



MEETING AGENDA

MEETING TITLE: Sherwood Cultural Arts Commission
DATE & TIME: Monday, February 19, 2018 at 6:30 pm
LOCATION: Sherwood Center for the Arts
22560 SW Pine Street

ATTENDEES

Cultural Arts Commission

Bernie Sims, Chair
John Liles, Vice Chair
Geof Beasley
Skye Boughey
Maddie Gavel-Briggs
Shelly Lamb
Matthew Schantin

Council Liaison

Councilor Jennifer Kuiper

City Staff

Maggie Chapin, Center for the Arts Manager
Kelsey Beilstein, Program Coordinator

AGENDA

1. Call to Order/Roll Call (Sims)
2. Adjustments to the Agenda (Sims)
3. Approval of January 22nd Minutes (Sims)
4. Center for the Arts Update (Chapin)
5. Friends of the SCA Update (Lamb)
6. Public Art Program Update (Chapin)
7. Arts Commission Membership Update (Chapin)
8. Council Update (Kuiper)
9. Other (Sims)
10. Adjourn (Sims)

Upcoming Dates to Note:

Monday, March 19, 2018: Cultural Arts Commission Meeting at 6:30pm
Thursday, March 1, 2018: Classic Film event, "North by Northwest" at 7pm
Thursday, March 8, 2018: Gallery Reception, Sherwood Student Show at 6:30pm
Saturday, March 17, 2018: Family Matinee performance, Murray Irish Dancers at 2pm
Sunday, March 18, 2018: Family Flix film event, "Little Rascals" at 3pm
Saturday, April 7, 2018: Friends of the SCA Gala at 6pm



Sherwood Cultural Arts Commission MEETING MINUTES

MEETING TITLE	Sherwood Cultural Arts Commission
DATE & TIME	2.19.2018 6:30PM
LOCATION	Sherwood Center for the Arts 22689 SW Pine St Sherwood OR, 97140
FACILITATOR	Bernie Sims
NOTES TAKEN BY	Kelsey Beilstein

ATTENDEES

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

MEETING NOTES

1. Call to Order/Roll Call (Sims)

Called to order at 6:35pm

Visitors

- Max Greenwood – interested in joining the Cultural Arts Commission
- Roxanne Blackwood – interested in joining the Cultural Arts Commission
- Gregg Jacot- Sherwood Main Street president

2. Adjustments to the Agenda (Sims)

- None

3. Approval of January Minutes (Sims)

- *Beasley motioned to approve the January minutes. Second by Liles. All in favor, motion passed.*

4. Center for the Arts Update (Chapin)

- Movie series continues: Mar. 1st – North by Northwest 7pm; Mar. 18 Little Rascals @ 3pm
- Family Matinee Series: Murray Irish Dancers, March 17 at 2pm
- Gallery Opening reception for the Student show: March 8th at 6:30pm. Juried show curated by Darla Boljat.
- Rentals – CYT's Charlie Brown March 2-10th
- Spring classes now enrolling – working on summer camps

5. Friends of the Center for the Arts Update (Lamb)

Gala

- Next committee meeting: March 13 at 1pm
- Event date: April 7th
- Theme: A night of Murder & Mystery
- Entertainment: Murder Mystery Company of Portland.
- Tickets: \$50/60 \$350/400
- Needed: sponsors, items for auction, committee members, volunteers

Concessions

- Need volunteers for this fun task!

Assistance Program

- Scholarships continue to be awarded
- It was asked how the attendance is on classes. Chapin explained that not all classes go due to minimums not being met, but majority go.
- It was asked how people apply for the scholarships. Chapin answered, through the Center for the Art's website.

6. Public Art Program Update (Chapin)

- Chapin announced that the Request for Proposal notices have been sent out and it has been posted on RACC Website, Daily Journal Commerce, IMS and the City's website.
- Timeline for RFP :

Advertise Request for Proposals	Monday, February 5, 2018, 12:00 p.m.
RFP Question Submission Deadline	Friday, February, 23, 2018, 12:00 p.m.
Addenda Issuance Deadline	Wednesday, February, 28, 2018, 12:00 p.m.
Proposals Due	Monday, March 5, 2018, 4:00 p.m.
Opening of Proposals	Monday, March 5, 2018, 4:30 p.m. Sherwood Center of the Arts 22689 SW Pine St., Sherwood, OR 97140
Potential Interview Date of Proposers	Wednesday, March 14, 2018, 5 p.m.
Evaluation Proposals Complete	Friday, March 16, 2018
Notice of Intent to Award	Monday, March 19, 2018
Award Protest Deadline	Monday, March 26, 2018, 12:00 p.m.
Notice of Award	Monday, March 26, 2018, 4:00 p.m.

- Chapin will need two people to complete the selection panel – they must be available to attend interviews on March 14th at 5pm. Beasley and Schantin volunteered. Other members will be Chapin, Kuiper, and Sims. Chapin will be keeping everyone updated via e-mail between now and the next meeting.
- Interesting find: look at Corvallis Mural Project.
- Jacot asked when the master plan would be done. Chapin explained that she will know more as soon as the RFP is awarded. The master plan will be done by the end of the year. Jacot says Main Street can possibly apply for grants that will help.

7. Arts Commission Update (Chapin)

Chapin announced that interviews are underway and there will be up to two new members soon, based on the panel's recommendation, Mayor's appointment, and City Council's approval.

8. Council Update (Kuiper)

Kuiper provided the following updates:

- Council is having a Transient Lodging Tax work session tomorrow with Sherwood Chamber of Commerce will be there.

- The City received a block grant to do some upgrades to the Senior Center's kitchen.
- YMCA leaders and Sherwood City Manager have been talking about the placement of the new Skate Park. Council will be voting tomorrow night on whether or not to direct staff to move forward with applying for a grant to fund the project.

9. Other (Sims)

- Sims announced that he will be gone for the next meeting and Liles will be running the meeting.
- Chapin reminded the Commission that the student representative term is up in June. The Commission members voiced that they would like to continue the program.
- Chapin shared that Cindy Dauer really enjoyed her time with the group last month.
- Next SCAC meeting is scheduled for March 19, 2018 at 6:30pm.

10. Adjourn (Sims)

Adjourned at 7:20 pm