



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

Board of Directors Meeting
Wednesday, November 1, 2023
3:30 PM
IN PERSON at 84 Free Street, Portland

AGENDA

- 1. Welcome and President's Comments**
- 2. Consent Agenda**
 - A. October minutes - see attachment
 - B. September Financials - see attachment
Action: Vote to accept Consent Agenda
- 3. Executive Director Update**
 - A. Monday Morning Drop By - Nov 6th community discussion/cancellation report
 - B. Summer Stage Series MAMM canceled due to the rain
 - C. First Friday ART WALK (NOV & DEC updates)
 - D. 11/3 Public Art by Clint Fulkerson at the Armature, 52 Hanover Street
 - E. AEP6 results - 86 million in Portland economic activity
- 4. Board Business**
 - A. Officer Slate for 2023/24:
 - President: Kate Anker
 - Vice-President: Eliza Ginn
 - Secretary: David Brenerman
 - Treasurer: TBA in December

Action: Vote to approve new officer slate
- 5. Board Thoughts & Share Circle**

Remaining FY24 Board Meetings:

January 3, 2024
February 7, 2024
April 3, 2024

May 1, 2024

June 5, 2024 (IN PERSON)

Creative Portland Board Meeting Minutes

October 4, 2023

Attendance: Kate Anker, President; Eliza Ginn, Vice President; Gib Foltz, Treasurer; David Brenerman, Secretary; Matt Schwach; Herb Ivy; Daniel Minter; Kirstie Archambault; Clare Hannan; Lyndsay Hancock.

Staff: Dinah Minot, Executive Director

Not Attending: Maile Buker; Tae Chong; Councilor Andrew Zarro, Ann McGuire

The meeting was held via Zoom and called to order at 3:40pm.

Consent Agenda: Financials for September were not available. Board unanimously approved minutes from September board meeting,

Opening Remarks: Kate announced that Holly Taylor has been hired as Operations & Program Manager and has started working for us.

Executive Director's Report:

- Dinah announced that the next board meeting will be held in-person at CP offices on November 6.
- The Memorandum of Agreement with the City of Portland has been signed. Dinah now reports to the Board directly. We continue to have a relationship with the city, utilize city office space on Free Street and receive TIF proceeds to pay our staff.
- CP has retained ADP to prepare payroll and Worker's Compensation premiums. Bobbie Pierocello will remain as a contractor to the organization.
- Dinah asked if we should publish arts groups fundraising events in our newsletter. Board said "yes."
- Dinah is preparing an employee handbook and will draft an employment offer letter for Holly. Holly will receive healthcare benefits through the Marketplace. Dinah will use COBRA for 18 months. CP will investigate health plans for employees in the future.

- First Friday on October 6 will include a discussion at CP office by three artists talking about resilience and its relationship to the art displayed in the office. The Summer Stage Series that night will present students from the Maine Academy of Modern Music.
- Public Art Installation. Panels are being installed at the Port Property building in West Bayside. Public opening in a few weeks. Dinah was the curator.
- Climate Aid: The Voice of the Forest concert at Merrill Auditorium needs assistance in creating a successful show. Dinah will direct the show and will help promote, and the board agreed to endorse the performance.
- Legislative Fly-in: For the second consecutive year, Dinah has been invited by Americans for the Arts to Washington D.C. to meet with congressional members to promote funding for the arts. Ekhlal Ahmed of Cultural Alliance of Maine will join Dinah for this event.
- Celebrating Allison Hildreth. Dinah mentioned the show at Speedwell Galleries in recognition of Portland-based artist Allison Hildreth's 50 years of making art.
- Dinah recently celebrated her 7th anniversary leading CP.
- We have board vacancies that the city will advertise. Also Herb, Kirstie, David, and Kate are up for renewal, as their terms end this year.

Board Share: Board members shared their arts and culture-related activities.

Meeting adjourned at 5pm.

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

	Jul - Sep 24	Full FY24 Budget	\$ Over Budget	% of Total Budget
Ordinary Income/Expense				
Income				
4100 · Operations (unrestricted)	1,166	247,600	-246,434	0.47%
4200 · Programs	-	75,000	-75,000	0.0%
4500 · Artist Relief Donations	-	-	-	-
Total Income	<u>1,166</u>	<u>322,600</u>	<u>-321,434</u>	<u>0.36%</u>
Cost of Goods Sold				
5000 · Cost of Programs	12,235	74,000	-61,765	16.53%
5500 · Artist Relief Grants	-	-	-	-
Total COGS	<u>12,235</u>	<u>74,000</u>	<u>-61,765</u>	<u>16.53%</u>
Gross Profit	<u>-11,069</u>	<u>248,600</u>	<u>-259,669</u>	<u>-4.45%</u>
Expense				
6000 · Marketing	2,637	7,250	-4,613	36.38%
6100 · Personnel	99	185,000	-	-
6200 · Occupancy Expenses	2,746	16,800	-14,054	16.35%
6300 · Travel	17	3,000	-2,983	0.58%
6500 · Professional Services	1,334	20,850	-19,516	6.4%
6600 · Operating Expenses	2,853	15,290	-12,437	18.66%
Total Expense	<u>9,686</u>	<u>248,190</u>	<u>-238,504</u>	<u>3.9%</u>
Net Ordinary Income	<u>-20,754</u>	<u>410</u>	<u>-21,164</u>	<u>-5,064.04%</u>
Other Income/Expense				
Other Income				
7000 · Other Income-Expense	13	51	-37	26.32%
Total Other Income	<u>13</u>	<u>51</u>	<u>-37</u>	<u>26.32%</u>
Net Other Income	<u>13</u>	<u>51</u>	<u>-37</u>	<u>26.32%</u>
Net Income	<u>(20,741)</u>	<u>460</u>	<u>-21,202</u>	<u>-4,505.23%</u>

Creative Portland
Statement of Financial Position
As of September 30, 2023

	Sep 30, 23	Aug 31, 23	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1010 · Creative Portland Checking	32,947.20	42,610.85	(9,664)	-22.7%
1011 · GSB Savings 5265	55,332.50	55,327.95	5	0.0%
1015 · Petty Cash	242.85	242.85	-	0.0%
Total Checking/Savings	<u>88,523</u>	<u>98,182</u>	<u>(9,659)</u>	<u>-9.8%</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>98,523</u>	<u>108,182</u>	<u>(9,659)</u>	<u>-8.9%</u>
Fixed Assets				
1400 · Fixed Assets	28,726	29,026	(300)	-1.0%
Total Fixed Assets	<u>28,726</u>	<u>29,026</u>	<u>(300)</u>	<u>-1.0%</u>
TOTAL ASSETS	<u>127,248</u>	<u>137,208</u>	<u>(9,960)</u>	<u>-7.3%</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	27,930	31,518	(3,588)	-11.4%
Total Other Current Liabilities	<u>27,930</u>	<u>31,518</u>	<u>(3,588)</u>	<u>-11.4%</u>
Total Current Liabilities	<u>27,930</u>	<u>31,518</u>	<u>(3,588)</u>	<u>-11.4%</u>
Total Liabilities	<u>27,930</u>	<u>31,518</u>	<u>(3,588)</u>	<u>-11.4%</u>
Equity				
3100 · Unrest'd Net Assets	120,059	120,059	-	0.0%
Net Income	(20,741)	(14,369)	(6,372)	-44.3%
Total Equity	<u>99,318</u>	<u>105,690</u>	<u>(6,372)</u>	<u>-6.0%</u>
TOTAL LIABILITIES & EQUITY	<u>127,248</u>	<u>137,208</u>	<u>(9,960)</u>	<u>-7.3%</u>