



ARTS, CULTURE, AND HERITAGE COMMISSION AGENDA

January 18, 2023 at 5:00 PM

Wilsonville Public Library

PARTICIPANTS MAY ATTEND THE MEETING AT:

Wilsonville Library, 8200 SW Wilsonville Road, Wilsonville, Oregon

You can watch the meeting here: <https://us02web.zoom.us/j/85920696424>

TO PARTICIPATE REMOTELY OR PROVIDE PUBLIC COMMENT:

Register with Erika Valentine:

evalentine@ci.wilsonville.or.us or 503-570-1629

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:

Erika Valentine - 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: 11.16.2022

CITIZEN INPUT [5:05 PM]

ARTS & CULTURE PROGRAM COORDINATOR UPDATE [5:10 PM]

COMMISSION BUSINESS [5:15 PM]

- [3.](#) ACHC Mission and Vision (Valentine) [5:15 PM - 5:35 PM]
- [4.](#) Strategic Plan and Action Items Draft (Valentine) [5:35 PM - 6:15 PM]

STAFF REPORTS [6:15 PM]

- [5.](#) Upcoming Programs and Events

COMMISSION ANNOUNCEMENTS [6:20 PM]

ADJOURN [6:30 PM]

NEXT MEETING

Wednesday, February 15, 2023 5:00 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 Erika Valentine, Arts & Culture Program Coordinator at 503-570-1629 or evalentine@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  interpretes disponibles para aqu llas personas que no hablan Ingl s, previo acuerdo. Comun quese al 503-570-1629.



ARTS, CULTURE, AND HERITAGE COMMISSION MINUTES

November 16, 2022 at 5:00 PM

Wilsonville Library – Oak Room

PARTICIPANTS MAY ATTEND THE MEETING AT:

Wilsonville Library, 8200 SW Wilsonville Road, Wilsonville, Oregon

To listen to the meeting via conference call, dial 1-669-900-6833. When prompted, enter the meeting ID (848 2425 9062) and passcode (261102). To raise your hand to provide public comment, press *9.

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

The meeting was called to order at 5:02 pm

1. Roll Call

PRESENT

Deb Zundel,
Susan Schenk,
Joan Carlson,
Benjamin Mefford
Angie Sims
Steven Traugh
Jason Jones
David Altman

ABSENT (EXCUSED)

Elaine Swyt

EX OFFICIO/CITY STAFF PRESENT

Erika Valentine, Arts and Culture Program Coordinator
Shasta Sasser, Library Director
Bill Flood, Community Cultural Development Consultant
Kris Ammerman, Parks and Recreation Director

Arts, Culture, and Heritage Commission
November 16, 2022

Mayor Julie Fitzgerald, City Council Liaison
 Laura Ruggles, Program Coordinator

2. Revisit Meeting Ground Rules

Bill reviewed the meeting ground rules that the ACHC had agreed on.

CONSENT AGENDA

3. Approval of Minutes: 10.19.2022

Motion made by Member Carlson, Seconded by Member Sims
 Voting Yea: Member Altman, Member Mefford, Member Zundel, Member Traugh, Member Schenk, Member Jones

CITIZEN INPUT

There was no citizen input.

NEW BUSINESS

4. Welcome Arts & Culture Program Coordinator Erika Valentine

Parks and Recreation Director Kris Ammerman introduced the new Arts & Culture Program Coordinator, Erika Valentine. Valentine shared that she had worked as a Recreation Coordinator for the Arts in the City of San Ramon in California and discussed all of what she oversaw in that role and programs that she implemented, as well as her background in performing arts.

CONTINUING BUSINESS

5. Debrief from Joint Session with DEI Committee

Commission members briefly highlighted the discussion that took place at the joint session with the DEI Committee.

6. Discussion About the Municipalities Research Document

Community Cultural Development Consultant Flood shared about the history of the “Summary of 2021 Municipalities Research and Draft Recommendations” document that was included in the packet, and that the intent was to see how surrounding municipalities operate in this field.

7. Public Art Update and Anticipated Schedule

Flood said that he had developed a draft assessment form with Karl LeClair from the City of Hillsboro, and that they have been waiting for Valentine to join the team so that they can work on it. Flood hoped the assessment would take place in January and February, and then by spring City Council will likely adopt a public art policy and procedure for Wilsonville.

8. Discussion About Next Meeting

Member Mefford suggested devoting time at the January meeting to public art. Chair Zundel asked Valentine to create an agenda that is focused based on whatever she thinks makes sense. Mayor Fitzgerald said it may be nice to have an overview of the public art in the community. Traugh asked for a list of community events. Zundel reiterated having Valentine write something for the Boones Ferry Messenger.

ADJOURN

The meeting was adjourned at 6:33 pm

NEXT MEETING

Wednesday, January 18, 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 & Heritage Commission Staff Report

Date: January 18, 2023

From: Erika Valentine, Arts & Culture Program Coordinator

Subject: ACHC Mission and Vision

Recommended Action:

Review, write and approve the ACHC's Mission and Vision Statements.

Background:

Members of the ACHC expressed that having a Mission/Vision statement would be helpful to honing the group's focus and efforts. Staff reviewed other local arts/culture Commissions' and Boards' Mission Statements as well as reviewed the Arts, Culture & Heritage Strategy to come up with the following, which can be used as a starting off point in determining the ACHC's Mission and Vision.

Mission

To enhance the Wilsonville community by supporting, advocating and advising on matters relating to advancing arts, culture & heritage. We strongly believe residents' lives are enriched and enhanced through a thriving arts and culture environment.

Vision

Our Vision describes our desired future...

Lives will be enriched and enhanced through a thriving arts and culture environment in Wilsonville. Our vision for Wilsonville is one that:

- ***Is supportive of all creatives***
- ***Fosters a sense of inclusivity for all cultures***
- ***Has a vibrant cultural identity***
- ***Celebrates local history and heritage***
- ***Is recognized for accessible community cultural facilities, parks, and other spaces to host a variety of creative forms and activities***
- ***Has a robust Public Art program***

Steps Following Approval:

Once the ACHC approves a Mission and Vision statement they will be included in the ACHC Five Year Action Plan. The Five Year Action Plan will get approved with City Council.



Arts, Culture & Heritage Commission Staff Report

Date: January 18, 2023

From: Erika Valentine, Arts & Culture Program Coordinator

Subject: Strategic Plan and Action Items Draft

Recommended Action:

Review and provide feedback on the Arts, Culture & Heritage Commission Strategic Plan and Action Items Draft.

Background:

Per Resolution No. 2941, the Commission oversees implementation of the Arts, Culture, and Heritage Strategy (ACHS) and is charged with developing a long-term Five-Year Action Plan as well as a One-Year Implementation Plan for prioritizing and fulfilling recommendations of the ACHS, which will get approved with City Council once finalized.

The Strategic Plan and Action Items (attachment A) includes all objectives directly out of the ACHS. The objectives are then broken down into actionable items. The ACHC will review this draft document to provide feedback.

The Strategic Plan and Action Items Document will serve as a long term tool to guide the work of the ACHC.

Steps Following Approval:

Following the ACHC providing feedback to staff on the Strategic Plan and Action Items Document Staff will retool and edit the document. Staff will then review the document and assign a year number (1 – 5) for each action item. This will create a comprehensive ACHC Five Year Action Plan, as well as include a One-Year Implementation Plan. Staff will bring this back to a future ACHC meeting for review and approval by the ACHC.

Once the ACHC approves the Five Year Action Plan it will get brought to the City Council for final approval.

Attachments:

Attachment A: ACHC Strategic Plan and Action Items



**ARTS, CULTURE & HERITAGE COMMISSION
5 YEAR ACTION PLAN 2023 – 2028
DRAFT**



Resolution No. 2941, adopted December 20, 2021

Table of Contents

Purpose

The City of Wilsonville's Arts, Culture and Heritage Commission's (ACHC) purpose is to provide ongoing input and advise the City Council and other City Boards, commissions and committees on matters relating to advancing arts, culture and heritage in Wilsonville and oversee recommendations outlined in the Arts, Culture & Heritage Strategy (ACHS). The ACHC also oversees the Community Cultural Events and Programs Grant including making recommendations on the disbursement of grant funds.

Background

In December 2021, the Wilsonville City Council adopted Resolution No. 2941 that establishes the Arts, Culture, and Heritage Commission (ACHC). Establishment of the ACHC, set forth in the 2020 Arts, Culture, and Heritage Strategy (ACHS), fulfills 2021-23 City Council Goal (5.3 Establish the Arts and Culture Board).

In February 2022, nine members were appointed to the ACHC by Mayor Julie Fitzgerald with concurrence of the Wilsonville City Council including:

Deborah Zundel, Chair (3 year term)
Benjamin Mefford (3 year term)
Susan Schenk (3 year term)
Joan Carlson (2 year term)
Jason Jones (2 year term)
Steven Traugh (2 year term)
David Altman (1 year term)
Angelia Sims (1 year term)
Elaine Swyt, Vice Chair (1 year term)

Wilsonville Staff Liaisons

Erika Valentine, Arts & Culture Program Coordinator
Kris Ammerman, Parks and Recreation Director

Mission (TBD)

Vision (TBD)

Charge of ACHC

- Make recommendations to City Council and staff on cultural arts programs, activities, services, policies, etc.
- Support and build awareness of cultural arts programs in Wilsonville and work with other agencies and organizations involved in cultural arts programs to continually build partnerships
- Receive and evaluate input from the community, including input from other individuals and organizations on relevant cultural arts topics and programming
- Act as a liaison for cultural arts issues to other governmental, schools, non-profit and private organizations
- Advise the City on future Public Art Program Plans and serve as the City's review body for public art projects as they move through the approval process
- Serve as a resource to the City on a wide range of arts, culture and heritage topics
- Advise the City on arts facility needs and design
- Provide feedback to staff on the assessment of current and future needs of the cultural arts community
- Increase opportunities for artists/creatives

OBJECTIVE A **identified as a top 4 priority*

Provide public-sector leadership and coordination to support arts, culture and heritage activities, events, facilities and programs

ACTIONS

A1. Increase awareness of arts, culture and heritage programs through marketing efforts

- Explore ways to improve City website to be more dynamic and encourage frequent visits and include links to community artists, cultural groups, etc.
- Utilize social media to spread the word about arts events and create buzz in community
- Consolidate artist/cultural inventories to create a Wilsonville Cultural Inventory
- Create arts, culture and heritage print materials to spread awareness of Wilsonville's cultural assets

A2. Develop partnerships with local businesses & Chamber of Commerce for promotion and other support

OUTCOMES

Short-term: Increase the Wilsonville community's awareness of arts, culture and heritage.

Long-term: Increased support for local arts organizations

OBJECTIVE B

Improve inter-governmental collaboration and coordination to advance arts, culture, and heritage.

ACTIONS

B1. Collaborate with school district to determine the feasibility of City/Community theater usage for summer dates

B2. Strategize ways to support the school district's existing events

B3. Work with Wilsonville High School to develop an initiative that will grow school and community collaboration

B4. Develop a plan for the use of City Hall Gallery which may utilize student work.

B5. Identify ways to collaborate with other regional governments (Metro, Clackamas Community College, Clackamas County, Washington County, etc.)

B6. Collaborate and strategize on coordination with the Library

OUTCOMES

Short-term: New connections will be established enabling a greater community celebration of culture.

Long-term: Increased support and awareness of local arts and culture.

OBJECTIVE C *identified as a top 4 priority

Work with partners to advance an arts and cultural center facility.

ACTIONS

C1. Identify potential partners, assess needs.

C2. Assess existing cultural arts-related facilities and assets

C3. Receive presentation and findings from Art Tech/Kiva analysis

C4. Serve as stakeholders of a City directed Cultural Arts Facility Feasibility Study which may include determining top priorities of a facility, community outreach, etc.

C5. Visit culture arts facilities and present findings (Sherwood, Beaverton, Lake Oswego, Hillsboro, Vancouver, and Newberg.) Topics such as operation by municipalities vs. City owned/operation by nonprofits.

OUTCOMES

Short-term: Steps will be taken in understanding the needs of the community regarding Arts and Culture Facilities.

Long-term: Wilsonville will have a space that is inclusive and supportive of Arts, Culture & Heritage.

OBJECTIVE D *identified as a top 4 priority

Develop a long-term, sustainable public-art program

ACTIONS

D1. Review and provide feedback on current City Collection

D2. Identify goals, priorities and vision for Wilsonville's future Public Art Program

D3. Review, provide feedback on public art policies, procedures, ordinances

D4. Identify best potential locations for future permanent and temporary public art

D5. Assist staff with community survey and outreach about Public Art

D6. Assist staff and make recommendations on marketing public art

D7. Serve as review panelists for all future public art project proposals and designs

OUTCOMES

Short-term: City will gain an understanding of existing collection and desires for future public art in Wilsonville. Art policies and procedures will be developed.

Long-term: Public Art will enhance Wilsonville's cultural identity and desirability while supporting artists.

OBJECTIVE E:

Suggest ways to make cultural diversity, ethnic inclusivity and accessibility for all community members a priority for cultural programs.

ACTIONS

E1. Implement themes around Diversity, Equity and Inclusion on future Call for Art applications when appropriate

E2. Create new channels to distribute and market Call for Art applications, grant applications, etc. to assure materials are reaching a diverse audience.

- Prioritize BIPOC artists, minority artists, etc. when appropriate

E3. Increase translation of materials into Spanish.

E4. Review the DEI Strategic Plan and collaborate effectively with DEI Committee.

E5. Focus on BIPOC artists, minority groups, youth artists, etc. that may relate to the Cultural Calendar in future gallery space(s)

OUTCOMES

Short-term: Wilsonville will have diverse participants for future arts and culture programs

Long-term: The City will demonstrate the ongoing commitment to establishing Wilsonville as welcoming and inclusive.

OBJECTIVE F

Provide strategic assistance to Wilsonville cultural nonprofits in order to build organizational capacity.

ACTIONS

- F1. Create and maintain an up to date roster of local cultural non-profit organizations
- F2. Assessment of what each organization needs (i.e. Board Members, Operating costs, staff, marketing costs, etc.)
- F3. Provide volunteer support via marketing volunteer opportunities
- F4. Create a funding guide to market grant opportunities at county, state and country level to local nonprofits to increase awareness of funding opportunities.
- F5. Provide training opportunities for nonprofit organizations
- F6. Host a nonprofit roundtable to bring nonprofits together and build partnerships

OUTCOMES

Short-term: There will be stronger support from the City to the local arts and culture sector

Long-term: Wilsonville will have sustainable local arts and culture organizations

OBJECTIVE G

Identify and recommend sustainable funding mechanisms to support cultural activities, events and programs.

ACTIONS

- G1. Frequently assess the needs of local arts, culture, heritage organizations and creatives to guide prioritization of funding
- G2. Review and research different existing arts funding mechanisms in the US.
- G3. Receive and provide feedback on Percent for Art Ordinance Models
- G4. Investigate the possibility for a Wilsonville Community Cultural Fund that may support community cultural programs
- G5. Identify future project ideas that may be applicable for the Wilsonville-Metro Community Enhancement program

OUTCOMES

Short-term: Understanding of funding needs

Long-term: Wilsonville becomes more culturally vibrant as funding will support cultural arts programs, nonprofits, creatives, public art, etc.

OBJECTIVE H *identified as a top 4 priority

Make recommendations concerning the goals and objectives, and the selection and disbursement of funds of the Community Cultural Events and Programs Grant.

ACTIONS

H1. Annually review and provide feedback on the grant materials

H2. Support staff in marketing the grant opportunity

H3. Review and score applications, resulting in a ranked list. Provide recommendations to City Council on the disbursement of funds.

OUTCOMES

Short-term: Support and capacity building to local nonprofits

Long-term: Increased cultural arts events/programs in Wilsonville

Upcoming Arts & Culture in Wilsonville

Black History Month Community Movie Night ‘Hidden Figures’

Sat Feb 4 at 7pm. Wilsonville Community Center

<https://www.facebook.com/events/895812171788213>

Book Notes Concerts at the Wilsonville Library, 2pm

Sat Jan 14: Fern Hill Bluegrass

Sat Feb 11: Eric John Kaiser, French singer-songwriter

<https://www.wilsonvillelibrary.org/lib/page/book-notes-concert-series>

Lehan Lectures at the Wilsonville Library, 5:30pm

Charlotte Lehan provides an in depth conversation about moments that shaped Wilsonville's history.

Tues Jan 17: ‘Villebois & the controversial siting of Coffee Creek prison’

Tues Feb 7: ‘Tapping an unlikely water source: the Willamette River’

Tues Feb 21: ‘A history of preservation: trees, trails and Graham Oaks’

https://www.ci.wilsonville.or.us/sites/default/files/fileattachments/administration/meeting/125618/lehan_lectures_2023.pdf

Wilsonville Library Art Gallery Exhibit: Buzzy Bee’s Art Exhibit

Feb 1 – Feb 28

Buzzy Bee’s is a nonprofit that provides families who have lost a young child an artistic representation of their child’s life. The process involves the collaboration of a professional writer and artist. A writer interviews the family in order to ghostwrite the child’s story. Then, a commissioned artist turns the words of the story into a piece of art that the family keeps.

The project’s primary purpose is to help families who have experienced the death of a young child. The secondary goal is to help anyone who reads the stories better support the grieving people in their own lives. Ultimately, the stories will be published alongside the artwork in a book.

<https://buzzysbees.org/give-grief-a-voice-project/#>