

MINUTES APPROVED BY THE PAC ON FEBRUARY 8, 2018

Council Liaison Present: Vacant

Staff Present: Colleen Winters

Commission Members Present: Emily Lux, Dana Eytzen, Michael Goetzke, Laura Frye, Pat Truax, Linda Taylor

Guest(s): N/A

Absent: Kathy Broom, Kathleen Leatham, Tom Gamble

1. CALL TO ORDER: By Dana Zurcher at 5:05 pm.
2. CITIZEN COMMUNICATION: N/A
3. APPROVAL OF PAC MEETING MINUTES: Motion to approve December's meeting minutes as corrected made by Laura, seconded by Michael. Motion carried.
4. ADDITIONS/DELETIONS:
 - Add: 5D-FGHS Orchestra mini-grant follow up
5. DISCUSSION/DECISION ITEMS:
 - A. **Community Placemaking Grant:** The subcommittee met, and plans to write the grant for the initial 5-7 permanent bases for the rotating outdoor sculpture gallery, art leasing, and advertising. The project will include a call for art, jury. Juried pieces would remain on location for two years, after which it can be purchased outright, acquired by the city, or returned to the artist. Removal and rotation will likely be staggered to generate more interest in individual pieces. There could be a citywide vote to purchase one piece at the end of the two years. Discussed potential locations. Dana met with Rob Foster, and they discussed grant application questions, sculpture maintenance, and project management (especially financial transactions). Artwork will have a theme of history, multiculturalism, and general diversity. Community partnerships need further discussion. The subcommittee will meet again soon and will update the PAC prior to application submission.
 - B. **CEP: Current grants discussion and applying for a 2018/19 grant:** We still have \$1000 for mini-grant marketing, and are looking for alternatives to newspaper ads. Discussion: Sending "Valentine" packages to local arts teachers (and other individuals and organizations involved in the arts)-boxes of chocolate with an invitation to apply for, and spread the word about mini-grants. Linda, Laura, and Pat formed a subcommittee and will compile a list, and create and deliver the packages. Pat made a motion to proceed with this promotion, not to exceed \$250. Seconded by Laura. Motion carried.

Washington County Arts Guide ad (spring issue) was discussed. Due to cost, timing, and distribution range, it was decided that we will wait for when we have something immediately relevant to advertise. We will brainstorm additional ways to creatively advertise. PAC members are asked to come to the next meeting with ideas. We have \$1,800 left to spend on mini-grants. The PAC will apply for a 2018-2019 CEP grant instead of skipping a year as previously discussed.

- C. PAC Master (strategic) plan:** PAC members met with Jesse VanderZanden. PAC was established more than 12 years ago, and is in continuous fundraising mode. Discussed mini-grants potentially becoming part of the city budget. Discussed the models of other cities, including Beaverton, Lake Oswego, Hillsboro, etc. Is PAC meeting the expectations of the city and, conversely, what do we hope from the city? We would like to invite Jesse to attend a PAC meeting. A long-term strategic plan vs. annual goal setting would be beneficial. We agreed to discuss this at the annual PAC retreat, and to continue the discussion regularly, including expected outcomes of the plan. Strategic plan models will be researched, and possible retreat dates were discussed (to be decided via email.)
- D. FGHS Orchestra mini-grant follow up:** The updated paperwork required to approve the mini-grant has not been submitted. Discussed having an example of a completed mini-grant for potential applicants to refer to. In the future, approvals will not be made until all paperwork is completed with necessary updates. Creating a practice of having a contact person would be helpful, for applicants to contact for questions and paperwork advice, and to review applications. Linda volunteered to do this.

6. INFORMATION ITEMS:

- A. Stars in the Grove Update:** Tryouts are being held on the 16th, 18th, and 24th of January. PAC members are signed up for individual duties for the event.
- B. Foundation Formation Update:** We are still seeking a person willing to complete taxes, and after someone agrees to do this, Stephanie Lommen will meet with us to proceed with next steps.
- C. Future Fundraising Update:** Discussed ideas, including a street mural and a mural festival to include a call for artists and multiple locations.
- D. Finance Report:** Reviewed. Added FGHS Orchestra mini-grant. No other changes.

7. COMMISSIONER COMMUNICATIONS: N/A

8. STAFF COMMUNICATIONS:

- Colleen: The mayor will appoint liaisons to Boards and Commissions in January. It is the 39th annual BEAR (be enthusiastic about reading) month with many planned activities including a shadow theatre performance and a parade on January 17th.

9. COUNCIL LIAISON COMMUNICATIONS: N/A

10. ADJOURNMENT:

- Dana Eytzen adjourned the meeting at 6:45pm. Next Thursday is the annual Boards and Commissions dinner.

Respectfully Submitted by Emily Lux