

CREATIVE PORTLAND

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

Board of Directors Meeting
Wednesday, February 5, 2025
3:30 PM

Join Zoom Meeting
<https://us02web.zoom.us/j/86863090990>
Meeting ID: 868 6309 0990

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AGENDA

- 1. Welcome and President's Comments**
- 2. Consent Agenda**
 - A. January Minutes (see attachment)
 - B. January Financing (see attachment)
VOTE: to accept consent agenda
- 3. Board Business - Part 1**
 - A. Welcome Zsofia McMullin, new Board Member (Board Intros)
- 4. Executive Director Update**
 - A.
 - a. Staff & Program Policies
 - b. FFAW Feb 7th
 - c. Feb 14th e-blast fundraising drive
 - d. Monday Morning Drop By Report (February 3 with Justin Alford)
 - e. CP Gallery 2025 - OPEN CALL for 8th juried show, "Acceptance"
 - f. Music Festivals & Music Venue Updates
- 5. Board Business - Part 2**
 - A.
 - a. Tentative dates for Spring Retreat
 - b. March 10th City Council Workshop prep
 - c. Board Share
- 6. FY25 Board Meetings: April 2, May 7 & June 4, 2025**

Creative Portland Board Meeting Minutes

Wednesday, January 8, 2025

via ZOOM

Attendance:

Board Members:

Kate Anker (Immediate Past President), David Brenerman, Tae Chong, Gib Foltz, Eliza Ginn, Lindsay Hancock, Clare E. Hannan (Vice President), Herb Ivy (President), Dinah Minot (Assistant Secretary), Dawn Reshen-Doty (Treasurer), Matt Schwach (Secretary), and Greg Watson (ex officio)

Staff: Dinah Minot; Walks Tall Keith

Absent: Kirstie Archambault, Lucy Comaskey, Daniel Minter, Councilor Regina Phillips

1. Welcome & President's Comments (Herb Ivy presiding) (3:33pm)

Herb welcomed everyone to our January board meeting. Plan to discuss fundraising and retreat ideas.

2. Consent Agenda at 3:34pm (November Minutes and December Financials)

ACTION: Vote to approve Consent Agenda: Unanimously approved. Motioned by Dawn Reshen-Doty, Second by Kate Anker.

3. Executive Director Update (3:34pm - 4:20pm)

General

- Dinah is in California and informed us that she is safe from the wildfires.
- Kirstie shared a draft of a blog for self guided tours for Visit Portland.
- Creative Portland Workshop with the City Council is scheduled for March 10.
- We will be also be doing a separate presentation for the Visit Portland board. TBD
- We will hold space for advocacy committees.
- We hired a new Graphic Designer / Outreach Coordinator. Their name is Midori Morrow.

Fundraising

- We had our fall campaign. It did not meet our goal of \$30,000.
- Reminder to board members, please donate for our board challenge.

Grants

- We will pursue the Bloomberg Asphalt grant next year. Hopefully 100K - a match of 50K
- Other grants of interest:
 - NEA Our Town and Arts Project
 - Maine Office of Tourism (MOT) Marketing Enterprise
 - Other grant opportunities we are researching and exploring.

Programming

- 3500 downloads to date. Website gaining traction. App tech updates will be done by contractor Skye Priestley, previously employed by Yarn.

- Discussed 2025 Creative Portland gallery exhibit
 - Theme and title tbd around the topic of Resilience.
 - Gib will represent CP Board along with Dinah and four other community leaders/stakeholders (reps from Notch8 Gallery, volunteer Lisa Prickett, Casco Bay Artisans, 82 Parris).
 - Open call will be released in the February and March newsletter.
- January 6, 2025 Monday Morning Drop By was a success.
- Special thanks to Matt and Clare hosting.
 - 25+ attendance, mostly artists.
 - Maine Arts Commission grant info session with Eli Cabanas.
 - Discussed workshops through NEFA
- January First Friday Art Walk was slow, but it was very cold that day.

Sustainability

- Creative Portland will have a City Council workshop on March 10, 2025. Dinah wants to present a powerpoint and a brief sizzle reel - then have points of discussion afterwards.
- We will have a small committee meeting to discuss the March 10 workshop. Ideas from the committee meeting will be brought to the board at our next meeting in February.
- Board retreat in the Spring will focus on sustainability.

4. Board Business & Volunteer Discussion (4:20pm-4:58pm)

Board Retreat

- Will likely be a half day event.
- The group agreed on discussing:
 - Sustainability
 - Structure of Creative Portland
 - Aligning CP with tourism sector
 - Board Recruitment
 - Program Development
 - Succession Plan

Fundraising

- Discussed fundraising strategies - tackle at the retreat.
- Promote ourselves as convenors / advocates as well as promote programs.

General

- Tae discussed the decline in tourism / changes in tourist demographics.
- We will be doing a presentation for the Visit Portland board. TBD
- Board recruitment: were still looking for a lawyer and fundraiser.

**Motion to adjourn by Herb Ivy, second by Clare Hannan. Approved unanimously.
Adjourned at 4:58pm.**

Meeting minutes submitted by Walks Tall Keith.

Creative Portland Statement of Activity Profit & Loss Budget vs. Actual July through January 2025

	Jul - Jan 25	Full FY25 Budget	\$ Over Budget	% of Total Budget
Ordinary Income/Expense				
Income				
4100 · Operations (unrestricted)	115,200	242,300	-127,100	47.54%
4200 · Programs	7,500	45,000	-37,500	16.67%
Total Income	<u>122,700</u>	<u>287,300</u>	<u>-164,600</u>	<u>42.71%</u>
Cost of Goods Sold				
5000 · Cost of Programs	14,393	47,500	-33,107	30.3%
Total COGS	<u>14,393</u>	<u>47,500</u>	<u>-33,107</u>	<u>30.3%</u>
Gross Profit	<u>108,307</u>	<u>239,800</u>	<u>-131,493</u>	<u>45.17%</u>
Expense				
6000 · Marketing	838	7,250	-6,412	11.56%
6100 · Personnel	95,834	170,900	-75,066	56.08%
6200 · Occupancy Expenses	4,334	7,800	-3,466	55.57%
6300 · Travel	0	3,000	-3,000	0.0%
6500 · Professional Services	6,010	34,600	-28,590	17.37%
6600 · Operating Expenses	5,735	15,290	-9,555	37.51%
Total Expense	<u>112,751</u>	<u>238,840</u>	<u>-126,089</u>	<u>47.21%</u>
Net Ordinary Income	<u>(4,444)</u>	<u>960</u>	<u>-5,404</u>	<u>-462.98%</u>
Other Income/Expense				
Other Income				
7000 · Other Income-Expense	53	50	3	106.32%
Total Other Income	<u>53</u>	<u>50</u>	<u>3</u>	<u>106.32%</u>
Net Other Income	<u>53</u>	<u>50</u>	<u>3</u>	<u>106.32%</u>
Net Income	<u>(4,391)</u>	<u>1,010</u>	<u>-5,401</u>	<u>-434.78%</u>

Creative Portland
Statement of Financial Position
As of January 31, 2025

	Dec 31, 24	Nov 30, 24	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1010 · Creative Portland Checking	79,322	41,092	38,229	93.0%
1011 · GSB Savings 5265	90,545	90,537	8	0.0%
1015 · Petty Cash	1,558	1,258	300	23.9%
Total Checking/Savings	<u>171,424</u>	<u>132,887</u>	<u>38,537</u>	<u>29.0%</u>
Other Current Assets				
1220 · Other Receivable	-	2,930	(2,930)	-100.0%
Total Other Current Assets	<u>-</u>	<u>2,930</u>	<u>(2,930)</u>	<u>-100.0%</u>
Total Current Assets	<u>171,424</u>	<u>135,817</u>	<u>35,607</u>	<u>26.2%</u>
Fixed Assets				
1400 · Fixed Assets	35,796	36,097	(300)	-0.8%
Total Fixed Assets	<u>35,796</u>	<u>36,097</u>	<u>(300)</u>	<u>-0.8%</u>
TOTAL ASSETS	<u><u>207,220</u></u>	<u><u>171,914</u></u>	<u><u>35,307</u></u>	<u><u>20.5%</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	591	-	591	100.0%
Total Accounts Payable	<u>591</u>	<u>-</u>	<u>591</u>	<u>100.0%</u>
Other Current Liabilities				
2500 · Fiscal Sponsorship Liability	67,496	67,496	-	0.0%
Total Other Current Liabilities	<u>67,496</u>	<u>67,496</u>	<u>-</u>	<u>0.0%</u>
Total Current Liabilities	<u>68,087</u>	<u>67,496</u>	<u>591</u>	<u>0.9%</u>
Total Liabilities	<u>68,087</u>	<u>67,496</u>	<u>591</u>	<u>0.9%</u>
Equity				
3100 · Unrest'd Net Assets	143,524	143,524	-	0.0%
Net Income	(4,391)	(39,107)	34,715	88.8%
Total Equity	<u>139,133</u>	<u>104,418</u>	<u>34,715</u>	<u>33.2%</u>
TOTAL LIABILITIES & EQUITY	<u><u>207,220</u></u>	<u><u>171,914</u></u>	<u><u>35,307</u></u>	<u><u>20.5%</u></u>