

MINUTES APPROVED BY THE PAC ON APRIL 12, 2018

Commission Members Present: Emily Lux, Dana Eytzen, Laura Frye, Pat Truax, Linda Taylor, Kathleen Leatham. **Excused:** Tom Johnston, Kathy Broom, Michael Goetzke. **Guest(s):** Cindy Dauer. **Staff Present:** Colleen Winters, Tom Gamble. **Council Liaison Present:** None

1. CALL TO ORDER: By Dana Eytzen at 5:00 pm.

2. CITIZEN COMMUNICATION: N/A

3. APPROVAL OF PAC MEETING MINUTES: Motion to approve February's meeting minutes as written made by Pat, seconded by Amy. Motion carried. Motion to approve February's PAC annual retreat minutes as corrected made by Pat, seconded by Amy. Motion carried.

4. ADDITIONS/DELETIONS:

- Deletions: Chamber Luncheon, Walking Tour Flyer Update

5. DISCUSSION/DECISION ITEMS:

A. Approve Goals and Objectives for 2018: Motion to approve the PAC annual goals for 2018 as written (with option to amend if necessary) made by Pat, seconded by Amy. Motion carried.

B. Stars in the Grove Update: Pat presented a check for \$2,176.07 from the Chamber of Commerce, as a donation to the PAC from the proceeds of the Stars in the Grove event. Thank you, Chamber!

C. First Wednesday Update: The PAC plans to participate in First Wednesdays this year, and Linda is willing to bring the Wonder Wagon, canopy, and children's activity materials for the June, July, and August dates. Someone needs to coordinate altering the display to make it more sturdy/less likely to fly away or tip over with wind gusts. Discussion RE: hiring people to assist with setup/takedown. Members volunteered for this instead of paying someone for it. Laura moved for the PAC to pay for three market booths from the CEP grant for promoting mini-grants. Pat seconded. Motion carried. Supplies will be discussed at the next meeting.

6. INFORMATION ITEMS:

A. Finance Report: Reviewed. Leadership gifts were added. The plaque for Tres Novem was ordered and will be placed this week. The parks budget will pay for a "bullet proof" pedestal.

7. STRATEGIC PLANNING:

- **Review of past documents: SWOT Analysis 2007, Arts in the Grove survey results 2012:** Reviewed documentation and four main categories of inquiry from 2012. Read aloud and discussed sections.
- **Identify current issues/opportunities and suggest actions:**
 - Issue: Overlapping events scheduling between local organizations.

Suggested action: Comprehensive community events calendar, requiring effective and organized collaboration between arts organizations. Cindy described Tualatin Valley Creates calendar process, and the challenge of separating events into appropriate categories. Description of city calendar night, and possible arts summit for arts guide/calendar.

- Monetary/funding discussions: Transient lodging tax was just raised in Forest Grove. Revisited 1% for Art tax would involve presenting a master plan, drafting an ordinance, and holding a follow-up meeting with the city manager.
- Discussion of a free art supply swap involving free art supplies for children of all income levels. (Suggestion to add this to our strategic plan).
- Forest Grove School District is considering changing to eight periods, which would increase electives access for students. Advocacy by the PAC at the upper leadership level is necessary. The interim superintendent is hosting listening sessions at local coffee shops for the community, and PAC members should attend. Advocacy should remain at the forefront of our vision and planning.
- It was decided that strategic planning during monthly meetings will cause too much of a rush to get through the regular agenda. A better option might be to have a series of meetings outside of the regular meeting time. Amy volunteered to compile a framework for discussion, based on conversations thus far. The suggested framework will be emailed to the commission prior to our April meeting.
- Reminder that CEP grants are due by April 6th.
- **Review existing strategic plans:** Tabled for a future meeting due to time constraints.

8. COMMISSIONER COMMUNICATIONS:

- Kathleen and Pat investigated concrete pads for future sculpture pedestals, and got an email description and recommendation from the city of Lake Oswego, describing materials, process, and prices.
- Emily is having a book signing at A Framer's Touch with author Dana Wand. The book "Those Bad, Bad Bedtime Boys" was written by Dana and illustrated by Emily, and will be for sale with the original, framed illustrations from 1-4 on Saturday, March 24th.

9. STAFF COMMUNICATIONS:

- Tom-Discussed tree removal and progress on Anna and Abigail's Yard. Material from the tree is going to be used to build areas of the park and artwork.
- Colleen-The after school art program is still continuing after Casey's departure. It is from 3-4pm the first and last Thursdays of the month. The youth services librarian position is now open. Another program-"Engage for Health", teaches people how to effectively communicate with their healthcare providers and is scheduled for Tuesday, March 20, from 1-2pm at the FGS&CC.

10. COUNCIL LIAISON COMMUNICATIONS: N/A

11. ADJOURNMENT:

- Dana Eytzen adjourned the meeting at 6:30pm.

Respectfully Submitted by Emily Lux