

CREATIVE PORTLAND

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

Board of Directors Meeting

Wednesday, July 1, 2026

3:30 PM

IN PERSON at CP HQ

AGENDA

1. **Welcome and President's Comments (Herb Ivy)**
 - A. Consent Agenda: June minutes & May financials
VOTE: to accept consent agenda

2. **Executive Director Update**
 - A. [First Friday Art Walk](#) - July 3
 - B. Third Wednesdays art activation update in Arts District
 - C. September 22 Arts & Culture Summit update
 - D. FY27 Work Plan & Budget Discussion
VOTE: to approve Work Plan & Budget

3. **Board Business**
 - A. Discuss Executive Committee slate for November '27
 - B. Discuss Sustainability & Fundraising strategies
 - i. Board Challenge
 - ii. Board Recruitment/Governance
 - iii. Board Retreat in January 2027
 - iv. Advancement/Fundraising Committee
 - C. Volunteer Schedule
 - i. PPAC rep
 - ii. FFAW host volunteers
 - iii. Arts Summit on 9/22
 - D. Board Share

4. **2026 Board Meeting Dates: September 9 (note: 2nd Wed), October 7, November 4 (in-person annual meeting).**

Creative Portland Board Meeting Minutes

Wednesday, June 3, 2026

84 Free Street, Portland

(In Person Meeting)

Board Member Attendance: Kate Anker (Immediate Past President), Mike Bove, David Brenerman, Heidi Dikeman, Elyse Grams, Sam Hamilton, Clare E. Hannan (Vice President), Lee Hartman, Herb Ivy (President), Dinah Minot (Assistant Secretary), Daniel Minter, Dave Page, Matt Schwach (Secretary)

Absent: Haj Carr, Tae Chong, Lindsay Hancock, Gib Foltz, Zsofia McMullin, Councilor Regina Phillips, Greg Watson (on leave).

Staff: Dinah Minot, Kate Macolini, (intern) Camille Bisson

3:35pm - Welcome Comments: President Herb Ivy.

Vote: Board unanimously accepted consent agenda (May minutes).

(Note: April financials were approved at the previous May Board meeting.)

First: Matt Schwach; Seconded by Lee Hartman

Unanimously approved.

Executive Director Update (Ms Minot):

Staff update with introduction of CP Office Coordinator Kate Macolini and intern Camille Bisson, as well as social media and communications team members. Walks Tall Keith continues to work remotely.

Discussed upcoming First Friday on June 5th with over 40 venues/locations.

Introduced new program for consideration: an additional monthly arts activation day ("500 for the Arts")

- Garnered input at June 1st Monday Morning Drop By
- Proposed schedule: third Wednesdays June through October, 4 to 7PM - beginning June 17th.
 - Pilot program has potential to help revitalize downtown life
 - Performing artists at different locations in the 500 block
 - Cafe lights and food trucks proposed for side streets
 - Discussed options for extended store hours, performance venues
 - Dinah asked for board to approve pilot program in the FY27 Work Plan
 - A few board members suggested an intentional branding of CP's curation and activation of the streets. Similar to First Friday - why not call it Third Wednesdays?

- Also acknowledged other Second Thursday events at Galleries/museum etc.

Reviewed June 1st Monday Morning Drop By attendance: a successful event. Last of the season until October.

- Noticeable age diversity of participants (either under 30 or over age 50), but very few in the middle.
- One younger participant mentioned a lack of convening space for emerging artists. Dinah offered to host a meet-up for the youth (under 40) artists this summer.

Announced *Road to Everywhere* special screening at PMA

- July 17th with a Q & A with Whip Hubley & Bob Keyes
- Proceeds to benefit Creative Portland.
Discussed and approved by board

Discussed Arts & Culture Summit (ACS 2026) to be held on September 22 at USM.

- Conducted several planning meetings. Steering committee is repped by community stakeholders, arts administrators, artists and a couple of board members.
- Board to consider roles and volunteer participation

Discussed Hear Here 4 (potential dates February 12 - 14, 2026)

- Winter dates ideal to bring people into town
- Proposed multiple city/sites for Hear Here - to be held at Merrill Auditorium (2/14) and Waterville (2/12)
- Benefits of extending the program are highlighting multicultural Portland talent and inter-city partnerships and attracting a wider audience to Portland through the Arts.
Board comments included:
 - Wait on Waterville? (more lead time for Portland)
 - Has CP held events outside of Portland?
 - Is this a revenue generator?
 - Is Valentine's Day a good date to hold the event?
 - If we include Waterville, we need to brand it as a CP event.
 - **Motion to vote on Waterville and Portland**
- **Pulled motion** to vote on both cities (including Waterville). Dinah expressed that it is probably too much work without 100% board buy-in. Best to wait to see how we do marketing one location event at Merrill (with proper lead time).
- Decided to keep Hear Here only in Portland (2/14) but will also assess optional alternate dates before we vote on the Work Plan.

Discussed FY27 proposed Work Plan (line by line). Each board member weighed in.

Board comments:

- Bolstering First Friday as a CP event is a priority.

- There is room for growth for other arts activation. Proceed with caution.
- Data analysis collection & focus is a positive move for CP.
- How will First Friday and 500 for the Arts be distinguished?
- Staff training and hiring is a time investment; add to Work Plan
- Sponsorship of local businesses (Board can get involved).
- Unsure about the title or branding of “500 for the Arts” (as opposed to “Third Wednesdays”). Consider how to claim ownership of the event and gain sponsorship.
- Fiscal sponsorship should be “on the chopping block” if our plate is too full.
- Should probably focus on goal-setting
- Add In-house PR or marketing efforts - maybe hire a marketing lead or a board volunteer to potentially meet with students. Heidi and Elyse are interested in creating a Board committee to help relieve CP staff workload.
- Categorize Work Plan - break down programs, board governance & advancement etc
- Does the addition of Hear Here support CP’s mission?
- Ensure Hear Here is a CP-branded project, as with First Friday Art Walk, etc
- Arts & Culture Summit is essential (board comment) in Work Plan.
 - Consider hiring a project coordinator (or partner with another org - i.e. Cultural Alliance Maine?) to lessen our workload
- Vote on Work Plan & Budget at next meeting on July 1st.
- Board governance & Board Development - discuss at next meeting.

Miscellaneous

- In-kind donations and services added to the budget
- **Voted** to host hybrid meetings (amended (?) by Clare to be quarterly).
Approved by Board (**first** by Herb Ivy, **second** by Daniel Minter)
 - Next meeting (first FY27 Board meeting) is July 1st at 3:30pm IN PERSON.

No time for general Board share until the next meeting.

5:40pm

Motion to adjourn: Sam Hamilton,

Seconded by: David Brenerman

Minutes prepared by Kate Macolini

Creative Portland
Statement of Activity
Profit & Loss
Budget vs. Actual
 July 2025 through May 2026

	Jul '25 - May 26	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · Operations (unrestricted)	180,532	196,108	-15,576	92.06%
4200 · Programs	9,628	107,208	-97,580	8.98%
Total Income	190,161	303,317	(113,156)	62.69%
Cost of Goods Sold				
5000 · Cost of Programs	43,690	115,188	-71,497	37.93%
Total COGS	43,690	115,188	(71,497)	37.93%
Gross Profit	146,470	188,129	-41,659	77.86%
Expense				
6000 · Marketing	3,946	6,646	-2,700	59.38%
6100 · Personnel	160,821	161,242	-421	99.74%
6200 · Occupancy Expenses	7,735	7,233	502	106.93%
6300 · Travel	147	2,750	-2,603	5.34%
6500 · Professional Services	19,830	31,850	-12,020	62.26%
6600 · Operating Expenses	14,944	14,020	924	106.59%
Total Expense	207,422	223,741	(16,319)	92.71%
Net Ordinary Income	(60,952)	(35,612)	(25,340)	171.16%
Other Income/Expense				
Other Income				
7000 · Other Income-Expense	82	55	27	148.53%
Total Other Income	82	55	27	148.53%
Net Other Income	82	55	27	148.53%
Net Income	(60,870)	(35,557)	(25,314)	171.19%

Creative Portland
Statement of Financial Position
As of May 31, 2026

	May 31, 26	Apr 30, 26	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1010 · Creative Portland Checking	61,473	79,940	(18,467)	-23.1%
1011 · GSB Savings 5265	73,665	73,659	6	0.0%
1015 · Petty Cash	1,858	1,858	-	0.0%
Total Checking/Savings	<u>136,996</u>	<u>155,457</u>	<u>(18,460)</u>	<u>-11.9%</u>
Total Current Assets	<u>136,996</u>	<u>155,457</u>	<u>(18,460)</u>	<u>-11.9%</u>
Fixed Assets				
1400 · Fixed Assets	30,989	31,289	(300)	-1.0%
Total Fixed Assets	<u>30,989</u>	<u>31,289</u>	<u>(300)</u>	<u>-1.0%</u>
TOTAL ASSETS	<u>167,985</u>	<u>186,746</u>	<u>(18,761)</u>	<u>-10.0%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	1,000	1,250	(250)	-20.0%
Total Accounts Payable	<u>1,000</u>	<u>1,250</u>	<u>(250)</u>	<u>-20.0%</u>
Other Current Liabilities				
2100 · Payroll Liabilities	5,674	5,674	-	0.0%
2500 · Fiscal Sponsorship Liability	73,644	73,644	-	0.0%
Total Other Current Liabilities	<u>79,318</u>	<u>79,318</u>	<u>-</u>	<u>0.0%</u>
Total Current Liabilities	<u>80,318</u>	<u>80,568</u>	<u>(250)</u>	<u>-0.3%</u>
Total Liabilities	<u>80,318</u>	<u>80,568</u>	<u>(250)</u>	<u>-0.3%</u>
Equity				
3100 · Unrest'd Net Assets	149,538	149,538	-	0.0%
Net Income	-61,870	-43,360	(18,511)	-42.7%
Total Equity	<u>87,667</u>	<u>106,178</u>	<u>(18,511)</u>	<u>-17.4%</u>
TOTAL LIABILITIES & EQUITY	<u>167,985</u>	<u>186,746</u>	<u>(18,761)</u>	<u>-10.0%</u>

Creative Portland FY27 Proposed Work Plan

11% - Operations/Reporting/CP Marketing (note: many of these bullets are standard nonprofit maintenance)

- 84 Free Street Office/Gallery (open 4 days/week)
- In-house marketing & brand amplification
- Annual Report to the City (November 2027)
- Annual Report to the State (COP)
- OFFICE & OPERATIONS
 - Reception & customer service online inquiries
 - Office maintenance
 - Insurance - liability, Special events , D & O, workman's comp
 - Personnel - Staff development & training
 - Payroll & Payroll taxes plus financial meetings with Opus

27% - Marketing Wheel:

- Creative Portland app & CP website (11%)
- Monthly Arts Update Newsletter (7%) (events, community news, opportunities, letter)
- Social Media program (9%)

15% - Arts Activation Partnerships:

- First Friday Art Walk Map & Guide plus Reception
- Third Wednesdays (Live Music & arts activation at 500 Congress Street, June - October)
- Art Banners in Art District (updates & repairs)
- Storefront vacancies/pop-up street installations (ongoing & unknown)

15% - Artist Showcases:

- CP Gallery - Resistance Show + artist opening & artist support) (7.5%)
- *Hear Here 4 - Feb 14th (7.5%)

12% - Convening/Networking/Nurturing Local Arts Ecosystem:

- 6th Biennial Arts & Culture Summit - Sept 22, 2026 (USM campus)
- Monday Morning Drop By (Open house/convening)

10% - Advancement/Fundraising

- Fiscal Sponsorship Program
- Fundraising projects
- Grant Pursuit
- Public Relations & Outreach

10% - BOARD: (Board meetings, Agenda prep, staffing, minutes report)

- Board Development & Board Governance (Executive Committee)
- Board Fundraising and Fiduciary Responsibility
- Committees:
 - PPAC, Community Civic Outreach / Government Affairs; Branding Amplification; ACS Steering Committee; fundraising/FFAW committee; Showcase reviewers/ representation

Creative Portland Profit & Loss Budget DRAFT

July 2026 through June 2027

	Jul '26 - Jun 27	Prior Year	
		Budget	Change
Ordinary Income/Expense			
Income			
Total 4100 · Operations (unrestricted)	253,538	250,300	3,238
Total 4200 · Programs	147,500	121,500	26,000
Total Cash Income	401,038	371,800	29,238
In Kind Contributions	150,000	0	150,000
Total Income	551,038	371,800	179,238
Cost of Programs			
5000 · Cost of Programs			
Total 5000 · Cost of Programs	329,250	120,000	209,250
Total Programs	329,250	120,000	209,250
Gross Profit	221,788	251,800	-30,012
Expense			
Total 6000 · Marketing	7,250	7,250	0
Total 6100 · Personnel	165,408	175,900	-10,492
Total 6200 · Occupancy Expenses	5,800	7,800	-2,000
Total 6300 · Travel	3,000	3,000	0
Total 6500 · Professional Services	25,100	34,600	-9,500
Total 6600 · Operating Expenses	15,290	15,290	0
Total Expense	221,848	243,840	-21,992
Net Ordinary Income	-60	7,960	-8,020
Other Income/Expense			
Other Income			
7000 · Other Income-Expense			
7100 · Interest Inc	60	60	0
Total 7000 · Other Income-Expense	60	60	0
Total Other Income	60	60	0
Net Other Income	60	60	0
Net Income	-0	8,020	-8,020