

CREATIVE PORTLAND

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

Board of Directors Meeting

Wednesday, February 5, 2020

3:30 PM

84 Free Street

AGENDA

1. Welcome and President's Comments

2. Consent Agenda

- A. January 8, 2020 Draft Minutes, attached.
- B. December Financials, attached.
- C. Executive Director's Update and Discussion

ACTION: Vote to accept Consent Agenda

3. CP Board Governance

4. Follow-up on retreat agenda, including future strategies discussion and programs to implement them.

- A. Top three priority strategies (identified in Cultural Plan):
 - Brand Portland as a creative center and arts destination;
 - Increase visibility for artists; and,
 - Protect and nurture arts community; provide affordable live/work/exhibition spaces.
- B. How do we implement and meet our goals?

5. Closing comments by President

- A. Next Board meeting is April 1, 2020.

Next Meetings:

April 1, 2020

May 6, 2020

June 3, 2020

July 1, 2020

Sept. 2, 2020

Oct. 7, 2020
Nov. 4, 2020

Creative Portland Board Minutes

January 8, 2020

Creative Portland Office

84 Free Street

Board In Attendance: Kate Anker, Nicole Barna, Peter Bass, Tae Chong, Gib Foltz, Eliza Ginn, Sam Mateosian, Charlie Miller, Daniel Minter, Greg Mitchell, Gerard Salvo.

Staff in Attendance: Dinah Minot, Katie Page

Audience: n/a

Meeting called to order: Kate Anker

Welcome & President's Comments

- Ms. Anker noted that this will be an unusually short Board Meeting due to the subsequent Board Retreat. She reminded the board that the upcoming agenda and the minutes from the previous meeting are available on the City of Portland's website the Friday before every board meeting.
- Ms. Minot also thanked Nicole Barna and Gib Foltz for volunteering during January's FFAW, and reminded the board to **TAKE PHOTOS** (and share the pictures with staff) when they are at cultural events and/or events hosted at Creative Portland.

Link to minutes & agendas: <https://portlandmaine.gov/515/Creative-Portland-Corporation>

Consent Agenda

Minutes: No questions

Financials: Ms. Anker announced if board members have questions about the balance sheets or finances, in general, they can ask Ms. Minot or the treasurer, Mr. Foltz.

Motion to Approve Consent Agenda

First: Mr. Salvo

Second: Mr. Bass

No further discussion

Vote: Unanimous

Governance

- Ms Anker welcomed new board members Councilor Tae Chong and Charlie Miller, as well as Eliza Ginn and Sam Mateosian, and thanked them for joining. Ms. Minot

reiterated that the primary objective of the advisory board is to ensure mission alignment, to nurture and build capacity through board recruitment, to fundraise, to attract volunteers, and to increase access and participation in committees.

- Ms. Anker affirmed that Creative Portland has the same mission since restructuring under the city, which 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 non-profit arts agency, we support economic development efforts by strengthening and stimulating our workforce, creative industries, and enterprises.” The mission will be on the agenda for every meeting.
- Ms. Ginn noted that August 5th is incorrectly listed under the 2020 Board Meeting dates as there will not be a meeting in August.

Closing comments by President

Ms. Anker remarked that this is the world’s shortest board meeting, and that there is a lot of opportunity to identify what we want to do and how we want to do it while working in partnership with the city. She is excited to see what we all decide to do and how we decide to do it.

Adjourned: 3:36pm

Minutes respectfully submitted by Katie Page

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>