

MEETING AGENDA

MEETING TITLE: Sherwood Cultural Arts Commission
DATE & TIME: Monday, May 18, 2015 at 6:30pm
LOCATION: Sherwood Center for the Arts,
22689 SW Pine St

ATTENDEES

Cultural Arts Commission

Vicki Poppen, Chair
Amanda Stanaway
Shelly Lamb
Ramin Rouhbakhsh
Angelisa Russo
Vytas Babusis
VACANT
VACANT
VACANT

Council Liaison

Jennifer Harris, City Councilor

City Staff

Kristen Switzer, Community Services Director
Maggie Chapin, Center for the Arts Manager
Tammy Steffens, Volunteer Coordinator
Leah Burgess, Event & Arts Program Coordinator

AGENDA

1. Call to Order/Roll Call (Poppen)
2. Adjustments to the Agenda (Poppen)
3. Approval of February Minutes (Poppen)
4. Movies the Park (Switzer)
5. Missoula Children's Theater (Switzer)
6. Cultural Arts Community Center Program Update (Chapin)
7. Arts and Community Services Staff Update (Chapin)
8. Role of Commission (Poppen)
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	05.18.2015 6:30PM
LOCATION	Sherwood Center for the Arts – Main Hall
FACILITATOR	Vicki Poppen
NOTES TAKEN BY	Tammy Steffens

ATTENDEES

Cultural Arts Commission	Council Liaison
X Vicki Poppen, Chair	X Jennifer Harris, City Councilor
X Amanda Stanaway	
X Shelly Lamb	
-- Ramin Rouhbakhsh	
X Angelisa Russo	
-- Vytas Babusis	
-- VACANT	
-- VACANT	
-- VACANT	
	City Staff
	X Kristen Switzer, Community Services Director
	X Maggie Chapin, Cultural Arts Center Manager
	X Tammy Steffens, Volunteer Coordinator
	X Leah Burgess, Arts and Events Coordinator

MEETING NOTES

1. Call to Order/Roll Call (Poppen)
2. Adjustments to the Agenda (Poppen)
 - Chapin requested that Agenda items 7 and 8 be switched.
3. Approval of February Minutes (Poppen)
 - *Stanaway motioned to approve the February 2015 minutes. Russo seconded. All in favor; motion passed.*
4. Movies in the Park Update (Switzer)
 - Switzer announced that there is currently a survey on the website for people to vote on the three or four movies that will be played this summer. At the time of this meeting the results are #1 Big Hero 6, #2 Annie, #3 Cinderella. Survey would be up for approximately one more week.
 - Movies will be in August and will likely go for four weeks.
 - There was discussion regarding the Commission doing concessions or inviting a non-profit to do it as a fundraiser. Decision to be made at future meeting.
 - Presenting Sponsor will again be The Gardner Team.
5. Missoula Children's Theater (Switzer)
 - Switzer announced that the dates for this year's Missoula Children's Theater will be June 22-27 (Rapunzel) and August 10-15 (The Jungle Book).

- Still need one more home to offer home-stay.
 - Will need volunteers for sign-in on the first day and also on show day.
6. Arts and Community Services Staff Update (Chapin)
- Chapin introduced Leah Burgess who is the new Arts and Events Program Coordinator. Burgess comes from Portland Parks & Rec where she has been running their Movies in the Park and pre-show events. She is from Hillsboro and graduated from the University of Oregon where she majored in PR and minored in Communications. She loves outdoors, hikes, events. She has a performing arts background and earned a music scholarship for college.
7. Cultural Arts Community Center Program Update (Chapin)
- Chapin passed out Exhibit A with specifics on the types of events that have been held at the Center so far and the attendance at those various events.
 - Moving forward with Gallery Show. Next show will spotlight student art and opening night will be June 9. There will be refreshments and entertainment. Artists Call is open now for the following Exhibit in July which will be a focus on Northwest Artists. The exhibit for October will be "History in the Making" to go along with the theme picked for the Gala.
 - There was discussion regarding various Grants available for things like a raised stage, piano, etc. Some of the groups who offer Grants are:
 - Washington County Visitors Association
 - Cultural Trust
 - PGE
 - Washington County Cultural Coalition
 - Rose Tucker General Trust
 - Chapin felt that overall the Center was very well received by the community, is getting used, and attendance has been encouraging.
 - The Center's new website has been launched and getting populated. The address is www.SherwoodCenterfortheArts.org.
8. Role of the Commission (Poppen)
- Chapin passed out the original Charter and Resolution (Exhibit B). Stanaway suggested that the Center's role needs to be defined. Chapin referred her to the original Resolution for an official definition and Stanaway suggested that it may be too general.
 - There was discussion about trying to do an Art Walk again. It was suggested that Thursday might be an ideal night. Sherwood Main Street meetings have had this as a topic as well. Chapin said she would be sure that the Commission is involved with that. It was suggested that fall would be a good time to start.
 - It was agreed that it was important to get another Independent Artist Assembly scheduled.
 - Stanaway expressed that the citizens paid for the facility so they need to be able to use it. "Art Center vs Rental Facility".
 - Chapin passed out Exhibit C and suggested that the Commission members might enjoy reading this Blog Post from the NEA which was about the "Role of the Modern Local Arts Agency".
 - Chapin passed out Exhibit D as a sort of "cheat sheet" about the standard roles of Local Arts Agencies. She expressed that it's important to stay realistic about what the Commission can do with the resources and infrastructure that is in place.
 - Public Art Programming – Poppen suggested doing a survey in the fall at Art Walk and having a planning meeting (visioning retreat) after the Gala.
 - Poppen asked "Where do we go from here?"

- Chapin will attend Sherwood Main Street meeting and suggest that a committee be formed for Art Walk (an Independent Artists Assembly) and Commission members should definitely be on that committee.
- Everyone agreed that it would be good to have Old Town businesses and artists get together.
- Stanaway commented about parking in Old Town. Chapin said that it would work well to have the Art Walk start at the Center so people can use the Center's parking lots.

9. Council Update (Harris)

- Harris encouraged everyone to vote!
- Harris updated Commission on the latest medical marijuana decisions
 - 1000 buffer from schools and parks
 - Hours can be 10am-8pm 7 days a week
 - Only in industrial areas now. Option available to add commercial areas in future
 - They will be meeting with OLCC Director, Washington County DA and Prosecutor, Washington County Sherriff, Sherwood Police Chief Groth, Representative Davis, Senator Thatcher
 - Licenses to grow start in January 2016
 - Licenses to dispense will be in fall 2016
- They are in the middle of review the 2015-2016 Budget now
- Bark in the Park contest has started. Please vote! Construction on Dog Park should start in July.

10. Other (Poppen)

- Recruiting new Commission members for the vacant positions
 - Stanaway asked if the Commission can invite Robin Folsom to be part of the Commission even though she lived outside City limits. Switzer answered "yes". Chapin suggested a joint invitation from the Commission members.
 - Russo suggested Jen Harlow from Blue Plume as she is moving her studio back to Sherwood
 - Other suggestions for means of recruiting included:
 - Mosaic Art Loft
 - Cynthia Kirk
 - Makers 5 members
 - Email Artists Assembly artists
- Chapin said that in June she would re-convene the planning committee to start serious planning for the Gala, which will be held in October

11. Next Meeting/Adjourned

- The next meeting will be held Monday, June 15, 2015 at 6:30 pm at Sherwood Center for the Arts – Main Hall.

Adjourned at 8:18 pm.

Exhibit "A"

Use of the Sherwood Center for the Arts

SHERWOOD
CENTER FOR THE **ARTS**

Between rentals and City-use events, the Center for the Arts has seen 15 events in the facility, with 5 more just in the next two weeks. Here a snapshot of what's been happening:



Grand Opening Event – saw almost 2,000 people through the building that day. Thank you to Amanda Stanaway & Friends, VPA & SFA, 3 dance studios, Mosaic Arts Lofts, Sweet Story, Symposium Coffee, Sesame Donuts – what a huge turnout of support from our community.



Mary Poppins – presented by the VPA, sold out 4 of 6 shows; 2003 audience members saw the production. Definitely was ambitious, and turned out beautifully



Art of the Story Finale – WCCLS annual festival finale was attended by around 300 people from all over the region. Wonderful event!



WCVA Awards Luncheon – 200 banquet style for tourism professionals in Washington County. Performances by Broadway Rose Theater and Bag&Baggage Productions.

And also...

- Launch of the Family Matinee Series with Tears of Joy Theatre performing *20,000 Leagues Under the Sea*. We saw around 80 people in the building that Saturday afternoon. Tears of Joy is very interested in returning.
- Alter Weiner, 86 year old author and Holocaust survivor speak to an enthralled crowd of around 200.
- Two different community conversations responding to youth suicide in our community.
- Volunteer Appreciation Event for the volunteers of the City of Sherwood.
- Religious ceremonies, HOA meetings, business seminars and fundraisers.



Exhibit "B"

RESOLUTION 2001-918

**RESOLUTION ESTABLISHING THE
SHERWOOD CULTURAL ARTS COMMISSION**

WHEREAS, the City of Sherwood is establishing a Cultural Arts Center focusing on performance arts and education, and

WHEREAS, the Cultural Arts Center is an institution involving multiple performing arts venues operated as one performing arts complex, and involving a broad variety of arts as well as educational opportunities, and

WHEREAS, the Cultural Arts Center is more than the physical facilities; it is an institution promoting the arts and its performance and educational opportunities, and

WHEREAS, the City Council, the Sherwood Urban Renewal Agency Board of Directors, and City Staff will benefit as they operate the Cultural Arts Center by having a standing citizens board to advise them on matters of policy and development

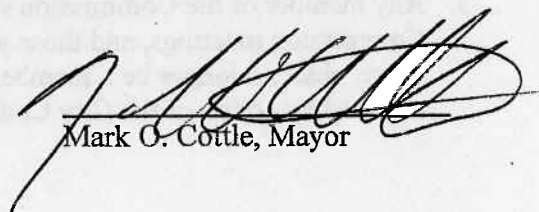
NOW THEREFORE BE IT RESOLVED by the City Council of the City of Sherwood that:

Section 1. The Sherwood Cultural Arts Commission is hereby established.

Section 2. The Sherwood Cultural Arts Commission is chartered according to the provisions reflected in its charter, which is attached hereto and referred to as Exhibit A.

Section 3. The Staff is directed to solicit applications from citizens to fit the several positions on the Sherwood Cultural Arts Commission and to bring those before the Council for consideration and appointment within 90 days of the date of this resolution's adoption.

Duly passed by the City Council this 9th day of January, 2001.


Mark O. Cottle, Mayor

ATTEST:

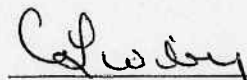

C.L. Wiley, City Recorder

EXHIBIT "A" TO RESOLUTION NUMBER 918

CHARTER OF THE
SHERWOOD CULTURAL ARTS COMMISSION

CHARGE

1. The Sherwood Cultural Arts Commission is to serve the Sherwood City Council, the Sherwood Urban Renewal Agency Board of Directors, and the Sherwood City Staff as advisors on the development and operation of the Sherwood Cultural Arts Center and any successor organization. The Commission's role is to research and study issues that may affect the Center and its role, including but not limited to funding, direction, operating policies, and physical and institutional development, and make specific recommendations.
2. The Sherwood Cultural Arts Commission is also to serve as a promoter and advocate of the arts in Sherwood and the Center itself, including but not limited to promotion of the Center as a venue for performances produced and presented by amateur and professional groups, development and production of arts events by local groups, and the provision of a strong arts education component in cooperation with the Sherwood School District.

STRUCTURE

1. The Sherwood Cultural Arts Commission shall have up to nine members. The Council may appoint as few as five members. The number the Council appoints shall constitute the full membership at that time.
2. Appointments to the Sherwood Cultural Arts Commission shall be made by resolution of the City Council.
3. The City Council shall select the Chair from among the members of the Commission, or shall appoint the Council liaison as the Chair.
4. The Commission shall choose a vice chair, and recording secretary from amongst its ranks. The Chair and Vice Chair shall serve in their positions for no more than two consecutive years.
5. Any member of the Commission who has three consecutive absences from Commission meetings, and those absences are not excused by the Chair for good cause, shall no longer be a member of the Commission and shall be promptly replaced by action of the City Council.

OPERATIONS

1. The Sherwood Cultural Arts Commission is an official public body governed by the Oregon Open Meeting Law and other applicable statutes.
2. The Sherwood Cultural Arts Commission shall operate by Robert's Rules of Order.
3. Minutes shall be kept of all Commission meetings in accordance with applicable law.
4. Staff support to the Sherwood Cultural Arts Commission will be provided by the City for the purpose of providing information, professional research and analysis, and recommendations for action on issues before the Commission, and to provide logistics support for Commission operations. Staff will be provided to take and maintain minutes as City resources allow.
5. The Commission shall orally and in writing present an annual report to the City Council, reporting on its activities of the prior year and forecasting issues, projects, and priorities for the upcoming year. The Council will give the Commission direction on goals and objectives for the following year. The Commission's report will be made during the first quarter of each calendar year.

Exhibit "C"



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ART WORKS BLOG

Taking a Look at the Role of the Modern Local Arts Agency

October 9, 2014

By Jennifer Cole, Metro Nashville Arts Commission



Jennifer Cole, Executive Director, Metro Nashville Arts Commission. Photo by Jerry Atnip.

"Artists can't thrive if the city doesn't thrive. The city can't thrive if the artists aren't engaged and safe--safe to live and safe to create."--Jennifer Cole

I'm sitting in yet another meeting where I'm the playing the role of United Nations translator.

This time, I'm the arbiter between music industry leaders and planning officials trying to balance the push for mixed-use infill with a historic music studio district. I de-code TIF (tax increment financing) and SP (specific plan) and UDO (urban design overlay) for my studio friends, frame the current recording context for urban design pals, and suggest that a good idea is here somewhere if we can simply speak the same language.

I move on to my next meeting, where I will reprise my role as translator, this time between an aerial dance company and the division of city permits.

I run a local arts agency and this is my job.

At **Metro Arts**, our vision is really simple: all Nashvillians participate in a creative life. We came to this beautiful, simple reality a few years ago after stealing liberally from (former NEA Chair) Bill Ivey's notion of "expressive life" and radically changed our raison d'être.

We moved away from imagining the cultural institutions we fund as our main audience and chose to *focus on the citizen*--their experience, their access to the arts and the transformation that they experience when they are part of a vibrant cultural community. It's another blog post all together to describe how we slowly made that pivot. But we have, and what it means is I now spend far more time translating than reviewing grants or running events.

We adopted the notion of an ecosystem. Our belief is art is created within a messy, complicated and sometimes charged intersection of artists, organizations, for-profit businesses, makers, and educators who are, in part, functioning in the large context of a pulsing city.

Artists can't thrive if the city doesn't thrive. The city can't thrive if the artists aren't engaged and safe--safe to live and safe to create.

We came to believe that our work wasn't about giving out grants or installing public art, but about creating the conditions that allow communities and artists to thrive --TOGETHER.

On my grumpy days, I blame Richard Florida. He lit the torch, fanned by Bruce Katz and Jennifer Bradley and Michael Bloomberg, that cities are modern petri dishes for innovation. There is an all-out arms race to grab what a 2011 CEOs for Cities report calls "The Young and the Restless"--the artists and makers who are evidently holding the sway of humanity (or at least local economies) in their hands. Mayors now throw around "creative class" like golf clubs and back slaps. This isn't a passing fad like BitCoin; it is a permanent mental shift in the way cities and leaders operate.

It is also a candy-coated, bright neon opportunity for Local Arts to create a new municipal narrative.

In the short term, our work has become ambiguous. It means sitting with a group of fashion designers and pattern makers and debating what a city context would look like for job training and light manufacturing districts. It means framing public art like capstone research projects for high school juniors. It means convening developers and community development financial institutions to design new loan products for arts co-ops. It may go nowhere, but it might go everywhere.

Ecosystems are subject to healthy transformation over time or perilous extinction if some jarring event occurs. Cities are changing rapidly, and local arts agency work has to adapt in language, tone, and execution to remain relevant.

It is the stuff that isn't sexy on an annual report, and it is very hard to explain to your Aunt Mildred at Thanksgiving.

It means getting under the city's skin versus decorating it.

It's why I sit in meetings and translate.

I pull out chairs for artists and make sure they are at the table. I teach myself Housing and Urban Development agency policies and programs. I speak out at meetings on transit planning.

I accept my role in this evolutionary biology of arts and culture in America.

I also wonder what core conditions we as arts leaders could adopt that would help fuel the inevitable adaptation of our world?

Required Municipal Practice in BA and MFA programs: What would happen if studio practice was balanced with an understanding of cities and communities? What would happen with arts administration programs if there was

more alignment with social issues and pedagogy in urban studies and policy programs? What would happen if we created *and* translated?

Philanthropic Funding of Change Management in Communities: What would happen if we didn't focus on the shiny ball of a placemaking project, but instead, funded the collaborative process that made it happen? What would happen if local arts agencies could frame a change map for their city and were supported to help shift the ecosystem, shift the language, and shift the relationship of artist to community over time versus through the lens of a time-sensitive project? What would happen if we funded transformational leadership versus transformational projects?

Offices of Creative Practice: City managers and mayors love offices of sustainability, innovation, and new mechanics. Several cities have gone so far as to appoint poet laureates or artists in residence. What if instead we had a nation full of offices of Creative Practice, supporting the practice of creative innovation and approach to storm water and school desegregation and job training? Think about how LEED certification has become the bare minimum cities will even consider for buildings to remain competitive in a global world. What would creative practice certification look like for city departments and for neighborhoods?

These ideas pop into my unconscious as I moderate between a glassblower and the fire marshal. I'm excited and quite uncomfortable. I'm process versus product. I'm orchestrating a series of "ah! moments" that I hope become practice and that I pray become public policy. I'm edging towards a reality that is less about what I give in grant money and more about what I craft in community reality.

I'm not quite sure how to do it, but I'm exactly where I need to be.

Jennifer Cole sparks conversations that drive creative life in Nashville, Tennessee. When she isn't translating she works on recipes, poetry, pithy Facebook posts, and motherhood.

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Exhibit "D"

What is the role of the Sherwood Cultural Arts Commission?

What are Local Arts Agencies (LAA's) and how do they work? Americans for the Arts says that LAA's operations fall under these categories, some encompassing all and some only falling into one category:

Cultural Programming – arts events, education programs, and public art to act as "gap programming" where there may be a lack.

Services to Artists and Arts Orgs – providing non-funding related services to artists and organizations, including advocacy, trainings, technical assistance among other things.

Community Cultural Planning – community-inclusive process of assessing the cultural needs of the community and mapping an implementation plan.

Grantmaking – financial support for organizations or individual artists for general operating support or support for the production of a special project.

...among other things

Our neighbors and what they do:

➤ **Beaverton Arts Commission**

They are the Arts Entity for the City of Beaverton – hosting programs such as "10 Tiny Dances", a Mural Program, Public Art program, annual arts awards event, scholarships, grants, etc.

Funding: from the City of Beaverton and from fundraising efforts of their "Friends of..."
Staff: 2 full time staff members

➤ **Hillsboro Arts & Culture Council**

An advisory committee and lead partner on the City's strategic vision. Housed within the Walters Cultural Arts Center, but not an oversight committee for the Walters or Hillsboro Public Art Program. This group has its own programming – networking events, a painting event, grant program,

Funding: program budget of \$40,000+ in the City's General Fund each year.
Staff: 1 ½ staff members + Arts Manager for oversight

➤ **Wilsonville Arts & Culture Council**

Need more info about this group and how they're governed. Wilsonville Arts Festival event each year.