



Sherwood Cultural Arts Commission

Agenda

Meeting Date: Wednesday, Nov. 19, 2008
Meeting Time: 6:30 PM
Meeting Location: Sherwood City Hall,
Executive Conference Room

Commission Members

Patti Barrow, Chair
Robyn Folsom
Shelly Lamb
Douglas Pederson
Ron Kachergius
Darla Boljat
Griff O'Brien
Kathleen Gould

City Staff

Kristen Switzer
Olivia Cashman

Council Liaison

Linda Henderson, City Councilor

-----Meeting Agenda-----

1. Adjustments to agenda
2. Approval of October 2008 minutes- Patti
3. Meet with SURPAC
4. Stella Olsen Stage Cover review with Parks Board- Kristen
5. Holiday Art Walk update- Patti
6. Comedy Sportz- Patti
7. Storage facility at old PW- Kristen/Robyn
8. SWOT preparation- Patti
9. Council update- Linda
10. Other
11. Adjourn

Next meeting: SWOT meeting on December 16, 2008 at 6:00 pm

Sherwood Cultural Arts Commission

MEETING NOTES

MEETING TITLE	Sherwood Cultural Arts Commission
DATE & TIME	11.19.2008 6:30 PM
LOCATION	Sherwood City Hall
FACILITATOR	Patti Barrow
NOTES TAKEN BY	Olivia Cashman

Agenda Item	Person Presenting
1. Adjustments to Agenda	
2. Approval of October 2008 minutes	Patti
3. Meet with SURPAC	
4. Stella Olsen Park Stage Cover review with Parks Board	Kristen
5. Holiday Art Walk Update	Patti
6. Comedy Sportz	Patti
7. Storage Facility at old PW	Kristen/Robyn
8. SWOT Preparation	Patti
9. Council Update	Linda
10. Other	
11. Adjourn	

ATTENDEES

Cultural Arts Commission

X Patti Barrow, Chair
 X Robyn Folsom
 X Shelly Lamb
 X Doug Pedersen
 Ron Kacherguis
 X Darla Boljat
 X Griff O'Brien
 Kathleen Gould

Council Liaison

X Linda Henderson

City Staff

X Kristen Switzer
 X Olivia Cashman

Guests

X Jennifer Kuiper—Parks Board
 X Mary Reid—Parks Board

MEETING NOTES

1. Adjustments to Agenda
 - No adjustments were made to the agenda.
2. Approval of Minutes
 - *Doug Pederson motioned to approve the October 2008 minutes. Shelly Lamb seconded, all in favor, motion carries to approve the October 2008 minutes.*
3. Meet with SURPAC
 - Patti Barrow provided an extensive update of the many successful activities and plans in the cultural arts community. The commission expressed a need for a future multi-purpose community space that would include a 250-300 seat theatre which would accommodate PCC, school, Let's Make Music, Sherwood Community Theatre, and other events. The group discussed the use of the URA owned "Old Machine Shop" as a potential space for this purpose. Mr. Nelson reported that Capstone Partners, LLC was currently developing a proposal for that property that may include space identified for Cultural Arts and a Community Center. Capstone has significant experience in developing this kind of space and in redeveloping old warehouse properties. He plans to connect with Patti Barrow and other interested parties when the proposal is received to discuss how the building might meet the needs expressed. Mr. Cottle also expressed, and received consensus among SURPAC members, that the \$1 million spent on the Machine Shop was not necessarily the same \$1million previously earmarked for Cultural Arts, but that a proportion of building purchase might be assigned in the future, relative to the space actually used for cultural arts activities.
4. Stella Olsen Park Stage Cover review with Parks Board—Kristen
 - The new conceptual design by OTAK was presented, which was very well received. Suggested that the current poles be removed, back slats be vertical, and the material used be low maintenance.
5. Holiday Art Walk update—Patti (exhibit A)
 - The Holiday Art Walk will be at the Morback House on December 6, 2008. The Tualatin Brass Band will be playing.
6. Comedy Sportz—Patti
 - Comedy Sportz will be either January 24 or January 31, 2009. The high school's availability will be confirmed. Tickets will be \$7.00.
7. Storage facility at old PW—Kristen/Robyn
 - The Cultural Arts Commission has things stored in the old public works building. The commission agreed to let the high school chose anything they may want first, before selling anything.
 - *Patti Barrow motioned to sell whatever needs to be sold. Griff O'Brien seconded, all in favor, motion carried.*

8. SWOT preparation—Patti (exhibit B)
 - SWOT (strengths, weaknesses, opportunities, threats) will be December 16th at 6pm. Last year's SWOT was distributed to each member. Kristen will work with Patti to finalize the commission's 2008 SWOT.
9. Council Update—Linda
 - Two items were discussed at their last meeting. The council passed legislation that allows staff to proceed with hiring a consultant to conduct the Cedar Creek feasibility study. Council also discussed the new water billing for the city that will take place July 1, 2009.
10. Other
 - Voices for the Performing Arts concert will be on December 6th at the PAC.
 - Donation Request Form needs to be submitted to Kristen by December 30th. This is available on the city's website.
 - *Doug Pederson motioned that the Cultural Arts Commission request \$5000. Robyn Folsom seconded, all in favor, motion carried.*
11. December Meeting
 - SWOT meeting on December 16, 2008 at 6:00pm.
12. Adjourn Meeting
 - Adjourned at 8:40 pm.

7:30 TO 10:A.M. COFFEE AND HOMEMADE DOUGHNUTS AT THE REBEKAH HALL.

8:A.M. TO NOON BREAKFAST WITH SANTA AT SHERWOOD STATION BISTRO,
SOME OTHER SHOPS IN OLD TOWN ARE OPEN.

8:A.M. OPEN HOUSE AT THE REBEKAH HALL FEATURING THE ART OF
SHERWOOD HIGH SCHOOL PHOTOGRAPHY CLASS.

10:A.M. MORE SHOPS IN OLD TOWN OPEN, TREASURE HUNT BEGINS.
LOOK FOR SIGNS IN THE WINDOWS. MUSIC AND OTHER
ENTERTAINMENTS AROUND TOWN.
MORBACK HOUSE MUSEUM OPENS, MODEL TRAIN DISPLAY.
CHESTNUT ROASTING, OTHER GOODIES ON RAILROAD STREET.

NOON PARRETT MOUNTAIN FARM TROLLEY STARTS RUNNING.

1:P.M. STORYTELLING TIME AT THE BISTRO

2P.M. STAMP ART DEMOS & FUN AT THE BISTRO.

3P.M. STORYTELLING AT THE BISTRO - *Story & Santa Bistro*

4:P.M. TREASURE HUNT CLOSES. PRESENT YOUR COMPLETED CARDS
TO SEE WHO WINS THE PRIZE TO THE ART GALLERY. THE ROBIN
HOOD FESTIVAL PARADE BEGINS.

5:P.M. TREE LIGHTING, SANTA IN RESIDENCE.
BRASS BAND, OTHER MUSIC AT MORBACK HOUSE AND THE
RAFFLE FOR A DECORATED CHRISTMAS TREE.

JOIN IN ALL THE FUN, AND HAVE A VERY MERRY CHRISTMAS!!!

Re-open
- Feb. Wed. Sun. Day
- April - June - Christmas

SWOT

Annual Presentation to City Council Sherwood Cultural Arts Commission

City Council Work Session-- Police Facility
December 12, 2007
6:00pm

(Strengths, Weaknesses, Opportunities, Threats)

Strengths

- Reenergized and diverse board. Broad range of education and experiences.
- Public support and interest in longevity of existing events.
- Commitment to development of existing events.
- Partnerships and support that allow for keeping event costs to a minimum (movie equipment, sound equipment for movies in the park, waiving of rental fees at PAC).
- Relationships with old town merchants and arts based businesses.
- Branching off and forming 501C3—Sherwood Foundation for the Arts.
- Commitment to exploring, developing, and executing new traditions and activities.
- Enthusiasm in working with and promoting other organizations in Sherwood (Heritage Center, Robin Hood Festival, Voices for Performing Arts, etc.)

Weaknesses

- Limitation of manpower and ability for existing members to take on additional tasks.
- Lack of volunteer base.
- Lack of facility/home.
- Limited budget.
- Reliance on city for administrative support.
- Current website usability is difficult to navigate and lacks updated information on events.
- Only contact information listed on the website is CulturalArtsCommission@ci.sherwood.or.us

Opportunities

- Knowledge of grant opportunities.
- Sponsorship opportunities for financial support with events.
- Development of new programs and events with the goal to bring more art opportunities to the public.
- Development of new marketing materials to be used in gaining additional community involvement and support.
- Development of one time volunteer opportunities for yearly events.
- Opportunities for relationship development between various members of the arts community to work together in creating goals and avenues for accomplishment.
- Materials to be developed to market arts in Sherwood to the public and bring awareness to existing and new arts opportunities.
- Grant writing seminars.
- Collecting information of those in the community who would be willing to teach classes in different art formats.
- Ode Podge gallery allowing us to use garden space for events, gardening and art classes.

Threats

- Diminishing means of self-supporting/self-funding events.
- Need to develop unique fundraiser for continued/annual support.
- No clear plan of where/when a facility will be built. Limits future event planning.
- Large events limited to availability of High School PAC – scheduling can be moved if school functions change, or building schedule changes.