Appendix I:
Arts, Culture and Heritage (ACHS) Task Force

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City of Wilsonville Arts, Culture and Heritage Strategy

Task Force Charter

DATE:  
June 2020

CHARTERED BY:  
City Manager, 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 assets inventory, namely:

- Arts Cultural Assets Committee
- Humanities/Literary Arts Cultural Assets Committee
- Heritage/History Cultural Assets 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 Committee
  - Humanities/Literary Cultural Assets Committee
  - Heritage/History Cultural Assets Committee
- Review of municipal survey underway

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

- Review of cultural assets submissions to Cultural Assets 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
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
- 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

www.ci.Wilsonville.or.us/ArtsCultureStrategy
Arts, Culture and Heritage Strategy
Task Force Members
August 2020

Task Force members’ list sorted by last name

Donna Atkinson, Outreach Chair, Wilsonville Community Seniors, Inc
Toni Avery, local-area artist
Jasleen Bhushan, youth community representative
Paul Bunn, former Budget Committee Member
Rebecca Burkeen, Director of Alumni Relations, Oregon Institute of Technology / Oregon Tech Wilsonville
Rose Case, Old Town neighborhood volunteer; retired teacher
Mary Closson, President, Closson Communications; former Member, Parks and Recreation Advisory Board; Member, Urban Renewal Task Force
Maggi Decker, Past Chair, Wilsonville Arts & Culture Council
David DeHart, Board Member, Clackamas County Arts Alliance
John Dillin, local-area resident interested in arts and culture
Pat Duke, Library Director, City of Wilsonville - Public Library
Angennette Escobar, Art Educator, Wilsonville High School, West Linn-Wilsonville School District - Wilsonville High School
Jenny Evers, Co-President, West Linn-Wilsonville Music & Arts Partners
Jerry Greenfield, Commission Chair, City of Wilsonville - Planning Commission
David Harrellson, Tribal Historic Preservation Officer, Cultural Resources Department, The Confederated Tribes of Grand Ronde; Board Member, Chehalem Cultural Center, Newberg
Eric Hoem, President, Charbonneau Arts Association
Eleanor Gale Karrick, youth community representative
Greg Leo, Board Member, Friends of Historic Butteville
Sydney Leveque, youth community representative
Anne MacCracken, Transit Management Analyst, City of Wilsonville - SMART Transit
Mike McCarty, Parks & Recreation Director, City of Wilsonville - Parks & Recreation Dept.
Benjamin Mefford, Director of the Wilsonville Festival of the Arts, Wilsonville Arts & Culture Council
Padmanabhan (PK) Melethil, Past President, Wilsonville Arts & Culture Council

Regan Molatore, Board Chair, West Linn-Wilsonville School District

Isela Morales, youth and Latinx representative

Brady Mordhorst, Organizer, Fun in the Park

Edwardo Navarro-Santana, Latinx community representative

Mallory Nelson, Youth Representative on the Wilsonville Public Library Board.

David Niklas, President, WilsonvilleSTAGE

Susan Reep, local-area artist

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

Rohit Sharma, Member, City of Wilsonville - Tourism Promotion Committee

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

Richard (Dick) Spence, Board Member, WilsonvilleSTAGE; Wilsonville Public Library Foundation

Elaine Swyt, Board Member, Charlbonneau Arts Association

Laurie Tarter, Member, Wilsonville Area Chamber of Commerce

Shelly Tracy, Director, Wilsonville Training Center, Clackamas Community College

Steven Van Wechel, President, Wilsonville Boones Ferry Historical Society

Kit Whittaker, Board Member, Wilsonville Arts & Culture Council

Aaron Woods, Commissioner, City of Wilsonville - Planning Commission

City Council Liaisons: City Councilors Charlotte Lehan and Joann Linville

City Staff: Mark Ottenad, Public/Government Affairs Director, 503-570-1505; ottenad@ci.wilsonville.or.us
          Zoe Monahan, Assistant to the City Manager, 503-570-1503; monahan@ci.wilsonville.or.us

Consultant: Bill Flood, Cultural Planning Consultant, 503-710-5413; bill@billflood.org

Online Information: www.ci.Wilsonville.or.us/ArtsCultureStrategy
Arts, Culture and Heritage Strategy
Task Force Committees Members

As of August 4, 2020
Task Force members’ list sorted alpha by last name

Steering Committee
Paul Bunn
John Dillin
Angennette Escobar
David Harrelson
Joann Linville
Benjamin Mefford
David Niklas
Christopher Shotola-Hardt
Elaine Swyt

Youth Advisory Committee
Angennette Escobar
Christopher Shotola-Hardt

Arts Cultural Assets Committee
Toni Avery
Maggi Decker
John Dillin
Eric Hoem
Joann Linville
Anne MacCracken
Benjamin Mefford
David Niklas
Susan Reep
Susan Schenk
Christopher Shotola-Hardt
Dick Spence
Laurie Tarter
Elaine Swyt

Humanities/Literary Arts Cultural Assets Committee
Maggi Decker
Anne MacCracken
Benjamin Mefford
Mallory Nelson
Kit Whittaker
Aaron Woods

Heritage/History Cultural Assets Committee
Donna Atkinson
Paul Bunn
John Dillin
Pat Duke
Charlotte Lehan
Greg Leo
Brady Mordhorst
PK Melethil
Mallory Nelson
Steven Van Wechel
Christopher Shotola-Hardt
Aaron Woods

City Staff
Mark Ottenad, Public/Government Affairs Director
503-570-1505 ottenad@ci.wilsonville.or.us
Zoe Monahan, Assistant to the City Manager
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Consultant
Bill Flood, Cultural Planning Consultant
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