



MEETING AGENDA

MEETING TITLE: Sherwood Cultural Arts Commission
DATE & TIME: Monday, March 18, 2019 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
Mallory Strand

Council Liaison

Councilor Sean Garland

City Staff

Kristen Switzer, Community Services Director
Chanda Hall, 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 February minutes (Sims)
4. Sherwood Sheep update (Sims)
5. Friends of the SCA Update (Boughey)
6. Center for the Arts Update (Hall)
7. Public Art Master Plan Update (Hall)
8. Arts Commission Retreat Planning (Sims)
9. Council Update (Councilor)
10. Other business and Adjourn (Sims)

Upcoming Dates to Note:

Saturday, April 13: Family Matinee Series event, *OBT2* at 2:00 pm
Monday, April 15, 2019: Cultural Arts Commission Meeting at 6:30 pm



Sherwood Cultural Arts Commission MEETING MINUTES

MEETING TITLE	Sherwood Cultural Arts Commission
DATE & TIME	3.18.2019 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 Sean Garland, City Councilor
- John Liles; Vice Chair	
- Geof Beasley	City Staff
X Skye Boughey	X Chanda Hall, Cultural Arts Center Manager
X Maddie Gavel-Briggs	- Kristen Switzer, Community Services Director
X Roxanne Blackwood	X Kelsey Beilstein, Program Coordinator
X Mallory Strand	

MEETING NOTES

1. Call to Order/Roll Call (Sims)

*Called to order at 6:35pm
Visitor- Matthew Schantin*

2. Adjustments to the Agenda (Sims)

- None

3. Approval of February Minutes (Sims)

- *Boughey motioned to approve the February minutes. Seconded by Blackwood. All in favor, motion passed.*

4. Sherwood Sheep Update (Sims)

Sims announced that he will be picking up 20 sheep from Hillsboro on Friday. Hall had sent a signed contract to the City of Hillsboro. Sims reviewed the project schedule (Exhibit A).

- A question was raised about the replacement value of the sheep. Sims explained that each sheep is valued at \$100 and the mother ewe is valued at \$1,000.
- It was asked what the lead Commissioner's responsibilities are for each event. Sims stated the following:
 - Contact key person—ask them if there is an ideal time to setup
 - Plan the photo shoot
 - Pick the camera that will be used
 - Coordinate with Geof to pick-up sheep
 - Execute the event—encourage people to interact with the sheep
 - Send picture and post to Center for the Arts staff in a group text

- Stay until the end of the event and take care of the sheep.
 - It was asked if the support person needs to be a Commissioner. Sims stated that they do not; they can be a volunteer.
 - It was asked if the Commissioners should ask the event/location's main contact if they have suggestions for the photoshoot. Hall suggested that the Commissioner go in with a plan so the location contacts don't feel burdened with additional work.
 - It was asked if the Commission should ask the community to come up with other ways to interact with the sheep. Hall reminded the Commission that during the last meeting the Commission discussed doing a few events really well, leaving it to the Commission to lead.
 - It was asked if there will be a final wrap-up photoshoot at the end of the project. Sims suggested the Commission come to the next meeting with some ideas.
 - It was suggested to do a "behind the scenes" story on Instagram with the set-up, pick-up, and transportation of the sheep.
 - It was asked if Commissioners working each event should send pictures and video to post on social media as it is happening. Hall confirmed that they should.
 - Sims will e-mail a "why statement," and information about the sheep to use at events on Wednesday.
- 5. Friends of the Center for the Arts Update (Boughey)**
Boughey provided the following updates:
- The Friends are busy planning the 2019 Gala—all vendors have been selected, Jen Harlow-Smith will be doing a live painting, Friends are working on decorations, and procurement.
 - The Friends have awarded Production Assistance to CYT for *Elf*, VPA for *The Lion King Jr*, and SFA for *Annie*. Two of the three productions will also bring student field trips to the Center for the Arts.
- 6. Center for the Arts Update (Hall)**
Hall provided the following updates:
- Sherwood High School is currently in the building with their production of *Newsies*.
 - The Center is in the middle of the Family Matinee Series—220 people attended Murray Irish this past Sunday and the next performance will be OBT2 on April 13th.
 - Half day and full day summer camps will be held at the Center this summer.
 - It was asked if there will be any ukulele classes. Hall confirmed that there is a guitar teacher who leads both small group guitar and it includes ukuleles.
 - The Center is booked solid with rentals in the upcoming months.
 - CYT just finished *Peter Pan*—in the course of one field trip day, 900 people came through the building, which is a record for the Center.
- 7. Public Art Master Plan Update (Sims/Hall)**
Hall announced that she is working with Chapin on the language of the master plan to capture the excitement of the Commission and the solid statistics and research that was provided by Bill Flood.
- Hall presented a proposed lay-out (Exhibit B)
 - Hall stated that Sherwood is one of the only Washington County cities without a public art master plan.
 - It was stated that the plan should be a living document that can grow with Sherwood.
- 8. Arts Commission Retreat Planning (Sims)**
Simms announced that there will be a Cultural Arts Commission Visioning Retreat at Bella Madrona on June 17 at 4:00pm.
- 9. Council Update (Garland)**
Garland provided the following Council updates:
- \$100,000 was awarded through the CEP Grant—the recipients included the SFA for microphones, the Robin Hood Festival, and VPA for an after-school music theory program.
 - Council will be discussing accessory dwelling units (ADUs) at the next meeting.
 - The Parks Board is updating the Parks Master Plan.
 - Council has authorized Joe Gall to move forward with the construction of the Skate Park.
 - Sherwood Foundation for the Arts' puzzle tournament was covered by the Oregonian and it went viral.
- 10. Other (Sims)**

- Next meeting is April 15th at 6:30 pm at Sherwood Center for the Arts.

1. Adjourn (Sims)

Adjourned at 7:56 pm

EVENT	DATE	LOCATION	TIME	NOTES	LOCATION CONTACT	CONFIRMATION (location contact has given permission)	LEAD COMMISSION MEMBER (sign up to claim!)	SUPPORT COMMISSION MEMBER	VOLUNTEER NAME(S) (NN=Not Needed)	HASHTAGS TO INCLUDE (add your ideas!)	PHOTOS TEXTED TO CENTER STAFF (type in date sent & to whom)
April Fools Day	4/1									#SherwoodSheep #PublicArt	
City Council	4/2	City Hall	7:00 PM		Sylvia Murphy		Maddie Gavel-Briggs		Patrick Briggs	#SherwoodSheep #PublicArt	
Story Time	4/2	City Hall Community Room	10:15am-12:15am	Preschool Story Time Session 1 10:15am Session 2 11:15am	Jaime Thoreson	Pending... 03/29/18 Awaiting response back from Jaime	Roxanne Blackwood			#SherwoodSheep #PublicArt	
Track Meet	4/10	Sherwood High School	4:00 PM	With Newberg High School	Skye looking into					#SherwoodSheep #PublicArt	
Art Walk	4/11	Old Town Sherwood	5:00pm-8:00pm		Kelsey Beilstein		Roxanne Blackwood	Maddie Gavel-Briggs		#SherwoodSheep #PublicArt	
Newsies	4/12	Center for the Arts	7:00pm Show	Opening Night	Robyn Folsom		Chanda Hall			#SherwoodSheep #PublicArt	
Bunny Bash	4/13	The Gardner Team Office	10:00am-1:00pm		Amber Gardner		Bernie Sims			#SherwoodSheep #PublicArt	
Family Matinee: OBT2	4/13	Center for the Arts	2:00 PM	Doors open at 1:30pm Staff will arrive at 12: 00pm	Chanda Hall		Chanda Hall			#SherwoodSheep #PublicArt	
Senior Center	4/15	Senior Center	11:00am Chair Aerobics 12:00pm Lunch 12:45pm Mah Jong		Maiya Burbank		Maddie Gavel-Briggs		Patrick Briggs	#SherwoodSheep #PublicArt	
Trashpalooza	4/20	Cannery Square	10:00am-12:00pm		Tammy Steffens					#SherwoodSheep #PublicArt	
Egg Hunt for Hope	4/20	High School	12:30pm-2:30pm	Pre- Egg Hunt Fun Begins at 12:30 Opening Ceremonies 1 pm 1:30 pm Egg Hunts Begin	Leslie McCabe		Bernie Sims			#SherwoodSheep #PublicArt	
Baseball Game	4/24	Sherwood High School	5:00 PM	With Glenco	Skye looking into					#SherwoodSheep #PublicArt	
SCA Friends Gala	4/26	Center for the Arts	7:00 PM		Skye Boughey		Chanda Hall	Roxanne Blackwood		#SherwoodSheep #PublicArt	
Tualatin Valley Refuge	5/1	Tualatin Valley Refuge	10:00am-4:00pm	Extended trail opens May 1. They also have 2nd Saturday Work Parties.				Maddie Gavel-Briggs 12-1:30	Bernie Sims	#SherwoodSheep #PublicArt	
Saturday Market	5/4	Cannery Square	9:00am-1:00pm	Opening day. Small Engin Show will also be going on at Center for the Arts	Erin Harrington		Bernie Sims	Roxanne Blackwood	Maddie Gavel-Briggs 11-	#SherwoodSheep #PublicArt	
Cinco de Mayo	5/5									#SherwoodSheep #PublicArt	