

CREATIVE PORTLAND

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

Board of Directors Meeting
Wednesday, January 3, 2024
3:30 PM
VIA ZOOM LINK BELOW:

ID: 81019520966
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<https://us02web.zoom.us/j/81019520966>

AGENDA

1. Welcome and President's Comments

2. Consent Agenda

- A. November Minutes
- B. November Financials

ACTION: Vote to accept Consent Agenda.

3. Executive Director Update

- A. Monday Morning Drop By - Resuming 2/5/2023 with MAC Grant Specialist
- B. First Friday Art Walk - December Updates.

1 - December 1 ribbon cutting ceremony of Public Art by Clint Fulkerson at The Armature, 52 Hanover Street. Photo of CP Board with then Mayor-Elect Dion in attendance.

2 - Makers Holiday Art & Craft Sale at CP Office (next year bring in City partners?).

- C. 15th Anniversary Fundraising Appeal - Feb. 14th Launch
- D. CP Gallery Open Call to Artists in March for May 2nd artist opening and May 3rd First Friday Art Walk public opening.
- E. Augmented Reality (AR) grant award update: Three organizations are preparing concept proposals.

4. Board Business

- A. Welcome City-appointed Lucy Comaskey to Board of Directors, as well as Greg Watson, City Housing and Economic Development Director - ex officio, and City Councilor Anna Bullett - ex officio.
- B. At December 1, 2023, Executive Committee meeting: approved recommendation to vote for candidate Dawn Reshen-Doty as incoming Board Director and Treasurer.

ACTION: Vote to appoint Dawn Reshen-Doty as incoming Board Director and Treasurer for the Board of Directors.

5. Board Thoughts and Share Circle

Next Meetings: Via Zoom - 2/7/2024, 4/3/2024, 5/1/2024; In Person - 6/5/2024.

CREATIVE PORTLAND'S MISSION STATEMENT:

Creative Portland's mission is to support the creative economy through the arts by providing essential resources, by fostering partnerships, and by promoting Portland's artistic talents and cultural assets. As the official non-profit arts agency, we support economic development efforts by strengthening and stimulating our workforce, creative industries, and enterprises.

Creative Portland
Board of Directors Minutes
Wednesday, November 1, 2023, 3:30-5pm
IN PERSON at 84 Free Street, Portland

Attendance: Board Members: Kate Anker; Kirstie Archambault; David Brenerman; Maile Buker; Tae Chong; Gib Foltz; Eliza Ginn; Lindsay Hancock; Clare Hannan; Herb Ivy; Daniel Minter; Matt Schwach; Councilor Andrew Zarro

Staff: Dinah Minot, Executive Director; Holly Taylor, Operations & Program Manager.

Absent: Anne McGuire; Zoe Sahloul

Welcome and President's Comments:

- Kate Anker welcomed everyone to the first in-person Board meeting since the pandemic

Consent Agenda:

- The board voted to approve the consent agenda, previous meeting minutes, and September Financials.
- First motion: Andrew Zarro; second motion: Clare Hannan. Approved unanimously.

Director's Update:

- Armature Opening: Board invited to Ribbon Cutting ceremony to celebrate opening of the Armature Building on Dec 1st (First Friday)
 - Relationship was an example of private sector fundraising/project opportunities; Dinah interested in pursuing further ways to get artists into projects with developers and private partnerships.
- Holiday Art and Craft Sale: Open call to Greater Portland makers to sell arts & crafts in Creative Portland Gallery on Dec 1st (First Friday)
 - Board members invited to participate in artist selection if they would like to join staff
 - New way to generate foot traffic to Creative Portland gallery on First Fridays
 - Programmatic issues were discussed about focusing on Greater Portland outreach successfully versus wanting to be a state-wide resource, offering to Maine artists in general, in order to help combat isolation. General consensus was to prioritize the Portland-area artists

and to expand in the future if staff capacity allows us the opportunity to do so.

- Monday Morning Drop By: on Monday 11/6 we will hold space to share feelings about shootings in Lewiston; share AEP6 findings; and detail two artist opportunities (SPACE Kindling Grant, and Creative Portland Open Call for Holiday Sale).
- Summer Stage: multiple issues with Summer Stage programming this summer including rain-outs, repeated issues with city-managed electrical box, and low staff capacity. CP will only proceed with Summer Stage Programming in the future if we receive grant funding and can hire a dedicated project coordinator (reflected in CP work plan).
- Arts and Culture Summit: TBD on which date. will occur in either June or September 2024
- AEP6 Study Results: Board reviewed City of Portland summary AEP6 fact sheet which revealed 86 million economic impact from non-profits in Portland alone
 - Creative Portland spearheaded data collection, which strained staff capacity and budget - would be great to see a state-wide entity like MAC or CAM take this on in future (at the risk of losing Portland-specific data).
 - Dinah (along with Ekhlas Ahmed from CAM) participated in Advocacy FLY-IN which was valuable (fully funded by Americans for the Arts); met with Senator Susan Collins, Congresswoman Chellie Pingree, staffers from Senator Angus King's office - Senator Collins recently pledged to be Maine's arts advocate
 - These numbers will be very helpful to advocate for additional funding from the city and other entities - comparing the figures to Maine/Portland industries like lobstering and cruise ships
- AR Experiences: targeting 5 local groups to award support for creating AR experiences for CP App
 - YARN and other local designers like Pamela Chavez will offer expertise
 - We have received requests from other cities (New Haven, Detroit) about helping them build their own cultural apps; AR experience is another way we are putting Portland on the map
- Fiscal Sponsorship update: numbers of fiscal sponsees have been reduced to Portland Theater Festival and Maine Music festival, due to limited staff capacity.
- Other Business:
 - Dinah will be on Maine Calling 11/2 morning to discuss upcoming performing arts events in Portland

- Side x Side has asked Dinah to give a presentation on CP's Creative Bus Shelters - Dinah wondering about tapping other spokespeople (Board members?) to do presentations like this in future?
- CAM Co-director Ekhlas Ahmed (whom Dinah traveled with for the Advocacy FLY-INS) needs affordable office space - could she potentially use some office space at CP?
 - One board member suggested having a formalized relationship - if not a contract then a code of conduct
 - Still need to assess CAM's insurance policy before making any commitments

Board business:

- Amended Slate of Officers was presented for recommendation and discussion, including a vacancy for Treasurer, that will need to be voted on in January.
- Kate announced that she is stepping down from the role of President after three years. Eliza Ginn and Herb Ivy will serve as co-Presidents, and Kate will serve as Vice President/Immediate Past President. Kate will stay on the Executive Committee and help with the leadership transition. David Brenerman (secretary) and Dinah (Assistant Secretary) will stay on in current positions.
- Gib Foltz will step down from the Treasurer position, but the CP Board nominating committee intends to appoint a new board member (currently in the city nomination process) to the role once they are approved. Gib will stay on until that time.
- The Board expressed gratitude and thanks to Kate and Gib for their service
- Dinah expressed gratitude to the current slate of officers for their responsibility
- Daniel, Kate, Kirstie, and Herb are up for term renewal this year, all of them intend to renew through the city clerk's office.
- Andrew is term limited as councilor, so CP Board will be receiving a new councilor appointee post-election.
- Board needs expertise in law, HR, and fundraising from future members
- Board moved to unanimously approve the amended slate of officers for FY24: First motion: Tae Chong; second motion: Kirstie Archambault. Approved unanimously.

Annual Report to City:

- Board moved to unanimously approve the Annual Report to the city, draft by Dinah and edited by David, with a few amendments:
 - Re-adding Lindsay Hancock to list of Board members
 - Inclusion of app/digital marketing campaign/comprehensive marketing plan
 - Inclusion of visual support assets submitted as attachments
 - First motion: Kirstie Archambault; second motion: Daniel Minter.
Approved unanimously.

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

Minutes submitted by Holly Taylor on 11.02.23

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

	Jul - Nov 24	Full FY24 Budget	\$ Over Budget	% of Total Budget
Ordinary Income/Expense				
Income				
4100 · Operations (unrestricted)	53,696	247,600	-193,904	21.69%
4200 · Programs	-	75,000	-75,000	0.0%
4500 · Artist Relief Donations	-	-	-	-
Total Income	<u>53,696</u>	<u>322,600</u>	<u>-268,904</u>	<u>16.65%</u>
Cost of Goods Sold				
5000 · Cost of Programs	16,651	74,000	-57,350	22.5%
5500 · Artist Relief Grants	-	-	-	-
Total COGS	<u>16,651</u>	<u>74,000</u>	<u>-57,350</u>	<u>22.5%</u>
Gross Profit	<u>37,045</u>	<u>248,600</u>	<u>-211,555</u>	<u>14.9%</u>
Expense				
6000 · Marketing	3,441	7,250	-3,809	47.47%
6100 · Personnel	21,123	185,000	-163,877	88.52%
6200 · Occupancy Expenses	3,910	16,800	-12,890	23.27%
6300 · Travel	17	3,000	-2,983	0.58%
6500 · Professional Services	4,379	20,850	-16,471	21.0%
6600 · Operating Expenses	4,469	15,290	-10,821	29.23%
Total Expense	<u>37,340</u>	<u>248,190</u>	<u>-210,850</u>	<u>15.05%</u>
Net Ordinary Income	<u>-294</u>	<u>410</u>	<u>-704</u>	<u>-71.85%</u>
Other Income/Expense				
Other Income				
7000 · Other Income-Expense	23	51	-28	44.7%
Total Other Income	<u>23</u>	<u>51</u>	<u>-28</u>	<u>44.7%</u>
Net Other Income	<u>23</u>	<u>51</u>	<u>-28</u>	<u>44.7%</u>
Net Income	<u>(272)</u>	<u>460</u>	<u>-732</u>	<u>-59.06%</u>

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

	Nov 30, 23	Oct 31, 23	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1010 · Creative Portland Checking	70,905	29,503	41,401	140.3%
1011 · GSB Savings 5265	60,342	55,337	5,005	9.0%
1015 · Petty Cash	543	243	300	123.5%
Total Checking/Savings	<u>131,789</u>	<u>85,083</u>	<u>46,706</u>	<u>54.9%</u>
Accounts Receivable				
1150 · Accrued Contribution Receivable	-	-	-	0.0%
Total Accounts Receivable	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>
Total Current Assets	<u>131,789</u>	<u>85,083</u>	<u>46,706</u>	<u>54.9%</u>
Fixed Assets				
1400 · Fixed Assets	<u>30,216</u>	<u>30,516</u>	<u>(300)</u>	<u>-1.0%</u>
Total Fixed Assets	<u>30,216</u>	<u>30,516</u>	<u>(300)</u>	<u>-1.0%</u>
TOTAL ASSETS	<u>162,005</u>	<u>115,599</u>	<u>46,405</u>	<u>40.1%</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	<u>40,127</u>	<u>25,555</u>	<u>14,571</u>	<u>57.0%</u>
Total Other Current Liabilities	<u>40,127</u>	<u>25,555</u>	<u>14,571</u>	<u>57.0%</u>
Total Current Liabilities	<u>40,127</u>	<u>25,555</u>	<u>14,571</u>	<u>57.0%</u>
Total Liabilities	<u>40,127</u>	<u>25,555</u>	<u>14,571</u>	<u>57.0%</u>
Equity				
3100 · Unrest'd Net Assets	122,150	122,150	-	0.0%
Net Income	<u>(272)</u>	<u>(31,806)</u>	<u>31,534</u>	<u>99.1%</u>
Total Equity	<u>121,878</u>	<u>90,344</u>	<u>31,534</u>	<u>34.9%</u>
TOTAL LIABILITIES & EQUITY	<u>162,005</u>	<u>115,899</u>	<u>46,105</u>	<u>39.8%</u>