

Art & Culture Commission

Advisory Board Minutes 12.04.19

Present Art & Culture Commission Members: Lauren Beeney, Nancy Monson, Lorie Griffith, Carrie Gilbert and Beate Scheller, Mary Kleffner & M. J. Steele

West Linn Staff Liaisons: Doug Erickson, West Linn Library Director & Melanie Nelson, Operations Supervisor/Assistant to the Director & Councilor Teri Cummings, City Council Liaison

Absent: *None*

Call to Order: M.J. Steel called meeting to order at 5:08 pm

Agenda Review: No edits or additions a motion to approve by Carrie Gilbert and seconded by Nancy Monson. Agenda approved 7:0

Minutes Review: (11.06.19) Nancy Monson moved to approve minutes with not edits or additions, Lauren Beeney seconded motion. Approved 7.0

Public Comments:

- **Katy McFadden, Artist of the “The Gathering” art installment at the West Linn Library:** Katy explained her process for creating her ceramic statutes and a short YouTube video was shared. A discussion regarding signage for the statutes & type of signage. It was agreed by all members and Katy to use the sample of an “arched/raised” sign- a picture of a sample of a coastal birds design was shared. It was also agreed to use the cities sign vendor. The Commission will plan a sign reveal reception for the community with an invitation to Katy McFadden in the spring of 2020.
- **M.J. Steele: “A Christmas Carol”:** A performance at M.J. Steele’s house at 5612 1ST Court St., West Linn, OR Friday, December 6, 2019 at 7:30pm. A kid friendly event & M.J. extended an invitation to all members.
- **Lorie Griffith: McLean House Art & Heritage Festival, September 2020:** Lorie Griffith suggested reaching out to local West Linn artists to see if artists would like to participate in an “Open Studio Tour” on the day of the Mclean House Festival. It was suggested all ACC members reach out to artist they know & report back to the Commission of artists interested in participating in September 2020. It was then mentioned that the invitation should be extended to the High School’s Graphic Design department& Photography department. Lauren Beeney also suggested Primary Schools receive an invitation to include younger ages.
- **Beate Sheller: Green House Sale:** Annual Artist Greenhouse sale on Woodbine Road (just off Wisteria Dr.) this Saturday, December 7th.
- **Shane Boyle, Information Technology Director, City of West Linn:** Microsite, ACC Distribution Lists, Dropbox like tools, Council Chamber broadcast system, Social Media & Platforms for easy access for Art & Culture Member. (Continued on next page).

Research Topics for the Arts and Culture Commission: Shane Boyle Continued:

- Organizations engaged in community arts enrichment & collaboration methods
 - City of Lake Oswego
 - <http://artscouncillo.org/>
 - <https://www.ci.oswego.or.us/community/arts-culture>
 - City of Portland
 - <https://www.portlandoregon.gov/civic/article/82185>
 - <http://www.racc.org>
 - City of Corvallis
 - <https://www.corvallisoregon.gov/bc-acab>
- Public Commission Record & Meeting Responsibilities
 - Any material created by a member of the commission that is Arts & Culture Commission business is subject to public record disclosure law and must be supplied to city staff at earliest opportunity
 - E-mail communications related to Arts & Culture Commission business is subject to public record disclosure
 - Public meetings cannot be conducted over e-mail by members of the Arts & Culture Commission
- Collaboration tool recommendation
 - Paid Dropbox account
 - Client installs of Dropbox on Staff Computers
 - Commission member access, either web or client install
 - E-mail notification
 - Commissioners send notice of material additions to the drop box via the established City E-mail list
 - artsandculturecommission@westlinnoregon.gov
 - Use of this address in the BCC field will prevent public meetings occurring over e-mail
 - Use of this address in BCC field will move any public record e-mails out of your mailbox to the city's
 - Library Staff and IT department will work to deliver policy and the technology infrastructure by early January for the A&CC to test drive.
- Arts & Culture Commission Microsite Test Drive
 - <https://westlinnoregon.gov/citycouncil/about-citizen-advisory-groups>
 - <https://westlinnoregon.gov/community/arts-and-culture-commission>
- Microsite Features available
 - Creation of subpages that include featured or drill down content
 - Imbedding of videos from sources like YouTube
 - Imbedding of audio recordings like interviews, serials
 - Imbedding of images
 - Linking out to images, videos, other websites
- Microsite Use Limitations
 - No political advocacy material posting
 - No linking to political advocacy, advertising, non-government organizations
 - Factual, non-bias information

Upcoming Meeting: Wednesday, January 8th 5-7pm.

Meeting adjourned at 6:51pm

Respectfully submitted by:

Melanie Nelson

Library Operation Supervisor/ Assistant to the Director

12.05.19