



CITY OF OREGON CITY ARTS COMMISSION ART SHOW SUBCOMMITTEE AGENDA

Online - Please contact Ann Griffin for meeting information
Friday, May 9, 2025 at 5:00 PM

Ways to participate in this public meeting:

- Email agriffin@orc.city.org to receive a copy of the meeting invitation. The 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
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1. CALL TO ORDER AND ROLL CALL

2. ADOPTION OF THE AGENDA

3. APPROVAL OF MINUTES

- a. Approve Minutes from April 25, 2025 and April 11, 2025

4. DISCUSSION ITEMS

- a. Update from Project Manager
- b. Venue Planning
- c. Volunteer Recruitment and Management
- d. Silent Auction - Yes or No
- e. Marketing the Event
- f. OC Schools Foundation MOU
- g. Point of Sale System Report

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.oregoncity.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.

Arts Commission Art Show Subcommittee Meeting Summary (Produced by Zoom)

4/25/25

Attending the call were Myra Ravenwise, Josh Planton, Joyce La Master, Trieste Andrews, Amanda Dexter and Ann Griffin.

Update on Artist Registration

Trieste provided an update on the call for artists, reporting that 79 artists signed up with a total of 312 pieces were picked-up. The drop-off box was posted at the library, and the first two pieces had been received. Trieste reported that she created an email group for the artists and will send out information about the drop-off process. The team is working on the best way to display the pieces, with Roger testing different methods.

Josh and Trieste discussed the need to track returns and sales at the event, with a preference for using numbers rather than artist names for easier identification. The deadline for returning completed pieces is June 1st. Trieste noted that artists are excited and creating diverse works.

Arts Commission Fundraiser Event Planning

The group discussed several aspects of the upcoming event. Josh advised against reopening registration for late applicants to maintain fairness. Ann agreed to follow up with legal counsel regarding the permissibility of the fundraiser and the school foundation as the beneficiary. The team discussed how to word the flyer regarding the beneficiary, settling on "youth art programs" as a vague but accurate description. Josh mentioned the need for an agreement with the Oregon City Schools Foundation and that there are additional unallocated funds to potentially donate. The group also discussed how to handle potentially offensive artwork submissions and whether commission members can donate items to the silent auction without a conflict of interest.

Music and Entertainment Plans Discussed

The group discussed plans for music and entertainment. Mandy suggested having quieter background music from 6-7 PM while guests view the art, followed by announcements from 7-7:30 PM, and then a livelier band from 7:30-9 PM to encourage dancing and keep people engaged. The team also considered creating a slideshow showcasing the Arts Commission's work and potentially including photos of students participating in arts programs from the school district. Josh volunteered to reach out to the school district about providing content for the slideshow and distributing event flyers.

Event Logistics and Band Budget

The group discussed the logistics of hosting an event at a venue with a bar, confirming that minors can attend before 9 PM and alcohol will be served in a separate area. Josh agreed to contact the school district about a video and share the event flyer. The group discussed possibly showing a slideshow of art submitted to the “Art for Every Heart” contest and recognizing winner at the event. The group decided to hire two bands, with a budget of \$500 for the first hour and \$1000 for the second band. Mandy noted that this generous budget will attract high-quality performers.

Event Promotions

The group discussed various channels for advertising the upcoming event. They planed to use Peach Jar (a school district communication platform), Clackamas County Arts Alliance, Chamber of Commerce, city social media, DOCA, Oregon City Chit Chat, and various art organizations. They agreed to post on the city website and distribute physical flyers. Josh agreed to coordinate with James about potential TV news coverage. The group decided to create a joint press release with the Art for Every Heart contest and the fundraising event, announcing contest winners and promoting the upcoming show. They aim to finalize a flyer and distribute it through these channels, with different team members taking responsibility for specific platforms.

Volunteer Roles and Event Logistics

Trieste emphasized the need for at least 12 volunteers for the event, with specific roles outlined. Mandy agreed to be the main venue contact, and Josh will reach out to Rae Gordon about being the Emcee. The group decided to proceed with a silent auction instead of raffle tickets, with the option for artists to receive 50% of the proceeds or donate the full amount. Ann reported that she was working on securing a point-of-sale system for the event, with options being considered based on cost and future usability.

Signage Needs for 6x6 Art Show

Trieste and Myra discussed producing a flyer for the event, with Trieste confirming she can handle it. The group then discussed signage needs, including a welcome sign. Josh suggested creating a comprehensive list of signage requirements for the next meeting. The

team agreed to meet again in two weeks and then switch to weekly meetings as the event draws nearer.

Next meeting: May 8 at 5 pm. Via Zoom.

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, would like to produce a “paint and wine” night.

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