



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

Board of Directors Meeting

Wednesday, February 3, 2021

3:30 PM

VIA ZOOM

Please click the link below to join the webinar:

<https://zoom.us/j/94345697031>

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AGENDA

- 1. Welcome and President's Comments**
- 2. Consent Agenda**
 - A. January Board Meeting Minutes - See Attached.
 - B. December Financials - See Attached

ACTION: Vote to accept Consent Agenda
- 3. Executive Director Update: Program Update and CP Slide Presentation**
 - A. PARF Update
 - B. Budget Preparation for FY2022

C. Cultural App Development: Next Branding workgroup meets on Tuesday, April 27, 2021, at 11:00 a.m.

D. CP Slide Presentation

4. Fiscal Sponsorship Agreement and Policy

A. **ACTION:** Vote to approval FS Policy

5. City Research Project Update - due by Feb. 12

6. Board Share and Introductions

7. Closing Comments by President/Next Board meeting is April 7, 2021.

Next Meeting - April 7, 2021

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Creative Portland Board Meeting Minutes

January 6, 2021

Via Zoom

Attendees: Kate Anker, Lisa Bloss, David Brenerman, Councilor Tae Chong, Gib Foltz, Eliza Ginn, Greg Mitchell, Dinah Minot, Daniel Minter

Public: Herb Ivy

Absent: Nicole Barna, Lindsay Hancock, Gerard Salvo

Welcome and President's Comments

- Ms. Anker thanked the board for sticking with Creative Portland through the last year.
- The last board meeting was the annual meeting in November.

ACTION: Vote to accept Consent Agenda

First: Councilor Chong

Second: Mr. Brenerman

Vote: Unanimous

Executive Director Report:

- Ms. Minot invited a half year review of the FY21 approved Work Plan and Budget.
 - The Arts Banners for Public Health program was not a priority in the plan, but became a reality with the help of the Keep Maine Healthy Grant.
 - The 2 Degrees program is no longer active, but needs a home.
- The board approved a FY21 budget with a \$11,600.00 deficit. CP has made up for the deficit with the small gifts campaign and increased income from fiscal sponsorship fees.
 - There was 100% Board Challenge participation; however, we did meet our goal of \$5,000 from the board - only half.
 - CP is set to receive another 40K for Cultural App Development from the Maine Arts Commission.
- The Arts Banner Campaign has created new partners and increased awareness of CP, while keeping artists relevant during the pandemic and spreading goodwill.
 - The remaining grant balance (19K) is already allocated for murals/street installations and banner remediation/removal in the spring/summer.
 - Multilingual pole banners and bus shelter posters were installed at the Jetport
- The Branding Work Group met on December 9. The next meeting is April 27.
- CP is working on a content plan for the Cultural App using Slickplan organizer tool.

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- In February, Ms. Minot plans to share a Slide presentation at board mtg as a branding tool on Creative Portland to show people what we do as an organization.
 - The presentation was shown at the Portland Downtown Board Meeting on December 17.
- Creative Portland will be one city cohort who will present services to immigrant populations for the OEO's Natural Helper Program
- The board is considering inviting city council members to the next meeting, and discussed the best methods to bring CP and the Arts to their attention.
- The board discussed how to brand future public art initiatives, spearheaded by CP..

Board Nominations

- The nominating committee met with board candidates Zoe Sahloul and Leah Igo Brooks on 12/17/20, and were enthusiastic about their participation.
- There was no comment or dissent regarding the candidates so the board motioned to vote.

First: Ms. Ginn

Second: Mr. Minter

Vote: Unanimous approval

PPAC

- Mr. Foltz shared his experience on the Portland Public Art Committee. If board members would like a copy of their annual report they should email katie@creativeportland.com.
- The board discussed ways for Creative Portland to partner and convene with the PPAC
- Mr. Brennerman sent a memo last year to the board and city council suggesting that the PPAC and Creative Portland should consider merging.
- The formation of arts district funding was suggested as a way for Creative Portland to start to oversee the Arts in Portland.

Board Research Project

- Ms. Anker introduced a board research project to compare data from Arts Agencies in commensurate cities. Board members chose cities to individually research.
- Ms. Barna created a template form to help board members collect the data.

Board Share

- Councilor Chong introduced a potential collaboration between Creative Portland, Hannaford, and MaineHealth to create a Mental health Campaign in the style of the Art Banners for Public Health.
- Ms. Minot explained that CP was contacted by GPCOG to participate in a Smart Growth America Grant (SGA).

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- Mr. Ivy explained that music bookers are considering planning outdoor shows this summer.
- Indigo Arts Alliance has launched the David Driscoll Fellowship, for rent-free studio space for Black and Brown artists in Portland.
- Ms. Anker highlighted the CP January Newsletter's feature on galleries open to the public and encouraged board members to see some great local art. She also shared that the PMA has excellent films right now.

Meeting adjourned: 5:00 PM

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

	Jul - Dec 20	FY21 Budget	\$ Over Budget	% of Total Budget
Ordinary Income/Expense				
Income				
4100 · Operations (unrestricted)	30,111	13,000	17,111	231.62%
4200 · Programs	84,838	75,500	9,338	112.37%
4500 · Artist Relief Donations	6,452			
Total Income	121,401	88,500	32,901	137.18%
Cost of Goods Sold				
5000 · Cost of Programs	55,803	70,000	-14,197	79.72%
5500 · Artist Relief Grants	5,138			
Total COGS	60,941	70,000	-9,059	87.06%
Gross Profit	60,460	18,500	41,960	326.81%
Expense				
6000 · Marketing	706	5,000	-4,294	14.12%
6100 · Personnel	0	0	0	0.0%
6200 · Occupancy Expenses	3,264	4,773	-1,509	68.38%
6300 · Travel	0	0	0	0.0%
6500 · Professional Services	3,098	10,285	-7,188	30.12%
6600 · Operating Expenses	2,931	10,100	-7,169	29.02%
6999 · Organizational Developme	0	0	0	0.0%
Total Expense	9,998	30,158	-20,160	33.15%
Net Ordinary Income	50,462	-11,658	62,120	-432.85%
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	62,463	-11,658	74,121	-535.80%

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

	Dec 31, 20	Nov 30, 20	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1010 · Creative Portland Checking	124,416	132,980	-8,564	-6.44%
1015 · Petty Cash	812	812	0	0.0%
Total Checking/Savings	<u>125,228</u>	<u>133,792</u>	<u>-8,564</u>	<u>-6.4%</u>
Other Current Assets				
12000 · Undeposited Funds	1,000	0	1,000	100.0%
Total Other Current Assets	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>100.0%</u>
Total Current Assets	<u>126,228</u>	<u>133,792</u>	<u>-7,564</u>	<u>-5.65%</u>
Fixed Assets				
1400 · Fixed Assets	32,345	29,692	2,652	8.93%
Total Fixed Assets	<u>32,345</u>	<u>29,692</u>	<u>2,652</u>	<u>8.93%</u>
TOTAL ASSETS	<u>158,573</u>	<u>163,484</u>	<u>-4,911</u>	<u>-3.0%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	150	515	-365	-70.87%
Total Accounts Payable	<u>150</u>	<u>515</u>	<u>-365</u>	<u>-70.87%</u>
Other Current Liabilities				
2500 · Fiscal Sponsorship Liability	14,599	30,238	-15,638	-51.72%
Total Other Current Liabilities	<u>14,599</u>	<u>30,238</u>	<u>-15,638</u>	<u>-51.72%</u>
Total Current Liabilities	<u>14,749</u>	<u>30,753</u>	<u>-16,003</u>	<u>-52.04%</u>
Long Term Liabilities				
2800 · City of Portland Loan	0	0	0	0.0%
Total Long Term Liabilities	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>
Total Liabilities	<u>14,749</u>	<u>30,753</u>	<u>-16,003</u>	<u>-52.04%</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>62,463</u>	<u>51,371</u>	<u>11,092</u>	<u>21.59%</u>
Total Equity	<u>143,823</u>	<u>132,731</u>	<u>11,092</u>	<u>8.36%</u>
TOTAL LIABILITIES & EQUITY	<u>158,573</u>	<u>163,484</u>	<u>-4,911</u>	<u>-3.0%</u>