



CITY OF OREGON CITY ARTS COMMISSION AGENDA

Virtual

Tuesday, November 23, 2021 at 7:00 PM

VIRTUAL MEETING NOTICE

This meeting will be held virtually via Zoom. Please contact agriffin@orccity.org for the Zoom link if you wish to participate.

CALL TO ORDER

ADOPTION OF THE AGENDA

APPROVAL OF MINUTES

[Minutes](#) from October 26, 2021 Arts Commission Meeting

PUBLIC COMMENT

Citizens are allowed up to 3 minutes to present information relevant to the City but not listed as an item on the agenda. The Chair has the discretion to waive limitations. Prior to speaking, citizens shall complete a comment form and deliver it to the Staff Member. The Arts Commission does not generally engage in dialog with those making comments but may refer the issue to the City Manager.

DISCUSSION ITEMS

[Staff](#) Report of Proposed Arts Commission Bylaws

Discussion of Finances/Financial Procedures

ADJOURNMENT

PUBLIC COMMENT GUIDELINES

Complete a Comment Card prior to the meeting and submit it to the City Recorder. When the Mayor/Chair calls your name, proceed to the speaker table, and state your name and city of residence into the microphone. Each speaker is given three (3) minutes to speak. To assist in tracking your speaking time, refer to the timer on the table.

As a general practice, the City Commission does not engage in discussion with those making comments.

Electronic presentations are permitted but shall be delivered to the City Recorder 48 hours in advance of the meeting.

ADA NOTICE

The location is ADA accessible. Hearing devices may be requested from the City Recorder prior to the meeting. Individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder's Office at 503-657-0891.

Agenda Posted at City Hall, Pioneer Community Center, Library, City Website.

Video Streaming & Broadcasts: The meeting is streamed live on the Oregon City's website at www.orcity.org and available on demand following the meeting. The meeting can be viewed on Willamette Falls Television channel 28 for Oregon City area residents as a rebroadcast. Please contact WPMC at 503-650-0275 for a programming schedule.

Oregon City Arts Commission Minutes October 26, 2021

Meeting conducted via Zoom.

James Graham welcomed everyone. This was an important occasion, the first meeting of the Arts Commission in some fifteen years. Matthew Weintraub also on the call.

Roll Call

Emma Lugo
Mary Andrus
Josh Planton
Jenn Woodward
Selena Jones
Tammy Jo Wilson
Karen Buehrig
Tima Carlson
Trieste Andrews

Adoption of Agenda

Mr. Graham asked for motion to adopt the agenda as proposed. Emma moved to adopt agenda as presented. Mr. Planton seconded.

Advisory Board

Mr. Graham states that the Arts Commission is an Advisory Board. The Arts Commission is an advocate for the arts in our Community. The Arts Commission may solicit funds to do their work.

Election of Officers

Matthew Weintraub asked if there were any public comments. None were received. Mr. Weintraub explained that the Arts Commission will have a Chair and a Vice Chair. The initial term will be two months, to complete the end of 2021. Elections will then take place in January.

Ms. Carlson: Asked for clarification of responsibilities for the Chair and Vice Chair.

Mr. Weintraub: Chair will work with staff to set the agenda. The Chair will also conduct the meetings. The Vice Chair acts as the Chair if the Chair is not available.

Mr. Graham asked if there were any nominations from the floor.

Ms. Carlson expressed interest in serving as Vice Chair. Ms. Lugo said she could be chair for the remainder of the calendar year. Vi

Ms. Lugo moved to nominate Ms. Carlson as Vice Chair. Mr. Planton seconded. There was a unanimous vote to elect Tima Carlson as Vice Chair.

Ms. Andrus moved that Emma Lugo be the Chair. There was a unanimous vote to elect Emma Lugo as Chair.

Staff Presentation – Past Arts Commission Activities

Mr. Weintraub, Tourism Program Specialist, gave a brief history of past Arts Commission activities in Oregon City. For example, in 2000, the City Commission formed the Arts Commission at its December 20 meeting. A Public Art policy was adopted in February of 2002.

Commission members asked Mr. Weintraub about the Percent for the Arts program. He said that he would share more information with the Arts Commission about the program. He explained that the Arts Commission could study this and potentially make a recommendation to the City Commission.

Mr. Graham shared that the Arts Commission has \$40,000 to promote the arts as an industry. This is available over the next two years. In other words, the Arts Commission has resources to begin. Mr. Weintraub reminded folks that the source of this money is the hotel transient tax – there are some restrictions as to how that money can be spent.

Ms. Lugo said that one of the first action items for this group would be to review past By-Laws and make recommendations. She recommended this as an action at the next meeting.

Each of the Arts Commission members then introduced themselves, explaining their connection to the arts and the reason why they are on this Board.

Lugo – practicing artist for 35 years; primarily a painter.

Andrews – Current president of the Three Rivers Artist Guild. Chaired Oregon City Festival of the Arts for past 5 years. She is stepping down from chairing that Festival in 2022. Would love to have an Arts Cultural Center in Oregon City.

Selena Jones – MFA in sculpture works at the Lake Oswego Festival of the Arts.

Tammy Jo Wilson – visual artist, started a nonprofit to support arts. Glad that arts is thriving in Oregon City, particularly interested in public art. Works at Stephen Crawford Heritage House.

Mary Andrus – Directs Art Therapy at Lewis and Clark, interested in creating bridges, placemaking, using art to help navigate social change.

Jenn Woodward – Degree from MFA in Boston, lifelong artist, looking forward to giving back to the community, started a paper making studio.

Josh Planton – Loves to see everyone coming together for the arts

Karen Buehrig – Has lived in Oregon City for 25 years, a land use planner. Not an artist, more interested in using art for placemaking.

Tima – Has a degree in geology. Loves working in the arts and supporting youth as they learn about the arts. She helped create Souflags nonprofit in downtown Oregon City.

Regular Meeting Date

Discussion. Then Lugo confirmed with the group that the Arts Commission should meet on the third Tuesday of the month as a regular meeting time. General agreement.

McLoughlin NA meets on Monday, so request not to meet on Mon. Third Tuesday is proposed. 7 pm is proposed time.

Communications

This is a time for Commissioners to share updates as to what they are engaged in.

Minutes – Typically, a staff person would take the minutes.

Commissioners then shared their hopes and plans for being a part of the Commission.

Mr. Weintraub told the group that in general they should avoid meetings with 4 or more members of the Commission, as that would then be considered an Arts Commission meeting.

Mr. Planton made a motion to adjourn. All voted in favor to adjourn. Everyone thanked for their service.

Staff will share minutes before the next meeting of the group.



CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: Arts Commission **Agenda Date:** 11/23/21
From: Ann Griffin, Economic Development Coordinator

SUBJECT:

Staff Report of Proposed Arts Commission Bylaws

STAFF RECOMMENDATION:

Review and approve the proposed draft Bylaws for the Arts Commission

EXECUTIVE SUMMARY:

The proposed By-Laws for the Oregon City Arts Commission specifies various aspects of operation of the Arts Commission, including its purpose, the number of members, terms for its officers and various committees to conduct its work.

BACKGROUND:

In 1991, The Oregon City Mural Society formed as a nonprofit organization that contracted to paint a Mural at 1001 Main Street.

In 2000, The City Commission formed the Arts Commission by adopting Ordinance No.00-1041 at the December 20, 2000 meeting.

In November 2001, the Arts Commission adopted bylaws.

On December 19, 2001, the Arts Commission presented to the City Commission Public Art Policies and Guidelines for Public Art.

In 2002, The City Commission adopted a Public Art Policy on February 20, 2002 with Resolution No.02- 05.

In 2004, The Arts Commission met ten times and had three active committees: the Mural Committee, Art Faire Committee, and Public Art Committee.

On May 4, 2004, the Arts Commission adopted revised bylaws to address absences and voting by proxy.

The last meeting of the Arts Commission appears to have been held October 21, 2005.

OPTIONS:

1. Approve the proposed By-Laws, with amendments as discussed and approved
2. Do not approve the proposed By-Laws

BUDGET IMPACT:

Amount: \$0

FY(s): FY22-FY23

Funding Source(s):

Oregon City Arts Commission Bylaws

I. Name

The name of this organization is the Oregon City Arts Commission (“Arts Commission”).

II. Purpose

The Arts Commission exists to make the arts an essential part of every citizen’s life by assisting artists and arts organizations and to promote the arts industry. The Arts Commission recognizes that the arts reinforce the overall quality of life in Oregon City and that they directly contribute to the vitality of the local economy.

III. Powers and Duties

1. To ensure that the arts continue to be of value as an integral part of Oregon City.
2. To promote the arts in Oregon City, to enrich the lives of its citizens through education and demonstration.
3. To assist the City Commission and Planning Commission in using public art to enhance public structures.
4. To catalog and maintain Oregon City’s public art.
5. To plan and execute public displays of visual and performing arts, providing connections with other local, regional and national organizations working for the benefit of art and preservation of artistic values, and other similar activities.
6. The Arts Commission shall have the authority and power to solicit funds or grants from individuals, corporations, and other government agencies. Such funds shall be deposited in the *Oregon City Arts Commission City Account as established by the City Finance Director*, to be dispensed by the Arts Commission in pursuit of its mission.
 - A. Disbursal of funds may occur only with concurrence of the City Manager.
 - B. Disagreements over the dispensation of funds shall be submitted to the City Commission for final resolution.

IV. Organization

1. There shall be nine (9) members on the Arts Commission. ARTS COMMISSION shall include at least five (5) members from a broad spectrum of citizens representing the performing arts, music, drama, visual arts, literary arts, and the fields of structural and landscape architecture, and, in addition, include at least

two (2) citizens at large. *A majority of the members* shall reside inside the city limits.

2. Appointment to the Arts Commission will be made by the Mayor of Oregon City.
3. The appointees shall have three-year terms. The original appointees shall be appointed: three for one year, three for two years and three for three years; thereafter, all terms will be for three years.
4. *After a member has three consecutive absences in a 12-month period without notification to the Secretary/Treasurer, the Commission may remove that member.* Should a member be removed, the Mayor will make a new appointment.
5. Member resignations will be filed with the Chair as soon as possible after the member has decided to resign. The newly appointed member shall assume the remainder of the existing term.
6. The organization shall operate in the public interest as a nonprofit, nonpolitical organization devoted exclusively to its mission. It shall not endorse any commercial product or enterprise.

V. Officers

1. A Chair and Vice Chair will be elected annually and hold office for one year. At the first meeting of each calendar year, the Chair and Vice Chair from the previous year shall preside over elections for Chair and Vice Chair.
2. Neither the Chair nor Vice Chair shall serve as an officer for more than two consecutive terms.

VI. Decorum

1. Members shall act cooperatively and professionally to achieve the purpose of the ARTS COMMISSION. The Chair moderates Commission meetings and can close a discussion at the end of designated time or as necessary.

VII. Meetings

1. The Arts Commission shall hold an official meeting at least bi-monthly (every other month) and may hold special meetings as needed. A majority of the members constitutes a quorum for meetings.

2. A *majority of existing* members shall constitute a quorum and be necessary for action by the ARTS COMMISSION. Any item must be approved by a simple majority of the voting members present at a meeting, unless otherwise provided.

A proxy vote may be made by mail or email and authorized prior to a vote on any issue except amendments to the bylaws.

3. The ARTS COMMISSION encourages citizen participation and will, from time to time, request specific or general citizen/expert input.
4. The parliamentary procedure for meeting and operations of the ARTS COMMISSION shall be the responsibility of and within the authority of the Chair. In the event there is a disagreement or objection to the procedures pursued by the Chair, Robert's Rules of Order, Newly Revised, shall constitute the authority.

VIII. Amendments

The City Commission must approve modifications of these Bylaws. All recommended Bylaw modifications must be presented and discussed at a regularly scheduled ARTS COMMISSION meeting. A majority vote of ARTS COMMISSION present is necessary to recommend a change in the Bylaws to the City Commission.

Oregon City Arts Commission
Bylaws
Revised 2/18/04

Amended parts are in red, strikethroughs are old wording.

I. Creation

The Oregon City Arts Commission was established by the City Commission of Oregon City to advocate for the arts in the City of Oregon City.

II. Name

Title name of this organization is the Oregon City Arts Commission, hereinafter referred to as the OCAC.

III. Purpose

The OCAC exists to make the arts an essential part of every citizen's life by assisting artists and arts organizations, such as the Carnegie Center and Willamette Falls Symphony, and to collaborate with Clackamas Community College, the Oregon City Schools, and the Arts Action Alliance of Clackamas County to promote the arts.

IV. Powers and Duties

1. To ensure that the arts continue to be of value as an integral part of Oregon City.
2. To promote the arts in Oregon City, to enrich the lives of its citizens through education and demonstration.
3. To assist the City Commission and Planning Commission in using public art to enhance public structures.
4. To catalog and maintain Oregon City's public art.
5. To plan and execute public displays of visual and performing arts, providing connections with other local, regional and national organizations working for the benefit of art and preservation of artistic values, and other similar activities.
6. The OCAC shall have the authority and power to solicit funds or grants from individuals, corporations, and other government agencies. Such funds shall be deposited in the Oregon City **Arts Commission City Account as established by the City Finance Director** ~~Civic Improvement Trust~~, to be dispensed by the OCAC in pursuit of its mission.
 - A. Disbursal of funds may occur only with concurrence of the City Manager.
 - B. Disagreements over the dispensation of funds shall be submitted to the City Commission for final resolution.

V. Organization

1. There shall be nine (9) members on the OCAC. Members may represent the following entities: Carnegie Center, Clackamas Community College, Oregon City Schools, and the Arts Action Alliance of Clackamas County. OCAC shall also contain at least five (5) ~~members~~ from a broad spectrum of citizens representing the

performing arts, music, drama, visual arts, literary arts, and the fields of structural and landscape architecture, and, in addition, include at least two (2) citizens at large, At least five (5) members ~~A majority of the members~~ shall reside inside the city limits.

2. Appointment to the OCAC will be made by the Mayor of Oregon City.

3. The appointees shall have three-year terms.

4. ~~After a member has three consecutive absences in a 12 month period without notification to the Secretary/Treasurer, the Commission may remove that member.~~
~~After a member has three consecutive absences without adequate reason, the Commission may remove that member.~~ Should a member be removed, the Mayor will make a new appointment.

5. Member resignations will be filed with the Chair as soon as possible after the member has decided to resign. The newly appointed member shall assume the remainder of the existing term.

6. The organization shall operate in the general public interest as a nonprofit, nonpolitical organization devoted exclusively to its mission. It shall not endorse any commercial product or enterprise.

VI. Officers

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2. Neither the Chair or Vice Chair shall serve as an officer for more that two consecutive terms.
3. A ~~Secretary~~ **Secretary/Treasurer** shall also be annually elected, but need not be a member of the Commission. The Secretary shall keep an accurate record of the proceedings of the Commission, and the Arts Commission shall make and file with the City Commission a report of all transactions of the Commission on the first City Commission meeting in February of each year.

VII. Meetings

1. The OCAC shall hold an official meeting at least bi-monthly and may hold special meetings as needed. A majority of the members constitutes a quorum for meetings.
2. A ~~quorum-majority~~ of ~~existing~~ five members shall constitute a quorum and be necessary for action by the OCAC. Any item must be approved by a simple majority of the voting members present at a meeting, unless otherwise provided.
A vote by mail, email or fax may be authorized prior to the election of officers or amendments to the bylaws. Such elections must be noticed at least 2 weeks before a regular commission meeting date. *except*
3. The OCAC encourages citizen participation and will, from time to time, request specific or general citizen/expert input.

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