



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

Board of Directors Meeting

Wednesday, March 4, 2020

3:30 PM

84 Free Street

AGENDA

- 1. Welcome and President's Comments**
- 2. Consent Agenda**
 - A. January 8th Minutes - Attached
 - B. January Financials - Attached

ACTION: Vote to accept Consent Agenda
- 3. Executive Director Update and Discussion**
- 4. CP Board Governance**
- 5. Follow-up on retreat Agenda, including future strategies discussion and programs to implement them.**
 - A. Top three priority strategies (identified in the Cultural Plan):
 1. Brand Portland as a creative center and arts destination.
 2. Increase visibility for artists.
 3. Protect and nurture arts community; provide affordable live/work/exhibition spaces.
 - B. How do we implement and meet our goals?
- 6. Closing comments by President.**

Next Meetings: April 1; May 6; June 3; July 1, Sept. 2; Oct. 7; Nov. 4.

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 2019 through January 2020

		Jul - Dec 19
Ordinary Income/Expense		
Income		
4100 · Operations (unrestricted)		64,849
4200 · Programs		39,494
Total Income		104,343
Cost of Programs		
5000 · Cost of Programs		25,113
Total COP		25,113
Gross Profit		79,231
Expense		
6000 · Marketing		1,397
6100 · Personnel		55,999
6200 · Occupancy Expenses		4,309
6300 · Travel		0
6500 · Professional Services		7,406
6600 · Operating Expenses		4,078
6999 · Organizational Development		75
Total Expense		73,264
Net Ordinary Income		5,967
Other Income/Expense		
Other Income		
7000 · Other Income-Expense		-115
Total Other Income		-115
Net Other Income		-115
Net Income		5,851

Creative Portland

Statement of Activity

July 2019 through January 2020

	Jan 31, 20	Dec 31, 19	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1010 · Creative Portland Checking	22,731.07	58,558.31	-35,827.24
1015 · Petty Cash	737.38	537.38	200.00
1025 · PayPal Account	0.00	618.96	-618.96
Total Checking/Savings	23,468.45	59,714.65	-36,246.20
Accounts Receivable			
1100 · Accounts Receivable	2,500.00	0.00	2,500.00
Total Accounts Receivable	2,500.00	0.00	2,500.00
Total Current Assets	25,968.45	59,714.65	-33,746.20
Fixed Assets			
1400 · Fixed Assets	32,696.96	32,997.44	-300.48
Total Fixed Assets	32,696.96	32,997.44	-300.48
TOTAL ASSETS	58,665.41	92,712.09	-34,046.68
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
2100 · Payroll Liabilities	0.00	27,900.00	-27,900.00
2500 · Fiscal Sponsorship Liability	5,393.78	10,868.16	-5,474.38
Total Other Current Liabilities	5,393.78	38,768.16	-33,374.38
Total Current Liabilities	5,393.78	38,768.16	-33,374.38
Long Term Liabilities			
2800 · City of Portland Loan	14,333.48	14,633.48	-300.00
Total Long Term Liabilities	14,333.48	14,633.48	-300.00
Total Liabilities	19,727.26	53,401.64	-33,674.38
Equity			
3050 · Retained Earnings	55.30	55.30	0.00
3100 · Unrest'd Net Assets	33,031.48	33,031.48	0.00
Net Income	5,851.37	6,223.67	-372.30
Total Equity	38,938.15	39,310.45	-372.30
TOTAL LIABILITIES & EQUITY	58,665.41	92,712.09	-34,046.68