

MINUTES APPROVED BY THE PAC ON JULY 12, 2018

Commission Members Present: Emily Lux, Linda Taylor, Michael Goetzke, Pat Truax, Dana Eytzen, Laura Frye. **Absent:** Kathleen Leatham, Kathy Broom. **Council Liaison Present:** Tom Johnston. **Staff Present:** Colleen Winters, Tom Gamble-excused.

1. **CALL TO ORDER:** By Dana Eytzen at 5:01 pm.

2. **CITIZEN COMMUNICATION:** N/A

3. **APPROVAL OF PAC MEETING MINUTES:** Motion to approve May's meeting minutes as written made by Pat, seconded by Amy. Motion carried, unanimously.

4. **ADDITIONS/DELETIONS:** N/A

5. **DISCUSSION/DECISION ITEMS:**

- A. Mini-Grant Project Summary Discussion:** A few applicants have turned in their budget summary report late, or have needed to be reminded several times to complete it. One is 90+ days late. It is important to emphasize the importance of timeliness to future applicants. Bev calls or emails when the thirty day window has been reached. Reminders given before and after the deadline, which is clearly stated on the application paperwork. We will add an initial or signature box next to the application statement to further ensure that the applicant is aware. The PAC is rescinding the grant monies awarded to the applicant who is over 90 days late, and will return the money to the mini-grant fund. A form letter will be drafted to send to applicants who have surpassed the 30 day deadline.
- B. Strategic Planning: Review SPIN and schedule future work sessions:** Three planning sessions need to be scheduled, to be facilitated by Amy and Michael. Major activities will happen during these work sessions with the entire PAC and then the subcommittee will meet after each session for next steps. Work sessions will be 6-9 on three weeknights, at an ADA accessible location. Pat's house meets these requirements. Work sessions will be at Pat's house. Planned activity tabled until first work session. The first two dates are tentatively 7/18 and 8/13.

6. **INFORMATION ITEMS:**

- A. Percent for Art Updates:** RE: Council work session-We need a fully-formed proposal prior to scheduling a work session. The proposal should be drafted and then sent to the City Manager who will then decide if the proposal should go to City Council for next steps. Emily, Pat, and Dana will work on a draft proposal. We will let Bev know prior, to adhere to public meeting laws.
- B. Art Bizarre Update:** \$495 was raised in booth fees. There was less traffic than the December event, but still successful. A newspaper article was written about a pet portrait commission that resulted from the Bizarre. There were fewer crafters this time, with more of a fine arts focus. Amy is on the Corn Roast Committee, and is working with various people to increase collaboration between events and major businesses. The vision is to make this a more regional event. Including art and activities booths (vendors to be charged a fee) would further the draw. Booths could be placed along College Way, or on the Pacific campus, location TBA and not to interfere with chalk art spaces. We could advertise to get this event posted in the League of Oregon Cities events listings. Artisans in the Grove agreed to email information about the event to their list on our behalf. Pat moves that we hold another artist's event in conjunction with the Chalk Art Festival/Annual Corn Roast. Michael seconded. Motion carried, unanimously. The event will be held on September 15th. Discussion of advertising with parochial

schools to increase participation. There will be another Art Bizarre indoors in December as well. The vendor application will include options for both the September and December events. A new, larger venue is needed for the December event, to accommodate more vendors and foot traffic.

- C. CEP Grant Update:** \$5925 was awarded for the upcoming year. For 2017-2018, \$205 remains for printing. This is going towards the updated PAC brochure. \$266 remains for advertising, and \$600 for promoting mini-grants. Asking for an extension for some of the remaining funds was discussed. Market booth children's activity supplies including wooden musical instruments, paint, etc. were discussed as well. Laura moved to approve Wednesday Market/Corn Roast/Chalk Art PAC booth activity supplies for the remaining amount of "Promoting and Expanding" CEP funds. Pat seconded. Motion carried, unanimously. \$503.07 is remaining for mini-grants, which includes the funds rescinded due to the applicant being well past deadline. An extension will be requested for this, and for the \$266 for advertising. \$60 will be used to purchase a sturdy advertising board to replace the trifold. Dana will order the wooden stand. Pat moved to purchase the advertising board from the "Enriching/Promoting" CEP grant. Laura seconded. Motion carried, unanimously.
- D. Farmers Market Inquiry:** We were asked to consider having a PAC booth at the Love Rocks Run next year. We should plan ahead to be there, it is a wonderful event. It was also stated that a parent group is forming supporting the performing arts in FGSD. PAC should reach out to this group to facilitate collaboration.
- E. Meet the Artist Dinner Update:** The event is on June 30. Tickets are on sale for \$75, and includes a "make and take" at Preston Alexander's house with artist Susan Currington. Nine tickets have sold. PAC members should email and create social media posts to increase advertising.
- F. Financial Report:** Reviewed. \$190 in additional coloring book sales will be added. Sales locations will be checked to see if more books are needed. Pat recommended that we consider adding these to the gift bags for visiting Japanese delegates.

7. COMMISSIONER COMMUNICATIONS:

- **Pat:** Pat invited PAC members to an event at her home welcoming visiting Japanese delegates. It will be from 4:30-8pm on July 2nd. Please bring an appetizer to share.
- **Laura:** Went to a concert called "MAGIC" and would like to further explore this group, to create similar art events, collaborate, and/or cross-promote. The event was free to the public.
- **Linda:** Passed around the First Wednesday market booth sign-up sheet. All time slots were filled.

8. STAFF COMMUNICATIONS:

- **Colleen:** The Transient Lodging Tax is in its initial stages. It is being collected, but distribution is undetermined at this time. Sherwood has an arts commission and they received a grant to formulate a master public arts plan for their city.

9. COUNCIL LIAISON COMMUNICATIONS:

- **Tom:** A council work session was held regarding the police station. Low carbon initiative is being discussed. Public utilities increased rates. A grant is available to complete a housing needs analysis.

10. ADJOURNMENT:

Dana adjourned the meeting at 6:42pm.

Respectfully Submitted by Emily Lux