

CREATIVE PORTLAND

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

Board of Directors Meeting
Wednesday, February 7, 2024
3:30 PM

VIA Zoom Link Below
<https://us02web.zoom.us/j/84759362734>
Meeting ID: 847 5936 2734 -

- One tap mobile
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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. January minutes - see attachment
- B. December financials - see attachment
Action: Vote to accept Consent Agenda

3. Executive Director Update

- A. Monday Morning Drop By - February 5 with MAC grant specialist Eli Cabanas
- B. First Friday ART WALK (Feb): 2023 Photos of the Year/Maine Trust for Local News
- C. CP Gallery Open Call to artists in March for May 2nd artist opening and May 3 FFAW public opening. Assembling a curatorial team.
- D. Arts & Culture Summit: tentatively planned for September 24, 2024
- E. Maine Music Festival postponed until Sept 2025; Hear Here possibly in Jan 2025
- F. Federal Captain - DM represents Maine for Americans for the Arts
- G. Maine Office of Tourism conference: April 24 & 25
- H. CP Community engagement
 - Portland Downtown hosting "Congress Street Vacancy" crisis meeting at Mechanics Hall
 - USM strategic planning: CP on panel, Feb 14th with President Jacqueline Edmonson
- I. Arts in the Chamber (?)
- J. Staff update

4. Board Business

- A. Welcome Dawn Reshen-Doty to Board of Directors as well as Anna Bullet, City Coucilor (ex-officio)
- B. 15th Anniversary Fundraising Appeal
- C. Buddy Program for App partnerships

5. Board Thoughts & Share Circle

Remaining FY24 Board Meetings:

April 3, 2024

May 1, 2024

June 5, 2024 (IN PERSON)

Creative Portland
Board of Directors Meeting Minutes
Wednesday, January 3, 2024, 3:30-5pm
Via Zoom

Attendance: Board Members: Kate Anker; Kirstie Archambault; David Brenerman; Lucy Comaskey; Gib Foltz; Eliza Ginn; Lindsay Hancock; Clare Hannan; Herb Ivy; Matt Schwach; Greg Watson (ex officio)

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

Absent: Maile Buker; Tae Chong; Daniel Minter

Welcome and President's Comments:

- Co-president Eliza Ginn, presiding over this meeting, welcomed everyone to the new year, and extended welcome to two new members, Lucy Comaskey and Greg Watson (incoming Director of Housing and Economic Development)

Consent Agenda and Action Items:

- The board voted to approve the consent agenda, previous meeting minutes, and November Financials.
- First motion: David Brenerman; second motion: Kirstie Archambault. Approved unanimously.
- The board voted to approve Dawn Reshen-Doty as a new Board member and to the office of Treasurer, per previous Board review and recommendation.
- First motion: Kate Anker; second motion: Clare Hannan. Approved unanimously.

Director's Update:

- Monday Morning Drop By
 - No MMDB in January; Dinah received community inquiries as to whether it was on, indicating ongoing interest in the program
 - Next MMDB is February 5 from 8:30-9:30am
 - Eli Cabañas, Grants and Website Manager at Maine Arts Commission, will speak about upcoming MAC grant opportunities (CP to publicize on social media)
- First Friday Art Walk (December Recap)

- Armature Opening: Board and community members attended Ribbon Cutting ceremony to celebrate public art by local artist Clint Fulkerson at the Armature Building on Dec 1st; ceremony included remarks by then Mayor-elect Mark Dion
- Thank you Board members for attending!
- Ceremony was a celebration of how public art humanizes the built environment
- Fulkerson's installation bolsters thin public art landscape in Portland, which CP is working to expand
 - CP adding a public art feature on app and webpage
 - CP expansion on public art is a potential funding opportunity for a large sponsor - airport? Dinah has been working with developers/real estate sector so far
 - Tourism district TIFF that supports hotels could also be used to support CP app as a tourism driver - work with Greg and Kirstie
 - Greg sits on Portland Tourism Development District board
 - Kirstie to talk to Lynn/Visit Portland about partnership contribution
- Holiday Art and Craft Sale:
 - Hosted 10 local artists in CP during December FFAW; lovely small gathering
 - In future iterations, CP would partner with organizations who don't have a space on FFAW footprint to produce the event
 - Highlights CP's strength as a convener and forger of partnerships, moves us away from creating new programs that strain our limited staff resources
- February 14th Funding Appeal
 - Celebrating 15th anniversary season of Creative Portland
 - Funding appeal will include a print mailer (postcard)
 - Best CP fundraising results come from partnerships, sponsorships, grant funding
 - Individual donors prefer to give to makers/incubators
 - Donors are confused by our funding relationship with the City
 - **Call to Action:** Board, can you think of 3-5 people (business owners, patrons of the arts) to send personal appeal notes to? Or to send an e-intro for you and Dinah to go meet and give a sponsor presentation?
 - Dinah aspires to have part time development person
 - Finances will appear 50k behind this whole year because City funding is coming late June FY24 (instead of early July FY25)
- Open Call to CP Gallery in March 2024
 - Small community curatorial team will select artists
 - Exhibition opening late April/early May

- Welcome ideas for submission prompt and exhibition theme
 - Nice to have curatorial team pick prompt so they feel they have buy-in and continuity through process
 - If Board wants to be involved, can offer prompts for curatorial to choose from/consider
 - Could select a prompt that invites collaboration with a sector we're trying to partner with (marine sciences, Roux Institute, mental health/public health, office of sustainability)
 - Could highlight artists as multidimensional (service workers, musicians/visual artists)
 - CP doesn't have flexibility in our space for sculpture; could do sculpture park in tandem with the gallery opening
 - Hard to sell artworks unless you're actively soliciting traffic in the space (CP does not have pull of a traditional gallery)
 - Potential for auction format to generate revenue (like Laundry Day/New System silent auction model)
 - 50% of artists apply with existing work, 50% create new work specifically for the open call
- Augmented Reality App Experiences
 - Partnering with Love Lab, MAMM, Loquat Shop (selected because they align with CP mission and reach underserved populations); also considering Company of Girls or Telling Room
 - Each has been partnered with a digital choreographer/ animator to come up with a concept for an AR experience; CP to review
 - Timeline: we have until June to get reimbursable expenses from NEA; CP hoping for soft launch of experiences before then
- Arts and Culture Summit
 - Not currently scheduled - plan for June? Or September?
- Dinah will be away next two weeks visiting her son in China

Board Member Sharing/Wrap

- **Call to Action:** We are almost at 100% participation for the Board challenge! If you have not given yet this fiscal year, please contribute!
- Board members shared upcoming arts events that they are organizing, attending, or excited about
- Motion to Adjourn meeting. First motion: Lindsay Hancock; second motion: Kirstie Archambault. Unanimously approved.

Meeting adjourned at 4:30pm

Minutes submitted by Holly Taylor on 1.04.24

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

	Jul - Dec 23	Full FY24 Budget	\$ Over Budget	% of Total Budget
Ordinary Income/Expense				
Income				
4100 · Operations (unrestricted)	60,507	247,600	-187,093	24.44%
4200 · Programs	-	75,000	-75,000	0.0%
4500 · Artist Relief Donations	-	-	-	-
Total Income	60,507	322,600	-262,093	18.76%
Cost of Goods Sold				
5000 · Cost of Programs	19,004	74,000	-54,997	25.68%
5500 · Artist Relief Grants	-	-	-	-
Total COGS	19,004	74,000	-54,997	25.68%
Gross Profit	41,504	248,600	-207,096	16.7%
Expense				
6000 · Marketing	5,056	7,250	-2,194	69.74%
6100 · Personnel	47,749	185,000	-137,251	74.25%
6200 · Occupancy Expenses	4,675	16,800	-12,125	27.83%
6300 · Travel	17	3,000	-2,983	0.58%
6500 · Professional Services	4,791	20,850	-16,059	22.98%
6600 · Operating Expenses	5,451	15,290	-9,839	35.65%
Total Expense	67,740	248,190	-180,450	27.29%
Net Ordinary Income	-26,236	410	-26,646	-6,401.61%
Other Income/Expense				
Other Income				
7000 · Other Income-Expense	29	51	-22	56.41%
Total Other Income	29	51	-22	56.41%
Net Other Income	29	51	-22	56.41%
Net Income	(26,208)	460	-26,668	-5,692.66%

Creative Portland
Statement of Financial Position
As of December 31, 2023

	Dec 31, 23	Nov 30, 23	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1010 · Creative Portland Checking	39,069	70,905	(31,836)	-44.9%
1011 · GSB Savings 5265	73,848	60,342	13,506	22.4%
1015 · Petty Cash	543	543	-	0.0%
Total Checking/Savings	<u>113,460</u>	<u>131,789</u>	<u>(18,330)</u>	<u>-13.9%</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>113,460</u>	<u>131,789</u>	<u>(18,330)</u>	<u>-13.9%</u>
Fixed Assets				
1400 · Fixed Assets	<u>39,703</u>	<u>30,216</u>	<u>9,487</u>	<u>31.4%</u>
Total Fixed Assets	<u>39,703</u>	<u>30,216</u>	<u>9,487</u>	<u>31.4%</u>
TOTAL ASSETS	<u>153,162</u>	<u>162,005</u>	<u>(8,843)</u>	<u>-5.5%</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>57,220</u>	<u>40,127</u>	<u>17,093</u>	<u>42.6%</u>
Total Other Current Liabilities	<u>57,220</u>	<u>40,127</u>	<u>17,093</u>	<u>42.6%</u>
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Equity				
3100 · Unrest'd Net Assets	122,150	122,150	-	0.0%
Net Income	<u>(26,208)</u>	<u>(272)</u>	<u>(25,936)</u>	<u>-9,539.1%</u>
Total Equity	<u>95,942</u>	<u>121,878</u>	<u>(25,936)</u>	<u>-21.3%</u>
TOTAL LIABILITIES & EQUITY	<u>153,162</u>	<u>162,005</u>	<u>(8,843)</u>	<u>-5.5%</u>