

MEETING AGENDA

MEETING TITLE: Sherwood Cultural Arts Commission
DATE & TIME: Monday, May 15, 2017 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
Bernie Sims

Council Liaison

Councilor Jennifer Kuiper

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 March Minutes (Boughey)
4. Center for the Arts Program Update (Chapin)
5. Friends of the SCA Update (Lamb)
6. Council Update (Kuiper)
7. Arts Outreach Update (Chapin)
8. Unity Project Update (Chapin)
9. Vision Project Discussion – Public Art (Chapin/Boughey)
10. Other (Boughey)
11. Adjourn (Boughey)

Upcoming Dates to Note:

Monday, June 19: Sherwood Cultural Arts Commission Meeting at 6:30pm

Thursday, June 1: Classic Film Series final show of the year – *Goonies* at 7pm



Sherwood Cultural Arts Commission

MEETING MINUTES

MEETING TITLE	Sherwood Cultural Arts Commission
DATE & TIME	5.15.2017 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
- John Liles; Vice Chair
- Shelly Lamb
- X Geof Beasley
- X Bernie Sims

Council Liaison

- X Jennifer Kuiper, City Councilor

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)

- 6:43pm

2. Adjustments to the Agenda (Boughey)

- None

3. Approval of November Minutes (Boughey)

Beasley motion to approve the March minutes. Second by Sims. All in favor, motion passed.

4. Center for the Arts Program Update (Chapin)

- Budget season in progress
 - Budget meetings have been going well.
 - The next meeting is this Thursday and the public is welcome.
- Family Matinee Series
 - The 16/17 season has concluded.
- Classic Film series
 - The Goonies will be concluding the 16/17 season on June 1st
- Rental Highlights
 - The Oregon Symphonic Band is returning for their second show at the center.
 - The Voices for the Performing Arts spring choir concert is coming up and will be the last one for director, Cindy Christensen.
- Summer Camps

- Enrollment has been great so far.
- Gallery
 - The Memories in the Making opening went great.
 - Next show to go up will be Fiber Arts in July.
- 5. Friends of the Center for the Arts Update (Boughey)**
 - Reviewed Gala Recap (Attachment A)
 - It was suggested that the recap be shared with the public.
 - The Scholarship Assistance Program is officially open
 - \$1,600 will go towards class scholarships each year
 - \$5,000 will go towards production assistance each year
 - The Friends are currently working on developing their own website.
- 6. Council Update (Kuiper)**
 - Kuiper provided updates on the following items:
 - The budget is tight this year to PERS increase and the City taking on the operation of the Senior Center.
 - The Compensation Plan may be funded by some property sales.
 - The High School Percussion Ensemble placed 2nd at the WGI Regionals in southern California.
 - The Mixolydians placed 3rd in the Rose City Sing Off.
- 7. Arts Outreach (Chapin)**
 - Art Walk will be June 15th
 - The Community Service Fair will be this Saturday at the Sherwood Fire Station. Leah will be there with a table talking to people about Center programming.
 - Leah is heading up the design and building of the Sherwood Rose Festival Min-Float featuring the Sherwood Wine Festival.
- 8. Unity Project Update (Chapin)**
 - The Cultural Arts Commission members visited three possible sites for the Unity Project.
 - The gravel lot in front of The Sherwood Center for the Arts
 - The field next to Cannery Square
 - The grass lot across the street from Cannery Square.
 - The Cultural Arts Commission discussed the pros and cons of each site with the considerations of the requirements for the Unity Project.
Boughey made a motion to make the field next to Cannery Square the location of The Unity Project. Beasley seconded. All in favor; motion passed.
 - It was suggested that the Cultural Arts Commission bring in Sherwood Rotary or a peace club as a partner to help staff the event.
 - Commission members volunteered for the following planning elements:
 - Sims: Music
 - Beasley: Aesthetics
 - Boughey and Kuiper: Promotion
 - Everyone: Sponsorships
- 9. Vision Project Discussion – Public Art (Boughey/Chapin)**
 - Chapin presented the CEP Grant application (Exhibit B) she submitted on the behalf of the Cultural Arts Commission to start a public art program. The applications are slated to be reviewed in June by the CEP committee.
- 10. Other**
 - Chapin announced the following:
 - Nicole Burgess has resigned from the Cultural Arts Commission due to scheduling difficulties.
 - Two applications have come in for people that are interested in joining the Cultural Arts Commission. The applicants will be coming in for interviews next week.
 - She will be attending the American for the Arts conference June 13th – 18th.
 - The Cultural Arts Commission expressed that they would like to plan a tour of Hillsboro public arts pieces.
- 11. Next Meeting/Adjourn (Boughey)**

- Adjourned at 8:30pm
- The next meeting will be the Cultural Commission's annual retreat at Bella Madrona Gardens. Beilstein will be sending out a Doodle to find a time that works best for everyone.



2017 GALA RECAP

ATTENDEES:

120 (111 tickets sold, 9 sponsor tickets provided)

TICKET SALES:

\$4,780

SPONSORSHIPS:

8 sponsors brought in \$3,600

PLEDGE DRIVE FOR ASSISTANCE PROGRAM:

\$6,670 total earned (highest bidder was \$1,000)

SILENT AUCTION:

sold 23 baskets, earned \$3,828

GAMES:

earned \$1,145

PRIZE DRAW:

earned \$850

TOTAL PROFIT FOR THE EVENT:

\$14,933

COMMUNITY ENHANCEMENT PROJECT APPLICATION

Applicant: Sherwood Cultural Arts Commission Tax ID# (N/A) for City Board or Commission
Contact Person: Maggie Chapin Daytime Phone: 503.625.4261
Address: 22689 SW Pine St. Email: chapinm@sherwoodoregon.gov
City: Shewood State: OR Zip: 97140

Signature: Maggie Chapin

Digitally signed by Maggie Chapin
Date: 2017.04.03 19:48:08 -07'00'

PROJECT INFORMATION

A. Project Title

Amount
Requested:

Funds
Needed by*:

Sherwood Public Art Plan

\$ 8,000

August 1, 2017

*Availability of funds is contingent on City's receipt of disbursements from Metro

Proposed Schedule

Project Start Date: July 1, 2017

Project Completion Date: June 30, 2018

B. Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used and the location of the project):

The Sherwood Cultural Arts Commission, as part of their 2016/17 Visioning Efforts, have identified an opportunity for a Public Art Plan for Sherwood. As the community grows and expands its focus on arts and culture, there is a clear opening to begin plans for incorporating public art in community planning and engagement efforts. Public Art, art owned by the public, for the public to enjoy, is known to enhance community identity, to engage the public and to add aesthetic and cultural value to public spaces. Sherwood is at a prime time in its development to benefit from a Public Art Program, and to further engrain the arts and community culture in its identity.

With the intent of initiating this program with a clear vision and mission, as well as working with community input to influence acquisition and location choices, the Sherwood Cultural Arts Commission plans to work with a consultant to create an initial Public Art Plan. Funds from the CEP Grant will pay for the consultant's fees. It is the hope that with a clear and focused plan, the Sherwood Public Art Program will be a representation of the values, identity and spirit of the Sherwood Community.

B. Project Description Continued:

C. Who will benefit if this project is funded? And how will they benefit?

The value and benefit of the arts in local communities has been a subject long debated; attempts have been made to find empirical evidence of the positive economic impact of art on local business districts and its contribution to the vitality of neighborhoods. While the debate still rages on throughout the country, the Sherwood community has undoubtedly shown that it values the arts and cultural experiences. Sherwood has shown this through investment in the Sherwood Center for the Arts, the robust local arts organizations and businesses, the award-winning school arts programs and its participation in a wide variety of arts events. A Public Art Program will take that creative identity that Sherwood has developed for itself, and give it visual, physical markers throughout the City.

Has the applicant received a Community Enhancement grant for this project in the past?

Yes ☒

No ☐ If so, amount received \$ 7,850

Has the applicant received a Community Enhancement grant for the current year? If so, is the project completed? no

Please provide a brief summary of services for current year grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, ect.

D. PROJECT BUDGET

Total Estimated Costs: \$13,300 How these costs were estimated (quotes, catalog, previous projects, etc.)? estimates

Breakdown estimated costs by source:

	CEP	Applicant	Other #1	Other #2
Personnel Services	8,000	5,000		
Supplies & Materials		300		
Capital				
Permits & Fees				
Other				
Total	8,000	5,300		

% of Total Budget provided by Applicant: 40 %

E. Is there secure funding for Applicant's share of the total costs including funding from other public or private agencies and what are the sources of funding?

The funding for the Applicant is secure, as it is staff funding through the City of Sherwood for the Manager of the Sherwood Center for the Arts. The \$300 for supplies and materials will also be secure through the program supply budget for the Center for the Arts.

F. If only partial funding was available, could your project be done in phases?

☐ YES ☒ NO

If yes, what is the minimum amount needed to complete this phase and how would that change the scope of work?

G. Will this grant-funding request be used for the first phase of a project, with possible grant requests for future phases?

Yes. Once the Public Art Plan is in place, the next phase would be to implement that plan. With implementation will come costs for acquisition, installation and maintenance of the artwork.

H. Identify and describe how your project meets one or more of the goals for funding (check those below that apply and describe by item number below).

- | | |
|--|---|
| <input checked="" type="checkbox"/> 1. Increases attractiveness/market value of residential, commercial or industrial areas. | <input type="checkbox"/> 6. Increases recycling efforts to provide a reduction in solid waste. |
| <input type="checkbox"/> 2. Enhance new or existing wildlife, riparian, wetlands, forests or river areas. | <input type="checkbox"/> 7. Increase employment or economic opportunities for City residents. |
| <input type="checkbox"/> 3. Preserve or increase recreational areas and programs within the City. | <input type="checkbox"/> 8. Rehabilitate or upgrade the market value of housing or commercial property. |
| <input type="checkbox"/> 4. Improve safety within the City. | <input type="checkbox"/> 9. Provides work or training opportunities to benefit youth, seniors and low-income residents. |
| <input type="checkbox"/> 5. Result in significant improvement in the cleanliness of the City. | <input checked="" type="checkbox"/> 10. Enhance art and culture within the City. |

List by item number and describe how the project meets each goal.

1. One of the main purposes of Public Art, often large sculptural pieces in neighborhoods or commercial districts, is beautification and invigoration of communities.

10. This Public Art Plan will directly enhance art and culture within the City, by increasing the amount of art, establishing a cultural identity for the community, and encouraging engagement.

PROJECT MANAGEMENT

- A. List anticipated project milestones and dates (e.g. groundbreakings, significant facility improvements, large gatherings of volunteers, public meetings, conferences, special activities and events).**

The project milestones for the Public Art Plan will be community info gathering sessions with various stakeholder groups, which will happen early in the planning cycle. These sessions will bring together community stakeholders, internal and staff stakeholders and the stakeholders from the City Council, Cultural Arts Commission and Parks Board to get input on what the citizens of Sherwood would want to see in a Public Art Program.

- B. Describe prior experience managing similar projects, including prior Community Enhancement Projects.**

The Director of Community Services, Kristen Switzer and the Manager of the Center for the Arts, Maggie Chapin will oversee the project and work with the consultant. Both Switzer and Chapin have experience with consultant led project plans. The Sherwood Cultural Walking Tour, a previous CEP granted project is overseen by Switzer, and Chapin is a part of the planning team on that project as well.

- C. What community resources will be used as support for this project (i.e. community, city-owned property, city departments, transportation services or other civic groups)?**

Community resources for this project will be local citizen groups such as the Sherwood Main Street organization, and local arts businesses and organizations, which will be asked to participate in the community info gathering sessions. City departments and boards and commissions will also be asked for input or support, including: City Council, Cultural Arts Commission, Parks Board, Planning Commission, Community Services Department, Public Works Department, Planning Department, and others as needed. This will truly be a community project.

- D. Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.**

Not for this phase of the project.