



PUBLIC ARTS COMMISSION MEETING

Saturday, March 2, 2024
11800 Johns Landing Drive, Carlton

Kristin Cast
Brenna Cooper
Dana Eytzen, Co-Chair/Treasurer
Brian Harris
Laurie Kerns
Kathleen Leatham, Secretary

Emily Lux, Co-Chair
Orson Marcel, Student Advisor
Linda Taylor
Pat Truax
Colleen Winters, Staff Liaison
Donna Gustafson, Council Liaison

Zoom Webinar:

Link: <https://us06web.zoom.us/j/81918529887?pwd=mtzWjGoKuo1YGpgUbyvbl28ehn9uP.1>
Meeting ID: 819 1852 9887
Passcode: 631421

A. Call to Order

1. Roll Call

B. Public Comment Time provided for anyone wishing to speak to the Public Arts Commission on an item not on the agenda or on the agenda but not scheduled for a public hearing. Comments are limited to 2 minutes unless additional time is granted by the Presiding Officer. The public comment period shall not exceed 30 minutes unless a majority of Commission members present vote to extend the time. Written comments must be submitted to cwinters@forestgrove-or.gov by 9 a.m. the day of the meeting. Zoom attendees may use the "Raise Hand" option to be called on.

C. Consent Agenda Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Commissioners who wish to remove an item from the Consent Agenda may do so prior to the motion. Any item(s) removed will be discussed and acted upon following the approval of the remaining item(s).

1. None.

D. Additions/Deletions

E. Discussion/Decision Items

1. Goals
2. Strategic Plan
3. Budget Review
4. Festival of Arts

F. Next Meeting Date/Time/Location

G. Adjournment

Americans with Disabilities Act (ADA) Notice: The City of Forest Grove will make reasonable accommodations for participation in the meeting. Requests for assistance can be made by contacting the City Recorder's Office, 503-992-3235, mwoods@forestgrove-or.gov, at least 48-hours in advance of the meeting.

Strategic Priority Area

#1 Identify Local Artists and Promote Work

Identify and cultivate the work of local artists and celebrate art within our community.

Objective	2023	2024	2025	2026	PAC Point Person	Ways to Measure
Featured Artists- promote, celebrate and mentor	open for an opportunity	Collaborate with Subashini	open for an opportunity	Collaborate with Subashini	Dana	# of artists, diversity of artists, diversity of audience reached

Strategic Priority Area

#2 Ensure a Healthy Organization & ongoing business

Work to ensure the PAC has the money to accomplish its goals and to be viable and to grow according to strategic plan.

Objective	2023	2024	2025	2026	PAC Point Person	Ways to Measure	
Apply for Grants -form subcommittee per project	apply per project	apply per project	apply per project	apply per project		Amount raised, # of grants, # of applications	
Secure funding and support			possible URA Funds	possible URA Funds	Dana	Source of funds, amount raised	
Complete Annual Budget	Update and deploy	Update and deploy	Update and deploy	Update and deploy	Dana	Revenue gain or loss	
Meet the Artist Events	Minimum 1 per year	Minimum 1 per year	Minimum 1 per year	Minimum 1 per year	Dana, Linda, Kathleen	# per year, amount raised for PAC, # in attendance, diversity of art forms, diversity of attendees, diversity of artists, artist satisfaction	
Manage and Promote city collection	ongoing	ongoing	ongoing	ongoing	Dana, Pat		NOTE: The Sister City collection should be included in our inventory.
Acquisition of Art	Rotary Garden Sculpture Call				Kathy, Kathleen, Dana	Plan developed, amount raised, diversity of applicants	
Update Literature and coloring book	Convert all paper pamphlets to PDF/downloadable documents	Update as needed	Update as needed	Update as needed	Dana	Cost, amount distributed	
Promotional Items	Planning	Ongoing, "Hearts for the Arts" idea	Ongoing	Ongoing			Fundraiser- find an item and 'sell' for \$50 (example)

Strategic Priority Area

#3 Collaborate to increase participation in the Arts

Collaborate with schools, the City, local businesses and organizations to increase participation in the arts

Objective	2023	2024	2025	2026	Person	Ways to Measure	NOTES
Art Belongs Everywhere Festival- 2024 drawing in new people to town, targeting neighborhoods, 5 events (over time or in one day) to represent each art form.	planning	Hold Event			Linda, Pat, Kathleen, Brenna		collaborate with other organizations (ei. Dance Arts, etc)
PAC 20th Birthday Celebration Event	form/subcommittee	Planning	Planning	Hold Celebration	Linda, Dana		Carriage Rides?
Art Walk- Continue to host and promote art walks	Update flyers, Promote, 4x per year	Promote, 4x per year	Promote, 4x per year	Promote, 4x per year	Linda, Kathleen, Leslie	diversity of participants, # of walks, # of attendees, # of volunteer hours	
Pop up shows/ Art Bizarre	Collaborate with 97116	Collaborate with 97116	Collaborate with 97116	Collaborate with 97116	Emily, Kathleen, Dana	Plan developed, satisfaction of participants, # of artists engaged, # of attendees, diversity of shows, diversity of attendees	Need to have a better way to measure. Hold during Corn Roast or with 97116
Sponsorships of artistic events	Chalk Art Festival, 97116, Theater in the Grove??	1x year	1x year	1x year	Linda, Dana	# of events sponsored, attendance at events, amount of sponsorship dollars given away	NOTES: should we decide to permanently sponsor certain events? What would that look like? (Chalk Art for example)
Mini-Grants- Continue to support local art groups and their projects	Min. 2 per year	Min. 2 per year	Min. 2 per year	Min. 2 per year	Linda	amount given out, # of grants, diversity of artists, diversity of applications	

Forest Grove Public Arts Commission Operating Budget

Item	2023 Projected	2023 Actual	2024 Projected	2024 Actual
Income				
Art Bizarre/ Fall into Art Show	\$300	\$175		
Meet the Artist	\$2,790	\$3,087	\$2,000	
Popup Shows/97116	\$500		\$500	
Leadership Gifts (Commission only giving)	\$1,601	\$1,641	\$800	
Individual giving				
Coloring Book Sales		\$2		
URA funds				
Art Festival			\$500	
Art Walk				
Sub Total	\$5,191	\$4,905	\$3,800	
Expenses				
Art Bizarre/Fall into Art Show	\$600	\$549		
Meet the Artist				
Mini Grants	\$1,000	\$500	\$500	
Popup Shows				
Outdoor Rotating Gallery				
Art Acquisition	\$3,000	\$1,800	\$1,000	
Sponsor Artistic Shows	\$500		\$500	
Translation Services				
Advertising/Campaign				
Art Festival			\$1,000	
Art Walk				
Sub Total	\$5,100.00	\$2,848.58	\$3,000.00	
Profit/loss	\$ 91.00	\$2,056.42	\$ 800.00	

	A	B	C	D	E	F	G	H
1	PUBLIC ARTS FUND							
2	<i>Account 2801100 4748</i>		REVENUE		<i>Account 2801100 6220</i>		EXPENSES	BALANCE
3	Discretionary Funds				Discretionary Funds			
4	Balance		\$ 18,890.85		Expenses as of 12/31/17		\$ 9,319.71	
5	2018 Leadership Gift: Frye, Goetzke, Taylor, Eytzen, Lux, Truax, Broom, Leatham		\$1,750.00		Tres Novem Plaque Awards Specialtie	2/1/2018	\$ 595.00	
6	Stars in the Grove Donation	3/8/2018	\$2,176.07		FGSD Rental for Art Bizarre	paid 5/10/18	\$ 75.00	
7	Jeanne Levy Donation	4/16/2018	\$250.00		Mini-Grant-Cornelius Elem Handprint Mural	paid 5/23/19	\$427.31	
8	Mary Easton Donation	6/1/2018	\$1,000.00		Mini-Grant CAST Technical Intensive Workshop	paid 10/10/19	\$ 49.13	
9	Spring Art Bizarre booth fees	6/1/2018	\$495.00		Mini-Grant-CAST Anything Goes	paid 10/10/19	\$ 500.00	
10	Coloring Book Sales	6/14/2018	\$190.00		Nova Enterprise Translation Services	paid 8/29/19	\$ 50.00	
11	Meet the Artist Dinner on 6/30/18	7/3/2018	\$825.00		Facebook Ads for Art Bizarre	paid 9/6/19	\$ 23.00	
12	Coloring Book Sales	8/10/2018	\$20.00		Facebook Ads for Art Bizarre	paid 10/6/19	\$ 27.00	
13	Fall Art Bizarre booth fees	9/21/2018	\$455.00		Facebook Ads for Art Belongs Contest	paid 11/6/19	\$ 17.34	
14	Winter Art Bizarre booth fees prepay	9/21/2018	\$70.00		Facebook Ads for Art Belongs Contest	paid 12/5/19	\$ 181.83	
15	Winter Art Bizarre booth fees	12/18/2018	\$665.00		Prize Awards for Art Belongs Contest	paid 01/10/2020	\$ 450.00	
16	2019 Leadership Gifts: Taylor, Leatham, Goetzke, Tracewell, Truax, Lux, Frye, Eytzen		\$1,450.00		Refreshments @ Art Belongs Contest	paid 1/16/2020	\$ 71.20	
17	Coloring Book Sales	1/15/2019	\$42.00		Sponsorship signs from Miracle Signs	paid 5/21/2020	\$ 50.00	
18	FG Foundation Reserves	3/7/2019	\$283.90					
19	Meet the Artist Dinner on 7/20/19	8/5/2019	\$665.00		Mini-Grant-Social Justice Mural	approved 9/17/20	\$ 500.00	
20	Meet the Artist Dinner on 8/3/19	8/5/2019	\$220.00			paid 10/20/2020	\$ 450.00	???
21	Art Bizarre Booth Fees:	10/2/2019	\$735.00		Messages of Hope- yard signs	paid 12/31/2020	\$ 2,599.20	
22	97116 Pop Up Art Show booth Fees:	12/31/2019	\$100.00		Carriage Ride Tour (Mural Fest)		\$ 600.00	?
23	Stars in the Grove raffle/concessions	2/24/2020	\$210.00		Mini-Grant April Hoff?? 97116??	paid 12/28/2022	\$ 500.00	
24	Stars in the Grove benefit	3/30/2020	\$1,800.19		Ursula Barton Reimbursement- (Mural Fest)	paid 11/16/2022	\$ 203.62	
25	2020 Leadership Gifts: Goetzke, Taylor, Lux, Truax, Tracewell, Frye		\$600.00		Sponsorship-Valley Art Hands and Heart (AAE)	paid 11/16/2022	\$ 500.00	
26	Memorial Gifts Ray Leatham	2/1/2021	\$100.00		"Art Belongs..." Decals- Miracle Sign	paid 10/04/2022	\$ 134.40	
27	2021 Leadership Gifts: Truax		\$100.00		"Art Belongs..." Decals- Miracle Sign	paid 10/04/2022	\$ 90.00	
28	2022 Leadership Gifts: Truax, Lux, Savoie Tintary, Eytzen, Leatham		\$202.00		Mini-Grant- Leah Dots Project	paid 3/09/2023	\$ 500.00	
29	Walking Tour Donation	11/17/2022	\$40.00		Sculpture relocation- Ben Dye	paid 7/11/2023	\$ 1,755.00	
30	Carriage Tour Donation	10/12/2022	\$28.00		Fall into Art- food	11/18/2023	\$ 169.00	
31	Carriage Tour Donation	9/27/2022	\$60.00		Fall into Art- sign (Miracle Sign)	11/15/2023	\$ 210.00	
32	Carriage Tour Donation	9/21/2022	\$68.00		Fall into Art- kids make-and-take artists	11/18/2023	\$ 170.00	
33					Sculpture Installation- Epoxy/polish	12/1/2023?	\$44.58	
34								
35	2023 Leadership Gifts- Leatham, Savoie Tintary, Truax, Lux, Taylor, Eytzen		\$1,641.00					
36	Meet the Artist Dinner (Tracewell) 8/12/23	8/12/2023	\$1,285.00					
37	Meet the Artist Dinner (Leatham) 8/25/23	8/25/2023	\$1,802.00					
38	Fall Into Art- booth fees	11/18/2023	\$175.00					
39	Coloring Book (pencils)	11/18/2023	\$2.00					
40								
41	Art Festival 2024	12/28/2023	\$500.00					
42								
43								
44	Discretionary Fund Total		\$ 38,896.01		Total		\$ 20,262.32	\$ 18,633.69
45					RESERVES			
46					Maintenance on benches		\$ 723.95	
47								\$ 723.95
48					TOTAL AVAILABLE			\$ 17,909.74

Proposed Timeline for Forest Grove Festival of the Arts 2024

Feb. As soon as possible, put Fest on City Website & Chamber calendar. Ask about City Newsletter

Feb 27- Tuesday- August 7th Stakeholders Mtg. in Comm Aud 5:30-6:30pm

Feb 28- Wednesday- Send Stakeholder Commitment Survey to all stakeholders

Mar 2 – Saturday- PAC retreat- adopt timeline and budget, discuss marketing & booth activities

March 5- Tuesday-Submit general flyer for printing to Jaime at City Hall

Mar 12- Tuesday- Start general publicity- deliver general festival Flyers, e-mail social media posting materials, post to social media

March 13- Thursday- Survey-Deadline for Stakeholder Commitment to Exhibit/Performance details*

Mar 21- Thursday- PAC Mtg. 5pm

Mar 26- Tuesday- May 1st Stakeholder Mtg. in Comm Aud 5:30-6:30pm

April 8-Monday- - Deadline to submit passport and flyers for May Fest for printing

April 15- Monday- Deadline to take passport for folding to FG Business Solutions

April 16-Tuesday- Distribute passports and Venue flyers for May Fest participants and post to social media

April 18-Thursday- PAC Mtg.5pm

April 23- Tuesday- June 5th Stakeholder Mtg. in Comm Aud 5:30-6:30pm

May 1- 1st Wednesday Festival Event- 4-8pm at Forest Grove Farmers Market & Beyond!

May 13-Monday- Deadline to submit passport and flyers for June Fest for printing

May 16- Thursday- PAC Mtg. 5pm

May 20- Monday- Deadline to take passport for folding to FG Business Solutions

May 21-Tuesday- Distribute passports and Venue flyers for June 5 participants & post to social media

May 23 -Thursday (Rev. date)- July 3rd Stakeholder mtg. in Comm Aud 5:30-6:30pm

June 5- 1st Wednesday Festival Event 4-8pm at the Forest Grove Farmers Market & Beyond!

June 10- Monday- Deadline to submit passport and flyers for July Fest for printing

June 17- Monday- Deadline to take passport to FG Business Solutions for folding

June 18- Tuesday- Distribute passports and venue flyers for July 3 participants & post to social media

June 20- Thursday- PAC Meeting 5pm

June 25- Tuesday- Aug. 7th Stakeholder Mtg. in Comm Aud 5:30-6:30pm

July 3- 1st Wednesday Festival Event— 4-8pm at the Forest Grove Farmers Market & Beyond!

July 15-Monday - Deadline to submit passport and flyers for Aug Fest for printing

July 18- Thursday- PAC Meeting 5pm

July 22- Monday- Deadline to take passport to FG Business Solutions for folding

July 23- Tuesday- Distribute passports and venue flyers for Aug 7 participants & post to social media

August 7- 1st Wednesday Festival Event-4-8pm at the Forest Grove Farmers Market & Beyond!

August 15-Thursday- PAC Meeting 5pm

August 27- Tuesday – “All Stakeholders Wrap-Up” to provide feedback and consider if we want to continue in future in Comm Aud 5:30-6:30pm

*Questions/considerations:

Once we receive confirmation of commitment to participate,
do we then try to follow-up with folks who didn't respond, like we do with monthly Stakeholders (i.e. not a hard deadline?)

We may also need to negotiate with some Stakeholders to rework locations/ timeslots for best outcome, so March 13th would not be a 'hard deadline' anyway.

Forest Grove Festival of the Arts 2024 Budget Proposal

Breakdown:

Brochures on 32# white paper, single fold 'info passport' for May 1 x 300=	0 per City
Brochures on 32# white paper, single fold 'info passport' for June 5 x 300=	"
Brochures on 32# white paper, single fold 'info passport' for July 3 x 300=	"
Brochures on 32# white paper, single fold 'info passport' for Aug 7 x 300=	"
Flyers on 32# white paper for each participating Venue for May 1 x 15 =	"
Flyers on 32# white paper for each participating Venue for June 5 x 15 =	"
Flyers on 32# white paper for each participating Venue for July 3 x 15 =	"
Flyers on 32# white paper for each participating Venue for Aug 7 x 15 =	"
Flyers on 32# white paper for FG Festival of Arts combined	x 30=
	no cost for PAC
3 reams of 32# white paper from FedX Cornelius	\$60
Folding of 1200 'info passports' (bi-fold 1 cent each, tri-fold 1 & ½ cent each=	\$12.
1-2 day lead time. (City rate per Fawn-FG Business Solutions- 2/16/24)	
Non-Profit Farmers Market Booth for 4 X \$20 First Wednesdays	\$100.
(PAC qualifies for low rate & no application fee)	
Banner for Market Booth: "Forest Grove Festival of the Arts" 6'X 12"	\$ 42.
(per Lynne Magner, Miracle Sign 2/16/24)	
Banner for City poles or Lions poles "Forest Grove Festival of the Arts"	\$380.
3' x15' "1 st Wednesdays May-August"	
2 nd line in vinyl that can be removed & replaced	
(Per Lynne Magner, Miracle Sign 2/16/24)	
Total:	\$594

We currently have a \$500 donation earmarked for Festival of the Arts carried over from 2023

*City of Forest Grove would do printing in-house for cost of paper given that the City Library will be participating all 4 months, and the Festival is sponsored by the City of Forest Grove Public Arts Commission