



ARTS & COMMUNITY EVENTS
ADVISORY COMMITTEE MEETING
1300 NE Village Street
Fairview, OR 97024
Wednesday, October 26, 2016

PRESENT:

Renaye Delano, Chair
Shalynn Rivas, Vice Chair
Mary Murrell
Council Liaison Natalie Voruz

STAFF:

Devree Leymaster, City Recorder

**1. CALL TO ORDER – 5:00 PM
ROLL CALL**

2. PUBLIC WISHING TO SPEAK ON NON-AGENDA ITEMS

None.

3. REVIEW AND ADOPT MINUTES

a. September 28, 2016

Vice Chair Rivas moved to approve the September 28, 2016 minutes and Member Murrell seconded. The motion passed unanimously.

4. EVENTS

a. Veterans Day

Committee Members gave an update regarding the planning of the different elements of the event.

- Event Participants: Vice Chair Rivas has secured three speakers, all of which will also have an information table. Committee agreed there were enough speakers, but there is space for a few more informational tables. VC Rivas will reach out to a few more groups.
- Quilts of Valor: Member Murrell will coordinate the recipient's information. A representative from Quilts of Valor will present the quilt. They will also have an informational table.
- Operation Gratitude: Chair Delano has coordinated with 5 schools to participate in the letter writing and fill-a-wish campaign. Letters and donations will tentatively be picked up the first week in November.
- Dinner: CR Leymaster confirmed D'Pompelli will cater the dinner. They will provide table linens and set-up the dessert table. Members agreed CR Leymaster will purchase the desserts.
- Color Guard: CR Leymaster shared the Color Guard will practice Thursday, November 10 at 6 PM. The Committee is welcome to attend.
- Green Light a Vet: CR Leymaster reported information will be in the November Fairview Point, on the city website, and letters were sent to all residents and businesses along Village St. to encourage their participation.

b. Tree Lighting

Chair Delano shared Matt Hollenbeck, Parks, has secured a tree donation. She proposed having a small banner made to hang near the tree recognizing Wonser Woods Estate for the donation. The Committee agreed. CR Leymaster will order the banner.

The Committee briefly discussed different aspects of the event.

- Pictures with Santa: City pays the \$200 sitting fee and there is no obligation to buy. Chair Delano will contact photographer for this year's event.
- Santa: prior Santa volunteer is most likely not available. City will rent Santa costume. Chair Delano asked all members to consider potential volunteers.
- Tree decorating: Chair Delano will contact Star Rentals to inquire about donating a lift.
- Craft kits: the committee agreed on the Gingerbread House. CR Leymaster will order them and inventory craft kits left over from previous years.
- Story-time: CR Leymaster will contact the library to see if they will participate and inventory books.
- Choirs: Chair Delano will start contacting choirs to see if they are interested.

Chair Delano requested CR Leymaster have a draft budget available for review at the next meeting.

5. COMMITTEE/STAFF UPTDATES

The Committee agreed to meet November 9 instead of November 23. Not all members were available November 23 because of the Thanksgiving holiday.

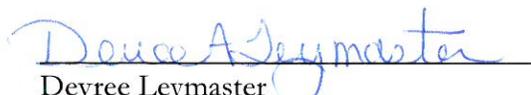
6. TENTATIVE AGENDA ITEMS – November 9, 2016

- Veterans Day Event
- Tree Lighting Event

7. ADJOURNMENT

The meeting adjourned at 6:03 PM by unanimous vote.


Renaye Delano, Chair


Devree Leymaster
City Recorder


Date