



Home of the Tualatin River National Wildlife Refuge

# Sherwood Cultural Arts Commission MEETING NOTES APPROVED

|                |                                   |
|----------------|-----------------------------------|
| MEETING TITLE  | Sherwood Cultural Arts Commission |
| DATE & TIME    | 6.07.2012 6:30PM                  |
| LOCATION       | Sherwood City Hall—Community Room |
| FACILITATOR    | Doug Pedersen                     |
| NOTES TAKEN BY | Jennifer Ortiz                    |

## ATTENDEES

| Cultural Arts Commission |                              | Council Liaison |  |
|--------------------------|------------------------------|-----------------|--|
| X                        | Doug Pedersen, Chair         | --              | Robyn Folsom, City Councilor                     |
| X                        | Alyse Vordermark, Vice Chair |                 |  |
| X                        | James Boscole                | City Staff      |  |
| X                        | Judy Silverforb              | X               | Kristen Switzer, Community Services Director     |
| X                        | Cydney Corl Hill             | X               | Jennifer Ortiz, Events and Volunteer Coordinator |
| X                        | Kaelie Nielsen               |                 |  |

## MEETING NOTES

1. Call to Order/Roll Call (Pedersen)
  - The meeting was officially called to order at 6:35 PM.
2. Adjustments to the agenda (Pedersen)
  - None
3. Approval of May minutes (Pedersen)
  - *Alyse Vordermark motioned to approve the May 2012 minutes. Cydney Corl Hill seconded. All in favor; motion passed.*
4. Missoula update (Switzer)
  - Switzer met with representatives from SFA. Volunteers are needed from the SCAC for registration on June 25 and July 9 and for ticket sales on June 30 and July 14.
  - The board members volunteered as follows:
    - Registration:
      - June 25 – *Vordermark*
      - July 9 – *Silverforb*
    - Ticket Sales:
      - June 30 – *Nielsen (3:00 show) Vordermark (5:30 show)*
      - July 14 – *Corl Hill (will cover both 3:00 and 5:30 shows)*
    - Staff will send a reminder email to the volunteers.
  - Nielsen is still working on the posters. She will also be preparing the tickets and programs. The tickets need to be completed by June 21.

5. Movies in the Park (Switzer)
  - Switzer discussed the possibilities of partnering with a non-profit for the summer movie series. She made a suggestion of possibly partnering with Main Street. All are in favor of the idea. The committee decided to talk to Main Street about the opportunity at the Non-Profit Round Table Meeting.
6. Council update (Folsom)
  - None
7. Non-profit meeting discussion (Switzer)
  - Nielsen presented the new Sherwood Cultural Arts Calendar to the group. The calendar is not finished. Nielsen will continue to collect dates and add additional events. The calendar will be presented to the non-profits at the Round Table Meeting.
  - Kaelie has started to design a webpage for events as well. It will cost \$10/year.
8. Next Meeting/adjourned
  - The next meeting will be held on Thursday, August 2, 2012 at 6:30 pm at City Hall. There will be no SCAC meeting in July.

**Adjourned at 6:55 pm.**

## 7:00 pm Non-profit Round Table Meeting

- Two groups joined the SCAC for the Round Table Meeting.
  - Sherwood Main Street
  - Sherwood Foundation for the Arts
- Presentation of Events Calendar (Switzer)
  - The new SCAC Events Calendar was handed out. Nielsen was concerned with the amount of email addresses that have to be listed. The group suggested having links from the events website to each of the non-profits sites so that their email addresses do not need to be listed individually.
  - Nielsen recommended that new events information be emailed exactly as they should be posted so she can cut and paste to reduce errors.
- Google Groups
  - The group discussed the purpose of a Google Group. The Google Group is email based, but public. There was concern raised about people posting unwanted information or clicking “reply all” and creating several additional emails.
  - Nielsen is designated to monitor the Google Group. She will add filters so that posts will have to be approved before they appear on the site. The group talked about getting a concrete outline of what would be acceptable to post.
- Main Street
  - Petersen mentioned the partnership opportunity for the summer movie series to Angi from Main Street. The group talked about possible logistics. Angi mentioned that she is interested in knowing more about what that partnership would look like. The Main Street Board of Directors would need to approve it. Switzer explained some of the details of the Movies: movies are ordered from Swank.com, the projector costs \$100 to rent, the City owns a screen. The group also discussed possibilities for concessions and drinks. Petersen and Nielsen will meet with Main Street on Monday, June 11, to discuss more details.