

# CREATIVE PORTLAND

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

## **Board of Directors Meeting** Wednesday, November 5, 2025 3:30 PM

84 Free Street, Portland (Meet at CP Headquarters - In Person only)

### AGENDA

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

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

#### **2. Executive Director Update (Dinah)**

- A. Monday Morning Drop By (Nov 3 recap)
- B. Annual Report FY25 to City Council - November 17, 2025 (TBC)
- C. Grant Pursuits - MAC Organization Operations Grant
- D. Marketing Wheel Analytics Report (quarterly)
- E. Art Activation Plans
- F. Fundraising Initiatives
- G. Holiday Calendar
- H. CP Gallery - Holiday Window display & Acceptance Salon - FFAW Feb

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

- A. **VOTE:** to renew 2025-2026 Executive Committee Slate

- Herb Ivy - President
- Kate Anker, Immediate Past President
- Clare E. Hannan - Vice President
- Matt Schwach - Secretary
- Gib Foltz - Treasurer
- Dinah Minot - Assistant Secretary

- A. Farewell & Thank you to four board members: Eliza Ginn, Lucy Comaskey, Dawn Reshen-Doty & Kirstie Archambault

B. Board Of Directors Appointment Update: Three City Appointees: Matt Schwach (renewal), Elyse Grams & Mike Bove

B. **VOTE:** to appoint five board members (recommended by nominating committee):

1. Clare E. Hannan (renewal)
2. Haj Carr (Trueline)
3. Sampson Hamilton (Verrill Dana)
4. Heidi Dikeman (PMA)
5. Lee Hartman (USM)

C. Board Share and **Vote** to Adjourn Meeting

4. **FY26 Board Meeting Dates: January 7, 2026, Feb 4, April 1, May 6, and June 3.**

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

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4100 · Operations (unrestricted)	225,230	242,300	-17,070	92.96%
4200 · Programs	11,858	45,000	-33,142	26.35%
<b>Total Income</b>	<b>237,088</b>	<b>287,300</b>	<b>-50,212</b>	<b>82.52%</b>
<b>Cost of Goods Sold</b>				
5000 · Cost of Programs	29,727	47,500	-17,773	62.58%
<b>Total COGS</b>	<b>29,727</b>	<b>47,500</b>	<b>-17,773</b>	<b>62.58%</b>
<b>Gross Profit</b>	<b>207,361</b>	<b>239,800</b>	<b>-32,439</b>	<b>86.47%</b>
<b>Expense</b>				
6000 · Marketing	892	7,250	-6,358	12.3%
6100 · Personnel	165,876	170,900	-5,024	97.06%
6200 · Occupancy Expenses	8,088	7,800	288	103.69%
6300 · Travel	0	3,000	-3,000	0.0%
6500 · Professional Services	12,542	34,600	-22,058	36.25%
6600 · Operating Expenses	12,254	15,290	-3,036	80.15%
<b>Total Expense</b>	<b>199,652</b>	<b>238,840</b>	<b>-39,188</b>	<b>83.59%</b>
<b>Net Ordinary Income</b>	<b>7,709</b>	<b>960</b>	<b>6,748</b>	<b>802.91%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
7000 · Other Income-Expense	92	50	42	184.59%
<b>Total Other Income</b>	<b>92</b>	<b>50</b>	<b>42</b>	<b>184.59%</b>
<b>Net Other Income</b>	<b>92</b>	<b>50</b>	<b>42</b>	<b>184.59%</b>
<b>Net Income</b>	<b>7,801</b>	<b>1,010</b>	<b>6,791</b>	<b>772.28%</b>

**Creative Portland**  
**Statement of Financial Position**  
As of June 30, 2025

	Jun 30, 25	May 31, 25	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
1010 · Creative Portland Checking	94,911	74,712	20,199	27.0%
1011 · GSB Savings 5265	98,584	98,576	8	0.0%
1015 · Petty Cash	1,558	1,558	-	0.0%
<b>Total Checking/Savings</b>	<u>195,053</u>	<u>174,846</u>	<u>20,207</u>	<u>11.6%</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>195,053</u>	<u>174,846</u>	<u>20,207</u>	<u>11.6%</u>
<b>Fixed Assets</b>				
1400 · Fixed Assets	34,294	34,594	(300)	-0.9%
<b>Total Fixed Assets</b>	<u>34,294</u>	<u>34,594</u>	<u>(300)</u>	<u>-0.9%</u>
<b>TOTAL ASSETS</b>	<u><u>229,347</u></u>	<u><u>209,440</u></u>	<u><u>19,907</u></u>	<u><u>9.5%</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>				
2500 · Fiscal Sponsorship Liability	78,022	76,991	1,030	1.3%
<b>Total Other Current Liabilities</b>	<u>78,022</u>	<u>76,991</u>	<u>1,030</u>	<u>1.3%</u>
<b>Total Current Liabilities</b>	<u>78,022</u>	<u>76,991</u>	<u>1,030</u>	<u>1.3%</u>
<b>Total Liabilities</b>	<u>78,022</u>	<u>76,991</u>	<u>1,030</u>	<u>1.3%</u>
<b>Equity</b>				
3100 · Unrest'd Net Assets	143,524.36	143,524.36	-	0.0%
Net Income	7,800.93	-11,075.53	18,876	170.4%
<b>Total Equity</b>	<u>151,325</u>	<u>132,449</u>	<u>18,876</u>	<u>14.3%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>229,347</u></u>	<u><u>209,440</u></u>	<u><u>19,907</u></u>	<u><u>9.5%</u></u>

# Creative Portland Board Meeting Minutes

Wednesday, October 1, 2025

via Google Meet

## **Attendance:**

**Board Members:** David Brenerman, Eliza Ginn, Herb Ivy (President), Dinah Minot (Assistant Secretary), Matt Schwach, Lindsay Hancock, Greg Watson, Gib Foltz, Clare E. Hannan, Kate Anker

**Staff:** Dinah Minot

**Absent:** Daniel Minter, Tae Chong, Lucy Comaskey, Kirstie Archambault, Dawn Reshen-Doty, Councilor Regina Phillips, and Walks Tall (staff).

## **1. Welcome & President's Comments (Herb Ivy presiding) (3:31pm)**

Herb welcomed everyone and announced that our annual meeting on November 5th will be in person at 84 Free Street.

## **2. Consent Agenda at 3:33pm (September Minutes and August Financials)**

**ACTION: Vote to approve Consent Agenda:** Unanimously approved. Motioned by Lindsay Hancock; second by Clare E. Hannan

## **3. Executive Director Report (Dinah Minot)**

Ms Minot highlighted the success of Hear Here 3, which broke even due to a 20K plus donation by the Maine Music Festival and large in-kind donations from sponsors including Headlight AV and Transformit. 41K cash expense. 22K in-kind donations. Ms Minot shared insights on the recent community event aimed at inclusivity, noting that 25% of attendees were under 40 years old. She reported a high satisfaction rate from audience surveys, with 88% of respondents loving the event. The remaining 12% liked it overall. Minot also mentioned the importance of partnerships for future events and the potential for expanding the Maine Music Festival weekend to include more local artists and venues.

She also acknowledged the marketing challenges posed by short notice announcements for venue bookings like Merrill Auditorium, emphasizing the need for early planning for future events, particularly programs such as the CP Gallery exhibitions, Hear Here, and the Biennial Arts & Culture Summit set for September 2026.

## **4. Fiscal Sponsorships:**

Minot presented two fiscal sponsorship requests: 1) Maine Tech Week and 2) an Emily Dickinson Chamber Theater play, both deemed manageable. The Board appeared supportive with no objections.

**5. Grant Pursuits:** expressed optimism regarding the pursuit of a new Amazon grant aimed at supporting the arts sector and also discussed the complexities of developing an artist-driven art center at 72 Parris Street, stressing the importance of collaboration and funding. The board also addressed sustainability for future initiatives, with Eliza Ginn announcing her resignation after this completed term, due to workload constraints, prompting discussions about formally

acknowledging her contributions and welcoming new appointees Elyse Grams and Mike Bove. Lucy Comaskey will also step down, along with Kirste Archambault, soon to be replaced hopefully by Dave Page of Visit Portland. Mr. Page will apply through the City portal in January.

## **6. Board Business**

Herb mentioned an EXCOM slate for 2025/26 to be presented in next few weeks for board vote on December 5. Dinah introduced two potential board candidates, Sampson Hamilton and Hodge Carr, emphasizing their relevant experience and enthusiasm for Creative Portland's mission. She suggested that the board vote on these nominations at the beginning of the November 5th annual meeting, allowing for their early involvement in year-end fundraising discussions. Clare Hannan supports Haj Carr's candidacy, noting his community engagement and positive energy, and Dinah enthusiastically supports Mr. Hamilton's candidacy, recommended by Verrill Dana partner, Jim Cohen.

## **5. Community events and notices:**

Minot shared updates on upcoming events including the grand opening of the USM Crewe Center for the Arts, a game changer for Portland and Maine. She also mentioned other recent community initiatives, including a recent chamber of commerce event focused on revitalizing downtown Portland through art.

## **6. Revitalization Efforts in Downtown Portland:**

Minot mentioned a recent Chamber event at Hannaford Hall regarding downtown Portland's revitalization, where the mayor suggested using art to fill vacant storefronts. Greg Watson indicated that the city is working on solutions to this issue and is seeking artists to provide artwork for these spaces. He also mentioned the potential for temporary pop-up businesses to occupy these areas, which could benefit the arts community. Dinah Minot raised concerns about communication gaps, which Greg Watson supported as an important issue to address. Ms Minot and Mr. Chong will meet with Mr Watson and HEDD next week.

**7. Board Share** - Ms Hannan mentioned participation and involvement in Vigorous Tenderness, a musical solstice celebration in nature, and also a previous fiscal sponsee of CP.

Mr. Foltz discussed the joys of riding the Waterfront's Maine Narrow Gauge Railroad with his nephew. Mr Brenerman provided insights into Yom Kippur, explaining its role in atonement and its significance in the Jewish New Year. The meeting concluded with Herb Ivy expressing appreciation for the board members and looking forward to future gatherings.

## **8. Vote to Adjourn:**

First by Ms Hancock; second by Mr. Brenerman. Meeting adjourned 4:29pm

Minutes submitted by Ms Minot (with help from AI recording)