



MEETING SUMMARY
ARTS & COMMUNITY EVENTS
ADVISORY COMMITTEE MEETING
1300 NE Village Street
Fairview, OR 97024
January 21, 2014

PRESENT:

Sherry Fox Hames, Chair
Robb Pierson
Cathi Forsythe
Renaye Delano
Tamie Arnold, Council Liaison

STAFF:

Devree Leymaster, City Recorder

1. CALL TO ORDER

Chair Fox Hames called the meeting to order at 6:13pm.

2. REVIEW & ADOPT MINUTES

Committee Member Forsythe moved to approve the November 19, 2013 minutes and Committee Member Pierson seconded. The motion passed unanimously.

3. PUBLIC WISHING TO SPEAK ON NON AGENDA ITEMS

Councilor Tosterud inquired if volunteers were needed. Chair Fox Hames replied, yes, either to serve on ACEAC or as volunteers to assist at events.

Jeff Arnold commented on the proposed Battle of the Bands events. To move forward a formal motion and vote by ACEAC needs to be on record prior to requesting City Council approval. Even if the Battle of the Bands does not move forward this year, would like the request for a mutual facility agreement with RSD to proceed. This will provide additional venue options at little to no cost.

4. APPROVAL PROCESS FOR PROPOSED EVENTS

Prior to requesting approval for a proposed event from City Council, ACEAC must have a motion and approved vote for making a recommendation to City Council. An event narrative, proposed date(s) and venue, and draft budget need to be provided for Council review. The Chair or designee will be the lead contact through the process.

No action was taken. ACEAC will re-address the process once the pending Council Created Advisory Committee (CCAC) rules are adopted.

5. EVENT DISCUSSIONS

a. Christmas Tree Lighting

Committee Member Delano reported the event went well and proposed ideas for future events. Need to include reoccurring costs i.e. light replacement and banners in the budget; have the elementary school kids perform after the tree lighting; and expand the time and event i.e. add a bizarre, craft area for children, hay rides, strolling carolers, etc. Increasing the

event options will require using outside space; will need to include outside tents and heaters in the budget.

b. Art Festival

The tentatively scheduled For the Love Art event in February 2014 was unofficially cancelled due to constraints in time and resources. City Council approved supporting the event on December 4, 2013, but there was no December ACEAC meeting due to lack of a quorum. Since there was no formal action (vote) by ACEAC appointing an event coordinator, planning could not begin.

Committee Member Delano moved to cancel the 2014 Art Festival and Committee Member Forsythe seconded. The motion passed unanimously.

AYES: 4

NOES: 0

ABSTAINED: 0

c. Easter Egg Hunt

The Committee discussed the event and whether to host an event in Fairview or combine resources with the FOE and Wood Village for a regional event.

Committee Member Forsythe moved to host a Fairview Easter Egg Hunt and Committee Member Delano seconded. The motion passed unanimously.

AYES: 4

NOES: 0

ABSTAINED: 0

The event was scheduled for Saturday, April 19 in Community Park. Discussion included having a fire truck deliver the Easter bunny, and who would be the event coordinator and who would assist.

Committee Member Delano moved to appoint Committee Member Forsythe as event coordinator and Committee Pierson seconded. The motion passed unanimously.

AYES: 4

NOES: 0

ABSTAINED: 0

Committee Member Delano volunteered to assist Committee Member Forsythe and reminded the committee a proposed budget needs to be presented to the city budget officer for approval and spending authorization.

d. High School Battle of the Hair Bands

As the event is on hold, there was no discussion.

e. Bike Rodeo's

City Recorder Leymaster shared an email from Police Chief Johnson transferring the planning of the bike rodeo's to ACEAC. If ACEAC would like an officer present at the event; the request needs to be made ahead of time and will be dependent on scheduling.

Committee Forsythe commented more information is needed to before proceeding with planning. Following some discussion, Chair Fox Hames stated she would inquire if the

officer who began planning the event would share planning information and potential resources.

6. COMMITTEE UPDATES

Councilor Arnold reported Council appointed a sub-committee to review the advisory committee code languages and create uniform guidelines and processes. The CCAC's will help facilitate more frequent and better communication between Council and Advisory Committee's, provide committee work plans that have been vetted by Council and include budget considerations, annual work sessions with Council to review the work plans and collaborate, and Chair will provide quarterly status updates to Council. Meeting process will also be outlined i.e. motions and voting. This should prevent the situation like with Mr. Jeff Arnold, a former ACEAC member, who presented to Council regarding the proposed Battle of the Bands event.

Councilor Arnold reminded Chair Fox Hames of the upcoming annual ACEAC report to City Council.

Committee Member Delano expressed frustration regarding the planning and execution of events. Events will not succeed if each and every member does not participate. Need to get back on track and provide the needed time and support for proposed events. Chair Fox Hames inquired if Committee Member Delano was referring to a specific event. Committee Member Delano replied the Love of Art. The event was approved by City Council in early December and scheduled for February 14. This is ACEAC's first meeting since the approval. There is not enough time to plan a successful event. A special meeting addressing planning for the Love of Art should have been scheduled.

7. TENTATIVE AGENDA ITEMS

Discuss draft budget proposal due in February. Committee Forsythe will provide a budget outline for the Easter event; Committee Member Delano will draft budgets for the Christmas Tree Lighting, Art Festival, and Story Book Parade; and Chair Fox Hames will do the Veteran's Day budget.

8. ADJOURNMENT

Committee Member Pierson moved to adjourn and Committee Member Delano seconded. The meeting was adjourned at 7:37 PM by unanimous vote.

Administrative Note: Committee Members Forsythe and Fox Hames resigned prior to the next meeting, resulting in no quorum to officially adopt minutes.