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 2\textsuperscript{nd}, 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

\textbf{Welcome and President’s Comments}
Welcome and discussion of Challenge of Change mapping project. Culminating event will be held at SPACE on September 27.

\textbf{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

\textbf{Presentation from Cultural Plan Internal Work Group}
Motion on Recommendation One: New purpose statement: \textit{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
## Profit & Loss Budget vs. Actual
### July through August 2017

### Ordinary Income/Expense

#### Income

- **4100 · Operations (unrestricted)**
  - Total 4100 · Operations (unrestricted)  
    - Jul - Aug 17  
      - Budget: 34,800.66  
    - $ Over Budget: 2,614.34  
    - FY 18 Budget: 158,804

- **4200 · Programs (restricted)**
  - 5,948.94

- **5100 · Fiscal Sponsor Inc (restricted)**
  - Total 5100 · Fiscal Sponsor Inc (restricted)  
    - Jul - Aug 17  
      - Budget: 16,000.00  
    - $ Over Budget: 3,285.00  
    - FY 18 Budget: 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

- **7100 · Personnel**
  - 17,000.00  
  - 17,000.00  
  - 0.00  
  - 102,000

- **7500 · Professional Services**
  - Total 7500 · Professional Services  
    - 1,171.25  
    - 12,000.00  
    - -10,828.75  
    - 72,000

- **8110 · Rent & Office**
  - Total 8110 · Rent & Office  
    - 314.53  
    - 600.00  
    - -285.47  
    - 3,600

- **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

- **8140 · Food and Venue**
  - 59.67  
  - 250.00  
  - -190.33  
  - 1,500

- **8170 · Supplies & Equipment**
  - Total 8170 · Supplies & Equipment  
    - 492.05  
    - 582.00  
    - -89.95  
    - 3,500

- **8180 · Professional Services**
  - 113.07  
  - 40.00  
  - 73.07  
  - 240

- **8200 · Professional Development**
  - 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

- **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
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### Jul - Aug 17

**Ordinary Income/Expense**

**Income**
- 4200 · Programs (restricted)  
  4215 · Cultural Plan Income  
  Total 4200 · Programs (restricted)  
  **Total Income**

**Expense**
- 6100 · Cost of Programs  
  6110 · Cost of Program Cultural Plan  
  **Total 6100 · Cost of Programs**

**Total Expense**

**Net Ordinary Income**

**Net Income**
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 Immigrant Welcome 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.