



Home of the Tualatin River National Wildlife Refuge

# Sherwood Cultural Arts Commission MEETING NOTES

MEETING TITLE	Sherwood Cultural Arts Commission
DATE & TIME	02.17.2014 6:30PM
LOCATION	Sherwood City Hall—Community Room
FACILITATOR	Alyse Vordermark
NOTES TAKEN BY	Jennifer Ortiz

## ATTENDEES

Cultural Arts Commission		Council Liaison	
X	Alyse Vordermark, Chair	X	Robyn Folsom, City Councilor
X	Judy Silverforb, Vice Chair		
X	James Boscole		
X	Anna Lee	X	<b>City Staff</b> Kristen Switzer, Community Services Director
X	Amanda Stanaway	X	Jennifer Ortiz, Events and Volunteer Coordinator
X	Vicki Poppen		
X	Shelly Lamb		
X	Jen Harlow		
X	Ramin Rouhbakhsh		

## MEETING NOTES

1. Call to Order/Roll Call (Vordermark)
  - The meeting was officially called to order at 6:33 PM.
2. Introduction of new members (Vordermark)
  - Vordermark shared that there are four new members that have joined the committee since the last meeting; Vicki Poppen, Shelly Lamb, Jen Harlow, and Ramin Rouhbakhsh. She welcomed the new members and the group took a moment to tell a little about themselves.
3. Adjustments to the agenda (Vordermark)
  - None
4. Approval of December minutes (Vordermark)
  - *Lee motioned to approve the December 2013 minutes. Silverforb seconded. All in favor; motion passed.*
5. Community Center Project Update (Folsom/Switzer)
  - Switzer shared that construction has finally started for the new Community Center. Vordermark mentioned that, at the last meeting, the group discussed the Facility Director position. Vordermark asked if there is a way for the board to be involved in the formation of the position since it is in such draft form. Switzer shared that the position description is definitely just a draft. It was created in order to submit it with the grant application, but the position might be described larger here than what it will really end up being. The goal was to aim high on the grant application. Switzer also shared that

the City's HR Department will be reviewing the position to see what the best fit will be. Poppen asked if there are going to be support positions created for the facility. Switzer stated that the budget is being put together right now. Ideally there will be a manager, an admin staff person, and seasonal or part-time employees to help out in the evenings, or on weekends. The most we will ask for is two positions, but we may only end up with one. Lee asked if there are any comparable facilities in the area. Switzer shared that the City of Keizer built a similar building about 3 years ago and they are just now posting for positions. She shared that it is like starting a new business. It might take some time to get off the ground. In the meantime, it may mean that Switzer and Ortiz move their offices over while the wheel is being created. Folsom shared that Council has given permission for PARC Resources to look for capacity building grants. Lee added that these positions need to be budgeted, because if you don't budget for someone to bring people in, the building won't create the work for staff. The building needs to be used. Stanaway shared that she has seen that happen. She shared that she is affiliated with a similar building in New York that hosts great events with large named artists, but there is not a person leading things in order to keep momentum going, so they are struggling. She is also affiliated with a building in Washington that is very productive because it has a leader. Stanaway agreed that the lead person and the position description is key to the building's success. Switzer shared that the new budget will go into effect July 1<sup>st</sup>. She would like to see someone come on this fall, a couple of months before the opening of the building.

- Silverforb asked if the building has a name yet. Switzer shared that there has been talk about putting it out to the community for name designation. Folsom added that there will be a process to go through and the Urban Renewal Agency will be involved. Stanaway added that she would love to see the community involved in the naming of the building. Folsom shared that she likes the idea too. It would get people involved and create a community buy-in. She explained that, originally, the building was going to be located in the old Robinhood Theater, then it was supposed to be at the old schoolhouse, then with a shortfall in the budget, the classrooms were cut out of the plan, so people started calling it a community center. Now that the classrooms are added back into the plan, it is being called a cultural arts center again. Poppen asked if the public would want to name it a community center. Switzer said that it is hard to tell. Lee shared that she has noticed that acronyms are frequently used in names of facilities. Switzer shared that she has seen that as well, for example SHARC, Sunriver Homeowners Aquatic and Recreation Center. While we may not include the word 'art' in the name, maybe an acronym could elude to it.
- Vordermark asked what the timeline is for the center. Switzer stated that November is the slated completion date, but there will probably be weather delays. A January opening date is realistic. Poppen stated that, from her experience, when a building is being built and arts organizations are already in place, many start to wonder who will take the lead in the building. Poppen added that now would be a perfect time to have a community meeting to see how these organizations think that they can fit into the buildings plans so that everyone can feel like they have a part before the building is even complete. She added that it is a good idea to have a facilitator that is from outside of the community. Vordermark added that the Cultural Arts Commission could be one of the groups that will participate. Poppen added that a good facilitator will steer away any negativity. Switzer added that the City has decided that no organization will move in and take over. We want all organizations to be able to use the facility. She also added that no one will get a reduction in rental rates. Stanaway noted that programming priority will be a challenge with so many organizations in this community. Poppen asked if the bond has any descriptive language stating who can use it. Switzer said that they will know more in the next couple of weeks. Switzer stated that it will have to be operated like a business in order to cover costs. She shared that the field house operates with staff during the day and part-time and seasonal staff in the

evenings and on weekends. They have different tiers for usage fees. Folsom noted that the school district uses a 5 tier system. Maybe there could be a scholarship fund too. The board could hear the cases and approve or deny funding. Switzer also added that there will probably be a non-resident fee that is a higher rate.

6. Commission mission and goals for 2014 (Vordermark)

- Vordermark suggested that the committee put together some goals for 2014 since so many changes are happening. Last year the commission helped with Pix on the Plaza and Missoula. Vordermark would like to hear what the commission would like to focus on. Stanaway would like to define what organizations this commission reaches and the vehicles to reach them. She would also like to focus on events. Vordermark gave a brief description of the events that the commission helps with. She explained that Pix on the Plaza was held at Cannery Square for the first time two years ago. At that time it was organized by Main Street. Last year Main Street could not support the program, so the Cultural Arts Commission took it over. Missoula is organized by the Cultural Arts Commission and Sherwood Foundation for the Arts as a partnership. Missoula is a week-long children's theater camp. We normally do two camps each year and the profits are split evenly. Folsom shared that, years ago, the commission would organize a lot of programs like Old Town Window Painting, The Arts Festival, and Trick or Treating, but people got burned out. Vordermark would love to see some kind of event held at Cannery Square that focuses on cultural heritage. Lee added that she would love to do something from Korea. Stanaway shared that there is an awesome chalk art program in California. Squares of the sidewalk are sold to artists that come in from all over. The end result is beautiful. It goes on for blocks and blocks. Folsom loves the idea and added that it would help to revitalize Old Town. Vordermark would like to continue with Missoula and Pix on the Plaza to start.
- Silverforb shared that she would like to think more about the goals for the community center. Vordermark also added that she would like to see how this commission can be more involved in advising. She would like to know from the city what that will look like. Folsom would like to keep moving forward with the idea of an arts calendar like the one Kaelie did last year. Lee offered to put it together and bring a proof to the commission for approval. Poppen would like to see a list of the community groups that exist. She would like to pull together an inventory of mission statements and events. From there, a packet could be put together to show needs. Stanaway likes that idea and added that artists normally work alone, so there needs to be a gathering in order to figure out how to fill the gap between the needs of artists and the business side. Poppen mentioned the idea of creating a Sherwood visual chronicle which could include video, film, pictures, or whatever people thinks represents Sherwood as long as it is visual. Maybe submissions could be displayed in the center. Inclusion is key, and anyone could participate. Switzer mentioned that the committee created a list of all the organizations and brought them together for a meeting a few years ago. She will find the list and forward it to Poppen. Lee mentioned that being too many things to too many events and organizations will wash the committee out quickly, but she would love to see the role for the committee in the center from the City. Boscole mentioned that once the building is built, we will see where the holes will be.
- Harlow asked if the center has space to hang art. Switzer shared that the foyer is 1200 square feet, but it is all windows. There is a lot of natural light. It is not ideal, but it can be used as a gallery. There is not a lot of wall space in the center, but there are ways to hang things from the ceiling, it just gets expensive. It will be looked into for grants. Rouhbakhsh likes the idea of the commission being involved in community events since it would be a good way to gain recognition for the center opening. The community will become aware of what is going on and maybe even news crews could cover the events.

- Vordermark asked if the committee would like to hold a community forum during the summer. All were in agreement that it would be a good idea. Vordermark recapped the commission's plan. Switzer will get Poppen a list of community groups. Anna will start on an arts calendar. Maybe next month the commission can talk about programming. Maybe a different organization can host a movie each week. Main Street could possibly do one, the Cultural Arts Commission could do one, then maybe someone else for the third one. The group decided to plan next month. Lamb asked how much each movie costs. Switzer shared that they cost around \$400 per movie.

7. Missoula Children's Theatre 2014 (Switzer)

- Switzer mentioned that now is the time to start thinking about homestays for the directors of Missoula. She shared that two separate rooms would need to be provided for each week of the camp. We will be getting more information on the gender and allergies (if any) soon. Stanaway mentioned that she has a cottage in Old Town that would be perfect. She rents it out, but would be willing to do it for a tax credit if it is not being used. Vordermark mentioned that the SFA has the information about homestays posted on their website.

8. Council Update (Folsom)

- Folsom shared that there was a meeting held two weeks ago regarding the land behind Cedar Brook Way Apts. The builder has requested a zone change so that they can put in a multi-family development. The Planning Commission has recommended the change from commercial to residential. The homes are designed very similar to the homes near Target. The land has been bank owned for quite some time. There were concern raised about the parking in the area, but the developers exceeded our zone requirements, so this will help with some of the issues that exist currently. Council passed this change and believes that it will create some much needed affordable housing here in Sherwood.
- Folsom also shared that there will be a meeting on March 1 regarding medical marijuana dispensaries. She invited all committee members to attend if interested.

9. Other (Vordermark)

- Vordermark added that the Charter Review Committee will be meeting Thursday evening at 7 pm. She invited all to attend and see what they will be recommending to Council. They would love to hear from the public regarding the recommendations. Folsom publicly thanked Vordermark for being involved in the Charter Review Committee.

10. Next meeting/adjourned

- The next meeting will be held Monday, March 17, 2014 at 6:30 pm at City Hall.

**Adjourned at 8:07 pm.**