
HILLSBORO ARTS & CULTURE COUNCIL

February 24, 2010; 3-6PM

River House at Rood Bridge Park

Agenda

- 3:00 **Call to Order & Welcome:**
Chair: Terry Blackburn *Blackburn*
- I. Approval of the Minutes:**
January 27, 2010 *Blackburn*
- II. Good of the Order:**
Blackburn
- III. Reports and Presentations:**
- 3:10 **A.** Report on HACC Arts & Culture Summit 2010 *Caravaca*
- 3:15 **B.** Update on Arts Endowment *Morgan*
- 3:20 **C.** Update on HACC Budget *Morgan*
- 3:30 **D.** Discussion on Political Activity for Public Boards *Greagor*
- 3:40 **E.** Discussion on Creative Advocacy Network *Morgan*
- IV. Old Business:**
None
- V. New Business:**
- 3:45 **A.** Consider approving the proposed art law
workshops as part of the HACC professional
development workshop series. *Caravaca*
- 3:55 **B.** Annual Review of the Operational Guidelines *Caravaca*
- VI. Other Business:**
None scheduled
- 4:05 **VII. Announcements and Information Items:** *Blackburn*
- A.** Open time for HACC member announcements
- B.** HACC workshop: Grant Writing for Success, Part 2
with Gigi Rosenberg, March 4, 4-6PM, WCAC
- C.** Media articles on HACC activities distributed.
- D.** Plein Air Committee Meeting: March 18, 4-5PM,
WCAC
- 4:10 **VIII. Regular Meeting Adjourned.** *Blackburn*
*At this point the regular meeting will be adjourned,
and the HACC annual retreat will begin.*

**HILLSBORO ARTS & CULTURE COUNCIL
REGULAR MEETING
MINUTES
January 27, 2010 - 4 PM**

Call to Order and Welcome

HACC members present: Chair Terry Blackburn, Vice Chair Lynn Scheller, Tina Seidel, Jodi Nielsen, BJ Jeddelloh, Deborah Clarke, Bede Murphy, Scott Palmer

HACC members absent: Gayle Hughes, Julie Wilson, Eileen Kane, Doug Sellers, Marilynn Helzerman, Bernd Kuehn

Staff present: Steve Greagor (Parks and Recreation Director), Sean Morgan (Cultural Arts Program Manager), Cristina Caravaca (Cultural Arts Program Supervisor), Katrina Hill (Cultural Arts Facility Supervisor), Carl Annala (Cultural Arts Program Supervisor), Gail Waibel (Recorder)

I. Approval of Minutes

December 2, 2009 – Regular Session. Motion by Jeddelloh, seconded by Nielsen, to approve the minutes. The motion passed by unanimous vote.

II. Good of the Order

Pertinent non-agenda items

Blackburn offered complimentary tickets to the January 31st Portland Chamber Orchestra Concert “Mozart Swings” to members of HACC. Those interested should contact Blackburn.

III. Reports and Presentations:

A. Discussion of Plein Air Event

Annala gave a brief update of the annual event scheduled for July 17, 2010. Annala said 3-5 volunteers are needed for the event planning committee. Volunteer duties include event day coordinator, water runners, providing security for artists while they take breaks and soliciting event sponsors. Morgan mentioned the August show at the Arts Center will feature the works from the Plein Air event. Annala said 25 to 40 artists are expected to participate. Blackburn volunteered. Other individuals wanting to volunteer should contact Annala.

B. Discussion of workshop opportunity with WCA and RACC

Morgan reported an opportunity is available to provide workshops in partnership with WCA and RACC at no additional costs to HACC. There will be parallel marketing materials for the workshops to include the RACC, WCA and HACC. Morgan indicated he serves on the WCA Board and their goal is to support all arts issues in Washington County. HACC was in favor of partnering with RACC & WCA on the joint workshops. Caravaca also requested the HACC consider offering a second workshop with Peter Vaughn Shaver as a follow-up to the joint workshop. This workshop would be a regular HACC workshop and would be a part of the HACC technical assistance program. HACC voiced approval of the joint workshop. Staff will prepare a detailed report.

C. Update on Public Art

Caravaca indicated a “Call for Art” and “Request for Proposals” for the temporary public artwork for an existing, transitional outdoor space; total budget for this project not to exceed \$4,000 has been released and posted online. The site is a former fountain that is no longer able to be utilized for its original purpose located on the corner of 2nd and Washington in downtown Hillsboro. The purpose of the project is to beautify the site. The Call for Artists and the RFP has been broadcasted on both national and local levels and staff is receiving calls from all over the U.S. The deadline to receive proposals is February 28th. A complete timeline for the project was included in the report and final site preparation, installation and public unveiling is scheduled for June 2010. (Note: HACC will consider formal action on this item under New Business V.A.) There were no questions or comments from HACC. No action was taken.

D. Discussion of HACC Arts & Culture Summit 2010

Caravaca reviewed the final program for the Summit scheduled for February 10, 5-8 PM. There has been good response from exhibitors. A slide show is being prepared and will be shown throughout the evening. Kuehn will present the welcome. Brian Oberlin, Director of the Oregon Mandolin Orchestra, will perform mandolin music for the first one-half hour of the event. Caravaca distributed a sign-up sheet for HACC members to volunteer as “ambassadors” to participating organizations throughout the evening. A list of Arts & Culture Summit Talking Points was available to assist the ambassadors. The main goal of the Summit is to present the mission and purpose of HACC and share opportunities with participants.

E. Discussion of HACC Retreat – February 24, 3-6 PM – River House

Caravaca briefly reviewed the agenda for the upcoming annual retreat. The regular monthly HACC meeting will be convened at 3 PM followed by the retreat. Items on the retreat agenda may include:

- Looking to the future for next Fiscal Year
- Budget discussion
- SWOT analysis
- Breakouts into small groups
- Large group discussion
- Establishing priorities
- Evaluating current activity

Caravaca said Louise Tippins has been retained to facilitate the latter part of the agenda. She asked for comments regarding the format for the retreat agenda. No comments were forthcoming. Caravaca encouraged HACC members to send any further thoughts or comments to her via email. Staff will be finalizing the retreat agenda in the following week. Refreshments will be provided at the retreat.

F. Update on marketing

Caravaca and Hill gave a brief review of the marketing accomplishments, including:

- Marketing efforts for upcoming summit, grants and scholarships
- Production of the latest issue of the newsletter
- Printed version of newsletter mailed and distributed around the City
- E-newsletter distribution list is 300+
- Addition of calendar insert in newsletter
- Copies of press releases

- Copies of news articles
- 25 posters for Summit distributed around the City (Downtown, Orenco, Streets of Tanasbourne, public buildings) – additional copies available
- Posting events to community calendars of other organizations

HACC members commented on how great the newsletter and calendar look. Hill said the insert can be printed on both sides in the future. Morgan said most items on the HACC marketing plan have been completed. There is room and funding to consider additional marketing items. Palmer mentioned the Community Newspaper is working on the March edition and perhaps HACC should do an insert. Rates have remained the same. Staff will follow-up on this suggestion.

G. Distribution of HACC 2nd Quarter Budget Report

Morgan reviewed the 2nd Quarter Budget Report in detail including the projected end of year balances for each line item. Morgan indicated it appeared the funds for the scholarship program would not be expended in the current year. Caravaca noted that people are surprised at the grant program and the ease of accessibility for the applicants. No further comments or questions were forthcoming.

IV. Old Business:

A. None scheduled

V. New Business:

A. Consider approving the proposed process for the selection and installation of a temporary public artwork at 2nd and Washington in Downtown Hillsboro.

Caravaca asked the HACC to consider approving staff to recruit and use a public art selection jury based on criteria established in the Step by Step Guide for the Public Art Program. Membership of the jury will reflect the needs of the particular project and be composed of 5-7 voting members from several categories:

- Artist(s) (separate from those applying to the project)
- City representative(s)
- HACC member to act as a liaison to the HACC
- Citizen stakeholder (location specific to the public art)
- Arts professional with expertise in public art (e.g. curator, architect, landscape architect, public art administrator)
- Others as deemed appropriate
- Non-voting cultural arts staff

Motion by Palmer, seconded by Scheller, to approve the proposed process for the selection and installation of a temporary public artwork at 2nd and Washington in downtown Hillsboro. The motion passed by unanimous vote. There was brief discussion regarding jury selection and whether or not the timeline is realistic to complete in the current fiscal year. Greagor indicated if the project is not completed by June 30th, there would be no problem in carrying the project over to next fiscal year. The funding budgeted for this art work could be accommodated in next fiscal year budget.

VI. Other Business.

None scheduled.

VII. Announcements and Information Items:

A. Open time for HACC member announcements

Palmer reported on a meeting of the Creative Advocacy Network (CAN) following the passage of Ballot Measures 66 and 67. He said the momentum has increased for a possible ballot measure for the arts to be placed on the November ballot. A representative from CAN will be attending the Summit. They are looking for support of a ballot measure in Washington County. Palmer will continue to report back to HACC.

Morgan noted the Oregon Mandolin Orchestra has reserved a table at the upcoming Summit. This is the first time this group has participated. There are 20-30 members in the orchestra and the orchestra begins its first season of performances at the Arts Center on April 9. Nielsen suggested the orchestra might be a good choice for the annual "Celebrate Hillsboro" event. Morgan said Parks and Recreation are again the lead department for the annual celebration scheduled for Saturday, July 24. Morgan noted there is also a major softball tournament scheduled for the same week-end so there will be some challenges.

Palmer mentioned that RACC has contracted with a consultant to develop a comprehensive needs assessment for the region's performing arts facilities and venues. The work in progress will find out specifics on needs for arts venues in the tri-county area. Questions are being asked as to what are the current types and size of venues; where are they located; and whether more venues are needed. RACC is hosting meetings in the tri-county region to provide opportunities to discuss what's working and what is still needed for venues throughout the region. The meeting scheduled in Washington County will be held Friday, January 29, from 3-4PM at the Venetian Theater.

Palmer announced the third show of Bag and Baggage Productions' 2009/10 Season at the Venetian: *Taming of the Shrew & A Woman's Prize*, February 10-28, 2010.

B. HACC Arts & Culture Summit, February 10, 5-8 PM

C. HACC workshop: Grant Writing for Success, Part 1 with Gigi Rosenberg, February 17, 4-6 PM

D. HACC Annual Retreat, February 24, 3-6 PM, River House.

VIII. Meeting Adjourned

Motion was made by Clarke, seconded by Nielsen, to adjourn the meeting. The motion passed unanimously and the meeting adjourned at 5:15 PM.

**HILLSBORO ARTS & CULTURE COUNCIL
MEMORANDUM**

DATE: February 24, 2010

TO: Hillsboro Arts & Culture Council

FROM: Cristina Caravaca, Cultural Arts Program Supervisor

SUBJECT: Consider approving the proposed art law workshops as part of the HACC professional development workshop series.

REQUEST

Staff requests that the HACC approve the proposed art law workshops as part of the HACC professional development workshop series.

BACKGROUND

As part of its Technical Assistance package, the Hillsboro Arts and Culture Council offers Professional Development Workshops on a quarterly basis. These workshops cover topics such as grant writing, volunteer management, marketing strategies, and other areas that bolster the ability of an arts and culture organization to operate professionally.

Several months ago, staff was approached by the Regional Arts and Culture Council (RACC) with the idea to co-present an art law workshop on copyright by attorney Peter Shaver. As it was previously presented by staff to the HACC, this workshop would be a joint offering between the Regional Arts and Culture Council, Hillsboro Arts and Culture Council and the Westside Cultural Alliance (WCA). The event would take place at the Walters Cultural Arts Center, the speaker's fee would be paid by RACC, and registration fees collected would benefit the Westside Cultural Alliance. Marketing and staffing for the event would be shared by the RACC, HACC and WCA.

In addition to the copyrights workshop, Peter Shaver offers another art law workshop on the topic of contracts. As a follow up to the joint workshop on copyrights, staff is proposing that the HACC also offer the contracts workshop. This would be a regular Professional Development Workshop, hosted at the Walters Cultural Arts Center, with all revenue benefitting the HACC. The HACC would pay the \$300 speaker's fee and the event would be marketed and staffed solely by HACC staff.

Proposed timeline for art law workshops:

Date	Time	Topic	Location	Speaker's Fee
Wednesday, April 21 st	4-6PM	Art Law: Copyrights	WCAC Gallery	None

Wednesday, May 12 th	4-6PM	Art Law: Contracts	WCAC Gallery	\$300
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RECOMMENDATION

Staff recommends that the HACC approve the proposed art law workshops as part of the HACC professional development workshop series.

Operational Guidelines

ARTICLE I. PURPOSE

Section 1) The name of this organization is the Hillsboro Arts & Culture Council (HACC). The HACC is a standing advisory committee in service to the City.

Section 2) The mission statement of the HACC is as follows:

The Hillsboro Arts and Culture Council will promote and support the growth of arts and culture as assets for a vital, prosperous and livable community.

Section 3) The core values of the HACC are as follows:

- o To encourage and celebrate a diverse range of arts and cultural expressions in keeping with Hillsboro's unique identity and sense of place.
- o To build capacity and collaborations among artists and arts and cultural organizations and with other community interests.
- o To expand awareness and opportunities for cultural participation.
- o To promote life-long cultural learning through the arts and culture.
- o To further integrate the arts and culture into Hillsboro's civic priorities.

ARTICLE II. COUNCIL STRUCTURE

Section 1) Composition: The HACC is comprised of eleven to seventeen citizens representing the arts, culture, heritage, business, education, social services, and government. It includes members who have been or are associated with specific Hillsboro arts and culture groups. Members are not appointed to represent specific constituencies but to act, at all times, on behalf of the Hillsboro community.

Section 2) Configuration: The HACC is a citizen advisory committee appointed by the Mayor and confirmed by City Council. The HACC operates under the direction of the City Council. Its primary function is to provide general oversight for programs pertaining to arts and culture and to provide policy recommendations to the City Council. HACC is housed in the City Parks and Recreation Department and is administered by City staff. The HACC supplies representation on other City committees and commissions as needed.

Section 3) Membership: All qualified persons are considered for appointment to the HACC without regard to race, color, religion, sex, sexual orientation, national origin, age, marital status, mental or physical disability. Qualifications for membership on the HACC include the following:

- o Interest in furthering the mission and goals of the HACC.
- o Willingness and ability to give the time necessary to become an effective HACC member.

- Experience and knowledge relating to the arts in one or more of the following areas: business management, finance, program development, education, public relations/marketing, community and fundraising.
- Willingness to raise funds and provide resource development for established goals and programs related to the HACC.
- Familiarity with issues, concerns, and trends in the arts field.

Section 4) Appointments and Vacancies: The following procedures apply to the appointment of HACC members:

- Open recruitment using application process;
- Mayor reviews applicants and makes recommendation to City Council;
- City Council confirms Mayor appointments; and
- Nominees are notified of their appointments by City staff.

ARTICLE III. HACC OBLIGATIONS

Section 1) Duties: The responsibilities of a HACC member are:

- Serve a three year term.
- Attend all HACC meetings.
- Arrive on time and stay for the entire monthly meeting.
- Serve on sub-committees, external committees and commissions as needed.
- Participate in HACC functions.
- Participate in yearly planning sessions.
- Remain active and engaged for the duration of term.
- Aid the fundraising efforts of the HACC.
- Communicate effectively with other members and staff.

Section 2) Term Limits: The term of office for HACC members is three years. Members may serve up to two consecutive terms. After a one term absence, a member is eligible for reappointment. Members will serve staggered terms to provide continuity to HACC.

Section 3) Removal: Certain actions may result in the removal of a HACC member before the end of a term limit. These actions include, but are not limited to:

- Failure to fulfill member duties;
- Two consecutive unexcused absences or three total absences in a calendar year;
- Habitual tardiness or attendance for only parts of meetings;
- Participation rather than recusal if there is a conflict of interest; or
- Behavior that discredits the HACC or City.

ARTICLE IV. OFFICERS

Section 1) Nomination: The HACC has two officers, a Chairperson and Vice-Chairperson, who oversee meetings and other functions. Officer appointments are made by nomination from the HACC and approval of the Mayor. Each officer serves a one-year term in the position.

Section 2) Chair: The Chair will normally have served as the Vice-Chair during the previous year. The HACC Chair presides over meetings, calls special meetings, creates sub-committees, and acts as the HACC spokesperson.

Section 3) Vice-Chair: The Vice-Chair acts for the Chair in the absence of the Chair, including serving as Interim Chair during a vacancy.

ARTICLE V. MEETINGS

Section 1) Regular meeting times will be set by the City staff who will provide HACC members with an agenda prior to the meetings. Any request for inclusion on an agenda must be received in writing and approved by City staff at least two weeks prior to a meeting.

Section 2) Special meetings may be called at the discretion of the HACC Chair or City staff as needed to respond to urgent arts and culture matters in the greater Hillsboro area.

Section 3) The presence of more than one-half of the HACC members constitutes a quorum and is required to conduct HACC business. For approval, agenda items must receive a vote of a majority of a quorum. All members have one vote.

ARTICLE VI. CONFLICT OF INTEREST POLICY

Section 1) If a HACC member, staff, or person in his or her immediate family submits a grant application or proposal for use of HACC funds on behalf of an organization with which they are affiliated, that member must declare a conflict of interest and abstain from participating or voting on the matter underlying the potential conflict.

Section 2) HACC members may only enter competitive events that are sponsored or co-sponsored by HACC as non-competitive participants.

Section 3) City staff has final authority in determining what constitutes a conflict of interest.

ARTICLE VII. AMENDMENTS

Section 1) Questions of procedure not addressed within these operational guidelines will be resolved by reference to the most recent edition of *Robert's Rules of Order*, the Oregon Revised Statutes, and City ordinances and resolutions.

Section 2) The HACC will annually review these operational guidelines and recommend any proposed changes to City staff.