



MEETING AGENDA

MEETING TITLE: Sherwood Cultural Arts Commission
DATE & TIME: Monday, June 15, 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
Leah Burgess, Event & Arts Program Coordinator

AGENDA

1. Call to Order/Roll Call (Poppen)
2. Adjustments to the Agenda (Poppen)
3. Approval of May Minutes (Poppen)
4. Missoula Children's Theater (Chapin)
5. Cultural Arts Community Center Program Update (Chapin)
6. Movies the Park (Switzer)
7. Community Arts Outreach Update (Chapin)
8. Fundraising & Gala Event Update (Chapin)
9. Role of Commission (Poppen)
10. Council Update (Harris)
11. Other (Poppen)
12. Next Meeting/Adjourn (Poppen)

*NO quorum,
NO public meeting
HB*

Sherwood Cultural Arts Commission Meeting Notes

NO QUORUM

Date: 6.15.15

Time: 6:30 pm—Sherwood Center for the Arts

1. Missoula Children's Theatre (Chapin)

Rapunzel is starting in a week: June 22nd – June 27th

- Performances will take place on Saturday, June. 27 at 3 & 5:30 PM in the Main Hall at the Sherwood Center for the Arts (SCA).
- Homestays have been confirmed for both Missoula directors. The show directors participated in last year's performances, and are familiar and excited to be back in Sherwood. However, SCA & the Arts Commission still need to find/secure homestays for the directors of the Missoula production of the Jungle Book (Aug. 10-15).
- Chapin passed around a volunteer sign-up sheet for the Rapunzel performances. Chapin encouraged commission members to volunteer time at one of the performances.
- Question from Russo: Can we bring our kids to watch the performance while volunteering? Chapin agrees, closing the discussion of volunteering.
- Attendance for Missoula productions is amazing.

SCA Keyboard Purchase

Chapin updated the group about a recent purchase for the Center for the Arts. Chapin used extra funds from operating supplies to purchase a keyboard. There was discussion on the purchase, with questions on how it will be utilized at the center. Chapin mentions that it was a cost efficient purchase, as the center will use it for productions, lessons, classes, etc. Having a keyboard in the center offsets the cost of constantly renting a piano for events and rentals.

2. Cultural Arts Community Center Program Update (Chapin)

Chapin emphasizes and reiterates that big things are going to be happening around the Center for the Arts within the next few weeks.

- Missoula Children's Theatre production of Rapunzel
 - Rehearsals and workshops: June 22nd – 27th, with two performances on the 27th at 3 & 5:30 pm.
- 503 Uncorked Anniversary
 - This huge party will occur in the main hall
 - Uncorked has already sold 200 tickets—anticipating about 300 guests
 - They will have a 7-piece band, dance floor, banquet seating, etc.
- Chamber Awards Dinner
 - This event is to follow Missoula's rehearsal, so there's going to be a quick turn-around in arranging the main hall for this event.
- Sherwood Center for the Arts Rentals
- Chapin mentions that rentals are starting to cool off, with the exception of larger events in the main hall. Chapin has already received inquiries for next Summer. Partnership with the Tears of Joy Theatre
 - Chapin mentions potential partnership with the Tears of Joy Theatre, as they are looking for new venues and space to utilize.
- Family Matinee Series

- The series is currently being researched, in hopes to start planning and organizing ideas for next season.
- Education programming
 - Question from Poppen: Is the education programming going to happen afterschool? Chapin explains that the education programs will cater toward the youth and adults within the community. Classes will be provided during the day and after school hours. This will allow for potential home school courses, and classes for youth in the morning, as well as afterschool activities.
- Program Instructors
 - Chapin discusses the need for instructors to teach youth within the community. If anyone has any instructor recommendations, please contact Maggie.
 - Question from Poppen: Would the city organize and pay for this? Chapin explains that the center has budget to pay instructors to teach classes. Instructors need to be insured, in order to receive a cut of registration.
- Potential Film Festival program

Chapin spoke with film instructor at the Sherwood High School, who has built a relationship with city. Utilize relationships to potentially create a short film festival for youth. Chapin explains how Sherwood is a mecca for youth. We should get the youth involved.
- Potential Youth Art Competition.
 - Chapin references the Art Competition in Hillsboro, and how a jury would be involved in helping choose winners. There are thoughts on potentially getting the mayor involved to make competition even more official for students.
- Maggie explains the new exhibit as she passes out exhibit A, NW Artists information. Art within this gallery includes, photography, oil, acrylic and watercolor. This was an artist call, Makers 5 reached out to this group. The grand opening is Thursday, July 9. The art will stay in the gallery through September. Chapin mentions that she would love for commission members to attend the grand opening. This is going to be a beautiful exhibit, then History in the Making will be next.
- Mosaic Art Lot Student Gallery
 - There was a great turnout for the grand opening. Chapin may use the violinist from previous grand opening for the next gallery.

3. Movies in the Park (Switzer)

- Movies have been selected: Aug 7-28th Stella Olsen Park 8:30-movie ends 2015 Movies titles: Big Hero 6, Cinderella, Paddington & Mary Poppins
- Switzer briefly talks about 2014 attendance.
- Switzer asks the commission if they still want to do concessions this year.
 - Poppen brainstorms potential nonprofits and other groups to do concessions for 2015 i.e., girls scouts, theatre groups in schools, art groups, potentially scheduling 4 different groups (one for each event).
 - Poppen mentions that the amount of proceeds could be helpful to other groups outside of the commission.
- Leah will help reach out to different groups to work concessions. If commission members have any group recommendations, please send them to either Leah or

Kristen. Lamb offered to help with popcorn machines—old popcorn machine, not the new one. The group discussed proceeds from last year, and decided that it would be nice to have another group get that income.

- **Community Arts Outreach Update (Chapin)** Altered Arts Festival
 - Chapin discusses the turnout and community participation. The SCA is going to be more involved with the festival next year.
 - The festival was a great learning experience for SCA. Chapin and Burgess explain and demonstrate the SCA altered project “altered bottle caps”.
- Arts Commission takes a break to make their own bottle caps!
 - Question from Poppen: Is there any discretionary money available in the budget? Switzer explains how there used to be a granting process for different groups to come in with extra money, however, this was cut back in 2008.
- Chapin invites commission members to the Art Walk meeting on Monday, June 22 at 4:30 pm. Chapin sent out an email to the main street group to gather RSVP’s. She has received about 3 confirmations. The goal of this meeting is to get a conversation started about implementing the Sherwood Art Walk. All commission members are welcome to attend the meeting.

4. Fundraising & Gala Event Update (Chapin)

- The SCA and Arts Commission need to decide on a date for the Gala
 - The group is interested in an October date. Chapin asks if we’re aiming for a weekend event, and goes over some potential dates near Halloween.
 - Saturday, October 17th is the tentative date for the Gala.
- Gala Purpose: Poppen and Chapin start discussing and raising questions about the overall purpose of the Gala. What is the vision with the event?
 - The commission mentions that it’s an event to further introduce the center to the public, to celebrate the arts, act as a fundraiser to help fund the building, classes, art supplies, etc.
 - Other questions proposed by group:
 1. Are we cultivating donors, raising money?
 2. Is this going to be an annual event?
 3. Do we need to make a ton of proceeds if it’s something to occur once a year?
 4. Do we make this a big show?
 - Chapin mentions that the answer to these questions is going to influence the overall goal of the Gala. There’s value in getting people together and raising money for the arts.
- Gala Costs/Budget/Theme:
 - It takes a lot of funding to produce a Gala.
 - Poppen proposes the idea of creating a sub-committee to help coordinate and fundraise for the Gala.
 - Question from Poppen: Do we still have the same budget?
 - Chapin recognizes the limited amount of time available for staff support for event.
 - Switzer mentions that the budget is similar to last years.
 - Lamb suggests that the theme for the Gala could tie in historical society days, by potentially putting on a 50’s prom.

- Chapin ends discussion with thoughts on committee for Gala.
- Russo to send an email to those involved in the first artist's assembly to create outreach. Russo to send out list to community members to get more people involved with commission.

5. Role of Commission (Poppen)

- Chapin discuss the importance of the Arts Commission, and how the commission is a valuable group, serving as ambassadors to the community, but people aren't available to hold the commission.
- Group is looking to fill the commission vacancy. Currently seeking potential candidates.
- Need someone on the commission who is affiliated or connected to public schools.
 - Question from Poppen: Does this turn into a friends of group? Would we become a board if we did this? Chapin explains how the group would then become a non-profit group (Friends Of), which would be required to have its own board.
- Friends Of vs. Commission
 - Chapin explains how the Friends Of serve as the non-profit to help support SCA events like the Gala.
 - Questions from Poppen: What are the next steps of becoming a Friends Of? Is there a problem not having a commission, which serves as a voice to the city? It's supposed to be centralized around this building. Would the non-profit fill that voice? Can they legally represent the art? Chapin can serve as a liaison, but not an actual board member. Switzer mentions they would need someone to organize meetings if this happens. Chapin and Switzer discuss the practical and legality of the change. Russo mentions that this should be up for discussion among all of the commission members. Commission could meet every now and then, as opposed to once a month to keep the art relationship.
- Group decides to come back to this discussion another day.
- The next meeting will be held Monday, July 20, 2015 at 6:30 pm at Sherwood Center for the Arts – Main Hall.

Adjourned at 8:10 pm.