



ARTS & COMMUNITY EVENTS  
ADVISORY COMMITTEE MEETING  
1300 NE Village Street  
Fairview, OR 97024  
Wednesday, September 27, 2017

**PRESENT:**

Danielle Utter, Chair  
Rose Engeln  
Ginell Cooper  
Council Liaison Lisa Barton Mullins

**ABSENT:**

Mary Murrell  
Kathy Kudrna

**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 – August 2 & 23, 2017**

Chair Utter proposed clarifying information in the August 23 minutes regarding event start time for Chalk the Walk to include support for an earlier start time if warranted to mitigate for weather i.e. heat. If start earlier will also need a stronger marketing strategy. The committee agreed.

Vice Chair Engeln moved to approve the August 2 and August 23, 2017 minutes with changes and Member Cooper seconded. The motion passed unanimously.

**4. EVENTS**

a. Veterans Day

City Recorder (CR) Leymaster shared cost estimates for yellow ribbons and street banners. She noted there are currently 32 or 36 existing poles the city has set to hang banners. They are in the Village, along Halsey, two or three are by the Community Center, and one at the entrance to 7<sup>th</sup> St. and 213<sup>th</sup> off of Halsey. The poles along Fairview Parkway are not city owned; would need permission from the lighting district to mount brackets and the poles along 223<sup>rd</sup> are telephone poles controlled by Multnomah County. The approximate cost to add brackets is \$70 per pole.

CR Leymaster reported the effort to contact a staff person at the Fairview Veterans Clinic was unsuccessful. The Veterans Public Affairs Office replied the staff at the Fairview Clinic is specific to patient care. The Public Affairs Office recommended we share our plans with them and they may be able to support the event/activity.

The Committee discussed the budget and agreed this year would be the first phase. Banners would be placed at 32, or 36, poles with brackets. They choose style F. They would also place

the small flags in the grass areas in front of City Hall. This a tradition that would be built upon and expanded to other areas in the city. Will also encourage citizens to decorate i.e. put out flags to decorate their neighborhoods. This approach would include more people and be a visual reminder to remember and honor Veterans.

Council Liaison Barton Mullins remarked the proposal to honor Veterans is different from year's prior. She proposed presenting the information to Council. Chair Utter and Member Cooper replied they would be happy to attend the next Council meeting and share ACEAC's recommendation.

For future Veterans Day events the Committee discussed reaching out to the Fairview Veterans Clinic in a different way; see if they could make a connection. Also look at reaching out to other groups i.e. Reynolds High School to see if they could build partnerships and assist with activities/events.

b. Christmas Tree Lighting

CR Leymaster reported Wonser Woods has agreed to donate a tree this year. Parks staff will coordinate bringing the tree in and decorating it. The Committee discussed use of the space available in City Hall for the event and options to organize the event; including moving some aspects outside. Ideas to add an art element, having a choir perform along the stairs, adding a coat check or rack were touched on.

**5. COMMITTEE DISCUSSION ITEMS/UPDATES**

a. Committee Name – Rebranding

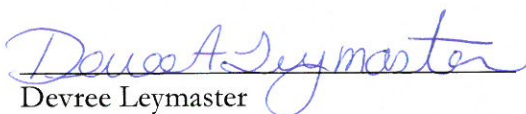
Chair Utter proposed scheduling a Committee Retreat to allow more time for a rebranding discussion and advance event planning. The Committee supported the idea.

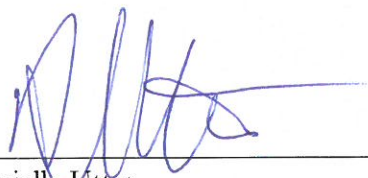
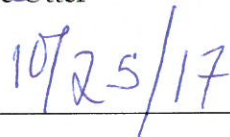
**6. TENTATIVE AGENDA ITEMS – October 12, 2017**

- Veterans Day
- Christmas Tree Lighting – December 2
- Plan Committee Retreat

**7. ADJOURNMENT**

Chair Utter adjourned the meeting at 6:57PM.

  
Devree Leymaster  
City Recorder

  
\_\_\_\_\_  
Danielle Utter  
Chair  
  
\_\_\_\_\_  
Date