



Home of the Tualatin River National Wildlife Refuge

# Sherwood Cultural Arts Commission MEETING NOTES

APPROVED

MEETING TITLE	Sherwood Cultural Arts Commission
DATE & TIME	11.17.2014 6:30PM
LOCATION	Sherwood City Hall—Community Room
FACILITATOR	Vicki Poppen
NOTES TAKEN BY	Jennifer Ortiz

## ATTENDEES

<b>Cultural Arts Commission</b>		<b>Council Liaison</b>	
X	Vicki Poppen, Chair	X	Linda Henderson, Council President
X	Judy Silverforb, Vice Chair		
X	Shelly Lamb		
--	Anna Lee		
X	Amanda Stanaway	X	<b>City Staff</b>
--	Ramin Rouhbakhsh	X	Kristen Switzer, Community Services Director
X	Angelisa Russo	X	Maggie Chapin, Cultural Arts Center Manager
X	Charlotte Blair	X	Jennifer Ortiz, Department/Program Coordinator
--	VACANT		

## MEETING NOTES

1. Call to Order/Roll Call (Poppen)
  - The meeting was officially called to order at 6:38 pm.
2. Adjustments to the Agenda (Poppen)
  - None
3. Approval of October Minutes (Poppen)
  - *Silverforb motioned to approve the October 2014 minutes. Russo seconded. All in favor; motion passed.*
4. Introduction of Maggie Chapin, Cultural Arts Center Manager (Switzer)
  - Switzer introduced the new Cultural Arts Center Manager, Maggie Chapin. Chapin shared her background and experience with the committee.
5. Annual Board and Commission Report (Switzer)
  - Switzer reminded the committee that the annual Boards and Commissions Appreciation Dinner will be held on December 2. Switzer handed out a copy of last year's report and asked the commission if they would like to make any changes (see record, exhibit A). The committee discussed the 2014 goals and accomplishments. Switzer will put together a draft and email it to the members for feedback before the appreciation dinner.

6. Cultural Arts Community Center Building Update (Switzer)
  - Switzer shared that the keys to the building are supposed to be turned over Jan 21. It will take a couple of weeks after that for installation and punch-list items. Switzer explained that she would like to be open to the public in late February. Poppen asked when the commission will be able to tour the facility. Switzer will look into it. She explained that there is currently a limit on how many people can go in at a time.
7. Cultural Arts Community Center Program Overview (Chapin)
  - Chapin shared a Program Overview handout with the committee (see record, exhibit B). Chapin explained that this is a draft concept and she shared that she would love to have feedback from the commission. Poppen asked if the commission can have some time to review it and email their feedback to her. Chapin is fine with that. Chapin also shared the draft rental rate sheet proposals (see record, exhibit C). She share that the rates were compiled based on market comparisons of a four hour rental model.
8. Cultural Arts Community Center Fundraising Update (Chapin)
  - Chapin explained that there will be several fundraising opportunities in the near future. She would like to know if the commission would like to form a fundraising sub-committee. Chapin explained that there is a lot to do and she would love to get help from the commission. Henderson mentioned that it is an incentive to people when their donations are tax deductible, but people can't write off donations to the City. Silverforb asked what happened with the idea of partnering with the SFA. Switzer explained that there are a lot of moving parts and it is still up in the air. Poppen asked if there is a way for the commission to meet with the SFA and VPA. Henderson shared that the SFA was originally created for this purpose, but the building was never built. Time went by, and things changed. The SFA has the non-profit status and the history that would be beneficial for grants. She shared that there is a meeting on Thursday and the group can talk about it.
9. Sherwood Artists Assembly Update (Poppen)
  - Poppen shared that the first Artists Assembly was very successful. About 13 artists attended. Chapin will put together a summary of the meeting and email it out to the committee. All members agreed that it is important to keep holding these meetings.
10. Missoula Children's Theatre Program Update (Switzer)
  - Switzer shared that the contracts for Missoula came in today. We have been assigned Rapunzel, June 22-27 and Aladdin, Aug. 3-8.
11. Council Update (Henderson)
  - Henderson shared that interviews have been held for Councilor Folsom's position. There were 11 applicants and a decision should be made soon. The agenda is light for tomorrow night's council meeting. Henderson encouraged the commission members to attend the Annual Boards and Commissions Appreciation Dinner on December 2.
12. Other (Poppen)
  - None
13. Next Meeting/Adjourned
  - The next meeting will be held on Monday, December 15, 2014 at 6:30 pm at City Hall.

**Adjourned at 8:02 pm.**