

SCFD BOARD OF DIRECTORS MEETING  
February 22, 2024 at 1:00 p.m.  
Virtual Meeting Minutes

**SCFD Board members present:** Chairperson Jacki Cooper Melmed, Vice-Chair Councilperson Jamie Torres, Secretary Dan Brown, Gino Greco, Marcela de la Mar, Teresa Valerio Parrot, Commissioner Eva Henry, Amos Kazzaz, Randy Perlis

**SCFD Board members not present:** Treasurer Suzanne Crawford, Raymond Gonzales

**SCFD staff present:** Executive Director Deborah Jordy, Deputy Director Jessica Kato, Program Officer Dana Manyothane, Program Officer Tim Murphy, Program Officer Christine Fiedler, Communications Manager Emma Mantooth, Executive Assistant Arlene Hicks

**1. Introductions and Quorum Determination**

Chair Jacki Cooper Melmed called the meeting to order at 1:01 p.m. followed by introductions. A quorum was present.

**2. Review and Approval of Agenda**

Gino Greco motioned to approve the meeting agenda. Teresa Valerio Parrot seconded. Motion to approve the agenda passed unanimously.

**3. Oath of Office: Amos Kazzaz, Governor Appointee**

Chair Cooper Melmed introduced Amos Kazzaz and read his biography. Amos read his Oath of Office and was welcomed by all.

**4. Oath of Office: Randy Perlis, Arapahoe County Appointee**

Chair Cooper Melmed introduced Randy Perlis and read his biography. Randy read his Oath of Office and was welcomed by all.

**5. Approval of November 16, 2023 Board Meeting Minutes**

Teresa Valerio Parrot motioned to approve the November Board meeting minutes. Marcela de la Mar seconded. Motion to approve the November Board meeting minutes passed unanimously.

**6. Reports**

**6.1 Treasurer**

In Suzanne Crawford's absence, Vice-Chair Torres reported the December 2023 SCFD sales and use tax revenue was \$7,824,712.67. This brings the total Fiscal Year (FY) 2023 sales and use tax revenue to \$86,169,212.77. This compares to FY 2022 sales and use tax revenue of \$85,755,983.39. The variance is \$413,229.38, a 0.48% increase in FY 2023 over FY 2022.

## **6.2 Chairperson**

Chair Cooper Melmed began her report by recognizing Jake Zambrano for his recently completed two terms on the SCFD Board representing Arapahoe County. With Jake not in attendance, thanks and congratulations were postponed until a later date.

Next, Chair Cooper Melmed requested approval of additional SCFD office closures previously discussed in November 2023. Additional closures on the Day before Thanksgiving, Christmas Eve and the Day after New Year's Day were proposed. Amos Kazzaz motioned to approve the additional closure days and add them to the SCFD Employee Handbook. Marcela de la Mar seconded. Motion to add three office closure days passed unanimously.

## **6.3 Executive Director**

Deborah Jordy began her report by highlighting the revenue presented during the Treasurer's report. 2023 was the highest year of sales and use tax revenue collected in SCFD's history. Over \$84 million in grant funds were distributed across the district.

Deborah's report continued with the following updates:

- Signed 2024 Conflict of Interest disclosure statements are needed from each Board member. Arlene will send them out.
- Thanks to our lobbyist Fofi Mendez and Communications Manager, Emma Mantooth, SCFD's Day at the Capitol on February 21<sup>st</sup> was a huge success! Over 100 guests interacted with Lieutenant Governor Primavera, legislators, aides, SCFD Board, staff and grantees: CherryArts, Butterfly Pavilion, Broomfield Veterans Museum, HawkQuest, Historic Denver/Molly Brown House Museum, Mudra Dance, Filipino American Community of Colorado, and DMNS' Mr. Bones.  
In addition to tributes and moments of privilege in the legislative chambers, Governor Polis proclaimed February 21 – March 21 as SCFD month. This is great awareness building for SCFD.  
Many thanks to Commissioner Eva Henry, Teresa Valerio Parrot and Amos Kazzaz for attending.
- Program Officers are hard at work with Tier III. The final grant report deadline was February 14<sup>th</sup> and 254 reports were submitted. Five organizations missed the deadline and are ineligible to apply for funding in 2024. Grant application deadlines for eligible organizations are March 6<sup>th</sup> (multi-county) and March 13<sup>th</sup> (single county).  
Deborah stressed that deadlines are announced early, regularly posted, and frequently reminded to keep grantees informed.
- An EDIA training was conducted virtually by The Equity Project on February 15<sup>th</sup>. Approximately 40 County Cultural Council members participated. Feedback from the session was very positive.
- On January 17<sup>th</sup>, Program Officers provided a webinar for grantees with reminders, advice, and instructions on the grant application process. Over 100 people attended.

- Colorado Business Committee for the Arts (CBCA) is holding their awards luncheon on March 12<sup>th</sup>. SCFD has a table at this event with seats still available for Board members interested in attending.
- Nominations are now open for this year's Rex Morgan awards. Everyone is welcome to submit nominations in three categories: Lifetime Leadership; Civic Engagement and Volunteerism; Innovative Partnership and Regional Cooperation. Nominations are open until March 5<sup>th</sup> (extended to March 12<sup>th</sup> after the Board meeting) and awards will be presented at SCFD's Community Celebration event on June 5<sup>th</sup>.

## **7. The Word Eligibility Appeal: Viniyanka Prasad, Co-Executive Director & Founder**

Deputy Director Kato presented an overview of The Word's eligibility application, processing and staff determination of ineligibility. Ms. Prasad addressed the Board to appeal the staff's decision. Many Board members asked questions. Secretary Brown moved to accept the staff's determination. Gino Greco seconded. Motion to ratify The Word's ineligibility passed unanimously.

## **8. Approval of Public Meeting Notice**

### **8.1 Resolution 24-01: Pertaining to Posting of Public Meeting Notices**

Vice-Chair Torres read the Resolution into record. Amos Kazzaz moved to approve, and Vice-Chair Torres seconded. Resolution 24-01 was unanimously approved.

## **9. 2023 Final Distribution**

### **9.1 Resolution 24-02: Pertaining to Adjustment of the Appropriation and Distribution of 2023 Revenue Collected**

Amos Kazzaz read the Resolution into record. Vice-Chair Torres moved to approve, and Secretary Brown seconded. Resolution 24-02 was unanimously approved.

## **10. Economic Activity Study of Metro Denver Culture: Christin Crampton Day, Executive Director, CBCA**

SCFD has been partnering with Colorado Business Committee for the Arts on the EAS for 30 years. Christin presented a summary of the latest study.

Teresa Valerio Parrot thanked CBCA and SCFD staff for creating this report. She has been able to share information from the study within her county and network. Vice-Chair Torres asked if science organizations were included in the study. Christin and Deborah explained that the data is considered in aggregate and includes all disciplines, counties and Tiers funded by SCFD. Teresa Valerio Parrot added that she spoke with the researcher at the EAS launch event and he confirmed that it was intentional to report on the district as a whole.

Christin offered additional presentations to groups affiliated with SCFD Board members. Her presentation slides are available on the Board portal and through the SCFD office.

## **11. Economic Forecast & Trends: Meredith Moon, Chief Economist, Metro Denver EDC**

Meredith Moon presented a Metro Denver Economic Outlook. After the presentation, Deborah Jordy asked about migration and how Colorado ranks nationally. Meredith shared that Coloradans who leave the state mostly go to areas with a lower cost of living, but that we are still attracting new residents from coastal cities and places that have a higher cost of living than Colorado.

Meredith's presentation slides are available on the Board portal and through the SCFD office.

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

None

## **13. Public Comment**

Jannett Matusiak announced availability of a [K-12 education grant](#) through the Collaborative of the SCFD. The grant provides opportunities for field trips, workshops, programs, etc. from SCFD funded organizations. It is open to schools within SCFD's seven county region. The application deadline is April 15<sup>th</sup>. She asked the Board to share this information with their networks.

Vice-Chair Torres announced the launch of a film from the Denver Office of Storytelling with support from Historic Denver and the offices of Councilwoman Amanda Sandoval and Councilwoman Torres' office. ["Keshet: The West Side Jewish Connection"](#) looks back at over 100 years in Denver's West Colfax neighborhood.

## **14. Adjournment**

The meeting was adjourned at 2:52 p.m.

A handwritten signature in blue ink that reads "Daniel W. Brown". The signature is fluid and cursive, with the first name "Daniel" being the most prominent.

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Secretary

SCFD BOARD OF DIRECTORS MEETING  
April 25, 2024 at 1:00 p.m.  
Virtual Meeting Minutes

**SCFD Board members present:** Chairperson Jacki Cooper Melmed, Raymond Gonzales, Gino Greco, Teresa Valerio Parrot, Commissioner Eva Henry, Amos Kazzaz, Randy Perlis

**SCFD Board members not present:** Vice-Chair Councilperson Jamie Torres, Secretary Dan Brown, Treasurer Suzanne Crawford, Marcela de la Mar

**SCFD staff present:** Executive Director Deborah Jordy, Deputy Director Jessica Kato, Program Officer Dana Manyothane, Program Officer Tim Murphy, Program Officer Christine Fiedler, Communications Manager Emma Mantooth, Executive Assistant Arlene Hicks

**1. Introductions and Quorum Determination**

Chair Jacki Cooper Melmed called the meeting to order at 1:06 p.m. followed by introductions. A quorum was present.

**2. Review and Approval of Agenda**

Teresa Valerio Parrot motioned to approve the meeting agenda. Amos Kazzaz seconded. Motion to approve the agenda passed unanimously.

**3. Approval of February 22, 2024 Board Meeting Minutes**

Gino Greco motioned to approve the February Board meeting minutes. Teresa Valerio Parrot seconded. Motion to approve the February Board meeting minutes passed unanimously.

**4. Demographic Presentation: Elizabeth Garner, Colorado State Demographer**

Elizabeth Garner presented a slideshow on Key Population Trends and their Impact in Colorado. Her slides are available through the SCFD office.

**5. Reports**

**5.1 Treasurer**

In Suzanne Crawford's absence, Deputy Director Jessica Kato reported the February 2024 SCFD sales and use tax revenue was \$6,193,025.84. The 2024 year-to-date (YTD) sales and use tax revenue is \$12,508,853.19. This compares to the YTD 2023 sales and use tax revenue of \$12,471,184.81. The variance is \$37,668.38, a 0.30% increase in YTD 2024 over YTD 2023.

**5.2 Chairperson**

Chair Cooper Melmed began her report by recognizing Raymond Gonzales and Marcela del la Mar as they each complete six years of service on the SCFD Board. A number of Board and staff members expressed their gratitude and warm wishes.

Two new gubernatorial appointees will begin their Board service in May. Names will be announced soon.

Chair Cooper Melmed reminded members about the Board and staff happy hour on May 15<sup>th</sup> at Jax Fish House & Oyster Bar in Glendale and asked for RSVPs to be sent to Arlene by May 8<sup>th</sup>.

Finally, Chair Cooper Melmed announced the winners of the 2024 Rex Morgan Awards. George Sparks was chosen for Lifetime Leadership, Renee Fajardo was selected for the Civic Engagement & Volunteerism Award and Motus Theater won the Innovative Partnerships & Regional Cooperation Award. All awards will be presented on Wednesday, June 5<sup>th</sup> at the SCFD Block Party held in the SCFD parking lot. Complimentary food, beverages and valet parking will be provided. Board members were asked to RSVP for the event.

### **5.3 Executive Director**

Deborah Jordy provided the following updates:

- The Tier I certification report deadline is Wednesday, May 1<sup>st</sup> at 4pm.
- The Tier II annual submission deadline is Wednesday, June 12<sup>th</sup> at 4pm.
- Program Officers are busy reviewing the 260+ Tier III grant applications and conducting study sessions with the County Cultural Councils. Tier III funding is down in 2024 due to a cooling of the economy in 2023 that resulted in a smaller rollover of funds into this year.  
In 2023, county specific adjustments totaled \$4,104,757.89  
In 2024, county specific adjustments totaled \$2,469,833.68
- Jessica Kato and SCFD Accountant, Gloria Nedved are working closely with CliftonLarsonAllen to complete the 2023 audit. The audit will be presented to the Board at the July meeting for final approval and submission to the state.
- Emma Mantooth is building awareness of SCFD through many public appearances of our bear mascot. Highlights include:
  - March 15<sup>th</sup> Denver Powwow grand procession with the tiny tots dancers
  - April 19<sup>th</sup> Children's Museum Party for Our Planet
  - February 21<sup>st</sup> SCFD Day at the Capitol
- Emma Mantooth and Jessica Kato are also ensuring SCFD is in compliance with website accessibility as required by HB21-1110. SCFD is currently 84% compliant and on track to have a fully accessible website by the bill's July 1<sup>st</sup> deadline. A comprehensive web accessibility policy will be presented to the Board at the July meeting.
- The May Board meeting will be in-person at the Denver Center for the Performing Arts. The DCPA is providing lunch for Board and staff starting at noon on Thursday, May 23<sup>rd</sup>.

#### **5.3.1 Reauthorization Ballot Year Discussion**

Executive Director Jordy asked for Board approval to go back to the voters for reauthorization in 2028, in preparation for sunset of the current statute in 2030. This timing is consistent with past reauthorizations and allows for another election opportunity should the ballot issue not pass in

2028. It also captures the historically higher voter participation during a Presidential election year.

There were no questions from the Board and Chair Cooper Melmed called for a vote. Ray Gonzales moved to have SCFD go back to the voters in 2028. Amos Kazzaz seconded. The motion passed unanimously.

To conclude her report, Deborah Jordy encouraged everyone to attend the Block Party on Wednesday, June 5<sup>th</sup> from 5:30 – 8:30pm in the SCFD parking lot.

#### **6. Resolution 24-03: Pertaining to the 2024 Tier III Budgeted Distribution**

Chair Cooper Melmed read Resolution 24-03 into record. Ray Gonzales motioned to accept the Resolution as presented. Teresa Valerio Parrot seconded. Resolution 24-03: Pertaining to the 2024 Tier III Budgeted Distribution passed unanimously.

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

None

#### **8. Public Comment**

On behalf of the Collaborative of the SCFD, Jannett Matusiak thanked Ray Gonzales and Marcela de la Mar for their dedication, commitment and service.

Shannon Robb invited everyone to the Denver Art Museum for Día del Niño on April 28<sup>th</sup>. The event will also be live-streamed for those unable to attend in-person.

Shannon posted a link with more information on the event:

<https://www.denverartmuseum.org/en/calendar/dia-del-nino-2024>

Colorado Railroad Museum's Paul Hammond announced that Colorado Gives Foundation is sponsoring free days for Jefferson County museums and arts venues during the weekend of April 26 – 28. Please consider attending.

#### **9. Adjournment**

The meeting was adjourned at 2:26 p.m.



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Board member

SCFD BOARD OF DIRECTORS MEETING  
May 23, 2024 at 1:00 p.m.  
Denver Center for the Performing Arts  
Meeting Minutes

**SCFD Board members present:** Chairperson Jacki Cooper Melmed, Secretary Dan Brown, Treasurer Suzanne Crawford, Commissioner Eva Henry, Amos Kazzaz, Randy Perlis, Tamra Ward, Patty Salazar

**SCFD Board members not present:** Vice-Chair Councilperson Jamie Torres, Gino Greco, Teresa Valerio Parrot

**SCFD staff present:** Executive Director Deborah Jordy, Deputy Director Jessica Kato, Program Officer Dana Manyothane, Program Officer Tim Murphy, Communications Manager Emma Mantooth, Executive Assistant Arlene Hicks

**1. Introductions and Quorum Determination**

Chair Jacki Cooper Melmed called the meeting to order at 1:04 p.m. followed by introductions. A quorum was present.

Chair Cooper Melmed invited DCPA CEO, Janice Sinden, to welcome the assembly.

**2. Review and Approval of Agenda**

Eva Henry motioned to approve the meeting agenda. Suzanne Crawford seconded. Motion to approve the agenda passed unanimously.

**3. Oaths of Office – Patty Salazar & Tamra Ward, Governor Appointees**

Chair Cooper Melmed read bios for Patty Salazar and Tamra Ward, who each read their Oath of Office. They were warmly welcomed by all.

**4. Approval of April 25, 2024 Board Meeting Minutes**

Amos Kazzaz motioned to approve the April Board meeting minutes. Dan Brown seconded. Motion to approve the April Board meeting minutes passed unanimously.

**5. Reports**

**5.1 Treasurer**

Suzanne Crawford announced that the March 2024 SCFD sales and use tax revenue was \$7,061,160.43. The 2024 year-to-date (YTD) sales and use tax revenue is \$19,570,013.62. This compares to the YTD 2023 sales and use tax revenue of \$19,916,218.87. The variance is (\$346,205.25), a 1.74% decrease in YTD 2024 over YTD 2023.

**5.2 Chairperson**

Chair Cooper Melmed reiterated a welcome to the new Board members and announced that she has been appointed by the Governor to a second term to the SCFD Board.

### **5.3 Executive Director**

Deborah Jordy provided the following updates:

- Program Officer Christine Fiedler has left SCFD for a position elsewhere. The office will post the job opportunity during the summer with the successful candidate (hopefully) in place by September. Deborah invited anyone in the audience to contact the SCFD office with potential candidates.
- Our biennial Block Party is on Wednesday, June 5<sup>th</sup> from 5:30 – 8:30 p.m. in the SCFD parking lot. The Rex Morgan Awards will be presented that evening to:
  - George Sparks, Denver Museum of Nature and Science, for Lifetime Leadership
  - Dr. Renee Fajardo for Civic Engagement and Volunteerism
  - Motus Theater for Innovative Partnerships and Regional Cooperation

The event is a great opportunity to connect with SCFD grantees of all sizes in a fun, casual setting. Everyone is invited.

- The Tier II annual submission deadline is Wednesday, June 12<sup>th</sup> at 4:00 p.m.
- Program Officers are busy wrapping up grant application study sessions with the County Cultural Councils. Deborah recognized Dana Manyothane and Tim Murphy for the many hours they've dedicated to the Tier III grant process.
- Andrea Fulton, Deputy Director of the Denver Art Museum is leaving her position. Deborah thanked Andrea for decades of service to our cultural community.
- Program Officer Dana Manyothane is a 2024 recipient of Denver Business Journal's Leaders in Diversity Award, recognizing her efforts with SCFD and the Colorado Business Committee for the Arts (CBCA). We are all incredibly proud of Dana and Board members are invited to join SCFD staff at the award event on Thursday, June 20.

## **6. Tier I 2024 Distribution Certification**

### **6.1 Panel presentation by Tier I CEOs (6 min. each)**

Leaders from the Tier I organizations presented updates to the Board on the use of 2023 SCFD funds. They addressed the following issues specifically:

- How the organization is advancing its diversity, equity, inclusion and access initiatives
- The organization's outreach efforts across the seven-county district
- An initiative or program(s) the organization is especially excited about or proud of

The order of presenters was as follows:

1. Denver Center for the Performing Arts, Janice Sinden, President and CEO
2. Denver Zoo, Bert Vescolani, President and CEO
3. Denver Museum of Nature & Science, George Sparks, President and CEO
4. Denver Botanic Gardens, Brian Vogt, CEO
5. Denver Art Museum, Andrea Fulton, Deputy Director

**6.2 Resolution 24-04: Pertaining to 2024 Tier I Budgeted Distribution**

Chair Cooper Melmed read the resolution into record. Treasurer Suzanne Crawford motioned to approve the resolution. Secretary Dan Brown seconded. Motion to approve Resolution 24-04 passed unanimously.

**7. Other Matters (new/old business)**

None

**8. Public Comment**

None

**9. Adjournment**

The meeting was adjourned at 2:41 p.m.



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Secretary

SCFD BOARD OF DIRECTORS MEETING  
July 25, 2024 at 1:00 p.m.  
Virtual Meeting Minutes

**SCFD Board members present:** Chairperson Jacki Cooper Melmed, Vice-Chair Councilperson Jamie Torres, Treasurer Suzanne Crawford, Gino Greco, Commissioner Eva Henry, Amos Kazzaz, Randy Perlis, Patty Salazar

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

**SCFD staff present:** Executive Director Deborah Jordy, Deputy Director Jessica Kato, Program Officer Dana Manyothane, Program Officer Tim Murphy, Communications Manager Emma Mantooth, Executive Assistant Arlene Hicks

**1. Introductions and Quorum Determination**

Chair Jacki Cooper Melmed called the meeting to order at 1:03 p.m. followed by introductions. A quorum was present.

**2. Review and Approval of Agenda**

Gino Greco motioned to approve the meeting agenda. Jamie Torres seconded. Motion to approve the agenda passed unanimously.

**3. Approval of May 23, 2024 Board Meeting Minutes**

Amos Kazzaz motioned to approve the May Board meeting minutes. Suzanne Crawford seconded. Motion to approve the May Board meeting minutes passed unanimously.

**4. Reports**

**4.1 Treasurer**

Suzanne Crawford reported the May 2024 SCFD sales and use tax revenue was \$7,384,133.28. The 2024 year-to-date (YTD) sales and use tax revenue is \$33,942,864.33. This compares to the YTD 2023 sales and use tax revenue of \$33,962,387.99. The variance is (\$19,523.66), a 0.06% decrease in YTD 2024 over YTD 2023.

**4.2 Chairperson**

Chair Cooper Melmed announced staffing changes within SCFD funded organizations, each of whom will conduct a national search for new leadership.

- Butterfly Pavilion (Tier II) Patrick Tennyson has retired, and Board Chair Nathalie Brochu is serving as interim CEO.
- Wings Over the Rockies (Tier II) CEO John Barry has retired.
- Downtown Aurora Visual Arts, DAVA (Tier III) CEO Krista Robinson has announced her retirement.

Curious Theatre (Tier III) is selling its building in Denver's Golden Triangle to address financial challenges. They will proceed with their upcoming performance season at either the current space or a new venue and are optimistic about the organization's future.

SCFD is participating in Colorado Day at the Capital on Thursday, August 1<sup>st</sup> from 10 a.m. – 2 p.m. This celebration of Colorado's statehood, highlights businesses and organizations. SCFD will have a table with giveaway items and information. The SCFD bear mascot will be in attendance, as well as Mr. Bones, thanks to support from Denver Museum of Nature & Science. Chair Cooper Melmed invited everyone to attend.

#### **4.3 Executive Director**

Deborah Jordy emphasized the value of participation in Colorado Day at the Capitol, to increase awareness of SCFD with Legislative staff, the Governor's office and the general public.

She continued her report with the following updates:

- A stakeholder process plan is currently being created in preparation for SCFD reauthorization. This will be presented to the Board at the August meeting.
- With many new Board members, SCFD leadership will provide a series of reauthorization education sessions to the Board in 2025. Topics will include key takeaways from previous reauthorizations, data and forecasting.
- Program Officers Dana Manyothane and Tim Murphy have completed reviewing the annual Tier II qualification reports. They are now creating summaries which will be provided to the Board in advance of the August meeting at Lighthouse Writers Workshop. Board members will receive summaries for all 33 Tier II grantees, but only 11 organizations will present during the August meeting.

As a reminder, in a recent change of format, one-third of the Tier II organizations present updates each year. This allows for more robust dialogue between the Board and Tier II leadership.

- Following the August Board meeting, everyone is invited to a reception/happy hour in the Lighthouse Writers Café area. This is a great opportunity to deepen relationships with our grantees.
- Emma Mantooth is working on two big projects:
  - SCFD film – this will be a 26-minute video made by Ajar Film Productions to build awareness of the value of SCFD. Emma is coordinating and conducting interviews with a number of SCFD stakeholders and we hope to air the video on Rocky Mountain PBS and other outlets later this year.
  - SCFD billboards – Deborah has secured pro bono digital ad space for the SCFD logo on the Spire building in Denver's Theatre District. Emma is working with our graphic designer and the Theatre District will get the billboards up and running sometime in August. Northglenn Arts has an ongoing display of the SCFD logo on their billboard along I-25.

- Everyone is invited to the 2024 Engage, Empower and Connect (EEC) summit on Monday, September 16<sup>th</sup>, from 1 p.m. – 6 p.m. This joint venture between SCFD, Denver Botanic Gardens and the Collaborative of the SCFD is a free event where grantees can learn about new trends, best practices and connect with colleagues. This year's agenda includes:
  - Scrappy Fundraising session
  - Sustaining the Spark session
  - Keynote address on "Unity" from Papa Dia, Executive Director of African Leadership Group
  - Reception

Deborah recognized Vice-Chair Jamie Torres for the completion of her term as President of Denver City Council. Her leadership has benefitted all Denver residents.

Next, Deborah provided an update on her work with the Governor's office, Denver Film Commission and the Office of Economic Development and International Trade (OEDIT), to bring the Sundance Film Festival to Boulder. This would be a huge win for metro Denver's cultural community. Five other cities are currently in the running: Atlanta, Santa Fe, Cincinnati, Salt Lake City and Louisville, KY.

#### **4.3.1 Cyber Security Assessment**

Executive Assistant Arlene Hicks directed Board members to the Cyber Security Assessment update in their meeting packet. The document provides a summary of action taken since the 2023 Cyber Security presentation to the Board. No additional Personally Identifiable Information (PII) is being collected or stored by SCFD and our computer management vendor, Interconnected Technologies, continues monthly monitoring of all SCFD computer equipment. SCFD leadership has also chosen to conduct an updated, third-party Cyber Security Assessment in early 2025 (the last full assessment was done in 2016.) There were no questions from the Board.

To conclude her report, Deborah Jordy informed the Tier II organizations in attendance that projected distribution numbers will be sent out early next week.

## **5. Fiscal Year 2023 Audit & Resolution**

### **5.1 Report by SCFD Auditor John-Paul LeChevallier, CPA, CliftonLarsonAllen LLP**

John-Paul presented the results of the 2023 audit. SCFD received an unmodified (clean) audit opinion. This is the highest level of audit opinion an organization can receive. No material weaknesses were identified, no significant deficiencies were found, and no audit adjustments were needed. There were no questions from the Board and Chair Cooper Melmed thanked CLA for their work and SCFD for excellent stewardship of taxpayer dollars.

### **5.2 Resolution 24-05: Pertaining Acceptance & Approval of Fiscal Year 2023 Audit**

Vice-Chair Torres motioned to accept the Resolution. Secretary Crawford second. Resolution 24-05 was unanimously approved and accepted. Then Chair Cooper Melmed read Resolution into record.

## **6. Accessibility Policy; Emma Mantooth, SCFD**

In 2022, Colorado legislation passed HB 21-1110 requiring government entities to be in compliance with Website Content Accessibility Guidelines (WCAG) 2.1, Level AA. The compliance deadline has been extended to July 1, 2025. SCFD is currently ~85% compliant. While we work to reach 100% compliance, Emma asked the Board to approve an Accessibility Policy to be posted on the SCFD website. This policy publicly demonstrates SCFD's commitment to accessibility.

Gino Greco asked what steps are required for SCFD to achieve 100% compliance. Emma explained that numerous PDFs on the website need to be remediated in order to be compliant and SCFD's web consultant, Ligature Creative, is working to update code on the "back end" to meet the guidelines. These tasks are manageable and can easily be completed before the revised deadline.

Vice-Chair Torres asked if WCAG also applies to social media. Emma indicated that legislation is currently limited to websites but SCFD values accessibility for all public-facing technology. Therefore, Emma adds Alt text to all social media images and limits the use of infographics, as they are generally less accessible.

Patty Salazar offered kudos to Emma and SCFD. Her agency is also working on WCAG compliance and she was impressed with SCFD's website and the availability of Spanish translation throughout.

Gino Greco motioned to approve the SCFD Accessibility Policy as presented. Patty Salazar seconded. The Accessibility Policy was approved unanimously.

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

None

## **8. Public Comment**

Jannett Matusiak from the Collaborative of the SCFD announced that they are now inviting Tier III grantees to join the Collaborative. At this time, 44 Tier III organizations have expressed interest in membership. A two-year pilot membership program will begin in September 2024.

Jannett also reported that recipients have been chosen for the next group of K-12 school grants. At least one school in each SCFD county typically receives a two-year award. This year saw an increase in applications from high schools, so additional awards were given to Newcomer School in Thornton, Compass Adaptive Program in Cherry Creek Schools and Denver Justice High School.

Shannon Robb reminded everyone that Kristy Bassuener is no longer with Denver Art Museum (DAM), but Shannon is available for any DAM-related questions going forward. She also mentioned that DAM will have a booth at the Colorado

Dragonboat Festival on July 27<sup>th</sup> and 28<sup>th</sup>. Please stop by to experience shadow puppets, activities inspired by DAM's Asian art collection, an interactive magnetic puzzle and more.

**9. Adjournment**

The meeting was adjourned at 1:46 p.m.

A handwritten signature in blue ink, appearing to be 'J. S.', written over a horizontal line.

Vice-Chair

SCFD BOARD OF DIRECTORS MEETING  
August 22, 2024 at 1:00 p.m.  
Lighthouse Writers Workshop  
Meeting Minutes

**SCFD Board members present:** Chairperson Jacki Cooper Melmed, Vice-Chair Councilperson Jamie Torres, Secretary Dan Brown, Treasurer Suzanne Crawford, Commissioner Eva Henry, Amos Kazzaz, Randy Perlis, Tamra Ward, Patty Salazar, Teresa Valerio Parrot

**SCFD Board members not present:** Gino Greco

**SCFD staff present:** Executive Director Deborah Jordy, Deputy Director Jessica Kato, Program Officer Dana Manyothane, Program Officer Tim Murphy, Communications Manager Emma Mantooth, Executive Assistant Arlene Hicks

**1. Introductions and Quorum Determination**

Chair Jacki Cooper Melmed called the meeting to order at 12:59 p.m. followed by introductions. A quorum was present.

Chair Cooper Melmed invited Lighthouse Writers Workshop Executive Director, Michael Henry, to welcome the assembly.

**2. Review and Approval of Agenda**

Suzanne Crawford motioned to approve the meeting agenda. Tamra Ward seconded. Motion to approve the agenda passed unanimously.

**3. Oath of Office – Jamie Torres, Denver County Appointee**

Vice Chair Jamie Torres read the Oath of Office for her reappointment to the SCFD Board.

**4. Approval of July 25, 2024 Board Meeting Minutes**

Amos Kazzaz motioned to approve the July Board meeting minutes. Patty Salazar seconded. Motion to approve the July Board meeting minutes passed unanimously.

**5. Reports**

**5.1 Treasurer**

Suzanne Crawford announced that the June 2024 SCFD sales and use tax revenue was \$7,513,337.96. The 2024 year-to-date (YTD) sales and use tax revenue is \$41,456,202.29. This compares to the YTD 2023 sales and use tax revenue of \$41,533,779.47. The variance is (\$77,577.18), a 0.19% decrease in YTD 2024 over YTD 2023.

**5.2 Chairperson**

Chair Cooper Melmed recognized the staff, specifically Arlene Hicks, for organizing SCFD's presence at Colorado Day at the state capitol on Thurs. August 1<sup>st</sup>.

Legislative staff and capitol visitors enjoyed seeing the SCFD bear mascot and Mr. Bones from the Denver Museum of Nature & Science.

Chair Cooper Melmed invited all meeting participants to a reception immediately following the Board business. Thanks to the Collaborative of the SCFD for sponsoring this opportunity for Tier II leadership and Board members to connect.

### **5.3 Executive Director**

Deborah Jordy provided the following updates:

- An annual employee engagement survey was sent to all staff in July and resulted in 95% positive responses. Every member of the staff reported that they are proud to work at SCFD.
- September is a busy month in the office.
  - The Program Officer position is open through Thurs. September 5<sup>th</sup> on the SCFD Job Board, Andrew Hudson's Job List and many other areas. The opportunity was also sent to many chambers of commerce and our network of civic and arts leaders. Please direct strong candidates to the SCFD website.
  - The Tier III eligibility deadline is Wed. September 11<sup>th</sup> at 4:00 p.m.
  - This year's Engage-Empower-Connect (EEC) Summit is on Mon. September 16<sup>th</sup> from 1:00 – 6:00 p.m. This partnership between SCFD, Denver Botanic Gardens and the Collaborative of the SCFD will feature presentations on "Scrappy Fundraising," "Sustaining the Spark," a keynote address from Papa Dia of the African Leadership Group and a networking reception.
  - Educator's Night at Denver Museum of Nature and Science is Tues. September 17<sup>th</sup> from 6:00 – 9:00 p.m. This is a free event for teachers and is supported by SCFD and the Collaborative.

Executive Director Jordy also announced that the SCFD logo is prominently displayed on two LED screens on the Spire building in downtown Denver's theater district, continuing to build brand awareness.

## **6. Tier II 2024 Distribution Certification**

### **6.1 Presentations from Tier II Organizations (5 min. each)**

Leaders from a third of the Tier II organizations presented updates to the Board on the use of 2023 SCFD funds. They answered the following questions:

- How is your organization advancing its diversity, equity, inclusion, and access initiatives?
- Describe your organization's outreach efforts across the seven-county district.
- What initiative or program are you especially excited about or proud of?

The order of presenters was as follows:

1. Swallow Hill Music Association – Jessy Clark, CEO
2. Colorado Music Festival & Center for Musical Arts – Elizabeth McGuire, Executive Director
3. Longmont Museum – Erik Mason, Museum Director

4. Rocky Mountain Bird Observatory – Tammy VerCauteren, Executive Director
5. Clyfford Still Museum – Joyce Tsai, Director
6. Colorado Ballet – Sameed Afghani, Executive Director
7. Colorado Symphony – Mark Cantrell, President & CEO
8. Mizel Arts & Culture Center – Stephanie Herm, Executive Director
9. Wings Over the Rockies Air & Space Museum – John Barry, Former CEO
10. South Suburban Parks & Rec Cultural Department – Nicole Stehlik, Director
11. Butterfly Pavilion – Nathalie Brochu, Interim CEO/Board Chair
12. City of Aurora Cultural Services Division – Ginger White Brunetti, Director of Cultural Services

## **6.2 Resolution 24-06: Pertaining to Organizations Qualifying for 2024 Tier II Funds**

Vice Chair Jamie Torres motioned to approve the resolution. Teresa Valerio Parrot seconded. Motion to approve Resolution 24-06 passed unanimously.

## **7. Stakeholder Process for 2028 Reauthorization**

Executive Director Jordy presented a proposed framework and timeline of steps in preparation for the 2028 Reauthorization of SCFD. The Board asked no questions. Tamra Ward motioned to accept the process as presented. Patty Salazar seconded. The Stakeholder Process was unanimously approved and will be available to the public on the SCFD website.

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

None

## **9. Public Comment**

None

## **10. Adjournment**

The meeting was adjourned at 3:08 p.m.



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Secretary

SCFD BOARD OF DIRECTORS MEETING  
September 26, 2024 at 1:00 p.m.  
Northglenn Arts  
Meeting Minutes

**SCFD Board members present:** Chairperson Jacki Cooper Melmed, Secretary Dan Brown, Treasurer Suzanne Crawford, Randy Perlis, Patty Salazar, Teresa Valerio Parrot, Commissioner Eva Henry, Amos Kazzaz

**SCFD Board members not present:** Vice-Chair Councilperson Jamie Torres, Gino Greco, Tamra Ward

**SCFD staff present:** Executive Director Deborah Jordy, Deputy Director Jessica Kato, Program Officer Dana Manyothane, Communications Manager Emma Mantooth, Executive Assistant Arlene Hicks

**SCFD staff not present:** Program Officer Tim Murphy

**1. Introductions and Quorum Determination**

Chair Jacki Cooper Melmed called the meeting to order at 12:59 p.m. followed by introductions. A quorum was present.

Chair Cooper Melmed invited Northglenn Arts Executive Producer, Michael Stricker to welcome the assembly.

**2. Review and Approval of Agenda**

Suzanne Crawford motioned to approve the meeting agenda. Teresa Valerio Parrot seconded. Motion to approve the agenda passed unanimously.

**3. Approval of August 22, 2024 Board Meeting Minutes**

Dan Brown motioned to approve the August Board meeting minutes. Eva Henry seconded. Motion to approve the August Board meeting minutes passed unanimously.

**4. Reports**

**4.1 Treasurer**

Suzanne Crawford announced that the July 2024 SCFD sales and use tax revenue was \$7,436,861.68. The 2024 year-to-date (YTD) sales and use tax revenue is \$48,893,063.97. This compares to the YTD 2023 sales and use tax revenue of \$48,940,202.03. The variance is (\$47,138.06), a 0.1% decrease in YTD 2024 over YTD 2023.

**4.2 Chairperson**

Chair Cooper Melmed announced that Gino Greco and Teresa Valerio Parrot will serve as the nominating committee for the 2025 slate of officers. She invited any Board member interested in serving in a leadership capacity to let Gino or Teresa know. A slate of officer candidates will be presented at the October meeting and

it, along with any nominations from the floor, will be voted on at the November meeting.

#### **4.3 Executive Director**

Deborah Jordy provided the following updates:

- This year's Engage Empower Connect (EEC) Summit took place on Mon. September 16<sup>th</sup> from 1:00 – 6:00 p.m. with 276 registrants. This partnership between SCFD, Denver Botanic Gardens and the Collaborative of the SCFD featured presentations on "Scrappy Fundraising" providing ideas and strategies for development; "Sustaining the Spark" with tips to combat burnout; an inspirational keynote address from Papa Dia of the African Leadership Group on the subject of unity; and a well-attended networking reception.
- Interviews for the Program Officer position are currently underway. Nine candidates were invited for a first-round interview and they each show promise. Final interviews and decisions will be made in early October. Ideally, the successful candidate will start mid-month.
- Communications Manager Emma Mantooth has been working closely with SCFD's website provider, Ligature Creative, on website accessibility. In July, we were 84% compliant with the requirements listed in HB-1110. As of this month, SCFD is 99% compliant with HB-1110 and Website Content Accessibility Guidelines (WCAG) level 2.1 AA. Deborah thanked Emma for her dedication to achieving 100% accessibility.

To conclude her report, Executive Director Jordy asked Emma Mantooth to present her video "sizzle reel" on SCFD's recently completed [2023 Annual Report](#). Emma also provided Annual Report postcards for distribution.

### **5. Tier III 2024 Distribution**

#### **5.1 Tier III Summary & County Funding Plans**

Program Officer Dana Manyothane presented a summary of the 2024 Tier III grant process throughout the district. Highlights included:

- 628 grant requests (versus 542 in 2023)
- 618 grants awarded (versus 532 in 2023)
- 160 single-county grant applicants were funded (versus 166 in 2023)
- 108 multi-county grant applicants were funded (versus 88 in 2023)
- Total amount requested = \$18,346,765.44
- Total amount awarded = \$14,082,602.59
- 268 organizations were funded (versus 254 in 2023)

#### **5.2 County Cultural Council Presentations (5 min. each)**

Leaders from each County Cultural Council presented an overview of their grant process, including funding priorities, guidelines and any planned changes for 2025. The order of presenters was as follows:

1. Adams County – Megan Hartline, Chair
2. Arapahoe County – Trina Campbell, Chair
3. Boulder County – Gwen Burak, Vice-Chair
4. Broomfield County – Chris Floyd, Chair

5. Denver County – Suzi Q. Smith, Vice-Chair
6. Douglas County – Tony Sievert, Chair
7. Jefferson County – Iris Gregg, Chair

### **5.3 Resolution 24-07: Pertaining to Distribution of 2024 Tier III Funds**

Amos Kazzaz motioned to approve the resolution. Eva Henry seconded. Motion to approve Resolution 24-07 passed unanimously.

## **6. Proposed FY 2025 Budget Presentation**

Executive Director Jordy presented the proposed FY 2025 Budget which is available for public review on SCFD's [website](#). Highlights included:

- Total District revenue budgeted at \$85M
  - Tier I projection = \$50,343,350
  - Tier II projection = \$20,271,300
  - Tier III projection = \$13,110,350
- Proposed 22% increase in expenditures over 2024, due to stakeholder assessment project
- Normal operating expenses budgeted to decrease 2%
- Surplus of \$11,577 projected for FY 2025
- 6-month emergency reserve fully funded
- Election Cost Reserve intact (up to \$1.7M)

The Board asked no questions.

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

None

## **8. Public Comment**

James Holmes, Executive Director of Cherokee Ranch and Castle expressed gratitude to SCFD Board and staff, Douglas County Cultural Council members (DCCC) and Douglas County Commissioners for their efforts to help Cherokee Ranch and Castle fully express their organizational identity, improve audience development and identify ways for them to better serve the community. He specifically thanked Board Secretary Dan Brown, DCCC Chair Tony Sievert and Program Officer Tim Murphy.

## **9. Adjournment**

The meeting was adjourned at 2:07 p.m.



Secretary

SCFD BOARD OF DIRECTORS MEETING  
October 24, 2024 at 1:00 p.m.  
Virtual Meeting Minutes

**SCFD Board members present:** Chairperson Jacki Cooper Melmed, Vice-Chair Councilperson Jamie Torres, Secretary Dan Brown, Treasurer Suzanne Crawford, Randy Perlis, Patty Salazar, Teresa Valerio Parrot, Amos Kazzaz, Gino Greco, Tamra Ward

**SCFD Board members not present:** Commissioner Eva Henry

**SCFD staff present:** Executive Director Deborah Jordy, Deputy Director Jessica Kato, Program Officer Dana Manyothane, Program Officer Tim Murphy, Program Officer Kirsten Lang, Communications Manager Emma Mantooth, Executive Assistant Arlene Hicks

**1. Introductions and Quorum Determination**

Chair Jacki Cooper Melmed called the meeting to order at 1:00 p.m., followed by introductions. A quorum was present.

**2. Review and Approval of Agenda**

Tamra Ward motioned to approve the meeting agenda. Patty Salazar seconded. Motion to approve the agenda passed unanimously.

**3. Approval of September 26, 2024 Board Meeting Minutes**

Amos Kazzaz motioned to approve the September Board meeting minutes. Vice-Chair Torres seconded. Motion to approve the September Board meeting minutes passed unanimously.

**4. Reports**

**4.1 Treasurer**

Suzanne Crawford announced that the August 2024 SCFD sales and use tax revenue was \$7,391,303.21. The 2024 year-to-date (YTD) sales and use tax revenue is \$56,284,367.18. This compares to the YTD 2023 sales and use tax revenue of \$56,542,767.58. The variance is (\$258,400.40), a 0.46% decrease in YTD 2024 over YTD 2023.

**4.2 Chairperson**

**4.2.1 Nominating Committee**

Chair Cooper Melmed invited Gino Greco to present the 2025 slate of officers to be voted on during the November meeting. Gino announced the slate as:

Chairperson, Jacki Cooper Melmed  
Vice-Chair, Councilperson Jamie Torres  
Secretary, Dan Brown  
Treasurer, Suzanne Crawford

Chair Cooper Melmed directed the Board to the schedule of 2025 meetings in each member's packet and stated that Arlene Hicks will be sending calendar invitations shortly. New in 2025 will be two in-person Board retreats from 8:00 a.m. - noon on Thursday, January 16<sup>th</sup> and Thursday, October 9<sup>th</sup>. In preparation for SCFD reauthorization, it is important to have full Board participation at the retreats. Please make every effort to attend.

#### **4.3 Executive Director**

Deborah Jordy began her report by welcoming new Program Officer, Kirsten Lang, who joined SCFD on Tuesday, October 22<sup>nd</sup>. Kirsten was most recently the External Affairs Coordinator for the National Center for Families Learning and she was also the founding Program Administrator for the Diversity in the Arts (DITA) internship, which is partially funded by SCFD. Kirsten is a performer, a creative and a patron of the arts. The team is very excited to have her on board.

Deborah continued with the following updates:

- Program Officers are currently evaluating Eligibility applications for nonprofits who hope to receive SCFD funding. A total of 41 applications were received and they included submissions from every SCFD county. During the review process, Program Officers look at each organization's mission, financials, website, programming, etc. All determinations will be completed prior to Thanksgiving.
- In an ongoing effort to increase awareness of SCFD, Deborah has completed presentations to the following groups:
  - On August 26<sup>th</sup>, Denver Metro Chamber's Leadership Foundation program, Access Denver.
  - On September 5<sup>th</sup>, Longmont Museum's panel on "The Making of a Museum: Designing Spaces for Creativity, Understanding & Reflection," which prepared the community for Phase 2 of the Museum's expansion project.
  - On September 17<sup>th</sup>, International Economic Development Council's National Conference (IEDC) in Denver.
  - On October 14<sup>th</sup>, Association of Art Museum Directors (AAMD) conference in Denver.
  - On October 17<sup>th</sup> and 18<sup>th</sup>, Jessica Kato and Deborah met with the Southern Arizona Arts & Cultural Alliance (SAACA). This group of cultural leaders in Tucson is exploring a tax similar to SCFD for their community.

### **5. Proposed FY 2025 Budget Presentation**

#### **5.1 Public Hearing of Proposed 2025 Budget**

Executive Director Jordy stated that the budget was presented during the September meeting. Treasurer Suzanne Crawford spoke in support of the budget, calling it "fiscally responsible" and "prudent".

#### **5.2 Resolution 24-08: Pertaining to Fiscal Year 2025 Expenditures and Revenues for General & Expendable Trust Funds & Adopting the 2025 Budget**

Gino Greco motioned to approve the budget. Dan Brown seconded. The 2025 Budget and Resolution 24-08 were unanimously approved.

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


None

**7. Public Comment**

None

**8. Adjournment**

The meeting was adjourned at 1:14 p.m.

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Secretary

SCFD BOARD OF DIRECTORS MEETING  
November 21, 2024 at 1:00 p.m.  
Virtual Meeting Minutes

**SCFD Board members present:** Chair Jacki Cooper Melmed, Vice-Chair Councilperson Jamie Torres, Secretary Dan Brown, Randy Perlis, Gino Greco, Amos Kazzaz, Patty Salazar, Tamra Ward

**SCFD Board members not present:** Treasurer Suzanne Crawford, Teresa Valerio Parrot, Commissioner Eva Henry

**SCFD staff present:** Executive Director Deborah Jordy, Deputy Director Jessica Kato, Program Officer Dana Manyothane, Program Officer Tim Murphy, Program Officer Kirsten Lang, Communications Manager Emma Mantooth, Executive Assistant Arlene Hicks

**1. Introductions and Quorum Determination**

Chair Cooper Melmed called the meeting to order at 1:00 p.m. followed by introductions. A quorum was present.

**2. Review and Approval of Agenda**

Amos Kazzaz motioned to approve the meeting agenda. Vice-Chair Torres seconded. Motion to approve the agenda passed unanimously.

**3. Approval of October 24, 2024 Board Meeting Minutes**

Tamra Ward motioned to approve the October Board meeting minutes. Vice-Chair Torres seconded. Motion to approve the October Board meeting minutes passed unanimously.

**4. Reports**

**4.1 Treasurer**

In Suzanne Crawford's absence, Vice-Chair Torres reported the September 2024 SCFD sales and use tax revenue was \$7,357,619.27. The 2024 year-to-date (YTD) sales and use tax revenue is \$63,641,986.45. This compares to the YTD 2023 sales and use tax revenue of \$64,106,599.85. The variance is (\$464,613.40), a 0.72% decrease in YTD 2024 over YTD 2023.

**4.2 Chairman**

**4.2.1 Nominating Committee**

With no additional nominations from the floor, Chair Cooper Melmed called for a vote on the following slate, which was proposed during the October Board meeting:

- Chair: Jacki Cooper Melmed, Governor Appointee
- Vice-Chair: Councilperson Jamie Torres, Denver County
- Secretary: Dan Brown, Douglas County
- Treasurer: Suzanne Crawford, Broomfield County

Gino Greco motioned to approve the slate as presented. Tamra Ward seconded. The 2025 officers were unanimously approved.

#### **4.3 Executive Director**

Deborah Jordy's report included the following updates:

- Program Officers are wrapping up eligibility determinations for new organizations seeking SCFD funds. A full report will be presented to the Board at the February meeting.
- Upon completion of eligibility application reviews, Program Officers will prepare the resources to support Tier III grantees for their 2025 deadlines:
  - Final grant report = Wed. February 12
  - Multi-county grant application = Wed. March 5
  - Single-county grant application = Wed. March 12
- Please save the date for SCFD's Day at the Capitol on Tu. February 18, 2025. Communications Manager Emma Mantooth and SCFD's lobbyist Fofi Mendez are hard at work planning this event.
- There is a Board retreat on Th. January 16, 2025 from 8:00 a.m. to noon at the Red Cross. The purpose is to educate the Board on SCFD's foundation, history and structure, in preparation for the next reauthorization. A second Board retreat will be held on Th. October 9, 2025.

#### **5. 2024 Legislative Recap – Fofi Mendez, Principal at Mendez, Barkis & Associates**

Fofi Mendez summarized the 2024 legislative session and budget. She also presented an overview of Colorado's recent election results.

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

None

#### **7. Public Comment**

None


#### **8. Executive Session for the purpose of discussing personnel matters related to the position of Executive Director under C.R.S. §24-6-402(4)(f)(I)**

At Chair Cooper Melmed's invitation, Gino Greco motioned to transition the Board into Executive Session at 1:35pm. Patty Salazar seconded. Motion for the Board to move into Executive Session passed unanimously.

The public meeting resumed at 2:02 p.m.

#### **9. Adjournment**

The meeting was adjourned at 2:03 p.m.

  
Secretary