



## MEETING AGENDA

MEETING TITLE:

Sherwood Cultural Arts Commission

DATE & TIME:

Thursday, January 6, 2011 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  
Cydney Corl Hill  
Jim Haynes

#### **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. Introduction of new members (Pedersen)
3. Adjustments to the agenda (Pedersen)
4. Approval of minutes (Pedersen)
5. Cultural Arts Community Center Steering Committee Report (Switzer)
6. Missoula Update (Switzer)
7. Council update (Henderson)
8. Other
9. Next meeting/adjourn



# Sherwood Cultural Arts Commission

## MEETING NOTES

### APPROVED

MEETING TITLE	Sherwood Cultural Arts Commission
DATE & TIME	01.06.2011 6:30 PM
LOCATION	Sherwood City Hall—Community Room
FACILITATOR	Doug Pedersen
NOTES TAKEN BY	Denise Berkshire

### ATTENDEES

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

### MEETING NOTES

- 1. Call to Order/Roll Call (Pedersen)**
  - The meeting was officially called to order at 6:36 pm.
- 2. Introduction of new members (Pedersen)**
  - Doug introduced the two new committee members; Cydney Corl Hill and Jim Haynes.*
- 3. Adjustments to the Agenda (Pedersen)**
  - Member term limits were added to the *Other Section*.
- 4. Approval of Minutes (Pedersen)**
  - Alyse Vordermark motioned to approve the December 2, 2010 minutes. Shelly Lamb seconded. All in favor; motion passed.*
- 5. Cultural Arts Community Center Steering Committee Report (Switzer)**
  - The Request for Proposal(RFP) is out on the Daily Journal for Commerce (DJC) for the Cultural Arts Community Center Business Plan. Kristen directly sent the RFP to the Oregon Arts Commission, RACC, the Oregon Cultural Trust and the list of contractors suggested by committee members. Submissions are due on Monday, January 18, 2011 at 3 pm. URA and City Council authorized up to \$35,000 for the Business Plan.
  - Staff and steering committee members will make up the interview panel to select the contractor. The goal is to hold interviews by the end of the month, have the contractor

selected the first part of February, and the Business Plan portion of the contract completed at the end of March.

- A webpage has been created on the City of Sherwood website with all of the resources for the Cultural Arts Community Center project.

## **6. *Missoula Children's Theater (Switzer)***

- Kristen has received confirmation from the school district for the dates requested for Missoula Children's Theater (MCT). The new weekly rate for the Sherwood High School Performing Arts Center (PAC) is \$1800/week. The fee for the MCT to use the PAC is \$400 to cover the weekend to open the school. They are not charging for use of the facility during the week.
- The group discussed how to cover this new school district expense and opportunities for community partnerships.
- If there is a desire to have a spring break MCT in 2012, it will need to be decided by summer 2011.
- The group discussed the need to clarify the MCT logistics and details from last year.
- Registration began last year in February. Registration will begin in March 2011. James Boscole motioned to charge \$90 for MCT participants who are non-residents of Sherwood and \$60 for residents. Jim Haynes seconded. All in favor; motion passed.
- This year's participants will not be able to register for both shows. The group discussed the need for the website to limit duplicate registration.
- Jessica Edmonson is the 2011 SFA Missoula Children's Theater representative.

## **7. *Council Update (Henderson)***

- Linda shared with the committee that the Parks Board voted to recommend to City Council to move forward with the Stella Olsen Park restroom project at the meeting on January 18, 2011.
- At the 12/13/2011 meeting City Council received a budget update, which included a \$500,000 shortfall due to the delay for photo red light radar.
- City staff will be beginning the budgeting process soon. Strategic planning and goal setting sessions will occur on two Saturdays in January.
- Former Councilman Dave Luman was selected and seated on Tuesday, January 4, 2011.
- Sixteen bids were received for the Adam Street South Project and a local Sherwood company won the bid. The project will begin soon to comply with the ODOT Rail Permit deadlines.
- Linda also shared that the City of Sherwood has two Inter-governmental Agreements (IGA) with the City of Wilsonville for water use. There will be a meter vault installed to monitor water flow into Sherwood and to allow for reservoir storage.

## **8. *Other***

- In March Doug, Ashley, Shelly, Patti, and Judy's terms are either expiring or are up for reappointment. Members who have only served for one term qualify for reappointment. Members who have served for two terms, and would like to continue to serve, will have to reapply. Judy and Doug agreed for reappointment. Confirmation of Patti's term expiration (2011 or 2012) is needed. Shelly Lamb will not be renewing her appointment. Ashley's plans will need to be confirmed.

## **9. *Next Meeting/Adjourn***

**Adjourned at 7:51.**

**Next Meeting Date:** The next meeting will be held on Thursday, February 3, 2011 at 6:30 pm at City Hall.