

**Colorado Humanities Board of Directors Meeting
September 9, 2023
Colorado Mesa University, Grand Junction; Hybrid via Zoom**

Meeting overview and materials

Board business (page 1).....	Agenda, Minutes
Chair's report (page 1)	
Executive Director's Report (page 1)	
Program Committee (page 2).....	FY24 Program Plan with Budget
Development Committee (page 3).....	Board Giving Packet, FY23 Fundraising Status, FY24 Fundraising Goals
Finance Committee (page 4).....	FY22 990 Tax Return, Financial Statement 07 31 23, FY24 Budget, FY24 Budget Notes
Nominating Committee (page 5)	FY24 Board Nominations Priorities
Program Committee (page 5).....	Program Status Report
Self-Assessment Working Group (page 5)	

Actions taken

- Approval of the agenda (page 1)
- Approval of the June 3, 2023 Board meeting minutes (page 1)
- Approval of the FY2022 990 Tax Return (page 4)
- Approval of the FY2024 Budget, Programs Budget, and Fundraising Goals (page 4)
- Approval of the FY2024 Board Nominations Priorities (page 5)

Assignments/Directives

- | | |
|---|-------|
| <input type="checkbox"/> Contact Coval re: attending the National Humanities Conference (page 2) | Board |
| <input type="checkbox"/> Submit FY24 Board Giving Pledge and Community Contacts Forms (page 3) | Board |
| <input type="checkbox"/> Share names of potential board candidates with Fajardo or Coval (page 5) | Board |

Next meeting

December 2, 2023
Gary Community Ventures
1705 17th St., Denver

**Colorado Humanities Board of Directors Meeting
September 9, 2023
Colorado Mesa University, Grand Junction; Hybrid via Zoom**

Present: Lee, Cordova, Egri, Etter, Fajardo, Goletti, Hoeven, Holden, Kalish, Keith, Lobello, Philpott, Witherow

Absent: Brendza; Jones, Jr; Montgomery

Staff: Coval, Hickey, Albright

1. Welcome (Lee)

2. Approval of agenda (Lee)

Motion by Holden to approve the agenda.

Seconded by Etter

Vote: Unanimously approved

3. Approval of minutes of the June 3, 2023 Board meeting (Lee)

Motion by Kalish to approve the minutes of the June 3, 2023 Board meeting.

Seconded by Keith

Vote: Unanimously approved

4. Chair's report (Lee)

a. Board members' recent activities

Lee thanked individual members for their recent activities, new and returning Committee chairs for their leadership, and staff for their work and organization.

b. Plan for December board meeting

It was determined that the December 2 board meeting will be held in Denver. An online participation option will be available for those who are unable to attend in person.

5. Executive Director's report (Coval)

Coval thanked Lee and staff for their recent activities.

a. NEH update

The federal fiscal year will end September 30. It appears that there will be no approved budget, and possibly no Continuing Resolution by then. If the Appropriations budget is not determined by January 1, an automatic Continuing Resolution at current funding less 1% will go into effect for up to one year. The proposed budget from the Senate is at level funding. The House is proposing a 10% decrease.

Colorado Humanities has been approved to receive supplementary funds from NEH for two initiatives: \$20,000 for National History Day, most of which will support a partner

organization, and \$50,000 for United We Stand for a program in development with filmmaker support organization Cine Fe.

The Self-Assessment (SA) site visit dates must be between February 1, 2024 and October 11, 2024. CH must submit date preferences by September 20, 2023.

A new element of the Self-Assessment is an online Board Source survey that all board members will be required to complete prior to submission of the SA report. Access information will be provided as soon as possible.

b. Staffing update

Management have reviewed about 25 applications for the Colorado Center for the Book Programs Coordinator. Interviews will begin soon. Two clerical assistants were hired, and one has already resigned. Four candidates for the Associate Director position were interviewed, but none selected. The position announcement will be redistributed.

c. National Humanities Conference

The National Humanities Conference is October 25 through 29. The fee to attend is \$400. The registration deadline is September 20, after which the fee is \$475. Online registration is \$50. Board members must be registered before CH can apply to NEH for a stipend for the attendance of new Board, or those who are filling a new leadership position. Staff members Mary Hickey, Jennifer Macias, and LaNaya Butler will attend. Butler has received an Equitable Access Grant to help with expenses.

d. Other

The office lease ends in March 2024. Coval will meet with commercial real-estate broker Alec Wynne, who recommends that CH offices remain in the present location. Moving costs, especially wiring for IT, are extremely expensive in the current market. The Finance and Infrastructure Committee will participate in lease discussions and decisions.

CH received an unexpected bequest of \$178,571 from the estate of Charles Putnam Case, who was not a previous donor, and had no known prior connections to CH. Coval has invested the funds in a separate money market account at Schwab. Recognition of Case will be included on the CH website and in the e-news.

6. Program Policy and Evaluation Committee (Kalish)

a. Program plan with budget

The Board reviewed the FY2024 Program Plan with Budget. National History Day and United We Stand have been added to the document since June. Coval elucidated:

- With the exception of Networks, “FTE” figures represent program staff directly responsible for coordination, and do not include the Executive nor Program Directors, not support staff.
- The future of War Conversations is uncertain, but some trained facilitators are interested.

- The launch of online resources for Young Chautauqua (YC) may help embed the program within school districts. There was discussion of YC guidelines and who students are allowed to portray.
- Low attendance at Colorado Book Awards (CBA) finalist readings was disappointing and unproductive for both staff and authors. It is hoped that a new two-day format culminating in the awards ceremony (likely the second or fourth weekend in June) will foster more robust engagement. Coval and Hickey will begin searching for a venue later this month. Goletti recommended Aurora School for the Arts.
- Black History Live will feature two scholars rather than one, with two separate tours, and one joint presentation.

7. Development and External Affairs Committee (Hoeven, Jones, Jr.)

a. Board giving update

Hoeven reviewed the new Board Giving Policy, which is intended to spur engagement. Forms for annual giving pledges and for providing community contacts, were distributed, and are to be returned to staff as soon as possible. Contacts provided by board members should include both those who might donate and potential partners. Contributions for either FY2023 or FY2024 can be made at this time.

b. FY2023 Fundraising status report

The Board reviewed the FY2023 Fundraising Status Report. Of note:

- Unrestricted funds raised are at 39% of the annual goal. The extra \$25,000 unrestricted goal has been unrealized.
- Donations for High Plains Chautauqua continue to come in. All HPC expenses have been covered.
- Motherhead Fatheread Colorado implementation is contingent on advance funding. A \$125,000 proposal has been denied.

c. FY2024 Fundraising goals

The Board reviewed the FY2024 fundraising goals, which overall are modest and realistic, rather than aspirational.

- Buell Foundation awarded \$40,000 for Motherhead in August, which is for FY2024.
- FY2025 NEH and other income will likely be lower, due to the end of SHARP and other special initiatives and completion of the Five States film, so strategic and creative ways to support program and unrestricted fundraising will need to be developed.
- Multi-year sponsorships are desired.
- There will be FY2023 funds rolling forward to FY2024.

d. Other

The Board discussed planned giving. Ideas:

- Put information regarding planned giving on the CH website.
- Inform estate attorneys about CH, it's mission, and giving opportunities.
- Host a planned giving learning workshop.

- Ask someone from the Colorado Planned Giving Roundtable to make a presentation at a board meeting.

8. Finance and Infrastructure Committee (Lobello)

a. 990 Tax Return

At the most recent Finance Committee meeting, auditors Kelly Watson and Zachary Yeoman of Watson Coon Ryan, LLC detailed the 990 Tax Return to the Committee's satisfaction. Notably, page 33 is a new addition that shows grant funds distributed; and some assets listed differ from what was reported in the audit due to the changing market.

Motion by Lobello on behalf of the Finance and Infrastructure Committee to approve the FY2022 990 Tax Return.

Vote: Unanimously approved

b. FY2023 financial status report

The Board reviewed the July 31, 2023 Financial Statement, which reports finances at 75% of the way through CH's fiscal year. Of note:

- Most figures on page 8 (combined revenues and expenditures) should equal 75% of the annual budget.
- Underspending in some areas is projected for year-end.
- The NEH operating grant figure includes rollover from FY2022, but does not include funds contingent on match, which will come in September.
- Not reflected is about \$30,000 still pending for the Five States of Colorado from the Colorado Film Commission.
- There is a caution about a likely lack of rollover funds from FY2024 to FY2025.

c. FY2024 Budget (one vote will include the fundraising goals and programs budget)

The Board reviewed the FY2024 Budget draft. Lobello highlighted some of Coval's Budget Notes. Additionally:

- The amount of the FY2024 NEH operating grant is unknown, so the budget was drafted with the assumption of level funding. The estimated FY2023 rollover was needed to balance.
- National History Day and United We Stand will have some FY2023 expenses, but all have been budgeted to FY2024.
- Projected income from corporations and individuals is modest and achievable.
- The salaries line includes enough for two new clerical positions, plus an Associate Director.
- Self-Assessment expenses, primarily for travel and meetings, are included in Research and Development.

Motion by Lobello on behalf of the Finance and Infrastructure Committee to approve the FY2024 Budget, Programs Budget, and Fundraising Goals.

Vote: Unanimously approved

- d. Investment and endowment funds report
Including the recent bequest, funds invested with Schwab total \$589,480, reflecting a year-to-date increase of 35%. The endowment at Community First Foundation is \$52,384, an increase of \$3,000.

9. Governance and Nominating Committee (Fajardo)

- a. Review board positions to fill in FY2024
The CH board has a maximum of 20 available positions. There are currently four open seats, including a Governor's appointed position. Lee's, Holden's, and Philpott's final terms will expire in 2024. Four board members' first terms will end in 2024, and they may be eligible to serve a second term. The Committee would like to suggest the name of a vetted candidate to the Governor's office, rather than receive a random appointment from the Governor's pool of volunteer applicants. Any board members with ideas for potential candidates should forward their suggestions to Fajardo or Coval.
- b. Board nominations priorities
The Board reviewed revised nominating priorities, adding individuals from Pueblo, and those representing humanities disciplines

Motion by Fajardo on behalf of the Governance and Nominating Committee to approve the FY2024 Board Nominations Priorities.

Vote: Unanimously approved

10. Program Policy and Evaluation Committee (Kalish, Hickey)

- a. Program status report
An abbreviated overview of the Program Status Report was given. Of note:
- Changing the Legacy of Race (CloRE) podcasts should be finished by the end of November.
 - Newly appointed Colorado Poet Laureate Andrea Gibson has already received 25 event requests. The appointment will be announced in the next e-news.
 - High Plains Chautauqua (HPC) was successful, though still not back to pre-Covid attendance levels. Daytime attendance figures have not yet been tabulated.
 - Colorado Book Awards (CBA) 2024 submission opened September 1 and continue through January 5, 2024. This year's CBA finalist readings and the 2023 Celebration are available to view on YouTube.
 - History Alive! Colorado West Chautauqua began yesterday, featuring scholars portraying Mary Shelley, Edgar Allan Poe, Nellie Bly, Rachel Carson, and Ernest Hemingway. Board members are encouraged to attend.
 - There will be several more Five States of Colorado film screenings before the end of FY2023.

11. Self-Assessment Working Group (Kalish)

Kalish summarized feedback from a staff conversation on July 27.

- Staff defined the success of the organization and its programs to include program reach and demographics, organizational culture, cost/benefit of programs, effectiveness of fundraising efforts, and staff morale.

- According to staff, the most successful programs (in no particular order) are High Plains Chautauqua, Colorado Book Awards, Motherread/Fatheread Colorado, Facilitator Training, Young Chautauqua, and Black History Live.
- Programs with limited reach, and poor impact versus cost/effort, were Latino Heritage Live (LHL), and Changing the Legacy of Race and Ethnicity.
- Ideas for the future included the expansion of successful programs with additional focus on LHL and Networks, expansion of digital materials, efforts to preserve oral histories, and investigation of programs developed by other councils.
- Staff perception of successful Board involvement included participation in meetings, organizational knowledge/understanding of programs, in-person support of programs, and responsive leadership.

The Working Group continues efforts to develop a tangible definition of the public humanities, and questions for community surveys.

12. Other business

There was no other business.

Adjourned.

The Board of Directors Minutes have been approved by the Board, and signed on this 5th day of December 2023.

by: 

Margaret A. Coval
Executive Director, Corporate Secretary
Colorado Humanities