



## MEETING AGENDA

MEETING TITLE: Sherwood Cultural Arts Commission  
DATE & TIME: Monday, September 17, 2018 at 6:30 pm  
LOCATION: Sherwood Center for the Arts  
22689 SW Pine Street

### ATTENDEES

#### **Cultural Arts Commission**

Bernie Sims, Chair  
John Liles, Vice Chair  
Geof Beasley  
Roxanne Blackwood  
Skye Boughey  
Maddie Gavel-Briggs

#### **Council Liaison**

Councilor Jennifer Kuiper

#### **City Staff**

Kristen Switzer, Community Services Director  
Chanda Hall, Center for the Arts Manager  
Kelsey Beilstein, Program Coordinator  
Jason Waters, Civil Engineer

### AGENDA

1. Call to Order/Roll Call (Sims)
2. Adjustments to the Agenda (Sims)
3. Approval of July Minutes (Sims)
4. Washington County Visitor Grant (Waters)
5. Public Art Program Update (Sims)
6. Sherwood Sheep (Sims)
7. Center for the Arts Update (Hall)
8. Friends of the SCA Update (Boughey)
9. Council Update (Kuiper)
10. Other (Sims)
11. Adjourn (Sims)

#### **Upcoming Dates to Note:**

Monday, October 15, 2018: Cultural Arts Commission Meeting at 6:30pm



# Sherwood Cultural Arts Commission

## MEETING MINUTES

MEETING TITLE	Sherwood Cultural Arts Commission
DATE & TIME	9.17.2018 6:30PM
LOCATION	Sherwood Center for the Arts 22689 SW Pine St Sherwood OR, 97140
FACILITATOR	Bernie Sims
NOTES TAKEN BY	Kelsey Beilstein

### ATTENDEES

<b>Cultural Arts Commission</b>	<b>Council Liaison</b>
X Bernie Sims; Chair	X Jennifer Kuiper, City Councilor
X John Liles; Vice Chair	
X Geof Beasley	<b>City Staff</b>
X Skye Boughey	X Chanda Hall, Cultural Arts Center Manager
X Maddie Gavel-Briggs	X Kristen Switzer, Community Services Director
X Roxanne Blackwood	X Kelsey Beilstein, Program Coordinator

### MEETING NOTES

- 1. Call to Order/Roll Call (Sims)**  
*Called to order at 6:37pm*
- 2. Adjustments to the Agenda (Sims)**
  - None
- 3. Approval of August Minutes (Sims)**
  - *Beasley motioned to approve the August minutes. Second by Blackwood. All in favor, motion passed.*
- 4. Washington County Visitor Grant (Switzer)**
  - Switzer reminded the Commission that the Washington County Visitor Grant is funding five interpretive signs about Sherwood, nine artistic bike racks, and two bike repair stations. Switzer added that the \$52,000 needs to be spent by the end of the calendar year.
  - Switzer presented the Commission with pictures of metal panels that were donated to the City and asked the Commission members if they would like staff to explore the idea of using them for the bike racks.
    - It was asked where the panels came from. Switzer explained that they were donated to Sherwood Foundation for the Arts when Old Town Dental was sold. Sherwood Foundation for the Arts then gave them to the City. They are valued at \$14,000.
    - The concern was raised that the panels would be sharp and pose a harm to those using them as bike racks.

- A question was raised about the dimensions of the panels. Switzer explained that they are each 38 x 85 inches.
- It was asked how many panels the City has. Switzer explained that there is a total of five panels.
- The concern was raised that if the panels are separated from each other that they will not have the same impact as they would if they were together.
- It was asked how many bikes need to fit on each bike rack. Switzer explained that there are no required minimums.
- The Commission would like to set the panels aside for a different project.
- With the decision to not move forward with using the panels, Switzer presented the Commission with the following next steps:
  - The City will finalizing a contract with Sea Reach LTD
  - Sea Reach will review background information, interview City staff and collaborate w/ staff to prepare three Sherwood themed options to present to the Cultural Arts Commission at their October meeting.
  - Bidding package will then be finalized and 3-5 price quotes will be obtained.
  - Installation will take place November through December.

#### **5. Public Art Program Update (Sims)**

- Sims and Hall will have a next draft of the Public Art Master Plan for the Commission at the next meeting.
- The project is at the end of Flood's scope and staff would like to save any additional time with Flood for the end of the project in case anything needs to be polished up.
- Beilstein will pull the plan together visually and a professional editor may be brought on to ensure there is a flow to the document.
  - It was asked if the Commission would get to give input before the final draft is printed. Yes! Sims explained that he would distribute the next draft to the Commission in a couple of weeks to review.

#### **6. Sherwood Sheep (Sims)**

- Bernie introduced the Sheep figure he brought into the meeting and explained that the Commission would be able to get 25 to 30 sheep at a time. Sims added that Hillsboro owns the sheep so Sherwood would not need to pay the Artist.
- The Commission discussed bringing the project to Sherwood and had the following suggestions:
  - Have a central location that people check out the sheep. A couple examples would be the Sherwood Saturday Market or the Sherwood Center for the Arts.
  - Have people sign an agreement when checking out the sheep.
  - Set up a barn at the Sherwood Saturday Market in the spring to kick off the project.
  - Have adoption pictures and papers submitted. The Center for the Arts could then make an announcement that the sheep have been adopted on social media.
  - Hall asked that we be sensitive using the words "adoption" and "adoption papers" and consider using different language.
  - There be an age limit for who can check out the sheep.
  - Tease the project with signs saying, "The sheep are coming," or "Baaaa" and adopt some smart, consistent hashtags.

#### **7. Center for the Arts Update (Hall)**

Hall provided the following updates:

- Fall classes are starting next week.
- Last week staff held an instructor-palooza, where instructors got to meet each other, go over policies and procedures, and share marketing strategies.
- One goal, for staff, that came from instructor-palooza is to make the arts classroom look like a warm, creative space.
- Staff received new stickers that have been printed to promote the Sherwood Center for the Arts.
- Staff is solidifying the 2019 Family Matinee series. Three out of five performances have confirmed thus far. Bubble Man will be kicking off the series in January.

#### **8. Friends of the Center for the Arts Update (Boughey)**

Boughey provided the following updates:

- The Friends will be having a retreat on Wednesday to solidify the direction of the group; what is going to happen with the Gala and how they are going to move forward with fundraising.
  - It was asked if the Friends have any ideas for Gala performers. Boughey explained that Gala performers will be discussed on Wednesday.
- The Friends would love another member from the Commission to join their board.
- An ask will be going out for volunteers to help sell concessions at the Center for the Arts Film Series.

**9. Council Update (Kuiper)**

Kuiper provided the following updates:

- Many Councilors will be going to the League of Oregon Cities at the end of this month. There will be two mobile workshop sessions on Public Art that Kuiper will be attending.

**1. Other (Sims)**

- None

**2. Adjourn (Sims)**

*Adjourned at 7:44 pm*











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