City of Sherwood Oregon
Home of the Tualatin River National Wildlife Refuge

Approved

Sherwood Cultural Arts Commission

MEETING NOTES

MEETING TITLE	Sherwood Cultural Arts Commission
DATE & TIME	03.09.2009 6:30 PM
LOCATION	Sherwood City Hall
FACILITATOR	Patti Barrow
NOTES TAKEN BY	Olivia Cashman

ATTENDEES

	Cultural Arts Commission
X	Patti Barrow, Chair
X	Shelly Lamb
	Doug Pedersen
X	Ron Kacherguis
X	Darla Boljat
X	Griff O'Brien
	Kathleen Gould
X	Judy Silverforb
X	Ashley Marshall-O'Dell

	Council Liaison
X	Linda Henderson
X	Robyn Folsom
	City Staff
X	Kristen Switzer
X	Olivia Cashman
	Guests
X	Maria Dowdle

MEETING NOTES

1. Adjustments to Agenda
   - No agenda was made

2. Meeting began at 6:30pm

3. Maria Dowdle was introduced to everyone. She would later add some of her knowledge about receiving grant money.

4. Patti Barrow began the meeting explaining three objectives to cover:
   - How to acquire on-going financial resources for the operation of the facility?
   - The $1 million URD is designated for the outside construction of the building, thus cannot be used for furnishings. How should the furnishings be paid for?
   - Understanding of what the facility needs to feature to benefit the most people.

   The following was discussed as 'Expectations for the Facility':

- Proscenium Arch
- Partitions
- Green Room
- Balcony
- Light Booth
- Changing Room—Possibly use the storage area where the chairs are stored

The following are the types of financial expenses brought on by this facility:
1.) Construction of the building
2.) Furnishings
3.) Operations—needs to be renewable

The last survey indicated that the community would like a multi-purpose facility. With 7470 sq.ft., the Commission discussed possible options.

If we want this to be our Cultural Arts Center, with a fixed stage, then we will need to be ready to have money available each month to pay for the expenses. If the government is going to financially support this, it needs to be beneficial to the most amount of people. The more people it is able to serve, the more universal it is, the more money is available.

Maria Dowdle shared her experience working with Rick E. Olsen, who has helped raise over $10 million for Non-profits. This was discussed as an option to look into.

In considering a fixed theatre, these thoughts were mentioned:
- We don't know what we can do structurally.
- Theatre is great, but is theatre solely going to pay the bills?
- What is the square footage of the PAC? We shouldn't duplicate the stage of the PAC, since we already use that for free.
- How many seats could we have with the stage that we want?
- What makes it a poor quality experience vs. a high quality experience? What would make people choose this over Newberg or any other facility?

In considering other facilities for comparison:
- What are their business plans? How do they get their funding? How do they operate the facility on a daily basis?
- Commission decided to visit other facilities. The following facilities were mentioned to visit:
    - Lakewood/Cafetorium—Permanent seating
    - Broadway Rose—New Stage
    - McMinnville
    - Kingstead Center
    - Hillsboro
    - Newberg-Central School
    - St. Helens
    - Linfield
    - George Fox

- Questions to ask/things to take note of at each location:

    - How high the walls are (interior)
    - Programming—how many programs
    - Number of seats
    - How was it funded
    - Square footage
    - Size/dimension of the stage
    - Ongoing operating expenses
    - Storage facilities—support facilities
    - Art Gallery?
    - Audience pull—number of people attending
    - Light/Sound booth
    - Acoustics—what was done to acquire the acoustics?
  - Those who agreed to visit the facilities mentioned:
    - Patti Barrow, Linda Henderson, Darla Boljat, Ron Kacherguis, and Scott Cherry (from the Foundation for the Arts, who was mentioned might like to go)

5. April Meeting
   - Next meeting on April 28, 2009 at 6:00pm.

6. Adjourn Meeting
   - Adjourned at 8:45 pm.