



MINUTES  
ARTS & COMMUNITY EVENTS  
ADVISORY COMMITTEE MEETING  
1300 NE Village Street  
Fairview, OR 97024  
June 3, 2013

**PRESENT:**

Sherry Fox Hames, Chair  
Jeff Arnold, Vice Chair  
Renaye Delano  
Rob Pierson  
Tamie Arnold, Council Liaison

**STAFF:**

Devree Leymaster, City Recorder

**1. CALL TO ORDER**

Chair Fox Hames called the meeting to order at 6:00pm.

**2. REVIEW & ADOPT MINUTES**

Vice Chair Arnold moved to approve the June 3, 2013 minutes and Committee Member Pierson seconded. The motion passed unanimously.

**3. PUBLIC WISHING TO SPEAK ON NON AGENDA ITEMS**

None.

**4. REVIEW COMMITTEE GOALS & MISSION STATEMENT**

Chair Fox Hames inquired what each Committee Member's thoughts were regarding a mission statement.

Committee Member Pierson proposed the mission statement include language to support City established events, develop new events, and assist in organizing one time and reoccurring events.

Vice Chair Arnold recommended including language to assist with city established and private events, encourage events throughout year, and fund raising.

Committee Member Delano stated the mission statement already exists within the code section for power and duties.

Chair Fox Hames stated the mission statement should include what, how and why. The primary benefactor should be the Fairview community. Chair Fox Hames supported including language for new events and encouraging events throughout the year.

Chair Fox Hames proposed the mission statement as follows: "ACEAC's mission is to serve the community of Fairview by providing affordable arts and community events in a safe and inviting environment for people of all ages to enjoy and be more involved within the community."

We will strive to have events throughout the calendar year, develop new annual events and support the City in established events.” The Committee agreed with the mission statement language. City Recorder Leymaster requested Chair Fox Hames email the mission statement to ensure accuracy in the minutes.

## **5. NATIONAL NIGHT OUT DISCUSSION**

Committee Member Delano stated she has a meeting scheduled with the Police Officer Pooja Singh and Target next week. From the meeting she hoped to get a list from Officer Singh identifying what tasks she needs assistance with. Soliciting donations for a raffle may be one area in which the ACEAC could assist.

Councilor Arnold inquired if ACEAC should coordinate with PSAC in efforts to assist with planning. Committee Member Delano remarked NNO is a police hosted event and she wanted to be careful not to circumvent Officer Singh. Officer Singh approached Committee Member Delano for help with NNO, and she agreed, prior to her ACEAC appointment. Chair Fox Hames stated she would contact the PSAC Chair and inquire if they should collaborate in assisting with the NNO event.

## **6. COMMITTEE UPDATES**

Chair Fox Hames contacted the FOE regarding the Veterans Day Breakfast. The event is scheduled for Saturday, November 9, 2013 from 8:00AM to 11:00AM at Smith Memorial Presbyterian Church. No parade or entertainment is currently scheduled. Areas they requested assistance with included set-up, tear-down, serving and publicity.

The Committee discussed the feasibility of hosting a Veterans Day Parade on Sunday, November 10, or the actual holiday, Monday, November 11. Following discussion, the Committee agreed there aren't enough resources to execute a parade this year and to collaborate with the FOE for their event. ACEAC could assist in planning a ceremony i.e. helping with soliciting speakers or bands, reaching out to Veteran organizations, etc. The Committee discussed ways in which to honor Fairview veterans, potential ways to contact them, and formats to honor them by name.

Chair Fox Hames stated she would share their ideas with the FOE and based on their feedback would assign tasks to assist.

Following up on the idea to encourage events all year, Chair Fox Hames proposed creating a year-at-a-glance calendar identifying all the events. Neighboring city events could also be identified in order to coordinate event dates. Councilor Arnold supported the calendar concept. A visual representation of what events are when would be a great tool.

Vice Chair Arnold proposed a Trek in the Park event. An episode of Star Trek is acted out by local actors. The Committee supported the idea. The event is a unique and fresh. Would like to organize a Trek in the Park event in Fairview, potentially in September. Vice Chair Arnold agreed to contact other Trek in the Park organizers to get more information.

Chair Fox Hames requested City Recorder Leymaster send, by email, the draft event application staff is creating and the event endorsement policies being considered by City Council at the June 5 City Council meeting to the Committee.

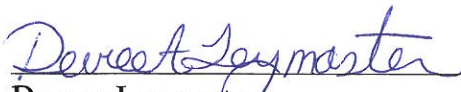
**7. TENTATIVE AGENDA ITEMS – NEXT MEETING DATE**

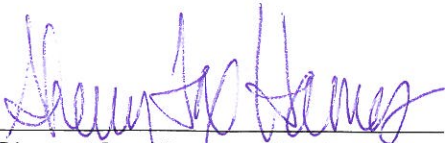
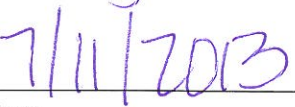
Next scheduled meeting is June 18, 2013 depending on Vice Chair Arnold's research into Trek in the Park; may schedule the next meeting for early July.

Agenda items: Event Updates – NNO, Veterans Day Breakfast and Trek in the Park, and review event calendar for the year.

**8. ADJOURNMENT**

Committee Member Pierson moved to adjourn and Committee Member Delano seconded. The meeting was adjourned at 7:30PM by unanimous vote.

  
Devree Leymaster  
City Recorder

  
Sherry Fox Hames, Chair  
  
Date