



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

Board of Directors Meeting

Wednesday, April 6, 2022

3:30 PM

Via Zoom

AGENDA

1. Zoom Public Meeting Information

A. Click on the link below to join the meeting:

<https://us02web.zoom.us/j/87230650137?pwd=RUIZNHgrOXZjR0psZkFXamQ1SVovZz09>

Meeting ID: 872 3065 0137

Passcode: meet

One tap mobile

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Meeting ID: 872 3065 0137

Passcode: 988760

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2. Welcome and President's Comments

3. Consent Agenda

A. February Minutes - see attached draft Minutes.

B. March Financials - see attached.

ACTION: Vote to accept Consent Agenda

4. Executive Director Update

A. HEDD Director Update

- B. Operations (plumbing, facade improvement)
- C. Program Updates:
 - FFAW
 - Summer Stage Series for First Friday Art Walk
 - Art Banners for Revival - Round 2
 - AEP6 Survey/Economic Impact Study (18 months)
 - Cultural App & Website
 - Creative Bus Shelters 2
 - Arts & Culture Summit - Sept. 20
 - Monday Morning Drop By - May & June - Resume in Fall
 - Arts Community Advocacy Group - dates and tasks, Advancement Program
 - Grant Pursuits/Advancement - Bangor Savings, MTI, MAC, MOT
 - Fiscal Sponsorship Update: The Studio Portland, East Shore Arts, BOM
 - Fellowship or Intern Program (TBD)
 - Hear Here 2023 (to be discussed)

5. Budget

- A. Office of Creative Portland FY23 Budget currently includes FY22 TIF increase request.
- B. DRAFT #1 - FY23 Work Plan and Budget Discussion

6. Board Share and Comments

FY22 Board Meeting Remaining Dates: May 4, June 1

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Minutes

Board of Directors Meeting

Wednesday, February 2, 2022

via Zoom

Attendees: Kirstie Archambault, David Brenerman, Leah Igo Brooks, Maile Buker, Councilor Tae Chong, Gib Foltz, Lindsay Hancock, Herb Ivy, Anne McGuire, Dinah Minot, Daniel Minter

Staff: Katie Alleman

Absent: Kate Anker, Lisa Bloss, Eliza Ginn, Zoe Sahloul, Gerard Salvo

Welcome and President's Comments

Secretary David Brenerman filled in for President Kate Anker.

Consent Agenda

Not enough board members were present at the start of the meeting to vote. No one had any questions. More people joined later in the meeting to reach a quorum.

ACTION: Vote to accept Consent Agenda

VOTE: unanimous

Executive Director Update

- Staff and Office update
 - New Program Liaison & Office Associate (Katie Alleman)
 - New heaters installed in Creative Portland office
- Annual Appeal
 - We have received at least \$20,000 in Small Gifts so far
 - New sponsor renewal has given us \$5,000
 - We have \$6,000-\$7,000 in fiscal sponsorship fees (we get 5% of that)
 - We are slowing down the Fiscal Sponsorship program
 - We requested funds from the City to help us to hire a part-time advancement coordinator to help with marketing
 - We need 100% participation in the Board Challenge
- February FFAW Cancellation
 - Many organizations already decided not to have events this month
 - City is keeping workers in remote capacity through Feb 6
 - Board agreed that we should follow City guidelines
 - We have to be mindful of the public, especially with the Omicron surge
- Artist Relief Fund
 - \$33,000+ in fund reserve
 - Eligibility will be expanded to include small nonprofits or initiatives (3 employees or less) - they will receive \$1,000
 - Program already includes sole proprietors - they receive \$500

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- Creative Bus Shelters - Review Committee update
 - Review team did not select 4 artists yet. They selected a few, but there is another spot available and the team decided to invite artists to participate. Some invitations have been extended, and those submissions are due by March 1. So we have both an open call and invitations.
- Flagpole Art Banner designs - Part 2
 - It's the City's decision on when to put them up. Most likely it will be in the spring.
 - Around 30 banners were already printed (and paid for) last fall. The City will help hang them (cost unknown). Creative Portland may be required to pay City employees overtime. Discussion of whether the banner installation can be sponsored by businesses or the Downtown Portland district.
 - The Creative Portland logo has been added to the new banners after the Board pointed out it wasn't included in the first round of banners. City seal also included - new branding.
 - To be placed along Congress Street
- Website & Cultural App update
 - The website will be launched in February sometime, and we'll put that in the March newsletter
 - The website is a work in progress. It may take a while for it to be finished, but in the meantime we want to generate profiles, create accounts, and bring in partners to prepare for the Cultural App
 - Hoping to attract a part-time advancement coordinator to help with the app & web platforms. City Budget dependent. We received \$18,500 from the City, which is less than we asked for, but we are grateful for the investment.
 - The Board needs to advocate
- Fiscal Sponsorship program
 - The Board agreed to put a pause on it July 1, 2021. Most board members want to keep the program going in any way we can, even if it means reducing the amount of artists/organizations we help.
 - 2 new initiatives to consider helping: East Shore Arts and Lin Lisberger's Portland Public Library's exhibit/ Arts Education tie-in with Side X Side.
- Arts Advocacy Group forming - 1% advocacy committee
 - The group will include CP Board members, community stakeholders, and the general public - people who are interested in advocating for the arts.
 - Social impact of public arts needs to be talked about more. Most people focus on the economic impact only.

Budget

- Office of Creative Portland FY23 Budget Request
 - \$323,000. Up in the air whether we will get that.
 - City is covering personnel. So far, the City is not paying for programs and services. CP is responsible for raising those funds.
- MAC - ARPA (American Rescue Plan Act) art jobs grant pursuit
 - Funding request was rejected.
 - City has ARPA funds to distribute but is first addressing shovel-ready projects.
 - MAC says try city or county funds.
- FY23 Work Plan draft discussion

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- Additional programs, like facade improvements, to be included in the City budget request. The City already paid for the heater installation, so that can be removed from the budget.
- Salary for part-time advancement coordinator
- In FY22, we expected \$100,000 from the City, but we only received \$18,500 - we have a deficit. Means we have to cut programs. Maybe we'll get grants to do the Summer Stage Series, but we can't mount that with our current budget.

Board Questions, Shares, & Comments

- Ms. Archambeault wanted to know if there will be a FFAW in March or April so she can take photos and share with Visit Portland
- The board discussed the possibility of advocating at the state level
- Alice Spencer's nomination to the board will be delayed until November 2022, but she's going to be on the arts advocacy committee
- Mr. Brenerman suggested we add an action item to the future agenda: alter the workplan
- Ms. Minot congratulated the Indigo Arts Alliance for receiving the Warhol grant
- No board meeting will be held in March, but will resume in April

Creative Portland
Statement of Activity Budget vs. Actual
March 2022

	Jul - Mar 22	Full FY22 Budget	\$ Over Budget	% of Total Budget
Ordinary Income/Expense				
Income				
4100 · Operations (unrestricted)	58,125.82	153,750	-95,624	37.81%
4200 · Programs	18,551.80	82,100	-63,548	22.6%
4500 · Artist Relief Donations	656.42			
Total Income	77,334	235,850	-158,516	32.79%
Cost of Goods Sold				
5000 · Cost of Programs	43,176.53	170,500	-127,323	25.32%
5500 · Artist Relief Grants	1,480.90			
Total COGS	44,657	170,500	-125,843	26.19%
Gross Profit	32,677	65,350	-32,673	50.0%
Expense				
6000 · Marketing	8,094.40	42,000	-33,906	19.27%
6200 · Occupancy Expenses	7,077.62	9,613	-2,535	73.63%
6300 · Travel	2.31	2,596	-2,594	0.09%
6500 · Professional Services	10,649.95	20,085	-9,435	53.02%
6600 · Operating Expenses	8,218.99	11,940	-3,721	68.84%
Total Expense	34,043	86,234	-52,191	39.48%
Net Ordinary Income	-1,367	-20,884	19,518	6.54%
Other Income/Expense				
Other Income				
7000 · Other Income-Expense	18	0	18	100.0%
Total Other Income	18	0	18	100.0%
Net Other Income	18	0	18	100.0%
Net Income	-1,349	-20,884	19,535	6.46%

Creative Portland
Statement of Financial Position
As of February 28, 2022

	Mar 31, 22	Feb 28, 22	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1010 · Creative Portland Checking	64,453	103,250	(5,967)	-37.58%
1011 · GSB Savings 5265	50,012	50,010	-	0.0%
1015 · Petty Cash	505	305	-	65.62%
Total Checking/Savings	<u>114,970</u>	<u>153,565</u>	<u>(38,595)</u>	<u>-25.13%</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>114,970</u>	<u>153,565</u>	<u>(38,595)</u>	<u>-25.13%</u>
Fixed Assets				
1400 · Fixed Assets	<u>27,837</u>	<u>28,138</u>	<u>(300)</u>	<u>-1.07%</u>
Total Fixed Assets	<u>27,837</u>	<u>28,138</u>	<u>(300)</u>	<u>-1.07%</u>
TOTAL ASSETS	<u>142,807</u>	<u>181,703</u>	<u>(38,896)</u>	<u>-21.41%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	<u>-</u>	<u>0</u>	<u>-</u>	<u>0.0%</u>
Total Accounts Payable	<u>-</u>	<u>0</u>	<u>-</u>	<u>0.0%</u>
Other Current Liabilities				
2500 · Fiscal Sponsorship Liability	<u>17,109</u>	<u>50,124</u>	<u>-33,015</u>	<u>-65.87%</u>
Total Other Current Liabilities	<u>17,109</u>	<u>50,124</u>	<u>-33,015</u>	<u>-65.87%</u>
Total Current Liabilities	<u>17,109</u>	<u>50,124</u>	<u>-33,015</u>	<u>-65.87%</u>
Total Liabilities	<u>17,109</u>	<u>50,124</u>	<u>-33,015</u>	<u>-65.87%</u>
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	<u>-1,349</u>	<u>4,531</u>	<u>-5,880</u>	<u>-129.76%</u>
Total Equity	<u>125,698</u>	<u>131,578</u>	<u>(5,880)</u>	<u>-4.47%</u>
TOTAL LIABILITIES & EQUITY	<u>142,807</u>	<u>181,703</u>	<u>(38,896)</u>	<u>-21.41%</u>