



MEETING AGENDA

MEETING TITLE: Sherwood Cultural Arts Commission
DATE & TIME: Monday, February 15, 2016 at 6:30pm
LOCATION: Sherwood Center for the Arts,
22689 SW Pine St

ATTENDEES

Cultural Arts Commission

Vicki Poppen, Chair
Skye Boughey
Shelly Lamb
VACANT
VACANT
VACANT

Council Liaison

Jennifer Harris, City Council President

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 January Minutes (Poppen)
4. Introduction of Guests (Poppen)
5. Center for the Arts Program Update (Chapin)
6. Community Arts Outreach Update (Chapin)
7. Commission Goals and Projects (Poppen)
8. Friends of the Center for the Arts Update (Lamb)
9. Gala Event Update (Chapin)
10. Council Update (Harris)
11. Other (Poppen)
12. Next Meeting/Adjourn (Poppen)



Sherwood Cultural Arts Commission MEETING MINUTES

MEETING TITLE	Sherwood Cultural Arts Commission
DATE & TIME	2.15.2016 6:30PM
LOCATION	Sherwood Center for the Arts 22689 SW Pine St. Sherwood OR, 97140
FACILITATOR	Vicki Poppen
NOTES TAKEN BY	Tammy Steffens

ATTENDEES

Cultural Arts Commission	Council Liaison
X Vicki Poppen, Chair	— Jennifer Harris, City Councilor
— Shelly Lamb	
X Skye Boughey	City Staff
VACANT	X Kristen Switzer, Community Services Director
VACANT	X Maggie Chapin, Cultural Arts Center Manager
VACANT	X Tammy Steffens, Volunteer Coordinator
VACANT	

MEETING NOTES

1. Call to Order/Roll Call (Poppen)

- 6:40pm

2. Adjustments to the Agenda (Poppen)

- Agenda approved as presented

3. Approval of January Minutes (Poppen)

Boughey motioned to approve the January minutes. Seconded by Poppen. All in favor; motion passed.

4. Introduction of Guests (Poppen)

- John Liles was in attendance as a recommended new member of the commission. Mr Liles moved to Sherwood five year ago. He has been involved in arts since childhood, involved in vocal performances in high school and college. He graduated from ASU and is married with two children.
- Illey Thompson was in attendance as a recommended new member of the commission. Mr Thompson moved to Sherwood three years ago. He graduated from George Fox University. He has worked for Nike, Adidas, and is now with Under Armor. He has three children. He is a glass artist who works with stained glass, glass blowing, torch work, and more.

5. Center for the Arts Program Update (Chapin)

- Classes
 - The last of winter classes are starting this week.
 - The Center is meeting revenue goals.
 - Next session of classes to start after Spring Break
- Camps
 - Leah has been working on Summer Camps.
 - Tears of Joy will be doing two Spring Break Camps.
- Classic Film
 - Rear Window is the next movie coming up on March 3.
- Family Matinee
 - Obo Addy Legacy Project is on Saturday, February 20.
- Gallery Season
 - The next show will be the Student Art Show and the gallery opening will be on March 4th.
- Rentals
 - Rentals have been booming!
 - An Irish music event (Teada) is coming up on March 6.
 - There are some potential big production rentals coming up.
- Staffing
 - Chapin has hired two new part-time, on-call employees. They will be shadowing existing staff during an upcoming event.
- Staff will start working on the next Program Catalog at the end of February and it should go out in May.

6. Community Arts Outreach (Chapin)

- Art Walk
 - Spring Art Walk will be April 14, a meeting has been scheduled for Wednesday, February 24 at 10am to start the planning process.
- Altered Art Festival is June 4, a meeting has been scheduled for Tuesday, February 16.
- Community Services is working on the Cultural Walking Tour.

7. Goals and Focus of Commission (Poppen)

- Poppen is planning to talk with local groups about ideas, suggestions.
- Discussion to be placed on next month's agenda.

8. Friends of the Center for the Arts Program Update (Poppen for Lamb)

- Poppen reported that the group has recently held a meeting.
- Poppen reported that they have a new member – Judy Silverforb.
- SFA has approved to support the Friends w/ a donation towards scholarships and SFA's stage riser.

- Poppen reported that Lamb is moving forward with the 501(c)(3) application process.

9. Gala Update (Chapin)

- The Gala will be held on April 2nd.
- Theme is Puttin' on the Ritz.
- Please provide Kelsey Beilstein with addresses for anyone who should receive an invitation. First round of invitations have gone out.
- Some tickets and one table have already been sold.
- Chapin met with the lady who will be coordinating entertainment. These entertainers will also be acting as the MC. There will be a 60-70 minute long program and then Two Spirit Jazz will perform while people dance.
- SFA will be loaning their stage riser.
- Chapin & Switzer are working on a check-out process.
- Chapin asked everyone to help with procurement.
- The Friends group will be selling memberships at the Gala.

10. Council Update (Harris)

- No update as Councilor Harris was not in attendance.

11. Other

- Chapin recently served as a judge for the Sherwood High School Broadway Bits. There were 17 acts and all the kids did a great job!

12. Next Meeting/Adjourn (Poppen)

- Adjourned at 7:23pm
- The next meeting will be held Monday, March 28, 2016 at 6:30 pm at Sherwood Center for the Arts.