



Home of the Tualatin River National Wildlife Refuge

# Sherwood Cultural Arts Commission MEETING NOTES

MEETING TITLE	Sherwood Cultural Arts Commission
DATE & TIME	09.21.2015 6:30PM
LOCATION	Sherwood Center for the Arts 22689 SW Pine St. Sherwood OR, 97140
FACILITATOR	Vicki Poppen
NOTES TAKEN BY	Kelsey Beilstein

## ATTENDEES

<b>Cultural Arts Commission</b>		<b>Council Liaison</b>	
X	Vicki Poppen, Chair	X	Jennifer Harris, City Councilor
--	Amanda Stanaway		
X	Shelly Lamb		<b>City Staff</b>
--	Ramin Rouhbakhsh	X	Kristen Switzer, Community Services Director
--	Angelisa Russo	X	Maggie Chapin, Cultural Arts Center Manager
--	Vytas Babusis	X	Kelsey Beilstein, Administrative Assistant
--	VACANT		
--	VACANT		
--	VACANT		

## MEETING NOTES

1. **Call to Order/Roll Call (Poppen)**
2. **Adjustments to the Agenda (Poppen)**
3. **Approval of July Minutes (Poppen)**
  - *Corium was not met in order to approve minutes*
4. **Center for the Arts Program Update (Chapin)**
  - Outside rentals include Horizon School, Portland Ballet, Bag & Baggage, VPA Peter Pan and VPA Christmas performance
  - Upcoming programs include Classic Film Series, Family Matinee Series and the Library's Story telling
  - Upcoming gallery opening "History in the Making"
  - Popen inquired about how the Center is doing with the budget
    - Chapin gets updated numbers, but formal numbers have not yet come out for the fiscal year thus far.
    - Switzer states that we currently have \$3,700
    - Harris has been trying to get hard numbers to City Council

- Popen inquired where the City is on renting out the retail space
  - Switzer states that the City has picked a tenant and is currently in negotiations

## 5. Missoula Children's Theater (Chapin)

- Chapin gives an end of the year report of Missoula's performances of Rapunzel and The Jungle Book at the Center for the Arts.
- **Rapunzel (June)** – Was attended by around 300 people throughout the day for both performances. We had between 55-60 registered students for this production. A big thanks to the SFA for coordinating and organizing registration! Rapunzel made over \$390.00 in ticket sales. This was a wonderful production.
- **The Jungle Book (August)** – Was attended by over 400 people for both performances. Registration filled up fast for this production, with 62 registered students and a waitlist. The Jungle Book made over \$685.00 in ticket sales. We had 5 volunteers assist with ushering, tickets and passing out programs. Overall, the MCT performances had a huge turnout of support from our community!
- **Total cost of MCT productions:** \$5,800.00  
**Total ticket sales (including SFA sales):** \$1,492.25  
**Total revenue for Center for the Arts:** \$1,409.20  
**Total revenue for SFA:** \$1,409.20

## 6. Movies in the Park (Switzer)

- Switzer states that Movies in the Park were a success this year
- Pre Movie entertainment
  - Leah brought in trivia and family feud style games that engaged and entertained the audience before the movies started.
- Weather
  - Switzer explained that there was only 2 nights when weather was a possible issue
    - First night there was high wind that compromised the movie screen before the movie started.
    - One night with rain (Annie) still had a good turn out and ended up brining out people that normally wouldn't have come out because they don't like crowds
- Movie Screen
  - Switzer stated that after the movie screen was compromised by the wind on the first night, she had to run to Walmart to pick up a new one. It had been approximately 10 years since they bought the last one, so it was overdue. The new one is a bit smaller, but much easier to transport and offers just as good or better movie clarity.

## 7. Community Arts Outreach (Chapin)

- Chapin announced that the Art Walk was a huge success
  - Passport: Each participant was given a passport that they needed to collect stamps from all participating businesses in order to be entered to win a prize basket. Chapin feels like this was a large contributor to the success of the event because it got people to visit businesses they usually wouldn't.
  - Future: Main Street now needs to decide the future of the event. Is this event that we do once a month, once a season, or the 3 summer months?
  - The Center for the Arts Role: The Center is considered the home hub for the event and would be a great place for artists and local, but non-old town businesses to set up booths to be involved.
  - Community Enhancement Program: Main Street will be looking at applying for the next CEP grant for the ability to purchase flags, umbrellas and swap for future Art Walks.
- Chapin announced that plans for next years Altered Art Festival will start this week
  - There will be a possible change of date.

## **8. Community Enhancement Program (Switzer)**

- Switzer announced that The Arts Commission has been awarded the CEP grant from the City to start the City of Sherwood Cultural Walking Tour
  - At the next meeting the Commission will start discussing stops on the tour and process of completing the project.
  - This is the first step in receiving public art.
  - The Arts Commission will be applying for this grant again for future phases of the project.

## **9. Gala Event Update (Chapin)**

- Chapin reveals the date for the Sherwood Center for the Arts' Gala has been pushed out to 4/2/2016. She explains the date will coincide with the one year anniversary of the Center's opening and the announcement of the Friend of the Center for the Arts
  - 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.

## **10. Council Update (Harris)**

- Harris announces that Council has been working on recreational marijuana and chickens.
  - It was decided that recreational marijuana will still be banned from sale in the City of Sherwood in October and will wait until it is being regulated by the OLCC until it legalizes the sale.
  - The topic of chickens has been approved to move to the next meeting. This does not mean chickens are approved, but that the discussion will continue.

## **11. Other (Poppen)**

- Lamb announces that she has started the paperwork to create the Friends of the Sherwood Center for the Arts nonprofit. Lamb discusses with the group what the next steps will be.

## **12. Next Meeting/Adjourn (Poppen)**

The next meeting will be held Monday, October 19, 2015 at 6:30 pm at Sherwood Center for the Arts.