



**Appendix I:  
Arts, Culture and Heritage (ACHS) Task Force**

**TABLE OF CONTENTS**

- Task Force Charter, June 2020 ..... 2
- Arts, Culture and Heritage Strategy Task Force Meeting Dates and  
Agendas Outline, June 19, 2020 ..... 4
- Arts, Culture and Heritage Strategy Task Force Members, August 2020 ..... 5
- Arts, Culture and Heritage Strategy Task Force Committees Members, August 2020... 7



# City of Wilsonville Arts, Culture and Heritage Strategy

## Task Force Charter

DATE:  
June 2020

CHARTERED BY:  
City Manager, City of Wilsonville

PROJECT MANAGER:  
Mark Ottenad, Public/Government Affairs  
Director, City of Wilsonville Administration Dept.

### PURPOSE

The Wilsonville Arts, Culture and Heritage Strategy Task Force is charged by the City Manager with providing local-area knowledge, subject-matter expertise and community standards on the planning process and findings and recommendations for development of an Arts, Culture and Heritage Strategy. A City Council 2019-21 goal, the Arts, Culture and Heritage Strategy seeks to provide policy and program recommendations to the Council for cultivating a sustainable, long-term plan that supports community aspirations for a vibrant cultural scene.

The Task Force is composed of the leaders of local-area nonprofit organizations and government agencies engaged in arts, culture and heritage activities, programs and events, together with residents who support cultural affairs and artists/craftspeople.

Members of the Task Force advise City staff and consultant as they analyze conditions and evaluate implementation strategies for expanding cultural resources and long-term sustainability. The Task Force members bring knowledge, ideas, insights, and innovative thinking to surface the most promising and feasible policy and programmatic options that best serve Wilsonville's objectives for encouraging the long-term growth and development of arts, culture and heritage activities, events and programs.

While consensus on the findings and recommendations is desirable, it is not the goal of the Task Force. The work of the Task Force is to be integrated into development of the implementation tools and programs.

### TASK FORCE PROCESS

The Task Force members review and provide comment and recommendations on draft materials and proposals as presented by staff and consultant. Staff and consultant incorporate issues, concerns and ideas that emerge from the Task Force into Arts, Culture and Heritage Strategy findings and recommendations for consideration by City Council.

Due to large size of the Task Force, the City anticipates creating several committees to provide more specific, focused advice on an ad-hoc or planned basis. Drawn from the task force, a smaller core steering committee provides more specific, immediate feedback to the staff and consultant during strategy development. Additional committees composed of task force members may be organized, including a youth advisory committee and specialized committees to advise on the cultural assets inventory, namely:

- Arts Cultural Assets Committee
- Humanities/Literary Arts Cultural Assets Committee
- Heritage/History Cultural Assets Committee

### ROLES AND RESPONSIBILITIES

#### Task Force Members

- The Task Force is scheduled to meet on three occasions in June, July and August 2020 for 1.5-hour-long meetings. Homework before and/or after meetings is estimated at one to two hours.
- Task Force members review, analyze, discuss, and consider a range documents, including the cultural assets inventory form and public submissions, together with overall findings and recommendations.

- Based on expertise and interest, participate in one or more committees to review and evaluate public submissions to the Cultural Assets Inventory.
- Serve as a sounding board so that a variety of viewpoints, information, and thinking goes into formulating strategies that support long-term cultivation of arts, culture and heritage activities, programs and events.
- Engage in open and constructive dialogue to ensure that potential solutions are well-vetted and that diverging opinions are aired, discussed and documented.
- Task Force may recommend members to serve as Chair and Vice-Chair. The Chair calls task force meetings to order and oversees the conduct of the meeting; the Vice-Chair serves in the Chair's stead when unavailable.

### **Staff / Consultant Team**

- Wilsonville staff convene the Task Force and meetings are facilitated by the city's consultant. The staff/consultant team is responsible for ensuring ideas and comments coming from the Task Force are heard, communicated, and considered in the technical work.
- Team prepares and distributes agendas and materials in advance of each meeting. Staff is responsible for communicating with Task Force members between meetings and preparing meeting summaries.
- The team manages the process for the good of the community as a whole and respects volunteers' time

## **MEETINGS SCHEDULE**

The Task Force is scheduled to meet three times virtually online via Zoom over the course of the project, with the following dates based on an online "Doodle" poll of a majority of members' availability.

### **Task Force Meeting #1: Wed, June 24, 3:00 PM – 4:30 PM**

- Introductions and Orientation/Process
- Desired Outcomes and Deliverables
- Review of draft cultural assets inventory public-submission form
- Establishing Task Force committees:
  - Steering Committee
  - Youth Committee (recruitment)
  - Arts Cultural Assets Committee
  - Humanities/Literary Cultural Assets Committee
  - Heritage/History Cultural Assets Committee
- Review of municipal survey underway

### **Task Force Meeting #2: Tue 7/21, 1:00 PM – 2:30 PM**

- Review of cultural assets submissions to Cultural Assets Committees
- Review of initial municipal survey results
- Review of citations to other City master plans and strategies
- Summary review of initial findings

### **Task Force Meeting #3: Tue 8/25, 1:00 PM – 2:30 PM**

- Review of Draft Arts, Culture and Heritage Strategy
  - Draft Findings and Recommendations
  - Draft Appendices
    - Cultural assets inventory
    - Municipal survey results
    - Citations to master plans

# Arts, Culture and Heritage Strategy Task Force Meeting Dates and Agendas Outline

June 19, 2020



## Task Force Meeting #1: Wed, June 24, 3:00 PM – 4:30 PM

- Introductions and Orientation/Process
- Desired Outcomes and Deliverables
- Review of draft cultural assets inventory public-submission form
- Establishing Task Force committees:
  - Steering Committee
  - Youth Committee (recruitment)
  - Arts Cultural Assets Inventory Committee
  - Humanities/Literary Cultural Assets Inventory Committee
  - Heritage/History Cultural Assets Inventory Committee
- Review of municipal survey underway

## Task Force Meeting #2: Tue 7/21, 1:00 PM – 2:30 PM

- Assigning cultural assets inventory submissions to Cultural Assets Inventory Committees
- Review of initial municipal survey results
- Review of citations to other City master plans and strategies
- Summary review of initial findings

## Task Force Meeting #3: Tue 8/25, 1:00 PM – 2:30 PM

- Review of Draft Arts, Culture and Heritage Strategy
- Draft Findings and Recommendations
- Draft Appendices
  - Cultural assets inventory
  - Municipal survey results
  - Citations to master plans

[www.ci.Wilsonville.or.us/ArtsCultureStrategy](http://www.ci.Wilsonville.or.us/ArtsCultureStrategy)

## Arts, Culture and Heritage Strategy Task Force Members



August 2020

*Task Force members' list sorted by last name*

**Donna Atkinson**, Outreach Chair, Wilsonville Community Seniors, Inc

**Toni Avery**, local-area artist

**Jasleen Bhushan**, youth community representative

**Paul Bunn**, former Budget Committee Member

**Rebecca Burkeen**, Director of Alumni Relations, Oregon Institute of Technology /  
Oregon Tech Wilsonville

**Rose Case**, Old Town neighborhood volunteer; retired teacher

**Mary Closson**, President, Closson Communications; former Member, Parks and Recreation  
Advisory Board; Member, Urban Renewal Task Force

**Maggi Decker**, Past Chair, Wilsonville Arts & Culture Council

**David DeHart**, Board Member, Clackamas County Arts Alliance

**John Dillin**, local-area resident interested in arts and culture

**Pat Duke**, Library Director, City of Wilsonville - Public Library

**Angennette Escobar**, Art Educator, Wilsonville High School, West Linn-Wilsonville School  
District - Wilsonville High School

**Jenny Evers**, Co-President, West Linn-Wilsonville Music & Arts Partners

**Jerry Greenfield**, Commission Chair, City of Wilsonville - Planning Commission

**David Harrelson**, Tribal Historic Preservation Officer, Cultural Resources Department, The  
Confederated Tribes of Grand Ronde; Board Member, Chehalem Cultural Center, Newberg

**Eric Hoem**, President, Charbonneau Arts Association

**Eleanor Gale Karrick**, youth community representative

**Greg Leo**, Board Member, Friends of Historic Butteville

**Sydney Leveque**, youth community representative

**Anne MacCracken**, Transit Management Analyst, City of Wilsonville - SMART Transit

**Mike McCarty**, Parks & Recreation Director, City of Wilsonville - Parks & Recreation Dept.

**Benjamin Mefford**, Director of the Wilsonville Festival of the Arts, Wilsonville Arts & Culture  
Council

**Padmanabhan (PK) Melethil**, Past President, Wilsonville Arts & Culture Council

**Regan Molatore**, Board Chair, West Linn-Wilsonville School District

**Isela Morales**, youth and Latinx representative

**Brady Mordhorst**, Organizer, Fun in the Park

**Edwardo Navarro-Santana**, Latinx community representative

**Mallory Nelson**, Youth Representative on the Wilsonville Public Library Board.

**David Niklas**, President, WilsonvilleSTAGE

**Susan Reep**, local-area artist

**Susan Schenk**, Board Member, Clackamas County Arts Alliance; Wilsonville Boones Ferry Historical Society

**Rohit Sharma**, Member, City of Wilsonville - Tourism Promotion Committee

**Christopher Shotola-Hardt**, President, Wilsonville Arts & Culture Council; former Visual Art Teacher, Wilsonville High School (retired)

**Richard (Dick) Spence**, Board Member, WilsonvilleSTAGE; Wilsonville Public Library Foundation

**Elaine Swyt**, Board Member, Charbonneau Arts Association

**Laurie Tarter**, Member, Wilsonville Area Chamber of Commerce

**Shelly Tracy**, Director, Wilsonville Training Center, Clackamas Community College

**Steven Van Wechel**, President, Wilsonville Boones Ferry Historical Society

**Kit Whittaker**, Board Member, Wilsonville Arts & Culture Council

**Aaron Woods**, Commissioner, City of Wilsonville - Planning Commission

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**City Council Liaisons:** City Councilors Charlotte Lehan and Joann Linville

**City Staff:** Mark Ottenad, Public/Government Affairs Director, 503-570-1505;

[ottenad@ci.wilsonville.or.us](mailto:ottenad@ci.wilsonville.or.us)

Zoe Monahan, Assistant to the City Manager, 503-570-1503;

[monahan@ci.wilsonville.or.us](mailto:monahan@ci.wilsonville.or.us)

**Consultant:** Bill Flood, Cultural Planning Consultant, 503-710-5413; [bill@billflood.org](mailto:bill@billflood.org)

**Online Information:** [www.ci.Wilsonville.or.us/ArtsCultureStrategy](http://www.ci.Wilsonville.or.us/ArtsCultureStrategy)

# Arts, Culture and Heritage Strategy Task Force Committees Members

As of August 4, 2020

*Task Force members' list sorted alpha by last name*



## Steering Committee

Paul	<b>Bunn</b>
John	<b>Dillin</b>
Angenette	<b>Escobar</b>
David	<b>Harrelson</b>
Joann	<b>Linville</b>
Benjamin	<b>Mefford</b>
David	<b>Niklas</b>
Christopher	<b>Shotola-Hardt</b>
Elaine	<b>Swyt</b>

## Youth Advisory Committee

Angenette	<b>Escobar</b>
Christopher	<b>Shotola-Hardt</b>

## Arts Cultural Assets Committee

Toni	<b>Avery</b>
Maggi	<b>Decker</b>
John	<b>Dillin</b>
Eric	<b>Hoem</b>
Joann	<b>Linville</b>
Anne	<b>MacCracken</b>
Benjamin	<b>Mefford</b>
David	<b>Niklas</b>
Susan	<b>Reep</b>
Susan	<b>Schenk</b>
Christopher	<b>Shotola-Hardt</b>
Dick	<b>Spence</b>
Laurie	<b>Tarter</b>
Elaine	<b>Swyt</b>

## City Staff

**Mark Ottenad**, Public/Government Affairs  
Director  
503-570-1505      [ottenad@ci.wilsonville.or.us](mailto:ottenad@ci.wilsonville.or.us)

**Zoe Monahan**, Assistant to the City Manager  
503-570-1503      [monahan@ci.wilsonville.or.us](mailto:monahan@ci.wilsonville.or.us)

## Humanities/Literary Arts Cultural Assets Committee

Maggi	<b>Decker</b>
Anne	<b>MacCracken</b>
Benjamin	<b>Mefford</b>
Mallory	<b>Nelson</b>
Kit	<b>Whittaker</b>
Aaron	<b>Woods</b>

## Heritage/History Cultural Assets Committee

Donna	<b>Atkinson</b>
Paul	<b>Bunn</b>
John	<b>Dillin</b>
Pat	<b>Duke</b>
Charlotte	<b>Lehan</b>
Greg	<b>Leo</b>
Brady	<b>Mordhorst</b>
PK	<b>Melethil</b>
Mallory	<b>Nelson</b>
Steven	<b>Van Wechel</b>
Christopher	<b>Shotola-Hardt</b>
Aaron	<b>Woods</b>

## Consultant

**Bill Flood**, Cultural Planning Consultant  
503-710-5413      [bill@billflood.org](mailto:bill@billflood.org)

## Online Information

[www.ci.Wilsonville.or.us/ArtsCultureStrategy](http://www.ci.Wilsonville.or.us/ArtsCultureStrategy)