



Sherwood Cultural Arts Commission MEETING NOTES APPROVED

MEETING TITLE	Sherwood Cultural Arts Commission
DATE & TIME	07.20.2015 6:30PM
LOCATION	Sherwood Center for the Arts SW Pine St. Sherwood OR, 97140
FACILITATOR	Vicki Poppen
NOTES TAKEN BY	Leah Burgess

ATTENDEES

<p>Cultural Arts Commission</p> <p>X Vicki Poppen, Chair</p> <p>X Amanda Stanaway</p> <p>X Shelly Lamb</p> <p>-- Ramin Rouhbakhsh</p> <p>-- Angelisa Russo</p> <p>X Vytas Babusis</p> <p>-- VACANT</p> <p>-- VACANT</p> <p>-- VACANT</p>	<p>Council Liaison</p> <p>-- Jennifer Harris, City Councilor</p> <p>City Staff</p> <p>X Kristen Switzer, Community Services Director</p> <p>X Maggie Chapin, Cultural Arts Center Manager</p> <p>X Tammy Steffens, Volunteer Coordinator</p> <p>X Leah Burgess, Arts and Events Coordinator</p>
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MEETING NOTES

- 1. Call to Order/Roll Call (Poppen)**
- 2. Adjustments to the Agenda (Poppen)**
 - Chapin requested that item number 10 be removed from the agenda.
- 3. Approval of May Minutes (Poppen)**
 - *Stanaway motioned to approve the May 18, 2015 minutes. Lamb seconded. All in favor; motion passed.*
- 4. Missoula Children’s Theater (Chapin)**
 - Chapin gives a brief summary of the Missoula Children’s Theatre (MCT) and their recent production of Rapunzel at the Center for the Arts.
 - Missoula Children’s Theatre:
 - MCT travels to 17 different countries.
 - The students have a week to audition, rehearse and perform the play—it’s amazing how well the kids adapt to the play.
 - The previous directors of Rapunzel are currently in London.
 - Rapunzel was a big hit, with about 200 people attending each of the two performances.

- Upcoming Missoula production: The Jungle Book (Aug 10-15th)
 - The Jungle Book registration has been sold out since the beginning of June!
 - The Sherwood Foundation for the Arts is still looking for a family to host one of the directors. The organization is going to reach out to a few people. One of the families from the previous production has offered their home again.
 - The Center still needs a few volunteers for the 5:30pm showing of The Jungle Book on Saturday, August 15th. Chapin encourages members to get involved and volunteer their time. The “Check-in” day is covered by the staff at the Center for the Arts.
 - Question from Babusis: Is there is a waiting list for The Jungle Book? Chapin suggests that Babusis contact the Sherwood Foundation for the Arts, as they handle all of the registration for the program.

5. Center for the Arts Program Update (Chapin)

- Chapin explains to the commission how this is a “pinnacle moment” for the Center, as there are numerous programs getting ready to be launched at the Center for the Arts.
- Education programming
 - Chapin emphasizes the need for instructors to teach these programs. If anyone has any instructor recommendations, please contact Maggie.
 - Question from Stanaway: Do instructors receive an hourly wage? Chapin goes into a brief discussion on how the instructors will receive compensation on a contractual basis.
 - Question from Poppen: Have we reached out to Young Audiences for instructors? Chapin mentions that she has been in contact with several Sherwood arts instructors who are interested in teaching at the Center.
- Family Matinee Series:
 - Chapin discusses the upcoming performances for the Family Matinee Series. The series would incorporate different aspects of the arts (dance, production, etc.). The Center wants the series to be interactive for families and community members.
 - Chapin discusses a new partnership with Tears of Joy Theatre. Tears of Joy would hold about two performances each year and have assemblies at the Center. They would perform twice in the Family Matinee Series.
 - The Center has been in contact with a Pirate Band, who would perform in January.
 - The Center has also been in contact with the Obo Addy Legacy Project, with high interest in being a part of the series in February.
 - Chapin closes the conversation, reiterating the current planning process of the series and some other potential performers.
 - Question from Poppen: What about involving Hispanic dance groups? Chapin says that she wants to vary the types of performances, and that there’s a possibility of incorporating Latin dance in the series.
- Classic Film Series
 - Chapin introduces the upcoming “Classic Film Series” at the Center. The film series will feature one classic film on the first Thursday of each month, covering a wide variety of classic favorites. The series will kick-off in the month of October, featuring two films “Singin’ in the Rain” and “Beetle Juice”. The program will end on June 2, 2016 (with a total of 10 films).
- Storytelling Events:
 - There are plans in the works to collaborate with the Public Library’s Storytelling events in the months of October and November of 2015.
- Gallery:
 - Chapin gives the board a quick overview of how the galleries have been/are being received by the community.
 - People are starting to get ready and geared up for “The History in the Making” exhibition.
 - There is currently an Artist Call for the History in the Making exhibit. If interested, please contact Makers5 for parameters and instructions.

- Question from Poppen: Is the Historical Society helping with the gallery? Chapin informs the group that many of the photographs used by the artists as inspiration for the exhibition came from the Historical Society.
- Question from Stanaway: Is the gala still happening in conjunction with this gallery? Chapin mentions that the topic will be covered later in the agenda, closing the current discussion.

6. Movies the Park (Switzer)

- Switzer announces that the movie season is only a few weeks away. The Movies in the Park series will occur every Friday in the month of August, starting on Friday, August 7-28.
 - Switzer mentions that there has been a slight change in the movie schedule. Due to licensing issues through SWANK, Cinderella has now been changed to the new Annie for the August 14th event.
 - Switzer asks the commission if they are interested in running the concessions again this year. A local Girl Scout Troop has shown great interest in vending at the movie events, as a fundraiser for their group. The group discusses this opportunity and concludes that they would like to pass the opportunity on to the Girl Scouts.
 - Lamb mentions that the Girl Scouts are more than welcome to borrow the old popcorn machine from the Historical Society. Burgess is going to contact the Scouts.
 - Switzer invites Burgess into the discussion to relay information regarding pre-movie activities. Burgess informs the group on how the program is going to try something new this year. Burgess has been in contact with the SMJ Performance studio, with hopes of having them perform prior to 1-2 events (preferably the musical films) to coincide with the performance(s).
 - Question from Poppen: Are we still going to do Bingo? Burgess explains how there will be a new interactive game before the movie. Burgess is collaborating with one of the sponsors to create movie trivia, which will be customized for each film.

7. Community Arts Outreach Update (Chapin)

Chapin is excited to announce that there will be an Art Walk in Sherwood. Chapin has been collaborating with the Main Street Committee to move forward on this project.

- The first Art Walk will tentatively take place on Thursday, September 17. Chapin encourages the group to get involved with the committee.
- Question from Stanaway: Who is doing/hosting the art? Chapin mentions that the Art Walk is open to any businesses that are willing to open their facility.
- Question from Poppen: Is the Art Walk just visual arts? Chapin explains her vision of the Art Walk, with hopes to incorporate music (especially live music), dance, food and wineries.
- There are several local shops and businesses who have already shown great interest in participating in the Art Walk. Da Mimmos and 503 Uncorked are both very interested as well as the Chamber and Sherwood Main Street.
- Other local shops to contact and include in the Art Walk are Blue Plume Studio, Painted Plate, Mosaic Arts Loft, Sherwood Library, and Symposium.
- Question from Stanaway: Who is heading up the planning? Chapin mentions that she is currently serving as the hub for the planning portion. The Main Street Committee is very interested in helping to lead the project. If anyone is interested in signing up, contact Chapin at the Center for the Arts.
- Babusis voices his interest in participating in the Art Walk. He will be in touch with Chapin and the Main Street Committee for further information.
- Chapin concludes the conversation with expressing the excitement from the community about the Art Walk and the potential it has for community members.
- Question from Poppen: Are there Chamber members involved with this? Chapin explains how there is involvement from Chamber Executive Director Lana Painter and other members. Chapin mentions that everything is still in "planning mode", but the Art Walk will occur this fall.

8. Gala Event Update (Chapin)

- Chapin reveals the tentative date for the Sherwood Center for the Arts' Gala. The tentative date is Saturday, October 10th. She explains why the date works for the Center, as it avoids conflict(s) with programs and Halloween. The theme of the Gala is "History in the Making" in conjunction with the featured gallery.
 - The Gala would fall the weekend after VPA's production of Peter Pan.
 - Chapin raises the "big question" to the group about the Gala. What is the cause of this Gala? The group discusses the cause of the Gala, further brainstorming ideas for this year.
 - Poppen mentions that if proceeds from the Gala go towards equipment this year, then funds could be applied for scholarship opportunities next year (once programs have been established).
 - Stanaway discusses a musician who may be interested in coming to perform to help fundraise costs. Stanaway will be in touch with Chapin with further details.
 - Chapin emphasizes the need for more help, especially with establishing the planning committee for the Gala. Anyone who is interested should join the Gala Committee.
 - Chapin shares some of her ideas for entertainment for the Gala. She mentions the possibility of having the entertainment be cabaret style. She will keep the group posted, but will be more elaborate with the Gala Committee.
 - The Gala Committee meetings will occur on Mondays. The first Gala Committee meeting will take place on Monday, August 3rd at 6:00 pm. Location TBD.

9. Role of Commission (Poppen)

- Poppen introduces the role of the Commission, reiterating points from last meeting. She explains how there has been the discussion of creating a Friends of the Center for the Arts Organization. The Friends of Committee could carry out fundraising for the Center for the Arts as a Non-Profit organization.
 - Question from Poppen to group: What does the committee look like? Does it take away the importance of the Cultural Arts Commission? Stanaway explains the importance of the Commission to the group. It serves as a connection with the community. The conversations that happen at the commission meetings, influence the ideas that have pushed and focused a lot of decisions within the community. It allows citizen response to what the City is doing with the arts. This commission serves as an ambassador to the City. It's a great for resource for local artists.
 - Question from Poppen: What does the commission look like to the Center? Chapin agrees with Stanaway's remarks. This commission serves as "multiple fingers" within the community. The commission voices that need to be accounted for when making decisions within the Center. It's important for members on the commission to be involved in things around the Center. Stanaway mentions that commission needs more members! She explains that the commission needs to create awareness to recruit more members. It will make a more well-rounded commission.
 - Chapin also explains how the commission serves to help with fundraising, but that a designated fundraising "arm" in the Friends of Organization will help with outreach and expansion and be focused just on that goal.
 - Poppen mentions that the Commission needs to make it more appealing to come to be a part of the board. Poppen reiterates that importance of filling the current vacancies. The Commission needs to recruit people who would be an asset to the group!
 - Question from guest, Cindy with WCA: Is there a residency requirement? Switzer responds that the charter is a little grey on this subject, but that there has been a prescient for one or two seats on the Commission to be filled by non-residents who have a vested interest in Sherwood (i.e., local business owner, active in the arts community). Stanaway emphasizes that the Commission wants people who are active in our community. Question from Lamb: Do we start a Friends of Committee so we can start raising the money? Stanaway suggests that the Commission wait a year, to further look at a Friends of Board and focus on how it might work as a cohesive partnership.
 - With this in mind, Poppen mentions that the group needs to be aware of grant deadlines. Also, when applying for grants, there needs to be someone to match the grant.

- Question from Stanaway: Can the Sherwood Foundation for the Arts apply for the grant on behalf of the Center? Chapin answers that they can only if they aren't applying for the grant for their own programs. Almost all grants will allow only one grant application per organization, so there-in lies the potential conflict with using SFA as a fundraising arm.
- Poppen offered help write some grants for the Center.
- Discussion ends with Stanaway and Poppen reiterating the importance of communicating the commission to the community. Poppen wants to create connections with businesses to help with funding as well.

10. Council Update (Harris)

None.

11. Other (Poppen)

- Switzer mentions that The City of Sherwood is going to be receiving funds for Community Enhancement from Metro. Switzer wants to apply use some of those funds for public art in the future. Community Enhancement is very broad, so funds are allocated in various programs. Switzer mentions that there will be money available each year. There will be a review committee. The application process will be open at the end of the month on the City's website or on Facebook. The funds are also available for non-profits in the community. Switzer mentions that the funds will be around 70k, divided among the different groups or used in whole for a large project, at the discretion of the review committee. Oregon City and Forest Grove have these grants from Metro as well, and the City is looking to them as a model.
- Commission guest, Cindy, updates the group with the latest actions of the Westside Cultural Alliance. The organization has requested more operating funding from Washington County, and is currently waiting for confirmation of those funds. The funds could create sustainable jobs within the organization.
 - First WCA event will be occur on the last Thursday of September. The event in November will be held Hillsboro. The event in December will be held in Tigard.

12. Next Meeting/Adjourn (Poppen)

The next meeting will be held Monday, August 17, 2015 at 6:30 pm at Sherwood Center for the Arts.

Adjourned at 7:38 pm