

MEETING AGENDA

MEETING TITLE: Sherwood Cultural Arts Commission
DATE & TIME: Thursday, May 3, 2012 at 6:30pm
LOCATION: Sherwood City Hall, 22560 SW Pine Street

ATTENDEES

Cultural Arts Commission

Doug Pedersen, Chair
Alyse Vordermark, Vice Chair
James Boscole
Judy Silverforb
Cydney Corl Hill
Kaelie Nielsen

Council Liaison

Robyn Folsom, City Councilor

City Staff

Kristen Switzer, Community Services Director
Jennifer Ortiz, Event & Volunteer Coordinator

AGENDA

1. Call to Order/Roll Call (Pedersen)
2. Introductions- Jennifer Ortiz, Event & Volunteer Coordinator (Switzer)
3. Adjustments to the agenda (Pedersen)
4. Approval of April minutes (Pedersen)
5. Missoula update (Switzer/Vordermark)
6. Movies in the Park (Switzer)
7. Calendar of events- 101 Things To Do This Summer (Switzer)
8. Non-profit meeting- next steps/follow-up (Folsom)
9. Council update (Folsom)
10. Next meeting/adjourn (Pedersen)



Sherwood Cultural Arts Commission MEETING NOTES APPROVED

MEETING TITLE	Sherwood Cultural Arts Commission
DATE & TIME	5.03.2012 6:30PM
LOCATION	Sherwood City Hall—Community Room
FACILITATOR	Doug Pedersen
NOTES TAKEN BY	Jennifer Ortiz

ATTENDEES

Cultural Arts Commission		Council Liaison	
X	Doug Pedersen, Chair	X	Robyn Folsom, City Councilor
X	Alyse Vordermark, Vice Chair		
X	James Boscole		
--	Judy Silverforb	X	City Staff Kristen Switzer, Community Services Director
X	Cydney Corl Hill	X	Jennifer Ortiz, Events and Volunteer Coordinator
X	Kaelie Nielsen		

MEETING NOTES

1. Call to Order/Roll Call (Pedersen)
 - The meeting was officially called to order at 6:34 PM.
2. Introductions (Switzer)
 - The new Events and Volunteer Coordinator, Jennifer Ortiz, was introduced.
3. Adjustments to the agenda (Pedersen)
 - None
4. Approval of April minutes (Pedersen)
 - *Alyse Vordermark motioned to approve the April 2012 minutes. Cydney Corl Hill seconded. All in favor; motion passed.*
5. Missoula update (Switzer/Vordermark)
 - Vordermark gave an update on registration information. The 8-12 year old age group has the highest registration. The group discussed options for getting the word out to the other two age groups; 5-7 year olds and 13-18 year olds. Ideas included email, reader board, monuments, and backpack mail.
 - Switzer passed out biographies of the Directors. One is severely allergic to cats and dogs. Corl Hill volunteered to host the Director that has allergies and Folsom volunteered to host the other. The dates will be June 25-30 and July 9-14. They will be arriving Sunday evening before the show.
 - Advertising was discussed. Vordermark agreed to prepare the posters. Nielsen agreed to prepare the programs and tickets.

- There was discussion about using as many volunteers as possible in place of City staff. Mondays and Saturdays are the busiest. Folsom will start organizing volunteers.
 - The group decided to open 45 minutes earlier for check-in this year.
6. Movies in the Park (Switzer)
- There has been a dwindling interest in Movies in the Park. Folsom raised the question whether the program should continue. Nielsen stated she would rather put the money and efforts into Missoula.
 - Each show costs \$600 plus staff time. There are usually two Public Works employees used as well as one Community Services employee. Volunteers could possibly be used to replace some staff.
 - Switzer brought up the idea of moving the movies to the new plaza. All agreed the idea is great. The only obstacle is that there are no public restrooms. Temporary facilities would need to be brought in which would be an added expense.
 - The group discussed possible involvement of downtown businesses. Maybe the businesses in Old Town would like to stay open later on movie nights. Folsom will craft an email to the Culture Google Group to see if anyone has any suggestions. Folsom will also talk with Angie Ford of Sherwood Main Street to see if she has any partnership ideas. Kristen will contact Jeff at Capstone about possible sponsorship.
 - Movies in the Park has always been held on the last three Fridays in August. Switzer said the last Friday in August this year is a holiday weekend. She recommended the movies be held on the 10th, 17th, and 24th of August to avoid the holiday weekend this year. All in favor. Passed.
 - Movies need to be picked by June.
 - Folsom suggested that if movies are moved to the Plaza they be called "Pics on the Plaza".
7. Calendar of events- 101 Things To Do This Summer (Switzer)
- The Gazette is putting together a spread, 101 Things to Do This Summer. This will have a larger circulation (Tribune, ect.). The cost is \$600.00. Switzer has put together a list of all the major events in Sherwood. Folsom said each event has enough marketing already. All agreed it is not worth the money.
8. Non-profit meeting- next steps/follow-up (Folsom)
- June meeting with non-profits will still be held at 7:00 but we will still meet at 6:30 PM to discuss other business. Regarding the 501 (c)(3), only two groups responded; Angie from Main Street and Christina from VPA. Angie can do a sub-organization. She also recommended use of *signupgenius.com*. Pedersen requested discussion of *signupgenius.com* to be added to the next agenda.
 - Nielsen passed out a draft of the new events calendar. Pictures will be added and a few corrections will be made. She would like to have it ready by June. It will be reviewed and approved at the next meeting.
9. Council update (Folsom)
- Council announced the selection of Joseph Gall as the next City Manager. Negotiations are underway for a contract. Council hopes to review that contract at the May 15th Council meeting.

10. Next Meeting/adjourned

- The next meeting will be held on Thursday, June 7, 2012 at 6:30 pm at City Hall.

Adjourned at 7:59 pm.