



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

Board of Directors Meeting
Wednesday, January 5, 2022
3:30 PM

AGENDA

1. Zoom Public Meeting Information

A. Join Zoom Meeting

<https://us06web.zoom.us/j/85260035757?pwd=N0sldlo5dWFrQWE0ZzBRYTI4MG9KQT09>

Meeting ID: 852 6003 5757

Passcode: 683843

One tap mobile

+13017158592,,85260035757# US (Washington DC)

+13126266799,,85260035757# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 720 707 2699 US (Denver)

Meeting ID: 852 6003 5757

Find your local number: <https://us06web.zoom.us/j/85260035757?pwd=N0sldlo5dWFrQWE0ZzBRYTI4MG9KQT09>

2. Welcome and President's Comments

3. Consent Agenda

A. November Minutes (attached).

B. November Financials (attached)

C. Executive Director's Report December 2021

ACTION: Vote to accept Consent Agenda

4. Executive Director Update

- A. Annual Appeal
- B. Creative Bus Shelters
- C. Cultural App
- D. City Investment FY2022

5. Nominating Committee Update

- A. **ACTION: Vote to appoint Alice Spencer to Board of Directors**

6. UPDATE: City TIF Increase Request for FY2023 Budget + 1% Committee

7. Board Share and Comments

FY2022 Board Meeting Date: Feb. 2, 2022; No Meeting in March; April 6, 2022; May 4, 2022; and, June 1, 2022.

Minutes

Remote Creative Portland Board Meeting

November 3, 2021

NOTE: This meeting was held via Zoom. These Minutes provide a record of those in attendance, general discussion taking place, and motions made.

A remote meeting of the Board of Directors of Creative Portland was held on Wednesday, November 3, 2021, via Zoom. Present from the Board were Board President Kate Anker and Directors Kirstie Archambeault, Nicole Barna, Lisa Bloss, David Brenerman, Leah Brooks, Councilor Tae Chong, Gib Foltz, Eliza Ginn, Lindsay Hancock, and Herb Ivy. Directors not able to be present included Daniel Minter, Zoe Sahloul, and Gerard Salvo. Present from City staff were Interim Director Housing and Economic Development Director Mary Davis, Creative Portland Executive Director Dinah Minot, and Principal Adm. Officer Lori Paulette. Also present was Creative Portland contract employee Bobbie Pirruccello.

Item #1: Zoom Public Meeting Information – No Committee Action Required.

Item #2: Welcome and President's Comments

President Anker thanked all for attending. She also thanked Ms. Davis for her assistance to Creative Portland (CP) as transitions are taking place, including more of a presence at City Hall for Ms. Minot and the Program Assistant to be hired.

Item #3: Consent Agenda: (a) September Draft Minutes; and, (b) September

Financials.

Mr. Brenerman noted a correction to the Minutes to change “adapt” in three places to

“adopt”. Regarding the financials, he asked if there was a deficit and what “Cost of Programs” meant.

Ms. Minot indicated that there was not a deficit, and Mr. Foltz added that this is a timing thing. Ms. Minot said that expenses are sometimes paid before grant funds come in, and that “Cost of Programs” are expenses for programs, with Mr. Foltz noting that perhaps “Cost of Programs” could have further detail.

On motion made by Mr. Brenerman, seconded by Mr. Foltz, the Board voted unanimously to accept the Consent Agenda, with the amendments as noted to the Minutes.

Item #4: Executive Director Update

A. Recap – Stone Barn, St. Joseph’s reception for 25 Mainers of the Year (Dinah).

President Anker congratulated Ms. Minot on the award. Ms. Minot indicated it was a great opportunity to network and highlight this organization’s work.

B. Summer Stage Monument Square Recap – First Friday Oct. 1

Ms. Minot noted that this was well received and applauded Mr. Ivy in MC’ing the event. Mr. Ivy also agreed that it was well received with diverse acts, and noted that Ms. Pirruccello did a great job with social media for the event. Ms. Minot suggested that, in the future, there may once again be “Live at Five” on Fridays if a sponsor is found.

C. Cultural App Community Forum – To be Scheduled by Year End

Ms. Minot said that a tentative date/time for the forum is Weds., Dec. 1, at 2:00 p.m. if the developers of the app are ready, and perhaps a February Launch of the App in time for the tourist season. She also noted that the CP website is using another platform and should be ready shortly for the updated version to go live.

D. *STAFF: Program Liaison & Office Associate position vacancy and City employee expectations update.*

Ms. Minot said that the search has been extended for the Associate position to November 29th. It has been on hold due to evaluation of CP Programs and oversight. CP is being integrated more into the City's Housing and Economic Development Department, with a City email address and City Hall office, with the gallery to remain at 84 Free Street.

E. *Finance Committee workshop summary on CP TIF and budget allocation – TIF vote is postponed until budget prep for FY2023.*

Councilor Chong noted that he spoke with the Finance Committee about a possible \$25,000 in available TIF funds for this year. Councilor Chong gave some history in that the Housing and Economic Development Committee passed a 4-0 vote to recommend to the City Council amending the Downtown TOD TIF to have a floor of \$155,000 annually for CP. The City Council recently tabled this item indefinitely in order for this to be taken up through the FY2023 budget process. He noted that arts are under-funded here, and, with the new Council, we shall see how/if this gets funded.

F. *ARPA Funding – City Workshop*

Ms. Minot said that there are two rounds of ARPA funding, round 1 was for projects that are shovel ready. Round 2, coming up, will be for longer-term projects and CP has put in a list of items for funding. In response to Ms. Hancock, Councilor Chong said that he has another year and two months before his term is up on the Council, so would most likely start running for re-election this Summer.

G. *Grant Pursuit – Onion Foundation, Maine Arts Commission, ARPA*

Ms. Minot noted that NEA has APRA funds and CP will look into applying for a grant

to re-grant to non-profits. She also noted that today CP received a MAC grant for \$5,000 for CP operating expenses. A grant application to Onion Foundation was submitted to support CP part-time contractors; this is pending. She thanked Ms. Hancock for assistance in grant applications. She is preparing a report to NEA for the \$25,000 Our Town Matching Grant CP received.

H. *Creative Bus Shelters Round 2 – Open Call; submissions due Dec. 15*

Ms. Minot said that this is still active and accepting applications.

I. *Arts Relief Fund – Rolling Applications/November Award Announcements*

Ms. Minot said that awards will be based on selection criteria, which will be announced later this month.

J. *Proposed Winter Holiday Festival 2022 – Multiple City Partners*

Ms. Minot noted potential partners include Visit Portland, Chamber, Portland Downtown, and Buoy Local, but this would need private sector investment to promote the event, noting that it was thought it would run for two to four weeks. There are also staffing issues for vendors who would want to participate but cannot. Ms. Brooks noted interest in possibly being involved in the event, and Ms. Minot said she would provide her with contact information.

K. *Summary of CP Focus: Creative Bus Shelters, Cultural App, Artist Relief Fund, FFAW, Arts & Culture Summit (Summer 2022), Reduce Fiscal Sponsorship Programs. Postpone Hear Here until 2023, Advocate for City Arts Department*

Ms. Minot said that results continue for the programs listed, but noted staff is recommending stopping the Fiscal Sponsorships at fiscal year end June 30, 2022, with CP still supporting the organizations in other ways. Staffing this program takes time, but also noted that if the Cultural App is successful, CP could hire a contractor 6 to 8

hours a week to support the fiscal sponsorship program. This can be further discussed at a future Board meeting. Also due to continuing Pandemic concerns, Hear Here will be postponed until 2023.

Mr. Brenerman agreed that the Board could further discuss the fiscal sponsorship program in the next few months to see how the Cultural App launch will go.

Item #5: Draft Annual Report for FY2021 – to be presented at Nov/Dec City Council (date 11/15 t/b/d).

President Anker said that the City Council meeting date of November 15 is tentative at this time. The Annual Report provides information on CP's accomplishments and struggles, and what is the plan moving forward.

Ms. Davis confirmed that this would be on the November 15 Council Agenda.

On motion made by Mr. Brenerman, seconded by Ms. Barna, the Board voted unanimously to forward the Annual Report, in substantially the form as presented, to the City Council as a communication.

Item #6: Nominating Committee: During the Pandemic, we propose the current slate of officers.

President Anker noted that it was being recommended to keep the current slate of officers, namely Kate Anker/President, Eliza Ginn/Vice-President, GibFoltz/Treasurer, David Brenerman/Secretary, and Dinah Minot/Assistant Secretary. On motion made by Ms. Archambeault, seconded by Ms. Hancock, the Board voted unanimously to keep the current slate of officers the same for another year.

President Anker then thanked Ms. Barna for her three years of service on the Board, with this her last meeting as a CP Board Director. The Board applauded her service, with Ms. Barna noting that it has been interesting to see CP evolve and will keep posted on its future.

Item #7: Board Share

President Anker noted that Ms. Hancock has agreed to represent CP on the Portland Public Art Committee (PPAC), and thank Mr. Foltz for his representation on the PPAC these last few years. Ms. Foltz indicated that the PPAC is under-funded, with Ms. Minot suggesting that PPAC be absorbed into CP at some point.

Ms. Minot noted that CP's new website will make it easier for people to add to it, and she also welcomed any thoughts/ideas that the Board may want to see included in the monthly newsletter.

Ms. Ginn noted the new roundabout at Deering Avenue and Brighton Avenue, particularly about the public art in the center which does not say anything about the artist. Ms. Minot said that CP posted an Instagram about the artist, and that a ribbon-cutting is planned for 3:00 on Monday.

Ms. Minot noted that Mr. Keyes called her about the changing public art climate in Portland, and she gave him information on CP's recent accomplishments and told him about the upcoming Cultural App.

Item #8: Closing Comments by President

President Anker noted that there will be no Board meeting in December, with the next regularly scheduled Board to be held on January 5, 2022.

On motion then made by Ms. Hancock, seconded by Ms. Bloss, the Board voted unanimously to adjourn the meeting at approximately 4:53 p.m.

Respectfully, Lori Paulette

Creative Portland
Statement of Activity Budget vs. Actual
November 2021

	Jul - Nov 21	FY22 Budget	\$ Over Budget	% of Total Budget
Ordinary Income/Expense				
Income				
4100 · Operations (unrestricted)	9,946	47,396	-37,450	20.99%
4200 · Programs	9,669	34,208	-24,539	28.27%
4500 · Artist Relief Donations	177			
Total Income	<u>19,792</u>	<u>81,604</u>	<u>-61,812</u>	<u>24.25%</u>
Cost of Goods Sold				
5000 · Cost of Programs	39,089	71,042	-31,953	55.02%
5500 · Artist Relief Grants	1,489			
Total COGS	<u>40,578</u>	<u>71,042</u>	<u>-30,463</u>	<u>57.12%</u>
Gross Profit	<u>-20,786</u>	<u>10,562</u>	<u>-31,348</u>	<u>-196.79%</u>
Expense				
6000 · Marketing	3,512	17,500	-13,988	20.07%
6200 · Occupancy Expenses	3,699	4,005	-307	92.35%
6300 · Travel	2	1,082	-1,079	0.21%
6500 · Professional Services	550	8,333	-7,783	6.6%
6600 · Operating Expenses	2,451	4,975	-2,524	49.27%
Total Expense	<u>10,214</u>	<u>35,895</u>	<u>-25,681</u>	<u>28.46%</u>
Net Ordinary Income	<u>-31,000</u>	<u>-25,333</u>	<u>-5,667</u>	<u>122.37%</u>
Other Income/Expense				
Other Income				
7000 · Other Income-Expense	0	0	0	0.0%
Total Other Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>
Net Other Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>
Net Income	<u><u>-31,000</u></u>	<u><u>-25,333</u></u>	<u><u>-5,667</u></u>	<u><u>122.37%</u></u>

Creative Portland
Statement of Financial Position
As of November 30, 2021

	Nov 30, 21	Oct 31, 21	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1010 · Creative Portland Checking	55,909	53,917	(5,967)	3.69%
1011 · GSB Savings 5265	47,244	47,244	-	0.0%
1015 · Petty Cash	305	305	-	0.0%
Total Checking/Savings	103,458	101,466	1,992	1.96%
Other Current Assets				
12000 · Undeposited Funds	0	0	-	0.0%
Total Other Current Assets	0	0	-	0.0%
Total Current Assets	103,458	101,466	1,992	1.96%
Fixed Assets				
1400 · Fixed Assets	29,039	29,340	(300)	-1.02%
Total Fixed Assets	29,039	29,340	(300)	-1.02%
TOTAL ASSETS	132,497	130,806	1,691	1.29%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	-	-	-	0.0%
Total Accounts Payable	-	-	-	0.0%
Other Current Liabilities				
2500 · Fiscal Sponsorship Liability	36,451	36,884	(433)	-1.17%
Total Other Current Liabilities	36,451	36,884	(433)	-1.17%
Total Current Liabilities	36,451	36,884	(433)	-1.17%
Total Liabilities	36,451	36,884	(433)	-1.17%
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	(31,000)	(33,125)	2,124	6.41%
Total Equity	96,047	93,922	2,124	2.26%
TOTAL LIABILITIES & EQUITY	132,497	130,806	1,691	1.29%

CREATIVEPORTLAND^{ME}

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

Executive Director Report

December 31, 2021

Long Term Planning - Creative Portland has recently been discussing strategies for building capacity and raising the current TIF commitment through 2045, with a CAP of 100K, to a floor of 155K. In an October '21 City Council meeting, it was agreed by the Finance Committee Chair Mavadones to allocate approximately 25K in funds and to address the previous March 2021 request, voting potentially on a TIF increase amendment, for consideration in the FY23 Budget review.

A committee of arts community stakeholders, including Board members, is forming to address current municipal investment in public art and to re-evaluate the current City arts infrastructure, including PPAC and Creative Portland.

BACKGROUND: The City's incorporation of Creative Portland in 2008, complete with bylaws, recognized a quasi-municipal organization, combining and merging Portland Arts & Cultural Alliance (PACA)'s objectives to serve the local arts community and the City's desire to adopt strategies from the economic report and cultural plan of 2008, and most recently, the 2018 update of the cultural plan, adopted by City Council in March 2019. In January 2020, the staff of Creative Portland joined the City's HEDD (Housing & Economic Development Department).

Creative Portland IN THE NEWS DURING THE PANDEMIC

MEDIA RECAP 2021

1. [Sacramento, CA SACTOWN - creative bus shelters- Why Not Here?](#)
2. [Fourth Shelter "SEAWEED" unveiled at Portland Transportation Center](#)
3. [SEAWEED shelter celebration at Thompson's Point](#)
4. [First Friday Art Walk](#) is back (Portland Phoenix)
5. [Brighter Days in 2021: New Year Resolutions](#)
6. [WBLM/WCNY Townsquare](#) First Friday Art Walk
7. WMPG - PSAs for two weeks about Summer Stage Series
8. [Bangor Daily News Photo Essay](#) by Troy Bennett
(all four creative bus shelters included)

MEDIA RECAP 2020

1. [Creative Portland uses Art to remind public of health protocols](#)
2. [Creative Portland goes virtual to support local art](#)

3. [Promising News for Artists during the Pandemic](#)
4. [Creative Portland raises 75K for local artists hit by Pandemic](#)
5. [Art helps to spread COVID-19 prevention and safety messages in Portland](#)

Grant Update

1. **Maine Arts Commission (MAC) CCED2** - Final award balance of \$12,800 will be deposited in early 2022 for the third phase of the cultural app development.
2. **NEA Our Town Grant** \$25,000 award for Creative Bus Shelters requires a matching grant for Phase 2.
3. **Onion Grant** application was denied for general operating expenses.
4. **Roy A Hunt Foundation** - Received \$2500, in a consecutive year award for general operating expenses.
5. **Final report** filed for NEA Our Town Phase 1 creative bus shelters.
6. **First Friday Art Walk** resumed July 2

Creative Bus Shelters - artist submission deadline Dec 31.

New curatorial review team for Phase 2:

1. Ebenezer Akakpo, Artist, Jewelry Designer, & Owner, Akakpo & Co
2. Kelly Hrenko, Chair, USM Art Department
3. Greg Jordan, Executive Director, Greater Portland METRO
4. Dinah Minot, Executive Director, Creative Portland
5. Daniel Minter, Artist & Illustrator, Co-Founder of Indigo Arts Alliance & Maine College of Art & Design, Assistant Professor
6. Kat Violette, Greater Portland Council of Governments (GPCOG)

Creative Portland App - December 1st Community Forum Presentation

- b. Website & app development - phase 4
- c. Beta test groups have formed to assess ease of usability
- d. Sponsorship outreach underway

Public Art Installations curated by CP

- e. Lancaster Plaza Arbor - Hanover & Parris (Clint Fulkerson) - Summer 2022 installation
- f. Nucleus-One mural installation (Carter Shappy)
- g. New flagpole banners in house and on hold for installation due to Delta & Omicron variants.

FY22 Work Plan & Budget (attached)

- h. Review our progress in the first quarter of 2022.