



PUBLIC ARTS COMMISSION MEETING

**Saturday, March 22, 2025
11800 Johns Landing Road, Carlton**

Kristin Cast
Brenna Cooper
Susan Dieter-Robinson
Dana Eytzen, Chair/Treasurer
Brian Harris, Secretary
Kathleen Leatham

Emily Lux, Vice 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/87254850414?pwd=xW6YqbriA0FSW0tGV7CEPRm5hD6mi9.1>

Meeting ID: 872 5485 0414

Passcode: 612146

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 Subcommittee Meeting Minutes of January 16, 2025
2. Approve Public Arts Commission Meeting Minutes of February 20, 2025

D. Additions/Deletions

E. Discussion/Decision Items

1. Review Strategic Plan
2. Review Budget and Finance Report/s

3. Marketing and Visibility Proposal
4. Festival of the Arts 2025

F. Information Updates

1. Plaques - Mural and Sculptures
2. Seven Generations - Trip Hazard

G. Commission Communications

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

January 16, 2025

Meeting was called to order by Linda Taylor at 4:00pm

Present: Linda Taylor, Orson Marcel, Brian Harris

Absent: Kristin Cast

No members or community members joined via Zoom

Additions, deletions:

None

Discussion/Decision Items:

1. Review of information confirmed to date regarding the 2025 Forest Grove Festival of the Arts
Still pending: City approval of MOU regarding location of Festival Zone
2. Discussion about Arts Stakeholders
and confirmation of agenda topics for Feb. 17th Arts Stakeholders meeting
Brian Harris will serve at Zoom monitor/set-up assistant for all Stakeholder meetings
3. Discussion of our options to improve our publicity for the Festival. We will use Canva to create graphics and schedules. Linda will create publicity timeline and marketing outlets we have used to date. Brian will research additional outlets. Still pending: City approval of a Festival website at no cost to the City.
4. The discussion of what will be featured at the Festival booth on May 7, June 4, July 2 and August 6 tabled until next meeting

The meeting was adjourned by Linda Taylor at 4:50pm.

The next meeting date/time/location TBD

PUBLIC ARTS COMMISSION	February 20, 2025
MEETING MINUTES	Library Rogers Room, ZOOM

Minutes are unofficial until approved by the B/C.

1. CALLED TO ORDER:	
	Dana Eytzen, Co-Chair, called the meeting to order at 5:00 p.m.
	ROLL CALL: Dana Eytzen, Emily Lux, Brian Harris, Brenna Cooper, Orson Marcel, Linda Taylor, Susan Dieter-Robinson
	ABSENT: Kristin Cast
	EXCUSED: Kathleen Leatham
	STAFF PRESENT: Colleen Winters
	COUNCIL PRESENT: Donna Gustafson
2. PUBLIC COMMENT:	None
3. CONSENT AGENDA:	
	1. Approve B/C Meeting Minutes of January 16, 2025 Moved by Emily Lux, 2nd by Orson Marcel. Minutes approved unanimously
4. ADDITIONS/DELETIONS:	
5. Discussion/Decision Items:	
	1. <i>April – Knickers in a Bunch</i> <i>They are asking for funds for print and social media advertising and table coverings for their event. Specifically post cards, FB and Instagram ads. They already have support from Pacific University for reception and advertising on campus. They have 49 artists entered but no results yet, most will get in. This includes 13 out of state artists. It opens on March 14th 6-8pm and stays up until April 10. Majority of artists from Forest Grove. Also wanting to do one public workshop and an artists talk.</i>

Discussion on Knickers in a Bunch mini-grant: Emily mentioned that PAC has not set a maximum for mini-grants during the year. Dana also mentioned that we could possibly use Meet the Artists dinner for mini-grants but PAC is still unsure whether and how we can conduct a Meet the Artists Dinner. Linda commented on how mini-grants have always been a big part of PAC and is not in favor of having money just sitting in an account. She would rather it be used for community, mini-grants and public art. Emily agreed but also expressed concern about making sure we have enough in the account for other projects. Dana pulled up the budget on the screen so members of PAC could review together.

Linda makes a motion to approve mini grant from discretionary funds and Emily Lux seconds.

Pat Truax votes nay. Pat had concerns about how there is no funding to replace the money that would be displaced by the mini-grant. Emily responded with information about PAC's strategic plan involving ways to replace money displaced by mini-grants. Also adds that using the money for community arts is important.

The motion was moved.

2. Linda – Festival of Arts Stakeholders meeting update

Linda said the meeting was good and there was a good mix of people between zoom and in-person. Linda was hoping PAC could vote on final timeline for FOA and had sent it out to PAC members in advance. Also mentioned how Emily has been working on templates for FOA design elements. Linda stated how the festival will need plenty of help from PAC during the actual festival dates. Pat asked if the city has approved the 21st street annex for new stage area. Colleen said she doesn't think it has been officially approved as of yet.

Dana motions to approve FOA timeline, Susan seconds. Motion is moved unanimously.

Emily asked if the city will be doing the flyer printing – Linda confirmed. Linda also showed off the comp of the "Zine" for FOA and spoke about how many copies she is anticipating – library asked for 100 copies.

3. 20th Anniversary of PAC (next year 2026)

Emily asks if we want to integrate into FOA or have a separate event? Something to think about for the future, probably somewhat soon. Emily asked what the exact date of the PAC anniversary and Colleen said she would find out. Pat says the FOA 2024 would be a good opportunity to advertise for 20th because it would be a good showcase of PAC's work. Emily thinks an FOA integration would be great but wonders how it can be special. Linda said the PAC retreat would be a good opportunity to discuss the plan, especially as it relates to their presence in the booth

	4. From Dana: Nates proposal came in below the anticipated amount. Dana suggested maybe using the extra money to replace the old garbage cans outside the bathrooms with new ones to make the area look nicer. Emily stated that other cities have “wrapped” their garbage cans with art. Emily mentioned there was also damage present on the cinder block wall that the city is currently not planning on repairing. Linda mentioned that the parks department may need to pick out the cans before proceeding. Susan wondered if the Parks Department may have garbage cans they can provide and Dana said she would look into that. Pat added that if they could provide the cans perhaps we could wrap those with art. 5. Meet the Artists Dinner Dana mentioned that Pat and Maggie discussed having one at Waltz. Colleen mentioned the next step would be to discuss with the city about having multiple events during the year. Dana said she would work on the request forms and Colleen reminded PAC that the city isn’t really interested in the food served or the artists featured but more on how the money is planning on being spent. Emily updated PAC and let everyone know that Nate is ready and has the materials to begin – anticipates a June/July start date. Pat suggests having an area around the mural reserved for an event/artists talk featuring Nate. Susan mentioned that there is already a covered area at the park.
6. <u>INFORMATION / UPDATE ITEMS:</u>	1. Plaque Dana said there are options for the plaque creation and showed PAC the proposed text/design. 2. Forest Grove Magazine Dana mentioned that they bumped us to the next issue. The article that PAC created a while ago will go in the next issue and Kathleen’s that she just wrote will go in the one after that. 3. Seven Generations Base Hazard Dana got a quote for the stanchion: \$1,150 for posts and chains including installation. City got onto their schedule to paint around edge, probably not until weather gets better. Colleen mentions that she hopes in the future that there may be a way to draw more attention to the piece – Emily and Donna agree. In regards to the design of the posts and chain, Dana states that they should be as tall as the

	base to deter children from climbing on them. Dana asks if more discussion is necessary on whether we should paint the base, put up a stanchion or both. Colleen hasn't confirmed with the city on whether or not stanchions would even be approved by the city so the discussion is tabled for now until more information learned. 4. Permanent Art Collection Dana mentioned that she needs to talk to the website person, Stephanie, to ask about process. She presented a design she created to highlight the art and to show more information. Pat wondered about the location being added to the design to show where people can find the art. There was some concern about that due to some of the art being in storage, and Colleen mentioned maybe not using a specific location, but a general location instead, such as a building name. 5. Mural Plaques Dana presented the design for the mural plaques and mentioned that the design was similar for all the plaques but with different identifying information. Some discussion about the language but ultimately everyone agrees that the design is good, with the exception of possibly removing both instances of "The" from the "presented by" section. 6. Mural Videos Dana presented the submission videos from the mural festival. There was not enough time to watch all of the videos but Dana will look into posting them on Google Drive for later watching. Colleen said she noticed that in the text from one of the artists submissions referenced the "Mural Project" and not "Mural Festival". Dana will have the artists change the language to "Mural Festival". Pat asked if the videos can go onto the website and Dana said yes, they could and would be. Emily had an idea to place a high quality vinyl QR code on plaque that could be removed if the link ever died.
7.	<u>B/C COMMUNICATIONS:</u> Emily said during the MLK event at city auditorium they created an art piece using metal fencing and latch-work rug. She asked the Western Wash Co. For Community Justice group and they said they would be open to this piece being displayed in public.

	Dana asked Donna about fundraising rules update. She said biggest concern for council is labor involved – meetings and paperwork.
8.	<u>STAFF COMMUNICATIONS:</u> Colleen shared that the team partition is done and they are celebrating on Sat March 1 from 1pm-3pm. There will be a ribbon cutting. From 1pm-3pm. A celebration of the completion of the wall and the Mayor will be present. Someone from the foundation will be speaking.
9.	<u>COUNCIL LIAISON REPORT:</u> From Donna: Police bond passed and is coming in May
10.	<u>ANNOUNCEMENT OF NEXT MEETING:</u>
11.	<u>ADJOURNMENT:</u> The meeting was adjourned by Dana Eytzen at 6:35pm. Respectfully Submitted by Brian Harris

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

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		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, 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, online viewable collection	ongoing	Dana, Pat		NOTE: The Sister City collection should be included in our inventory.
Acquisition of Art	7 Generation and Guardians of the Grove	Lincoln Park Mural		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, (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	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??	Chalk Art Festival	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	Corn. Elem.	Min. 1 per year	Min. 1 per year	Linda, Dana	amount given out, # of grants, diversity of artists, diversity of applications	

	A	B	C	D	E	F	G	H
1					1			
2	Account 2801100 4748		REVENUE		Account 2801100 6220		EXPENSES	BALANCE
3	Discretionary Funds				Discretionary Funds			
4	Balance		\$18,890.85		Expenses as of 12/31/17		\$9,319.71	
5	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: LT, KL, MG, AT, PT, EL, LF, DE		\$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		Mini-Grant-Social Justice Mural	approved 9/17/20	\$500.00	
19	Meet the Artist Dinner on 7/20/19	8/5/2019	\$665.00		Messages of Hope- yard signs	paid 12/31/2020	\$2,599.20	
20	Meet the Artist Dinner on 8/3/19	8/5/2019	\$220.00		Carriage Ride Tour (Mural Fest)		\$600.00 ?	
21	Art Bizarre Booth Fees:	10/2/2019	\$735.00		Mini-Grant April Hoff?? 97116??	paid 12/28/2022	\$500.00	
22	97116 Pop Up Art Show booth Fees:	12/31/2019	\$100.00		Ursula Barton Reimbursment- (Mural Fest)	paid 11/16/2022	\$203.62	
23	Stars in the Grove raffle/concessions	2/24/2020	\$210.00		Sponsorship-Valley Art Hands and Heart (AAE)	paid 11/16/2022	\$500.00	
24	Stars in the Grove benefit	3/30/2020	\$1,800.19		"Art Belongs..." Decals- Miracle Sign	paid 10/04/2022	\$134.40	
25	2020 Leadership Gifts: MG, LT, EL, PT, AT, LF		\$600.00		"Art Belongs..." Decals- Miracle Sign	paid 10/04/2022	\$90.00	
26	Memorial Gifts Ray Leatham	2/1/2021	\$100.00		Mini-Grant- Leah Dots Project	paid 3/09/2023	\$500.00	
27	2021 Leadership Gifts: Truax		\$100.00		Sculpture relocation- Ben Dye	paid 7/11/2023	\$1,755.00	
28	2022 Leadership Gifts: KL, CS, PT, EL, LT, DE		\$202.00		Sponsorship- Valley Art- Chalk Art	paid10/19/2023	\$500.00	
29	Walking Tour Donation	11/17/2022	\$40.00		Fall into Art- sign (Miracle Sign)	paid11/15/2023	\$210.00	
30	Carriage Tour Donation	10/12/2022	\$28.00		Fall into Art- kids make-and-take artists (reimb. To D. Eytzen)	paid11/18/2023	\$170.00	
31	Carriage Tour Donation	9/27/2022	\$60.00		Kosuge Install- Five Star Builders	paid11/28/2023	\$495.00	
32	Carriage Tour Donation	9/21/2022	\$68.00		Sculpture Installation- Epoxy/polish (reimb. To Pat Truax)	paid1/10/2024	\$44.58	
33	2023 Leadership Gifts- KL, CS, PT, EL, LT, DE	12/31/2023	\$1,641.00		Art Festival Printing	paid4/2/2024	\$89.97	
34	Meet the Artist Dinner (Tracewell) 8/12/23	8/12/2023	\$1,285.00		Seven Generations Rock and Installation	paid9/5/2024	\$1,427.49	
35	Meet the Artist Dinner (Leatham) 8/25/23	8/25/2023	\$1,802.00		Festival of the Arts (reimb. to Linda T)	paid9/5/2024	\$121.55	
36	Fall Into Art- booth fees	11/18/2023	\$175.00		Sponsorship-Valley Art-Chalk Art Festival	paid8/7/2024	\$500.00	
37	Coloring Book (pencils)	11/18/2023	\$2.00		Miracle Sign- stickers for signs (FIA)	paid 11/27/24	\$131.00	
38	Art Festival 2024 donation	12/28/2023	\$500.00		Coffee (FIA) reimb. To Pat Truax	paid 11-21/24	\$59.00	
39	Fall Into Art- booth fees 2024	11/21/2024	\$280.00		Food (FIA) reimb to Kathleen Leatham			
40	Donation from the Frye's	1/3/2025	\$150.00		Mini-Grant- Cornelius Elementary			
41								
42								
43								
44	Total		\$39,326.01		Total		\$22,967.33	\$ 16,358.68
45					RESERVES			
46					Maintenance on benches		\$723.95	
47								\$ 723.95
48					DISCRETIONARY FUNDS TOTAL AVAILABLE			\$ 15,634.73

Forest Grove Public Arts Commission Operating Budget					
Item	2023 Actual	2024 Projected	2024 Actual	2025 Projected	2025 Actual
Income					
Art Bizarre/ Fall into Art Show	\$175				
Meet the Artist/Sponsorship	\$3,087	\$2,000			
Popup Shows/97116		\$500			
Leadership Gifts (Commission only giving)	\$1,641	\$800			
Individual giving					
Coloring Book Sales	\$2				
URA funds					
Art Festival		\$500			
Art Walk					
Sub Total	\$4,905	\$3,800			
Expenses					
Art Bizarre/Fall into Art Show	\$549				
Meet the Artist					
Mini Grants	\$500	\$500			
Popup Shows					
Outdoor Rotating Gallery					
Art Acquisition	\$1,800	\$1,000			
Sponsor Artistic Shows		\$500			
Translation Services					
Advertising/Campaign					
Art Festival		\$1,000			
Art Walk					
Sub Total	\$2,848.58	\$3,000.00			
Profit/loss	\$2,056.42	\$ 800.00			