



**Creative Portland – Board of Directors Meeting  
Wednesday, April 2, 2014  
3:30 to 5:00 p.m., Basement Conference Rm 24  
Portland City Hall**

**AGENDA**

1. Welcome & President's Comments (Kornhauser)
2. Review and accept minutes from Board meeting of March 5, 2014.
3. Executive Director Report & Financials (Hutchins)
4. FY15 Budget & Work Plan (Hutchins)
  - a. Vote on Update to City of Portland Economic Development Plan
5. Committee Updates
  - a. Executive/Board Development (Kornhauser)
  - b. Fundraising/Portland Framed (Kornhauser)
  - c. 2 Degrees Portland (Callanan)
  - d. First Friday Art Walk (Lipton)
  - e. Creative Space (McKeen)
  - f. Food Trucks (Graham)
6. Other business
7. Next full Board meeting – April 2, 2014

**Creative Portland meeting**  
**March 5<sup>th</sup> 3:30 Portland City Hall**

**In attendance:** (board) Alice Kornhauser, Kristen Levesque, Arthur Fink, Tim Honey, Kathleen McKeen, Penny Harris, Bob Cote, Peter Bass, Randy Ferrell, Greg Mitchell, Patrick Costin, Marty Pottenger, Zeke Callanan, Alex Jagerman, Sondra Bogdonoff  
(staff) Jen Hutchins, Jess Lauren Lipton

Meeting called to order at 3:35

**1. Welcome and Remarks:** Alice welcome new board member Sondra Bogdonoff and guest Jack Lufkin.

President update: There is a focus on fundraising and grant research to create a stronger base of sustainability. CP is welcoming Vitalius group as major sponsor of 2 degrees Portland. Elise Loschiavo will be joining 2 degrees committee from Vitalius. It was noted that Vitalius will not be receiving any direct benefit from this sponsorship. The Quimby Family Foundation is allowing CP to apply for funding this year and a letter of inquiry has been submitted. CP has received 10k from the Davis Family Foundation for the First Friday Art Walk and \$7500 from Betterment fund for 2 degrees.

**2. Review minutes from last meeting:** accepted unanimously

**3. Director's report:** see past attachments

Motion to approve financials: unanimous

**4. Update to City of Portland Economic Development Vision and Plan**  
**Special Guest: Mayor Brennan**

Discussion around the city economic development plan

Mayor Brennan: The city passed development plan in 2011 and the implementation committee has been over seeing it since. The plan is now at the 2 year make and the city is looking to update to the plan with new areas and new hopes for what could happen by talking to all the partners that were involved in the original development of the plan. Business visitation program has been implemented to ask about how the city is helping/could be improving/sense of economy. The restaurant and food industry has also been included in this conversation. The branding initiative being incorporated into various sectors of the city. There are 3 main initiatives: CP, Growing Portland, Portland Connect ED  
Growing Portland to identify the sectors where growth is needed – grow health data and information analysis – Health Informatics; Marine science and growing waterfront and assisting and promoting workforce growth for new residents/disabilities/homeless/single parents. Growing and Portland and Connect Ed are working together – cradle to career program with a focus on under-employment.

Mr. Mitchell asked for CP to draft a letter of support for the revised economic development vision and plan. CP will take up this action at the next full board meeting to have a more thorough discussion.

**5. Committee updates at next meeting: April 2<sup>nd</sup>.**

Adjourn at 5pm

Notes prepared by Jess Lauren Lipton

**Creative Portland**  
**Profit & Loss Budget vs. Actual FY14**  
July 2013 through June 2014

|                                        | Jul '13 - Jun 14 | Budget     | \$ Over Budget |
|----------------------------------------|------------------|------------|----------------|
| <b>Ordinary Income/Expense</b>         |                  |            |                |
| <b>Income</b>                          |                  |            |                |
| 4100 · Operations (unrestricted)       |                  |            |                |
| 4110 · Annual Fund                     |                  |            |                |
| 4111 · Individual                      | 623.87           | 1,500.00   | -876.13        |
| 4112 · Board Challenge                 | 3,802.51         | 5,000.00   | -1,197.49      |
| 4113 · Special Event                   | 0.00             | 5,000.00   | -5,000.00      |
| Total 4110 · Annual Fund               | 4,426.38         | 11,500.00  | -7,073.62      |
| 4115 · Arts District TIF Funding       | 50,000.00        | 90,000.00  | -40,000.00     |
| 4120 · Business Partnerships           | 5,500.00         | 12,500.00  | -7,000.00      |
| 4140 · Corporate Sponsorships          | 0.00             | 40,000.00  | -40,000.00     |
| Total 4100 · Operations (unrestricted) | 59,926.38        | 154,000.00 | -94,073.62     |
| 4200 · Programs (restricted)           |                  |            |                |
| 4220 · CDBG                            | 3,059.22         |            |                |
| 4230 · Prof Dev Series Program Fees    | 446.00           |            |                |
| 4240 · PEDPIP Funds raised by CP       | 17,500.00        | 30,000.00  | -12,500.00     |
| 4250 · PEDPIP Committee Match          | 36,800.30        | 41,430.75  | -4,630.45      |
| 4260 · FFAW - Special Event            | 5,000.00         |            |                |
| 4270 · Grants & Foundations            | 27,500.00        | 27,500.00  | 0.00           |
| Total 4200 · Programs (restricted)     | 90,305.52        | 98,930.75  | -8,625.23      |
| 5100 · Fiscal Sponsorship Fees         |                  |            |                |
| 5120 · Portland Temp Pub Art Committee | 1,630.00         |            |                |
| 5130 · The New Guard                   | 3,500.00         |            |                |
| Total 5100 · Fiscal Sponsorship Fees   | 5,130.00         |            |                |
| 5300 · Interest                        | 36.12            |            |                |
| Total Income                           | 155,398.02       | 252,930.75 | -97,532.73     |
| <b>Expense</b>                         |                  |            |                |
| 7100 · Personnel                       |                  |            |                |
| 7101 · Executive Director              | 41,361.48        | 58,500.00  | -17,138.52     |
| 7102 · Program Assistant               | 10,228.50        | 18,720.00  | -8,491.50      |
| 7103 · Employee Benefits               | 9,174.80         | 17,500.00  | -8,325.20      |
| 7104 · Payroll Fee                     | 904.55           | 1,200.00   | -295.45        |
| 7105 · Payroll Taxes                   | 3,726.71         | 6,000.00   | -2,273.29      |
| Total 7100 · Personnel                 | 65,396.04        | 101,920.00 | -36,523.96     |
| 7500 · Professional Services           |                  |            |                |
| 7520 · Graphic Design                  | 420.00           |            |                |
| 7560 · Accounting                      | 6,965.98         | 12,000.00  | -5,034.02      |
| Total 7500 · Professional Services     | 7,385.98         | 12,000.00  | -4,614.02      |

**Creative Portland**  
**Profit & Loss Budget vs. Actual FY14**  
July 2013 through June 2014

|                                              | <u>Jul '13 - Jun 14</u> | <u>Budget</u>   | <u>\$ Over Budget</u> |
|----------------------------------------------|-------------------------|-----------------|-----------------------|
| <b>8110 · Rent</b>                           |                         |                 |                       |
| 8111 · Office Rent                           | 4,575.00                | 9,000.00        | -4,425.00             |
| 8112 · Electricity                           | 129.94                  |                 |                       |
| <b>Total 8110 · Rent</b>                     | <u>4,704.94</u>         | <u>9,000.00</u> | <u>-4,295.06</u>      |
| <b>8120 · Telecommunications</b>             |                         |                 |                       |
| 8122 · Cell Phone Reimbursements             | 140.00                  |                 |                       |
| 8123 · Landline                              | 156.05                  | 1,000.00        | -843.95               |
| 8124 · Software                              | 59.99                   |                 |                       |
| 8125 · Email                                 | 153.52                  |                 |                       |
| 8126 · Internet                              | 137.07                  |                 |                       |
| 8127 · Other                                 | 35.96                   |                 |                       |
| <b>Total 8120 · Telecommunications</b>       | <u>682.59</u>           | <u>1,000.00</u> | <u>-317.41</u>        |
| <b>8130 · Printing and Reproduction</b>      | 130.86                  |                 |                       |
| <b>8140 · Food and Venue</b>                 |                         |                 |                       |
| 8141 · Venue                                 | 2,500.00                |                 |                       |
| 8142 · Food                                  | 136.04                  |                 |                       |
| <b>Total 8140 · Food and Venue</b>           | <u>2,636.04</u>         |                 |                       |
| <b>8170 · Supplies &amp; Equipment</b>       |                         |                 |                       |
| 8171 · Major Equipment & Furniture           | 381.44                  | 2,500.00        | -2,118.56             |
| 8172 · Office Supplies                       | 167.71                  | 1,500.00        | -1,332.29             |
| <b>Total 8170 · Supplies &amp; Equipment</b> | <u>549.15</u>           | <u>4,000.00</u> | <u>-3,450.85</u>      |
| <b>8180 · Postage and Delivery</b>           | 55.29                   | 500.00          | -444.71               |
| <b>8200 · Professional Development</b>       |                         |                 |                       |
| 8205 · Conferences Attended                  | 25.00                   |                 |                       |
| 8210 · Staff Development                     | 232.00                  |                 |                       |
| 8215 · Travel                                | 6.96                    |                 |                       |
| 8200 · Professional Development - Other      | 0.00                    | 2,000.00        | -2,000.00             |
| <b>Total 8200 · Professional Development</b> | <u>263.96</u>           | <u>2,000.00</u> | <u>-1,736.04</u>      |
| <b>8230 · Dues &amp; Memberships</b>         | 770.00                  | 1,500.00        | -730.00               |
| <b>8235 · Board Expense</b>                  | 28.76                   |                 |                       |
| <b>8240 · Insurance</b>                      |                         |                 |                       |
| 8241 · Workmen's Compensation                | 287.50                  |                 |                       |
| 8240 · Insurance - Other                     | 0.00                    | 5,000.00        | -5,000.00             |
| <b>Total 8240 · Insurance</b>                | <u>287.50</u>           | <u>5,000.00</u> | <u>-4,712.50</u>      |
| <b>8250 · Bank Service Charges</b>           | 4.14                    |                 |                       |
| <b>8260 · Marketing</b>                      |                         |                 |                       |
| 8261 · Advertising                           | 469.50                  |                 |                       |
| <b>Total 8260 · Marketing</b>                | <u>469.50</u>           |                 |                       |

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July 2013 through June 2014

|                                           | <u>Jul '13 - Jun 14</u> | <u>Budget</u>     | <u>\$ Over Budget</u> |
|-------------------------------------------|-------------------------|-------------------|-----------------------|
| 8270 · Depreciation Expense               | 397.71                  |                   |                       |
| 8300 · Projects                           |                         |                   |                       |
| 8315 · Website Editing & Operating Exp    | 1,134.00                | 5,000.00          | -3,866.00             |
| 8330 · First Friday Art Walk              |                         |                   |                       |
| 8330-01 · Special Events                  | 4,516.50                |                   |                       |
| 8330 · First Friday Art Walk - Other      | 3,776.89                | 5,000.00          | -1,223.11             |
| <b>Total 8330 · First Friday Art Walk</b> | <b>8,293.39</b>         | <b>5,000.00</b>   | <b>3,293.39</b>       |
| 8340 · Professional Development Series    | 1,489.63                | 2,000.00          | -510.37               |
| 8360 · Creative Economy Metrics           | 0.00                    | 5,000.00          | -5,000.00             |
| 8385 · Creative Space                     | 25,000.00               | 60,000.00         | -35,000.00            |
| 8395 · 2 Degrees Program                  | 8,345.33                | 17,000.00         | -8,654.67             |
| <b>Total 8300 · Projects</b>              | <b>44,262.35</b>        | <b>94,000.00</b>  | <b>-49,737.65</b>     |
| 8400 · Miscellaneous                      | 0.00                    | 1,000.00          | -1,000.00             |
| 9000 · Fiscal Sponsor                     |                         |                   |                       |
| 9300 · The New Guard                      | 3,325.00                |                   |                       |
| 9400 · Portland Temp Public Art Commit    | 1,548.50                |                   |                       |
| <b>Total 9000 · Fiscal Sponsor</b>        | <b>4,873.50</b>         |                   |                       |
| 9500 · Temporary Distribution             | 262.67                  |                   |                       |
| <b>Total Expense</b>                      | <b>133,160.98</b>       | <b>231,920.00</b> | <b>-98,759.02</b>     |
| <b>Net Ordinary Income</b>                | <b>22,237.04</b>        | <b>21,010.75</b>  | <b>1,226.29</b>       |
| <b>Net Income</b>                         | <b>22,237.04</b>        | <b>21,010.75</b>  | <b>1,226.29</b>       |