



MEETING AGENDA

MEETING TITLE: Sherwood Cultural Arts Commission
DATE & TIME: Monday, August 21, 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
Maddie Gavel-Briggs
Matthew Schantin

Council Liaison

Councilor Jennifer Kuiper

City Staff

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

Upcoming Dates to Note:

Monday, September 18, 2017 at 6:30: Cultural Arts Commission Meeting
Tuesday, September 19, 2017 at 7pm: Cultural Arts Commission presentation to City Council
Wednesday, September 20 – 27, 2017: Unity Project
Thursday, September 21, 2017 at 5pm: Old Town Sherwood Art Walk



Sherwood Cultural Arts Commission MEETING MINUTES

MEETING TITLE	Sherwood Cultural Arts Commission
DATE & TIME	8.21.2017 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	Council Liaison
X Skye Boughey; Chair	- Jennifer Kuiper, City Councilor
X John Liles; Vice Chair	
X Shelly Lamb	City Staff
- Geof Beasley	- Kristen Switzer, Community Services Director
X Bernie Sims	X Maggie Chapin, Cultural Arts Center Manager
- Matthew Schantin	X Kelsey Beilstein, Administrative Assistant II
X Maddie Gavel-Briggs	

MEETING NOTES

- 1. Call to Order/Roll Call (Boughey)**
 - 6:32pm
- 2. Adjustments to the Agenda (Boughey)**
 - Add in an introduction for guest at the meeting.
 - There will be no Council Update due to Councilor Kuiper's absence.
- 3. Introduction (Chapin)**
 - Chapin introduced Gregg Jacot, president of Sherwood Main Street.
 - Jacot explained that he is interested in hearing the Commission's goals regarding public art during the meeting.
- 4. Approval of July Minutes (Boughey)**

Lamb motioned to approve the July minutes. Second by Sims. All in favor, motion passed.
- 5. Center for the Arts Program Update (Chapin)**
 - Chapin announced the new Fall Catalogue is now out.
 - Rental 'season' will begin the first week in October without a break until Thanksgiving weekend, and then just before Christmas. There are 4 full-scale productions before Christmas (plus a bunch of concerts and events)
 - Fall Art Walk on September 21st
 - Old Town Sherwood Halloween celebration going to happen again this year.
 - Smockville Brew Pub is now under construction – staff working to adjust our operations accordingly (security especially.)

- Center for the Arts is launching a new program this fall—Family Flix. This is a program will complement the Classic Film Series; allowing films to be shown on Sundays when Classic Films conflict with production rentals.
- 6. Friends of the Center for the Arts Update (Boughey/Chapin)**
- The deadline to apply for production assistance was today at 5:00pm—four applications were received. Lamb will be checking the PO Box this evening for any additional applications that were mailed in.
 - The Friends are currently working on budgeting and visioning.
 - Funds continue to be raised by selling concessions at Movies in the Park.
- 7. Vision Project – Elevator Speech (Chapin)**
- The Commission members discussed what they would like people to know about them.
 - Chapin distributed a bullet point list of statements to include, based on past conversations and work sessions by the Commission.
 - Commission members decided as a group to each prepare a speech and bring it to the September meeting.
- 8. Public Art Program (Chapin/Boughey)**
- The Cultural Arts Commission was awarded a Community Enhancement Project grant for a Public Art Master Plan
 - Staff has already been moving forward on understanding the full scope of what is needed for the plan and request for proposal (RFP) process.
 - Lincoln City is currently starting the same process, and Chapin is receiving some great information from them.
 - Chapin had a meeting with Valerie Otani, who was kind enough to advise her on the process.
 - Otani is sure that with a \$10,000 budget, the Commission can get a full Master Plan for a community of our size. (Lincoln City's budget is less)
 - The timeline was a little tight, so Chapin will be moving fairly quickly with the RFP, and may need to extend portions beyond the previously discussed June end-date.
 - The Commission may need another meeting before September 18th to approve and move forward.
 - Sims and Chapin made a presentation to Sherwood Main Street last week, introducing the SCAC, and telling them about the Cultural Walking Tour and the UNITY project. It was met with great interest.
 - Boughey and Sims will be making presentation at City Council on September 19th.
- 9. Vision Project (Chapin)**
- Chapin presented an Elevator Speech Outline for Commission members to use. Members can choose which bullets resonate with them to make each of their speeches unique, yet accurate. (Exhibit A)
 - Boughey requested that members come to the next meeting with the speech they will be using at UNITY to describe the Cultural Arts Commission.
- 10. Unity Project Update (Boughey)**
- Chapin presented the Commission with a list of identifiers that she came up with after feedback from members at the June retreat. (Exhibit B)
 - It was requested to have an identifier that was more whimsical.
 - Members discussed the list of identifiers, ones that could be condensed, ones that they would like to see taken away and ones they would like to see added in.
 - Chapin is taking all feedback and will be presenting a final list at the next meeting.
 - Chapin presented the Commission with a Schedule of Interaction and Events. (Exhibit C)
 - Chapin presented the Commission with a Staffing Schedule.
 - Beilstein will be posting the schedule on Google Docs

- After Commission Members fill in shifts that they can work, staff will work on finding volunteers to work all left over shifts.

11. Other (Boughey)

- None

12. Next Meeting/Adjourn (Boughey)

- Adjourned at 8:35pm
- Next meeting is scheduled for August 29, 2017 at noon.

Elevator Speech

Who are we?

- We are a group of interested Sherwood citizens
- An official commission of the City of Sherwood,
- Residents and business owners

What do we do?

- Advocate for arts support and engagement
- Encourage participation in cultural activities and the arts
- Create and identify opportunities for community members to participate in the creative arts
- Advise City Council on Arts & Culture in our community
- Plan and develop programs and projects that establish Sherwood's Cultural Identity

How do we do it?

- Creating opportunities & experiences – like the Unity Project, or the Cultural Walking Tour
- Beautification of our City
- Developing a Public Art Master Plan
- Advocacy with our City Leaders, citizens and elected officials

UNITY Identifiers

1. I'm a parent
2. I'm a student
3. I love science
4. I love sports
5. I love the arts
6. I love nature
7. I am a survivor
8. I believe in a higher power
9. I do not believe in a higher power
10. I live with a disability or chronic illness
11. One of my family members lives with a disability or chronic illness
12. I have experienced depression, anxiety, or other mental health issue
13. English is not my first language
14. I identify as LGBTQ
15. I identify as straight
16. I am looking for a job
17. I work more than one job
18. I welcome change
19. I am not comfortable with change
20. I am single
21. I am in a committed relationship
22. I am a Veteran
23. I have a family member in active military service
24. Most of the time, I feel like I "fit in"
25. Most of the time, I don't feel like I "fit in"
26. I have lived in Sherwood less than 10 years
27. I have lived in Sherwood more than 10 years
28. I am a visitor to Sherwood
29. I tend to identify with conservative political values
30. I tend to identify with liberal political values
31. I do not identify with either liberal or conservative values

Missing:

Racial identifiers – Continent of origin is South or Central America, Europe, Asia, North America, Africa

Tue 9/19	Wed 9/20	Thu 9/21		
set up TBD	<i>final set up</i>	2:30 set-up (at least 2)		
	noon-3 (at least 5)	1.	Maggie	
	1. Maggie	2.		
	2.	3-5 pm (at least 3)		
	3.			
	4.	1. Maggie		
	5.	2.		
		3.		
		4.		
	3-5 pm (at least 3)	5.		
	1. Maggie	5-7 pm (at least 3) Art Walk 5-8pm		
	2.			
	3.	1.		
	4.	2.		
		3.		
	5-7 pm (at least 3) Opening Ceremony 5:30pm	4.		
	1. Maggie	7-7:30 clean up		
	2.	staff:		
	3.			
	4.			
	7-7:30 clean up			
	staff:			

Fri 9/22		Sat 9/23		Sun 9/24	
2:30 set-up (at least 2)		8:30 set-up (at least 2)		10:30 set-up (at least 2)	
1.	Maggie	staff:	Maggie	staff:	Maggie
2.		2.		2.	
3-5 pm (at least 3)		9-11 am (at least 5)		11-1:30pm (at least 3)	
1.	Maggie	Sat.market 9-1; Peace parade 10am		1.	Maggie
2.		1.		2.	
3.		2.		3.	
4.		3.		4.	
5.		4.		5.	
5-7 pm (at least 3)		5.		1:30-4pm (at least 3)	
		6.		1.	
1.		11-2 pm (at least 5)		2.	
2.		1.		3.	
3.		2.		4.	
4.		3.		4-4:30 clean up	
7-7:30 clean up		4.			
staff:		5.		staff:	
		6.			
		2-4 pm (at least 4)			
		1.	Mary		
		2.			
		3.			
		4.			
		4-4:30 clean up			
		Staff: Mary			

Mon 9/25		Tue 9/26		Wed 9/27	
2:30 set-up (at least 2)		2:30 set-up (at least 2)		2:30 set-up (at least 2)	
1.		1.	Maggie	1.	Maggie
2.		2.		2.	
3-5 pm (at least 3)		3-5 pm (at least 3)		3-5 pm (at least 3)	
1.		1.	Maggie	1.	Maggie
2.		2.		2.	
3.		3.		3.	
4.		4.		4.	
5.		5.		5.	
5-7 pm (at least 3)		5-7 pm (at least 3)		5 pm Closing Ceremony	
1.		1.			
2.		2.			
3.		3.			
4.		4.			
7-7:30 clean up		7-7:30 clean up			
staff:		staff:			
				6-7:30pm Site Clean-up	
				staff:	

Unity Project | Schedule of Interaction & Events

Tue. 9/19			Site Load-in (Public Works, SCAC)
Wed. 9/20	Noon - 3 3 – 7:00 pm	Final site set-up Open Hours <ul style="list-style-type: none">• Invite City Employees at Lunch hour• After school traffic?	SCAC & Volunteers
	5:30	Opening Ceremony	Rotary Rep, Mayor, SCAC speaker, music
Thu. 9/21	3 – 8 pm 5-8 pm	Open Hours Art Walk	Craft activities, music
Fri. 9/22	3 -7pm	Open Hours	
Sat. 9/23	9am – 4pm 9-1pm 10 am	Open Hours Saturday Market Peace Parade	Starts at SCA – goes through Old Town
Sun. 9/24	11 – 4pm	Open Hours <ul style="list-style-type: none">• Invite faith community – after church groups	
Mon. 9/25	3 – 7pm	Open Hours	
Tues. 9/26	3 – 7pm	Open Hours	
Wed. 9/27	3 – 5pm 5pm 5:30-7	Open Hours Cut down Ceremony Site Clean-up	SCAC, photographer SCAC, staff, volunteers

**minimum of 2-3 volunteers during all open hours