



Arts, Culture and Heritage Strategy Task Force Meeting #1

REVISED AGENDA

June 24, 2020 • 3:00 PM – 4:30 PM

Held Remotely Online via Zoom

Join Zoom Meeting — <https://us02web.zoom.us/j/87800640498> - phone-call info option below

<u>AGENDA TOPIC</u>	<u>PACKET PAGE</u>
1. Welcome and Introductions of the Task Force Members (updated)	2
2. Orientation: Strategy Process and Desired Outcomes and Deliverables	3
• Task Force Charter (new)	
• Scope of Work	
- Cultural Assets Inventory	
- Comparative Analysis of How Local Jurisdictions Fund, Organize and Operate Cultural Centers and Programming	
- Citations to City Master Plans Supportive of ACHS	
• Upcoming Task Force Meetings	
3. Review of Draft Cultural Assets Inventory Survey Form	9
• Separate editable Word version in June 19 and 22 e-mails	
4. Establishing Task Force committees:	
• Steering Committee	
• Youth Advisory Committee (recruitment)	
• Arts Cultural Assets Inventory Committee	
• Humanities/Literary Arts Cultural Assets Inventory Committee	
• Heritage/History Cultural Assets Inventory Committee	
5. Review of municipal survey underway	Provided at Meeting
6. Public comment	

For more information, see: www.ci.Wilsonville.or.us/ArtsCultureStrategy

Zoom Dial-in Phone-Call Option:

253-215-8782 • Meeting ID: 878 0064 0498

One tap mobile phone

+12532158782,,87800640498# US (Tacoma); +13017158592,,87800640498# US (Germantown)

Arts, Culture and Heritage Strategy Task Force



As of June 22, 2020

Task Force members' list sorted by last name

Donna Atkinson, Outreach Chair, Wilsonville Community Seniors, Inc.

Toni Avery, local-area artist

Steve Benson, former City of Wilsonville Parks & Recreation Advisory Board member

Dwight Brashear, SMART Transit Director, City of Wilsonville

Paul Bunn, former City of Wilsonville Budget Committee member

Joan Carlson, retired; former Boones Ferry Primary School Artist-in-Residence

Mary Closson, President, Closson Communications; former City of Wilsonville Parks and Recreation Advisory Board member

Maggie Decker, Past Chair, Wilsonville Arts & Culture Council

John Dillin, local-area resident interested in art

Pat Duke, Library Director, Wilsonville Public Library

Angennette Escobar, Art Educator, Wilsonville High School

Gerald (Jerry) Greenfield, City of Wilsonville Planning Commission

David Harrelson, Tribal Historic Preservation Officer, Cultural Resources Department, The Confederated Tribes of Grand Ronde

Eric Hoem, President, Charbonneau Arts Association

Greg Leo, Board Member, Friends of Historic Butteville

Troy Matthews, Art Educator, Wood Middle School

Mike McCarty, Parks & Recreation Director, City of Wilsonville

Benjamin Medford, Director of the Wilsonville Festival of the Arts, Wilsonville Arts & Culture Council

Padmanabhan (PK) Melethil, Past President, Wilsonville Arts & Culture Council

Anne MacCracken, Transit Management Analyst, City of Wilsonville SMART

Mallory Nelson, local-area resident artist

David Niklas, President, WilsonvilleSTAGE

David Penaflo, Board Member, Korean War Memorial Foundation of Oregon; Korean War Veterans Assn (KWVA)/Oregon Trail Chapter

Susan Schenk, Board Member, Clackamas County Arts Alliance; Wilsonville Boones Ferry Historical Society

Rohit Sharma, Member, City of Wilsonville Tourism Promotion Committee

Christopher Shotola-Hart, President, Wilsonville Arts & Culture Council; former Visual Art Teacher, Wilsonville High School (retired)

Richard Spence, Board Member, WilsonvilleSTAGE; Wilsonville Public Library Foundation

Elaine Swyt, Board Member, Charbonneau Arts Association

Steven Van Wechel, President, Wilsonville Boones Ferry Historical Society

Kit Whitaker, Board Member, Wilsonville Arts & Culture Council

Aaron Woods, City of Wilsonville Planning Commission

City Council Liaisons: City Councilors Charlotte Lehan and Joann Linville

Staff: Mark Ottenad, Public/Government Affairs Director, 503-570-1505; ottenad@ci.wilsonville.or.us

Consultant: Bill Flood, Cultural Planning Consultant, 503-710-5413; floodbill@comcast.net

Online Information: www.ci.Wilsonville.or.us/ArtsCultureStrategy

City of Wilsonville Arts, Culture and Heritage Strategy Task Force Charter



DATE:
June 2020

CHARTERED BY:
City of Wilsonville

PROJECT MANAGER:
Mark Ottenad, Public/Government Affairs
Director, City of Wilsonville Administration Dept.

PURPOSE

The Wilsonville Arts, Culture and Heritage Strategy Task Force is charged by the City Manager with providing local-area knowledge, subject-matter expertise and community standards on the planning process and findings and recommendations for development of an Arts, Culture and Heritage Strategy. A City Council 2019-21 goal, the Arts, Culture and Heritage Strategy seeks to provide policy and program recommendations to the Council for cultivating a sustainable, long-term plan that supports community aspirations for a vibrant cultural scene.

The Task Force is composed of the leaders of local-area nonprofit organizations and government agencies engaged in arts, culture and heritage activities, programs and events, together with residents who support cultural affairs and artists/craftspeople.

Members of the Task Force advise City staff and consultant as they analyze conditions and evaluate implementation strategies for expanding cultural resources and long-term sustainability. The Task Force members bring knowledge, ideas, insights, and innovative thinking to surface the most promising and feasible policy and programmatic options that best serve Wilsonville's objectives for encouraging the long-term growth and development of arts, culture and heritage activities, events and programs.

While consensus on the findings and recommendations is desirable, it is not the goal of the Task Force. The work of the Task Force is to be integrated into development of the implementation tools and programs.

TASK FORCE PROCESS

The Task Force members review and provide comment and recommendations on draft materials and proposals as presented by staff and consultant. Staff and consultant incorporate issues, concerns and ideas that emerge from the Task Force into Arts, Culture and Heritage Strategy findings and recommendations for consideration by City Council.

Due to large size of the Task Force, the City anticipates creating several committees to provide more specific, focused advice on an ad-hoc or planned basis. Drawn from the task force, a smaller core steering committee provides more specific, immediate feedback to the staff and consultant during strategy development. Additional committees composed of task force members may be organized, including a youth advisory committee and specialized committees to advise on the cultural inventory, namely:

- Arts Cultural Assets Inventory Committee
- Humanities/Literary Arts Cultural Assets Inventory Committee
- Heritage/History Cultural Assets Inventory Committee

ROLES AND RESPONSIBILITIES

Task Force Members

- The Task Force is scheduled to meet on three occasions in June, July and August 2020 for 1.5-hour-long meetings. Homework before and/or after meetings is estimated at one to two hours.
- Task Force members review, analyze, discuss, and consider a range documents, including the cultural assets inventory form and public submissions, together with overall findings and recommendations.

- Based on expertise and interest, participate in one or more committees to review and evaluate public submissions to the Cultural Assets Inventory.
- Serve as a sounding board so that a variety of viewpoints, information, and thinking goes into formulating strategies that support long-term cultivation of arts, culture and heritage activities, programs and events.
- Engage in open and constructive dialogue to ensure that potential solutions are well-vetted and that diverging opinions are aired, discussed and documented.
- Task Force may recommend members to serve as Chair and Vice-Chair. The Chair calls task force meetings to order and oversees the conduct of the meeting; the Vice-Chair serves in the Chair’s stead when unavailable.

Staff / Consultant Team

- Wilsonville staff convene the Task Force and meetings are facilitated by the city’s consultant. The staff/consultant team is responsible for ensuring ideas and comments coming from the Task Force are heard, communicated, and considered in the technical work.
- Team prepares and distributes agendas and materials in advance of each meeting. Staff is responsible for communicating with Task Force members between meetings and preparing meeting summaries.
- The team manages the process for the good of the community as a whole and respects volunteers’ time

MEETINGS SCHEDULE

The Task Force is scheduled to meet three times virtually online via Zoom over the course of the project, with the following dates based on an online “Doodle” poll of a majority of members’ availability.

Task Force Meeting #1: Wed, June 24, 3:00 PM – 4:30 PM

- Introductions and Orientation/Process
- Desired Outcomes and Deliverables
- Review of draft cultural assets inventory public-submission form
- Establishing Task Force committees:
 - Steering Committee
 - Youth Committee (recruitment)
 - Arts Cultural Assets Inventory Committee
 - Humanities/Literary Cultural Assets Inventory Committee
 - Heritage/History Cultural Assets Inventory Committee
- Review of municipal survey underway

Task Force Meeting #2: Tue 7/21, 1:00 PM – 2:30 PM

- Assigning cultural assets inventory submissions to Cultural Assets Inventory Committees
- Review of initial municipal survey results
- Review of citations to other City master plans and strategies
- Summary review of initial findings

Task Force Meeting #3: Tue 8/25, 1:00 PM – 2:30 PM

- Review of Draft Arts, Culture and Heritage Strategy
 - Draft Findings and Recommendations
 - Draft Appendices
 - Cultural assets inventory
 - Municipal survey results
 - Citations to master plans

Bill Flood, Community Development Consultant

238 SE 62nd Avenue, Portland, Oregon 97215 • bill@billflood.org • 503-710-5413 • www.billflood.org

Scope of Work for City of Wilsonville Professional Services Agreement for Development of an “Arts, Culture and Heritage Strategy”

April 30, 2020

Consultant Activity	Timeframe	Consultant Hours
Research and Background Data Review		
<ul style="list-style-type: none"> • Review research, survey data and draft findings from 2018 initial arts, culture and heritage planning process. <ul style="list-style-type: none"> ○ Determine what, if any, additional local information may be needed and suggest potential ways to obtain the needed data; work with staff to obtain data if feasible. 	May – July 2020	10
<ul style="list-style-type: none"> • Develop a comprehensive inventory of existing arts, culture and heritage resources, programs and events in and close proximity to Wilsonville. <ul style="list-style-type: none"> ○ City staff to assist with compiling inventory (<i>e.g.</i>, public art inventory with map recently completed by City staff) 	May – July 2020	20
<ul style="list-style-type: none"> • Research and summarize in a consistent fashion how other jurisdictions in Oregon and Washington fund, organize, and operate major arts, culture, heritage programs and facilities; also noting major program results and challenges. <ul style="list-style-type: none"> ○ Prospective jurisdictions for review include Sherwood, Beaverton, Hillsboro, Tualatin, Tigard, Newberg, McMinnville, Vancouver, Gresham, Milwaukie, Lake Oswego, West Linn, Oregon City, and Hood River. 	May – July 2020	60
<ul style="list-style-type: none"> • Review, identify and provide citations to current and pending City of Wilsonville master plans, strategies and projects that address or support advancing art, culture and heritage in the community. <ul style="list-style-type: none"> ○ City staff to assist with compiling citations to current and pending master plans, strategies and projects. ○ Provide input/suggestions to staff for any master plan or project planned or underway that could be beneficial to advancing an Arts, Culture and Heritage Strategy. 	May – July 2020	10
Community and Stakeholder Engagement		
<ul style="list-style-type: none"> • Work with City staff to target and engage community members and arts-culture-heritage stakeholders: <ul style="list-style-type: none"> ○ Work with City staff to assemble steering committee/task force, including one or two youth to serve, to provide feedback to consultant and staff. 	May – August 2020	60

Scope of Work for City of Wilsonville Professional Services Agreement for Development of an “Arts, Culture and Heritage Strategy”

Consultant Activity	Timeframe	Consultant Hours
<ul style="list-style-type: none"> ○ Work with City staff to produce one monthly per month update during project for City Council and public distribution and other public-engagement functions as determined are necessary. ○ Conduct a minimum of three milestone meetings with project steering committee/task force <ul style="list-style-type: none"> - Start: At the commencement of project to discuss project, solicit suggestions for cultural inventory, etc. - Middle: Mid-Point check-in to discuss draft findings and recommendations, solicit feedback and suggestions, etc. - Completion: End of process to review draft final strategy findings, recommendations and proposed priorities, solicit feedback, etc. ○ Conduct interviews and/or group meetings with key cultural organizations and community stakeholders (Approximately 20 total interviews/meetings) 		
Strategy Composition: Writing, Editing and Revising		
<ul style="list-style-type: none"> ● Write the Arts, Culture and Heritage Strategy document: <ul style="list-style-type: none"> ○ Produce a draft version and, after public review, a final version of the strategy document that features findings and recommendations and priorities for implementation, and includes the following research components: <ul style="list-style-type: none"> - Comprehensive inventory of existing arts, culture and heritage resources, programs and events in and close proximity to Wilsonville. - Comparative summary of methods used by jurisdictions in Oregon and Washington to fund, organize, and operate major arts, culture, heritage programs and facilities. - Citations to current and pending City of Wilsonville master plans, strategies and projects that address or support advancing art, culture and heritage in the community. ● Specific strategy components to be considered for recommendation include but are not limited to: <ul style="list-style-type: none"> ○ Creating a City Council-appointed “Arts and Culture Commission” and a description of the goals, objectives and tasks for the commission. ○ Creating a City staff position with specific recommended tasks and duties to focus on work related to tourism and cultural affairs and to provide staff support to the Tourism Promotion Committee and “Arts and Culture Commission.” 	June – September 2020	30

Scope of Work for City of Wilsonville Professional Services Agreement for Development of an “Arts, Culture and Heritage Strategy”

Consultant Activity	Timeframe	Consultant Hours
<ul style="list-style-type: none"> ○ Developing a sustainable, long-term funding mechanism to support building organizational capacity-building for community organizations engaged in arts, cultural and heritage activities and advancing arts, culture and heritage in Wilsonville. <ul style="list-style-type: none"> - Potential consideration of a “community fund” that individuals, organizations and businesses could contribute financial and other forms of support. ○ Examining various existing City funding sources, such as the Community Enhancement Program, and/or proposing new funding sources that could provide financial support for implementing strategy. ○ Reviewing and suggesting how known existing federal, state, regional or local grant-funding mechanisms—such as the Oregon Cultural Trust, Oregon Arts Commission, Regional Arts & Culture Council and Clackamas County Tourism and Cultural Affairs—could be leveraged to support strategy objectives. 		
City Council Presentations		
<ul style="list-style-type: none"> ● Work with City staff to prepare staff report and presentation that accompany draft Arts, Culture and Heritage Strategy for discussion at City Council work session. <ul style="list-style-type: none"> ○ Prepare for potential modifications of strategy based on City Council feedback. ● Work with City staff to prepare staff report and presentation that accompany final Arts, Culture and Heritage Strategy for adoption at City Council meeting. 	August – October 2020	8
TOTAL Consultant Hours		198

Professional Services Agreement Fee for

198 Hours @ Consultant Hourly Rate of \$150.00	\$ 29,700
Graphic artist fee to design report	<u>\$ 1,000</u>
TOTAL Fee	<u>\$ 30,700</u>

Contingency of 20% (\$6,100), for a total cost to not exceed \$36,800.

Arts, Culture and Heritage Strategy Task Force Meeting Dates and Agendas Outline

June 19, 2020



Task Force Meeting #1: Wed, June 24, 3:00 PM – 4:30 PM

- Introductions and Orientation/Process
- Desire Outcomes and Deliverables
- Review of draft cultural assets inventory public-submission form
- Establishing Task Force committees:
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www.ci.Wilsonville.or.us/ArtsCultureStrategy

Cultural Assets Inventory Survey Submission Form DRAFT 6/19/2020

City of Wilsonville via Survey Monkey online form

INTRODUCTION / BACKGROUND INFORMATION

As part of the developing an Arts, Culture and Heritage Strategy, the City of Wilsonville is undertaking a “cultural assets inventory,” which is a listing of the people, places, organizations and events recognized as a community’s self-expression of culture. That is, a cataloguing of people’s lives and values as expressed in art, music, stories and personal connections that make the Wilsonville area unique. Area residents are invited to identify a wide range of people, places, organizations and events as a “cultural asset.”

The survey for submission of cultural assets is open for public input through July 31, 2020.

The cultural assets inventory is foundational to the advancement of an Arts, Culture and Heritage Strategy that provides a roadmap for supporting the development, growth, and sustainability of vibrant local culture. The inventory helps to identify existing cultural assets and the challenges and opportunities facing these assets, and can also suggest gaps within existing cultural assets and the cultural life of Wilsonville. Additions to the cultural assets inventory are public records to be reviewed by members of the Arts, Culture and Heritage Strategy Task Force as part of the planning process.

For more information about the Arts, Culture and Heritage Strategy, please see www.ci.Wilsonville.or.us/ArtsCultureStrategy.

Definitions

By “arts” we mean those practices and disciplines that grow our expressive minds, skills, and encourage creativity and compassion.

By “culture” we mean those traditions, skills, practices that unite us and from which we draw our individuality, and also practices that build our critical thinking and awareness.

- By “formal culture” we mean primarily public, private non-profit, or private-for-profit heritage, history, humanities organizations or individuals (cultural practitioners/cultural workers) and their work.
- By “informal culture” we mean experiences such as community theater, singing in a church choir, traditional or social dancing, belonging to a book club, or participating in a community garden.

Both formal and informal culture are elements of a healthy community culture.

By “heritage” we mean those events, sites, elements of our culture that are inherited and have a special place in our collective memory. “History” chronicles our past.

These definitions are grounded in the understanding that we are all a product of and participate in culture: we inherit parts of our culture and are continually making, changing, and transforming other elements of our culture. *(2018 Clackamas County Plan for Arts, Heritage, and Humanities)*

How can a cultural inventory be used?

A cultural asset inventory can be:

- A starting point for cultural planning that helps create common understanding of a community's cultural resources and areas of challenges and growth.
- A vehicle to better understand local cultural organizations, groups, practitioners.
- A tool for people looking for a specific cultural practitioner. For example, a school may turn to the inventory to find artists, crafts persons, historians, storytellers and others who can support the work of classroom teachers.
- A great way for youth and others to learn skills of research and dig deeper into key elements of their communities. The process builds new connections, engagement and, pride in community.
- A community organizing tool – a way to know community members and identify their special skills and talents, and ultimately connect them with programs, services, and the cultural life of the community.
- A tool for planners and community developers looking for creative avenues of revitalization, community development, or community promotion.
- A tool for reaching creative practitioners needing assistance with recovery from the coronavirus pandemic.

SUBMITTER INFORMATION

Please check all that apply.

- I am an individual cultural practitioner, such as an artist, musician or poet
Name, email, phone
- I work or volunteer with a non-profit cultural organization
Name of organization, email, phone
- I work or volunteer with a for-profit cultural business or enterprise
Name of business or enterprise, email, phone
- I work or volunteer with a public agency or unit of government
Name of organization, email phone
- Other (please specify):

INDIVIDUALS AND ORGANIZATIONS

*We are seeking to identify both **individuals** with experience or interest in the following areas, and the **groups, organizations, businesses** that represent these areas.*

Please click on the primary focus of your cultural work/practice:

ARTISANS, DESIGNERS & CRAFTSPEOPLE

- Calligrapher
- Ceramicist/potter

- Culinary (chef, cook, recipe creator)
- Fashion designer
- Fiber artist
- Furniture designer/maker
- Glassworker
- Handcrafts (sewing, knitting, embroidery, etc.)
- Instrument maker, repairs
- Landscape designer/architect
- Metal artist
- Mixed media artist
- Model maker
- Paper artist/maker
- Sign painter
- Weaver
- Woodworker/carver
- Other: _____

Please list any informal local groups (from the above areas) that meet to share skills, learning, or just have fun.

PERFORMING ARTS

- Dance, Choreographer
- Dance, Dance school
- Dance, Folk/Traditional/Social (including folklorico, pow-wow, square dancing/contra, Irish, ballroom, etc.)
- Dance, Individual dancer
- Dance, Teacher (private or public)
- Music, Choral group
- Music, Composer/arranger
- Music, Director/bandleader
- Music, Instrumental group
- Music, Instrumentalist

- Music, Music school (private or public offering lessons)
- Music, Music therapist
- Music, Musical group (mixed vocal and instrumental)
- Music, Teacher (private or public)
- Music, Vocalist
- Theater, Actor
- Theater, Designer
- Theater, Director
- Theater, Stage manager
- Theater, Teacher (public or private)
- Theater, Technician
- Theater, Theater troupe
- Other, Circus artist
- Other, Comedian
- Other, Magician
- Other, Mime
- Other, Opera company
- Other, Puppeteer
- Other, Recording engineer
- Other, Storyteller
- Other, Vaudevillian
- Other: _____

Please list any informal local groups (from the above areas) that meet to share skills, learning, or just have fun.

VISUAL ARTS

- Graphic artist
- Illustrator
- Individual film/video/moving image maker
- Painter
- Photographer

- Public artist
- Retouching and Restoration
- Sculpture/Mixed Media artist
- Teacher, public or private
- Other: _____

Please list any informal local groups (from the above areas) that meet to share skills, learning, or just have fun.

HERITAGE/HISTORY

- Archeologist
- Archivist
- River occupational (boat builder, river guide, fly tyer, etc.)
- Equine occupational
- Farmer/farm occupational
- Folklorist
- Herbalist
- Historian
- Historical society
- History reenactor
- Language arts, please specify:
 - Teacher
 - Interpreter or translator
 - Please list language(s) _____
- Other: _____

Please list any informal local groups (from the above areas) that meet to share skills, learning, or just have fun.

LITERARY ARTS/HUMANITIES

- Anthropologist
- Author, fiction

- Author, non-fiction
- Community scholar
- Documentarian
- Editor
- Graphic novelist
- Librarian
- Poet
- Publisher
- Teacher, humanities
- Teacher, writing
- Theologian
- Zinester
- Other: _____

Please list any informal local groups (from the above areas) that meet to share skills, learning, or just have fun.

ADMINISTRATION

- Administrator/executive director
- Community arts/cultural work/community cultural development
- Consultant (marketing, development, planning, etc.)
- Cultural programmer
- Exhibit designer
- Fundraising / Development
- Public relations
- Grant writer
- Promoter/presenter/producer
- Other: _____

Please list any informal local groups (from the above areas) that meet to share skills, learning, or just have fun.

COMMENTS

Please include any details about your work, such as the media in which you create, what you teach, or the genres and styles you practice.

ASSETS

In your opinion, what are the Wilsonville-area’s top three cultural assets (can be individuals, places, organizations, or something else)

- 1. _____
- 2. _____
- 3. _____

Comment/Additional Information:

PLACES

What are your favorite three places to visit the Wilsonville area?

- 1. _____
- 2. _____
- 3. _____

Comment/Additional Information:

What are your three favorite landmarks in/near Wilsonville?

- 1. _____
- 2. _____
- 3. _____

Comment/Additional Information:

What are your three favorite public artworks in/near Wilsonville?

- 1. _____
- 2. _____

3. _____

Comment/Additional Information:

EVENTS

What are your favorite three events in/near Wilsonville?

1. _____

2. _____

3. _____

Comment/Additional Information:

CHALLENGES

What are the greatest challenges/barriers to you or others participating in local culture in Wilsonville?

1. _____

2. _____

3. _____

Comment/Additional Information:

How do you see the impacts of the COVID-19 pandemic affecting local-area organizations engaged in arts, cultural and heritage facilities, programs and events?

VISION

Please describe what a rich and diverse cultural life would like for Wilsonville? What comes to mind? What do you envision?

Comment/Additional Information:

Thank you for your participation!

END of SURVEY – SUBMIT RESPONSE