

Forest Grove Public Arts Commission Meeting

Thursday, April 18, 2024

Minutes Approved as Amdended by B/C

A. Call to Order 5:06 pm

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

B. No public Comment

C. Consent Agenda

- 1. Moved by Kathleen and seconded by Orson that the minutes of the March 21, 2024, minutes be approved as corrected. Approved unanimously.**
- 2. Moved by Dana and seconded by Linda that the Public Arts Commission Bylaws Revised and Approved by City Council 2024 be adopted. Approved unanimously.**

D. Additions/Deletions – None

E. Discussion/Decision Items

- 1. A discussion was held regarding the Fundraising Request Form adopted by Council. It is ready to be used.**
- 2. A discussion was held regarding the Subcommittee Creation Request Form. Linda reported that the form cannot be populated for more than one line which means it cannot be submitted in the requested format. Donna recommended that a written submission be attached and submitted for approval. Linda asked how long approval would take once submitted. Donna responded that the submission must be in by noon on the Friday before a Monday Council meeting. It is preferable to submit prior to the Council Agenda being sent out on the Thursday prior to the meeting. Dana asked if forms are online. No knowledge of online availability at this time. Linda presented her request for a Festival of the Arts sub-committee. The formation and timeline fell well within the perimeter of the Council guidelines. Dana moved to accept the proposal. Emily seconded and the vote was unanimous. Linda, Emily, Kathleen, Pat and Kristen will be on the**

sub-committee. A sub-committee meeting falls under public meeting if we go over quorum. The staff liaison is present at all meetings of sub-committees. Colleen will inquire if a city Zoom link is required for these meetings.

3. Linda reported on the progress of Festival of the Arts. The first one is scheduled for May 1st and has 18 participants at different indoor and outdoor venues. She shared the passports designed by Emily and they were outstanding and highly praised by everyone. Linda reported where the passports will be available and stated that all promotional materials have been picked up and are either distributed or slated for distribution. A 9-foot banner has also been picked up to be displayed. Linda went over the work schedule and any blanks were filled in for May 1st. Linda reminded members that the market is to be set-up beginning at 2:30 and is not to begin break down until 8:15 pm. The Stakeholder's meeting for June First Monday Market (June 3rd) will be held on May 23rd in the Auditorium at 5:30 pm. Kristen volunteered to be the Zoom monitor.
4. Dana presented a draft proposal for the TLT funds. The funds are specific to the acquisition of murals and/or sculptures. Emily stated that the more straight forward and simplistic the first acquisition, the more positive an impact on continued funding. A mural would probably be the more cost efficient both from a financial and a time standpoint. Emily suggested that we reach out to mural artists who have submitted previously to capitalize on time. Dana stated that between 2024 and 2025 TLT funding, plus some discretionary funds, we could potentially commission two murals. Colleen cautioned that we do not count on the 2025 funding until Council has voted to make that available again. Emily suggested we use 2024 monies for mural and work toward success. The call is ready, the contract is the same and there is every opportunity for immediate success. Mural sites were discussed with Lincoln Park, the skate park and – possibly – City Hall, being the prime three at this time. It is agreed that PAC should capitalize on the Arts Festival success and marketing strategies. Emily suggested that marketing appear on the agenda on the other side of the festival. Brainstorming can happen at the Fall meeting.

F. Information Updates

1. Colleen reported that the Seven Generations is now complete and ready for install, but the city has requested a review by a structural engineer prior to install for either Seven Generations or the Guardians of the Grove. The city will pay for the engineer services.
2. Rotary Garden Sculpture Update – Ready for install in May pending the structural engineer report.

3. Finance Report – Dana presented the Finance Report. Linda said we were not charged for the printing costs of promotional materials, only for the paper. Dana will make the adjustment. No other corrections/changes.

G. Commission Communications

1. Commission -Linda reported that Green Grove Housing would be hosting an Open House on May 4th. This will include Bluegrass music and activities for children. It will run from 2 – 4 pm.
2. Staff – Colleen said that the State Heritage Conference was being hosted by the library for the first time this week and was very successful.
3. Council Liaison – No report

H. Adjournment – The meeting was adjourned at 6:20 pm by Emily.

- I. The next meeting will be held on Thursday, May 16th, 2024 at 5:00 pm in the Rogers Room of the Library.