



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

Board of Directors Meeting
Wednesday, February 6, 2019
3:30 PM
84 Free Street

AGENDA

Welcome and President's Comments

- 1. Welcome and President's Comments**
 - A. VP Kate Anker will preside in David Brenerman's absence.
- 2. Consent Agenda**
 - A. January Minutes (attached)
 - B. Financial Update Through December 2018 (attached)
 - C. Executive Director's Report (attached)
 - D. ACTION: Vote to Accept Consent Agenda
- 3. Executive Director Update and Discussion**
- 4. Committee Chair Updates**
 - A. Governance - Bylaw Amendment Update
 - B. Finance
 - C. Advancement
- 5. Discussion:**

Next Meeting - March 6, 2019; April 3, 2019; May 1, 2019; June 5, 2019; June 26, 2019 (in lieu of July 3)

Creative Portland Board Minutes

January 2, 2019

Creative Portland Office

84 Free Street

Board In Attendance: Daniel Minter, Greg Mitchell, Ethan Strimling, Nicole Barna, Gib Foltz, Brian Marshall, Raffi Der Simonian, Gerard Salvo, Kate Anker (phone), Lisa Bloss (phone), David Brenerman (phone)

Staff in Attendance: Dinah Minot, Emily Southard

Audience: Julia Durgee

Meeting called to order 3:32pm

Welcome & President's Comments

Mr. Marshall led the meeting as Mr. Brenerman and Ms. Anker were not physically in attendance.

Motion to Accept the Consent Agenda

First: Mr. Salvo; Second: Mr. Minter

No discussion

Vote: Unanimous, with Mayor Strimling abstaining

Executive Director Update

Fall Appeal 2018

- The fall appeal netted \$7000, already reaching the FY19 goal for individual donations with six months left in the fiscal year.

2 Degrees

- In discussions regarding a new sponsorship opportunity with Live + Work in Maine
- Looking for new committee members, from the board and from the community, representing diverse populations. Committee will be in charge of planning four social mixers a year with themes promoting the creative economy and coordinating the website pen pal system of newcomers and connectors.

Community Outreach

- CP will be the nonprofit organization represented at a Maine Mariners' game in February. The board is invited to join staff in representing CP at the game.

Grants

- CP was awarded a Portland Development Corporation PEDPIP matching grant of \$15,000 for cultural plan implementation to brand Portland and enhance the visitor cultural experience.

Hear, Here!

- Goal: showcase the performing arts talent of Portland on the big stage
- Purpose: utilize community collaboration to show off and be proud of local talent. Two dozen community partners have already signed on to help market and promote.
- Logo: designed by Jason Spooner
- Acts: chosen in consultation with a curatorial team of over a dozen professionals from the Portland community. Lineup contains rapper Sarah Violette, Batimbo United Burundi drummers, James Kennerley on the Kotzschmar Organ, and Janaesound.
- In kind services: the City has provided Merrill Auditorium in kind, which includes concession stands, ushers, PortTix, and marketing reach. Many other groups are providing in kind services as well.
- Funding: CP has raised the funds already; no money will be lost on the event. Sponsors have never given to CP before and likely would not if not for an event such as this. \$30k budget (\$18k in kind), half of which will go towards paying the talent and the other half is for production expenses.
- Production manager: Jamie Grant
- Tickets: \$25 for adults and \$12 for kids/students.

Bylaws Amendments

- Bylaw amendments will be reviewed by the city's Nominating Committee, most likely at their 9-11am meeting on January 14th. They will then be referred on to City Council.

Cultural Plan Update

- The final draft of the cultural plan update will be reviewed by the city's Planning Board. It will likely be referred on to the the City Council in February.

Committee Chair Updates

Governance

The Executive Committee decided to recommend changing the board meeting schedule to meet every month, with the exception of August and December.

Motion to Adopt the Proposed Meeting Schedule

First: Mr. Brenerman; Second: Ms. Barna

Discussion: Question arose regarding whether meeting day or time would change. Meetings will remain on the first Wednesday of the month at 3:30pm.

Vote: Unanimous

Committee Chair Updates Continued

Finance

The budget was tweaked at the last Finance Committee meeting, lowering the expected income in the board challenge category, which was made up for by an increase in the sponsorships category. Discussion of CP fiscal sponsorship additions and practices.

Advancement

No updates at this time outside of Hear, Here! discussions.

Open Discussion

Discussion of Ms. Minot's speaking engagements and representing CP in the community. Further discussion of Hear, Here! including volunteer needs, marketing plans, media outreach, ticket giveaways, and ticket sale strategies. Tickets go on sale January 4th.

Meeting adjourned 4:35pm

Minutes respectfully submitted by Emily Southard

Creative Portland
Statement of Activity
July through December 2018

	<u>Jul - Dec 18</u>
Ordinary Income/Expense	
Income	
4100 · Operations (unrestricted)	
Total 4110 · Contribution Income	5,037
4115 · Arts District TIF Funding	50,000
4140 · Corporate Sponsorships	630
4150 · Fiscal Sponsor Agent Fee	4,871
Total 4100 · Operations (unrestricted)	<u>60,538</u>
Total 4200 · Programs (restricted)	<u>3,300</u>
Total Income	63,838
Cost of Goods Sold	
Total 5000 · Cost of Programs	<u>2,075</u>
Total COGS	<u>2,075</u>
Gross Profit	61,763
Expense	
Total 6000 · Marketing	1,470
Total 6100 · Personnel	57,673
Total 6200 · Occupancy Expenses	3,086
Total 6500 · Professional Services	4,726
Total 6600 · Operating Expenses	<u>4,099</u>
Total Expense	<u>71,054</u>
Net Ordinary Income	-9,291
Other Income/Expense	
Other Income	
7000 · Other Income-Expense	
7200 · In-Kind Donations	870
7700 · Interest Exp - City Loan	-94
7900 · In-Kind Expenses	-870
Total 7000 · Other Income-Expense	<u>-94</u>
Total Other Income	<u>-94</u>
Net Other Income	-94
Net Income	<u><u>-9,385</u></u>

**Creative Portland
Balance Sheet
As of December 31, 2018**

	<u>Dec 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · Creative Portland Checking	48,111
1015 · Petty Cash	396
1025 · PayPal Account	138
Total Checking/Savings	<u>48,645</u>
Other Current Assets	
1600 · Prepaid expenses	
1610 · Prepaid Insurance	511
Total 1600 · Prepaid expenses	<u>511</u>
Total Other Current Assets	<u>511</u>
Total Current Assets	49,157
Fixed Assets	
1400 · Fixed Assets	
Total 1400 · Fixed Assets	<u>34,495</u>
Total Fixed Assets	34,495
Other Assets	
1950 · Stock Ownership	1,051
Total Other Assets	<u>1,051</u>
TOTAL ASSETS	<u><u>84,703</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll Liabilities	32,578
2200 · Art Sale Liability	162
Total 2500 · Fiscal Sponsorship Liability	<u>15,413</u>
Total Other Current Liabilities	<u>48,153</u>
Total Current Liabilities	48,153
Long Term Liabilities	
2800 · City of Portland Loan	17,607
Total Long Term Liabilities	<u>17,607</u>
Total Liabilities	65,760
Equity	
Total 3100 · Unrest'd Net Assets	24,162
3200 · Temporarily Rest'd Net Assets	6,365
3221 · Loss/Gain on Investment	35
Net Income	-9,385
Total Equity	<u>18,944</u>
TOTAL LIABILITIES & EQUITY	<u><u>84,703</u></u>

Creative Portland
Budget to Actual
July through December 2018

	Jul - Dec 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · Operations (unrestricted)				
Total 4110 · Contribution Income	5,037	6,146	-1,109	81.96%
4114 · Special Event	0			
4115 · Arts District TIF Funding	50,000	50,000	0	100.0%
4120 · Business Partnerships	0	0	0	0.0%
4140 · Corporate Sponsorships	630	17,400	-16,770	3.62%
4150 · Fiscal Sponsor Agent Fee	4,871	1,200	3,671	405.89%
Total 4100 · Operations (unrestricted)	60,538	74,746	-14,208	80.99%
Total 4200 · Programs (restricted)	3,300	4,250	-950	77.65%
Total Income	63,838	78,996	-15,158	80.81%
Cost of Goods Sold				
Total 5000 · Cost of Programs	2,075	3,000	-925	69.16%
Total COGS	2,075	3,000	-925	69.16%
Gross Profit	61,763	75,996	-14,233	81.27%
Expense				
Total 6000 · Marketing	1,470	4,300	-2,830	34.2%
Total 6100 · Personnel	57,673	53,125	4,548	108.56%
Total 6200 · Occupancy Expenses	3,086	5,306	-2,220	58.16%
Total 6300 · Travel	0	1,462	-1,462	0.0%
Total 6500 · Professional Services	4,726	7,500	-2,774	63.01%
6680 · Merchant Processing Fees	129			
Total 6600 · Operating Expenses	4,099	5,970	-1,871	68.66%
Total Expense	71,054	77,663	-6,609	91.49%
Net Ordinary Income	-9,291	-1,667	-7,624	557.35%
Other Income/Expense				
Other Income				
7000 · Other Income-Expense				
7200 · In-Kind Donations	870			
7700 · Interest Exp - City Loan	-94	0	-94	100.0%
7900 · In-Kind Expenses	-870			
Total 7000 · Other Income-Expense	-94	0	-94	100.0%
Total Other Income	-94	0	-94	100.0%
Net Other Income	-94	0	-94	100.0%
Net Income	-9,385	-1,667	-7,718	563.01%

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Executive Director Report 02/06/19 Board Meeting

FUNDRAISING

- Raised \$7K in Fall appeal plus \$17.5K in sponsorships (HEAR HERE)
- Fiscal sponsorship fees over \$5K YTD
- Income from Hear Here ticket sales \$1700 as of 1/25/19; In-kind services & donations over \$20K

PROGRAMS

- **First Friday Art Walk - Feb 1** (25% less venue participation due to cold weather)
- **2 Degrees Program** - First meeting of our program redesign, scheduled Feb 5, to discuss program objectives, structure new committee and establish new program sponsorship
- **CP Art Gallery - *On The Verge*** arts exhibition open through April 20
- **Arts in the Chamber series**
January 7 - Myles Bullen, rapper
Feb 4 - Mayor's announcement about HEAR HERE
- **Professional Development Workshop**
Feb 27 - Branding 101, open to the public, free of charge
- **Monday Morning Drop By**
Jan 7 - small group attended; Feb 4 event cancelled
- **Cultural Plan Update** - Presentations to both Portland Development Corp (PDC) and The Planning Board resulted in approval and unanimous recommendation by PB to City Council to adopt the Cultural Plan Update of 2018 - A Living Action Plan. City Council agenda date TBA.
- **Case for Growth** - The Chamber hosted a "re-boot" event to launch Phase 2. Dinah & Peter Bass attended.
- **HEAR HERE** - an inaugural concert, co-presented by the City of Portland, The Crewe Foundation and David E. Shaw, will feature local extraordinary performing artists on Sunday, February 17 at 4pm at Merrill Auditorium. Media sponsors include News Center Maine and WMPG. For talent line-up and more information, go to www.hearheremaine.com.