



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

Board of Directors Meeting

Wednesday, April 7, 2021

3:30 PM

Please click the link below to join the webinar:

<https://zoom.us/j/94560134444>

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Webinar ID: 945 6013 4444

International numbers available: <https://zoom.us/u/adAKAqJMc3>

AGENDA

1. Zoom Virtual Public Meeting Information

A. Please click the link below to join the webinar:

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2. Welcome and President's Comments

3. Consent Agenda

A. February Minutes Attached

B. February Financials Attached

ACTION: Vote to accept Consent Agenda

4. Executive Director: Program Update

- A. Arts Community Discussions
 - i. March 22: Arts Community Check-in (Summary Report)
 - ii. June 21: Reopen & Revise
 - iii. September 12: 4th Annual Arts & Culture Summit
- B. New Fiscal Sponsorships
- C. Grant Update
- D. FY2022 Work Plan & Budget
 - i. Update on TIF Amendment
 - ii. First Draft of CP Proposed Work Plan
- E. Portland Arts & Culture (PAC) App:
 - i. Development Update
 - ii. Next Branding Workgroup meets on Tuesday, April 27, at 11:00 a.m.

5. Board Share

6. Closing Comments by President

- A. Next Board meeting is May 5.
- B. Please note Sept. 1st Board Meeting will move to Sept. 8, 2021.

Next Meeting - May 5, 2021

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

Creative Portland Board Meeting Minutes

January 6, 2021

Via Zoom

Attendees: Kirstie Archambault, Nicole Barna, Lisa Bloss, David Brenerman, Tae Chong, Gib Foltz, Eliza Ginn, Lindsay Hancock, Leah Igo Brooks, Herb Ivy, Dinah Minot, Gerard Salvo

Staff: Dinah Minot, Katie Page

Absent: Kate Anker, Daniel Minter, Greg Mitchell

Welcome and Vice President's Comments

- Ms. Ginn, Board Vice President, filled in for President Anker.
- The board introduced themselves, with four new members in attendance including: Leah Igo Brooks, the Marketing Content Specialist at Roux Institute (Previously Director of Communications at Maine College of Art); Herb Ivy, Radio DJ at WBLM and operations manager at Townsquare media; Kirstie Archambault, Digital Marketing Coordinator at Visit Portland; and Zoe Sahloul, Founder & Executive director of New England Arab American Organization.
- Ms. Minot shared some background of Creative Portland for the new members.

Consent Agenda

The Board voted to approve the January Minutes & December Financials

ACTION: Vote to accept Consent Agenda

First: Nicole Barna

Second: Herb Ivy

No discussion

Vote: unanimous approval

Executive Director Update

- Creative Portland raised over 90k for the Portland Artist Relief Fund with half left to disperse. On February 11 the Review Committee will meet and continue to do so until the end of the fiscal year.
- Ms. Minot will present an FY22 budget to discuss in April.
- CP will recommend line items for an increase in personnel and programming to the City.

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- TIF was explained to the board as [tax increment funding](#).
- CIP was explained as the Capital Improvement Program, which is voted on by the council every year. It is an expenditure of borrowed money for public works projects: streets, sidewalks, schools, equipment maintenance.
- App development continues, the next Branding Work Group Meeting will be held Tuesday, April 27 at 11:00 AM.
- Ms. Minot showed the Creative Portland Overview Presentation. The presentation will be shown to various community organizations and at neighborhood meetings to share CP's mission and vision.
 - Board members noted that CP seems much more robust than it has in the past. COVID has provided an opportunity for CP to get out and raise a lot of awareness.
- **Board Research Project:** The Board members who volunteered to research other city's best practices must have data by the week of February 8.
- Creative Portland received an annual Hunt Foundation Grant and is applying for a Maine Community Foundation - Community Building Grant.

Fiscal Sponsorship Agreement & Policy

The board reviewed an updated fiscal sponsorship policy.

ACTION: Vote to approve FS Policy

FIRST: Ms. Archambault

SECOND: Ms. Bloss

Discussion: Ms. Hancock asked whether that 5% fee was standard. It was explained that FS fees usually range from 5-15%, and 5% allows us to cover the costs of our accountant.

VOTE: Unanimous approval

Board share & Introductions

- Board Members took time to share what is keeping them engaged with Creative Portland.
- Ms. Minot explained that CP is gearing up to convene a healing community discussion to consider feelings and hear each other. The steering committee includes: Reza Jalali, Christian Adame, Blainor Mcgough, Dinah Minot, and Daniel Minter, who will meet on 2/4 to discuss the possibility.
- Ms. Sahloul shared that NEAAO will be part of a cohort with 9 different museums this month to show what home means to everyone. Ms. Sahloul will share more information later on.

Meeting Adjourned: 4:59 PM

Creative Portland
Statement of Activity Budget vs. Actual
 July through February 2021

	Jul '20 - Feb 21	FY21 Budget	\$ Over Budget	% of Total Budget
Ordinary Income/Expense				
Income				
4100 · Operations (unrestricted)	34,599	13,000	21,599	266.15%
4200 · Programs	84,838	75,500	9,338	112.37%
4500 · Artist Relief Donations	6,822		6,822	100.0%
Total Income	126,259	88,500	37,759	142.67%
Cost of Goods Sold				
5000 · Cost of Programs	68,677	70,000	-1,323	98.11%
5500 · Artist Relief Grants	9,141			
Total COGS	77,818	70,000	7,818	111.17%
Gross Profit	48,441	18,500	29,941	261.84%
Expense				
6000 · Marketing	943	5,000	-4,057	18.86%
6100 · Personnel	0	0	0	0.0%
6200 · Occupancy Expenses	7,181	4,773	2,408	150.45%
6300 · Travel	0	0	0	0.0%
6500 · Professional Services	4,339	10,285	-5,946	42.19%
6600 · Operating Expenses	5,120	10,100	-4,980	50.7%
6999 · Organizational Development	0	0	0	0.0%
Total Expense	17,583	30,158	-12,575	58.3%
Net Ordinary Income	30,858	-11,658	42,516	-264.7%
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	42,860	-11,658	54,518	-367.65%

Creative Portland
Statement of Financial Position
As of February 28, 2021

	Feb 28, 21	Jan 31, 21	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1010 · Creative Portland Checking	97,276	98,712	(1,437)	-1.46%
1011 · GSB Savings 5265	10,000	10,000	-	0.0%
1015 · Petty Cash	1,112	812	300	36.96%
Total Checking/Savings	<u>108,388</u>	<u>109,525</u>	<u>(1,137)</u>	<u>-1.04%</u>
Other Current Assets				
12000 · Undeposited Funds	-	-	-	0.0%
Total Other Current Assets	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>
Total Current Assets	<u>108,388</u>	<u>109,525</u>	<u>(1,137)</u>	<u>-1.04%</u>
Fixed Assets				
1400 · Fixed Assets	<u>31,744</u>	<u>32,044</u>	<u>(300)</u>	<u>-0.94%</u>
Total Fixed Assets	<u>31,744</u>	<u>32,044</u>	<u>(300)</u>	<u>-0.94%</u>
TOTAL ASSETS	<u>140,131</u>	<u>141,569</u>	<u>(1,437)</u>	<u>-1.02%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	<u>100</u>	<u>728</u>	<u>(628)</u>	<u>-86.26%</u>
Total Accounts Payable	<u>100</u>	<u>728</u>	<u>(628)</u>	<u>-86.26%</u>
Other Current Liabilities				
2500 · Fiscal Sponsorship Liability	<u>15,811</u>	<u>10,453</u>	<u>5,358</u>	<u>51.26%</u>
Total Other Current Liabilities	<u>15,811</u>	<u>10,453</u>	<u>5,358</u>	<u>51.26%</u>
Total Current Liabilities	<u>15,911</u>	<u>11,181</u>	<u>4,730</u>	<u>42.31%</u>
Long Term Liabilities				
2800 · City of Portland Loan	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>
Total Long Term Liabilities	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>
Total Liabilities	<u>15,911</u>	<u>11,181</u>	<u>4,730</u>	<u>42.31%</u>
Equity				
3050 · Retained Earnings	<u>1,300</u>	<u>1,300</u>	<u>-</u>	<u>0.0%</u>
3100 · Unrest'd Net Assets	<u>33,198</u>	<u>33,198</u>	<u>-</u>	<u>0.0%</u>
3200 · Temporarily Rest'd Net Assets	<u>46,862</u>	<u>46,862</u>	<u>-</u>	<u>0.0%</u>
Net Income	<u>42,860</u>	<u>49,028</u>	<u>(6,168)</u>	<u>-12.58%</u>
Total Equity	<u>124,220</u>	<u>130,388</u>	<u>(6,168)</u>	<u>-4.73%</u>
TOTAL LIABILITIES & EQUITY	<u>140,131</u>	<u>141,569</u>	<u>(1,437)</u>	<u>-1.02%</u>