



ARTS & COMMUNITY EVENTS
ADVISORY COMMITTEE MEETING
1300 NE Village Street
Fairview, OR 97024
Wednesday, January 24, 2018

PRESENT:

Danielle Utter
Kathy Kudrna
Ginell Cooper
Council Liaison Brian Cooper

ABSENT:

Jonni Ketcher

STAFF:

Devree Leymaster, City Recorder

**1. CALL TO ORDER – 6:12 PM
ROLL CALL**

2. ELECT CHAIR & VICE CHAIR

Member Utter moved to elect Member Kudrna as Chair and Member Cooper as Vice Chair and Member Kudrna seconded. The motion passed unanimously.

3. PUBLIC WISHING TO SPEAK ON NON-AGENDA ITEMS

Flicks in the Park – Recreation Program and Community Engagement Committee partnership.

4. REVIEW AND ADOPT MINUTES

Member Kudrna moved to adopt the November 28, 2017 minutes and Member Utter seconded. The motion passed unanimously.

5. EVENTS

a. Easter Egg Hunt – March 31, 2018

Tara Geisser, Children Ministry Services, Anthem Church joined the discussion. Member Utter inquired if Anthem would like to facilitate the event. City Recorder Leymaster commented the direction of City Council at this time is for the city to facilitate the event. Anthem would be a welcome partner or participant. Council Liaison Cooper concurred. If ACEAC wishes to change the event to a spring event; it needs to be presented and approved by Council.

Discussion moved towards planning the egg hunt. Reviewed last year's event and what improvements in volunteer coordination need to be made – more specific about what tasks and number of volunteers are needed, specify a volunteer coordinator, have a designated place for volunteers to check in, and have a way to identify volunteers i.e. leis. ACEAC inquired if Anthem would be able to provide volunteers. Ms. Geisser replied she believed they would be able to provide some. The group drafted a list tasks and needed volunteers. Depending on the response at Anthem; will recruit other volunteers as needed.

Volunteers (requested Anthem recruit to fill 25 volunteer opportunities)

- Easter Bunny (EB) – 1
- EB minder/assist – 1
- EB photographer – 1
- EB line assistant – 2
- Photo area line assist (next to EB) – 1
- Egg hunt area (prepping area between hunts, security/monitoring in and around area) - 15
- Flower pot decorating and planting activity – 2
- Egg race game – 2

Committee discussed the following planning aspects of the event.

Activities

- Rock painting activity – hosted by Friends of Fairview. City will purchase small plates. FOF will provide rocks and paint.
- Egg race – city will purchase plastic eggs and spoons. Two prizes per age group. Prizes will be from existing inventory. Will need two to three volunteers.
- Flower pot decorating and planting activity – city will purchase supplies. Will need two volunteers.
- Invite Anthem Church, Smith Memorial Presbyterian Church, Fairview Library, Girl Scouts, US World Class Taekwondo, Modern Dentistry, Ukrainian Bible Church and the Slavic Church to participate. City will provide booth set-up. Expectations is participants will have an activity i.e. craft, game for event guests at their booth.

Logistics

- Order plastic pre-filled eggs for the hunt – half with candy and half with a small toy.
- Egg hunt area – make as large as possible. Increase security/monitoring in and around. Designated lines for age groups. Have a staging area for parents.
- Invite Gresham Fire to attend and request they escort the Easter Bunny to the event.
- Invite MCSO to attend.
- Ask Francis Doo to MC the event. Mayor Tosterud to say a few words.
- Borrow headsets from FOF.

Member Utter proposed reviewing emergency/security protocol at the next meeting.

6. COMMITTEE DISCUSSION ITEMS/UPDATES

Discussed options for the Birthday Event. Fairview was incorporated on May 11, 1908. Member Utter shared Hannah Smith founded Fairview in the late 1800's. It was a dry/proper town. Proposed ideas included decorating to memorialize the day, having a birthday cake social, having a Hanna Smith Day, partnering with Smith Memorial, etc. Due to time will discuss options and planning at the next meeting.

7. TENTATIVE AGENDA ITEMS – February 14, 2018

Easter Egg Hunt

Review emergency/security protocol

Planning status update

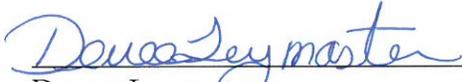
Birthday Event

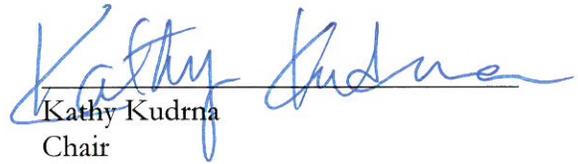
Identify the type of event, celebration, and/or décor it will be

Determine a date

8. ADJOURNMENT

The meeting adjourned at 8:08 PM by consensus.


Devree Leymaster
City Recorder


Kathy Kudrna
Chair

February 14, 2018
Date