



Home of the Tualatin River National Wildlife Refuge

MEETING AGENDA

CULTURAL ARTS COMMISSION

NOVEMBER 17, 2025 at 6:30 pm

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

1. CALL TO ORDER
2. ROLL CALL
3. ADJUSTMENTS TO AGENDA
4. CONSENT AGENDA
 - A. Approval of October minutes
5. CITIZEN COMMENTS
6. NEW BUSINESS
 - A. Medallion artist Deann Garcia
 - B. Public Art update: Cannery restroom wrap language and process
 - C. Cultural Arts key goals & initiatives
7. BOARD COMMENTS
8. COUNCIL LIAISON REPORT
9. CENTER FOR THE ARTS STAFF REPORT
10. ADJOURN

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Home of the Tualatin River National Wildlife Refuge

MEETING MINUTES

SHERWOOD CULTURAL ARTS COMMISSION

10/27/25 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 6:30pm.

2. ROLL CALL

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

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

City Liason Present: Councilor Keith Mays

3. ADJUSTMENTS TO AGENDA

Commisioner Schaeffer shared Pan de Muerto bread, a traditional offering for Dia de los Muertos, with the Commission.

4. CONSENT AGENDA

A. Approval of 9/15/25 Meeting Minutes

Nishimura motioned to approve the consent agenda, seconded by Schaeffer. Motion passed, all present members voted in favor.

5. CITIZEN COMMENTS

None.

6. NEW BUSINESS

Hall shared her excitement over the amount of public art updates on the agenda.

A. Public Art update: roundabout deer

Hall reported that the deer sculptures were scheduled to arrive on September 28. The artist will be on site to help position the sculptures. She praised the hard work of City staff who assisted in the procurement, site approval, and installation process of the artwork.

B. Public Art update: holiday snowflakes—CEP grant

Hall stated that the snowflake light displays will also arrive on September 28, in five large pallets. She explained that an interim Public Works manager is helping to find a location to store them and will be in charge of the installation process. Hall asked the Commission for input on where the lights should be installed around Old Town.

- a) The Commission discussed whether the 27 snowflake light displays should go on every pole in one small section or on every other pole around Old Town. They specified that the lights would go on the hanging basket side of the light poles.
- b) Casler called for a vote. All members voted in favor of hanging the lights on every other pole throughout Old Town, with the aim of covering as much distance as possible in that downtown area.
- c) Nishimura asked if there would be funds to purchase more snowflakes next year. Mays explained the CEP grant process, and the Commission members discussed the timing of the application process and deadline.

C. Public Art update: medallion artist and next steps

Hall recalled that during the September Cultural Arts Commission meeting there had been a discussion and a vote on the direction for the medallion artwork. She thanked the Commission for their work finding an artist and utilizing the RFP process for the first time. Hall said that she and Commission Vice-Chair Parisi-Mosher met with artist Deann Garcia, and that she was very knowledgeable on the subject. Garcia walked them through the artistic process and explained the difference between a graphic designer and artist. She also shared that she is from McMinnville and knows the history, landscape, and cultural elements of the region. Hall said that Garcia will create renderings for the Commission to view.

D. Public Art update: Cannery Square restroom wrap process

Hall explained that the next step for the Cannery Square restroom wrap would be choosing an artist. She gave the Commission three scenarios for that process: releasing an RFP, picking an artist as a Commission, or holding a contest.

- a) The Commission discussed the three options. The following questions were asked:
 - a. If there is a contest and the winning artist is not a good fit, what happens? Hall answered that the artists' instructions would have a clause explaining that the City Council has the final decision on who is chosen.
 - b. What if the Commission chooses an artist and the City Council does not like the artwork they create? Mays said that in that scenario, the Commission would narrow down a pool of artists and the City Council would ultimately pick the winner.
 - c. How can you restrict how many times people vote to be fair? The Commission discussed different vote tabulating options.
 - d. What is the budget for the project? Hall answered that the City is honoring the CEP grant application request for \$8300.
 - e. Can multiple artists contribute to the piece? Hall answered that the wrap would ideally be created from one piece of art.
 - f. The Commission decided on the following guidelines:
 - i. The submitted artwork must be finished and complete

- ii. One submission per artist
 - iii. There will be a size requirement
 - iv. Seasons of Sherwood will be the theme
 - v. Photos of the bathroom will be included in the instructions
 - vi. Preference will be given for local artists
 - vii. Local students who are away at college can still apply
- g. The Commission discussed the timeline for the competition. Hall said that she would bring language back for the November meeting. Next, the call to artists would go out, with a deadline for submissions by the end of February. The submissions would be approved by the City Council in March. The wrap would be ordered and applied by the time the Saturday Market starts in May. Hall added that the goal for the project would be to complete it before the end of the fiscal year.

E. Ofrenda report: Estela Schaeffer

Schaeffer reported that the community ofrenda is up and ready for offerings. She asked Commissioners to please bring something to help fill it up. Schaeffer explained the types of offerings that are typical. She asked the Commission to encourage others to participate and to come view the ofrenda. Schaeffer said that it is a community building tool, as well as an education tool. She shared the names of community members and businesses that helped this year. Hall suggested writing thank you notes for the business that contributed. Schaeffer shared that there will also be bread made by a local baker on the ofrenda. Commissioners shared about other ofrendas and Dia de los Muertos celebrations in the area. Schaeffer said that the Commission may try to expand the celebration to include dance groups and choirs in 2026. Commissioners thanked Schaeffer for her work on this project.

F. Lunar New Year planning: Casey Chen

Chen reported that the 2026 Lunar New Year event will be on Feb. 7 from 2-5pm and will include new and returning vendors. Chen said that they want to include as many countries that celebrate Lunar New Year as possible. She asked Commission members to help find and suggest vendors. Commissioners discussed the different types of vendors and having some outside to create more space. Hall said that ideally we could have vendors out in the parking lot. Commissioners discussed the zodiac animal for 2026 which is a horse. They also thanked Chen for all of her hard work.

7. BOARD COMMENTS

Commissioners discussed the Pedestrian Bridge opening ceremony and how well it went. They shared that they enjoyed the different details like the coffee truck and the band. They discussed how many people are using the bridge now that it is open. Commissioners also discussed the Pirates of Pinehurst and how well done that is. Casler spoke about the Four Eights gallery opening at the Arts Center and said how much she enjoyed meeting the artists. Nishimura spoke about the artwork that he does with his wife. Chen shared that we will have a Diwali festival next year chaired by a new community member. Hall spoke about the Diwali display they put up at the library.

8. COUNCIL LIAISON REPORT

Council Liaison Mays reported that the repairs and upgrades on Roy Rogers were finished the previous week after years of planning and construction. He mentioned the following new businesses that have recently opened in Sherwood: Chick Fil A, Goldfish Swim School, and IQ Credit Union. Mays shared that Mayor Rosener has asked about wrapping the utility boxes in Sherwood with artwork, which the Arts Commission has discussed often over the past few years. He also said that the Mayor was elected to the

League of Oregon Cities as vice president, which is a board that Councilor Mays has served on as well. Mays said that the City will be naming something significant after former City Councilor, Linda Henderson. Casler shared that Mays received a League of Oregon Cities award. She read an article about the award that highlighted his 28 years of public service and accomplishments.

9. CENTER FOR THE ARTS STAFF REPORT

Center Manager Hall reported that the Four Eights gallery opening was a success. She expressed her excitement about the ofrenda in the lobby that was organized by Schaeffer. She shared the Arts Center's plan for a busy Halloween. She asked for any volunteers from the Commission who wished to help during Main Street Trick or Treating.

10. ADJOURN

Chair Casler adjourned at 7:31pm.

Minutes Approved on _____
Date

Chair or transcriptionist Signature