

Oregon City Arts Commission
December 16, 2021

Present:

Arts Commissioners:

Emma Lugo

Tima Carlson

Josh Planton

Mary Andrus

Selena Jones

Tammy Jo Wilson

Karen Buehrig

Trieste Andrews

Staff:

James Graham, Economic Development Mgr.

Ann Griffin, Economic Development Coordinator

Absent: Jenn Woodward

Commissioner Lugo asked for a roll call. All present except for Jenn Woodward.

Commissioner Andrews asked if an Item could be added to an agenda. Graham stated that an item can always be added to the agenda if it is accepted unanimously.

Griffin showed the agenda. Andrews asked if we could add an item – namely, an update on the Mural Code. She asked to know if the Mural Code is finalized and if there is an application on the website.

Lugo moved to add an agenda item, update ion the mural code. Planton seconded. Motion passed unanimously.

Then, Commissioner Jones moved to adopt the agenda as amended. Commissioner Carlson seconded, unanimously approved.

Carlson moved to accept minutes with changes as noted by Planton.

Lugo asked if there are public comments. None had been submitted.

Question about the minutes. Commissioner Planton noted that there were two places where there were incomplete sentences. Jones made a motion to accept the minutes with corrections as noted by Planton. Seconded by Carlson and Commissioners Lugo, Andrus, Jones, Wilson and Andrews voted to approve.

Commissioner Buehrig abstained from the vote and stated that she was not at the October meeting. Griffin said that it is not necessary to be at a meeting to approve the minutes if one doesn't have questions or concerns about the content.

Agenda item 1: Potential Oregon City Arts Center

Oregon City Arts Center – Chair Lugo invited Commissioner Andrews to provide a summary about a potential Arts Center in Oregon City. Andrews stated that many people in the Community, including DOCA and the Chamber of Commerce, have discussed having a community arts center. One way to

begin is to have a city-owned building be made available and then leased to the operating entity for something like \$1/year.

Andrews stated that it would be helpful to create a list of publicly owned buildings in the City that have space available. One building mentioned is the Barclay school, owned by the Oregon City School District.

Commissioner Wilson stated that while an Arts Center is a good idea, she felt that the Arts Commission should establish its goals and long-term mission – “we should articulate these perhaps before we undertake an Arts Center. It would be great to know what our direction is.”

Andrews agreed with that. Commissioner Andrus agreed and reiterated that she thought that the Commission needs to get its goals and strategies together. She also stated that “we need input from the Community as to what should be in a space like that.”

Jones asked who would operate the arts center. Andrews replied that it may be operated by a nonprofit. Wilson added that Arts Centers are often their own nonprofit. Willamette Falls Television Corporation community access station is an example of how a nonprofit uses a public building to conduct its community work.

Agenda item 2: Planning a Retreat

Carlson offered that the Soulflags community room could be used as a location for a retreat. Soulflags has ability to record the retreat.

Graham shared that a benefit of a retreat is that it could give the group time to discuss its goals and strategic plans. Commission would want to create its own goals for the retreat, such as establishing a vision statement for an Arts Commission. Graham suggested that it could take more than one retreat. A retreat would give the Commission some extra time and space to have these important conversations.

Wilson suggested that if the Arts Commission did the retreat in person that all would be comfortable given Covid pre-cautions. She suggested the group discuss Covid pre-cautions.

Graham stated that the City policy for indoor space is to wear a mask. If people are more than 6 feet apart and there is ventilation, then a mask may not necessarily be needed. There is no requirement that people be vaccinated. Graham suggested that people share their vaccination status, either with staff or to the full Commission.

Carlson stated that the community room is large 25 feet square by 25 feet, with tables. Could be configured so that Commissioners are 6 feet apart or more.

Andrus asked that people either show proof of vaccination and/or a proof of negative test. Graham stated that Commissioners could show that that proof off-line to staff.

Wilson made a motion that people be vaccinated prior to the retreat if they plan to attend in person. Jones seconded. Unanimously passed.

Carlson asked about dates and times. Andrus asked if 3 hours was enough time. Graham stated that it does not need to take place at one time. Buehrig asked if the group needed to have a regular meeting at during the same month that they have the retreat. Answer, no a regular meeting would not have to

occur the same month as a retreat. Some Commissioners are traveling in January – group determined that it could hold hybrid meetings, if some folks need to attend via Zoom.

Outcome of discussion: Thursday January 13 and Thursday January 20th selected as preferred dates.

Andrus made a motion that the retreat be held on 1/13 and 1/20 from 7 to 9. Carlson seconded. Unanimously approved.

Andrews asked if an agenda for both nights could be drafted in advance. Possible topics – a vision for the Arts Commission. Goals and objectives for supporting the Arts in Oregon City. Andrews suggested that the Commission also determine the extent to which it will look for new art, and the extent to which it will manage existing public art.

Wilson said that the Vision needs to be determined: “are we boots on the ground or are we facilitating and providing support” to arts initiatives. Planton stated that another item on the agenda could be a brainstorm of other project ideas.

Graham cautioned that creating a “Vision” can be a lengthy process. Andrews suggested creating a Mission Statement.

Griffin stated that it could be very helpful to have a facilitator, particularly if moving forward with a vision statement. Wilson agreed.

Lugo asked for someone to make a motion: Wilson moved to have a facilitator at the retreat. Jones seconded, unanimously approved.

Wilson stated that there was discussion of a Vision Statement and a Mission Statement, and that the group needed to clarify the distinction. Graham stated that they are different. He offered for staff to provide definitions for a Vision Statement, Mission Statement, Goals and Objectives.

Lugo asked if it is okay for her and Carlson to approve and/or further discuss the selection of a facilitator with staff. The group agreed.

Agenda Item 3: Upcoming Elections

The Commission needs to vote for a Chair and a Vice Chair.

Jones stated that she thought Chair Lugo was doing a great job. Lugo thanked the group and suggested that Andrews would be a good choice given her leadership experience in the arts community. Andrews stated that was potentially interested in the Chair role. However, she explained that she had recently experienced a personal loss and would like to have a co-chair. Lugo welcomed anyone to run for Chair or Vice Chair.

Q: What is the length of the term for Chair? A: One year.

Agenda Item 4: Additions to the By-Laws regarding control of finances

Commissioner Carlson read the proposed additions to the By-Laws:

- 1) At no time shall an Arts Commissioner deal directly with money.
- 2) All purchases and requests should be submitted directly to the City for payment/reimbursement.
- 3) Purchasing forms should be submitted within two weeks of an event or program completion and a final report should be sent to the City of Oregon City.
- 4) Committees must keep event or program expenses at or under budget. Committees must get approval from the Executive Committee before spending additional funds over their budget allocation. Committees that overspend without approval may not be reimbursed. Committees may be required to give a report at any general meeting and must submit a final report regarding their program/event to the Board within two weeks so that the report may be presented at the following general meeting. The report may include details such as actual expenses, income, contacts, planning notes, volunteer details, committee members, etc.
- 5) An annual audit of the books will be performed by the City and the findings shall be presented to the Arts Commission at a general meeting.

Chair Lugo asked Graham for a recommendation on how to proceed with consideration of these 5 rules. Graham pointed out that in terms of an audit, the Arts Commission could not conduct its own audit because it is part of the city government. There is an existing annual audit of city government.

He also suggested waiting to create any committees until after the retreat.

Group agreed to table the discussion until after the group hosts their retreat.

Andrews suggested making these additions as a financial addendum, rather than integrating these suggested rules into the By-Laws. Graham stated that the Arts Commission may simply amend the By-Laws.

Carlson will share the proposed language to the email list and to their shared drive.

Agenda Item 5: Amendment to the Mural Code

Andrews had two questions regarding the final mural code: Authorization to accept applications to paint a mural and where to find the Arts Commission By-Laws.

Graham asked if everyone has a copy of the mural code and if everyone has a draft of the Arts Commission By-Laws. The Application to initiate a mural is not currently online.

The Mural code, application, and the Arts Commission By-Laws will all be posted on the Oregon City website.

Communications – This is the portion of the meeting reserved for Commissioners to share information and announcements.

Wilson announced that there is a reception on Sat. (12/28) at the Stephen Crawford House.

Carlson announced winter break camps at Soulflags - 1-4 art camps.

Art for Social Change at Lewis & Clark hosting a winter solstice event. 12/21.

TRG – first in person meeting will be held on 1/10 at Pioneer Community Center, 7 to 8:30.

Lugo suggested that the Arts Commission reach out to the Confederated Tribes to either become a member of the Arts Commission and/or somehow be connected to this Commission.

Carlson asked if the statue at the corner of 7th and Center Street will be replaced – what is going to happen? Graham said that it's appropriate for the Arts Commission to make a recommendation/statement concerning the statue.

Griffin and Graham will reach out to Public Works and get the status of the statue.

Jones made a motion to end the meeting. Unanimously approved.

Next meeting: First half of Oregon City Arts Commission Retreat, Thursday, January 13 at 7 p.m. at Soulflags, 504 Main St. in Oregon City.

The 2nd half of the Arts Commission Retreat will take place the following week, Thursday, January 20th from 7 to 9 p.m., also at Soulflags.

These will be in-person or hybrid meetings. The group agreed that people who attend in person need to be vaccinated. People who are NOT vaccinated or who do not feel comfortable with an in-person meeting may use a video conference platform (Zoom) to participate.

Arts Commissioners may contact Ann Griffin individually with any concerns regarding vaccination. 503-974-5517. agriffin@orc.org.