

Executive Committee Meeting
Minutes
May 16, 2023

Present: Lee, Best, Holden Kalish

Absent: Dadone

Staff: Coval, Albright

1. Review and approve April 18, 2023 meeting minutes

Motion by Kalish to approve the April 18, 2023 minutes.

Seconded by Holden

Vote: Unanimously approved

2. Review June Board meeting agenda

The Committee reviewed a draft agenda for the June 3 board meeting. Discussion followed.

Of note:

- the 8:30 icebreaker was eliminated due to apparent lack of interest
- the auditor will appear live for the joint Finance and Executive committee meeting on May 23, and will provide a recorded presentation for the June 3 board meeting
- the 990-tax form will not be available for the board meeting
- History Programs Coordinator Jennifer Macias will deliver a presentation on the Young Chautauqua online training module, which is currently in development

Decisions

- the icebreaker was added back into the agenda at 8:30 am
- Coval will ensure that a member of the auditing firm will be available by phone or Zoom during the board meeting
- the Executive Committee will recommend approval of the Committee Charters

3. Proposed 2024 Board meeting dates and locations

The Committee reviewed proposed 2024 board meeting dates, and agreed to forward the proposal to board for approval. Meetings outside of the Denver metro area present an opportunity for community engagement. Discussion on how to drive in-person attendance at board meetings was tabled for later.

4. Staffing update (Coval)

Coval provided an update on open positions within the organization.

- Director of Programs Josephine Jones will retire at the end of the month after which Coval will supervise program staff until the position, or a revised position, is filled
- Applications for the Associate Director are still under review, and interviews are pending. Some applicants may have potential for the Director of Programs position.
- The Clerical Assistant position is still open. There are a couple of new candidates.

5. Program Policy and Evaluation Committee (Kalish)

a. FY2024 Program Plan

Kalish summarized the proposed FY2023 Program Plan, which will primarily be a continuation of current FY2023 programs.

b. United We Stand proposal

The Committee received the NEH United We Stand application package. All councils are strongly encouraged to participate. Using the funds (\$50,000) for competitive sub-awards will not be allowed. Holden suggested a partnership with Cine Fe, an organization that provides support for filmmakers telling stories of the underrepresented.

Next Steps:

- the application is to be submitted by June 2
- Coval, Holden, and Kalish will discuss details of a possible proposal outside of committee

6. Self-Assessment Working Group update (Kalish)

Board members Juliana Fajardo and Cristina Goletti are gathering state demographic information for the Self-Assessment. Kalish, Amy Hoeven, and Bill Philpott are working to craft a definition of the public humanities. Next steps are surveys and interviews in August, September, and October.

7. Governance and Nominating Committee (Coval)

a. Board appointees report and slate

Beth Etter and Mile Pugh have been appointed to the CH board of directors by Governor Jared Polis. The Committee approved the slate of candidates for distribution to the full board, which must occur 10 days prior to the vote.

b. Officer and committee chairs slate

Board member Amy Hoeven is considering if she will be able to serve as Development Committee chair. Vernon Jones, Jr. has volunteered to co-chair with Hoeven. Nominees for the other positions on the slate have been confirmed.

8. Finance and Infrastructure Committee (Dadone)

The FY2022 audit will be ready for review at a joint meeting of the Finance and Infrastructure Committee and the Executive Committee later this month.

9. Development and External Affairs Committee (Holden)

a. Board giving policy

The Development Committee has approved the final draft of the revised Board Giving Policy and agreed to present it to the full board for approval at the June 3 board meeting.

b. Fundraising update

Holden provided a brief fundraising status update.

Of note:

- The Five States of Colorado screenings across the state will be opportunities to identify partners to help with CH planning and fundraising
- Motherread/Fatheread Colorado received funding focused on Weld County.
- Vectra Bank sponsorship for the Colorado Book Awards will not be coming through this year

Adjourned.