Colorado Humanities Board of Directors Meeting
March 3, 2018
Holland and Hart, LLP
555 17th St. #3200, Denver

Meeting overview and materials

Opening business (page 1) .... agenda, previous minutes
Chair's report (page 1)
Executive Director's Report (page 2)
Finance Committee (page 3) .... October and December 2017 draft financial statements
Investment earnings policy
Nominating Committee (page 4) .... Board slate
Program Committee (page 4) .... program status update
CBA finalist handout, BHL fact sheet
Blue Sky discussion (page 5) .... NEH self-assessment guidelines
2014 Self-assessment narrative
Development Committee (page 5) .... Fundraising goals and status

Actions taken

- amendment/approval of the agenda (page 1)
- approval of the October 6, 2017 and December 9, 2017 Board meeting minutes (page 1)
- approval of new policy for taking investment earnings (page 3)
- amendment of Board slate (page 4)
- election of new members (page 4)

Assignments/Directives

☐ Meet with CE Governance Board (page 2)	Executive Committee, Coval
☐ Obtain analysis of Schwab holdings (page 3)	Bantis
☐ Create policy statement re: investment earnings (page 3)	staff
☐ Ask CFF if October year-end statements can be provided (page 3)	Bantis
☐ Assemble ad hoc Officer Election Committee (page 4)	Board
☐ Assist with self-assessment (page 5)	Board
☐ Send e-signature texts to promote events (page 5)	Tucker
☐ E-mail a summary of new Board goals for development (page 6)	Nelson

Next meeting

June 9, 2018

Colorado Humanities Board of Directors Meeting
March 3, 2018
Holland and Hart, LLP
555 17th St. #3200, Denver

Present: Dahlin, Lee, Nelson, Tate
Participating by Phone: Ballantine, Bantis, Garcia, Kirkpatrick, Rodriguez
Absent: Best, Cunningham, Hurley, Mason, Meyer, Miller
Staff: Coval, Albright, Jones, Tucker

1. **Welcome and ice breaker** (Dahlin)
   Dahlin welcomed the Board. She elected to omit the ice-breaker.

2. **Approval of agenda** (Dahlin)
   To accommodate Bantis' schedule, the Finance report will moved forward on the agenda to right after the Executive Director's report.

   Motion by Kirkpatrick to approve the agenda as modified.
   Seconded by Lee
   Vote: Unanimously approved

3. **Approval of October 6, 2017 and December 9, 2017 Board meeting minutes** (Dahlin)

   Motion by Nelson to approve the minutes of the October 6, 2017 and December 9, 2017 Board meetings.
   Seconded by Lee
   Vote: Unanimously approved

4. **Chair's report** (Dahlin)
   a. Dahlin recognized the following Board members for their recent activities:
      - Nelson for approaching Atmos Energy for a contribution to High Plains Chautauqua (HPC), for contacting Anadarko for a meeting, for his advice to staff on steps for the self-assessment, and for attending D.I.N.E. with a guest
      - Best for an approach to Scheels for support for HPC
      - Mason for work planning the Durango Chautauqua
      - Bantis for facilitating a $5,000 sponsorship from First Western Trust for Colorado Book Awards
      - Lee for recommending a board member prospect, and attending the Black History Live program at Blair-Caldwell Library
      - Tate for hosting D.I.N.E. featuring Charles Pace as Malcolm X, for meeting with staff to begin planning a Latino Heritage Live program, for attending the Impact Denver team meeting for the Denver Veterans Writing Workshop (DVWW), for arranging a meeting for Jones with staff of The Denver Voice to explore a partnership geared toward engaging the homeless in the DVWW, for visiting the Lutheran Refugee Services office along with Jones, for facilitating a Channel 12 interview with Charles Pace

b. June and September board meeting locations
Dahlin reported a need for locations for the upcoming June and September board meetings. Discussion followed. Colorado Springs was suggested for June, and Pueblo for September.

5. Executive Director's Report (Coval)
Coval thanked Dahlin for meeting with Jones regarding development of the self-assessment report, meeting with board candidate Bentz, sending thank-you letters, being available and in communication with staff, and for attending D.I.N.E.

a. NEH update
Coval reported that funding for FY2018 is still undetermined. NEH is functioning under the fifth Continuing Resolution, which will end March 23rd. CH has received a partial grant award of $296,000, of which $230,000 has been drawn. Coval expects the remaining funds to last through the March 15 pay period, but there may be cash flow issues after that.

The President's 2018 budget is similar to 2017 in that there is minimal funding allocated to NEH, in anticipation of closing the department.

Coval reported that the day before, the President nominated Acting Chairman John Peede to be the Chairman of NEH. According to Coval, Peede is accessible, public oriented, and has experience as a Program Officer. He has yet to be confirmed by the Senate.

b. Colorado Encyclopedia meeting
CE is at the end of both the NEH and SHF grants. Funding sources are needed to continue its development. Coval reminded the board of the approved motion to, within eight months, reduce CH's role in Colorado Encyclopedia (CE), or to develop an exit strategy. She met with the CE Governance Board in January to discuss the issue. The Board was understanding, and began brainstorming creative solutions.

Governance Committee member representing CSU Alan Lamborn suggested CE as a platform for conversation that would offer "a digital window on lived experience." He said CE was never intended to provide information only, but to function as a way to connect. The importance of demonstrating the need for/value of CE while it continues to be developed was noted.

Coval reported a lengthy discussion about fundraising. CSU staff may have an interested donor. Darrin Pratt of University Press of Colorado suggested a membership-supported platform. An NEH grant is pending with notification expected mid-March. The CE Governance Board will meet again to strategize, and will include members of CH's Executive Committee.

c. National conference and Humanities on the Hill schedules
The FY2018 dates for the National Humanities Conference are November 8-11 in New Orleans. There is a stipend available to encourage new board members to attend.

Coval and Tate will be traveling to Washington DC March 6 for Humanities on the Hill to meet with Congressional representatives to encourage funding for the state councils. The 2019 dates are not yet available, but will likely again be in early March.

6. **Finance and Infrastructure Committee** (Bantis)
   a. Financial status report
   Bantis reviewed the October 31, 2017 draft financial report. He stated that it is truly a draft, and that things will change. He noted that FY2017 ended with CH in decent shape financially, with minimal liabilities and fair liquidity, with assets equal to about 1/3 of a year's worth of expenditures. The audit is scheduled for the last week of March.

   Bantis indicated that not much could be gleaned from the December 9, 2017 statement as it shows only two months of the new fiscal year. He noted that office expenses are high due to increased space, and an unforeseen increase in shared building expenses.

   b. Investment and endowment fund report
   Bantis reported that funds at Schwab and Community First Foundation have performed fairly well recently. The return at CFF for FY2017 was nearly 14%. The desire to remove assets from CFF remains, although no action has been made toward that end.

   Current investment products and allocation at Schwab have worked well to date. Return for FY2017 was a little better that 20%. About $320,000 is currently invested with Schwab. Bantis will ask the investment specialist at First Western Trust to analyze the Schwab investments and make recommendations.

   c. Other
   Bantis shared that CH has never taken any investment gains into operations cash, but has always continued reinvesting it. He noted that funding for operations is not keeping pace with local inflation. The Finance Committee was authorized to take $17,000 from investment earnings to fund staff salary increases, which prompted a discussion about an investment earnings policy. On behalf of the Finance Committee, Bantis proposed a policy that would authorize the Board to withdraw up to 50% of the investment earnings from the previous year. Discussion followed.

   Motion by Nelson to create a policy that authorizes the Board to withdraw up to 50% of the investment earnings from the previous year should a need arise.
   Seconded by Ballantine
   Vote: Unanimously approved

   Bantis commented that any funds needed should always first be taken from CFF. He said he would ask CFF if they are able to provide a 12-month statement ending October 31st to coincide with CH's fiscal year end.

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

   a. Nominations report

   Tate reported on the board prospects currently under review. The Nominating Committee is talking with John Sweet, who was recommended by Hurley. Sweet is Director of Military and Veterans Services for Regis University.

   Will Holden, Director of Communications at Ground Floor Media has been a journalist, content producer, social media specialist, and a network TV producer.

   Lola Farber Ruskin, who was suggested by Lee, has worked in development with the Mizel Arts and Culture Center and is the former Executive Director of Colorado Lawyers for the Arts.

   b. Election of new members

   The board was presented a slate for election of new members William Philpott and Melora Bentz and re-election of Bantis and Dahlin. Nelson's name was omitted from the slate in error.

   Motion by Dahlin to amend the Board slate to include re-election of Nelson.
   Seconded by Lee
   Vote: Unanimously approved

   Motion by Tate on behalf of the Nominating Committee to elect William Philpott and Melora Bentz to the Colorado Humanities Board of Directors for four-year terms, to elect Michel Dahlin and Thor Nelson for two-year terms effective immediately, and to elect Charles Bantis for a two-year term beginning June 1, 2018.
   Vote: Unanimously approved

   c. Officer election process

   Tate explained that the current Executive Committee's term expires in June. The election process requires steering by a couple of Board members who will not be running for offices. Coval will distribute nominations forms. Board members may nominate themselves or others. Responses will help determine who will serve on the ad hoc officer nominations committee.

8. **Program Policy and Evaluation Committee** (Miller)

   Jones reported on the FY2017 year-end status of current CH programs. Of note:

   - Colorado Book Awards is in adjudication. The celebration will be at the Sie Film Center June 2 at 5 p.m.
   - The Student Literary Awards will be held at 2 p.m. on May 4th at the Denver Public Library main branch.
   - There is a lot of activity in Motheread/Fatheread Colorado. The program is moving from a few CH implemented training events to a sustainable model where training is hosted and funded by a local agency

- Still Coming Home, formerly Denver Veterans Writing Workshop has been opened up to family members of veterans, refugees and immigrants. There are three workshops remaining. Impact Denver, a team of young professionals is helping with advertising and community connections. Submissions to the anthology will be accepted soon. The anthology will be published this summer, and launched at Redline Gallery's annual summit.
- Speakers Bureau World War I programs are still active with two programs remaining, and a reading and conversation series at ten sites.
- Young Chautauqua programs are beginning in the same sites as last year.
- High Plains Chautauqua theme this year is Blowin' in the Wind - 1960s. A shorter schedule is planned to keep expenses in line.
- Two Rivers Chautauqua is planning a WWI theme.
- A scholar to portray Theodore Roosevelt has been confirmed for Durango Chautauqua.

Jones reported larger crowds for Black History Live as a result of media outreach responsibilities now detailed in the hosts' MOUs. Press releases were generated, and Brenner contacted media outlets as well. A Channel 12 interview with Pace will be taped on March 5th. Jones will send an email when it is aired. Best is helping to find inroads for radio exposure. Jones plans a similar outreach for SLA and CBA.

Tate and Rodriguez are helping to build two separate models of a Latino Heritage Live program for Denver and Colorado Springs. It may launch in September.

9. **Blue Sky and self-assessment report** (Dahlin, Coval, Jones)
Dahlin explained that the Self-Assessment Next Steps shows who is responsible for the various aspects of of the report. She invited participation from any board member who would be interested in writing or reviewing. Coval noted the guidelines distributed are from the previous self-assessment. NEH is not finished with revisions to new guidelines. It is uncertain as to whether new guidelines will be received before CH's self-assessment report is due. Jones welcomed participation by the Board as draft readers, and asked for feedback offering critique or suggestions for additions.

10. **Development and External Affairs Committee** (Nelson)
    a. D.I.N.E. (Tate)
    The Black History Live tour was kicked off with a D.I.N.E. event. Tate reported 41 in attendance, generating $867.00. She particularly enjoyed learning about Charles Pace's method of study. Tucker said that the event was heavily marketed with personal invitations, letters and emails. Tucker noted that all Board members can highlight upcoming events with a tagline on their e-mail signature. She will send e-signature texts so those who would like may add them.

    b. Fundraising status report (Coval, Tucker)
    Tucker reported that items highlighted in peach on the fundraising status and goals document are those that have changed since the previous board meeting. She pointed out that Young Chautauqua is well supported in Weld and Mesa counties. There is interest in Colorado Springs, but there has been no success in finding corporate support.

Fundraising for High Plains Chautauqua is still in progress, with a contribution from Atmos Energy pending.
Coval reported that the Student Literary Awards are not fully funded. Avison Young is returning as a sponsor, but has not committed to an amount. Over $5,000 is needed. There is still time for a business or individual who would like to participate to have their name listed as a sponsor.

c. Focusing Board support for fundraising
Nelson reported that he had met with Coval and Tucker to discuss invigorating Board participation in CH development. It was determined that the first opportunity is communication of what staff is doing and ways that Board members can facilitate. The second opportunity, Nelson said, is to take more personal accountability for achieving development goals assigned to the Board. Nelson described several new goals for which he would like to see 100% Board participation over the course of 2018.

Nelson explained that CH must demonstrate matching funds for all monies received from NEH, and that in-kind donations count in the calculation of matching funds. Nelson described the completion of in-kind forms as "mission critical." The Development Committee will start tracking participation, and will report to the Board quarterly. Electronic forms on the CH website will be revised.

New Board goals he outlined are: a give/get goal of $25,000 in unrestricted cash support, $25,000 in in-kind donations, and introduction by each board member to at least one person at a potential donor company. Nelson encouraged the Board to facilitate introductions between potential donors that they know, and Coval or Tucker. The Committee will build a process for making those introductions. Board members may make their own suggestions, or a request may be sent by the staff for contacts at a specific company.

Nelson asked for increased Board participation in CH programs, beginning with a commitment for each board member to attend at least one CH program, saying that it would make them better ambassadors for the organization.

Nelson said regular updates reporting participation levels and total amount given will be provided as encouragement and to increase the level of activity and support, and so Board members will know when giving falls behind.

d. Other
Nelson discussed the staff time and resource development challenges faced as CH transitions to new programs. Developing programs in collaboration with communities will have travel costs. He challenged the Board to think of ways to raise funds for the development of new programs, so existing funds are not siphoned from current programs. Nelson asked the Board to consider individually offering an additional give/get of $100 to $200 each for program development. He will send an e-mail to remind the Board of this appeal, and detailing the above new Board giving goals.

11. Other business

There was no other business.

Adjourned.

The Board of Directors Minutes have been signed and approved on this 13th day of June, 2018.

by: Margaret A. Coval

Margaret A. Coval
Executive Director, Corporate Secretary
Colorado Humanities