



Home of the Tualatin River National Wildlife Refuge

MEETING AGENDA

MEETING TITLE: Sherwood Cultural Arts Commission
DATE & TIME: Monday, January 13, 2020, 6:30 pm
LOCATION: Sherwood Center for the Arts
22689 SW Pine St.
Sherwood, OR 97140

ATTENDEES

Cultural Arts Commission

Bernie Sims, Chair
John Liles, Vice Chair
Geof Beasley
Roxanne Blackwood
Ava Boughey
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 (Sims) (2 minutes)
2. Adjustments to the Agenda (Sims) (2 minutes)
3. Approval of December minutes (Sims) (3 minutes)
4. Center for the Arts update (Hall) (5 minutes)
5. Friends of the SCA update (Boughey) (5 minutes)
6. Council Update (Councilor Garland) (5 minutes)
7. Public Art Plan/Murals Plan update (Hall) (15 minutes)
8. Other business (Sims) (5-8 minutes)
9. Adjourn (Sims) (1 minute)

Upcoming Dates of Note:

Monday, Jan. 20: Martin Luther King Jr. Day (Holiday)
Saturday, Feb. 15: Family Matinee Series—*Anjali School of Dance*
Monday, Feb. 17: 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	1.13.2020 6:30 PM
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
X John Liles; Vice Chair	
X Geof Beasley	City Staff
X Skye Boughey	X Chanda Hall, Cultural Arts Center Manager
- Roxanne Blackwood	- Kristen Switzer, Community Services Director
X Ava Boughey	X Kelsey Beilstein, Program Coordinator
X Casey Chen	
X Vicki Poppen	

MEETING NOTES

- 1. Call to Order/Roll Call (Sims)**
Called to order at 6:35
- 2. Adjustments to the Agenda (Sims)**
 - None
- 3. Approval of November Minutes (Sims)**
 - *S. Boughey motioned to approve the November minutes. Seconded by Beasley. All in favor, motion passed.*
- 4. Center for the Arts Update (Hall)**
Hall provided the following updates:
 - The Amazing Bubble Man kicked off the 2020 Family Matinee Series last Saturday. The show was sold out with 470 tickets. Thanks to the Friends of the Center for the Arts, staff was able to book really high quality performers for this year's series.
 - It was asked if anyone was turned away that wanted to purchase tickets. Hall answered no.
 - It was asked if staff has already booked The Amazing Bubble Man for the 2021 Family Matinee Series. Hall answered no, but it is possible that he will be back.
 - Winter Classes kicked off last week with good enrollment.
 - Sherwood Foundation for the Arts is currently in the building rehearsing "The Producers," and will be opening a two-week run this Friday.
 - The Center for the Arts was rented every day and night in December before Christmas.

- It was asked if the rental were Christmas company parties. Hall answered no, most of them were dance performances. It was asked if they were all from Sherwood. Hall answered no, some came from Beaverton and Tualatin.

5. Friends of the Center for the Arts Update (S. Boughey)

S. Boughey provided the following updates:

- The Friends did not have a regular meeting in December, but there was a special meeting to approve the 2020 budget. Their first 2020 meeting will be next week.
- In 2019 The Friends gave over \$5,000 in production assistance for 6 productions, \$1,600 in individual scholarships for 17 students, \$6,000 in program scholarships for classes at the Center for the Arts, and \$4,000 in other requests for the Center for the Arts.
 - It was asked if the money that is given to the Center for the Family Matinee Series is recouped through ticket sales. Hall explained that at the Amazing Bubble Man show- yes, and the whole series comes out in the black thanks to the contribution of the Friends.
- The Friends are working on gaining more members.
- The Gala will be in October 2020.
- The Friends' monthly meetings are being moved to the evenings versus lunch time.

6. Council Update (Garland)

Garland provided the following Council updates:

- City Council met for one meeting in December
- The City is expanding Broadband services, which will bring in additional revenue by expanding to Newberg businesses and Sherwood residences.
- City Council had a goal setting meeting this last Saturday. No big changes came at the meeting. The Mayor is looking forward to the Public Art Master Plan. There was also a discussion regarding the Center for the Arts being in the red, but that it was never designed to be a revenue stream, rather a community asset.

7. Public Art Plan/Murals Plan update (Hall)

- Hall asked the Commission to think about the two public art selection committees that will be formed and who should be on the committees-- artists, business owners, councilors, etc.
 - Sims requested the committee selection process be discussed at the next Cultural Arts Commission meeting.
- It was asked when the Public Art Master Plan graphic design will be completed. Beilstein estimated the project to be done in three weeks.
- It was suggested there be a plan in place for donated art that does not meet the criteria outlined in the Public Art Master Plan.

8. Other (Sims)

- Sims read a letter submitted to the Commission (Exhibit A)
 - It was suggested that the Commission compile statistics on how many art/community centers do and do not have marquee signs.
 - It was suggested to add the discussion of a marquee sign to a future agenda.
- Hall added that she is working on getting directional signage to the Center for the Arts on Highway 99W and Tualatin-Sherwood Road.
- Sims will be talking to Councilor Rosener about the possibility of CFM funding.
- Hall is applying for a METRO Placemaking Grant.
- Boughey announced that the Friends received a \$1,000 grant from the Cultural Coalition of Washington County for the Center for the Arts' adult concert series.
- Garland announced that the Sherwood Foundation for the Arts annual puzzle competition will be happening on February 29th at the LDS church.

1. Adjourn (Sims)

Adjourned at 7:45

January 13, 2020
Sherwood Cultural Arts Commission
Sherwood, OR 97140

Dear Commission:

I am a City of Sherwood employee who is an on-call recreation assistant at Sherwood Center for the Arts (SCA). As it turns out, I am working tonight and unable to attend your meeting. Please accept & read my letter if you have time in your agenda.

First of all, I want to compliment the SCA staff who are •powerhouses• making great things happen::: Chanda, Leah, and Kelsey. Chanda, our manager is one of the best supervisors I have ever had in my long working life who has numerous skills working with a wide variety of customers. Without exception, she handles the challenges of part time employees who are on call and deals effectively with our calendars in a clear manner. Her communication skills put her in the top tier of supervisors I have ever had! I have a lot to learn but training is provided and I am supported and motivated as an employee to do my best. In fact, at the first training Chanda provided she focused on the importance of customer service - a wonderful way to set the tone for future interactions with our customers and our staff too.

As you may know, I live in Old Town Sherwood and have been a SCHWOODIE since 2013. I also am a member of the Library Advisory Board. Here are two of my concerns as a resident.

Concern 1: Please install a marquee on our building. There are numerous reasons to properly advertise our events and successfully promote cultural arts. We are located in a vibrant and very interesting neighborhood community theater district. It is definitely time for a marquee.

Concern 2: Please develop a parking lot near SCA. I am confident that the city legal team can claim property for parking on a temporary or permanent basis near Cannery Row apartments where I live. It will benefit many local businesses and community activities including SCA.

Thanks for considering my concerns.

Sincerely,

Jane Vankuren
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503-405-5378
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