



## **ARTS, CULTURE, AND HERITAGE COMMISSION AGENDA**

**September 21, 2022 at 5:00 PM**

**Wilsonville Public Library**

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### **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](mailto: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: 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)

*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](mailto: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.*

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



# ARTS, CULTURE, AND HERITAGE COMMISSION MINUTES

July 20, 2022 at 5:00 PM

Wilsonville Library – Oak Room

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## CALL TO ORDER

Meeting was called to order at 5:01 pm.

### 1. Roll Call

#### PRESENT

Chair Deborah Zundel

Vice Chair Elaine Swyt

Member Joan Carlson

Member Steven Traugh – Arrived at 5:10 pm

Member Susan Schenk

Member Angela Sims

Member David Altman

Member Benjamin Mefford

#### ABSENT

Member Jason Jones – Excused

#### EX OFFICIO MEMBERS/CITY STAFF PRESENT

Mayor Julie Fitzgerald, City Council Liaison

Kris Ammerman, Parks and Recreation Director

Shasta Sasser, Library Director

Bill Flood, Community Cultural Development Consultant

Brian Stevenson, Program Manager

Laura Ruggles, Program Coordinator

### 2. Approval of Minutes

Motion made by Member Carlson, Seconded by Member Altman.

Voting Yea: Chair Zundel, Member Mefford, Member Schenk, Member Sims, Vice Chair Swyt

### 3. Citizen Input

There was no citizen input.

## **NEW BUSINESS**

### **1. Revisit Meeting Ground Rules (Ammerman/Flood)**

Community Cultural Development Consultant Bill Flood went over the proposed meeting ground rules. Flood asked for feedback on the proposed ground rules. Vice Chair Swyt suggested that if multiple people wanted to speak at once, the chair or someone could call on them to take turns so people aren't talking over each other. Member Mefford said it was a good starting place.

## **CONTINUING BUSINESS**

### **2. Community Cultural Events and Program Grant Criteria (Stevenson)**

Program Manager Brian Stevenson reminded everyone that at the last meeting they had had a brief introduction to the previous grant. Stevenson said that the proposal that staff had put together is just a starting point, and that the committee could shape it in other ways too. Member Altman suggested that there needs to be more of a definition in terms of the reference to "non-profit" to clarify if it will include religious groups or large, national non-profit groups. Member Schenk asked if it needed to be a 501(c)(3). Stevenson said yes. The group discussed different ways to define or characterize non-profits. Traugh said that this mission statement might cause lots of questions, which isn't a bad thing, and it should be left as is. Stevenson asked if everyone was okay with that. There were no objections. Swyt asked if there should be an "s" on the end of program in "Community Culture Events and Program Grant. The group agreed. Member Schenk said she wanted to add an option for capacity building in organizations, and gave the example of the historical society to getting a consultant or bring in training to draw new individuals to the organization. Traugh said there seems to be several projects in the City that are already happening such as Juneteenth, the Block Party, and the Family Fairy Dance that elements could be added to. This partnership with the City and Parks and Recreation would infuse those events and get more bang for your buck and stretch the impact. Stevenson said that the Parks and Recreation Department could take direction on new ideas for events, but that the hope is that this grant could be infused into the community for new or events outside of the City. Sims suggested leaving things in the grant broad right now is great as it allows people to think of different things as they come up. Leaving it broad allows them to have conversations about it when things come up, which then allows the community to come up with ideas instead of the ACHC trying to shape it too strictly. Stevenson agreed, saying it would allow the applicants to drive the needs in the community, and that the ACHC could then have conversations and flush out what is important and best meets how they want the funds spent. The group had a conversation about different ways to phrase the grant documents. Flood asked Stevenson if based on his experience in the community if there would be other avenues for capacity building needs that perhaps it wouldn't be appropriate in this grant; Stevenson said in his personal opinion it wasn't necessarily inappropriate, but perhaps they allow it every five years or add some other clarifying statement. Mefford agreed that capacity building was a great need in the community. Sims said that it sounded like many groups in the community could use this same type of need; perhaps there is someone in the community that could be a resource for many of these organizations such as someone in the existing volunteering pool that could offer a training or workshop.

Swyt asked if the Community Opportunity Grant overlapped with this grant. Stevenson clarified that it's also open ended and that it is administered by the Parks and Recreation Advisory Board. It is for things that benefit youth, adult, and seniors, but that it is specific that it cannot provide funding to pay staff. Organizations cannot receive both grants in a fiscal year, but they could go back and forth depending on what fits their needs better. Ammerman mentioned that it was good to stay broad as part of the reason the same organizations have come back again and again is because no one else has applied, so this might allow more groups to come to the table. Sims asked if there anything else that needs to be accomplished in this meeting. Stevenson asked if the group wanted to add in capacity building. The group said no. Stevenson said the next steps would be to finalize the wording, staff would create the application, and then either Ammerman or Stevenson would take it to Council for approval. Flood asked if the total award amount would stay at \$25,000 or increase due to inflation. Stevenson said that the thought is to keep it there for this year to determine what the community demand is, as many of the previous grant winners are no longer operating. Altman asked what happens if there are terrible applicants or there is not a need for all of the funds—can funds be carried over to the next year? Stevenson said that it would be very uncommon with the way the City budgets things to have funds roll over. It could be a conversation, but it would be out of the norm with how other funds are administered within the Parks and Recreation budget. Ammerman clarified that the group does not need to give out all the funds if the applicants aren't qualified or haven't been requested. Mayor Fitzgerald asked if they could phrase things in such a way that unused funds be rolled over to the community opportunity grant? Stevenson said that could possibility be an option, but there likely isn't anything preventing the group to open up the grant application up again in June if it wasn't all administered in November. Traugh asked if the ACHC would be able to review the application. Stevenson said the goal is to take the framework the ACHC is putting forth, then staff will take that direction to create the application. The ACHC will be able to see it, but it won't come up again for discussion. Hopefully the application will provide all the information the ACHC needs to make a decision, but if not the ACHC can ask the applicants about any remaining questions at that meeting. Stevenson brought up the suggestion that a match grant would at least be required so that the grant wouldn't fund more than 50% of the event or program. Mefford said that for the first year new applicants would not need to get a 50% match but perhaps a small match percentage as a way to draw in new applicants. Schenk agreed to the idea about attracting new applicants as they'd need to line up funding now in order to be ready for the application. Zundel asked could we have a workshop or a retreat once the new ACHC team member is hired to encourage new groups or reinvigorate existing groups and gave the example of how the presentation by Karl LeClair was really inspiring in seeing things that they hadn't even thought about. Member Altman made a motion to approve the focus and types of projects to be considered as part of the CCEP Grant as well as to direct staff to complete the grant application to ensure projects submitted meet the ACHC's desired outcomes.

Motion made by Member Altman, Seconded by Member Traugh.

Voting Yea: Chair Zundel, Member Mefford, Member Schenk, Member Sims, Vice Chair Swyt, Member Carlson

Ammerman shared that there has been interest from other City boards and commissions to have joint meetings to work on shared goals. The first proposed joint meeting would be with the DEI

Committee at the October 19 meeting. The ACHC would begin the meeting at the normal 5:00 pm start time then begin the joint session with the DEI Committee at 6:00 pm.

Member Altman asked about sharing contact information for commission members, and asked that it included details about group messaging rules. Ammerman said that City staff would get approval from everyone first to share contact information, then send it out with the information about group messaging rules.

Member Traugh asked when the group would get to the point where folks can submit suggestions to the agenda and Ammerman confirmed that that can be done now by sending staff or the chair items.

## **ADJOURN**

Meeting adjourned at 6:34 pm.

**NEXT MEETING**    *Wednesday, September 21, 2022 at 5:00 PM*

*Meeting will be held at the Wilsonville Library (8200 SW Wilsonville Rd).*

# PROPOSED MEETING GROUND RULES

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- 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.



# Community Cultural Events and Program Grant

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# Grant Focus

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The grant is intended to aid Wilsonville non-profit organizations that produce projects, programs or events that promote arts, culture, history and heritage; and for festivals and special events for the benefit of the Wilsonville community.

The grant program seeks to stimulate participation in local culture.

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What do you want to see  
the Community Cultural Events  
and Program Grant fund?



# Types of Projects to be considered:

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- A new project or event that would further arts, culture, history and heritage for the benefit of the Wilsonville community.
- An annual Wilsonville event with the introduction of new or expanded attractions or partners that engage Wilsonville's artists, craft persons, and creatives.
- Media advertising, public relations or marketing campaigns/projects in support of arts, culture, history and heritage, or a community event.
- Program improvements that increase access to arts, culture, history and heritage for special populations including newcomers to Wilsonville, low-income residents, ethnic minorities, and others that may not feel included in community life.