

**Colorado Humanities Board of Directors Meeting
September 10, 2022
Hybrid via Zoom and Gary Community Ventures**

Meeting overview and materials

Board business (page 1).....	Agenda, Minutes
Chair's report (page 1)	
Executive Director's report (page 1).....	CH Staff List
Board giving update (page 2)	
Program Committee (page 3).....	Program Status Report, FY2023 Program Plan with Budget
Nominating Committee (page 3)	Governance and Nominating Committee Charter, Board term extensions, Board Experience, Board Composition, Board Nominations Priorities
Development Committee (page 4).....	FY2022 Fundraising Status, FY2023 Fundraising Goals
Finance Committee (page 5).....	FY2023 Budget, FY2023 Budget Notes

Actions taken

- Approval of the agenda (page 1)
- Approval of the June 4, 2022 board meeting minutes (page 1)
- Approval of the FY2023 Program Plan with Budget (page 3)
- Approval of board term extensions; Best, Kalish, & Montgomery (page 4)
- Approval of the FY2023 Board Nominations Priorities (page 4)
- Approval of the FY2023 Budget with Fundraising Goals (page 6)

Assignments/Directives

- | | |
|------------------------------------------------------------------------------------------------------------|-----------------------|
| <input type="checkbox"/> Notify Coval of interest in attending the National Humanities conference (page 2) | Board |
| <input type="checkbox"/> Brainstorm self-assessment ideas to share at December board meeting (page 2) | Board |
| <input type="checkbox"/> Complete FY2022 Board Pledge form and board giving obligation (page 2) | Board |
| <input type="checkbox"/> Discuss board giving policy change (page 2) | Development Committee |
| <input type="checkbox"/> Draft a Committee Charter by June 2023 (page 3) | all Committees |
| <input type="checkbox"/> Provide board candidate suggestions (page 4) | Board |

Next meeting

September 10, 2022
Gary Community Ventures, and online
1705 17th St., # 200, Denver

**Colorado Humanities Board of Directors Meeting
September 10, 2022
Hybrid via Zoom and Gary Community Ventures**

Present: Lee, Best, Dadone, Fajardo, Goletti, Hoeven, Holden, Jones, Kalish, Koehler, Lobello, Philpott

Absent: Brendza, Cordova, Keith, Montgomery, Witherow

Staff: Coval, Albright, Jones, Tucker

1. Pre-meeting icebreaker (Lee)

Board and staff who participated in the icebreaker were asked to share about their “happy place.”

2. Welcome (Lee)

3. Technical details and instructions (Holden)

4. Approval of agenda (Lee)

The agenda should be modified to indicate that line 10c. is an action item, to approve the Board nominations priorities.

Motion by Kalish to approve the agenda with the above change.

Seconded by Dadone

Vote: Unanimously approved

5. Approval of the June 4, 2022 Board meeting minutes (Lee)

Jones asked for the June minutes to be adjusted to indicate that there are five programs in developments for Changing the Legacy of Race & Ethnicity (CLoRE).

Motion by Philpott to approve the minutes of the June 4, 2022 Board meeting, with the above change.

Seconded by Goletti

Vote: Unanimously approved

6. Chair’s report (Lee)

a. Board members' recent activities

Lee thanked board members for their recent activities. She reported that Kalish and Fajardo are sharing responsibilities as new co-chairs of the CLoRE Planning Committee.

b. Plan for December Board meeting

Closer to the date, the Executive Committee will decide if the December 3 board meeting will be hybrid, or held online only.

7. Executive Director’s report (Coval)

Coval thanked Lee for her many recent activities.

a. **NEH funding update**

The FY2022 Federal budget ends September 30. The budget for FY2023 has not been finalized yet. A Continuing Resolution will sustain federal agencies, and the state humanities councils through December. Some funds from FY2022, and a line of credit are available for use before FY2023 NEH funds become available. The House has approved a budget with an increase of \$27 million for NEH, \$11 million of which is for the state humanities councils. The Senate markup allocates \$15 million and \$5 million respectively. The House and Senate must come to an agreement before the budget can be approved.

b. **National Humanities Conference**

The National Humanities Conference in Los Angeles is November 10-13. The amount of the stipend available for new board members to attend is not yet known. A block of hotel rooms has been reserved. Those wishing to attend should notify Coval.

c. **Other**

CH's NEH Self-Assessment was scheduled for 2023, however, due to changes at NEH, it will take place in 2024. There is no need to postpone the preliminary work. Ideas on how to approach the self-assessment may be shared at the December 3 board meeting.

The current staff list has been provided for reference. Jennifer Macias has been hired as the new History Programs Coordinator. She is a graduate of the University of Utah, with a focus on Latin American History. As recommended by the Executive Committee, a job description for an associate director or similar position is in development. The position has been included in the budget, and it should be posted by the end of the year.

8. Board giving update (Holden)

Eight board members have completed their FY2022 board giving obligation. Development Committee chair Holden will contact the nine members with a balance due with a reminder. Several board members have yet to complete a FY2022 pledge form. Dadone suggested sending pledge forms through DocuSign.

Holden listed creative ways for board members to obtain credit toward their \$650 "get," such as a letter writing campaign, company donation matching, dinner parties, facilitating meetings with prospective donors, and creating a Colorado Gives Day fundraising page. Lee and the Development Committee are available to help.

The Development Committee was asked to consider a board giving policy that addresses difficulties new members may have in meeting their obligation in their first, partial, fiscal year of membership.

9. Program Policy and Evaluation Committee (Kalish)

a. Program Status Report (Kalish, Jones)

Kalish reviewed the Program Status Report. Highlights include:

- Colorado Book Awards was held in person. There were 185 submissions in 15 categories. 286 people were in attendance across 8 finalist readings.
- High Plains Chautauqua (HPC) was held in-person the first week of August. After two years off due to COVID, attendance was lower than in the past, 250-300 each night.
- Colorado West Chautauqua is in Grand Junction this weekend. 64 attended the first night.
- The Chautauqua portion of History Live Durango will be September 22 and 23, and will feature presentations of Marie Curie and Erma Bombeck.
- RFPs were distributed for Latino Heritage Live partnerships. The Resident Leadership Council of Aurora was selected. Their proposal focused on policing and included a community conversation with the Aurora Police Department
- 26 facilitators were certified in ChildCare Read.
- Five Changing the Legacy of Race & Ethnicity (CLoRE) events are pending over the next three months. Topics are housing, education, healthcare, Indigenous peoples, and voting rights.
- Management of Colorado Encyclopedia will be moving to History Colorado.
- The Five States of Colorado film will premier on March 23, 2023.

b. FY2023 Program Plan with Budget

The board reviewed program budgets for FY2023. The largest allocations are for Motherhead/Fatheread Colorado (MFC), The Five States of Colorado film, High Plains Chautauqua, and Colorado Book Awards, respectively.

Motion by Kalish on behalf of the Program Committee to approve the FY2023 Program Plan with Budget.

Vote: Unanimously approved

10. Governance and Nominating Committee (Best)

a. Committee charters

Best shared a recommendation from the Governance and Nominating Committee that each Committee draft a charter to codify its work and responsibilities. The CH Bylaws outline Board responsibilities and the duties of the Executive Committee. The Board Responsibilities document contains short descriptions of Committees' roles. Charters will help maintain continuity from year to year and inform new Committee members.

Charters should provide broad direction, and are not intended to be overly detailed. Other Committees may use the draft Governance and Nominating Committee Charter as a template. Staff can help with first drafts for each Committee. The goal is to complete charters by the June 2023 board meeting.

b. Board term extensions

In order to standardize the beginning and ending of board terms in June, some board members were asked if they would be willing to extend their terms. Best, Kalish, and Montgomery agreed. Cordova and Keith have not yet shared a decision.

**Motion by Best on behalf of the Governance and Nominating Committee, to extend current board membership term end dates of:
Neil Best from March 2023 to June 2023, and
Deb Kalish and Omar Montgomery from March 2024 to June 2024.
Vote: Unanimously approved**

c. Board characteristics and nominations priorities

The Board composition document needs to be updated. Best will contact new members to complete the information.

Help is needed from the entire board to identify enough candidates to fill a board slate. The Board reviewed the Board Characteristics document. Candidates with financial and legal experience are the greatest priority at this time.

**Motion by Best on behalf of the Governance and Nominating Committee, to approve the FY2023 Board Nominations Priorities.
Vote: Unanimously approved**

11. Development and External Affairs Committee (Holden)

a. Fundraising status report (Holden, Tucker)

The Board giving goal of \$20,000 has been exceeded, however, more than half of current board members have not completed their obligation.

Fajardo shared information about her Karaoke Night event and how she encouraged attendees to contribute to CH. In addition to the \$450 collected, the event raised organizational awareness. Fajardo stressed the ease of planning an event relevant to one's personal network.

A subscription package is still being offered as a way to raise the additional \$25,000 unrestricted goal. Bravo! Vail will be offered a 4-event package through Brendza who initiated the contact.

The largest outstanding FY2022 fundraising goal is for The Five States of Colorado film. HaveyPro Cinema will have more time to assist with fundraising when summer and fall filming is complete. The Board were encouraged to think of businesses and community organizations that might be interested in the film.

CLoRE, Talking About Dying, and Veterans Writing need funding.

b. **FY2023 Fundraising Goals**

Prior to this meeting, there was a \$40,000 discrepancy between the proposed FY2023 expenses and expected income. The staff and Finance Committee made \$20,000 in adjustments to expenses, and the Development Committee pledged their efforts to raise \$20,000 more in income. The overall fundraising goal is about \$35,000 less than in FY2022.

Holden reviewed funding needs by program. Of note:

- Black History Live will be re-implemented in FY2023 after several years on hiatus.
- 2023 will be the third year in the HPC transition process.

The Board discussed possible fundraising ideas and film festival opportunities for The Five States of Colorado. Board members were encouraged to watch the previous version of the film. There may be an opportunity to view the trailer at the December 3 board meeting.

c. **Marketing update**

Staff have worked to increase CH's digital presence on several platforms. Targeted marketing was effective in boosting CBA tickets sales. The venue was at capacity for the event. Event coverage was secured in the Denver Post, and in the Sentinel.

12. Finance and Infrastructure Committee (Dadone)

a. **FY2022 preliminary year-end report (Dadone, Coval)**

The July 31 statement reflects CH's financial position for third quarter FY2022. Resources (page 7) shows \$594,924 available from NEH, plus \$18,192 to be released after match funds are certified.

There could be as much as \$200,000 of FY2022 NEH funds available for FY2023. FY2023 funds already received, such as the MFC grant from Buell Foundation, will move to 2023.

Revenue and Expenditures Combined (page 8) indicate expenses under budget for many programs, due to continuing Covid-related implementation delays at the beginning of the year. Salaries are down as open positions took time to fill. There has been little travel

In general, accounts are either on target or under budget.

b. **FY2023 Budget (one vote including fundraising goals)**

The Board was reminded that CH's fiscal year is from November 1 through October 31. The budget is developed by the Executive Director and staff, and then revised with Board feedback. In the initial draft, expenses exceeded income by about \$200,000, even with estimated NEH funds moving forward from FY2022. At this time last year, we acknowledged there would be challenges in FY2023 with the end of the Payroll Protection Plan loan, and SHARP and AMPU grants. The amount budgeted for salaries has been increased to include an associate director or similar position.

Coval conservatively estimates an increase from NEH of \$90,000 to \$150,000. The budget assumes \$90,000. There is currently about \$50,000 in the endowment fund at Community First Foundation (CFF). \$11,000 in earnings will be withdrawn and applied toward FY2023 expenses. These funds are also included in the budget.

Motion by Dadone on behalf of the Finance Committee to approve the FY2023 Budget including the FY2023 Fundraising Goals

Vote: Unanimously approved

- c. Investment and endowment funds report (Koehler)
Investment funds at Schwab have experienced losses consistent with the stock market. Koehler does not recommend any reallocation at this time.

The Finance Committee has agreed that the corpus of the endowment funds will remain at Community First Foundation, and gains will be withdrawn from CFF each year, moving forward.


- d. Socially responsible investing
The Socially Responsible Investing Task Force has not met since May. They will meet soon, and hope to formulate recommendations regarding investments at that time. Philpott expressed interest in participating.

13. Other business

There was no other business.

Adjourned.

The Board of Directors Minutes have been approved by the Board, and signed on this 6th day of December, 2022.

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