



P.O. Box 4675 | Portland, ME | 04112 | 207-370-4784

Board of Directors Meeting

Wednesday, January 8, 2020

3:00 PM

84 Free Street

AGENDA

1. Welcome and President's Comments

2. Consent Agenda

- A. November 16, 2019 Draft Minutes Attached
- B. December Financials - Attached.

ACTION: Vote to accept Consent Agenda

3. Governance

- A. Welcome Councilor Tae Chong appointed by the City Council, plus Eliza Ginn, Sam Mateosian, and Charlie Miller - appointed at the November Board meeting

4. Closing comments by President

- A. Board retreat will take place immediately following Board meeting, from 3:30 p.m. to 6:00 p.m.
- B. Next Board meeting February 5, 2020
- C. Monthly schedule remains on first Wednesday of the month at 3:30 p.m. (no meetings in March, August, and December, except committees as needed).

5. Discussion:

2020 Board Meeting Dates: Feb. 5, April 1, May 6, June 3, July 1, Sept. 2, Oct. 7, and Nov. 4.

Creative Portland's mission is to support the creative economy through the arts by providing essential resources, by fostering partnerships, and by promoting Portland's artistic talents and cultural assets. As the official nonprofit arts agency, we support economic development efforts by strengthening and stimulating our workforce, creative industries, and enterprises.

Creative Portland Board Minutes

November 6, 2019

Creative Portland Office

84 Free Street

Board In Attendance: Kate Anker, David Brenerman, Greg Mitchell, Nicole Barna, Eliza Ginn, Peter Bass, Lisa Bloss, Gib Foltz, Brian Marshall, Gerard Salvo (phone), Sam Mateosian (phone)

Staff in Attendance: Dinah Minot, Emily Southard, Katie Page

Audience: n/a

Meeting called to order 3:36pm

Welcome & President's Comments

Ms. Anker thanked Mr. Brenerman for his two years of service as President of the Board. She welcomed the two new board members, Eliza Ginn and Sam Mateosian, and the new Program Assistant, Katie Page, and asked the board and staff to introduce themselves. She noted the city has now filled all their allocated board appointments.

The board tentatively decided upon December 19 from 3-6pm as the date of the next board retreat, and will check with those not present before confirming the date.

Ms. Anker shared that the 2020 board meeting schedule would include monthly meetings on the first Wednesday of the month except for March, August, and December.

Consent Agenda

Ms. Anker asked for questions regarding the consent agenda. Ms. Minot replied to a financials question about why income was under-budget, noting that CP budgets income and expenses equally over 12 months but most income comes in several short periods of time. Mr. Foltz added that expenses are also lower than budgeted for similar reasons.

Motion to Approve Consent Agenda

First: Mr. Bass

Second: Mr. Brenerman

No further discussion

Vote: Unanimous

Executive Director Update & Discussion

Annual Meeting of the Corporator

- Mr. Brenerman presented the annual report to the City Council on November 4. There were no questions from the Council, and they approved the report unanimously.
- Report contains what CP accomplished last year: one page executive summary, full report, financials, and volunteer committees

Staff Update

- Katie Page is replacing Emily Southard as Program Assistant, starting Monday 11/11

Fall Campaign

- To date the mailer has been sent to 300 people
- There are cards available for board members to send to their contacts, staff can draft a letter for board members to sign and send
- Online appeal will go out soon, but we want to include a link to purchase tickets for Hear Here, so are waiting for them to go on sale at PortTIX

Creative Bus Shelters

- Open call has been released, submissions are due December 15

Hear Here 2020

- City is providing Merrill Auditorium again
- Not bicentennial themed, but rather about collaboration and getting along together
- Discussion about programming and/or facilitating an event on New Years Eve in future, will discuss further at future meetings/retreats

First Friday Art Walk

- With urbanization and growth, FFAW is no longer just taking place on the peninsula
- Reinforce economic activity to the private sector and value of branding as Portland as an arts destination

CP Board Development

The Executive Committee (acting as the de facto Nominating Committee) met with Charlie Miller who Ms. Minot presented as a candidate for the Board of Directors, and they agree he is a great candidate to bring forward for appointment. Mr. Miller currently sits on the boards of the Boys & Girls Club and Portland Public Library, has been assigned to the Maine Humanities Council, is invested in the arts, and has experience cultivating partnerships.

Ms. Anker reminded the board that they are all expected to contribute an amount comfortable to them to the organization, with the goal of 100% board participation. Ms. Minot asked for them to do so by the end of the year.

Motion to Appoint Charlie Miller to the Board of Directors

First: Mr. Brenerman

Second: Ms. Bloss

No further discussion

Vote: Unanimous

Other Business & Upcoming Events

- Running With Scissors Holiday Sale: December 13, 4-8 and December 14, 10-4
- City of Portland's Business Awards: December 11, 4:30-6:30pm
- State Street Stroll: Saturday November 9
- June Lacombe Sculpture Gallery Holiday Open House: December 1, 3-5pm
- Open House in Lin Lisberger's studio building: date TBA
- Mr. Foltz has a show in January at Goodfire Brewing, will probably hold a Saturday opening reception (date TBA)
- Pihcintu Multicultural Chorus - "Somewhere" Music Video Premiere at the Portland Museum of Art: November 19
- Ms. Minot is sitting on a panel that is choosing artists to highlight for Maine Magazine's bicentennial issue
- Stories of Maine, 20 in 2020: Maine Humanities Council and Portland Museum of Art, 20 objects that represent the past 200 years of Maine history, some from museum collection, others brought to the museum from all over Maine
- The Complete City Imagined: Portland Society for Architecture exhibition at the University of New England, Ms. Anker was on the jury, community mapping effort to think about sustainability and community, up through January 31
- World Affairs Council talk with NYT Editorialist Carol Giacomo: Wednesday November 13 at 5:30pm at Verrill Dana
- Send Ms. Minot recommendations of harmonica players who could play in Hear Here

Adjourned 4:47pm

Minutes respectfully submitted by Emily Southard

Creative Portland
Statement of Activity
 July through December 2019

	Jul - Dec 19
Ordinary Income/Expense	
Income	
4100 • Operations (unrestricted)	64,186
4200 • Programs	12,864
Total Income	77,050
Cost of Goods Sold	
5000 • Cost of Programs	2,398
Total COGS	2,398
Gross Profit	74,652
Expense	
6000 • Marketing	963
6100 • Personnel	53,446
6200 • Occupancy Expenses	3,309
6500 • Professional Services	6,953
6600 • Operating Expenses	3,661
Total Expense	68,332
Net Ordinary Income	6,320
Other Income/Expense	
Other Income	
7000 • Other Income-Expense	-96
Total Other Income	-96
Net Other Income	-96
Net Income	6,224

Creative Portland
Statement of Financial Position
As of December 31, 2019

	Dec 31, 19
ASSETS	
Current Assets	
Checking/Savings	
1010 · Creative Portland Checking	58,558
1015 · Petty Cash	537
1025 · PayPal Account	619
Total Checking/Savings	<u>59,715</u>
Total Current Assets	59,715
Fixed Assets	
1400 · Fixed Assets	32,997
Total Fixed Assets	<u>32,997</u>
TOTAL ASSETS	<u>92,712</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll Liabilities	27,900
2500 · Fiscal Sponsorship Liability	10,923
Total Other Current Liabilities	<u>38,823</u>
Total Current Liabilities	38,823
Long Term Liabilities	
2800 · City of Portland Loan	14,633
Total Long Term Liabilities	<u>14,633</u>
Total Liabilities	53,457
Equity	
3100 · Unrest'd Net Assets	33,031
Net Income	6,224
Total Equity	<u>39,255</u>
TOTAL LIABILITIES & EQUITY	<u>92,712</u>