Colorado Humanities Board of Directors Meeting
September 15, 2018
Courtyard by Marriott, Murphy-Sitter Room
110 West 1st Street, Pueblo

Meeting overview and materials

Board business (page 1) .... Agenda, Minutes
Chair's report (page 1) .... Proposed 2019 Board Meeting Dates
Executive Director's Report (page 2) .... Site Visit Schedule
Program Committee (page 4) .... Program Status Update
Major Objectives Summary, Program Plan Outline
Nominating Committee (page 5)
Development Committee (page 5) .... Fundraising Goals and Status
Finance Committee (page 6) .... July 2018 Financial Statement
Schwab Investment Analysis

Actions taken

- Approval of the agenda (page 1)
- Approval of the June 9, 2018 Board meeting minutes (page 1)
- Approval of the 2019 Board meeting dates (page 2)

Assignments/Directives

☐ Meeting and lunch with NEH site vistors (page 3)	Executive Committee
☐ Provide feedback on Major Objectives summary statements (page 3)	Board
☐ Provide suggestions for potential board candidate (page 5)	Board
☐ Provide information on Amazon Smile (page 5)	Tucker
☐ Fulfill FY2018 pledges and challenges before October 31st (page 6)	Board
☐ Provide boilerplate for new programs R&D funding appeals (page 6)	Tucker
☐ Collect FY2019 Board giving pledges (page 6)	Development Committee
☐ E-mail Board contacts worksheet (page 6)	Tucker
☐ Meet with Schwab account representative (page 7)	Bantis, Coval

Next meeting

December 8, 2018
Colorado Springs, location TBD

Colorado Humanities Board of Directors Meeting
September 15, 2018
Courtyard by Marriott, Murphy-Sitter Room
110 West 1st Street, Pueblo

Present: Dahlin, Ballantine, Bantis, Best, Bentz, Holden (by phone), Hurley, Lee, Mason, Miller, Philpott, Tate
Absent: Garcia, Meyer, Nelson
Staff: Coval, Albright, Jones, Tucker

1. **Welcome and introductions** (Dahlin)
   Dahlin welcomed the Board.

2. **Ice breaker** (Miller)
   Miller asked everyone to share the first record they had purchased with their own money. Each introduced themselves before doing so.

3. **Approval of agenda** (Dahlin)

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

4. **Approval of minutes of the June 9, 2018 Board meeting** (Dahlin)

   Motion by Lee to approve the minutes of the June 9, 2018 Board meeting.
   Seconded by Hurley
   Vote: Unanimously approved

5. **Chair's report** (Dahlin)
   a. Board members' recent activities
      Dahlin thanked individual members for their recent activities.
      - Nelson for arranging and attending a meeting for Coval and Tucker with an Anadarko representative to explore possible funding opportunities.
      - Bantis for working with an analyst at First Western Trust to review CH investments.
      - Best for attending several High Plains Chautauqua events, for his effective donation bucket appeals, and for providing feedback on the Self-Assessment.
      - Ballantine for financial contributions toward marketing and Durango Chautauqua.
      - Holden for referring CH to a new IT company.
      - Mason for her work with Durango Chautauqua, and for providing feedback on the Self-Assessment and the Major Objectives Summary.
      - Hurley for helping to arrange an NEH grant workshop in Colorado Springs, following up with El Pomar Foundation, and facilitating a connection to a possible Veterans Writing Program partner.
      - Lee for arranging a lunch with a TIAA representative to explore funding.

- Bentz for helping to find an attorney to help with an investigation, and providing comments on the Self-Assessment.

b. Board membership update
Dahlin reported that Kirkpatrick and Cunningham have resigned from the Board, both citing personal and work responsibilities making Board participation difficult.

c. Personnel matter (Executive Session)
Staff left the room while the Board and Executive Director discussed a confidential personnel matter.

d. 2019 Board meeting dates
A draft schedule for board meeting dates in calendar year 2019 was presented, with meetings on March 2nd, June 1st, September 21st, and December 7th.

Motion by Ballantine to approve the the 2019 board meeting dates.
Seconded by Bantis
Vote: Unanimously approved

Ballantine and Mason offered to host the September 2019 meeting in Durango.

6. **Executive Director's report** (Coval)
Coval thanked Dahlin for contributing the State demographic information for the Self-Assessment, for reviewing the Self-Assessment and providing feedback, and for attending High Plains Chautauqua.

a. NEH funding update
Coval reported that Congress may approve 9 appropriations bills by September 30th, including that for Interior, so CH may have budget information before the new fiscal year begins. She said the House and Senate have released the same numbers, so there will be no negotiation. The bill asks for $155 million for NEH, which is a $2.1 million increase. $48 million is apportioned to the Federal State Partnership (State Humanities Councils), an increase of $1.5 million, which could possibly mean a $15,000 - $20,000 increase for CH.

Coval noted a multi-year NEH budget goal proposed by the Federation Board of $220 million by 2026, the 200th anniversary of the Declaration of Independence. The campaign will be discussed at the National Humanities Conference.

b. National Humanities Conference
Coval said the National Humanities Conference will be November 8-11 in New Orleans. An early registration rate of $395 is available before October 5th. CH has a block of hotel rooms reserved. A $1,500 travel stipend is available for new board members. Tate and Dahlin both encouraged others to attend. Coval said she would provide more information for anyone with questions, and said the following conferences will be in Hawaii and Indiana.

c. NEH Chairman's visit

Coval reported that NEH Chairman Jon Parrish Peede will be in Colorado Springs next week for the War, Literature and the Arts Conference at the Air Force Academy. Prior to that, he will spend a day in Boulder with Patty Limerick, Director of the Center of the American West and member of the National Humanities Council.

Wednesday, September 19th, Peede is visiting CH. In the morning he will meet with Mountain Range High School students who have been involved in Young Chautauqua, followed by lunch in Denver from 12:00 - 2:00 P.M. at EDGE in the Four Seasons Hotel at 14th and Arapahoe. 22 seats are available. Past Board and CH/NEH supporters and friends are welcome. Coval asked board members to attend, or to suggest others to be invited. At 2:30 Peede will provide an interview for RMPBS for their Arts District program.

Coval had noticed that there have not been as many NEH grants going to the Colorado Springs area as in the past. In conjunction with the Chairman's trip, NEH Education Grant Officer Victoria Sams will conduct a grant workshop arranged by Coval and Hurley.

d. Review NEH self-assessment and site visit

The Self-Assessment was submitted to the NEH on Monday August 24th both by mail as loose hardcopies, and emailed as pdfs. Bound copies of the Self-Assessment were distributed to the Board, with a few bound copies of the Supplemental Materials for them to share and review at will. Dahlin said it would be good for the Board to be familiar with the information, so they are able to answer questions that the NEH site visitors may have.

Coval reviewed the site visit schedule detailing required meetings, including the Executive Committee meeting and lunch with site visitors on Thursday, September 27th. There are no currently scheduled events for non-Executive Committee board members. Coval said something could be arranged Wednesday at the end of the day, or around noon on Thursday if there is interest.

Coval explained that a site visit is conducted every five years as part of the requirements of the NEH Federal State Partnership assessment of state councils. Specific meetings are required, and the documents are defined. The site visitors will write a report that will be shared with CH and with the NEH. NEH staff will write a responsive commentary, about two paragraphs of which will go to the Chairman and National Humanities Council. Site visitors can, and NEH staff may, make suggestions. Coval added that the site visit should show that:

- Board and staff can demonstrate an understanding of the organization's mission and articulate its objectives
- the objectives are being carried out
- the organization can adjust in response to issues that arise
- decisions are made in an organized and effective manner
- we are following our own bylaws and are up to date in our own governance

Dahlin clarified that the Self Assessment and site visit allow the NEH to remain informed about what councils are doing, showing where we are, where we've been, and where we are going. She thanked the staff for all the work involved in evaluating, planning and reporting.

7. **Program Policy and Evaluation Committee** (Miller)
Miller thanked new members of the Program Committee for their recent involvement. He reported that the Committee is attempting to determine how to phase in new programs, the landscape of the new 5-year plan, how to present information to the Board, and ways to reformat the program report so it is more evaluation-friendly.

   a. Program update and status report (Jones)
   Jones reviewed the current program status report. Of note:
   - 33 people attended readings by Colorado Book Awards (CBA) finalists/winners on September 8th during Lit Crawl Denver. CBA 2018 press releases reached 2 million people. Entries for CBA 2019 open Tuesday, September 18th.
   - The Veterans Writing anthology *Still Coming Home* was published July 24th. Denver Public Library has added it to its collection. 55 attended the launch at Redline, where 8 contributing veterans read their work. Other reading locations include Ft. Collins, Longmont, and Lakewood. 30 facilitated conversations are scheduled through March.
   - WWI conversations were continued in August with *The Last Town on Earth*. Charles Pace will portray W.E.B. Du Bois in November.
   - High Plains Chautauqua (HPC) enjoyed a record attendance for one evening Thursday, August 9th for Nikita Khrushchev and Erma Bombeck. A 20th anniversay celebration is planned for 2019 featuring the most popular presenters of the past 20 years. Board members who attended offered positive comments.
   - Two Rivers Chautauqua was August 17 and 18. Attendance is stable, but has not recovered from its drop in 2014.
   - Tate is helping to connect CH with Denver partners for Latino Heritage Live. Fred Blanco will appear as Cesar Chavez October 9-11 in Pueblo, Aurora, and Lamar.
   - Black History Live, featuring Becky Stone as Maya Angelou, will be during the last two weeks of February 2019.

   Durango Chautauqua will take place September 19 and 20. Jones thanked Mason for her work organizing the program. Mason said she expects the 200 seat venue for the evening performances to be filled. She said that Hal Finken as Thomas Edison will do a walk-though in the Edison exhibit at Animas History Museum. Additionally, Finken and Doug Mishler as Teddy Roosevelt will both visit area schools.

   b. Summary version of Major Objectives for 2019-2023
   Coval referred to the second draft of summary language for the CH 2019-2023 Major Objectives. She asked the Board to consider whether the summary statements capture the main points and intent of the longer new objective statements. There was general agreement with the summary statements.

c. Review outline of FY2019 Program Plan
Jones explained that budget figures are not yet available for new programs, so there is no column for that on the current FY2019 Program Plan outline. Miller is helping to develop them. She said the middle column gives an idea about which programs are active. Jones said she and Coval traveled to Alamosa to meet with the Director of the Sangre de Cristo National Heritage Area who wants to host a Democracy Lab. Weld County School District expressed interest as well. MFC is doing well and will continue to be implemented. The Five States of Colorado film is in the preliminary stages. Young Chautauqua will continue this year, and begin its transition to teacher training and online resources. Jones noted a lot of demand for Poet Laureate programs.

8. Nominating and Governance Committee (Tate)
Tate reported that at the previous board meeting only three board positions needed to be filled. Now there are five open spots; four elected, and one Governor appointed. CH is able to make recommendations to the Governor's office. Tate asked board members to share ideas for possible candidates. She mentioned representation gaps in Alamosa, Ft. Collins, the eastern plains, and Pueblo. An Adams State University professor remains a prospect. Tate hoped that contacts in Pueblo might have some recommendations.

Tate shared information about a prospect she met at the afternoon's luncheon with Pueblo community members, and said she could be a great addition.

9. Development and External Affairs Committee (Nelson)

a. Fundraising status report (Coval, Tucker)
Coval reported that since the June board meeting, funds raised have increased by almost $77,000, mostly in support of programs. HPC is $12,340 over the fundraising goal, however, Coval noted that the goal was set prior to the final budget for the 2018 program. At least half of the overage will be available for next year's program.

Tucker reported that the Motheread (MFC) goal has been met, with a $50,000 grant from Buell Foundation. Most MFC funds will be applied to FY2019. There is a grant pending with the David and Lucille Packard Foundation for implementation in Pueblo. MFC, Black History Live, and Changing the Legacy of Race were bundled in a proposal pending with Denver Foundation.

Young Chautauqua fundraising exceeded the goal. Tucker explained that a primary funder, Littler Foundation, requires a 1-year break for recipients like CH who have been awarded a grant two years in a row.

Tucker discussed Amazon Smile as a way to support CH and will send the Board more information. She noted that there are no pending grant applications for general operations.

b. Board members' reports
Lee reported on follow-up with Adeeb Khan, TIAA's charitable partnership director. Lee, Tucker and Coval met with him in July. Khan is familiar with CH because of previous

employment at Mile High United Way during the SIF grants for Motheread/Fatheread. He said that TIAA likes to fund ways for employees to volunteer. Coval and Tucker gave him a development packet with program suggestions, including training employees as conversation facilitators for Changing the Legacy of Race. A response is pending.

Hurley facilitated a meeting with Terrance McWilliams, who is Senior Vice President of Military and Veteran Affairs at El Pomar Foundation, and is on the board of Mt. Carmel Veterans Service Center.

Nelson arranged a meeting with Amanda Gash, Manager of Social Investment at Anadarko.

Tucker said many corporations are interested in employee volunteerism as a marketing tool. Coval said many have diversity programs and a veterans outreach as a way of involving their workers. Tate suggested inviting employees to a program as a way to generate excitement and connection.

Coval reported that she and Tucker met with Bruce Alexander, President of Vectra Bank and Communications Officer Amanda Peters who expressed interest in a possible book drive for developing a circulating library for Motheread.

c. Board giving and board challenges
Tucker reported that 43% of Board pledges for FY2018 have been received, and reminded the Board that CH's fiscal year ends October 31st, at which time the Development Committee will be asking for 2019 pledges. Lee added that the extra challenge of $200 from each board member for research and development of new programs, which would amount to $3,400, is also due by October 31st. Tucker agreed to provide some appeals language that the Board can use to help generate research and development funds.

d. Colorado Gives Day
Tucker said Colorado Gives Day is December 4th, and gifts given at that time will be applied toward FY2019. Discussion followed. Lee encouraged the Board to fulfill their FY2019 pledge on Colorado Gives Day.

e. Other
Tucker will re-send the Board Contacts worksheet.

10. Finance and Infrastructure Committee (Bantis)

a. Financial status report

Bantis said that the financial report and balance sheet are pristine, with barely $44,000 in liabilities, good liquidity, some equipment expenses, and no debt. He said benchmarks for liquidity are 4-6 months. CH has 6 months of operating reserves, or 3 - 3.5 months if programs are included. In order to have 6 months in reserve for both operations and programs, CH needs to double liquidity.

Bantis referred to page 8 of the financial report, saying it shows a nine months profit and loss of revenues and expenses. Based on that information, year end may break even, depending on the timing of expenses versus revenues.

b. Investment and endowment report

Bantis had an analyst at First Western Trust look at CH's investments, and developed the Schwab Investment Analysis document. It is color-coded, with green indicating strong performance on only two funds, from which all the yield was generated. He said that CH's Schwab investments are not well allocated, and are in very expensive funds. First Western's portfolio manager will make recommendations of other funds that are better managed and have lower fees. Bantis said the easiest first step to improve yield is to reduce fees.

The next step would be to change the allocation. Bantis and Coval will make an appointment to talk to CH's Schwab account representative. The current risk allocation is somewhat conservative at 60/40. Bantis said the finance community is currently trending toward 65/35, which is moderately aggressive.

Bantis suggested that at the next conversation with Adeeb Khan at TIAA, we ask whom to speak with regarding CH's investments. It might open an opportunity to get more involvement from TIAA, or inspire more attentive account management from Schwab.

c. NEH desk audit of FY2017

Bantis reported that CH was randomly selected for a FY2017 NEH Desk Audit by the Inspector General. He anticipates no problems responding to the audit.

12. Other business

There was no other business.

Adjourned.

The Board of Directors Minutes have been signed and approved on this 14th day of December 2018.

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