



ARTS AND CULTURAL COMMISSION

Monday, April 23, 2018

265 Strand Street, St. Helens, OR 97051

www.ci.st-helens.or.us

Welcome!

1. **Call Meeting to Order**
2. **Welcome New ACC Member**
3. **Visitors Address the Commission**
4. **Revisions to the Agenda**
5. **Approval of Minutes**
 - 5.A. 3/27/18 Minutes
[3/27/18 Minutes](#)
 - 5.B. 4/11/18 Minutes
[4/11/18 Minutes](#)
6. **Review Fiscal Report**
 - 6.A. Fiscal report up to April 2018
[Detailed Trial Balance](#)
7. **Discussion Items**
 - 7.A. Blues & Folk Music Workshops Update: Total Sponsorships Received & Applicants Registered
[April updates Blues & Folk music](#)
 - 7.B. Downtown Mural Project Update: Michael Curry Studios Tour & Portland Murals Tour

The St. Helens City Council Chambers are handicapped accessible. If you wish to participate or attend the meeting and need special accommodation, please contact City Hall at 503-397-6272 in advance of the meeting.

Be a part of the vision...get involved with your City...volunteer for a City of St. Helens Board or Commission!
For more information or for an application, stop by City Hall or call 503-366-8217.

[Downtown Mural Project 2018.docx](#)

7.C. Trash Can Painting Contest Update: Awards, Tasks, & Schedule
[Trash Can Painting To Do List 2018](#)

7.D. County Fair Art Judging Update: Past Practices & New Ideas
[County Fair Art Judging](#)
[Columbia County Fair Awards 2018.docx](#)

7.E. Early Learning Fair: Observations & Ideas for Next Year
[2018 6th annual Early Learning Fair.docx](#)

8. **Community News**

9. **Adjournment**

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City of St. Helens

Arts & Cultural Commission

March 27, 2018

Members Present: Lisa Brooke
Kannikar Petersen
Leticia Juarez-Sisson
Kimberly O'Hanlon, Vice Chair
Jennifer Farrington, Chair

Members Absent: Janet Anderson

Staff Present: Margaret Jeffries, Library Director
Susan Conn, Councilor

Others: Doug Morten, Council President
Mike McCoy

1) Call Meeting to Order

The meeting was called to order at 6:00 p.m. by Chair Farrington.

2) Visitors Address the Commission

- ♦ Mike McCoy, with the St. Helens Lions Club presented their idea for a memorial bench.
 - Does not have a specific site in mind but does have a design for the bench
 - Memorializes members of the St. Helens Lions Club
 - Chair Farrington advised the bench request sounds like it falls under the Parks Commission department

3) Approval of Minutes

• Approval of February 27, 2018 Meeting Minutes

- **Changes:**
 - Chair Farrington requested to change the description of the Mural Project to Downtown Mural Project not Downtown Mural Workshop
 - Library Director Jeffries inquired on the spelling of visitor Tiffany McGuire's last name advising it may be spelled with a little g.
 - Secretary Jamie Edwards will review the visitor sign in sheet for correct spelling

Motion: Vice Chair O'Hanlon moved to approve the minutes for February 27, 2018 with changes made. Commissioner Juarez-Sisson seconded. All in favor; none opposed; motion carries.

4) Review Fiscal Report

- The Commission reviewed the fiscal report.

5) Discussion Items

5.A Parks Discussion-Council President Doug Morten

Council President Doug Morten reported...

- He is requesting the Commission make several recommendations to the City Council:
 - Associate Planner Jenny Dimsho received a grant for \$47000 to enhance the Veterans Plaza at McCormick Park
 - Shared the plans for the upgrades to the park
 - Requested the Arts and Cultural Commissions recommendation to the City Council okaying the presented design.
 - Advised the Parks Division has an abundance of painted trash cans and has a shortage on new trash cans to donate to the 4th of July. The Parks Commission would like to offer the Arts and Cultural Commission Picnic Tables to paint at the 4th of July event instead of trashcans
 - Requested the Commission report to Parks Field Supervisor Thad Houk or Public Works Operations Director Neal Shepard on any art inventory when it needs maintained or updated
 - Looking for a recommendation from the Arts and Cultural Commission to City Council to move forward with making plans on turning the Old School into some kind of Performing Arts and Fine Arts Center

Motion: Commissioner Juarez-Sission moved to recommend the City Council moved forward with the plans for the Veterans Park. Commissioner Brooke seconded. All in favor; none opposed; motion carries.

5.B Fiscal Year 18/19 Budget

- **Chair Jenn Farrington** Shared...
 - Copies of the 2018/2019 Fiscal Year Budget were handed out and included in the packet.
 - The Commission reviewed all line items on the budget and discussed updates/changes to the budget

Motion: Commissioner Juarez-Sission moved to approve the 2018/2019 Budget with suggested changes. Commissioner Brooke seconded. All in favor; none opposed; motion carries.

5.C Downtown Mural Project

Commissioner Lisa Brooke reported...

- They have 18 participants and have a field trip to Michael Curry Designs Studio Scheduled March 28, 2018
- The program is moving forward greatly

5.D Early Learning Fair/Kindness Rocks

Commissioner Lisa Brooke reported...

- 6th annual early learning fair at the St. Helens High School on April 21, 2018; Commissioner Brooke thinks this is a great opportunity to set up a booth and talk to parents about the Commission and find out what activities they would like to see.
- Commissioner Brooke will set up and be there half the day. Vice Chair O'Hanlon will try to attend and will ask Commissioner Janet Anderson

5.E Trash Can Painting Contest

Commissioner Lisa Brooke reported...

- She wants to make a decision on award prices, cost and categories.

- The Commission will think on the opportunity of painting picnic tables instead of or in addition to trash cans as well as cost and categories and discuss at the next meeting

5.F Bike Rack

Vice Chair Kim O'Hanlon reported...

- She has approval from the Columbia Pacific Food Bank to install the bike rack at the new location of the Columbia Electric Feed and Seed. Columbia Electric Feed and Seed also approved the bike rack installation on the sidewalk under their sign on Columbia BLVD.
- Commissioner Petersen advised will need to ask the City Council to waive the Public Hearing Requirement for the installation.

5.G Blues & Folk Workshop

Commissioner Kannikar Petersen reported...

- She needs a motion to change and pay for a new location for the final concert as the Library Auditorium will be too small. Petersen contacted Columbia River Reception at Meriwether to ask for a reservation on Thursday, June 28th from 7pm-9pm; asked for the total reservation be 6-10. The cost of the room reservation with a discount will be \$250
- The flyer and the registration form is already on the Commission website, the press release went out March 16th. Petersen requested the Commission members share the program on social media to try and increase involvement.
- Due to the increase in cost for the new venue Commissioner Petersen is looking for grants and sponsorships. She has applied for a grant with the Walmart Foundation Grant called Community Grant Program and requested sponsorships from St. Helens Wauna Credit Union and St. Helens Community Credit Union.
- Petersen contacted the St. Helens School District who has shared the program with the Band teachers and schools. She is also sending emails to the local private schools and homeschool programs.
- Commissioner Brooke suggested advertising in Portland if the program has not received enough sign ups.

Motion: Commissioner Petersen moved to approve expense of \$250 for the reservation of the new location. Chair Farrington seconded. All in favor; none opposed; motion carries.

5.H Arts, Coffee & Conversation

Chair Jenn Farrington reported...

- The April Arts Coffee & Conversation is set for Friday, April 13, 2018 from 5 pm – 8 pm and is combining with Joan Youngberg's "This is Us Project" at Running Dog Brewery.

6) Community News

- Commissioner Juarez-Sisson shared Cycle Columbia County is putting on 3rd annual Columbia Century Challenge on June 16, 2018. Looking for help spreading the word on this.
- Commissioner Petersen advised of Grants available.
- Library Director Jeffries shared all the libraries in Columbia County come together for Columbia County Reads

7) Adjournment

- The meeting was adjourned at 7:59 p.m.

City of St. Helens

Arts & Cultural Commission

April 11, 2018

Members Present: Lisa Brooke
Leticia Juarez-Sisson
Janet Anderson
Kimberly O'Hanlon, Vice Chair
Jennifer Farrington, Chair

Members Absent: Kannikar Petersen

Staff Present: Margaret Jeffries, Library Director
Susan Conn, Councilor

Others: None

1) Call Meeting to Order

The meeting was called to order at 6:00 p.m. by Chair Farrington.

2) Visitors Address the Commission

None

3) Discussion Items

3.A Candidates: Recommendation to Vote

Chair Jenn Farrington reported...

- In the February 27, 2018 Arts and Cultural Meeting agenda packet a subcommittee was formed for interviews. Page 58 identifies Chair Farrington and Vice Chair O'Hanlon as the subcommittee members
- They had two interviews; at one of the interviews Councilor Conn joined and the second interview Councilor Conn and Library Director Jeffries joined
- Discussed the applicants that applied and interviewed
- Vice Chair O'Hanlon reported they are recommending Patrick Nickelson

Motion: Commissioner Juarez-Sisson recommended City Council appoint Patrick Nickelson to the Arts and Cultural Commission position. Commissioner Anderson seconded. All in favor; none opposed; motion carries

3.B Subcommittee Designations: Confirm Current Subcommittees

Chair Jenn Farrington Shared...

- A spreadsheet was included in the agenda packet of all subcommittee members
- Reviewed each subcommittee and made changes and additions as needed

3.C Annual Report Production

Chair Jenn Farrington reported...

- She wants the Commission to review the annual report included in the agenda packet and advise her of any projects that are not listed that should be included

- The deadline to submit the annual report to City Recorder Kathy Payne is Friday April 20, 2018

3.D Trash Can Painting Contest

Library Director Margaret Jeffries reported...

- She is concerned about painting picnic tables during the 4th of July as that is when the most tables are needed and suggests maybe doing this project in the Spring
- Suggested they not graffiti coating the trash cans in order to re-use the oldest trash cans in future events

Commissioner Lisa Brooke reported...

- She also feels painting picnic tables it is too much of a stretch for this 4th of July and suggests to paint them next year or at a different time this year
- Agrees to not graffiti coat trash cans going forward

Councilor Susan Conn advised...

- The Parks division has an overabundance of trash cans and the picnic tables had been a suggested alternative. Maybe the Commission needs to think of a different alternative
- The Commission needs to give credit to whomever donates the trash cans

Commissioner Brooke advised...

- She thinks every year they should dispose of approximately 7 or 8 of the oldest trash cans that are damaged or worn down and continue to paint new ones
- She has gone around to all the parks and photographed the trash cans
- She needs to know if they need fresh cans, who to contact and how many the Commission needs this year

The Commission agreed to no longer graffiti coat the trash cans and they will recycle or re-use the oldest trash cans after several years. There are currently 5 ready cans at Library Director Jeffries house so the Commission would need 7 more cans.

5.E Early Learning Fair: Kindness Rocks Table

Commissioner Lisa Brooke reported...

- She needs to change the craft as it is for younger children and they think paint is not a good craft for the young children
- Commissioner Brooke and Commissioner Anderson will be looking into a different craft for the kids
- The Commission agrees it is okay to spend under \$30 for a craft
- The fair is Saturday April 21, 2018 from 10am-4pm at the St. Helens High School

4) Community News

Commissioner Leticia Juarez-Sisson shared...

- The Arts Cultural & Conversation is this Friday April 13, 2018 at Running Dog Brewery from 6pm-8pm
- Cycle Columbia County is looking for registrants; people can register at cycelcolumbiacounty.com
- There is now a co working space in Columbia County. It is one office building that houses multiple small to medium businesses that share an office space called Jubilee Collective in Scappoose

Library Director Margaret Jeffries shared...

- April 19, 2018 at 7 pm the St. Helens Public Library is hosting the 3rd installment in their 4 four part series on Civics for Adults; this is about the constitution
- April 26, 2018 at 7 pm the St. Helens Public Library is hosting Author Willy Vlautin who will be discussing Lean on Pete

7) Adjournment

- The meeting was adjourned at 7:18 p.m.

General Ledger

Detailed Trial Balance

User: jamiee
 Printed: 04/20/2018 - 12:22PM
 Period: 01 to 10, 2018



Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
203	COMMUNITY ENHANCEMENT					
REVENUE						
203-716						
203-716-033005	Grants	12,000.00				
	203-716-033005 Totals:	Var: 12,000.00	12,000.00	0.00	0.00	0.00
203-716-034024	PW Projects for Public Art	2,750.00				
	203-716-034024 Totals:	Var: 2,750.00	2,750.00	0.00	0.00	0.00
203-716-037013	Donations - Gateway Funding	2,000.00				
8/14/2017 GL 2 125	Reclassified			0.00	80.00	
10/4/2017 CR 4 23	ACC Donations-Gateway Funding POST CARD S/ # 1461330			0.00	10.00	
	Cash Receipts Batch 3104-10-2017					
10/25/2017 CR 4 168	ART COMMISSION DONATIONS-DONATION F # 1461882			0.00	200.00	
	Cash Receipts Batch 3025-10-2017					
11/16/2017 CR 5 124	GATEWAY PHASE 2 CCCC GRANT FOR INTERI # 1465535			0.00	2,000.00	
	Cash Receipts Batch 3016-11-2017					
	203-716-037013 Totals:	Var: -290.00	2,000.00	0.00	2,290.00	-2,290.00
203-716-037014	Donations	0.00				
8/14/2017 CR 2 117	4 MUGS & 4 GLASSES CHARLES FASTNER # 1456150			0.00	80.00	
	Cash Receipts Batch 6014-8-2017					
8/14/2017 GL 2 125	Reclassified			80.00	0.00	
11/16/2017 CR 5 124	TRASHCAN PAINTING SPONSORSHIP GROWI # 1465541			0.00	100.00	
	Cash Receipts Batch 3016-11-2017					
2/15/2018 CR 8 104	ART COMMISSION DONATIONS - TWO MUGS # 1472871			0.00	20.00	
	Cash Receipts Batch 11015-2-2018					
4/16/2018 CR 10 94	BLUES & FOLK MUSIC WORKSHOP SCAPPOC # 1480946			0.00	250.00	
	Cash Receipts Batch 3013-4-2018					
4/16/2018 CR 10 94	BLUES AND FOLKS WORKSHOP FROM KEN JI # 1480974			0.00	500.00	
	Cash Receipts Batch 3013-4-2018					
4/16/2018 CR 10 94	ART COMMISSION DONATIONS S CONN # 1480978			0.00	10.00	

Account Number	Description					Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
Cash Receipts Batch 2013-4-2018										
203-716-039001	203-716-037014 Totals:		Var: -880.00		0.00	0.00	80.00	960.00	-880.00	
	Beginning Fund Balance					0.00				
	203-716-039001 Totals:					0.00	0.00	0.00	0.00	0.00
203-716 REVENUE Totals:					16,750.00	0.00	80.00	3,250.00	-3,170.00	
REVENUE Totals:					16,750.00	0.00	80.00	3,250.00	-3,170.00	
EXPENSE										
203-716										
203-716-052069 Summer Arts in the Park					1,000.00					
7/18/2017	AP	1	114	010939 - DIANE DUNN	Ck# 118816		121.96	0.00		
9/28/2017	AP	3	202	FAR - JENN FARRINGTON	Ck# 119385		59.05	0.00		
203-716-052070	203-716-052069 Totals:		Var: 818.99		1,000.00	0.00	181.01	0.00	181.01	
	Maintenance of Public Art					500.00				
203-716-052070 Totals:					500.00	0.00	0.00	0.00	0.00	
203-716-052071 Administration & Marketing					250.00					
11/22/2017	AP	5	153	002701 - BEMIS PRINTING	Ck# 119768		68.00	0.00		
12/4/2017	GL	6	7	Reclassify ACC mailing			48.30	0.00		
203-716-052073	203-716-052071 Totals:		Var: 133.70		250.00	0.00	116.30	0.00	116.30	
	Free Art & Craft Workshops					250.00				
11/9/2017	AP	5	60	452215 - KIMBERLY O'HANLON	Ck# 119689		30.85	0.00		
11/30/2017	GL	5	222	Wal-Mart #2422			44.12	0.00		
11/30/2017	GL	5	222	Wal-Mart #2422			31.98	0.00		
203-716-052075	203-716-052073 Totals:		Var: 143.05		250.00	0.00	106.95	0.00	106.95	
	Gateway Project - Phase 1					3,000.00				
8/10/2017	AP	2	75	0333 - TAP INTO WINE LLC	Ck# 119042		140.40	0.00		
8/10/2017	AP	2	75	0333 - TAP INTO WINE LLC	Ck# 119042		20.00	0.00		
8/14/2017	GL	2	125	Reclassified			0.00	140.40		
8/14/2017	GL	2	125	Reclassified			0.00	20.00		
9/14/2017	AP	3	83	033600 - TRAFFIC SAFETY SUPPLY CO., INC	Ck# 119314		345.29	0.00		
3/29/2018	GL	9	194	moving to Gateway Phase 2			0.00	345.29		
203-716-052076	203-716-052075 Totals:		Var: 3,000.00		3,000.00	0.00	505.69	505.69	0.00	
	Gateway Project - Phase 2					35,500.00				

Account Number				Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance	
7/25/2017	CR	1	165	ACC MUG SALES FOR GATEWAY P2 CDR BAKING INC INCORPORATED	415150		0.00	120.00		
				Cash Receipts Batch 5025-7-2017						
8/4/2017	AP	2	34	008325 - COLUMBIA RIVER P.U.D.		Ck# 118933	1,113.00	0.00		
8/10/2017	AP	2	75	DOCKSIDE - DOCKSIDE STEAK & PASTA		Ck# 119014	200.00	0.00		
8/14/2017	GL	2	125	Reclassified			140.40	0.00		
8/14/2017	GL	2	125	Reclassified			20.00	0.00		
8/31/2017	AP	2	234	002788 - RHIZA A+D		Ck# 119185	20,000.00	0.00		
9/7/2017	AP	3	39	006875 - CLARK SIGNS		Ck# 119205	2,200.00	0.00		
9/14/2017	AP	3	83	014475 - HAMER ELECTRIC, INC.		Ck# 119289	3,326.51	0.00		
9/14/2017	AP	3	83	PETER.KA - KANNIKAR PETERSEN		Ck# 119303	2,608.77	0.00		
9/28/2017	AP	3	202	002788 - RHIZA A+D		Ck# 119402	3,500.00	0.00		
9/28/2017	AP	3	202	FAR - JENN FARRINGTON		Ck# 119385	34.12	0.00		
10/15/2017	GL	4	143	Sq Brown Butter Ba			500.00	0.00		
10/15/2017	GL	4	230	Sq Brown Butter Ba			500.00	0.00		
10/15/2017	GL	4	231	Reverse JE# 230 Sq Brown Butter Ba			0.00	500.00		
11/9/2017	AP	5	60	FAR - JENN FARRINGTON		Ck# 119675	183.99	0.00		
11/30/2017	GL	5	222	Dons Rental			135.00	0.00		
3/29/2018	GL	9	194	moved from Gateway Phase 1			345.29	0.00		
203-716-052076 Totals:					Var: 1,312.92	35,500.00	0.00	34,807.08	620.00	34,187.08
203-716-052089					Event - Folk Blues Workshop	0.00				
203-716-052089 Totals:						0.00	0.00	0.00	0.00	0.00
203-716 EXPENSE Totals:						40,500.00	0.00	35,717.03	1,125.69	34,591.34
EXPENSE Totals:						40,500.00	0.00	35,717.03	1,125.69	34,591.34
203 Totals:						-23,750.00	0.00	35,797.03	4,375.69	31,421.34
Report Totals:						-23,750.00	0.00	35,797.03	4,375.69	31,421.34

Blues & Folk Music Workshop

Summary of the activities since the last ACC meeting.

PROMOTION

Personal Delivery of fliers and registration forms

- St. Helens Ukulele Orchestra – 5 min talk to the group
- St. Helens Youth Council – 10 min talk
- Scappoose Public Library – Eliza Mann
- Bertucci's
- First Evangelical Lutheran Church
- Columbia River Foursquare Church
- Warren Baptist Church
- Warren Community Fellowship

Email Delivery

- St. Helens Middle & High School - Noelle Fresher, Band Director, and Eric Stearns, Choir Director
- St. Helens PTO (via Amanda Normine)
- South Columbia Family School – Ray Brown, Principal, Vickie Weaver, Office Manager
- Scappoose High School – Nikki Harris and Kristen Caldwell, Music Teachers
- Rainier High School - Madison Keezer, Director of Bands and Choirs
- Friends of Columbia City Community Library – Kit Gardes

Radio

- KOHI 1600AM interview with Joe Seamons and Ben Hunter on April 11 – 13 and 16 – 20 at 3 - 4pm

Spring Gazette issued April 13, first article on the second page.

City's Social Media

City/ School Summer Catalog. Info was submitted on April 17.

Peach Jar (E-flyer to St. Helens' school students). Request for a free access was denied.

SPONSORSHIPS & DONATION

- St. Helens Community Credit Union - Denied
- Wauna Federal Credit Union - Pending
- Walmart Foundation - Pending
- Scappoose Sand and Gravel - \$250. The flyer was revised to include the company's logo.
- Ken Jillson (via SHEDCO) - \$500

The St. Helens Downtown Mural Project 2018 was born at a St. Helens Arts and Culture meeting. A member of the ACC reached out to Oregon State University's local 4-H administration to create a new partnership that would serve as a framework and fiscal agent for the project focused on local teen participants. A private property owner was solicited for a wall for the mural in downtown St. Helens, and community support and sponsorship began to flow into the program.

We have 18 local teenagers, 3 adult 4-H leaders, and numerous parents participating in the 5 months long project which includes 37 hours of scheduled structured work time led by an ACC Commissioner, including field trips, local artist presentations, public speaking opportunities and creative work time. In addition to these hours the culmination of the project is a week long paint camp and dedication celebration August 6-12.

As of this date, the ACC has granted this program 700.00, OSU 4-H granted 500.00, community individuals 200.00, and in kind donations of 1,700.

Portland non-profit groups 'Portland Street Art Alliance' and 'Forest For The Trees' have given the project many hours of leadership consultation as well hands on time with the kids during an all day walking tour of Portland murals.

Our aim with this project is to create an experience that may be repeated annually. The leadership and a handful of teens are documenting the process to create a guide for future project leaders to follow. Youth participation in the making of public art develops and fosters personal self confidence, leadership skills, pride, and sense of connection to the City of St. Helens.

Trash Can Painting

Project Lead:

Lisa

Subcommittee:

Lisa, Jenn, & Kannikar

Event Date:

July 4, 2018

To Do List					Historical FYI's
Phase	Due By	Amount	2018 Notes	DONE	2017 Notes
Begin Planning	Feb		started in early Feb b/c info was needed for summer event brochures	X	
Award Categories & Amounts	Feb	2018: \$500 proposed (\$100 x 5)	this is still being worked out @ 4/23 mtg. moving fwd, this should be determined by Feb so it's part of the budget & summer event brochures		
Determine Cost			<p>request separate category to track TCPC (separate out the Summer Arts in the Park group) for easier planning moving fwd</p> <p>The supply cost is depending on what we have left from the prior years – primer, paints, brushes, etc. Ace Hardware has offered us a big discount on paints but Ace has a new owner now. Brushes were from Dollar Tree Store; they were the cheapest. ... The biggest cost of the project is ALWAYS the awards. We have never bought newspaper ads for this event and I don't think we should. Printing of the flyers was done at the city or my office = \$0. -Kannikar</p> <p>per 4/11/18 mtg: no anti-graffiti paint moving fwd</p>		<p>Supplies: \$266.16</p> <ul style="list-style-type: none"> • \$91.24 Chavez • \$121.96 Dunn • \$52.96 Dunn <p>Awards: \$450.00</p> <ul style="list-style-type: none"> • 3x \$150.00 <p>Poster Printing:</p> <ul style="list-style-type: none"> • \$25.00 (estimate) <p>Advertising:</p> <ul style="list-style-type: none"> • \$232.10 (I believe this was for weekly advertising with country media in June 2017 unless this was advertising for Gateway) This was also paid out of Administration and Marketing Budget not Summer Arts budget. <p>Total cost for the July 2017 Trash Can Painting that I'm coming up with is \$973.26. -Jamie</p>

Awards	Feb	TBD	proposed categories @ \$100/ea, \$500 total: Artistic Merit Best Park Theme People's Choice Teen Family		\$150/ea, \$450 total: Artistic Merit Best Park Theme People's Choice
Paint Supplies	Feb	TBD	ACC supplies @ Jenn's, inventory TBD		
Other Cost	Feb	TBD			
Secure New Trash Cans	April		per 4/11/18 ACC mtg: limit 12 cans each year, eventually re-use older cans (w/o graffiti paint). we have 5 primed barrels @ Margaret's, we need 7 more donated Lisa or Jenn will reach out to Mark ASAP		Curry Designs donated cans 7/1/17, to Diane Dunn: "If you want to get a jump on next year's barrels, you only need to say the word. We have barrels periodically so it would be relatively easy to build a supply for the 2018 barrel priming party." -Mark
Give Heads-up re: PR Needs	April		SEE "PR Request Form" for details re: press release or publicity for a project e-Newsletter (monthly) Gazette (quarterly) Social Media (as needed)	X	
Update Guidelines & Applications	April				
Determine Sponsorship Details	April				\$100 got a banner up @ event or company painted on a can (2 sponsors, both w/ banners)
Create New Poster	April		Ask @ 4/23 mtg: Kim? Patrick?		
Press Release	May 7		The week of May 7th would be ideal for getting info to me. May 7th will already be too late for me to get info into the monthly e-Newsletter so it wouldn't be until early June that I could promote the applications through the Gazette and e-Newsletter. The press release and social media are far less time-sensitive when it comes to an event with a long application deadline. - Crystal		Submit Request 3rd week in May to be published 1st week in June
Distribute New Poster	May		Need volunteers		

Design Applications Open	May-June		2018: 5 wks, May 14 - June 18		
Designs Selected	June ACC mtg		12 designs total, 2 backups? in case of no shows?		
Participants Announced	day after June ACC mtg		6/19/18		
Prepare Giant Award Checks	June		Ask @ 4/23 mtg: Kim? Patrick?		Jamie asked Jacob to print 3 big checks using the engineering plotter upstairs @ City. Kim bought three 1-8" by 2'-6" foam boards. I think she tried Walmart but they didn't have it?
Prep/Prime Trash Cans	June		June 23, 2018 @ Margaret's		

Supplies					Historical FYI's
Phase	Due By	Amount	Notes	DONE	2017 Notes
Tents	June				
1 Large from CRFR			contact: Merritt (thru Diane Dillard '17)		
2 Large CRPUD + 8 sandbags			use tent request form: "TentCheckoutForm2016Fillable" email Libby, then confirm they are avail		use tent request form: "TentCheckoutForm2016Fillable" email Libby, then confirm they are avail.
1 small SHEDCO			contact: Kannikar, Al, Steve		
1 Small from ACC Member			Jenn's		
Tables	June		Contact: Thad, Parks Dept Jenn has 2 folding tables if needed 6 (12 cans total @ 2 cans/table) + 1 paint/supply table + 2 extra b/c of teen/family categories = 9 tables		Thad from the parks department delivered 11 tables for the event -Kevin
large drinking water coolers	mid-June				
Water buckets for Brushes	mid-June		ACC supplies @ Jenn's, inventory TBD		
Paint & brushes	mid-June		ACC supplies @ Jenn's, inventory TBD, we'll definitely need more paint		
Foam Core & spray adhesive for giant checks	mid-June		Kim may have leftover spray adhesive from 2017? Can Jamie print big checks again?		Andrew from Bemis Printing cut three boards for Kim. Jamie managed the check printing @ the City

Reserve Signs	mid-June		Jenn has file to print		
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Day Before, During & After Event					Historical FYI's
Phase	Due By	Amount	Notes	DONE	2017 Notes
Pick up tents	July 2				
Pick up storage key	July 2		for storing cans to dry overnight, after event, to the left of city hall		Contact: Crystal
Mark Tables with Reserved Signs night before	July 3				overnight camping allowed in '17, park was full of campers when I put signs out around 7pm -jenn
Set up Tents over tables day of	July 4		First thing in AM create "teen" tent & "family" tent		
Clean Up	July 4				
Issue Awards/photos	1st business day after event				
PR follow up	1st business day after event		send content to Crystal: pix of event, cans, winners, fresh cans in parks, thank you's		
rotate new cans into parks	July 5				
return tents	July 5				

County Fair Art Judging

The ACC has been giving out awards at the Fair since 2011. We gave out 4 awards in 4 categories: preschool, teen, youth, and adult. These were the categories that the Fair organizers suggested to us. Each received \$15 cash, a certificate, and a ribbon. We also displayed winning trashcans from the competition on the Fourth in the art pavilion but the trashcans are just to promote the ACC's art project, not for the awards.

The judging is done on Tuesday - the day before the Fair opens. The Fair always opens on Wednesday. Tuesday is when the Fair volunteers finish displaying the artwork as there are so many of them in several categories.

The contact person is Megan. She has been the lead volunteer in charge of organizing the arts display for many years. Her email is meganbopenclass@hotmail.com She is very nice and is familiar with the ACC awards.

The ribbons were ordered online. In the last couple years, we just ordered normal ribbons and personalized/ jazzed them up ourselves to save money. They were only \$2-3 each. Then we just hot-glue-gun something extra and the ACC name on them. The ribbons were placed next to the winning artwork as the judge selected the winners on Tuesday.

I printed the certificates on card stock at my office after the judge emailed/ texted me the winners' names. Please see the attached Publisher file and a certificate from a previous year in JPG.

4 X \$15 cash comes out of the "Summer Art" or "Admin/ Marketing" budget.

Four packets (4 of \$15 cash and a certificate) need to be delivered to the fair office before Sunday. Sunday is the last day of the Fair and it is when the winners pick up the awards.

I don't believe the ACC has ever spent more than \$100 on this. See the last page of the attached PDF for the more information on the art awards at the fair.

Trashcans were delivered to the pavilion on Tuesday night and picked up on Sunday evening after the Fair closed at 5. The trashcans should have the final coating, the top covers, and the display tags on them. The coating protects the surface from getting scratches as they are moved around. The top covers are to prevent people from disposing trash in them; the fair volunteers don't want to keep emptying them. The tags show the names of the winners and the ACC.

The ACC has allocated 240.00 for awards (Fair lingo= premiums).

Judging takes place July 17 anytime between 8am-5pm

Premiums must be taken to Fairgrounds earlier in the week to be dropped off.

I have contacted Lisa Maysog cell 503.410.0440, Columbia County Fair Art Superintendent for the "Open-Class" competition. She has shared some insights from her 10 plus years in this role:

1. Open class refers to all manner of art mediums rather than specifically referring to a class of for instance, sewing, pottery, oil paint etc.
2. They're 4 divisions of competition. Adult, teen 13-17, youth 6-12, pre-under 6yr
3. The ACC has sponsored awards in the past of 15.00 each (4 x 15.00=60.00)
4. Though awards such as ribbons are commonly purchased by award sponsors, Ms. Maysog communicated that oftentimes ribbons are enjoyed briefly then put away and forgotten.

I suggested the ACC consider creating gift baskets for the premiums that include gift certificates to Blick Art Materials or another art supply store. Ms. Maysog agreed that the baskets would add a new special colorful flair to the the room and that the gift certificates would be more valued by the winners than ribbons. There is a special display case that would be brought in to the room that would showcase these premiums. She also stated that increasing the number of prizes and the amount of each prize may encourage more participation by youth next year. Something would still need to be placed on the winning art pieces to acknowledge the prize and ACC sponsorship, but it does not need to be a ribbon.

I believe that this would be a great opportunity to increase ACC public exposure.

The premiums could be distributed in this way-

Adult division- (2) gift baskets each totaling 30.00	60.00
Teen division- (2) gift baskets each totaling 30.00	60.00
Youth division- (2) gift baskets each totaling 30.00	60.00
Under 6 division- (2) gift baskets each totaling 20.00	40.00
Award acknowledgements (8) to hang on art pieces	20.00

Total- 240.00

The 6th annual Early Learning Fair will be held at St. Helens High school on Saturday April 21 2018 from 10am-4pm This event is hosted by St. Helens School District and NW Parenting. The purpose is to share "all things available for young children and families". This is a no cost event.

I suggest we register and set up a rock painting table at this event. We can prepare a survey for visitors to the table to collect data about what this young population is interested in participating in. We currently have no programs that target this age group. Also it would be a good listening experience for the ACC to gather ideas from parents. I strongly believe we need to have better ties with the school administration to help get the word out about programs we offer and to show up all day would be a good networking opportunity with the School District.

The main contact for this event is Martine Von Ins-Barnett, St. Helens School District, Early Learning Director 503.366.7426

Submitted to the ACC by Lisa Brooke