



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

Board of Directors Meeting
Wednesday, September 8, 2021
3:30 PM

VIA Zoom

<https://us02web.zoom.us/j/85053062904>

Passcode: meet

AGENDA

1. Zoom Public Meeting Information

A. Join Zoom Meeting

<https://us02web.zoom.us/j/85053062904>

Meeting ID: 850 5306 2904

One tap mobile

+16465588656,,85053062904# US (New York)

+13017158592,,85053062904# US (Washington DC)

Dial by your location

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

Meeting ID: 850 5306 2904

Find your local number: <https://us02web.zoom.us/u/kd3dkghC5Z>

2. Welcome and President's Comments

3. Consent Agenda

A. July Minutes (attached)

B. July Financials (attached)

ACTION: Vote to accept Consent Agenda

4. Executive Director Update (in lieu of report)

A. Summer Stage Monument Square - First Friday Sept. 9

- B. Audience Survey - Comfort level for public attendance at performing arts events during Pandemic
- C. Arts & Culture Summit Postponed til June 2022
- D. Cultural App Update
- E. CP Staff Vacancy (Program Liaison & Operations Associate)
- F. TIF/CP Funding Update - City Council agenda item postponed to Oct. 6
- G. ARPA Funding Process - 9/13 City Council Workshop

5. Remote Meeting Policy for Creative Portland Board Meetings

- A. See attached draft Policy.
ACTION: Vote to Adopt Policy

6. Board Share

7. Closing Comments by President

Next Meetings - October 6, 2021; November 3, 2021 (CP Annual Meeting); December - NO Meeting; January 5, 2022; February 2, 2022; March - NO Meeting; April 6, 2022; May 4, 2022; June 1, 2022.

CREATIVE PORTLAND^{ME}

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

MINUTES

Board of Directors Annual Meeting

Wednesday, July 7, 2021 Via Zoom

Attendees: Kate Anker, Kirstie Archambault, Nicole Barna, Lisa Bloss, David Brenerman, Councilor Tae Chong, Gib Foltz, Eliza Ginn, Lindsay Hancock, Leah Igo Brooks, Herb Ivy, Daniel Minter (joined 3:45 PM), Dinah Minot, Gerard Salvo

Staff in Attendance: Alana Dao, Katie Page

Absent: Zoe Sahloul

Welcome by President

- President Kate Anker & Ms. Minot welcomed Alana Dao as the new part-time Arts Community Outreach Coordinator for Creative Portland and the new cultural app.
- Ms. Anker commended the board for good attendance in FY21, via zoom.
- Recap of First Friday: It was drizzly and felt a little strange, but it was good to be out on the streets.

Consent Agenda

There were no questions or comments in regards to the consent agenda.

Action: Motion to approve the consent agenda

FIRST: Mr. Brenerman

SECOND: Mr. Salvo

Vote: Unanimous approval

ED Report

- Ms. Minot shared recent Creative Portland Press including "Why Not Here" from Sactown Mag [Sacramento California], which featured our Creative Bus Shelter Initiative.
- Board members revealed their experience during First Friday.
 - Mr. Ivy reported that it was a wonderful event with a great buzz-- the experience confirms why the cultural app is so important.
 - Ms. Barna shared that it was a soft-opening on a drizzling night and that the event didn't feel normal in terms of July participation. She mentioned good energy and that local artists came into the office to see how they can get involved
- Ms. Minot also shared a photo essay on the Creative Bus Shelters by Troy Bennett from Bangor

Daily News.

- CP has two new Fiscal Sponsors: Arts at Greenwood Gardens, led by Peter McLaughlin, and Let's Record at The Studio Portland, an audio engineering class series with scholarships for marginalized populations.
- The board discussed the process for assisting with public inquiries to Creative Portland and/or advocating to the city on behalf of arts initiatives and business.
- Creative Portland will apply for three NEA grants this summer.
 - Ms. Minot is also considering ARP funds to conduct various surveys regarding the arts in Portland.
- Ms. Minot updated the board on the Creative Portland App progress and expressed her gratitude towards organization donations to sustain the app.
- Councilor Chong provided an update on the city TIF process. There was confusion regarding the planning of a City Council Summer TIF Workshop. July 22 Finance meeting will address CP funding.

Board Share & Closing Comments

- The board discussed meeting in person. Generally, the board is pretty much comfortable meeting in person; however, some board members would like to have some Zoom meetings for convenience.
- Mr. Foltz shared his experience at the Dooryard Arts Collective on First Friday.
- Ms. Igo Brooks and Ms. Minot met with a member of the Roux Institute marketing team about future collaboration and sponsorship.
- Ms. Hancock gave a short recap of the Maine Cultural Alliance's 'Hot Cultural Summer' Webinar.
- Ms. Minot expressed that there will not be any stages or street closures during future First Friday Art Walks unless Creative Portland receives city funding or a TIF increase.
- Ms. Barna will be on the curatorial team repping CP for Titi De Baccarat's Kneeling Art Photography book project.
- Mr. Minter is working on an 18-month community engagement project as a Joyce Award recipient, with the Lynden Sculpture Garden in Milwaukee, WI.
- Mr. Ivy reiterated that First Friday was a blast, and people are demonstrating a thirst for going out. Live music is selling out fast.
- Ms. Bloss shared her excitement about the return of Fenix Theater in Deering Oaks and the David Driskell show at the Portland Museum of Art.
- Mr. Brenerman is attending Portland Symphony Orchestra concerts virtually.
- Ms. Minot asked the board to share photos of the cultural events they attend to add to the pool of images for CP's social media.
- Ms. Anker shared that Running with Scissors Studios is busy, and will help sponsor Maine Craft Weekend in October.

Meeting adjourned: 4:57 PM.

Creative Portland
Statement of Activity Budget vs. Actual
July 2021

	Jul '21	FY22 Budget	\$ Over Budget	% of Total Budget
Ordinary Income/Expense				
Income				
4100 · Operations (unrestricted)	1,781	153,750	-151,969	1.16%
4200 · Programs	250	82,100	-81,850	0.31%
4500 · Artist Relief Donations	0		0	0.0%
Total Income	2,031	235,850	-233,819	0.86%
Cost of Goods Sold				
5000 · Cost of Programs	1,453	170,500	-169,047	0.85%
5500 · Artist Relief Grants	500			
Total COGS	1,953	170,500	-168,547	1.15%
Gross Profit	78	65,350	-65,272	0.12%
Expense				
6000 · Marketing	13	42,000	-41,987	0.03%
6200 · Occupancy Expenses	762	9,613	-8,851	7.93%
6300 · Travel	0	2,596	-2,596	0.0%
6500 · Professional Services	0	20,085	-20,085	0.0%
6600 · Operating Expenses	403	11,940	-11,537	3.38%
Total Expense	1,178	86,234	-85,056	1.37%
Net Ordinary Income	-1,100	-20,884	19,784	5.27%
Other Income/Expense				
Other Income				
7000 · Other Income-Expense	0		0	0.0%
7030 · Other Income	0	0	0	0.0%
Total Other Income	0	0	0	0.0%
Net Other Income	0	0	0	0.0%
Net Income	-1,100	-20,884	19,784	5%

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

	Jul 31, 21	Jul 30, 21	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1010 · Creative Portland Checking	86,504	135,889	(49,385)	-36.34%
1011 · GSB Savings 5265	47,244	10,002	37,242	372.33%
1015 · Petty Cash	305	305	-	0.0%
Total Checking/Savings	<u>134,053</u>	<u>146,196</u>	<u>(12,143)</u>	<u>-8.31%</u>
Other Current Assets				
12000 · Undeposited Funds	0	0	-	0.0%
Total Other Current Assets	<u>0</u>	<u>0</u>	<u>-</u>	<u>0.0%</u>
Total Current Assets	<u>134,053</u>	<u>146,196</u>	<u>(12,143)</u>	<u>-8.31%</u>
Fixed Assets				
1400 · Fixed Assets	30,241	30,542	(300)	-0.98%
Total Fixed Assets	<u>30,241</u>	<u>30,542</u>	<u>(300)</u>	<u>-0.98%</u>
TOTAL ASSETS	<u>164,295</u>	<u>176,738</u>	<u>(12,443)</u>	<u>-7.04%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	3,468	5,655	(2,188)	-38.68%
Total Accounts Payable	<u>3,468</u>	<u>5,655</u>	<u>(2,188)</u>	<u>-38.68%</u>
Other Current Liabilities				
2500 · Fiscal Sponsorship Liability	34,880	44,036	(9,155)	-20.79%
Total Other Current Liabilities	<u>34,880</u>	<u>44,036</u>	<u>(9,155)</u>	<u>-20.79%</u>
Total Current Liabilities	<u>38,348</u>	<u>49,691</u>	<u>(11,343)</u>	<u>-22.83%</u>
Long Term Liabilities				
2800 · City of Portland Loan	0	0	-	0.0%
Total Long Term Liabilities	<u>0</u>	<u>0</u>	<u>-</u>	<u>0.0%</u>
Total Liabilities	<u>38,348</u>	<u>49,691</u>	<u>(11,343)</u>	<u>-22.83%</u>
Equity				
3050 · Retained Earnings	46,987	1,300	45,687	3,514.38%
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	-1,100	45,687	(46,787)	-102.41%
Total Equity	<u>125,947</u>	<u>127,047</u>	<u>(1,100)</u>	<u>-0.87%</u>
TOTAL LIABILITIES & EQUITY	<u>164,295</u>	<u>176,738</u>	<u>(12,443)</u>	<u>-7.04%</u>

REMOTE PARTICIPATION POLICY
OF THE
CREATIVE PORTLAND

Adopted _____, 2021

Pursuant to 1 M.R.S. § 403-B, and after public notice and a hearing, Creative Portland hereby adopts the following policy to govern the participation, via remote methods, in public proceedings or meetings of the Creative Portland (hereinafter referred to as “Board”).

Members of the Board are expected to be physically present for meetings except when not practicable, such as in the case of an emergency or urgent issue that requires the Board to meet via remote methods, or an illness or temporary absence of a Board member that causes significant difficulty traveling to the meeting location. The Chair or other presiding officer, in consultation with other members of the Board if appropriate and possible, will make a determination that remote methods of participation are necessary in as timely a manner as possible under the circumstances. And a Board member who is unable to attend a meeting in person will notify the Chair or other presiding officer as far in advance as possible.

Remote methods of participation may include telephonic or video technology allowing simultaneous reception of information and may include other means necessary to accommodate disabled persons. Remote participation will not be by text-only means such as e-mail, text messages, or chat functions.

The public, City staff and applicants before the Board will be provided a meaningful opportunity to attend via remote methods when any member of the Board participates via remote methods or when remote methods are available and operational at a given Board meeting. If public input via remote methods is allowed or required at a meeting, an effective means of communication between the Board and the public will also be provided. The public will additionally be provided an opportunity to attend the meeting in person unless there is an emergency or urgent issue that requires the entire Board to meet using remote methods.

Notice of all Board meetings will be provided in accordance with 1 M.R.S. § 406, and the City Charter, City Code or policy, if applicable. When the public may attend via remote methods, the notice will include the means by which the public may access the meeting remotely and will provide a method for disabled persons to request necessary accommodation to access the meeting. Notice will also identify the location where the public may attend the meeting in person. The Board will not restrict public attendance to remote methods except in the case of an emergency or urgent issue that requires it to meet using remote methods of attendance.

The Board will make all documents and materials to be considered by it during a meeting available, electronically or otherwise, to the public who attend remotely to the same extent customarily available to the public who attend in person, provided no additional costs are incurred.

All votes taken during a Board meeting using remote methods will be by roll call vote that can be seen and heard if using video technology, or heard if using audio technology only, by other members of the Board and the public. A member of the Board who participates remotely will be considered present for purposes of establishing a quorum and voting. This policy will remain in force indefinitely unless amended by the Board.