



PUBLIC ARTS COMMISSION MEETING

Thursday, March 21, 2024
Forest Grove Library, Rogers Room

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. Approve Public Arts Commission Meeting Minutes of February 15, 2024
2. Approve Public Arts Commission Retreat Minutes of March 2, 2024

D. Additions/Deletions

E. Discussion/Decision Items

1. Sculpture Celebration Planning (Seven Generations and Guardians)
2. Art Acquisition / TLT Funds
3. Fundraising / Proposal to City (Mini-grants and Sponsorships)

4. Forest Grove Festival of the Arts
5. Strategic Plan and Goals Review Final Draft

F. Information Updates

1. Update on Seven Generations and Guardians Installation/s
2. Finance Report (No Change)

G. Commission Communications

1. Commission Communications
2. Staff Communications
3. Council Communications

H. Next Meeting Date/Time/Location

I. 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.

Forest Grove Public Arts Commission Meeting

Thursday, February 15, 2024

A. Call to Order 5:10 pm

- 1. Roll Call – Dana Eytzen, Pat Truax, Emily Lux, Kathleen Leatham, Orson Marcel, Linda Taylor, Brenna Cooper, Brian Hariis, Laurie Kerns, Colleen Winters – Staff Liaison, Donna Gustafson – Council Liaison
Kristen Cast – Excused**

B. No public Comment

C. Consent Agenda

- 1. Moved by Kathleen and seconded by Pat, voted upon unanimously that the minutes of the January 18 minutes be approved as read**
- 2. Moved by Linda and seconded by Kathleen that the Public Arts Commission Bylaws Revised and Approved by City Council 2024 be approved. Vote was unanimously approved.**

D. Additions/Deletions – None

E. Discussion/Decision Items

- 1. The annual retreat for PAC will be held on Saturday, March 2, 2024 at Kathleen's home. The Agenda will include: Goals, Strategic Plan Review, Budget Review, update and discussion regarding Festival of the Arts, Brenna will not be able to attend.**
- 2. Linda gave an update regarding the Festival of the Arts 2024. The next Stakeholder's meeting will be held on February 27th. Emily and Brian will attend from PAC. Linda presented a survey she had designed to be filled out by the stakeholders for our review and approval. By general consent the survey was approved for distribution.**

F. Information Updates

- 1. Seven Generations Base Update was reported by Colleen. The decorative rock company where we are purchasing the rock for the base needs a template so that there will be a good fit on the plinth, Emily will make a template after measuring the plinth. Colleen and Emily will meet at Decorative Rock in Beaverton to pick out the rock to be purchased.**
- 2. Rotary Garden Sculpture Update – No update at this time.**
- 3. Bob Schlegel Donation Update was given by Colleen. We will try to obtain a description of the house depicted in the painting from Pacific to accompany the piece. Suggested that it may be hung in City Hall.**

4. Finance Report – Dana reviewed the budget and indicated that the only amount not reflected is the \$500 allotted by PAC for the Festival of the Arts. Dana will include that in the budget for review at the retreat.

G. Commission Communications

1. Commission -Pat reported that there are two more days to stop by Habitat Re-store to pick up bird houses to paint for the auction.
2. Staff – Colleen stated that the library van is now complete with the mural by Marcie Kriebel as the wrap. The fox depicted is now the Library mascot. Now referred to as Fern the Fox.
3. Council Liaison – Regarding sub-committees, Donna advised that we document the need for the sub-committee, estimate staff impact, and create a guideline for time when we request permission for form a sub-committee from Council.

H. Adjournment – The meeting was adjourned at 6:11 pm by Emily.

- I. The next meeting will be held on Thursday, March 21, 2024 at 5:00 pm in the Rogers Room of the Library.

Public Arts Commission

Annual Retreat

Saturday, March 2, 2024

A. Call to Order 10:36

1. Roll Call: Kristin Cast, Dana Eytzen, Brian Harris, Laurie Kerns, Kathleen Leatham, Emily Lux, Orson Marcel, Linda Taylor, Pat Truax, Colleen Winters, Donna Gustafson. Excused: Brenna Cooper

B. Public Comment - None

C. Consent Agenda – None

D. Additions/Deletions – None

E. Discussion/Decision Items

1. Goals – To be combined with Strategic Plan Review/Revision
2. Festival Update – Linda Taylor handed out a Proposed Timeline for Forest Grove Festival of the Arts 2024. Included in the timeline are all pertinent dates for all upcoming meetings, deadlines and activities from February 27th, which is the next Stakeholder's Meeting, to August 27th which will be the All Stakeholder's Wrap-up.
 - a. Members discussed marketing for the festival. Linda outlined the process for passports, signage, flyers, and social media marketing. Dana will talk to Miracle Signs regarding changing the existing banners.
 - b. Additional funding for the festival was considered. Donna Gustafson reminded us that there is a difference between sponsorships and fund-raising, and a sponsorship is not considered fund-raising by the council.
 - c. It was moved by Kathleen Leatham and seconded by Brian Harris that PAC allocate \$1,000 to the festival from the Discretionary Funds. Vote was unanimously approved.
 - d. Linda discussed the Market Booth and what the PAC responsibilities would be regarding theme, activities and volunteers needed. Booth will support and promote the Festival message of community building. The booth activities for May

and June need to be decided and agreed upon as soon as possible. This will be an agenda topic for the March PAC meeting.

- e. Linda raised the on-going question regarding the council position on fund raising and sub-committees, stating that commissions need clarification to move forward. Donna stated that sub-committee parameters and protocols are still being decided but council may allow those sub-commissions that were in process when the council issues were raised may move forward. Sub-committees will require all notices, Zoom availability and staff presence as regular commission meetings. Colleen Winters stated that it is her understanding that sub-committees would be on the March agenda for Council. Questions to ask would be how often do we ask for permission for a sub-committee to continue; when do commissions/committees need to get an OK; is a time-line required for permission; is the Festival inside the public domain. Donna requested that Linda present a “model” agenda for 5 one hour long festival planning meetings.
 - f. Commission members thanked Linda for all her organizational work on the festival, unanimously supporting the event.
3. Strategic Plan – Dana and Emily guided the members through a discussion regarding the strategic plan. Each current section, including timelines and commission members assigned to section was considered. Some had been completed or were no longer relevant. Others required a new timeline and the addition/replacement of members. It was agreed by all that marketing, outreach and education regarding PAC would be one priority. Clear protocols regarding fundraising, maintaining programs like mini-grants and sponsorships, the scope of the TLC monies need to be given to PAC by the Council. Donna asked that a list of questions be given to her for presentation to council plus a prepared vision of fundraising that will be needed. All agreed that a format for requests to council for both fundraising and sub-committees is needed.

- a. Dana stated that the strategic plan would be updated accordingly and presented at the next regular PAC meeting in March for implementation.
 - b. PAC will turn 20 next year. A discussion regarding a celebration to mark that anniversary will be on the next agenda.
- 4. Budget – The budget was reviewed. Adjustment to the designation of “donations” rather than “leadership gifts” will be made. The next budget will reflect the “\$1,000 to the festival.”
- 5. Updates – The Rotary Garden Guardians sculpture will be installed in April. Colleen and Emily met to select a rock for the 7 Generations. Further plinth decisions are being made to accommodate the rock.

Adjourn – 12:50

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	2024	2025	2026	PAC Point Person	Ways to Measure
Featured Artists- promote, celebrate and mentor	Collaborate with Subashini	open for an opportunity	Collaborate with Subashini	Dana, Brenna	# 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	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	Laurie	Amount raised, # of grants, # of applications	
Secure funding and support	TLT funds	TLT funds, possible URA Funds	TLT funds, possible URA Funds	Dana	Source of funds, amount raised	
Complete Annual Budget	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	Dana, Brian, Laurie, Kathleen, Emily	# 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	Dana, Pat		NOTE: The Sister City collection should be included in our inventory.
Acquisition of Art	7 Generation and Guardians of the galaxy			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	Dana, Brian, Laurie (coloring book)	Cost, amount distributed	
Promotional Items	Ongoing, "Hearts for the Arts" idea	Per project	per project	Emily, Linda		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	PAC Point Person	Ways to Measure	NOTES
FG Festival of the Arts-	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, Brian, Emily		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	diversity of participants, # of walks, # of attendees, # of volunteer hours	
Pop up shows/ Fall into Art	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. 1 per year	Min. 1 per year	Min. 1 per year	Min. 1 per year	Linda, Dana	amount given out, # of grants, diversity of artists, diversity of applications	

PUBLIC ARTS COMMISSION GOALS & STRATEGIC PLAN WORKBOOK

Goals for 2024

- 1 To fundraise for giving mini-grants and sponsorships
- 2 Get clarification on the process of asking for subcommittees
- 3 To acquire art through TLT funds
- 4 To work on an outreach, marketing and advertising plan