

# CREATIVE PORTLAND

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

## **Board of Directors Meeting**

Wednesday, February 4, 2026

3:30 PM

Via Google Meet

<https://meet.google.com/vkd-bnou-spa>

### AGENDA

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

- A. Consent Agenda: December financials & November minutes  
**VOTE:** to accept consent agenda
- B. Welcome and introduction of new Board members

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

- A. Staff Update
- B. December & January Events - Holiday Events Calendar
- C. Monday Morning Drop By - January 5 & FFAW 1/2 plus Feb 2 MMDB
- D. City Council Workshop - Date TBD
- E. CP Gallery
  - i. Art Salon Feb FFAW
  - ii. Curatorial team\* formed for Resistance Exhibition (2026) - April 30 & May 1st  
(\*Elyse Grams, Joyce Ellen Weinstein, Ronnie Wilson, Jamie Wing & Dinah)
  - iii. Open call to artists in Feb Newsletter, Round Up, MAC newsletter etc
- F. Artist Activation Program - experimental pilot program
  - i. Artist Application - Round One Review Update - Curatorial team (Heidi Dikeman, Carter Shappy, Betsy Boyd, Bret Woodard and Dinah)
  - ii. Property Managers/Brokers feedback
- G. Vacancy Ordinance Art Project - update
- H. Fundraising Extension: Giving Tuesday February 3 e-blast
- I. 92 Parris Street Update

**3. Board Business**

- A. City Appointee by City Council: Dave Page, CMO, Visit Portland
- B. CP position/statement to Finance Committee on PILOT Program (Voluntary contributions for Non-profits)
- C. Board Share

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

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

	Jul - Dec 25	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4100 · Operations (unrestricted)	68,951	125,150	-56,199	55.1%
4200 · Programs	6,128	85,750	-79,622	7.15%
<b>Total Income</b>	<u>75,079</u>	<u>210,900</u>	<u>-135,821</u>	<u>35.6%</u>
<b>Cost of Goods Sold</b>				
5000 · Cost of Programs	42,422	91,125	-48,703	46.55%
<b>Total COGS</b>	<u>42,422</u>	<u>91,125</u>	<u>-48,703</u>	<u>46.55%</u>
<b>Gross Profit</b>	<u>32,657</u>	<u>119,775</u>	<u>-87,118</u>	<u>27.27%</u>
<b>Expense</b>				
6000 · Marketing	2,262	3,625	-1,363	62.41%
6100 · Personnel	93,066	87,950	5,116	105.82%
6200 · Occupancy Expenses	4,543	4,400	143	103.25%
6300 · Travel	140	1,500	-1,360	9.33%
6500 · Professional Services	11,474	18,000	-6,526	63.74%
6600 · Operating Expenses	7,129	7,620	-491	93.56%
<b>Total Expense</b>	<u>118,614</u>	<u>123,095</u>	<u>-4,481</u>	<u>96.36%</u>
<b>Net Ordinary Income</b>	<u>(85,957)</u>	<u>(3,320)</u>	<u>-82,637</u>	<u>2,588.98%</u>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
7000 · Other Income-Expense	50	30	20	165.7%
<b>Total Other Income</b>	<u>50</u>	<u>30</u>	<u>20</u>	<u>165.7%</u>
<b>Net Other Income</b>	<u>50</u>	<u>30</u>	<u>20</u>	<u>165.7%</u>
<b>Net Income</b>	<u>(85,907)</u>	<u>(3,290)</u>	<u>-82,617</u>	<u>2,611.07%</u>

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

	Dec 31, 25	Nov 30, 25	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
1010 · Creative Portland Checking	6,462	32,139	(25,677)	-79.9%
1011 · GSB Savings 5265	98,633	98,625	8	0.0%
1015 · Petty Cash	1,858	1,858	-	0.0%
<b>Total Checking/Savings</b>	<u>106,953</u>	<u>132,622</u>	<u>(25,669)</u>	<u>-19.4%</u>
<b>Total Current Assets</b>	<u>106,953</u>	<u>132,622</u>	<u>(25,669)</u>	<u>-19.4%</u>
<b>1220 · Other Receivable</b>				
	-	-	-	0.0%
<b>Total Other Current Assets</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>
<b>Total Current Assets</b>	<u>106,953</u>	<u>132,622</u>	<u>(25,669)</u>	<u>-19.4%</u>
<b>Fixed Assets</b>				
1400 · Fixed Assets	32,491	32,791	(300)	-0.9%
<b>Total Fixed Assets</b>	<u>32,491</u>	<u>32,791</u>	<u>(300)</u>	<u>-0.9%</u>
<b>TOTAL ASSETS</b>	<u><u>139,444</u></u>	<u><u>165,413</u></u>	<u><u>(25,969)</u></u>	<u><u>-15.7%</u></u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
2000 · Accounts Payable	440	853	(413)	-48.4%
<b>Total Accounts Payable</b>	<u>440</u>	<u>853</u>	<u>(413)</u>	<u>-48.4%</u>
<b>Other Current Liabilities</b>				
2100 · Payroll Liabilities	5,674	5,674	-	0.0%
2500 · Fiscal Sponsorship Liability	69,700	67,803	1,897	2.8%
<b>Total Other Current Liabilities</b>	<u>75,373</u>	<u>73,476</u>	<u>1,897</u>	<u>2.6%</u>
<b>Total Current Liabilities</b>	<u>75,813</u>	<u>74,329</u>	<u>1,484</u>	<u>2.0%</u>
<b>Total Liabilities</b>	<u>75,813</u>	<u>74,329</u>	<u>1,484</u>	<u>2.0%</u>
<b>Equity</b>				
3100 · Unrest'd Net Assets	149,538	149,538	-	0.0%
Net Income	-85,907	-58,453	(27,454)	-47.0%
<b>Total Equity</b>	<u>63,631</u>	<u>91,085</u>	<u>(27,454)</u>	<u>-30.1%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>139,444</u></u>	<u><u>165,413</u></u>	<u><u>(25,969)</u></u>	<u><u>-15.7%</u></u>

# Creative Portland Board Meeting Minutes

Wednesday, November 5, 2025 (in person)

**Attendance:**

**Board Members:**

Kate Anker (Immediate Past President), David Brenerman, Lindsay Hancock, Clare E. Hannan (Vice President), Herb Ivy (President), Zsofia McMullin, Dinah Minot (Assistant Secretary), Councilor Regina Phillips (ex officio), Matt Schwach (Secretary), and Greg Watson (ex officio)

**Absent:** Tae Chong, Lucy Comaskey, Gib Foltz, Eliza Ginn, Daniel Minter

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

**New Board Members joined at 4:15pm:** Heidi Dikeman, Mike Bove, Haj Carr, Lee Hartman

**General Public:** Nancy Martin/HEDD

## 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)

October Minutes, October Financials

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

Motion first by David Brenerman and seconded by Clare E. Hannan.

**Unanimously approved.**

### 3. Executive Director Update (3:37pm - 4:20pm)

#### Monday Morning Drop By

- The November Monday Morning Drop By was a very productive gathering, lots of connections were made.
- Highlight: Nash & Co. (general store for the arts) is opening up in November 2025. Owner, Jamie Nash.
  - They plan to participate in the First Friday Art Walk.

#### Presentation to the City:

- We are submitting our 16th Annual Report on November 17th, 2025 to the City Council.
- DM wants to secure a City Council workshop. The HEDC Committee is also a possibility Creative Portland's value to the City.

- The City Council presentation should be straightforward and simple. Forget about a video. TECH issues.

### **Advancement**

- Giving Tuesday e-blast will go out in December.
- We applied for the MAC Organization Operations Grant.
- We will apply for a Onion Foundation grant in the new year.
  - Dinah will consult with Lindsay to work on this together.
- The Hunt Foundation now allows us to submit an application without a renewal form (after 5 years of funding). We hope to be awarded \$3,500 annually.
- Through the Tourism Development District, the city does retain some funding (10% for admin)..

### **Marketing Wheel Programs (App, Website, Newsletter, Social Media)**

- We are building a new Marketing Analytics Report to assess growth and traffic.
  - Will include data on app, website, social media and newsletter analytics + testimonies.

### **Artist Activation Fund**

- We are raising money to hire artists to activate empty storefronts in the Arts District. This will complement the City's Vacancy Ordinance/cling art project.
- Sample project: Tim Goldkin (Portland artist), who makes vintage cyanotypes, is a possible arts installation.
  - Matching Fee - \$1000 budget for artists/installation (example, \$500 from CP and \$500 from the property owner)

### **Fundraising Campaign**

- Digital outreach this year vs sending a physical mailer.
- Consider a calendar push notification to our app subscribers.
- Dinah will send letters to regular donors.
- We will provide a fundraiser flier (PDF) with board members to share with their networks

### **Newsletter**

- The November newsletter got more attention (66% open rate), more clicks than usual, and strong feedback from the community about their appreciation for the data, updates on the creative economy and hurdles we are facing as a community.
- A few people expressed interest in joining the 2026 Arts & Culture Summit steering committee.

## **Creative Portland Art Gallery**

- Artist Salon to be held at CP during FFAW on February 6, 2026 for ACCEPTANCE exhibiting artists to share their processes and to discuss their work. Nine artists have signed up to participate.

## **Volunteers**

- USM Career center is a good resource for seeking interns for next summer.

## **General**

- Dinah is going to Waterville for a field trip 11/20 & 21 to meet with Waterville Creates and other arts organizations.

### **4. Vote on Executive Committee Slate (4:16pm)**

**Action:** Vote to renew Executive Committee Slate for 2025/2026: Herb Ivy, President, Clare E. Hannan, VP, Matt Schwach, Secretary, Dinah Minot (non-voting Assistant Secretary), Gib Foltz, Treasurer and Kate Anker, Immediate Past President.

Motion first by Kate Anker and seconded by Lindsay Hancock.

**Unanimously approved.**

### **5. Vote to Elect Board members (4:17pm)**

**Action:** Vote to elect five board members: Clare E. Hannan (renewal), Haj Carr, Samson Hamilton, Heidi Dikeman, Lee Hartman

Motion first by Lindsay Hancock and seconded by David Brenerman.

**Unanimously approved.**

### **6. Greet new board members (4:20pm - 4:47pm)**

New board members joined the in-person meeting at 4:15pm

Each Board member introduced themselves, including newcomers Heidi Dikeman, Haj Carr, Lee Hartman and Mike Bove. Note: Two board members Mike Bove and Elyse Grams were appointed by the City's nominating committee.

- Haj Carr, CEO Trueline, a recruiting, marketing & publishing firm, based in Yarmouth. Previously had an exhibition space on 561 Congress St and participated in the Art Walk. Excited to help expand the Art Walk. Is a professional salsa dancer. Teaches salsa dancing from 6-7 at Salute on Marginal Way.
- Heidi Dikeman, Director of Design at Portland Museum of Art.
- Mike Bove, English professor at SMCC, founding board member for Organization of Public Schools, on board at Mockingbird Foundation (grants program for the last 4 years). Part of Maine Writers & Publishers Association (MWPA).

- Lee Hartman, Director of Advancement & Outreach for performing arts at USM. Crewe Center, 250th All Steinway School in the World.
- Discussed board structure and potential committees with new board members.
- Brief description of format for Work Plan creation, which we vote on every June.
- Building and sustaining the local arts ecosystem. The app is very important. We currently have 5,000 downloads.

#### **7. Board Business & Board Share (4:47pm – 4:49pm)**

- David Brenerman, Daniel Minter, Kate Anker and Gibrian Foltz will all term out next November 2026, after being on the board for 9 years.
- Herb gave a final welcome to new board members and a thank you to those on their way out as well as those staying on.

**Next Board Meeting:** January 7, 2026 at 3:30pm.

**Motion to Adjourn:** Lindsay Hancock

**Seconded by:** Kate Anker

**Unanimously approved.**

**Meeting Adjourned:** 4:59pm

Meeting minutes submitted by Walks Tall Keith.