

CREATIVE PORTLAND

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

Board of Directors Meeting
Wednesday, September 6, 2023
3:30 PM

Via Zoom Link Below

<https://us02web.zoom.us/j/87155883034>

Meeting ID: 871 5588 3034

One tap mobile +17193594580,,87155883034# US

+12532050468,,87155883034# US

Dial by your location

- +1 719 359 4580 US
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 301 715 8592 US (Washington DC)
 - +1 305 224 1968 US
 - +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 346 248 7799 US (Houston)
 - +1 360 209 5623 US
 - +1 386 347 5053 US
 - +1 507 473 4847 US
 - +1 564 217 2000 US
- +1 646 558 8656 US (New York)
 - +1 646 931 3860 US
 - +1 669 444 9171 US
- +1 669 900 9128 US (San Jose)
 - +1 689 278 1000 US

Meeting ID: 871 5588 3034

Find your local number: <https://us02web.zoom.us/u/kexs7jPkZd>

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. July Minutes - see attachment
- B. August Financials - see attachment

ACTION: Vote to accept Consent Agenda

3. Executive Director Update

- A. Summer Stage Series Update (August postponed until September 1)
- B. Creative Portland App update - SEO campaign
- C. NEA CHAIR in Portland with Congresswoman Chellie Pingree on 08/25/2023
- D. Public Art Installation in progress - The Armature, 54 Hanover Street
- E. Staff vacancy - Operations & Program Coordinator position listing posted on MANP - Wednesday, August 30, 2023

4. Approved FY24 Work Plan & Budget

- A. Approved FY2024 Work Plan - see attachment
- B. Approved FY2024 Budget - see attachment

5. Board Business

- A. Board Openings - Vacancies for a lawyer & fundraisers
- B. Consider EXCOM slate for 2023/24 - Treasurer vacancy

6. Board Thoughts & Share Circle

Remaining FY24 Board Meetings:

October 4, 2023

November 1, 2023

January 3, 2024

February 7, 2024

April 3, 2024

May 1, 2024

June 5, 2024

Creative Portland
Board of Directors Minutes

Thursday, July 20, 2023, 3:30-5pm via Zoom

Attendance: Board Members: Kate Anker, President; Eliza Ginn, Vice President; Gib Foltz, Treasurer; David Brenerman, Secretary; Clare Hannan; Matt Schwach; Kirstie Archambault; Tae Chong

Staff: Dinah Minot, Executive Director; Mary Davis, City of Portland.

Public: Joey Brunelle

Absent: Anne McGuire, Lindsay Hancock, Herb Ivy, Councilor Andrew Zarro; Daniel Minter; Maile Buker, Zoe Sahloul

Welcome and President's Comments:

- Kate Anker announced that the City Council passed the fiscal year 2023-24 budget, including the TIF allocation to Creative Portland. She thanked the city for changing the financial and oversight relationship between the city and CP.

Consent Agenda:

- The board amended the June minutes to correct misspelling of certain names (Tae Chong and Gib Foltz) and to delete a reference that Clare Hannan made.
- Consent agenda, as amended, was passed unanimously

Director's Update:

- Summer Stage: Problems occurred with the power at the Monument Square site, which resulted in frustration for performers and audience. City repaired the problem after the fact. One sound person asked for reimbursement for a damaged speaker unit allegedly caused by the outage. Dinah will pay \$200 from the CP budget.
- First Friday: Clare volunteered in the office and commended Bobbie P. for her efforts to create a successful event. Matt also volunteered in the CP office and said that visitors visited the CP office and that it was a pleasant experience.

Dinah asked for volunteers in the office for future First Fridays and other events. Gib and Maile will volunteer in the office for the August FF.

- Encounters event: Dinah reported on the upcoming (August 5 and 26) event in East Bayside. CP has been asked to be a fiscal sponsor, but not qualified. But the sponsors have offered a link in their website that would allow contributions to Creative Portland. Dinah and Kate support this event because many artists and arts organizations will be involved and want CP to promote it. Dinah asked for volunteers to help the cause. Matt (and his wife) have volunteered. Others needed from the board.
- AR experience: NEA grant is \$30,000. Dinah would like to grant \$5k to five different organizations to implement and \$5,000 to Yarn Corp.
- CP App. Update: Applying for \$10,000 reimbursement from Maine Arts Commission.
- AEP6 study: The study of the impact of the arts on the state and community has been completed and will be available to the public in November, but to CP in October.

- Fiscal Sponsorship update: -Will do a temporary partnership with Keep Singing for event in Yarmouth August 11-13.

-Maine Music Festival 2024: Kate would sign fiscal sponsorship agreement, as Dinah may be involved in this festival.

- Public Art initiative: Dinah reported on the public art installation proposed at 52 Hanover Street. We helped get donations. Property owner Tom Watson contributed \$7500 to CP. Ribbon cutting in September.

Board business:

- Dinah will prepare CP's annual report to the City Council, due in November. David B. will edit.
- Our budget is the first year in the red after several in the black. Past surpluses will make up the difference. In the past, payroll was paid by the city; under our new agreement, we will need to have a private organization provide that service.
- With several board openings, Dinah and Kate agreed that we need an attorney and board members with skills in fundraising. To meet our fundraising goals, CP needs the board to raise money and/or paid part-time development staff.

Dinah will distribute a list of vacant board seats.

- Dinah asked for interest from board members in being an officer.
- Dinah and the Board discussed options for CP staffing. Bobbie is currently a contractor at 30 hours a week for graphic design and event management. What do we do for financial reporting, salary administration, and general administrative work? The board decided to discuss personnel matters in executive session.

Board member sharing: Members shared the arts and culture activities that they were involved in.

Executive Session: After public comment on the issue, the board voted unanimously to meet in executive session to discuss personnel matters.

Upon terminating the executive session, the board voted to adjourn its July board meeting.

Minutes submitted by David Brenerman

Creative Portland
Statement of Activity
Profit & Loss
Budget vs. Actual
 July through August 2023

	Jul - Aug 24	Full FY24 Budget	\$ Over Budget	% of Total Budget
Ordinary Income/Expense				
Income				
4100 · Operations (unrestricted)	250	247,600	-247,350	0.1%
4200 · Programs	-	75,000	-75,000	0.0%
4500 · Artist Relief Donations	-	-	-	-
Total Income	250	322,600	-322,350	0.08%
Cost of Goods Sold				
5000 · Cost of Programs	9,374	74,000	-64,626	12.67%
5500 · Artist Relief Grants	-	-	-	-
Total COGS	9,374	74,000	-64,626	12.67%
Gross Profit	-9,124	248,600	-257,724	-3.67%
Expense				
6000 · Marketing	1,987	7,250	-5,263	27.4%
6100 · Personnel	99	185,000	-184,901	10.27%
6200 · Occupancy Expenses	1,168	16,800	-15,632	6.95%
6300 · Travel	17	3,000	-2,983	0.58%
6500 · Professional Services	853	20,850	-19,997	4.09%
6600 · Operating Expenses	1,130	15,290	-14,160	7.39%
Total Expense	5,253	248,190	-242,937	2.12%
Net Ordinary Income	-14,378	410	-14,788	-3,508.16%
Other Income/Expense				
Other Income				
7000 · Other Income-Expense	9	51	-42	17.31%
Total Other Income	9	51	-42	17.31%
Net Other Income	9	51	-42	17.31%
Net Income	(14,369)	460	-14,829	-3,121.14%

Creative Portland
Statement of Financial Position
As of August, 2023

	Aug 31, 23	Jul 31, 23	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1010 · Creative Portland Checking	42,611	59,723	(17,112)	-28.7%
1011 · GSB Savings 5265	55,328	50,323	5,004	9.9%
1015 · Petty Cash	243	243	-	0.0%
Total Checking/Savings	<u>98,182</u>	<u>110,290</u>	<u>(12,108)</u>	<u>-11.0%</u>
Accounts Receivable				
1150 · Accrued Contribution Receivable	10,000	10,000	-	0.0%
Total Accounts Receivable	<u>10,000</u>	<u>10,000</u>	<u>-</u>	<u>0.0%</u>
Total Current Assets	<u>108,182</u>	<u>120,290</u>	<u>(12,108)</u>	<u>-10.1%</u>
Fixed Assets				
1400 · Fixed Assets	29,026	29,327	(300)	-1.0%
Total Fixed Assets	<u>29,026</u>	<u>29,327</u>	<u>(300)</u>	<u>-1.0%</u>
TOTAL ASSETS	<u>137,208</u>	<u>149,616</u>	<u>(12,408)</u>	<u>-8.3%</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	31,518	34,268	(2,750)	-8.0%
Total Other Current Liabilities	<u>31,518</u>	<u>34,268</u>	<u>(2,750)</u>	<u>-8.0%</u>
Total Current Liabilities	<u>31,518</u>	<u>34,268</u>	<u>(2,750)</u>	<u>-8.0%</u>
Total Liabilities	<u>31,518</u>	<u>34,268</u>	<u>(2,750)</u>	<u>-8.0%</u>
Equity				
3100 · Unrest'd Net Assets	120,059	120,059	-	0.0%
Net Income	(14,369)	(4,711)	(9,658)	-205.0%
Total Equity	<u>105,690</u>	<u>115,349</u>	<u>(9,658)</u>	<u>-8.4%</u>
TOTAL LIABILITIES & EQUITY	<u>137,208</u>	<u>149,616</u>	<u>(12,408)</u>	<u>-8.3%</u>

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

Creative Portland 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

Creative Portland 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