



MEETING AGENDA

MEETING TITLE: Sherwood Cultural Arts Commission
DATE & TIME: Monday, October 19, 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
Angelisa Russo
VACANT
VACANT
VACANT

Council Liaison

Jennifer Harris, City Councilor

City Staff

Kristen Switzer, Community Services Director
Maggie Chapin, Center for the Arts Manager
Kelsey Beilstein, Administrative Assistant

AGENDA

1. Call to Order/Roll Call (Poppen)
2. Adjustments to the Agenda (Poppen)
3. Approval of July Minutes (Poppen)
4. Center for the Arts Program Update (Chapin)
5. Community Arts Outreach Update (Chapin)
6. Community Enhancement Program (Switzer)
7. Gala Event Update (Chapin)
8. Council Update (Harris)
9. Other (Poppen)
10. Next Meeting/Adjourn (Poppen)



Sherwood Cultural Arts Commission MEETING APPROVED MINUTES

MEETING TITLE	Sherwood Cultural Arts Commission
DATE & TIME	10.19.2015 6:30PM
LOCATION	Sherwood Center for the Arts 22689 SW Pine St. Sherwood OR, 97140
FACILITATOR	Vicki Poppen
NOTES TAKEN BY	Kelsey Beilstein

ATTENDEES

Cultural Arts Commission	Council Liaison
X Vicki Poppen, Chair	X Jennifer Harris, City Councilor
X Amanda Stanaway	
X Shelly Lamb	City Staff
-- Angelisa Russo	X Kristen Switzer, Community Services Director
VACANT	X Maggie Chapin, Cultural Arts Center Manager
VACANT	X Kelsey Beilstein, Administrative Assistant
VACANT	
VACANT	

MEETING NOTES

1. Call to Order/Roll Call (Poppen)

2. Adjustments to the Agenda (Poppen)

- *Approval of minutes to be moved once quorum is met*

3. Center for the Arts Program Update (Chapin)

- Classes
 - Some have had to be canceled due to low registration, but we have received feedback from the community and have been learning a lot about programming classes.
 - As a government facility we are different in that, we require insurance and that is a financial obstacle for some instructors. We do a split of profit with instructors and that can help to offset the cost of insurance.
- Family Matinee
 - Ticket sales have been slow, but there will be a big marketing push for the shows in the coming weeks
 - Chapin has applied for a WCC grant in the amount of \$2,000 for the Family Matinee Series

- VPA's Peter Pan Jr sold out most of the 4 shows (approximately 1,400 people in attendance) and is now talking about adding another weekend for their next show.
- Classic Film Series continues. The next movie is Beetlejuice on Halloween night.
- The Library's next storytelling event is this Wednesday.
- Rentals are going really well.
- The Center has compiled a great volunteer base.

It is asked if the City is still in negotiations for the retail space. Chapin confirms that they are.

4. Community Arts Outreach (Chapin)

- Art Walk
 - Chapin will be calling a meeting for the December Art Walk soon.
- Altered Art Festival 2016
 - This will be a partnership between SFA and the City where organization and profits will be shared.
 - The Festival will be held on the same weekend as it has in the past.

It is asked what help the City will be providing to the Altered Art Festival. Chapin explained that the City has a budget where some of it will be given as a sponsor to the Festival and some will be paid back. City staff will also be able to approach big companies to be involved with the Festival.

5. Community Enhancement Program (Switzer)

- The paperwork was signed off on today and we will be talking more extensively about the Cultural Walking Tour at the next meeting.

6. Gala Event Update (Chapin)

- The date for the Gala is to be April 2nd 2016
- Poppen, Harris and Skye Boughey volunteered to do outreach for donations and will meet on Wednesday at 3:00 at the Center for the Arts to coordinate.
- Maggie Chapin will be working on entertainment.

7. Council Update (Harris)

- There was no meeting this month.
- On the agenda for the next meeting is the YMCA lease, invocations and the 2nd reading of the chicken ordinance.

Amanda Stanaway arrives at 7:25pm and quorum is met

8. Approval of July Minutes (Poppen)

Lamb motioned to approve the July minutes. Seconded by Stanaway. All in favor; motion passed.

9. Other (Poppen)

- Switzer requests that all the members fill out the Boards & Commissions report that is due December 11th. It is requested to see the last years report. It is asked how many items the board can list. Switzer reports that boards usually have 2 or 3, but The Arts Commission has hit so many milestones this year that they could probably list 5. It is suggested that everyone thinks about their answers and email them to Chapin to compile a list to review at the next meeting. All agree.

10. Next Meeting/Adjourn (Poppen)

The next meeting will be held Monday, November 16, 2015 at 6:30 pm at Sherwood Center for the Arts.