



MEETING AGENDA

MEETING TITLE: Sherwood Cultural Arts Commission
DATE & TIME: Monday, March 28, 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
John Liles
Iiley Thompson
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. Membership and Officers (Chapin)
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	3.28.2016 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
X Shelly Lamb	
X Skye Boughey	City Staff
X John Liles	— Kristen Switzer, Community Services Director
X liley Thompson	X Maggie Chapin, Cultural Arts Center Manager
VACANT	X Kelsey Beilstein, Administrative Assistant II

MEETING NOTES

1. Call to Order/Roll Call (Poppen)

- o 6:30pm

2. Adjustments to the Agenda (Poppen)

- o Agenda approved as presented

3. Approval of February Minutes (Poppen)

Liles motion to approve the February minutes. Seconded by Lamb. All in favor; motion passed.

4. Membership and Officers (Chapin)

- o Lamb and Poppen's terms are up. They have both started the process of seeking reappointment.
- o Chair Poppen is stepping down at Chair in her new term.
- o *Poppen motioned to nominate Boughey as Chair. Seconded by Liles. All in favor; motion passed.*
- o *Poppen motioned to nominate Liles as Vice Chair. Seconded by Boughey. All in favor; motion passed.*

- The Cultural Arts Commission has received a new membership application. An interview will be conducted in the next few weeks.
- It was suggested that the Commission seeks a High School liaison.

5. Center for the Arts Program Update (Chapin)

- **Classes/Camps**
 - Spring Classes will be starting on April 13th. Ann Brucker has decided to add 2 classes, due to the popularity of her other classes.
 - Summer Camp programming is finishing up. The Center will have a camp going on almost every week of the summer term.
 - Summer Catalogue will be published by early May
 - Missoula Children's Theatre: Aladdin June 20-25, Peter & Wendy August 8-13. Prices this year will be \$75 for residents.
- **Classic Film Series**
 - Grease Sing-Along, April 7th
 - 303 people have attended the series thus far.
- **Family Matinee**
 - Tears of Joy's Jungle Book on Saturday April 9th
 - Fieldtrips will be happening all week with around 500 school kids coming to the Center over 4 days.
 - The last Family Matinee will be on May 14th
- **Gallery Season**
 - Sherwood Student Art Show has been a great success
 - Show winners were honored at City Council last month.
 - Next show is Fresh Fibers opening on April 14.
 - Photography Challenge is open now for the July show.
- **Rentals**
 - Rentals are going great!
 - Memorial tomorrow, Journey Church, Wedding Reception in April. Washington County Museum holding their Taste of Washington County here in June, Vision Action Network in June, as well as the Chamber Awards Banquet for the 2nd year.
 - The Center is always in need of volunteers for events – come out and help if you can!
 - Chapin is working on the ability to do long term rentals.
 - It was asked if a long term rental agreement would include an end date, or if it would be open ended. Chapin said that the agreement would include an end date and the city attorney would be the one working on the terms of the contract.
 - It was asked what would happen if the long term renter doesn't want certain art displayed during their rental. Chapin said that best practices will be looked at, and from there a policy will be drafted. It was asked if there are any other Sherwood Government buildings that rent out space. Chapin answered yes; YMCA and the Senior Center as well as

School District buildings. The YMCA and the City are currently in negotiations to clear up terms of their contract.

- It was suggested that the Center staff look into getting the summer catalogue into “Friday Folders” at the schools. Chapin will have staff follow up with Harris and Boughey.

6. Community Arts Outreach (Chapin)

- Art Walk is coming up on April 14th
 - 12 stops
 - Format has changed a bit to help with the amount of work SCA staff is putting in. Participating businesses must complete an application and come to mandatory meetings, as well as lots of help with getting prizes for baskets.
- Altered Art Festival with SFA on June 4th
 - Now taking vendor applications and sponsorships
 - The Center would love volunteer help from the SCAC.
- Cultural Walking Tour
 - There will be a big update at the next Cultural Arts Commission meeting.
 - It was requested that someone from the Commission be a resource person on this project.

7. Goals and Focus of Commission (Poppen)

- Poppen would like to see the Commission have a strategic planning retreat once per year to give direction to staff and decide what role the commission will play in reaching goals.
- It was suggested that the Commission reach out for diverse input from the community.

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

- Lamb reported that the Friend of the Center for the Arts is officially a 501(c)3.
- The Board now consists of 4 members and is allowed up to 15 members. They are now looking for anyone who is interested in joining.
- It was asked if the Friends has their own Facebook and Website. Lamb reported that it is something they are currently working on.

9. Gala Update (Chapin)

- 75 tickets have been purchased. The ticket cut off will be Friday at noon. The goal is to hit 100 purchased tickets.
- Set up will happen on Friday April 1st at 10am – help is needed.
- Money will be raised through the following:
 - Ticket sales
 - Membership sales
 - Prize Draw tickets
 - Wine Wall pulls
 - Live Pledge moments (stage riser and Program support)

- There are a lot of volunteers signed up to help, but there is an incredible amount of work to do.

10. Council Update (Harris)

- Police Department Staffing Study found that Sherwood has a well ran department and is the 2nd safest city in Oregon. It was found that if we want zero crime it would take a budget increase of \$362,000.
- Governor Brown recently signed a new bill that will no longer allow voter annexation.
- Marijuana will be on the November ballot. Josh is currently writing the measure.
- Two businesses have applied to rent the retail space at the Center for the Arts.

11. Other

- None

12. Next Meeting/Adjourn (Poppen)

- Adjourned at 8:08pm
- The next meeting will be held Monday, April 18, 2016 at 6:30 pm at Sherwood Center for the Arts.