



## PARKS AND RECREATION ADVISORY BOARD AGENDA

October 16, 2025 at 6:00 PM

Wilsonville City Hall & Remote Video Conferencing

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### PARTICIPANTS MAY ATTEND THE MEETING AT:

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

Zoom: <https://us02web.zoom.us/j/85722021810>

### TO PARTICIPATE REMOTELY OR PROVIDE PUBLIC COMMENT:

Register with Wilsonville Parks and Recreation:

[PRAB@ci.wilsonville.or.us](mailto:PRAB@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:

Wilsonville Parks and Recreation Department  
29600 SW Park Place, Wilsonville, OR 97070

### CALL TO ORDER [6:00 PM]

1. Roll Call

### CONSENT AGENDA [6:02 PM]

2. [Approval of Minutes: 06.26.2025](#)

### CITIZEN INPUT [6:05 PM]

### COMMUNITY OPPORTUNITY GRANT REVIEW [6:10 PM]

3. [Wilsonville Ukulele Players Society - Program Support \(\\$520\)](#)
4. [Dana Brenner - Inner Peace/Outer Peace Project \(\\$5,000\)](#)
5. [Wilsonville Choral Arts Society - Equipped for Success \(\\$1,543.42\)](#)
6. [Wilsonville Robotics Team - Error Code Xero Robotics Scholarships \(\\$2,000\)](#)

### PARKS AND RECREATION DEPARTMENT UPDATES [6:50 PM]

### REVIEW PROGRESS ON BOARD GOALS [7:00 PM]

7. [Board Goals](#)

### BOARD COMMENTS [7:10 PM]

**ADJOURN [7:20 PM]**

**NEXT MEETING**

Thursday, January 8, 2026 4:00 PM

*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 the Parks and Recreation Department at 503-783-7529 or PRAB@wilsonvilleoregon.gov: 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.*

*Habr   int  rpretes disponibles para aqu  llas personas que no hablan Ingl  s, previo acuerdo. Comun  quese al 503-783-7529.*



## **PARKS AND RECREATION ADVISORY BOARD MINUTES**

**June 26, 2025, at 4:00 PM**

**Wilsonville Parks and Recreation Admin Office & Remote Video Conferencing**

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### **PARTICIPANTS MAY ATTEND THE MEETING AT:**

*Wilsonville Parks and Recreation Admin Office, 29600 SW Park Pl Wilsonville, Oregon*

### **TO PARTICIPATE REMOTELY OR PROVIDE PUBLIC COMMENT:**

Register with Wilsonville Parks & Recreation:

PRAB@wilsonvilleoregon.gov 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:

Wilsonville Parks & Recreation Department

29600 SW Park Place, Wilsonville, OR 97070

### **CALL TO ORDER**

Member Gary called the meeting to order at 4:02 pm.

#### **1. Roll Call**

##### **PRESENT**

Chair Amanda Harmon

Member Keith Gary

Member Bill Bagnall

Member Paul Diller

Member Kristi Corno

Member John West

##### **ABSENT**

Vice-Chair Amanda Aird

##### **EX OFFICIO MEMBERS/CITY STAFF PRESENT**

Kris Ammerman, Parks and Recreation Director

Brian Stevenson, Program Manager

Zoe Mombert, Assistant to the City Manager

Natalie Tomaszewski, Program Coordinator

Arush Goswani, Admin Intern

Members Kristi Corno and John West, new board members, introduced themselves; the other board members and staff members also introduced themselves.

## **CONSENT AGENDA**

### **2. Approval of Minutes: 05.08.2025**

Motion made by Member Bagnall, to approve minutes, seconded by Member Diller.

Voting Yea: Chair Harmon, Member Gary, Member Diller, Member Bagnall, Member Corno, Member West

## **CITIZEN INPUT**

There was no citizen input.

## **CATALOGING PARK AMENITIES PROJECT**

Arush Goswani, Admin Intern, gave a presentation on the project he is working on which is cataloging park amenities to update the webpage to help residents and visitors be better informed, properly prepared, and aware of accessibility within the parks.

Assistant to City Manager Mombert stated that it would not only help visitors and residents plan their visit but also help staff better explain what amenities are in each park.

Member Bagnall asked about having more photos to add; Admin Intern Goswani shared he will also be taking updated pictures.

Member West asked if we would be getting as detailed as listing playground amenities; Admin Intern Goswani shared the project was more geared towards ADA and would see how detailed he wants to get as the project goes on.

The board thanked Admin Intern Goswani for his presentation.

## **COMMUNITY OPPORTUNITY GRANT GUIDELINES REVIEW**

Member Gary gave an overview of the grant and shared questions that have come up from the board such as city departments applying for the grant and applications that might be a better fit for other grants.

Member Gary asked when the last time this was revised; Program Manager Stevenson shared that it is in its general form from when it came out in 2009 with the application guidelines intent for it to be open ended in an effort to fund many different types of projects.

Program Manager Stevenson also shared that if the board would like to change anything in the guidelines, the board would make a recommendation to staff, which they would then take that to the Council for a new resolution for the edits. If edits were recommended, they would not be in effect until the next grant review cycle next April 2026.

Member Bagnall gave context on the discussion that was held at the last grant review meeting in April when city departments applied for the grant and asked applicants if there are other funding sources; he also mentioned that not all city departments have budgets. Member Gary asked what the motivation of Council is to provide them with budgets if they can apply for these grants.

Program Manager Stevenson suggested adding a question to the application about other funding sources.

Member Gary brought up applicants applying for the grant every year; Program Manager Stevenson mentioned the application notes the review committee will give some priority to first time applicants.

Member Diller brought up having the applicants be required to be a 501c3; Member Bagnall shared that some of these projects are trying to get off the ground.

Member Corno suggested having an emphasis on movement within the grant.

Member West shared that if the board were to tighten the application and guidelines, it would be harder to loosen it in the future. He also shared that the current application and guidelines give the board latitude.

Member Gary stated it did not sound like any edits were suggested to the guidelines but instead adding questions surrounding other funding sources and whether they were a municipal organization with a dedicated budget for the event. Member Bagnall agreed with Member Gary on revising the application questions. Member Harmon agreed on how the board focuses on interpreting and prioritizing the applications rather than changing the guidelines itself.

Member Diller brought up the idea of having someone from another committee such as DEI join the board to review the grant applications.

## **REVIEW PROGRESS ON BOARD GOALS**

Member Gary mentioned that he had family visiting and they were impressed with the pickleball courts. Member West seconded the pickleball courts comment.

Member Bagnall asked the department to evaluate weights, equipment, and organization at the Community Center. Program Manager Stevenson mentioned new weights and bands are on their way right now. He also asked to do a post about the disc golf expansion and point out the zero cost to the city.

Member Corno has a goal to walk every sidewalk and trail in Wilsonville.

## **PARKS AND RECREATION DEPARTMENT UPDATES**

Director Ammerman shared project updates:

- The dog park and community garden parking will be impacted next year from the Boeckman Creek Trail expansion
- Upcoming wayfinding project – map of Memorial Park and Murase Plaza trails

- Member Gary asked about having those maps in pdf version
- Frog Pond Farm Neighborhood Park – construction starting sometime in August
- Memorial Park Playground – moving forward and finalizing grant details
- Memorial Park Backstops and Safety Netting – will get started this Fall/Winter
- Boones Ferry Park Public Art Project – ACHC will be reviewing applicants in August and make the final selection

Program Manager Stevenson shared recreation updates:

- June 28 – Korean War Memorial Ceremony happening at Town Center Park
- July 4 – Laser Light Show at Town Center Park
- Movies in the park and concerts in the park are upcoming
  - Member Bagnall talked about mobi-mats, their purpose, and events for which they are used. He also mentioned that the mobi-mats were a grant funded project.
- Camps kicked off last week and are doing well

Program Coordinator Tomaszewski shared event and facility updates:

- Pride Event – June 7 at Town Center Park
- Skate Jam – July 19 at Memorial Park
- HeARTs Bike Ride – July 19
- Party in the Park – August 21 at Town Center Park
- Community Garden is full.
- External special applications and tournaments are busy
- Many weddings in the barn and barn tours
  - Member Bagnall asked about the timing for the barn rentals on the weekends; Program Coordinator Tomaszewski stated the reservation has the barn from 12pm on Friday until 12pm on Sunday for a weekend rental

## BOARD COMMENTS

Member Diller asked about communicating better about the new bench going in at Willow/Landover Park. He also mentioned having dog leash signage down in Memorial Park. Director Ammerman stated he believed the old equipment is coming out and being replaced with the new equipment.

## ADJOURN

Member Gary adjourned the meeting at 5:00 pm.

## NEXT MEETING

Thursday, October 9, 2025, 6:00 PM

*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 the Parks and Recreation Department at 503-783-7529 or [PRAB@wilsonvilleoregon.gov](mailto:PRAB@wilsonvilleoregon.gov): 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. Habrá intérpretes disponibles para aquellas personas que no hablan Inglés, previo acuerdo. Comuníquese al 503-783-7529.*

Applicant Information

Item 3.

**Project Title**

Wilsonville Ukulele Players Society (WUPS)

**Applicant Name**

Cynthia Anglin

**Registered Tax Exempt Number (if applicable)**

**Contact (Name)**

Cynthia Anglin

**Title**

Activities Coordinator

**Project Duration: Start Date**

11/1/25

**Estimated Completion Date**

11/1/26

Project Budget

**Total Project Budget**

\$ 520.00

**Applicant Cash Match (a)**

\$ 0.00

**In-Kind Resources (b)**

\$ 0.00

**Total Applicant Match (a+b)**

\$ 0.00

**Grant Request**

\$ 520.00

## Project Narrative Questions

### **Provide a project description**

The Wilsonville Ukulele Players Society (WUPS) is asking for a \$520.00 grant to be used for room rental of the Wilsonville Public Library's Oak room and printing of sheet music for in person performances. WUPS is open to anyone who enjoys playing ukulele and singing. New members join frequently and as a result the group has outgrown the Parks and Rec room provided and the support that comes with it. We have secured a new location in Wilsonville with the necessary projection equipment, but paper copies are needed for community performances, as well as a room with projection equipment for the Zoom performances described below.

### **How does your project promote education, diversity, arts, civic engagement and/or provide entertainment and strengthen the community?**

WUPS is a group of community members who gather weekly, partnering with Wilsonville Parks and Rec. The group has celebrated it's 10th anniversary and has grown significantly in numbers. Since the group meets Tuesday mornings it's primarily composed of senior or older adults who are learning to play instruments, primarily ukulele, but also percussion and wind instruments, practicing for performance and enjoying social interaction.

### **What are your organization's goals for this project? And, what population are you aiming to serve? (youth, seniors, families, underprivileged, persons with disabilities, etc..) Using measurable amounts whenever possible, consider the question: How will you know that you succeeded in your goals?**

WUPS performs regularly for community members living in Brookdale Wilsonville, The Springs, SpringRidge and SpringRidge Court as well as other senior living facilities. Additionally, WUPS has performed at city sponsored all age events such as the Art Festival and the Tree Lighting at Town Center Park.

Another example of promotion to the greater community is the group's commitment to a center for disabled young adults for whom we perform for on a regular basis. This group's leader provides us with a list of music the students/ adults enjoy and then the group practices and performs their selections over Zoom using a room at the Wilsonville Library. The students dance, sing clap and sign to demonstrate their excitement. Our goals are met by the enthusiasm of the individuals playing and singing, as well as those who enjoy our performances and express their appreciation and invite us back. Their smiles and words inspire the group to continue to give to the community.

### **How are you/your organization suited to produce this project/program? Provide the community resources that will be used if applicable (volunteers, local vendors, local contributions, etc.)**

WUPS began as a small group around a table in one of the rooms at the Community Center. We are now 43 members strong, all with a love of music and a commitment of sharing our talents and joy with the community. We would love to continue playing, performing and giving back to the community with the city's help.

We are asking for a grant of \$520. 00 ( \$200.00 for printing costs, \$320.00 for room rentals )

These are costs that were previously covered by Wilsonville Parks and Rec, but are now unavailable to us since out growing the room at the administration building.

**Signature and Certification Letter:**

I hereby certify that all the facts, figures and representations made in this application, including all attachments, are true and correct. This application is made with the written approval of my board of directors, which is attached to this application.

I agree that all publicity, press releases, publications, materials and /or media advertising produced as a part of this proposed project will acknowledge the Grant Program as follows: "This project is made possible in part by a grant from the City of Wilsonville."

I agree to carry out this project as outlined within this application. Further, I understand that failure to do so will invalidate this agreement and necessitate the immediate return of all Community Opportunity Grant monies to the City of Wilsonville.

**Signature**

Cynthia Anglin

**Date Signed** Thu 9/4/25

**I Accept**

Yes

### Project Budget

This budget provides the detail of the project that the grant funds will be applied to. This should include how the funds from this grant will be spent. Expenses must be explicitly defined. Please include in-kind and cash match.

Income Sources	Amount
n/a	\$0.00
Total Project Income	\$0.00

Expenses - Must be specifically itemized	Amount
Oak Room Rental- 2 Dates (160.00 each)	\$320.00
Print song packets (\$2.50 each packet x 20 = \$50) x 4	\$200.00
Total Project Expense	\$520.00

## Organization Budget

The Wilsonville Ukulele Players Society (WUPS) is free to all who join.

We do not charge for any performances.

All printing was covered by the Wilsonville Parks and Rec.

Use of the Wilsonville Library Oak Room was free when reserved through the Parks and Rec.

Until now we had no expenses and no need for a budget.

## Applicant Information

Item 4.

### Project Title

Inner Peace/Outer Peace Project

### Applicant Name

Dana Brenner

### Registered Tax Exempt Number (if applicable)

n/a

### Contact (Name)

Dana Brenner

### Title

Project Leader

### Project Duration: Start Date

1/26

### Estimated Completion Date

6/26

Project Budget

### Total Project Budget

\$ 20,420.00

### Applicant Cash Match (a)

\$ 0.00

### In-Kind Resources (b)

\$ 15,420.00

### Total Applicant Match (a+b)

\$ 15,420.00

### Grant Request

\$ 5,000.00

## Project Narrative Questions

### Provide a project description

We propose to host two “Community Conferences” in our city (in February and June of 2026), each designed to advance the shared goals of peace, well-being, and community connection. Peace of Mind & Body, the second Peace in Community & Practice. The first conference will focus on Inner Peace, supporting individual growth and resilience. The second will focus on Outer Peace, fostering connection, understanding, and collaboration across our community. Together, these events directly align with the Rotary Club’s commitment to peace, our city’s designation as an International City of Peace, and the values of our partners Wilsonville Pride and the Wilsonville Alliance for Inclusive Community (WAIC). Both conferences will be accessible to all, with registration offered at low or no cost, ensuring inclusivity and broad participation. Our objectives are fourfold:

1. Strengthen Community and Personal Well-Being – We aim to bring people together in ways that encourage personal development, community engagement, and a culture of diversity, equity, and inclusion.
2. Highlight Local Resources – The events will showcase local businesses and nonprofits that support individual and collective well-being, giving them meaningful exposure while connecting participants to valuable community resources.
3. Foster a Culture of Unity and Resilience – By creating space for dialogue and shared experiences, the conferences will build understanding across differences, nurture alliances, and enhance safety and trust in our community.
4. Provide Practical Tools for Peace – Participants will leave with skills, practices, and resources they can use to cultivate both inner and outer peace in their daily lives.

Each conference will include several interwoven elements to engage participants on multiple levels:

- Keynote Presentation by an inspirational speaker to set the tone and energize the gathering.
- Food and Social Component to foster informal connection and community bonding.
- Resource Fair featuring local organizations and businesses that support wellness, inclusion, and peacebuilding.
- Workshops, Dialogue Circles, and Practice Sessions offering hands-on learning, skills training, and meaningful conversation.

Together, these elements will provide participants with both inspiration and practical tools. Attendees will gain a deeper sense of connection to themselves and to others, while also becoming aware of the wealth of resources available within our community.

The impact of the conferences will extend well beyond the events themselves. By equipping individuals with strategies for inner resilience and outer collaboration, we aim to plant seeds of peace that ripple into workplaces, families, neighborhoods, and civic spaces. These gatherings will strengthen the social fabric of our city by encouraging new relationships, amplifying local voices, and cultivating a culture that values safety, inclusion, and collective well-being.

With the partnership and support of the Rotary Club, Wilsonville Pride, and WAIC, the Community Conferences on Inner and Outer Peace will provide a practical, meaningful, and accessible way for people in our city to live out the ideals of peace. We believe that when individuals are supported in cultivating inner peace, they are better equipped to contribute to outer peace. By creating opportunities for both, these conferences will leave a lasting legacy of unity, resilience, and hope.

How does your project promote education, diversity, arts, civic engagement and/or provide entertainment and strengthen the community?

#### Project Impact

The Community Conferences on Inner Peace and Outer Peace are designed to educate, engage, and unite people across our city. By combining inspiration, skill-building, and dialogue, these events will promote education, diversity, civic engagement, and community resilience in meaningful and lasting ways. Education Each conference will provide participants with access to knowledge, tools, and resources that can be applied in daily life. Keynote presentations, workshops, and practice sessions will cover topics such as mindfulness, conflict resolution, emotional intelligence, and collaborative problem-solving. These offerings are practical, interactive, and designed to equip individuals with concrete skills that support both personal well-being and collective harmony. Additionally, the resource fair will connect attendees to local organizations and businesses, extending learning opportunities beyond the event itself.

#### Diversity

Inclusivity is central to the design of these conferences. With the support of the Rotary Club, Wilsonville Pride, and the Wilsonville Alliance for Inclusive Community (WAIC), the events will intentionally uplift diverse voices and perspectives. Programming will celebrate the richness of differences—cultural, racial, generational, gender, and beyond—while creating space for dialogue that builds empathy and understanding. By ensuring that the conferences are low-cost or free, barriers to participation are minimized, making it possible for people from all walks of life to attend and contribute.

## Civic Engagement

These conferences invite residents to step into deeper connection with their community. Attendees will engage with local nonprofits, businesses, and civic leaders who are working to advance well-being, equity, and safety. Dialogue circles and collaborative workshops will encourage active participation, giving community members a voice in shaping the culture of our city. By fostering this kind of engagement, the conferences help individuals see themselves as contributors to the civic good and as agents of positive change in their neighborhoods and networks.

## Strengthening the Community

The combined effect of education, diversity, and civic engagement is a stronger, more resilient community. These conferences will nurture trust, collaboration, and mutual respect, helping to build bridges across differences. By creating opportunities for residents to meet, share stories, and learn together, the events foster a sense of belonging and collective purpose. The partnerships with Rotary, Wilsonville Pride, and WAIC underscore a shared commitment to peace and inclusion, demonstrating the power of cross-sector collaboration.

The impact will extend far beyond the conference days themselves. Participants will leave not only with personal skills for inner resilience but also with new relationships, community connections, and a greater awareness of local resources. This creates a ripple effect: individuals who are more centered and connected are better equipped to contribute to a safe, inclusive, and thriving city.

In short, the Community Conferences on Inner and Outer Peace will serve as living demonstrations of how education, diversity, and civic engagement can come together to strengthen the fabric of a community. They are designed to cultivate both the inner capacities and outer relationships that allow peace to flourish—within individuals, across neighborhoods, and throughout the city as a whole.

**What are your organization's goals for this project? And, what population are you aiming to serve? (youth, seniors, families, underprivileged, persons with disabilities, etc..) Using measurable amounts whenever possible, consider the question: How will you know that you succeeded in your goals?**

## Our Goals

The goals of the Community Conferences on Inner Peace and Outer Peace are to: (1) foster individual well-being and resilience through practical tools and learning experiences; (2) strengthen civic engagement and connection by bringing residents together across differences; (3) highlight and support local businesses and nonprofits that promote health, inclusion, and peace; and (4) cultivate a culture of unity, safety, and understanding in our city.

## Populations Served

These events are designed to be inclusive and accessible, serving the entire Wilsonville community and surrounding areas. Held at Charbonneau Country Club—where the majority of residents are retired—the conferences will directly engage seniors, a population that often experiences isolation. With the support of Wilsonville Pride, we will intentionally reach LGBTQ community members. We also plan to engage more organizations such as the Wilsonville Muslim Community Center, Community Sharing Food Bank, Heart of the City, and others, ensuring diverse participation and representation. By offering registration at low or no cost, barriers to participation are minimized for people of all ages, income levels, cultural backgrounds, and identities.

## Measurable Outcomes

We will measure success using both quantitative and qualitative methods. Our target is to engage 150 participants at each conference. We will track attendance, the diversity of organizations in the resource fair (goal: 20), and workshops offered (goal: 10). Post-event surveys will assess satisfaction, perceived learning, and connection to community resources, with a goal of 85% reporting they gained useful tools and new relationships.

**How are you/your organization suited to produce this project/program? Provide the community resources that will be used if applicable (volunteers, local vendors, local contributions, etc.)**

Item 4.

Capacity to Produce the Project

I bring more than 25 years of experience as a leadership coach, consultant, facilitator, and public speaker. I am a certified somatic coach with expertise in the mind-body connection, and I have designed and delivered countless workshops and trainings. As Executive Director of the Washington State Association of Head Start and ECEAP, I produced two statewide conferences annually for 400 participants, managed a \$100,000 budget, and oversaw large teams. Since 2005, I have owned and operated a business managing up to 35 contractors at one time, with gross annual revenue reaching \$800,000. Locally, I founded CHARMMS (Charbonneau Meditation, Mindfulness, and Somatics Society) in 2001, and I have produced numerous community events at Charbonneau, successfully soliciting donations and local contributions. I also serve on the board of Wilsonville Pride and am an active Charbonneau resident.

This project is supported by robust community resources. Charbonneau Country Club is providing in-kind support. Rotary Club, Wilsonville Pride, and WAIC will contribute with volunteers, promotion, and project planning and management. Workshops will be led by local practitioners and organizations, including: Soul Stretch Yoga, HearthSounds Sound Healing, Oregon Acupuncture Center, Rhodes Perry (DEI expert and author), and SomaSolidarity. Food vendors such as Mr. Gyro, Gather and Give, Luxe Sucre, and Mod Pizza have a history of donating. Additional partners include local naturopaths, chiropractors, massage therapists from the Oregon School of Massage, and professionals skilled in mediation, communication, facilitation, and de-escalation of conflict. The Chamber of Commerce will also be invited to participate. Collectively, these resources ensure strong community engagement and program success.

Signature and Certification Letter:

I hereby certify that all the facts, figures and representations made in this application, including all attachments, are true and correct. This application is made with the written approval of my board of directors, which is attached to this application.

I agree that all publicity, press releases, publications, materials and /or media advertising produced as a part of this proposed project will acknowledge the Grant Program as follows: "This project is made possible in part by a grant from the City of Wilsonville."

I agree to carry out this project as outlined within this application. Further, I understand that failure to do so will invalidate this agreement and necessitate the immediate return of all Community Opportunity Grant monies to the City of Wilsonville.

**Signature**

Dana Brenner

**Date Signed**    Fri 9/5/25

**I Accept**

Yes

### **Project Budget**

This budget provides the detail of the project that the grant funds will be applied to. This should include how the funds from this grant will be spent. Expenses must be explicitly defined. Please include in-kind and cash match.

Income Sources	Amount
In-Kind Resources- all are in-kind values-no cash	
Keynote Speakers -2, 100% in-kind	\$4,500.00
Workshop Presenters & Facilitators (10) -can itemize and name	\$7,500.00
In-kind food donations	\$2,000.00
Building Monitors (volunteer, usually a cost)	\$252.00
Stage and Room set-up	\$318.00
Linens and Décor	\$350.00
Printing, signage, nametags (50% discount offered-UPS Store)	\$500.00
Total Project Income	\$15,420 in kind

Expenses - Must be specifically itemized	Amount
Facility Rental (Charbonneau) for both days	\$2,500.00
Advertising (Villager & Spokesman)	\$1,000.00
Catering (in-kind will not cover all)	\$1,500.00
(Income is donations and in-kind offers needed and committed)	
(Expenses are what cannot be covered with in-kind offers)	
Total Project Expense	\$5,000.00

## Applicant Information

**Project Title**

Equipped For Success

**Applicant Name**

Wilsonville Choral Arts Society

**Registered Tax Exempt Number (if applicable)**

8

**Contact (Name)**

John Hillan-Payne

**Title**

President

**Project Duration: Start Date**

September 1, 2025

**Estimated Completion Date**

May 31, 2026

Project Budget

**Total Project Budget**

\$ 2,043.42

**Applicant Cash Match (a)**

\$ 500.00

**In-Kind Resources (b)**

\$ 0.00

**Total Applicant Match (a+b)**

\$ 500.00

**Grant Request**

\$ 1,543.42

**Provide a project description**

The Wilsonville Choral Arts Society is a non-profit organization that was founded in July 2019. We are a community choral group that serves children and adults in their respective choirs within the greater Wilsonville Area. We consist of choral members and an executive board that is made up of music teachers, parents, and community members at large. We are requesting funding for the Wilsonville Choral Arts Society, which would allow us to enrich our local community of Wilsonville with the gift of song, friendship, and civic engagement. In order to better to support and grow our organization, our goals with this project is to be able to perform within the community. This would require the purchase of equipment, such as a portable piano/keyboard, keyboard case, piano bench, piano stand, portable speaker, lightning cable, and a music stand.

**How does your project promote education, diversity, arts, civic engagement and/or provide entertainment and strengthen the community?**

We provide a music education experience for primary school children and adults in the City of Wilsonville. We are open to anyone who would like to learn more about music through singing, which includes people of all genders, races, religions, sexual orientations, abilities, educational backgrounds, and socio-economic status. Our children's choir provides opportunities for music education and relationship building for homeschooled children, as well as children from all local primary schools. Our adult choir is an inclusive organization to adults who work inside and outside of the home. A significant priority for us as a choral organization is to engage our community through local performances. Past and future community performances have included the Wilsonville Tree Lighting Ceremony, visits to Wilsonville retirement homes, caroling in or outside local businesses, and public concerts at neighborhood schools. If we are awarded a grant, we will be able to reach more community members beyond our concerts that are typically held inside local Wilsonville schools, which requires people to come to us. If we are able to take our show on the road, so to speak, we could perform in the community where Wilsonville residents already are.

**What are your organization's goals for this project? And, what population are you aiming to serve? (youth, seniors, families, underprivileged, persons with disabilities, etc..) Using measurable amounts whenever possible, consider the question: How will you know that you succeeded in your goals?**

Our project will benefit the Wilsonville Community by providing a fun and welcoming environment for both children and adults and provide free entertainment to all citizens who wish to hear choral music. In addition to providing vocal entertainment, we wish to educate the diverse population of Wilsonville about our organization. The Wilsonville Choral Arts Society seeks to reach as many people in Wilsonville as possible. We desire to serve everyone in the population, from youth to seniors, all abilities, backgrounds, and income levels.

We will know that we have succeeded in our goals if we have the equipment that allows us to perform at various Wilsonville locations and that more people become aware of Wilsonville Choral Arts Society.

**How are you/your organization suited to produce this project/program? Provide the community resources that will be used if applicable (volunteers, local vendors, local contributions, etc.)**

Our board of directors is run by a group of volunteers, dedicated to furthering music education in Wilsonville. Our President, who is a local primary school music educator, is currently volunteering his time to plan and run the children's choir rehearsals. Our board currently consists of five members who are parents, teachers, and community members. Our overhead operating expenses are very low, and it is our goal to keep them at a minimum. We aspire to use local vendors in Wilsonville whenever possible.

**Signature and Certification Letter:**

I hereby certify that all the facts, figures and representations made in this application, including all attachments, are true and correct. This application is made with the written approval of my board of directors, which is attached to this application.

I agree that all publicity, press releases, publications, materials and /or media advertising produced as a part of this proposed project will acknowledge the Grant Program as follows: "This project is made possible in part by a grant from the City of Wilsonville."

I agree to carry out this project as outlined within this application. Further, I understand that failure to do so will invalidate this agreement and necessitate the immediate return of all Community Opportunity Grant monies to the City of Wilsonville.

**Signature**

John Hillan-Payne

**Date Signed** Sat 4/12/25

**I Accept**

Yes

Project Budget	
This budget provides the detail of the project that the grant funds will be applied to. This should include how the funds from this grant will be spent. Expenses must be explicitly defined. Please include in-kind and cash match.	
Income Sources	Amount
	\$0.00
Total Project Income	\$0.00
Expenses - Must be specifically itemized	Amount
Yamaha Portable Piano	\$899.99
Gator Keyboard Case	\$449.95
Proline Keyboard Bench	\$74.99
Quik-Lok Piano Stand	\$129.99
Bose Portable Speaker	\$399.00
3.5mm to Apple Lightning Cable	\$17.00
Music Stand - Manhasset Voyager	\$72.50
Total Project Expense	\$2,043.42
Minus WCAS Match	-\$500
Grant Request	\$1,543.42



## CITY OF WILSONVILLE COMMUNITY GRANTS FINAL PROJECT REPORT

Funded by:     ☐ Community Opportunity Grant     ☒ Community Cultural Events and Programs Grant

Name of Project/Event: Advertise and Harmonize

Project Contact Name: John Hillan-Payne

Project Contact Email:

Project Contact Phone:

Project Date/Date Range: December 2023 through October 2024

1. Please list the activities or elements of the program/project/event that took place:

With our grant we were able to produce choir tshirts for our singers, pencils that we can distribute with our choir name on them, and renewed banners to place around town when choir registration season begins.

2. Were the goals listed in your narrative achieved? How?

We did achieve our goals. This fall, our adult community choir saw the biggest enrollment to-date! We are still struggling with children's choir, but hope to keep getting the word out on our programs.

3. Who benefited from your project or event? How many? Where from?

All singers benefited from having choir tshirts with our choir logo and slogan. These shirts can be worn around town helping get the word out on our choirs, and they also are used as concert attire for our performances. As some of these items (banners) can be reused season to season, some of our beneficiaries have yet to even learn about our choirs!

4. Will this event or project be recurring? How do you anticipate funding the project in the future?

Advertising will be a continuous project for our choirs. As our choir numbers grow, we expect that advertising dollars should be able to be covered within our budgeted funds.

Attach or provide a copy of your final financial income and expense statement for this event or project.

Attach or provide copies of any publicity or printed materials that include the statement acknowledging the source of funds.

Please keep a copy of this evaluation. You will be required to submit a copy should you apply for future grant funding.

If you have any questions, please contact:  
Brian Stevenson, Parks and Recreation Program Manager  
(503) 570-1523 - [stevenson@ci.wilsonville.or.us](mailto:stevenson@ci.wilsonville.or.us)

2024 Estimated Budget	Budget	Current (11/2024)
<b>Income</b>		
<i>Donations</i>	\$800.00	\$550.00
<i>Grants</i>	\$1,000.00	\$1,000.00
<i>Registrations</i>	\$3,000.00	\$4,287.00
<b>Total Income</b>	<b>\$4,800.00</b>	<b>\$5,837.00</b>
<b>Expenses</b>		
<i>Administrative Fees &amp; Insurance</i>	\$190.00	\$140.00
<i>Insurance (Liability and General)</i>	\$850.00	\$756.16
<i>Room Rental</i>	\$350.00	\$376.20
<i>Advertising/Website</i>	\$300.00	\$98.07
<i>Sheet Music</i>	\$500.00	\$1,726.86
<i>Materials</i>	\$1,500.00	\$483.02
<i>Salaries/Payroll</i>	\$1,000.00	\$778.18
<b>Total Expenses</b>	<b>\$4,690.00</b>	<b>\$4,358.49</b>

**Applicant Information****Project Title**

Error Code Xero Robotics

**Applicant Name**

Tom Sommerville

**Registered Tax Exempt Number (if applicable)**

26-1354007

**Contact (Name)**

Tom Sommerville

**Title**

Mentor

**Project Duration: Start Date**

09/01/2025

**Estimated Completion Date**

08/31/2026

**Project Budget****Total Project Budget**

\$ 4,000.00

**Applicant Cash Match (a)**

\$ 2,000.00

**In-Kind Resources (b)**

\$ 0.00

**Total Applicant Match (a+b)**

\$ 2,000.00

**Grant Request**

\$ 2,000.00

**Provide a project description**

Provide opportunities for students to be involved with the Wilsonville High School FIRST Robotics team, learning STEM skills while building interpersonal capabilities in a team environment.

**How does your project promote education, diversity, arts, civic engagement and/or provide entertainment and strengthen the community?**

Our team promotes education by being structured much like a tech startup, with different departments (known as sub-teams) working together to create a collaborative and well-rounded final product. Along with mentors, our seven sub-teams -electrical, business, mechanical, scouting, software, strategy, and design- offer students the opportunity to expand their knowledge in multiple areas. Members engage in hands-on experiences such as using computer systems to design robots, developing budgets, writing grant requests, and working within defined deadlines. Sub-team leads serve as student mentors and guides for newer members, helping foster leadership and collaboration. Many alumni who served as sub-team leads have gone on to receive scholarships, showing the lasting educational impact of this structure. At the core of all our efforts are the six FIRST Core Values: discovery, innovation, impact, inclusion, teamwork, and fun. As a student-led and mentor-driven team, we truly believe that by building robots, we are building the next generation of STEM innovators.

Beyond education, Team 1425 strengthens the community through outreach and events. Each fall, we host Girls Gen, an off-season event at Wilsonville High School that encourages women and first-time participants to take on leadership roles and gain competition experience. We also host FIRST Chance, which provides a welcoming environment for new players to learn and compete, helping foster inclusion and diversity in STEM. In March, we host the Wilsonville District Competition, a two-day regional event that brings in over 35 FRC teams and more than 1,500 visitors to the city. Both events not only keep students across the Pacific Northwest engaged year-round, but also bring recognition to Wilsonville and support local businesses, especially hotels and restaurants.

Through education, diversity, civic engagement, and community events, our team continues to create meaningful opportunities for students while strengthening the community around us.

**What are your organization's goals for this project? And, what population are you aiming to serve? (youth, seniors, families, underprivileged, persons with disabilities, etc..) Using measurable amounts whenever possible, consider the question: How will you know that you succeeded in your goals?**

The goals of this project are two-fold, rooted in Team 1425's mission of "Building Robots, Building People." First, we aim to equip students with valuable life skills—teamwork, communication, leadership, accountability, and self-confidence—while also fostering technical expertise in STEM fields. Second, we strive to be an inclusive team where students from every economic, social, and educational background can feel welcomed, contribute meaningfully, and find success. While our short-term goal each season is to design and build a competitive robot, our long-term goal is to develop the next generation of STEM innovators and community leaders.

Our primary population is youth, including students at Wilsonville High School, home-schooled students, and other local high schoolers. We also engage families through community events and inspire younger students through middle school outreach and demonstrations. By intentionally recruiting diverse participants, we ensure that students from underrepresented or underprivileged backgrounds also have access to opportunities in robotics and STEM.

We measure success in several ways. At the student level, we look at engagement during the build season, which can be gauged by attendance, participation in meetings, and the scope of projects each student undertakes within their sub-team. At the team level, we measure sustainability year-to-year, including student retention, alumni success (such as scholarships and STEM pathways), and the growth of our outreach activities. The continued ability of Team 1425 to welcome new students annually and provide an inclusive, supportive environment demonstrates that our goals are being achieved.

**How are you/your organization suited to produce this project/program? Provide the community resources that will be used if applicable (volunteers, local vendors, local contributions, etc.)**

Item 6.

Team 1425 is uniquely suited to produce this program because of the strong foundation of knowledge, mentorship, and community support we have built over many years. Almost all of our mentors have graduated from science, technology, engineering, arts, mathematics (STEAM), or business fields, with several holding advanced degrees. They bring a variety of expertise to students and volunteer countless hours of their time. Without their guidance, students would not have the same opportunities to learn the technical and business skills needed to build a competitive robot. On Team 1425, we deeply value our mentors for not only teaching real-world skills, but also inspiring students to pursue STEAM career paths. Beyond technical expertise, our team develops social and leadership skills in every member. Students learn how to manage projects, solve problems creatively, strengthen communication, and work collaboratively. As one member noted, their favorite part of the team was “showing the rookies how to use the machines at the shop,” while another shared that it was “working together and collaborating with amazingly creative and genius minds.” These experiences demonstrate that Team 1425 builds far more than robots—we build teamwork, confidence, and genuine Gracious Professionalism.

Our success is also made possible through community resources. We rely on dedicated volunteers who assist at events and mentor students. We partner with local vendors for parts, machining, and donations, ensuring that our work supports the Wilsonville business community. Additionally, local contributions from sponsors, families, and businesses sustain our program year after year, allowing us to keep the team accessible to all students regardless of background. This strong network of mentors, students, and community partners ensures that we are well-suited to deliver meaningful impact through our program.

**Signature and Certification Letter:**

I hereby certify that all the facts, figures and representations made in this application, including all attachments, are true and correct. This application is made with the written approval of my board of directors, which is attached to this application.

I agree that all publicity, press releases, publications, materials and /or media advertising produced as a part of this proposed project will acknowledge the Grant Program as follows: “This project is made possible in part by a grant from the City of Wilsonville.”

I agree to carry out this project as outlined within this application. Further, I understand that failure to do so will invalidate this agreement and necessitate the immediate return of all Community Opportunity Grant monies to the City of Wilsonville.

**Signature**

Thomas I Sommerville Jr

**Date Signed** Sat 8/30/25

**I Accept**

Yes

### Project Budget

This budget provides the detail of the project that the grant funds will be applied to. This should include how the funds from this grant will be spent. Expenses must be explicitly defined. Please include in-kind and cash match.

Income Sources	Amount
Team Funds	\$2,000.00
City of Wilsonville Grant	\$2,000.00
Total Project Income	\$4,000.00

Expenses - Must be specifically itemized	Amount
20 Student Team/Travel Scholarships @ \$200	\$4,000.00
Total Project Expense	\$4,000.00

### Organization Budget

This budget shows how this project fits into your organization. The project should be shown as a line in this budget.

Fiscal Year: 2025 to 2026

Income Sources	Amount
Lam Research (anticipated)	\$500.00
Lam Research (mentor hours matching award)	\$8,000.00
Xerox (anticipated)	\$5,000.00
TE Connectivity	\$2,000.00
City of Wilsonville Grant (applied)	\$2,000.00
other (anticipated awards through FIRST, student fundraising, etc)	\$10,000.00
Student Fees	\$8,000.00
<b>Total Organization Income</b>	<b>\$35,500.00</b>

Expenses	Amount
Mechanical team (robot builds and other projects)	\$23,830.00
Electrical team	\$2,514.00
Software team	\$200.00
Scouting team	\$480.00
Business/Marketing team	\$4,280.00
Student Scholarships	\$4,000.00
Other (mentor travel, FIRST registration, team meals, etc)	\$25,220.00
<b>Total Organization Expense</b>	<b>\$60,524.00</b>



## CITY OF WILSONVILLE COMMUNITY GRANTS FINAL PROJECT REPORT

Funded by: Community Opportunity Grant Community Cultural Events and Programs Grant

Name of Project/Event: Error Code Xero Robotics

Project Contact Name: Vaani Aga

Project Contact Email:

Project Contact Phone:

Project Date/Date Range: September 2024 - August 2025

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1. Please list the activities or elements of the program/project/event that took place:

**The Wilsonville Robotics Team FRC 1425 built a successfully operational robot and travelled to four events, two of which required overnight accommodation, food, and transportation, in addition to participating in multiple local competitions. The \$2,000 grant we received was used to support 3 students with team scholarships and to aid with travel expenses promoting access to STEM educational opportunities regardless of financial circumstances.**

2. Were the goals listed in your narrative achieved? How?

**All goals were met. The project did meet the desired goals of the grant. Three Wilsonville students who wanted to join the team could not afford the team fees for the season but because of the grant these students were able to get scholarships and be active members of the team. This made the students eligible to be on any one of our 9 sub-teams, which are as follows: Mechanical, Design, Electrical, Strategy, Scouting, Business, Safety, Software and Outreach. Each sub-team is important to the success of our robot and the overall team community. Along with those three, many others were able to attend our Albany OR, Houston TX, Sacramento CA, and Cheney WA competitions on travel scholarships. To be eligible to apply for a team/travel scholarship a student must be a full-time student in good standing at Wilsonville High School and meet free/reduced lunch requirements.**

3. Who benefited from your project or event? How many? Where from?

**The scholarships directly benefited 45 students in total from this grant. Most students benefited from significant reduction of travel costs. In addition three of these students received scholarships for team membership fees, allowing them access to participate in Wilsonville Robotics. These students have contributed greatly to several different sub teams and have helped us have a very successful competition season. All three students are Wilsonville residents.**

4. Will this event or project be recurring? How do you anticipate funding the project in the future?

The Wilsonville Robotics team will continue in its 22nd season building robotics and building people. The need for scholarships seems to be prevalent every school year for our robotics team. Most often it is not repeat students but new students just starting the program. Our fundraising strategies have evolved over the years to now.

To fund this project and the overall team we have taken a multi-prong approach. We have determined that our team has a 7 Elements of Funding approach. This includes Corporate Sponsors, Grants, Donations, Affinity Groups, Employee Matching Programs, Earned Income, and Fundraising Events. It takes a consistent effort of pursuing corporate sponsors with our sponsor packet, coming up with fundraising events with local businesses and restaurants, and researching and writing grants to get a solid mix of these elements for a fiscal year.

The business team also has fundraisers year-round. Several past fundraisers have included a Raffle/Bingo Night, a Bowling night at a local bowling center, and several fundraisers at local restaurants. We plan to continue the restaurant fundraisers to involve the school and city, as well as the other current events we host. Additionally, we will continue recycling cans and bottles from our team members and local events.

Attach or provide a copy of your final financial income and expense statement for this event or project.

Grant Received	\$2,000
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3 team scholarships @ \$200	\$600
Team Travel Funding	\$3400
<b>Total Disbursed</b>	<b>\$4,000</b>
<b>Wilsonville Grant Funds Used</b>	<b>\$2,000</b>
<b>Team Matching Funds</b>	<b>\$2,000</b>

Attach or provide copies of any publicity or printed materials that include the statement acknowledging the source of funds.



The City of Wilsonville logo is printed onto all of our team t-shirts and merchandise.



## 2025 Board Goals & Action Items

- Each board member comes up with an idea for a new class offering and presents that idea at an upcoming Board meeting
- Support a department event by volunteering to set-up, table at, and take-down at the event
- Free class pass – attend and provide feedback to one recreation activity
- Identify a minor park improvement (e.g. bench, table, trash receptacle, dog waste station, etc.)