



ARTS & COMMUNITY EVENTS  
ADVISORY COMMITTEE MEETING

1300 NE Village Street  
Fairview, OR 97024  
Thursday, May 24, 2017

**PRESENT:**

Danielle Utter, Chair  
Tammy Sibold, Vice Chair  
Mary Murrell  
Council Liaison Lisa Barton Mullins

**STAFF:**

Devree Leymaster, City Recorder

**1. CALL TO ORDER – 5:30 PM  
ROLL CALL**

**2. PUBLIC WISHING TO SPEAK ON NON-AGENDA ITEMS**

None.

**3. REVIEW AND ADOPT MINUTES – March 22, 2017**

Member Murrell moved to approve the March 22, 2017 minutes and Vice Chair Sibold seconded. The motion passed unanimously.

**4. EVENTS**

a. Debrief Easter Egg Hunt

Council Liaison Barton Mullins and Member Murrell shared information regarding an incident between a church volunteer and parent. Chair Utter will contact the church and follow up.

Committee reviewed the event and created a list of action items for planning the event in the future.

- Increase egg hunt area – if possible
- Create staging areas to form lines – use ropes, tapes, etc.
- Event MC on a stage or elevated
- Portable restrooms
- Designated information booth
- Designated volunteer coordinator
- Identify volunteers i.e. t-shirt, vest
- Easter Egg Hunt schedule available at each vendor booth
- Photos with Easter Bunny – permission to post
- Consider security

Chair Utter shared Francis Doo has volunteered to MC at any events ACEAC requests. She proposed formally inviting other Advisory Committees to attend/have booths at events.

b. Event Planning Timeline

Chair Utter suggested creating an event planning timeline/calendar so ACEAC may be more strategic and organized in event planning. The Committee agreed. Chair Utter and Staff Liaison Leymaster will work on creating a calendar.

c. Chalk the Walk

The Committee began brainstorming about what they envision "Chalk the Walk" to be and what planning steps need to be taken. Chair Utter asked the Committee to think about what and how many categories there should be, prizes, time limit, location, panel size, how to choose the winner, etc. She suggest "Eclipses" as a theme.

Chair Utter shared she will inquire how Friends of Fairview coordinated the event and how many they planned for. She will also check with the City of Gresham.

**5. ART OPPORTUNITIES**

a. Murals and More

Chair Utter commented she would like to see the mural project planned out. Identify the optimal location, coordinate with a facilitator, decide on a theme, etc. Wants it to be a planned, coordinated effort. Would like to get youth involved.

The Committee discussed different locations and options. Member Murrell suggested partnering with an art guild or the schools. ACEAC would provide the oversight and they would be the "hands on". The Committee agreed.

Recreation Program Coordinator Katherine Ashford shared she is in contact with different art groups. They have indicated being interested in participating events. She will share contact information with Chair Utter.

b. Flicks in the Park

Members discussed the event dates and determined with member schedules and timing ACEAC would not be able to coordinate pre-show events this year. Will include event planning in the event timeline/calendar for next summer.

c. Art Project Planning

RPC Ashford inquired if ACEAC would be interested in sharing resources and partnering where applicable. The Committee was interested and approved inviting art groups to attend ACEAC meetings. The first step is to meet potential partners then identify where may be able to coordinate efforts.

**6. COMMITTEE DISCUSSION ITEMS/UPDATES**

Chair Utter briefed the committee on her report to City Council.

Chair Utter proposed partnering with other groups for the Veterans Day Event or considering having the event on a different day.

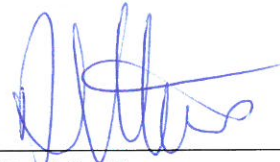
Due to schedule conflicts i.e. vacations the Committee agreed to reschedule the June 28 meeting to June 14 at 2:00 PM; Staff Liaison Leymaster will notify the Committee which room the meeting will be in.

7. **TENTATIVE AGENDA ITEMS** – June 14, 2017

- Event Planning – “Chalk the Walk” August 19
- Event Planning Timeline/Calendar

8. **ADJOURNMENT**

Chair Utter adjourned the meeting at 7:21 PM.

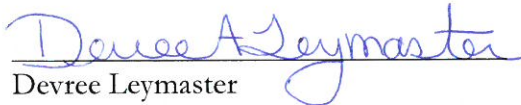


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Danielle Utter

Chair

6/14/17

\_\_\_\_\_  
Date



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Devree Leymaster  
City Recorder