



ARTS, CULTURE, AND HERITAGE COMMISSION AGENDA

October 19, 2022 at 5:00 PM

City Hall - Council Chambers & Zoom (<https://us02web.zoom.us/j/82234186124>)

PARTICIPANTS MAY ATTEND THE MEETING AT:

City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon

Zoom: <https://us02web.zoom.us/j/82234186124>

TO PARTICIPATE REMOTELY OR PROVIDE PUBLIC COMMENT:

Register with Laura Ruggles:

ParksandRec@ci.wilsonville.or.us or 503-783-7529

Individuals may submit comments by 12:00 PM on the day before the meeting date via email to the address above, or may mail written comments to:

Laura Ruggles - Wilsonville City Hall

29799 SW Town Center Loop East, Wilsonville, OR 97070

CALL TO ORDER [5:00 PM]

1. Roll Call

CONSENT AGENDA [5:02 PM]

2. Approval of Minutes: 9.21.2022

CITIZEN INPUT [5:05 PM]

NEW BUSINESS [5:10 PM]

3. DEI Joint Meeting Preparation (Ammerman)

What one or two questions do we want to ask the DEI Committee at our joint meeting?
(Examples: How can we help them? How can we work together? What advice can they give us as a brand new City Commission? etc.)

4. Capacity Development Discussion – Define the Term (Flood)

CONTINUING BUSINESS [5:40 PM]

5. Community Cultural Events and Programs Grant Next Steps (Ammerman)
6. Arts and Culture Program Coordinator Full Time Position Status Update (Ammerman)

ADJOURN [5:50 PM]

Joint session of the Arts, Culture, and Heritage Commission and the Diversity, Equity, and Inclusion Committee to follow at 6:00 PM.

NEXT MEETING

Wednesday, November 16, 2022 5:00 PM - Wilsonville Library (Oak Room)

Time frames for agenda items are not time certain (i.e. agenda items may be considered earlier than indicated). The City will endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting by contacting Laura Ruggles, Program Coordinator at 503-783-7529 or ParksandRec@ci.wilsonville.or.us: assistive listening devices (ALD), sign language interpreter, and/or bilingual interpreter. Those who need accessibility assistance can contact the City by phone through the Federal Information Relay Service at 1-800-877-8339 for TTY/Voice communication.

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ARTS, CULTURE, AND HERITAGE COMMISSION MINUTES

September 21, 2022 at 5:00 PM

Wilsonville Public Library

PARTICIPANTS MAY ATTEND THE MEETING AT:

Wilsonville Library, 8200 SW Wilsonville Road, Wilsonville, Oregon

TO PARTICIPATE REMOTELY OR PROVIDE PUBLIC COMMENT:

Register with Laura Ruggles:

ParksandRec@ci.wilsonville.or.us or 503-783-7529

Individuals may submit comments by 12:00 PM on the day before the meeting date via email to the address above, or may mail written comments to:

Laura Ruggles - Wilsonville City Hall

29799 SW Town Center Loop East, Wilsonville, OR 97070

CALL TO ORDER

Program Manager Brian Stevenson explained that the chair and vice chair were out and that the group would select someone to run the meeting. They could choose to approve the minutes or deferred to the following meeting. No other decisions needed to be voted on at this meeting. Member Angela Sims called the meeting to order at 5:04 PM.

1. Roll Call

PRESENT

Member Joan Carlson
Member Steven Traugh
Member Jason Jones
Member Angela Sims
Member David Altman
Member Susan Schenk

ABSENT

Chair Deborah Zundel – Excused
Vice Chair Elaine Swyt – Excused
Member Benjamin Mefford – Excused

EX OFFICIO MEMBERS/CITY STAFF PRESENT

Mayor Julie Fitzgerald, City Council Liaison

Bill Flood, Community Cultural Development Consultant
Brian Stevenson, Program Manager
Laura Ruggles, Program Coordinator

CONSENT AGENDA

2. Approval of Minutes: 7.20.2022

Motion made by Member Schenk, Seconded by Member Traugh.

Voting Yea: Member Carlson, Member Jones, Member Sims, Member Altman

CITIZEN INPUT

There was no citizen input.

CONTINUING BUSINESS

3. Review Commission Charge, Roles, Responsibilities (Flood)

Community Cultural Development Consultant Bill Flood explained that the agenda was framed as a capacity building meeting. Flood said that his role was as a consultant, and gave a brief history of time working with arts and culture in Wilsonville. Flood further explained that there was work done about five years ago, which pre-dated the work that he started to work on three years ago, which culminated with the Arts, Culture, and Heritage Strategy (ACHS). Flood applauded the work done by Wilsonville and Mark Ottenad on the plan development. Flood said that next came commission development.

Flood discussed the ACHC website and all the information linked on it. Flood explained how the group's priorities for this year were pulled from the three primary functions/charges.

Flood shifted to talking about the grant. Program Manager Stevenson said that staff had taken the commission's charge to work on the grant guidelines and application documents, and they had now brought back the draft documents to the commission for review and comments before it goes to City Council for approval. Member Traugh said he really liked the documents and thought they were good as is, but wondered if they would need to be notarized based on the phrasing of the signature requirement on the application. Member Schenk wanted to clarify if Member Traugh's concern was that someone from an applicant organization might go rogue and apply without permission. Traugh said that having a notarized document might add another level of security to protect the City. Member Altman suggested adding wording that would say something like, "the person signing this document has been approved by the governing body to do this." Stevenson clarified that there is a separate, standard document for all City grant recipients that is a funds acceptance agreement that would have similar wording in it, but that he would confirm with the Legal team. Member Jones asked if there was an opportunity for applicants to put forth a portfolio or video clip with their application to share more information about what they are doing. Stevenson said that the current format does not have that option, but that when applicants present their material to the commission they have three minutes to add any other information or materials. Flood acknowledged that it could be beneficial for the commission to see supplemental materials. Jones added that it could be optional for applicants to add supplemental materials. Altman said he had not gotten the sense that the commission would not give

the grant out to the same organization 20 years in a row, and thought that it was important that if the same organization did apply again then their application would not be considered the same as an original idea would be. Stevenson said that they had attempted to get at that with bullet item number five (*“annual events must show continued access to additional supporting funds other than City resources”*). He also clarified that the commission is charged with awarding the grant, so other organizations would need to come forward with new ideas in order to have different ideas. Member Sims said that the commission would get to decide as a group who is awarded funds. Traugh suggested working with the Diversity, Equity, and Inclusion (DEI) Committee to search and apply for grants and that they should award the grants to the best applicants. Flood reminded the group that the staff liaison was in the process of being hired, so hopefully by the beginning of the year they would have that person in place and that that individual could help with capacity building. Flood also acknowledged that the ACHC could eventually increase the amount of the funds available for the grant. Schenk said that Clackamas County is collecting data on the economic impact of the arts on communities for a national survey. Member Carlson said that she was looking at page five of the minutes from the July meeting where it lists the past grant awardees, and noticed that many of the organizations are no longer in existence. She talked about cleaning out the Lowrie barn behind the middle school this summer, which had served as a storage space for many of the different past and present art and culture groups in the city. Carlson said that many of the past applicants are no longer around, so more or less the group will be starting over again with the applicant pool. She also said that some of them are really popular in the community, so it might be unwise to cut them off. Mayor Fitzgerald reiterated that if the group needs to revise the grant application criteria in the future, they can. She also encouraged groups to work together so that people might be introduced to events, art, and groups they might not be familiar with. Traugh also encouraged the group to work with the Tourism Committee to draw more people in from outside the city. Flood reminded the group that the charge of the commission is not to plan events. Fitzgerald clarified that she meant that the grant did allow for new applicants and events. Carlson agreed, but added that people seem to still be hesitant to create new events after the pandemic, which is why they want to allow both new and old applicants. Altman discussed working with the Native American tribes from the area. Stevenson acknowledged everyone’s ideas and perspectives and asked the group if they were okay with moving forward with the grants documents as they were presented. Sims agreed that they could move forward. Altman asked if they needed a motion. Stevenson said no since they had generally done that at the last meeting, he just wanted to make sure they felt it was on track to go to Council. All present members agreed staff could move forward.

Jones asked about working with the Kitakata Sister City Advisory Board (KSCAB) and about them potentially getting funding. Stevenson said that they are a City board with a budget. Schenk mentioned the Metro Community Enhancement grant as a different options. Stevenson said next steps would be getting this grant on the City Council agenda as soon as possible.

4. Review Bylaws (Flood)

Flood highlighted the bylaws and told the group they could read them in full online or in the packet.

5. Review Ground Rules (Flood)

Flood reviewed the ground rules the group had set.

5. Review Key Elements of Strategy/Plan (Flood)

Flood referenced the Arts, Culture, and Heritage Strategy document.

7. Review 2022 Priorities & Discuss Progress on Priorities (Flood)

Flood said that the City of Hillsboro is allowing Karl LeClair to donate some of his time to help the City of Wilsonville launch their arts and culture program. They will be working on public art assessment in Wilsonville, and then start working on policies and procedures for public art in the community.

Carlson asked if there was an estimate of how many public art pieces there are in the city. Flood thought there were about 30, but that they were not all maintained or owned by the City. Stevenson added that the City only maintains those on City-owned property, but that the ACHC can still advocate for public art in other parts of the community. Traugh asked about nonprofits being involved in public art, and mentioned an idea about "Adopt-A-Spot" to put public art on the property of businesses, etc. Mayor Fitzgerald said that the commission can create a methodology saying what type of art that they want to focus on as a City, such as putting out a call for indigenous artists. The commission could add to the existing public art collection in a purposeful way. Flood discussed the term "percent for art" as a mechanism for gaining public art by designating a certain percentage of the budget for a project for public art. Flood acknowledged that there can be other ways to fund it too, as the percent for art ordinance would only bring in money for the arts if construction is happening.

Altman brought up the reported 600-person auditorium at the high school and wondered about use for other community events. Mayor Fitzgerald shared that she had formerly been on the board of the Clackamas Repertoire Theater, and that they used space from the community college. She offered to initiate a conversation with the school superintendent about collaboration with the school district.

NEW BUSINESS

8. Discussion on ACHC Member Growth & Needs for Success (Flood)

Flood mentioned that Chair Zundel had wanted to continue the conversation about capacity building, and Member Schenk agreed that they did not want to lose sight of nonprofit capacity development.

9. Discussion on Next Meeting & Next Steps

Sims asked about the next meeting. Program Coordinator Laura Ruggles reminded everyone that the next meeting would be at City Hall. The first hour is planned to be just the ACHC and that the DEI Committee would join at 6:00 pm for a joint session. Mayor Fitzgerald said she would be out of town, but would see if another council member would be able to attend.

ADJOURN

Meeting adjourned at 6:34 pm.

NEXT MEETING

Wednesday, October 19, 2022 5:00 PM - Joint Meeting with the DEI Committee at 6:00 PM

City Hall Council Chambers (29799 SW Town Center Loop E)

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DRAFT



Arts, Culture, and Heritage Commission

September 21, 2022 Meeting

Agenda

CALL TO ORDER [5:00 PM]

- 1.Roll Call

CONSENT AGENDA [5:02 PM]

- 2.Approval of Minutes: 7.20.2022

CITIZEN INPUT [5:05 PM]

CONTINUING BUSINESS [5:10 PM]

- 3.Review Commission Charge, Roles, Responsibilities (Flood)
- 4.Review Bylaws (Flood)
- 5.Review Ground Rules (Flood)
- 6.Review Key Elements of Strategy/Plan (Flood)
- 7.Review 2022 Priorities & Discuss Progress on Priorities (Flood)

NEW BUSINESS [6:00 PM]

- 8.Discussion on ACHC Member Growth & Needs for Success (Flood)
- 9.Discussion on Next Meeting & Next Steps

ADJOURN [6:30 PM]

NEXT MEETING

Wednesday, October 19, 2022 5:00 PM - Joint Meeting with the DEI Committee at 6:00 PM

City Hall Council Chambers (29799 SW Town Center Loop E)



Review Commission Charge, Roles, Responsibilities

Per Resolution No. 2941, the Commission has three primary functions:

1. The Commission oversees implementation of the Arts, Culture, and Heritage Strategy (ACHS) and is charged specifically to develop annually for City Council approval fiscal-year plans for a long-term Five-Year Action Plan and annual One-Year Implementation Plan for prioritizing and fulfilling recommendations of the ACHS.



Review Commission Charge, Roles, Responsibilities

Per Resolution No. 2941, the Commission has three primary functions:

2. The Commission makes recommendations to the City Council and other City boards, commissions and committees as is appropriate to:
 - provide public-sector leadership and coordination to support arts, culture and heritage activities, events, facilities and programs;
 - improve inter-governmental collaboration and coordination to advance arts, culture and heritage;
 - work with partners to advance an arts and cultural center/facility;
 - develop a long-term, sustainable public-arts program;
 - suggest ways to make cultural diversity, ethnic inclusivity and accessibility for all community members a priority for cultural programs;
 - provide strategic assistance with Wilsonville cultural non-profits in order to build organizational capacity; and
 - identify and recommend the use of sustainable funding mechanisms to support arts, culture and heritage.



Review Commission Charge, Roles, Responsibilities

Per Resolution No. 2941, the Commission has three primary functions:

3. The Commission makes recommendations to the City Council concerning the goals and objectives, and the selection and disbursement of funds of the former Community Tourism Matching Grant Program to a renamed Community Cultural Events and Programs Matching Grant Program that is intended to aid organizations that produce projects, programs or events that promote local business and tourism, and for festivals and special events for the benefit of the Wilsonville community.



Review Bylaws

Review Ground Rules

- Start on time, end on time... out of respect for busy schedules.
- Don't tell other people's stories without their permission. This helps to create a safe space for our work together.
- Encourage everyone to participate. Speak once on any topic, then look around and invite others to chime in before you speak again.
- Clear, honest, direct communication is essential for success. If there are bumps in our road and/or you are misunderstood, say so. Say the hard things even when it's difficult.
- Take care of yourself during meetings; take breaks as needed.



Review Key Elements of the Strategy/Plan

Summary of Priority Order of Goals by ACHC:

- Provide public-sector leadership and coordination to support arts, culture and heritage activities, events, facilities and programs;
- Work with partners to advance an arts and cultural center/facility;
- Develop a long-term, sustainable public-arts program;
- Make recommendations concerning the goals and objectives, and the selection and disbursement of funds of the Community Cultural Events and Programs Matching Grant Program.

