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PUBLIC ARTS COMMISSION	April 11, 2026
RETREAT MEETING MINUTES	1900 A St. Forest Grove, Oregon 97116

Minutes approved as presented 05.21.2026

1. CALLED TO ORDER:	
	Dana Eytzen, Chair, called the meeting to order at 9:07 am
	ROLL CALL: Dana Eytzen, Emily Lux, Brian Harris, Orson Marcel, Linda Taylor, Susan Dieter-Robinson, Kathleen Leatham, Brenna Cooper, Mariah Amador
	ABSENT:
	EXCUSED: Pat Truax
	STAFF PRESENT: Colleen Winters
	COUNCIL PRESENT: none
2. PUBLIC COMMENT:	
3. CONSENT AGENDA:	
4. ADDITIONS/DELETIONS:	
	No additions or deletions
5. Discussion/Decision Items:	
	<p>1. 20th Anniversary Planning</p> <p>INVITATIONS:</p> <p>Dana presented PAC with a list of potential invitees for review. Linda also presented a print out with other potential invitees – folks who overlapped with Festival of the Arts. PAC discussed the lists to decide on the final version and worked on determining current contact info for some invitees. PAC discussed final invite count and how that affects the overall budget (How do we word the invite? Plus one?) Dana went over the math on budget and calculated that at \$25/person and 200 people would be \$5,000 – which does not include banner. Other misc. costs would be around \$680. Linda advised that there would likely</p>

be a less than 50% attendance rate and that we should invite everyone on the list and anticipate half. Colleen advised culling the list and focusing more on current and recent contributions to the arts in FG, and also for PAC to consider the space being used, which would affect invitation list. Colleen and Kathleen volunteered to go over the list in detail to make the final decision.

BREAKOUT SESSIONS:

Media Blitz

Press Releases/Social Media

Every week in September - through September 26th

Could be categorized instead of doing a single mural, do several

- Press releases for anniversary events (news-times, magazine, city newsletter)
- Write up about PAC and Anniversary
- Local Art Features (PAC accomplishments)
- Specific Murals/Sculptures (video project? Hidden art in FG)
- Pass out flyers for library event
- Scavenger Hunt – Art Related. Details TBD

Display Case

September 8th – display case setup

September 26th – special presentation (3pm – 5pm tentative, also take down case that night)

Linda and Susan described the tentative plans for the library display case - Potential items on display: dance costumes, Dana's PAC blanket, PAC mission statement (and Spanish version), photos, instruments, framed posters, something to characterize history. For the event, east end of library. They also recapped for PAC potential plans for an Author fair (approximately 8 authors, autographing, etc.), art project. Linda also discussed using a modified version of the Zine to get the word out as well as having a video loop in history room (same looping video from FotA film festival) – loop it in the case as well? Background musicians, plus a PAC table with stickers and door prizes. Linda asked that PAC please contact her if anyone has other items/ideas for the case (buckets of brushes, old cameras, etc.)

PAC Reception on 9/20

Dana shared with everyone the plan for the PAC Reception

- Library lobby
- Pacific University Jazz Band and/or Harp (Brenna will ask about Leah, Harpist)
- Stick to east end of building
- Will ask Pete Truax and Tom Gamble if they would like to speak at event
- Kathleen or Colleen will give short intro (and introductions of commissioners) about PAC at event
- PAC will send out a Save the Date and an Invite
- Food/Catering still needs to be worked out and fit into budget

Budget

	<p>Dana led PAC in a discussion and review of the budget. Including food and the banner, the estimated cost for printing, stickers, photos, musician is approximately \$3,250. Beer/wine to be donated.</p> <p>Dana proposed PAC adopt a motion to limit the budget to \$3,500. Emily Lux seconded the motion and PAC unanimously voted yes.</p> <p>Emily suggested PAC create a QR code for donations, especially during the anniversary event.</p> <p>Colleen proposed that PAC use the meeting on April 16 for goal-setting and PAC agreed.</p>
6.	<u>ANNOUNCEMENT OF NEXT MEETING:</u> April 16 @ 5pm in Rogers Room
7.	<u>ADJOURNMENT:</u> The meeting was adjourned by Dana Eytzen at 12:07 pm Respectfully Submitted by Brian Harris