



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

Board of Directors Meeting

Wednesday, October 6, 2021

3:30 PM

VIA ZOOM

AGENDA

1. Zoom Public Meeting Information

A. Zoom link:

<https://us02web.zoom.us/j/84628289124?pwd=aWhQVG9zaUc3dU45WUpIUktDRG40QT09>

2. Welcome and President's Comments

3. Consent Agenda

A. See attached draft Minutes from September 8, 2021, Board meeting.

B. See attached August financials.

ACTION: Vote to accept Consent Agenda.

4. Executive Director Update (in lieu of report)

A. Recap - Stone Barn, St. Joseph's Reception for 25 Mainers of the Year (Dinah)

B. Summer Stage Monument Square Recap - First Friday, October 1, 2021

C. Cultural App Community Forum - October 12, 2021, 2:00-4:00 p.m.

D. Program Liaison and Office Associate Position Update

E. Finance Committee Workshop Summary on CP TIF and Budget Allocation - TIF Vote Postponed Until Budget Prep FY2023

F. ARPA Funding - City Workshop Update

G. Grant Pursuit - Onion Foundation

H. Creative Bus Shelters Round 2 - Open Call - Submissions Due December 15, 2021

I. Artist Relief Fund - Round V Awarded October 5, 2021.

J. Proposed Winter Holiday Festival - Multiple City Partners

5. Nominating Committee - Proposed Renewal for Current Slate of Officers

6. Board Share

7. Closing Comments by President

Next Meetings - November 3, 2021 (CP Annual Meeting); January 5, 2022 (no meeting in December)

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MINUTES

Board of Directors Annual Meeting

Wednesday, September 8, 2021 3:30-5pm

Via Zoom

Attendees: Kate Anker, David Brenerman, Herb Ivy, Gerard Salvo, Leah Igo Brooks, Gib Foltz, Nicole Barna, Lindsay Hancock, Mary Davis (HEDD dept)

Staff in Attendance: Alana Dao, Dinah Minot

Absent: Eliza Ginn, Tae Chong, Kirstie Archimbault, Danial Minter, Zoe Sahloul

Welcome by President

- President Kate Anker: Thanks for joining virtually
- Moving to vote on remote meeting policy after Consent Agenda
- Hope that the board has reviewed financials since July and asks if there are any questions or comments from board

Consent Agenda

- Motion to vote on consent agenda
- Unanimous

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

Action: Motion to approve the consent agenda

FIRST: Gerard Salvo

SECOND: David Brenerman

Vote: Unanimous

Remote Meeting Policy Review

Mrs. Anker asked for questions on language on motion put forward and adapt policy

Motion to accept this language and adapt policy: Unanimous

Motion passed

ED Report

Summer Stage Series:

- Ms. Minot reports that it was exciting to launch despite Covid for the first time. A real need and call during pandemic for performers and this is just the beginning of the process of starting this series.

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- 4 Acts: Batimbo United, Juniper Ginger, Just Milk, Ariana Smith
- Herb Ivy was MC, saved money and permit processing via no stage
- Welcomed **Bobbie Pirruccello** to Creative Portland to work on First Fridays, social media, and Summer Stage series.

Mr. Ivy shares general sentiments:

- it was fantastic, added to FFAW with music and diverse bill. Able to hear the music well past Monument Square, got great feedback from people passing by, a good way to talk about Creative Portland. No stage was not a problem and people were able to hear all the way up Congress Street which felt like a homerun.

Also noted: A way to spread awareness about CP and its mission to promote local artists and the local arts ecosystem. Making artists and performers relevant with more outdoor programming. Hope to fund (through ARP) and create an outdoor performance stage in Portland.

Fiscal Sponsorships - Need to discuss future program.

I.e. Kneeling Art Photography Project:

- 5 exhibitions and a published book. CP is the fiscal sponsor. Board member, Nicole Barna is on the review team, along with 5 others, including Dinah Minot. Fiscal sponsorship arrangement includes coaching, mentoring, supporting project, including program management. It's a lot more work than paper filing and depositing checks.

Ms Barna's feedback on being on review team:

- Interesting to be on the other side of an organization where CP is its fiscal sponsor. Team is diverse and images with statements has been fascinating to work through. Watching Titi's individual passion makes the Portland connection stronger. Was able to recognize some community/cultural leaders. The connection exists in the project and is evident.

Fiscal Sponsorships:

- Has been both rewarding and cumbersome for CP. Concerned about continuing fiscal sponsorship due to lack of capacity on handling so many programs. Dinah wants to focus on fewer projects - two or three programs - due to minimal city funding and lack of an increase in TIF allocation. If we can find funding or grants to support FS program, we can continue.
 - City/TIF Process: still delayed on City Council vote for CP TIF request. No funding for FY22. Program to consider tabling might be fiscal sponsorships - labor intensive. Other three programs are grant-funded and we can afford to hire PT contractors. We don't want to give up halfway through the development. Our programs support the strategic priorities in the Cultural Plan Update, that was adapted by the city in 2019. Fiscal sponsorships were not a priority in the action plan.
- DM proposes we continue with two fiscal sponsorship agreements: Black Owned Maine and SPEEDWELL Projects. These fill gaps that feel more urgent and can be a way to focus on what CP does well.
- We could plan to give notice by year-end (December 2021) to the sponsees

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Ms. Hancock: Who would pick these sponsees up? Even if temporarily suspending, would we be able to send them to somebody else?

Ms. Minot: Bondeko had wanted CP to be a fiscal sponsor, suggested Mayo Street Arts as referral. Have not been able to refer to others. Can board members help with this process? Happy to have board members join in.

- Ms Anker: Share a list of local orgs who may be open to fiscal sponsorships/501c-3 who are able.
- Ms Minot: Approx 65 nonprofit orgs - most listed on FFAW map. Some orgs are not able to take on others such as IAA. Some issues prevent places from doing it. SPACE, PMA, etc may be able to take it on.
- Mr Salvo: Larger foundations know CP and it certainly helps in grant application process. A lot of work to do fiscal sponsorships for organizations and it is a great service. Happy to take a look and investigate other orgs that can sponsor.
- Ms Minot: CP can put in newsletter, create list, or send notice for orgs to have back-up plan to support or move fiscal sponsorship. But in discussions with CPA - and at the state-level - CP should not be a fiscal sponsor for more than a year. It should be a segue for orgs to get their own 501c-3 status. It has become an easy option. CP needs to focus on fewer projects . We need to take something off our plate.
- Ms Anker: Would restructuring our services be possible? In the past, we have done these services but due to staffing/capacity, we need to cut back and offer just these services as a 501c-3 umbrella.
- Ms Minot: We created a policy on fiscal sponsorships that board voted on in 2020. Pare down services, but it is as busy as number of orgs going after grants.
- Mr Salvo: It takes time and energy and work
- Ms Minot: We assist with donor tracking, grants etc. We have to give three years of statements and provide promotion. Feels like product placement but we want to have an egalitarian approach. People have expectations of us. Some feel entitled. We had an incident with a person who was upset they were not featured in the newsletter. App will be a way for orgs to self-upload and not rely on CP. Website overhaul is happening as well. Difficult period of transition. CP is at max capacity and needs help deciding on programming, what to cut.
- Ms Hancock: take 6 months to take under advisement what to do with fiscal sponsorship. Can it be an easier process - just exchanging paper and money?
- Ms Minot: Accountant is also maxed out and is hiring new person. Likes idea of saying we are reviewing and cannot commit beyond 12/31/21 as fiscal sponsors unless things change in terms of staff or board member involvement.
- Mr Brenerman: Is this a time or money problem? Funds to hire or time to hire?
- Ms Minot: Both. Need time to process and \$ to hire somebody to do it. If CP had an extra \$10,000 to pay somebody to manage fiscal sponsorship program, perhaps we could cover the clients efficiently. Need to problem solve this issue.
- Mr Salvo agrees with Ms Hancock's idea.
- Ms Anker also agrees with this: to reach out and communicate with the sponsees to give

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CP time to figure out or restructure so the program is less time, money, weight on CP. Also, likes Mr Salvo's offer to start looking at other places to sponsor.

- Ms Minot: TEMPO could be a sponsor but didn't have the time and had passed the client to CP. CP has been saying yes to all sponsees.
- Mr Salvo: Ms Minot has excellent reputation with Maine Community Foundation and Onion Foundation
- Ms Minot: Maine Humanities and Maine Arts Commission has been successful in accepting applications from multiple sponsees. That is a first and that is a huge success for us.
- Ms Hancock: Ask CAM what is a successful fiscal sponsorship relationship? Look and see what other foundations do and how they could help. Look into Onion Foundation and other places that might support us
- Ms Minot: Will follow up and take under advisement. Will most likely take a hiatus from Jan-Jun 2022 before deciding on renewing program or not.

ARP Funding:

- 9/13 City workshop to hear from the public and it is an opportunity for CP and the arts community to ask/hear a wish list for funding. City must hear from the public before deciding. Only issue: no economic director or city manager influence.

Ms Minot: will continue to show results and hopefully get private investments in the meantime.

Arts & Culture Summit:

- Canceled for 2021 due to Covid and convening groups larger than 50. Postponed until June 2022 and may be webinar, or in-person, depending on the pandemic situation then.

CP Staff Vacancy

- Hiring is happening through City of Portland/HR process and portal. Ms Minot is concerned that job description is too ambitious for the job level the city put it at. It is not a senior executive position and salary doesn't back the job description. Goal is to hire a strong operations "librarian of the arts", executive assistance, deadlines, accountant reporting, city meetings and surveys. Then hiring other freelance project coordinators for specific projects. Interview team put together: Julia the from economic office, Kate Anker, community stakeholder, and Dinah. Will interview in the next few days. Feeling hopeful and optimistic despite Covid. We need the arts to keep people alive and happy, mental and public health. There is a strong demand for the arts but we are feeling limited in our program delivery, due to staffing and operations issues.

Audience Survey Results:

- Will send results to the board as PDF but request board members do not distribute elsewhere. Surveys show that the majority of people do not want to convene inside with more than 50 people.

Ms Hancock: Did that issue resolve itself?

Ms Minot: clarified in newsletter caveats to the survey but data does not lie. Under 40 are happy to attend concerts. Over 40 won't attend indoor events unless masked, proof of vaxx, etc. Over 60, not attending. Will use this data in ARP funding presentation. CP can still use the data; not trying to tell

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others what to do but to use the information for funding future outdoor performance shells etc..

Ms Minot: What is happening at Northeastern?

Ms Igo Brooks: Per Northeastern in Boston and extends to Portland, all have to show vaccination to return to campus. Indoor masking, weekly testing, and submitting to daily wellness checks until further notice.

Ms Minot: Student enrollment fallout?

Ms Igo Brooks: From Roux perspective, haven't seen any fallout. Northeastern Boston has seen unprecedented yield in acceptance and enrollment. Undergraduate level: with so many precautions, feel safer and enrollment is strong and hopefully able to get "college experience" through the extra caution.

Transition:

- ARP NEA application for subgranting was submitted and could be used for arts community programming and fiscal sponsorship programming. Missed second deadline for NEA grant due to office and staffing transitions at CP. application for operations expenses, and the opportunity for funding for CP's own salaries, etc.
- Was not able to follow through with no assistant present to help. Lindsay: NEA makes no exceptions.

Ms Minot: Fortunately, there are other opportunities and the first grant application has gone through.

Mr Salvo: This happens during difficult transitions and short staffing.

Board Share & Closing Comments

- Next meeting: 10/6
- Motion to end meeting: Unanimous

Meeting adjourned: 4:48 pm

Creative Portland
Statement of Activity Budget vs. Actual
August 2021

	Jul - Aug 21	FY22 Budget	\$ Over Budget	% of Total Budget
Ordinary Income/Expense				
Income				
4100 · Operations (unrestricted)	4,290	153,750	-149,460	2.79%
4200 · Programs	3,752	82,100	-78,348	4.57%
4500 · Artist Relief Donations	158		158	100.0%
Total Income	8,200	235,850	-227,650	3.48%
Cost of Goods Sold				
5000 · Cost of Programs	19,372	170,500	-151,128	11.36%
5500 · Artist Relief Grants	1,500			
Total COGS	20,872	170,500	-149,628	12.24%
Gross Profit	-12,672	65,350	-78,022	-19.39%
Expense				
6000 · Marketing	61	42,000	-41,939	0.15%
6200 · Occupancy Expenses	1,308	9,613	-8,305	13.6%
6300 · Travel	0	2,596	-2,596	0.0%
6500 · Professional Services	550	20,085	-19,535	2.74%
6600 · Operating Expenses	703	11,940	-11,237	5.89%
Total Expense	2,621	86,234	-83,613	3.04%
Net Ordinary Income	-15,294	-20,884	5,591	73.23%
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	-15,294	-20,884	5,591	73%

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

	Aug 31, 21	Jul 31, 21	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1010 · Creative Portland Checking	56,805	86,504	(29,699)	-34.33%
1011 · GSB Savings 5265	47,244	47,244	-	0.0%
1015 · Petty Cash	305	305	-	0.0%
Total Checking/Savings	104,354	134,053	(29,699)	-22.16%
Other Current Assets				
12000 · Undeposited Funds	0	0	-	0.0%
Total Other Current Assets	0	0	-	0.0%
Total Current Assets	104,354	134,053	(29,699)	-22.16%
Fixed Assets				
1400 · Fixed Assets	29,941	30,241	(300)	-0.99%
Total Fixed Assets	29,941	30,241	(300)	-0.99%
TOTAL ASSETS	134,295	164,295	(30,000)	-18.26%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	0	3,468	(3,468)	-100.0%
Total Accounts Payable	0	3,468	(3,468)	-100.0%
Other Current Liabilities				
2500 · Fiscal Sponsorship Liability	22,542	34,880	(12,339)	-35.37%
Total Other Current Liabilities	22,542	34,880	(12,339)	-35.37%
Total Current Liabilities	22,542	38,348	(15,806)	-41.22%
Long Term Liabilities				
2800 · City of Portland Loan	0	0	-	0.0%
Total Long Term Liabilities	0	0	-	0.0%
Total Liabilities	22,542	38,348	(15,806)	-41.22%
Equity				
3050 · Retained Earnings	46,987	46,987	-	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	-15,294	-1,100	(14,193)	-1,290.11%
Total Equity	111,753	125,947	(14,193)	-11.27%
TOTAL LIABILITIES & EQUITY	134,295	164,295	(30,000)	-18.26%