



ARTS & COMMUNITY EVENTS
ADVISORY COMMITTEE MEETING
1300 NE Village Street
Fairview, OR 97024
Wednesday, November 9, 2016

PRESENT:

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

STAFF:

Devree Leymaster, City Recorder

**1. CALL TO ORDER – 5:30 PM
ROLL CALL**

2. PUBLIC WISHING TO SPEAK ON NON-AGENDA ITEMS

None.

3. REVIEW AND ADOPT MINUTES

a. October 26, 2016

Member Murrell moved to approve the October 26, 2016 minutes and Vice Chair Rivas seconded. The motion passed unanimously.

4. EVENTS

a. Veterans Day - November 11

Committee Members reviewed and finalized the planning details for the event.

- Vice Chair Rivas confirmed the event participants and Chair Delano reviewed their scheduled presentation times.
- Member Murrell reported there will be one Quilts of Valor presentation. The second honoree is unable to attend.
- Chair Delano shared she is prepared for her presentation regarding the results of Operation Gratitude: letter writing and fill-a-wish campaigns with the local schools.
- CR Leymaster reviewed the event set-up schedule and coordinated preparations with the caterer.

b. Tree Lighting – December 3

The Committee discussed different aspects of the event.

- Chair Delano shared the photographer for pictures with Santa is scheduled, the lift for tree decorating is confirmed, and three choirs are scheduled to perform.
- CR Leymaster reported the volunteer Santa from prior years has agreed to participate this year, the youth librarian will host storytime, craft kits have been ordered, staff will coordinate the over-all decorating of city hall, but specific decorating for the event i.e. Santa area will need to be coordinated by event volunteers, and Gresham Taekwondo will provide hot chocolate and volunteers.

5. COMMITTEE/STAFF UPDATES

The Committee agreed to meet December 1 instead of December 28 due to the holidays and to review and finalize Tree Lighting event preparations.

6. TENTATIVE AGENDA ITEMS – December 1, 2016

- Tree Lighting Event

7. ADJOURNMENT

The meeting adjourned at 6:40 PM by unanimous vote.

Shalynn Rivas
Chair

2 - 21 - 17
Date

Devree Leymaster
Devree Leymaster
City Recorder