



MEETING AGENDA

MEETING TITLE: Sherwood Cultural Arts Commission
DATE & TIME: Monday, November 27, 2017 at 6:30 pm
LOCATION: Sherwood City Hall
22560 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 September 18th Minutes (Boughey)
4. Center for the Arts Update (Chapin)
5. Unity Project Report (Chapin)
6. Friends of the SCA Update (Boughey)
7. Public Art Program Update (Chapin)
8. Annual Report to City Council (Chapin)
9. Council Update (Kuiper)
10. Other (Boughey)
11. Adjourn (Boughey)

Upcoming Dates to Note:

Monday, December 11, 2017 at 6pm: City Boards & Commissions Dinner
Monday, December 18, 2017 at 6:30: Cultural Arts Commission Meeting
Thursday, December 14, 2017 at 5pm: Old Town Sherwood Art Walk



Sherwood Cultural Arts Commission

MEETING MINUTES

MEETING TITLE	Sherwood Cultural Arts Commission
DATE & TIME	11.27.2017 6:30PM
LOCATION	Sherwood City Hall 22560 SW Pine St Sherwood OR, 97140
FACILITATOR	Skye Boughey
NOTES TAKEN BY	Kelsey Beilstein

ATTENDEES

Cultural Arts Commission	Council Liaison
X Skye Boughey; Chair	X Jennifer Kuiper, City Councilor
X John Liles; Vice Chair	
- Shelly Lamb	
X Geof Beasley	X Maggie Chapin, Cultural Arts Center Manager
X Bernie Sims	X Kelsey Beilstein, Administrative Assistant II
X Matthew Schantin	
X Maddie Gavel-Briggs	

MEETING NOTES

- 1. Call to Order/Roll Call (Boughey)**
Called to order at 6:35pm
- 2. Adjustments to the Agenda (Boughey)**
 - Add in visitor introductions
- 3. Approval of September Minutes (Boughey)**
 - *Sims motioned to approve the September minutes. Second by Beasley. All in favor, motion passed.*
- 4. Introduction of Visitors**
 - Gregg Jacot – Sherwood Main Street organization
 - Susan Gilmore – member of Makers 5 organization, and local volunteer
 - Tim Rosener – seeking a seat on City Council
- 5. Center for the Arts Update (Chapin)**
 - Every room at the SCA is being used this evening, so that is the reason for the relocation of this meeting. Another sign of the Arts Center's success this season.
 - The new catalogue for Winter/Spring 2018 is now available. This is an expanded edition in response to the growth in programs at the SCA, new initiatives by the Cultural Arts Commission and the Friends, and the inclusion of the Senior Center in the Community Services Department.
 - Registration for winter and spring classes will open December 6th

- A Gallery Reception will be happening during Art Walk on December 14th. The show features artwork from Carol Sims, Benita Cole and Alicea Leeper. The show will stay on the walls until March 2nd, 2018
- The current show, Four Eights, will be up until December 8th.
- The Smockville Brewhouse will have its grand opening on Thursday, Nov. 30th. Opening at 4pm. The relationship with the SCA's new neighbor is going well. Lots of communication is happening about the necessary changes in operations for the SCA.
- Rentals are very busy this season. Coming up, productions by Christian Youth Theatre, Voices for the Performing Arts and Encore Performing Arts.
- Just over one year has passed with the new Ongoing Rentals in place. Journey Church is continuing to be pleased with services on Sunday, and they now have their own key, and no staff is required to be there during their rental. This means there is very minimal impact for this rental.

6. Unity Project Report (Chapin)

- The Unity report presentation was shared. It included some stats about participation and identifiers marked on the Unity maps that were distributed during the event.
- A visitor asked if there would be a feature on the website with the info. Staff said that this was a great idea, and that they would work on making it happen.

7. Friends of the Center for the Arts Update (Boughey)

- The Friends recently finalized a 2018 budget plan
- The 2018 Gala will be held on April 7th with a mystery theme.
- Tickets will be the same as last year. Early Bird: \$50 individual & \$350 for a table. Regular: \$60 individual & \$400 for a table.
- Current needs are sponsors, items for auction baskets, and members for the planning committee
- The next committee meeting is Dec. 12th at 1pm
- The Friends are currently looking for new board members.

8. Public Art Program Update (Chapin)

- The City is still working on sorting out the details of the RFP for consultants to develop the Public Art Master Plan for the City.
- The budget for the project is \$8,000 of grant money from the Metro Community Enhancement Grant Program, and \$2,000 from the City's Center for the Arts budget.
- Question: Does this budget include artwork? Answer: No, this is just the creation of the plan. The plan will include guidelines for finding funding for future public artwork.
- Q: Will the plan include stakeholder meetings? A: Yes, that is an essential element outlined in the RFP
- Q: How will the Cultural Arts Commission be involved? A: Members of the Cultural Arts Commission will be on the steering committee, and the full group will review and finalize the plan, and will then present it to City Council to approve.
- This will be an 8-10 month project and staff hopes to have RFP responses by the end of January.
- There was some discussion about what funding streams were out there for public art.

9. Annual Report to City Council (Chapin)

- Councilor Kuiper Invited the Commission to the City Boards and Commissions Appreciation and Annual Reporting Dinner, on December 11th at 6pm.
- The group reviewed the report presented at the 2016 dinner.
- The group looked over the 2017 report proposed by staff.
- *Beasley moved to accept the report as written. Second by Schantin. All approved.*

10. Council Update (Kuiper)

- Interviewing for temporary appointment for two open councilor positions in the next couple weeks. The goal is to have a full council by Dec. 5th. Three people have applied.

- At the Dec. 5 City Council meeting, there will be a Proclamation read recognizing the United Nation's Human Rights Day, and a few words from a representative from the Washington County Human Rights Council
- Renee Brouse was elected in the November election to fill Dan King's seat
- The Tree Lighting Ceremony is this Saturday, December 2. They are currently looking for volunteers.
- Captain Daniel has been hired as Chief of Police for Mt. Angel. There will be a going away party on Wednesday the 29th at the Police Department.

11. Other (Boughey)

- Next meeting is scheduled for December 18, 2017 at 6:30pm.

12. Adjourn (Boughey)

Adjourned at 8:10 pm