



MEETING AGENDA

MEETING TITLE: Sherwood Cultural Arts Commission
DATE & TIME: Monday, November 16, 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
Skye Boughey
Roni Zettlemoyer
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 October Minutes (Poppen)
4. Introduction of new Arts Commission members (Chapin)
5. Center for the Arts Program Update (Chapin)
6. Community Arts Outreach Update (Chapin)
7. Boards and Commission's Annual Report (Chapin)
8. Gala Event Update (Chapin)
9. Council Update (Harris)
10. Other (Poppen)
11. Next Meeting/Adjourn (Poppen)



Sherwood Cultural Arts Commission MEETING MINUTES

MEETING TITLE	Sherwood Cultural Arts Commission
DATE & TIME	11.16.2015 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	-- Jennifer Harris, City Councilor
-- Amanda Stanaway	
X Shelly Lamb	City Staff
X Skye Boughey	-- Kristen Switzer, Community Services Director
-- Roni Zettlemoyer	X Maggie Chapin, Cultural Arts Center Manager
VACANT	X Kelsey Beilstein, Administrative Assistant
VACANT	

MEETING NOTES

1. Call to Order/Roll Call (Poppen)

- 6:40pm

2. Adjustments to the Agenda (Poppen)

- None

3. Approval of October Minutes (Poppen)

Lamb motioned to approve the October minutes. Seconded by Boughey. All in favor; motion passed.

4. Introduction of new Arts Commission members (Chapin)

- 2 new members, Skye Boughey and Roni Zettlemoyer, were approved by Council last month

5. Center for the Arts Program Update (Chapin)

- Classes
 - Winter/Spring catalogue will be coming out the second week of December. The catalogue takes staff approximately two weeks to put together, but it is worth it.
 - 51 people registered for fall classes.

- Next term there will be some new instructors coming on to teach classes.
- It is asked if staff has been in touch with Vine-go to potentially offer painting classes. Chapin answered no, but that it would be something of interest in the future.
- Classic Film
 - So far there have been 3 films so far in the series
 - Chapin would like to see higher attendance and plans to continue marketing efforts
 - For future film series staff will need to look into sponsorships and/or grants; it is a great program, but the Center needs to find some additional funds to offset the costs, as revenue is not covering costs.
- Family Matinee
 - 76 tickets were sold for the first show; Tears of Joy “When Animals Were People.”
 - In total, with field-trips all week and the matinee show on Saturday, 604 kids were in the Center for Tears of Joy’s show.
 - The next show is Bilgerates & Pyrettes; a pirate band.
- Gallery Season
 - 70 different Artists were displayed at the Center this year.
 - January’s “Artful New Year,” will feature 20 Sherwood Artists and will be open from January 15th- February 28th.
 - “2016 Student Show” will feature student art work from public and private art teachers. Each class can submit 6 or fewer pieces. The show will open March 4th.
 - “Oregon Fresh Fibers,” show is being worked on by Lori Randel and will open April 14th.
 - “Four Eights,” is a show in which 4 8X8 canvas are used to create pieces that complement each other. All pieces will be under \$100 in order to raise money. The show will go from October 21st through mid-December 2016.
- Rentals
 - The Center is tracking to hit rental revenue goals
 - The December calendar is packed with outside rentals.

6. Community Arts Outreach (Chapin)

- Art Walk
 - The Holiday Art Walk will be December 10th from 5:00pm-8:00pm
 - 15 Old Town businesses have expressed interest in being involved.
 - Volunteers are needed.
 - The Spring Art Walk will be April 14th
 - Chapin is encouraging Sherwood Main Street to apply for grants to support the Art Walk in the future.

7. Boards and Commission’s Annual Report (Chapin)

- The annual dinner will be held Tuesday December 15th at 6:00PM
- Chapin presented the Cultural Arts Committee report (see exhibit A)

- Poppen suggests an edit to the report: adding Sherwood Foundation for the Arts, Voices of the Performing Arts, Sherwood Public Library, Sherwood Chamber of Commerce and Sherwood Main Street to the partnerships portion of the report.

8. Gala Event Update (Chapin)

- Items that need to be worked on are as follows: 5-7 large raffle baskets, a wine wall, engraved pavers and musical numbers for throughout the evening.
- Chapin will work on drafting an ask letter.

9. Council Update (Harris)

- None

10. Other (Poppen)

- Lamb announced that the Friends of the Center for the Arts has been established. The Friends of cannot contain a quorum of Cultural Arts Commission members in its membership (due to the rules of official City Boards & Commissions)
- Chapin explained that the Friends of will be focusing on fundraising and support; not programs.

11. Next Meeting/Adjourn (Poppen)

The next meeting will be held Monday, January 18, 2015 at 6:30 pm at Sherwood Center for the Arts.