Colorado Humanities Board of Directors Meeting
September 12, 2020
Online

Present: Nelson, Ballantine, Best, Bentz, Dadone, Fajardo, Holden, Kalish, Keith, Koehler, Lee, Miller, Montgomery, Philpott, Tate
Absent: Cordova, Garcia, Mason, Schincke
Staff: Coval, Albright, Jones, Tucker

1. **Welcome and videoconferencing guidelines** (Nelson)

2. **Icebreaker** (Nelson)
   Nelson asked everyone to share their favorite season.

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

   Motion by Lee to approve the agenda.
   Seconded by Fajardo
   Vote: Unanimously approved

4. **Approval of the June 6, 2020 Board meeting minutes** (Nelson)

   Motion by Ballantine to approve the minutes of the June 6, 2020 Board meeting.
   Seconded by Keith
   Vote: Unanimously approved

5. **Chair's report** (Nelson)
   a. Board members' recent activities
      Nelson thanked individual members for their recent activities.

   b. Other
      Nelson said he is excited about Board and staff efforts to develop the Changing the Legacy of Race and Ethnicity program, and encouraged continuing mindfulness of social justice issues in the community and how the humanities can be brought to bear in conversations.

6. **Board giving update** (Holden)
   Holden reviewed the annual board member giving obligation of $750, $100 of which must be a personal cash contribution. FY2020 gifts are due by fiscal year-end on October 31st. To date, seven board members are paid in full, eight have given some, and four have yet to contribute.

   Holden will email those who have not fulfilled their obligation by September 16th, and follow up personally on the 23rd. Invoices will be sent after September 28th. FY2021 contributions given before October 31st must include a note, or they will be applied toward

FY2020. When FY2021 pledges are collected, board members will be asked to provide an intended payment date, which will be used to prompt Development Committee outreach.

7. **Executive Director's report** (Coval)
   a. CH operations update
   Due to the continuing COVID-19 threat, staff are still working remotely for the most part, with no major issues. Meetings have been conducted by phone or online with Zoom. Safety protocols have been implemented for work in the CH offices, including temperature checks, mask requirements, and available hand sanitizer.

   b. NEH funding update
   The House passed the Interior Appropriations Bill with $170 million for NEH and $52.2 million for the state humanities councils, which is an increase of $8 million to NEH and $2 million to the state councils. The Senate is still working on the bill, and then the two versions must be reconciled. A continuing resolution (CR) to maintain funding through December is likely and other CRs may follow.

   c. Federation update
   The Federation of State Humanities Councils conference scheduled to be in Indianapolis in November has been cancelled. Plans for online speeches, panels and meetings are underway. Details will be distributed as they become available.

8. **Nominating and Governance Committee** (Tate)
   a. Nominations report
   There is one board position yet to be filled. Terms of five board members will end in 2021. Only one of the five members is eligible for election to a second term, so we will seek nominees for at least five board positions.

   b. FY2021 Nominations Priorities
   The Committee developed Nominations Priorities for FY2021 with consideration of the talents and demographics that will be lost with the retiring members.

   Motion by Tate on behalf of the Nominating Committee to approve the FY2021 Board Nominations Priorities.
   Vote: Unanimously approved

9. **Program Policy and Evaluation Committee** (Philpott)
   a. Program status report (Jones)
   Due to the impact of COVID-19, Museum on Main Street (MoMS) partners have agreed to postpone the exhibit until FY2023.

   b. CLoRE report (Tate)
   The first of four events for Changing the Legacy of Race & Ethnicity will be October 21st. Miller will moderate a conversation on the history of racism featuring a panel from a variety of disciplines.

Tate asked Board members to add ideas for potential partners, further conversation topics, and recommended resources to include on the CH website to the Google Docs file.

c. CARES Act grants report (Tate)
A summary of the CH CARES Humanities Relief Grants is provided on the last three pages of the Program Status Report.

d. FY2021 Program Plan
FY2021 will be year three of a five-year Program Plan, during which a major shift from living history to conversation programs will take place. As usual, the implementation and scale of each program is dependent on fundraising. Dollar figures within the Program Plan correspond with the proposed FY2021 Budget and Fundraising Goals.

Motion by Philpott on behalf of the Program Committee to approve the FY2021 Program Plan.
Vote: Unanimously approved

10. Marketing update (Holden)
Holden discussed gains from the CARES Act social media challenge, and the status of the CH brand video marketing campaign. Jones will distribute a survey seeking input for planned brand video messages. Board and staff members are welcome to contribute ideas.

11. Development and External Affairs Committee (Holden)

a. Fundraising status report (Coval, Tucker)
Tucker noted that the postponement of MoMS is not yet reflected on the Fundraising Status document. CH will again participate in Colorado Gives Day on December 8th.

b. FY2021 Fundraising Goals
As a result of Board feedback, the Fundraising Goals document has been newly formatted to provide more clarity. Comments and funding opportunity ideas are welcome.

c. Scientific and Cultural Facilities District
Staff were encouraged by Dadone to investigate potential funding from the Scientific and Cultural Facilities District. It was determined that CH is ineligible, as 17-30% of CH's program audience was in the seven-county Denver-metro area in 2014-2019. SCFD requires that a majority of programs by audience tally must be in the region.

d. Board giving policy regarding shared credit
This new policy puts the onus on participating board members to determine an equitable division of board giving credit, when multiple board members work together to plan a fundraising event. A cost/benefit ratio must be determined in advance before staff time will be utilized. Board tickets to the event will not be counted as giving, but tickets purchased to bring guests will.

Motion by Holden on behalf of the Development Committee to approve the Board Giving Policy Regarding Shared Credit.
Vote: Unanimously approved

12. Finance and Infrastructure Committee (Lee)

a. FY2020 year-end preliminary report
Coval reported that expenses are in line, with decreased expenses in some programs and the PPP loan contributing to payroll. She projects that CH will end the year with approximately $125,000. She estimates that $80,000 of that can be applied to FY2021 operations.

b. FY2021 Budget
The budget was developed on the assumption of level funding from NEH. Other income amounts used are conservative, and based on experience.

Nelson explained that approval of the FY2021 Budget will constitute approval of the FY2021 Fundraising Goals, as those goals are informed by the proposed budget, and were put forward with approval of the Development Committee.

Motion by Lee on behalf of the Finance Committee to approve the FY2021 Budget including $50,600 for new hires in line 27, with the condition that the Finance Committee confirms sufficient funds are available at FY2020 year-end to transfer to FY2021.
Vote: Unanimously approved

Depending on the amount awarded by NEH, Nelson asked for consideration of re-investing the unused reserves that were withdrawn previously for Motheread/Fatheread Colorado, which have been rolled forward in recent years.

c. Investment policy

Motion by Lee on behalf of the Finance Committee to approve the Investment Policy with the revision of the word "investments" on page 4 line 1 to "investment performance."
Vote: Unanimously approved

d. Investment and endowment funds report
As of June 30th, there is about $48,000 in the endowment fund at Community First Foundation, and $350,000 of reserve funds invested with Schwab. Schwab funds are mirroring the stock market. The next Finance Committee meeting agenda will include a conversation on investing in socially and environmentally responsible funds. Dadone and Kalish volunteered to help.

13. Other business
There was no other business.

Adjourned.

The Board of Directors Minutes have been approved by the Board, and signed on this 16th day of December, 2020.

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