



CITY OF OREGON CITY ARTS COMMISSION AGENDA

City Hall Chambers, 625 Center St., Oregon City, OR 97045

Friday, April 25, 2025 at 5:00 PM

Ways to participate in this public meeting:

- Attend in person, location listed above. Please see the public comment guidelines below.
- Attend the livestream of the meeting on the City's YouTube Channel:

<https://www.youtube.com/user/CityofOregonCity>

• Register to provide electronic testimony (email agriffin@orc.org or call 503-974-5517 (1588) by 3:00 PM on the day of the meeting to register)

• Email agriffin@orc.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

- Approve Minutes from April 11, 2025

4. DISCUSSION ITEMS

- Update on Artist Registration
- Venue Planning
- Confirm POS Vendor
- Event Promotions
- OC School District Foundation MOU
- Review Current Estimated Budget

5. COMMUNICATIONS

6. 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](https://www.youtube.com/user/CityofOregonCity) 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 6 x 6 Art Show

April 11, 2025

Present: Joyce LaMaster, Trieste Andrews, Josh Planton, Ann Griffin

Point of Sale (POS) Logistics – Ann talked to Parks and Recreation about using their POS system. They charge 2.85% and we would also need to purchase another POS terminal. Melissa Sebastian in Parks will follow-up with their vendor about the cost of the terminal.

Trieste reported on her progress. We currently has 23 artists registered with 75 to 76 pieces. She attended Brush and Palette on 4/8, additional artists signed up.

Board pick up 10 to 2:30 at the Library on Sun., 4/13. Then 4 to 7 at City Hall on 4/17. Third pick up at the Library, Sat., 4/19.

Arc Light has multiple rooms, including a formal ballroom, a bar room, and a billiard room.

We have two bands signed up to perform.

Welcome table and a welcome banner sponsored by the Oregon City Arts Commission, art in multiple rooms to encourage attendees to move throughout the venue.

We will use the occasion to promote the Arts Commission. Produce a welcome banner that has the Arts Commission logo and set out information sheets about the Arts Commission.

Trieste explained how the check-out process will go: 6 volunteers for two stations with 3 steps – turn in the number/register the sale, get a receipt and then make the payment.

Silent Auction – Clackamas Repertory Theater will donate tickets and she would like to get a \$100 dinner gift certificate somewhere;

She may ask Rae Gordon if she will donate a house concert; she will ask Jenny Ellsworth if she will donate something, a “paint and wine” night.

Next meeting: 4/25 at 5 pm on Zoom.