Colorado Humanities Board of Directors Meeting
April 1, 2017
Holland and Hart, LLP
555 17th St. #3200, Denver

Present: Dahlin, Ballantine (by phone), Bantis (by phone), Convery (by phone), Garcia, Hillyard, Kirkpatrick, Miller, Nathans, Nelson, Tate
Absent: Cunningham, House, Mason
Staff: Coval, Albright, Jones, Tucker

Summary of Actions

- approval of changes to the agenda (page 1)
- approval of the December 2016 Board meeting minutes (page 1)
- election of Colorado Humanities board member (page 4)
- approval of Executive Director's contract (page 7)

1. **Welcome and ice breaker** (Dahlin)
Dahlin greeted those present, and asked for stories of April Fool's Day gags.

2. **Review and approve changes to the agenda** (Dahlin)
Dahlin detailed changes proposed to the order of the agenda.

    Motion by Tate to approve the rearranged agenda.
    Seconded by Miller
    Vote: Unanimously approved.

3. **Approval of December 3, 2016 Board meeting minutes** (Dahlin)

    Motion by Miller to approve the minutes of the December 3, 2016 Board meeting.
    Seconded by Nelson
    Vote: Unanimously approved.

4. **Chair's report** (Dahlin)
    a. Board members' recent activities
    Dahlin thanked everyone who contributed to CH on Colorado Gives Day. She acknowledged and thanked the following board members for their recent activities:

    - Bantis hosted a D.I.N.E. in Aspen, attended the Aspen Blue Sky focus group meeting, and facilitated a $5,000 donation to the Colorado Book Awards from First Western.
    - Tate co-hosted a D.I.N.E. with Miller, and traveled to Washington DC to represent CH at Humanities on the Hill and to encourage Congressional representatives to support the humanities in the national budget. She met with board prospects Neil Best and Gayle Berry.
    - Miller promoted CH through his book launch, and co-hosted a D.I.N.E. with Tate.
    - House met with board candidate Gayle Berry.

- Nelson facilitated a $1,500 contribution from Atmos Energy for High Plains Chautauqua, and drafted the Executive Director's contract.
- Convery drove for and facilitated seven Blue Sky focus group meetings with Jones.
- Ballantine and Mason are working on the Durango Chautauqua and have selected presenters.

Dahlin congratulated Nathans on the release of his new book *A Mind to Stay: White Plantation, Black Homeland.*

b. June board meeting location
Dahlin stated that the June 2017 board meeting would be held outside of Denver. She encouraged board members to think of potential sites, perhaps along the I-70 corridor, and to make suggestions to her or to Coval.

c. Other
A brief executive session will be conducted during this meeting in order to review and approve the Executive Director's contract.

5. **Executive Director's Report** (Coval)
Coval extended thanks to board members for the extra effort put forth as the board is still short-handed. She expressed appreciation to Dahlin for attending many board committee meetings, for her work with the Blue Sky project, and for working to prepare for this board meeting with limited time available in her schedule.

a. Humanities on the Hill and NEH funding
Coval assured the Board that the take-away message from her visit to Washington DC for Humanities on the Hill was "Don't panic." There is nothing yet for CH to act upon, as there is no proposed FY2018 budget yet. The President's budget should be issued within the next month or two. The Finance Committee will be working on developing an action plan based on different possible scenarios. If funding were to be eliminated, we would likely have to make plans for going out of business and finding others to continue our programs, but Coval expressed serious doubt that that would happen.

Coval reported that Humanities on the Hill was March 6-8, and during that time she and Tate were able to visit all of CH's Congressional offices. They conveyed how the humanities matter to Colorado, and how CH stretches a small budget to contribute to Colorado education and community life.

Coval provided documentation showing that the unified request to Congress from the Federation of State Humanities Councils for FY2018 is $155 million for NEH, $46 million for the Federal/State Partnership; an amount that would be, for the state councils, equal to FY2010 funding, and for NEH equal to FY1989 funding. She pointed out the page detailing NEH funding history, and noted that in its 50-year history, funding for NEH has never exceeded $178 million.

Tate reported receiving very positive responses from Democratic representatives. The Republicans were impressed with the information, but were reserved in their commitment to promote funding for CH. She said she and Coval spoke with Congressional aides, as most representatives were preparing for the healthcare debates.

Coval said a couple of the Republican representatives were willing to support level funding. The greatest interest was in veterans' programs, Motheread, and Colorado Encyclopedia. Rep. DeGette's staff expressed optimism that NEH will remain funded, saying, "you have an ally, and we'll put up a fight." Rep. Polis and Coval spoke directly by phone and he promised to do everything he could to keep NEH funded. His aide, Bo Morris, said there is broad opposition to the early budget proposal, and that they are optimistic. Rep. Tipton strongly supports programs like Motheread and may support funding at current levels. Congressman Buck's staff did not provide much feedback. Representative Lamborn's aide was very interested in the veterans' programs, and offered to help CH make connections in his district, as did others. Rep. Coffman signed the House "Dear Colleague" letter for Colorado, along with DeGette and Polis. Senator Bennett and Rep. Perlmutter are strong supporters. Senator Gardner's staff expressed his appreciation for what CH does in rural Colorado, and said he would possibly support continued funding, but not an increase.

Coval said that thank-you notes had been sent. There is now a Senate Dear Collegue letter circulating. Representatives are being sent invitations to attend local programs such as the Student Literary Awards, and Colorado Book Awards finalist readings and awards ceremony.

b. Advocacy Efforts

Coval reported that CH will continue to send advocacy messages by e-mail and post on the CH website. Tate and Miller had volunteered to write letters to the editor in support of NEH funding. Coval encouraged other board members to do so as well.

Dahlin suggested board members email and telephone the Congressional offices, specifically highlighting programs that are in each representative's district so that they will know that CH is not only serving the Denver-Metro area. Hillyard suggested designing program reports so that they show number of people served.

Coval told of the Federation's efforts to collect support letters from key leaders within each state, to compile into a notebook for the leaders of the Appropriations Committees, and asked the Board to submit suggestions of leaders to include. She noted that it would be great to be able to include both Democrat and Republican voices.

6. **Nominating and Governance Committee** (Tate)

a. Nominations report

Tate reported that Neil Best from Greeley has agreed to join the Board. The Nominating Committee is excited to fill a board opening with a member positioned to support High Plains Chautauqua and Young Chautauqua (YC). Best is the President of radio station

KUNC and has years of fundraising experience. His wife has been involved with Young Chautauqua for years.

b. Election of new member

Motion by Tate on behalf of the Nominating Committee to elect Neil Best to the Colorado Humanities Board of Directors for a four-year term.
Vote: Unanimously approved

c. Officer election process
Dahlin explained that the officer election process must be administrated by a board member not running for an officer position, and asked for volunteers. She encouraged board members to express their interest in chairing a Committee or to suggest others for leadership roles. During the June 24th board meeting, officers for the following year will be elected. Coval will distribute nomination forms.

d. Other
The Board discussed consideration of political diversity for potential candidates. Tate stated that it is not currently part of the criteria. Dahlin shared concerns over setting quotas by political affiliation. Garcia and Kirkpatrick felt it was an important consideration in these partisan times, not to know a candidate's affiliation, but to find those with good credibility across party lines, and good rapport.

Bantis commented that CH's Board is poorly represented in rural red communities, and that conservatives are drastically underrepresented in any of the arts. Nelson advised conscious outreach beyond current circles to establish broader connections for greater diversity and statewide representation.

Hillyard proposed reaching out to government representatives for suggestions for new board members, as they will know those who have civic sensibilities.

Garcia mentioned a need for some younger members. Tate explained that age diversity is part of the priorities. She expressed a desire to find someone with marketing or social media skills, and encouraged others to be watchful for those with talents or skills that would be of benefit.

7. **Program Policy and Evaluation Committee** (Nelson)
   a. Program status report (Jones)
   Jones reported on recent program activities as follows:
   - Colorado Book Awards received the highest number of entries in its history. Finalists readings will take place at the Book Bar in Denver.
   - River of Words has been self-managed this year. There were double the amount of entries from last year.
   - A press conference is planned to announce the findings of the Motheread/Fatheread study. It will take place just prior to the Student Literary Awards to encourage press attendance.

- Writers in the Schools will be implemented in seven classrooms at Fairview High School in Boulder. The program will culminate May 15th with students reading their work from the anthology.
- Motheread/Fatheread Colorado study findings have been submitted to Mile High United Way, and to the national funder of the Social Innovation Fund, to be reviewed by their evaluators. Results show a rise in TS Gold scores for children of parents who participated in MFC classes.
- The Denver Veterans' Writing Workshop has received an Arts in Society grant of $30,000 which will be disbursed over the next two years. The Front Range plan will include writing workshops, anthology publications, and readings and conversation. Creative Forces, a partnership between the National Endowment for the Arts and the Department of Defense will bring its pilot program to Ft. Carson. CH staff attended the initial meeting, and will attempt to have our Veterans Writing Workshop included as a part of that program in Colorado.
- The Poet Laureate Lost Counties Tour did not take place. Joe Hutchison's book was catalogued incorrectly, so librarians could not accept it into their collections.
- In cooperation with the Arvada Center for the Arts and Humanities, WWI commemoration events will take place throughout the year.
- Young Chautauqua is being implemented at a new school in Ault, and is continuing strong programming in Grand Junction, Greeley, Colorado Springs, and the Front Range.
- High Plains Chautauqua has established its theme as "Echoes of World War I."
- Two Rivers Chautauqua in Grand Junction has moved to August 18 and 19 to prevent competition with a local wine festival, and will be moving indoors. They are considering using the American West as Living Space reading and conversation series to complement their theme, "Western Voices."
- Durango Chautauqua theme for 2017 is "Presidents and the West" and a local college wants to expand on the activities.
- Black History Live was brought to 17 different sites, and enjoyed the highest attendance ever. Jones shared a video clip showing segments of Becky Stone's portrayal of Harriet Tubman, and students from Mt. Range High School, telling how the performance affected them.
- Latino Heritage Live will be taken to Pueblo, Lamar, La Junta, and Trinidad October 4-6, and will feature Tim Z. Hernandez and his program about the Deportees. Jones shared that $5,000 in funding was still needed to produce the program.
- Colorado Encyclopedia is ready to launch marketing with RMPBS spots and posters to libraries statewide. Jones encouraged the Board to link to it on social media.

b. Looking ahead to FY2018 program plan
Jones reported that programs for FY2018 will look very much like those of FY2017. Nelson clarified that FY2018 will, in theory, be a year of transition to new programs that will be developed/implemented as a result of the feedback from the Blue Sky listening tour. It could be a combination of established and new CH programs. FY2019 will show more significant changes.

c. Other

Following lunch, Holen Hirsch of Omni Institute detailed preliminary findings of the Motheread/Fatheread Colorado impact study.

8. **Blue Sky report** (Nelson)

a. Blue Sky listening tour

Convery reported that he and Jones had traveled to Trinidad, La Junta and Lamar in December 2016, and Telluride, Ridgway, Durango, and Alamosa in January 2017, meeting with civic and political leaders, and people representing local schools and arts programs. They engaged in conversation about the humanities in their communities. Convery felt it was important, initially, just to introduce CH to community leaders, as the organization has really good appeal but may not be well-known. The focus was on broad questions about what is working or not in communities.

He shared that in each area there are robust programs in place, but there is need for a network of communication and cooperation. There is a desire for home-grown programs, but a need for larger statewide support, such as tech support and marketing. Many areas would like to see programs that support other industries, such as marketplace preparedness and tourism.

Jones related that Trinidad, Telluride and Ridgway were in a position to export programming to the rest of the state, and that CH has the connections to make it possible. She said in rural towns, where up to 48% are on assistance, desires are simpler, such as having an author visit. Jones said she learned of major issues, such as housing, transportation, and very competitive non-profit environments in several areas, and now has a much better understanding of challenges faced by some communities within the state.

Jones said she made connections with people who would support CH. She mentioned Ridgway as an example of collaboration, as all local non-profits share contacts and produce a single newsletter. She visited Pueblo, Cañon City, and Salida alone, and Vail, Basalt/Carbondale, Aspen, and Glenwood Springs with Coval.

Nelson observed that the discussions seemed to be more about ways local programming could be expanded, or statewide programming could be brought in, than about program topics. More, "how to do it well, rather than what to do."

Convery explained that the tour would return to communities already visited, in order to present ideas for a specific set of programs or potential support. Items for consideration prior to the return tour are:

1. bringing CH programming to currently un-served Colorado communities
2. helping to implement successful/valuable local programs statewide
3. developing a statewide humanities brokering/communications network
4. investigate creating a humanities forum with CH as the facilitator
5. examine current CH programs and rank in terms of outreach potential
6. consider feedback from communities about what they need

Hillyard suggested contacting the Colorado Historical Foundation for suggestions on developing an information network, as it has created one for small historical societies.

b. Blue Sky team reports
Garcia relayed that her team's assignment was to look at other humanities council's programs, and to imagine unique programs. She had asked team members to propose two or three favorites for future implementation by CH. Ballantine will present the team's recommendations at the June 24 board meeting.

Jones stated that Convery leads the landscape analysis team. The team's study will show what programs implemented around Colorado are similar to what CH provides.

Nelson reported that the Blue Sky project is approximately 3-6 months behind schedule, but with uncertainty at NEH, the deadline for submission of the 2019-2023 program plan may change. He did not anticipate a problem. He indicated that the Board is limited in how far it can develop new program ideas, saying staff will need to vet the proposals for budget needs, staffing, and production considerations.

9. Executive Session

During the Executive Session, the Board reviewed the proposed contract for Coval drafted by Nelson. The Board **unanimously approved** the contract, and agreed that a subcommittee would develop an annual evaluation process to be used going forward. Dahlin will meet with Coval to summarize the review

10. Finance and Infrastructure Committee (Coval)

a. Financial status report
Bantis reported that Motheread/Fatheread and Colorado Encyclopedia are facing large deficits. Colorado Encyclopedia did not receive the desired funding from NEH. Because of the uncertainty of general funding from NEH, decisions to downsize, suspend or eliminate these two programs may need to be made much more quickly than normal.

MFC costs through February were $20,000, and through June 2017 will be $56,000 because of the SIF study expenses. July through October 2017 MFC costs are projected at $32,000. Projected income through June 30th is $25,000. There are grants pending that would cover costs through October, but it is unknown if they will be awarded.

Coval added that there are some funds available to last for a few months. The bulk of MFC's expenses is personnel, and through June, evaluation consultant Omni Institute. There are program plans through the end of the year, but not all funders line up with our fiscal year. Colorado Encyclopedia (CE) has submitted a proposal to the State Historic Fund, which will not be decided for several months, and would only cover a portion of expenses. CSU's contribution is primarily personnel.

Bantis said there is $195,000 in grants pending for MFC, and if at least a portion of that funding is not received, some difficult decisions will need to be made quickly. CH may need to decide to fund MFC for the next several months, and then cut the programs if no more funding is received. Without the NEH grant, CE currently has funding only through the end of May. Bantis explained that the decision would be made by the Executive Committee, the Finance Committee, and Coval together.

b. Presentation of audit (Jim Davis)
Jim Davis of Davis & Co. CPAs reviewed the audit results. He referred to the Statement of Activity and Net Assets on page 3, saying CH had seen a 2.5% decrease in total revenue from the prior year. He explained that that figure is skewed because of the Colorado Encyclopedia grant. The Social Innovation Fund (SIF) matching, and other grants and contributions were down from FY2015. Investments did better, and program earned ticket sales were up.

Davis reported that expenses increased by 5% within the organization. Wages were up primarily due to the production of CE digital educational resources. The CE componenet of Educational Resources was up approximately $50,000 from FY 2015. MFC gave $18,500 in book grants. Davis noted that those two areas explain the bulk of increases, otherwise, program expenses were similar to the prior year. Supporting services were about the same, representing 11.5% of all expenses, and with in-kind added, 15%, figures that are in-line with industry standards. Davis commended the staff on careful tracking of time for allocation to the appropriate program or supporting services.

Davis reported an overall negative net impact of $92,424 from FY2015 to FY2016 due to a slight increase in expenses, and a 5% decrease in income. Net assets went from a little over $501,000 at the beginning of FY2016 to $408,656 at the end of the year. More than half of the decrease was donor-restricted carry-over monies from the previous year (page 10), the majority of which was Social Innovation Fund (SIF) matching funds.

As of October 31, 2016, CH was in a good financial position with unrestricted net assets of $304,786, all liquid, and a 10:1 ratio of current assets to current liabilities. Assuming operations similar to 2016, which was robust, that amount of unrestricted net assets would allow for approximately three months of operation.

Davis reported a nominal difference in cash flow (page 5 of the audit). The $92,000 deficit in net assets was covered by withdrawing funds from securities. There were no other major changes in other components of the balance sheet.

Davis clarified that donated technical services of $248,000 listed on page 7 was about 1/3 from CSU for CE, but also included Coloado Book Awards judging, donations for High Plains Chautauqua, attorney fees, Board time outside of regular meetings, and Pulitzer/Speakers Bureau. Venue and facilities donations are also significant each year.

The new lease was noted on page 9, along with other required disclosures. Contributions from NEH met the requirement of a 'revenue concentration,' as 49% of all funds received were from NEH. Because government funding exceeds $750,000, internal control reports must be submitted. CH was in compliance with spending requirements for those funds, so there will be no issues to communicate.

c. Investment and endowment report
Bantis reported that investments are doing well. Community First Foundation investments have rebounded to a reasonable rate of return. $17,000 was withdrawn to cover year-end deficits, but there is $38,000 remaining that CH would like to access. A discussion about switching CH investments to bonds, or something less volatile, might be prudent, but overall the current return is satisfactory.

11. Development and External Affairs Committee (Dahlin)

a. Board members' reports on development activities
Miller reported that he facilitated $75 in funding at his book launch event. Three attendees used the promotional code required to provide CH with a donation.

b. D.I.N.E. (Tucker, Tate, Coval)
Miller reported that 39, including some new faces, had attended the D.I.N.E. at Brio in Cherry Creek. The featured Chautauquan was Becky Stone as Harriet Tubman. Tucker reported a profit of almost $500. Tate encouraged other board members to host a D.I.N.E. to raise awareness in a certain community. Coval noted that D.I.N.E. in Aspen, hosted by Bantis was a client event of First Western Trust. Discussion followed regarding D.I.N.E. ideas.

c. Board giving (Dahlin)
Dahlin shared that 13% of the Board had met their giving obligations. She reminded the Board about different ways to give, including facilitating donations, and declaring unreimbursed expenses. Board giving allows CH to demonstrate that its Board is engaged and committed.

d. FY2017 fundraising status report (Coval, Tucker)
Coval referred to the FY2017 Fundraising Status Report, and mentioned that the NEH grant for CE is no longer pending. A new grant proposal may be written for a July deadline. She indicated that immediate help was needed for Latino Heritage Live, Student Literary Awards, and Colorado Book Awards.

d. Holiday season appeal and Colorado Gives Day (Tucker)
Tucker reported that a paper appeal letter, along with a reply envelope, was sent to 2500 people. The mailing cost was $3,000. Response was not big, and some donations were restricted to programs. $8,000 was generated.

Colorado Gives Day generated about $5,000. The email CH sent to promote the campaign cost $80. Nine new donors participated, and Community First Foundation provided a $137 match.

f. Other

Dahlin stated that in the current financial environment, development will be key moving forward. An extension of level funding from NEH is the best-case scenario. She stressed that more Board involvement is needed in development, and encouraged Board members to gain familiarity with CH programs and their value by attending upcoming events. She felt the Board would be energized. She asked them to find current and future programs that are of particular interest, and to advocate for them. She reminded the Board that any new opportunities for funding should be relayed to Coval or Tucker.

Adjourned.

The Board of Directors Minutes have been signed and approved on this 28th day of June 2017, 2017.

by: __________________________________
Margaret A. Coval
Executive Director, Corporate Secretary
Colorado Humanities