

CREATIVE PORTLAND

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

Board of Directors Meeting

Wednesday, May 5, 2021

3:30 PM

VIZ ZOOM

Please click the link below to join the webinar:

<https://zoom.us/j/92938226823?pwd=aU82b1d2Rkc1cEJuM3VsUkV4QzZFZz09>

Passcode: meet

Or One tap mobile :

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Or Telephone:

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Webinar ID: 929 3822 6823

International numbers available: <https://zoom.us/u/awaZP1byj>

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. April Minutes (attached)

B. March Financials (attached)

- C. Executive Director's Report (attached)

ACTION: Vote to accept Consent Agenda.

4. TIF Increase Update (President Kate Anker)

5. Executive Director Update

- A. Branding Work Group Summary Update/Cultural App
- B. New Proposed Programs
- C. June 21 Arts Community Discussion Update
- D. FY2022 Work Plan and Budget

6. Fundraiser to Support "Gathering Stones" by Jesse Salisbury - Permanent Art Installation

- A. **ACTION:** Vote to support fundraising efforts.

7. Board Share

8. Closing Comments by President

- A. Next Board meeting is on June 2, 2021.
- B. Please Note Sept. 1, 2021, Board meeting will move to Sept. 8, 2021.

Next Meetings: June 2, July 7, September 8

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84 Free Street | Portland, ME 04101 | 207-370-4784

Minutes Board of Directors

Wednesday, April 7, 2021

3:30 - 5:00pm

Via [Zoom](#)

Attendees: Kate Anker, Kirstie Archambault, Nicole Barna, Lisa Bloss, David Brenerman, Councilor Tae Chong, Eliza Ginn, Lindsay Hancock, Leah Igo Brooks, Herb Ivy, Dinah Minot, Greg Mitchell, Gerard Salvo

Absent: Daniel Minter, Zoe Sahloul

Public: Joey Brunelle

Vote to Accept the consent agenda

First: Councilor Chong

Second: Mr. Brenerman

VOTE: Unanimous

Executive Director Update

Board President Kate Anker shared an update on the Arts Community Check-in on March 22 via Zoom. During the event, representatives from venues and artists shared experiences during Covid-19. Event feedback demonstrated many artists reached out to each other following the event.

Creative Portland will host '[Reopen & Revive](#)' on June 21 to share city resources, public art activities, and more open calls. CP is planning to keep artists relevant during this period by providing outdoor pop-up stages for performing artists and opportunities for artists to embellish street closures.

The Fourth Annual Arts & Culture Summit will occur on September 21. The venue location is unknown, but the agenda will reflect the Cultural Plan update as identified by the City Council. CP is applying for grants to support these community discussions.

Creative Portland has two new Fiscal Sponsorships. First is ProjectEmmersive, previously based in Biddeford, it is an incubator for tech-driven immersive art experiences. Second is Hip Hop in the Park by Monday of the Minds, which will host four or five performances in Congress Square Park between June and September.

Creative Portland is waiting to hear back from the National Endowment for the Arts (NEA) Our Town Grant from the Creative Bus Shelter Initiative Expansion. Phase 1 is still active-- a fourth shelter will be installed near the Portland Transportation Center. The design was approved by the Curatorial Team. Drawings of the seaweed-inspired shelter will be shared at the next board meeting.

FY22 Work Plan and Budget

Ms. Minot shared the draft Work Plan with the board. Highlights include:

- PAC app and website prototype will be delivered by July 1, made possible by the in-kind and paid services from the app developers Yarn corporation. CP will hire a Project Coordinator around this time. The beta-test group will take place in Summer 2021. Outreach to Maine tourism outlets will begin by January. In Spring 2022 the app will launch to the public.
- CP will continue to manage and operate FFAW. We are waiting on CDC and City Manager approval to reinstate the program.
- The board offered their feedback on individual line items. Ms. Minot suggested giving a presentation on the PAC app at the next board meeting, prior to the June 21st 'Reopen & Revive' community discussion.

The board discussed drive-in concerts by the Maine Academy of Modern Music (MAMM), and solutions for navigating sound ordinances.

President Anker reminded the board of the TIF increase approval process. Board members remarked they were "stunned" by the lack of support from the City of Portland compared to what other similar-sized cities are providing to the arts in terms of funding. The board reviewed the research of comparable cities and their municipal funding. Every city aside from Portland has an arts center.

- A board member remarked that messaging around the arts needs to change. The arts are not a luxury, but a critical function to corporate and everyday society. Another suggested having representatives from Maine corporations to explain the impact of the arts on their businesses, perhaps at the Arts and Culture Summit.

The Work Plan will need to be approved in June.

Ms. Minot asked the board for their feedback on the new programs suggested in the Work Plan, and whether Creative Portland is valued as a convener. The board shared their support, and that the convener role has made our voice stronger. The arts sector is more unified than ever.

Ms. Minot shared that the Maine Arts Commission changed its policy regarding fiscal sponsorship. Previously, MAC only accepted one application from one organization per cycle, including fiscal sponsors.

Ms. Minot shared designs for barricade jackets by local artists Angela Adams, Ebenezer Akakpo, Pam Chévez, Tamara Jones, and Nora Tryon.

The next board meeting is on May 5. The September meeting will be on September 8th to avoid Labor Day.

Meeting adjourned: 5:00 PM

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

	Jul '20 - Mar 21	FY21 Budget	\$ Over Budget	% of Total Budget
Ordinary Income/Expense				
Income				
4100 · Operations (unrestricted)	36,246	13,000	23,246	278.82%
4200 · Programs	126,188	75,500	50,688	167.14%
4500 · Artist Relief Donations	6,925		6,925	100.0%
Total Income	169,359	88,500	80,859	191.37%
Cost of Goods Sold				
5000 · Cost of Programs	79,427	70,000	9,427	113.47%
5500 · Artist Relief Grants	9,645			
Total COGS	89,072	70,000	19,072	127.25%
Gross Profit	80,287	18,500	61,787	433.98%
Expense				
6000 · Marketing	1,016	5,000	-3,984	20.32%
6100 · Personnel	0	0	0	0.0%
6200 · Occupancy Expenses	8,264	4,773	3,491	173.14%
6300 · Travel	0	0	0	0.0%
6500 · Professional Services	5,315	10,285	-4,970	51.68%
6600 · Operating Expenses	5,670	10,100	-4,430	56.14%
6999 · Organizational Development	0	0	0	0.0%
Total Expense	20,265	30,158	-9,893	67.2%
Net Ordinary Income	60,022	-11,658	71,680	-514.86%
Other Income/Expense				
Other Income				
7000 · Other Income-Expense	-18			
7030 · Other Income	12,021			
Total Other Income	12,003			
Net Other Income	12,003			
Net Income	72,025	-11,658	83,682	-617.81%

Creative Portland
Statement of Financial Position
As of March 31, 2021

	Mar 31, 21	Feb 28, 21	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1010 · Creative Portland Checking	126,838	97,276	29,562	30.39%
1011 · GSB Savings 5265	10,001	10,001	0	0.0%
1015 · Petty Cash	1,112	1,112	-	0.0%
Total Checking/Savings	<u>137,951</u>	<u>108,388</u>	<u>29,563</u>	<u>27.28%</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>137,951</u>	<u>108,388</u>	<u>29,563</u>	<u>27.28%</u>
Fixed Assets				
1400 · Fixed Assets	31,443	31,744	(300)	-0.95%
Total Fixed Assets	<u>31,443</u>	<u>31,744</u>	<u>(300)</u>	<u>-0.95%</u>
TOTAL ASSETS	<u>169,394</u>	<u>140,132</u>	<u>29,262</u>	<u>20.88%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	-	100	(100)	-100.0%
Total Accounts Payable	<u>-</u>	<u>100</u>	<u>(100)</u>	<u>-100.0%</u>
Other Current Liabilities				
2500 · Fiscal Sponsorship Liability	16,009	15,811	198	1.25%
Total Other Current Liabilities	<u>16,009</u>	<u>15,811</u>	<u>198</u>	<u>1.25%</u>
Total Current Liabilities	<u>16,009</u>	<u>15,911</u>	<u>98</u>	<u>0.62%</u>
Long Term Liabilities				
2800 · City of Portland Loan	-	-	-	0.0%
Total Long Term Liabilities	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>
Total Liabilities	<u>16,009</u>	<u>15,911</u>	<u>98</u>	<u>0.62%</u>
Equity				
3050 · Retained Earnings	1,300	1,300	-	0.0%
3100 · Unrest'd Net Assets	33,198	33,198	-	0.0%
3200 · Temporarily Rest'd Net Assets	46,862	46,862	-	0.0%
Net Income	72,025	42,861	29,164	68.04%
Total Equity	<u>153,385</u>	<u>124,221</u>	<u>29,164</u>	<u>23.48%</u>
TOTAL LIABILITIES & EQUITY	<u>169,394</u>	<u>140,132</u>	<u>29,262</u>	<u>20.88%</u>

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Executive Director Report

May 5, 2021

1. Creative Portland in the Press

- a. [CBS Channel 13](#)
- b. [WMTW Channel 8](#)
- c. [Reddit](#)
- d. [WCYY](#)

2. Arts Community Discussions

- a. [June 21: Reopen & Revive](#)
- b. [Sept 21: 4th Annual Arts & Culture Summit](#)

3. [Barricade Jacket Designs](#) installed in Old Port (5 artists)

4. New Fiscal Sponsorships (FLUKES)

5. Grant Update

- a. We will announce a new matching grant award in the month of May for \$25,000 (July 1, 2021 - June 30, 2023), to expand upon the Creative Bus Shelter Initiative. We have accepted the award and have secured cash funding from GP Metro & GPCOG
- b. Payment request & progress report update for NEA Phase 1 was submitted 4/30/21.
- c. Applications to be considered for Foundation grant submissions in May.

6. [Creative Bus Shelter Initiative](#) - 4th art installation by David Wilson at Portland Transportation Center in May 2021

7. First Friday Art Walk - plan is to resume on July 2

8. Portland Arts & Culture (PAC) app

- a. Branding Work Group minutes (Distributed on 5/5)

9. FY22 Work Plan & Budget

- a. Review CP proposed Work Plan (slide to be included on May 5)
- b. Dinah to propose possible new programs at 5/5 meeting