



P.O. Box 4675 | Portland, ME | 04112 | 207-370-4784

Creative Portland Board Meeting

December 7th, 2016

3:30 5:00pm

City Hall Rm 24

1. Welcome and President's Comments (Sondra)
 - a. On 11/21/16, City Council Approved FY16 Annual Report (attached), Dinah Minot, Executive Director, was introduced to the city council, and Genevieve Curtis performed at "Arts in the Chamber".
 - b. Welcome New Board Members Gerald Salvo & Kimberly Cook
2. Approve minutes for Creative Portland (CP) Board meeting on October 5, 2016 (attached).
3. Vote to Postpone Appointments/Nominees for Executive Committee and other board vacancies until at least April board meeting.
4. Annual Appeal to CP Board
5. Executive Director Report (Dinah)
6. QUESTION for Discussion:

As we approach the new year with a new lease (literally) and embark on a cultural plan, can you express in one or two lines, what you personally wish to be Creative Portland's priority and how you feel we can play a catalytic role in launching these initiatives?

CREATIVE PORTLAND^{ME}

CREATIVE PORTLAND CORPORATION BOARD OF DIRECTORS

FISCAL YEAR 2016 ANNUAL REPORT

The Creative Portland Corporation (CP) submits this Annual Report to the Portland City Council, Corporator of Creative Portland, on November 4, 2016. This is the seventh Annual Report submitted as CP ended its sixth fiscal year of operations on June 30, 2016. A financial summary of Creative Portland's FY16 revenue and expenses is included with this document.

The Creative Portland Board of Directors thanks the Portland City Council for allotting TIF funds in the amount of \$100,000 during FY16 from the Creative Portland Development and Arts TIF District. With this investment, CP was able to leverage additional funding from various public and private sources in cash grants and donations just over \$68,600, plus \$8,930 in specific in-kind donations and additional thousands of hours of in-kind support and countless hours contributed by dozens of volunteers.

This year in particular CP is very appreciative of discussions with the City Manager and the Director of the Economic Development Department that resulted in the city taking on the payroll distribution and benefits for our employees and agreeing to move forward with leasing Creative Portland city-owned space at 84 Free Street.

Creative Portland is the lead for the City of Portland's Economic Development Plan section, **Enrich the Creative Economy**. The plan tasks Creative Portland with leading a task force to create a brand identity for Portland, developing a web and social media plan on a national level, creating incentives to attract and retain artists and entrepreneurs for development of live/work residences or common workspace and housing, and developing creative financing mechanisms to help support major new, expanded, or rehabilitated cultural facilities, among others.

MISSION & VISION

Creative Portland was founded by Portland City Council to grow and support the creative economy. In 2009, the organization adopted the visionary goal of attracting 10,000 people to the city who value and support creativity, innovation and arts and culture. CP programs were designed to attract and connect people to the creative community and to provide support to the artists and creative entrepreneurs who make up that community.

This year we interviewed 17 key stakeholders and asked what they believed should be CP's goals. In response to those interviews we have shifted focus, continuing to attract and connect creatives, but also addressing some of the unintended consequences of growth. With the increased number of arts organizations we also wanted to work together and think strategically about Portland economic growth and creative sustainability. CP hopes you will see that

reflected in some of our new initiatives. The city has made a substantial investment in Creative Portland, and we committed this year to an ambitious plan for growth. It is up to us to realize that potential in the years ahead.

NOTABLE ACCOMPLISHMENTS FY16

New initiatives

Challenge of Change – Are We Loving Portland to Death?

This one-day conference was co-hosted by CP, the Portland Society for Architecture (PSA) and GrowSmart Maine and raised approximately \$5,000 from the private sector with several thousand provided in-kind by the University of Southern Maine.

More than 200 community members registered for the event and heard from the Mayor of Asheville, NC about their similar challenges as a growing small city. There was also a panel of knowledgeable professionals in the planning and economic development fields and break-out groups where the public was given the opportunity to express their views on the effects of growth and change in the City of Portland. Due to the positive feedback garnered in a follow-up evaluation, Creative Portland continues to partner with the PSA and others to present educational forums where the public can learn about the impacts of growth and hear various viewpoints.

Portland Arts Cultural Challenge

In our first Portland Arts Challenge (PAC) 30 creative partners hosted over 287 individual arts events between March 1 - 26, 2016. Fifteen teams of 6 each competed to attend as many events as possible to be crowned the Portland Arts Champions. From March 1st - 26th, teams received daily emails with event listings and links. These events were also posted on the official PAC Facebook event page and listed on the Dispatch Magazine website. Teams had to post on the Facebook event page with team #s to earn points.

CP collected prizes (all donations) from our creative partners to give to award winners. All told, the Challenge brought in approximately \$9,000 in in-kind gifts.

Updating Portland's Cultural Plan: Grant from Maine Arts Foundation

In March we applied for, and were later awarded, a \$10,000 grant from the Maine Arts Commission to update Portland's 1998 Cultural Plan. With the tremendous growth in the arts community over the last 20 years and the recent investments in creative economy strategies by the City of Portland via Creative Portland, it is time to invite our peers into a formal, facilitated set of conversations about what challenges remain and how best to invest and leverage limited resources. This first grant from the Commission is the first step toward the possibility of a much larger state contribution. Once a cultural plan is complete, in 2017, the City of Portland will be

eligible to apply for a \$75,000 grant from the Commission to implement recommendations identified in the plan.

Ongoing initiatives

2 Degrees Portland & Live Work Portland programs

Started in January 2011, the 2 Degrees Portland program, a referral and networking service for people who are interested in living and working in the city, continues to serve 20-30 people every month. The database of people who live and/or work in Portland volunteering to be “connectors” also grows every month. There are now over 250 connectors who are willing to connect with, and assist, people who are interested in moving here. In FY16, 300 people from as far away as California and Australia contacted 2 Degrees for information and connections as they considered a move to the Portland area.

In partnership with companies like Northeast Bank (Lead Sponsor), Vitalius Real Estate (Lead Sponsor), LL Bean, Intermed, MaineHealth, Diversified Communications, Red Thread/Steelcase and others to apply our services like 2 Degrees and LiveWorkPortland.org to their recruitment efforts. These “business partnerships” that come with cash commitments represent direct leveraging of public funds.

We also organize six events each year at creative businesses and organizations throughout the city, including artist studios, co-working spaces, cultural institutions and historic buildings, as a means to introduce newcomers to Portland and encourage them to invest in these industries.

Creative Portland has collected dozens of testimonials of people whose decision to move to Portland was influenced and facilitated by the services on the LiveWork Portland website and 2 Degrees.

First Friday Art Walk

Now in its 17th year, the Art Walk continues to attract thousands to downtown Portland every month for Maine’s largest monthly free cultural event. Based on research conducted in 2011, we estimate that the Art Walk brings \$1 million to the local economy every year, as consumers spend an average of \$28 per person when attending a Portland cultural event.

Creative Portland promotes and manages the Art Walk with free listings online and in print, generously sponsored by the Portland Phoenix and several organizational partnerships, including Portland Ovations, Portland Museum of Art and the Maine College of Art. In 2015, we were awarded a \$10,000 grant from the Davis Family Foundation to increase promotion of the Art Walk, which funded handmade signs designed and produced by the Portland-based Open Bench Project.

We also worked with a USM undergraduate class in cultural tourism in 2015 to gather attendees’ perspectives of the Art Walk, which demonstrated that many people who attend the

Art Walk purchase art during the event. We will be working with this class again to continue our research on the Art Walk's economic and community impact.

Americans for the Arts and Economic Impact Survey

For the third time, the City of Portland via Creative Portland is participating in a national economic development survey conducted by AFTA (Americans for the Arts) that repeats every five years. Now that Portland has participated a few times, the City will have some valuable trend data to share with the community, funders and other stakeholders. Specifically, it provides data on who attends arts events, what they pay and what financial contributions Portland's nonprofit arts groups are making to the local economy in terms of direct dollars as well as tax revenue in the form of sales taxes. It can be valuable as an advocacy tool in demonstrating how large and significant the nonprofit arts community is in Portland. This data will be part of the Cultural Plan process mentioned above and a way to engage some of the larger nonprofits (who contributed financially to the survey process) to help design a way to leverage the final data.

Fiscal Sponsorships

An important way we serve the creative community is as the fiscal sponsor for creative initiatives who require a 501C3 organization to apply for grants and accept donations. In FY 16 we were fiscal sponsors for organizations including:

- Fork Food Lab, a membership organization and community kitchen that connects food makers with food lovers.
- Maine Start-up and Create Week, a week long event that generated national publicity (NYT opED) highlighting the entrepreneurial spirit and growth in Portland.
- Bluestocking Film Festival, founded in 2011, is an annual event exclusively showcasing provocative short films featuring women and produced & directed by women.
- Portland Mural Initiative brings contemporary art into the public spaces of Portland and its surrounding areas by working with emerging and established artists that have a strong connection to Maine, to create innovative murals and architectural interventions.
- Work in Place Initiative, whose mission is to change the culture of work through programs and policies that benefit remote workers, organizations, and communities. A national conference to be held in Portland is planned for 2017.

CREATIVE PORTLAND FORMATION HISTORY

The City Council, by Order #92 passed November 17, 2008, authorized the establishment of Creative Portland (CP) as an economic development initiative to support Portland's creative

economy. Formation of the Board of Directors was complete, in the summer of 2009, with City Council appointments to the Board of Directors.

One city councilor serves as the City Council representative and Greg Mitchell, Portland's Economic Development Director, serves as the City Manager's representative on the CP Board. As of December 1, 2016, the members of Creative Portland's Board of Directors are:

Peter Bass, Random Orbit, *Treasurer*

Sondra Bogdonoff, artist, *President*

Zeke Callanan, Opticcliff Law

Patrick Costin, Canal 5 Studio

Randy Ferrell, Ocean Gate Realty

Arthur Fink, Arthur Fink Photography

Dee Dee Germain, Construction

Penny Harris, Consulting

Tim Honey, consultant, *Vice President*

Alex Jaegerman, City of Yarmouth

Alice Kornhauser, Portland Chamber Music Festival, *Imm. Past President*

Pat May, Crossover Touring

Greg Mitchell, City of Portland

Genie O'Brien, arts educator, past director, Portland Ballet

Mark Rubin, consultant/actor

Brianna Volk, Hunt and Alpine

The City Council, by Order #94 passed November 17, 2008, established the Creative Portland Development and Arts Tax Increment Financing (TIF) District, as a ten-year program, to provide annual "seed" financing to support CP operations. In 2012, the Council voted to extend that funding to 15 years.

Creative Portland
Balance Sheet
As of June 30, 2016

	<u>Jun 30, 16</u>	<u>Jun 30, 15</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1010 · Creative Portland Checking	123,463.70	13,769.26	109,694.44
1015 · Petty Cash	182.77	287.43	(104.66)
1030 · Investment Account	12.52	8.04	4.48
Total Checking/Savings	<u>123,658.99</u>	<u>14,064.73</u>	<u>109,594.26</u>
Accounts Receivable			
1100 · Accounts Receivable	73,285.00	13,928.00	59,357.00
Total Accounts Receivable	<u>73,285.00</u>	<u>13,928.00</u>	<u>59,357.00</u>
Other Current Assets			
1300 · Security Deposit	600.00	600.00	-
1600 · Prepaid expenses	335.40	195.00	140.40
Total Other Current Assets	<u>935.40</u>	<u>795.00</u>	<u>140.40</u>
Total Current Assets	<u>197,879.39</u>	<u>28,787.73</u>	<u>169,091.66</u>
Fixed Assets			
1400 · Fixed Assets	-	176.81	(176.81)
Total Fixed Assets	<u>-</u>	<u>176.81</u>	<u>(176.81)</u>
TOTAL ASSETS	<u>197,879.39</u>	<u>28,964.54</u>	<u>168,914.85</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	128,662.11	558.88	128,103.23
Total Accounts Payable	<u>128,662.11</u>	<u>558.88</u>	<u>128,103.23</u>
Other Current Liabilities			
2105-01 · Accrued Payroll Liability	5,948.61	2,290.74	3,657.87
2106-01 · Accrued Earned Time	-	4,123.35	(4,123.35)
Total Other Current Liabilities	<u>5,948.61</u>	<u>6,414.09</u>	<u>(465.48)</u>
Total Current Liabilities	<u>134,610.72</u>	<u>6,972.97</u>	<u>127,637.75</u>
Total Liabilities	<u>134,610.72</u>	<u>6,972.97</u>	<u>127,637.75</u>
Equity			
31000 · Unrest'd Net Assets	(8,265.76)	28,433.55	(36,699.31)
32000 · Temporarily Rest'd Net Assets	30,116.65	10,622.04	19,494.61
32221 · Loss/Gain on Investment	-	(84.56)	84.56
Net Income	<u>41,417.78</u>	<u>(16,979.46)</u>	<u>58,397.24</u>
Total Equity	<u>63,268.67</u>	<u>21,991.57</u>	<u>41,277.10</u>
TOTAL LIABILITIES & EQUITY	<u>197,879.39</u>	<u>28,964.54</u>	<u>168,914.85</u>

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

	Jul '15 - Jun 16	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4100 · Operations (unrestricted)			
4110 · Annual Fund			
4111 · Individual	5,310.00		
4112 · Board Challenge	5,700.00		
4110 · Annual Fund - Other	-	9,000.00	(9,000.00)
Total 4110 · Annual Fund	11,010.00	9,000.00	2,010.00
4114 · Special Event	-	7,000.00	(7,000.00)
4115 · Arts District TIF Funding	100,000.00	100,000.00	-
4120 · Business Partnerships	8,000.00	15,000.00	(7,000.00)
4140 · Corporate Sponsorships	24,250.00	22,500.00	1,750.00
4150 · Fiscal Sponsor Agent Fee	15,900.65		
Total 4100 · Operations (unrestricted)	159,160.65	153,500.00	5,660.65
4200 · Programs (restricted)			
4250 · PEDPIP Committee Match	8,500.00		
4265 · Event & Project Sponsorships	6,945.24		
4270 · Grants & Foundations			
4275 · CP Grants	-	12,500.00	(12,500.00)
4280 · Other Grants	35,000.00		
Total 4270 · Grants & Foundations	35,000.00	12,500.00	22,500.00
Total 4200 · Programs (restricted)	50,445.24	12,500.00	37,945.24
4300 · Other	1,075.72		
5100 · Fiscal Sponsor Inc (restricted)			
5130 · The New Guard	5,000.00		
5140 · Maine Startup	209,910.00		
5170 · Mural Project	8,005.15		
5180 · Bluestocking Film	15,000.00		
Total 5100 · Fiscal Sponsor Inc (restricted)	237,915.15		
5300 · Interest	4.48		
Total Income	448,601.24	166,000.00	282,601.24
Expense			
7100 · Personnel			
7101 · Executive Director	60,405.22	60,000.00	405.22
7102 · Program Assistant	22,824.81	26,880.00	(4,055.19)
7103 · Employee Benefits	14,288.42	18,000.00	(3,711.58)
7104 · Payroll Fee	1,249.00	1,300.00	(51.00)
7105 · Payroll Taxes	6,054.50	5,500.00	554.50
Total 7100 · Personnel	104,821.95	111,680.00	(6,858.05)
7500 · Professional Services			
7510 · Consulting	12,300.00		
7520 · Graphic Design	5,684.82	11,000.00	(5,315.18)
7530 · Legal Fees	70.00	250.00	(180.00)
7540 · Photography & Video	150.00		

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

	Jul '15 - Jun 16	Budget	\$ Over Budget
7545 • Project Management	1,000.00		
7560 • Accounting	9,700.00	10,000.00	(300.00)
7565 • Fundraising	-	500.00	(500.00)
7570 • Technical Support	-	1,000.00	(1,000.00)
7575 • Website Editing and Bloggin	720.00	5,000.00	(4,280.00)
7580 • Other	-	5,000.00	(5,000.00)
Total 7500 • Professional Services	29,624.82	32,750.00	(3,125.18)
8110 • Rent			
8111 • Office Rent	7,326.00	5,000.00	2,326.00
8112 • Electricity	363.60	300.00	63.60
Total 8110 • Rent	7,689.60	5,300.00	2,389.60
8120 • Telecommunications			
8122 • Cell Phone Reimbursements	-	480.00	(480.00)
8123 • Landline	500.92	300.00	200.92
8124 • Software	440.78	200.00	240.78
8125 • Email	288.42	350.00	(61.58)
8126 • Internet	375.81	375.00	0.81
8127 • Website	441.77	500.00	(58.23)
Total 8120 • Telecommunications	2,047.70	2,205.00	(157.30)
8130 • Printing and Reproduction	792.94	1,000.00	(207.06)
8135 • Meetings	200.74		
8137 • Travel - airfare	386.70		
8140 • Food and Venue			
8141 • Venue	715.00		
8142 • Food	3,450.95	5,500.00	(2,049.05)
Total 8140 • Food and Venue	4,165.95	5,500.00	(1,334.05)
8170 • Supplies & Equipment			
8171 • Major Equipment & Furniture	-	500.00	(500.00)
8172 • Office Supplies	636.10	500.00	136.10
Total 8170 • Supplies & Equipment	636.10	1,000.00	(363.90)
8180 • Postage and Delivery	312.42	200.00	112.42
8200 • Professional Development			
8205 • Conferences Attended	167.37		
8210 • Staff Development	1,337.80	250.00	1,087.80
8215 • Travel	463.58		
Total 8200 • Professional Development	1,968.75	250.00	1,718.75
8230 • Dues & Memberships	1,270.00	1,000.00	270.00
8235 • Board Expense	-	50.00	(50.00)
8240 • Insurance			
8241 • Workmen's Compensation	562.75	600.00	(37.25)
8242 • D & O	1,040.00	1,100.00	(60.00)
8243 • General Liability Insurance	2,028.00	2,000.00	28.00
Total 8240 • Insurance	3,630.75	3,700.00	(69.25)
8250 • Bank Service Charges	242.82		

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

	Jul '15 - Jun 16	Budget	\$ Over Budget
8260 · Marketing			
8261 · Communications	1,260.00		
8262 · Promotion	92.48		
Total 8260 · Marketing	1,352.48		
8270 · Depreciation Expense	176.81	500.00	(323.19)
8400 · Miscellaneous	314.43	500.00	(185.57)
9000 · Fiscal Sponsorship Disbursement			
9120 · Bluestocking Film Series	15,000.00		
9300 · The New Guard	5,000.00		
9600 · Maine Startup and Create Week	179,793.35		
9900 · Mural Project	8,005.15		
9910 · NEA Grant	39,750.00		
Total 9000 · Fiscal Sponsorship Disbursement	247,548.50		
Total Expense	407,183.46	165,635.00	241,548.46
Net Ordinary Income	41,417.78	365.00	41,052.78
Other Income/Expense			
Other Income			
4700 · In-Kind Donations	8,929.70		
Total Other Income	8,929.70		
Other Expense			
9950 · In-Kind Expenses	8,929.70		
Total Other Expense	8,929.70		
Net Other Income	-		
Net Income	41,417.78	365.00	41,052.78

Creative Portland
Profit & Loss by Class
July 2015 through June 2016

	<u>General Operating</u>	<u>Fundraising</u>	<u>Programs</u>	<u>Fiscal Sponsorship</u>	<u>TOTAL</u>
Ordinary Income/Expense					
Income					
4100 · Operations (unrestricted)					
4110 · Annual Fund					
4111 · Individual	5,310.00	0.00	0.00	0.00	5,310.00
4112 · Board Challenge	5,700.00	0.00	0.00	0.00	5,700.00
Total 4110 · Annual Fund	11,010.00	0.00	0.00	0.00	11,010.00
4115 · Arts District TIF Funding	100,000.00	0.00	0.00	0.00	100,000.00
4120 · Business Partnerships	7,000.00	0.00	1,000.00	0.00	8,000.00
4140 · Corporate Sponsorships	500.00	0.00	23,750.00	0.00	24,250.00
4150 · Fiscal Sponsor Agent Fee	15,900.65	0.00	0.00	0.00	15,900.65
Total 4100 · Operations (unrestricted)	134,410.65	0.00	24,750.00	0.00	159,160.65
4200 · Programs (restricted)					
4250 · PEDPIP Committee Match	0.00	0.00	5,000.00	3,500.00	8,500.00
4265 · Event & Project Sponsorships	375.00	0.00	6,570.24	0.00	6,945.24
4270 · Grants & Foundations					
4280 · Other Grants	0.00	0.00	0.00	35,000.00	35,000.00
Total 4270 · Grants & Foundations	0.00	0.00	0.00	35,000.00	35,000.00
Total 4200 · Programs (restricted)	375.00	0.00	11,570.24	38,500.00	50,445.24
4300 · Other	1,075.72	0.00	0.00	0.00	1,075.72
5100 · Fiscal Sponsor Inc (restricted)					
5130 · The New Guard	0.00	0.00	0.00	5,000.00	5,000.00
5140 · Maine Startup	0.00	0.00	0.00	209,910.00	209,910.00
5170 · Mural Project	0.00	0.00	0.00	8,005.15	8,005.15
5180 · Bluestocking Film	0.00	0.00	0.00	15,000.00	15,000.00
Total 5100 · Fiscal Sponsor Inc (restricted)	0.00	0.00	0.00	237,915.15	237,915.15
5300 · Interest	4.48	0.00	0.00	0.00	4.48
Total Income	135,865.85	0.00	36,320.24	276,415.15	448,601.24

Creative Portland
Profit & Loss by Class
July 2015 through June 2016

	<u>General Operating</u>	<u>Fundraising</u>	<u>Programs</u>	<u>Fiscal Sponsorship</u>	<u>TOTAL</u>
Expense					
7100 · Personnel					
7101 · Executive Director	49,852.43	4,421.66	6,131.13	0.00	60,405.22
7102 · Program Assistant	1,262.45	831.65	20,730.71	0.00	22,824.81
7103 · Employee Benefits	8,928.15	876.82	4,483.45	0.00	14,288.42
7104 · Payroll Fee	780.44	76.65	391.91	0.00	1,249.00
7105 · Payroll Taxes	3,783.17	371.54	1,899.79	0.00	6,054.50
Total 7100 · Personnel	64,606.64	6,578.32	33,636.99	0.00	104,821.95
7500 · Professional Services					
7510 · Consulting	1,562.15	153.40	10,584.45	0.00	12,300.00
7520 · Graphic Design	0.00	0.00	5,684.82	0.00	5,684.82
7530 · Legal Fees	43.73	4.30	21.97	0.00	70.00
7540 · Photography & Video	0.00	0.00	150.00	0.00	150.00
7545 · Project Management	0.00	0.00	1,000.00	0.00	1,000.00
7560 · Accounting	6,061.07	595.25	3,043.68	0.00	9,700.00
7575 · Website Editing and Bloggin	253.06	24.85	442.09	0.00	720.00
Total 7500 · Professional Services	7,920.01	777.80	20,927.01	0.00	29,624.82
8110 · Rent					
8111 · Office Rent	4,577.67	449.56	2,298.77	0.00	7,326.00
8112 · Electricity	227.21	22.31	114.08	0.00	363.60
Total 8110 · Rent	4,804.88	471.87	2,412.85	0.00	7,689.60
8120 · Telecommunications					
8123 · Landline	313.00	30.74	157.18	0.00	500.92
8124 · Software	99.97	290.62	50.19	0.00	440.78
8125 · Email	180.22	17.70	90.50	0.00	288.42
8126 · Internet	234.84	23.06	117.91	0.00	375.81
8127 · Website	195.45	19.19	227.13	0.00	441.77
Total 8120 · Telecommunications	1,023.48	381.31	642.91	0.00	2,047.70
8130 · Printing and Reproduction	0.00	48.94	744.00	0.00	792.94
8135 · Meetings	125.43	12.32	62.99	0.00	200.74
8137 · Travel - airfare	0.00	0.00	386.70	0.00	386.70

Creative Portland
Profit & Loss by Class
July 2015 through June 2016

	<u>General Operating</u>	<u>Fundraising</u>	<u>Programs</u>	<u>Fiscal Sponsorship</u>	<u>TOTAL</u>
8140 · Food and Venue					
8141 · Venue	0.00	0.00	715.00	0.00	715.00
8142 · Food	13.63	1.34	3,435.98	0.00	3,450.95
Total 8140 · Food and Venue	<u>13.63</u>	<u>1.34</u>	<u>4,150.98</u>	<u>0.00</u>	<u>4,165.95</u>
8170 · Supplies & Equipment					
8172 · Office Supplies	212.04	57.60	366.46	0.00	636.10
Total 8170 · Supplies & Equipment	<u>212.04</u>	<u>57.60</u>	<u>366.46</u>	<u>0.00</u>	<u>636.10</u>
8180 · Postage and Delivery	195.22	19.17	98.03	0.00	312.42
8200 · Professional Development					
8205 · Conferences Attended	107.37	60.00	0.00	0.00	167.37
8210 · Staff Development	1,337.80	0.00	0.00	0.00	1,337.80
8215 · Travel	463.58	0.00	0.00	0.00	463.58
Total 8200 · Professional Development	<u>1,908.75</u>	<u>60.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,968.75</u>
8230 · Dues & Memberships	1,270.00	0.00	0.00	0.00	1,270.00
8240 · Insurance					
8241 · Workmen's Compensation	562.75	0.00	0.00	0.00	562.75
8242 · D & O	1,040.00	0.00	0.00	0.00	1,040.00
8243 · General Liability Insurance	2,028.00	0.00	0.00	0.00	2,028.00
8240 · Insurance - Other	-1,362.05	222.79	1,139.26	0.00	0.00
Total 8240 · Insurance	<u>2,268.70</u>	<u>222.79</u>	<u>1,139.26</u>	<u>0.00</u>	<u>3,630.75</u>
8250 · Bank Service Charges	141.68	13.91	87.23	0.00	242.82
8260 · Marketing					
8261 · Communications	515.50	53.08	691.42	0.00	1,260.00
8262 · Promotion	25.00	0.00	67.48	0.00	92.48
Total 8260 · Marketing	<u>540.50</u>	<u>53.08</u>	<u>758.90</u>	<u>0.00</u>	<u>1,352.48</u>
8270 · Depreciation Expense	110.45	10.83	55.53	0.00	176.81
8400 · Miscellaneous	40.26	3.93	270.24	0.00	314.43

Creative Portland
Profit & Loss by Class
July 2015 through June 2016

	<u>General Operating</u>	<u>Fundraising</u>	<u>Programs</u>	<u>Fiscal Sponsorship</u>	<u>TOTAL</u>
9000 · Fiscal Sponsorship Disbursement					
9120 · Bluestocking Film Series	0.00	0.00	0.00	15,000.00	15,000.00
9300 · The New Guard	0.00	0.00	0.00	5,000.00	5,000.00
9600 · Maine Startup and Create Week	0.00	0.00	0.00	179,793.35	179,793.35
9900 · Mural Project	0.00	0.00	0.00	8,005.15	8,005.15
9910 · NEA Grant	0.00	0.00	0.00	39,750.00	39,750.00
Total 9000 · Fiscal Sponsorship Disbursement	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>247,548.50</u>	<u>247,548.50</u>
Total Expense	<u>85,181.67</u>	<u>8,713.21</u>	<u>65,740.08</u>	<u>247,548.50</u>	<u>407,183.46</u>
Net Ordinary Income	50,684.18	-8,713.21	-29,419.84	28,866.65	41,417.78
Other Income/Expense					
Other Income					
4700 · In-Kind Donations	8,929.70	0.00	0.00	0.00	8,929.70
Total Other Income	<u>8,929.70</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>8,929.70</u>
Other Expense					
9950 · In-Kind Expenses	8,929.70	0.00	0.00	0.00	8,929.70
Total Other Expense	<u>8,929.70</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>8,929.70</u>
Net Other Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<u>50,684.18</u>	<u>-8,713.21</u>	<u>-29,419.84</u>	<u>28,866.65</u>	<u>41,417.78</u>



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Creative Portland Board Meeting Minutes

Wednesday, October 5th, 2016

City Hall Rm 24

Board in Attendance: Zeke Callanan, David Brenerman, Arthur Fink, Pat May, Sondra Bogdonoff, Alice Kornhauser, Tim Honey, Patrick Costin, Peter Bass, Penny Harris, Genie O'Brien, Greg Mitchell (arrived at 4pm)

Staff in Attendance: Dinah Minot and Jess Lauren Lipton

Meeting called to order 3:36pm

Welcome and President's comments

Ms. Bogdonoff called the meeting to order and welcomed Ms. Minot as the new executive director of Creative Portland. She greeted each board member individually and acknowledged the renovation of Room 24, including the photography installation on the walls. Ms. Bogdonoff reminded the board of the upcoming event with UNE and PSA unofficially dubbed Challenge of Change 2.0. Alex Kreiger will be the keynote on "Allure of the City" on October 25th, 5:30-7:30pm at Portland High School.

Annual Report

Ms. Bogdonoff noted that the CP board needs to pick a date for the annual report to the city. The suggested date is November 7th.

Mr. Honey made a motion to set the date for November 7th; 2nd Mr. Fink; unanimous.

Consent Agenda and Review Minutes

Ms. Bogdonoff noted that there were no financials to review.

Mr. Costin moved to approve the minutes; 2nd Mr. Brenerman; unanimous.

Program Assistant Report

Ms. Lipton outlined the work she has been doing for CP over the summer. See report in meeting materials.

Mr. Fink asked about permitting issue and liability around First Friday Art Walk. He suggested talking with corporation council and noted that Metro may not be the best partnership for FFAW.

Ms. Lipton noted that transit and parking issues are why CP partnered with Metro to begin with.

Ms. Minot noted that CP can reevaluate in a few months once the program has some time.



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Ms. Kornhauser offered her agreement that it's a big discussion and supported the partnership with Metro.

Ms. Bogdonoff also noted her support of Metro.

84 Free Street

Ms. Bogdonoff asked the board to review the lease with a note to explore the issue around windows and doors. She noted that she has already signed the lease but city council would like a formal vote from the board.

Mr. Costin made the motion to approve the lease presented to the CP Board on October 5th, 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. 2nd Ms. Kornhauser; Mr. Brenerman and Mr. Mitchell recused; unanimous.

Ms. Bogdonoff asked the board to review the loan.

Mr. May made the motion 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. 2nd Mr. Callanan; Mr. Brenerman and Mr. Mitchell recused; unanimous.

Mr. Honey asked what the next action on the space was.

Ms. Bogdonoff noted getting the building permit with architectural drawings was next. She also noted that Ms. Germaine is getting contractor estimates.

Mr. Costin noted that CP will be inventing the space as it's built depending on source materials and that Nat Towle is acting as the general contractor.

Ms. Bogdonoff hoped the space would be resource for art groups to meet and display. She also noted that she has a permit for signage.

Fiscal Sponsorships

Ms. Lipton informally presented Temp to Perm from Bonnie Norlander.

Mr. Callanan asked if this would follow the same format as other fiscal sponsorships.

Ms. Bogdonoff indicated the fee would be 5% unless it's a bigger project.

Mr. Honey asked if fiscal sponsorships can be granted to individuals.

Ms. Bogdonoff noted yes but CP reserves the power to check where they are receiving funding.

Ms. O'Brien ask if CP is actively following the local arts agency guidelines.

Ms. Kornhauser noted that fiscal sponsorships have varied dramatically and that CP has learned along the way.



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Ms Minot acknowledged that she needs time to learn more about the program and to review and evaluate any potential conflicts with potential fundraising.

Arts in the Chamber at 5pm

Ms. Bogdonoff noted that the second edition of Arts in the Chamber programmed by CP would be that evening at 5pm in council chambers.

Board Exercise

Ms. Bogdonoff discussed board vacancies coming up. The board is made up of 8 city appointed board members, 2 ex-officio members, and 9 appointees by the board. She also noted that appointments are occupation driven. The original make-up of the board included creative enterprises and organizations, creative entrepreneurs, higher education and real estate, and artists. She asked the board if this covers who CP represents.

Mr. Honey asked if CP wanted more representation from arts organizations.

Ms. Kornhauser noted it is important to specify nonprofits from commercial entities.

Mr. Callanan noted the importance of having a variety of arts represented and where in Portland they are from.

Ms. O'Brien also noted the lack of racial diversity of board.

Mr. Honey asked what the core foundation is. He noted that CP is the only collective voice of the arts community and need representation to say CP is the voice.

Ms. Bogdonoff noted trying to focus on the foundation of CP, identifying the categories, sectors, and discipline, and how to come up with the matrix.

Mr. Fink stated for CP to be careful of considering itself a representative body versus a board who keeps in touch with various sectors.

Ms. Kornhauser suggested this as an opportunity to think of ways to engage other members of the community and explore a working board versus an advisory board.

Mr. Mitchell suggested doing the work in a subcommittee. He also suggested in lieu of having a nominations committee, the board should be reviewing appointments on a monthly basis.

Mr. Brenerman stated a desire to know what the board's expectations are.

Motion to adjourn 4:55pm

Minutes submitted by Jess Lauren Lipton



Executive Director's Report: December 2016

ADMINISTRATION:

On the job for 8 weeks, I have focused on meeting board members, stakeholders and constituents in our creative economy and have identified a citywide steering committee for our cultural plan. We filed our Form 990 in Mid-November and our annual report is attached.

GOVERNANCE:

On 11/30/16, Andy Graham, Arthur Fink, Genie O'Brien and Penny Harris completed their final third term and are cycling off the board. Mark Rubin, who held a city-appointed city, completed his first term, and Alice Kornhauser, also a corporator appointment, is resigning before her 9th year on the board, effective 12/07/16. Randy Ferrell completed his first term and we will reappoint him today, 12/07/16. Effective 11/30/16, we welcome two new city-appointed board members, Gerard Salvo and Kimberly Cook.

Continuing on our executive committee are Sondra Bogdonoff, President, Tim Honey, Vice President, and Peter Bass, Treasurer. Future assignments will take place in the new year.

FUNDRAISING:

An annual appeal was mailed out on December 2, 2016 to all board members. Simultaneously, the finance committee is currently pursuing community partners to help fund the cultural plan that has a budget estimate of \$60,000. \$25,000 has been secured through Maine Arts Commission (\$10,000 grant) and Portland Development Corporation, where we have received a pledge grant of \$15,000, that will require a 1:1 match.

PORTLAND CULTURAL PLAN:

We plan to launch the cultural plan initiative on January 18th and to host a kick-off event targeted for Feb 3, First Friday Art Walk at our new offices on Free Street. We are retaining the services of Civic Moxie consultants in Boston to help implement and write the cultural plan, and we are soliciting community stakeholders and board members to help facilitate and co-host events, meetings and workshops.

84 FREE STREET:

Thanks to the support of the office of economic development, we have a loan to lease and renovate our new home, a multi-use single space next to the old Pirates Office and



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across from MECA back entrance, will open its doors in January. Creative Portland will have a street presence for the first time in years, and we will host events and welcome the arts and culture community to participate and engage in our space.

AFTA Arts & Economic Prosperity 5:

Arts organization community surveys and audience surveys are still coming in by December 31 deadline. Last year, five Portland arts organizations contributed to the study by helping Creative Portland with the \$2500 fee. Note the challenge of raising \$35,000 in the next 6 months for the cultural plan. Hopefully, the final results will be tabulated by Americans for the Arts (AFTA) and available in June 2017, and we can incorporate some of that data, specific to Portland, into our cultural plan.

CREATIVE PORTLAND PROGRAMMING:

First Friday Art Walk, coordinated and advertised with the help of Jess and Jennifer, our freelance graphic designer, continues to function and run smoothly.

2 Degrees events have been on hiatus until our prospective February 3 launch in conjunction with a cultural plan initiative at 84 Free Street.

FISCAL PARTNERSHIPS CONTINUE:

Including FORK FOOD LAB'S Holiday Market on December 17.

PORTLAND WATERFRONT DEVELOPMENT

Creative Portland is investigating ways to engage the arts community to support the application of the office of economic development's project with Americold. We will also fold that initiative into our cultural plan efforts for citywide engagement.

HAPPY HOLIDAYS!