

CREATIVE PORTLAND

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

Board of Directors Meeting

Wednesday, October 7, 2020

3:30 PM

VIA ZOOM

Please click the link below to join the webinar:

<https://zoom.us/j/92145511110>

Or iPhone one-tap :

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Webinar ID: 921 4551 1110

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AGENDA

1. Welcome and President's Comments

2. Consent Agenda

- A. Draft September 9, 2020, Meeting Minutes - attached for review/approval.
- B. August Financials - Attached.
- C. Executive Director Report - Attached.

ACTION: Vote to accept Consent Agenda.

3. Executive Director Update

- A. Arts messaging for City's Public Health Campaign
- B. Portland Artist Relief Fund Round 2

C. FY2020 Annual Report - For presentation to Corporator on November 2 04 16, 2020.

4. Board Development

A. Nominating Committee Update: Proposed Executive Committee slate for 2020/2021 - Kate Anker, President; Eliza Ginn, Vice President; Gib Foltz, Treasurer; David Brenerman, Secretary; and Dinah Minot, Assistant Secretary.

ACTION: Vote to approve Executive Committee slate.

5. Board Brainstorm 4:15 - 5:00 p.m.

A. Discuss options for CP's growth and capabilities during the pandemic.

6. Closing comments by President.

Next Board meeting dates: 11/4/2020; 1/6/2021; 2/3/2021; 4/7/2021; 5/5/2021; 6/2/2021

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84 Free Street | Portland, ME 04101 | 207-370-4784 | info@creativeportland.com

Creative Portland Board Meeting Minutes

September 9, 2020

via Zoom webinar

Board In Attendance: Kate Anker, Nicole Barna, David Brenerman, Councilor Tae Chong (departed at 4:30pm), Gib Foltz, Eliza Ginn, Dinah Minot, Daniel Minter, Gerard Salvo.

Absent: Pater Bass, Lisa Bloss, Greg Mitchell

Staff in Attendance: Dinah Minot, Katie Page.

Welcome and President's Comments

The Board decided to dedicate the start of the meeting to discussing the Economic Recovery Committee's (ERC) recent round of nonprofit relief funding, following the consent agenda vote.

Motion to Accept the Consent Agenda

ACTION: Vote to accept Consent Agenda

FIRST: Mr. Brenerman

SECOND: Councilor Chong

No discussion

VOTE: Unanimous

Economic Recovery Committee Relief Grants were due on September 9, 2020. A number of nonprofits expressed concern regarding the process. Concerns included inability to forecast future losses, difficulty reaching the organization for questions, and lack of space to show liabilities. The board reaffirmed that the performing arts is one of the hardest hit sectors during the pandemic, with venues closing left and right. The board noted that the arts economy is larger than the lobster industry in Portland, and we need to educate people on that fact in order to receive proper relief funding.

Executive Director Update

- September 10 is the [Creative Bus Shelter](#) Ribbon Cutting Ceremony. It will be filmed by Reggie Groff, and edited by the Portland Media Center. Due to social distancing measures, only board members who are speaking at the ceremonies shall attend.
 - The board noted sufficient PR related to the campaign including a feature on Channel 7 and in the Portland Press Herald, Portland Phoenix, Portland Forecaster, USM President Glenn Cumming's weekly missive report, and a variety of other newsletters and publications.
- The [Arts & Culture Webinar](#) will take place from 2-4pm on September 22nd. Ms. Minot asked the board to review the agenda, keeping in mind that many speakers are still to be confirmed.
 - The webinar will be a brief overview of the state of the arts community, including economics and what is happening now. There will be a section on topical spotlights, which will set the stage for quarterly convenings for deeper conversations with breakout groups and best practice consultants. Creative Portland will assume the role of convener, and will need to find impactful and helpful individuals for these discussions. The board should share (along with the steering committee) any ideas about who can lead these conversations.
 - **Discussion:** The board discussed CP's role as a convener, and recommended highlighting solutions to the difficult issues we are facing that have been effective. It was also suggested that CP share resources and links during the webinar. Board members expressed concern that there were too many speakers for the short timeframe and that the webinar should be branded as an update and check in rather than a summit.
- Creative Portland's cultural app will be a 24/7 self-guided art walk, and the ultimate convening tool.
 - Ms. Minot will demonstrate the app and augmented reality samples at the Arts & Culture Webinar and how the AR feature will generate enthusiasm for Portland as a tech destination. Further, the app will track users, allowing organizations to cull metrics and data on Portland Arts outside of AFTA surveys.

- Creative Portland has two new fiscal sponsorships, Maine Music Alliance and Black Owned Maine.
- The Annual Report will be presented to the corporator on November 2nd or 16th.

Board Recruitment

- The nominating committee recommends Lindsay Hancock for the board and to renew David Brenerman. The board reviewed Lindsay Hancocks bio.

ACTION: Vote to to appoint Lindsay Hancock to the board

FIRST: Mr. Minter

SECOND: Ms. Ginn

DISCUSSION NOTE: Lisa Bloss is voting “yea” in absentia

VOTE: Unanimous approval

ACTION: Vote to reappoint David Brenerman for the board

FIRST: Ms. Barna

SECOND: Mr. Minter

VOTE: Unanimous approval

- The board also discussed the slate of nominees for the October 7th EXCOM vote. Ms. Minot asked Ms. Anker if she was willing to serve another year as president, Mr. Foltz to serve as Treasurer, and Mr. Brenerman as Secretary. Ms Ginn was recommended to serve as Vice President.
- The rest of the board was offered the opportunity for future consideration.
- No further discussion. The board will vote on EXCOM in October.

SHARE events/ideas

- Mr. Foltz will meet with the PPAC in October and will provide a report to the board.
- Ms. Minot shared the City’s Public Health Campaign designs, along with the designs Creative Portland received from an open call for the project.
- The board was asked to look for spaces to place these installations around town.

- The board discussed opportunities for projections, including on the side of the new children's museum under construction, the water treatment building across from the old Benkay restaurant, and Transformit sails.

Closing comments by President

- o Next board meeting is October 7.

Meeting adjourned: 5:21pm

Creative Portland
Statement of Activity Budget vs. Actual
 July through August 2020

	Jul - Aug 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · Operations (unrestricted)	2,005	2,167	-162	92.54%
4200 · Programs	38,300	7,583	30,717	505.06%
4500 · Artist Relief Donations	1,907			
Total Income	42,212	9,750	32,462	432.94%
Cost of Goods Sold				
5000 · Cost of Programs	18,580	11,667	6,913	159.26%
5500 · Artist Relief Grants	118			
Total COGS	18,697	11,667	7,031	160.26%
Gross Profit	23,514	-1,917	25,431	-1,226.84%
Expense				
6000 · Marketing	1,212	833	378	145.42%
6100 · Personnel	0	0	0	0.0%
6200 · Occupancy Expenses	1,000	796	205	125.71%
6300 · Travel	0	0	0	0.0%
6500 · Professional Services	1,379	1,500	-121	91.92%
6600 · Operating Expenses	579	1,683	-1,104	34.41%
6999 · Organizational Developme	0	0	0	0.0%
Total Expense	4,170	4,812	-642	86.65%
Net Ordinary Income	19,345	-6,729	26,073	-287.49%
Other Income/Expense				
Other Income				
7000 · Other Income-Expense	-19			
7030 · Other Income	12,021			
Total Other Income	12,002			
Net Other Income	12,002			
Net Income	31,346	-6,729	38,075	-465.85%

Creative Portland
Statement of Financial Position
As of August 31, 2020

	Aug 31, 20	Jul 31, 20	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1010 · Creative Portland Checking	87,984	94,340	-6,356	-6.74%
1015 · Petty Cash	512	512	0	0.0%
Total Checking/Savings	<u>88,495</u>	<u>94,852</u>	<u>-6,356</u>	<u>-6.7%</u>
Total Current Assets	<u>88,495</u>	<u>94,852</u>	<u>-6,356</u>	<u>-6.7%</u>
Fixed Assets				
1400 · Fixed Assets	<u>30,594</u>	<u>30,894</u>	<u>-300</u>	<u>-0.97%</u>
Total Fixed Assets	<u>30,594</u>	<u>30,894</u>	<u>-300</u>	<u>-0.97%</u>
TOTAL ASSETS	<u>119,089</u>	<u>125,746</u>	<u>-6,657</u>	<u>-5.29%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	<u>100</u>	<u>50</u>	<u>50</u>	<u>100.0%</u>
Total Accounts Payable	<u>100</u>	<u>50</u>	<u>50</u>	<u>100.0%</u>
Other Current Liabilities				
2500 · Fiscal Sponsorship Liability	<u>6,283</u>	<u>6,143</u>	<u>140</u>	<u>2.28%</u>
Total Other Current Liabilities	<u>6,283</u>	<u>6,143</u>	<u>140</u>	<u>2.28%</u>
Total Current Liabilities	<u>6,383</u>	<u>6,193</u>	<u>190</u>	<u>3.07%</u>
Long Term Liabilities				
2800 · City of Portland Loan	<u>0</u>	<u>12,021</u>	<u>-12,021</u>	<u>-100.0%</u>
Total Long Term Liabilities	<u>0</u>	<u>12,021</u>	<u>-12,021</u>	<u>-100.0%</u>
Total Liabilities	<u>6,383</u>	<u>18,214</u>	<u>-11,831</u>	<u>-64.96%</u>
Equity				
3050 · Retained Earnings	1,300	1,300	0	0.0%
3100 · Unrest'd Net Assets	33,198	33,198	0	0.0%
3200 · Temporarily Rest'd Net Assets	46,862	46,862	0	0.0%
Net Income	<u>31,346</u>	<u>26,172</u>	<u>5,174</u>	<u>19.77%</u>
Total Equity	<u>112,706</u>	<u>107,532</u>	<u>5,174</u>	<u>4.81%</u>
TOTAL LIABILITIES & EQUITY	<u>119,089</u>	<u>125,746</u>	<u>-6,657</u>	<u>-5.29%</u>

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Executive Director Report 10/07/20

Finance:

FY21 Income through August: \$42,212

Budget through August: \$9,750

Total Artist Relief Fund donations through September 29: \$82,596.21

Balance to be disbursed: 44K

Current Program Updates:

FY 20 Annual Report Draft reflects board member roster and organizational activity through June 30, 2020, including a mid-year segue in budget for City's absorption of CP Staff.

Profit of \$242 and expenses of \$133,014.

Note: With Portland Artist Relief Fund (PARF), our FY20 profit is \$48,273 with expenses of \$164,014.

Arts & Culture Webinar - Took place Sept 22, 2-4pm via zoom webinar. 120 participants, a high engagement during COVID, when citywide organization meetings and surveys are otherwise slowing down or lacking in response. The Maine Biz Article, ["Portland's cultural community 'check-in' reveals business hardships, also optimism"](#) offering a synopsis of speakers at the webinar and status on organizations. Article neglected to include an overview of remarks by Congresswoman Chellie Pingree, Maine Arts Commissioner Julie Richard or Mayor Kate Snyder.

Arts Messaging Initiative for City's Public Health Campaign

The Office of CP will oversee a budget of \$67,000 to implement artist designs to complement the City's Stay the Course campaign. Looking now to secure facades and other highly visible surfaces, in addition to flag pole banners on Congress Street. We are also assembling installation teams.

Portland Artist Relief Fund:

We have added Scott Mohler of Maine Music Alliance to the review team to replace Peter McLaughlin/SPACE. Will consider applications on a rolling basis. Balance of approx 44K. We raised the donation goal to \$100,000 and as per executive committee (EXCOM) approval, we added a 10% admin fee for donations to the fund for governance overview and CP programs.

Board Development:

Executive Committee (EXCOM) Slate for 2021 will be voted for approval at the October 7 board meeting. Still waiting for the City to advertise board vacancies for renewal consideration, as well as new candidates.