



CREATIVEPORTLAND^{ME}



FFAW

Creative Portland
Board Meeting
Wednesday, October 5th, 2016
3:30pm City Hall Rm 24

1. Welcome and President's Comments
2. Vote on Annual Report Date to City Council
3. Consent Agenda and Review Minutes
4. Program Assistant Report to the Board
FFAW/2DP/Arts in the Chamber
5. 84 Free Street Updates and Motions
 1. Motion to approve the lease presented to the CP Board on ____ (date of meeting), 2016 between the City of Portland and Creative Portland for property at 84 Free Street, and to authorize CP President, Sondra Bogdonoff, or her designee, to execute the same in substantially the form submitted to the Board and to execute any other document necessary and appropriate to effectuate the purpose of the lease on behalf of CP.
 2. Motion to approve the \$25,000 loan described in the August 15, 2016 Commitment Letter from the Portland Development Corporation to Creative Portland, and to ratify the CP President's September 14, 2016 execution of the same; and to authorize CP President Sondra Bogdonoff or her designee to execute on CP's behalf a promissory note, a security agreement granting the PDC a security interest in CP's business assets, and any other documents required by the PDC that are necessary and appropriate to effectuate the purpose of the Commitment Letter.
6. Fiscal Sponsorship Request Review
7. Board Exercise: Discussion
8. Welcome Reception for Dinah

Creative Portland Board Meeting
August 17th, 2016
State of Maine Room

Board in Attendance: Greg Mitchell, Penny Harris, Arthur Fink, Sondra Bogdonoff, Peter Bass, Patrick Costin, Alice Kornhauser, David Brenerman, Tim Honey, Pat May

Staff in Attendance: Jess Lauren Lipton

Meeting called to order 3:34pm

Welcome and President's Comments

Ms. Bogdonoff welcomed the board. She noted that CP, UNE, and the PSA are working together on the Challenge of Change 2.0 for Tuesday October 25th at Portland High School from 5:30-7:30pm. The PSA has been organizing charettes.

Mr. Costin noted that the CoC is an initiative of CP and PSA and is collaborating with the Muskie School and the Chamber to host 3 charettes exploring envisioning growth that will be a part of the CoC event.

Ms. Harris provided an update from the Portland Public Art Committee. She stated that she had attended the Woodfords Corner neighborhood meeting the night before. Mr. Stephan (the selected artist) provided images and answered questions. The Congress Square redesign committee had a presentation from the architectural team recently as well as the 4 finalist artists. PPAC is going through the city's art collection for restoration and creating films with CTN about various works.

Ms. Bogdonoff moved toward approving the minutes.

Motion to accept: Mr. Bass. 2nd Ms. Kornhauser. Unanimous.

Financials

Ms. Bogdonoff noted that she did not have next year's projected budget yet but presented last year's final budget. CP ended up with a surplus.

Mr Honey noted that at some point the surplus should be added to the fund balance and need to be reflected in the reports.

Ms. Bogdonoff noted that CP is still carrying costs from Work In Place that need to be worked out. She also mentioned speaking with our bookkeeper about changing the fee for fiscal sponsorships with board approval.

Motion to accept the financials Mr. Costin. 2nd Mr. Fink. Unanimous.

Review memo from Michael Goldman, associate corporation council.

(Jess will add this to the notes. She did not have a copy at the time of this typing.)

Motion made by Mr. Costin. 2nd Mr. Fink. Unanimous.

84 Free Street Update

Ms. Bogdonoff noted that the Portland Development Corporation is loaning CP 25K contingent on a lease at 2%. The city is negotiating a lease for minimal cost. The goal is to stay within current expenses for rent. CP will not save money but will not add an expense.

(Note that Ms. Harris has left the meeting)

Ms. Bogdonoff said the first step is to build out the space.

Mr Honey asked if the 25K will cover the basic renovations only or more.

Ms. Bogdonoff responded that the money will likely only cover the shell. She said that Woodward Curren and Red Thread are working on donations. Ms. Germaine has been collecting quotes.

Motion to have the executive committee serve as the 84 Free Street committee pursuant to actions of the city council. Mr. Fink. 2nd Mr. Honey.

Mr Mitchell noted that he does not see a conflict delegating the authority by acknowledged that he sits on the PDC board and is negotiating the lease. Mr. Brennerman noted that he sits on the council committee that will oversee the process.

Unanimous.

ED Search Update

Motion to go into executive session. Ms. Kornhauser. 2nd Mr. Ferrell. Unanimous

Motion to leave executive session. Mr. Honey. 2nd Ms. Kornhauser. Unanimous.

Cultural Plan

Ms. Bogdonoff stated she wants the board to see how the cultural plan furthers our mission. CP received a grant from the MAC for 10K and 15K from the Portland Development corporation. The consultant is still being negotiated. CP will need to raise another 25K in matching funds..

She reviewed the last plan and noted how benchmarks were missed. The work plan was identified but not who would do the work. This plan allows resources to be pooled and to think bigger. CP will not do all of the work but will work with organizations across the city.

Meeting Adjourned 5:02pm

Minutes respectfully submitted by Jess Lauren Lipton

Creative Portland Special Session
September 22, 2016
Council Chambers
8:30 a.m.

Board in Attendance: Greg Mitchell, Arthur Fink, Sondra Bogdonoff, Randy Ferrell, Alex Jaergerman, David Brenerman, Zeke Callanan, Brianna Volk, Pat May, Peter Bass, Dee Dee Germain, Alice Kornhauser

Staff in Attendance: Jess Lauren Lipton

Welcome and President's Comments

Ms. Bogdonoff welcomed the board and acknowledged the special session. She noted that she was about to sign the lease for 84 Free Street. She extended thanks to Mr. Mitchell, and Mr. Brenerman for their role in the process.

Ms. Bogdonoff noted that the next board meeting is October 5th and she will be looking to the board for nominations for new board members. She also thanked the executive and search committees for the work they put in.

Mr. Mitchell also acknowledged the executive committee and Ms. Bogdonoff's work on 84 Free Street.

Motion to Enter into Executive Session: Mr. Fink. 2nd Ms. Kornhauser. Unanimous

Review and vote on appointment of Creative Portland Executive Director

NOTE: The Board may go into executive session pursuant to 1 M.R.S.A. Section 405(6)(A)(1) to discuss personnel matters.

Motion to Leave Executive Session: Mr. Bass. 2nd Mr. May. Unanimous

Motion to Hire Dinah Minot as the new Creative Portland Executive Director: Mr. Callanan. 2nd Mr. Ferrell. Unanimous.

Ms. Bogdonoff noted that she and Ms. Minot are working on a press release for the first week in October and will be meeting with sponsors next week.

Adjourn 8:55 a.m.

Minutes respectfully submitted by Ms. Lipton

First Friday Art Walk

CP and Metro have teamed up to bring free buses to the art walk every first Friday. Starting at 4pm buses across Portland and the new Breez bus to Freeport. Metro is now listed as the lead sponsor of the art walk with the free buses valued at 24K per year. CP received a grant from Bank of America to support marketing efforts around the FFAW and Metro partnership.

The city has restructured its process for permits. CP is working with multiple city departments for a process around the art walk. This will be the first formal relationship between the city and CP regarding FFAW. This meeting is expected to take place later this month.

In June, CP began printing its own listings to supplement the Phoenix listings. These listings are delivered to most of the venues the day before. Venues have expressed support for the new listings. The FFAW Facebook page continues to be our most robust outreach on social media with an over 14K organic reach each month. An email goes out the week of art walk to all our Constant Contact lists.

2 Degrees Portland

This summer saw 90 people sign up for 2DP. Approximately 1/3 of those were connectors.

We hosted our first paid private event with a trip to Fort Gorges. Our first event of the fall was September 21st at Red Thread. Approximately 80 people came through. Upcoming events are being planned for the Abyssinian Meeting House, Portland Freedom Trail, Thompson's Point, Peaks Island, studio tours, and attending performances.

The committee is going through a restructure around the connecting process to have 2DP function as more of a network than a single point of contact.

This summer a single sheet 'quick guide' of links was developed to streamline information regarding where to work, play, and eat in the city.

AFTA AEP5

As of the writing of this report, the organizational surveys are wrapping up. We are continuing to conduct audience intercept survey. We will need help this autumn into winter to ensure we reach our minimum of 800 surveys.

Arts in the Chamber

Creative Portland has been tapped by Mayor Strimling to curate his Arts in the Chamber program. We kicked off programming with Kate Beever, a musician and music therapist who founded Maine Music and Health. The next artists are Martin Steingesser, poet, and Rudy Gabrielson, musician performing together.

#CreativesCount

CP is working with NEFA on their Creatives Count workers survey. This is the first survey of its kind attempting to quantify the work and impact of creatives in New England. We are using email, social media, and direct outreach to encourage all creatives to participate. A special 2DP meet-up is in the works.