

SCFD BOARD OF DIRECTORS MEETING  
July 24, 2025 at 1:00 p.m.  
Firehouse Theater Company  
Meeting Minutes

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

**SCFD Board members not present:** Chairperson Jacki Cooper Melmed, Gino Greco

**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**

Vice-Chair Jamie Torres called the meeting to order at 1:00 p.m., followed by introductions. A quorum was present.

**2. Welcome from Helen Hand, Board President, Firehouse Theater Company**

**3. Review and Approval of Agenda**

Dan Brown motioned to approve the meeting agenda. Tamra Ward seconded. Motion to approve the agenda passed unanimously.

**4. Approval of May 22, 2025 Board Meeting Minutes**

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

**5. Reports**

**5.1 Treasurer**

Suzanne Crawford stated that the May 2025 SCFD sales and use tax revenue was \$7,254,607.91. The 2025 year-to-date (YTD) sales and use tax revenue is \$34,411,353.78. This compares to YTD 2024 sales and use tax revenue of \$33,942,864.33. The variance is \$468,489.45, a 1.38% increase in YTD 2025 over YTD 2024.

**5.2 Chairperson**

In Jacki Cooper Melmed's absence, Vice-Chair Torres presented the Chairperson report. She thanked the Executive Director search committee members for their dedication and hard work during the search process. She also recognized the organizers of Deborah Jordy's "Play On" celebration held on Tuesday, July 22<sup>nd</sup> at the Children's Museum of Denver. Mike Yankovich, FloraJane DiRienzo and their host committee created a joyful tribute to Deborah. Thanks to all who attended.

**5.3 Executive Director**

Deborah Jordy also began her report by thanking the organizers and attendees of her party. She then provided the following updates:

- The 2026 budget is currently being drafted by Deborah, Jessica Kato and Gloria Nedved. It will be presented to the Board in September.
- Program Officers are processing Tier II certification reports and creating summaries for the Board in preparation for the August meeting. At that meeting, one-third of the Tier II grantees will present an update on their use of SCFD funds.
- Please join us at the Denver Botanic Gardens (DBG) on Monday, September 15<sup>th</sup> at 1:00 p.m. for the annual Engage, Empower and Connect (EEC) jointly produced by SCFD, DBG and the Collaborative of SCFD. This half-day capacity building event features sessions on Board development and creative revenue streams. The day will conclude with a networking reception, allowing grantees to meet and collaborate with each other.
- On Thursday, October 9<sup>th</sup> from 8:00 a.m. to noon, there will be an in-person planning session for the Board. This will build on the January session topics of SCFD creation, history, structure and process in preparation for the 2028 reauthorization.
- Next month's (August) meeting will be Deborah's last as Executive Director. She will work with the new Executive Director for a transition period in September and begin in her Senior Advisor role in November.

Teresa Valerio Parrot asked if the October 9<sup>th</sup> planning session will address developments and impacts of cuts to the National Endowment for the Arts (NEA). Deborah agreed to add that topic to the October agenda.

## **6. Fiscal Year 2024 Audit & Resolution**

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

John Paul LeChevallier presented the results of SCFD's 2024 audit. CliftonLarsonAllen issued an unmodified (clean) audit opinion, which is the highest level of opinion an organization can receive. No material weakness or significant deficiencies were identified and no audit adjustments were needed.

He recognized SCFD for sound financial management and controls that allowed for a smooth audit process.

### **6.2 Resolution 25-05: Pertaining to Acceptance & Approval of Fiscal Year 2024 Audit**

Patty Salazar motioned to approve the resolution. Suzanne Crawford seconded. Motion to approve Resolution 25-05 passed unanimously.

## **7. AI Policy; Kirsten Lang, SCFD**

Program Officer Kirsten Lang presented SCFD's Artificial Intelligence (AI) policy designed to ensure employees have a foundational understanding of the risks with AI adoption. The policy is combined with a risk assessment to evaluate AI tool trustworthiness. All assessments must be reviewed by Deputy Director Jessica Kato prior to adoption, and all AI tools must be reassessed annually or upon any changes to the tool's Privacy Policy, User Agreement or functionality.

After her presentation, Kirsten addressed Randy Perlis' question about copyrighted material by explaining that any usage of AI in art that supplants or replaces the work of

human artists is prohibited through this policy. Copyrighted material will either not be used or if used, credited appropriately.

Amos Kazzaz asked who is responsible for adoption of AI tools within the office. Kirsten stated that Deputy Director Kato is in charge of any tools used widely by SCFD. Individual employee's use of AI is managed by the employee with Jessica Kato's approval.

Vice-Chair Torres asked about SCFD's knowledge of AI use among funded partners. Kirsten shared that staff noticed the use of AI notetakers & AI augmented art among grantees and those examples contributed to the creation of the AI policy.

Teresa Valerio Parrot pointed out that many tools common in daily life use AI (Ex. Grammarly, Siri, and others). Kirsten explained that AI integration in these types of tools was considered when creating this policy.

Suzanne Crawford motioned to approve and adopt the AI policy. Dan Brown seconded. SCFD's AI policy was unanimously approved.

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

None

#### **9. Public Comment**

Jessy Clark from Swallow Hill Music announced "An Evening with Iron & Wine" on Friday, October 18<sup>th</sup> at Swallow Hill. Tickets are currently available and will sell out quickly.

Cristal de Herrera from Denver Zoo Conservation Alliance thanked Deborah Jordy for her leadership and many contributions to Denver cultural community. She also voiced her support for Executive Director candidate, Andrea Albo.

#### **10. 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)**

Patty Salazar motioned to transition to Executive Session. Eva Henry seconded. With unanimous Board approval, the public was excused at 1:39 p.m.

The public meeting resumed at 3:31 p.m.

#### **11. Adjournment**

The meeting was adjourned at 3:33 p.m.



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Secretary