



MEETING AGENDA

MEETING TITLE: Sherwood Cultural Arts Commission
DATE & TIME: Monday, May 19, 2014 at 6:30pm
LOCATION: Sherwood City Hall, 22560 SW Pine Street

ATTENDEES

Cultural Arts Commission

Judy Silverforb, Vice-Chair
Anna Lee
Amanda Stanaway
Vicki Poppen
Shelly Lamb
Jen Harlow
Ramin Rouhbakhsh

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 (Silverforb)
2. Adjustments to the agenda (Silverforb)
3. Approval of March minutes (Silverforb)
4. Election of Chair/Vice-Chair (Silverforb)
5. Missoula Children's Theater (Switzer)
6. MOG Raffle (Switzer)
7. Pix on the Plaza (Switzer)
8. Summer Meeting Schedule (Switzer)
9. Council Update (Folsom)
10. Next meeting/adjourn (Vordermark)



Home of the Tualatin River National Wildlife Refuge

Sherwood Cultural Arts Commission MEETING NOTES

APPROVED

MEETING TITLE	Sherwood Cultural Arts Commission
DATE & TIME	05.19.2014 6:30PM
LOCATION	Sherwood City Hall—Community Room
FACILITATOR	Judy Silverforb
NOTES TAKEN BY	Jennifer Ortiz

ATTENDEES

Cultural Arts Commission	Council Liaison
X Vicki Poppen, Chair	X Robyn Folsom, City Councilor
X Judy Silverforb, Vice Chair	
-- Jen Harlow	City Staff
X Anna Lee	X Kristen Switzer, Community Services Director
X Amanda Stanaway	X Jennifer Ortiz, Events and Volunteer Coordinator
-- Ramin Rouhbakhsh	
X Shelly Lamb	
-- VACANT	
-- VACANT	

MEETING NOTES

1. Call to Order/Roll Call (Silverforb)
 - The meeting was officially called to order at 6:32 pm.
2. Adjustments to the agenda (Silverforb)
 - None
3. Approval of April minutes (Silverforb)
 - *Poppen motioned to approve the April 2014 minutes with one correction as noted. Stanaway seconded. All in favor; motion passed.*
4. Election of Chair/Vice-Chair (Silverforb)
 - Stanaway nominated Silverforb as Chair. Silverforb and Lamb nominated Poppen as Chair. Silverforb noted that Poppen has so more experience. *Lee nominated Poppen as Chair and Silverforb as Vice Chair. Stanaway seconded. All in favor; motion passed.*
5. Missoula Children's Theater (Switzer)
 - Switzer shared that she has received information about the Directors for both weeks of Missoula. One of the Directors does not eat pork. Also, the Directors for Pinocchio are a married couple so they will only require one room that can accommodate both of them for the week. Folsom volunteered as backup to host a Director and Lamb shared that Linda Henderson has a contact that can accommodate one director. Switzer will reach out to Sydney Corl-Hill to see if she can host again this year. Poppen asked if there is a limit on

the amount of kids that can participate. Switzer explained that there are only a certain amount of roles per program, so there are limits to the amount of kids that can take part in each age category. Poppen asked if there is a fee to participate. Switzer explained that the cost is \$65 per child. They receive two tickets with registration and additional tickets are \$5 each. Switzer reminded the commission members that volunteers will be needed from the commission for Missoula. We will need two volunteers on each Monday from 8-9 am to help check kids in. We will also need two Saturday volunteers to help sell tickets and hand out programs. The shows take place at 3 and 5 pm. Switzer will email a volunteer schedule out to the group. Silverforb mentioned that she can help out again this year.

6. MOG Raffle (Switzer)

- Based on last month's discussion, it sounds like the commission would like to take part in the Music on the Green raffle this year. The commission cannot do their own raffle since they are not a non-profit, but they can partner with the VPA and SFA who are. Switzer mentioned that it will also be a great opportunity to share information about the new center. Lee asked what will be required of the commission. Switzer explained that Music on the Green will take place every Wednesday, July 9- August 20. We will need one member of the commission present for each week of the concerts. Lamb volunteered to put together a list of donors for raffle items and will be the key contact for collecting the items. Folsom will coordinate volunteers to help out each week. Folsom will also contact the Chamber of Commerce so that they can send out a blast to potential donors.

7. Pix on the Plaza (Switzer)

- Switzer shared that a survey has been created on the City's website. It will help us to get a feel for what people want to see. The Archer will announce the survey and it will be up until mid-June. Stanaway asked if anyone has talked with the Gardner's about partnering for the Italian Festival. Switzer said she is concerned about what movie we would show, but we won't need to worry about it if the movies get moved back to Stella Olsen Park. The results of the survey will be compiled before the next meeting. Switzer asked the commission what they think of adding another week to the series. We would be able to get a fourth movie for a very low cost. The commission likes the idea. Stanaway asked if Princess Bride could be added to the survey. Switzer said yes. Lee volunteered to coordinate activities for the movies. Switzer mentioned that we will need help with concessions. Last year we had a commission member or two attend each movie to help out. We heard many people request more food vendors at the movies. The Gardner's mentioned that they would like to see more concessions at the event too. Amber Gardner had mentioned that maybe baseball would be interested in doing hotdogs. Stanaway mentioned that she will have her ice cream truck back by then and it could be available for concessions. Poppen stated that the group can discuss concessions at the next meeting. Stanaway asked if the Italian Festival is still going to happen. Folsom stated that planning is still happening. Switzer shared that they are welcome to put it on but we do not have the ability to help organize it. Folsom stated that the commission can help with the SEPA fee though. The organization is trying to raise money to file for non-profit status and they would like to partner with a non-profit for this event. Silverforb asked if there is going to be a fee to use Cannery Square Plaza. Switzer explained that there is currently no fee charged for non-profit organizations. There is a Special Event Permit Application fee though. Stanaway asked if the commission can see the fee schedule. Switzer will bring it to the next meeting.

8. Summer Meeting Schedule (Switzer)

- Switzer shared that Folsom and herself will be in Washington DC during the next scheduled meeting time so they will need to set a different date for June's meeting. June 9th will work for everyone. The next meeting time will be June 9, 2014, at 6:30 pm.

9. Council Update (Folsom)

- Folsom shared that the budget was passed and will go before Council in June. Switzer shared that two positions were added to the budget this year, one for the new center and one for a Volunteer Coordinator. Poppen stated that Sherwood is growing and asked if anyone has ever talked about creating an Architectural Review Board. Folsom stated that the Planning Commission currently encompasses those types of topics, but unfortunately Metro has more say than the City does. Folsom added that Old Town has its own standards too. Poppen added that Portland has corridors where nothing can be built so that the view will not be blocked. Sherwood should consider creating guidelines like that. Folsom shared that the Planning Commission is getting ready to review the Old Town Overlay Code. Poppen stated that an Architectural Review Board would go even beyond what the Planning Commission does. It would hit on arts and esthetics. Folsom said that they could make a recommendation to the Planning Commission. Folsom will run it by Julia Hajduk and Tom Pessemier and will bring information back to next meeting. Silverforb added that she would love to see public art in Sherwood. Stanaway mentioned that a few meetings ago the commission discussed an inventory list and was wondering where the commission is with this. Poppen agreed that this is the most organic way to bring in what is going to happen at the center. Poppen will email Stanaway what she has. Stanaway added that it would be healthy to have an open house now so that people can come and say what they do before the center opens. This could create so many connections to artists that have great talents. It could also open up connections for talent for the gala. Switzer is just wondering what the commission would be asking them at this point since we do not really have concrete information to share. Stanaway sees the meeting as an opportunity to say 'how can we service you'. Lee stated that we would need to then be able to follow up on that. Stanaway added that it is a way to come up with a local contact list. It is networking and then they will figure out the rest. Poppen totally agrees. She added that they could even announce that they may or may not be able to facilitate, but they can brainstorm. Poppen understands that they also have to be careful because they can get ideas but would not want to setup the City to fall short in fulfilling. Poppen agrees that the commission should hold an open house. They can create an invite list and that will help determine how we can tie them in and have the artists have some input. Poppen added that the City shouldn't be afraid of that input. Stanaway added that we want to create a space where the artists can function. Poppen added that there needs to be a purpose and a plan to it. Folsom asked if September is still a good time for an open house. Lee stated that maybe they should call it a Meet and Greet instead of an Open House. Poppen added that visual artists usually work alone. If there is a possibility of a percent for art program down the line, we can get the artists involved and excited about it. Poppen added that we need to treasure them and value them.
- Folsom added that Council agendas have been light. They passed a 50% reduction on SDCs for this fiscal year. Washington County raised theirs so we lowered ours. She shared that the City had received many complaints regarding high SDC fees.
- Poppen mentioned that Folsom was talking about the need for an exclusion policy at the last meeting. She asked Folsom why it is needed. Folsom shared that there have been a few incidents in within the last year that have created a need for policy. Our Public Works Department has had things happen when they have to shut water off for non-payment. The Library and YMCA have their own policies and it is time for the City to create one. Most of the language has come from other cities. Council has not adopted the new policy yet but they are working on it.

10. Next meeting/adjourned

- The next meeting will be held Monday, June 9, 2014 at 6:30 pm at City Hall.

Adjourned at 8:10 pm.