

MINUTES APPROVED BY THE PAC ON MAY 10, 2018

Commission Members Present: Emily Lux, Dana Eytzen, Laura Frye, Linda Taylor, Michael Goetzke, Kathy Broom. **Absent:** Pat Truax, Kathleen Leatham. **Council Liaison Present:** Tom Johnston. **Staff Present:** Colleen Winters.
Guest(s): Natalia Bermejo and Itchel Goana

1. CALL TO ORDER: By Dana Eytzen at 5:08 pm.

2. CITIZEN COMMUNICATION: N/A

3. APPROVAL OF PAC MEETING MINUTES: Motion to approve March's meeting minutes as corrected made by Amy, seconded by Linda. Motion carried.

4. ADDITIONS/DELETIONS:

- **Additions:** 6B-Meet the Artist Dinner, 6C-Boards and Commissions Training, 6D CEP grant

5. DISCUSSION/DECISION ITEMS:

- A. FGHS Art Show Mini-Grant Consideration:** Natalia Bermejo and Itchel Goana
Guests described their senior project of hosting an art show. To date, twenty artists are participating (both students and staff). Proceeds from the art show benefit the FGHS Art Department. This mini-grant will go towards refreshments, the city auditorium reservation fee, and framing. The requested total was altered to reflect adjustments discussed during the presentation, making the total \$343. The students added the PAC logo to their event flyer and will also note PAC as a sponsor at the art show. Amy moved to fund this mini-grant from the "Promoting/Expanding PAC" CEP grant for a total of \$343. Emily seconded. Motion carried, unanimously.
- B. First Wednesday Planning:** A booth hosting sign-up sheet was passed around to fill shifts for the PAC booth on First Wednesdays. Photos to update the tri-fold display will be taken when there is better weather. Ian Eytzen will weld a framework to secure it.
- C. Walking Tour Flyer/Chamber Lunch Program Update:** Dana distributed updated advertising literature for the Walking Tour and shared printing quotes from Fawn. A distribution plan was discussed. 200 rack cards and 200 postcards will be distributed at several locations locally. A motion to print advertising literature for the Walking Tour, not to exceed \$195, taken from the "Promoting/Expanding PAC" CEP was made by Amy, seconded by Laura. Motion carried, unanimously. PAC will sponsor the April 16 Chamber luncheon, which will be held at Prime Time from 11:30-1:00. Linda volunteered to give a brief speech. New literature distribution policy was discussed, as sponsors and attendees were asked to no longer leave information items on the venue tables. Amy will also attend and Kathleen is providing a raffle basket.
- D. Art Bizarre Update:** There are nine official applicants so far, and eleven counting those pending. The event is being shared on social media, and flyers will be distributed locally.

The event is May 19 from 10-4 at the Forest Grove School District Office, in the boardroom. PAC members are encouraged to attend, particularly around lunch time to provide breaks for artists. The goal is for a minimum of 20 booths, 23 maximum.

- E. Strategic Planning Framework:** Discussed the SWOT analysis worksheet. Individual opinions were shared regarding the necessity of a strategic plan for the PAC. With varying degrees of individual enthusiasm, it was unanimously agreed to move forward and that proceeding will be of benefit. Amy will compile worksheet data (discussed at length during the meeting), and we will use this to inform future discussions. Amy proposed that we not pay an outside person to guide the PAC through this process, and instead offered to facilitate it herself with a co-chair (Mike was nominated). Subcommittee meetings will take place, which will adhere to public meeting laws, and will report to the group during regular meetings. There was overall group acceptance and excitement. A SPIN (strategic planning in nonprofits) packet was presented to work with as a framework moving forward.

6. INFORMATION ITEMS:

- A. Financial Report:** Reviewed. Chamber luncheon added, no additional changes.
- B. Meet the Artist Dinner:** Preston Alexander has agreed to host Susan Currington, who will possibly do a “make and take” presentation. Summer dates will be discussed.
- C. 2018-2019 CEP Grant:** The grant was submitted. Presentations are being held next Thursday, 4/19. The PAC time slot is 8:30pm.
- D. Boards and Commissions Training:** Those who did not attend the training are asked to watch the training video of the event. Ethics was emphasized. Off-site meetings and decision-making need to be addressed by the PAC to ensure we remain in compliance to public meeting laws. If something discussed during a non-regular PAC meeting will ultimately be voted on, the subcommittee meeting announcement needs to be posted publicly a minimum of 24 hours in advance. This includes off-site meetings and email or other digital exchanges if voteable material is discussed. Additionally, using “reply all” on email could place us out of compliance. Annual board retreats must be held in a location that is within Forest Grove city limits in an ADA compliant building. CEP grants need to be approved by vote prior to submitting the grant for consideration. Amy moved to approve this year’s CEP grant as written, and Linda seconded. Motion carried, unanimously.

7. COMMISSIONER COMMUNICATIONS:

- Laura shared information about the Portland Chamber Concert.

8. STAFF COMMUNICATIONS: N/A

9. COUNCIL LIAISON COMMUNICATIONS: N/A

10. ADJOURNMENT:

- Dana Eytzen adjourned the meeting at 6:47pm.

Respectfully Submitted by Emily Lux