

CREATIVE PORTLAND^{ME}

Board of Directors Bi-Monthly Meeting

Wednesday, June 22, 2016

3:30 to 5:00 p.m.

Room 209, Portland City Hall

AGENDA

1. Welcome (Bogdonoff)
2. Guest Presentation: Americans for the Arts Economic Impact Study
 - a. Professor Tracy Stutzman and USM students
3. Reports: (Financials, April minutes, ED Report) (Bogdonoff)
 - a. **Action:** Review and vote for approval
4. Discussion: Executive Director job description, search process and committee assignment (Bogdonoff)
 - a. **Action:** Vote to designate search committee
5. Discussion: 84 Free Street proposal (Bogdonoff)
 - a. **Action:** Vote to approve proposal to Portland Development Corp.
6. Discussion: FY 17 Budget (Hutchins)
 - a. **Action:** Vote to approve
7. Discussion: Fiscal sponsorships (Hutchins)
 - a. **Action:** Vote on application from FORK Food Lab
8. Next Board Meeting: Wednesday, August 3, 2016

Remaining 2016 Meeting Dates

August 3

October 5

December 7

Creative Portland
Profit & Loss Budget vs. Actual FY15
July 1, 2015 through June 1, 2016

				Jul 1, '15 - Jun 1, 16	YE Proj	Budget			
Ordinary Income/Expense									
Income									
4100 • Operations (unrestricted)									
4110 • Annual Fund									
4111 • Individual				5,360.00	5,360.00	-			
4112 • Board Challenge				4,700.00	5,700.00	-			
4110 • Annual Fund • Other				-		9,000.00			
Total 4110 • Annual Fund				10,060.00	11,060.00	9,000.00			
4114 • Special Event				-		7,000.00			
4115 • Arts District TIF Funding				100,000.00	100,000.00	100,000.00			
4120 • Business Partnerships				8,500.00	9,500.00	15,000.00			
4140 • Corporate Sponsorships				7,375.00	22,375.00	22,500.00			
Total 4100 • Operations (unrestricted)				125,935.00	142,935.00	153,500.00			
4200 • Programs (restricted)									
4250 • PEDPIP Committee Match				5,000.00	5,000.00	-			
4265 • Event & Project Sponsorships				4,020.24	4,020.24	-			
4270 • Grants & Foundations									
4275 • CP Grants				-	-	12,500.00			
4280 • Other Grants				30,000.00	30,000.00	-			
Total 4270 • Grants & Foundations				30,000.00	30,000.00	12,500.00			
Total 4200 • Programs (restricted)				39,020.24	39,020.24	12,500.00			
4300 • Other				1,075.72	1,075.72	-			
5100 • Fiscal Sponsorship Income									
5130 • The New Guard				5,000.00	5,000.00	-			
5140 • Maine Startup				64,875.00	153,000.00	-			
5170 • Mural Project				8,005.15	8,005.15	-			
5180 • Bluestocking Film				15,000.00	15,000.00	-			
Total 5100 • Fiscal Sponsorship Income				92,880.15	182,080.87	-			
5300 • Interest				4.48	5.00	-			
Total Income				258,915.59	364,041.11	166,000.00			
Expense									
7100 • Personnel									
7101 • Executive Director				56,076.87	59,307.64	60,000.00			
7102 • Program Assistant				22,301.00	23,645.00	26,880.00			
7103 • Employee Benefits				14,226.69	14,350.15	18,000.00			
7104 • Payroll Fee				1,201.00	1,250.00	1,300.00			
7105 • Payroll Taxes				5,531.17	5,854.37	5,500.00			
Total 7100 • Personnel				99,336.73	104,407.16	111,680.00			
7500 • Professional Services									
7510 • Consulting				9,800.00	12,300.00	-			
7520 • Graphic Design				5,684.82	5,700.00	11,000.00			
7530 • Legal Fees				70.00	570.00	250.00			
7540 • Photography & Video				150.00	150.00	-			
7545 • Project Management				1,000.00	1,000.00	-			
7560 • Accounting				9,100.00	9,500.00	10,000.00			
7565 • Fundraising				-	-	500.00			
7570 • Technical Support				-	-	1,000.00			
7575 • Website Editing and Bloggin				720.00	720.00	5,000.00			
7580 • Other				-	-	5,000.00			
Total 7500 • Professional Services				26,524.82	29,940.00	32,750.00			
8110 • Rent									
8111 • Office Rent				7,326.00	7,326.00	5,000.00			
8112 • Electricity				363.60	363.60	300.00			

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Creative Portland
Profit & Loss Budget vs. Actual FY15
July 1, 2015 through June 1, 2016

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Creative Portland
Profit & Loss Budget vs. Actual FY15
July 1, 2015 through June 1, 2016

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CREATIVE PORTLAND^{ME}

Board of Directors Bi-Monthly Meeting
Wednesday, April 6, 2016
3:30 to 5:00 p.m.
Basement Conference Room 24, Portland City Hall

MINUTES

In attendance: Sondra Bogdonoff, Arthur Fink, Peter Bass, Briana Volk, Patrick May, Greg Mitchell, Genie O'Brien, Tim Honey, Randy Ferrell, Zeke Callanan, Penny Harris, Mark Rubin, Patrick Costin, David Brenneman
Staff: Jennifer Hutchins, Jess Lauren

Welcome and President's Comments

Ms. Bogdonoff welcomed Ms. Volk and Mr. Brenneman to the board and asked for board introductions. Ms. Bogdonoff made a motion to accept the Consent Agenda. 1st: Mr. Fink, 2nd: Ms. O'Brien. Passed unanimously.

Ms. Hutchins introduced guests from the planning board: Mr. O'Brien, Director of City Planning, Ms. Grimando, Senior Planner, and Ms. Cameron, Urban Designer. Mr. O'Brien, Ms. Grimando, and Ms. Cameron presented and overview and preliminary findings of the comprehensive plan. Submitted below is summary of the presentation.

The process for the comprehensive plan began last fall with public engagement. The city is still analyzing the data and looking at neighborhood distinctions. The plan garnered 2100 responses. The comprehensive plan is a long range planning document for the city that informs and makes recommendations on housing, economic development, marine use, parks and open spaces. It is required every 12 years. The plan looks for a synthesis of where the city is hoping to go. Zoning should be consistent with the comprehensive plan. The plan serves as a broad stroke zoning is the infrastructure. Spring is the expected deadline for the formal plan.

Mr. Mitchell noted that this is an opportunity for Creative Portland to connect with a cultural plan.

Ms. Hutchins noted that CP as applied to the Maine Arts Commission for a grant to pay for 20% for a cultural plan. She has recruited a steering committee to begin raising money.

Ms. Cameron updated the board on Congress Square redesign. The information is summarized below.

The Friends of Congress Square and Portland Public Art Committee approached the city to form a public-private partnership and hire a design firm to produce concepts and schematics for the park and the intersections. There is a second RFQ for artists. Currently there are 4 finalists for designs. Artists are still being discussed. There will be forum on May 4th at the Portland Museum of Art at 5:30pm where the design teams will present past work.

Ms. Hutchins noted that she will draft a doc to Mr. O'Brien from CP about core values if there is board

consensus for CP to be a formal part of the conversation around design. Mr. Levine will need to be reached out to.

Ms. Bogdonoff asked the board for consensus. The board agreed. Ms. Hutchins will reach out to Mr. Levine for CP to have representation on committees.

Ms. Bogdonoff noted that in the draft budget that money from the city does not cover administrative costs. Funds need to be raised. The city manager is looking at moving some admin costs.

Ms. Hutchins said the proposed budget is an attempt to cut down on overhead.

Ms. Bogdonoff mentioned a meeting with the Portland Society of Architects to have a follow up on the Challenge of Change event and having smaller events of specific topics.

Meeting Adjourned at 5:00pm.

Executive Director's Report: June 2016

ADMINISTRATION: The final two weeks of June will be spent preparing for the ED transition and vacating the offices in the State Theater building. It is also the end of our fiscal year, so I will be working with Nina, our bookkeeper, to make sure all of the financials are in order.

Sondra is doing double-time with board duty as we prepare a job description and announcement for the Executive Director position. We are also working on a website page that will identify Creative Portland more clearly than the LiveWorkPortland.org site does currently.

FUNDRAISING: We have been fortunate to secure two new sponsors for 2 Degrees Portland in the past several weeks, so with three other corporate sponsor renewals, we will reach our corporate sponsor goals. Grants remain the most challenging funding goal for Creative Portland. Our business partnerships are growing, but more work could be done in this area, especially with additional Board support. Our fiscal sponsorships provided a helpful source of income this year, especially the partnership with Maine Startup & Create Week.

GOVERNANCE: Please note that board terms are completed and/or reappointed in November of each year as needed. This year, Board members Andy Graham, Arthur Fink and Genie O'Brien will be completing their final, third term and cycling off the Board: All three hold City-appointed seats. Randy Ferrell and Mark Rubin will be completing their first term and eligible for reappointment: Randy holds a Board-appointed seat; Mark holds a City-appointed seat.

PORTLAND CULTURAL PLAN: We have received a \$15,000 grant pledge from the City of Portland's Portland Development Corporation that will require a 1:1 match. We are still waiting on the decision by the Maine Arts Commission for their \$10,000 grant. I will work with Sondra over the summer to secure other private funds to meet the final \$50,000 funding goal.

CHALLENGE OF CHANGE 2.0: Peter Bass, Sondra Bogdonoff and Patrick Costin are leading this effort with our partners at Portland Society of Architecture, the Chamber and USM. The University of New England has indicated early interest in helping bring Alex Krieger, a Harvard professor, to Portland in the fall to talk about urbanism.

TWO DEGREES PORTLAND: Fresh off welcoming our latest Premiere Sponsor and member of the 2 Degrees Committee, Dave Cekutis of Northeast Bank, Jess Lipton did a stellar job organizing our co-hosted event with Maine Startup & Create Week on June 20. Over 275 registered for the event at Ocean Gateway where we launched the Work in Place initiative, which Creative Portland has helped catalyze with fiscal sponsorship support over the last two years.

AFTA Arts & Economic Prosperity 5: We have been managing the collection of audience surveys over the last few months and will continue to do so through December 2016. Dr. Tracy Stutzman and a USM student will present preliminary findings to the Board on June 22 that were conducted by her USM class earlier this year. At this point, five Portland arts organizations have contributed financially to this study to help Creative Portland with the \$2,500 fee. The

final results will be tabulated by Americans For the Arts and available in June 2017. They present an opportunity for outreach and advocacy on the economic impact of the arts in Portland. Jess and I have been working with Linda Nelson at the Maine Arts Commission to make sure Portland's survey is coordinated with others in Maine.

FIRST FRIDAY ART WALK: Jess coordinated a new partnership with METRO Bus and Portland Downtown to offer free service during the June Art Walk. By all accounts, it was well received and she will be evaluating with them the possibility of continuing this community benefit.

PARTNERSHIPS/FISCAL SPONSORSHIPS:

- **Maine Startup and Create Week 2016:** Jess, CP summer intern Lindsay and I have been supporting MSCW in June. The opening night co-hosted event was a big success.
- **Work in Place Initiative:** Creative Portland continues to be the fiscal sponsors and organizational partner for this initiative to bring policy makers, businesses leaders, and employers from across the country to discuss the implications of the changing workplace on increasing interest in distributed teams and employees who work where they live not near the company headquarters. We are currently holding dates next June to host a national summit in Portland.
- **FORK Food Lab:** I have been working with an attorney to explore Creative Portland's fiscal sponsorship agreements due to the latest request from Fork Food Lab. The Board will consider their request for fiscal sponsorship at the June 22, 2016 board meeting.
- **Other "live" fiscal sponsorships** currently include Bluestocking Film Festival; the New Guard; Heart, Minds, and Homes; and Boom (the A. Stephan sculpture).

OTHER NEWS:

- Jess and I both received scholarships to attend the **Americans For the Arts national convention** in Boston in June. Either or both of us would be happy to share our observations with anyone who is interested.
- I participated in welcoming a delegation of **officials from Nova Scotia** as part of the reintroduction of the Cat Ferry in Portland. They were very interested in the work that Creative Portland has done and were interested in developing opportunities for partnership.

Job title	<i>Executive Director</i>
Reports to	<i>Board of Directors</i>

Creative Portland's mission is to support the economic development efforts of the City of Portland by strengthening, stimulating, and supporting Portland's creative industries, enterprises, and workforce, with a specific focus on those artists and cultural institutions that are critical assets to the city's identity, economy, and community. Creative Portland is the City's official local arts agency, with an annual budget of \$175,000.

The Executive Director is responsible for the overall management of the organization. S/he works with the Board of Directors to establish the organization's vision, strategic direction and plans. Staff includes the Executive Director (full time) and Program Assistant (30 hours a week).

Duties and responsibilities

Strategic Planning/Direction

- Provides overall strategic leadership and vision for the organization in partnership with the Board of Directors
- Maintains an annual strategic work plan with annual reports to the Board and City Council

Program and Project Management

- Works with city leadership and partner organizations to identify and deliver appropriate programming in support of CP's mission
- Instigates, designs and executes special programming as needed
- Oversees the Program Assistant in fulfilling his/her duties

External Affairs

- Primary responsibility for the fundraising and communications goals and strategies for the organization, with support from the Board of Directors and Program Assistant
- Acts as the primary spokesperson for the organization
- Serves on related community boards

General Administration

- Responsible for all local, state and federal requirements to maintain the 501c3 organization in good legal standing, including annual tax filing and annual reporting requirements
- Responsible for the management of the annual budget with oversight by the Board of Director
- Works with a contracted book keeper to negotiate and fulfill all commitments, payments and fees to vendors, contractors and services providers (including rent, insurance and audit fees)
- Oversees management of staff, contractors and volunteers, including the Board of Directors

Qualifications

Five to eight years experience (master's degree preferred) working in a related field with particular regard to the arts and economic and community development. Other qualifications include:

- Excellent leadership and communications skills
- Strong strategic planning and fundraising experience
- Experience working with nonprofit and public organizations
- Knowledge of economic development with particular regards to cultural asset development

Provided for reference only.
t legislation in your jurisdiction to create policies and procedures for your organization.

Creative Portland
FY17 Budget DRAFT

		Budget DRAFT
INCOME		
Annual Fund		9,000.00
Arts District TIF Funding		100,000.00
Business/Nonprofit Partnerships		10,000.00
Corporate Sponsorships		15,000.00
Total Operations (unrestricted)		134,000.00
Total Programs (restricted)		50,000.00
Total Income		184,000.00
EXPENSE		
Total 7100 · Personnel		85,000.00
Total 7500 · Professional Services		72,000.00
Total 8110 · Rent		5,000.00
Total 8120 · Telecommunications		2,000.00
Total 8140 · Food and Venue		1,500.00
Total 8170 · Supplies & Equipment		2,000.00
Total 8180 · Postage and Delivery		200.00
Total 8200 · Professional Development		-
Total 8230 · Dues & Memberships		1,000.00
Total 8240 · Insurance		3,100.00
Total Expense		171,800.00
Net Income		12,200.00