



MEETING AGENDA

MEETING TITLE: Sherwood Cultural Arts Commission
DATE & TIME: Monday, October 20, 2014 at 6:30pm
LOCATION: Sherwood City Hall, 22560 SW Pine Street

ATTENDEES

Cultural Arts Commission

Vicki Poppen, Chair
Judy Silverforb, Vice Chair
Anna Lee
Amanda Stanaway
Shelly Lamb
Ramin Rouhbakhsh
Angelisa Russo
Charlotte Blair

Council Liaison

Linda Henderson, Council President

City Staff

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

AGENDA

1. Call to Order/Roll Call (Poppen)
2. Adjustments to the agenda (Poppen)
3. Approval of June minutes (Poppen)
4. Introduction of new members (Poppen)
5. Cultural Arts Community Center Update (Switzer)
 - a. Staffing
 - b. Grand Opening Event
6. Open House for Artists (Poppen)
7. Council Update (Henderson)
8. Other (Poppen)
9. Next meeting/adjourn (Poppen)



Sherwood Cultural Arts Commission MEETING NOTES

APPROVED

MEETING TITLE	Sherwood Cultural Arts Commission
DATE & TIME	10.20.2014 6:30PM
LOCATION	Sherwood City Hall—Community Room
FACILITATOR	Vicki Poppen
NOTES TAKEN BY	Jennifer Ortiz

ATTENDEES

Cultural Arts Commission	Council Liaison
X Vicki Poppen, Chair	X Linda Henderson, Council President
X Judy Silverforb, Vice Chair	
X Shelly Lamb	City Staff
X Anna Lee	X Kristen Switzer, Community Services Director
X Amanda Stanaway	X Jennifer Ortiz, Department/Program Coordinator
X Ramin Rouhbakhsh	
X Angelisa Russo	
X Charlotte Blair	
-- VACANT	

MEETING NOTES

1. Call to Order/Roll Call (Poppen)
 - The meeting was officially called to order at 6:31 pm.
2. Adjustments to the agenda (Poppen)
 - None
3. Approval of June minutes (Poppen)
 - *Stanaway motioned to approve the June 2014 minutes. Silverforb seconded. All in favor; motion passed.*
4. Introduction of New Members (Poppen)
 - Poppen introduced the two newest members of the SCAC, Angelisa Russo and Charlotte Blair.
5. Cultural Arts Community Center Update (Switzer)
 - a) Staffing
 - Switzer shared that the City has hired a Center Manager, Maggie Chapin. She will be starting tomorrow. Switzer explained that Chapin may become the staff liaison for the SCAC. Chapin has many years of experience in the arts and theater industry. Switzer shared that construction of the center is going quickly. The goal was to get the keys by Dec 2nd, but at this point it sounds like construction will not be done until January. Poppen asked Switzer if the board can take a tour of the building yet. Switzer will look into it.

b) Grand Opening Event

- Switzer shared that she is looking at either January 24th or early February for a Grand Opening Event. The City has budgeted around \$10,000 for the opening of the facility. Henderson asked what role the SCAC will have in putting together the grand opening and coordinating volunteer-led tours. Switzer said that at next meeting, she would like to get feedback and talk about the details. She would like to aim for a 2-4 hour event. Silverforb asked if instructors have approached the City yet for use of the classroom spaces. Switzer shared that a Call for Instructors was put out this week. The notice was put in the Archer and the details are posted online. Switzer shared that she has had two calls today about it. Henderson asked what the status is on the naming of the facility. Lee asked if the City plans to do any branding. Switzer shared that there will definitely be branding for the new center. She would like to tie in the City logo somehow. Switzer explained that she met with a sign company this week and they need a name before they can proceed. She explained that the center is more apt to get donors after it opens. Stanaway asked if they can tie the naming into the grand opening somehow. It would require people to attend in order to take part and it would provide hundreds of ideas. Lee stated that they could also do a ballot style survey and include a limited number of names to choose from. Switzer stated that she sees the grand opening as two events – a community open house, and a fundraising event.

6. Open House for Artists (Poppen)

- Poppen shared that she got together with Stanaway to discuss the Open House for Artists. She stated that it will be a meet and greet for independent artists to be held on November 14, from 7-9 pm at The Painted Plate. She is anticipating around 20 artists to attend. She would like to give the artists an opportunity to meet the new Center Manager, provide information about the center, outline the opportunities available to use the center, and ask them what they would like to see Sherwood do for them both in the center and out in the community. Poppen would like to gain a priority list from the artists to bring back and hopefully work on. Henderson asked Poppen if she can ask the artists if they want to be a part of the grand opening.

7. Council Update (Henderson)

- Henderson shared that there will be a council meeting tomorrow night. It is a small agenda. There is only one item to cover. After that, there will be no more meetings until November 18. She shared that the City is currently recruiting to fill Folsom's position. Applications will be accepted thru October 27. They would like to be able to appoint someone on November 18. Henderson also shared that the City owns a few lots in old town that they will be placing for sale.

8. Other (Poppen)

- Lamb shared that the raffle money from Music on the Green will be going into a fund for scholarships. Lamb asked if there is a way to keep track of the funds. Switzer said that she can make sure that it gets earmarked under a specific fund so that they can keep track of it.
- Lamb shared that it would be beneficial to have a non-profit partnership to help with fundraising for the center. The center could start a new nonprofit, but the SFA has a history that would be beneficial to use for grant writing. The SFA would create a

separate cost accounting arm for the center. The group will discuss more at the next meeting.

- Switzer shared that the group will need to decide on next year's plans for Missoula Children's Theatre. If information for next year isn't submitted soon, price will go up. Silverforb asked if there was good participation this year. Stecher shared that they broke even. There was pretty good participation. The group decided to do two weeks of Missoula again next year. Switzer explained that the new center will be up and running by then. They will need two rehearsal spaces, so they will have to use the lobby and book one of the classrooms.
- Switzer shared that the Annual Boards and Commission Appreciation Dinner will be held on Tuesday, December 2. The group can discuss their goals and accomplishments at next month's meeting.

9. Next meeting/adjourned

- The next meeting will be held Monday, November 17, 2014 at 6:30 pm at City Hall.

Adjourned at 7:58 pm.

Meeting Date: Oct. 20, 2014

Sheerwood Cultural Arts Commission

ATTENDANCE SHEET

NAME _____

Please Print

ADDRESS AND EMAIL

PHONE

[illegible]