

MEETING AGENDA

MEETING TITLE: Sherwood Cultural Arts Commission
DATE & TIME: Thursday, May 5, 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
VACANT
James Boscole
Judy Silverforb
Cydney Corl Hill
Jim Haynes
Kaelie Nielsen

Council Liaison

Robyn Folsom, 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 March minutes (Pedersen)
4. Cultural Arts Community Center Steering Committee Report (Pedersen)
5. Missoula Children's Theatre (Switzer)
6. Select movies for Movies in the Park (Pedersen)
7. Discussion of moving to bi-monthly meetings (Pedersen)
8. Council update (Folsom)
9. Other
10. Next meeting/adjourn

Sherwood Cultural Arts Commission MEETING NOTES

APPROVED

MEETING TITLE	Sherwood Cultural Arts Commission
DATE & TIME	05.05.2011 6:30 PM
LOCATION	Sherwood City Hall—Community Room
FACILITATOR	Doug Pedersen
NOTES TAKEN BY	Denise Berkshire

ATTENDEES

Cultural Arts Commission		City Council	
X	Doug Pedersen, Chair	X	Robyn Folsom, Liaison
X	Alyse Vordermark, Vice Chair	X	Bill Butterfield
	Ashley Marshall-O'Dell		
X	James Boscole		City Staff
X	Judy Silverforb	X	Kristen Switzer, Community Services Director
X	Cydney Corl Hill	X	Denise Berkshire, Event & Volunteer Coordinator
X	Jim Haynes		
X	Kaelie Nielsen		
	VACANT		

MEETING NOTES

- 1. Call to Order/Roll Call (Pedersen)**
 - The meeting was officially called to order at 6:33 pm.
- 2. Adjustments to the Agenda (Pedersen)**
 - *Council Update* was moved to follow the *Approval of the April Minutes*.
- 3. Approval of April Minutes (Pedersen)**
 - *Alyse Vordermark motioned to approve the April 7, 2011 minutes. Kaelie Nielsen seconded. All in favor; motion passed.*
- 4. Council Update (Folsom)**
 - Councilor Folsom shared with the board that the annual budget meetings are taking place. The City's Finance Director is moving toward making each fund responsible for itself. The process is going well and contingency goal is set at 20% to build reserves.
 - The City had to lay off four employees to help with the negative balances.
 - Grant requests have been submitted from community groups for items such as events which may not be approved due to lack of funding.
 - Sherwood's non-profit organizations need to get together to begin a capital campaign to show support for the community center. It was suggested that the SCAC host the Capital Campaign Strategy Session kick off at the June SCAC meeting to facilitate these groups coming together.

- The group discussed holding one kick off capital campaign event, a series of fund raising events and grant opportunities including Spirit Mountain's capital community grants for up to \$100K for the community center.
- The fundraising efforts would sustain momentum and interest for the facility and eventually generate economic stimulus for the Old Town area in Sherwood.
- Councilor Butterfield has been researching cost savings for the facility.
- PARC often assists organizations for the first couple of years by grant writing while community members also fundraise.

5. Cultural Arts Community Center Steering Committee Report (Pedersen)

- On May 4, 2010 PARC presented the Cultural Arts Community Center Business Plan and Feasibility Study to SURPAC and the URA Board during a joint work session. PARC recommend the operational plan which has a non-profit Board of Directors and an Executive Director to operate the facility.
- Alyse Vordermark shared the next SFA Board meeting is on Tuesday, May 10 at the TVF&R Station 33. The community center is on the agenda.
- The PowerPoint that PARC presented at the work session, and the Business Plan will be posted on the City of Sherwood website.
- The board discussed non-profit options and the next steps in the process (tenant relocation, identifying a non-profit to spearhead operations etc.)
- The Historical Society would be a good stakeholder to invite to the meeting.

6. Missoula Children's Theater (Switzer)

- The Missoula Children's Theater (MCT) planning group will consist of Judy Silverforb representing the SCAC, Scott Cherry representing the SFA and Denise Berkshire and Kristen Switzer for the City of Sherwood. A meeting will be scheduled to discuss logistics of the MCT.
- MCT registration is full for 8-12 year olds. Ages 13-18 is still available, and 5-7 years is filling up.

7. Select movies for Movies in the Park (Pedersen)

- Doug Pedersen has received a few emails from SCAC members regarding the Movies in the Park selections.
- The board discussed target audiences and trying out themed nights.
- *Judy Silverforb motioned to have each night represent a theme; kids night, musical night, and date/romance night. Kaelie Nielsen seconded. All in favor; motion passed.*
- Doug will send out all of the movies to the SCAC members to vote.
- The board was reminded that 90 minute run times are a good length and movies with more action and less dialog are more successful.

8. Discussion of moving to bi-monthly meetings (Pedersen)

- The SCAC will consider bi-monthly meetings in September. It is important to continue momentum for the community center, Movies in the Park and Missoula Children's Theater.

9. Other

- The group discussed the challenges with a Cultural Arts Commission Facebook page (records management, uncontrolled comments etc.). Staff advised the Commission that at this time there cannot be a Facebook page for the Cultural Arts Commission. If a group of people want to build a page for arts in Sherwood, and not associate the City, or the Commission, that is fine.

10. Next Meeting/Adjourn

- The meeting was adjourned at 7:49 pm.
- The next meeting will be held on Thursday, June 2, 2011 at 6:30 pm at City Hall.