



MEETING AGENDA

MEETING TITLE: Sherwood Cultural Arts Commission
DATE & TIME: Thursday, December 2, 2010 at **6:30PM**
LOCATION: Sherwood City Hall, 22560 SW Pine Street

ATTENDEES

Cultural Arts Commission

Doug Pedersen, Chair
Alyse Vordermark, Vice Chair
Ashley Marshall-O'Dell
Patti Barrow
James Boscole
Shelly Lamb
Judy Silverforb
VACANT
VACANT

Council Liaison

Linda Henderson, City Councilor

City Staff

Kristen Switzer, Community Services Director
Denise Berkshire, Event & Volunteer Coordinator

Guests

AGENDA

1. Call to Order/Roll Call (Pedersen)
2. Adjustments to the agenda (Pedersen)
3. Approval of minutes (Pedersen)
4. Cultural Arts Community Center Steering Committee Report (Switzer)
5. SWOT (Switzer)
6. Council update (Henderson)
7. Other
8. Next meeting/adjourn

Sherwood Cultural Arts Commission MEETING NOTES APPROVED

MEETING TITLE	Sherwood Cultural Arts Commission
DATE & TIME	12.02. 2010 6:30 PM
LOCATION	Sherwood City Hall—Community Room
FACILITATOR	Doug Pedersen
NOTES TAKEN BY	Denise Berkshire

ATTENDEES

Cultural Arts Commission		Council Liaison
Doug Pedersen, Chair	X	Linda Henderson, City Councilor
X Alyse Vordermark, Vice Chair		
X Ashley Marshall-O'Dell		City Staff
X Patti Barrow	X	Kristen Switzer, Community Services Director
X James Boscole	X	Denise Berkshire, Event & Volunteer Coordinator
X Shelly Lamb		
X Judy Silverforb		
VACANT		
VACANT		

MEETING NOTES

1. **Call to Order/Roll Call**

The meeting was officially called to order at 6:35pm.

2. **Adjustments to the Agenda**

- No adjustments were made to the agenda.

3. **Approval of Minutes (Vordermark)**

- *Ashley Marshall-O'Dell motioned to approve the November 2010 minutes. Patti Barrow seconded. All in favor; motion passed.*

4. **Cultural Arts Community Center Steering Committee Report (Switzer)**

- *The URA accepted the adopted 70/30 plan (also known as the 80/20 plan) as recommended by the CACCSC.*
- *The URA approved up to \$35,000 to create a business plan for the future Cultural Arts Center.*
- *Kristen is working on a RFP/RFQ to send to prospective consultants.*
- *The RFP/RFQ will be sent to RAAC, Cultural Trust, and PSU. Research is still being done for additional organizations and consultants. If the committee has any recommendations, please contact Kristen.*
- *Candidate selection will occur in the beginning of January 2011. The process for the business plan is estimated to take 8 – 12 weeks with the goal to have the plan completed by the end of March.*

- *The CACCSC will not be meeting again until the consultant is selected in January.*
- *Three people from the CACCSC have expressed interest in serving on the interview panel for the consultant candidates.*
- *The committee discussed the scope and goals of the business plan.*

5. SWOT (Switzer)

- *Kristen handed out the draft SCAC SWOT for the annual City Council presentation (see record). The SWOT document will be reviewed by the Mayor and City Council prior to the meeting. Instead of the traditional SWOT format we have had in the past we will be having an appreciation dinner December 16th at 6:00 pm with informal discussions between the Mayor, City Council, and the Boards and Commissions.*
- *The group reviewed and discussed additional options for the specific SWOTs for the SCAC.*

6. Council Update (Henderson)

- *The City Council has a meeting on Tuesday, December 7.*
- *At the last Council meeting the Stella Olsen Memorial Park restrooms and Skate Park were discussed. The discussion regarding these projects will continue after the budget meeting on Monday, December 13th.*
- *New City Council members begin serving in January and Council will have goal setting sessions.*
- *Linda asked the committee to notify her if they are interested in having a new City Council liaison for the SCAC.*
- *The 2011 Non-profit Funding Requests are due on December 30, 2010.*
- *The Photo Red Light Enforcement Radar is live.*
- *Councilor Clark's position is open for a three month interim position until March 2011. Applications for the interim position will be accepted until December 30, 2010.*
- *There will be a general election held in May for the full term position.*

7. Other

- *The group discussed the construction timeline for the Cultural Arts Community Center.*
- *Kristen is still looking for members to serve on the public art committee.*
- *The committee agreed to officially change the time from 7:00 pm to 6:30 pm.*
- *Three people applied for the two SCAC vacant positions. Two candidates have been interviewed and the third person is still interested.*

8. Next Meeting/Adjourn

Adjourned at 7:47 pm.

Next Meeting Date: The next meeting will be held on Thursday, January 6, 2010, 6:30 pm at City Hall.