

## SCFD BOARD OF DIRECTORS MEETING

July 23, 2015

1:00 pm

### Colorado Chautauqua Association Meeting Minutes

**SCFD Board members present:** Chair Dan Hopkins, Vice-Chair Kathy Kucsan, Treasurer Hal Logan, Secretary Lynn Jeffers, Elaine D. Torres, Rob Johnson, Kathryn Spuhler, Kathy Imel, Councilwoman Kendra Black, and Peggy Lehmann

**SCFD Board members not present:** Damon O. Barry

**SCFD staff present:** Executive Director Peg Long, Senior Program Manager Nancy McCamey, Program Associate Iris Gregg

#### 1. Introductions and Approval of Agenda

Dan Hopkins called the meeting to order at 1:02 pm followed by introductions. A quorum was present, and the agenda was approved.

Susan Connelly, Executive Director of Colorado Chautauqua Association welcomed everyone. Chautauqua is in its 117<sup>th</sup> season. Susan invited everyone to walk around the grounds after the meeting and look at the interpretive signage, cottages, and historic dining hall.

#### 2. Oath of Office

Dan Hopkins swore in Peggy Lehmann, Governor's appointee, to her first term. Peggy Lehmann served five years on the Board as the Denver County appointee and is now being welcomed as a Governor's Appointee.

Dan Hopkins swore in Councilwoman Kendra Black, Denver County Appointee, to her first term. Kendra was sworn in on Monday to the Denver City Council.

#### 3. Approval of June 25, 2015 Board Minutes

Rob Johnson motioned to approve the minutes. Lynn Jeffers seconded. Motion to accept the minutes passed.

#### 4. Reports

##### 4.1 Treasurer

Hal Logan reported that the May 2015 SCFD sales and use tax revenue was \$4,524,271.58. The 2015 year-to-date (YTD) sales and use tax revenue is \$21,537,409.13. This compares to YTD 2014 revenue of \$20,147,261.16. The variance is \$1,390,147.97 a 6.89% increase in YTD 2015 over YTD 2014.

##### 4.2 Chairman

Dan Hopkins reported he attended the Public Awareness Committee meeting on July 21st. They had a guest speaker, Mark Turner, from the Colorado Nonprofit Association. He shared what organizations can and can't do regarding lobbying and election campaigns. The committee will consider the best way to get this information out to SCFD-funded organizations. The committee was formed in 2011 with the Board outlining goals in 2012 including rebranding and creating a tool kit that could be scaled for use by organizations of all sizes. The committee exceeded the Board expectations for the group. It was meant to help our organizations ramp up public awareness prior to the campaign, which it has done. Therefore, the committee will be going on hiatus after the October 2015 meeting.

Dan and Peg attended a CATZ meeting July 21. They are working on developing a campaign website and other campaign materials. The actual campaign begins next year.

He has also been meeting with various newspaper reporters regarding reauthorization.

Dan reported that SCFD is short-staffed at this time for various reasons including staff on extended leave and budgetary constraints. Peg introduced Iris Gregg, Program Associate. She started on July 6, 2015. Peg provided more detail as to the reasons SCFD is short-staffed and an estimate of what is needed for operations to be fully functional. Hal shared that perhaps donated funds could address some operational needs until an increase in SCFD's administrative share of the sales tax revenue can be secured. He is currently researching various possibilities. Kathy Spuhler asked how much money will need to be raised. Hal replied about \$50,000.

#### **4.3 Executive Director**

Peg Long stated that last month Kate Lubotsky reported on activities of the Teen Council, including plans to attend a leadership conference retreat in August. Peg has conferred with SCFD legal counsel regarding the status of the group. Until the group presents a formal proposal to the SCFD Board for its consideration regarding activities or a relationship with the council, the teen council is not an officially sanctioned SCFD group. SCFD legal counsel will prepare a waiver of liability form for parents of the teen council participants to sign for the upcoming retreat.

#### **5. Presentation of Certification Report of Scientific & Cultural Collaborative (SCC)**

Michelle Nierling reported on the programming of the SCC.

The Board asked a few of questions regarding SCC programs and administration. The Board asked if there is accessibility to the school list if you are not a member and how many Tier II's are full members.

#### **6. Tier II Certification Reports**

A representative from each organization spoke for three minutes highlighting their organization, followed by five minutes of Board questions.

Colorado Chautauqua Association-Susan Connelly, Executive Director

Central City Opera-Pat Pearce, General and Artistic Director

Wings Over the Rockies-Mark Hyatt, COO

Swallow Hill Music Association-Paul Lhevine, CEO

Rocky Mountain Bird Observatory-Tammy VerCauteren, Executive Director

Colorado Music Festival and Center for Musical Arts-Andrew Bradford, Executive Director

Cherry Creek Arts Festival-Chris Stevens, President and CEO

Clyfford Still Museum-Dean Sobel, Director

eTown-Nick Forster, Founder and CEO

Arvada Center for Arts and Humanities- Philip Sneed, Executive Director

Colorado Railroad Museum-Donald Tallman, Executive Director

Hudson Gardens-Richard Meredith, Executive Director

Town of Parker Cultural Department-Elaine Mariner, Cultural Director

The Board members thanked the organizations for their service to the community. The Board asked a variety of questions including tracking attendance figures. The board also asked about the education outreach that they plan for the coming year. They also inquired about locations for outreach and where their patrons are coming from in relation to each organization's home county. Board members inquired about transportation needs for patrons and how this is being accommodated. The board asked about maintaining facilities and the issues associated with that. What youth age range do you accommodate? The board inquired about the long range plans for the organizations. What percentage of income is fee-based revenue? What communities are being served with the funds received? The board expressed concerns about staffing and budget changes as well as concerns with some organizations being close to the Tier II qualifying income threshold. The board inquired about festival attendance and how that is actually calculated, as well as how revenue is generated if attendance is free at festivals. Board members commended organizations on new partnerships. The board asked for more explanation regarding pilot programs and expected growth. Board members expressed thanks for inclusiveness, outreach, and collaboration.

The board asked about continuing funding from cities or other local government and the percentage that they are funding.

**7. Resolution 15-20: Pertaining to Adopting an Amended and Restated Public Records Policy to the Inspection, Retention and Disposal of Public Records**

This resolution reflects legislative amendments made to the Public Records Act which need to be adopted as board policy.

Kathryn Spuhler asked if any of the changes affect the day-to-day operations of the SCFD. Changes are minor reported Peg, such as the hourly rate for doing research has increased. Because board members do not have SCFD email addresses, some communications from personal devices such as smart phones and computer may be subject to public inspection.

Rob Johnson motioned to approve Resolution 15-20: Pertaining to Adopting an Amended and Restated Public Records Policy to the Inspection, Retention and Disposal of Public Records. Lynn Jeffers seconded. The motion passed.

**8. Other matters**

Kathryn Spuhler spoke about the towns of Larkspur and Castle Rock in Douglas which are outside the SCFD and efforts they may initiate to be included in the SCFD. Peg responded that the statute contains language for an inclusion process but the current deadline for that is 2017 so we may want to add an extension of that deadline to our SCFD bill.

**9. Public Comment**

There was no public comment.

**10. Adjournment**

The meeting was adjourned at 3:25 pm.

  
Secretary