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Public Arts Commission

PUBLIC ARTS COMMISSION

Thursday, August 9, 2018

5:00 PM – PAC Meeting  
Library Rogers Room

2114 Pacific Avenue  
Forest Grove, OR 97116

Tom Johnston, Council Liaison  
Tom Gamble, Staff Liaison  
Colleen Winters, Staff Liaison  
Kathy Broom  
Laura Frye  
Michael Goetzke

Dana Eytzen, Chair

Kathleen Leatham  
Emily Lux  
Linda Taylor  
Amy Tracewell  
Pat Truax  
Youth Rep

All public meetings are open to the public and all persons are permitted to attend any meeting except as otherwise provided by ORS 192. All public meetings are handicap accessible. Assistive Listening Devices (ALD) or qualified sign language interpreters are available for persons with impaired hearing or speech. For any special accommodations, please contact the City Recorder, at 503-992-3235, at least 48 hours prior to the meeting.

AGENDA

- 5:00 1. **CALL TO ORDER**
- 2. **CITIZEN COMMUNICATIONS:** Anyone wishing to speak on an item not on the agenda may be heard at this time.
- 3. **APPROVAL OF MEETING MINUTES of JULY 12, 2018, and STRATEGIC PLANNING MEETING MINUTES of JULY 18, 2018** (attached)
- 4. **ADDITIONS/DELETIONS**
- 5. **DISCUSSION/DECISION ITEMS**
  - A. Mini-Grant Consideration: Generations Music Together Classes, Lisa Peterson
  - B. Mini-Grant Consideration: Chalk Art Festival, Roylene Read
  - C. 2018-19 CEP Grant Allocations
  - D. Approval of Mission Statement
- 6. **INFORMATION ITEMS**
  - A. Strategic Planning Meeting: August 13
  - B. Art Bizarre Update
  - C. Finance Report (attached)
- 7. **COMMISSION COMMUNICATIONS**
- 8. **STAFF COMMUNICATIONS**
- 9. **COUNCIL LIAISON COMMUNICATION:**
- 6:30 10. **ADJOURNMENT**

Next Meeting: SEPTEMBER 13, 2018

Mission Statement: To enhance the cultural and aesthetic quality of life in Forest Grove by serving to promote, preserve and develop public access to the arts.

MINUTES NOT OFFICIAL UNTIL APPROVED BY THE PAC

**Commission Members Present:** Emily Lux, Linda Taylor, Michael Goetzke, Dana Eytzen, and Laura Frye. **Excused:** Pat Truax, Amy Tracewell. **Absent:** Kathleen Leatham, Kathy Broom. **Staff Present:** Colleen Winters, Tom Gamble. **Excused:** Tom Johnston. **Guest(s):** Kaely Summers

1. **CALL TO ORDER:** By Dana Eytzen at 5:06 pm.
2. **CITIZEN COMMUNICATION:** N/A
3. **APPROVAL OF PAC MEETING MINUTES:** Motion to approve June's meeting minutes as written made by Linda, seconded by Michael. Motion to accept the special meeting minutes from June 26th as corrected made by Laura, seconded by Linda. Motions carried, unanimously.
4. **ADDITIONS/DELETIONS:** Addition to next agenda: Discussion-planning RE: reduced amount of 2018-2019 CEP grant.
5. **DISCUSSION/DECISION ITEMS:**
  - A. **Mini-Grant Consideration:** Music at the Market-Kaely Summers, Adelante Mujeres. Adelante applied for a \$450 grant to support a musical group Ojos Feos to perform at the Farmers Market on September 5th. The grant would specifically support transportation of the group and their instruments, and food. Ojos Feos typically charges \$700 for a performance, but is offering to come for \$400. They will play for at least two hours, possibly three, and will start around five. Given average market attendance, this free performance will serve approximately 3,000 visitors. Pacific University is donating the stage, and possibly sound. Laura moved to approve the mini grant from the 2018-2019 CEP grant in the amount of \$450. Emily seconded. Motion carried, unanimously.
6. **INFORMATION ITEMS:**
  - A. **Meet the Artist Dinner Summary:** This was an excellent event, with great food and wine, and a wonderful artist's presentation and guided painting by Susan Currington. The event raised \$825 for the PAC.
  - B. **Strategic Planning Meetings: July 18th and August 13th:** Reminder that these meetings are potlucks and will be held at Pat Truax's house.
  - C. **Art Bizarre Update:** The application is available and is up on the city website for the September 15th and December 8th events. We are looking for another venue for the December event to accommodate more artists.
  - D. **Finance Report:** Reviewed. No significant changes.
7. **COMMISSIONER COMMUNICATIONS:** N/A
8. **STAFF COMMUNICATIONS:**
  - **Colleen:** The summer reading program has been a huge success, with 1091 children signed up so far. 261 adults have also signed up, which reflects sizable growth as well. The new youth services librarian has started.
  - **Tom:** Anna and Abigail's Yard update: The city has signed a contract with Harper's Playground, a nonprofit dedicated to creating playgrounds that are fully inclusive for children with

disabilities. Harper's Playground has committed to raise 500k for the playground in Rogers Park, which will combine with the significant funds already raised by the Robinsons and the city. Construction will be postponed for approximately one year to allow for this fundraising, but the resulting construction will happen all at once, instead of in phases as originally planned.

**9. COUNCIL LIAISON COMMUNICATIONS:**

- **Via Colleen:** The sister city delegation from Nyuzen, Japan, visited, celebrating the 30th anniversary of their relationship with Forest Grove. Many wonderful events were scheduled throughout the week.

**10. ADJOURNMENT:** Dana Eytzen adjourned the meeting at 5:39pm.

Respectfully Submitted by Emily Lux

MINUTES NOT OFFICIAL UNTIL APPROVED BY THE PAC

**Commission Members Present:** Emily Lux, Michael Goetzke, Dana Eytzen, Laura Frye, Kathleen Leatham, Pat Truax, and Amy Tracewell. **Absent:** Kathy Broom and Linda Taylor.  
**Staff Present:** Tom Gamble. **Excused:** Colleen Winters, Councilor Tom Johnston.

1. **CALL TO ORDER:** By Dana Eytzen at 6:17 pm.

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

3. **ADDITIONS/DELETIONS:**

- Laura: Mini-Grant application question

4. **DISCUSSION/DECISION ITEMS:**

**A. Review and discuss process:** Plan-to review stakeholder input previously completed, discuss, and move out of the “organization” phase, and into the “imagine” phase. The imagine phase has two parts-envision and plan. The goal is to have a solid understanding and agreement RE: the PAC mission statement and to use that to inform our next meeting.

**B. Review and discuss stakeholder input:**

- Reviewed-discussed top areas of public interest, and the desire to create a comprehensive public arts calendar that is both collaborative with major city organizations and facilitated by the PAC by mirroring the process of other cities (WW in Portland, the Stranger in Seattle, the “pull out” pocket calendar in McMinnville.
- Reviewed SWOT analysis: Additions- “Completion of foundation development” under *Positive External Opportunities*, changed “no understanding of best practices” to “limited understanding of best practices” under *Positive External Challenges* and added “limited amount of funding/support from the city” under *Negative Internal Weaknesses*.

**C. Review mission statement:**

- Several sample mission statements were read aloud and discussed. Agreement that the wordier statements were less engaging and effective. Discussion of “crafting mission and vision statements” handout.

**D. Assess our mission statement:**

- Completed “mission statement assessment tool” collectively. Discussed the strengths, weaknesses, and memorability of our mission statement.

**E. Update our mission/vision statement:**

- Our current mission statement is “To enhance the cultural and aesthetic quality of life in Forest Grove by serving to promote, preserve, and develop public access to the arts.”
- Our draft, updated mission statement (to be discussed and voted on at our next meeting) is “Art belongs everywhere and to everyone.”

**F. Mini-grant discussion:**

- Laura-discussed mini-grant idea from a potential applicant involving holding music therapy classes for children and seniors, led by a local person who moved to Forest Grove recently and is affiliated with a non-profit. We encourage this person to apply for a mini-grant.

**G. Wrap-up:**

- Additional ideas include further discussion of community calendar, bumper stickers, and especially a public campaign featuring our draft mission statement (hidden ads, News-Times ads, posters, buttons, etc.) to generate public interest after our “purpose” for doing this is more clarified. Future discussion: What do we hope to achieve by launching this campaign?

**5. COMMISSIONER COMMUNICATIONS: N/A**

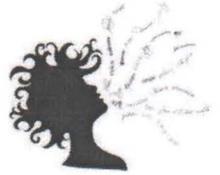
**6. STAFF COMMUNICATIONS: N/A**

**7. COUNCIL LIAISON COMMUNICATIONS: N/A**

**8. ADJOURNMENT: Dana Eytzen adjourned the meeting at 8:02pm.**

Respectfully Submitted by Emily Lux

# Forest Grove Public Arts Commission Mini-Grant Application



## Grant Guidelines:

- Provide seed money to local organizations offering Arts programming in Forest Grove at **no charge** to the community
- Preference is given to groups:
  - Serving underrepresented portions of the community; children, seniors, low-income and Latinos
  - Providing a substantial in-kind contribution; volunteer support and/or donation of goods and services.
- Eligible activities include music, dance, literary arts, fine arts, crafts, film and theatre arts
- Clubs and organizations are eligible to apply
- Organizations are not required to be registered as a non-profit.

## Please print clearly or type your responses.

Project Name: Generations Music Together Classes Organization: Music Bridge  
Contact Name(s): Lisa Peterson Contact Phone(s): 503-901-6953  
Address, City, State, Zip: P.O. Box 1114 Cornelius, OR 97113  
E-Mail Address: lisapetersonmusic@gmail.com

### 1) Description of the Project: (in 50 words or less)

A 9-week early childhood music and movement program serving 10 children (birth to 7) and their caregiver/parent, as well as an elder circle of participants. The final week will feature a music demo and reception for the public. Program involves singing, instrument playing and movement with home follow-up.

### 2) Describe the portion of the project for which you are requesting PAC Mini-Grant funds: (in 50 words or less)

Funds are requested for the internationally acclaimed early childhood music program Music Together's cds, songbooks and continuing online music resources for use by the children and their caregiver/parent. In addition, the funds will cover the cost of flyers and a newspaper ad.

### 3) Total Amount Requested From PAC (not to exceed \$500): \$500

- 4) Target Audience for project: low income seniors, low income families with children birth to 7 years  
5) Date of Project(s): Sept 20-Nov 15 2018 Time: 9:15am-10:00am  
6) Location: Forest Grove United Methodist Church 1726 Cedar Str Forest Grove, OR 97116  
7) How will the project be publicized: church newsletters, newspaper, flyers, agency on aging, Adelante Mujeres

*(Notice of PAC sponsorship is required on printed materials and at the event and a logo will be given to you)*

Note: The Forest Grove Public Arts Commission makes every effort to ensure that a representative will attend all events sponsored in part by PAC, so notification in writing of changes in date/ time are required to be sent, or emailed to the addresses at the bottom of this application. If the funded event does not occur as scheduled, the event must be rescheduled and completed within 30 days of the originally scheduled event or the grant will be rescinded.

## Forest Grove Public Arts Commission Mini-Grant Application



8) Projected Budget **1130**  
Total Estimated Costs: \$ \_\_\_\_\_

	PAC Mini-Grant	Requesting Organization	Other (Specify)
<b>Personnel (explain):</b> Teacher from Music Bridge (donated time, see in-kind)			
<b>Marketing &amp; Publicity (explain):</b> flyers, newspaper ad	80		
<b>Materials &amp; Supplies (explain):</b> Music Together cds and songbooks and continuing access to online resources and activities for each family	420		
<b>In-Kind Contribution (explain):</b> Teacher pay (\$450), space donation from Forest Grove United Methodist Church (\$180)		450	180
<b>Total</b>	<b>\$500</b>	<b>\$450</b>	<b>\$180</b>

9) Name of organizations that will partner or collaborate with this project:

Forest Grove United Methodist Church; Music Bridge

10) Number of people in the community who are anticipated to participate in this project: 30 + demo attendees

11) How will this project benefit the residents of Forest Grove? (in 25 words or less)

This program will offer a chance for multiple generations to come together to make music, connecting low income families to elders in their community.

Signature of applicant(s): Lisa Peterson

Date Application Submitted: 7/23/18

Application needs to be submitted two weeks prior to a regular Public Arts Commission meeting (held the 2<sup>nd</sup> Thursday of each month) to be considered. Applicants should plan to attend the PAC meeting to present the request and answer questions.

Send Application to: Public Arts Commission, P.O. Box 326, Forest Grove, OR 97116

Or Email Application to [PublicArtsCommission@ForestGrove-or.gov](mailto:PublicArtsCommission@ForestGrove-or.gov)

Within 30 days of the funded event, the applicant is required to submit the Project Summary and Evaluation to City Hall, Attention: Beverly Maughan, PO Box 326, Forest Grove, OR 97116. The report should include receipts, copies of publicity and photos, if possible. A reimbursement check, not to exceed grant amount, will be processed and distributed two weeks after receipt of Project Summary and Evaluation.

**NOTE: Request for reimbursement and summary report must be received within 30 days of the completion of the event or the grant money will be returned to PAC general budget.**

Please initial indicating an understanding of the above-mentioned requirements: LP

# Forest Grove Public Arts Commission Mini-Grant Application



## Grant Guidelines:

- Provide seed money to local organizations offering Arts programming in Forest Grove at **no charge** to the community
- Preference is given to groups:
  - Serving underrepresented portions of the community; children, seniors, low-income and Latinos
  - Providing a substantial in-kind contribution; volunteer support and/or donation of goods and services.
- Eligible activities include music, dance, literary arts, fine arts, crafts, film and theatre arts
- Clubs and organizations are eligible to apply
- Organizations are not required to be registered as a non-profit.

## Please print clearly or type your responses.

Project Name: Annual Sidewalk Chalk Art Festival Organization: Valley Art Association  
Contact Name(s): Roylene Read Contact Phone(s): 503-35709311  
Address, City, State, Zip: P.O. Box 333, Forest Grove, OR 97116  
E-Mail Address: roylene.read@gmail.com

### 1) Description of the Project: (in 50 words or less)

People of all ages are invited to purchase a square of sidewalk and chalk to draw on. There is no judging, only admiration. People attend to view the artwork on the day of the event and until mother nature washes the chalk masterpieces away. Entertainment is also provided.

### 2) Describe the portion of the project for which you are requesting PAC Mini-Grant funds: (in 50 words or less)

We are seeking funding to help pay for entertainment.

### 3) Total Amount Requested From PAC (not to exceed \$500): \$ 500

4) Target Audience for project: Residents and visitors to Forest Grove

5) Date of Project(s): September 15, 2018 Time: 8 am - 5 pm

6) Location: Downtown city blocks (12)

7) How will the project be publicized: Posters, social media, FG News-Times

*(Notice of PAC sponsorship is required on printed materials and at the event and a logo will be given to you)*

Note: The Forest Grove Public Arts Commission makes every effort to ensure that a representative will attend all events sponsored in part by PAC, so notification in writing of changes in date/ time are required to be sent, or emailed to the addresses at the bottom of this application. If the funded event does not occur as scheduled, the event must be rescheduled and completed within 30 days of the originally scheduled event or the grant will be rescinded.

## Forest Grove Public Arts Commission Mini-Grant Application



**8) Projected Budget**

Total Estimated Costs: \$ \$7000

	PAC Mini-Grant	Requesting Organization	Other (Specify)
<b>Personnel (explain):</b> High School Band, Buffalo Kin band, Joe Mishken-Balloon artist, Big Mama Gayle Band, Coin Club Band	\$500	1200	
<b>Marketing &amp; Publicity (explain):</b> News-Times, Posters, flyers,		\$450	
<b>Materials &amp; Supplies (explain):</b> Pastel Chalk, tent, staging, supplies for featured artists,		\$4000	
<b>In-Kind Contribution (explain):</b> Volunteers to prep streets, staff event and registration night, waste recepticals, street barricades		\$9290	
<b>Total</b>	\$ 500	\$ 14940.	\$

9) Name of organizations that will partner or collaborate with this project:

FG High School students, UCC church, Chamber of Commerce, FG Light and Power, Waste Management

10) Number of people in the community who are anticipated to participate in this project: 600

11) How will this project benefit the residents of Forest Grove? (in 25 words or less)

Anyone who visits the downtown blocks during or after the event will benefit by being able to view amazing art work.

Signature of applicant(s):

*Doyle Reed*

Date Application Submitted: July 27, 2018

Application needs to be submitted two weeks prior to a regular Public Arts Commission meeting (held the 2<sup>nd</sup> Thursday of each month) to be considered. Applicants should plan to attend the PAC meeting to present the request and answer questions.

Send Application to: Public Arts Commission, P.O. Box 326, Forest Grove, OR 97116

Or Email Application to [PublicArtsCommission@ForestGrove-or.gov](mailto:PublicArtsCommission@ForestGrove-or.gov)

Within 30 days of the funded event, the applicant is required to submit the Project Summary and Evaluation to City Hall, Attention: Beverly Maughan, PO Box 326, Forest Grove, OR 97116. The report should include receipts, copies of publicity and photos, if possible. A reimbursement check, not to exceed grant amount, will be processed and distributed two weeks after receipt of Project Summary and Evaluation.

**NOTE: Request for reimbursement and summary report must be received within 30 days of the completion of the event or the grant money will be returned to PAC general budget.**

Please initial indicating an understanding of the above-mentioned requirements: RR



## COMMUNITY ENHANCEMENT PROGRAM GRANTS

<b>18-19 Grant</b>	<i>Account 275-12-50-523003</i>	<b>2751200 6400</b>	<b>COMMUNITY ARTS</b>	
	<b>Beginning Balance</b>			<b>\$5,925.00</b>
	Mini-Grants	Farmers Mkt Music	approved 7/12/18	\$ 450.00
	<b>Ending Balance</b>		<i>Total Expenses</i>	\$ 450.00
				<b>\$5,475.00</b>