

CREATIVE PORTLAND

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

Board of Directors Meeting

Thursday, July 20, 2023

12:00 PM

Via Zoom Link Below:

<https://us02web.zoom.us/j/88529161575>

Meeting ID: 885 2916 1575

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Dial by your location

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For Public Comment:

To submit written public comment on an Agenda item, email programassistant@creativeportland.com. Submissions must be received by 12:00 p.m. the day before the Creative Portland Board meeting to guarantee their inclusion in the Agenda packet. All submissions must include the commenter's name and legal address. To help ensure

your comment is submitted for the correct item, please include the name of the Agenda item (see below).

AGENDA

1. Welcome and President's Comments

2. Consent Agenda

- A. June Minutes - To Be Provided
- B. June Financials - To Be Provided

ACTION: Vote to Accept Consent Agenda

3. FY2024 Approved Work Plan and Budget

- A. See Attached Approved FY2024 Work Plan
- B. See Attached Approved FY2024 Budget

4. Executive Director Update

- A. Summer Stage Series Update (July - October 2023)
- B. AR Experience Applications Update
- C. CP Gallery Update
- D. CP APP Update - Marketing Strategies
- E. AEP6 Study Update
- F. Fiscal Sponsorship Update

5. Board Business

- A. Buddy System for App Engagement and Program Captains
- B. Board Openings and Opportunities Chart: Vacancies for a Lawyer and Fundraisers
- C. Consider EXCOMM slate for 2023/2024

6. Board Thoughts and Share Circle

Next Board Meeting: September 6, 2023; NOTE: No August Meeting

FY24 Work Plan

- Marketing Wheel (newsletter, app, social media)
- First Friday Art Walk
- Summer Stage Series 2024
- AR Experiences NEA Grant implementation
- Fiscal Sponsorship Program
- CP Gallery
- Creative Portland app- 50K
- Fundraising/Advancement
- Board Development, Governance
- Theatre Row Initiative / Earmark Funding Pursuit
- Creative Bus Shelter - Bus Wrap Initiative
- Arts Advocacy Group

300K budget

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Profit & Loss Budget Overview
July 2023 through June 2024

		Jul '23 - Jun 24
Ordinary Income/Expense		
Income		
4100 · Operations (unrestricted)		
4110 · Contribution Income		
4111 · Small Gifts		11,000
4112 · Board Challenge		11,000
4116 · Art Sale Contributions		600
Total 4110 · Contribution Income		22,600
4115 · Arts District TIF Funding		200,000
CIP		9,000
4140 · Corporate Sponsorships		5,000
4150 · Fiscal Sponsor Agent Fee		11,000
Total 4100 · Operations (unrestricted)		247,600
4200 · Programs		
4205 · CP App - FFAW Mkt Income		
4205-2 · FFAW Income		0
4205-3 · Mkt Wheel Other Income		0
4205 · CP App - FFAW Mkt Income - Other		70,000
Total 4205 · CP App - FFAW Mkt Income		70,000
4206 · Summer Stage Income		5,000
4238 · Art Ed & Workshop Income		0
4239 · Theatre Row Income		0
4241 · Fundraising Advancement Income		0
4242 · Arts Advocacy Income		0
4270 · Grants & Foundations		
Total 4200 · Programs		75,000
4500 · Artist Relief Donations		0
Total Income		322,600
Cost of Goods Sold		
5000 · Cost of Programs		
5030 · Mkt Wheel - App Website FFAW		
5030-1 · FFAW Expense		5,000
5030-2 · Mkt Wheel Other Exp		
5035 · Summer Stage		16,000
5030 · Mkt Wheel - App Website FFAW - Other		50,000
Total 5030 · Mkt Wheel - App Website FFAW		71,000
5080 · CP Gallery		500
5142 · Creative Bus Shelters 2 (wraps)		
5186 · Prof Development Exp		
5187 · Art & Ed Workshop Exp		
5188 · Theatre Row Exp		
5189 · Fundraising Advance Exp		
5190 · Board Dev Gov Exp		2,500
5192 · Arts Advocacy Exp		
Total 5000 · Cost of Programs		74,000
Total COGS		74,000
Gross Profit		248,600
Expense		
6000 · Marketing		
6005 · Comm & Marketing Outreach		2,500
6010 · PR, SM & Community Engagement		2,000
6015 · Web programming		750
6020 · Website		
6025 · Printing and Reproduction		2,000
6000 · Marketing - Other		
Total 6000 · Marketing		7,250

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Profit & Loss Budget Overview
July 2023 through June 2024

	Jul '23 - Jun 24
Personnel + Bennefits	185,000
6200 · Occupancy Expenses	
6211 · Office Rent	1,000
6212 · Electricity	5,000
6213 · Office Improvements - heat pump	9,000
6214 · Water & Sewer	600
6215 · Internet	1,200
Total 6200 · Occupancy Expenses	16,800
6300 · Travel	
6310 · Travel Expenses	3,000
Total 6300 · Travel	3,000
6500 · Professional Services	
6530 · Legal Fees	100
6555 · Marketing & Communications	750
6560 · Accounting	7,500
6580 · Other Professional Services	12,500
Total 6500 · Professional Services	20,850
6600 · Operating Expenses	
6605 · Telephone & Internet	3,690
6610 · Software	4,000
6615 · Meetings	
6615 · Meetings - Other	1,200
Total 6615 · Meetings	1,200
6620 · Office Supplies	1,500
6625 · Postage and Delivery	400
6630 · General Liability Insurance	1,500
6635 · D & O Insurance	1,200
6640 · Bank Service Charges	150
6645 · Filing Fees	50
6650 · Dues & Memberships	500
6660 · Email	500
6680 · Merchant Processing Fees	600
Total 6600 · Operating Expenses	15,290
Total Expense	248,190
Net Ordinary Income	410
Other Income/Expense	
Other Income	
7000 · Other Income-Expense	
7100 · Interest Inc	50
7200 · In-Kind Donations	0
7500 · Depreciation Expense	0
7900 · In-Kind Expenses	0
Total 7000 · Other Income-Expense	50
Total Other Income	50
Net Other Income	50
Net Income	460
 Total Income	 322,600
 Total COGS	 74,000
Total Expense	248,190
Total Spend	322,190