CITY OF OREGON CITY
ARTS COMMISSION ART SHOW SUBCOMMITTEE AGENDA

Remote meeting - Participate via Zoom
Friday, April 11, 2025 at 6:00 PM

Ways to participate in this public meeting:

- *Email agriffin@orcity.org to request Zoom login information.*
- *Register to provide electronic testimony (email agriffin@orcity.org or call 503-974-5517 (1588) by 3:00 PM on the day of the meeting to register)*
- *Email agriffin@orcity.org (deadline to submit written testimony via email is 3:00 PM on the day of the meeting)*
- *Mail to City of Oregon City, Attn: City Recorder, P.O. Box 3040, Oregon City, OR 97045*

1. **CALL TO ORDER AND ROLL CALL**
2. **ADOPTION OF THE AGENDA**
3. **APPROVAL OF MINUTES**
   a. Review Minutes from March 28, 2025
4. **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. Prior to speaking, citizens shall complete a comment form and deliver it to the City Recorder. The Arts Commission does not generally engage in dialog with those making comments but may refer the issue to the City Manager. Complaints shall first be addressed at the department level prior to addressing the Arts Commission.
5. **DISCUSSION ITEMS**
   a. Update from Art Show Coordinator
   b. Discuss Point of Sale Logistics
   c. Event Promotions
6. **COMMUNICATIONS**
7. **ADJOURNMENT**

PUBLIC COMMENT GUIDELINES

Complete a Comment Card prior to the meeting and submit it to the clerk. When the Chair calls your name, proceed to the speaker table, and state your name and city of residence. Each speaker is given 3 minutes to speak. As a general practice, the committee does not engage in discussion with those making comments. Complaints shall be addressed at the department level prior to addressing the committee.

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 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 WFMC at 503-650-0275 for a programming schedule.

Arts Commission - Art Show Subcommittee

March 28, 2025

Meeting held via Zoom

I. Call to Order and Roll Call

Josh called the meeting to order. Present were Josh Planton, Trieste Andrews, Joyce La Master, Amanda Dexter, Myra Ravenclaw and Ann Griffin.

II. Adoption of the Agenda

The Zoom recording did not capture the discussion of the Adoption of the Agenda.

III. Public Comment

There were no Public Comments.

IV. Discussion Items

A. Milestones to Launch

The Arts Commission 6 x 6 Art Show event will take place on Saturday, June 14 from 6 to 9 p.m. The group discussed various aspects of organizing the art show. They focused on creating a form for artist registration, which would include contact information, the number of pieces the participating artist would like to submit (up to 5), and whether they want to donate the full amount or split it 50/50. Speaker 2 (Josh ?) suggested using an Excel sheet to track the allocated pieces and their corresponding artists.

Speaker 3 (Trieste) raised concerns about the accessibility of an electronic form for older artists, particularly those from groups like Brush and Palette. The committee agreed to offer multiple options for registration, including manual sign-ups and assistance with filling out the form using a laptop at meetings.

Amanda said that she would be happy to create an artist registration form using Google Drive. Ann to confirm with City IT Dept. that a Google Drive form is okay.

Follow-up Note: The City Communications Manager will create the form and put it on the Arts Commission section of the City website and share the link so that Arts Commission organizers may use it directly.

B. Promotion of Event

The committee discussed the need to create promotional materials for the event. Myra and Trieste volunteered to work on the graphics and flyers. They agreed to use Canva for design and to share the project for collaboration. The committee emphasized the importance of having multiple people review the materials to catch any errors.

The group identified two main aspects of promotion: advertising to artists for participation and promoting the event itself to the public. They agreed that reaching out to artists was the immediate priority.

Speaker 3 stressed the importance of appealing to people's emotions in fundraising events. They suggested focusing on how the arts support children's mental health and help them through adolescence. The committee agreed to highlight that the funds would go to support arts in schools but also acknowledged the need to be careful with messaging and to get approval from the school district.

C. Project Manager to Support Event

The Subcommittee discussed various responsibilities for organizing the event. Josh stated that it would be beneficial to hire a Project Coordinator to manage the preparation for the show. He stated that he had talked to Trieste about the possibility of her taking that role. Trieste is a former Arts Commissioner and has managed multiple programs and similar events and knows the local artist community well. Trieste will not be available on the day of the show itself.

Trieste left the Zoom meeting turned while the group discussed hiring her for the role at a cost of $3,000. The group decided to offer her the role, and she gladly accepted. She will begin reaching out to art organizations to promote the event and to recruit artists to participate. She will also pick up the 6 x 6 canvases.

Other members of the Subcommittee volunteered to complete different tasks:

- Amanda will set up a meeting with the venue and work with Joyce on venue layout and setup.
- Joyce (?) will take the lead in figuring out how to display the artwork. Trieste will obtain display boards.
- Josh will reach out to the school district and coordinate with sponsors.
- Myra and Trieste will work on creating flyers and promotional materials.
- Josh will finalize the scope of work for Trieste.

The committee also discussed the need to contact the city to get permission to use logos and to determine any restrictions on colors or branding for promotional materials.

Adjournment

No formal adjournment was recorded in the transcript.

Next meeting – April 11, 2025, at 5 pm. Also via Zoom.