

CREATIVE PORTLAND^{ME}

Board of Directors ANNUAL MEETING

Wednesday, December 2, 2015

3:30 to 5:00 p.m.

Room 209, Portland City Hall

AGENDA

1. Welcome (Kornhauser)
2. Review of October minutes, Financial Report, ED Report (Kornhauser)
 - a. **Action:** Vote for approval
3. Annual Meeting of the Corporator (City of Portland)
 - a. **Action:** Vote to set date and time for meeting
4. Annual Election of Officers (Kornhauser)
 - a. **Action:** Vote on 2016 Slate - Sondra Bogdonoff, President; Tim Honey, Vice President; Peter Bass, Treasurer; Andy Graham, Secretary; Alice Kornhauser, Immediate Past President
5. Strategic Planning and Fundraising Update (Bogdonoff)
6. Board of Directors Meet & Greet
 - a. New Portland City Councilors invited
7. Other business
8. Next full board meeting – Wednesday, February 3, 2015

2016 Meeting Dates

February 3

April 6

June 1

August 3

October 5

December 7

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Board of Directors Meeting Minutes

Wednesday, October 7, 2015

Portland City Hall, Basement Conference Room 24

3:30-5:00 pm

In attendance: Genie O'Brien, Arthur Fink, Peter Bass, Alice Kornhauser, Tim Honey, Patrick Costin, Kristen Levesque, Zeke Callanan, Alex Jaegerman (Staff): Jennifer Hutchins, Jess Lauren Lipton

Meeting called to order at 3:36pm.

Welcome and President's Comments

Ms. Kornhauser waived comments to dive into the agenda.

Special Presentation and Guests Anna Rand, Nini McManamy, and Jess Knox

Yes on 2 and No on 2 respectively.

Ms. Hutchins thanked the guests for their time. She stated that Creative Portland is charged with growing and supporting the creative economy including attraction issues, starting businesses, and mitigating negative impacts.

Ms. Rand introduced herself as a former state senator in the Maine legislature. She was involved with the 1987 Waterfront Referendum. She outlined the concerns with the 58 Fore St development. Question 2 would give city hall to protect public highly scenic views (based on Maine standards). When a zone change is requested, the city would have to review the changes under the terms of this new protection.

Mr. Knox stated that this is an important moment for the city to fix the trust deficit in the community in planning and zoning. He suggested that the current system needs improvement but that Question 2 is more of the same issues; and that if passed, the referendum couldn't be challenged or changed for 5 years. He stated that the current language was too broad and could allow a single landlord or 20 members of the public to halt a project.

(There were visuals provided of the site)

- Ms. Levesque asked Ms. Rand where the photo of the waterfront was taken from. Ms. Rand responded that the lens was placed through the chain link fence on Fore St.
- Ms. Levesque followed up by asking if the referendum would affect the new hotel that's proposed. Ms. Rand stated that the referendum was filed before the zone change. 58 Fore st isn't requesting a zone change. The referendum only kicks in if a zone change is requested.

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- Mr. Knox urged people to make decisions based on the language presented which he considers too broad.
- Ms. O'Brien mentioned that the Scenic Overlay is meant to project highly distinctive views throughout the city.
- Ms. Rand noted that there are caveats and only kicks in when a zone change is requested.
- Ms. McManamy stated that the view also has to be at least 200ft above the water.
- Mr. Bass asked for clarification that the referendum would only be applied if a zone change was requested.
- Mr. Jaegerman stated that the task force would conduct a city wide assessment and that there would be a retroactivity clause.
- Mr. Bass again asked for clarification that the referendum could be imposed on projects that didn't request a zone change after the assessment.
- Mr. Jaegerman confirmed.
- Mr. Fink also noted that from the state guidelines under section 14b31 that the views need to be 'generally acclaimed'.

Debrief on the Challenge of Change

- Ms. Hutchins provided an overview: 247 registered; 30 walk ins; started at 10am with 200 people. The special guest was Mayor Manheimer from Asheville NC. Ms. Hutchins stated that the whole day went well.
- Mr. Honey added that there is clearly distrust in the community and that processes aren't working in a way that builds community. He stated that there seems to be a real desire to tackle some of the policy issues facing the city. Mr. Honey continued that creativity would be needed around the process to produce solutions of substance. He urged that we broaden our horizons to what's happening around the country and the world.
- Ms. O'Brien noted that she wasn't there but hoped that someone from the Stroudwater community attended. She noted that between Unum and the jetport that the city doesn't seem to have a solid plan for the neighborhood.
- Ms. Levesque stated that the event was amazing and she too wanted to hear more creative problem solving from Asheville.
- Ms. Kornhauser was blown away by the turnout and openness and noted that people seemed hungry for this kind of engagement. She encouraged the strong connection between the Portland Society for Architecture, GrowSmart Maine, and Creative Portland.
- Mr. Jaegerman noted that Portland's problems seem bigger due to the lack of empty spaces and that these are good problems to have.
- Mr. Costin noted that he was one of the scribes and listed a few concepts that came up: community competence and the ability to coalesce do stuff; concept of 'who is we'; who decides and who leads; finding that the slow economy isn't matching with the neighborhood plans from decades ago; no foundational competency of financials of how to pay for pensions and services in the city; not enough trust in the community.

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- Mr Costin stated that Creative Portland could be the convener to have conversations that lower temperatures and raises trust.

Ms. Kornhauser suggested to skip to action items.

Vote to accept minutes: first, Mr. Costin; second, Ms. Levesque; Unanimous

Vote to accept financials and ED report: first, Mr. Bass; second, Ms. O'Brien; Unanimous

Open conversation around the Challenge of Change Debrief:

- Mr. Callanan said that he attended the morning session and was unimpressed by the show and tell about Asheville. He wanted to know how they did it. He also mentioned that the state needs to embrace Portland the economic driver.
- Ms. Harris stated that Jen and Marty did a great job in the break out session She also noted that creating a safe and cooperative environment to share and meet helped.
- Ms. Kornhauser noted that it can be really challenging to balance open brainstorming and action. She stated that interesting policy can come about when people can be creative with out solving the problem.
- Ms. Hutchins stated that she is figuring out the elements of saturday to keep but that the event felt relevant.
- Ms. Harris state that the mayor's presentation set the tone and elements to start on common ground.
- Mr. Fink said that he heard mostly wonderful things. He noted that there were issues about lunch and that people were not being heard by the powers that be. There was also concern that councilors/city staff that was there wasn't listening. He suggested that there could be events throughout the year.
- Ms. Levesque inquired about media.
- Ms. Hutchins stated that there was a picture in the news paper the next day and that Carol McCracken attended.
- Mr. Bass stated his support for hosting more event like this but will need to include the broader community.

Meeting adjourned at 5:00 pm.

Minutes submitted by Jess Lauren Lipton

10:50 PM
11/22/15
Accrual Basis

**Creative Portland
Balance Sheet
As of November 30, 2015**

	<u>Nov 30, 15</u>	<u>Oct 31, 15</u>	<u>Nov 30, 14</u>	<u>\$ Change</u>
ASSETS				
Current Assets				
Checking/Savings				
1010 • Creative Portland Checking	19,583.75	31,598.42	48,795.55	(29,211.80)
1015 • Petty Cash	195.22	195.22	287.43	(92.21)
1030 • Investment Account	-	662.32	1,054.00	(1,054.00)
Total Checking/Savings	<u>19,778.97</u>	<u>32,455.96</u>	<u>50,136.98</u>	<u>(30,358.01)</u>
Accounts Receivable				
1100 • Accounts Receivable	670.00	670.00	3,750.00	(3,080.00)
Total Accounts Receivable	<u>670.00</u>	<u>670.00</u>	<u>3,750.00</u>	<u>(3,080.00)</u>
Other Current Assets				
1300 • Security Deposit	600.00	600.00	600.00	-
1600 • Prepaid expenses	140.40	140.40	-	140.40
Total Other Current Assets	<u>740.40</u>	<u>740.40</u>	<u>600.00</u>	<u>140.40</u>
Total Current Assets	<u>21,189.37</u>	<u>33,866.36</u>	<u>54,486.98</u>	<u>(33,297.61)</u>
Fixed Assets				
1400 • Fixed Assets	-	-	486.14	(486.14)
Total Fixed Assets	<u>-</u>	<u>-</u>	<u>486.14</u>	<u>(486.14)</u>
TOTAL ASSETS	<u><u>21,189.37</u></u>	<u><u>33,866.36</u></u>	<u><u>54,973.12</u></u>	<u><u>(33,783.75)</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 • Accounts Payable	-	3,000.00	-	-
Total Accounts Payable	<u>-</u>	<u>3,000.00</u>	<u>-</u>	<u>-</u>
Other Current Liabilities				
2106-01 • Accrued Earned Time	4,123.35	4,123.35	2,000.12	2,123.23
Total Other Current Liabilities	<u>4,123.35</u>	<u>4,123.35</u>	<u>2,000.12</u>	<u>2,123.23</u>
Total Current Liabilities	<u>4,123.35</u>	<u>7,123.35</u>	<u>2,000.12</u>	<u>2,123.23</u>
Total Liabilities	<u>4,123.35</u>	<u>7,123.35</u>	<u>2,000.12</u>	<u>2,123.23</u>
Equity				
31000 • Unrest'd Net Assets	11,369.53	11,369.53	30,555.59	(19,186.06)
32000 • Temporarily Rest'd Net Assets	10,622.04	10,622.04	8,500.00	2,122.04
32221 • Loss/Gain on Investment	(114.38)	(114.38)	(84.56)	(29.82)
Net Income	<u>(4,811.17)</u>	<u>4,865.82</u>	<u>14,001.97</u>	<u>(18,813.14)</u>
Total Equity	<u>17,066.02</u>	<u>26,743.01</u>	<u>52,973.00</u>	<u>(35,906.98)</u>
TOTAL LIABILITIES & EQUITY	<u><u>21,189.37</u></u>	<u><u>33,866.36</u></u>	<u><u>54,973.12</u></u>	<u><u>(33,783.75)</u></u>

Creative Portland
Profit & Loss Budget vs. Actual FY15
July through November 2015

	<u>Jul - Nov 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
4100 • Operations (unrestricted)			
4110 • Annual Fund			
4112 • Board Challenge	1,913.00		
4110 • Annual Fund - Other	-	9,000.00	(9,000.00)
Total 4110 • Annual Fund	<u>1,913.00</u>	<u>9,000.00</u>	<u>(7,087.00)</u>
4114 • Special Event	-	7,000.00	(7,000.00)
4115 • Arts District TIF Funding	50,000.00	100,000.00	(50,000.00)
4120 • Business Partnerships	2,000.00	15,000.00	(13,000.00)
4140 • Corporate Sponsorships	<u>2,375.00</u>	<u>22,500.00</u>	<u>(20,125.00)</u>
Total 4100 • Operations (unrestricted)	<u>56,288.00</u>	<u>153,500.00</u>	<u>(97,212.00)</u>
4200 • Programs (restricted)			
4250 • PEDPIP Committee Match	670.00		
4265 • Event Sponsorships	4,057.24		
4270 • Grants & Foundations	<u>20,000.00</u>	<u>12,500.00</u>	<u>7,500.00</u>
Total 4200 • Programs (restricted)	<u>24,727.24</u>	<u>12,500.00</u>	<u>12,227.24</u>
5100 • Fiscal Sponsorship Income			
5170 • Mural Project	<u>8,005.15</u>		
Total 5100 • Fiscal Sponsorship Income	<u>8,005.15</u>		
5300 • Interest	<u>5.66</u>		
Total Income	<u>89,026.05</u>	<u>166,000.00</u>	<u>(76,973.95)</u>
Expense			
7100 • Personnel			
7101 • Executive Director	23,769.21	60,000.00	(36,230.79)
7102 • Program Assistant	9,405.00	26,880.00	(17,475.00)
7103 • Employee Benefits	6,758.38	18,000.00	(11,241.62)
7104 • Payroll Fee	488.00	1,300.00	(812.00)
7105 • Payroll Taxes	<u>2,340.75</u>	<u>5,500.00</u>	<u>(3,159.25)</u>
Total 7100 • Personnel	<u>42,761.34</u>	<u>111,680.00</u>	<u>(68,918.66)</u>
7500 • Professional Services			
7510 • Consulting	4,300.00		
7520 • Graphic Design	2,884.82	11,000.00	(8,115.18)
7530 • Legal Fees	-	250.00	(250.00)
7540 • Photography & Video	150.00		
7545 • Project Management	1,000.00		
7560 • Accounting	5,162.50	10,000.00	(4,837.50)
7565 • Fundraising	-	500.00	(500.00)
7570 • Technical Support	-	1,000.00	(1,000.00)
7575 • Website Editing and Bloggin	395.00	5,000.00	(4,605.00)
7580 • Other	<u>-</u>	<u>5,000.00</u>	<u>(5,000.00)</u>
Total 7500 • Professional Services	<u>13,892.32</u>	<u>32,750.00</u>	<u>(18,857.68)</u>
8110 • Rent			
8111 • Office Rent	3,000.00	5,000.00	(2,000.00)
8112 • Electricity	<u>154.93</u>	<u>300.00</u>	<u>(145.07)</u>
Total 8110 • Rent	<u>3,154.93</u>	<u>5,300.00</u>	<u>(2,145.07)</u>

Creative Portland
Profit & Loss Budget vs. Actual FY15
July through November 2015

	<u>Jul - Nov 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>
8120 • Telecommunications			
8122 • Cell Phone Reimbursements	-	480.00	(480.00)
8123 • Landline	202.59	300.00	(97.41)
8124 • Software	340.79	200.00	140.79
8125 • Email	163.32	350.00	(186.68)
8126 • Internet	140.94	375.00	(234.06)
8127 • Website	15.00	500.00	(485.00)
Total 8120 • Telecommunications	<u>862.64</u>	<u>2,205.00</u>	<u>(1,342.36)</u>
8130 • Printing and Reproduction	235.23	1,000.00	(764.77)
8135 • Meetings	105.10		
8137 • Travel - airfare	386.70		
8140 • Food and Venue			
8141 • Venue	715.00		
8142 • Food	2,795.12	5,500.00	(2,704.88)
Total 8140 • Food and Venue	<u>3,510.12</u>	<u>5,500.00</u>	<u>(1,989.88)</u>
8170 • Supplies & Equipment			
8171 • Major Equipment & Furniture	-	500.00	(500.00)
8172 • Office Supplies	301.56	500.00	(198.44)
Total 8170 • Supplies & Equipment	<u>301.56</u>	<u>1,000.00</u>	<u>(698.44)</u>
8180 • Postage and Delivery	78.40	200.00	(121.60)
8200 • Professional Development			
8205 • Conferences Attended	167.37		
8210 • Staff Development	232.85	250.00	(17.15)
8215 • Travel	2.00		
Total 8200 • Professional Development	<u>402.22</u>	<u>250.00</u>	<u>152.22</u>
8230 • Dues & Memberships	275.00	1,000.00	(725.00)
8235 • Board Expense	-	50.00	(50.00)
8240 • Insurance			
8241 • Workmen's Compensation	147.75	600.00	(452.25)
8242 • D & O	-	1,100.00	(1,100.00)
8243 • General Liability Insurance	-	2,000.00	(2,000.00)
Total 8240 • Insurance	<u>147.75</u>	<u>3,700.00</u>	<u>(3,552.25)</u>
8250 • Bank Service Charges	1.09		
8260 • Marketing			
8261 • Communications	582.98		
8262 • Promotion	9.50		
Total 8260 • Marketing	<u>592.48</u>		
8270 • Depreciation Expense	176.81	500.00	(323.19)
8400 • Miscellaneous	7.43	500.00	(492.57)
9000 • Fiscal Sponsorship Disbursement			
9900 • Mural Project	7,600.00		
9910 • NEA Grant	19,000.00		
Total 9000 • Fiscal Sponsorship Disbursement	<u>26,600.00</u>		
9500 • Temporary Distribution	346.10		
Total Expense	<u>93,837.22</u>	<u>165,635.00</u>	<u>(71,797.78)</u>
Net Ordinary Income	<u>(4,811.17)</u>	<u>365.00</u>	<u>(5,176.17)</u>

10:49 PM
11/22/15
Accrual Basis

Creative Portland
Profit & Loss Budget vs. Actual FY15
July through November 2015

Net Income

Jul - Nov 15	Budget	\$ Over Budget
(4,811.17)	365.00	(5,176.17)

Executive Director's Report: December 2015

ADMINISTRATION/FUNDRAISING: We've been busy setting up our new fundraising database and sending out a year-end annual appeal by regular mail (mailed 11/19). We will also send it electronically. **If and when appropriate, please encourage people to consider a donation to Creative Portland as part of their year-end giving.**

The fundraising committee, including Alice, Sondra and Dee Dee, continues to meet the third Monday of every month. Mark and I are meeting every other week to stay up to date on grant funding opportunities.

STRATEGIC PLANNING: Much of November has been focused on the meetings with community stakeholders regarding Creative Portland's accomplishments, opportunities and challenges. To add to that feedback, I will be preparing a survey for CP Board members with similar questions to those we have been asking in the community. **PLEASE RESPOND ASAP** (by December 8), so that we use them for a discussion with the CP Exec Committee about results and next steps.

GOVERNANCE: As of this month, we have 17 out of 21 members on the Creative Portland board. There is one opening for a City-appointed seat and three openings for Board-appointed seats. Mayor Elect Strimling has asked Councilor Brenerman to replace Councilor Marshall as the Council representative to the Board. His appointment is expected this month. As a reminder, the CP Executive Committee currently acts as the governance committee.

"CHALLENGE OF CHANGE" FOLLOW UP: Several people and organizations have indicated an interest in helping us with follow-up events in 2016, and I have been meeting with several of them to determine what the best topics, format and timing would be. Look forward to seeing more events around this general idea in early 2016.

TWO DEGREES PORTLAND: We've made a successful transition from Sarah D to Jess as our 2 Degrees manager. Jess reported 25 new connections in October and 84 attendees at our last 2 Degrees event on November 18 at the Maine Charitable Mechanics Hall. It looks like our average connections/month is holding steady. We will be celebrating 2 Degrees' 5th anniversary in January!

PARTNERSHIPS:

- **Maine Startup and Create Week:** Planning for year three has begun. Save the dates for MSCW 2016 on your calendar June 20 – 26.