



# Sherwood Cultural Arts Commission

## Agenda

**Meeting Date:** Tuesday, April 28, 2009  
**Meeting Time:** 6:30 PM  
**Meeting Location:** Sherwood City Hall,  
Executive Conference Room

### **Commission Members**

Patti Barrow, Chair  
Shelly Lamb  
Douglas Pederson  
Ron Kachergius  
Darla Boljat  
Griff O'Brien  
Judy Silverforb  
Ashley Marshall-O'Dell  
VACANT

### **City Staff**

Kristen Switzer  
Olivia Cashman

### **Council Liaison**

Linda Henderson, City Councilor

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

1. Adjustments to agenda
2. Approval of February and March 2009 minutes- Patti
3. Building Project Update- Patti
4. Missoula Update – Patti
5. Movies in the Park- Patti
6. Raffle for Music on the Green- Patti
7. Council update– Linda
8. Other
9. Adjourn

## Sherwood Cultural Arts Commission

### MEETING NOTES

|                |                                   |
|----------------|-----------------------------------|
| MEETING TITLE  | Sherwood Cultural Arts Commission |
| DATE & TIME    | 04.28.2009 6:30 PM                |
| LOCATION       | Sherwood City Hall                |
| FACILITATOR    | Patti Barrow                      |
| NOTES TAKEN BY | Olivia Cashman                    |

#### ATTENDEES

| Cultural Arts Commission |                        | Council Liaison |                 |
|--------------------------|------------------------|-----------------|-----------------|
| X                        | Patti Barrow, Chair    | X               | Linda Henderson |
| X                        | Shelly Lamb            | X               | Robyn Folsom    |
| X                        | Doug Pedersen          |                 |                 |
|                          | Ron Kacherguis         |                 |                 |
| X                        | Darla Boljat           | X               | City Staff      |
|                          | Griff O'Brien          | X               | Kristen Switzer |
|                          | Judy Silverforb        | X               | Olivia Cashman  |
| X                        | Ashley Marshall-O'Dell |                 |                 |
|                          |                        |                 | Guests          |

#### MEETING NOTES

1. Adjustments to Agenda
  - Add Stella Olsen Project Update after the Building Project Update
2. Approval of Minutes
  - *Patti Barrow motioned to approve the February and March 2009 minutes. Shelly Lamb seconded, all in favor, motion carries to approve the February and March 2009 minutes.*
3. Building Project Update –Patti
  - Patti Barrow presented a PowerPoint presentation to the Commission on the Building Project Update. (See exhibit A)
  - The Commission discussed where they should go from here. They agreed that they should find out more information from those facilities that make money. They assigned certain individuals a facility:
    - Lakewood –Robyn will pull out her notes from talking to the Director

- Gallery Theatre –Robyn and Susan
  - Hillsboro—Ashley
  - Broadway Rose—Patti already contacted Broadway Rose
  - Some other ideas for making a profit were to have a facility that allows for more universal uses that people or organizations could rent the facility, such as banquets or wedding receptions.
4. Missoula Update –Patti
    - The Commission discussed whether Missoula should be opened up to those who live outside of Sherwood.
    - *Ashley Marshall-O'Dell motioned to open up Missoula registration to those who live outside of Sherwood. Doug Pederson seconded, all in favor, motioned passed.*
  5. Movies in the Park—Patti
    - Movies in the Park this summer will be August 14<sup>th</sup>, 21<sup>st</sup>, 28<sup>th</sup>.
    - InFocus is out of business. We will have to consider other options for getting a projector.
    - The Commission discussed the possible movies for Movies in the Park:
      - Bedtime Stories
      - Bolt
      - High School Musical
      - Monsters vs. Aliens
      - Journey to the Center of the Earth
    - This will be discussed further at the next meeting.
  6. Raffle for Music on the Green—Patti
    - Receiving items for this year's raffle may be more difficult. Shelly will email a list of the businesses that donated last year. This will be divided among everyone.
  7. Council Update—Linda/Robyn
    - Robyn informed the Commission of the budget process, which was approved but not adopted yet.
    - Each year there will be an allotted amount set aside for non-profits.
    - Council is working with 4 programs that help people pay their water bill and help citizens get through this economic hardship.
  8. Stella Olsen Project Update—Kristen
    - Stella Olsen Project bids were opened last week. The top bids were under the projected budget. This will be taken to Council on May 5<sup>th</sup>. There are many fees that would be charged if any City events have to be canceled.
  9. Other
    - Kristen shared that future Commission and Board meetings will be more formalized and we are looking into meeting either in the Community Room or at the Police Station.
    - The Chamber hired an event coordinator for the Cruisin' Sherwood. The Chamber would like artists to be vendors.
    - It was suggested that the Commission partner with the Parks Board to discuss sustainable artwork along the Cedar Creek Trails.

- Battle of the Bands will be July 31<sup>st</sup>; ten bands will auditions but only 5 will actually participate. The public will be charged to attend.

10. April Meeting

- Next meeting on May 26, 2009 at 6:30pm.

11. Adjourn Meeting

- Adjourned at 8:40 pm.

# Cultural Arts Community Center Project



# Cultural Arts Community Center Project

- Old Machine Shop
- Architects
- CACC Goals and Objectives
- Programming
- Revenue Ideas
- Broadway Rose Tour
- What do we do next?

# Machine Shop

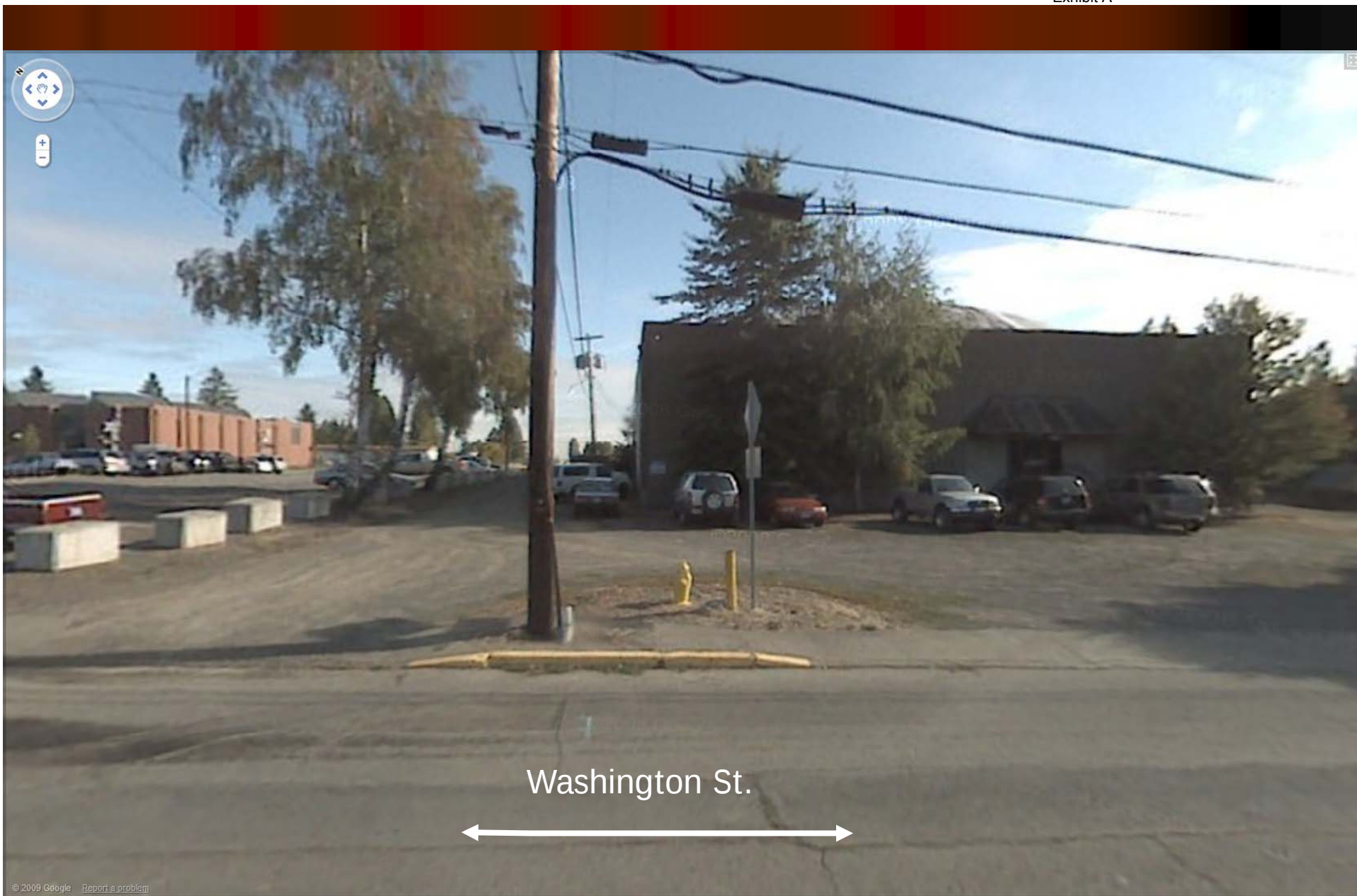


13,000-square-foot building  
\$2.3 mil renovation project

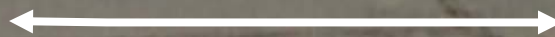
Tentative plans: transform the machine shop into a center that includes a stage and 300-seat auditorium. (+7,000 sq ft).

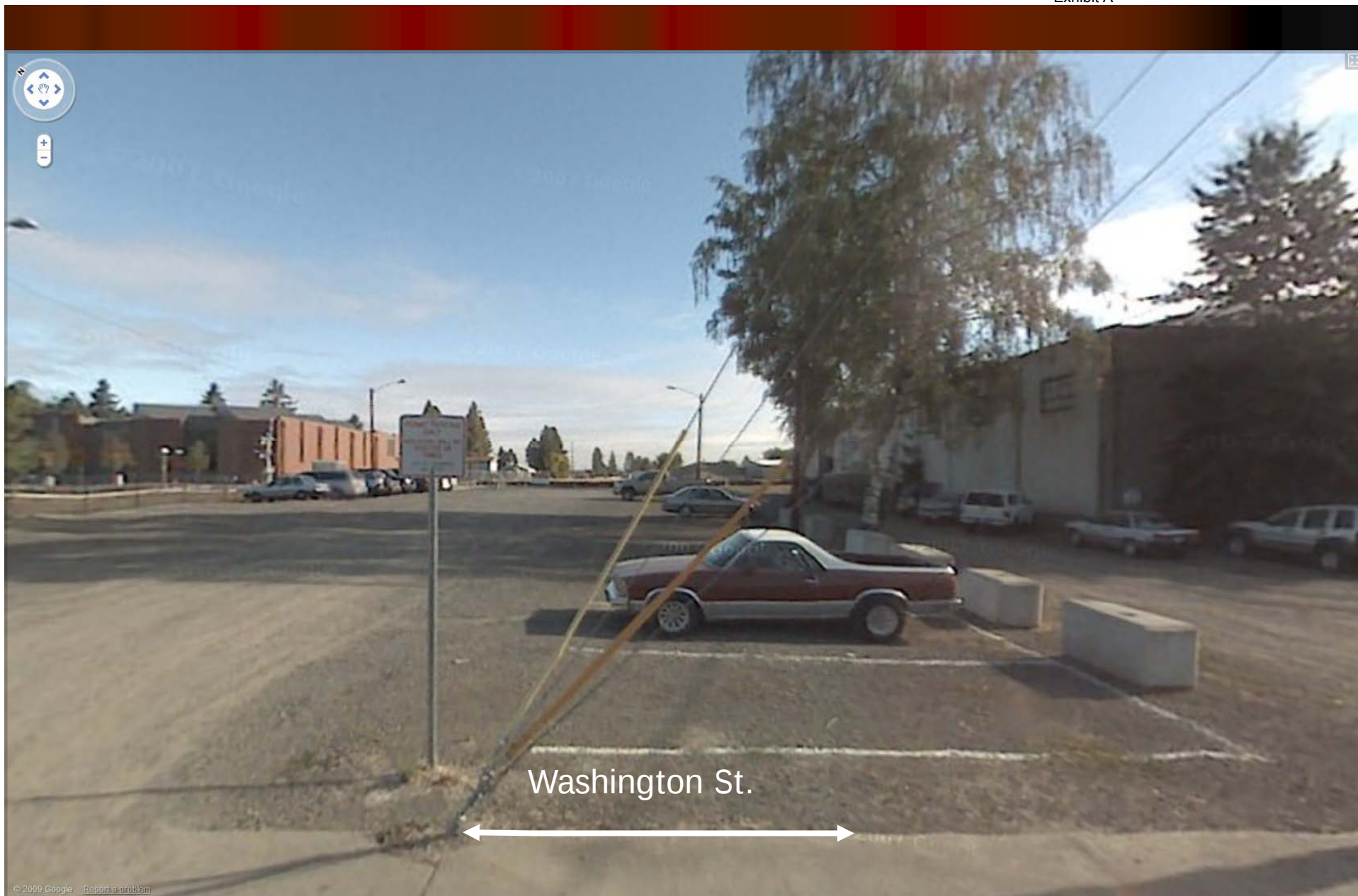
4,830 square feet will house a restaurant (?)





Washington St.







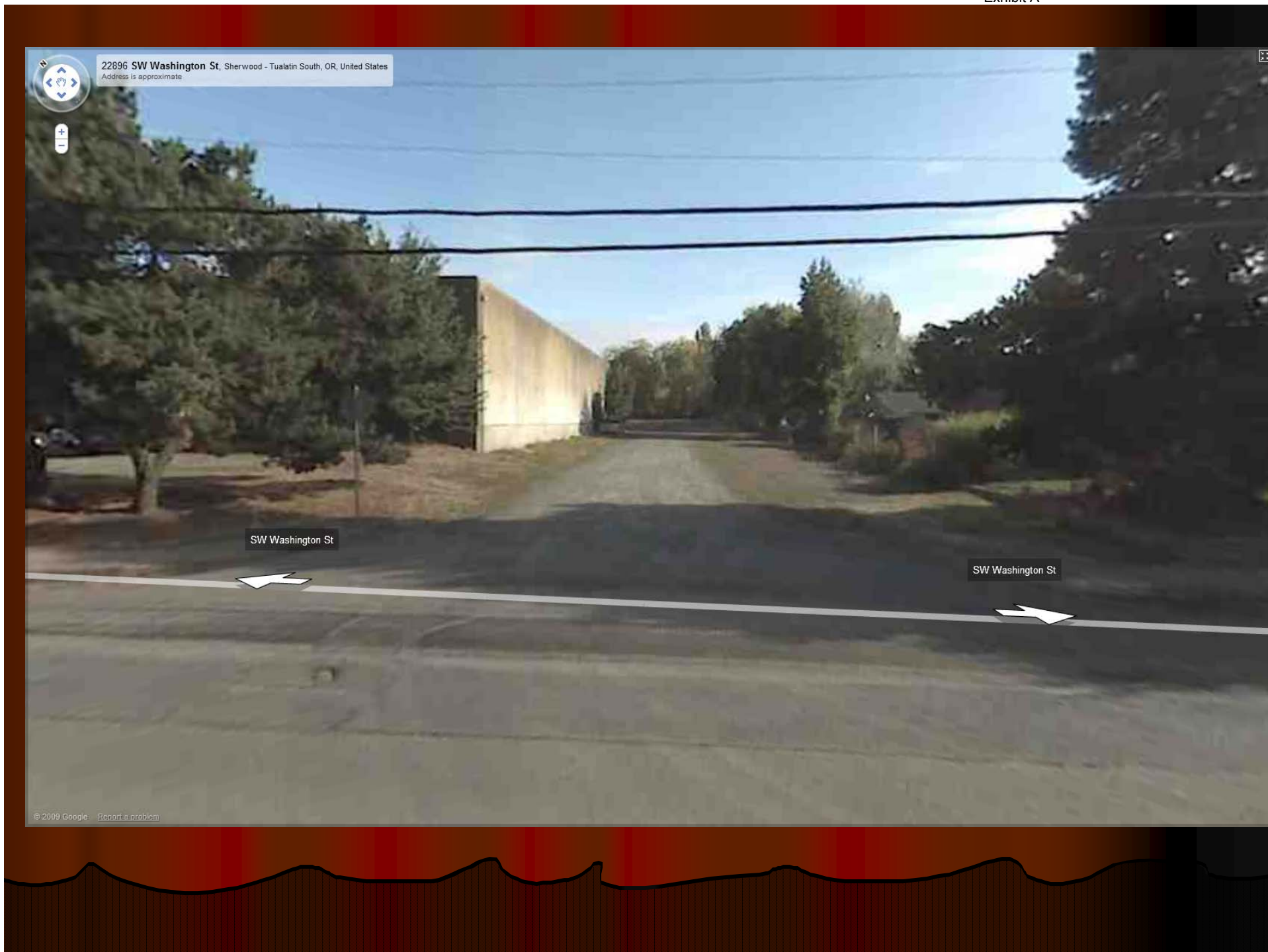




Pine St.













# Architects



Architect – Ankrom Moisan Associates

# Goals and Objectives

1. Using the public survey 2007 and the Executive Summary in 2009, ascertain Sherwood's needs.
2. Explore current Sherwood facilities available to meet those needs (include churches, schools, business, etc.)
3. What needs are left unmet, or met minimally due to lack of adequate resources? – List
4. Explore purpose of Cultural Arts Community Center to meet some of these needs
5. Using this list, clarify purpose and prioritize audience
6. Generating Ongoing Revenue - Explore other Center's efforts / #2 location
  - a) Classes and daily activities for all ages, membership dues, space rentals, NW Children's theatre classes, ongoing theatre programming, etc.
7. Facilities Management needs and options
  - a) Full time person? -- Opening up, setting up rooms, running lights and sound, making sure renters clean up afterward, available for emergency during events, etc.

# Rental Needs

1. Good Piano
2. Well lit stage area with microphone setup
3. Good lighting for audience, for master classes (note taking)
4. Reception area
  1. Access to refrigerator and sink
  2. Space for food tables and conversation (standing or sitting)

**\$15/hour for Kitchen Supervision  
– 2 hour minimum.**

**\$30/hour for Tech Employee Supervision – 2 hour minimum.**

# Rental Rates – Other

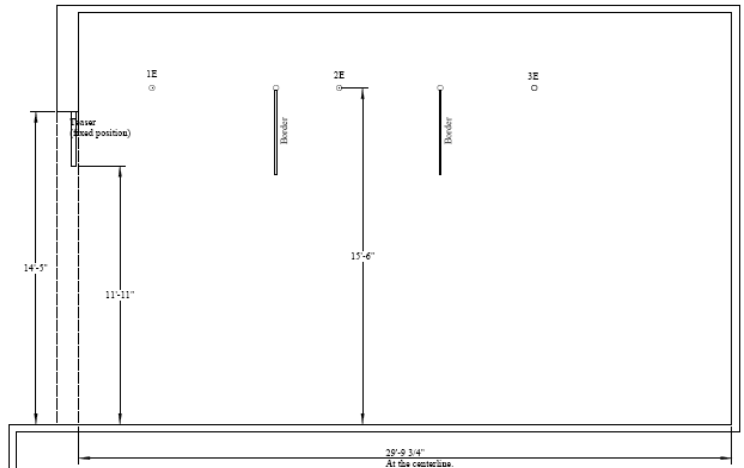
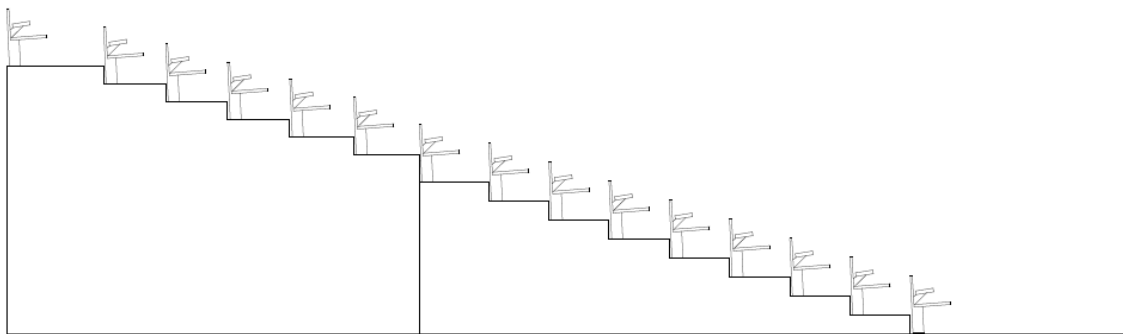
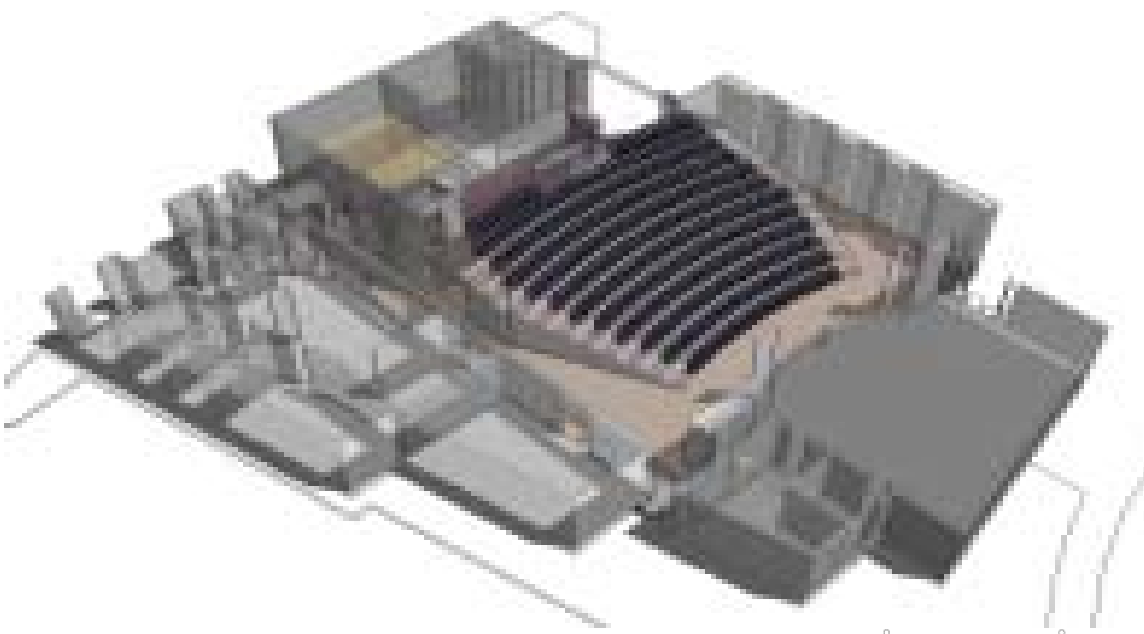
Friends Church

The Old Church

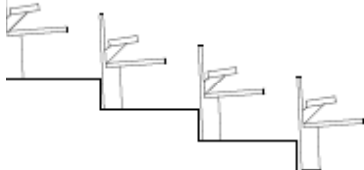
Classic Pianos

Broadway Rose

# Visit to Broadway Rose Theatre

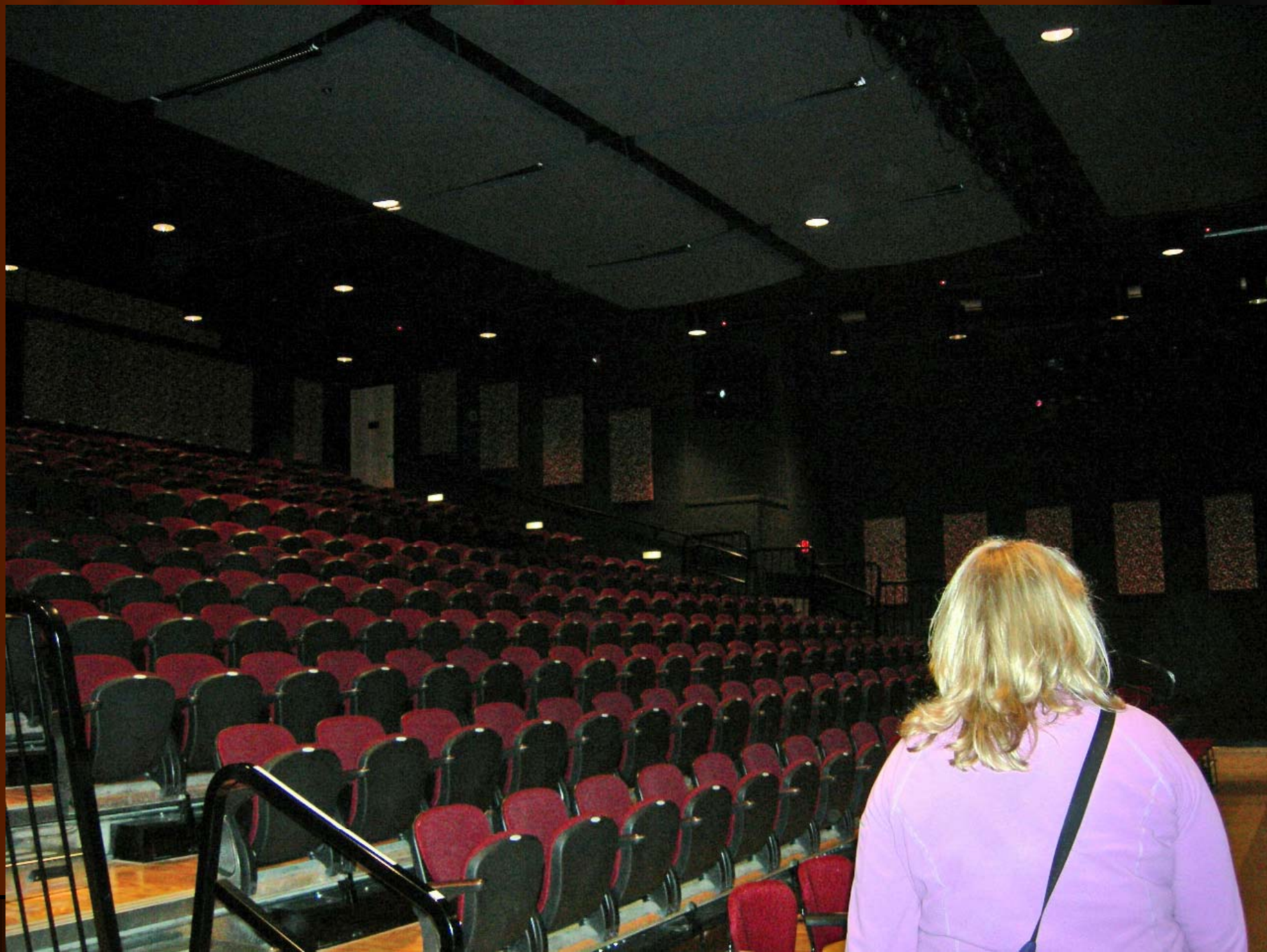


Broadway Rose Theatre Company  
New Theatre Scale: 1/4" = 1'

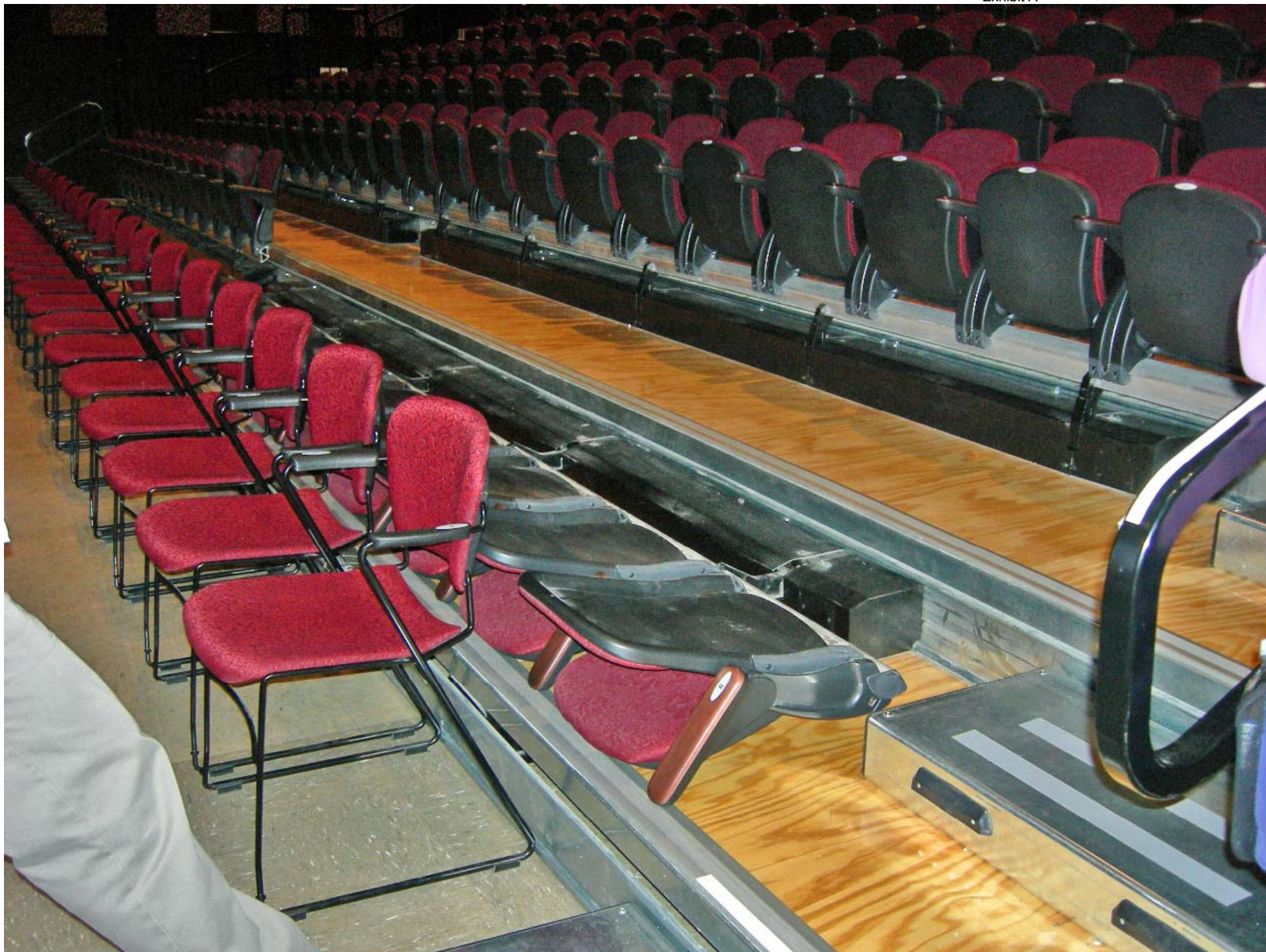


Scale: 1/4" = 1'









# Where do we go from here?

1. Meet with Architect to determine usability options within the 7000 sq ft allotment for the theatre (stage, seating and support space).
2. Within the outside 4,800 sq ft, is there space for a separate classroom/gallery/kitchenette space for receptions, classes, etc.
3. Research other community theatres/centers, look for programming and surrounding community services
- 4.
- 5.
- 6.
- 7.

# Missoula Update

## Wk 1 – Jack and the Beanstalk

5-7 yrs = 9

8-11 yrs = 31

12-18 yrs = 6

AD (n/c) = 2

Total = 48 + 2AD

## Wk 2 – King Arthur's Quest

5-7 yrs = 17

8-11 yrs = 24

12-18 yrs = 10

AD (n/c) = 1

Total = 51 + 1AD

Deposits = \$5825

Cost of Missoula for two weeks = \$5500

Potential enrollment – 21 x 60 = \$1260

Ticket sales

# Movies for the Park!

Let's pick!



SHERWOOD  
CULTURAL ARTS  
COMMISSION