

^{1.}**Creative Portland Board Meeting Agenda & Packet**

Documents:

[4-5-2017 Agenda Packet.pdf](#)

CREATIVE **PORTLAND**^{ME}

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

Creative Portland Board Meeting

April 5, 2017 3:30 - 5:00pm

84 Free Street

Portland, ME 04101

1. Welcome and President's Comments
2. Approve minutes for Creative Portland (CP) Board meeting on
February 1, 2017 (attached)
3. Approve board nominees Emily Isaacson and Mufalo Chitam for
appointment
4. Cultural Planning update
5. Executive Director Report (attached)

CP Board Minutes
February 1, 2017
Creative Portland Office
84 Free Street

Board in Attendance: Brianna Volk, Greg Mitchell, David Brenerman, Sondra Bogdonoff, Dee Dee Germaine, Peter Bass, Patrick Costin, Tim Honey, Zeke Callahan, Gerard Salvo, Randy Ferrell, Pat May (via telephone)

Audience: n/a

Staff in Attendance: Dinah Minot & Emily Southard

Meeting called to order at: 3:34pm.

Welcome and President's Comments

Ms. Bogdonoff welcomed the board. She thanked everyone who helped make the space come together, and noted it was a great way to start the next chapter of Creative Portland, and that we had a great opening. In response to Mr. Mitchell's question about the budget, Ms. Bogdonoff noted that it is unclear if it came in under budget what with outstanding plumbing bills and other tasks. Ms. Minot says that we came in over budget, but not significantly. The space next door to the CP office is being shown to prospective renters. Ms. Bogdonoff thanked the board for contributing to the annual fund, which has garnered \$1000 to date, and is open until the close of the fiscal year.

Motion to approve December minutes: 1st Mr. Brenerman, 2nd Mr. Costin, Unanimous.

Motion to appoint Pat May as secretary of the board, 1st Mr. Callahan, 2nd Ms. Germaine, Unanimous. No other nominations were put forward.

Executive Director's Report

- New Staff
 - o There was a sendoff for Jess Lauren Lipton as part of the 2 Degrees event
 - o Emily Southard & Colin Cundy have come on board as our two new program assistants
- CP capacity building
 - o Plan to create new committees with the goal of making CP more accountable. These committees would meet every other month opposite board meetings and would include:
 - nominating committee: will present nominees for board members which will be presented at the April board meeting

- cultural plan committee
 - fundraising committee
 - marketing/PR/publicity committee: may overlap with website
 - website overhaul committee
 - governance committee: Kim Cook has expressed willingness to be on this committee
- suggestions from board:
 - present specific descriptions of each committee
 - not initiating all the new committees at the same time, suggested that some might not meet all the time but rather as needed, and expressed a need to involve more people in running the new committees
 - City Hall puts ads out for their boards and interview applicants, this could be helpful for CP to have people encourage others who they think would be good to apply and send their resumes
- Opening party.
 - Pleased with attendance: representatives came from the arts, business, and governmental communities
 - CP received many donations for both the space and the party, people want to help and be involved!
- Art exhibit
 - gave credit to galleries who are showing pieces here
 - bringing in emerging artists
 - put this opening show together herself but envisions having an arts committee in the future to assemble shows, ideally made up of a group of volunteers
- CP publicity
 - people need to know what's going on at CP so people can be ambassadors
 - suggestions from board: Google calendar (including events of our fiscal sponsors), Facebook, sending out more emails to board members
 - have events listed on website
 - having a CP presence at events like The Other Inaugural Ball arts protest (room full of diversity, we want to help people use artistic expression to get their voice heard)
 - note: CP needs to remain neutral and as a 501c3 cannot lobby
 - expressed hope that CP and this board would be the “welcome wagon” and to spread initiatives of the City’s economic opportunity office, especially in immigrant communities
- Arts in the Chamber series
 - 3-4 minute performance before city council meetings
 - Mayor asked CP to book
 - Performers can be from greater Portland but the emphasis is on the city

- Performers are asked to arrive at 5pm for a 5:30pm performance
- The performance is broadcast on public access television and goes into the city's archive
- Asks for the board to provide recommendations for bookings and emphasized the desire for a variety and diversity of ages and types of performances to be included.
- Mr. Salvo will be performing on Feb 6th with The Flukes
- Resource Center
 - In development
 - Asks for the board to think about who they know who could provide a service to the arts community?
- 2 Degrees Update
 - 6th anniversary party at the CP office on January 26th
 - Representative from each sponsor was here, hopes they will all renew their sponsorship for next year
 - Thanks to Mr. Callahan and Mr. Ferrell for taking charge of that committee
 - Possibility of hiring a program assistant specifically for 2 degrees
- First Friday Art Walk
 - February 3: reopening of the Portland Museum of Art
 - street closure, for which Ms. Lipton holds the permit.
 - The city has asked CP to be in charge of all permits for FFAW going forward
 - Reminder: Metro is free on First Fridays after 4pm.
- Cultural plan process.
 - Civic Moxie had a presentation day at the CP office on January 18th. This brought the "Big 8" together for the first time and also brought in other members of the arts community.
 - CP can use strategic plans of other orgs (schools, PPL, PMA, etc...) to hone in on our role and how to creatively problem solve with or without a cultural plan. We must also give the wider community an opportunity to share their thoughts.
 - Two issues related to the cultural plan:
 - 1) should we do a cultural plan?
 - 2) what questions do we want to see used to create it?
 - Asked the board to share their thoughts on undertaking the cultural plan process and to provide a question to ask regarding what is the missing piece in bringing the arts sectors together? A summary of responses:

- \$60,000 is a lot of money, particularly when only 6% of plans come to fruition
- we need to collect and analyze the plans of other organizations
- determine/clarify CP's role in the arts community and the wider community as well
- CP board needs to have it's own visioning exercise/board retreat
 - But does our direction come from the city or from within our board?
- we could use a roadmap/document to promote and talk about
- we can't undertake this effort at the expense of other CP programs
- work on developing infrastructure
- CP has limited capacity to do everything itself

Ms. Minot & Ms. Bogdonoff thanked everyone for their time.

Meeting Adjourned: 5:05pm

Minutes submitted by Emily Southard

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Executive Director Report 04/05/17 Board Meeting

FINANCIAL UPDATE

- Office Renovation
- Financials FY 17 - February & March (attached)
- FY '18 proposed budget will be available in June for approval

FUNDRAISING -

- 10K Maine Arts Commission, 15K PDC matching grant and \$5000 private sponsorship raised to date for cultural plan
- Two grant applications submitted in March. NEA Grant application due end of June.

PROGRAMS

- **First Friday Art Walk** - new partnership includes a broadcast segment on WCSH- NBC affiliate's local "207" program. In-Kind services promote a featured artist from FFAW on location at a selected arts organization venue or in an artist's studio.
- **2 Degrees Program** - Re-Connect event on March 22, hosted at CP. Next 2 degrees in April (TBD) at Cloudport.
- **Arts in Chamber series**
April 5 - Pigeon, street artist
April 24 - Maine Youth Rock Orchestra (MYRO)

COMMUNITY EVENTS & PUBLIC FORUMS (Dinah as panelist)

- Portland Unwrapped - March 22 Custom House
- Art Walk Summit , Maine Arts Commission - April 5 in Brunswick (artwalkmaine.org)
- CCX Workshop NEFA Conference - June 8/9 2017 , New London, CT

FISCAL SPONSOR MEMBERS : (we receive 5% of restricted income)

- For Your Art Partner - a one day public art forum & conference at MECA & CP
- MSCW - June 18-23
- Fork Food Lab
- Maine Youth Rock Orchestra (MYRO)

PROJECT DEVELOPMENT

- Challenge of Change (ongoing discussions in development stage)
- Food Launch & Food Festival -June 22 (see attached)
- Arts & Transit Project - proposed partnership with METRO & GPCOG .
"Celebrating Our Diversity" is the theme for the bus shelter community arts project.

WORK PLAN DRAFT (attached)

				Mar 31, 17	Mar 31, 16	\$ Change
ASSETS						
Current Assets						
Checking/Savings						
	1010	Creative Portland Checking		49,437.96	24,051.26	25,386.70
	1015	Petty Cash		232.77	182.77	50.00
	1030	Investment Account		-	12.52	(12.52)
Total Checking/Savings				49,670.73	24,246.55	25,424.18
Accounts Receivable						
	1100	Accounts Receivable		10,388.42	1,875.00	8,513.42
Total Accounts Receivable				10,388.42	1,875.00	8,513.42
Other Current Assets						
	1300	Security Deposit		600.00	600.00	-
	1600	Prepaid expenses		195.30	140.40	54.90
Total Other Current Assets				795.30	740.40	54.90
Total Current Assets				60,854.45	26,861.95	33,992.50
Fixed Assets						
	1400	Fixed Assets		-	-	-
Total Fixed Assets				-	-	-
TOTAL ASSETS				60,854.45	26,861.95	33,992.50
LIABILITIES & EQUITY						
Liabilities						
Current Liabilities						
Accounts Payable						
	2000	Accounts Payable		16,500.00	2,150.00	14,350.00
Total Accounts Payable				16,500.00	2,150.00	14,350.00
Other Current Liabilities						
	2106-01	Accrued Earned Time		-	4,123.35	(4,123.35)
Total Other Current Liabilities				-	4,123.35	(4,123.35)
Total Current Liabilities				16,500.00	6,273.35	10,226.65
Long Term Liabilities						
	3000	City of Portland Loan		23,516.90	-	23,516.90
Total Long Term Liabilities				23,516.90	-	23,516.90
Total Liabilities				40,016.90	6,273.35	33,743.55
Equity						
	31000	Unrest'd Net Assets		54,944.26	11,369.53	43,574.73
	32000	Temporarily Rest'd Net Assets		8,324.41	10,622.04	(2,297.63)
	32221	Loss/Gain on Investment		-	(140.68)	140.68
Net Income				(42,431.12)	(1,262.29)	(41,168.83)
Total Equity				20,837.55	20,588.60	248.95
TOTAL LIABILITIES & EQUITY				60,854.45	26,861.95	33,992.50

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DRAFT -WORK PLAN FY 17

April through June:

Based on our board retreat survey results and our group discussions to define three top priorities, the following work plan is presented through June:

- 1) Build collaboration and coordination among arts & cultural organizations, including educating and promoting issues of the creative economy.
 - Cultural Planning Initiative
 - Phase 1- Presentation by Susan Silberberg to community at the end of April, following her own interviews and focus groups on April 5 & 6. Briefing at board meeting April 5. Phase 2 & 3 - TBA following Civic Moxie Phase 1 presentation, including discussion and strategies for future fundraising.
 - Fiscal Sponsorship cultivation and development
 - Continue to represent creative economy in local, statewide and regional arts advocacy events and educational workshops and presentations (NEFTA - CCX, AFTA, Maine Arts Commission art walk forum, Challenge of Change)
 - Social Media marketing and promotion of events on Facebook
 - Project development for Fork Food Lab Food Forum & Community Festival during MSCW
- 2) Improve resources to nurture and serve Portland's creatives and arts & cultural organizations including securing grants for public arts and culture community.
 - Complete office renovation
 - Website Improvement Planning
 - Program Commitments (FFAW, 2 Degrees & Arts in the Chamber)
 - Board Development for capacity building and board mix
 - Fundraising
 - cultural plan
 - program & organizational development
 - website
 - grant applications
- 3) Increase & celebrate diversity within the arts and culture community.
 - Project development with GPCOG & Metro & Arts community with the theme "Celebrating Our Diversity" in bus shelters throughout Cumberland County.
 - Engage in discourse and immersion in diverse communities
 - Convene artists for project development representing diversity
 - Continue to book artists in chamber series representing Portland's diversity