Colorado Humanities Board of Directors Meeting
June 23, 2012
Glenwood Springs, Colorado
Minutes

Present: Alpha. Barrows. Edgerton. Fries. Gifford, Hoesterey. King. Lamborn. Sullivan. Walton, Wei

Staff: Coval, Huett. Jones. Tucker

Guests: Todd Neff

1. Welcome and introductions (Wei)

Wei welcomed the Board and recognized the following Board members:

- Fries for helping with the Voices of the Valley planning
- Conrad for finding writers for the Writers in the Schools residency
- Tolmachoff, Hoesterey, Edgerton, Weise and Hall for furthering CH's efforts for K-12 program evaluation
- Sullivan for securing Vectra Bank support for the Colorado Book Awards and for facilitating grant opportunities with Northern Trust Bank and Schwab
- Barrows for supplying leads for Sage Hospitality and names of schools to approach for Writers in the Schools
- Weise for her help working on the chuck wagon fundraiser
- Gifford for arranging meetings with realtors and inspectors at the Ferril House
- King for facilitating a donation from Northrop Grumman
- Tolmachoff for her volunteer work at CH and for helping with donor prospect research
- Hall for getting Young Chautauquans ready to perform at Two Rivers Chautauqua
- Edgerton for his work on High Plains Chautauqua
- Lamborn for remaining a steadfast partner for the Encyclopedia project
- Sullivan, King. Barrows and Curtis for agreeing to serve on the Motheread Fund Task Force
- Coval and Tucker for their extraordinary efforts to get matching funds for the Mile High United Way grant.

2. Review and approve changes to the agenda (Wei)

The Board reviewed the agenda for the June 23, 2012 Board meeting.

Motion by Edgerton to accept the agenda for the June 23, 2012 Board meeting.
Seconded by Alpha.
Vote: Unanimously approved.

3. Approval of minutes of April 28, 2012 Board meeting

The Board reviewed the minutes for the April 28, 2012 Board meeting.

Motion by Edgerton to approve the minutes of the April 28, 2012 Board meeting.
Seconded by Walton.
Vote: Unanimously approved.

4. Chair's Report (Wei)
   a. Board meeting calendar
   The Board reviewed the proposed calendar for 2012-13 Board meetings, and agreed to meet on September 29, December 8, March 23, and June 22. Wei said that Conrad has expressed interest in hosting a meeting in Durango and asked the Board for input. Coval stressed that we need to have firm attendance commitments before we can start planning. There was quite a bit of interest in going to Durango, and also some reservations regarding overall distance and travel time. Since several Board members were not at the meeting, Coval asked Huett to send out a survey to get a sense of attendance. The Board discussed the possibility of holding a DINE event or a donor reception if they travel to Durango.

Motion by Edgerton to adopt the 2012-2013 Board meeting calendar.
Seconded by Gifford.
Vote: Unanimously approved.

   b. Committee preferences
   The Board discussed Committee selections for the upcoming year. Coval asked members to fill out a Committee Preference Form and to rank their order of preference. She asked Huett to send the form to Board members who were unable to attend the meeting.
   c. MFC Fund Task Force
   Sullivan said that the Task Force is actively engaged and welcomes the Board's fundraising suggestions. Coval said that the Committee especially needs help making business and individual contacts. Tucker is working on a fact-sheet, which contains a list of all Motheread books, including prices. Sullivan asked Tucker to email the list to the Board when it is completed.
   d. Encyclopedia project
   Wei informed the Board that the NEH proposal for the Encyclopedia was not funded. CH has received good feedback and suggestions from NEH and will resubmit later this summer. The two main suggestions were: 1) the interactive features needed to be more obvious and 2) CH needs to seek partners in order to ensure the sustainability of the project after the three-year grant ends. Hoesterey said that most schools would probably be willing to subscribe to the project if the fee were modest. Sullivan asked how long CH would pursue the project if it is rejected again. Lamborn said that most grants are not

accepted the first time. He thinks that it would be appropriate to re-evaluate our participation if our proposal is rejected a second time.

e. Other

No other business was discussed.

5. Executive Director's Report

Coval thanked Wei for his work on the Encyclopedia project, for facilitating committee meetings, and for helping to keep us on track. She also thanked the staff for their work on the Student Literary Awards, the Colorado Book Awards and grants.

a. NEH compliance report

Coval said that CH has submitted the Annual Compliance Report to NEH. She said that the House Interior Appropriations Committee is allotting $132 million in funding for NEH for FY2013. The current funding is $146 million. Sullivan asked if efforts such as Humanities on the Hill work, if the funding keeps decreasing. Coval replied that although Colorado does not have any representatives on key committees, our participation in Humanities on the Hill does make a difference. Edgerton agreed and said that with persistence, and by asking members of Congress for non-financial support, he thinks our efforts will pay off in the long run.

b. Other

Coval informed the Board of two upcoming events. June 29 and 30, CH will partner with History Colorado, the Theodore Roosevelt Center and Teaching with Primary Sources to present a symposium on TR and Water in the West. Buie Sewell also approached CH to co-sponsor with the DU Enrichment Program a Jefferson/Hamilton debate featuring Clay Jenkinson and Hal Bidlack, and moderated by former Governor Lamm on September 12, 6:00-8:00 pm on the DU campus. This is one of several events leading up to the October 3 Presidential debate at DU.

6. Nominating and Governance Committee (Alpha)

Alpha reminded the Board that this would be her last meeting and that the Board would be down to 18 members.

a. Election of Board member

Motion by Alpha on behalf of the Nominating Committee to re-elect Sullivan to a two-year term.

Vote: Unanimously approved.

Alpha and Wei thanked Sullivan for his continued service.

b. Election of officers

Alpha reviewed the slate of officers: William Wei for Board Chair; Barrows for Board Vice Chair and Governance and Nominating Chair; Sullivan for Finance Chair; Edgerton for Program Policy and Evaluation Chair; and Walton and King as Co-Chairs for Development and External Affairs.

Motion by Alpha on behalf of the Nominating Committee to elect the officer slate as written.
Vote: Unanimously approved.

c. Board prospects report
Alpha reported that Hall, Edgerton, Barrows and Weise have made several recommendations regarding potential Board members. The Nominating Committee will call the potential members to determine their interest in being considered for the Board. Alpha reminded the Board to send the Committee the contact information for candidates.

d. Other
No other business was discussed

7. Program Policy and Evaluation Committee (Edgerton)

a. NEH Self-Assessment
Edgerton reminded the Board that the purpose of the Self Assessment is to come to some conclusions about our past five years and the effectiveness of our programs and the things that we want to continue. Some aspects of the Self Assessment are simply updating demographic information and research that staff and interns will be doing. Coval explained that the format is outlined by NEH.

Jones asked the Board to think about: What do you specifically want us to take note of? Who do we need to contact? What are the things that really concern us? What are the things we need to understand better before we can make a plan? (e.g.: understanding the new K-12 standards.) What do we want to know about our state? What do we want to know about the context of our work?

i. Program Committee thoughts
Edgerton summarized the Program Committee's discussion regarding the evaluation process. He said that they decided to focus on the impact that CH programs have on deep learning. Deep learning measures: active student involvement, time spent on task, ability of students to apply what they have learned to non-academic situations, and different levels of challenge. In addition, CH will continue to focus on ways to engage diverse populations, K-12 education/literacy and ways to deepen civic engagement. Lamborn added that our society is good at measuring content, but content doesn't stick. Competencies are a much more stable measurement of learning. The Board agreed that narrowing the focus from five objectives to three is an improvement.

ii. Time line
The Board reviewed the Self Assessment timeline. Edgerton said that NEH requires us to submit four possible dates for site visits, one in each quarter, and that the written assessment is due to NEH six weeks prior to the visit. Coval said that she and Jones determined that an accelerated calendar would probably work best for CH in 2013 due to a busy program schedule the remainder of the year. Coval said that CH will structure a 2-½ day schedule for the peer review visit, which will include meetings with the Executive Committee, Board members, CH staff, as well as community member roundtables.

c. Program status report (Jones and Chris Goff)

- The Student Literary Awards were May 10 and were very successful.
- River of Words will be partnering with Denver Water and will have a photography contest with a display in the Governor's Mansion and the Capitol. Jones has been working with Denver Water to distribute curriculum throughout Denver Public Schools and will meet with members of the Colorado Water Initiative and Colorado Water Education to see if they can help with the production and distribution of folders.
- Student Literary Awards and Letters About Literature—Jones informed the Board that Target has pulled its national sponsorship of these programs, but will continue to give money on the state level. The competition will no longer target 11th and 12th graders. Alpha said that Grand Junction hosts a yearly water symposium geared toward 5th graders. Goff said she would look into it.
- Colorado Book Awards had 169 entries in 12 categories. CH handed out 14 awards as well as a lifetime achievement award for Margaret Coel. Vectra Bank and Outskirts Press were sponsors, and 84 people served as volunteers, reading and judging the submissions. Goff has been working to increase visibility for the program and authors and will host a winner's event at the Tattered Cover in August.
- Writers in the Schools reached 1,300 students this past year. Tim Hernandez will continue to coordinate WITS in the metro area, and CH is considering adding a staff person on the Western Slope in order to expand the program statewide.
- Aspen Historical Society is interested in doing a Chautauqua in July 2013 to commemorate their 50th anniversary.
- Writing Bios—18 teachers will participate in a training in July hosted by CH, Filter Press, Denver Public Schools and Teaching Primary Sources. The finished books should be ready to distribute in the 2013-14 school year.
- Voices of the Valley—There will be a workshop for Young Chautauquans and prospective Chautauquans on July 30. Voices of the Valley will be August 4 and 5.
- High Plains Chautauqua—Edgerton invited the Board to attend August 7-11.
- Two Rivers Chautauqua will be September 14 and 15. The theme is Inventive Minds and will feature Albert Einstein, Henry Ford, Mary Shelley, and Dr. Seuss.
- Civil War book discussions are currently going on in Greeley, and will also be held in Littleton, Denver and Garfield County in the fall.
- Hispanic Heritage Live—Fred Blanco will bring Cesar Chavez to community colleges at the end of September.

d. FY2013 Program Plan and recommendations
Edgerton reviewed the FY2013 Program Plan. He said that many of the programs remained unchanged from the FY2012 plan. The Speakers Bureau, Young Chautauqua and Writers in the Schools will have increased funding because of cost share revenue and grants. Wei asked if the Program Committee has discussed adding new programs. Edgerton said that they discussed reinstating the grants program, but decided to keep it on hold until the NEH funding is more certain. Coval added that the Committee decided not to propose significant changes or additional programs because CH is in the fifth year of a five-year plan and will determine if changes are needed during the upcoming Self

Assessment process. Sullivan said that CH produces outstanding programs and thinks that schools and organizations would be willing to pay more in order to participate. Hoesterey agreed. The Program Committee agreed to take the suggestion under advisement.

Motion by Edgerton on behalf of the Program Committee to accept the 2013 Program Plan.
Vote: Unanimously approved.

e. Other

Lunch (Guest speaker: Todd Neff, Colorado Book Award winner.) Neff spoke about the process of writing his book *From Jars to the Stars*.

8. Finance and Infrastructure Committee (Sullivan)
   a. Financial status report
   Sullivan said income and expenses are still on track. He commended Coval for keeping expenses down.
   b. Revised FY2012 budget
   Coval submitted a revised budget for FY2012. The updated version reflects the reduction of NEH funds by approximately $49,000 and the addition of the United Way SIF grant and matching funds. She indicated that a column had been added to track the SIF project funds separately from the earlier Motheread funds. Other minor changes to the budget include: WITS was able to carry forward funds from the NEA grant, the Operations/Unrestricted column has also been updated to reflect the recent salary increases and changes in Tim Hernandez's employment status. Coval said that the SIF grant is also paying Kim Turner's salary as well as portions of Jones, Huett and Coval.
   c. Investment report
   Sullivan said that he recently met with our Schwab representative and with the agreement of the Finance Committee moved $3,000 from the Equity Fund to an International Fund.
   d. Ferril House
   Gifford said that CH recently interviewed brokers and chose one who is familiar with historic properties and government sponsored financing for renovations. He has asked CH to get several consulting reports reflecting the condition of the roof, heating system, sewer and the overall structure in order to give potential buyers confidence that they know what they are buying. The broker is planning to hold several open houses. Coval and Shingles have also been interviewing cleaning companies. After the house is cleaned, the broker will have a professional photographer take photographs of the property.
   e. Mileage rate increase
   Coval said that the current mileage reimbursement rate is 39 cents per mile, which is considerably below the federal and state level. She asked the Finance Committee to review and they have recommended increasing the rate to 50 cents per mile beginning September 1.

Motion by Sullivan on behalf of the Finance Committee to raise the mileage reimbursement rate to 50 cents per mile, beginning September 1.

Vote: Unanimously approved.

f. Other
Sullivan reported that the A-133 Report reflected no issues of non-compliance and that CH is in very good shape.

9. Development and External Affairs Committee (Walton)
Walton welcomed King as co-chair of the Committee and thanked Tolmachoff for all of her efforts and hard work.

a. Reach for the Stars (King)
King asked the Committee to participate in an interactive activity to help the Board consider new avenues of fundraising. She collected the responses from each group and will compile a summary and send it to the Board. Barrows and Hoesterey complimented King on the activity.

b. Fundraising status report (Coval)
Coval informed the Board that CH has raised 93.6% of the non-NEH funds for the year. She said we need to raise $13,590 in the next four months.

Lamborn asked if CH will have the ability to track the children affected by the Motheread grant as they go through school in order to get them involved with other programs such as Young Chautauqua. He suggested creating a CH graduation certificate for students who go through three programs. He thinks an alumni program will create an enthusiastic pool of volunteers who will return and work with the next generation. The Board liked the idea. Wei said that building a sequence of programs might make it easier to go to communities and tell them we could help enhance the community over time. The Board discussed the sequence of programs. Tucker suggested adopting a school and creating a series of programs for each school.

c. DINE report (Tucker)
The tour of the new History Colorado Center was a huge hit. There was a large wait list. Coval had hoped to do a second night, but the museum staff schedule did not allow it. CH took in $1,300 and spent $1,500. $175 of the expense was for comp tickets for staff. Coval said that she and Tucker will meet with Syd Nathans to see if he wants to continue as a volunteer in the fall. Hoesterey expressed concern about sponsoring events that lose money. Coval said she would speak with Nathans to see if the model can be modified. Sullivan suggested backing the staff numbers out of the budget so that the Board can get a better idea of real profit and loss. Fries indicated that Colorado Communities asks for a program sponsor for their events and allows them to put their information on tables in return.

Tucker said that DINE has resulted in the addition of 53 new people to the database and 5 new donors.

d. Events update
   Walton said that the Development Committee has decided to postpone the fundraising events until 2013. He said in order to do a good job, the Committee felt that they needed more time to plan and get the right partners lined up.
e. Membership appeals (Tucker)
   Tucker said membership information is now posted on the website and the official launch will be announced by email. CH also hopes to send a print letter appeal toward the end of summer. Sullivan suggested having membership information on all print materials and having information available at all events. Tucker asked the Board to email her additional suggestions.
f. Other
   The Board discussed the practice of asking Board members to make donations to cover lunch expenses at Board meetings and decided that given expenses incurred by Board members in order to attend Board meetings, it was not unreasonable for CH to pay for the Board lunch.

10. Other business
No other business was discussed.

11. Adjourn

Motion by Gifford to adjourn.
Seconded by Walton.
Vote: Unanimously approved.

The Board of Directors Minutes have been signed and approved on this 7th day of October, 2012.

by: Margaret A. Coval

Margaret A. Coval

Executive Director, and Corporate Secretary

Colorado Humanities