

CREATIVE PORTLAND

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

Board of Directors Meeting

Wednesday, April 2, 2025

3:30 PM

[Via Google Meet](#)

AGENDA

- 1. Welcome and President's Comments**
- 2. Consent Agenda**
 - A. February Minutes (see attachment)
 - B. February Financials (see attachment)
VOTE: to accept Consent Agenda
- 3. Executive Director Update**
 - A. FFAW April 4
 - B. Monday Morning Drop By (April 7)
 - C. CP Gallery 2025 - 14 Artists selected for "Acceptance" May 1st reception
 - D. Hear Here 3 - September 7, 2025
 - E. Grant Pursuits (Roy Hunt, MCF & MAC)
 - F. CP APP update
 - G. Staff Update
- 4. Board Business**
 - A. Spring Retreat - May 28, 12-6pm
 - B. June 23 - City Council Workshop prep
 - C. Board Share
- 5. Live Nation Proposal Discussion**
 - A. Statement sent to Planning Board
- 6. FY25 Board Meetings: May 7 & June 4 (TBC), 2025**

Creative Portland Board February Meeting Minutes

Wednesday, February 5, 2025

via ZOOM

Attendance:

Board Members:

Kate Anker (Immediate Past President), Kirstie Archambault, David Brenerman, Lucy Comaskey, Gib Foltz, Clare E. Hannan (Vice President), Zsofia McMullin, Dinah Minot (Assistant Secretary), Daniel Minter, Councilor Regina Phillips (ex officio), Matt Schwach (Secretary), and Greg Watson (ex officio)

Absent: Tae Chong, Eliza Ginn, Lindsay Hancock, Herb Ivy (President), Dawn Reshen-Doty (Treasurer)

Staff: Dinah Minot; Walks Tall Keith

General Public: Stacy Owens

1. Welcome & Vice President's Comments (Clare Hannan presiding) (3:33pm)

Due to Herb Ivy's absence, Clare welcomed everyone to our February board meeting.

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

ACTION: Vote to approve Consent Agenda: Motioned by David Brenerman, Daniel Minter second. Unanimously approved.

3. Executive Director Update (3:34pm - 4:00pm)

Fundraising

- There will be a February 14th fundraiser "Show some Love" e-blast sent out next week.

Programming

- Monday Morning Drop By Feb 3: Justin Alford was our special guest offering to give away his land/building in the Bayside for community use. He discussed a "community process design" with a steering committee of stakeholders from Bayside to assess interest and needs for 72 Parris, the former site of Fork Food Lab. Kate & Dinah shared the incredible opportunity with the board and will meet again to share best practices and info from our cultural planning process. A public meeting will be scheduled in April to share updates and ideas.
- First Friday Art Walk February 7th is coming up. Top recs include the 2024 Photos at the Portland Public Library, Institute of Contemporary Art, and SPACE.
- Monthly Arts Update Newsletter: In January & Feb, we had over 60% open rate.
- Creative Portland Gallery 8th juried exhibit, *Acceptance*: An open call to artists has been published. All Board members are invited to attend the May 1st artist reception.

Board Business:

- We welcomed our new board member Zsofia McMullin, an enthusiastic writer excited to be involved with the arts in Portland.
- Introductions were made by all board members.

- Zsofia participated and was impressed with the turnout and exchange of ideas at our Monday Morning Drop By on Feb 3.
- We revisited our mission, values and policies. Dinah stated an intention to continue supporting the creative economy through the arts with inclusive values and programming.
- Discussed Payson Park Music Festival and Maine Music Festival/Hear Here 3.
- We are trying to secure September 7th at the Merrill Auditorium for Hear Here..
- There are 200 seats planned for the Crewe Arts Center
- Discussed Live Nation's proposed 3300 seat venue plus the Bayside neighborhood association and community meeting at Press Hotel.
- Note: There will be three vacancies in the Planning Board next month.

4. Board Business & Board Share (4:00pm-4:41pm)

Board Discussion/Involvement:

- Discussed our upcoming board retreat. The group decided on a proposed half day, 12-6pm on May 28th. At the June board meeting, we will vote on the Fiscal Year 26 work plan & budget.
- Discussed March 10 City Council Workshop prep with Tae, Kate, Herb, and David Brenerman. We will have a "dress rehearsal" with Greg and Regina.
- Matt represented Creative Portland at the Strategy Planning session for Visit Portland.

Share Circle:

- Dinah will be attending the 50th Anniversary Show for SNL.
- Daniel Minter's exhibit *Universe of Freedom Making* for the collection *In Slavery's Wake* is currently at the Smithsonian's National Museum of African-American History & Culture & will be going to Brazil, South Africa, West Africa, London and Belgium. Discussed invitations/host guides for our Congressional officials.
- Kirstie shared Visit Portland's new initiative, *Winter Wednesdays*, a promotional program to drive business to the restaurants with special offers and deals. Every Wednesday through the end of March. This will not replace *Restaurant Week*.
- Kirstie is the new grant manager for the Maine Office of Tourism GP Region.
- Kate promoted Print Jam (6 years) and the Emerge Program which will start in September and go through March, as well as an exhibition at Belleflower in June, a March First Friday pop-up for future Print Jam artists and a TALK at CMCA about artists in residency opportunities.

Motion to adjourn by Kate Anker, second by Lucy Comaskey. Approved unanimously. Adjourned at 4:41pm.

Meeting minutes submitted by Walks Tall Keith.

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

	Jul '24 - Feb 25	Full FY25 Budget	\$ Over Budget	% of Total Budget
Ordinary Income/Expense				
Income				
4100 · Operations (unrestricted)	116,734	242,300	-125,566	48.18%
4200 · Programs	7,750	45,000	-37,250	17.22%
Total Income	<u>124,484</u>	<u>287,300</u>	<u>-162,816</u>	<u>43.33%</u>
Cost of Goods Sold				
5000 · Cost of Programs	15,704	47,500	-31,796	33.06%
Total COGS	<u>15,704</u>	<u>47,500</u>	<u>-31,796</u>	<u>33.06%</u>
Gross Profit	<u>108,780</u>	<u>239,800</u>	<u>-131,020</u>	<u>45.36%</u>
Expense				
6000 · Marketing	838	7,250	-6,412	11.56%
6100 · Personnel	108,410	170,900	-62,490	63.44%
6200 · Occupancy Expenses	4,875	7,800	-2,925	62.49%
6300 · Travel	0	3,000	-3,000	0.0%
6500 · Professional Services	6,651	34,600	-27,949	19.22%
6600 · Operating Expenses	6,048	15,290	-9,242	39.56%
Total Expense	<u>126,822</u>	<u>238,840</u>	<u>-112,019</u>	<u>53.1%</u>
Net Ordinary Income	<u>(18,041)</u>	<u>960</u>	<u>-19,001</u>	<u>-1,879.39%</u>
Other Income/Expense				
Other Income				
7000 · Other Income-Expense	60	50	10	120.2%
Total Other Income	<u>60</u>	<u>50</u>	<u>10</u>	<u>120.2%</u>
Net Other Income	<u>60</u>	<u>50</u>	<u>10</u>	<u>120.2%</u>
Net Income	<u><u>(17,981)</u></u>	<u><u>1,010</u></u>	<u><u>-18,991</u></u>	<u><u>-1,780.32%</u></u>

Creative Portland
Statement of Financial Position
As of February 28, 2025

	Feb 28, 25	Jan 31, 25	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1010 · Creative Portland Checking	67,334	79,322	(11,988)	-15.1%
1011 · GSB Savings 5265	90,552	90,545	7	0.0%
1015 · Petty Cash	1,558	1,558	-	0.0%
Total Checking/Savings	<u>159,443</u>	<u>171,424</u>	<u>(11,981)</u>	<u>-7.0%</u>
Other Current Assets				
1220 · Other Receivable	-	-	-	0.0%
Total Other Current Assets	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>
Total Current Assets	<u>159,443</u>	<u>171,424</u>	<u>(11,981)</u>	<u>-7.0%</u>
Fixed Assets				
1400 · Fixed Assets	35,496	35,796	(300)	-0.8%
Total Fixed Assets	<u>35,496</u>	<u>35,796</u>	<u>(300)</u>	<u>-0.8%</u>
TOTAL ASSETS	<u><u>194,939</u></u>	<u><u>207,220</u></u>	<u><u>(12,281)</u></u>	<u><u>-5.9%</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	-	1,232	(1,232)	-100.0%
Total Accounts Payable	<u>-</u>	<u>1,232</u>	<u>(1,232)</u>	<u>-100.0%</u>
Other Current Liabilities				
2500 · Fiscal Sponsorship Liability	69,396	67,496	1,900	2.8%
Total Other Current Liabilities	<u>69,396</u>	<u>67,496</u>	<u>1,900</u>	<u>2.8%</u>
Total Current Liabilities	<u>69,396</u>	<u>68,728</u>	<u>668</u>	<u>1.0%</u>
Total Liabilities	<u>69,396</u>	<u>68,728</u>	<u>668</u>	<u>1.0%</u>
Equity				
3100 · Unrest'd Net Assets	143,524.36	143,524.36	-	0.0%
Net Income	-17,981.19	-5,032.34	(12,949)	-257.3%
Total Equity	<u>125,543</u>	<u>138,492</u>	<u>(12,949)</u>	<u>-9.4%</u>
TOTAL LIABILITIES & EQUITY	<u><u>194,939</u></u>	<u><u>207,220</u></u>	<u><u>(12,281)</u></u>	<u><u>-5.9%</u></u>