

**Colorado Humanities Board of Directors Meeting
June 3, 2023
Hybrid via Zoom and Gary Community Ventures**

Meeting overview and materials

Board business (page 1).....	Agenda, Minutes, 2024 Board Meeting Dates Committee Charters
Chair's report (page 1)	
Executive Director's Report (page 2)	
Board giving update (page 2)	
Program Committee (page 2).....	Program Status Report, FY2024 Program Plan
Self-Assessment Working Group (page 3)	Self-Assessment Process, Self-Assessment Schedule 2022-2024
Finance Committee (page 3).....	FY2022 Audit, CH Financial Statement 03 31 23
Development Committee (page 4).....	Fundraising Status Board Giving Policy
Nominating Committee (page 5)	Board Slate, Slate of Officers

Actions taken

- Approval of the agenda (page 1)
- Approval of the March 4, 2023 Board meeting minutes (page 1)
- Approval of the 2024 board meeting dates (page 1)
- Approval of the Committee Charters (page 1)
- Approval of the FY2024 Program Plan (page 3)
- Approval of the FY2022 Audit (page 4)
- Approval of the revised Board Giving Policy (page 4)
- Election of Officers/Committee Chairs (page 5)
- Election of Alex Egri, Kathy Faz-Garcia, Hugo Cordova and Kim Keith (page 5)

Assignments/Directives

- | | |
|--|--------------|
| <input type="checkbox"/> Add 2024 board meeting dates to your calendar (page 1) | Board, staff |
| <input type="checkbox"/> Contact Coval regarding interest in the National Humanities Conference (page 2) | Board |
| <input type="checkbox"/> Participate in board giving (page 2, 4) | Board |
| <input type="checkbox"/> Share ideas for Self-Assessment questions and outreach (page 3) | Board |
| <input type="checkbox"/> Return completed Committee Preference Form to staff (page 5) | Board |

Next meeting

September 9, 2023
Location TBD

**Colorado Humanities Board of Directors Meeting
June 3, 2023
Hybrid via Zoom and Gary Community Ventures**

Present: Lee, Best, Cordova, Dadone, Hoeven, Holden, Jones Jr., Kalish, Keith, Lobello, Philpott, Witherow

Absent: Brendza, Fajardo, Goletti, Montgomery

Staff: Coval, Albright, Macias

Guests: Alex Egri; Beth Etter; Mike Pugh; Zachary Yeoman, Watson Coon Ryan, LLC

1. **Optional icebreaker** (Lee)
2. **Welcome and introductions** (Lee)
3. **Approval of agenda** (Lee)

Motion by Kalish to approve the agenda.

Seconded by Philpott

Vote: Unanimously approved

4. **Approval of minutes of the March 4, 2023 Board meeting** (Lee)

Motion by Philpott to approve the minutes of the March 4, 2023 Board meeting.

Seconded by Kalish

Vote: Unanimously approved

5. **Proposed 2024 Board meeting dates and locations**

The board reviewed the proposed 2024 board meeting dates and locations.

Motion by Lobello to approve the 2024 Board meeting dates.

Seconded by Jones

Vote: Unanimously approved

6. **Chair's report** (Lee)

- a. **Board members' recent activities**

Lee thanked individual members for their recent activities.

- b. **Committee charters**

The board reviewed the Committee Charters which had undergone several revisions in committee.

Motion by Best to approve all Committee charters as written.

Seconded by Philpott

Vote: Unanimously approved

7. Executive Director's report (Coval)

Coval thanked Lee for her recent activities.

a. NEH update

Funding for FY2024 has not yet been determined. Key points:

- Current funding is above FY2022, which was equivalent to FY1994 levels.
- FY2023 should at least be level with FY2024
- The President has proposed a budget that would allocate an increase of approximately \$20,000 per humanities council.
- Humanities on the Hill messaging was in support of the President's budget, and to request at least that proposed amount.

b. Staffing update

1. Josephine Jones, Director of Programs and Colorado Center for the Book, has retired. Coval has not yet determined if the position will be revised in any way before beginning a search for a replacement.
2. 85 applications have been received for the Associate Director position. Three interviews are scheduled.
3. The Clerical Assistant hired in March had to resign after two days, due to a sudden change in family circumstances. Three new candidates are currently being investigated.

c. Other

The National Humanities Conference will be October 25-29, in Indianapolis. Coval will provide more information as it is available, or visit the Federation of State Humanities Councils website: statehumanities.org. Witherow spoke on the value of attending, describing her participation as, "rewarding." Holden agreed.

8. Board giving update

Holden thanked those who contributed under the former board giving policy. The new policy is now in effect. Board members are asked to give a gift that is personally significant, making Colorado Humanities one of the top three organizations each individual supports financially. They are also expected to help develop partner relationships, and expand awareness of Colorado Humanities.

9. Program Policy and Evaluation Committee (Kalish)

a. Program status report

Kalish shared highlights of program activity since the March board meeting.

- There is still the possibility of a CloRE panel on Indigenous Experiences. It may comprise separately recorded interviews. Conversion of the content to a podcast format is in process.
- 270 attended The Five States of Colorado film premiere on April 6. It has aired on Denver television Channel 20, and has been viewed more than 1,700 times on YouTube. CSU Spur is a possible partner for a future screening. Board members should share ideas for other screening/community conversations partners with Coval.

- 94 childcare providers were certified in three ChildcareRead institutes. Staff are working with Red Rocks Community College to provide certification.
- Colorado Book Awards finalists and winners were celebrated June 10 in Colorado Springs. Recordings of the finalist readings will premiere soon.
- Chautauqua events are coming soon in Greeley July 31 - August 4, in Grand Junction September 7-9, and Durango September 28-29.

b. FY2024 Program Plan

The Board reviewed the FY2024 Program Plan. Discussion followed.

Not on the document is a new NEH initiative called United We Stand. It offers \$50,000 in supplemental funds for programs that address hate-based violence. The funds cannot be distributed as subawards. Holden, Lee, and Coval are working with John VanWyck, Executive Director of Colorado filmmaker support organization CineFe, to develop a proposal. Coval will share the narrative of the proposal when it is available.

Motion by Kalish on behalf of the Program Policy and Evaluation Committee to approve the FY2024 Program Plan, including the United We Stand proposal
Vote: Unanimously approved

10. Self-Assessment Working Group (Kalish)

The Self-assessment Working Group has been meeting monthly. Each state humanities council is required by NEH to do a self-assessment every five years. The finalized assessment is treated as a strategic plan. Kalish, Hoeven, and Philpott are tasked with crafting a definition of the public humanities. Goletti and Fajardo are researching state demographics.

Board and staff surveys will be conducted. The group is working to determine which other communities or groups to target for surveys and/or focus group meetings. Any ideas should be shared with Coval or Kalish.

11. Finance and Infrastructure Committee (Dadone)

- a. Review and accept FY2022 audit (guest: Zachary Yeoman, Watson Coon Ryan, LLC)
- The Board viewed a pre-recorded video by Kelly Watson, of Watson Coon Ryan, LLC, summarizing the FY2022 audit. CPA Zachary Yeoman of Watson Coon Ryan, LLC, was in attendance to answer questions. Colorado Humanities received an unmodified/clean opinion, which is the highest judgement available. Of note:
- Allocation of fiscal resources to programs was up from previous years to 73%, due primarily to the SHARP grant. 75% is the goal for most non-profit organizations.
 - Documents were received in a timely manner, with no contradicting information or non-compliance issues.
 - The difference in in-kind on the financial statement versus that reported to NEH is due to differing criteria allowed by the IRS versus NEH, and is noted.
 - Noting identified risks is a normal part of the audit process.
 - The Single Audit is required as CH receives more than \$750,000 from the federal government. There were no non-compliance issues to report.

- Work on the 990 will begin shortly.

Yeoman applauded CH for its careful methodology.

Motion by Dadone on behalf of the Finance and Infrastructure Committee to accept the FY2022 audit.

Vote: Unanimously approved

b. FY2023 financial status

Coval reviewed the March 31, 2023 Financial Statement. Adjustments will be made to the draft, now that the FY2022 Audit has been approved. Spending is up since March, but still under budget in a variety of areas, including salaries, consultants, tech, and travel. Year-to-date income and expenses are both at reasonable levels.

c. Investment and endowment funds report

Funds held in the Schwab Account are currently at about \$396,000. These funds are not typically accessed for annual expenses. The Finance and Infrastructure Committee has discussed moving these funds to another institution where they could be more closely managed.

The funds at Community First Foundation are down to approximately \$51,000. Recent losses are related to current market trends.

12. Development and External Affairs Committee (Holden)

a. Board giving policy

The new Board Giving Policy was reviewed. The primary changes are:

- a “personally significant” contribution replaces the \$750 give/get obligation
- CH should be among the top three organizations each Board member supports
- The October 31 fiscal year-end is made plain.
- Pledge forms are still requested, and will include space for the names and contact information for potential relationships the Board member can facilitate.
- Board members who do not fulfill their obligation will not be eligible for a second term.

The Development Committee is hoping for 100% participation by board members.

Motion by Holden on behalf of the Development and External Affairs Committee to approve the revised Board Giving Policy.

Vote: Unanimously approved

b. Fundraising status report (Coval, Tucker)

The Board reviewed the Fundraising Status Report. Of note:

- fundraising for Colorado Book Awards fell a bit short of the goal
- approximately \$10,000 was raised in gifts and ticket sales for The Five States of Colorado Denver premiere
- a fundraising letter for High Plains Chautauqua will be sent within the week
- almost 60% of the total goal for FY2023 has been met

- the \$40,000 anniversary challenge is moving slowly.

13. Governance and Nominating Committee (Best)

In May, Beth Etter and Mike Pugh were appointed by Governor Polis to three-year terms.

Visiting board candidates were excused from the meeting while elections took place.

- a. Election of officers and committee chairs

Motion by Best on behalf of the Governance and Nominating Committee to elect new Board Officers/Committee Chairs as presented on the slate

Vote: Unanimously approved

- b. Election of new members and continuing members

Motion by Best on behalf of the Governance and Nominating Committee to elect Alex Egri and Kathy Faz-Garcia to four-year terms, and to re-elect Hugo Cordova and Kim Keith to two-year terms, to begin immediately.

Vote: Unanimously approved

The newly elected members were invited to rejoin the meeting. Egri and Pugh were introduced.

- c. Committee preferences

Committees are reestablished each June after the election of new officers. The Committee Preference forms should be completed and returned to staff by June 12.

14. Other business

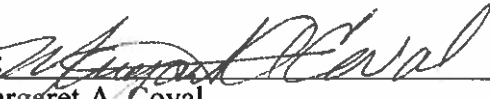
Retiring board members Best and Dadone were thanked for their participation, and recognized for their achievements.

15. Featured program presentation

History Programs Coordinator Jennifer Macias gave a presentation explaining the new online Young Chautauqua module.

Adjourned.

The Board of Directors Minutes have been approved by the Board, and signed on this 3rd day of November 2023.

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