

MEETING AGENDA

MEETING TITLE: Sherwood Cultural Arts Commission
DATE & TIME: Thursday, September 5, 2013 at 6:30pm
LOCATION: Sherwood City Hall, 22560 SW Pine Street

ATTENDEES

Cultural Arts Commission

Alyse Vordermark, Chair
Judy Silverforb, Vice-Chair
James Boscole
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 August minutes (Vordermark)
4. Public Art Donation (Nielsen)
5. Pix on the Plaza Report (Switzer)
6. Grant Writing/Partnership with 501c3 for Community Center (Switzer)
7. Community Center Project Update (Switzer)
8. Council Update (Folsom)
9. Next meeting/adjourn (Vordermark)



Sherwood Cultural Arts Commission MEETING NOTES

Approved

MEETING TITLE	Sherwood Cultural Arts Commission
DATE & TIME	09.05.2013 6:30PM
LOCATION	Sherwood City Hall—Community Room
FACILITATOR	Alyse Vordermark
NOTES TAKEN BY	Kristen Switzer

ATTENDEES

Cultural Arts Commission	Council Liaison
X Alyse Vordermark, Chair	X Robyn Folsom, City Councilor
X Judy Silverforb, Vice Chair	
- James Boscole	City Staff
X Kaelie Nielsen	X Kristen Switzer, Community Services Director
- Anna Lee	
- Amanda Stanaway	

MEETING NOTES

1. Call to Order/Roll Call (Vordermark)
 - The meeting was called to order at 6:37 PM.
2. Approval of June minutes (Vordermark)
 - *Silverforb motioned to approve the August 2013 minutes. Neilsen seconded. All in favor; motion passed.*
3. Public Art Donation (Vordermark)
 - The SFA is still working with Sherwood Old Town Dental for the donation of the art pieces. Nielsen encouraged the Commission to continue to work with the SFA to place the art at the new Cultural Arts Community Center.
4. Pix on the Plaza Report (Nielsen)
 - Switzer shared that overall the movies went well. Attendance was down but the weather also wasn't very good so it was difficult to say how much of it was due to the movie selection and how much of it was due to weather. The sponsors seemed pleased and because of the sponsors we were able to cover our costs. The Title Sponsor was The Gardner Team and Presenting Sponsors were Capstone and Les Schwab.
5. Grant Writing/Partnership with 501c3 for Community Center (Switzer)
 - On September 2nd, Kristen and Tom Pessemier met with the URA Board of Directors and presented the idea of hiring a firm or company to assist with fundraising for the Community Center. The City does not have a professional

grant writer on staff. Though local committees and organizations have shown an interest in writing grants, at this point there is no organized effort and no plan in place for obtaining grants for the new Community Center. There are firms out there that can manage the grant process. This would include developing a schedule of when to apply for specific grants, identifying which organizations are best to approach for certain items, writing the grants, and setting up meetings with potential funders. The URA Board of Directors liked the idea and asked that staff move forward with getting quotes.

6. Community Center Project Update (Switzer)

- The final drawings and plans for the Community Center will be shared at the URA meeting on September 17th. This will be done during work session and all are invited to attend.

7. Council Update (Folsom)

- None

8. Other

- Kaelie is moving out of state and this will be her last meeting. Thank you Kaelie for everything you have done! You will be missed!

9. Next meeting/adjourned

- The next meeting will be held Thursday, October 3, 2013 at 6:30 pm at City Hall.

Adjourned at 7:25 pm.