

CREATIVE PORTLAND^{ME}

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

Board of Directors Meeting

Wednesday, May 2, 2018

3:30 - 5:00pm

84 Free Street

AGENDA

Welcome and President's Comments

1. **Governance:**

- a. PACA merger into Creative Portland

ACTION: Vote to accept merger of Portland Arts & Cultural Alliance (PACA), as amended and passed by City Council on March 19, 2012, to be filed with the State of Maine.

2. **Consent Agenda**

- a. January (& special April Meeting) Minutes (attached)
b. Financial Update (attached)
c. Executive Director's Report (attached)

ACTION: Vote to accept Consent Agenda

3. **Executive Director Update**

4. **Committee Chair Updates**

- Finance (Brian)
- Governance (Carol)
- Advancement (Kate)

5. **Discussion: FY19 Work Plan**

Note: Mission & Core Values Statement (attached)

6. **Discussion: Case for Growth Initiative**

What is Creative Portland's role?

Consultant Ben Dudley presents overview, followed by Q & A

Next board meeting

Wednesday, June 27 (last meeting of FY18)

Creative Portland Board Minutes

January 3, 2018

Creative Portland Office

84 Free Street

Board in Attendance: Carol Walker Aten, Brian Marshall, Daniel Minter, Peter Bass, Greg Mitchell, David Brenerman, Kate Anker, Raffi Der Simonian, Emily Isaacson, Zeke Callanan

Staff: Dinah Minot & Emily Southard

Audience: Allie Legere, Julia Durgie, Carol McCracken

Meeting called to order 3:37pm

Welcome & President's Comments

Welcome to the board.

Consent Agenda

Mr. Brenerman reminded the board that they had already received the materials in the consent agenda and asked if there were any questions or changes to note. There were none.

Motion to Accept Consent Agenda

First: Mr. Bass; Second: Ms. Anker

Discussion: n/a

Vote: Unanimous

Committees established at board retreat

Review of the committees and announcement of the committee chairs, as follows:

- Governance - Ms. Aten
- Finance - Mr. Marshall
- Advancement - Ms. Anker

Each chair then gave a brief synopsis of the purpose and tasks of their committee. Committee meetings will occur every other month, on the alternate month of board meetings, or more or less frequently as deemed necessary.

Executive Director's Report

An interim work plan as well as an amended budget were presented to guide the organization for the second half of fiscal year 2018. Discussion ensued regarding individual items on the work plan and alignment with the mission, a conversation that it was decided should be continued in the committees over the next six months to inform a work plan for fiscal year 2019. The interim work plan was approved.

Other Business

The Executive Director asked for assistance from the board with booking Arts in the Chamber performers and "manning the fort" during First Friday Art Walk.

Motion to adjourn

First: Mr. Der Simonian

Vote: Unanimous

Meeting adjourned 5:02pm

Minutes respectfully submitted by Emily Southard

Creative Portland Board Minutes

April 19, 2018 - 9-10:30am

Creative Portland Office

84 Free Street

Board In Attendance: David Brenerman, Lisa Bloss, Greg Mitchell, Mufalo Chitam, Daniel Minter, Randy Ferrell, Randy Ferrell, Brian Marshall, Raffi Der Simonian, Ezekiel Callanan, Kate Anker, Nicole Barna, Peter Bass

Board Absent: Carol Walker Aten, Kim Cook, Dee Dee Germaine, Emily Isaacson, Gerard Salvo, Briana Volk

Staff in Attendance: Dinah Minot, Emily Southard, Guenola Lefevre

Audience: Allie Legere, Julia Durgie

Welcome & President's Comments

Welcome to the board. Reminder that the board meeting scheduled for March 8th had been canceled due to snow and that the present meeting was scheduled to address items that could not wait until the next regularly-scheduled meeting on May 2nd.

Executive Director Update

Cultural Plan Update & Proposed Arts & Culture Summit: May 31st

An overview of the cultural planning process to date and an outline of a proposed arts & cultural summit to be held on May 31st to conclude Phase 3. After discussion, the board expressed support for the proposed summit with no objections.

Art Outta the Park Proposal: June 29th

A proposal for an event on June 29th with the Sea Dogs named Art Outta the Park to involve arts organizations, visual artists, musicians, and other performers both inside and outside the ballpark. The board expressed support for the event with no objections.

"(Almost) Black & White" Exhibition

Reminder that the opening of Creative Portland's upcoming art exhibition, "(Almost) Black & White" would be held the following Thursday, April 26th, from 5:30-7:30pm.

Professional Development Workshops

Brief update on the professional development workshop series, noting the potential for future growth.

Challenge of Change / Case for Growth Update

Update from Mr. Bass on prior and ongoing efforts of the Challenge of Change and Case for Growth initiatives, and discussion regarding Creative Portland's role and participation in the initiatives.

Fundraising Update

Update from fundraising committee chair Ms. Anker following the committee's first meeting, including goals for the end of FY18.

Minutes respectfully submitted by Emily Southard

	<u>Jul - Sep 17</u>	<u>Oct - Dec 17</u>	<u>Jan - Mar 18</u>	<u>TOTAL</u>
Ordinary Income/Expense				
Income				
4100 · Operations (unrestricted)				
4110 · Contribution Income				
4111 · Individual	1,400	2,095	397	3,892
4112 · Board Challenge	0	0	600	600
4116 · Art Sale Contributions	0	560	110	670
4110 · Contribution Income - Other	<u>0</u>	<u>0</u>	<u>180</u>	<u>180</u>
Total 4110 · Contribution Income	<u>1,400</u>	<u>2,655</u>	<u>1,287</u>	<u>5,342</u>
4115 · Arts District TIF Funding	25,000	25,000	25,000	75,000
4140 · Corporate Sponsorships	10,000	1,500	0	11,500
4150 · Fiscal Sponsor Agent Fee	<u>1,015</u>	<u>700</u>	<u>634</u>	<u>2,349</u>
Total 4100 · Operations (unrestricted)	<u>37,415</u>	<u>29,855</u>	<u>26,921</u>	<u>94,191</u>
4200 · Programs (restricted)				
4215 · Cultural Plan Income	7,402	0	0	7,402
4250 · PEDPIP Committee Match	<u>0</u>	<u>-3,500</u>	<u>0</u>	<u>-3,500</u>
Total 4200 · Programs (restricted)	<u>7,402</u>	<u>-3,500</u>	<u>0</u>	<u>3,902</u>
4300 · Other	0	-88	0	-88
49900 · Uncategorized Income	0	0	0	0
Total Income	<u>43,802</u>	<u>26,267</u>	<u>26,921</u>	<u>96,990</u>
Cost of Goods Sold				
5000 · Cost of Programs				
5010 · Cost of Program Cultural Plan	<u>2,906</u>	<u>0</u>	<u>0</u>	<u>2,906</u>
Total 5000 · Cost of Programs	<u>2,906</u>	<u>0</u>	<u>0</u>	<u>2,906</u>
Total COGS	<u>2,906</u>	<u>0</u>	<u>0</u>	<u>2,906</u>
Gross Profit	<u>40,896</u>	<u>26,267</u>	<u>26,921</u>	<u>94,084</u>
Expense				
Total 6000 · Marketing	<u>1,523</u>	<u>1,095</u>	<u>553</u>	<u>3,172</u>
Total 6100 · Personnel	<u>23,495</u>	<u>23,146</u>	<u>23,546</u>	<u>70,187</u>
Total 6200 · Occupancy Expenses	<u>1,292</u>	<u>2,600</u>	<u>2,906</u>	<u>6,797</u>
Total 6500 · Professional Services	<u>2,352</u>	<u>4,339</u>	<u>2,398</u>	<u>9,089</u>
Total 6600 · Operating Expenses	<u>1,905</u>	<u>3,243</u>	<u>3,868</u>	<u>9,016</u>
Total Expense	<u>30,567</u>	<u>34,424</u>	<u>33,270</u>	<u>98,261</u>
Net Ordinary Income	<u>10,329</u>	<u>-8,157</u>	<u>-6,349</u>	<u>-4,177</u>
Other Income/Expense				
Other Income	<u></u>	<u></u>	<u></u>	<u></u>
Net Other Income	<u>-192</u>	<u>-75</u>	<u>-142</u>	<u>-409</u>
Net Income	<u><u>10,138</u></u>	<u><u>-8,232</u></u>	<u><u>-6,492</u></u>	<u><u>-4,586</u></u>

	<u>Mar 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · Creative Portland Checking	43,232
1015 · Petty Cash	406
1025 · PayPal Account	<u>53</u>
Total Checking/Savings	43,691
Accounts Receivable	
1100 · Accounts Receivable	<u>1,800</u>
Total Accounts Receivable	1,800
Other Current Assets	
1600 · Prepaid expenses	
1610 · Prepaid Insurance	1,394
1600 · Prepaid expenses - Other	<u>195</u>
Total 1600 · Prepaid expenses	<u>1,589</u>
Total Other Current Assets	<u>1,589</u>
Total Current Assets	47,081
Fixed Assets	
1400 · Fixed Assets	
1410 · Equipment	4,579
1420 · Accumulated Depreciation	<u>-2,189</u>
Total 1450 · Leasehold Improvements	<u>33,084</u>
Total 1400 · Fixed Assets	<u>35,474</u>
Total Fixed Assets	35,474
Other Assets	
1950 · Stock Ownership	<u>524</u>
Total Other Assets	<u>524</u>
TOTAL ASSETS	<u><u>83,079</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll Liabilities	23,220
2500 · Fiscal Sponsorship Liability	
Total 2500 · Fiscal Sponsorship Liability	<u>13,123</u>
Total Other Current Liabilities	<u>36,343</u>
Total Current Liabilities	36,343
Long Term Liabilities	
2800 · City of Portland Loan	<u>20,195</u>
Total Long Term Liabilities	<u>20,195</u>
Total Liabilities	56,539
Equity	
3050 · Retained Earnings	599
Total 3100 · Unrest'd Net Assets	24,162
3200 · Temporarily Rest'd Net Assets	6,365
Net Income	<u>-4,586</u>
Total Equity	<u>26,540</u>
TOTAL LIABILITIES & EQUITY	<u><u>83,079</u></u>

CREATIVE PORTLAND^{ME}

Executive Director Report 05/02/18 Board Meeting

FUNDRAISING

- \$25K goal for second half of FY18 - on target
- PEDPIP Grant application submitted March 30; MAC Organizational Development Grant submitted March 1 - waiting for July 2018 award announcement.

PROGRAMS

- **First Friday Art Walk** - ongoing growth of partnerships with arts community, including increased listings and collaboration on events including Portland Ovation's EN MASSE with Daniel Bernard Roumain, who will conduct and lead a pied piper musical parade from Monument Square to Congress Square on May 4. CP will also be open for public gallery reception and hosting musicians along the route.
- **2 Degrees Program** - Plans are in the works for a 2 Degrees celebration, an end of the fiscal year Northeast Bank rooftop celebration on June 26 to thank sponsors and the 2 Degrees committee for the past 6 years of programming.
- **CP Art Gallery** - *(Almost) Black & White* art exhibition featuring 22 Greater Portland established and emerging artists, old Mainers and new Mainers alike. Opening reception April 26 with over 75 artists & guests in attendance throughout the evening. Note: public opening reception on First Friday, May 4.
- **Arts in the Chamber series**
 - April 9- Yellow Tulip Project
 - April 18 - Toast (acoustic folk/rock duo)
 - May 7 - Pihcintu Chorus
 - June 4 - Portland Piano Trio
- **Professional Development Workshops - Resource Center**
 - Money Matters 101 & The Professional Artist 101 (March & April)
- **Monday Morning Drop By - Community Open House**
 - April 2 and May 7, 8:30-9:30am; possible launch of "A Lawyer in the House"
- **Art Outta the Park - Friday June 29** at Sea Dogs' Hadlock Field
 - An evening of "show & tell" and celebrating the cultural life of Portland at the ballpark
- **Cultural Plan Arts & Culture Summit - May 31**
 - An invitational gathering of steering committee members and stakeholders to celebrate the AEP5 economic impact survey data on the arts & culture sector and to present cultural plan feedback to participants. CP will convene leaders and gauge interest in the possibility of an annual arts & culture community summit with workgroups and "best practice" presentations, beginning in 2019.

Marketing & Community Outreach (March 2017-2018)

- Portland Unwrapped - March 22 at Customs House - CP on panel presented with city partners Visit Portland and Portland Downtown (“What we do and how we work together”)
- Art Walk Summit, Maine Arts Commission - April 5 in Brunswick at CEI - CP on panel
- NEFA’s CCX Conference - June 8/9 in New London, CT - CP workshop presentation
- Partnership committees (& stories): ECAC, EDSC, PPAC, Sunaana, GPCOG/Metro Creative Shelters, GPCOG Transit Advisory, BRI, Circus Maine, Ebenezer Akakpo/Barrett Made, MAMM, Portland Ovations, Cultural Plan workgroup meetings - ie Congress Street Enhancement
- Social Media: We are growing and attracting newcomers on a regular basis. We have accrued 1100+ followers during our first year on Instagram and over 5000 current likes and followers (and growing) on Facebook. We are receiving positive feedback from arts community about reposting and sharing events.
- Monthly Newsletter email distribution of 4300.

Fiscal Sponsorships (CP receives 5% of incoming funds):

- Black Artists Forum (Maine Initiatives grant)
 - Hi Tiger (VIA donation)
- Start Up Maine, Inc.
- Malaga Island Re-Past (David Family Foundation grant)
- Bryan/Robertson Consortium
- Pecha Kucha Portland - next event May 25th