



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

Board of Directors Meeting

Wednesday, June 5, 2019

3:30 PM

84 Free Street

AGENDA

- 1. Welcome and President's Comments**
- 2. Consent Agenda**
 - A. Financial Update Through April 2019 (Attached)
 - B. Executive Director's Report (Attached)
ACTION: Vote to accept Consent Agenda
- 3. Executive Director Update**
 - A. Portland Arts & Culture Summit June 18
 - B. Creative Bus Shelter Initiative - NEA OUR TOWN Grant Award (FY20 Disbursement)
 - C. New Partnerships
 - D. CCX NEFA Workshop Leader June 6 and 7
 - E. Proposed "Hear Here" Premiere Film Screening at Bayside Bowl
 - F. Proposed FFAW New Safety Precautions
- 4. Committee Chair Updates**
 - A. Governance
 - I. CP Structure - Operate as is, as a 501c3, partially funded by City, or consider morphing into an existing City Department. Topic to be discussed at June 26 Board meeting, after we receive answers to questions posed during initial discussion.
 - B. Finance
 - I. City Payroll Update
 - C. Advancement
- 5. Draft FY20 Workplan (Attached) & Budget (to be distributed under separate cover)**

A. **ACTION:** Vote to accept FY20 Workplan & Budget

Next Meeting - June 26, 2019 (in lieu of July 3)

Creative Portland
Financial Activity Budget vs. Actual
 July through April 2019

	Jul '18 - Apr 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 Operations (unrestricted)				
4110 Contribution Income				
4111 Small Gifts	4,828	5,833	-1,006	82.76%
4112 Board Challenge	919	2,910	-1,991	31.57%
4116 Art Sale Contributions	422	1,500	-1,078	28.13%
4110 Contribution Income - Other	0	0	0	0.0%
Total 4110 Contribution Income	6,168	10,243	-4,075	60.22%
4114 Special Event	0	0	0	0.0%
4115 Arts District TIF Funding	83,333	75,000	8,333	111.11%
4120 Business Partnerships	0	0	0	0.0%
4140 Corporate Sponsorships	742	29,000	-28,258	2.56%
4150 Fiscal Sponsor Agent Fee	9,837	2,000	7,837	491.84%
Total 4100 Operations (unrestricted)	100,081	116,243	-16,163	86.1%
4200 Programs				
4205 First Friday Donations	1,500			
4215 Cultural Plan Income	2,550	0	2,550	100.0%
4225 Hear Here Income	25,361			
4240 PEDPIP Funds raised by CP	0	0	0	0.0%
4265 Event & Project Sponsorships	0	0	0	0.0%
4270 Grants & Foundations				
4275 CP Grants	0	6,375	-6,375	0.0%
Total 4270 Grants & Foundations	0	6,375	-6,375	0.0%
Total 4200 Programs	29,411	6,375	23,036	461.36%
4300 Other	0	0	0	0.0%
Total Income	129,492	122,618	6,874	105.61%
Cost of Goods Sold				
5000 Cost of Programs				
5010 Cost of Program Cultural Plan	400	0	400	100.0%
5020 Event Expenses	651			
5030 Cost of Program - First Friday	776	5,000	-4,224	15.51%
5060 Cost of Program Hear Here	22,448			
5130 MMDB & Meetups	66			
Total 5000 Cost of Programs	24,341	5,000	19,341	486.83%
Total COGS	24,341	5,000	19,341	486.83%
Gross Profit	105,151	117,618	-12,468	89.4%
Expense				
Total 6000 Marketing	3,135	7,300	-4,165	42.95%
Total 6100 Personnel	92,999	88,542	4,457	105.03%
Total 6200 Occupancy Expenses	8,199	8,177	21	100.26%
Total 6300 Travel	26	2,209	-2,183	1.17%
Total 6500 Professional Services	6,633	12,585	-5,952	52.71%
Total 6600 Operating Expenses	9,648	9,950	-302	96.97%
Total Expense	120,640	128,763	-8,123	93.69%
Net Ordinary Income	-15,489	-11,144	-4,345	138.99%
Other Income/Expense				
Other Income				
7000 Other Income-Expense				
7100 Interest Inc	10			
7150 Gain on Stock Sale	104			
7200 In-Kind Donations	37,739	0	37,739	100.0%
7500 Depreciation Expense	0	0	0	0.0%
7600 Miscellaneous	0	0	0	0.0%
7700 Interest Exp - City Loan	-239	0	-239	100.0%
7800 Stock Sale Expenses	-70			
7900 In-Kind Expenses	-37,739	0	-37,739	100.0%
Total 7000 Other Income-Expense	-195	0	-195	100.0%
Total Other Income	-195	0	-195	100.0%
Other Expense				
8000 Reimbursed Expenses	0	0	0	0.0%
Total Other Expense	0	0	0	0.0%
Net Other Income	-195	0	-195	100.0%
Net Income	-15,684	-11,144	-4,540	140.74%

Creative Portland
Statement of Financial Position
As of April 30, 2019

	Apr 30, 19	Mar 31, 19	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1010 Creative Portland Checking	68,199	50,715	17,485	34.48%
1015 Petty Cash	435	235	200	85.28%
1025 PayPal Account	6,939	583	6,356	1,090.55%
Total Checking/Savings	75,573	51,532	24,041	46.65%
Other Current Assets				
1600 Prepaid expenses				
1610 Prepaid Insurance	286	425	-139	-32.8%
Total 1600 Prepaid expenses	286	425	-139	-32.8%
Total Other Current Assets	286	425	-139	-32.8%
Total Current Assets	75,859	51,957	23,902	46.0%
Fixed Assets				
1400 Fixed Assets				
1410 Equipment	4,579	4,579	0	0.0%
1420 Accumulated Depreciation	-3,145	-3,145	0	0.0%
1450 Leasehold Improvements				
1455 Accumulated Depreciation	-4,199	-3,898	-300	-7.71%
1450 Leasehold Improvements - Other	36,058	36,058	0	0.0%
Total 1450 Leasehold Improvements	31,859	32,160	-300	-0.93%
Total 1400 Fixed Assets	33,294	33,594	-300	-0.89%
Total Fixed Assets	33,294	33,594	-300	-0.89%
TOTAL ASSETS	109,152	85,551	23,601	27.59%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 Accounts Payable	600	0	600	100.0%
Total Accounts Payable	600	0	600	100.0%
Other Current Liabilities				
2100 Payroll Liabilities	41,878	32,578	9,300	28.55%
Total 2500 Fiscal Sponsorship Liability	21,207	20,282	925	4.56%
2900 Deferred Donation Income	16,667	0	16,667	100.0%
Total Other Current Liabilities	79,752	52,860	26,892	50.87%
Total Current Liabilities	80,352	52,860	27,492	52.01%
Long Term Liabilities				
2800 City of Portland Loan	16,156	16,735	-579	-3.46%
Total Long Term Liabilities	16,156	16,735	-579	-3.46%
Total Liabilities	96,507	69,594	26,913	38.67%
Equity				
3050 Retained Earnings	-2,233	-2,233	0	0.0%
3100 Unrest'd Net Assets				
3101 Prior Period Adjustments	-32,742	-32,742	0	0.0%
3110 Unrest'd Undesignated NA	56,904	56,904	0	0.0%
Total 3100 Unrest'd Net Assets	24,162	24,162	0	0.0%
3200 Temporarily Rest'd Net Assets	6,365	6,365	0	0.0%
3221 Loss/Gain on Investment	35	35	0	0.0%
Net Income	-15,684	-12,372	-3,312	-26.77%
Total Equity	12,645	15,957	-3,312	-20.76%
TOTAL LIABILITIES & EQUITY	109,152	85,551	23,601	27.59%

Creative Portland

Profit & Loss Budget Overview

July 2018 through June 2019

	Jul '18 - Jun 19
Ordinary Income/Expense	
Income	
4100 Operations (unrestricted)	
4110 Contribution Income	
4111 Small Gifts	7,000.00
4112 Board Challenge	3,500.00
4116 Art Sale Contributions	1,800.00
4110 Contribution Income - Other	0.00
Total 4110 Contribution Income	12,300.00
4114 Special Event	2,500.00
4115 Arts District TIF Funding	100,000.00
4120 Business Partnerships	0.00
4140 Corporate Sponsorships	35,000.00
4150 Fiscal Sponsor Agent Fee	2,500.00
Total 4100 Operations (unrestricted)	152,300.00
4200 Programs	
4215 Cultural Plan Income	0.00
4240 PEDPIP Funds raised by CP	0.00
4265 Event & Project Sponsorships	0.00
4270 Grants & Foundations	
4275 CP Grants	8,500.00
Total 4270 Grants & Foundations	8,500.00
Total 4200 Programs	8,500.00
4300 Other	0.00
Total Income	160,800.00
Cost of Goods Sold	
5000 Cost of Programs	
5010 Cost of Program Cultural Plan	0.00
5030 Cost of Program - First Friday	6,000.00
Total 5000 Cost of Programs	6,000.00
Total COGS	6,000.00
Gross Profit	154,800.00
Expense	
Total 6000 Marketing	8,800.00
Total 6100 Personnel	106,250.04
Total 6200 Occupancy Expenses	9,612.76
Total 6300 Travel	2,596.32
Total 6500 Professional Services	15,000.00
Total 6600 Operating Expenses	11,940.00
Total Expense	154,199.12
Net Ordinary Income	600.88
Net Income	600.88

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Executive Director Report 06/05/19 Board Meeting

FUNDRAISING

- Income raised to date through May 2019: 50K includes Fall campaign (6K), corporate sponsorships (20K), fiscal sponsorships (10K) and other donations and income from Art Outta the Park, Hear Here and Art Sales, but does not include additional expected funds (approx 15K) by fiscal year-end plus City TIF funding (100K).

PROGRAMS

- **First Friday Art Walk** - May 5 Public Opening of Immersion at CP, plus other Art Walk highlights including Norajean Ferris at UMVA Gallery, launch of Various! Talent Showcase at Mechanics' Hall, an employee show at Casco Bay Frames, two shows at New System Exhibitions, The Third Hand at Able Baker, and MECAmorphosis BFA exhibition and fashion show. The next FFAW June 7 includes the citywide Square Hop, Cove Street Arts and East Bayside open houses.
- **2 Degrees Program** - First 2019 event scheduled for June 18th, 5-7pm at Ocean Gateway. New sponsors: Live + Work in Maine, Startup Maine and People's United Bank. Final planning meeting scheduled for June 3 at 4pm.
- **Arts in the Chamber series**
May 6 - Marcia Minter presented on behalf of Indigo Arts Alliance
June 3 - Patricia Daunis, Fine Jeweler
- **Monday Morning Drop By**
May 6th - a dozen community stakeholders attended; June 3 next open house.
- **Arts & Culture Summit** - The Steering committee, representing PMA, MECA, USM, SPACE, City Staff, OLS, Mechanics Hall, Portland Downtown, Portland Ovations and other community stakeholders, arranged and approved agenda for June 18 event at Ocean Gateway. [Summit webpage on CP site](#) available with full details. [Eventbrite registration](#). We have invited "best practice" consultants from Burlington, VT and Lawrence, MA, and we have hired Carole Martin, Facilitator, and Lauren Glennon, Project Coordinator. We have booked talent for performances during lunch break and tea time, with an approximate overall budget of \$8K, thanks to the City waiving Ocean Gateway venue rental charges.
- **The Complete City** - PSA program and contest to imagine designs for Future of Portland. Board Member Kate Anker on jury selection committee.

FY19 NEW PARTNERSHIPS:

- **Bayside Bowl** ([Hear Here](#))
- **Cove Street Arts** ([Arts & Culture Summit](#))
- **Crewe Foundation** ([Hear Here](#))
- **David E. Shaw** ([Hear Here](#))
- **Infinity Credit Union** ([Hear Here](#))
- **Live + Work in Maine** ([2 Degrees](#))
- **People's United Bank** ([2 Degrees](#))
- **Press Hotel** ([Hear Here](#))
- **Rock Row** ([Curatorial Team](#))
- **Thompson's Point** ([Arts & Culture Summit](#))

EXISTING PARTNERS:

Greater Portland Council of Governments (GPCOG) for Creative Bus Shelter initiative

Plus:

First Friday Art Walk FY19 SPONSORSHIPS:

Coffee By Design

Crewe Foundation

Maine College of Art

Mechanics' Hall

METRO (Greater Portland Transit District) - also Creative Bus Shelter Partner

Portland Museum of Art

Portland Ovations

WMPG

FY19 FISCAL SPONSORSHIPS:

- **Batimbo United:** An ensemble of master drummers from Burundi who have been recognized with a humanitarian award from UNESCO.
- **Black Artists Forum:** A coalition dedicated to maintaining the growth of individual creators and the community of black artists in Maine by creating visibility for artistic diversity while making cultural resources and opportunities accessible to the creative community.
- **Indigo Arts Alliance:** An innovative hybrid studio space to amplify the creative voices, artistic vision, and practice of artists of color in Maine.
- **Maine Immigrant Musical Instrument Project:** An initiative to provide instruments for recent immigrants with a special emphasis on people seeking asylum who do not yet have work authorization, and to offer free group guitar lessons, basic guitar repair help, networking, English language practice, performance opportunities (including The International Open Mic), and fellowship.
- **Maine Tool Library:** A volunteer-run tool lending library in Portland, Maine, serving makers, artists, homeowners, creatives, and entrepreneurs, located at 224 Anderson Street.

- **PechaKucha (Portland):** A global storytelling presentation, originating in Japan, in which 20 slides are shown for 20 seconds each in a precise and fast-paced event with multiple speakers. A community-building program that has been active in Portland for 10 years.
- **Portland Dance Month:** PDM is an opportunity for local arts organizations to strengthen relationships, expand public engagement, and get audiences excited about seeing more performances in multiple venues throughout the city. From October 10 - November 11, 2018, Portland Dance Month audiences will have the opportunity to see 18 performances in 6 different venues, and attend 6 workshops for dancer and artists.
- **Robot Speak:** A multi-media exhibition and art installation spearheaded by artist Eva Goetz.
- **SPEEDWELL projects:** A not for profit artist-run studio and gallery dedicated to launching thought provoking exhibitions in all media, including site-specific installations, public art, spoken word, and performance.
- **Startup Maine:** A three-day conference of cutting-edge content, applied learning, and collaborative connections. welcoming both startups and creators from Maine and beyond. Note: Next year, we will not be able to rely on the income we have received over the past few years as their fiscal sponsor, since they recently received 501c3 status.

FY19 GRANT AWARDS (to be disbursed in FY20):

NEA Our Town: \$25K matching award for Creative Bus Shelter Initiative

PEDPIP: \$15K matching grant Cultural Plan implementation in 2019/20.

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DRAFT FY20 WORK PLAN

Our mission is to promote the creative economy through the arts by (1) providing priority resources, by (2) forging partnerships and by (3) collectively marketing Portland's artistic talents and cultural assets.

Creative Portland focuses our efforts on serving as a community hub, convening and facilitating groups from diverse artistic genres.

FY20 Proposed Programs:

1. 2 Degrees Portland (2, 3)
2. Arts & Culture Summit 2020 (1, 2, 3)
3. Art Gallery/Pop-Up exhibits (1, 2, 3)
4. Centralized Planning/streamlined Professional Development Series (1, 2, 3)
5. Creative Bus Shelters (GPCOG & METRO) (1, 2, 3)
6. EDSC (Econ Dev Steering Committee) - Visit Portland, Portland DownT, Chamber) (2, 3)
7. First Friday Art Walk (including possible New Year's event) (1, 2, 3)
8. Fiscal Sponsorships (1, 2, 3)
9. Hear Here 2020 (1, 2, 3)
10. Monday Morning Drop By (2, 3)
11. Monthly Arts Update flyer & e-newsletter (1, 2, 3)
12. Operations & Reception at 84 Free Street (1, 2, 3)
13. Rock Row Art Curation (1, 2, 3)
14. Social Media promotion for creative economy (1, 2, 3)

OTHER Initiatives (Time will be allocated dependent on resources & staff)

- Cultural Plan Branding Initiative - Congress Street Enhancements (1, 2, 3)
- Fundraising Campaign CP (1, 2, 3)
- PPAC (Portland Public Art Committee) (3)
- The Complete City (PSA, Chamber, Muskie) (2)