arts Festival
 - Rotary decided to be the presenting sponsor of the Arts Festival at \$1000
 - Jim Fisher Roofing decided to be a sponsor of the event at \$700
 - Friends of Old Town decided to be a sponsor of the event at \$500
- Lindsey provided the suggestion for the Commission to spend more money on advertising and promotions of the event through additional signage and print advertising
 - To create signage it was decided that we could date the signage, but would have to have the signage prepared so that we could change the date on the signage each year
 - Print advertising additional costs would be
 - \$125 for the Oregonian
 - \$30 for Classifieds listing
 - \$150 for the Tigard Tualatin Times
 - It will cost us \$160 to print large 4'x4' signage for the event and an additional \$305
 - Patti motioned to approve the additional costs
 - Robyn seconds
 - All in favor, motion passes

9. Old School House

- Patti Feels that keeping the Old School House in tact is a safety issue, but having an empty lot is not preferred either
- Robyn and Shelly expressed their difficulty in letting the Old School House go; both because of it's Historical presence and because of the hard work that they put into it to try and get it restored for the Community Center.
- The group was mixed with feelings on the issue; Patti will use email to create a formal recommendation for the Old School House

10. Review of SCAC Charter/Introduction to Mission and Goals

- Patti requested that all Commission members review the current Charter and the Brainstorming 101 materials for discussion at the next Arts Commission meeting in September

11. Adjourn

- Meeting Adjourned at 9:17 PM