

SCFD BOARD OF DIRECTORS MEETING  
April 27, 2023  
Zoom Virtual Meeting  
Meeting Minutes

**SCFD Board members present:** Vice-Chair Marcela de la Mar, Secretary Jake Zambrano, Treasurer Suzanne Crawford, Gino Greco, Jack Finlaw, Councilwoman Jamie Torres, Jacki Cooper Melmed, and Courtney Ozaki

**SCFD Board members not present:** Teresa Valerio Parrot, Dan Brown

**SCFD staff present:** Deputy Director Jessica Kato, Program Officer Dana Manyothane, Program Officer Tim Murphy, Program Officer Kendal Zimmermann, Communications Manager Emma Mantooth, Executive Assistant Arlene Hicks, and SCFD Accountant Gloria Nedved

**SCFD staff not present:** Executive Director Deborah Jordy

## **1. Introductions and Quorum Determination**

Vice-Chair Marcela de la Mar called the meeting to order at 1:01 p.m. A quorum was present. Each Board member introduced themselves.

## **2. Review & Approval of Agenda**

Jack Finlaw motioned to approve the agenda. Jake Zambrano seconded. Motion to accept the agenda passed.

## **3. Approval of February 23, 2023 Board Meeting Minutes**

Jack Finlaw motioned to approve the February 23, 2023, Board Meeting Minutes. Jacki Cooper Melmed seconded. Motion to approve the February Board Meeting minutes passed.

## **4. Reports**

### **4.1 Treasurer**

Suzanne Crawford reported the February 2023 SCFD sales and use tax revenue was \$6,280,381.03 The 2023 year-to-date (YTD) sales and use tax revenue is \$12,471,184.81 in comparison to YTD 2022 sales and use tax revenue of \$11,687,583.16. The variance is \$783,601.65, a 6.70% increase in YTD 2023 over YTD 2022.

### **4.2 Chairman**

Vice-Chair Marcela de la Mar presented the Chair report starting with a welcome to SCFD's new Communications Manager, Emma Mantooth. Emma is completing her second week at SCFD. She joins us from the El Pomar Foundation. Emma holds degrees in Spanish and Communication Arts and is an accomplished violinist. Welcome Emma, to the SCFD family.

Next, Marcela provided an update on Deborah Jordy's health. After a successful surgery, Deborah is resting comfortably at home. Anyone interested in following Deborah's progress is invited to visit her Caring Bridge site: <https://www.caringbridge.org/visit/deborahjordyupdates>

To conclude her report, Vice-chair de la Mar reminded everyone that the May 25<sup>th</sup> Board meeting will be in-person at the Denver Art Museum. Each Tier I organization will present an update and a quorum is needed to conduct district business. Please ensure May 25<sup>th</sup> at 1:00 pm is on everyone's calendar.

### **4.3 Executive Director**

Deputy Director Jessica Kato presented the report for Deborah Jordy.

#### **4.3.1 Update to Bylaws**

Jessica directed the Board to the redlined copy of the Bylaws included in their Board packet. Updates were made to keep SCFD Bylaws in line with statutory language. The gift policy has been changed to align with the State's gift policy. There is now a \$75 limit to the value of any individual gift received by a Board or staff member of SCFD. This includes complimentary tickets.

Suzanne Crawford motioned to approve the updated Bylaws. Gino Greco seconded. Motion to approve the SCFD updated Bylaws passed.

Jessica continued her report with updates from the office:

- SCFD's 2023 Day at the Capitol occurred on April 12<sup>th</sup>. This successful event included the Colorado Korean Chorus singing the national anthem in the House gallery. Swallow Hill Music and Butterfly Pavilion also provided interactive entertainment. Our mascot was in attendance and caught the attention of 9News, including a moment on Kyle Clark's "Next" program.  
Signed SCFD tributes will be distributed to the Board at the May meeting. Deputy Director Kato thanked Jack Finlaw and Teresa Valerio Parrot for attending Day at the Capitol.
- Tier III update – since the beginning of March, the Program Officers have processed and analyzed 254 grant applications and attended 20+ study sessions with county Cultural Councils to review the applications.
- Tier II update – an annual submission training was held on April 26<sup>th</sup> with 50+ people in attendance. The Tier II deadline is June 14<sup>th</sup>.

- The Tier I annual submission deadline was April 26<sup>th</sup>. Board members will receive information on how to access Tier I submissions for review prior to the May Board meeting.
- SCFD lobbyist Fofi Mendez is monitoring several bills in the legislature including one that exempts sales tax from those rebuilding after a fire. SCFD revenue will experience a slight drop with the passage of the bill.
- With Kendal Zimmermann's shift to a remote, contract position, SCFD is accepting Program Officer applications through April 28<sup>th</sup>. Over 50 applications have been received. The new Program Officer is expected to start in mid-June.

Upon conclusion of Jessica's report, many Board members acknowledged Kendal's tenure at SCFD and expressed thanks for her assistance and dedication.

### **5. Resolution 23-03: Pertaining to the 2023 Tier III Budgeted Distribution**

Vice-chair Marcela de la Mar presented the Resolution to approve Tier III funding in each county. Jacki Cooper Melmed motioned to approve. Gino Greco seconded. The motion to approve Resolution 23-03: Pertaining to the 2023 Tier III Budgeted Distribution passed.

### **6. Other Matters (new/old business)**

Vice-chair de la Mar recognized the SCFD team for keeping things on track during Executive Director Jordy's unexpected medical leave.

Gino Greco congratulated Courtney Ozaki on a successful encore run of her original immersive theatre piece, "ZOTTO". Courtney invited everyone to attend if the production returns in the future.

Marcela encouraged everyone to visit Fábrica de Arte Américas, available through Sunday, April 30<sup>th</sup>. The cultural warehouse and marketplace are part of the Cities Summit of the Americas at the Colorado Convention Center. It is a free event.

### **7. Public Comment**

None

### **8. Adjournment**

Meeting adjourned at 1:22 p.m.



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Secretary