

**ARTS & COMMUNITY EVENTS ADVISORY
COMMITTEE MEETING**

Wednesday, February 24, 2016

5:30 PM

Council Chambers, 2nd Floor, City Hall
1300 NE Village Street

MEETING AGENDA

1. CALL TO ORDER
ROLL CALL
2. WELCOME NEW MEMBER: Kathleen Petersen
3. PUBLIC WISHING TO SPEAK ON NON-AGENDA ITEMS
4. ELECTION OF OFFICERS: CHAIR & VICE CHAIR
5. REVIEW AND ADOPT MINUTES
 - a. January 27, 2016
Documents: [1-27-16 ACEAC Minutes.pdf](#)
6. EVENTS
 - a. Easter Egg Hunt - Saturday, March 26, 2016
7. COMMITTEE DISCUSSION ITEMS/UPDATES
 - a. Volunteer Recognition Event
8. TENTATIVE AGENDA ITEMS - March 23, 2016
9. ADJOURNMENT

The meeting location is wheelchair accessible. A request for an interpreter for the hearing impaired or for other accommodations for person with disabilities should be made at least 48 hours before the meeting to: Devree Leymaster, 503-674-6224.



ARTS & COMMUNITY EVENTS
ADVISORY COMMITTEE MEETING
1300 NE Village Street
Fairview, OR 97024
Wednesday, January 27, 2016

PRESENT:

Renaye Delano, Chair
Shalynn Rivas, Vice Chair
Matt Preston

ABSENT:

Lesly Kelly
Council Liaison Natalie Voruz

STAFF:

Devree Leymaster, City Recorder

**1. CALL TO ORDER
ROLL CALL**

2. PUBLIC WISHING TO SPEAK ON NON-AGENDA ITEMS

None.

3. NOMINATE & APPOINT CHAIR AND VICE CHAIR

Committee elected to defer to the February 24, 2016 when the entire committee is present.

4. REVIEW AND ADOPT MINUTES

a. November 23, 2015

Committee Member Preston moved to approve the November 23, 2015 minutes and Chair Delano seconded. The motion passed unanimously.

4. EVENTS

a. Easter Egg Hunt - Saturday, March 26

Chair Delano reviewed the components of the prior year's event including the Easter bunny arriving via fire truck, three egg hunts by age category, giving balloons away, pictures with the Easter bunny, prize booth set-up, Taekwondo booth, Fairview Library booth, having a Spanish translator from the Fairview Library, plant-a-seed booth, a non-profit selling coffee and donuts, etc. The committee discussed soliciting for donations and recruiting volunteers. They reviewed the budget and potential expenses. After costing out candy eggs and an estimated cost for pre-filled plastic eggs, they elected to continue with using candy eggs.

Chair Delano started creating a task list and assigning tasks. Committee Members Preston and Rivas will help with finding additional donations. City Recorder Leymaster will order the candy eggs, contact Gresham Taekwondo and the Fairview Library, order event banners, and reserve the bunny costume. Chair Delano will contact prior year event sponsors, recruit for volunteers, contact the RHS booster club about

selling donuts/coffee, contact the balloon vendor, contact the fire marshal, and inquire about toothbrush donations for the Easter bunny to give out. Everyone will think about a volunteer for the Easter bunny. Chair Delano will ask Councilor Voruz to contact Townsend Farms about potential sponsorship.

b. Recommendations for Volunteer Recognition Event - April 10-16, 2016

City Recorder Leymaster shared that in 2014 the Volunteer Recognition Committee created five award categories. They acknowledged volunteers and business supporters. Every person or business received a certificate and a volunteer pin. The event was during the business day. Cake and coffee was served; attendance was low.

Following discussion the Committee recommended a non-formal evening event i.e. pizza party. Their second recommendation was a luncheon similar in set-up as the Mayor's Business Roundtable. Awards and certificates would be handed out during the meal.

5. COMMITTEE /STAFF UPTDATES

City Recorder Leymaster reported there are two potential applications for ACEAC. Appointment consideration is tentatively scheduled for the February 17, 2016 City Council meeting.

City Recorder Leymaster shared the next scheduled ACEAC quarterly update to City Council is March 16, 2016. The Committee requested the update be scheduled in April so they can include the Easter event in the report.

6. TENTATIVE AGENDA ITEMS - February 24, 2016

- Elect Chair and Vice Chair
- Easter Egg Hunt

7. ADJOURNMENT

The meeting was adjourned at 6:58 PM by unanimous vote.

Renaye Delano, Chair

Devree Leymaster
City Recorder

Date