



ARTS & COMMUNITY EVENTS  
ADVISORY COMMITTEE MEETING  
1300 NE Village Street  
Fairview, OR 97024  
Thursday, October 12, 2017

**PRESENT:**

Danielle Utter, Chair  
Rose Engeln  
Ginell Cooper

**ABSENT:**

Kathy Kudrna  
Council Liaison Lisa Barton Mullins

**STAFF:**

Devree Leymaster, City Recorder

**1. CALL TO ORDER – 6:08 PM**  
**ROLL CALL**

**2. PUBLIC WISHING TO SPEAK ON NON-AGENDA ITEMS**

None.

**3. EVENTS**

a. Veterans Day

Committee discussed and confirmed the following aspects of planning.

- CR Leymaster will order banners for poles with brackets (~34). Have them put up November 8 and taken down November 13.
- CR Leymaster will order 100 yellow bows and four rolls of yellow ribbon.
- Member Cooper offered to pre-fluff the bows.
- ACEAC will place yellow ribbons on November 8 on poles along 223<sup>rd</sup> to Blue Lake, Fairview Parkway, Lincoln, Harrison, First, Main, Sandy Blvd., Bramble, Townsend Way, Fairview Lake Way, Blue Lake, and Manson.
- ACEAC will place small flags in the grass area in front of City Hall on November 8.
- ACEAC will assist in setting up for a Quilts of Valor presentation on Saturday, November 11 at 2:00 PM in Council Chambers.
  - Meet at noon - decorate the room, provide cake and coffee, and try to coordinate a color guard and/or music element. (Member Cooper will inquire if the JROTC is available for color guard and/or music).
- ACEAC will coordinated taking down the small flags and yellow ribbons on November 13.

b. Christmas Tree Lighting

The Committee discussed preliminary planning for the event on December 2. CR Leymaster shared the event traditionally has been from 4 – 6 PM; the tree has been donated and installation is being coordinated by Parks staff; and about half of the budget is used for situating and decorating the tree i.e. equipment rental.

Ideas shared by Committee members included:

- Santa in Chambers, give out candy canes, picture opportunity.
- Continuing the Ugly Sweater Contest – will need better marketing.
- Having cider instead of hot chocolate.
- Having a photo op – wooden characters – outside near tree, under gazebo.
- Two choirs and/or music performances (one adult, one youth) – possibly along stairs.
- Decorating along Village Street (lights, garland, bows, bells, winter vegetation, etc.) – possibly a Vintage theme.
- Having Santa delivered (i.e. fire truck, vintage car).
- Coordinating with the Fairview Library for story-time. Chair Utter suggested seeing if the library would host story-time at the library prior to or during the event.
- Chair Utter proposed seeing if property owners along Village Street would donate empty storefront space for the event.

#### 4. COMMITTEE DISCUSSION ITEMS/UPDATES

a. Retreat Planning – Scheduling & Agenda

Item continued to the October 25 meeting.

b. Updates

CR Leymaster reported Mary Murrell resigned from ACEAC.

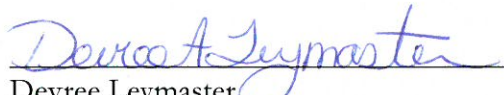
Member Cooper shared she will not be at the October 25 meeting.

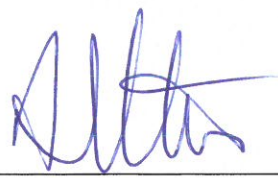
#### 6. TENTATIVE AGENDA ITEMS – October 25, 2017

- Veterans Day
- Christmas Tree Lighting – December 2
- Retreat Planning – Scheduling & Agenda

#### 7. ADJOURNMENT

Chair Utter adjourned the meeting at 7:34 PM.

  
Devree Leymaster  
City Recorder

  
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Danielle Utter  
Chair  
10/25/17  
\_\_\_\_\_  
Date