

CREATIVE**PORTLAND**^{ME}

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

Creative Portland Board Meeting

June 6, 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 April 5, 2017 (attached)
3. Cultural Planning update (Civic Moxie Summary Report to follow)
4. Approve FY 18 Budget Proposal
5. Executive Director Report (attached)

CP Board Minutes
April 5, 2017
Creative Portland Office
84 Free Street

Board in Attendance: Greg Mitchell, David Brenerman, Sondra Bogdonoff, Patrick Costin, Peter Bass, Tim Honey, Pat May, Kim Cook (via phone), Dinah, Emily

Audience: Susan Silverberg, Mufalo Chitam

Staff in Attendance: Dinah Minot, Emily Southard

Meeting called to order at 3:35pm.

Welcome and President's Comments

Miss Bogdonoff welcomed the board and thanked the board members for attending the retreat in March. She then introduced Susan Silverberg of CivicMoxie, who then gave a brief presentation/overview of the Cultural Plan process to date.

Cultural Plan Update

Miss Silverberg had conducted one-on-one phone interviews with Portland's major cultural organizations. She had been reading the strategic plans that had been collected and was analyzing them to figure out where there was alignment between the different plans. She anticipated being done by the end of April, at which point she will come back and present her findings. So far, she had read roughly half of the strategic plans and talked to about 15 people. From this, she has noticed the following:

- There was remarkable alignment on some major themes.
- Typical questions revolved around the mission and role of Creative Portland and how CP has served or might serve their organization in the future, as well as the state of arts & culture and the creative economy and opportunities for collaboration.
- Creative Portland is seen as a kind of "black box" in that people think they know what we should be doing but anything could be happening here and no one's quite sure what it is. This currently makes it hard to make the argument for what the value is and why the organization should be funded.
- The three pieces to Creative Portland are as a recruitment tool for city the city, to help established arts and cultural organizations, and to serve artists and small neighborhood

arts and cultural organizations as well These pieces all provide different value but they do not believe can serve all three.

- Creative Portland isn't perceived as being "the city"
- Organizations are reluctant to put time into a cultural plan effort if it does not have the power to have positive change
- There is confusion regarding the roles of Creative Portland, Portland Downtown, and Visit Portland (formerly the Convention & Visitors Bureau)
- People also agree that First Friday Art Walk needs a refresh (keep constituency but make it uniquely Portland), big cultural orgs believe they need to refresh themselves too

Miss Bogdonoff informed the board that Mr. Honey and herself have formed a cultural planning sub committee and invited anyone else who was interested to join them.

Motion to approve board nominees Emily Issacson and Mufalo Chitam

First: Ms. Bogdonoff, Second: Mr. Costin, Unanimous

Motion to approve February Minutes

First: Mr. Bass, Second: Mr Brenerman, Unanimous

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Continuation of President's Comments

Miss Bogdonoff had been thinking about the board coming out of the board retreat. She will be attending the Maine Association of Nonprofits board boot camp in May and invited other members to join her. Mr. Honey suggested having someone come in and do a workshop with the whole board. She also expressed a desire to have a six month performance evaluation of Ms. Minot.

Executive Director Report

- Financial update
 - completed phase one of office renovation, any additions will have to be through fundraising or donation
 - CP is in the red due to renovations, but we're shifting liabilities, paid \$35k, budgeted \$40k, there's a little bit of work yet
 - PDC half match and MAC grant covers \$15,000 for paying CivicMoxie for phase 1 of the cultural planning process
 - FY18 budget will be informed by results from cultural plan
 - Nina, CP's longtime bookkeeper, has left, now we have Andrew Wood and Casey Skovran at OPUS
 - CMP bill is \$500 per month, didn't know it would be that high going in

- The treasurer should take on the responsibility to present financials at board meetings, Sondra agrees
- Programs Update
 - First Friday Art Walk
 - think about what you think the value is to Portland's identity. should it be one of our priorities?
 - new partner: WCSH, in-kind services, profile artists in their environment on 207 Thursday nights (and again Friday morning)
 - Cost of FFAW = \$500 a month not including staff time
 - Time to renew sponsors - in exchange they will be given a logo and a spot on the map
 - need to expose people to art and arts patronage, get them into studios, get them buying
 - 2 Degrees
 - March 22nd event was successful, enthusiasm of connectors
 - would like to man and expand
 - next event: April 27th at Cloudport
 - Arts in the Chamber: proposing once a month instead of every meeting, thinks city will approve
- Recent events where Creative Portland was represented: Art Walk Summit, Portland Unwrapped
- Fiscal Sponsors
- Project Development
 - Challenge of Change
 - Diversity Initiatives: GPCOG Arts in Transit project
 - Just what CP should be doing, getting lots of people involved, facilitating the hiring of artists, celebrating diversity, celebrating communities,
 - federal money behind it
 - 45 total bus stops, 15 new ones have been ordered. The bus shelters will be used as an art canvas.
 - Wants city to be a part of this project and to get some credit and validation. Show the value of arts for social impact.
- Work Plan
 - Used headers of priorities from board retreat

Meeting adjourned 4:49pm

Minutes submitted by Emily Southard

**Creative Portland
Profit Loss Budget Overview**

July 2016 through June 2017

	FY 17 Budget	FY 17 Actual	FY 17 Actual (Normalized)	FY 18 Budget
	<u>Jul '16 - Jun 17</u>	<u>Jul '16 - Apr 17</u>	<u>Jul '16 - Jun 17</u>	<u>Jul '17 - Jun 18</u>
Ordinary Income/Expense				
Income				
4100 · Operations (unrestricted)				
4110 · Annual Fund	9,000	3,029	3,635	10,000
4115 · Arts District TIF Funding	100,000	75,000	100,000	100,000
4140 · Corporate Sponsorships	25,000	1,875	2,250	24,004
Total 4100 · Operations (unrestricted)	134,000	79,904	105,885	134,004
4200 · Programs (restricted)				
4215 · Cultural Plan Income		10,000	15,457	20,000
4200 · Programs (restricted) - Other	50,000			
Total 4200 · Programs (restricted)	50,000	14,575	17,490	50,000
4300 · Other	0	1,149	1,379	0
49900 · Uncategorized Income	0	4,395	5,274	0
Total Income	184,000	110,023	145,484	204,004
Expense				
7100 · Personnel	85,000	55,676	66,811	100,000
7500 · Professional Services	72,000	14,816	17,780	72,000
8110 · Rent	5,000	9,609	11,531	7,200
8120 · Telecommunications	2,000	2,979	3,575	3,600
8130 · Printing and Reproduction	0	1,061	1,273	1,200
8135 · Meetings	0	392	470	600
8140 · Food and Venue	1,500	1,420	1,704	1,500
8170 · Supplies & Equipment	2,000	4,299	5,159	3,500
8180 · Postage and Delivery	200	187	225	240
8200 · Professional Development	0	3,873	4,648	5,100
8230 · Dues & Memberships	1,000	355	426	1,200
8235 · Board Expense	0	121	145	0
8240 · Insurance	3,100	2,704	3,244	3,480
8250 · Bank Service Charges	0	51	61	60
8251 · Filing Fees	0	70	84	85
8260 · Marketing	0	1,145	1,374	2,500
8400 · Miscellaneous		670	804	0
8550 · Interest Exp - City Loan		140	168	0
Total Expense	171,800	99,568	119,481	202,265
Net Ordinary Income	12,200	10,455	26,003	1,739
Other Income/Expense				
Other Income				
4700 · In-Kind Donations	0	601	601	0
Total Other Income	0	601	601	0
Other Expense				
4190 · Reimbursed Expenses	0	1,800	1,800	0
9950 · In-Kind Expenses	0	601	601	0
Total Other Expense	0	2,401	2,401	0
Net Other Income	0	-1,800	-1,800	0
Net Income	12,200	8,655	24,203	1,739
Fiscal Sponsorship				
4150 · Fiscal Sponsor Agent Fee	0	3,790	4,548	4,800
5100 · Fiscal Sponsor Inc (restricted)	0	132,799	159,359	96,000
9000 · Fiscal Sponsorship Disbursement	0	213,777	256,533	100,800
Fiscal Sponsorship Net Transactions	0	-77,188	-92,626	0

*Timing issue due to revenue coming in prior to beginning of FY17 and expenditures occurring after beginning of FY17

Creative Portland

Balance Sheet

As of April 30, 2017

	<u>Apr 30, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · Creative Portland Checking	35,709
1015 · Petty Cash	233
Total Checking/Savings	<u>35,942</u>
Other Current Assets	
1600 · Prepaid expenses	
1610 · Prepaid Insurance	1,443
1600 · Prepaid expenses - Other	195
Total 1600 · Prepaid expenses	<u>1,638</u>
Total Other Current Assets	<u>1,638</u>
Total Current Assets	37,579
Fixed Assets	
1400 · Fixed Assets	
1410 · Equipment	1,591
1420 · Accumulated Depreciation	-1,591
1450 · Leasehold Improvements	
1455 · Accumulated Depreciation	-300
1450 · Leasehold Improvements - Other	36,058
Total 1450 · Leasehold Improvements	<u>35,758</u>
Total 1400 · Fixed Assets	<u>35,758</u>
Total Fixed Assets	35,758
TOTAL ASSETS	<u><u>73,337</u></u>
LIABILITIES & EQUITY	
Liabilities	
Long Term Liabilities	
3000 · City of Portland Loan	23,225
Total Long Term Liabilities	<u>23,225</u>
Total Liabilities	23,225
Equity	
30500 · Retained Earnings	55,377
31000 · Unrest'd Net Assets	
31100 · Unrest'd Undesignated NA	56,904
Total 31000 · Unrest'd Net Assets	56,904
32000 · Temporarily Rest'd Net Assets	6,365
Net Income	-68,534
Total Equity	<u>50,112</u>
TOTAL LIABILITIES & EQUITY	<u><u>73,337</u></u>

Creative Portland
Profit & Loss by Class
July 2016 through April 2017

	General Operating	Fundraising	Cultural Plan (Programs)	LiveWorkPort land (Programs)	2 Degrees (Programs)	Work in Place Summit (Programs)	First Friday Art Walk (Programs)	Total Programs	Total Fiscal Sponsorship	Unclassified	TOTAL
Ordinary Income/Expense											
Income											
Total Income	90,550	0	10,000	2,500	10,725	0	3,000	26,225	125,442	4,395	246,612
Expense											
Total Expense	122,465	316	3,506	0	1,569	513	5,396	10,984	204,198	-24,618	313,346
Net Ordinary Income	-31,915	-316	6,494	2,500	9,156	-513	-2,396	15,241	-78,757	29,013	-66,734
Other Income/Expense											
Net Other Income	-1,800	0	0	0	0	0	0	0	0	0	-1,800
Net Income	-33,715	-316	6,494	2,500	9,156	-513	-2,396	15,241	-78,757	29,013	-68,534

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Executive Director Report 06/06/17 Board Meeting

FINANCIAL UPDATE

- Financials FY 17 - (attached)
- FY '18 proposed budget review

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. Will hear back at end of June.
- Applying for NEA grant - application due end of June.
- Renewed and increased First Friday sponsorships.
- Renewed 2 Degrees Sponsors

PROGRAMS

- **Cultural Plan**
- **First Friday Art Walk**
- **Arts in the Chamber:**
 - May 1 - Spencer Albee
 - June 5 Maine Squeeze - Accordion Ensemble
- **2 Degrees:**
 - Tuesday June 20: MSCW event - Battledecks @ Portland House of Music

COMMUNITY EVENTS & WORKSHOPS

- CCX Workshop NEFA Conference - June 8/9 2017 , New London, CT
- Portland Bach Festival presents "Build Your Own Instrument" at CP - June 23

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

- For Your Art Partner - a one day public art forum - @ MECA June 3
- MSCW - June 18-23
- Portland Food Festival June 22

PROJECT DEVELOPMENT

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