

CREATIVE PORTLAND

P.O. Box 4675 | Portland, ME | 04112 | 207-370-4784

Board of Directors Meeting

Wednesday, April 3, 2019

3:30 PM

84 Free Street

AGENDA

1. **THE 4/3/2019 CREATIVE BOARD MEETING HAS BEEN CANCELED.**
2. **Welcome and President's Comments**
 - A. VP Kate Anker will preside in David Brenerman's absence.
3. **Consent Agenda**
 - A. March 6, 2019 Meeting Minutes
 - B. Financial Update Through February 2019
 - C. Executive Director's Report
ACTION: Vote to accept Consent Agenda
4. **Executive Director Update and Discussion**
 - A. Board Retreat - May 1, 2019, 3:00-7:00 p.m.
 - B. Rock Row Partnership
 - C. HEAR, HERE - Feb. 16, 2020
 - D. Arts & Culture Summit - June 18, 2019
5. **Committee Chair Updates**
 - A. Governance
 - I. City will not renew contracts for Creative Portland staff and will cut off payroll and benefits for FY20.
 - II. Board Recruitment - Nomination Discussion
 - B. Finance
 - C. Advancement

FY19 Board Meeting Upcoming Dates:

May 1, 2019 (Retreat 3:00-7:00 p.m.)

June 5, 2019

June 26, 2019 (in lieu of July 3)

Creative Portland Board Minutes

March 6, 2019

Creative Portland Office

84 Free Street

Board In Attendance: Greg Mitchell, Peter Bass, Gib Foltz, Nicole Barna, Brian Marshall, Mufalo Chitam, Raffi Der Simonian, Lisa Bloss, David Brenerman (phone), Kate Anker (phone)

Staff in Attendance: Dinah Minot, Emily Southard

Audience: n/a

Meeting called to order 3:38pm

Welcome & President's Comments

Mr. Marshall presided as Mr. Brenerman and Ms. Anker were not able to attend in person. Mr. Brenerman and Ms. Anker both joined via conference call.

Consent Agenda

Mr. Foltz gave a brief overview of the financials, reporting that the organization is in good shape for the year and that the TIF income will now be accrued over all 12 months in the books.

Motion to Approve Consent Agenda

First: Mr. Der Simonian; Second: Mr. Bass

No further discussion.

Vote: Unanimous

Executive Director Update

Cultural Plan

- The cultural plan update has been completed. The final report was presented to the Portland Development Corporation, the Planning Board, and then City Council, who adopted the update as an official city plan at their meeting on February 20.
- CP has begun sharing the update with community stakeholders
- CP will be facilitating ongoing action plan work and organizing an Arts & Culture Summit on June 18, location TBD.

Grants

- Creative Portland can now apply to Maine Arts Commission (MAC) CCED II: Implementation Grant program to receive \$75,000 for cultural plan implementation.
- The CCED II application needs to select one element from the plan to implement, which will be celebrating the arts with Congress Street as the spine through branding and experience design work from an outside consultant.

Resources

- The need to clarify who/what organizations in the Portland community can assist groups with event support was discussed. CP can help promote events by local artists and organizations and can act as a convener and connector but cannot run them or fund them due to limited capacity.
- CP offers fiscal sponsorships to assist organizations and projects obtain funding and Monday Morning Drop By to connect with the community.

Grants continued

- CP will hear from the National Endowment for the Arts in April regarding the pending grant application for the creative bus shelter initiative, which would use bus shelters as a canvas for public art.
- CP is also applying for an Organizational Development Grant from Maine Arts Commission, which will be to obtain funding for software tools and website maintenance.
- Maine Arts Commission will only fund one grant per organization (in specific categories), which means if CP applies then our fiscal sponsors cannot apply with us as their sponsor.
- Ms. Minot asked for the board's help with grant research.

Hear Here

- Hear Here was in alignment with CP's mission. The program listed CP's Board of Directors and program offerings.
- Survey response overview:
 - Multiple people were emotionally touched by the themes of immigrant inclusion and integration, others thought there was too much focus on community and immigrant integration where there should have been more of a focus on arts
 - Overwhelming support for a Hear Here 2
 - Most survey respondents ranked the show an 8 or a 10 (out of 10)
 - PortTix shared buyer contact info for survey feedback purposes. Surveys were also sent to sponsors, curators, and talent.
 - The only negative feedback was from people who felt shushed or oppressed by the ushers when the Burundi drummers were performing.
 - The finale needed more prep time.
 - Burundi drummers stole the show.
- 700 people attended. 375 tickets were sold, the rest were comps.
- Shared photos and a video recap of the event.
- Event co-promoters were first-time CP sponsors. There were over 60 community sponsors. In kind services came from Big Room Studios, Transformat, Chris Akerlind and others, which kept costs down.

Professional Development Workshops

- The most recent workshop sold out almost immediately and was moved to Mechanics' Hall to accommodate the demand.
- Possible future curation of a website to list city-wide programs was discussed. Such a project would require sponsorship.

Arts & Culture Summit

- Location TBD
- Stakeholders have been asked to join the steering committee, which will be 12-18 people, to be involved for two years and to define the content of the summit.
- Proposed structure (dependent on steering committee approval)
 - Morning workshops: implementation plans, nonprofits, etc
 - The steering committee will determine workshop content
 - Lunch with showcase opportunities
 - Afternoon workshops: how to integrate and attract angel investors into the arts community, etc
 - Keynote speaker: potential topic -- value of the arts and culture sector as an economic driver
- Last year's summit was a presentation and review of the identified priorities, and cultural plan monies were used to pay for it. This year's is a sponsorship opportunity.
- Carole Martin is the facilitator Ms. Minot is hoping to hire to help design the summit and facilitate morning workshops.
- Plan is to hold a social event at the end of the day as a relaunch of 2 Degrees, or perhaps host the next night in tandem with the Chamber of Commerce and Startup Maine.

Committee Updates

Governance

- Updated adjustments to the bylaw amendments will be reviewed by the city Nominating Committee in April or May.
- Mr. Brenerman discussed the updated amendments with two members of the Nominating Committee who opposed the initial amendments and believe that, if CP takes money from the city, then the city needs to be able to appoint almost half of the board's members. He said that the board needs to decide how far they want to push the issue. He recommended delaying for a bit and noted it would be discussed further with the ExCom.
- Discussion of a board retreat on May 1st in either a 2-6pm or a morning timeframe. General support to hold the retreat on the day of a regularly scheduled meeting and in the late afternoon/early evening.

Motion to Adjourn

First: Mr. Der Simonian; Second: Mr. Bass

No further discussion

Vote: Unanimous

Adjourned 4:52pm

Minutes respectfully submitted by Emily Southard

Creative Portland
Statement of Activity
 July through February 2019

	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	TOTAL
Ordinary Income/Expense									
Income									
4100 · Operations (unrestricted)									
Total 4100 · Operations (unrestricted)	8,605	8,458	8,630	8,623	13,704	12,516	9,172	9,528	79,238
Total 4200 · Programs	0	0	0	2,550	0	750	14,500	10,861	28,661
Total Income	8,605	8,458	8,630	11,173	13,704	13,266	23,672	20,390	107,899
Cost of Programs									
Total 5000 · Cost of Programs	866	253	361	0	95	500	1,354	19,589	23,018
Expense									
Total 6000 · Marketing	95	125	292	511	246	201	333	348	2,152
Total 6100 · Personnel	9,300	9,450	11,086	9,300	9,320	9,216	9,300	7,426	74,399
Total 6200 · Occupancy Expenses	540	463	372	522	488	701	904	888	4,878
Total 6300 · Travel	0	0	0	0	0	0	0	26	26
Total 6500 · Professional Services	1,408	641	493	0	481	1,703	525	455	5,706
Total 6600 · Operating Expenses	355	1,002	317	1,171	551	703	436	3,273	7,809
Total Expense	12,564	11,934	12,922	11,504	11,180	13,025	12,852	32,004	117,986
Net Ordinary Income	-3,959	-3,476	-4,292	-331	2,524	242	10,819	-11,614	-10,086
Other Income/Expense									
Other Income									
7000 · Other Income-Expense									
7100 · Interest Inc	0	0	0	0	0	0	0	10	10
7200 · In-Kind Donations	240	0	0	870	0	0	0	36,629	37,739
7700 · Interest Exp - City Loan	-19	-19	-19	-19	-19	-1	-1	-1	-97
7900 · In-Kind Expenses	-240	0	0	-870	0	0	0	-36,629	-37,739
Total 7000 · Other Income-Expense	-19	-19	-19	-19	-19	-1	-1	9	-87
Total Other Income	-19	-19	-19	-19	-19	-1	-1	9	-87
Net Other Income	-19	-19	-19	-19	-19	-1	-1	9	-87
Net Income	<u><u>-3,978</u></u>	<u><u>-3,494</u></u>	<u><u>-4,310</u></u>	<u><u>-349</u></u>	<u><u>2,506</u></u>	<u><u>240</u></u>	<u><u>10,818</u></u>	<u><u>-11,606</u></u>	<u><u>-10,173</u></u>

Creative Portland
Statement of Financial Position
As of February 28, 2019

	Feb 28, 19	Jan 31, 19	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1010 · Creative Portland Checking	45,364	86,050	-40,686	-47.28%
1015 · Petty Cash	396	396	0	0.0%
1025 · PayPal Account	138	138	0	0.0%
Total Checking/Savings	<u>45,898</u>	<u>86,584</u>	<u>-40,686</u>	<u>-46.99%</u>
Other Current Assets				
1600 · Prepaid expenses				
1610 · Prepaid Insurance	565	372	193	51.77%
Total 1600 · Prepaid expenses	<u>565</u>	<u>372</u>	<u>193</u>	<u>51.77%</u>
Total Other Current Assets	<u>565</u>	<u>372</u>	<u>193</u>	<u>51.77%</u>
Total Current Assets	<u>46,463</u>	<u>86,956</u>	<u>-40,493</u>	<u>-46.57%</u>
Fixed Assets				
1400 · Fixed Assets				
1410 · Equipment	4,579	4,579	0	0.0%
1420 · Accumulated Depreciation	-3,145	-3,145	0	0.0%
1450 · Leasehold Improvements				
1455 · Accumulated Depreciation	-3,598	-3,297	-300	-9.11%
1450 · Leasehold Improvements - Other	36,058	36,058	0	0.0%
Total 1450 · Leasehold Improvements	<u>32,460</u>	<u>32,761</u>	<u>-300</u>	<u>-0.92%</u>
Total 1400 · Fixed Assets	<u>33,894</u>	<u>34,195</u>	<u>-300</u>	<u>-0.88%</u>
Total Fixed Assets	<u>33,894</u>	<u>34,195</u>	<u>-300</u>	<u>-0.88%</u>
Other Assets				
1950 · Stock Ownership	1,051	1,051	0	0.0%
Total Other Assets	<u>1,051</u>	<u>1,051</u>	<u>0</u>	<u>0.0%</u>
TOTAL ASSETS	<u>81,409</u>	<u>122,202</u>	<u>-40,794</u>	<u>-33.38%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	0	1,000	-1,000	-100.0%
Total Accounts Payable	<u>0</u>	<u>1,000</u>	<u>-1,000</u>	<u>-100.0%</u>
Other Current Liabilities				
2100 · Payroll Liabilities	23,278	41,878	-18,600	-44.42%
2200 · Art Sale Liability	162	162	0	0.0%
2500 · Fiscal Sponsorship Liability				
Total 2500 · Fiscal Sponsorship Liability	<u>14,509</u>	<u>15,445</u>	<u>-937</u>	<u>-6.07%</u>
2900 · Deferred Donation Income	8,333	16,667	-8,333	-50.0%
Total Other Current Liabilities	<u>46,282</u>	<u>74,152</u>	<u>-27,870</u>	<u>-37.59%</u>
Total Current Liabilities	<u>46,282</u>	<u>75,152</u>	<u>-28,870</u>	<u>-38.42%</u>
Long Term Liabilities				
2800 · City of Portland Loan	16,971	17,289	-318	-1.84%
Total Long Term Liabilities	<u>16,971</u>	<u>17,289</u>	<u>-318</u>	<u>-1.84%</u>
Total Liabilities	<u>63,253</u>	<u>92,441</u>	<u>-29,188</u>	<u>-31.58%</u>
Equity				
Total Equity	<u>18,156</u>	<u>29,762</u>	<u>-11,606</u>	<u>-39.0%</u>
TOTAL LIABILITIES & EQUITY	<u>81,409</u>	<u>122,202</u>	<u>-40,794</u>	<u>-33.38%</u>

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Executive Director Report- 04/03/19 Board Meeting

March was a busy month for building relationships and community engagement. CP established three new volunteer teams, including a new 2 Degrees committee, a new curatorial art team, and a cultural plan implementation steering committee. All of the groups have convened at least once and are off to a promising start, excited about the new talent and partnerships.

Developing new partnerships with Live + Work in Maine and Waterstone/Rock Row has positioned CP for more exposure and engagement within the private sector. This is a priority initiative as we work toward building capacity and attracting new sponsorships.

CP took a hit this quarter with the City's announcement to suddenly cut off payroll services and benefits to Creative Portland staff, originally implemented in 2016, citing a liability issue with non-employees who have been benefiting from the City's employee health plan and fringe benefits. Both the Executive Director and Program Assistant contracts will not be renewed by the City for FY20. The organization will need to assume responsibility for payroll and benefits beginning July 1, 2019.

UPCOMING DATES - FY19

- April 24 Immersion Art Opening, CP Gallery, Wednesday, 5:30pm-7pm
- April 30 Indigo Arts Alliance Opening
- May 1 Board Retreat Wednesday, 3-7pm
- May 2 Pihcintu Multicultural Chorus Concert & CD Release Party - Thursday at 5:30pm, First Parish Church
- May 3 First Friday Art Walk
- June 4 Welcome Asheville, NC
- June 5 Board Meeting
- June 6/7 CCX Presentation, NEFA Conference, Montpelier, VT
- June 7 - First Friday Art Walk
- June 18 - Arts & Culture Summit 9am at Ocean Gateway, followed by 2 Degrees Event 5-7pm
- June 26 - Board Meeting (last board meeting of FY19)
- June 28 - Burundi Drum, Dance & Culture Festival - Expo

COMMUNITY OUTREACH:

- **Portland Media Center** - Professional Development Workshop on Video Production 3/27

- **Rock Row Roundup** - 3/25/19. CP organized and managed a meeting with local artists, vendors and makers to pitch and present opportunities for engagement at the Westbrook/Portland development for Phase 1 art installations.
- **PPAC** - USM roundabout artist review (Daniel Minter, CP rep).
- **Speedwell Projects** - 3/27 Artist Talk with Tonee Harbert, photographer. CP Fiscal sponsor.
- **Economic Development Steering Committee (EDSC)** - 3/5/19 Meeting at Visit Portland, hosted by Lynn Tillotson with Greg Mitchell, Casey Gilbert, Portland Downtown & Quincy Hentzel, Regional Chamber, and Dinah/CP to discuss Portland Scorecard (Chamber), Cultural Plan Update, and Portland Downtown's Multi-Modal Transportation Marketing Initiative.

PROGRAMS

- **First Friday Art Walk** - March PortFringe POP-UP, Homer's Odyssey at CP.
- **2 Degrees Program** - New Committee established. Next event June 18 at Ocean Gateway.
- **CP Art Gallery** - New Curatorial Team established. Opening Night Wed April 24.
- **Arts in the Chamber series**
April 17 - TBD
May 6 - Indigo Arts Alliance
- **Professional Development Workshops**
3/27 - Portland Media Center's Video Production Workshop (45 in attendance)
- **Monday Morning Drop By (MMDB) - Community Open House**
April 1 next MMDB, followed by May 6.
- **Cultural Plan Update** - Steering Committee established for cultural plan implementation. Group met on 3/21 to discuss agenda for summit.
- **Arts & Culture Summit 2019** - June 18 at Ocean Gateway
- **Hear Here 2** scheduled for Sunday, February 16, 2020 at Merrill Auditorium. Talent lineup TBA.

NEW FISCAL SPONSORSHIPS (CP receives 5% of incoming funds):

- JanaeSound Initiatives: Janay Woodruff, singer/songwriter, is developing showcases to spread acceptance and tolerance through music to youth audiences.

EXISTING FISCAL SPONSORSHIPS:

- **SPEEDWELL projects**: A not-for-profit arts gallery and artists cooperative in Woodford's Corner dedicated to launching thought-provoking exhibitions in all media for artists in mid-career and senior career.
- **Portland Dance Month**: A month-long series of performances, workshops, and other events, providing an opportunity for local arts organizations to strengthen relationships, expand public engagement, and get audiences excited about seeing more dance performances in Portland.

- Indigo Arts Alliance: An initiative to create innovative hybrid studio spaces to amplify the creative voices, artistic vision, and practice of artists of color in Maine.
- Black Artists Forum (Maine Initiatives grant): A coalition dedicated to maintaining the growth of individual creators and the community of black artists in Maine.
- Startup Maine, Inc.: three-day conference of cutting-edge content, applied learning, and collaborative connections, welcoming both startups and creators from Maine and beyond.
- PechaKucha Portland: A global storytelling presentation that has been active in Portland for 10 years.
- Robot Speak: Arts and technology project spearheaded by artist Eva Rose Goetz.
- Batimbo United Burundi Drummers: Burundi Drum Festival June 28, 2019.