



# Sherwood Cultural Arts Commission

## Agenda

**Meeting Date:** Thursday, January 7, 2010  
**Meeting Time:** 7:00 PM  
**Meeting Location:** Sherwood City Hall,  
Executive Conference Room

### **Commission Members**

Patti Barrow, Chair  
Douglas Pederson, Vice Chair  
Shelly Lamb  
Darla Boljat  
Judy Silverforb  
Ashley Marshall-O'Dell  
James Boscole  
VACANT  
VACANT

### **City Staff**

Kristen Switzer  
Olivia Collins

### **Council Liaison**

Linda Henderson, City Councilor

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

1. Adjustments to Agenda
2. Approval of October 2009 minutes
3. SWOT update –Patti
4. Grant update –Patti
5. Community Cultural Center Update – Patti/Doug
6. Missoula 2010 - Kristen
7. Council Update – Linda
8. Other
9. Adjourn

# Sherwood Cultural Arts Commission MEETING NOTES APPROVED

|                |                                   |
|----------------|-----------------------------------|
| MEETING TITLE  | Sherwood Cultural Arts Commission |
| DATE & TIME    | 01.07.2010 7:00 PM                |
| LOCATION       | Sherwood City Hall—Community Room |
| FACILITATOR    | Patti Barrow                      |
| NOTES TAKEN BY | Olivia Collins                    |

## ATTENDEES

| Cultural Arts Commission |                           | Council Liaison |                 |
|--------------------------|---------------------------|-----------------|-----------------|
| X                        | Patti Barrow, Chair       | X               | Linda Henderson |
| X                        | Shelly Lamb               |                 | Robyn Folsom    |
| X                        | Doug Pedersen, Vice Chair |                 |                 |
| X                        | Darla Boljat              |                 |                 |
| X                        | Ashley Marshall-O'Dell    | X               | Kristen Switzer |
| X                        | Judy Silverforb           | X               | Olivia Collins  |
| X                        | James Boscole             |                 |                 |
|                          | VACANT                    |                 |                 |
|                          | VACANT                    |                 |                 |

### City Staff

### Guests

## MEETING NOTES

- Adjustments to Agenda
  - No adjustments were made to the agenda.
- Approval of Minutes
  - Ashley Marshall-O'Dell motioned to approve the October 2009 minutes. Shelly Lamb seconded. All in favor; motion carries to approve the October 2009 minutes.*
- SWOT –Doug
  - The SWOT presentation to Council on December 15<sup>th</sup> went very well. It was communicated to Council that the Cultural Arts Commission's mission and direction is focused on the Machine Shop.
- Grant Update –Patti/Doug
  - The following was read to the Commission by Doug. It was an email from Patti: We have the opportunity to apply for grants; however a few deadlines have already passed. Many grants will be on hold until we know if the city's final plans for the space will qualify for a Cultural Arts grant. For the larger grants, this has to be a dedicated arts space (both for gallery and theatre).

- Items needed for Cultural Arts grants:
  - Capital Costs:
    - Details for purpose and use of the Arts Dedicated Space (seating capacity, programming goals, etc.)
    - Options for personalized grant/sponsorship (i.e. Jones Family Auditorium, John Doe Rehearsal Hall, etc.)
    - Details for Matching Grants (how much is the City/SURPAC allotting for capital expenses)
    - List of needs and budget expenses.
  - Ongoing Operating Costs grants and sponsorships:
    - Programming schedule
    - Sponsorship forms and programs
    - Facilities Management Contact
    - Expected costs for monthly operating expenses
    - Rental agreements and rental payment scales
    - Area comparisons of rental costs
- Both the VPA and the SFA are exploring grants to assist with their own programming efforts. The SCAC may be granting money to these entities to help support them in their goals; however the SCAC is only seeking City support for their current programming needs, as they are minimal.

#### 5. Community Cultural Center Update –Patti/Doug

- At the last Planning Commission meeting, a joint PUD application between the City and Capstone was submitted. Capstone presented all of their plans...There will be two public hearing meetings still to come. These public hearing meetings will address the parking and timeline concerns.
- The Cultural Arts Commission expressed their concern that they have not yet been involved in the Community Center process. It was explained that the Cannery Site Development Steering Committee would first get re-activated. This committee would hold public hearings, work with the architect, and make a presentation to Council which would include a business plan.
- The Cultural Arts Commission was asked to consider which three members they would like to nominate to be on the Cannery Site Development Steering Committee.

#### 6. Missoula 2010 –Kristen

- The first Missoula Children's Theatre will be "Princess and the Pea" and take place July 26<sup>th</sup>-31<sup>st</sup>.
- The second Missoula Children's Theatre will be "Tortus vs. The Hare" and take place August 9<sup>th</sup>-August 14<sup>th</sup>.
- The Commission all agreed that the times of the play will be 3pm and 5:30pm.
- The Performing Arts Center (PAC) at the high school is available for those weeks.

#### 7. Council Update—Robyn

- Council reviewed a transfer agreement of Verizon to Frontier. This transfer will take place sometime beginning the mid to late 2<sup>nd</sup> quarter.
- This Saturday and next Saturday, Council will meet with staff to have a goal setting session from 8:30am-12pm.

- Council will be reviewing the City Manager and City Recorder's job performance at their next executive meeting.
8. Other
    - Patti shared with the Commission that a Donation Request has been submitted on behalf of the Commission for \$5000 and staff time to cover Missoula Children's Theatre and Movies in the Park. On February 15<sup>th</sup> at 6pm, each group who requested financial assistance will present their request to the Budget Committee.
  9. February Meeting
    - Next meeting on Thursday, February 4, 2010 at 7:00pm in the City Hall Community Room.
  10. Adjourn Meeting
    - Adjourned at 7:55 pm.