

MEETING AGENDA

MEETING TITLE: Sherwood Cultural Arts Commission
DATE & TIME: Monday, November 17, 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
Maggie Chapin, Cultural Arts Center Manager
Jennifer Ortiz, Department/Program Coordinator

AGENDA

1. Call to Order/Roll Call (Poppen)
2. Adjustments to the Agenda (Poppen)
3. Approval of October Minutes (Poppen)
4. Introduction of Maggie Chapin, Cultural Arts Center Manager (Switzer)
5. Annual Board and Commission Report (Switzer)
6. Cultural Arts Community Center Building Update (Switzer)
7. Cultural Arts Community Center Program Overview (Chapin)
8. Cultural Arts Community Center Fundraising Update (Chapin)
9. Sherwood Artists Assembly Update (Poppen)
10. Missoula Children's Theatre Program Update (Switzer)
11. Council Update (Henderson)
12. Other (Poppen)
13. Next Meeting/Adjourn (Poppen)



Sherwood Cultural Arts Commission MEETING NOTES

APPROVED

MEETING TITLE	Sherwood Cultural Arts Commission
DATE & TIME	11.17.2014 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
-- Anna Lee	X Kristen Switzer, Community Services Director
X Amanda Stanaway	X Maggie Chapin, Cultural Arts Center Manager
-- Ramin Rouhbakhsh	X Jennifer Ortiz, Department/Program Coordinator
X Angelisa Russo	
X Charlotte Blair	
-- VACANT	

MEETING NOTES

1. Call to Order/Roll Call (Poppen)
 - The meeting was officially called to order at 6:38 pm.
2. Adjustments to the Agenda (Poppen)
 - None
3. Approval of October Minutes (Poppen)
 - *Silverforb motioned to approve the October 2014 minutes. Russo seconded. All in favor; motion passed.*
4. Introduction of Maggie Chapin, Cultural Arts Center Manager (Switzer)
 - Switzer introduced the new Cultural Arts Center Manager, Maggie Chapin. Chapin shared her background and experience with the committee.
5. Annual Board and Commission Report (Switzer)
 - Switzer reminded the committee that the annual Boards and Commissions Appreciation Dinner will be held on December 2. Switzer handed out a copy of last year's report and asked the commission if they would like to make any changes (see record, exhibit A). The committee discussed the 2014 goals and accomplishments. Switzer will put together a draft and email it to the members for feedback before the appreciation dinner.

6. Cultural Arts Community Center Building Update (Switzer)
 - Switzer shared that the keys to the building are supposed to be turned over Jan 21. It will take a couple of weeks after that for installation and punch-list items. Switzer explained that she would like to be open to the public in late February. Poppen asked when the commission will be able to tour the facility. Switzer will look into it. She explained that there is currently a limit on how many people can go in at a time.
7. Cultural Arts Community Center Program Overview (Chapin)
 - Chapin shared a Program Overview handout with the committee (see record, exhibit B). Chapin explained that this is a draft concept and she shared that she would love to have feedback from the commission. Poppen asked if the commission can have some time to review it and email their feedback to her. Chapin is fine with that. Chapin also shared the draft rental rate sheet proposals (see record, exhibit C). She shared that the rates were compiled based on market comparisons of a four hour rental model.
8. Cultural Arts Community Center Fundraising Update (Chapin)
 - Chapin explained that there will be several fundraising opportunities in the near future. She would like to know if the commission would like to form a fundraising sub-committee. Chapin explained that there is a lot to do and she would love to get help from the commission. Henderson mentioned that it is an incentive to people when their donations are tax deductible, but people can't write off donations to the City. Silverforb asked what happened with the idea of partnering with the SFA. Switzer explained that there are a lot of moving parts and it is still up in the air. Poppen asked if there is a way for the commission to meet with the SFA and VPA. Henderson shared that the SFA was originally created for this purpose, but the building was never built. Time went by, and things changed. The SFA has the non-profit status and the history that would be beneficial for grants. She shared that there is a meeting on Thursday and the group can talk about it.
9. Sherwood Artists Assembly Update (Poppen)
 - Poppen shared that the first Artists Assembly was very successful. About 13 artists attended. Chapin will put together a summary of the meeting and email it out to the committee. All members agreed that it is important to keep holding these meetings.
10. Missoula Children's Theatre Program Update (Switzer)
 - Switzer shared that the contracts for Missoula came in today. We have been assigned Rapunzel, June 22-27 and Aladdin, Aug. 3-8.
11. Council Update (Henderson)
 - Henderson shared that interviews have been held for Councilor Folsom's position. There were 11 applicants and a decision should be made soon. The agenda is light for tomorrow night's council meeting. Henderson encouraged the commission members to attend the Annual Boards and Commissions Appreciation Dinner on December 2.
12. Other (Poppen)
 - None
13. Next Meeting/Adjourned
 - The next meeting will be held on Monday, December 15, 2014 at 6:30 pm at City Hall.

Adjourned at 8:02 pm.



Home of the Tualatin River National Wildlife Refuge

Annual Boards & Commissions Report to City Council
Sherwood Cultural Arts Commission

City Council Work Session
Community Room at Sherwood City Hall
22560 SW Pine Street, Sherwood, Oregon
Tuesday, December 3, 2013, 6:00 pm

1. What are your two or three most significant accomplishments for this past year as a board or commission?

- Building a stronger relationship with the Sherwood Foundation for the Arts for fundraising and public art programs.
- Continuing our annual programs of Pix on the Plaza (since 2002) and Missoula Children's Theater (since 2003).

2. What are your two or three major goals for 2014 as a board or commission?

- Continue providing local children with the opportunity to participate in Missoula Children's Theater and the community to watch movies in the park.
- Re-invent the commission to fit the needs of the new Cultural Arts building.

Sherwood Cultural Arts Center

Program Overview

The Sherwood Cultural Arts Center will serve as the centerpiece of the Sherwood Arts & Culture community – a hub for cultural activity, and a resource for local artists, arts organizations and arts patrons to expand the Sherwood cultural experience. The Center will also serve as an upscale community center for the residents of Sherwood and the served community.

Inspire, educate, and enrich the Sherwood community through diverse activities that enhance the quality of life.

With the development of the Sherwood Cultural Arts Center the City of Sherwood will gain expanded opportunities for:

- Youth and adult arts education;
- A premiere performance venue for local arts organizations ;
- Community access to diverse cultural programs by local, regional and national artists;
- Local individual artists who seek to exhibit, teach and demonstrate their craft;
- Local businesses, organizations and individuals in need of meeting or event space.

PROGRAMS

Annual Programming of the Cultural Arts Center will include an array of free and ticketed programs and events focused on cultural enhancement and community engagement. Community partners in Cultural Arts programming will be utilized to optimize facility use, community engagement, and diversification of audience, while operating within budget and staffing capacity. Targeted community partnerships include the Sherwood Public Library and Washington County Cooperative Library Services, Sherwood Historical Society, Sherwood Artists Guild, Sherwood Foundation for the Arts, Voices for the Performing Arts and others.

Family Performance Series –

An annual series that will feature youth focused performances and interactive events designed to serve Sherwood's strong family audiences. Possible performers to include Portland's *Do Jump!*, *Tears of Joy Puppet Theatre*, *Teatro Milagro*, *Portland Taiko* and other reputable regional talent. This will be a ticketed series with ticket prices ranging from \$10-15 (possibly higher for specialty performances.) Performances will occur on Saturday afternoons.

Lecture and Spoken Word Series –

Partnering with local groups such as the Sherwood Historical Society and the Sherwood Library, this series will offer lectures, poetry, storytelling and other programs of this nature. These events will be free to the public or available for a small ticket fee, and will occur on a designated week-night.

Premiere Performance/Event Series –

The presentation of high-quality performing artists will be the focus of this annual series. The series will include concerts and performances by local and touring artists of various genres. This will be a

ticketed series with ticket prices ranging from \$15-25 (possibly higher for specialty performances.) Performances will occur on Friday or Saturday evenings.

EDUCATION

The Sherwood Cultural Arts Center will strive to provide educational experiences of the highest quality and that are accessible and engaging for the Sherwood community. The education program will utilize local artistic, literary and educational talent to teach a variety of classes in visual arts, performing arts, literary arts, language, crafts, and other cultural-based subjects.

VISUAL ART EXHIBITIONS

The Lobby and hallway spaces in the Cultural Arts Center will be developed as visual art exhibition space. Due to limited staffing capacity, the curation and installation of the exhibits will be dependent on community partnership assistance. Exhibits will focus primarily on local artwork and work of interest to the Sherwood artistic community. The Cultural Arts Center will retain a standard 30% of all sales made from the exhibitions.

COMMUNITY USE

This is an area of extreme importance in the programming and structure development of the Sherwood Cultural Arts Center. Special pricing will be set for Sherwood residents and Sherwood non-profit organizations to honor Sherwood's community members as important patrons of the facility. Efforts will be made to ensure that community arts organizations and artists are being served to the highest levels possible, while still ensuring fair and beneficial business practices.

FACILITY RENTALS

Rentals for the Cultural Arts Center will provide a high-quality, affordable venue option for community groups, businesses and visitors. Rental rates will be priced to ensure accessibility and optimum usage by local organizations and individuals as well as securing a solid revenue stream for the facility.

Sherwood Cultural Arts Community Center

Facility Rental Rate Proposal

Draft | 17 November 2014

Objective: Set facility rental rates for the Sherwood Cultural Arts Community Center that ensures accessibility and optimum usage by local organizations and individuals as well as securing a solid revenue stream for the facility.

Strategies:

- Create a rental fee schedule based on local comparables and basic facility operating costs.
- Set rates at the mid-range of local “competition” setting up the Sherwood Cultural Community Center as an affordable, but first-rate option for performance and event rentals.
- Offer rental “packages” for weddings, local theatre productions, corporate gatherings and private parties provide ease of planning on the customer’s end as well as ease of administration on the staff end.

Packages:

Event Packages

Wedding Package

Meeting Packages

Performance Package

Theater Productions – This package is based on a weekly rate and will include use of the whole facility for a local or regional theatre production. The package will include facility use for technical rehearsals, dressing room use, access to light grid for re-focus and hang of additional instruments, sound board, and access to sound booth for a trained technician. Productions will also be allowed to make alterations to the stage to install sets – but very minimal construction and painting will be allowed on the premises to prevent damage to the facility.

Rates:

(These are the hourly rates for rooms, and base usage fees for equipment)

Room	Resident Non-Prof	Non-Res Non Prof	Resident	Non-Resident
Theater (as banquet)	\$80	\$100	\$150	\$180
Classroom	\$20	\$30	\$40	\$50
Lobby	\$35	\$40	\$50	\$60
Equipment	(one price for all)			
Chairs (up to 300)	\$.50 ea.			
Tables (up to 30)	\$3 ea.			
Theater seating	\$150			
Kitchen	\$50			
Basic AV (Sound & Lights controlled from floor, mic and podium)	\$40			
Advanced Lights and Sound* (live musicians, additional mics, light refocus/hang)	\$100			
Projector and Screen	\$30			

*this requires additional tech staff

Event Packages | Sherwood Cultural Arts Community Center

Standard Event Package – For gatherings of up to 395 in any configuration in the theater space

This Package Includes:

Theater
Lobby
Kitchen
Dressing Room
Retractable Theater seating
Chairs (up to 250)
Tables – 5' Rounds (up to 25)
Tables – 6' Rectangles (up to 15)
Basic AV Package (control of lights and basic sound from control box on main floor, microphone, podium)
One facility staff person

(These rates are based on the facility hourly rate, a \$15/hr facility staff charge and a one-time equipment fee* for tables, chairs, AV, etc. Prep/Decoration and clean-up time will be included in the rental time.)

RATES:	Resident Non-Profit	Resident	Non-Resident, Non-Profit	Non-Resident
4 hour (minimum)	\$630	\$1010	\$710	\$1130
8 hour	\$1010	\$1670	\$1270	\$1910
12 hour	\$1390	\$2330	\$1730	\$2690
Additional hours	\$80	\$150	\$100	\$180

*Non-Profit Equipment fee: \$250 (\$150 chairs, \$90 tables, \$40 AV, \$50 kitchen = \$330)

*Standard Equipment fee: \$350

Add-ons:	4 hour	8 hour	12 hour	additional hours	
Special AV (live music, special lights, etc.)	\$120	\$240	\$360	\$30	(this requires a technician on site during event)
Screen and projector	\$30	-	-	-	(one-time fee)
Classroom	\$30	\$60	\$90	\$10	

Small Event Package – For gatherings of 15-75 in the Lobby space

This package includes:

Lobby
Kitchen
Chairs (up to 75)
Tables – 5' Rounds (up to 5)
Tables – 6' Rectangles (up to 6)
Podium
One facility staff person

(Rates are based on the facility hourly rate, a \$15/hr facility staff charge and a one-time equipment fee*)

RATES:	Resident Non-Profit	Resident	Non-Resident, Non-Profit	Non-Resident
4 hour (minimum)	\$300	\$385	\$320	\$425
8 hour	\$500	\$645	\$540	\$725
12 hour	\$700	\$905	\$760	\$1025
Additional hours	\$35	\$50	\$40	\$60

*Non-Profit Equipment fee: \$100 (\$35 chairs, \$15 tables, \$50 kitchen)

*Standard Equipment fee: \$125

Wedding Package | Sherwood Cultural Arts Community Center

This Package Includes:

Theater
Lobby
Kitchen
Dressing Room
2 hour Rehearsal
Retractable Theater seating
Chairs (up to 300)
Tables – 5' Rounds (up to 30)
Tables – 6' Rectangles (up to 20)
Basic AV Package (control of lights and basic sound from control box on main floor, microphone)
Two facility staff

(These rates are based on the facility hourly rate, a \$30/hr facility staff charge and a one-time equipment fee*
Decoration and clean-up time will be included in the rental time.)

RATES:	Resident	Non-Resident
4 hour (minimum)	\$1120	\$1240
6 hour	\$1480	\$1660
12 hour	\$2560	\$2920
Additional hours	\$165	\$195

*Standard Equipment fee: \$400 (\$150 chairs, \$150 tables, \$40 AV, \$50 kitchen = \$390)

Add-ons:	One-time fee	
Floor plan change-over during event	\$100	Depending on floor plan, renter may be responsible for providing assistance to complete the room-change
Special AV (live music, special lights, etc.)	\$120	This will require an AV tech to be on-site during event.
Screen and projector	\$30	
Additional Dressing Room(s)	\$30	

Meeting Packages | Sherwood Cultural Arts Community Center

Large Meeting Package – For meetings of up to 395 people in the Theater space

*If Caterers are needed, renters will be required to use the “Event Package”

This Package Includes:

Theater

Lobby

Chairs & Tables OR Theatre seating

Basic AV (control of lights and basic sound from control box on main floor, microphone, podium)

One facility staff person

(Rates are based on the facility hourly rate, a \$15/hr facility staff charge and a one-time equipment fee*)

RATES: (2 hr min.)	Resident Non-Profit	Resident	Non-Resident, Non-Profit	Non-Resident
2 hour	\$390	\$630	\$430	\$690
4 hour	\$580	\$960	\$660	\$1080
8 hour	\$960	\$1620	\$1120	\$1860
Additional hours	\$80	\$150	\$100	\$180

*Non-Profit Equipment fee: \$200 (\$150 chairs, \$90 tables, \$40 AV= 280)

*Standard Equipment fee: \$300

Mid-Sized Meeting – For meetings of up to 75 people in the Lobby space

*If Caterers are needed, renters will be required to use the “Small Event Package”

This Package Includes:

Lobby

Chairs (up to 75)

Tables

Podium

One facility staff person

(Rates are based on the facility hourly rate, a \$15/hr facility staff charge and a one-time equipment fee*. There is no facility staff charge on weekdays during regular business hours for mid-sized meetings)

RATES: (2 hr min.)	Resident Non-Profit	Resident	Non-Resident, Non-Profit	Non-Resident
2 hour (weekday, 9-6pm)	\$120	\$175	\$130	\$195
2 hour	\$150**	\$205	\$160	\$225
4 hour	\$250	\$335	\$270	\$375
8 hour	\$450	\$595	\$490	\$675
Additional hours	\$35	\$50	\$40	\$60

*Non-Profit Equipment fee: \$50 (\$35 chairs, \$15 tables)

*Standard Equipment fee: \$75

** $(35+15 \times 2)+50=150$

Additional Items to Customize your Meeting

Add-ons:	2 hour	4 hour	8 hour	additional hours
Screen and projector	\$30	-	-	- (one-time fee)
Classroom (s)	\$20	\$40	\$80	\$10

4 Hour Rental Rate Comparables

	Senior Center - Dining Room	Sherwood HS PAC	Sherwood HS Gym	Newberg HS Auditorium	Deb Fennell Auditorium
Capacity	121	260			600
For-Profit Rate	\$260	\$520+\$100 monitor fee+\$15 scheduling fee	\$312+\$100 monitor fee+\$15 scheduling fee	\$500+\$60 AV tech fee	in district \$380, out of district \$420
Non-Profit Rate	\$140	\$260+\$100 monitor fee+\$15 scheduling fee	\$156+\$100 monitor fee+\$15 scheduling fee	\$350+\$60 AV tech fee	in district \$244, out of district \$252 Required: Add \$53 for 4 tech staff hours
Add-ons	Tables and chairs included	Tech Staff \$40/hr - lights / sound Student Tech \$15/hr - lights / sound Custodial Fee \$40/hr Currently no fee for chairs/tables	Tech Staff \$40/hr - lights / sound Student Tech \$15/hr - lights / sound Custodial Fee \$40/hr Currently no fee for chairs/tables	Tables/Chairs setup fee - \$19/hr Risers/Staging - \$10 each Piano - \$5 Projector - \$5 PA System - \$5	Auditorium Mgr \$34/hr Tech Staff \$13.25/hr - lights / sound Custodian Fee \$34/hr Dressing Room - \$9 each Full Stage Lights - \$27.25 Beam Lights Only - \$11 Spot Light - \$15.75 Sound System - \$11 Piano - \$11 Grand Piano - \$26.25 Wireless Mic - \$28.25

	Chehalem Cultural Center - Grand Ballroom		Walters Cultural Arts Center	**PROJECTED** Sherwood Cultural Arts Center
	Weekdays Mon-Thurs	Weekends Fri-Sun		
Capacity	320	320	200	250
For-Profit Rate	\$300+20% gross sales	\$800+20% gross sales	\$920+\$100 monitor fee	\$600 resident, \$720 non-resident
Non-Profit Rate	\$270	\$720	\$720+\$100 monitor fee	\$320 resident, \$400 non-resident
Add-ons	Corp. and Wedding Packages Avail. 6' Tables - \$4 each 10" Round Tables - \$4 each Chairs - .50 each Podium \$15 TV/DVD Player - \$35 Projector Screen - \$35 Projector - \$35 PA System - \$35	Corp. and Wedding Packages Avail. 6' Tables - \$4 each 10" Round Tables - \$4 each Chairs - .50 each Podium \$15 TV/DVD Player - \$35 Projector Screen - \$35 Projector - \$35 PA System - \$35	AV Tech Staff \$40/hr 6' Tables - \$6 each 5' Round Tables - \$5 each Bistro Tables - \$6 each Microphone - \$30 Wireless Microphone - \$50 Podium w/mic - \$50 iPod hook-up - \$40 Piano - \$100 Projector - \$30 Lg. Theater Screen - \$50 Portable Screen - \$20	Chairs - .50 each Tables - \$3 each Theater Seating - \$50 Kitchen (not for food prep) - \$50 Basic AV (sound, lights, mic, podium) - \$40 Advanced Lights and Sound - \$100 Projector and Screen - \$30

Meeting Date:

Scac meeting

ATTENDANCE SHEET

Please Print

ADDRESS AND EMAIL

PHONE[illegible]