



MEETING AGENDA

MEETING TITLE: Sherwood Cultural Arts Commission

DATE & TIME: Monday, August 17, 2020, 6:30 pm

LOCATION: Pursuant to Executive Order 20-16, this meeting will be conducted electronically and will be live streamed at <https://www.youtube.com/user/CityofSherwood>

ATTENDEES

Cultural Arts Commission

John Liles, Vice Chair
Geof Beasley
Skye Boughey
Casey Chen
Vicki Poppen

Council Liaison

Councilor Sean Garland

City Staff

Chanda Hall, Arts Center Manager
Kristen Switzer, Community Services Director
Kelsey Beilstein, Program Coordinator

AGENDA

1. Call to Order/Roll Call (Liles)
2. Adjustments to the Agenda (Liles)
3. Approval of July minutes (Liles)
4. Center for the Arts & Public Art update (Hall)
5. Friends of the SCA update (Boughey)
6. Council Update (Councilor Garland)
7. Citizen Comment (Hall)
Pursuant to Executive Order 20-16, citizen comments must be submitted in writing to Hallc@Sherwoodoregon.gov. To be included in the record for this meeting, the email must clearly state that it is intended as a citizen comment for this meeting and must be received at least 24 hours in advance of the scheduled meeting time.
8. Discussion of Community Art Project (Hall)
9. Arts Commission leadership/vote on new Chair (Hall)
10. Adjourn (Liles)

Upcoming Dates of Note:

Saturday, September 19 at 10 am: Peace Day, downtown Peace Pole walk
Monday, September 21 at 6:30 pm: Cultural Arts Commission meeting

If you require an ADA accommodation for this public meeting, please contact the City Recorder's Office at (503) 625-4246 or MurphyS@sherwoodoregon.gov at least 48 hours in advance of the scheduled meeting time.



Sherwood Cultural Arts Commission

MEETING MINUTES

MEETING TITLE	Sherwood Cultural Arts Commission
DATE & TIME	8.17.2020 6:30 PM
LOCATION	Sherwood Center for the Arts/online via Teams app 22689 SW Pine St Sherwood OR, 97140
FACILITATOR	John Liles
NOTES TAKEN BY	Kelsey Beilstein

ATTENDEES

Cultural Arts Commission	Council Liaison
X John Liles; Vice Chair	X Sean Garland, City Councilor
X Geof Beasley	
X Skye Boughey	City Staff
X Casey Chen	X Chanda Hall, Cultural Arts Center Manager
- Vicki Poppen	X Kristen Switzer, Community Services Director
	X Kelsey Beilstein, Program Coordinator

MEETING NOTES

- 1. Call to Order/Roll Call (Liles)**
Called to order at 6:35
- 2. Adjustments to the Agenda (Liles)**
 - None
- 3. Approval of Minutes (Liles)**
 - ***Boughey motioned to approve the July minutes. Seconded by Beasley. All in favor, motion passed.***
- 4. Center for the Arts Update (Hall)**
Hall provided the following updates:
 - Washington County has awarded each of their districts CARES Act funds to be used towards helping improve “community psyche.” Sherwood is part of District 3, which also includes Tigard, Tualatin, Durham, and King City. Center for the Arts staff has been identified as the lead in program planning for using these funds.
 - Staff continues to refine language in the Public Art Master Plan.
 - Hall asked the Commission to review the Murals Plan she emailed out and to email her back with any comments and/or edits. Hall will collect all comments and email them out to the Commission.
- 5. Friends of the Center for the Arts Update (Boughey)**
S. Boughey provided the following updates:
 - There has not been an official Friends meeting since the last Cultural Arts Commission meeting.

- The Friends approved the Commission's request for public art funds. Skye shared the approval letter and additional clarifying questions. (Exhibit A)

6. Council Update (Garland)

Garland provided the following Council updates:

- The Council meeting scheduled for tomorrow night is essentially all consent agenda.
- City Council will be presented with the Parks Master Plan in September.
- In September, there will also be a work session on inclusion, equity, and diversity.

7. Citizen Comment (Liles)

- None

8. Discussion of Community Art Project (Hall)

- It was asked an official RFP or "Call to Artists" needs to go out. Switzer stated that the funds are below the amount that require an RFP, but in the spirit of being open and transparent, it would be best to put out a call to artists.
- Boughey added that the funds being granted by the Friends are required to be used by the end of 2020.
- It was stated that while the goal of the project is to lift people up, the reality is that people are feeling down and that is something that this piece should allow people to express.
- It was stated that the American for the Arts has started a new campaign asking people to share how the "arts create hope." #artscreatehope can be followed on social media.
- Hall asked if it would help the Commission for her to break down the project into individual steps. The Commission members indicated that it would.
- It was asked if there is a clear ask that will be presented to the artist. Hall explained that the call to artist will request the artist to compile digital submissions from the community, the artist will then put it together, and Liles will then collaborate with the artist to figure out how to light the piece.
- It was asked if they should pick out a medium. Hall answered that it should be a medium that is accessible as possible, and could be submitted physically or digitally.
- It was suggested to change the title from "What I Wish for You." Hall read the letter that Beasley wrote to the Friends (Exhibit B). The Commission resonated with what Beasley wrote and the idea of people submitting photos that illustrate how they have been coping and what is giving them hope.
- It was asked if the call to artist could go out through the City. Switzer answered yes; because this is a Commission of the City, the call to artists can go out through the city. It was added that the call should be for a collage artist who has worked on large-scale projects.
- It was asked how much money the Friends are granting for this project. Boughey stated \$550.
- Hall will put together a call to artists and send it out to the commission for feedback or the ok to move forward.
- Boughey excused herself from the rest of the meeting.
- It was asked if there is a timeline for the project. Switzer explained that typically a RFP is posted for a couple of weeks.
 - It was suggested to start collecting images while the RFP goes out.
 - Hall will send out a draft call to artists to get feedback; then she will have it posted on the City website by the end of the week.
 - It was suggested to mention that the project needs to be expedited in the RFP.
 - It was suggested to include photo examples of pieces the Commission likes.
- It was asked that Hall look into estimated costs for this project.
- It was suggested that a different funding source be found for the materials and pay the artist the whole \$550.

9. Arts Commission Leadership/vote on new Chair (Hall)

- Hall stated that Boughey has expressed interest in the Commission Chair position.
- Beasley motioned to elect Skye Boughey for the Chair of the Sherwood Cultural Arts Commission. Seconded by Liles.

- There will be a vote at the beginning of the next meeting when Boughey is present.

10. Adjourn (Liles):

Adjourned at 8:00



August 4, 2020

Dear Sherwood Cultural Arts Commission,

Thank you for your proposal for a public arts grant from the Friends of the Sherwood Center for the Arts. Your request has been approved, **up to the amount of \$550**. We are thrilled to partner with you, and are very excited to see this art project installed at the Center for the Arts.

Following are a few grant requirements and guidelines for funds dispersal:

Requirements

1. The Art Project must initially reside and be centered around the Sherwood Center for the Arts.
2. The funds are only to be used for expenses directly related to this Art Project.
3. The Art Project must be installed sometime this year (2020).
4. For our records, please send a final accounting of all expenses related to the project within 60 days of the project being installed.

Guidelines

We can disperse the funds for the Art Project in two different way, please let us know which method you prefer:

1. You can provide us with an estimate (please include bids, proposals, etc.) for the total project costs and we can disperse the total amount requested one time (not to exceed the approved amount), or;
2. You can provide us with estimates, invoices, or receipts periodically throughout the project and we can disperse as needed.

Please let us know if you have any questions or concerns at all. The best place to reach us is our email: friendsofthesca@gmail.com.

Thank you for your time and dedication to the Arts here in Sherwood. We are looking forward to seeing this project come to life!

Sincerely,

Skye Boughey
President, Friends of the Sherwood Center for the Arts

Proposal for community public art project

The Cultural Arts Commission welcomes, with gratitude, a grant from The Friends of the Sherwood Center for the Arts, which will be used to create a public art project depicting experiences or reflections of Sherwood citizens during this pandemic and the resulting quarantine. Here are the steps the Commission has identified in order to execute this community project:

1. Identify and bring on board an artist with experience in large community projects, and has experience with paper art and design;
2. Solidify the scope and design with the artist;
3. Get the information out to Sherwood citizens, with clear ways to participate;
4. Install the resulting community art piece at the Sherwood Center for the Arts, and explore ways for people to view it.

Our goal is to have an artist design and construct a sculptural piece to be installed in the lobby of the Center for the Arts. The piece will be viewable through the windows, and will be lit strategically in the evening, creating an intriguing focal point in the Sherwood Old Town area. The Old Town area is populated during these summer days and evenings by residents strolling or walking their dogs, children skateboarding and listening to music, and visitors enjoying outdoor dining close to the Arts Center. We want this project to add to this “cultural district” atmosphere.

We hope that the finished piece will provide an inspiring and unifying representation of the myriad hopes, dreams and concerns that have arisen amongst our city’s residents during this difficult time.

The piece itself will be constructed from digital photos elicited through social media and sent in by Sherwood residents. The photos will depict activities, undertakings, new things discovered, or simply thoughts/emotions that have come to the fore during the quarantine. The Arts Commission has discussed two intersecting themes: “What I wish for you...” (inspirational words of hope or joy that people wish for their fellow Sherwoodians), and “What feels like Sherwood/what feels like home” (a theme of home, safety, community). Another element of the piece may be what has helped us cope during this historic pandemic.

We look forward to working with an artist to help bring these themes into harmony, knowing that aspects of several themes could be explored. The artist may also help us narrow the focus to one of these themes. The individual, submitted photos will be assembled by the chosen artist into a true community collage, which would take residence in the lobby of the Arts Center, enhanced by creative lighting.

In a nutshell, the goal of the project is to inspire the citizens of Sherwood to find meaning in their experiences of the pandemic, to remind them of the importance of empathy and community (togetherness), to bring attention to the Arts Center itself, and to provide an example of what public art can accomplish, as the Cultural Arts Commission and the city embark on a public art campaign.

We will explore the possibility of preserving this piece of community art, and possibly hanging it somewhere permanently in the city, all thanks to your generous gift.

Thank you for the opportunity to create this memorable and uplifting gift for our city, and for considering our proposal.

Submitted by the Sherwood Cultural Arts Commission, July 2020