



MEETING AGENDA

MEETING TITLE: Sherwood Cultural Arts Commission
DATE & TIME: Monday, November 21, 2016 at 6:30 pm
LOCATION: Sherwood Center for the Arts
22689 SW Pine Street

ATTENDEES

Cultural Arts Commission

Skye Boughey, Chair
John Liles, Vice Chair
Shelly Lamb
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 October Minutes (Boughey)
4. Cultural Walking Tour Update (Switzer/Beilstein)
5. Community Arts Outreach Update (Chapin)
6. Center for the Arts Program Update (Chapin)
7. Annual Report (Chapin)
8. Vision Project (Boughey/Chapin)
9. Friends of the Center for the Arts Update (Lamb)
10. Council Update (Harris)
11. Other (Boughey)
12. Adjourn (Boughey)

Upcoming Dates to Note:

Saturday, December 3, Sherwood Winter Festival, parade at 4pm
Thursday, December 15, Winter Art Walk from 5 – 8pm
Monday, December 19, Arts Commission Meeting, 6:30-8:30 pm



Sherwood Cultural Arts Commission

MEETING MINUTES

MEETING TITLE	Sherwood Cultural Arts Commission
DATE & TIME	11.21.2016 6:30PM
LOCATION	Sherwood Center for the Arts 22689 SW Pine St Sherwood OR, 97140
FACILITATOR	Skye Boughey
NOTES TAKEN BY	Kelsey Beilstein

ATTENDEES

Cultural Arts Commission

- X Skye Boughey; Chair
- X John Liles; Vice Chair
- Shelly Lamb
- Geof Beasley
- X Nicole Burgess

Council Liaison

- Jennifer Kuiper, City Councilor
- X Krisanna Clark, Mayor

City Staff

- X Kristen Switzer, Community Services Director
- X Maggie Chapin, Cultural Arts Center Manager
- X Kelsey Beilstein, Administrative Assistant II

MEETING NOTES

1. Call to Order/Roll Call (Boughey)

- 6:37pm

2. Adjustments to the Agenda (Chapin)

- None

3. Approval of October Minutes (Boughey)

Burgess motion to approve the October 17th minutes. Second by Liles. All in favor, motion passed.

4. Cultural Walking Tour Update (Switzer/Beilstein)

- Switzer presented the latest drawings from Sea Reach in which the image of the Sherwood Center for the Arts had been cleaned up and the bed image has been added to the Sherwood Hotel. Design changes include the polls and plaque mounts changing from orange to black.
- Switzer explained that Sea Reach is still working on the rout due to available crosswalks.
- The Cultural Arts Commission recommended changing the scroll on each plaque to a simple dividing line, using two posts for the trailhead and would like to see another proof after changes have been made.
- Switzer is waiting on estimates for fabrication and installation to being to the Commission.

5. Community Arts Outreach (Chapin)

- Halloween was HUGE- the Center had a “Pin the Spider on the Web” activity. Next year Staff will be requesting extra volunteers to help with the event.
- Winter Art Walk will be on December 15th from 5-8pm. The Center for the Arts will be limited on space for the walk due to having a production in the building that night. Main Street will be looking for volunteers to put out and deliver signs.
- The Center for the Arts will be open for the Winter Festival on December 3rd with a Holiday Workshop in the morning and Irish Christmas starting at 7:30pm.

6. Center for the Arts Program Update (Chapin)

- Fall classes have exceeded revenue goals and staff is still learning a lot about the needs of students and teachers.
- Four Eights show will be closing December 9th and it has been so well received, Makers 5 is talking about bringing it back December 2017. The next show will be going up December 12th with opening reception on January 6th – *Picturing America* in partnership with Historical Society.
- Family Matinee Series – full series has been announced.
- Classic Film series continues on Dec. 1 with White Christmas.
- Rentals: CYT just closed Shrek, Innovative Dance Dec.2, Irish Christmas Dec. 3, VPA Choirs Dec. 10, Elf Jr. Dec. 15-17, Smockville Montessori Dec. 16, SFA play in January.
 - It was asked if it would be possible for the Center for the Arts to get a reader board sign. Chapin explained that the City is looking for a recommendation from the Cultural Arts Commission on placement of a possible reader board. The Commission requested that the reader board discussion be added to a future meeting agenda.
- Retail Lease Space – a lease has been signed and Smockville Brew House expects to open March 1st. The revenue from rent of the space will be going to the Center for the Art's budget.
 - It was asked what the term was on the lease. Chapin explained that she was not involved in the process, but can find out from Tom Pessemier.

7. Annual Report (Chapin)

- Chapin announced that The Annual Boards & Commissions Dinner will be on December 6th. At the dinner each board will present their report to Council.
- Chapin presented 2015's report. The board reviewed the document and came up with the following items for 2016's report.
 - Accomplishments
 - Held an Annual Retreat & and initiated new Vision Planning
 - Partnered with Friends of the SCA to present first Arts Gala
 - Expansion and continued success in the Old Town Sherwood Art Walk
 - Finalized design & route for the Sherwood Cultural Walking Tour
 - Goals
 - Installation of signs and implementation of the Sherwood Cultural Walking Tour
 - Continue participation and support expansion of the Old Town Sherwood Art Walk
 - Create first temporary Public Art opportunity for the City, and move forward with Public Art Program development
 - Finalize important Vision Project work, developing clear action plans in the following areas: Arts Outreach & Engagement, Arts Education, Public Art, and Arts & Business Partnerships
 - Partner in the planning for the second annual Gala celebration for the Sherwood Center for the Arts

8. Vision Project (Boughey/Chapin)

- Chapin presented the Commission with the Vision Project Workbook that she created, reflecting what was discussed at the June retreat and proceeding SWOT analyses.
 - It was requested that Chapin add the Unity Project to the Public Art action section.

- Chapin announced that she connected with the Right Brain Initiative and a representative will be coming to a Cultural Arts Commission Meeting after the first of the year.

9. Friends of the Center for the Arts Program Update (Boughey)

- Boughey announced that The Friends of has been discussing fundraising in order to create an assistance program for smaller performing groups and low income families that want to take art classes.

10. Council Update (Clark)

- Clark provided updates on the following items:
 - Council will only be meeting one time in November and one time in December.
 - With the election of new Councilors, Council will be going through an exciting transition.

11. Other

- None

12. Next Meeting/Adjourn (Boughey)

- Adjourned at 8:15pm
- The next meeting will be held Monday, December 19, 2016 at 6:30 pm at Sherwood Center for the Arts.