

CREATIVE PORTLAND^{ME}

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

Board of Directors Meeting

Wednesday, September 5, 2018

3:30 - 5:00pm

84 Free Street

AGENDA

1. Welcome and President's Comments
2. Consent Agenda
 - a. June 2018 Board of Directors meeting minutes (attached)
 - b. July Executive Committee meeting minutes (attached)
 - c. Financial Statement July 2018 (attached)
 - d. Executive Director's Report (attached)

ACTION: Vote to accept Consent Agenda
3. Executive Director's Update & Discussion
 - a. First Friday Art Walk - Proposed Festival Designation
 - b. Monthly Arts Update - new tabloid/format
 - c. Cultural Plan Update
4. Proposed Fundraising Strategy (Dinah, David, Kate, Raffi)
 1. Fall Appeal
 2. Board's role
 3. Corporate Sponsorships
 4. Grant Pursuit - NEA/Our Town Grant Application submitted

ACTION: Discussion, Feedback, Endorsement of Fundraising Strategy
5. Review of Proposed Bylaw Amendments
6. Executive Session: Executive Director's Annual Performance Review

FY19 Board Meetings Upcoming Dates:

November 7, 2018 (Annual Meeting)

January 2, 2019

March 6, 2019

May 8, 2019

Creative Portland Board Minutes

June 27, 2018

Creative Portland Office

84 Free Street

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

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

Audience: Julia Durgee, Carol McCracken

Meeting called to order 3:38pm

Welcome and President's Comments

Welcome to the board and presentation of a 60-second "sizzle reel" film clip showcasing and celebrating Portland's arts and cultural diversity.

Consent Agenda

There was an omission from the prior meeting's minutes: under the "Motion to Accept Mission and Core Values as amended," the result of the vote was not noted. The vote had been unanimous.

Motion to amend the May 2, 2018 board minutes, correcting the omission of a unanimous vote on the "Motion to Accept Mission and Core Values as amended"

First: Mr. Bass; Second: Mr. Minter

No further discussion

Vote: unanimous

Motion to Accept Consent Agenda

First: Ms. Anker; Second: Mr. Der Simonian

No further discussion

Vote: unanimous

Executive Director's Report

Items of discussion:

- Arts & Culture Summit
- Professional Development Workshops

- 2 Degrees
- Cultural Plan - Phase 3
- Art Outta The Park
- Arts in the Chamber
- Social media

Committee Chair Updates

Finance: Creative Portland is on target to make the fundraising goal for FY18 as updated in January.

Advancement: Committee members had met to discuss the work plan and how it relates to the budget. A group also met to discuss fundraising strategies and language, with the goal of developing an outline to share with the board.

FY19 Budget & Work Plan

Presentation of the fiscal year 2019 work plan for board approval. The work plan is broken down by the categories from the Creative Portland mission and includes current programming and additional items, including a push to finish the cultural plan as well as a fundraising and marketing initiative. The corresponding budget includes an increase in sponsorship income due to the fundraising initiative and a drop in fiscal agent fees resulting from a long-time sponsee becoming a 501(c)(3). The Executive Committee reviewed both documents and recommended them to the board for approval. Both documents will be reviewed after six months and will be adjusted as necessary.

Motion to accept workplan and budget as presented

First: Mr. Mitchell; Second: Ms. Barna

No further discussion

Vote: Unanimous

New Board Secretary

Carol Walker Aten resigned from the board, leaving open the position of secretary. It was recommended to refer the nomination of a new secretary to the Executive Committee, who would present their choice at the next board meeting.

Motion to refer nomination of a secretary to the Executive Committee

First: Mr. Bass; Second: Ms. Anker

No Further Discussion

Vote: Unanimous

Special Presentation: An initiative to develop an Arts & Innovation Center at the Maine State Pier

Sondra Bogdonoff presented an initiative to develop an arts & innovation center on the second floor of the Maine State Pier. Ms. Bogdonoff described a semi-permanent, cross-discipline interactive environment with artists residencies, technology incubator space, and a lobby to identify and promote the city's arts and culture organizations. She asked for Creative Portland's support of the initiative as she cultivates a team to further develop a business plan ahead of a Request for Proposals that the City of Portland plans to release in September.

Creative Portland supports the concept of an experiential arts and innovation center in the Portland community, including the Maine State Pier.

First: Ms. Bloss; Second: Mr. Minter

No further discussion

Vote: Unanimous

Motion to Adjourn

First: Ms. Anker; Second: Mr. Bass

No further discussion

Vote: Unanimous

Meeting adjourned at 5:25pm

Minutes respectfully submitted by Emily Southard

Creative Portland - Executive Committee

July 30th, 2018

9:30 - 11am

Creative Portland Office

84 Free Street

MINUTES

Board in attendance: Brian Marshall, Kate Anker, David Brenerman

Staff in attendance: Dinah Minot, Emily Southard, Brette Lennon

Executive Session - ED performance review - Document not ready. Would like to share with the board. Discussed presentation of review document to board during executive session at the end of the next board meeting, 9/5/18, with same confidential document sent to board via email in advance a week prior to the board meeting.

1. Discussion of EXCOM serving as nominating committee.

Discussed process of secretary nomination ideas from Board. Has anybody offered their services yet? Suggestion that secretary should already be on board, although it was pointed out that most of EXCOM appointed last November were new.

2. Executive Director Report

Discussion of Audit Requirement

- Would like to eliminate the three-year audit requirement if possible
- Brian spoke with 3 accountants, determined there are 3 levels of review
 - Highest level: full audit, costs \$10,000, unnecessary for an organization of CP's size
 - Middle level: perform certain checks, ensures a limited assurance of accuracy, approximately \$3000
 - Lowest level: compilation, puts financial statements in right forms but do not check for accuracy, does not provide much value to CP
- CP now has a CPA complete the required Form 990, she did a full review last year while completing the Form 990 which led to a reorganization of the books, she can do a full audit review if necessary

3. Fiscal Sponsorship

- Update on the Bryan-Robinson Consortium
 - Dinah, Brian, and Emily are sitting in on meeting with Sara Bloom and Aaron Robinson later today to facilitate a discussion about the future of the project.

4. First Friday Art Walk City Meeting Update

- Meeting held at CP on July 19th with representatives from permitting, public safety, and parks & recreation departments from the City plus Casey Gilbert & Amy Geren from Portland Downtown, Greg Mitchell, and David Brenerman. Meeting focused on sound and safety complaints/concerns that arose during recent FFAWs. Mike Russell had a list of items from July's FFAW but none of them were citations.
- CP organizes and highlights organizations and groups we promote as part of First Friday, and cannot control buskers
- Agreement that FFAW needs more patrol/oversight, suggestion from city reps that CP staff, board members and/or volunteers provide this
 - Dinah asked for cadets from Portland Downtown and Casey could not commit to this help, but she did offer to share guidance on how they organize Old Port Fest

- Discussion about creating a festival zone for FFAW
 - would have to be approved by City Council, would try to have one designation for the year (much like Congress Square Park),
 - all performers would be approved through CP; CP would be responsible for everything that happens within this zone
 - Zone most likely would not be approved until November at the earliest
 - If CP board agrees, Dinah will need to present a budget to the city of what CP would need in additional funds to pull it off
- Note: no permits are required to sell street art, do for food and drink and other vendors
- CP cannot cite people, board members have no authority and most would probably not feel comfortable enforcing
- Muskie School will be conducting a free survey to figure out what the economic impact of First Friday is on the city
- Debuting a new First Friday flyer soon, includes a map with locations of many arts & cultural institutions and not just FFAW events, will be useable/relevant all month and creates room to spotlight sponsors
- September: Portland Piano Trio wants to play amplified from a flatbed truck, CP and Annie are working with Ted Musgrave
- CP needs to show some effort regarding promoting rules for upcoming walks (and Metro to free up traffic congestion),
- Another option: street closure (even if just in the summertime), would also need approval from city council, only complication is with METRO lines
- Would METRO help display FFAW rules and regs?
- CP has only received a couple of complaints, who are the complainers reporting to?
- Businesses & restaurants like the additional street activity, increases sales, need to quantify and reach out for sponsorship

5. Fundraising strategy

- Next meeting: August 7th, will discuss Hopsie platform and upcoming drive

6. Cultural Plan Initiative - Arts & Innovation Center at the Pier

- CP agreed to invite Sondra back in September to give an update, if she's ready.

7. Case for Growth

- Initiative on hiatus until September
- Coalition group is trying to raise money and tighten focus
- No need to discuss again with board at this point

8. September board meeting agenda

- Consent agenda: Meeting minutes, financials, ED report
- Bylaw amendments
 - provide a draft of changes to the full board and solicit feedback ahead of time
 - vote to approve amendments and refer to City Council for approval
- Secretary nominees
- ED report
- Fundraising strategy proposal
- Maine State Pier update? Ask Sondra if she has an update, Dinah will ask her around August 15th
- Executive Session: Dinah's performance review, give a hard copy ahead of time

Creative Portland
Statement of Activity
 July 2017 through June 2018

	FY 2018
Ordinary Income/Expense	
Income	
4100 - Operations (unrestricted)	
4110 - Contribution Income	
4111 - Individual	1,833.00
4112 - Board Challenge	1,849.22
4116 - Art Sale Contributions	2,910.00
Total 4110 - Contribution Income	6,592.22
4114 - Special Event	1,905.00
4115 - Arts District TIF Funding	100,000.00
4140 - Corporate Sponsorships	14,000.01
4150 - Fiscal Sponsor Agent Fee	8,041.63
Total 4100 - Operations (unrestricted)	130,538.86
4200 - Programs (restricted)	
4215 - Cultural Plan Income	8,901.97
4250 - PEDPIP Committee Match	-3,500.00
Total 4200 - Programs (restricted)	5,401.97
4300 - Other	-88.42
49900 - Uncategorized Income	0.04
5100 - Fiscal Sponsor Inc (restricted)	
5140 - Maine Startup	-1,015.00
Total 5100 - Fiscal Sponsor Inc (restricted)	-1,015.00
Total Income	134,837.45
Cost of Goods Sold	
5000 - Cost of Programs	
5010 - Cost of Program Cultural Pla	7,443.04
5020 - Event Expenses	2,729.00
5030 - Cost of Program - First Frida	191.55
5040 - Cost of Program 2 Degrees	270.00
Total 5000 - Cost of Programs	10,633.59
Total COGS	10,633.59
Gross Profit	124,203.86
Expense	
6000 - Marketing	
6005 - Comm & Marketing Outreach	278.48
6010 - PR, SM & Community Engage	488.85
6015 - Web programming	215.00
6020 - Website	888.44
6025 - Printing and Reproduction	1,671.21
6000 - Marketing - Other	260.00
Total 6000 - Marketing	3,801.98
6100 - Personnel	
6101 - Executive Director	64,739.40
6102 - Program Assistant	25,698.71
6106 - Recruiting Expense	251.79
6120 - Workmen's Compensation	-83.79
6150 - Professional Development	
6151 - Conferences Attended	443.72
6152 - Staff Development	65.00
Total 6150 - Professional Developm	508.72
6100 - Personnel - Other	0.00
Total 6100 - Personnel	91,114.83
6200 - Occupancy Expenses	
6211 - Office Rent	1,000.00
6212 - Electricity	3,244.48
6213 - Office Improvements	3,605.76

Creative Portland
Statement of Activity
 July 2017 through June 2018

6214 · Water & Sewer	406.11
6215 · Internet	698.84
Total 6200 · Occupancy Expenses	8,955.19
6300 · Travel	
6310 · Travel Expenses	12.00
Total 6300 · Travel	12.00
6500 · Professional Services	
6520 · Graphic Design	4,800.00
6560 · Accounting	6,317.93
Total 6500 · Professional Services	11,117.93
6600 · Operating Expenses	
6605 · Telephone	1,618.65
6610 · Software	1,713.33
6615 · Meetings	
6617 · Food	433.29
6615 · Meetings - Other	1,388.04
Total 6615 · Meetings	1,821.33
6620 · Office Supplies	2,295.43
6625 · Postage and Delivery	221.07
6630 · General Liability Insurance	2,498.42
6635 · D & O Insurance	1,597.68
6640 · Bank Service Charges	333.15
6650 · Dues & Memberships	489.60
6660 · Email	572.36
Total 6600 · Operating Expenses	13,161.02
9000 · Fiscal Sponsorship Disbursement	
9600 · Maine Startup and Create We	0.00
Total 9000 · Fiscal Sponsorship Disburse	0.00
9999 · Reconciliation Discrepancies	
Total Expense	128,162.95
Net Ordinary Income	-3,959.09
Other Income/Expense	
Other Income	
7000 · Other Income-Expense	
7200 · In-Kind Donations	308.90
7700 · Interest Exp - City Loan	-569.44
7900 · In-Kind Expenses	-308.90
Total 7000 · Other Income-Expense	-569.44
Total Other Income	-569.44
Net Other Income	-569.44
Net Income	-4,528.53

Creative Portland
Statement of Financial Position
As of June 30, 2018

	Jun 30, 18
ASSETS	
Current Assets	
Checking/Savings	
1010 · Creative Portland Checking	28,155.27
1015 · Petty Cash	86.42
1025 · PayPal Account	772.41
Total Checking/Savings	29,014.10
Accounts Receivable	
1150 · Accrued Contribution Receivable	3,455.00
Total Accounts Receivable	3,455.00
Other Current Assets	
1200 · Art Sale Receivable	560.00
1600 · Prepaid expenses	
1610 · Prepaid Insurance	1,347.90
Total 1600 · Prepaid expenses	1,347.90
Total Other Current Assets	1,907.90
Total Current Assets	34,377.00
Fixed Assets	
1400 · Fixed Assets	
1410 · Equipment	4,578.80
1420 · Accumulated Depreciation	-2,188.50
1450 · Leasehold Improvements	
1455 · Accumulated Depreciation	-3,875.76
1450 · Leasehold Improvements - Other	36,058.02
Total 1450 · Leasehold Improvements	32,182.26
Total 1400 · Fixed Assets	34,572.56
Total Fixed Assets	34,572.56
Other Assets	
1950 · Stock Ownership	524.22
Total Other Assets	524.22
TOTAL ASSETS	69,473.78
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	20,776.19
Total Accounts Payable	20,776.19
Other Current Liabilities	
2100 · Payroll Liabilities	
2110 · Employee Expenses Payable	165.80
Total 2100 · Payroll Liabilities	165.80
2500 · Fiscal Sponsorship Liability	
2510 · MSCW Fiscal Sponsorship	
2515 · MSCW FS Expenses	-124,066.46
2510 · MSCW Fiscal Sponsorship - Other	124,560.91
Total 2510 · MSCW Fiscal Sponsorship	494.45
2530 · Black Artists Forum Fiscal Spon	
2535 · BAF Fis Spon Expenses	-19,950.00
2530 · Black Artists Forum Fiscal Spon - Other	19,950.00
Total 2530 · Black Artists Forum Fiscal Spon	0.00
2540 · Pecha Kucha Fiscal Sponsorship	
2545 · Pecha Kucha FS Expenses	-1,551.67
2540 · Pecha Kucha Fiscal Sponsorship - Other	3,593.44
Total 2540 · Pecha Kucha Fiscal Sponsorship	2,041.77
2550 · Fiscal Sponsorship (Malaga)	
2555 · Fiscal Sponsorship (Malaga Exp)	-9,500.00
2550 · Fiscal Sponsorship (Malaga) - Other	9,500.00
Total 2550 · Fiscal Sponsorship (Malaga)	0.00
Total 2500 · Fiscal Sponsorship Liability	2,536.22
Total Other Current Liabilities	2,702.02
Total Current Liabilities	23,478.21
Long Term Liabilities	
2800 · City of Portland Loan	19,398.00
Total Long Term Liabilities	19,398.00
Total Liabilities	42,876.21
Equity	
3050 · Retained Earnings	599.08
3100 · Unrest'd Net Assets	
3101 · Prior Period Adjustments	-32,741.65
3110 · Unrest'd Undesignated NA	56,903.66
Total 3100 · Unrest'd Net Assets	24,162.01
3200 · Temporarily Rest'd Net Assets	6,365.01
Net Income	-4,528.53
Total Equity	26,597.57
TOTAL LIABILITIES & EQUITY	69,473.78

Creative Portland
Statement of Activity
 July 2018

	Jul 18
Ordinary Income/Expense	
Income	
4100 · Operations (unrestricted)	
4110 · Contribution Income	
4112 · Board Challenge	0.00
4116 · Art Sale Contributions	232.00
Total 4110 · Contribution Income	232.00
4114 · Special Event	0.00
4140 · Corporate Sponsorships	40.00
Total 4100 · Operations (unrestricted)	272.00
4200 · Programs (restricted)	
4215 · Cultural Plan Income	0.00
Total 4200 · Programs (restricted)	0.00
Total Income	272.00
Cost of Goods Sold	
5000 · Cost of Programs	
5010 · Cost of Program Cultural Plan	400.00
5020 · Event Expenses	290.00
Total 5000 · Cost of Programs	690.00
Total COGS	690.00
Gross Profit	-418.00
Expense	
6000 · Marketing	
6010 · PR, SM & Community Engagement	95.00
6025 · Printing and Reproduction	175.88
Total 6000 · Marketing	270.88
6100 · Personnel	
6101 · Executive Director	5,425.00
6102 · Program Assistant	3,875.00
Total 6100 · Personnel	9,300.00
6200 · Occupancy Expenses	
6212 · Electricity	55.40
6213 · Office Improvements	300.48
6214 · Water & Sewer	34.38
6215 · Internet	149.96
Total 6200 · Occupancy Expenses	540.22
6500 · Professional Services	
6520 · Graphic Design	400.00
6560 · Accounting	1,008.05
Total 6500 · Professional Services	1,408.05
6600 · Operating Expenses	
6620 · Office Supplies	82.25
6630 · General Liability Insurance	139.42
6640 · Bank Service Charges	26.15
6645 · Filing Fees	60.00
6660 · Email	47.48
Total 6600 · Operating Expenses	355.30
Total Expense	11,874.45
Net Ordinary Income	-12,292.45
Other Income/Expense	
Other Income	
7000 · Other Income-Expense	
7700 · Interest Exp - City Loan	-18.57
Total 7000 · Other Income-Expense	-18.57
Total Other Income	-18.57
Net Other Income	-18.57
Net Income	-12,311.02

Creative Portland
Financial Activity Budget vs. Actual
 July 2018

	<u>Jul 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4100 · Operations (unrestricted)				
4110 · Contribution Income				
4111 · Individual	0.00	667.00	-667.00	0.0%
4112 · Board Challenge	0.00	1,000.00	-1,000.00	0.0%
4116 · Art Sale Contributions	232.00	150.00	82.00	154.67%
4110 · Contribution Income - Other	0.00	0.00	0.00	0.0%
Total 4110 · Contribution Income	<u>232.00</u>	<u>1,817.00</u>	<u>-1,585.00</u>	<u>12.77%</u>
4114 · Special Event	0.00			
4115 · Arts District TIF Funding	0.00	0.00	0.00	0.0%
4120 · Business Partnerships	0.00	0.00	0.00	0.0%
4140 · Corporate Sponsorships	40.00	2,900.00	-2,860.00	1.38%
4150 · Fiscal Sponsor Agent Fee	0.00	125.00	-125.00	0.0%
Total 4100 · Operations (unrestricted)	<u>272.00</u>	<u>4,842.00</u>	<u>-4,570.00</u>	<u>5.62%</u>
4200 · Programs (restricted)				
4215 · Cultural Plan Income	0.00			
4265 · Event & Project Sponsorships	0.00	0.00	0.00	0.0%
4270 · Grants & Foundations				
4275 · CP Grants	0.00	0.00	0.00	0.0%
Total 4270 · Grants & Foundations	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Total 4200 · Programs (restricted)	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
4300 · Other	0.00	0.00	0.00	0.0%
5100 · Fiscal Sponsor Inc (restricted)	0.00	0.00	0.00	0.0%
Total Income	<u>272.00</u>	<u>4,842.00</u>	<u>-4,570.00</u>	<u>5.62%</u>
Cost of Goods Sold				
5000 · Cost of Programs				
5010 · Cost of Program Cultural Plan	400.00			
5020 · Event Expenses	290.00			
5030 · Cost of Program - First Friday	0.00	500.00	-500.00	0.0%
Total 5000 · Cost of Programs	<u>690.00</u>	<u>500.00</u>	<u>190.00</u>	<u>138.0%</u>
Total COGS	<u>690.00</u>	<u>500.00</u>	<u>190.00</u>	<u>138.0%</u>
Gross Profit	<u>-418.00</u>	<u>4,342.00</u>	<u>-4,760.00</u>	<u>-9.63%</u>
Expense				
6000 · Marketing				
6005 · Comm & Marketing Outreach	0.00	100.00	-100.00	0.0%
6010 · PR, SM & Community Engagement	95.00	100.00	-5.00	95.0%
6020 · Website	0.00	200.00	-200.00	0.0%
6025 · Printing and Reproduction	175.88	150.00	25.88	117.25%
6000 · Marketing - Other	0.00	0.00	0.00	0.0%
Total 6000 · Marketing	<u>270.88</u>	<u>550.00</u>	<u>-279.12</u>	<u>49.25%</u>
6100 · Personnel				
6101 · Executive Director	5,425.00	5,916.67	-491.67	91.69%
6102 · Program Assistant	3,875.00	2,812.50	1,062.50	137.78%
6103 · Employee Benefits	0.00	0.00	0.00	0.0%
6104 · Payroll Fee	0.00	0.00	0.00	0.0%
6105 · Payroll Taxes	0.00	0.00	0.00	0.0%
6106 · Recruiting Expense	0.00	0.00	0.00	0.0%
6120 · Workmen's Compensation	0.00	125.00	-125.00	0.0%
6150 · Professional Development				
6151 · Conferences Attended	0.00	0.00	0.00	0.0%
6152 · Staff Development	0.00	0.00	0.00	0.0%
6154 · Reimbursable Expenses	0.00	0.00	0.00	0.0%
6150 · Professional Development - Other	0.00	0.00	0.00	0.0%
Total 6150 · Professional Development	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
6100 · Personnel - Other	0.00	0.00	0.00	0.0%
Total 6100 · Personnel	<u>9,300.00</u>	<u>8,854.17</u>	<u>445.83</u>	<u>105.04%</u>
6200 · Occupancy Expenses				
6211 · Office Rent	0.00	320.00	-320.00	0.0%

Creative Portland
Financial Activity Budget vs. Actual
 July 2018

	<u>Jul 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
6212 · Electricity	55.40	272.73	-217.33	20.31%
6213 · Office Improvements	300.48	0.00	300.48	100.0%
6214 · Water & Sewer	34.38	50.00	-15.62	68.76%
6215 · Internet	149.96	75.00	74.96	199.95%
6200 · Occupancy Expenses - Other	0.00	0.00	0.00	0.0%
Total 6200 · Occupancy Expenses	540.22	717.73	-177.51	75.27%
6300 · Travel				
6310 · Travel Expenses	0.00	166.67	-166.67	0.0%
6300 · Travel - Other	0.00	461.58	-461.58	0.0%
Total 6300 · Travel	0.00	628.25	-628.25	0.0%
6500 · Professional Services				
6510 · Consulting	0.00	0.00	0.00	0.0%
6520 · Graphic Design	400.00	0.00	400.00	100.0%
6560 · Accounting	1,008.05	500.00	508.05	201.61%
6575 · Website Editing and Bloggin	0.00	0.00	0.00	0.0%
6580 · Other Professional Services	0.00	750.00	-750.00	0.0%
6500 · Professional Services - Other	0.00	0.00	0.00	0.0%
Total 6500 · Professional Services	1,408.05	1,250.00	158.05	112.64%
6600 · Operating Expenses				
6605 · Telephone	0.00	50.00	-50.00	0.0%
6610 · Software	0.00	100.00	-100.00	0.0%
6615 · Meetings				
6616 · Venue	0.00	0.00	0.00	0.0%
6617 · Food	0.00	200.00	-200.00	0.0%
6615 · Meetings - Other	0.00	0.00	0.00	0.0%
Total 6615 · Meetings	0.00	200.00	-200.00	0.0%
6620 · Office Supplies	82.25	200.00	-117.75	41.13%
6625 · Postage and Delivery	0.00	25.00	-25.00	0.0%
6630 · General Liability Insurance	139.42	225.00	-225.00	0.0%
6635 · D & O Insurance	0.00	100.00	-100.00	0.0%
6640 · Bank Service Charges	26.15	0.00	26.15	100.0%
6645 · Filing Fees	60.00	0.00	60.00	100.0%
6650 · Dues & Memberships	0.00	50.00	-50.00	0.0%
6655 · Board Expense	0.00	0.00	0.00	0.0%
6660 · Email	47.48	45.00	2.48	105.51%
6670 · Supplies & Equipment	0.00	0.00	0.00	0.0%
Total 6600 · Operating Expenses	355.30	995.00	-779.12	35.71%
8120 · Telecommunications	0.00	0.00	0.00	0.0%
8140 · Food and Venue	0.00	0.00	0.00	0.0%
8240 · Insurance	0.00	0.00	0.00	100.0%
9000 · Fiscal Sponsorship Disbursement	0.00	0.00	0.00	0.0%
Total Expense	11,874.45	12,995.15	-1,120.70	91.38%
Net Ordinary Income	-12,292.45	-8,653.15	-3,639.30	142.06%
Other Income/Expense				
Other Income				
7000 · Other Income-Expense				
7700 · Interest Exp - Clty Loan	-18.57	0.00	-18.57	100.0%
Total 7000 · Other Income-Expense	-18.57	0.00	-18.57	100.0%
Total Other Income	-18.57	0.00	-18.57	100.0%
Other Expense				
8000 · Reimbursed Expenses	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	-18.57	0.00	-18.57	100.0%
Net Income	-12,311.02	-8,653.15	-3,657.87	142.27%

Creative Portland
Statement of Financial Position
As of July 31, 2018

ASSETS**Current Assets****Checking/Savings**

1010 - Creative Portland Checking

1015 - Petty Cash

1025 - PayPal Account

Total Checking/Savings**Accounts Receivable**

1150 - Accrued Contribution Receivable

Total Accounts Receivable**Other Current Assets**

1200 - Art Sale Receivable

1600 - Prepaid expenses

1610 - Prepaid Insurance

Total 1600 - Prepaid expenses

Total Other Current Assets**Total Current Assets****Fixed Assets**

1400 - Fixed Assets

1410 - Equipment

1420 - Accumulated Depreciation

1450 - Leasehold Improvements

1455 - Accumulated Depreciation

1450 - Leasehold Improvements - Other

Total 1450 - Leasehold Improvements

Total 1400 - Fixed Assets**Total Fixed Assets****Other Assets**

1950 - Stock Ownership

Total Other Assets**TOTAL ASSETS****LIABILITIES & EQUITY****Liabilities****Current Liabilities****Accounts Payable**

2000 - Accounts Payable

Total Accounts Payable**Other Current Liabilities**

2100 - Payroll Liabilities

2110 - Employee Expenses Payable

2100 - Payroll Liabilities - Other

Total 2100 - Payroll Liabilities

2200 - Art Sale Liability

2500 - Fiscal Sponsorship Liability

Total 2510 - MSCW Fiscal Sponsorship

Total 2530 - Black Artists Forum Fiscal Spon

Total 2540 - Pecha Kucha Fiscal Sponsorship

Total 2550 - Fiscal Sponsorship (Malaga)

Total 2500 - Fiscal Sponsorship Liability

Total Other Current Liabilities**Total Current Liabilities****Long Term Liabilities**

2800 - City of Portland Loan

Total Long Term Liabilities**Total Liabilities****Equity**

3050 - Retained Earnings

3100 - Unrest'd Net Assets

3101 - Prior Period Adjustments

3110 - Unrest'd Undesignated NA

Total 3100 - Unrest'd Net Assets

3200 - Temporarily Rest'd Net Assets

CREATIVE PORTLAND^{ME}

Executive Director Report 09/05/18 Board Meeting

PROGRAMS & INITIATIVES

- **First Friday Art Walk**

July's First Friday had increased foot traffic and performers, including musicians, buskers and street artist participants, triggering a meeting with city department heads on safety and compliance. Creative Portland posted social media notices to alert vendors and participants about street artist regulations, as well as permit and concert licensing requirements for musicians. Our July First Friday art walk features included Bruce Brown's *America Now...A Dialogue* at Portland Public Library, which incorporated 20 artists from Maine into the exhibit, which focused on social justice issues, acceptance, and belonging. Broken Crow Collective, Opera Maine's *Marriage of Figaro*, and Urban Dwelling's exhibit were also featured. Our August features on the art walk included the Ashley Bryan exhibit and talk at PMA, art gallery exhibits and opening receptions at Able Baker, Greenhut, ICA, Speedwell and New Systems. We also promoted the opening of Maine Craft Portland retail shop on Congress Street in the first floor of Mechanics Hall plus month-long features promoting Bayside Bowl's Rooftop film series, Maine Outdoor Film Fest, Portland Chamber Music festival, and Bates & Bowdoin's festivals. Our plan for September First Friday Art Walk is to print "Art Appreciation Awards/Warnings" to vendors and street artists in potential violation.

- **CP Art Gallery**

(Almost) *Black & White* art exhibition featuring 22 Greater Portland established and emerging artists, old Mainers and new Mainers alike, on exhibit through Mid-October. The Open Call for the fall exhibit has gone out for "On the Verge," our next juried exhibition opening on October 25th.

- **Arts in the Chamber**

July 16 - CP presented Portland's Cultural Life, a "sizzle" reel video collage, highlighting Portland's cultural life. The video premiered publicly on the jumbotron at Hadlock Field during the ART OUTTA THE PARK pre-game event on June 29.

No August AIC.

Sept 17 - Portland Poet Laureate Linda Aldrich

- **Professional Development Workshops - Resource Center**

Social Media 101 workshop was very well attended on June 13. 80% new participants. NEFA and dance workshop scheduled for Sept. 6. Other upcoming workshops TBA in the Fall on Fundraising and "The Artist's Proposal" for grants and sponsors.

- **Monday Morning Drop By - Community Open House**

August 6 event was well attended by a group of men from various industries including music, photography, makers, etc.

The next MMDB will be on Monday Sept 10 (8:30-9:30pm), instead of Labor Day. All are welcome.

- **Art Outta the Park - Friday, June 29** at Sea Dogs' Hadlock Field

The weather was on our side for a beautiful summer evening of "show & tell" and celebrating the cultural life of Portland on the ballpark exterior plaza. Coffee by Design

was the event sponsor, and we sold over 100 tickets, grossing \$4400, covering all event expenses with a net of \$1200. Creative Portland committee included community volunteers, 3 CP staff, and board members Lisa Bloss and and Nicole Barna, as well as committee members Julia Durgee and Allie Donovan. Board members Kate Anker, Peter Bass, and David Brenerman also participated. Participants included: PMA, MAMM, PSO, RWS, SidexSide, FOKO, Portland Ballet, The Dooryard, Mechanics' Hall, Portland Public Library, MECA, MCA, portrait sketch artists, Batimbo United Burundi drummers, and Madeline Fitzgerald, Deering High student performer of the National Anthem.

- **Cultural Plan Update** - We are currently in the process of scheduling a culmination meeting on October 17 or 18 to wrap up documents for the cultural planning process in preparation for the annual meeting of the corporator. At the upcoming October meeting, which all board members are invited to attend, our agenda is twofold: to confirm a planning committee for the next Arts & Culture summit in Spring 2019 and to confirm alignment for a letter of interest in applying for an implementation grant, due in March 2019. Two survey ballots were distributed at the inaugural summit last May.

Results:

- 1) Responses indicated an active community interest (100% of respondents) in developing an annual arts & culture summit with workgroups and possible “best practice” presentations. More investigation of steering committee commitment and fundraising will need to take place to determine feasibility of planning a possible spring summit.
 - 2) On average, the CP programs that were most highly valued by the community were First Friday Art Walk and our Professional Development Workshops, closely followed by Monday Morning Drop By and providing community showcases for marketing & branding Portland's cultural life.
- **Fiscal Sponsorships**
 - Black Artists Forum (received bonus grant in August)
 - Start Up Maine, Inc. (FY18 was last year for CP as fiscal sponsor)
 - Malaga Island Re-Past took place in July. Daniel Minter, Emily and I attended.
 - Bryan/Robinson Consortium - active agreement through November 2018 ([Portland Press Herald press](#)).
 - Pecha Kucha Portland - well-attended May 25 at PHOME. Next event Sept 13.
 - Speedwell Projects art gallery (**new** fiscal sponsee as of August 2018)
 - **Fundraising**

Following discussion at the board meeting on September 5, the current plan is to launch a fundraising appeal between September 27 & October 5. See Agenda item on 9/5/18.
 - **Bylaw Amendment Proposal**

Following discussion at the September 5 board meeting, a draft will be created to present to the corporator for possible bylaw amendment approval.