

Public Arts Commission

Annual Retreat

Saturday, March 2, 2024

Approved as Amended by B/C

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 will be making paper Mexican flowers. 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 we ask for permission for a sub-committee to continue; when do commissions/committees need to get an OK; is a timeline 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

Respectfully submitted by Kathleen Leatham