

MEETING AGENDA

MEETING TITLE: Sherwood Cultural Arts Commission
DATE & TIME: Monday, January 26, 2015 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
VACANT
VACANT

Council Liaison

Jennifer Harris, City Councilor

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 December Minutes (Poppen)
4. Cultural Arts Community Center Building Update (Switzer)
5. Cultural Arts Community Center Program Update (Chapin)
6. Fundraising Committee Update (Chapin)
7. Grand Opening Open House Update and Discussion (Chapin)
8. Gala Event Update and Discussion (Chapin)
9. Council Update (Harris)
10. Other (Poppen)
11. Next Meeting/Adjourn (Poppen)



Sherwood Cultural Arts Commission MEETING NOTES

APPROVED

MEETING TITLE	Sherwood Cultural Arts Commission
DATE & TIME	01.26.2015 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 Jennifer Harris, City Councilor
-- Judy Silverforb, Vice Chair	
X Shelly Lamb	City Staff
X Anna Lee	X Kristen Switzer, Community Services Director
X Amanda Stanaway	X Maggie Chapin, Cultural Arts Center Manager
X Ramin Rouhbakhsh	X Jennifer Ortiz, Department/Program Coordinator
-- Angelisa Russo	
-- VACANT	
-- VACANT	

MEETING NOTES

1. Call to Order/Roll Call (Poppen)
 - The meeting was officially called to order at 6:35 pm. Switzer introduced the CAC's new Council Liaison, Jennifer Harris. The CAC members introduced themselves and welcomed Councilor Harris to the commission.
2. Adjustments to the Agenda (Poppen)
 - Poppen would like to move the Fundraising Committee Update to the end of the meeting in order to include anyone that might show up for the Fundraising Committee meeting.
3. Approval of December Minutes (Poppen)
 - *Stanaway motioned to approve the December 2014 minutes. Lee seconded. All in favor; motion passed.*
4. Cultural Arts Community Center Building Update (Switzer)
 - Switzer shared that things are moving along. The City should have occupancy by the end of the week. Once staff moves into the facility, it will be easier to set up tours for the CAC members who have not yet seen the facility. Council had a work session last week. The name that has been recommended is, Sherwood Center for the Arts. The discussion about the name was relatively quick. All Councilors present at the work session seemed to agree on it. A staff report and resolution will go before Council next Tuesday to finalize the fee schedule and the name. Stanaway asked if the center has a logo yet. Switzer explained that it is in the works. It has been hard to work on a logo without having a name for the center yet. The designer will be coming by to take a look

at the center on Friday, in order to get a feel for the space. Temporary desks will be delivered tomorrow. There is one small office with two workspaces, in addition to a reception desk in lobby. Chapin and Ortiz should be able to start moving over next week.

5. Cultural Arts Community Center Program Overview (Chapin)

- Chapin shared that rental fees are coming along. She has had many calls about the space already. There are dance groups, choir groups, reunions, awards dinners, visitors associations, luncheons, fundraising events, productions, local groups, and outside agencies already interested. We hope to finalize our policies and procedures, application, guidelines, rate sheets, etc. soon. There will be for-profit and non-profit rates. Fee schedules are adopted every year, so this is just a starting point that can change in the future. A large piece that will help with facility rentals is software. Staff is currently looking at software that will work for rentals, classes, ticket sales, park shelter reservations, and maybe some other pieces for the City. This will help to significantly save staff time. Chapin mentioned that the City will be posting two part-time evening/weekend positions for the center soon.
- Chapin shared that she will be working with Makers 5 on gallery shows this year. They will be curating and installing all of the shows in a partnership agreement through the end of 2015. Lee asked if there will be an approval process for the artwork, or certain criteria that needs to be met. Chapin stated that has been working with the group to clarify the process. Chapin plans to use Makers 5 to curate the gallery for the first 6 months that the facility is open. Stanaway asked if the CAC can be a part of the process, somehow, so that they can review what the Makers 5 plans to display. Chapin said that she would work to develop a review process to include the CAC.
- Chapin shared that the first big performance at the center will be Mary Poppins by the Voices for the Performing Arts. They will be holding performances the first two weekends in March, with a cast of over 70! This will be an opportunity for staff to become fully familiar with the workings of the new space. VPA will be using all of the lights, sound, seats, and other equipment and spaces in the center.
- Tears of Joy Theatre will present the first show in the family matinee series at 2 pm on May 4th with 20,000 Leagues Under the Sea. This will be the first City run program to take place at the center. Chapin would eventually like to have a full series on Saturday afternoons. Stanaway asked what the ticket prices will be. Chapin thinks they will be around \$5-\$7 for kids and \$8-\$10 for adults.
- Chapin shared that the WCCLS Art of the Story finale will be held on Saturday, April 18. The free program will bring people in from all over the region. The finale includes international and local storytellers.
- Chapin is planning on pushing back art classes until fall, but is hoping to launch the education program with some camps that will take place this summer. Lee asked if there is a way to partner with local hotels so that people coming to visit the center will know where to stay. Chapin said the Washington County Visitors Association is a great resource for this.

6. Grand Opening Open House Update and Discussion (Chapin)

- Chapin explained that the Grand Opening Open House event is scheduled for Saturday, Feb. 28. There will be a soft opening at 11:00 am, and a formal ribbon cutting at 11:30. Performances will take place on the stage from noon to 3:00 pm. Performers will include the SFA, VPA, dance studios, and other local artists. Simple snacks will also be served. Stanaway asked what dance studios will be performing. Chapin explained that Sherwood Dance Academy and SMJ have confirmed. There may be up to four, but two others have not gotten back to Chapin yet. Stanaway stated that the center will be great for them. Many companies have been going out of town to

perform. Chapin asked for “all hands on deck” for the Grand Opening. She will need help starting at 10:00 am. Chapin is working on a task list. She mentioned that volunteers will not need to stay for the whole event.

7. Gala Event Update and Discussion (Chapin)

- Chapin shared that she met with the Fundraising Committee earlier this month and they decided on a name and theme for the Gala. It will be called ‘History in the Making’. It will be an upscale entertainment focused event with lots of opportunities for people to give. This event will be held on Saturday, April 11. Chapin is looking into different programs for donations that will be launched at the Gala.

8. Fundraising Committee Update (Chapin)

- Chapin explained that there are plenty of performers to fill the center for the Open House. Makers 5 will be there to talk with people about the gallery. A hands-on activity will be planned, but it needs to be quick so that people can finish it and move on. Lamb shared that she is coordinating with Sweet Story to do 500 cookies for the Open House, but she is still working on figuring out who can do the drinks. Chapin would like to have directional signs posted around the center for self-guided tours. She would also like to have volunteers posted at certain locations to talk about building highlights with visitors. Stanaway stated that it would be a missed opportunity if Gala tickets are not sold at the Open House. Chapin said that the committee discussed ticket prices between \$75 and \$100 each. Lee said that people will want to know what they are paying for. Alyse Vordermark distributed an invitations mailing list for members to add to. There was discussion about whether or not the tickets for the Gala will be ready to sell by the Open House. Chapin doubted that the systems are in place for that to happen in time. Stanaway mentioned that people plan for events 6-8-12 weeks in advance, so we are coming to a deadline quickly. Stanaway has never seen a Gala happen without 2 months advanced notice. Chapin asked the CAC if they would like to recommend that the date for the Gala be pushed out. Stanaway said that if things cannot be brought together soon, then it should be put off. She added that the Gala should be really well done and thought through. The group decided to push the Gala out until the fall. Switzer mentioned that the extra time will give us an opportunity to show what the Gala money will go toward and to get operations in place to support the event. Lamb mentioned that the group should get the paperwork filled out for 501c3 status since it will take several months or even years to complete the process. The group agreed. Lamb stated that she will look into it.

9. Council Update (Harris)

- Harris shared that Council members were handed a sheet with different choices for the name of the center and everyone circled the same one. Council is excited about the new facility.

10. Other (Poppen)

- Switzer reminded the CAC that there are still two vacant positions on the board. The positions are still posted, but there have been no applicants. Poppen asked the members to pass on the information to anyone they know who might be interested. Switzer reminded the group that Lee, Stanaway, and Silverforb’s terms will be up in March. Lee and Stanaway qualify for automatic reappointment if they want to stay on the commission, since they have only served one term. Silverforb has already shared that she will not be reapplying. Poppen asked Switzer if previous applicants can be contacted. There was an applicant who was in the culinary field that may be a good candidate. Switzer will look into it.

11. Next Meeting/Adjourned

- The next meeting will be held Monday, February 16, 2015 at 6:30 pm at City Hall.

Adjourned at 8:19 pm.