



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

Board of Directors Meeting

Wednesday, June 3, 2020

3:30 PM

Via Zoom

AGENDA

1. Welcome and President's Comments

A. **TO JOIN VIA ZOOM** please click on this link: <https://zoom.us/j/96065307318>

2. Consent Agenda

A. May 6, 2020, draft meeting Minutes attached for review and approval.

B. April Financials - attached.

C. Executive Director Report attached.

ACTION: Vote to accept Consent Agenda.

3. Executive Director Update

4. Work Plan FY2021

A. **ACTION:** Vote to recommend to the City

5. Board Share

6. Closing comments by President

A. Next Board meeting is July 1.

Next Meetings: July 1, Sept. 2, Oct. 7, and Nov. 4.

Creative Portland Board Minutes

May 6, 2020

via Zoom webinar with shared slides

Board In Attendance: Kate Anker, Nicole Barna, Peter Bass, Lisa Bloss, David Brenerman, Counselor Tae Chong, Glb Foltz, Eliza Ginn, Dinah Minot, Daniel Minter, Greg Mitchell

Absent: Gerard Salvo

Staff in Attendance: Dinah Minot, Katie Page

Audience/general public: N/A

1. Welcome and President's Comments

- Our last meeting was March 4, and was fairly brief.
- No discussion

2. Consent Agenda

- March 4th Minutes/April ExCom Minutes (attached)
- April Financials (attached)
- Executive Director Report (attached)

ACTION: Vote to accept Consent Agenda

ACTION: Motion to Approve Consent Agenda

First: Mr. Brenerman

Second: Counselor Chong

Vote: Unanimous

No Further Discussion

3. Executive Director Update

- Creative Portland Raised 77.7K for the **Portland Artist Relief Fund**, and has begun the review cycle. There will likely be a second cycle. Cycle 1 had 70 applicants, and we think more people will need relief in the coming months when other support programs end.
- Our **Creative Shelters Program** is grant generated. CP will need to raise matching funds. Once the curatorial team finalizes the renderings, CP will send out a press release. Due to a change in revenue streams due to Covid-19 the first shelters may be located off the peninsula.
- CP is a service/resource provider transitioning to digital platforms. We are staying connected through **Virtual Event Listings**.
- **Website/Resources:** As we revamp our site, we want to prioritize the tabs geared towards promoting and providing services for our local creatives.
 - The Portland Artist Relief Fund is listed first on the page, followed by Pandemic Unemployment Assistance for sole proprietors and self-employed artists.
 - City Council has approved three new plans, the for profit companies in the creative community along with, RRMP is for non profit organizations.

- Dinah suggested that the Board reach out to local arts organizations to spread the message of the micro-loan program, which the board discussed. Several members volunteered to participate.
- We have secured over ¾ of the funding for the development of **Cultural App**: Funded by a MAC CCED2 matching grant. The app will be developed by Yarn Corporation. Yarn and Big Room Studios have the same owners, but Yarn specifically develops creative tools/products and focuses on Augmented Reality (AR).
- **Grant Pursuits**: The grants we receive in the next year or two will have an impact on our growth and productivity.
 - One board member suggested hiring artists to create interesting arts messaging on signage and barriers related to Covid-19, to use art to promote social distancing. If we can demonstrate the relevance of art at a time when people's priorities are shifting, we can maintain funding.
- CP board discussed future grant prospects, including the NEA CARES Relief Grant which the board voted to apply.
 - It was clarified to a new board member that CP is the designated non-profit arts agency for Portland and eligible for re-granting programs.

ACTION: Vote to approve application submission

FIRST: Mr. Minter

SECOND: Ms. Bloss

VOTE: Unanimous

- The **PEDPIP** grant needs to be spent by year-end. The board discussed hiring a contractor for community outreach related to the Cultural App.
- Dinah brought up the idea of a **Job Bank**, and the board discussed the pros and cons. At this stage the Job Bank will probably not show up on the FY21 Work plan, mostly due to concerns about our bandwidth.

4. Program Evaluation (in preparation for FY21 work plan):

- When the board initially reviewed this document in March, nobody accounted for Covid-19.
- We picked up again on the matrix assessment after the First Friday Art Walk. All other previous programs were kept, with the exception of 2 Degrees, which may transition to Chamber or elsewhere.
- Reshifting Creative Portland's focus as a regranting agency was discussed.
- The question of how CP should integrate these programs that are postponed/on hold due to Covid-19 was brought up.
 - A work plan based on the pandemic was recommended.
 - Transition to digital programming.
 - Monday Morning Drop By was cited as a program that could transition to online, to help keep our community engaged and healthy.
 - The need to keep previous programming alive was emphasized so we can revitalize the programs when the quarantine is lifted.
- The board reviewed the recent MaineBiz Article about CP's successful fundraising for the Portland Artist Relief Fund, surpassing our 50K goal by 25K.
- **ART GALLERY**
 - The board reviewed the new online art gallery on the Creative Portland Website

- We discussed the logistics of the 2020 Vision show, including the outstanding open call. We need to determine whether the show should be cancelled, hung, or solely exhibited online.
- **THE WORKSHOP**
 - Previously discussed at the Arts & Culture Summit of 2019, a centralized planning system for Professional Development could now be geared towards community rebuilding.
 - The board discussed how the arts can still be relevant in the next 18 months, and how CP needs to offer programming that is relevant in order to advocate for more funding.
 - The City Council is considering expanding sidewalk seating for restaurants and closing streets for retail. There is an opportunity for artists to create public art that is practical.
- **FISCAL SPONSORSHIP**
 - CP is still managing it's fiscal sponsorships during covid-19.
 - New fiscal sponsorships will be put on hold and/or reviewed on a case-by-case basis.

ACTION: Vote on Staying the Course
VOTE: Unanimous
- **HEAR HERE**

ACTION: Vote to keep the program/put it on hold
VOTE: Unanimous
- **MONDAY MORNING DROP BY**
 - The board discussed keeping the program with the potential of digital programming in the near future
- **PROFESSIONAL DEVELOPMENT**
 - The board will hold the program, while posting other organization's events on our virtual event calendar. It was discussed that it is possible to continue this program digitally.
- **CULTURAL PLAN**
 - Creative Portland will keep discussions alive and stay the course with the approved Living Action Plan of 2018.
- **SIZZLE REEL**
 - The board discussed that the Sizzle Reel is a good marketing tool and if Creative Portland has the capacity it would be a nice celebration for Portland at year end in December .
- **SOLSTICE DRUM CIRCLE: HOLD**
- **BOARD DEVELOPMENT**
 - The need for board recruitment was discussed.

Meeting adjourned: 5:48pm

Creative Portland
Statement of Activity
 April 2020

	Apr 20	Jul '19 - Apr 20
Ordinary Income/Expense		
Income		
4100 · Operations (unrestricted)	610	68,437
4200 · Programs	0	56,764
4500 · Artist Relief Donations	70,931	77,548
Total Income	71,541	202,750
Cost of Goods Sold		
5000 · Cost of Programs	13	36,559
5500 · Artist Relief Grants	475	784
Total COGS	488	37,344
Gross Profit	71,053	165,406
Expense		
6000 · Marketing	341	2,126
6100 · Personnel	-75	55,999
6200 · Occupancy Expenses	849	7,213
6500 · Professional Services	300	8,875
6600 · Operating Expenses	133	7,326
6999 · Organizational Development	0	75
Total Expense	1,548	81,614
Net Ordinary Income	69,505	83,792
Other Income/Expense		
Other Income		
7000 · Other Income-Expense	-19	-173
Total Other Income	-19	-173
Net Other Income	-19	-173
Net Income	69,486	83,619

Creative Portland
Statement of Financial Position
As of April 30, 2020

	Apr 30, 20	Mar 31, 20
ASSETS		
Current Assets		
Checking/Savings		
1010 · Creative Portland Checking	101,801	32,621
1015 · Petty Cash	737	737
1025 · PayPal Account	0	35
Total Checking/Savings	<u>102,538</u>	<u>33,394</u>
Total Current Assets	<u>102,538</u>	<u>33,394</u>
Fixed Assets		
1400 · Fixed Assets	<u>31,796</u>	<u>32,096</u>
Total Fixed Assets	<u>31,796</u>	<u>32,096</u>
TOTAL ASSETS	<u><u>134,333</u></u>	<u><u>65,490</u></u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
2500 · Fiscal Sponsorship Liability	<u>4,194</u>	<u>4,536</u>
Total Other Current Liabilities	<u>4,194</u>	<u>4,536</u>
Total Current Liabilities	<u>4,194</u>	<u>4,536</u>
Long Term Liabilities		
2800 · City of Portland Loan	<u>13,433</u>	<u>13,733</u>
Total Long Term Liabilities	<u>13,433</u>	<u>13,733</u>
Total Liabilities	<u>17,627</u>	<u>18,269</u>
Equity		
3050 · Retained Earnings	55	55
3100 · Unrest'd Net Assets	33,031	33,031
Net Income	<u>83,619</u>	<u>14,134</u>
Total Equity	<u>116,706</u>	<u>47,220</u>
TOTAL LIABILITIES & EQUITY	<u><u>134,333</u></u>	<u><u>65,490</u></u>

CREATIVEPORTLAND^{ME}

Executive Director Report 06/03/20

Staff:

Dinah and Katie have been furloughed one day a week, beginning June 1, 2020. We are back in the office at 84 Free Street, but the public will not be allowed into the gallery until further notice.

As we approach the task of approving a work plan & budget for FY21, we must adapt to the “new normal” and re-assess our workload capabilities based on a 4-day week

Finance:

FY20 Income through April: \$202,750

FY20 Budget through April: \$114,583

Raised to date: \$125,202

(excluding Relief Fund donations through 77K)

Programs:

1) Current Program Updates:

- a) **Creative Bus Shelters** - We have secured two new sponsors (Designtex and Portland Industrial Coatings)! The review committee is set to meet on June 1 to sign-off on final drawings. A press release will be sent in tandem with our July monthly arts update newsletter announcing selected artists.
- b) **AR/Cultural App** - Yarn has been engaged for Phase 1 app planning & design. CP will convene the steering committee in Mid-June to discuss community membership/engagement and goals of the app.
- c) A (proposed) **Arts Messaging Initiative for Social Distancing** - Currently in conversation with the Chamber, Portland Buy Local and PSA to establish arts messaging to safely engage patrons for shopping and dining experiences in parklets, expanded sidewalks and street closures.

2) Work Plan & Budget FY21

Draft of Work Plan & Budget FY21 to be sent separately via email prior to the board meeting.

VOLUNTEERS: We will be working with a few volunteers this summer on website improvements and on a possible updated 2020 cultural highlight reel.