

CREATIVE PORTLAND

84 Free Street | Portland, ME | 04101 | 207-370-4784

Board of Directors Meeting

Wednesday, June 4, 2025

3:30 PM

[Via Google Meet](#)

AGENDA

1. **Welcome and President's Comments (Herb note: last meeting of FY25)**
 - A. Consent Agenda: April financials & minutes.
VOTE: to accept Consent Agenda
2. **Executive Director Update (Dinah)**
 - A. FFAW June 6 highlights
 - B. Monday Morning Drop By (June 2)
 - C. Staff Update
 - D. Community Updates
3. **FY26 Work Plan & Budget Discussion (Dinah)**
 - A. **Action:** Vote to approve Work Plan & Budget
4. **Board Business (Herb)**
 - A. Recap of Board Retreat Priorities & Action Items
 - B. Sponsorship plan & update for FFAW
 - C. Governance & Board Recruitment
 - i. Board term summary & timeline
 - ii. Recommendations
 - iii. Nominating committee discussion
 - D. Determine July Board meeting date
 - E. Board Share
5. **FY26 Board Meeting Dates: July (TBD), September 3, October 1, November 5 (annual mtg), January 7, 2026, February 4, April 1, May 6**

Creative Portland Board Meeting Minutes

Wednesday, April 2, 2025 (via zoom)

Attendance:

Board Members:

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

Absent: Gib Foltz, Eliza Ginn, Lindsay Hancock, Dawn Reshen-Doty (Treasurer), Greg Watson (ex officio)

Staff/Volunteers: Dinah Minot, Walks Tall Keith, Ronnie Wilson

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

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

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

3. Executive Director Update (3:34pm - 4:23pm)

Fundraising

- \$25,000 donations to date, including \$7,000 to our fiscal sponsees.

Grants

- We applied for a MAC - Creative Communities grant to add two new bus shelter art installations.
- We plan to apply for MOT grant for *Hear, Here by May 23*
- Would like to investigate a percentage of TDD or a partnership with Visit Portland. Goal is for Dinah/Kirstie to confirm a strategy meeting this Spring with Tae & Lynn Tillotson.

Programming

- April 4th is the First Friday Art Walk.
- April is the last month for our exhibition, *Time & Temperature*. Online viewing still available.
- Monday, April 7th is Monday Morning Drop By with an open agenda.
- Creative Portland gallery exhibition, *Acceptance*, will host its opening artist reception on May 1st.
 - May 2nd is the public opening for *Acceptance* during the First Friday Art Walk.
 - Press release for *Acceptance* will go out next week.
 - The image/ flyer for *Acceptance* was shared with the board. We will reach out to the young model (in the photo) to confirm permission.
- *Hear, Here!* is booked for Sept 7th at Merrill Auditorium. Booking is underway for Maine performing artists.
- CP App update - 3,800 downloads to date. Our goal is for 5,000 downloads by the end of December

- **Portland Public Art Committee (PPAC)**
Our Creative Portland volunteer & PPAC rep, Ronnie Wilson, joined the meeting with a brief overview.
- **DOWNTOWN ARTS DISTRICT VACANCIES & need for revitalization:**
 - PMA would like to meet to discuss community-wide convening to address vacancies/dead spaces.
 - Portland Downtown has convened Arts District Solutions meetings at Mechanics Hall (since Fall 2023).
 - Nancy (HEDD) gave 2 updates/proposals “under consideration” :
 - Portland Development Corp (PDC) may consider a new loan program. Will be funded by TIF dollars. Zero interest loans of up to \$20,000. Program will allow landlords of vacant storefronts to display temporary artwork/lighting etc to activate storefronts.
 - Consideration of a possible future ordinance where landlords could receive fines for vacant storefronts. The Housing and Economic Development Committee (HEDC) still needs to be brought up to speed by HEDD staff, Greg & Nancy. (April 14th mtg/).Timeline TBD.
 - Discussed opportunities for Creative Portland to curate art installations/book pop-up studios for vacant storefronts.
 - Discussed opportunities for CP and the city to write grants together.
 - Other revitalization potential impact of Congress Street/Arts District = Live Nation venue proposal.
 - CP Executive Committee submitted a statement of concern (March 7) to the planning board regarding music venue concerns re: Live Nation proposal. Dinah read it out loud to the board. The CP board mixed on taking a stance in favor or opposition. Will discuss at Board retreat.
- STAFF update:
Creative Portland hired a freelance graphic designer named Bret Woodard, also a photographer, to help with social media.

4. Board Business & Board Share (4:23pm - 5:07pm)

- The board retreat will be Wednesday, May 28 from 12pm-6pm.
 - PREP for the city council workshop in June with three topics/giant boards illustrating Creative Portland’s values:
 - Resources
 - Economic Impact
 - Community-Building/Convener
 - Follow-up to be shared via email:
 - City council workshop poster board drafts.
 - Minutes from our prep discussion for the city council workshop.

Board Share Circle:

- Lucy’s share:
 - will be a student attorney in 1 year and was also interviewed as a guest at PMC.
 - will try to connect us with a local lawyer interested in pro bono work.

- Her father will be performing alongside some artists at Zero Station on April 25th.
- Matt is currently in Spain and attended the festival “Las Vias”.
- Dinah was honored at the 50 Over 50 Awards!
- Kirstie shared Visit Portland’s brand new destination guide with a CP ad. She will drop off a box at CP.
- Kate has open calls for Emerging Artist Program, summer event intern, and printer for the Print Jam (\$300 for a first timer). Testimony: Within 10 minutes of our Creative Portland social media post about the RWS workshop, someone signed up. Bret has applications open for his low budget Film Fest.
- Daniel let us know about Indigo’s “Spring is in the Air” fundraiser, and the co-mentorship with Maya Williams and Rachel Elizabeth Harding.
- Clare is in Venice Beach having fun looking at art and recently saw a beautiful exhibit about Monhegan Island.
- Tae is putting together a storytelling event about immigrant on May 8th at PMA. Shows at 2pm and 6:30pm.
- Zsofia will be attending Monday Morning Drop By
- David was recently in Florida for a baseball trip and is going to see a play at Portland Stage “Almost ME”. In May, Good Theatre is having it’s grand opening. They’re now on Stevens Avenue.
- Thursday night is TEMPOart’s fundraiser at Après. Dinah & Daniel are attending and can get tickets for other board members, if they are interested.
- Herb recently went to an Esther Rose concert at SPACE. Dinah was there too.

Motion to adjourn by David, second by Kirstie. Approved unanimously. Adjourned at 5:07pm.

Meeting minutes submitted by Walks Tall Keith.

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

	Jul '24 - Apr 25	Full FY25 Budget	\$ Over Budget	% of Total Budget
Ordinary Income/Expense				
Income				
4100 · Operations (unrestricted)	128,961	242,300	-113,339	53.22%
4200 · Programs	7,750	45,000	-37,250	17.22%
Total Income	<u>136,711</u>	<u>287,300</u>	<u>-150,589</u>	<u>47.59%</u>
Cost of Goods Sold				
5000 · Cost of Programs	17,191	47,500	-30,309	36.19%
Total COGS	<u>17,191</u>	<u>47,500</u>	<u>-30,309</u>	<u>36.19%</u>
Gross Profit	<u>119,521</u>	<u>239,800</u>	<u>-120,280</u>	<u>49.84%</u>
Expense				
6000 · Marketing	850	7,250	-6,400	11.72%
6100 · Personnel	132,627	170,900	-38,273	77.61%
6200 · Occupancy Expenses	6,589	7,800	-1,211	84.47%
6300 · Travel	0	3,000	-3,000	0.0%
6500 · Professional Services	10,130	34,600	-24,470	29.28%
6600 · Operating Expenses	9,236	15,290	-6,054	60.41%
Total Expense	<u>159,431</u>	<u>238,840</u>	<u>-79,409</u>	<u>66.75%</u>
Net Ordinary Income	<u>(39,911)</u>	<u>960</u>	<u>-40,871</u>	<u>-4,157.52%</u>
Other Income/Expense				
Other Income				
7000 · Other Income-Expense	76	50	26	151.68%
Total Other Income	<u>76</u>	<u>50</u>	<u>26</u>	<u>151.68%</u>
Net Other Income	<u>76</u>	<u>50</u>	<u>26</u>	<u>151.68%</u>
Net Income	<u><u>(39,835)</u></u>	<u><u>1,010</u></u>	<u><u>-40,845</u></u>	<u><u>-3,944.03%</u></u>

Creative Portland
Statement of Financial Position
As of April 30, 2025

	Apr 30, 25	Mar 31, 25	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1010 · Creative Portland Checking	38,066	55,791	(17,726)	-31.8%
1011 · GSB Savings 5265	98,567	90,559	8,008	8.8%
1015 · Petty Cash	1,558	1,558	-	0.0%
Total Checking/Savings	<u>138,191</u>	<u>147,909</u>	<u>(9,718)</u>	<u>-6.6%</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>138,191</u>	<u>147,909</u>	<u>(9,718)</u>	<u>-6.6%</u>
Fixed Assets				
1400 · Fixed Assets	34,895	35,195	(300)	-0.9%
Total Fixed Assets	<u>34,895</u>	<u>35,195</u>	<u>(300)</u>	<u>-0.9%</u>
TOTAL ASSETS	<u><u>173,086</u></u>	<u><u>183,104</u></u>	<u><u>(10,018)</u></u>	<u><u>-5.5%</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	-	450	(450)	-100.0%
Total Accounts Payable	<u>-</u>	<u>450</u>	<u>(450)</u>	<u>-100.0%</u>
Other Current Liabilities				
2500 · Fiscal Sponsorship Liability	69,396	69,396	-	0.0%
Total Other Current Liabilities	<u>69,396</u>	<u>69,396</u>	<u>-</u>	<u>0.0%</u>
Total Current Liabilities	<u>69,396</u>	<u>69,846</u>	<u>(450)</u>	<u>-0.6%</u>
Total Liabilities	<u>69,396</u>	<u>69,846</u>	<u>(450)</u>	<u>-0.6%</u>
Equity				
3100 · Unrest'd Net Assets	143,524.36	143,524.36	-	0.0%
Net Income	-39,834.67	-30,266.46	(9,568)	-31.6%
Total Equity	<u>103,690</u>	<u>113,258</u>	<u>(9,568)</u>	<u>-8.4%</u>
TOTAL LIABILITIES & EQUITY	<u><u>173,086</u></u>	<u><u>183,104</u></u>	<u><u>(10,018)</u></u>	<u><u>-5.5%</u></u>

DRAFT - FY2026 Creative Portland Work Plan

- First Friday Art Walk
- Creative Portland App & Website
- Social Media Program
- Monthly Arts Update Newsletter
- Monday Morning Drop By (October - June except January)
- Creative Portland Gallery (Spring 2026 new art exhibition)
- Fiscal Sponsorship Program (82 Parris, Maine Music Festival)
- Hear Here 3 at Merrill Auditorium - September 7, 2025
- Grant Pursuits TBD
- Artist Activation Fund TBD

- Convening Community Discussions TBA
- Creative Bus Shelter Initiative 3 (grant reliant TBD July 1)
- Arts District Flagpole Banner project (with PMA/Portland Downtown)
- Storefront Vacancy / City Park Activation
- Public Art Installations (?)
- Branding & Marketing (?)
- Fundraising Drive (?)

Previous CP programs in past 8 years:

Biennial Arts & Culture Summit

AEP6 Study

Summer Stage Series

2 Degrees Program

Artist Relief Fund