



MEETING AGENDA

MEETING TITLE: Sherwood Cultural Arts Commission
DATE & TIME: Thursday, June 6, 2013 at 6:30pm
LOCATION: Sherwood City Hall, 22560 SW Pine Street

ATTENDEES

Cultural Arts Commission

Alyse Vordermark, Chair
James Boscole
Judy Silverforb
Kaelie Nielsen
Anna Lee
Amanda Stanaway
VACANT

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 (Vordermark)
2. Adjustments to the agenda (Vordermark)
3. Approval of May minutes (Vordermark)
4. Missoula Children's Theatre Update (Switzer)
5. Raffle at Music on the Green (Switzer)
6. Pix on the Plaza (Switzer)
7. Resource Guide Update (Switzer)
8. Community Center Update (Switzer)
9. Council Update (Folsom)
10. Next meeting/adjourn (Vordermark)



Sherwood Cultural Arts Commission MEETING NOTES APPROVED

MEETING TITLE	Sherwood Cultural Arts Commission
DATE & TIME	06.06.2013 6:30PM
LOCATION	Sherwood City Hall—Community Room
FACILITATOR	Alyse Vordermark
NOTES TAKEN BY	Jennifer Ortiz

ATTENDEES

Cultural Arts Commission	Council Liaison
X Alyse Vordermark, Chair	X Linda Henderson, Council President
X Judy Silverforb, Vice Chair	
X James Boscole	City Staff
-- Kaelie Nielsen	X Kristen Switzer, Community Services Director
-- Anna Lee	X Jennifer Ortiz, Events and Volunteer Coordinator
X Amanda Stanaway	

MEETING NOTES

1. Call to Order/Roll Call (Vordermark)
 - The meeting was officially called to order at 7:00 PM.
2. Adjustments to the agenda (Vordermark)
 - None
3. Approval of May minutes (Vordermark)
 - *Silverforb motioned to approve the May 2013 minutes with a few noted changes. Stanaway seconded. All in favor; motion passed.*
4. Missoula Children's Theatre (Switzer)
 - Switzer mentioned that Missoula begins June 24. She noted that she will need members from the SCAC to sign up to help with registration, June 24 and July 8. She will also need volunteers to help with ticket sales the day of the shows, June 29 and July 13. The shows will begin at 3:00 and 5:30 pm. Silverforb volunteered to help out on June 24 and July 8 with registration. Vordermark volunteered to help on Saturday, July 13. Switzer will send an email out to the SCAC members asking for volunteers for the unfilled slots. Switzer mentioned that the directors of the first week happen to be a married couple. They will be staying with Cydney Corl-Hill. Cydney is also willing to host one of the directors for the second week, so this only leaves one more homestay to secure. Henderson stated that she has a few people she can ask. If they are not interested, she will send a letter out to participants. Switzer said that she would email Nielsen to see if she would be willing to put together a poster again this year. Henderson shared that the Robinson Crusoe program is full, but they still

have room in Beauty Lou. Switzer will be doing a write-up on Missoula for the upcoming Archer. She also mentioned that she noticed that the dates for Missoula are wrong on the SFA website. Henderson will make sure that those are corrected.

5. Raffle at Music on the Green (Switzer)

- Switzer explained that a raffle is usually held every year during Music on the Green. The SFA or VPA have always helped out with this, but the SCAC has been involved in the past as well. Switzer would like to know who would like to head it up this year. Music on the Green is held every Wednesday evening, July 10 – August 21. Vordermark will send an email out to the group to see if anyone is interested in taking part. Switzer shared that they would need to collect prize donations for the raffle and find volunteers to hold the raffle at each of the concerts.

6. Pix on the Plaza (Switzer)

- Switzer shared that Sherwood Main Street partnered with the City last year to put together Pix on the Plaza. She will be contacting them to see if they would like to be involved again this year. If not, then the City will head it up. If that is the case, we can discuss movie titles at our next meeting. The largest expense for this program is staff time. We will also need a new screen this year. Switzer shared that the outdoor screens cost around \$1500. Other costs are \$100/night for the projector and around \$400/night for the movies. Sponsors usually cover the cost of the movies. She mentioned that the movies were held at Cannery Square Plaza last year. People seemed to like this location better than the park. We had great attendance last year. If the City heads up the program, we could do concessions too. Switzer will let the commission know if Main Street can help this year, or not.

7. Resource Guide Update (Switzer)

- Switzer shared that the City's new website will go live June 14. The Resource Guide will be included on the new site. This guide is not just for arts, but recreation too. Silverforb asked if there will be outreach to the general public so that people know that it exists. Switzer will add something about it in the upcoming Archer.

8. Community Center Update (Switzer)

- Switzer shared that there are meetings every Thursday with the architects for the Community Center Project. A few changes have been made to the design. The lower level classroom is now accessible from the outside. In order to cut costs some minor modifications have been made including less brick for the exterior and smaller windows. They will also be using wood trusses instead of steel, there will be no polish on the floors, they will use a smaller spring floor, and they will install one bar of lights for the stage instead of three. Switzer shared that they will be producing a document that shows what has been cut in order to stay within budget. This information can be use for grant applications. Stanaway asked if we have a plan for staff yet. Switzer stated that, ideally, we would like to get a grant to fund a position. The City has an intern that is working on budget and feasibility right now. Switzer also shared that she has

reached out to Stan from PARC. He helped with the feasibility plan last time. The City could potentially bring them on to help with the grant process.

9. Council update (Henderson)

- Henderson shared that the budget was passed, there will be a listening session held next Wednesday to discuss ordinances for big box stores, and an RFP is out for City attorney services.

10. Next meeting/adjourned

- The meeting will be cancelled for the month of July due to the holiday. The next meeting will be held Thursday, August 1, 2013 at 6:30 pm at City Hall.

Adjourned at 7:50 pm.