

Colorado Humanities Board of Directors Meeting

December 6, 2025

Zoom

Meeting overview

Board business (page 1)

Executive Director report (page 2)

Governance & Record retention policy (page 2)

Financial update and FY26 budget (page 2)

Actions taken

Approval of the agenda (page 1)

Approval of the September 13, 2025 Board minutes (page 1)

Approval of addition to records retention policy (page 2)

Approval of revised FY26 budget (page 2)

Next meeting

February 28, 2026

Present: Kalish; Carpenter; Cook; Magaña; Davis Witherow; Etter; Goletti; Hoeven; Jones Jr.; Letschert; Voss

Absent: Fajardo; Bannister; Saenz

Staff: Olivier

- 1. Approval of agenda** (Kalish)
Motion by Etter to approve the agenda.
Seconded by Voss
Vote: Unanimously approved
- 2. Approval of September 13, 2025 Board minutes** (Kalish)
Motion by Davis Witherow to approve the September 13, 2025 Board minutes.
Seconded by Magaña
Vote: Unanimously approved
- 3. Executive Director update** (Olivier)
Over the past 90 days, staff have concentrated on stabilizing Colorado Humanities by deliberately transitioning to a leaner operating model—reducing expenses, downsizing organizational capacity where necessary, and reassessing core functions to align with current revenue realities. This has included tightening budgets, evaluating contracts and recurring costs, and streamlining structures to ensure sustainability. At the same time, staff have undertaken a significant modernization effort, upgrading and digitizing internal systems to improve efficiency, reduce administrative burden, and create more integrated workflows across finance, development, and program operations. These combined efforts—cost containment, structural right-sizing, and systems modernization—are intended to establish a stronger operational foundation that positions the organization for long-term stability and growth.

Board members discussed the importance of maintaining stability while adapting to changing financial conditions and reaffirmed support for staff during this transitional period.

4. Governance Committee update – records retention policy (Davis Witherow/Olivier)

The Board reviewed a proposed addition to the organization’s records retention policy to clarify procedures regarding storage and disposal of records. The Governance Committee recommended approval.

As the motion came from committee, no second was required.

Vote: Unanimously approved.

The Governance Committee also reported that board recruitment priorities were approved at the September meeting and that names and priorities are expected to be presented to the Governor’s office in March.

5. Finance Committee report and FY26 budget (Letschert)

Letschert reviewed current financials and presented a proposed interim FY26 budget covering operations through February, reflecting recent changes and revenue uncertainty. He noted that additional adjustments may be needed later in the fiscal year once revenue projections are clearer.

Discussion focused on maintaining flexibility, aligning expenses with confirmed revenue, and returning with a longer-term budget for approval once numbers are more stable.

Motion from the Finance Committee to approve the interim FY26 budget.

As the motion came from committee, no second was required.

Vote: Unanimously approved.

6. Development Committee – update

The development committee reported on FY26 fundraising goals through February.

7. Program Committee – update

Programming has been temporarily paused to allow for downsizing, moving out of the office, and restructuring operations. Programming will resume in February 2026.

8. 2026 meeting schedule discussion

The Board discussed timing and format for 2026 meetings, including the balance of virtual and in-person gatherings. Members noted the importance of managing travel costs while maintaining opportunities for strategic, in-person engagement.

Board leadership and staff will return with recommendations.

Adjourned.

The Board of Directors Minutes have been approved by the Board, and signed on this 28 day of February, 2026.

A handwritten signature in blue ink that reads "Sarah Olivier". The signature is written in a cursive style with a large initial "S".

by: _____
Sarah Olivier
Executive Director, Corporate Secretary
Colorado Humanities