CREATIVE PORTLAND

Creative Portland – Board of Directors Meeting
Wednesday, June 4, 2014
3:30 to 5:00 p.m., Basement Conference Rm 24
Portland City Hall

AGENDA

1. Welcome & President's Comments (Kornhauser)

2. Read and approve meeting minutes from April 2, 2014

3. Consent Agenda (Kornhauser/Hutchins)
    a. Executive Director's report
    b. Finance Report

    ACTION: Vote on Consent Agenda

4. FY15 Budget (Bass/Hutchins)

    ACTION: Vote on FY15 Budget

5. Public Art Committee (Kornhauser)

    ACTION: Vote on Penny Harris as a new representative

6. Committee Update: Creative Space (Hutchins)

7. Guest Speakers: Referendum #1 on June 10 (Hutchins)

    a. Ben Dudley, NO on 1 Campaign (invited)
    b. Bree LaCasse, YES on 1 Campaign (invited)

8. Other business

9. Next full Board meeting – August 6, 2014

Creative Portland meeting
April 2nd, 3:30 Portland City Hall

In attendance: (board) Alice Kornhauser, Arthur Fink, Kathleen McKeen, Bob Cote, Greg Mitchell, Alex Jagerman, Sondra Bogdonoff, Genie O'Brien, Andy Graham, Kristen Levesque (staff) Jen Hutchins, Jess Lauren Lipton
Guests: Carol McCracken, Adam Nemitz, Peter Monroe, Tom Blackburn.

Meeting called to order at 3:34

Motion to accept minutes: KL, 2nd by AJ, accepted unanimously

Executive Director's Report

JH apologized for not having a printed report by meeting time. Today's meeting will be focused on committee updates.

Financials

Income – Not much has changed in the last month. AK and JH met with GM and Mark Reese. Creative Portland will be receiving the second half of it's tiff funding in the next few weeks. CP is anticipating an audit/review at the end of this fiscal year.
BC asked if CP is comfortable going into the next fiscal year with $47K. JH and AK responded that not all the money will be spent and that many financial sponsorships renew in the spring. JH explained the differences between the budget as passed, the actual, and adjusted budgets. Many changes came in web development where spending was cut. There are also income lines from the board challenge and Portland Framed. AF suggested that the board approve a working budget that allows staff to adjust as needed. JH stated that Nina Walsh, the CP bookkeeper, has offered to come speak to the board about the budget some time in August/September.

GM motioned to accept the budget to date as well as the working budget. KM seconded. Motion Passes unanimously.

FY15

JH stated that there would not be a need to vote on it today as it is still in a draft state. CP is anticipating the same level of funding from the city next year. CP will try to match city funding 1:1 with outside sources. Operations remain the same. Metrics will be needed for CP projects for evaluation.

JH and AG are pursuing a summit around remote workers in the city. This would be a self funded project.

AF suggested changing titles from 'administrative staff' to simply 'staff' and change the word patronage.

KM asked about a Creative Space line item. JH responded that the CS line item is based on the PED PIP grant that will run out at the end of the year. This budget does not reflect on all CP projects.

AF asked if there was a way to differentiate between bugeted projects vs what CP does that isn't connected to money.

Portland Economic Development Revised Work Plan

GM stated that the EDWP has been presented to all partners: PDD, PDC, PCC which direct the collective energy of economic development in the city. These are the key things the city finds important to invest in at this time.

AK directed the board's attention to page 3 where CP's role is mentioned in regards to the CS inventory, PACE Center, collaborations with other groups, and next phases of research.

KM suggested that CP use the work plan as a guide.

SB noted that there is a recording of a corporate partners event hosted by USM posted online. JH added that Steve Hewins from PDD was invited by USM to speak. He brought representatives from CP and CVB to present as well.

AF suggested CP continue with outreach and solid programming with an event next year where various groups have a public gathering with all parties at the table.

JH reminded the board of CP involvement in Start Up and Create Week with CP and the Portland Chamber as primary hosts.

Motion to endorse the EDWP: GO, KM seconded. Motion passed unanimously.

Committee Updates

a. Executive/Board Development

A board retreat is in the works once CP has more clarity on long term sustainability with city. JH, AK, AG, and JL are participating in a human development design training course. There are two open seats on the board that will be help open at this time.

b. Fundraising/Portland Framed

The board challenge is ongoing with the expectation of 100% participation. Portland Framed emails and website are live. Sponsorship documents will be emailed to the board.

c. 2 Degrees Portland

JH stated that the next three events are at The Studio April 30th on Danforth St, Wednesday June 18th at Urban Farm Fermentory, and July 17th at the Portland Museum of Art in conjunction with their new Third Thursday. The event at the PMA will include a discussion around the roles of museums in our community.

d. First Friday Art Walk

CP and PDD are continuing efforts to shut down the street for the June art walk. Programming related to the 600 block of Congress st is being worked on. There is need to look into parking around the art walk. It's suggested that CP reach out to PDD to make contact with property owners.

e. Creative Space

KM stated that TB has identified 450+ creative work spaces in the city with about 37 that are openly available. The website is coming along and CS gets a lot of inquiries for available space. CS has metrics on available space but needs to development more around how many people ask and have been assisted by CS.

f. Food Trucks

Food truck owners are asking for changes in the ordinance around clustering and to clean up the process that allows trucks into parks. There is also a need for spaces around Lincoln Park. They are also attempting to be allowed to park in any city spot after 6pm as long as they maintain the 60ft distance from bricks and mortar restaurants.

Minutes submitted by J. Lipton.

BOARDSOURCE®
Building Effective Nonprofit Boards

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THE CONSENT AGENDA: A TOOL FOR IMPROVING GOVERNANCE

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MEETING CHALLENGES, CHALLENGING MEETINGS

Nonprofit leaders have the daunting task of delivering on their missions — feeding the hungry and healing the sick, educating the young and entertaining the community, preserving the environment and protecting human rights, accrediting professionals and setting industry standards. With an abundance of obstacles and possibilities at every turn, boards need to spend their scarce time wisely.

Board meetings are the ultimate venue for executing the complementary responsibilities of oversight and strategy. Collectively, the board must satisfy legal requirements and provide programmatic, financial, and ethical oversight. As strategists, board members shape the future of the organization. Equally important — but often overlooked — board meetings bring together the governing body that is responsible for the organization's health and sustainability. As allies with the chief executive in pursuit of the mission, board members must be well informed about the opportunities and challenges facing the organization and ensure that the organization has appropriate strategies, plans, and resources to meet them.

As a practical matter, duly-called meetings are the main mechanism through which boards make *organizational* decisions. Often, meetings are the only time when the board as a whole gets together to execute its *governing* responsibilities. For these reasons, board meetings are precious times, indeed. More often than not, however, nonprofit board members find themselves in meetings that are filled with the least interesting and least challenging issues. Many board members and chief executives struggle to make board meetings valuable to the organization and the individuals in attendance.

A *consent agenda* can turn a board meeting into a meeting of the minds around the things that matter most. A consent agenda is a bundle of items that is voted on, without discussion, as a package. It differentiates between routine matters not needing explanation and more complex issues needing examination. While not difficult to use, a consent agenda requires discipline in working through the following seven steps:

1. Set the meeting agenda
2. Distribute materials in advance
3. Read materials in advance
4. Introduce the consent agenda at the meeting
5. Remove (if requested) an item from and accept the consent agenda
6. Approve the consent agenda
7. Document acceptance of the consent agenda

With a consent agenda, what might have taken an hour for the board to review, takes only five minutes. Because it promotes good time management, a consent agenda leaves room for the board to focus on issues of real importance to the organization and its future, such as the organization's image and brand, changing demographics of its constituents, or program opportunities created by new technology. This BoardSource white paper offers guidance on how to use consent agendas to improve board meetings and, in turn, the overall quality of governance.

WHAT DOES — AND DOES NOT — BELONG ON A CONSENT AGENDA?

In setting the board meeting agenda, the board chair and chief executive recommend what items warrant full board discussion. While their best guess sets the agenda, all board members have an opportunity in the board meeting to "second guess" that preliminary decision and remove items from the consent agenda for discussion.

TIP BOX

To test whether an item should be included in the consent agenda, ask

- ☑ Is this item self-explanatory and uncontroversial? Or, does it contain an issue that warrants board discussion?
- ☑ Is this item "for information only"? Or, is it needed for another meeting agenda issue?
- ☑ Do we need to confirm a previously discussed issue? Or, do we need to continue the discussion?

COMMONLY FOUND ITEMS

Items commonly found on consent agendas include:

- Minutes of the previous meeting. There is no need to read the text of the minutes of a previous board meeting at a current one.

- Confirmation of a decision that has been discussed previously. Some decisions may need a final administrative touch before the board can vote on them. After such details are resolved, the board may vote on the item via consent agenda at the next meeting.

- Chief executive's report. To the extent that the chief executive does not have items other than those provided in a written memorandum to the board, the chief executive's report can be assigned to the consent agenda. However, chief executives who prefer to use a few minutes of the board meeting to draw attention to a particular issue outlined in the memorandum should exclude their report from the consent agenda.

- Committee reports. Committee reports often contain important information and sometimes recommendations for board approval or resolution. To the extent that such matters do not need discussion and are supported by written materials provided ahead of the board meeting, they may be better assigned to the consent agenda.

- Informational materials. To educate members about the organization, staff provides the board with reports and documents that do not require any action. These might include human resource policies, statistics on compensation levels in similar local organizations, a copy of the IRS Form 990 before it is filed, or a real estate analysis of the local market. However, if these materials relate to discussion items, they should be included as a part of that agenda item rather than placed on the consent agenda.

- Updated organizational documents. Organizational documents periodically need to be updated. Rather than waste meeting time, updates — such as typographical errors in a document that requires board approval, new dates or locations for board meetings, changes to the organization's name or address in legal documents, revisions to the bylaws after changing the title of the chief staff officer — may be added to the consent agenda.

- Routine correspondence. The board may need to sign standard letters to donors, renew major vendor contracts (whose terms have already been renegotiated), or confirm a conventional action (such as opening a bank account) that requires board approval as stated in the bylaws.

INAPPROPRIATE AND QUESTIONABLE ITEMS

Consent agendas should be crafted with care since the items are not discussed by the board. **They should not be used to hide important issues or stifle difficult discussions.** The following items warrant close consideration when determining if they belong on the consent agenda:

- Audit. The board is responsible for hiring an auditor and overseeing that the auditor's recommendations are properly implemented. The auditor's report is a key financial document and should *never* become a consent agenda item. Ideally, the full board's consideration of the audit should include an opportunity to discuss the findings with the auditors without any staff present.

- Financial reports. On the one hand, if the financial report is uneventful, it may be appropriate to include it on the consent agenda. On the other hand, if it covers important topics, raises questions, or needs emphasis, it may be better handled as a separate item. Needless to say, consideration and approval of the annual budget should never be included in the consent agenda since it represents a major opportunity for the board to understand and discuss management's proposed resource allocations and operating plans.

  Deciding to put a financial report on the consent agenda may also be influenced by the financial acumen of all members of the board. Boards with only a few financially astute members should exclude financial reports from the consent agenda. This allows for a discussion of the financial reports to educate board members about the organization's financial health, thereby ensuring that they fulfill their fiduciary duties.

> **TIP BOX**
>
> Another way for the board to monitor financial performance — without having financial reports consume every board meeting — is to delegate certain duties to the finance committee, such as working closely with the financial staff and reviewing *monthly* financial statements in committee meetings. *Quarterly* financial reports may then be elevated to a special status and discussed thoroughly during full board meetings.
>
> While the finance committee may be charged with monitoring the financial performance, the full board is responsible for the financial health of the organization and should be directly involved in assessing financial matters, especially if the organization is undergoing change.

- Executive committee decisions. Even if an executive committee has authority to act on behalf of the board under certain circumstances, its decisions must still be confirmed by the full board. Executive committee decisions that are routine and procedural are ripe for a consent agenda. If the issue has broader implications — be it an emergency or a major strategic decision — the rest of the board needs to understand the background, rationale, and ramifications. These latter executive committee decisions should not be on the consent agenda; rather, they should be handled as separate discussion items, with the full board receiving appropriate information before confirming the decision.

TIP BOX

While executive committees operate in a myriad of ways, they are ultimately accountable to the full board. Executive committees sometimes overstep their authority and make decisions on behalf of the full board. This may happen when the committee meets regularly and, to save time during board meetings, presents decisions matter-of-factly to the rest of the board for approval. Or, by broadly defining what constitutes an emergency or unusual circumstance, the executive committee may usurp the full board's authority. Involving the board in the final confirmation of executive committee decisions sends a clear message that each board member bears responsibility for the organization.

SEVEN STEPS TO USING A CONSENT AGENDA

Consent agendas offer the opportunity to convert board meetings from boring recitations into active discourses by freeing up scarce meeting time for genuine board discussion of critical issues, emerging opportunities, and forward-looking plans. Chief executives and board members who use consent agendas speak glowingly of their impact on organizational decision making and board-staff solidarity. They appreciate the fact that their limited time is used well and that conversations in the boardroom are productive. The following seven steps outline how to use a consent agenda successfully.

1. <u>Set the meeting agenda.</u> Together, the board chair and the chief executive identify what issues should be at the heart of the meeting and what other items need to be addressed. They then assign routine reports to the consent agenda and create adequate time for more substantive discussions. This challenging but valuable exercise enables the board chair and chief executive to focus the board on organizational priorities.

2. <u>Distribute materials in advance.</u> All items included on the consent agenda must be supported by documents that enable board members to make informed decisions. The chief executive sends materials supporting items on the consent agenda to the board sufficiently in advance of the meeting to permit review. Committees and staff may also have to circulate memoranda summarizing committee actions.

3. <u>Read materials in advance.</u> Preparation is an absolute prerequisite for using a consent agenda. Board members must read materials ahead of the board meeting so that they are prepared to ask questions about items on the consent agenda or to vote their approval. While this may require additional effort from board members, it results in more productive meetings and therefore more satisfied and engaged board members.

TIP BOX

To ensure that the board carries out its fiduciary obligations, the chief executive may want to gently remind board members to pay particular attention to items on the consent agenda and encourage them to ask questions *in advance* of the meeting, especially if their questions are factual. A quick call to the appropriate person — the chief executive, lead staff person, board chair, or someone else — before the meeting can clarify small matters of fact. If their concerns are substantive, they should voice them at the start of the meeting. The item should then be removed from the consent agenda and added to the meeting as a discussion item.

4. <u>Introduce the consent agenda at the meeting.</u> The consent agenda is usually listed as the first item on the board meeting agenda (See Appendix: Sample Board Meeting Agenda). The

board chair notes the items on the consent agenda and asks if any board member wishes for an item to be removed. This is the final moment for board members to raise their concerns.

5. Remove (if requested) an item from and accept the consent agenda. If a board member has a question, wants to discuss an item, or disagrees with a recommendation, he or she should request that the item be removed from the consent agenda. Without question or argument, the board chair should remove the item from the consent agenda and add it to the meeting agenda for discussion. If a board member needs to abstain from voting on a particular item in the consent agenda, he or she can make this explicit ahead of time and the item need not be removed.

6. Approve the consent agenda. If no one requests that an item be removed from the consent agenda, a simple unanimous yes vote is needed. The chair asks the board for a motion to approve the consent agenda in its entirety. After a motion and a second, the chair asks the board for its approval of the consent agenda. The board votes on the consent agenda items as a whole. The vote will, of necessity, be unanimous since any disagreement with an item should have been expressed earlier and the item removed from the consent agenda.

TIP BOX

- ☑ One way to remind board members that certain items on the consent agenda require board approval, and hence a vote, is to mark them "for approval." This helps distinguish between items on the consent agenda that are informational from those that require board action.
- ☑ "Just a quick question" is not an option when using a consent agenda. Either an item is removed and discussed or it stays put. This places the burden of facilitation on the board chair to be disciplined about stopping discussion and removing items from the consent agenda.
- ☑ To help the board track decisions, the minutes should itemize specific resolutions included in the consent agenda. For example, the meeting minutes might read: "There being no objections, the consent agenda was moved, seconded, and unanimously approved. The consent agenda included the following resolutions: [approve minutes from Month, Day, Year meeting; approve filing of the IRS Form 990 as presented; etc.]." This helps ensure that the minutes are complete and prevents problems should the attachments become separated at a later date.

7. Document acceptance of the consent agenda. The minutes, circulated after the meeting, state that the consent agenda was approved unanimously and indicate which, if any, items were removed and addressed separately. All supporting materials should be saved with the agenda to demonstrate the information on which the board based its decision.

CHALLENGING MEETING PRACTICES

BREAKING WITH TRADITION

As a meeting management tool, a consent agenda is markedly different from traditional agendas that are highly standardized and structured. Rather than the "old business, new business" approach that emphasizes reports on past performance, a consent agenda energizes board meetings and creates space for deep and forward thinking on the organization's most important challenges, be it assessing the impact of a particular program, identifying new sources of revenue, or examining the board's composition. A consent agenda also imposes different expectations on all parties. To be effective, it must be understood and accepted by everyone at the meeting.

Moving to a consent agenda may cause consternation because it requires a change from standard operating procedure and sometimes seems to minimize traditional board responsibilities and rituals. First, some board members (and lawyers) may worry that a consent agenda prevents the board from exercising its fiduciary duties. Nothing could be further from the truth. Used properly, consent agendas facilitate board focus on the things that matter most. A consent agenda is not an excuse to cover up important issues; rather, it is an invitation to explore them deeply.

Second, board meetings are often filled with oral presentations of committee updates as a way to showcase work done by committee chairs and members between meetings. Recognizing valuable work by volunteers encourages their continued participation, but the cost of spending board meeting time on purely symbolic matters is too high a price to pay. Instead, the chief executive and board chair should identify other ways to thank committee members for their hard work.

Collaborating for Success

Using a consent agenda requires true collaboration between the board and the chief executive. Both must do their homework in preparing for the meeting, from setting the agenda to providing materials to facilitating discussions. Chief executives rely on board meetings to handle mandatory business and to educate board members about the organization's programs. Astute executives treat meetings as valuable "kitchen cabinet" gatherings to engage smart, knowledgeable, passionate individuals around the issues that matter most to their organizations. The efficiencies of a consent agenda give executives more time to engage the board in thinking and talking about the organization's mission, programs, and impact.

Together, the board chair and chief executive need to think strategically about what contributions board members can make to issues facing the organization and how to present matters for their consideration. They need to be clear about the intended purpose of each item *not* on the consent agenda. It may be approval of a recommendation, guidance and advice, or brainstorming. Such clarity about the purpose of the item reduces the likelihood that board discussion will result in an extraneous task list for the chief executive or micromanagement by the board.

Tip Box

Change is demanding. It requires open-mindedness and flexibility from those affected by the change. As with any new organizational process, the decision to adopt a consent agenda should be made thoughtfully and with a solid understanding of the ramifications of the change. The following steps can help the board adopt a consent agenda without major obstacles:

1. Discuss with the board the benefits of a consent agenda and get the board's support.
2. Create a cheat sheet on how a consent agenda works.
3. Outline criteria for what can and what cannot be included on the consent agenda.
4. Ease into the process. Start with obvious, clear items on the consent agenda.
5. Ask the board how the new meeting structure is working.
6. Fine tune meetings and materials as necessary.

Because a consent agenda frees up meeting time for a different kind of discourse, it requires a different kind of meeting facilitation. The board chair may need to learn tips and techniques for facilitating less structured, more active group discussions. The board chair may need to approach meetings differently — as a focus group, as a debate about the pros and cons of an issue, as a creative idea-generating session, as a time to troubleshoot thorny problems. To make the most of these free-ranging discussions, the board chair will need to exert appropriate discipline without discouraging participation, or the benefits gained from the consent agenda may be lost.

TIP BOX

Meeting facilitation does not come naturally to all board chairs. The following techniques can help board chairs use an interactive approach to running meetings:

- ☑ <u>Silent Starts.</u> Before starting a major discussion, ask each board member to write down the most important question the board should consider on a sheet of paper. Collect and redistribute the responses. Then, have board members read each others' responses out loud.
- ☑ <u>Counterpoints.</u> Randomly assign two or three board members to make the most powerful arguments *against* the recommendation under consideration.
- ☑ <u>Breakouts.</u> Divide the board into small groups and have each group brainstorm questions, identify key issues, or propose alternatives to the issue at hand. Then, have each group present its conclusions to the full board.

THE ULTIMATE BENEFIT: BETTER BOARD PERFORMANCE

It's worth repeating: The main purpose of a consent agenda is to liberate board meetings from administrative details, repetitious discussions, and misdirected attention. The main benefit is better governance. Consent agendas allow the board to regularly dig deeper on strategic issues rather than take a superficial pass on a lot of issues. Traditional board meetings often focus on the past, learning about activities and results that occurred since the last meeting. Board members listen, ask for explanations, and seek assurance that staff has thought of everything. This leaves limited opportunity to focus on the future – how the community is changing, what programs will be most valuable, and ways the organization may need to evolve to best fulfill its mission.

The organization benefits from better decisions, more engaged board members, and greater impact when the chief executive and the board operate as strategic allies. The consent agenda removes one of the obstacles — limited time — to engaging the board meaningfully. With a consent agenda, the board is positioned to become an active participant in exploring the opportunities and challenges the organization faces today and in the future because routine business is handled efficiently. Board meetings become filled with open and robust debate around what matters most. Chief executives hear different perspectives about critical issues and in the process they can ensure the board is knowledgeable about, and supportive of, key initiatives. Board members, in turn, feel that their time is well spent; they feel valued and satisfied.

APPENDIX: SAMPLE BOARD MEETING AGENDA

Board of Directors Meeting
ABC Organization

Monday, January 2, 200X
1234 Main Street, Suite 56
City, ST 78910

8:30 a.m. – 9:30 a.m. Full Board Executive Session

- Chief Executive Assessment: Feedback and Approval of the 200X Process TAB 1

9:45 a.m. – 3:00 p.m. Board Meeting

9:45 – 9:50 Welcome and Chair's Remarks

9:50 – 10:00 Consent Agenda

- Minutes of the December 1, 200X Meeting TAB 2
- President's Report TAB 3
- Planning and Development Task Force Update TAB 4

10:00 – 2:15 Strategic Discussions: Presentations and Feedback

10:00 – 11:45 Strategic Plan: Measures of Success TAB 5

[Noon — Buffet Lunch]

12:30 – 2:15 New Markets Strategy: Implementation Plan TAB 6

2:15 – 2:45 Governance Committee: Discussion Items TAB 7

- Bylaws
- Board Member Recruitment

2:45 – 3:00 Closing

Executive Director's Report: June 2014

ADMINISTRATION/FINANCIALS/BUDGET:

- Once FY14 ends on June 30, Nina, our bookkeeper, and I will be preparing for Creative Portland's first formal financial review as stipulated in our agreement with the City of Portland. The full board will be asked to approve the review by a formal vote once it is complete later this summer.
- We have been working with a designer on an update of the Creative Portland logo and will be producing new collateral materials that demonstrate how CP serves as an umbrella organization for several programs with their own strong identities. Stay tuned.

FUNDRAISING

- On May 9, we held our first-ever fundraiser, Portland Framed, at the Westin Harborview Hotel with 175+ ticket holders and 31 of the 56 art works sold. Over $5,000 was paid out to local artists and performers. Overall, it was a positive experience, garnered significant volunteer and in-kind sponsorship contributions, resulted in a net financial gain, and brought together art buyers with local artists for a fun evening. The volunteer planning committee will be meeting in June to debrief and reassess how and whether we should plan a similar event for 2015.

BOARD DEVELOPMENT

- We currently have 19 board members out of 21 possible seats. There is one opening left that is Board-appointed, and a second one that is Jess Lipton's former seat and appointed by the City Council. There are no plans to fill these positions right away. The City will post Jess' seat in the fall.
- Alice Kornhauser will be reviewing board composition with the Executive Committee later this summer. In the meantime, any suggestions should be forwarded to Alice.
- We continue to have an opening for the position as Secretary.

STRATEGIC DIRECTION

- With our first fundraiser under our belts, Alice Kornhauser and I will now be finalizing and announcing a board retreat that should result in a detailed work plan by the end of the summer.

CREATIVE SPACE:

- The Creative Space PEDPIP projects have ended. The searchable database of creative spaces in Portland will be available on our LiveWorkPortland website later this month.

FIRST FRIDAY ART WALK:

- The June Art Walk is being promoted in conjunction with the Old Port Festival, essentially expanding the Festival into a weekend of activities rather than one day. Congress Street will be closed from 6-8 p.m. from Brown to State Streets as it was in December 2013. The Circus Conservatory of America will be performing two times in Congress Square and there will be many other outdoor performances taking place along Congress Street, including Port Fringe in the 600 block of Congress Street.

- While First Friday Art Walk is never cancelled, we have discovered that many of the Arts District venues plan to be closed on Friday, July 4, assuming that audiences will be away or drawn to the East End for the fireworks.

PORTLAND BRANDING: I continue to work with City staff, Greater Portland CVB, the Chamber and PDD on the City brand and opportunities to promote our collective message about living and working here. The designer who lead the brand process, David Puelle, is working with me to develop a specific proposal for a relocation guide that would be used by all of the partner agencies.

LIVEWORK PORTLAND: Next up will be an extensive read-through and update of the site to make sure that the resources are current and thorough. We also need to focus on better social media and promotional strategies for distributing the blog and related material. Besides content, I have a list of technical changes/improvements to the site that need to be addressed in the next few months.

2 DEGREES PORTLAND: We are heartened by the growing interest in 2 Degrees Portland—from our new sponsorship agreement, volunteers, and connectees—and its effective impact helping people in their decision to move here. In just the last two weeks, I've heard about a couple (artists) who moved here from New Zealand thanks in large part to the site, and the new features editor at the Portland Press Herald who also cited the site as an influential resource.
- As part of Maine Startup and Create Week on June 18, we are holding a 2 Degrees Portland event at Urban Farm Fermatory featuring Eli Cayer who will talk about how he was able to get his successful start-up off the ground in Portland.
- On July 17, 2 Degrees Portland is hosting an event at the Portland Museum of Art and facilitating a topic on "the role of museums in our community." Mark Bessire of PMA and Steve Bromage from the Maine Historical Society will both speak and I will facilitate and interactive conversation with the audience.

MAINE STARTUP AND CREATE WEEK (June 16 – 20): Creative Portland is co-hosting this week in Portland with the Portland Regional Chamber and Start-Up Portland. The visionary and primary organizer is Jess Knox of Startup Portland and the Blackstone initiative. Many organizations and volunteers have been working on this ambitious project and I've been pleased to be part of the steering committee to help get it off the ground. I hope many of you will plan to attend. You should have received my email outlining how you can obtain a complimentary registration.

TALENT RECRUITERS GROUP: I continue to add HR directors to our working group who are interested in participating in our trailing spouse program. As a partner in Maine Startup and Create Week, I have invited them to a Harbor Cruise on June 19 from 5 -7 that is intended as a networking event for recruiters and MSCW attendees.

WORK IN PLACE SUMMIT: Andy Graham and I are working with two community volunteers on the concept of a summit in 2015 around the topic of remote workers in the area. We know that people choose to live and work in the Portland region, who work for companies located out of the state, but we can't easily quantify them or completely understand their economic impact, needs and motivations. This is in the early planning phase and become more concrete after finding funding to help with project management.

SPEAKING OPPORTUNITIES: I was the guest speaker for the Great Falls Forum in March, which was covered by the *Lewiston Sun Journal* and will be the guest speaker for the Scarborough Chamber of Commerce on June 5 at their annual meeting.

OTHER GROUPS: I am continue to be engaged as a board member of the Greater Portland Economic Development Corporation (as marketing chair on the executive committee) and the Greater Portland Convention and Visitors Bureau. I am on the Portland Community Chamber's Economic and City Affairs Committee, and also serve on the mayor's Portland ConnectED initiative and the Growing Portland collective.

	Jul 1, 2013 to May 29, 2014	June Projected	Projected YE	2014 Budget	Over(Under) 2014 Budget	2015 Budget
Ordinary Income/Expense						
Income						
4100 · Operations (unrestricted)						
4110 · Annual Fund						
4111 · Individual	623.87		623.87	1,500.00	(876.13)	4,000.00
4112 · Board Challenge	3,826.89		3,826.89	5,000.00	(1,173.11)	5,000.00
4113 · Portland Framed Event	16,616.09	1,000.00	17,616.09	5,000.00	12,616.09	17,500.00
Total 4110 · Annual Fund	21,066.85	1,000.00	22,066.85	11,500.00	10,566.85	26,500.00
4115 · Arts District TIF Funding	100,000.00	-	100,000.00	90,000.00	10,000.00	100,000.00
4120 · Business Partnerships	6,250.00		6,250.00	12,500.00	(6,250.00)	15,000.00
4140 · Corporate Sponsorships	-	10,000.00	10,000.00	40,000.00	(30,000.00)	35,000.00
Total 4100 · Operations (unrestricted)	127,316.85	11,000.00	138,316.85	154,000.00	(15,683.15)	176,500.00
4200 · Programs (restricted)						
4220 · CDBG	5,484.22		5,484.22	0.00	5,484.22	-
4230 · Prof Dev Series Program Fees	336.00		336.00	0.00	336.00	-
4240 · PEDPIP Funds raised by CP	20,150.00		20,150.00	30,000.00	(9,850.00)	-
4250 · PEDPIP Committee Match	27,261.05		27,261.05	41,430.75	(14,169.70)	-
4260 · FFAW - Special Event	5,000.00		5,000.00	0.00	5,000.00	-
4270 · Grants & Foundations	27,500.00		27,500.00	27,500.00	-	30,000.00
Total 4200 · Programs (restricted)	85,731.27	0.00	85,731.27	98,930.75	(13,199.48)	30,000.00
5100 · Fiscal Sponsorship Fees						
5120 · Portland Temp Pub Art Committee	1,630.00		1,630.00	0.00	1,630.00	-
5130 · The New Guard	8,000.00		8,000.00	0.00	8,000.00	-
Total 5100 · Fiscal Sponsorship Fees	9,630.00	-	9,630.00	0.00	9,630.00	-
5300 · Interest	36.12		36.12	0.00	36.12	-
Total Income	**222,714.24**	**11,000.00**	**233,714.24**	**252,930.75**	**(19,216.51)**	**206,500.00**
Expense						
7100 · Personnel						
7101 · Executive Director	52,246.08	4,353.84	56,599.92	58,500.00	(1,900.08)	60,000.00
7102 · Program Assistant	13,581.00	1,200.00	14,781.00	18,720.00	(3,939.00)	30,000.00
7103 · Employee Benefits	11,152.64	5,240.00	16,392.64	17,500.00	(1,107.36)	16,500.00
7104 · Payroll Fee	1,104.30	80.00	1,184.30	1,200.00	(15.70)	1,200.00
7105 · Payroll Taxes	4,720.24	400.00	5,120.24	6,000.00	(879.76)	7,000.00
Total 7100 · Personnel	82,804.26	11,273.84	94,078.10	101,920.00	(7,841.90)	114,700.00
7500 · Professional Services						
7520 · Graphic Design	2,340.00		2,340.00	0.00	2,340.00	500.00
7530 · Legal Fees	70.00		70.00	0.00	70.00	70.00
7540 · Photography & Video	3,000.00		3,000.00	0.00	3,000.00	-
7560 · Accounting	8,493.48	800.00	9,293.48	12,000.00	(2,706.52)	12,000.00
7570 · Technical Support	1,475.00		1,475.00	0.00	1,475.00	500.00
7580 · Other	1,189.84		1,189.84	0.00	1,189.84	-
Total 7500 · Professional Services	16,568.32	800.00	17,368.32	12,000.00	5,368.32	13,070.00
8110 · Rent						
8111 · Office Rent	4,975.00	600.00	5,575.00	9,000.00	(3,425.00)	6,000.00
8112 · Electricity	180.75	20.00	200.75	0.00	200.75	250.00
Total 8110 · Rent	5,155.75	620.00	5,775.75	9,000.00	(3,844.25)	6,250.00
8120 · Telecommunications						
8122 · Cell Phone Reimbursements	140.00		140.00	0.00	140.00	480.00
8123 · Landline	240.60	60.00	300.60	1,000.00	(699.40)	400.00

	Jul 1, 2013 to May 29, 2014	June Projected	Projected YE	2014 Budget	Over(Under) 2014 Budget	2015 Budget
8124 · Software	59.99	59.99	119.98	0.00	119.98	-
8125 · Email	153.52		153.52	0.00	153.52	-
8126 · Internet	211.69	50.00	261.69	0.00	261.69	600.00
8127 · Other	35.96		35.96	0.00	35.96	125.00
Total 8120 · Telecommunications	841.76	169.99	1,011.75	1,000.00	11.75	1,605.00
8130 · Printing and Reproduction	623.65		623.65	0.00	623.65	500.00
8140 · Food and Venue						
8141 · Venue	6,987.61		6,987.61	0.00	6,987.61	6,000.00
8142 · Food	251.04		251.04	0.00	251.04	2,500.00
Total 8140 · Food and Venue	7,238.65	-	7,238.65	0.00	7,238.65	8,500.00
8170 · Supplies & Equipment						
8171 · Major Equipment & Furniture	381.44		381.44	2,500.00	(2,118.56)	1,000.00
8172 · Office Supplies	267.32		267.32	1,500.00	(1,232.68)	500.00
8170 · Supplies & Equipment - Other	906.83	3,800.00	4,706.83		4,706.83	500.00
Total 8170 · Supplies & Equipment	1,555.59	3,800.00	5,355.59	4,000.00	1,355.59	2,000.00
8180 · Postage and Delivery	217.24		217.24	500.00	(282.76)	300.00
8200 · Professional Development						
8205 · Conferences Attended	25.00		25.00		25.00	500.00
8210 · Staff Development	327.62		327.62		327.62	250.00
8215 · Travel	6.96		6.96		6.96	500.00
8200 · Professional Development - Other	-		-	2,000.00	(2,000.00)	-
Total 8200 · Professional Development	359.58	-	359.58	2,000.00	(1,640.42)	1,250.00
8230 · Dues & Memberships	795.00		795.00	1,500.00	(705.00)	1,000.00
8235 · Board Expense	28.76		28.76		28.76	100.00
8240 · Insurance						
8241 · Workmen's Compensation	412.75		412.75	0.00	412.75	600.00
8242 · D & O	2,385.00	(1,345.00)	1,040.00	0.00	1,040.00	1,100.00
8243 · General Liability Insurance	2,592.00		2,592.00	0.00	2,592.00	2,700.00
8240 · Insurance - Other	-		-	5,000.00	(5,000.00)	
Total 8240 · Insurance	5,389.75	(1,345.00)	4,044.75	5,000.00	(955.25)	4,400.00
8250 · Bank Service Charges	34.14	-	34.14	0.00	34.14	-
8260 · Marketing						
8261 · Advertising	624.68	65.00	689.68	0.00	689.68	780.00
Total 8260 · Marketing	624.68	65.00	689.68	0.00	689.68	780.00
8270 · Depreciation Expense	486.09	44.19	530.28	0.00	530.28	500.00
8300 · Projects						
8315 · Website Editing & Operating Exp	1,134.00	-	1,134.00	5,000.00	(3,866.00)	-
8330 · First Friday Art Walk					-	
8330-01 · Special Events	4,516.50	-	4,516.50		4,516.50	-
8330 · First Friday Art Walk	3,988.00	300.00	4,288.00	5,000.00	(712.00)	13,500.00
Total 8330 · First Friday Art Walk	8,504.50		8,504.50	5,000.00	3,504.50	13,500.00
8340 · Professional Development Series	1,489.63	-	1,489.63	2,000.00	(510.37)	5,000.00
8360 · Creative Economy Metrics	-	-	-	5,000.00	(5,000.00)	2,000.00
8375 · LiveWork Portland						12,000.00
8380 · Branding Portland/Cultural Trade						-
8385 · Creative Space	40,425.00		40,425.00	60,000.00	(19,575.00)	-
8395 · 2 Degrees Program	10,644.37	1,000.00	11,644.37	17,000.00	(5,355.63)	15,000.00
Total 8300 · Projects	62,197.50		62,197.50	94,000.00	(31,802.50)	47,500.00
8400 · Miscellaneous	-	-	-	1,000.00	(1,000.00)	1,000.00

	Jul 1, 2013 to May 29, 2014	June Projected	Projected YE	2014 Budget	Over(Under) 2014 Budget	2015 Budget
9000 · Fiscal Sponsor						
9300 · The New Guard	7,600.00	-	7,600.00	0.00	7,600.00	
9400 · Portland Temp Public Art Commit	1,548.50	-	1,548.50		1,548.50	
Total 9000 · Fiscal Sponsor	9,148.50	-	9,148.50	-	9,148.50	-
9500 · Temporary Distribution	78.87	(78.87)	-		-	
Total Expense	**194,148.09**	**15,349.15**	**209,497.24**	**231,920.00**	**(22,422.76)**	**203,455.00**
Net Ordinary Income	28,566.15	(4,349.15)	24,217.00	21,010.75	3,206.25	3,045.00
Net Income	**28,566.15**	**(4,349.15)**	**24,217.00**	**21,010.75**	**3,206.25**	**3,045.00**

Creative Portland
Balance Sheet
As of June 30, 2014

	Jun 30, 14
ASSETS	
Current Assets	
Checking/Savings	
1010 · Creative Portland Checking	37,406.96
1015 · Petty Cash	287.43
1030 · Investment Account	524.76
Total Checking/Savings	38,219.15
Accounts Receivable	
1100 · Accounts Receivable	15,079.55
Total Accounts Receivable	15,079.55
Other Current Assets	
1300 · Security Deposit	600.00
Total Other Current Assets	600.00
Total Current Assets	53,898.70
Fixed Assets	
1400 · Fixed Assets	
1410 · Equipment	1,590.90
1420 · Accumulated Depreciation	-839.62
Total 1400 · Fixed Assets	751.28
Total Fixed Assets	751.28
TOTAL ASSETS	**54,649.98**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	5,896.25
Total Accounts Payable	5,896.25
Total Current Liabilities	5,896.25
Total Liabilities	5,896.25
Equity	
31000 · Unrest'd Net Assets	
31100 · Unrest'd Undesignated NA	20,187.58
Total 31000 · Unrest'd Net Assets	20,187.58
Net Income	28,566.15
Total Equity	48,753.73
TOTAL LIABILITIES & EQUITY	**54,649.98**