

CREATIVE PORTLAND

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

Board of Directors Meeting
Wednesday, November 2, 2022
3:30 PM

Via Zoom Link Below:

<https://us02web.zoom.us/j/85996426829?pwd=SGpzZHRwazFqQVR6NmhMd2xpb0Vkdz09>

Meeting ID: 859 9642 6829

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AGENDA

1. Welcome and President's Comments and Introductions

- A. Two new Board Members:
 - Samantha Taube
 - Matt Schwach
- B. Welcome new Program Assistant Mario Bermejo

2. Consent Agenda

- A. October Meeting Minutes - see draft attached.
- B. September Financials - see attached.

ACTION: Vote to accept Consent Agenda

3. Officer Slate Proposed Renewal (11/2/2022 to 11/2/2023)

- A. **ACTION:** Vote to renew Executive Committee - Kate Anker, President; Eliza Ginn, Vice President; Gib Foltz, Treasurer; David Brenerman, Secretary.

4. FY2023 Work Plan and Budget

- A. See attached for reference.

5. Draft FY2022 Annual Report - To be presented to City Council 11/21/2022

6. Executive Director Update

- A. FY2022 Campaign and Board Challenge in November and December Newsletters
- B. Creative Portland App Update - Buddy System and Draft of Marketing Plan
- C. Artist Relief Fund - Round 6 Applications Due November 15, 2022
- D. First Friday Art Walk December Holiday Sale at Creative Portland - To Be Discussed
- E. Monday morning drop-by will resume December 5.

7. Board Share

8. Next Board Meeting: January 4, 2023

CREATIVE PORTLAND^{ME}

Board of Directors Meeting Minutes

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

Attendees: Kate Anker, Kirstie Archambault, Councilor Tae Chong, Anne McGuire, Daniel Minter, Maile Buker, Eliza Ginn, Lindsay Hancock

Staff: Dinah Minot, Mary Davis \

Absent: Katie Alleman (staff), Zoe Sahloul, David Brenerman, Leah Igo Brooks, Gib Foltz, Herb Ivy

- **Welcome and President's Comments**
 - Meeting began at 3:35pm
- **Consent Agenda (September minutes)**
 - ACTION:** Vote to accept Consent Agenda
 - FIRST:** Ms. Buker
 - SECOND:** Ms. Hancock
 - VOTE:** Passed unanimously
- **FY23 Work Plan and Budget (attached for reference)**
- **Executive Director Update**
 - Creative Bus Shelters (CBS)
 - Ribbon-cutting ceremonies on 9/8/22 . Lots of Board members. Ms. Minot presented CBS video and slides of each shelter and discussed a cross-promotional idea of movable art with “Wrapped” buses of shelter designs.
 - Discussion about how and if artists need to be paid more and how to find revenue sources to pay for the Wraps.
 - Ms Minot explained that Greg Jordan/METRO needs to discuss the concept with the board before we proceed.
 - Mr. Chong discussed ideas on how to monetize this. Share percentage of bus passes.
 - General consensus (thumbs up) to proceed with pursuing the possibility of a marketing program to highlight the artist’s work. Collaborate with Metro.
 - Cultural App
 - Ms. Minot reported that there have been 483 downloads to date.
 - Two CP app promos were presented.
 - Discussion about the jetport QR code stickers and rack cards. Need to pursue opportunities with Visit Portland. Slow roll-out until January MOT funds are spent for TV and radio time.
 - Ms Archambault mentioned a blog about public art, with creative shelters at the top.
 - Need to get the buddy system going for cultural app engagement and sponsorship solicitation.
 - As promised, Ms. Minot will share the template letter and instructions on how to create an account to share with their buddy organizations.
 - Arts & Culture Summit - September 20

- Discussion about successful participation and positive feedback at the Summit.
 - Survey results are loosely published in the October newsletter.
 - Special thanks to the board members who were very involved and present, as panelists as registrants etc.
 - How to plan for audience impact - different audiences/different needs.
 - Should we extend the hosting portion of the panels/workshops to other organizations?
 - Keep under Creative Portland umbrella but consider other input/breakout options
 - Discussions about board volunteer assignments for the Arts & Culture Summit.
- **Staff Update :** Katie Alleman's last day will be October 14th. She accepted a MHS research librarian position. We wish her the best!
 - **Nominating Committee update** - 2 renewals and two new appointees through City nominating process: Matt Schwach and Samantha Taube. We will welcome them at the Nov 2 mtg.
Action: Vote to re-appoint (citizen) Tae Chong (12/2022 - 11/30/2025)
 - First- Ms Hancock
 - Second- Ms Archambault
 - Unanimous in favor of appointment (all thumbs up)
 - **Board Share at 4:30pm - Ms Anker called on the remaining attendees.**
Ms Buker recently joined Portland Ovations Board and is hosting a reception for Maine Lit Fest Thursday at Hannaford Hall before the main event with Lily King .
Ms Archambault - working on more short films for Visit Portland. Thanks for presenting one of the art films at the summit. Congratulations on an excellent summit gathering. Writing a public art blog with creative bus shelters at the top.
Mr. Minter - Exhibit opening at CMCA this past weekend. Also preparing for an exhibition at the library on children's book illustrations.
Ms. Anker - Maine Craft weekend very busy and successful. Amazed at the abundance of art offerings all over the state.
Mr. Chong - Kids and art therapy. Mental health. The arts are so important.
Ms Minot -Maine Culture Event October 15 at Custom House (film incentives). Mentioned Arthur Fink and how she misses him. So important to hear the challenging questions.

General discussion continued about the challenges of belonging. Inclusion practices begin in the home, at the dinner table, in the grocery store. Gender ID and racial issues dominated the summit panel discussion. Need to also be mindful of elderly, wheelchair accessibility, sign language, language translations etc. Shared personal stories of pain and the challenges that we are all facing daily. Art will help get us to express how we feel during these difficult times ahead - more poverty etc. Promote art for mental health.

Motion to Adjourn

FIRST: Ms Archambault

SECOND: Mr. Chong

Meeting adjourned: 5:10pm

Creative Portland
Statement of Activity Budget vs. Actual
 July through September 2022

	Jul '22 - Sep 22	Full FY23 Budget	\$ Over Budget	% of Total Budget
Ordinary Income/Expense				
Income				
4100 · Operations (unrestricted)	28,431	73,750	-45,319	38.55%
4200 · Programs	25,807	121,700	-95,893	21.21%
4500 · Artist Relief Donations	10			
Total Income	54,248	195,450	-141,202	27.76%
Cost of Goods Sold				
5000 · Cost of Programs	53,072	116,700	-63,628	45.48%
5500 · Artist Relief Grants	7,000			
Total COGS	60,072	116,700	-56,628	51.48%
Gross Profit	(5,824)	78,750	-84,574	-7.4%
Expense				
6000 · Marketing	901	19,900	-18,999	4.53%
6200 · Occupancy Expenses	1,538	10,279	-8,740	14.97%
6300 · Travel	-	2,596	-2,596	0.0%
6500 · Professional Services	2,631	20,085	-17,454	13.1%
6600 · Operating Expenses	2,040	16,090	-14,050	12.68%
Total Expense	7,110	68,950	-61,839	10.31%
Net Ordinary Income	(12,934)	9,800	-22,734	-131.98%
Other Income/Expense				
Other Income				
7000 · Other Income-Expense	13	-	13	100.0%
Total Other Income	13	-	13	100.0%
Net Other Income	13	-	13	100.0%
Net Income	(12,922)	9,800	-22,722	-131.85%

Creative Portland
Statement of Financial Position
As of September 30, 2022

	Sep 30, 22	Aug 31, 22	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1010 · Creative Portland Checking	66,925	89,301	(22,376)	-25.06%
1011 · GSB Savings 5265	50,032	50,028	4	0.01%
1015 · Petty Cash	184	184	-	0.0%
Total Checking/Savings	<u>117,140</u>	<u>139,512</u>	<u>(22,372)</u>	<u>-16.04%</u>
Other Current Assets				
12000 · Undeposited Funds	-	-	-	0.0%
Total Other Current Assets	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>
Total Current Assets	<u>117,140</u>	<u>139,512</u>	<u>(22,372)</u>	<u>-16.04%</u>
Fixed Assets				
1400 · Fixed Assets	32,332	32,632	(300)	-0.92%
Total Fixed Assets	<u>32,332</u>	<u>32,632</u>	<u>(300)</u>	<u>-0.92%</u>
TOTAL ASSETS	<u>149,472</u>	<u>172,144</u>	<u>(22,673)</u>	<u>-13.17%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	-	-	-	0.0%
Total Accounts Payable	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>
Other Current Liabilities				
2500 · Fiscal Sponsorship Liability	22,598	28,598	(6,000)	-20.98%
Total Other Current Liabilities	<u>22,598</u>	<u>28,598</u>	<u>(6,000)</u>	<u>-20.98%</u>
Total Current Liabilities	<u>22,598</u>	<u>28,598</u>	<u>(6,000)</u>	<u>-20.98%</u>
Total Liabilities	<u>22,598</u>	<u>28,598</u>	<u>(6,000)</u>	<u>-20.98%</u>
Equity				
3100 · Unrest'd Net Assets	139,795	139,795	-	0.0%
Net Income	(12,922)	3,751	(16,673)	-444.5%
Total Equity	<u>126,873</u>	<u>143,546</u>	<u>(16,673)</u>	<u>-11.62%</u>
TOTAL LIABILITIES & EQUITY	<u>149,472</u>	<u>172,144</u>	<u>(22,673)</u>	<u>-13.17%</u>

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