

# CREATIVE PORTLAND

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

## **Board of Directors Meeting**

Wednesday, October 1, 2025

3:30 PM

Via Google Meet

<http://meet.google.com/oon-fiok-xdn>

### **AGENDA**

#### **1. Welcome and President's Comments**

- A. Consent Agenda: August financials & September minutes  
**VOTE:** to accept consent agenda

#### **2. Executive Director Update**

- A. Hear Here & MMWF Update: (see Oct 1st Newsletter collage)
- B. Fiscal Sponsorship Requests:
  - 1) Maine Tech Week October 21-23 - William Sullivan
  - 2) Emily Dickinson Chamber Theater Play by Patricia Mullholland
- C. Grant Pursuits - Amazon sponsored grant application submitted to GP Regional Chamber
- D. CP application submitted (by Dinah & Matt) to Justin Alford Fund re: 92 Parris Street for service/program provider consideration.
- E. Fundraising Initiatives: FFAW sponsorship pursuits, Arts Activation Fund, Giving Tuesday, CP app sponsorship pursuits, Arts & Culture Summit Sept 2026 and Hear Here IV.

#### **3. Board Business**

- A. Nominations and Recommendations for Board of Directors/update
  - 1) City Appointee recommendations: Matt Schwach (renewal), Elyse Grams & Mike Bove
  - 2) Lucy Comaskey, Sampson Hamilton, Haj Carr (on deck)
- B. Board Share

#### **4. FY26 Board Meeting Dates: Nov 5 (annual mtg), January 7, 2026, Feb 4, April 1, May 6, and June 3.**

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

	Jul - Aug 25	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4100 · Operations (unrestricted)	5,178	250,300	-245,122	2.07%
4200 · Programs	-	121,500	-121,500	0.0%
<b>Total Income</b>	<u>5,178</u>	<u>371,800</u>	<u>-366,622</u>	<u>1.39%</u>
<b>Cost of Goods Sold</b>				
5000 · Cost of Programs	1,243	120,000	-118,757	1.04%
<b>Total COGS</b>	<u>1,243</u>	<u>120,000</u>	<u>-118,757</u>	<u>1.04%</u>
<b>Gross Profit</b>	<u>3,935</u>	<u>251,800</u>	<u>-247,865</u>	<u>1.56%</u>
<b>Expense</b>				
6000 · Marketing	352	7,250	-6,898	4.86%
6100 · Personnel	24,991	175,900	-150,910	14.21%
6200 · Occupancy Expenses	1,169	7,800	-6,631	14.99%
6300 · Travel	0	3,000	-3,000	0.0%
6500 · Professional Services	2,949	34,600	-31,651	8.52%
6600 · Operating Expenses	2,157	15,290	-13,133	14.11%
<b>Total Expense</b>	<u>31,617</u>	<u>243,840</u>	<u>-212,223</u>	<u>12.97%</u>
<b>Net Ordinary Income</b>	<u>(27,682)</u>	<u>7,960</u>	<u>-35,642</u>	<u>-347.78%</u>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
7000 · Other Income-Expense	17	60	-43	27.9%
<b>Total Other Income</b>	<u>17</u>	<u>60</u>	<u>-43</u>	<u>27.9%</u>
<b>Net Other Income</b>	<u>17</u>	<u>60</u>	<u>-43</u>	<u>27.9%</u>
<b>Net Income</b>	<u><u>(27,666)</u></u>	<u><u>8,020</u></u>	<u><u>-35,686</u></u>	<u><u>-344.97%</u></u>

**Creative Portland**  
**Statement of Financial Position**  
As of August 31, 2025

	Jul 31, 25	Jun 30, 25	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
1010 · Creative Portland Checking	67,509	84,610	(17,101)	-20.2%
1011 · GSB Savings 5265	98,601	98,592	8	0.0%
1015 · Petty Cash	1,858	1,858	-	0.0%
<b>Total Checking/Savings</b>	<u>167,968</u>	<u>185,060</u>	<u>(17,092)</u>	<u>-9.2%</u>
<b>Other Current Assets</b>				
1220 · Other Receivable	-	-	-	0.0%
<b>Total Other Current Assets</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>
<b>Total Current Assets</b>	<u>167,968</u>	<u>185,060</u>	<u>(17,092)</u>	<u>-9.2%</u>
<b>Fixed Assets</b>				
1400 · Fixed Assets	33,693	33,993	(300)	-0.9%
<b>Total Fixed Assets</b>	<u>33,693</u>	<u>33,993</u>	<u>(300)</u>	<u>-0.9%</u>
<b>TOTAL ASSETS</b>	<u><u>201,661</u></u>	<u><u>219,054</u></u>	<u><u>(17,393)</u></u>	<u><u>-7.9%</u></u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
2000 · Accounts Payable	-	-	-	0.0%
<b>Total Accounts Payable</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>
<b>Other Current Liabilities</b>				
2100 · Payroll Liabilities	5,674	5,674	-	0.0%
2500 · Fiscal Sponsorship Liability	74,115	75,758	(1,642)	-2.2%
<b>Total Other Current Liabilities</b>	<u>79,789</u>	<u>81,431</u>	<u>(1,642)</u>	<u>-2.0%</u>
<b>Total Current Liabilities</b>	<u>79,789</u>	<u>81,431</u>	<u>(1,642)</u>	<u>-2.0%</u>
<b>Total Liabilities</b>	<u>79,789</u>	<u>81,431</u>	<u>(1,642)</u>	<u>-2.0%</u>
<b>Equity</b>				
3100 · Unrest'd Net Assets	149,538	149,538	-	0.0%
Net Income	-27,666	-11,915	(15,750)	-132.2%
<b>Total Equity</b>	<u>121,872</u>	<u>137,623</u>	<u>(15,750)</u>	<u>-11.4%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>201,661</u></u>	<u><u>219,054</u></u>	<u><u>(17,393)</u></u>	<u><u>-7.9%</u></u>

# Creative Portland Board Meeting Minutes

## Wednesday, September 3, 2025 (via zoom)

### **Attendance:**

#### **Board Members:**

Kate Anker (Immediate Past President), Tae Chong, Lucy Comaskey (AI), Lindsay Hancock, Clare E. Hannan (Vice President), Herb Ivy (President), Zsofia McMullin, Dinah Minot (Assistant Secretary), Daniel Minter, and Matt Schwach (Secretary)

**Absent:** Kirstie Archambault, David Brenerman, Gib Foltz, Eliza Ginn, Councilor Regina Phillips (ex officio), Dawn Reshen-Doty (Treasurer), Greg Watson (ex officio)

**Staff:** Dinah Minot, Walks Tall Keith

### **Board Meeting Summary**

#### **1. Welcome & President's Comments (3:33pm)**

Herb Ivy called the meeting to order and welcomed attendees.

#### **2. Consent Agenda (3:33pm)**

July Minutes, July Financials

**Action:** Vote to approve the Consent Agenda:

Motion first by Kate and seconded by Tae.

**Unanimously approved.**

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

Arts District Banners

- The City of Portland got all the banners up in 1 day (Portland Museum of Art banners pending.)
- Chamber / Eggs & Issues will be presenting their next topic on Downtown Portland at Hannaford Hall at USM.
- Vacancy Ordinance vote by City Council tonight.

Tae Chong insights:

- 22,000 properties in Portland, 2 are commercial.
- The evaluation of homeowners went up by 18%.
- Home owners will pick up  $\frac{2}{3}$  property tax bill.
- Commercial businesses will see a decrease.
- Portland is ranked in the top 7 best places to live.
- 4th time we've voted on minimum wage in 5 years.
- Live Nation makes us look anti-business.

- Need for artists to do political art, slogans, murals, etc... (we could be the broker between candidates/nonprofits to connect them).
  - Quasi-municipal, we cannot do open calls for any political initiative. We can be the hub to coordinate artists of social/political impact and messaging. Maybe bring this up in the October Newsletter?

#### First Friday

- The Ideal Maine social aid band hired by MMWF to play and stroll along Congress Street.

#### Hear Here 3

- Cash Budget in 40K range. MMWF donated 22K to production. Total expenses (including in-kind expenses/donations closer to 65K.
- Dinah, Herb, Tae and Daniel will present on stage. Matt, Clare and Lucy will volunteer.
- We are distributing hundreds of community tickets.
- There will be a strong gathering of the community, but not a strong ticket sales event.
- Maybe we should have done it in December or February.
- Hear Here 4 needs a marketing team in place six months in advance.
- We have been marketing this show with the kindness of other orgs promoting us. WMPG, 207, Go Magazine, WBLM.
- To secure the venue at Merrill in the future, we need more lead time (which was only 2.5 months before the show date)

#### Artist Activation Fund

- Goal is to raise more \$\$ in the fall.

#### Maine Music Weekend Festival

- We have offered community passes to all participating venues.
- Paid for Micromasse at Bayside Bowl, allowing for a FREE concert on the rooftop.
- Go Magazine full page ad for Maine Music Festival.
- 250 double-sided flyers with poster & Candy Land chart will be available at the venues. We will hand out more during the First Friday Art Walk.

#### Fiscal Sponsorship

- The Maine Tech Week Oct 21-23 organized by William Sullivan.
  - Dinah will send a blurb to the Excom to consider.

#### Grants to Pursue:

- Greater Portland Regional Chamber grant sponsored by Amazon offering funds to 501c3 orgs making an impact in the arts sector. Dinah will apply.
- We did not go after any NEA grants due to the diversity, equity and inclusion clause.
  - May try for Part I in February.

92 Parris Pursuit Update:

- We discussed this with our Excom as a potential (I3c) live/work facility. Or a Community center with exhibition and rehearsal space. Expansion of Creative Portland with a focus on this as an arts center.
- We can facilitate and champion people who do want to take this on.
- Meeting in September, application due Sept 22.
- If CP made a deal with Space, RWS and Indigo to form a specific rehearsal and exhibition space in the Bayside, Justin would be interested. Might not be enough time.

**4. Board Business & Board Share (4:20pm – 4:27pm)**

- True Line Digital Marketing Co. Haj is the CEO. He went to school in Bowdoin. He is interested. Seems like a good fit and addition to the board.
  - He will go through the City process to fill the vacancy for Eliza Ginn.
- We are still looking for a treasurer and lawyer. Jim Cohen has a guy in mind who may be a good candidate.
- We expect Matt and Lucy to renew for another term.

**Next Board Meeting:** October 1, 2025 at 3:30pm.

**Motion to Adjourn:** Tae

**Seconded by:** Lindsay

Unanimously approved.

**Meeting Adjourned:** 4:27pm

Meeting minutes submitted by Walks Tall Keith.

(Edited by DM.)