



Home of the Tualatin River National Wildlife Refuge

# Sherwood Cultural Arts Commission MEETING NOTES Approved

MEETING TITLE	Sherwood Cultural Arts Commission
DATE & TIME	02.16.2015 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	Jennifer Harris, City Councilor
X	Judy Silverforb, Vice Chair		
X	Shelly Lamb		
--	Anna Lee	X	<b>City Staff</b>
X	Amanda Stanaway	X	Kristen Switzer, Community Services Director
--	Ramin Rouhbakhsh	X	Maggie Chapin, Cultural Arts Center Manager
--	Angelisa Russo	X	Jennifer Ortiz, Department/Program Coordinator
--	VACANT		
--	VACANT		

## MEETING NOTES

1. Call to Order/Roll Call (Poppen)
  - The meeting was officially called to order at 6:30 pm.
2. Adjustments to the Agenda (Poppen)
  - None
3. Approval of January Minutes (Poppen)
  - *Silverforb motioned to approve the January 2015 minutes. Stanaway seconded. All in favor; motion passed.*
4. Cultural Arts Community Center Building Update (Switzer)
  - Switzer shared that things are moving along. The City does not have occupancy yet, but should be getting the keys soon. City staff has been attending various trainings for the new facility including mechanical, seating, drapes, sound, and lighting. Furniture has been delivered and overall, the facility looks great.
5. Cultural Arts Community Center Program Update (Chapin)
  - Chapin shared that the new Center for the Arts website is coming soon, but in the meantime information will be added to the City's current website. Chapin is working on finalizing policies and procedures for the rental application. There have been several inquiries about renting the facility. The SFA will be holding a People to People Exchange fundraiser on March 20. Washington County Visitors Association will be holding a tourism luncheon on May 8. Three separate dance studios have inquired about the space for May and June productions. The Chamber will be holding their

Annual Awards Banquet at the Center in June. There will also be several library events taking place at the Center. Chapin shared that she will be hiring two part-time, on-call Recreation Assistants to help with facility rentals in the evenings and on weekends.

- Chapin shared that Makers 5 has put together a great gallery for the opening. It will feature a variety of local artists (see record; exhibit A). Chapin explained the gallery schedule. Makers 5 will produce a report and provide resumes for each artist featured in the gallery. An artwork roster will also be provided, along with the sale price for each piece. That value price is what will be used for insurance purposes as well.

6. Upcoming Vacancies/Term Expirations (Switzer)

- Switzer shared that there are still two vacancies on the commission. Silverforb, Stanaway, and Lee all have terms expiring in March. Silverforb will not be reapplying. Stanaway shared that she will be reapplying. Poppen asked about the other gentleman that was interviewed a couple of months ago. Switzer said that she can reach out to see if he is still interested. Chapin reminded the commission to encourage people to apply.

7. Council Update (Harris)

- Harris shared that Council approved the name and fee schedule for the Center at the last meeting. She also shared that the Spaghetti Factory will be coming to Sherwood, and Beth Cooke was just appointed to City Council.

8. Fundraising Update (Switzer)

- Chapin, Lamb, and Switzer met together last week and found that it would be beneficial to file for nonprofit status for the Center. Shelly has been gathering the paperwork to start the process. Stanaway asked if we have a time frame for approval. Switzer stated that Shelly is just starting the process. They will know more by next month's meeting.

9. Grand Opening Open House Update and Discussion (Chapin)

- Chapin handed out a schedule for the Open House (see record; exhibit B). In addition to the performances on stage, there will be activities taking place in the classrooms. Anne Brucker from Mosaic Arts Loft will be making small terra cotta coins for bracelets that people can string along with beads and take home. There will also be an art activity. This will help to get people engaged in the classrooms. We will be using volunteers to help with these activities. Chapin asked if any of the commission members are able to volunteer for the Open House. She will email out a schedule to the group. Lamb has been working hard on the refreshments. Symposium will probably be doing the coffee. Sesame donuts will be donating 300 holes. Switzer will purchase an additional 300. Lamb added that SweetStory will also be doing 500 cookies.

10. Other (Poppen)

- Tonya Hamilton, Sherwood resident, is excited about the Arts in Sherwood. She shared that she organized the Italian Festival that took place at Cannery Square Plaza last year. She shared a little about the event and stated that she would love to have the commission involved again this year. IBC, an Italian nonprofit group based out of Portland, will be sponsoring the event this year. Hamilton would like to hold the event in July this year. Poppen suggested that Hamilton submit a written request for a fee waiver to the City. This was a great event last year.

11. Next Meeting/Adjourned

- The next meeting will be held Monday, March 16, 2015 at 6:30 pm at City Hall.

**Adjourned at 7:50 pm.**