



MEETING AGENDA

MEETING TITLE: Sherwood Cultural Arts Commission
DATE & TIME: Monday, December 15, 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 November Minutes (Poppen)
4. Cultural Arts Community Center Building Update (Switzer)
5. Cultural Arts Community Center Programming Update (Chapin)
6. Fundraising Committee Update (Chapin)
7. Missoula Children's Theatre Program Update (Switzer)
8. Council Update (Henderson)
9. Other (Poppen)
10. Next Meeting/Adjourn (Poppen)



Home of the Tualatin River National Wildlife Refuge

Sherwood Cultural Arts Commission MEETING NOTES

APPROVED

MEETING TITLE

Sherwood Cultural Arts Commission

DATE & TIME

12.15.2014 6:30PM

LOCATION

Sherwood City Hall—Community Room

FACILITATOR

Vicki Poppen

NOTES TAKEN BY

Jennifer Ortiz

ATTENDEES

Cultural Arts Commission

X	Vicki Poppen, Chair
X	Judy Silverforb, Vice Chair
X	Shelly Lamb
X	Anna Lee
X	Amanda Stanaway
X	Ramin Rouhbakhsh
--	Angelisa Russo
--	VACANT
--	VACANT

Council Liaison

--	Linda Henderson, Council President
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City Staff

X	Kristen Switzer, Community Services Director
X	Maggie Chapin, Cultural Arts Center Manager
X	Jennifer Ortiz, Department/Program Coordinator

MEETING NOTES

1. Call to Order/Roll Call (Poppen)
 - The meeting was officially called to order at 6:34 pm.
2. Adjustments to the agenda (Poppen)
 - None
3. Approval of November minutes (Poppen)
 - *Stanaway motioned to approve the November 2014 minutes. Lamb seconded. All in favor; motion passed.*
4. Cultural Arts Community Center Building Update (Switzer)
 - Switzer shared that things are moving right along with the center. She was able to do a walk-through last week. The theater seats are being installed. The FF&E order has been placed. The center is scheduled to be completed by January 21. The contractor will still be working on punch list items, but we will be able to start moving in. Switzer shared that they are planning to hold the Grand Opening on Saturday, February 28, from 11:00 am to 4:00 pm. The VPA has also reserved the space for the first production at the center, Mary Poppins. They would like to have performances the first two weekends in March. Poppen asked if the CAC will be able to tour the facility soon. Switzer said that she will look into it. Since the completion date is before the next CAC meeting date, it is possible that the next meeting could possibly be held at the center. Stanaway asked if the date gets delayed, would the Open House still be able to take place before the VPA's production. Switzer answered yes. If that is the case, then the production would need to be held somewhere else.

5. Cultural Arts Community Center Program Overview (Chapin)

- Chapin shared that she has had some great meetings with community partners. She had a discussion with Adrienne, the Library Manager, and is excited to announce that the WCCLS Art of the Story Festival Finale will be held at the Center this year. It is scheduled for Saturday, April 18. This event will bring many people into Old Town Sherwood from all over Washington County. Chapin also shared that she met with the Makers 5. They are interested in partnering with the Center to curate some visual arts gallery exhibitions. Chapin also mentioned that there have been several individual inquiries about renting the space. Poppen asked if fees have been decided on yet. Chapin said that they are working on it. The fees will need to be adopted by Council. Chapin stated that she and Jennifer Ortiz have been working on policies and procedures, both internal and external. She has also met with Tammy Steffens, the City's Volunteer Coordinator, to see how they can use as many volunteers as possible for the center. Chapin said that staff is also working with a graphic designer, Tiffany Estes from Whole Brain Creative, who will be creating a logo and style guide for the center. Switzer shared that she met with the City Manager, Joe Gall, and they agreed that the center needs to have its own identity. It will have its own colors, font, and logo to create a specific brand. Chapin is also working on the contracting instructors. She has met with Risk Management/HR to make sure all the bases are covered.

6. Fundraising Committee Update (Chapin)

- Chapin shared that she held the first Fundraising Committee meeting on Monday, December 8. At the meeting, she was able to share some items that people can help with. The next meeting will be held Monday, January 5. She would love to see as many people as possible attend. She encouraged the CAC members to invite anyone they know that may be interested in helping. Many hands make light work. The Fundraising Committee will help to plan the Open House, Gala, general events, and brainstorm ideas for fundraising. The Gala will be held on Saturday, April 11, tentatively.

7. Missoula Children's Theatre Program Update (Switzer)

- Switzer shared that a change had to be made to the original performances. The VPA is planning to do Aladdin in July, so we wanted something different. We have been scheduled for the following: Rapunzel, 6/22/15 – 6/27/15, and The Jungle Book, 8/10/15 – 8/15/15. Switzer reminded the CAC to start thinking about homestays.

8. Council Update (Henderson)

- None

9. Other (Poppen)

- Poppen reminded the group that there are vacancies on the commission. She encouraged the members to spread the word. Silverforb shared that she will not be renewing when her term is up in March.
- Switzer mentioned that the next scheduled meeting date falls on a holiday. She asked if the group would like to reschedule. All agreed to meet the following Monday, January 26.

10. Next meeting/adjourned

- The next meeting will be held Monday, January 26, 2015 at 6:30 pm at City Hall.

Adjourned at 7:26 pm.