

CREATIVE PORTLAND

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

Board of Directors Meeting

Wednesday, October 5, 2022

3:30 PM

VIA Zoom Link Below

<https://us02web.zoom.us/j/84080411927?pwd=U0N3SnFQUjducTBDanFucTErVGJndz09>

Meeting ID: 840 8041 1927

Passcode: meet

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+1 253 215 8782 US (Tacoma)

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AGENDA

1. **Welcome and President's Comments**
2. **Consent Agenda**

- A. September Minutes - Attached
ACTION: Vote to Accept Consent Agenda

3. FY2023 Work Plan and Budget is Approved

- A. Approved FY2023 Work Plan and Budget - Attached for Reference

4. Executive Director Update

- A. Creative Bush Shelter Update (celebrations on 9/8/2022)
- B. Arts & Culture Summit Recap
- C. Creative Portland App Update
- D. Artist Relief Fund Round 5 Distribution
- E. Staff Update

5. Nominating Committee Update

- A. Two Board Members Renewed (Eliza and Kirstie), plus we welcome two new City appointees: Matt Schwach and Samantha Taube.
ACTION: Vote to appoint Tae Chong for new term, effective 12/2022.

6. Board Share

FY2023 Board Meeting Remaining Dates: November 2, 2022; January 4, 2023; February 1, 2023; March 1, 2023; May 3, 2023; June 7, 2023

CREATIVE PORTLAND^{ME}

Minutes

Board of Directors Meeting

Wednesday, September 7, 2022; 3:30-5:00pm

ZOOM meeting

Attendees: Kate Anker, Kirstie Archambault, David Brenerman, Leah Igo Brooks, Maile Buker, Gib Foltz, Eliza Ginn, Lindsay Hancock, Herb Ivy

Staff: Katie Alleman, Dinah Minot

Absent: Councilor Tae Chong, Anne McGuire, Daniel Minter, Zoe Sahloul, Gerard Salvo

- **Welcome and President's Comments**

- Meeting began at 3:35pm
- Ms. Anker noted that there was no board meeting in August; she hoped everyone had a chance to review the July minutes and August financials
- Ms. Anker asked Ms. Minot for a quick update on the cultural app

- **Consent Agenda (July minutes, August financials)**

ACTION: Vote to accept Consent Agenda

FIRST: Mr. Ivy

SECOND: Ms. Hancock

VOTE: Passed unanimously

- **FY23 Work Plan and Budget is Approved (attached for reference)**

- Ms. Minot reviewed the work plan, which includes a Marketing Wheel; the fiscal sponsorship program; artist relief fund; AEP6 economic impact survey (to be presented at the Arts & Culture Summit); advancement programs; Monday Morning Drop By
- Ms. Minot proposed offering an open call in March for a CP gallery show in April

- **Executive Director Update**

- Creative Bus Shelters Ribbon-cutting ceremonies 9/8/22 (invitation attached)
 - Ms. Minot invited the board to attend one or all shelter ceremonies tomorrow and then shared the run-down of events (including who will be attending/speaking at each shelter)
 - Ms. Hancock asked if there was one shelter in particular that Ms. Minot wanted the board to attend, and Ms. Minot responded that it depended on what interested them since the shelters address different issues.
 - Ms. Anker inquired about volunteer opportunities, i.e. carpooling.
- Cultural App
 - Ms. Minot discussed the new website and shared her screen to show the Artists & Musicians directory page
 - We will present the app at the Arts & Culture Summit. It is only available

in the app store, so only iOS users can access it. Android users will use the website. Ms. Minot estimates that Android users will be able to download the app in 2024. The marketing plan for the launch of the app will include funds from a Maine Office of Tourism grant. We are waiting for a new build to be accepted to the app store, and we anticipate it will be ready by September 20.

Mr. Brenerman joined at 3:58pm

- Ms. Minot encouraged the board to download the app ahead of the Summit.
- Ms. Minot noted that if we wait for spring to install a new gallery show, then the winter can be spent focusing on the website and app
- Arts & Culture Summit - September 20
 - Volunteers are needed to help with registration; to help facilitate speakers by handing out mics; to help type minutes; to be available during the networking session (refer to buddy list)
 - Ms. Buker reminded Ms. Minot that the board was to receive a template letter and instructions on how to create an account to share with their buddy organizations. Ms Minot said those materials would be ready to share after the Summit.
 - Discussions about board volunteer assignments for the Arts & Culture Summit.
 - Ms. Minot asked the board to register for the Summit
 - Many artists have already signed up for the Summit. This is different from the past, when mostly cultural leaders attended. The networking session and afternoon panels will be helpful for them, but it's not a professional development workshop. Mr. Foltz feels it's clear what they're getting out of it, and Ms. Hancock feels it's a good opportunity for them to get out and socialize.
- Fiscal Sponsorship Agreement TBD - Maine Music Festival 2024 and Imaginary Island
 - The fiscal sponsorship program is pared down from years past. Several were ended at the close of FY22.
 - Imaginary Island is a dance group who is seeking a fiscal sponsor for a grant they're applying for

Mr. Foltz left at 4:30pm.

- Maine Music Festival: The board reached a general consensus to take on the MMF as fiscal sponsee with a clause in the agreement for retaining 3% of the funds should they not continue, and 10% for the first \$1 million raised.
- Ms. Buker asked if MMF would be using Creative Portland's name. Ms. Minot answered yes, they have to use our logo.

Ms. Buker left at 4:44pm.

- **Nominating Committee update** - 3 renewals and one new recommendation for Dec appointments
 - 3 renewals (reapplied through the City. CP sent a letter to the City Clerk

supporting these renewals):

- Eliza Ginn (12/2022 - 11/30/2025)
- Kirstie Archambault (12/2022 - 11/30/2025)
- Tae Chong (12/2022 - 11/30/2023)
- 1 recommendation:
 - Clare Hannan - may have to delay her nomination due to personal reasons.
- **FY23 Board meetings** - President's proposed dates (six meetings every other month)
 - The proposal for fewer meetings to encourage more involvement would include 4 zoom meetings and 2 in-person meetings (in November for the annual board retreat and in May). This pattern, if approved, would begin January 2023.

Ms. Brooks left at 5:00

- The board reached a consensus to keep the current schedule.
- Ms. Minot proposed making the February meeting more in-depth on the app to include more feedback. The October meeting can be about the Summit and the app - spend 45 minutes on those topics

- **Board Share**

Motion to Adjourn

FIRST: –

SECOND: –

Meeting adjourned: 5:20pm

FY23 Board Meeting Dates:

October 5

November 2

January 4, 2023

February 1, 2023

April 5, 2023

May 3, 2023

June 7, 2023

FY23 APPROVED CP WORK PLAN:

1. **Creative Portland Marketing Wheel:** includes Monthly Arts Update Newsletter, First Friday Art Walk, social media, website and Creative Portland app marketing, curation, and administration.
2. Annual Arts & Culture Summit (Sept 20)
3. Creative Bus Shelter II - Sept ribbon-cutting ceremonies
4. Summer Stage Series (July & August)
5. Fiscal Sponsorship Program
6. Artist Relief Fund
7. AEP 6 Economic Impact Survey
8. Advancement programs - sponsorships, grant pursuits, etc
9. Board Governance, Board meetings, agenda, minutes etc
10. Host/Public Reception at Creative Portland (including Monday Morning Drop By)

Other programs will be on hold indefinitely, until funds are raised to hire additional project coordinators or program managers.

Creative Portland
Updated Budget Workplan
Fiscal Year 2023

	Base	FY22
	Jul '22 - Jun '23	Jul '21 - Jun '22
Ordinary Income/Expense		
Income		
4100 · Operations (unrestricted)		
4110 · Contribution Income		
4111 · Small Gifts	11,000	11,000
4112 · Board Challenge	7,000	7,000
4116 · Art Sale Contributions	750	750
Total 4110 · Contribution Income	18,750	18,750
4115 · City/Arts District TIF Funding	25,000	100,000
4140 · Sponsorships	25,000	25,000
4150 · Fiscal Sponsor Agent Fee	5,000	10,000
Total 4100 · Operations (unrestricted)	73,750	153,750
4200 · Programs (restricted)		
4205 · CP App-FFAW Income	45,000	3,000
4225 · Hear Here Income	0	0
4235 · Arts Culture Summit/Discussions	5,000	9,000
4245 · CP Gallery Income		
4285 · Creative Bus Shelter Income	44,500	40,000 **Includes 17K in kind
4295 · AEP6 Survey Income	2,200	
4270 · Grants & Foundations	25,000	10,000
4275 · CP Grants - CP App	0	12,600
Total 4270 · Grants & Foundations	25,000	22,600
Total 4200 · Programs (restricted)	121,700	82,100
Total Income	195,450	235,850
Cost of Programs		
5000 · Cost of Programs		
5030 · CP Website - CP App - FFAW Exp	45,000	12,000
5060 · Cost of Program Hear Here	0	0
5070 · Discussions/Summit/Cultural Plan	5,000	9,000
5140 · Creative Bus Shelter Expenses	44,500	60,000 **Includes 17K in kind
5155 · CP App/Website	0	57,000
5175 · Summer Stage	20,000	25,000
5180 · Gathering Stones	0	7,500
5185 · AEP6 Survey Cost	2,200	0
Total 5000 · Cost of Programs	116,700	170,500
5900 · Fundraising Expenses	0	0
Total Cost of Programs	116,700	170,500
Gross Profit	78,750	65,350
Expense		
6000 · Marketing		
6005 · Comm & Marketing Outreach	2,300	2,300
6010 · PR, SM & Community Engagement	1,500	1,500
6020 · Website	4,800	1,400
6025 · Printing and Reproduction	1,800	1,800
6000 · Marketing - Other	9,500	35,000
Total 6000 · Marketing	19,900	42,000
6200 · Occupancy Expenses		
6211 · Office Rent	1,000	4,840
6212 · Electricity	3,273	3,273
6213 · Office Repairs & Maintenance	1,800	0
6214 · Water & Sewer	600	600

Creative Portland
Updated Budget Workplan
Fiscal Year 2023

	Base	FY22
	Jul '22 - Jun '23	Jul '21 - Jun '22
6215 · Internet		900
Total 6200 · Occupancy Expenses	6,673	9,613
6300 · Travel		
6310 · Travel Expenses	2,000	2,000
6300 · Travel - Other	596	596
Total 6300 · Travel	2,596	2,596
6500 · Professional Services		
6530 · Legal Fees	85	85
6560 · Accounting	7,500	7,500
6580 · Other Professional Services	12,500	12,500
Total 6500 · Professional Services	20,085	20,085
6600 · Operating Expenses		
6605 · Telephone/Internet	5,600	600
6610 · Software	4,000	1,200
Total 6615 · Meetings	1,200	2,400
6620 · Office Supplies	1,200	2,400
6625 · Postage and Delivery	300	300
6630 · General Liability Insurance	1,400	2,700
6635 · D & O Insurance	1,200	1,200
6640 · Bank Service Charges	0	0
6645 · Filing Fees	50	0
6650 · Dues & Memberships	600	600
6655 · Board Expense	0	0
6660 · Email	540	540
Total 6600 · Operating Expenses	16,090	11,940
Total Expense	65,344	86,234
Net Ordinary Income	13,406	-20,884
Other Income/Expense		
Other Income		
7000 · Other Income-Expense		
7200 · In-Kind Donations	32,000	47,000
7500 · Depreciation Expense	0	0
7600 · Miscellaneous	0	0
7900 · In-Kind Expenses	32,000	47,000
Total 7000 · Other Income-Expense	0	0
Total Other Income	0	0
Net Other Income	0	0
Net Income	13,406	-20,884
 Total Income (including In-Kind)	227,450	282,850
Total Expense (including In-Kind)	214,044	303,734
Net Income	13,406	-20,884
 Capital Improvements (Leasehold Improvements)	6,500	0
 Change in Cash	6,906	-20,884

Public Art Installations!

You are invited

Ribbon Cutting Ceremonies for
Creative Bus Shelter Initiative II

Thursday, September 8

10:00am - 3:00pm



Portland Maine

10am - We the People

by Zenab Bastawala & Karen Merritt

Portland Public Library (5 Monument Square)

11am - The Reason We Come Together

by Titi de Baccarat

Empire Chinese Kitchen (575 Congress St)

12pm - Ghost Gear by Carter Shappy

Deering Ave at USM Roundabout

1pm - Oxbow by Ben Potter

Northern Light Mercy Hospital

(175 Fore River Parkway)

2pm - Youth in Bloom - Jocelyn Lee

Deering High School

(377 Stevens Ave)



**RSVP: katie@creativeportland.com
207-370-4784**