



Home of the Tualatin River National Wildlife Refuge

1. CALL TO ORDER

2. ROLL CALL

3. ADJUSTMENTS TO AGENDA

4. CONSENT AGENDA

A. Approval of June minutes

5. CITIZEN COMMENTS

6. NEW BUSINESS

A. Medallion art update (Pedestrian Bridge)

B. Upcoming cultural festival dates (2025-26)

7. BOARD COMMENTS

8. COUNCIL LIAISON REPORT

9. CENTER FOR THE ARTS STAFF REPORT

10. ADJOURN

How to Provide Citizen Comments:

Citizen comments may be provided in person, in writing, or by telephone. Sign-up forms will be available at the meeting for anyone who wishes to provide comments in person. Written comments must be submitted at least 24 hours in advance of the scheduled meeting start time by email to hallc@sherwoodoregon.gov and must clearly state that it is intended as a general Citizen Comment for this meeting. To provide comment by phone during the live meeting, email or call hallc@sherwoodoregon.gov, 503-625-4261 at least 24 hours in advance of the meeting start time in order to receive dial-in instructions. In-person and telephone comments are limited to 4 minutes per person. Per Council Rules Ch. 2 Section (V)(D)(5), Citizen Comments, "Speakers shall identify themselves by their name and by their city of residence." Anonymous comments will not be accepted into the meeting record.

ADA Accommodations:

If you require ADA accommodations for this public meeting, please contact hallc@sherwoodoregon.gov or 503-625-4261 at least 48 hours in advance of the scheduled meeting time.

MEETING AGENDA

CULTURAL ARTS COMMISSION

JULY 21, 2025 at 6:30 pm

**SHERWOOD CENTER FOR THE ARTS
22689 SW PINE ST.
SHERWOOD, OR 97140**



Home of the Tualatin River National Wildlife Refuge

MEETING MINUTES

SHERWOOD CULTURAL ARTS COMMISSION

6/15/2025 at 6:30pm
Sherwood Center for the Arts

22689 Pine St. Sherwood, OR 97140

1. CALL TO ORDER

Chair Casler called the meeting to order at 6:31pm.

2. ROLL CALL

Board Members Present: Chair Jennifer Casler, Vice Chair Jane Parisi-Mosher, Casey Chen, Estela Schaeffer, Michelle Nedwek and Lester Nishimura. Members Beth Flores and Leah Nedwek were absent.

Staff Present: Chanda Hall (Sherwood Center for the Arts Manager) and Mary Weggeland (Administrative Assistant II)

City Council Liaison: Keith Mays

3. ADJUSTMENTS TO AGENDA

Hall answered that there were no adjustments to the agenda but added that she would like to welcome Lester Nishimura to the Cultural Arts Commission. Members greeted Nishimura and thanked him for joining the Commission.

4. CONSENT AGENDA

A. Approval of May 18, 2025, Meeting Minutes

Chair Casler motioned to approve the consent agenda, seconded by Chen. Motion passed, all present members voted in favor.

5. CITIZEN COMMENTS

None.

6. NEW BUSINESS

A. CEP Grant Update

1. Hall reported that the Commission submitted two CEP grant applications for approval. She stated that the application for the snowflake light fixture application was approved at $\frac{3}{4}$ of the amount requested, but the Cannery Square wrap was not approved.

- a. Hall asked Councilor Mays for clarity as he was on the CEP grant decision making board. Mays said that while the outcome was disappointing on the Cannery Square restroom wrap application, the Commission did get most of what they asked for with the holiday lighting. He said there is still room to discuss with City staff if the restroom wrap project can be funded in other ways. Mays explained that after the meeting he spoke with City staff and Councilors that were present and said that the Commission would need to get the support of the City Manager.
 - b. Casler asked if there were other plans for the funds that Mays said may be available for the project. Mays said there is still funding available. Casler asked if the funds are cumulative year after year. Mays said yes.
 - c. Hall asked for clarity on who would need to be contacted to get guidance from City staff. Mays said to speak with the Public Works director and the City Manager. Casler asked for the name of the Public Works director.
 - d. Hall said that \$16,500 was awarded to purchase holiday lights for Old Town light poles. The Commission discussed the issue, including the storage, how the lights look, and the approval process. Nishimura asked if they will supplement the current lights on trees. Mays answered yes.
 - e. Hall stated that the next steps in the grant process would be to put the lights purchase on the July agenda. Mays encouraged them to meet with staff and ask pertinent questions. Casler asked if City staff could be invited to the next meeting. Hall answered that the Commission should create a recommendation first and then go to staff. Mays responded that the Commission needs to ask before any snowflakes are purchased to see if there is storage space and the quality of the product. Casler said that if Commissioners have specific questions, send them to Chanda.
2. Casler circled back to the CEP application for the Cannery Square restroom wrap. Mays said that Hall should ask the City Manager and Assistant City Manager if the Commission can move forward with alternative funding. Hall responded that the project will be expensive, but if it goes well, then more art can flow from that.
 3. Hall asked the Commission to discuss the theme for the restroom wrap: Seasons of Sherwood/Seasons of Change. Commissioners discussed the theme and their hope for positive change in the community. Casler asked if the Commission should pick the theme first or an artist first. Hall said that the Commission would decide first and then give the theme to the artist. The Commission discussed past theme ideas. Nishimura suggested: Diverse Oregon Wildflowers. Schaefer asked if that theme would fit into winter as well and asked if the word “diverse” would be an issue. Hall said that the covered utility boxes in Tualatin feature themes from all throughout the year and that it works well. Nishimura asked if the wraps could include relief, texture, shine, or glitter. Hall said we could do something unique for Sherwood but was not sure if different textures could be included.

B. Medallion Art on the Pedestrian Bridge

1. Hall shared the updated medallion art plan that she presented to the City Council. Hall reported that she was able to walk the new bridge and described the process of touring the site with artist Vicki Scuri. She said that the medallions will be bigger than manhole covers, and that the belvedere spots on the bridge have a slightly different color of concrete that point to the medallion. Hall showed a picture of the concrete.
2. Parisi-Mosher said that she saw the finished concrete wall and took pictures. She spoke with one of the construction workers who worked on pouring the stamped pieces, and he shared how hard it was to do. Hall agreed and described the detailed process of pouring the molds and getting the correct porousness for each piece. Hall said that it is a mix of art and engineering. Casler asked about the RFP to find a medallion artist. Hall said it is either out or going out soon. She added that depending on the number of artists who respond, the Commission might invite the applicants to the July meeting.

C. Upcoming Cultural Festivals

1. Hall said the Commission should start to set their intentions for 2026 and the cultural events that they want to host. For example, Hall explained that the former Commission Chair, Winnie Parmar, had been the main organizer for Diwali and was now gone. Hall asked if the Commission wanted to continue the event. Chen responded that she has a contact who may be interested in helping to coordinate the festival and that she would reach out and ask.
2. Next, Hall started a discussion on Day of the Dead. She said that the ofrenda has been well received each year and continues to grow. Commissioners discussed past ofrendas and how they have been positive for the community.
3. Hall stated that Sherwood's Lunar New Year for 2026 would be on Feb. 7.
4. Hall shared that the summer Art Walk will be held on July 10 this year. Hall asked if there is someone from the Commission group who wants to lead something for Art Walk.
5. Commissioners discussed other international festivals that would be fun cultural events:
 - a. St. Lucia
 - b. Winter solstice
 - c. Tanabata
 - d. Day of the Child

7. BOARD COMMENTS

None

8. COUNCIL LIAISON REPORT

1. Mays reported that the roundabout art is clearing the final hurdles, and that the City is preparing an IGA that needs to be approved.
2. Mays shared that there would be a special City Council meeting to approve the new budget. Mays said this will have a big impact next year when staff does not need to prepare a budget.

9. STAFF REPORT

Hall reported that the Arts Center is very busy. She shared that staff is getting ready for summer camps and for an upcoming gala on Sept. 27 which would celebrate the 10th anniversary of the Arts Center.

10. ADJOURN

Chair Casler adjourned at 7:36pm.

Minutes Approved on _____
Date

Chair or transcriptionist Signature