

CREATIVE PORTLAND^{ME}

Board of Directors Meeting

Wednesday, February 4, 201~~4~~5

3:30 to 5:00 p.m.

Basement Conference Room 24, Portland City Hall

AGENDA

1. Welcome & President's Comments (Kornhauser)
2. Consent Agenda (Kornhauser)
 - a. Executive Director's report
 - b. Financial update
 - c. November minutes
 - i. **ACTION:** Vote to accept Consent Agenda
3. Presentation: Portland Music Foundation 2015 priorities (P. May)
4. Presentation: First Friday Art Walk USM student research (J. Lipton)
5. Other updates
6. Next full board meeting – April 1, 2015

Executive Director's Report: February 2015

ADMINISTRATION/FUNDRAISING: I am working independently with board members and some outside consulting help to chip away at our fundraising goals.

STRATEGIC DIRECTION: With Peter Bass as the lead board member on our "equitable development" initiative, we are continuing to seek appropriate partnerships with like-minded organizations. We are meeting February 4 with the Portland Society of Architects, for starters. I am also pursuing a session with the New England Foundation for the Arts on gentrification issues in early March so that I can connect with colleagues in communities with similar issues like Somerville MA and Portsmouth NH.

In order to reach out to the larger community about our work and long-term focus, the Executive Committee is exploring the idea of a second Creative Economy Summit following 5 years of Creative Portland's existence.

FIRST FRIDAY ART WALK: Jess Lipton will present the key findings from the survey conducted by USM students in November and December. We have switched our listings from the Portland Daily Sun to the Portland Phoenix as the ownership changed as well. Jess will present other updates on activities surrounding the Art Walk.

LIVEWORK PORTLAND_TALENT RECRUITERS: I continue to work with Talent Recruiters on our "trailing spouse" initiative and other strategies related to Maine Startup and Create Week.

MAINE STARTUP & CREATE WEEK: We are the co-hosts for the second Maine Startup and Create Week during the last week of June 2015. I am planning a recruitment package with area companies to attract talent to Portland during that week.

TWO DEGREES PORTLAND: The next event will be in March and focus on the Portland/Brooklyn connection. The event in January was held at Portland Stage Company and was very successful. Please note the Portland Press Herald article that accompanies this report.

WORLD AFFAIRS COUNCIL (Immigrant Outreach): We are working with Tim Honey and the World Affairs Council to develop a research project to determine who is active in arts and cultural activities in the immigrant communities. We expect to conduct a workshop in May 2015 that will culminate with the May Art Walk.

UNESCO APPLICATION: We have hired consultant Sue Sturtevant to conduct this project. Regardless of a successful application, there will be a report on the culinary assets in the City of Portland, particularly in regards to their contribution to the "creative community."

PORTLAND BRANDING: In progress.

LIVEWORK PORTLAND_WEBSITE: In progress.

WORK IN PLACE SUMMIT: In progress.

OUTREACH/PARTNERSHIPS:

- The Maine Arts Commission asked me to join the Maine/New Brunswick Cultural Exchange Task Force. I went to Fredericton, NB, on January 22 and met with Canadian colleagues in the arts and creative economy.
- On January 29, I went to Boston to participate on the selection committee for the 2015 Creative Communities Exchange organized by the New England Foundation for the Arts. CCX 2015 will be in Keene NH on June 2 and 3, 2015.
- I continue to be involved in the Mayor's two initiatives: [Portland ConnectED](#) and [Growing Portland](#).
- I am also still on the boards of the Greater Portland Economic Development Corporation, the GP Convention and Visitors Bureau, and on the Chamber's Economic and City Affairs committee.

[Please contact me if you have any questions or would like more details about any of the above.](#)

Creative Portland
Profit & Loss Budget vs. Actual FY15
July through December 2014

	<u>Jul - Dec 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
4100 · Operations (unrestricted)			
4110 · Annual Fund			
4111 · Individual	875.00	-	875.00
4112 · Board Challenge	1,179.54	-	1,179.54
4113 · Portland Framed Event	500.00	-	500.00
4110 · Annual Fund - Other	-	9,500.00	(9,500.00)
Total 4110 · Annual Fund	<u>2,554.54</u>	<u>9,500.00</u>	<u>(6,945.46)</u>
4114 · Special Event	-	15,000.00	(15,000.00)
4115 · Arts District TIF Funding	50,000.00	100,000.00	(50,000.00)
4120 · Business Partnerships	2,600.00	10,000.00	(7,400.00)
4140 · Corporate Sponsorships	10,000.02	25,000.00	(14,999.98)
Total 4100 · Operations (unrestricted)	<u>65,154.56</u>	<u>159,500.00</u>	<u>(94,345.44)</u>
4200 · Programs (restricted)			
4250 · PEDPIP Committee Match	20,789.25	21,000.00	(210.75)
4270 · Grants & Foundations	10,000.00	15,000.00	(5,000.00)
Total 4200 · Programs (restricted)	<u>30,789.25</u>	<u>36,000.00</u>	<u>(5,210.75)</u>
5100 · Fiscal Sponsorship Fees			
5140 · Maine Startup	10,000.00		
5150 · Peaks Creative Coalition	4,500.00		
Total 5100 · Fiscal Sponsorship Fees	<u>14,500.00</u>		
5300 · Interest	<u>85.56</u>		
Total Income	<u>110,529.37</u>	<u>195,500.00</u>	<u>(84,970.63)</u>
Expense			
7100 · Personnel			
7101 · Executive Director	28,615.29	60,000.00	(31,384.71)
7102 · Program Assistant	7,672.50	18,000.00	(10,327.50)
7103 · Employee Benefits	6,960.61	16,500.00	(9,539.39)
7104 · Payroll Fee	660.90	1,200.00	(539.10)
7105 · Payroll Taxes	2,538.89	7,000.00	(4,461.11)
Total 7100 · Personnel	<u>46,448.19</u>	<u>102,700.00</u>	<u>(56,251.81)</u>
7500 · Professional Services			
7510 · Consulting	290.00		
7520 · Graphic Design	3,300.00	15,100.00	(11,800.00)
7530 · Legal Fees	-	70.00	(70.00)
7540 · Photography & Video	1,250.00	150.00	1,100.00
7545 · Project Management	5,000.00	12,000.00	(7,000.00)
7560 · Accounting	6,932.41	12,000.00	(5,067.59)

Creative Portland
Profit & Loss Budget vs. Actual FY15
July through December 2014

	Jul - Dec 14	Budget	\$ Over Budget
7570 · Technical Support	-	1,500.00	(1,500.00)
7575 · Website Editing and Bloggin	100.00	13,170.00	(13,070.00)
7580 · Other	-	2,000.00	(2,000.00)
Total 7500 · Professional Services	16,872.41	55,990.00	(39,117.59)
 8110 · Rent			
8111 · Office Rent	2,416.86	7,200.00	(4,783.14)
8112 · Electricity	148.64	250.00	(101.36)
Total 8110 · Rent	2,565.50	7,450.00	(4,884.50)
 8120 · Telecommunications			
8122 · Cell Phone Reimbursements	40.00	480.00	(440.00)
8123 · Landline	141.94	400.00	(258.06)
8124 · Software	181.12		
8125 · Email	175.00		
8126 · Internet	117.48	600.00	(482.52)
8127 · Other	119.88	125.00	(5.12)
Total 8120 · Telecommunications	775.42	1,605.00	(829.58)
 8130 · Printing and Reproduction	75.09	11,850.00	(11,774.91)
8140 · Food and Venue			
8141 · Venue	-	7,200.00	(7,200.00)
8142 · Food	201.91	4,900.00	(4,698.09)
Total 8140 · Food and Venue	201.91	12,100.00	(11,898.09)
 8170 · Supplies & Equipment			
8171 · Major Equipment & Furniture	-	2,500.00	(2,500.00)
8172 · Office Supplies	300.75	1,500.00	(1,199.25)
8170 · Supplies & Equipment - Other	-	2,700.00	(2,700.00)
Total 8170 · Supplies & Equipment	300.75	6,700.00	(6,399.25)
 8180 · Postage and Delivery	15.75	300.00	(284.25)
8200 · Professional Development			
8210 · Staff Development	184.00	1,750.00	(1,566.00)
8215 · Travel	33.12		
Total 8200 · Professional Development	217.12	1,750.00	(1,532.88)
 8230 · Dues & Memberships	745.00	1,000.00	(255.00)
8235 · Board Expense	10.09	30.00	(19.91)
8240 · Insurance			
8241 · Workmen's Compensation	289.00	600.00	(311.00)
8242 · D & O	-	1,100.00	(1,100.00)
8243 · General Liability Insurance	-	2,700.00	(2,700.00)
Total 8240 · Insurance	289.00	4,400.00	(4,111.00)

Creative Portland
Profit & Loss Budget vs. Actual FY15
July through December 2014

	<u>Jul - Dec 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>
8260 · Marketing			
8261 · Advertising	526.32	-	526.32
8262 · Promotion	75.00		
8260 · Marketing - Other	-	780.00	(780.00)
Total 8260 · Marketing	<u>601.32</u>	<u>780.00</u>	<u>(178.68)</u>
 8270 · Depreciation Expense	 265.14	 500.00	 (234.86)
8300 · Projects			
8310 · Website	70.00		
Total 8300 · Projects	<u>70.00</u>		
 8400 · Miscellaneous	 195.75	 1,000.00	 (804.25)
8600 · Write-offs	29.55		
9000 · Fiscal Sponsor			
9600 · Maine Startup and Create Week	9,500.00		
9700 · Peaks Creative Coalition	4,275.00		
Total 9000 · Fiscal Sponsor	<u>13,775.00</u>		
 9500 · Temporary Distribution	 216.12		
Total Expense	<u>83,669.11</u>	<u>208,155.00</u>	<u>(124,485.89)</u>
 Net Ordinary Income	 <u>26,860.26</u>	 <u>(12,655.00)</u>	 <u>39,515.26</u>
 Net Income	 <u><u>26,860.26</u></u>	 <u><u>(12,655.00)</u></u>	 <u><u>39,515.26</u></u>

Creative Portland Board Meeting

November 5th, 2014

3:30pm @ Portland Ballet

Board Members Present: Alice Kornhauser, Zeke Callanan, Randy Ferrell, Sondra Bogdonoff, Dee Dee Germaine, Arthur Fink, Robert Cote, Kristen Levesque, Peter Bass, Andy Graham, Patrick Costin, Alex Jaegerman, Penny Harris

Staff: Jennifer Hutchins, Jess Lauren Lipton

Welcome and President's Comments

Ms. Kornhauser welcomed the board and noted that in light of the board's interest in gentrification and how it will affect the city, Creative Portland will look to secure 1000 affordable spaces going forward.

Consent Agenda

Motion to accept the Consent agenda made by Ms. Levesque. Seconded by Mr. Fink.

Ms. Bogdonoff asked if the Work in Place summit related to Creative Portland and if the board was going in too many different directions.

Ms. Hutchins responded that Work in Place is part of CP's effort to attract people working in broadly defined creative economy. Portland has many remote workers for out of state companies. The summit aims to learn about that group and facilitate their needs.

Ms. Kornhauser also noted that this relates to the trailing spouse issue.

Motion accepted unanimously.

Financials

Ms. Hutchins stated that CP went through a financial review by MacPage with no red flags. This review was needed as per the relationship with the city and this was our first external independent review.

Mr. Fink questioned as to whether there was a policy in place as to when the board would seek different accounting firms for reviews.

Ms. Hutchins said that there currently is no set policy. She asked CP's bookkeeper to get three quotes and from there chose MacPage. She anticipates a similar scenario going forward.

Mr. Fink suggested that one firm serve no more than 4 years to protect against potential fraud.

Ms. Hutchins stated that a review needs to happen every year.

Motion to accept the financial review by Mr. Fink. Seconded by Mr. Jaegerman. Passed unanimously.

Governance

Ms. Kornhauser reviewed the slate of officers put forward at the last meeting. Herself as President, Ms. Bogdonoff as Vice President, Mr. Bass as Treasurer, and Mr. Graham as secretary.

Motion to accept was made by Ms. Harris. Seconded by Mr. Jaegerman. Passed unanimously.

Ms. Kornhauser nominated Pat May to the board. He joins CP as the founding president of the Portland Music Foundation. His nomination comes with the PMF becoming a subcommittee of Creative Portland.

Motion to accept made by Mr. Callanan. Seconded by Ms. Levesque. Passed unanimously.

Meeting concluded with a presentation by Side x Side

Adjourned at 5:30

Minutes submitted by JLL

Society Notebook: Staging new connections

 pressherald.com/2015/01/25/society-notebook-staging-new-connections/

By Amy Paradysz

Six degrees of separation is the theory that no one is more than six steps away, by means of introduction, from anyone else in the world. In Portland, we're closer to two degrees.

This past week, Creative Portland celebrated the four-year anniversary of its meet-up subgroup, 2 Degrees Portland, a volunteer-based initiative.

The fact that 2 Degrees is drawing 75 to 100 people to monthly meet-ups "shows that it's something that's needed," said Zeke Callanan, a Creative Portland board member. "I've talked to people who love Portland more because of how quickly they became integrated into the community."

"I came to a 2 Degrees event before I even moved to Portland, and I met two people who are my best friends to this day," said freelance designer Erin Smith, a resident for more than two years.

"I love that every week there's something like this – Buy Local, Greendrinks or Pub Hub," said Aaron Mosher, a lawyer from Cape Elizabeth.

"You kind of have to winnow it down to what's going to be worth your time," said Emily Hricko, an event planner from Portland. "2 Degrees is my favorite."

Sarah Delisle, community manager for 2 Degrees, matches connectors and connectees using demographic information and her intuition.

"It's about connecting you with the right person so you have similar interests, whether you're looking for employment or the right social circle," said Rachel Irwin. "They've really tapped into something special about Portland."

"I looked up networking events before I even got here," said Emily Felger, a designer who moved to Maine from Brooklyn, N.Y., in September.

"We want people outside the state to know about all the artistic and cultural assets we have here," said Jennifer Hutchins, executive director of Creative Portland. "It's not just about lobsters and lighthouses and summer camps."

The 2 Degrees birthday party was hosted by Portland Stage, which is introducing a new program called Rush 35. Anyone 35 or under can sign up to see live theater for \$10 per show and bring a new guest under 35 for free.

"We want to create partnerships with organizations like 2 Degrees and cultivate the demographic they bring," said Eileen Phelan, director of marketing for Portland Stage.

"I think half my coworkers are going to sign up for it," said Trevor Geiger, director of marketing for Dispatch magazine.

"It's a sin to not sign up, seriously," said Ashleigh Burskey, a 2 Degrees committee member.

The Rush 35 program is in addition to Portland Stage's community nights – typically the first and last

Tuesday of each run – when theater-goers are invited to “pay what you can.”

The community night for “Our Man in Havana” followed the 2 Degrees party and several guests stayed to see the witty satire based on a Graham Greene novel.

Amy Paradysz is a freelance writer based in Scarborough. She can be contacted at:

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