

CREATIVEPORTLAND^{ME}

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

Board of Directors Meeting

Tuesday, October 3, 2017

3:30 - 5:00pm

84 Free Street

AGENDA

Welcome and President's Comments

1. Consent Agenda

- a. August Minutes (attached)
- b. Financial Update (attached)
- c. Executive Director's report (attached)

ACTION: Vote to accept Consent Agenda

2. Governance

- a. Re-Appoint Board members Dee Dee Germaine & Peter Bass
- b. Welcome new board members
- c. Creative Portland Annual Meeting

ACTION: Vote to set date as December 6, 2017

- d. Annual Meeting of the Corporator (City of Portland)

ACTION: Vote to set date as November 20, 2017

3. Sustainability Committee Recommendations

4. Cultural Planning update

2018 Meeting Dates

February 7

April 4

June 6

August 1

October 3

December 5

Creative Portland Board Minutes
August 2nd, 2017
Creative Portland Office
84 Free Street

Board in attendance: Sondra Bogdonoff, Greg Mitchell, Kim Cook, DeeDee Germaine, Patrick Costin, Peter Bass, Tim Honey, Gerard Salvo, David Brenerman, Randy Ferrell, Zeke Callanan, Mufalo Chitam

Absent: Briana Volk, Pat May, Emily Isaacson

Audience: n/a

Staff in Attendance: Dinah Minot & Emily Southard

Meeting called to order at: 3:31pm

Welcome and President's Comments

Welcome and discussion of Challenge of Change mapping project. Culminating event will be held at SPACE on September 27.

Motion to approve June Minutes

First: Mr. Honey, Second: Mr. Bass

After discussion, it was decided that in the future, there will be two documents available:

- 1) a meeting summary for those absent and/or interested and
- 2) For board approval, minutes highlighting decisions and action items.

Vote: Unanimous

Presentation from Cultural Plan Internal Work Group

Motion on Recommendation One: New purpose statement: *Creative Portland recognizes the arts and cultural sector as the core foundation of the creative economy. Creative Portland's goal is to provide advocacy, resources and branding/marketing for the City's art and cultural assets, as the key to sustaining and growing the creative economy.*

First: Mr. Costin, Second: Mr. Honey

Vote: Unanimous

Motion on Recommendation Two: Approve three buckets of focus for Creative Portland:

Advocacy, Resources & Branding

First: Mr. Costin, Ms. Chitam

Vote: unanimous

Discussion on Recommendations Three & Four, no vote at this time but Ms. Bogdonoff asked for board members to volunteer for working group on recommendation Three.

Members of working group for organizational structure/financial sustainability: Ms. Germaine, Mr. Costin, Mr. Callanan, Mr. Ferrell, Mr. Honey

Cultural Planning Update - Next Steps

Discussion of path forward, including fundraising, timeline, formation of leadership group, and hiring an outside facilitator.

Executive Director Report & Work Plan

For the next 6 months, CP will continue focusing on existing programs and will re-evaluate after finishing the cultural planning process.

Motion to approve up to \$10,000 for a local facilitator to do this process for no more than 6 months

First: Mr. Honey, Second: Mr. Mitchell

Vote: unanimous

Discussion re: having a small group of the board draw up a request for proposals that will be put out to a small group to solicit proposals.

Board Development

There are several vacancies on the board, and the city has posted the vacancies on the city website.

Adjourned at: 5:06pm

Minutes respectfully submitted by Emily Southard

Creative Portland

Profit & Loss Budget vs. Actual

July through August 2017

	TOTAL			
	Jul - Aug 17	Budget	\$ Over Budget	FY 18 Budget
Ordinary Income/Expense				
Income				
4100 · Operations (unrestricted)				
Total 4100 · Operations (unrestricted)	37,415.00	34,800.66	2,614.34	158,804
Total 4200 · Programs (restricted)	5,948.94	8,500.00	-2,551.06	50,000
5100 · Fiscal Sponsor Inc (restricted)				
Total 5100 · Fiscal Sponsor Inc (restricted)	19,285.00	16,000.00	3,285.00	96,000
Total Income	62,648.94	59,300.66	3,348.28	304,804
Expense				
6100 · Cost of Programs				
6110 · Cost of Program Cultural Plan	2,906.05			
Total 6100 · Cost of Programs	2,906.05			
7100 · Personnel	17,000.00	17,000.00	0.00	102,000
Total 7500 · Professional Services	1,171.25	12,000.00	-10,828.75	72,000
Total 8110 · Rent & Office	892.23	1,200.00	-307.77	7,200
Total 8120 · Telecommunications	314.53	600.00	-285.47	3,600
8130 · Printing and Reproduction	265.92	200.00	65.92	1,200
8135 · Meetings	50.12	100.00	-49.88	600
Total 8140 · Food and Venue	59.67	250.00	-190.33	1,500
Total 8170 · Supplies & Equipment	492.05	582.00	-89.95	3,500
8180 · Postage and Delivery	113.07	40.00	73.07	240
Total 8200 · Professional Development	275.00	850.00	-575.00	5,100
8230 · Dues & Memberships	15.00	200.00	-185.00	1,200
8240 · Insurance	288.50	580.00	-291.50	3,480
8250 · Bank Service Charges	0.00	10.00	-10.00	60
8251 · Filing Fees	0.00	0.00	0.00	85
Total 8260 · Marketing	300.00	416.66	-116.66	2,500
8550 · Interest Exp - City Loan	165.46			
Total 9000 · Fiscal Sponsorship Disbursement	21,540.15	16,666.66	4,873.49	100,000
Total Expense	45,849.00	50,695.32	-4,846.32	304,265
Net Ordinary Income	16,799.94	8,605.34	8,194.60	539
Net Income	16,799.94	8,605.34	8,194.60	539

Creative Portland

Statement of Financial Position

As of August 31, 2017

	<u>Aug 31, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · Creative Portland Checking	46,924.32
1015 · Petty Cash	34.51
Total Checking/Savings	<u>46,958.83</u>
Accounts Receivable	
1100 · Accounts Receivable	5,388.42
Total Accounts Receivable	<u>5,388.42</u>
Other Current Assets	
1600 · Prepaid expenses	
1610 · Prepaid Insurance	865.50
1600 · Prepaid expenses - Other	195.30
Total 1600 · Prepaid expenses	<u>1,060.80</u>
Total Other Current Assets	<u>1,060.80</u>
Total Current Assets	53,408.05
Fixed Assets	
1400 · Fixed Assets	
1410 · Equipment	1,590.90
1420 · Accumulated Depreciation	-1,590.90
1450 · Leasehold Improvements	
1455 · Accumulated Depreciation	-1,502.40
1450 · Leasehold Improvements - Other	36,058.02
Total 1450 · Leasehold Improvements	<u>34,555.62</u>
Total 1400 · Fixed Assets	<u>34,555.62</u>
Total Fixed Assets	<u>34,555.62</u>
TOTAL ASSETS	<u>87,963.67</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	100.00
Total Accounts Payable	100.00
Other Current Liabilities	
2105-01 · Accrued Payroll Liability	17,000.00
Total Other Current Liabilities	<u>17,000.00</u>
Total Current Liabilities	17,100.00
Long Term Liabilities	
3000 · City of Portland Loan	22,185.96
Total Long Term Liabilities	<u>22,185.96</u>
Total Liabilities	39,285.96
Equity	
30500 · Retained Earnings	-31,390.90
31000 · Unrest'd Net Assets	
31100 · Unrest'd Undesignated NA	56,903.66
Total 31000 · Unrest'd Net Assets	56,903.66
32000 · Temporarily Rest'd Net Assets	6,365.01
Net Income	16,799.94
Total Equity	<u>48,677.71</u>
TOTAL LIABILITIES & EQUITY	<u>87,963.67</u>

Creative Portland Cultural Plan Activity Fiscal Year 2018

	<u>Jul - Aug 17</u>
Ordinary Income/Expense	
Income	
4200 · Programs (restricted)	
4215 · Cultural Plan Income	5,948.94
Total 4200 · Programs (restricted)	<u>5,948.94</u>
Total Income	5,948.94
Expense	
6100 · Cost of Programs	
6110 · Cost of Program Cultural Plan	2,906.05
Total 6100 · Cost of Programs	<u>2,906.05</u>
Total Expense	<u>2,906.05</u>
Net Ordinary Income	3,042.89
Net Income	<u><u>3,042.89</u></u>

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Executive Director Report - 10/02/17

PROGRAMS & INITIATIVES

- **First Friday Art Walk** - Five new galleries have opened in Portland this past year, including SPEEDWELL projects, Grant Wahlquist, Jan ter Weele Studio, Rabkin Foundation and Abel Baker Contemporary. Organizations and businesses are incorporating galleries and art exhibition space for clients, including banks, hair salons, coffee shops and retail outlets. These art galleries and growing showcases enhance the art walk experience as well as the cultural benefits of the art walk. My plan is to investigate other neighborhoods for art walk expansion and inclusion, if there is solidarity among the board regarding the value and continued interest of managing the program.
- **2 Degrees Program** - Wednesday, October 18 from 5:30-7:30pm at the Greater Portland Immigrant Welcome Center, 24 Preble Street. The current exhibit, including a dozen local artists, was curated by Creative Portland, and all art work hangs for sale.
- **Arts in Chamber series** - On Monday, September 18th, the chamber rocked with a stunning performance by Burundian drummers, Batimbo United, showcasing one of Portland's finest cultural assets. On Monday, October 2, Dooryard Arts Collective present two of their artists' work, including abstract painter, Marci SPP and performance artist, _____.
- **Creative Portland Art Gallery** - Opening Reception for our Fall Art Exhibit is on October 19 from 5:30-7:30pm at 84 Free Street. All CP board members are invited to attend. This is our first juried art exhibition, represented 18 artists from Greater Portland, selected by our new volunteer curatorial team.
- **Challenge of Change 3.0** - October 28th at Hannaford Hall at USM. Featuring a keynote speaker and panel discussion focused on how we can work together as Portland grows. A partnership with

PSA, Portland Regional Chamber of Commerce, USM Muskie School, and UNE.

- **Monday Morning Drop By** - Our informal coffee gathering, on the first Monday of every month, welcomes stakeholders, artists, makers and community partners in a morning 'meet & greet' to catch up on the latest events and happenings in the cultural life of Portland. The main cultural highlight this week was the breathtaking outdoor performance on the facade of the Westin Hotel and One City Center by Bandaloop, presented by Portland Ovations on Thursday & Friday 9/28 & 9/29.

BOARDS & COMMITTEES

I continue to sit on the committees and/or boards of Economic & City Affairs Committee of the Portland Community Chamber (ECAC-PCCC), PPAC (Portland Public Art Committee), the Economic Development Steering Committee (EDSC), USM Economic Development Plan Committee, GPCOG's Transit Advisory Committee, the Cultural Partners Committee, and the Cultural Plan Work Group committee. As I approach my first anniversary on the job, CP's advocacy role for the arts and culture sector is beginning to take shape. For instance, I have recommended artists and makers as tenants for available lease in one of the new West Bayside development parcels. Most important, we have engaged over 275 local artists through our Open Call and outreach to develop an artist database for future communication.

COMMUNITY PARTNERSHIPS:

I have also convened several artist committees, including dancers, visual artists, filmmakers, and musicians. Personally getting to know the talent in Greater Portland helps us as an organization to expand our talent database to create an opportunity for connectivity and to position ourselves as a source for creating partnerships. One recent benefit of the filmmakers meet up, for instance, is that we captured footage of the Bandaloop performance, donated as an in-kind service, to provide Creative Portland with exciting content for a larger project or "sizzle" reel to showcase Portland's vibrant cultural life.

OTHER INITIATIVES in DEVELOPMENT, including Partners & Projects

- Abyssinian House & Underground Railroad
- WORLD AIDS DAY - FFAW December 1 (with partners MECA, Frannie Peabody, Congress Square, Portland Downtown, CBD, Space, Zero Station and more)
- GP ImmigrantWelcome Center - Current Art exhibit curated by Creative Portland and next 2 degrees event location on October 18.
- Clynk/Hannaford
- Hannaford cause bag program for the month of October at Forest Ave location.
- WCSH - 207 featured artist or cultural venue once a month
- CPCOG/METRO- Arts & Shelters pilot program
- CP & Portland Ovations partnership on Bandaloop
- CBHS- Casco Bay High School seniors SYRIA project. CP was asked to partner and help find exhibition space
- Maine Office of Tourism - Discussing cultural tourism opportunities with ME Office of Tourism and Visit Portland.
- West Elm art showcase

FUNDRAISING:

As we begin to build a value-based and a community-based fundraising strategy, it is evident that our focus will continue to be on community engagement to build relationships and share resources, while we gain a reputation as a hub of information and connectivity. I feel confident that we can attract sponsors for a technology upgrade and for an arts & shelter pilot program.

Soon, we will be poised to launch an annual appeal. Hiring a development person and/or a grant researcher/writer would be most helpful.

BOARD DEVELOPMENT:

Am proud to have attracted six new board members to Creative Portland this past calendar year. More to follow as we set up our future exec committee, governance committee, finance committee and advancement committee, among programs and other committees. Slate of nominees for executive committee will be presented at our Annual Meeting on Dec 6.