

Arts, Culture, and Heritage Commission

July 19, 2023



WILSONVILLE
OREGON



Purpose

- volunteer municipal board that **advises** the City Council and other City boards, commissions and committees on **promoting the advancement** of arts, culture, and heritage activities, events, facilities and programs that benefit the community. (resolution)



Mission

- To enhance the Wilsonville community by supporting, advocating and advising on matters relating to advancing arts, culture & heritage. We strongly believe residents' lives are enriched and enhanced through a thriving arts and culture environment.



Vision

Our Vision describes our desired future...

Lives will be enriched and enhanced through a thriving arts and culture environment in Wilsonville. Our vision for Wilsonville is one that:

- Supports all creatives
- Fosters a sense of inclusivity for all cultures
- Has a vibrant cultural identity
- Celebrates local history and heritage
- Is recognized for accessible community cultural facilities, parks, and other spaces to host a variety of creative forms and activities
- Features a robust Public Art program



Duties

- 1. Oversees implementation of the Arts, Culture, and Heritage Strategy (ACHS)
 - Develops annually for City Council approval fiscal year plans for Five-Year Action Plan and annual One-Year Implementation Plan for prioritizing and fulfilling recommendations of the ACHS.

- 2. Makes recommendations to the City Council and other City boards, commissions and committees as is appropriate to:
 - a. provide public-sector leadership and coordination to support arts, culture and heritage activities, events, facilities and programs;
 - b. improve inter-governmental collaboration and coordination to advance arts, culture and heritage;
 - c. work with partners to advance an arts and cultural center/facility;
 - d. develop a long-term, sustainable public-arts programs;
 - e. suggest ways to make cultural diversity, ethnic inclusivity and accessibility for all community members a priority for cultural programs;
 - f. provide strategic assistance with Wilsonville cultural non-profits in order to build organizational capacity; and
 - g. identify and recommend the use of sustainable funding mechanisms to support arts, culture and heritage.

- 3. makes recommendations to the City Council concerning the goals and objectives, and the selection and disbursement of funds of the Community Cultural Events and Programs Grant Program that is intended to aid organizations that produce projects, programs or events that promote local business and tourism, and for festivals and special events for the benefit of the Wilsonville community.
(resolution)



Examples

ACHC

- Advise, give feedback and recommendations on public art policy and procedures
- Advise, research, give feedback, make recommendations to staff on potential projects, programs, etc.
- Feedback on prioritization of staff work
- Give feedback and recommendations on draft RFQ/RFPs, call for art, etc.
- Review artist applications
- Serve as the selection panel and review body for projects
- Voting/recommending on artists/applications
- Providing design input and direction to artists once selected
- Voting/recommending on final designs
- Assisting with marketing and outreach of arts, culture and heritage programs
- Make suggestions on ways to support local nonprofits
- Make suggestions on ways to make cultural diversity a priority

STAFF

- Draft policies, procedures, etc. and present to ACHC for input
- Cross-department collaboration on policies, procedures, funding (i.e finance, community development, planning, public works, etc.)
- Take policy and funding recommendations to City Council for approval and adoption
- Program development - draft potential project/program ideas and present to ACHC for input
- Writing RFQ/RFP, Call for Art, Marketing and distribution of these opportunities
- Facilitation of artist panels/interviews
- Artist contract development/management with collaboration with Legal dept.
- Work with Public Works, Engineering, etc. on installations, maintenance plans, etc.
- Collections management
- Hires performers/artists, etc.
- Makes purchases of supplies for events (has spending ability, manages budget)



Rules

- Prepare effectively for the meeting by reading the packet ahead of time.
- Start on time, end on time... out of respect for busy schedules.
- Don't tell other people's stories without their permission. This helps to create a safe space for our work together.
- Encourage everyone to participate. Speak once on any topic, then look around and invite others to chime in before you speak again.
- Clear, honest, direct communication is essential for success. If there are bumps in our road and/or you are misunderstood, say so. Say the hard things even when it's difficult.
- Take care of yourself during meetings; take breaks as needed.



Member Qualifications

- Commissioners shall be community members with knowledge and experience in arts, culture or heritage activities, events, facilities and/or programs, and includes artists, business professionals, youth, community members of diverse ethnic backgrounds and those with proficiency relevant to the purpose of the Commission. **Members are not appointed to represent specific constituencies, but to act on behalf of the entire community.**



Meetings

- Will meet at least four (4) times per fiscal year.
- All meeting notices may be given by email or regular mail and will be published on the City's website.
- All Commission meetings are open to the public.
- A meeting may be held without a quorum; however, a quorum of at least five (5) voting members is required in order for the Commission to vote on any matter.