



MEETING AGENDA

MEETING TITLE: Sherwood Cultural Arts Commission
DATE & TIME: Monday, June 20, 2016 at 4:00 pm
LOCATION: Bella Madrona
24050 SW Baker Road

ATTENDEES

Cultural Arts Commission

Skye Boughey, Chair
John Liles, Vice Chair
Vicki Poppen
Shelly Lamb
Iiley Thompson
Geof Beasley
Nicole Burgess

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 (Boughey)
2. Adjustments to the Agenda (Boughey)
3. Approval of May Minutes (Boughey)
4. Center for the Arts Program Update (Chapin)
5. Cultural Arts Walking Tour Update (Switzer/Beilstein)
6. Community Arts Outreach Update (Chapin)
7. Friends of the Center for the Arts Update (Lamb)
8. Council Update (Harris)
9. Summer Meeting Schedule (Chapin)
10. Other (Boughey)
11. Adjourn (Boughey)

Retreat Session Following



Sherwood Cultural Arts Commission

MEETING MINUTES

MEETING TITLE	Sherwood Cultural Arts Commission
DATE & TIME	6.20.2016 4:00PM
LOCATION	Bella Madrona 24050 SW Baker Rd Sherwood OR, 97140
FACILITATOR	Skye Boughey
NOTES TAKEN BY	Kelsey Beilstein

ATTENDEES

Cultural Arts Commission	Council Liaison
X Skye Boughey; Chair	- Jennifer Harris, City Councilor
X John Liles; Vice Chair	
- Vicki Poppen	City Staff
X Shelly Lamb	X Kristen Switzer, Community Services Director
- liley Thompson	X Maggie Chapin, Cultural Arts Center Manager
X Geof Beasley	X Kelsey Beilstein, Administrative Assistant II
- Nicole Burgess	

MEETING NOTES

1. Call to Order/Roll Call (Boughey)

- 4:11pm

2. Adjustments to the Agenda (Boughey)

- Agenda approved as presented

3. Approval of May Minutes (Boughey)

Beasley motion to approve the May minutes. Seconded by Lamb. All in favor; motion passed.

4. Center for the Arts Program Update (Chapin)

- Classes/Camps
 - Spring term has ended and summer has begun.
 - Spring attendance was low
 - Possibly due to sports and summer vacation plans
 - Leah is compiling statistics and data for review
 - Advertising was the same for every term
 - Summer camp registration has been going well, but interest is more in the later weeks/months of the summer.
 - Missoula Children's Theater has an established following and registration is full for the June camp.
 - It was asked if the Cultural Arts Commission was still a partner with the Sherwood Foundation for the Arts on this program. Switzer explained that the partnership has

changed over to the Center for the Arts and the SFA, since the budget has been transferred to the Center since the opening of the facility.

- The Center is running out of space for adding more classes in fall due to a high volume of performance rentals in the Main Hall.
 - It was asked if Classroom B gets used. Chapin explained that it does not get used much due to not having a sink and not being ADA accessible, though classes are scheduled in there for the summer.
 - It was suggested to explore partnerships with other businesses to share class space.
- Classic Film Series
 - The 2016/2017 season has been finalized and advertising will begin with the launch of the Fall Program Catalogue.
- Rentals
 - Summer has slowed down, but there have been a couple large rentals; Washington County Museum, Chamber of Commerce and Full Draw Bow Hunting Film Festival.
 - Fall production rentals include Christian Youth Theater, Voices of the Performing Arts, and Tears of Joy.
- Gallery Season
 - Photography show will be opening July 22nd

5. Cultural Arts Walking Tour Update (Switzer/Beilstein)

- Switzer reported that the City now has a signed contract with Sea Reach to complete the project.
- 10 stops have been identified for the tour by staff and community help.
- Staff will be putting together stop descriptions that are approximately 75 words by using the Historical Society's Walking Tour and June Reynold's book.
- When staff receives design possibilities, they will be brought to the commission.
- It is asked what signage Sea Reach will be using to identify stops. Switzer explains that they will be using different materials at each stop, depending on the stop's environmental restraints.

6. Community Arts Outreach (Chapin)

- Art Walk
 - Summer Art Walk will be on Thursday, June 23 from 6-9pm
 - Sherwood Center for the Art staff has been spearheading the walk, but it is really a community event and the hope is to run it as a community committee
 - Main Street has turned in a grant application for the Community Enhancement Grant for awareness and signage.
- The Center for the Arts will be open for Crusin'
- Altered Art Festival
 - There was low attendance and high temperatures
 - Great turn out of vendors and wonderful crafts for kids
 - The festival was put on in partnership with the Center and Sherwood Foundation for the Arts
 - There will be more conversations about making the festival sustainable in the future, with the possibility of a share audience.

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

- Currently working on finding new members and filling board vacancies.
- As fundraisers the Friends will be running the raffle at Music on the Green and selling concessions at Center for the Arts events.
- There are a number of volunteer opportunities for anyone interested.

8. Council Update (Harris)

- Councilor Harris was not present to give an update.

9. Summer Meeting Schedule (Chapin)

- Current meetings are scheduled for July 18th and August 15th
- The commission discussed their summer schedules and decides that the dates work.
- Chapin asked the board to communicate with her if schedules change

10. Other

- Chapin announced that the commission has a new member; Nicole Burgess. Burgess has been involved with Voices of the Performing Arts for a number of years.
- WSCA- Regional Arts and Culture Council's west side arm will be holding a networking event at 503 Uncorked on July 28th at 5pm.

11. Next Meeting/Adjourn (Boughey)

- Adjourned at 5:07pm
- The next meeting will be held Monday, July 18, 2016 at 6:30 pm at Sherwood Center for the Arts.



Sherwood Cultural Arts Commission

RETREAT MINUTES

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FACILITATOR	Skye Boughey
NOTES TAKEN BY	Kelsey Beilstein

ATTENDEES

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- Nicole Burgess	X Kelsey Beilstein, Administrative Assistant II

MEETING NOTES

1. Call to Order/Roll Call (Boughey)

- 6:08pm

2. Goals of the Retreat (Chapin)

Chapin reviewed questions to discuss during the retreat:

Is the Charter still relative?

What is the Commission's direction?

Is the Commission's mission statement still actuate?

3. Cultural Arts Commission's History (Switzer)

- The Commission was formed in 2001 with the following mission: *Inspire, educate, and enrich the Sherwood community through diverse activities that enhance the quality of life.*
 - It was stated that the words "Art" and "Culture" are missing.
 - It was asked if the mission can be accomplished through only activities or if outreach and advocacy needed to be added.
- Switzer reviewed the Charter (see attachment A)
 - It was asked when #5 takes place. Switzer explained that it takes place during the last December council meeting.
 - It was asked how the Commission advises City Council. Switzer explained that the City Council is the 20,000 foot view and the Commission is the 20 foot view; the Commission researches and completes a plan for a project that is then taken to Council for approval.

- Councilor Harris added that the structure of all city's boards and commissions are being discussed, reviewed and updated in council right now.

4. Areas of Potential Focus (Group ideas facilitated by Chapin)

- Arts Education
- Grants
- Partnership & outreach
- Public Art
- Assessment for Center for the Arts
- Cultural planning
- Community Engagement; making art more present in everyday life
- Multidisciplinary Programing; parking lot art.

After discussion the commission decides to brainstorm the highlighted areas further.

5. ARTS EDUCATION (Group discussion)

- Supplemental programs for elementary schools
- Be the hub for the volunteer arts teachers
- Display student art in community; Art Walk, Sherwood businesses
- Artist residencies
- Right Brain Initiative; Maggie can bring a representative in to talk to the commission
- Senior and other citizens

6. PARTNERSHIPS & OUTREACH (Group discussion)

- Coordinate/encourage sponsorships with businesses
- Be a resource for "matchmaking"
- Educate businesses about art's impact on economy
- Art Walk
- Helping students connect with businesses
- Parade float
- Information booths at community gatherings
- Getting artists at events
- Hosting networking/connection events.

7. PUBLIC ART (Group discussion)

- Use Lake Oswego as a model
- "Run for the Arts" as a fundraiser
- Murals (temporary to street)
- Anything involving kids
- Placing metal art panels that have been donated to the city
- Temporary display
- Art standard policies
- Public art master plan

8. COMMUNITY ENGAGEMENT (Group discussion)

- "Accidental collisions with the arts;" flash mobs or chamber music in grocery store
- Creativity wall at the Sherwood Farmers Market
- Music moments- instruments in public
- "Add-on" art projects

9. Conclusion (Chapin)

- Chapin suggested that the members think about the ideas presented.
- At the next Cultural Arts Commission meeting the members will discuss action items to pursue.

10. Adjourn (Boughey)

- Adjourned at 8:00pm