

BOARD MEETING NOTEBOOK

September 29-October 1, 2022 Lewistown, MT



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Board of Directors

Fall board meeting
September 29-October 1, 2022
Lewistown, MT
Lodging and meeting: Yogo Inn
211 E. Main St.

Zoom link: https://umontana.zoom.us/j/93248284631

Thursday, September 29

3pm Yogo Inn check-in available

211 E. Main St., Lewistown

5pm Board dinner at Lewistown Public Library

701 W. Main St, Lewistown

6pm "<u>Latino History in Montana</u>" with Montana Conversations speaker Bridget Kevane

Lewistown Public Library 701 W. Main St., Lewistown

Friday, September 30

8:30 Breakfast, Yogo Inn

Judith/Moccasin Mountain rooms (same rooms as meeting)

9am Welcome, introductions, land acknowledgement, board spotlight

Carla Homstad, chair David Dietrich, vice chair

9:15 Action Item: Review and Approval of Minutes

May 19-21, 2022 July 14, 2022

9:30 Executive director report

Randi Tanglen, executive director

9:45 Grants committee report

Lynda Grande, committee chair Megan Sundy, grants manager

10:15 Humanities Montana grantee report

Lewistown Art Center

10:45 Break

11am	Program committee report Jeanette Fregulia, committee chair John Knight, program manager
11:30	Finance and audit committee report Eric Sanders, committee chair
12pm	Lunch, Yogo Inn Guests: Alissa Wolenetz and Brittney Uecker Lewistown Public Library
1pm	Trusteeship committee report Laura Mitchell Ross, committee chair
	Development report Sara Stout, development director
1:30	Ad hoc racial equity audit review committee Jeanette Fregulia, ad hoc committee chair
2:15	2023 committee assignments Carla Homstad, chair David Dietrich, vice chair
2:45	Break
3pm	Board governance workshop Liz Moore, executive director Montana Nonprofit Association
5pm	Meeting ends for the day
5:30	Dinner, Yogo Inn Opportunity to recognize departing board members and board chair
Saturo	day, October 1
8:30	Breakfast, Yogo Inn Judith/Moccasin Mountain rooms (same rooms as meeting)
9am	Call meeting to order Carla Homstad, chair
	Public comment
9:15	Board governance workshop continued Liz Moore, executive director Montana Nonprofit Association

10:15 Ad hoc strategic planning process committee update

Jennifer Corning, ad hoc committee co-chair

David Dietrich, ad hoc committee co-chair

10:30 Ad hoc personnel policy review committee update Carla Homstad

10:45 Action item: Funding recommendations for grant applications submitted 8/20/2022

Action item: Proposed FY23 budget (motion from committee)

Action item: Racial equity audit review committee IDEA statement and

recommendations

Action item: Board member renewals (motion from committee)
Action item: New board members 2023 (motion from committee)
Action item: 2023 board chair and vice chair (motion from committee)

Action item: 2023 board committee assignments

11:15 Final discussion

Set dates for upcoming board meetings
Winter board meeting: February 9-11, 2023, Great Falls
Reminders: cost-share and reimbursement forms

12pm Meeting adjourned

Link to cost-share form: https://forms.office.com/r/7ZUmTVVq9x

Mission and Vision

Our Mission

Humanities Montana serves communities through stories and conversation. We offer experiences that nurture imagination and ideas by speaking to Montanans' diverse history, literature, and philosophy.

Our Vision

To achieve our goal, Humanities Montana —

- provides programs that tell our diverse stories
- · facilitates conversations about the most pressing issues
- supports Montana's cultural institutions through grants and partnerships
- offers humanities such as history, literature, and philosophy to nurture memory, imagination, and ideas



BOARD OF DIRECTORS

2022

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Esther Beth Sullivan (2024) 3146 Peregrine Ln. Billings, MT 59106 (907) 317-8863 Ebsullivan1234@gmail.com



Board of Directors 2022 Committee Assignments

Grants Committee

Chair: Lynda Grande

Susan Hughes, Carol Bradley, Ramey Growing Thunder, Jennifer Corning,

Francine Spang-Willis

Trusteeship Committee

Chair: Laura Mitchell Ross

Debbie Garland, April Charlo, David Dietrich, Lathie Poole

Finance and Audit Committee

Chair: Eric Sanders

Carla Homstad, Jamie Doggett

Program Committee

Chair: Jeanette Fregulia

Ashby Kinch, Caroline Bitz, Glory Blue Earth, Esther Beth Sullivan

Executive Committee

Chair: Carla Homstad

David Dietrich, Lynda Grande, Jeanette Fregulia, Laura Mitchell Ross, Eric Sanders

Strategic Planning Process Committee (ad hoc)

Co-chairs: David Dietrich and Jennifer Corning

Jamie Doggett, Jeanette Fregulia, Carla Homstad, Lathie Poole, Eric Sanders

Racial Equity Audit Review Committee (ad hoc)

Chair: Jeanette Fregulia

Carol Bradley, Carla Homstad (ex officio), Jennifer Corning, Lynda Grande, Lathie

Poole, Esther Beth Sullivan

Personnel Policies Review Committee (ad hoc)

Caroline Bitz, Glory Blue Earth, Carol Bradley, April Charlo, David Dietrich, Jamie Doggett, Debbie Garland, Carla Homstad, Francine Spang-Willis

Humanities Montana Board Meeting May 19-21, 2022 Bozeman, MT

On Thursday, May 19, Humanities Montana board members and staff attended a tour of American Indian Hall on the MSU campus. The tour was led by Dr. Walter Fleming, a previous Montana Committee for the Humanities board member and chair. Staff and board gathered for dinner at the Residence Inn at 6:00 p.m.

Friday, May 20, 2022

Present: Caroline Bitz, Glory Blue Earth, Carol Bradley, April Charlo, Jennifer Corning, David Dietrich, Jamie Doggett, Jeanette Fregulia, Debbie Garland (Zoom), Carla Homstad (Zoom), Lathie Poole, Laura Mitchell Ross, Eric Sanders, Francine Spang-Willis, Esther Beth Sullivan **Absent:** Jessica Flint, Lynda Grande, Ramey Growing Thunder, Susan Hughes, Ashby Kinch **Staff:** Kim Anderson, Julie Ramone, Sara Stout, Randi Tanglen, Jodi Todd

Welcome, land acknowledgement, and introductions

Vice Chair David Dietrich called the meeting to order at 9 a.m. and chaired the meeting. Chair Carla Homstad attended via Zoom due to Covid-19 exposure. David offered the land acknowledgement. David asked all board members and staff to introduce themselves.

Board spotlight

David Dietrich presented "board spotlights" of Caroline Bitz and Ramey Growing Thunder.

Action Item: Review and approval of minutes

Action item: Jamie Doggett moved to pass the minutes of the February 3–4, 2022, and the March 23, 2022, board meetings. Jeanette Fregulia seconded. The motion passed unanimously.

Opportunity for public comment

There was no public comment.

Executive director report

Randi Tanglen provided an update on new staff. Julie Ramone started as the new Humanities Montana office manager on May 9. Megan Hill Sundy will start as the new grants manager on June 6. The staff is finalizing the interview process for the programs manager. Randi reminded the board that Digital Spark Creative in Butte provides website updates and digital communications projects, such as the Poets Laureate page and the recent Annual Report. Upward Public Relations in Missoula has provided support with press releases and social media since January with positive and successful results.

The pandemic prevented planning for an in-person celebration for Humanities Montana's 50th anniversary this year. However, the anniversary is being acknowledged through communications pieces in the newsletter, such as the "Golden Anniversary" letters, which have also been published in newspapers statewide. A retirement celebration for Kim Anderson in Missoula this summer will provide the opportunity to reconnect in-person with long-time HM friends and supporters. Sara Stout has used the 50th anniversary as an opportunity to begin conversations with donors about bequests and planned gifts. Staff will also work with Upward

Public Relations for special promotion of Humanities Montana's 50th anniversary in the fall and to pursue a 50th anniversary proclamation from the governor's office.

In February, Humanities Montana received the close-out letter and report from our June 2021 NEH site visit. The letter and report were positive, stating that Humanities Montana "is thriving with innovative and impactful humanities programs and effective strategic partnerships." Last month, Randi Tanglen had the opportunity to virtually join other state council directors to meet with the new NEH chair, Shelly Lowe. Chair Lowe expressed her appreciation for and support of the work of the state councils. She has already outlined an ambitious equity action plan.

Grants committee report

Jennifer Corning gave the grants committee report. The grants committee met on May 10, 2022, to review nine grant applications. Jennifer thanked the members of the grants committee and the board members who reviewed the proposals.

The grants committee recommends the board approve the following six proposals:

- Children's Festival of the Book, Bozeman Public Library Foundation, Bozeman, \$2,000
- Celebrating the Legacy of Red Cloud: Cross-Cultural Friendships, Montana State University Billings, \$5,000
- Elk River Arts & Lectures FY 2023 Lecture Series, Elk River Arts & Lectures, Livingston, \$7,500
- Crow Summer Institute 2022, Crow Language Consortium, Hardin, \$10,000
- Creating a Community Dance in Red Lodge, Red Lodge Area Community Foundation, Red Lodge, \$1,800
- Lightning Creek Oral History Project, Crosscut Mountain Sports Center, Bozeman, \$2,000

Carla Homstad asked if the Holocaust memorial grant project would be encouraged to resubmit at another time. Kim Anderson noted that the project was in the early stages and did not thoroughly address engagement with Montana audiences. Jeanette Fregulia said that genocide has occurred in our own state history, and a future proposal might find a way to talk about and include the history of genocide within Montana.

Kim Anderson pointed the board to the Regrants report in their board notebook as well as the final grant report from the Yellowstone Gateway Museum.

Carol Bradley commented on the grants committee's conversations about awarding larger amounts to fewer organizations or smaller awards to more organizations. David Dietrich added that strategic planning will address the organizational balance between grants and programs.

The board will vote on the grants committee funding recommendation tomorrow.

Finance and audit committee report

Eric Sanders provided a report on Humanities Montana's FY21 audited financial statements and IRS Form 990. He reminded the board of their fiduciary responsibility to Humanities Montana. Eric explained that the board, rather than staff, selects and hires the CPA firm that conducts Humanities Montana's financial audit in order to ensure an independent opinion. A financial audit does not look at every financial transition; rather, based on the industry, client, and risk level, the audit designs an appropriate level of testing, including transaction testing. The audit

process also compares the prior year's performance to the current year. The auditors provide reasonable assurance that financial statements are materially accurate and fairly presented. A Single Audit, part of HM's federal funding requirements, takes a deeper dive with a stronger focus on federal compliance.

Humanities Montana's FY21 audit came back with a clean opinion with no management letter comments. The audited financials reflect an accrual-based net loss of \$79,000 because in FY21, we utilized funds released from restrictions. The top three expenditure categories in FY21 were regranting (not surprising because of SHARP); employee costs; and program honoraria and travel.

The IRS Form 990 is HM's annual "IRS tax return" which, for non-profits, is an informational return publicly available for inspection. Since it is the taxpayers who ultimately give HM the privilege to not pay federal taxes, HM should be transparent in its activities and demonstrate that expenditures are going toward fulfillment of the mission. Eric Sanders briefly reviewed each section of the IRS Form 990.

The finance and audit committee recommended that the board approve the FY21 audited financial statements and the IRS Form 990. The vote would take place on May 21.

Eric Sanders turned the board's attention to the March 2022 year-to-date financial reports included in the board notebook. He explained that the budget-to-actual spreadsheet is probably the most useful resource for the board, as it represents a modified cash basis "snapshot" of the organization's financial position. In terms of year-to-date trends, Humanities Montana finally received notice of our FY 22 NEH general operating support award of approximately \$759,000. That is about \$42,000 over what had been budgeted. We also had more NEH carryover from the prior year than budgeted (actual \$222,000 vs. \$135,000 budgeted), hence the "negative" variance of \$87,000. We expect to have a carryover from this year into next; budgeting with a carryover is a prudent financial practice. In other revenue categories, we will not receive the budgeted \$30,000 NSF Stanford Group grant because we did not foresee having any eligible project expenses.

We are trending under budget in total personnel expenses due to transition of some staff. This is partially balanced out by increased spending in professional fees/consultants, which is to be expected. About half of projected consultant expenses are covered by SHARP funds.

On the Profit & Loss report, honoraria are a large expense line item. This includes Montana Conversations, Speakers in the Schools, Hometown Humanities, Informed Citizen, Academy of American poets, etc. Given the nature of our work as a people-centric organization (working with scholars and humanities experts), honoraria are our raw materials that go into our final product.

Looking forward, Randi Tanglen and Jodi Todd will prepare a budget forecast this summer. We recently received our FY22 NEH general operating support award, so it would have been difficult to put together a reliable forecast until now. All-in-all, Humanities Montana's financial trends look fine. Foreseeing a carryover into FY23 is comforting. Actually, Humanities Montana will have the enviable task of needing to make some strategic decisions about the deployment of NEH carryover funds.

Debbie Garland asked how long we have to spend the carryover funds. Randi Tanglen responded that we will have until December 31, 2024. Laura Mitchell Ross asked about inflation

and the possibility of increased expenses. Eric Sanders responded that inflation could impact general administration, board expenses, and travel expenses in the next fiscal year, and the organization would need to budget accordingly.

Yellowstone Gateway Museum presentation

Karen Reinhart of the Yellowstone Gateway Museum provided an overview of their 2021 program "Montana's Native People: Perspectives on the Clovis Child," which received Humanities Montana grant support.

Programs Committee Report

Jeanette Fregulia asked Kim Anderson to provide an update on Gather Round. The text for this year's toolkit is *Living Nations, Living Words*, a poetry anthology issued by the Library of Congress and edited by U.S. Poet Laureate Joy Harjo. The anthology features work by 47 Native Nations poets, including three Montana poets. Because of our additional funding from the A More Perfect Union grant from NEH, we will make available two virtual discussion programs, one led by anthology contributor (and past HM board member) M.L. Smoker and the other by Montana Book Award winner and Montana Conversation presenter Chris La Tray. In early July, we will partner with The Freeflow Institute to offer two outdoor humanities experiences led by Lailani Upham and Chris La Tray. Each outdoor workshop will be open to between 15-20 participants who will receive a toolkit.

Kim Anderson showed the board the speaker packets that will be sent to Montana Conversations presenters. The kit features a Humanities Montana table banner, mug, and cards with humanities talking points.

Jeanette Fregulia reported that the first year of the Democracy Project is wrapping up at the public libraries in Missoula, Billings, and Whitehall. The project will continue for another year, with interest already expressed by several libraries around the state. Hometown Humanities is again up and running in Lewistown. The Informed Citizen initiative will conclude this summer with a journalism camp for high school students hosted by the University of Montana School of Journalism.

Beth Sullivan asked about strategic planning conversations regarding reducing the number of programs. David Dietrich asked which programs are the most important to Humanities Montana mission. Randi Tanglen responded that Montana Conversation and Speakers in the School provide the most "reach" throughout the state and are central to all other Humanities Montana programs. Debbie Garland asked if Gather Round will continue. Randi explained that Gather Round was originally designed as a finite program with an established end date. This is the last year, and the program will end on a high note.

Trustee committee report

Laura Mitchell Ross reported that several board terms are up for renewal at the end of 2022: Carol Bradley, Lynda Grande, Ashby Kinch, Jamie Doggett, Eric Sanders, and Jeanette Fregulia. Their letters of interest are due in July, and term renewal will be voted on at the September board meeting. The second terms of Laura Mitchell Ross, Caroline Bitz, April Charlo, and Debbie Garland end December 31, 2022. With Ray Ekness joining the board in January 2023, there may be three empty board seats to fill. The Trusteeship committee will initiate the recruitment process over the summer. To assist with the recruitment process, the committee asks board members to complete the board matrix and to return it to Sara Stout.

Development report

Sara Stout reported that a high inflation rate, including 9.8% inflation in Montana, makes the current development environment uncertain. Sara has been having conversations with donors about how their gifts can alleviate their overall tax burden. The Humanities Montana Annual Report was just released on Thursday morning. Other development outreach includes a retirement celebration for Kim Anderson in June and a recent webinar on estate planning from the MSU extension office; we received over 80 registrations and several requests for the recording. Sara and Randi Tanglen have been conducting in-person donor visits.

Sara Stout announced that Humanities Montana received a major donation from Kim Anderson and her husband, Neil McMahon. Kim has left her gift unrestricted with these words:

"Having meaningful work, work that engages you, and challenges you, work that you believe makes the world a better place, is a rare gift. So it's only natural that I would want to pay back the organization that has given me so much — even if my gift is only a fraction of the riches I have received. It's especially important to me that this gift be unrestricted. By doing that I mean to demonstrate my total support and confidence in the Humanities Montana team and the new team members that will be joining soon. I hope others will join me in supporting the organization in its entirety so it can be creative and nimble in responding to the needs of our state."

Former board member Carmen McSpadden has made a gift in honor of Kim Anderson. Her gift will go toward opportunity grants.

The Extreme History Project presentation

Crystal Alegria of the Extreme History Project gave a public humanities presentation on Bozeman history.

Executive session

Executive session convened at 3:00 p.m. Executive session concluded at 4:15 p.m.

At 6:00 p.m., board and staff met at Rib and Chop House for a dinner to honor Kim Anderson's 23 years of service to Humanities Montana. Previous Bozeman-based board members and chairs attended the dinner, including Aaron Pruitt, Linda Karell, and Carmen McSpadden. Board members presented Kim with "icons" that represented Kim's service to the organization and the state. Carmen announced a gift she made in honor of Kim and invited current board members to match her donation to opportunity grants.

Saturday, May 21, 2022

Present: Caroline Bitz, Glory Blue Earth, Carol Bradley, April Charlo, Jennifer Corning, David Dietrich, Jamie Doggett, Jeanette Fregulia, Debbie Garland (Zoom), Lynda Grande, Carla Homstad (Zoom), Lathie Poole, Laura Mitchell Ross, Eric Sanders, Francine Spang-Willis, Esther Beth Sullivan

Absent: Jessica Flint, Ramey Growing Thunder, Susan Hughes, Ashby Kinch **Staff:** Kim Anderson, Julie Ramone, Sara Stout, Randi Tanglen, Jodi Todd

Welcome and land acknowledgement

David Dietrich called the second day of board meetings to order at 9:00 a.m. Francine Spang-Willis offered a land acknowledgement.

Executive session

The board convened into executive session from 9:05 a.m. to 10:15 a.m.

The board acted in executive session to form an ad hoc personnel policy review committee that will review current policies as well as the possibility of creating a personnel committee. The ad hoc committee will report to the board in September with their changes and recommendations. The committee will be comprised of the board chair, executive director, and several board volunteers.

April Charlo left the meeting.

Strategic planning process committee (ad hoc)

Jennifer Corning reported on the progress of strategic planning. Since the last board meeting, the board had five virtual strategic planning sessions with Ned Cooney of Echo Ventures consulting. Based on those sessions, Ned has compiled a list of suggested actions. Randi Tanglen has drafted a strategic framework with four major platforms and desired outcomes: Reenergize grantmaking; Realign Programs; Refine Outreach and Development; Enrich Organizational and Board Culture. Randi and Ned will write the strategic plan over the summer with input from board committees. The new three-year strategic plan and first-year operational plan will be reviewed and voted on by the board at the September meeting.

Racial equity audit review committee (ad hoc)

Jeanette Fregulia provided a report on behalf of the racial equity audit review committee. The committee met on May 11 with the facilitation team from EmpowerMT. EmpowerMT has provided a "road map" for reviewing the audit and providing recommendations for the full board. This work will be completed by the September board meeting.

Action Item: Grants recommendation

Jamie Doggett made a motion to approve the grants committee recommendation to fund the following:

- Children's Festival of the Book, Bozeman Public Library Foundation, Bozeman, \$2.000
- Celebrating the Legacy of Red Cloud: Cross-Cultural Friendships, Montana State
- University Billings, Billings, \$5,000
- Elk River Arts & Lectures FY 2023 Lecture Series, Elk River Arts & Lectures, Livingston, \$7,500
- Crow Summer Institute 2022, Crow Language Consortium, Hardin, \$10,000
- Creating a Community Dance in Red Lodge, Red Lodge Area Community Foundation, Red Lodge, \$1,800
- Lightning Creek Oral History Project, Crosscut Mountain Sports Center, Bozeman, \$2,000

Jeanette Fregulia seconded the motion. The motion passed unanimously.

Action Item: 2021 Financial audit and IRS Form 990

Eric Sanders made a motion to approve the FY21 Audited Financial and IRS Form 990 prepared by JCCS. Debbie Garland seconded. The motion passed unanimously.

Action Item: Resolution for Kim Anderson

Lynda Grande made a motion to adopt a board resolution recognizing Kim Anderson's service to Humanities Montana. Caroline Bitz seconded.

Board Resolution Recognizing the Service of Kim Anderson

Whereas the mission of Humanities Montana is to serve communities through stories and conversation;

Whereas Kim Anderson has filled many roles at Humanities Montana, including Montana Festival of the Book Director, Program Officer, Interim Executive Director, and Director of Programs and Grants;

Whereas Kim Anderson enriched the literary and cultural life of the state by directing the Montana Festival of the Book for 15 years;

Whereas with Kim Anderson's leadership, Humanities Montana was able to quickly and efficiently distribute \$970,275 in relief grants to support the state's humanities infrastructure during the Covid-19 pandemic;

Whereas Kim Anderson's humanities knowledge and expertise have guided Humanities Montana programs and grantmaking for over two decades; now, therefore, be it

Resolved that the Humanities Montana Board of Directors recognizes Kim Anderson for 23 years of outstanding service and commitment to Humanities Montana and its public humanities mission.

The motion passed unanimously.

Board discussion

The board will meet next in the current Hometown Humanities site, Lewistown, September 29–October 1, 2022. Board members recommended investing in technology such as Owl Labs to facilitate more effective hybrid meetings. Governance training will be part of the September meeting agenda.

Staff will send out a Doodle poll regarding possible dates for a January meeting in Great Falls and a May meeting on the Fort Peck Reservation.

David Dietrich announced board member gifts in honor of Kim Anderson in response to an opportunity grant "challenge" from previous board member Carmen McSpadden:

- Eric Sanders
- David and Jan Dietrich
- Caroline and Don Bitz
- Lathie Poole
- Laura Mitchell Ross

Adjourn

David Dietrich called for a motion to adjourn. Esther Beth Sullivan made the motion, and it was seconded by Jeanette Fregulia. The meeting adjourned at 11:00 am.

Humanities Montana Board of Directors Special meeting of the board July 14, 2022 Zoom

Present: Caroline Bitz; Carol Bradley; April Charlo; Jennifer Corning; David Dietrich (vice chair); Jamie Doggett; Jeanette Fregulia; Debbie Garland; Lynda Grande; Carla Homstad (chair); Susan Hughes; Ashby Kinch; Lathie Poole; Laura Mitchell Ross; Eric Sanders; Esther Beth Sullivan **Absent:** Glory Blue Earth; Jessica Flint; Ramey Growing Thunder; Francine Spang-Willis

Staff: Randi Tanglen (executive director); Jodi Todd (accountant)

Board Chair Carla Homstad called the meeting to order on Zoom at 5:02 p.m. Vice Chair David Dietrich offered the land acknowledgement. Carla asked for public comment. Randi Tanglen reported that public notice of the meeting had been posted on the Humanities Montana website, and that no members of the public had requested the Zoom link. Carla reminded the board that according to the Humanities Montana by-laws, "[e]xcept for considerations regarding personal issues, personnel or litigation, the board's meetings are open to the public" (VII.4), and that if these matters were to be discussed, the board would need to go into executive session.

Carla stated that the purpose of the meeting was to affirm the purpose of the ad hoc personnel policy review committee that came out of executive session at the May board meeting in Bozeman. Since that meeting, there has been disagreement among those on the committee regarding the purpose of the committee. The purpose of the ad hoc committee is to review current personnel policies and make recommendations to the board for updates to the policies and to determine if a permanent personnel committee should be part of the board governance structure. Carla then asked for comments from the board.

Eric Sanders commented that the ad hoc committee should be forward-looking, not retrospective. He said he voted on the formation of the ad hoc committee based on the understanding that it was a governance mechanism that would involve the executive director. Esther Beth Sullivan concurred, stating that the purpose of the committee was to review current personnel policies and to determine if a permanent committee would be needed as part of the organization. Caroline Bitz also agreed that the purpose of the committee was to review policies and see if anything further needed to be recommended to the board. Caroline explained that this is what she, David, and Francine Spang-Willis communicated to Randi after the board meeting in May.

Carol Bradley expressed concerns as to why the board had gotten to this point and requested respectful communications in the future. Debbie Garland stated that she had concerns about decisions made regarding returning to the office during the pandemic and concerns that staff feedback wasn't incorporated into the executive director's evaluation during the pandemic.

Lynda Grande and Jamie Doggett both stated the view that the staff reports to the executive director and the executive director reports to the board. David Dietrich said that he has read the personnel policies and that overall, they are strong. Laura Mitchell Ross disagreed, expressing concern about the accumulated leave policy and that the policies do not appropriately address wage and hour issues. Laura also expressed frustration that she has been requesting personnel policy review for over two years. David asked Laura to submit her concerns about the personnel policies in writing for the committee to address.

David made a motion for the ad hoc personnel policy review committee to meet in person with five days advance notice for committee members to review the polices and submitted comments.

Debbie asked for an amendment to the motion that the meeting not be held in person.

David made an amended motion that the ad hoc committee meet with five days advance notice for committee members to review policies and submitted comments.

Jamie seconded. The motion passed with 13 in favor and three abstentions—April Charlo, Laura Mitchell Ross, and Ashby Kinch.

David left the meeting.

Ashby said that he was not at the Bozeman board meeting, but he noted philosophical differences among the board regarding the role of the executive director and the role of the board in managing the staff. He expressed the need to put the past behind and focus on the three new staff members.

Beth stated the need for board training to discuss "who we are as a board" and what boards do.

Carla said that such training is being pursued for the September board meeting.

The meeting adjourned at 6:00 p.m.

Humanities Montana Executive director report Fall board meeting 2022

Overview

Throughout the pandemic I remained inspired by Louisa May Alcott's maxim to "hope, and keep busy," and we continue to keep busy at Humanities Montana, especially now that we are again fully staffed and our programs are back in person. At this board meeting you will hear reports about our robust August 20 grant application deadline, new board member recruitment, exciting developments with our public humanities programs, and next fiscal year's budget. In the past few months I've especially enjoyed the opportunity to travel more throughout the state to meet in person with our speakers, partnering organizations, donors, and board members.

Staff onboarding and transitions

Since the board last met, Megan Sundy has joined the team as the new grants manager and John Knight started as the new programs manager. Julie Ramone joined the team immediately before the board meeting in Bozeman, and many board members had the chance to meet her then. This summer was busy with onboarding and training the team, and Sara Stout and Jodi Todd have been instrumental to supporting the new staff as they transition into their new roles. I can confidently say that the Humanities Montana team is stronger than ever.

Virtual meetings and open meeting laws

Our bylaws are clear that Humanities Montana board meetings follow Montana open meeting laws. The pandemic and virtual meetings have raised the question of open meeting laws and Zoom board and committee meetings. Throughout the pandemic, full meetings of the board were posted in our monthly e-newsletter with the notice that meetings are open to the public. Members of the public have the opportunity to contact the Humanities Montana office for the Zoom link and agenda. Board meetings, including special meetings of the board, have been posted on our online event calendar.

Our bylaws state that committee meetings should follow the protocols outlined for full board meetings, which would include making virtual committee meetings open to the public. Moving forward, we will post committee meetings on the online event calendar with a notice that the meeting is open to the public and to contact the Humanities Montana office for the Zoom link and meeting agenda.

Federation of State Humanities Councils (FSHC)

The Federation will host the National Humanities Conference in Los Angeles, November 10-13, 2022. This is an opportunity to gather with public humanities professionals from around the nation and is a professional development opportunity for HM staff. Megan, John, and I will attend the conference. Board members are welcome to attend as well and the NEH is providing supplemental funding to the state councils for new board members and leaders to attend the conference. Please let me know if you are interested in attending the National Humanities Conference.

National Endowment for the Humanities (NEH)

The state council executive directors have the opportunity to meet every month with Karen Kenton, the director of the Office of Federal/State partnership at the NEH. These sessions have been useful for providing clarification on reporting deadlines and other developments with the NEH. On September 28, the state council executive directors are invited to a virtual Town Hall

with NEH Chair Shelly Lowe. I look forward to bringing NEH updates from that Town Hall to the in-person board meeting in Lewistown.

Communications

We continue to contract with UpwardPR in Missoula to assist us with our communications and outreach. They came on board in January when we were short staffed, and they continue to help us get the word out about Humanities Montana grants, programs, and the good work of the organization. In recent months, they've ensured the publication of several of the "Golden Anniversary" letters written by previous staff and board members in Lee Enterprise newspapers throughout Montana. We hope to continue this relationship in the future. In the coming weeks, we plan to hire a social media intern to take over some of the work currently done by UpwardPR.

Looking ahead and gratitude

As we look to the months following the board meeting, we will develop the Year 1 Action Plan for the new strategic plan to be reviewed by the board at the Winter 2023 board meeting and begin thinking about the onboarding and orientation process for new board members. Staff will begin working on the annual Activities and Outcomes report we prepare each year for the NEH.

Thank you for all of your work in your board committees over the past several weeks and for your dedication to the mission of Humanities Montana. (Don't forget to record your cost share, haha.) On a final note, I wish to extend my gratitude to departing Humanities Montana board members Caroline Bitz, April Charlo, Debbie Garland, and Laura Mitchell Ross for their six years of service to the organization. I would also like to thank Carla Homstad, as departing chair (who will remain on the board), for her indefatigable leadership during a time of organizational transition. There will be an opportunity to recognize the service of these board members at the Lewistown board meeting.

Humanities Montana Grants committee September 20, 2022 Zoom, 10:00 AM

(grants manager).

Present: Lynda Grande (chair); Jennifer Corning; Francine Spang-Willis. Ramey Growing Thunder, Susan Hughes and Carol Bradley were absent. Staff: Randi Tanglen (executive director) and Megan Sundy

Because only three out of six committee members were present throughout the meeting and Francine recused herself from voting, there was not a quorum and the committee was unable to vote on grant award recommendations. Grant funding recommendations will be presented to the full board and a motion will need to be made at the board meeting to approve these recommendations.

Lynda Grande asked Megan Sundy for a grants management report. The grants report slides will be shared with the full board at the next board meeting.

The committee considered the following applications:

Film + Video grant applications (10 received, \$90,000 requested)

- A Different, Deadly Beast: The 1918 Influenza in Montana, Dance River Productions, \$10,000
- Unearthed: Native Peoples' Ancient Lives Revealed in the Greater Yellowstone, Wild Excellence Films, \$8,000
- Ryan Zahn Goes Pro (Working Title), Spyrock Film, \$8,000
- Mary MacLane Short Film Production, Circle Arrow Productions, \$10,000
- Supporting Traditional Cowboy Artisans and Cultural Sustainability Through the Humanities, Vista 360° Inc, \$8,000
- GOING TO THE SUN, Sun Dog Cinema, \$10,000
- One in Five Hundred, Montana State University, \$8,000
- 406 Masters on Film, Bozeman Art Museum, \$10,000
- Memorial's Undoing: Horror without Monsters, Ari Laskin, \$8,000
- BLONDE INSTINCT; A Cultural Diversity Clash, MT Target Films, \$10,000

Regular grant applications (13 received, \$104,746 requested)

- The Crazy Mountains Oral History Project (CMOHP): A Layered History of Place, Park County Environmental Council, \$10,000
- Reframing Rural Season Three, MT History Foundation, \$5,600
- Native Filmmaker Initiative Programs: NFI Film Club and Native Voices Programming, Big Sky Film Institute, \$10,000
- Montana Kid Lit Festival (2023), Rocky Mountain College, \$3,500
- Crow Level 2 Media Player Integration Project, Crow Language Consortium, \$10,000
- Heat, Drought, Fire and Floods: Montana Climate Stories Traveling Exhibit and Events, Families for a Livable Climate, \$10,000
- Montana Free Press Presents: "Storm Lake" Documentary Screening and Panel Discussion, Montana Free Press, \$4,685
- Cultivating Wisdom, a series of conversations re-examining our relationship to the Natural World,
 Faith and Climate Action Montana & Emmaus Campus Ministry, \$7,500
- Through the World's Lens; Evenings Dedicated to Community & Culture, World Language Initiative-Montana, \$8,500
- Symposium: "Ruminations on the Prairie", Tinworks Art, \$8,839
- Down the Road, Missoula Community Access Television, \$8,122
- Showing Kids the Soul and Culture Behind Video Games! Add-A-Tudez Entertainment // Team KAIZZEN, \$8,000
- The Write Question-A Montana Public Radio Program/Podcast, University of Montana, \$10,000

Total Requested: \$194,746

Seven board members read and commented on 9 grant applications, six board members read and commented on 11 grant applications, and five board members read and commented on 2 applications. The average number of board member evaluations per application for this grant cycle is 6.3.

Francine Spang-Willis was listed as a consultant for the Crazy Mountains Oral History Project and the "Ruminations on the Prairie" proposal. To address a potential conflict of interest, Francine was not assigned these applications to evaluate in Foundant and she will recuse herself from discussing and voting on both proposals in the grants committee and full board meeting.

Francine joined the meeting at 11:02 AM and Randi provided a recap of the conversation up to that point.

Funding was recommended for the following to be approved by the full board:

- A Different, Deadly Beast: The 1918 Influenza in Montana, Dance River Productions, \$10.000
- Ryan Zahn Goes Pro (Working Title), Spyrock Film, \$2,000
- The Crazy Mountains Oral History Project (CMOHP): A Layered History of Place, Park County Environmental Council, \$5,000
- Reframing Rural Season Three, \$5,600
- Native Filmmaker Initiative Programs: NFI Film Club and Native Voices Programming, \$5.000
- Montana Kid Lit Festival (2023), \$3,500
- Crow Level 2 Media Player Integration Project, Crow Language Consortium, \$10,000

TOTAL RECOMMENDED AWARD: \$41,100

The Zoom call ended at 12:01 PM

GRANTS UPDATE

Humanities MONTANA

Outreach Efforts

- Awardee Cohort Session
- Informational Webinar for December applicants
- Collaboration with MT History Foundation to offer grant writing workshops
- Website updates
- FY23 Outreach Plan

Foundant Process & Forms Revisions

- Applicant self-assessment form added to website
- Streamlined application and reporting forms

Evaluation

 Identify opportunities for process professionalization

\$4,832 Average award amount for regular and research fellowship grants to-date

Humanities
MONTANA

HM has funded 45% of ALL regular and research fellowship funding requests through August 2022

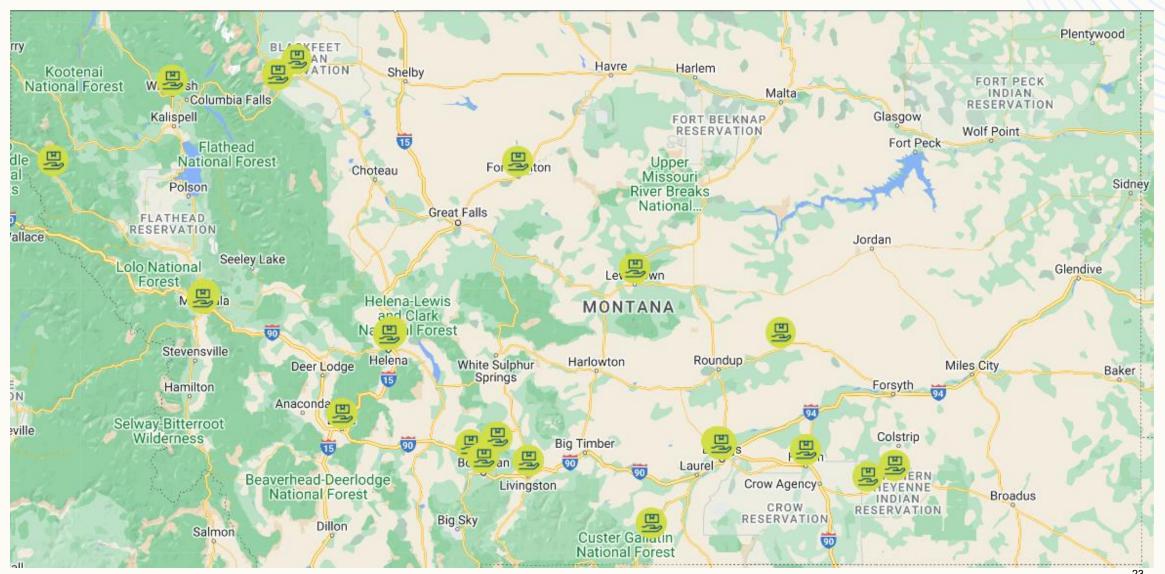
HM has funded 70% of all regular and research fellowship GRANTEE funding requests through August 2022

HM has funded 94% of all OPPORTUNITY funding requests through August 2022



FY2022 YTD GIVING MAP

HUMANITANA



33 - Grants Awarded

- •19 opportunity grants
- •13 regular grants
- •1 research fellowship

\$86,324 - Funds committed

- •\$63,650 regular grants
- •\$18,674 opportunity grants
- •\$4,000 research fellowships

\$130,000	FY22 Grants Budget
\$86,324	Total grant amount committed to-date
\$1,000	Hold for FY22 opportunity grants
\$42,676	Funds available for August 20 awards

Humanities MONTANA

YTD GIVING STATUS

Humanities Montana Program Committee September 12, 2022

Present: Jeanette Fregulia (Committee Chair); Caroline Bitz; Esther Beth Sullivan

Absent: Glory Blue Earth; Ashby Kinch

Staff: Randi Tanglen (Executive Director); John Knight (Programs Manager)

The meeting began at 1:02pm on Zoom. Jeanette welcomed the committee and introduced John Knight, Humanities Montana's new programs manager. John gave a short introduction on his background and aspirations for programs at Humanities Montana.

The Democracy Project

John presented the Program Committee meeting agenda, starting with an update on The Democracy Project. The 2021-2022 Democracy Project Sites presented their projects at the Montana Library Association's Tri-Conference in early August at the Missoula Public Library. These presentations were guided by Democracy Project coordinator Jenny Bevill, who spoke to a group of 50 guests about Humanities Montana and the impact of the The Democracy Project across Montana.

John discussed the projects each site accomplished. He explained that the Whitehall Library teenagers presented their Holocaust project, which started as a Holocaust reading/book group; the Billings Public Library teenagers presented their community fridge project which was in collaboration with Tumbleweed Billings, a non-profit community-based agency providing services to run away, homeless, and vulnerable youth; and the Missoula Public Library teenagers presented their air quality flag project which is currently on display at the library on the third-floor balcony.

Beth asked John and Randi how the impact of The Democracy Project was being tracked by Humanities Montana, mentioning that the resulting data would be useful to take to current and possible future funders of the program. John spoke about how he and The Democracy Project Coordinator Jenny Bevill had sent out debrief surveys to the 2021-2022 sites, and that they are working on milestone reporting with the 2022-2023 sites to continue tracking the impact of the program.

John provided an update on the 2022-2023 Democracy Project Sites. He noted that The Democracy Project is expanding from three to14 sites for the 2022-2023 season with three big cities participating: Missoula, Billings, and Helena/East Helena; two towns of larger population represented by high school librarian teachers including Columbia Falls High School and Bozeman High School; two Tribal college libraries (which are also the public library in the community): Ft. Peck (Assiniboine, Sioux, Nakota, Dakota, Lakota) and Ft. Belknap (Aaniiih, Nakoda); one Hometown Humanities site: the Lewistown Public Library; and five rural libraries in Circle, Seeley Lake, Choteau, Drummond, and Whitehall.

Randi told the committee that The Democracy Project will not be able to continue without additional private funding, and that she and John are working to set up a meeting with the current funder, The Charles Engelhard Foundation. Caroline noted AMB West as a potential funder.

John concluded his report of The Democracy Project by showing the Program Committee the updated website, noting the new map of all 14 2022-2023 sites. He also spoke about how The Democracy Project is reaching across the entire state of Montana during year two. John concluded by stating that he believes that the 2022-2023 Democracy Project will allow for targeted outreach and cross-pollination of various Humanities Montana efforts in eastern Montana, "hi-line", and tribal communities.

Montana Center for the Book

John gave an overview of the current status of the Montana Center for the Book. He stated that Center for the Book Prize is on hold as he onboards at Humanities Montana. John and Randi are accessing program needs and capacity, including the Montana Center for the Book in the short term. Caroline asked for clarification if that decision had been discussed at a previous Program Committee meeting, and Randi said that it had.

John updated the Program Committee on Gather Round with two events occurring in early July and 30 guests participating with in-person events. The two events were with: Chris LaTray on July 1st; and Lailani Upham on July 7th. Two virtual Gather Round events occurred in early June with M.L. Smoker and Chris LaTray. The virtual Gather Round events were book discussions on *Living Nations, Living Words* by Joy Harjo. John further noted that Humanities Montana has sent out around 160 Gather Round Kits with 40 kits remaining. He mentioned that special outreach with librarians will occur in the autumn of 2022 to disperse more Gather Round kits.

As part of the Montana Center for the Book, John updated the Program Committee on the Great Reads from Great Places Selection for 2022. *Thunderous* by Mandy L. Smoker and Natalie Peetearse was selected as the Montana Center for the Book's Great Reads from Great Places Selection. *Thunderous* is a graphic novel that centers on young Aiyana (Lakota), who is more interested in social media than in her Native American heritage, and who finds herself in a magical world. Without cellphone service and tricked by Raven, Aiyana struggles to journey back home. Throughout her dangerous journey, and with the help of friends and allies in the Spirit World, Aiyana is challenged to embrace her Lakota heritage. *Thunderous* was illustrated by Dale DeForest and published in April 2022 by Dynamite Entertainment. *Thunderous* represented Montana at the National Book Festival on Labor Day weekend. The DC Junior League managed Montana Center for the Book's booth during the festival, and helped distribute copies *Thunderous* during the festival.

Caroline asked John why the Montana Center for the Book didn't attend the National Book Festival. John answered that a decision was made between he and Randi in early August to forgo traveling to Washington DC due to the lack of capacity by staff with many other programmatic efforts underway. Caroline noted that she would be available to attend the 2023 National Book Festival with John. Randi and John both subsequently spoke to the committee about how to best implement the Montana Center for the Book in 2023.

Beth noted that the Montana Center for the Book Awards may be important in ways that are not obvious, expressing concern if it were to be ended as a Humanities Montana program. Randi and John noted that the Montana Center for the Book will be part of a program-wide assessment and evaluation that will take place in 2023.

John mentioned that only 11% of other Center for the Books are affiliated with humanities councils. He noted that Humanities Montana is the only council without a Center for the Book staff member. Randi also explained that the Montana Center for the Book takes direction from the Library of Congress, and since the start of the pandemic, there has been little direction from the LOC. Jeanette reiterated that the Humanities Montana Board of Directors will be implementing strategic planning in 2023 and that the Montana Center for the Book will be part of the program's evaluation process. Randi ended the conversation on Montana Center for the Book by reiterating that serving as the Montana Center for the Book is an opportunity to promote literary and literacy programs and current efforts like Big Sky Reads are ongoing and successful. John then shared the new and updated Montana Center for the Book website, which had been offline for many months.

Montana Conversations/Speakers in the Schools/Informed Citizen

Turning to Montana Conversations, Speakers in the Schools, and Informed Citizen, John noted that in total there have been 214 programs booked since March 1, 2022. He mentioned that Montana

Conversations has added one new program: Michael Ober, "Montana's Historic Sites on the National Register of Historic Places." John also discussed that Speakers in the Schools has had an uptick of bookings as schools have been back in session. He also shared that Humanities Montana received Mellon Grant extension funds (from the Federation of State Humanities Councils) for Informed Citizen through the end of 2022. The goal of the Mellon Grant funds extension is to promote and book Informed Citizen programming on the Hi-Line, Northern Montana, and Tribal Nation communities.

John discussed his focus on targeted outreach to eastern Montana, and the least served counties with Humanities Montana Programming. John has started to email and call communities throughout the state to promote Montana Conversations and Speakers in the Schools. The 2022-2023 goal for Humanities Montana programs is to bring presentations to the following rural counties: Judith Basin County, Golden Valley County, Petroleum County, Garfield County, and Powder River County.

Caroline mentioned that John should continue to focus on tribal communities throughout the state, including Rocky Boy Reservation. In response, John noted that he had been putting together a list of contacts throughout the state and across tribal communities, and would be doing outreach to each community. He also made mention that through on-going conversations with current Humanities Montana presenters, many speakers indicated a willingness to travel to new communities to present their programs.

Concluding the discussion on Montana Conversations, Speakers in the School, and Informed Citizen, John recognized new organizations that had started booking with Humanities Montana. These organizations include the Bitterroot Civic Heritage Group who booked Hal Stearns's presentation on "Larger Than Life Leaders in Montana History" on Labor Day weekend and Shields Valley High School in Clyde Park, MT booked Dave Caserio and Dr. William Kamowski's "The Foundations of English from Beowulf to Chaucer to Shakespeare," for mid-September. John also mentioned that he had been meeting in person and on Zoom with the Montana Conversation and Speakers in the Schools presenters since onboarding at Humanities Montana.

Hometown Humanities

John discussed developments with Hometown Humanities programming. He mentioned how he has been meeting bi-weekly with the Lewistown Public Library to bolster Hometown Humanities programming. Lewistown Public Library is developing a number of programs for 2022-2023 including a Think and Drink on Banned Books on September 20th at the St. James Episcopal Church; a Montana Conversations program, "Latino History in Montana" with Bridget Kevane on September 29th; and a Montana Writers Institute conference using Humanities Montana speakers for April 2023.

Strategic Planning and Racial Equity Audit

Randi gave an overview of developments with strategic planning and an update of the racial equity audit. She noted the change of timeline from the fall board meeting to the winter 2023 meeting to present the new strategic plan to the full board for review. Randi noted that the decision to expand the strategic planning timeline was due to needing to onboard and train multiple new staff at Humanities Montana. She also brought up that the strategic plan will help to streamline ongoing programs and establish a process to evaluate the success of each program. Randi discussed Hometown Humanities and using the strategic plan to evaluate if the program is meeting the goals and mission of Humanities Montana. Jeanette stated that the board will make the decision to implement strategies from the racial equity audit, including strategies for HM programs.

Jeanette concluded the Program Committee meeting by thanking all of those in attendance. The meeting adjourned at 2:08pm.

Humanities Montana Finance and Audit committee July 7, 2022

Present: Eric Sanders (chair); Carla Homstad. **Absent:** Jamie Doggett. **Staff:** Randi Tanglen (executive director); Jodi Todd (accountant).

Eric Sanders called the meeting to order on Zoom at 1pm. Eric asked for review of the minutes of the April 27, 2022 committee meeting. The minutes were approved by acclamation.

The committee reviewed the April 2022 year-to-date reports with projections for the rest of the fiscal year. Randi reported that with constantly changing circumstances due to the pandemic over the past couple of years, staff has been providing the board with updated projections at various points throughout the fiscal year for planning purposes. CARES and SHARP funds from NEH as well as the Engelhard gift and other restricted gifts have added moving pieces to our budget reports since 2020. We've also had reduced expenses in our programs due to travel restrictions. These projections will help the staff and board with planning, especially as we move into the FY23 budgeting season. The projections were developed based on the April 2022 closing, six months in to our fiscal year. Randi developed them in consultation with Jodi, considering expenses accrued through June.

All in all, we are in good shape and have a surplus from our NEH state operating grant going into the FY23 budget cycle. We will need to spend this by October 31, 2024. Eric noted that even with a \$41,119 increase to our NEH state operating grant, we have \$33,827 less in revenue than budgeted for FY22. Part of this is due to a restricted gift we did not receive. Eric noted that when it comes to including "Other Grants" in the budget, we need to assess the likelihood of actually receiving them. If there is a decent chance the potential grant will be awarded (greater than a 50% chance), we should list it in the budget and/or projections. If not likely, then the grant shouldn't be listed.

In expenses, Randi pointed to variances such as an increase of \$10,000 each in the Montana Conversations and Speakers in the Schools budget lines. With a return to in-person programming, we want to allow for engagement with our speakers and the hosting organizations around the state. We are also anticipating increased costs in travel. Further, for our NEH A More Perfect Union (AMPU) programming, we expensed several thousand more to payroll than originally planned, which means other expenses had to come from our NEH state operating grant through Montana Conversations. We will submit a new AMPU budget to NEH and have informed them of this variance.

Eric asked for clarification on the projected net surplus of \$189,701 and how much of that includes the Engelhard gift and SHARP funds. It was clarified that the surplus primarily included NEH state operating award funds. He provided formatting suggestions on how to most clearly represent that surplus to the board in future reports.

Randi reported that with the state operating grant surplus, we are on solid footing going into FY23. As discussed in previous Finance and Audit committee meetings, as much of the surplus as possible will be used to increase our regrants budget as a strategy to collect cost share. Randi does have concerns as we look forward to FY24, especially regarding the proportion of the Humanities Montana operating budget going to payroll and the return on investment on our fundraising program. Without PPP funds and surplus funds from our state operating grant

caused by reduced programming during the pandemic, the deficit of FY19 could catch up with us again.

Staff provided an update on cost share. We are still behind on cost share for the current three-year NEH state operating grant cycle. Jodi has built in some structures to monitor cost share on a more regular basis throughout the year. In March we requested a cost share waiver of \$117,200 for FY21. On June 9, we learned that our application had been approved.

The process of preparing the FY23 operating budget will begin over the summer. Randi will send a draft to Eric in mid-August, and the Finance and Audit committee will review the proposed budget before the board meets for the fall board meeting.

The meeting adjourned at 2:15pm.

Humanities Montana Finance and Audit committee September 19, 2022

Present: Eric Sanders (chair); Jamie Doggett; Carla Homstad Staff: Randi Tanglen (executive director); Jodi Todd (accountant)

Chair Eric Sanders called the meeting to order on Zoom at 2:05 p.m. The committee reviewed the agenda circulated before the meeting, and there were no requests for changes. The committee reviewed the minutes of the July 7, 2022 committee meeting. Eric sent one change before the meeting regarding integrating possible grants funds into the budget and projections. The edit should clarify that we need to assess the likelihood of receiving grant funds. If there is a decent chance the potential grant will be awarded (greater than a 50% chance), we should list it in the budget and/or projections. If not likely, then the grant shouldn't be listed. Randi will make that edit. The committee approved the amended July 7, 2022 minutes by acclamation.

The committee reviewed the August 2022 year-to-date reports prepared by Jodi Todd. Carla Homstad asked about the Professional Services listed on the Profit & Loss report. Randi Tanglen explained that these expenses accounted for several "one off" expenses in the current fiscal year, many of which were paid from restricted funds such as SHARP. This includes Widerstand Consulting (racial equity audit), Echo Ventures Consulting (strategic planning and executive consulting), and EmpowerMT (ad hoc racial equity audit review committee facilitation and staff skills building training). Another example of expenses in this class includes the graphic design services used for the Gather Round tool kits, also a one-time expense. When the office and communications coordinator resigned last fall, we hired a temporary office manager through a staffing service for 5 months. This was expensed to Professional Services rather than salary/payroll. We also secured the services of a PR firm to help with press releases and social media posts in the interim. We hope to continue using the PR firm in the future, although hiring a social media intern will eventually reduce those costs. Carla asked if legal expenses were included in Professional Services. Jodi confirmed that they are. Eric asked Randi and Jodi to prepare and send him a comprehensive list of Professional Services expenses.

Eric then asked the committee to turn their attention to the proposed FY23 operating budget. He explained that the spreadsheet represents a cash flow budget which is different than the reports Jodi prepares from QuickBooks, which are accrual based. This spreadsheet is a tool for board governance and fiscal planning.

Eric walked the committee through the budget, calling attention to revenue sources such as the NEH state operating grant. Although we may see up to a 5% NEH increase in FY23, we are budgeting for level funding. Eric also noted that the FY23 budget is based on a "carry over" of funds not yet drawn down from the NEH state operating grant during the current/FY22 fiscal year. We approximate \$216,000 in carryover funds available going into FY23 and have built approximately \$108,000 into the budget for FY23, and plan to retain the remaining \$108,000 for use in FY24. Randi expressed concern that the FY23 and FY24 budgets will rely on NEH carry over funds that we may not be able to count on in FY25 unless we are able to significantly increase fundraising and diversify revenue sources. She pointed to the goals for restricted and unrestricted gifts, which are realistic and attainable, but not close to covering our fundraising costs. The committee agreed that this is something to monitor in the coming fiscal year.

Eric explained that starting with the FY23 budget format, salary, benefits and payroll taxes include payroll expensed not only to the NEH state operating grant, but also payroll expensed to

restricted funding sources for projects such as the Engelhard Foundation (Democracy Project), SHARP, and the Mellon Foundation (Informed Citizen). Total salary, benefits and payroll taxes represent about 50% of total expenses, in line with other humanities councils and nonprofits of comparable size, scope, and mission.

Eric asked the committee for their view on the regrants budget line, considering that the earlier strategy had been to use a portion of the NEH carry over to "substantially increase" the regrants budget, when it has only increased \$20,000 in the FY23 budget to \$150,000. (Note that "substantially increase" hadn't been defined/a dollar goal for any potential increase not determined.) Carla concurred that she had noticed that as well. Randi said she had hoped to increase the regrants budget "substantially" with the FY23 budget, in line with the earlier strategy, but as she and Jodi were working on the budget, it seemed prudent to increase it by a more reasonable \$20,000 to \$150,000. She pointed out that since FY19, the regrants budget line had increased by almost \$104,000, or 226% from the FY19 regrants awarded of about \$45.530. Eric mentioned the option of increasing the budget line by an additional \$20.000 or \$30,000 by dipping into the NEH carry over that had been set aside for FY24. The committee discussed the advantages and disadvantages of that strategy. One disadvantage would be whether this additional increase (to a total FY23 regrants budget of \$170,000 - \$180,000) could be maintained in FY24. It was decided that if we see an increase to NEH (new) funding in FY23 or an increase to the NEH carry over at the end of FY22, the regrants budget line would be prioritized for an increase.

After a thorough discussion of the proposed budget, Eric asked the committee for a motion. Jamie moved to approve the proposed FY23 operating budget. Carla seconded. The motion passed unanimously. This motion will go to the full board for review and approval at the Lewistown board meeting, September 29 - October 1, 2022.

For the final agenda item, Randi stated that the most recent cost share numbers aren't available, but that we are still behind for this fiscal year, which is of concern. Eric asked Randi and Jodi to prepare those numbers so he can provide an update at the board meeting.

The committee will meet again on December 15, 2022 at 2pm.

The meeting was adjourned at 3:44 p.m.

August 31, 2022 Budget-to-Actual

rumanities MONTANA			FY22 Actual	Budget Remaining	Percentage of Budget Spent	Projections
	2021 Actual	2022 Budget	8/31/2022	8/31/2022	8/31/2022	9/15/22
<u>evenue</u>						
NEH State Operating Grant	495,162	717,500	400,411	317,089	56%	758,619
Carry over from FY 20 to FY 21 and FY 21 to FY 22	140,042	135,000	222,338	(87,338)	165%	222,338
NEH A More Perfect Union	17,501	50,000	32,499	17,501	65%	32,499
NEH SHARP	573,257	45,238	44,952	286	99%	46,388
Engelhard Foundation Carry Over	41,731	140,000	23,178	116,822	17%	64,000
Informed Citizen Grant Carry Over	3,401	14,947	11,367	3,580	76%	12,617
Other Grant Support				-		
NSF Stanford Group		30,000		30,000	0%	
Why It Matters FY 21 carryover	42,742					
Other Revenue						
Board meeting expense donation		15,000	2,914	12,086	19%	5,00
Montana Conversations Copay	2,925	4,000	3,075	925	77%	4,00
Montana Conversations Expense Donations	301	4,000	672	3,328	17%	1,00
Academy of American Poets	8,500					
Academy of American Poets Carry Over			1,200			1,20
Montana Cultural Trust	5,000	5,000	5,000	-	100%	5,00
Other Grant Revenue	4,725	20,000	500	19,500	3%	50
Unrestricted Donations	32,596	35,000	29,132	5,868	83%	30,00
Restricted Donations	10,330	25,000	6,250	18,750	25%	6,00
Interest & Misc. Earnings	22,602	7,000	(3,364)	10,364	-48%	(3,50
Total Revenue	1,400,815	1,247,685	780,124	468,761		1,185,66
	, ,		,	•		
penses						
Salary, Benefits and Payroll Taxes	404,618	475,755	330,106	145,649	69%	400,90
General and Administration	79,809	130,123	96,509	33,614	74%	106,00
Racial Equity Audit/Strategic Planning	,	5,000	,	5,000	0%	,
Board Expense	1,172	30,000	12,835	17,165	43%	20,00
Outreach	840	5,000	1,097	3,903	22%	1,50
Fundraising	12,414	20,000	12,843	7,157	64%	15,00
50th anniversary	12,	20,000	12,010	20,000	0%	10,00
Lobbying/Humanities on the Hill	224	6,000	200	5,800	3%	20
Governor's Humanities Awards	12,916	5,555		-		
Regrants	115,800	130,000	73,974	56,026	57%	130,00
Montana Conversations	35,036	50,000	46,331	3,669	93%	55,00
Speakers in the Schools	44,877	60,000	52,222	7,778	87%	60,00
Hometown Humanities	996	25,500	13,230	12,270	52%	16,00
Journalism/Informed Citizen	3,401	14,888	11,367	3,521	76%	12,61
Center for the Book (LAL, NatBkFest)	11	14,000	527	3,321	7070	55
Montana Center for the Book Prize		5,000	OZ1	5,000	0%	
Gather Round	989	3,000	1,867		070	2,50
	2,000	5,000	5,000	(1,867)	100%	5,00
Big Sky Reads	2,000		3,000	2,000	0%	3,00
National Book Festival American Academy of Poets		2,000	1 200	2,000		
•		4,250	1,200	3,050	28%	1,20
SHARP	04.447		0.050	(0.050)		0.50
SHARP Administration	34,117	04.775	8,258	(8,258)	770/	8,50
SHARP Programs	7,945	21,775	16,694	5,081	77%	17,88
SHARP Regrants	531,195	4.5.55	20,000			20,00
NEH A More Perfect Union	17,501	46,250	32,499	13,751	70%	32,49
NSF Stanford Group		10,000		10,000	0%	
Democracy Project	41,731	93,000	23,178	69,822	25%	64,00
Why It Matters	42,742			-		
State of Montana Award # 113130	2,000					
Succession Planning	-	2,000		2,000	0%	
Total Expenses	1,392,334	1,161,541	759,937	420,131		969,36
Net	8,481	86,144	20,187	48,630		216,30

Humanities Montana Profit & Loss

November 2021 through August 2022

	Nov '21 - Aug 22
Ordinary Income/Expense	
Income	
4603 · Unrealized Gain/Loss	-9,114.68
4015 · Co-Pay Income	3,075.00
4600 · Interest and Dividends-Non Fed	661.37
4602 · Realized Gain/Loss	4,314.30
4700 · Misc Income	774.75
4710 · Endowment Distributions	774.75
Total 4700 · Misc Income	774.75
4701 · Federal Grant Income	700,199.82
4703 · Misc Grant Funding	5,500.00
4730 · Donations-Unrestricted	
4733 · Expense Donation-other	214.00
4732 · Exp Reim Donation-Board MBR	2,914.27
4731 · Expense Reimb Donations-Speaker	671.92
4730 · Donations-Unrestricted - Other	28,917.60
Total 4730 · Donations-Unrestricted	32,717.79
4735 · Donations-Restricted	6,250.00
Total Income	744,378.35
Gross Profit	744,378.35
Expense	
50000 · Salary and Benefits	
5010 · Payroll Expenses	284,361.49
5020 · Payroll Taxes	24,467.03
5021 · Work Comp Premiums	2,207.40
5022 · Health Insurance Premiums	36,433.25
5025 · Retirement Plan Expense	23,534.11
Total 50000 · Salary and Benefits	371,003.28
60000 · General and Administrative Exp	
5208 · Facility/Room Rental	572.50
5055 · Employee Insurance Admin Fees	170.00
5027 · Parking	30.65
5033 · Travel-Other	
5031 · Travel-Staff	7,050.61
5032 · Travel-Board	5,838.35
5033 · Travel-Other - Other	27,642.28
Total 5033 · Travel-Other	40,531.24
5034 · Meals/Food	6,046.03
5225 · Website Expense	12,880.00
5112 Copies/Printing Expense	3,913.90
5217 · Endowment Expense	827.08
5190 Federation Dues	15,031.00
5218 · Advertising	1,127.84
5090 · Books and Materials	2,692.86
5180 · Dues and Subscriptions	4,077.00
5170 · Insurance	1,829.75
5151 · Professional Development	3,197.43
5152 · Professional Meetings Staff	280.00
5150 · Professional Services	
5220 · Audit Expense	12,975.00
5150 Professional Services - Other	47,664.50
Total 5150 · Professional Services	60,639.50

Humanities Montana Profit & Loss

November 2021 through August 2022

	Nov '21 - Aug 22
5144 · Database Expense	2,758.10
5143 · Network Expense	4,848.00
5026 · Campus Parking Decal	649.73
5096 · Bank and Credit Card Fees	1,021.33
5080 · Postage	2,629.18
5060 · Supplies	14,247.56
5050 · Rent and Administration	986.51
5015 · Work Study	172.94
Total 60000 \cdot General and Administrative Exp	181,160.13
5155 · Award Expense 5160 · Honoraria Expense	15,250.00
5161 · Stipend	500.00
5160 · Honoraria Expense - Other	82,800.00
Total 5160 · Honoraria Expense	83,300.00
6010 ⋅ Regrants Awarded	109,224.00
Total Expense	759,937.41
Net Ordinary Income	-15,559.06
Net Income	-15,559.06

Humanities Montana Balance Sheet

As of August 31, 2022

	Aug 31, 22
ASSETS	
Current Assets	
Checking/Savings 1020 · Checking-FIB	126,289.21
1021 · FIB Savings	113,962.80
Total Checking/Savings	240,252.01
Other Current Assets	400 000 50
1310 · Grants Receivable	428,230.53 2,089.40
1510 · Prepaid Expenses	2,009.40
1650 · Endowment Funds-MCF	92,638.48
Total Other Current Assets	522,958.41
Total Current Assets	763,210.42
Fixed Assets	
1620 · Accumulated Amortization	-7,053.00
1625 · Website	28,304.00
1600 · Furniture and Equipment	7,863.88
1610 · Accumulated Depreciation	-5,168.88
Total Fixed Assets	23,946.00
TOTAL ASSETS	787,156.42
LIABILITIES & EQUITY Liabilities Current Liabilities Accounts Payable	
2100 · Accounts Payable	8,623.54
Total Accounts Payable	8,623.54
Credit Cards	
2365 · MC - John Knight - 4130	1,854.93
2360 · MC - Megan Hill - 4122	861.60
2355 · MC - Julie Ramone - 1814	871.49
2345 · MC - Randi Tanglen - 0631 2330 · MC - Sara Stout - 3488	1,984.51
	399.76
Total Credit Cards	5,972.29
Other Current Liabilities	
2120 · Payroll Liabilities	2,212.55
2142 · Health Insurance Payable	-3,566.72
2155 · Vacation/Sick Payable 2400 · Deferred Revenue	28,665.61 363,098.23
	 -
Total Other Current Liabilities	390,409.67
Total Current Liabilities	405,005.50
Total Liabilities	405,005.50
Equity	
3010 · Unrestricted Net Assets	330,887.24
3020 · Perm. Restricted Net Assets	48,940.00
3040 · Temp. Restricted Net Assets Net Income	17,882.74 -15,559.06
Total Equity	382,150.92
TOTAL LIABILITIES & EQUITY	787,156.42

Humanities Montana Proposed FY23 Operating Budget and Budget Narrative

Link to proposed FY23 operating budget with notes:

https://umt.box.com/s/10n7zfgkkwc6415gf2omocdbly288kgg

FY23 Budget Narrative

- The proposed FY23 operating budget allows the organization to return to full programming and staffing coming out of the final stages of the pandemic.
 - Programming reflects priorities arising from the (ongoing) strategic planning process.
- For conservatism, we have budgeted for level NEH funding (line 4).
- The FY 23 budget is built on a substantive carry-over via the current three-year NEH state operating grant award.
 - We currently estimate \$216,000 in total carry-over funds (line 5) via the current award.
 - The FY23 budget is built on \$108,000 of those funds with the expectation that the FY24 budget will rely on the remaining \$108,000.
 - The carry-over must be spent by October 31, 2024.
 - Without carry-over funds, projections for the FY25 budget are of possible concern.
- Starting with the FY23 budget format, salary, benefits and payroll taxes (line 32) include payroll expensed not only to the NEH state operating grant, but also payroll expensed to restricted funding sources for projects such as the Engelhard Foundation (Democracy Project), SHARP, and the Mellon Foundation (Informed Citizen).
 - Total salary, benefits and payroll taxes represent about 50% of total expenses, in line with other humanities councils and nonprofits of comparable size, scope, and mission.
 - Note that a substantial portion of the personnel budget is directed towards program management and administration.

Trusteeship Committee

Meeting Minutes

09/06/2022

Humanities Montana serves communities through stories and conversation. We offer experiences that nurture imagination and ideas by speaking to Montanans' diverse history, literature, and philosophy.

Attending: Laura Mitchell Ross (chair), Debbie Garland, Lathie Poole, David Dietrich, and April Charlo. Randi Tanglen and Sara Stout represented staff. The Zoom meeting began at 12:03 p.m. and concluded at 1:37 p.m.

Absent: none

1. Review minutes

No corrections to February 2022 meeting minutes. Meeting minutes unanimously accepted.

2. Review board of directors' applications – Applications and Matrix

Laura asked staff to provide a brief overview of the twelve applicants for the Humanities Montana Board of Directors. The applicants are: Austin Bennett (Billings); David Allen Cates (Missoula); Casey Charles (Missoula); Linda Halstead-Acharya (Columbus); Mary Hernandez (Billings); Alison Kreiss (Marion); Jan LaBonty (Missoula); Precious McKenzie (Billings); Arian Randall (Clancy); Elvira Roncalli (Helena); Clark Whitehorn (Helena); Stacey Zyliak (Helena). Randi reported there are four board of directors' positions open for consideration for appointment in 2023. Caroline Bitz, Debbie Garland, Laura Mitchell Ross, April Charlo, and Ashby Kinch are rotating off the board at the end of 2022. The call for board member nominations and applications was published in the Humanities Montana newsletter, organization website, and press release. Current board members and Humanities Montana speakers submitted nominations. Randi arranged meetings with nominated candidates and applicants throughout the process. She provided the committee with details about the applicants.

Randi shared a projected timeline of future board openings for the next several years based on appointment dates. No board terms will expire in 2023. The committee discussed options for establishing a consistent pattern to stagger board term expiration dates. There was discussion regarding past unsuccessful strategies to address the issue.

Laura asked committee members to discuss the applications and provide their top selections.

Debbie expressed the continued need for strengthening relationships with tribal nations based on the members rotating off the board at the end of 2022.

Laura shared she prioritized age and geographic diversity to address representation issues. Lathie agreed with the goal to spread representation evenly throughout the state and not centralized to one or two cities. April referenced the board matrix and agreed demographics are a factor.

The committee unanimously agreed all applicants are very qualified individuals. They moved to a discussion about maintaining relationships with applicants not selected for the board in 2023. David asked if an advisory committee is possible. Lathie shared her positive experiences with advisory committees through her work with the Bozeman Art Museum. Laura noted advisory committees are a part of the organizational structure and suggested the discussion move to the strategic planning committee. David agreed and recommended the strategic planning committee has a conversation about a "Friends of Humanities Montana" group.

Laura shared she feels secure knowing there are qualified individuals in case more board member positions come open in the following year. She is concerned that the board is losing a person of color who represents a younger demographic; she also hopes to ensure the board has representatives who can assist with becoming more financially independent from the National Endowment for the Humanities.

David moved the Trusteeship Committee to recommend Clark Whitehorn, David Allan Cates, Mary Hernandez, and Arian Randall for full board consideration at the Humanities Montana September board meeting.

The motion received a second from Debbie and the Trusteeship Committee passed the motion unanimously.

3. Board of directors' renewals – Letters of Interest

Debbie moved the Trusteeship Committee to accept board requests to serve one additional three-year term from Carol Bradley, Eric Sanders, Jamie Doggett, Jeannette Fregulia, and Lynda Grande.

The motion received a second from David, and the Trusteeship Committee passed the motion unanimously.

4. Board of directors' participation

The committee discussed board participation expectations for current board members. The committee discussed the difficulties created by the pandemic and geographic barriers that may prevent members from traveling to meetings. They discussed ensuring board members are serving on committees based on preference and the importance of maintaining open communication with members who cannot attend board meetings and/or do not regularly participate in committee meetings and activities.

5. 2023 leadership nominations

Lathie moved the Trusteeship Committee to recommend David Dietrich to serve as the Humanities Montana Chair and Jamie Doggett to serve as the Vice Chair for 2023.

The motion received a second from Debbie, and the motion carried. David refrained from voting on the motion. The motion will be brought to the full board at the September board meeting in Lewistown.

6. Development: GHA, board giving goals, fundraising goals

Sara provided an update on board giving for 2022. The board giving goal set by the Trusteeship Committee in the Development Plan is \$12,500. Year to date (calendar year), the board has donated \$5,079.89 with 47% of directors giving. In 2021, the board gave \$14,417.84 with 85% of directors giving.

David shared his positive experiences when HM staff approached him for gifts and asked for details regarding when requests for donations occur. Sara shared HM staff provides opportunities throughout the year for board members to make gifts and during one-on-one conversations. Randi shared she provides follow-up phone calls to board members during the end-of-year giving campaign.

Randi addressed that individual giving from all donors is trending down from the previous year and HM is continuing to front-load development expenses.

The committee discussed other ways to solicit gifts. Debbie previously asked HM staff to consider exploring ways to give to HM that address different giving capacities. Sara is working on a new giving portal for the HM website. The new giving portal provides donors with opportunities to give a single gift, recurring donations, and make planned gifts. This will launch ahead of the 2022 year-end campaign.

David offered to assist HM staff with donors in the Billings area. Sara will meet with David to develop a script, strategy, and donors for David to connect with. Sara shared that having board assistance in certain areas will help lower travel costs and may result in more meaningful conversations.

Laura asked Sara to provide details for the Governor's Humanities Awards update. Sara recommended HM continue with the original plan to host the awards virtually due to cost, accessibility, and re-usability of the recorded event. Sara said that a date in fall 2023 would be preferred to accommodate planning. She also suggested the Trusteeship Committee consider handling the logistics for 2023 versus an ad hoc committee since the committee will not be overwhelmed with board recruitment in the coming year.

7. HM Ambassadors update

Randi recommends HM move forward without the HM Ambassadors program. The program was initially introduced in the 2018 Huddleston Report and may not be as relevant in 2022. Randi shared that with gifts trending downward, it is more strategic to focus on targeted outreach instead of investing organizational resources and capacity in this way.

The Trusteeship Committee agreed not to pursue an HM Ambassadors program.

8. Other business

No other business.

Laura Mitchell Ross (chair) adjourned the meeting at 1:37 p.m.

*The Trusteeship Committee shall consist of directors and a chair nominated by the board chair and appointed by a resolution of the board. This committee shall recommend board chair and vice chair and election of new directors to the board. The Committee shall provide oversight of Humanities Montana's development activities. It shall also guide fundraising endeavors by the board of directors, including setting giving goals, training directors on fundraising best practices, and encouraging outreach to potential donors to Humanities Montana.

Humanitie	S	200	ternic	4	nueloprie	it emance	
MONTANA Member	Account	redication for the state of the	nd Academic Governo	erit Advocacy airs Advocacy	Mon Pro	it Governance	Diversity
Caroline Bitz (2022)		Х				Х	х
Carol Bradley (2022)		Х	Х		Х		
April Charlo (2022)		х			Х	х	х
Jennifer Corning (2024)				Х	Х		
David Dietrich (2024)	Х		Х	х	Х		
Jamie Doggett (2022)		Х	Х	Х	Х	Х	
Glory Blue Earth * (2024)		Х	Х	Х			
Jeanette Fregulia (2022)		Х					
Governor's Appointee OPEN* (2024)							
Debbie Garland (2022)		Х		Х			
Lynda Grande (2022)			Х		Х	Х	
Ramey Growing Thunder (2024)		Х				Х	х
Carla Homstad (2024)	Х	Х				Х	
Susan Hughes* (2024)							
Ashby Kinch (2022)		Х					
Lathie Poole* (2024)							
Laura Mitchell Ross (2022)	Х			х	Х		
Eric Sanders (2022)	х				х	х	х
Francine Spang-Willis (2024)		х	х			х	х
Esther Beth Sullivan (2024)		х			х		

- Years following board member names indicate term expiry year
- Names underlined are renewable terms
- * Indicates Governor's appointees
- Consideration for geographical representation
- Consideration for age diversity

Humanities Montana prioritizes, supports, and invests in diversity, equity, and inclusion for board member recruitment, board member selection, and board member leadership.

David Allan Cates
141 Kensington Ave.
Missoula, MT 59801
dacates@q.com
www.davidallancates.com
406-214-4396

August 21, 2022

Dear Humanities Montana Board and Staff—

I'm writing to express interest in serving on the board of directors of Humanities Montana. In addition to this letter, I'm attaching my CV/Resume. Letters of recommendation will follow.

I have spent the majority of my working years writing and publishing novels and short stories, and an occasional essay or article. In the last six or seven years I have also written and published poetry. The arts and humanities have made up the sea I've swam in for most of my life. They have kept me afloat, and reminded me over and over again that the world—and the life force of human beings—is much bigger than my particular and temporal experience. Over and over again, as the arts and humanities have opened up my world, my own isolation and despair have receded.

In order to help maintain myself and my family, I have had many other jobs that have given me broad experience working with people in a wide range of places and situations. Some of these are listed on my CV/Resume. The job I've had for the longest is as executive director of Missoula Medical Aid, www.missoulamedicalaid.org, a non-profit that partners with Honduran communities on health, agricultural, and small business projects. This job has required that I travel to Honduras to work up to three times a year, work with our board of directors, coordinate teams of volunteers, maintain partnerships with our Honduran collaborators, oversea staff, act as a Spanish interpreter, and raise money. Doing this work has been a great adventure for me, and has complemented my work as a writer—getting me out of my writing office, giving me a chance to work with groups of people, and immersing me in another language and culture.

The work of Humanities Montana—of making visible and accessible our strivings to answer the questions, "What is a human being? And what do we hold in common?"—is crucial in this most angry and divided civic space we live in now. I would like to be a part of this effort.

Yours,

David Cates

August 31, 2022

Humanities Montana 311 Brantly Hall Missoula, MT 59812

To Whom It May Concern:

The other day, David Cates happened to mention to me in passing that he was applying for a seat on the Humanities Montana Board of Directors. I was excited enough by that news that I asked if I could write him a letter of recommendation.

He is exactly right for his job. I know because I served on the board of Humanities Montana beginning in 1983, and I became the chair in 1987.

Even a quick perusal of his resume reveals that he has had an amazing variety of experience in his life. His work has ranged from many types of manual labor, to agricultural—raising cattle—to grassroots community health development in Honduras. He has taught writing at all levels in a wide range of settings. And he's written and published novels, stories and poetry. He is fluent in Spanish, and he grew up in a rural, agricultural setting. He was also an athlete. Basketball players know teamwork, inside and out. This experience he's had, with a broad variety of people in a broad range of activities, makes him the kind of person you need on the board.

In effect, he's been a grassroots promoter of humanities all of his life.

David's unique perspective on things could be valuable. I recommend you give serious attention to his application.

Thank you for your very important work.

Sincerely,

Jean Lemire Dahlman

525 Fairview Avenue Missoula, MT 59801 August 24, 2022

Humanities Montana University of Montana Missoula, MT 59812

To Whom It May Concern:

I wish to offer my strongest possible recommendation for Mr. David Cates to join the Board of Directors of Humanities Montana. I believe David's knowledge of communication, writing, and the creative process make him the perfect addition to the Board. David's breadth of experience and commitment to cross-cultural service will support the evolution of Humanities Montana's programs into original areas of art and culture, and his extraordinary work ethic will help the Board fulfill its many obligations.

I've known David Cates for over 20 years, first as a member of a social group of friends, and then as a colleague on the University of Montana faculty. I was particularly impressed early in our relationship with his ability to work with young people, as his sensitivity and humor always cut through their reticence and allowed him to communicate with them in a sincere, supportive manner. I would be remiss if I did not mention that he served as a mentor to my son, Alexander, who now is an aspiring novelist based in part on the confidence he gained by his interactions with David. I can see David applying these capabilities to connect with young artists as a member of the Board of Humanities Montana.

I have also had the pleasure of working with David in his capacity as Executive Director of Missoula Medical Aid, a local nonprofit dedicated to supplementing health care services in some of the poorest regions of Honduras. If there is an arena where leadership skills are paramount, it's in providing overseas aid that measurably improves the lives of marginalized, rural peoples. David's ability to organize disparate interests, discover and nurture talent, and overcome monumental barriers highlights his courage and persistence, but it also reveals his innate optimism. Over the past two decades he has created a system of health care support in locations in Honduras that other medical services had abandoned. If he can do this, he can help discern the issues that constrain the visionaries of Montana so they may succeed in their quests to sustain and grow art and culture across the state.

I will not attempt to interpret or offer an assessment of David's work as a writer, as I am simply a forester who likes to read. Yet let me say that in reading David's novels, poems, and essays, I recognize a keen observer of human nature, someone who recognizes the aching contradictions of our journeys through life while celebrating

our resiliency in the face of the unknowable. As an artist himself, David will be a tender advocate for other emerging artists, encouraging all of them to keep at it, keep striving, finding their audience and their fulfillment by not giving up.

Finally, having been a member of several Boards throughout my career, I would want David to be part of any decision-making group of which I was a part. He is insightful, funny, creative, and fearless. I hope you will offer full consideration to David Cates' application for membership on the Board of Humanities Montana. I believe he will be a tremendous asset to this organization, and his contributions will benefit us all.

Sincerely,

/s/ James Burchfield

James Burchfield Dean (retired), College of Forestry and Conservation, University of Montana **CONTACT INFORMATION: David Allan Cates**, 141 Kensington Ave, Missoula, MT, 59801, USA, phone: 406-721-3682 or 406-214-4396, email: dacates@q.com website: www.davidallancates.com

EDUCATION:

B.A. Journalism, 1979, The University of Montana MFA Creative Writing, 1992, The University of Montana

NON-PROFIT: 1999-2017 and 2020-Present, Executive Director, Missoula Medical Aid,

<u>www.missoulamedicalaid.org</u> Work involves raising money and overseeing staff, both in Montana and in Honduras. Spanish Interpreting. Traveling to Honduras many dozens of times to coordinate and translate for medical teams in rural clinics and hospitals. Maintaining Honduran partnerships, and overseeing grants for community health, agriculture, nutrition, and business projects in Honduras.

Boards served on:

- 1. 2019 to present, The Missoula Writing Collaborative
- 2. 1992 to 1995, The Missoula Food Bank

PUBLICATIONS:

(novels)

- 1) **Tom Connor's Gift**, Bangtail Press, Oct. 15, 2014 (Gold Medalist, Independent Book Publishers Book Award)
- 2) **Ben Armstrong's Strange Trip Home,** Novelas Americanas, May 2012, (Gold Medalist, Independent Book Publishers Book Award)
- 3) Freeman Walker, Unbridled Books, October 2008 (Montana Book Award Honor Book)
- 4) **X Out of Wonderland,** Steerforth Press, Sept. 2005 (Montana Book Award Honor Book) Paperback, Oct. 2006, Zoland Books, a Steerforth imprint
- 5) **Hunger In America,** Simon & Schuster, New York, NY July, 1992. (New York Times Book Review, Notable Book of 1992, Wisconsin Library Association Selection.)

(short stories)

- 1. Imagining Tanya, a collection of stories, Austin Macauley, May 2021
- 2. Thirty short stories published in literary magazines and anthologies between 1983 and 2021.

(poetry)

- 1. Full length collection: Valentine's Day in the Mummy Museum, Finishing Line Press, April, 2021
- 2. Chapbook: **The Mysterious Location of Kyrgyzstan,** Satellite Press, 2016,
- 3. Approximately 60 poems published in literary magazines and anthologies from 2015 through 2021

(non-fiction)

1. Approximately 15 articles and essays in magazines and anthologies, **New York Times, Outside Magazine, Slice, Canoe and Kayak, The Montanan, etc.**

Teaching

- 1. Molli Classes, 2011, 2013, 2020, 2021, University of Montana: Reading the Short Story
- 2. 2009-2019: Part time faculty at Pacific Lutheran University's Rainier Writing Workshop, a low-residency MFA program in Creative Writing.
- 3. Fall 2017, Spring, 2018, Fall 2020, Writing Workshop on Death and Dying for the Institute of Health and Humanities, Missoula, Montana.
- 4. Missoula Writing Collaborative between 1995 and 2011. I taught writing in Missoula Public High Schools one day a week.

Other Teaching:

- Approximately 15 creative writing classes at the University of Montana between 1993 and 2012.
- University of Guanajuato, Mexico, 2013, a literature class on the North American Short Story.
- Santa Martha Prison, Iztapalapa, Mexico City, a creative writing class, 2013.

Various other jobs I've had:

- Raised cattle on my family's Wisconsin farm, http://www.catesfamilyfarm.com/ until I was 33 years old.
- Reporter for the Spring Green, Wisconsin weekly newspaper, The Home News
- Trout Fishing guide on the Smith River, 1994 through 2003.
- Basketball player in the Costa Rican basketball league
- Investigator for a Missoula lawyer
- Teacher in an English as a 2nd language program
- Lands' End customer service representative
- Construction laborer with various crews in various places
- Taxi driver
- Crew on Latin American banana ship in the Caribbean
- Commercial fisherman
- Cannery worker
- Restaurant server
- And many others

Maria (Mary) Hernandez

PO Box 1114 • Billings, MT 59103 • 406.690.2967 • mary@invisageconsulting.com

Humanities Montana 32 Campus Drive, Brantly Hall 311 Missoula, MT 59812

August 29, 2022

Dear Nominations Committee,

It is with great pleasure that I write this letter of interest in serving on the Humanities Montana Board of Directors. I have long been appreciative of the support HM provides to writers, storytellers, history buffs, philosophers, and the Montanans who share their life and cultural experiences. I first became acquainted with HM when I was on staff at the Yellowstone Art Center (later the YAM) and have participated in numerous HM supported programs. My life's work has often intersected with the mission of Humanities Montana.

My experience in serving on boards and committees in Billings, Montana, and national organizations suits me well for any governance, fiscal, fundraising, outreach, and program/services oversight responsibilities. I have worked as an organizational development consultant to nonprofits for many years. I enjoy learning, and exploring innovative ways to address the challenges of on-going and increasing funding needs, and our changing work and educational environments, among others.

In addition, I have spent my life connecting people to accomplish individual, organizational, and community goals. I enjoy advocating on behalf of a great mission such as supporting and uplifting the humanities. I enjoy engaging in generative conversations based in respect and in search of understanding among participants. This is a crucial step in strategic thinking which allows us to create a new, or different, path with contingencies as needed.

I have given great thought about my commitment to serving on the Humanities Montana Board of Directors. I was honored when Jen Corning suggested I consider applying. She knows I reserve my time for board service only to organizations whose mission I embrace, and that play a role in advancing healthy elements for a greater society. The humanities are definitely at the top my valued list.

Thank you for your consideration of my application. I welcome any questions or comments and I wish you the best on your work of selecting a slate of candidates.

Sincerely.

Mary Hernande





Humanities Montana 311 Brantly Hall 32 Campus Drive Missoula, MT 59812 August 31st, 2022

RE: Board Nomination Letter of Recommendation for Mary Hernandez

Dear Board Member Nomination Committee,

I am writing in support of Mary Hernandez' application for the Humanities Montana Board of Directors. I met Mary through our work on the Rocky Mountain College campus. As program director for the Institute for Peace Studies, Mary was hired to rebuild a program that had gone dormant after the retirement of their long-term director, and then the pandemic increased the challenge. She embraces challenges. She has expended a considerable amount of her time reaching out to old and new supporters of the program that helps individuals and groups seek peaceful solutions to conflict, and to offer cultural education for students and our community. We have worked to explore ways to collaborate for the benefit of our students. As a Rocky Art Professor, I have welcomed Mary to work with my students to create a mural reflecting our students' images of peace. In addition, students have engaged in graphic design work for Peace Studies' Day of the Dead event held on campus. Mary has welcomed students and encouraged discussions of their work.

In addition, Mary constantly seeks opportunities for collaboration with staff, faculty, students, and our Billings community. Most recently, she has partnered with the Rocky Library to offer a Banned Books Club to Rocky Students, and one for faculty and staff. She is a person that helps connect individuals with common interests, and has a curiosity of the world around her—especially about the people she meets. In the time I've known Mary, we cross paths on campus and among the Billings community of artists, musicians, and cultural events.

In conclusion, I am happy to give Mary my recommendation for your Board of Directors. I've come to learn of Mary's vast knowledge of community and board service, and her commitment to nonprofits. The Humanities Montana mission aligns well with the work and play which Mary supports and engages every day.

Sincerely,

Todd R. Forsgren

Assistant Professor of Art &
Director of Ryniker-Morrison Gallery
Rocky Mountain College
1511 Poly Drive
Billings, MT 59102
todd.forsgren@rocky.edu
(406)561-1337

----- Forwarded message ------

From: Kathy and Curtis O'Brien < cnkobrien@charter.net>

Date: Tue, Aug 30, 2022 at 7:21 PM Subject: Letter of Recommendation To: <<u>maryconsults@gmail.com</u>>

Mary Hernandez has asked me to recommend her as a board member for Humanities Montana and it is my great honor to do so.

First the backstory: As you can see from her vita, Mary has done much in her career to improve her communities, locally, regionally, and nationally. You will see all through her list of accomplishments her compassion for others and her incredible work ethic. She fills her days working for better lives for other people.

What is now: Mary's acute observations, problem-solving skills, and ability to formulate the questions that bring a discussion out of chaos and back into focus are exceptional. All these strengths would enable your hard-working board to accomplish more challenging goals. This is not always easy with a roomful of highly intelligent, awfully articulate advocates for every side of a discussion topic. That discussion is essential, but you also need a few synthesizing minds to keep the discussion from dissolving into "Pick me, pick me!" Mary knows how to provide that service respectfully and clearly.

The future: Every board of trustees needs something to brag about later, when what they decided to support turned into something so wonderful that people will talk about it at retirement parties (as I'm sure happened recently at Kim's retirement party!) and Mary will help facilitate that process for this board.

Please contact me if you have any questions or need more information: 406-255-033 or cnkobrien@charter.net.

Kathy Mosdal O'Brien Former board member, fellowship recipient, and grant recipient



August 31, 2022

To whom it may concern,

Dear, Humanities Montana Board of Directors -

It is with great pleasure that I'm writing a letter of recommendation for Mary Hernandez in support of her pursuit of joining Humanities Montana as a Board Member. I have only known Mary for a little over two years but have had plenty of time to observe her passion, professionalism, and execution.

Mary Hernandez currently serves as the Executive Director of the Institute for Peace Studies, which seeks to promote peace and intercultural understanding in our community through education and community involvement. Without a gross assumption or overreach, I can tell from a quick glance at the mission of Humanities Montana that this would align greatly with the Institute's work. Additionally, Mary has been and continues to be involved in other nonprofits and organizations that are service based and/or advocacy based on behalf of vulnerable populations.

She has been a speaker and a panelist at Diversity, Equity & Inclusion conferences and is a local asset who is often sought out by organizations/entities to consult her expertise or have her join their ranks. She's highly compassionate, pragmatic, analytical, and effective in active listening and communications in general.

In my eyes, Mary is a local leader whom others aspire to follow. She leads a fulfilling life but she is also humble about her journey and experiences. I have no doubts that she'll be a great addition to your team and I look forward to seeing her future footprint with your esteemed organization. Please do not hesitate to contact me should you have any further questions.

Sincerely,

Sincerely,

1 Which County Mehmet Casey

Development Director

Maria (Mary) Hernandez

PO Box 1114 • Billings, MT 59103 • 406.690.2967 • mary@invisageconsulting.com

My life's purpose has been to bring people together. It is important to me that each individual is recognized, respected, able to engage in meaningful conversations about issues affecting them, and invited to share about oneself. I advocate and engage in grassroots efforts to address community issues—especially those affecting our marginalized citizens. I strive to be compassionate to all and recognize each person's humanity as we celebrate our origin stories, honor history and traditions, feed our curiosity about ourselves and others, and evolve as a community.

Professional Experience since 1993

Institute for Peace Studies at Rocky Mountain College | Billings, MT *Program Director, March 2020—present*

- Provide Rocky and the surrounding Billings communities with opportunities to explore history and methods for addressing conflict, and provide opportunities for cultural education and exchange that results in greater understanding; strategic and implementation program planning; development; marketing/public relations; human resource management; and board, volunteer and staff training;
- o Provide professional development/coaching for students, individuals and teams.

Invisage Consulting LLC | Billings, MT

Owner/President, March 2009—present

- Provide clients with organizational development support including: system-wide assessments (financial, fundraising, marketing, program, board and staff); strategic and implementation planning; development and marketing/public relations; human resource management and executive team placement; board, volunteer and staff training;
- o Provide professional development/coaching for individuals and teams;
- o Facilitate group meetings, community conversations, and conferences;
- Serve as Interim Director and oversee day-to-day operations for nonprofit clients such as Tumbleweed Program (2001, 2016, 2021); Leadership Montana (2001-2002), and Boys & Girls Club of Richland County (2014-2015), Boys & Girls Club of Campbell County, WY (12/2015-2/2016).

Parents, Let's Unite for Kids | Billings, MT

Interim Director, July 2017—June 2019 via contract with Invisage Consulting

• Provided organizational development including: system-wide assessments (financial, fundraising, technology, marketing, program, board and staff); strategic and implementation planning; development and marketing/public relations; human resource management, grants management; board, volunteer and staff training; and oversight of day-to-day operations.

Yellowstone Public Radio | Billings, MT

Interim General Manager, November 2016—June 2017

• Provided system-wide assessments; strategic and implementation planning; human resource management and general manager transition of day-to-day operations. Ensured implementation of broadcast and National Public Radio policies and regulations.

Tumbleweed Runaway Program | Billings, MT

Interim Director, January 2016—December 2016 via contract with Invisage Consulting

• Provide organizational development including: system-wide assessments (financial, fundraising, marketing, program, board and staff); grants management; strategic and implementation planning; development and marketing/public relations; human resource

management and executive team placement; board, volunteer and staff training; and managed day-to-day operations.

Yellowstone Boys and Girls Ranch | Billings, MT

Director of Empowering Youth Program (contract position), February 2007 - October 2011

- Provided organizational development and technical assistance for 15 grant partners and their volunteers;
- o Directed project and grant management, grant writing and reporting;
- o Provided professional development/coaching for individuals and teams;
- Facilitated group meetings, community conversations, and conferences for grant partners, community, tribal leaders, and other agencies concerned about the mental health of, abuse prevention of, and advocacy for children and families.

Mental Health Foundation | Billings, MT

Foundation Director, October 2005—February 2007

- o Developed Foundation's annual plan and marketing/public relations campaigns;
- o Provided oversight of planned giving and annual funds;
- o For the Mental Health Center (associated agency):
 - Provided oversight and training of staff and volunteer activities;
 - Created and managed marketing and public relations activities.

American Diabetes Association | Billings, MT

Market Director, February 2000—October 2005

- Administered all advocacy, program, public relations/marketing, and fundraising activities in Montana & northern Wyoming;
- Conducted all human resource and risk management activities for staff, temporary staff, and volunteers;
- o Provided oversight of special event activities (bike tours, walks, dinners, educational forums);
- o Lead and collaborated with partners on local, state and national legislative activities for MT/WY.
- o Developed a model Summer Camp program for children (years 8-18) living with diabetes.

The Aroma Store | Billings, MT

Owner, October 1997-December 2002

- o Operated downtown storefront from October 1997 until December 2000;
- o Provided customers with all-natural botanical body and home products until December 2002.

Amend Park Development Council | Billings, MT

Fundraising Consultant, May 1996-May 1998

- o Developed budget and campaign materials for a \$1.8 million capital campaign;
- o Provided board development;
- Recruited and trained fundraising volunteers;
- Wrote grants seeking start-up/matching funds;
- Established APDC donor database.

Yellowstone City-County Health Department (now RiverStone Health) | Billings, MT *HIV/AIDS Educator, August 1995—May 1996*

- Developed initial community education program:
- o Engaged in public relations and advocacy activities.

Yellowstone Art Center (now Yellowstone Art Museum | Billings, MT

Assistant Development Director, August 1993—August 1995

- o Managed annual \$140k (1993) and \$200k (1994) membership fund drives:
- o Recruited new members:
- o Coordinated annual fundraising activities with \$6.4 million capital campaign;
- Wrote grants for annual funding;

- Identified and researched funding prospects;
- o Coordinated special events with board of directors, staff and 600+ volunteers.

Education

• BA in Organizational Communication, May 1991, Eastern Montana College (now Montana State University Billings), Billings, MT

- Vital Smarts, Getting Things Done, February 2018, Salt Lake City, UT
- Society of Human Resource Management, Diversity & Inclusion Conference, November 2015, Boston, MA
- BoardSource Certified Governance Trainer recertification & Annual Conference, November 2015, New Orleans, LA
- BoardSource Certified Governance Trainer, November 2013, Los Angeles, CA
- Ki ThoughtBridge Trainer Leadership Course, February 2012, Dr. Katherine Tyler-Scott, Denver, CO
- Real Colors Temperament Survey Trainer Certification, November 2009, NCTI, Chicago, IL
- BoardSource: Advance Board Consulting, November 2009, Orlando, FL
- Gracious Space Facilitator Training, June 2009, Center for Ethical Leadership, Seattle, WA
- Results Centered Leadership Certification Course, March 2008, Caroline Rowen/Canadian Training & Development Group, Aurora, ON, Canada
- Ki ThoughtBridge Course, Leadership Montana, September 2006-May 2007
- Graduate studies in Public Relations, 1995-1996, Montana State University Billings, Billings, MT
- Graduate studies in Communication Studies, Fall 1991, Portland State University, Portland, OR

Civic Engagement

• American Civil Liberties Union: Montana Affiliate: 2013-2022: Development Committee Chair, 2014-2016; Executive Committee, 2016-2022.

• ACLU National Board [501(c)4], 2014-2022: Board Leadership Terms Committee, 2015; Executive Committee, 2016-2022; Finance Committee member, 2016-2022.

- ACLU National Foundation Board, 2016-2022; Audit Committee [501(c)3] member, 2018-2022; Nominations Committee Chair, 2021.
- RiverStone Health Foundation, Board of Directors, 2010-2019; Chair, 2017-2019; Vice-Chair, 2015-2017; Treasurer, 2012-2015; Capital Campaign Committee member, 2015-2019.
- Montana Nonprofit Association, Policy Council member, 2012-2021
- Big Sky Institute for the Advancement of Nonprofits, Board of Directors member, 2011-2016
- Billings Chamber of Commerce, Government Affairs Committee member, 2007-2014
- Billings School District 2 Strategic Planning Committee member, Spring 2010
- National Nonprofit Congress: Montana Delegate, June 2008
- Montana State University Billings Allied Health Advisory Board member, Spring 2007-2012
- Billings West Rotary Club member, 2005-2013; 1995-1999

Professional Memberships

- Billings (MT) Chamber of Commerce, 2001-present
- Leadership Montana Alumni member, May 2007-present
- Society for Human Resource Management, 2014-2020
- Association of Fundraising Professionals, 2012-2020
- BoardSource, 2009-2019
- Montana Nonprofit Association, 2006-2019

HUMANITIES MONTANA

Sara Stout

sara.stout@humanitiesmontana.org

CONTACT

10 Sidewinder Loop Clancy, MT 59634 arian.randall@usda.gov 406-431-3840

August 30, 2022

Dear Humanities Montana,

Please find attached my resume and letters of recommendations. I would like to be considered for a board of directors position.

I believe I would be an excellent candidate for this position because of my experience and passion for archaeology, anthropology, history, and art. I have been the Deputy Forest Archaeologist for the Forest Service since 2014 and in that role, I have overseen protecting significant cultural resources for future generations. A big part of that is public education. I love going into the classroom and presenting various topics that are important to our shared history in Montana.

I believe using cultural resources to build a sense of place is one of the key elements to getting people to care about their community. Once people care, they want to look for ways to improve their community and make them better places to live. I also believe learning about different cultures is so important for people to understand that we are all human and there is no reason to be so divided.

Sincerely,

Arian L. Randall



August 31, 2022

Sara Stout Humanities Montana 311 Brantly Missoula, MT 59812

Dear Ms. Stout,

I would like to express my support for Arian Randall in her application to join your Board. I have worked with Ms. Randall since 2014 and have seen her deep interest in the field of humanities in Montana. She has done extensive and innovative work as an educator in archeology, both speaking and in print.

Her skill set fits well with your mission to support history, literature, and philosophy in Montana. As an archeologist, she has extensive experience interpreting and promoting our state's history. She works well with diverse groups of people. She is an asset to any team she is a part of. Thank you for your time and consideration.

Sincerely,

Jennifer Childress Ryan

Jennifer Ryan, MA. Archeologist Helena-Lewis and Clark National Forest





August 30, 2022

Sara Stout Humanities Montana 311 Brantly Missoula, MT 59812

Dear Ms. Stout,

I am writing in support of Arian Randall who is seeking a position on the Board of Directors of Humanities Montana. As Regional Archaeologist for the Northern Region of the U.S. Forest Service (USFS), I have known Arian since 2016, during which time she has been the Deputy Archaeologist on the Helena Lewis and Clark National Forest. Arian also served as acting lead archaeologist on the Nez Perce – Clearwater National Forest between July 2022 to November 2022 (both National Forests are in the Northern Region). As such, I have gotten to know Arian personally and professionally, from which I strongly believe that she will make an excellent Board member. This reflects two key qualities: Arian has a great temperament and works well with others, and her position with the USFS has given her a range of experience that closely aligns with the goals of Humanities Montana and the role of a Board member. For example, a key role of Montana Humanities is to offer "experiences that nurture imagination and ideas by speaking to Montanans' diverse history." Being an archaeologist in Montana, Arian can certainly bring a broad perspective and understanding to that diverse history. In her capacity as a Deputy Archaeologist, Arian has also gained a breadth of experience that is expected for a Board member's responsibilities, including in strategic planning, fiscal management, personnel issues and policies, grant writing and fundraising, and public outreach.

I am confident that Arian would be a great fit for your board; she brings the kind of skills and experiences that would make her a very productive Board member. If you any questions, please do not hesitate to contact me.

Sincerely,

Jorie Clark, Ph.D. US Forest Service

Northern Region - Regional Archaeologist

ARIAN L. RANDALL

DEPUTY FOREST ARCHAEOLOGIST



406-431-3840 (cell) 406-495-3752 (office)



arian.randall@usda.gov arianlrandall@gmail.com



10 Sidewinder Loop Clancy, MT 59634

PROFESSIONAL SUMMARY

I have diverse experience in archaeology, cultural resource management, Tribal relations, NEPA and GIS. I am skilled in technical writing, public outreach, data analysis, project planning, public speaking and problem solving. I am a multitasker that works well under pressure and with minimal supervision. I have eight years of supervisor experience with the Forest Service. In that role I am a positive and supportive supervisor that values all team members experiences and opinions.

I have a strong working relationship with the Montana State Historic Preservation Office, Carroll College, Montana State University, 12 Tribal Governments and Forest Service personnel across Region 1.

EXPERIENCE

July 18, 2021 – November 13, 2021 (GS-193-12)
Acting Forest Archaeologist and Heritage Program Manager–
Nez Perce-Clearwater National Forest

This Time Limited Promotion was 100% Virtual due to the COVID-19 pandemic. During this time, I worked from my home in Montana, while corresponding, supervising, providing oversight and technical support with coworkers in Idaho. I have become proficient with using teleworking tools such as Microsoft Teams (including supported apps), Zoom, and Pinyon/Box.

Since I started this promotion during a difficult time when most staff were teleworking, I had to worked on creating and maintaining strong working relationships without face-to-face interaction. This required learning and understanding different communication and working styles. This helped me to better understands work-life balance and made me a better supervisor.

Duties included ensuring undertakings being implemented across the National Forest were in compliance with the National Historic Preservation Act (NHPA), Archaeological Resource Protection Act (ARPA), Native American Graves Protection and Repatriation Act (NAGPRA) and various other laws and regulations. Consulted with

EDUCATION

Montana State University

Bachelor of Science

Anthropology

Graduated: May 2007

Montana State University
Master of Science
Land Resources and
Environmental Science
2012-2013

St. Cloud State University

Master of Science

Cultural Resource

Management

Graduated: May 2020

KEY SKILLS

- NHPA/ARPA COMPLIANCE
- NEPA COMPLIANCE
- PUBLIC INTERPRETATION
- PROGRAMMATIC AGREEMENT DEVELOPMENT AND COMPLIANCE
- MEMORADUM OF
 AGREEMENT DEVELOPMENT
 AND COMPLIANCE
- NATIONAL REGISTER OF HISTORIC PLACES ELIGIBILITY
- INVENTORY PLANNING

Nez Perce Tribal Historic Preservation Office and the State Historic Preservation Office on all undertakings. I worked on the full spectrum of Heritage duties; wrote and reviewed NHPA Section 106 compliance, wrote and reviewed cultural resource site form, conducted GIS analysis and mapping in support of compliance work and reviewed ARPA research permits. I developed and managed the Heritage Program budget, updated and monitored various partnership agreements, and ensured compliance with Programmatic Agreements and Memorandum of Agreements.

During this promotion I supervised one GS-193-9 Archaeologist and functioned as the work leader for two GS-193-11 Zone Archaeologist.

Key accomplishments during this temporary assignment: reviewed and prioritized GAOA projects; planned and outreached for seasonal field employees; planned and outreached for a temporary Zone Archaeologist position; ensured cultural sites were protected, when possible, during a very active fire season; reviewed fast tracked Timber Salvage projects for compliance needs; helped train and mentor a new Zone Archaeologist; helped develop a plan to move the cultural resource data to the NRM Heritage database; and reviewed Wilderness inventory contracts and agreements. These are just a few of the many things I worked on during this detail.

August 24, 2014 – Present (GS-193-11)
July 29, 2013 – August 23, 2014 (GS-193-9)
Deputy Forest Archaeologist – Helena-Lewis & Clark National
Forest

Duties include being responsible for oversight on the implementation of various cultural resource laws and regulations such as NHPA. NEPA, ARPA, NAGPRA on a Forest which covers 2.6 million acres. I conduct cultural resource inventories, generate site forms, evaluate site eligibility, write cultural inventory reports, write scope of work and review contractor reports, write site condition assessments, conduct data recovery, write Damage Assessment Reports for ARPA violations, and develop mitigations plans, cultural resource management plans and preservation plans. I oversee NHPA Section 110 projects such as Passport in Time projects, historic building preservation projects, and research projects. I conduct and oversee NHPA Section 106 project compliance and consult regularly with the Montana State Historic Preservation Officer, various Tribal Historic Preservation Officers, and the Advisory Council on Historic Preservation. I have developed several project specific Programmatic Agreements and Memorandum of Agreements with consulting parties.

I outreach, hire and supervisor 2-8 temporary archaeology technicians every field season. I track personal hours and purchases

- ARCHAEOLOGICAL SITE
 PROTECTION AND
 MITIGATION
- DATABASE MANGEMENT
- HISTORIC RESEARCH
- EMPLOYEE SUPERVISION

AWARDS

- 2009 AWARD FOR TAKING ON ADDITIONAL RESPONSIBILITIES
- 2010 LEADERSHIP AND COORDINATING HELENA NATIONAL FOREST INVOLVMENT IN THE MONTANA SITE
 STEWARDSHIP PROGRAM
- 2010 REGIONAL FORESTERS HONOR AWARD FOR PARTNERSHIPS
- 2011- SUPPORTING THE MINERALS AND GEOLOGY PROGRAM
- 2012 RISING TO THE CHALLENGE IN SUPPORT OF THE BLANKENSHIP VEG PROJECT
- 2012 ACHP CHAIRMAN'S AWARD FOR ACHIEVEMENT IN HISTORIC PRESERVATION
- 2011-2013 OUTSTANDING PERFORMANCE IN THE HERITAGE PROGRAM
- 2015 CERTIFICATE OF APPRECIATION FOR RESOLVING HERITAGE ISSUES

to meet program budget needs. I track Section 110 project spending to stay within budget. I manage budgets for Cost Share Agreements between partners and the Heritage Program. I manage grant money received for Heritage stewardship projects.

From 2015 to 2021, I've worked on the Forest Plan Revision Team as the Heritage Specialist. This process has involved looking at existing information and current condition of cultural resources, trends and drivers and assessing what informational needs there are for managing heritage resources. I developed desired conditions and objectives, standards and guidelines, management areas, multi-use suitability areas, wilderness recommendations and monitoring questions, regarding cultural resources. Throughout this process I consulted with numerous Tribal Governments and Tribal Historic Preservation Officers, as well as the State Historic Preservation Office and other interested parties.

From 2010 thru 2019 I co-touch an archaeological field school with Carroll College through a partnership with the Helena-Lewis & Clark National Forest. This partnership focused on a long-term research project.

December 10, 2017 – February 18, 2018 Acting District Ranger (GS-340-12) – Townsend Ranger District, Helena-Lewis & Clark National Forest

Duties included supervision of district staff, approving seasonal hiring SF-52s, approving purchases, reviewing and signing correspondences, answering public questions, tracking district projects, and approving program of work budgets, to name a few. This district has an active minerals program, so while on this detail I reviewed and approved mining plan of operations and notice of intents and meet with several local miners. In addition, I worked with concerned landowners about mining projects planned adjacent to their private land. I also helped initiate two public scoping notices related to proposed mining operations. I worked with the Broadwater Conservation District on local projects, and I worked with the County Commissioners on local and Forest concerns.

Reviewed and assisted with a litigation on a district CE project. Attended weekly leadership staff calls and leadership team meetings. Reviewed and approved out-year NEPA projects work plans and budgets. I also worked through two federal shutdowns. This required notifying staff of shutdown procedures, securing the district office and being available for any emergencies or safety concerns. Luckily both shutdowns were brief, with one only being a few hours. I notified staff to return to work as usual once the furloughs were over and answered any questions/concerns they had.

- ON THE BLACKFOOT TRAVEL PLAN
- 2014 CERTIFICATE OF
 APPRECIATION FOR EXTRA
 EFFORT AND SUCCESSFUL
 BLACKFOOT TRIBAL
 CONSULTATION, SITE
 STEWARDSHIP TRAINING
 AND FIELD SCHOOL
- 2017 CERTIFICATE OF MERIT FOR SUPERIOR PERFORMANCE
- 2018- EXTRA EFFORT FOR OUTSTANDING ASSISTANCE ON THE FOREST PLAN
- 2019 CERTIFICATE OF MERIT FOR DEVELOPMENT OF THE NEPA PROCESS AND CHECKPOINT PROCESS
 GUIDE
- 2020 EXTRA EFFORT FOR OUTSTANDING WORK ON THE FOREST PLAN REVISION TEAM
- 2021 CERTIFICATE OF APPRECIATION FOR SUCCESSFULLY COMPLETING TWO TRIBAL FUNDING AGREEMENTS
- 2022 EXTRA EFFORT FOR
 OUTSTANDING WORK,
 CONSISTENT EFFORT AND
 DECICATION TO THE
 HELENA-LEWIS & CLARK AND
 THE FOREST PLAN REVISION
 TEAM

This promotion was short because I filled the gap between the outgoing and incoming District Rangers.

October 2009 – July 2013 Archaeology Technician (GS-102-7) – Helena National Forest

Duties included compiling information and writing reports for large and small NEPA projects. Conducting inventories for NHPA Section 106 and 110 compliance. Conducting site evaluations for determination of eligibility for the National Register of Historic Places. Updated and maintained GIS data as well the national heritage database (INFRA and NRM)

Presented a variety of community outreach programs associated with history, archaeology and cultural resource protection. Served as the heritage representative on interdisciplinary teams. Created a strong working relationship with Forest Service personnel. Worked as the field instructor for the Carroll College field school (2010-2013).

July 2009-October 2009 Acting Executive Assistant (GS-318-5) – Helena National Forest

Managed office operations and frontline staff. Attended meetings, prepared minutes and followed up on action items with appropriate staff members. Composed correspondences and reports from oral instructions, information obtained from files and data obtained from staff members. Provided maintenance services for the Forest website including developing graphic designs and layout of electronic documents, inputting information into webpages and maintaining the site infrastructure.

October 2008-October 2009 Information Assistant (GS-1001-5) – Helena National Forest

Provided customer service to visitors and staff. Maintained a supply of maps, handouts, and other publications to answer visitor questions. Created an Access database for archaeological artifacts collected by the Forest Archaeologist. Provided logistical archaeological education program assistance to the Forest for Every Classroom program. Joined the Adopt a Species program to provide an archaeological background and program assistants for the theme "Native Culture".

March 2008-October 2008 Photograph Archives Technician – Montana Historical Society

Responsible for scheduling orders, preparing the orders for processing by the photographers, ensuring the timely delivery, accurate billing and prompt payment for reproduction of graphic material. Provided concise and accurate interpretations and analysis

of complex historical events based on reference interviews.

Preserved and archived photographic material. Created an Excel spreadsheet for orders so they could be searched and recorded more efficiently. Created a computerized invoice for orders in Excel.

Maintained an Access database for archived photographs.

September 2007-October 2008 Administrative Assistant/Temporary Associate Coordinator – Blue Cross Blue Shield of Montana

Supervised and coordinated other temporary associates within the department to ensure jobs were being done accurately and in a timely manner. Developed and implemented a new quality review process to ensure accuracy on insurance applications and to improve the overall goal of the company. Coordinated the mass billing cycle once a month to ensure group bills were being mailed without errors. Received Excellence awards for time management, attention to detail and accuracy.

June 2007-August 2007

GIS Technician – Montana National Resource Information System and Montana State Historic Preservation Office

Built a geodatabase to represent Montana's historical, cultural and archeological places for the State Historic Preservation Office (SHPO). Developed an invaluable relationship with the SHPO staff. Developed a procedure manual for future users of the geodatabase.

September 2006-May 2007 Public Archaeology Intern – Project Archeology

Worked on archaeological curriculum research and development, educational outreach, and the development of a professional paper for presentation at the Montana Archaeological Society Conference. Curriculum research and development involved researching and compiling a shelter investigation called Investigating a Historic Farmhouse. Curriculum focuses on cultural resource management, preservation and archeological strategies.

May 2006-August 2006 Education Specialist Intern – Montana Fish Wildlife and Parks

Developed and initiated conservation and archaeological education programs for children and adults each week. Developed a Montana Archeological Education Trunk for teachers. Other duties included brochure development, grant writing, planning and assisting with special events, volunteer management, program enhancement, and park maintenance.

COMMUNICATION

2010-Present - Heritage resource management/protection presentation at seasonal orientations

2010-2019 - Guest Archaeology Speaker for Carroll College

2009-2013 - Heritage Resources presentation for A Forest for Every Classroom program

2009-2013 - Heritage Resources presentation for Adopt-A-Species programs

2009-Present - Conservation and archaeological education programs to the public

2007 - Teaching Assistant for Introduction to Anthropology at Montana State University

2007 - Presentation of research project at the Montana Archaeological Conference

2004 - Paper presentation at Montana State University Scholars Conference

LEADERSHIP

I am a strong leader with good communication skills, both in writing and speaking. I am an active listener who values everyone's opinions. I am a creative problem solver who can remain positive and flexible when objectives change. I value all team members skills and talents and do my best to position them to be successful on projects and to use their talents optimally. I can delegate tasks based on each team members strengths and weaknesses to keep projects moving forward. I value positive feedback and constructive criticism. I truly believe a good leader should set their employees and team members up for success.

Leadership Training (in addition to required training):

- Lead Yourself First Grey Tower Training 6-week session (2021)
- Switchback OS (2019 and 2022)

REFERENCES

Mark Bodily – Forest Archaeologist/Heritage Program Manager mark.bodily@usda.gov 406-791-7742 (Supervisor)

Jennifer Ryan – Archaeologist

jennifer.ryan@usda.gov 406-266-3425 X 3864 (Co-worker and former subordinate)

Jorie Clark – Regional Archaeologist jorie.clark@usda.gov 406-329-3654 (Regional Office) August 23, 2022

Humanities Montana 311 Brantly Missoula, MT 59812

Dear Randi, Sara, and Humanities Montana Board of Directors:

Please accept this letter as an expression of my interest to serve on the Humanities Montana Board of Directors. I believe my background in publishing and current position as executive editor for Bison Books, the trade imprint of the University of Nebraska Press (UNP), make me an ideal candidate to serve on your board.

I first came to Montana in 2001 as Publishing Director for the Montana Historical Society and editor of *Montana The Magazine of Western History*. I came to Montana from UNP, where I started my publishing career and it is where I currently work, although I live in Helena.

Both then and now, most of the books I publish look at the history and literature of the Rocky Mountains, especially history and literature connected to Montana. I've had a role in acquiring a number of Montana-focused humanities titles in recent years, including Mark Johnson's recent book, *Middle Kingdom under the Big Sky*, which looks at the Chinese experience in Montana. I also acquired Ellen Baumler's *Life of the Afterlife in the Big Sky State*, a study that examines the complicated history of Montana burials and cemeteries. UNP also published Mary Clearman Blew's novel, *All But the Waltz*, last spring, and we'll be publishing the last of her Montana quartet of novels, *Think of Horses*, this fall. I should also mention that the press has three other editors—Matt Bokovoy (Native Studies), Bridget Barry (US West and also editor-in-chief), and Courtney Ochsner (literature)—who also acquire Montana-related titles as part of their acquisition lists, so our connection to many of the activities Humanities Montana supports and funds is already extensive.

I am currently revamping our agricultural studies list to incorporate a greater humanities presence in the stories about ranching and farming in the West, and a number of our initiatives are connected to Montanans such as Jeanie Alderson, Neva Hassanein, and Megan Torgerson, whose blog, "Reframing Rural," about Montana farmers and ranchers, will, we hope, soon become a UNP book. Our vision for a more engaged humanities presence in agriculture compliments many of the initiatives Humanities Montana already supports for the rural parts of this state.

UNP is also the distributor for the Salish Kootenai College Press's publications, and many of our titles look at the history and cultural legacies of the tribal nations of Montana. The press is deeply committed to publishing Indigenous writers and promoting Native literature and stories, and I think it is this commitment that might be helpful to Humanities Montana in broadening the effort to be more inclusive and diverse.

I think my service to the board would bring you someone experienced in humanities financing, marketing, and outreach. I've overseen budgets, developed marketing plans, written and evaluated grants, and sought funding for non-profit publishing efforts. I regularly travel to book festivals and conferences, so my presence on the board could help provide an additional brand ambassador for Humanities Montana.

On a personal level, I can tell you that I am deeply committed to the state. My family and I have traveled to every corner of the state and all parts in between, and each and every trip convinces me that this is the last best place to live and work.

In short, I have a passion for Montana history, art, and literature, and I think I would add a unique and appropriate perspective to the board and the organization.

Regards,

W. Clark Whitehorn

W. Clark Whitehorn clark.whitehorn.cw@gmail.com – personal cwhitehorn@unl.edu – work 406-422-7408 – cell August 26, 2022

Humanities Montana 311 Brantly Hall University of Montana Missoula, MT 59812

Dear Humanities Montana Board,

I am pleased to write this letter in support of W. Clark Whitehorn's application to serve on the Humanities Montana Board of Directors. Dr. Whitehorn is the executive editor for the Bison Books imprint at the University of Nebraska Press. He has decades of publishing experience at locations throughout the West, and is knowledgeable of and passionate about the history and culture of the American West and especially Montana.

Dr. Whitehorn's work at the University of Nebraska Press has consistently highlighted the rich and varied peoples and culture of Montana. The books he has acquired recently range in topic from the history of the Chinese in Montana, the story of three generations of a Montana ranch family, the history of childbirth in Montana and the Northern Plains, and novels set in Big Sky Country. The diversity of these titles illustrates Dr. Whitehorn's strong commitment to advocating for and promoting Montana's humanities.

Dr. Whitehorn's life and work experiences make him the ideal candidate for serving on the Humanities Montana Board. He has spent his career acting as a representative of public institutions throughout the West, working with a wide variety of stakeholders, both internal and external. He travels frequently, both within the state of Montana and outside its borders, both for leisure and to promote the Press and its books. He is an enthusiastic and tireless promoter of humanities institutions and projects, as well as the people who are involved with and influenced by these ventures. Dr. Whitehorn would be an excellent addition to the Humanities Montana Board of Directors.

Best regards,

Bridget Barry

Bridget Barry Editor in Chief University of Nebraska Press bbarry2@unl.edu

NEBRASKA PRESS

August 25, 2022

Randi Tanglen, Executive Director Sara Stout 311 Brantly Missoula, MT 59812

Dear Humanities Montana Board of Directors,

I am writing to support the nomination of Dr. Clark Whitehorn to your board of directors.

Clark is well known for his talents as an acquisitions editor and has brought countless authors to publication in the humanities for over 25 years. His passion is for stories of the mountain West, Montana in particular. He has worked on Gary Moulton's *Journals of Lewis and Clark* volumes, Dave Stiller's *Wounding the West*, Mark Johnson's *Middle Kingdom Under the Big Sky*, Mary Clearman Blew's *Think of Horses*, Lisa Hendrickson's *Burning the Breeze*, to name only a few of the Nebraska/Bison Books titles.

Through his work here at Nebraska and at other presses, he has published a broad spectrum of Montana authors and Montana stories, helping to promote both the history and literature of the state. And as with any successful nonprofit, he has learned to work within the fiscal constraints that shape the publishing world, so he has a firm grasp of nonprofit economics and fiscal responsibility. He has written grants, prepared budgets, trained staff, and performed all the duties one would want an experienced nonprofit board member to have.

Well-liked and respected by his colleagues, Clark brings enthusiasm, energy, and a sense of humor to every meeting and his knowledge of western history and literature is unparalleled. He is also a tireless promoter of western humanities and will happily represent Humanities Montana at public events.

In short, Clark has devoted his career to assisting scholars, artists, photographers, and writers in bringing their stories into publication. He would be a tremendous asset to your board of directors, and I enthusiastically endorse him for this position.

Please feel free to contact me if you should have any questions about Clark and his fitness for your board.

Sincerely,

Jane Ferreyra, Director

W. Clark Whitehorn 1419 Winne Ave. Helena, MT 59601 clark.whitehorn.cw@gmail.com (406) 422-7408

CV

Education

1992-1996 Ph.D., History, University of Colorado at Boulder

1990-1992 M.A., History, University of Colorado at Boulder

1981-1985 B.A., History, University of New Mexico, Albuquerque

Publishing Experience

- Present Executive Editor for Bison Books, University of Nebraska Press
- **2019 to 2020 –** *Director*, University of Nevada Press
- 2005 to 2019 Editor-in-Chief, University of New Mexico Press
- **2001 to 2005** *Publications Director*, Montana Historical Society, and editor of *Montana The Magazine of Western History*
- 1996 to 2001 Senior Editor (promoted from History Acquisitions Editor), University of Nebraska Press

Non-Publishing Employment

- 1994 to 1995 Instructor, Department of History, University of Colorado.
- 1991 to 1994 Teaching Assistant, Department of History, University of Colorado. Provided grading and tutorial assistance in courses on Latin American and US history.
- 1986 to 1990 Served in the US Coast Guard performing duties as a navigator, boarding party member, and other tasks related to life saving, search and rescue, drug interdiction, and maritime law enforcement in the Caribbean.

Dear Humanities Board,

I am very much interested in serving a second term on this fantastic board.

I can't tell you how gratifying it has been to serve with such a bright, enthusiastic, and altruistic group of people these past two and a half years.

I've attended (mostly via Zoom) a number of Humanities Montana's programs. I've served on the programs, grants, and racial equity committees as well as the upcoming ad hoc personnel committee. I think I've missed just one meeting.

I've been happy to support Humanities Montana financially and to spread the word about its great work. It's exciting to be a part of this organization as we map out a new strategic plan. And now that we're meeting in person again, I'm loving the chance to get to know our staff and fellow board members better.

Thank you for considering me for a second term.

Sincerely,

Carol Bradley

Randi Tanglin, Members of the Committee,
I write to express my interest in serving one more term on
Humanities Montana Board of Directors. My term ends soon,
and I would like to participate more actively and thoughtfully in
our discussions, meetings and activities.

I was fortunate to serve a "few" years ago when it was the Montana Committee for the Humanities, and then Humanities Montana. I chaired the board of directors for 2 terms. Lalso was elected to serve on the Federation of State Humanities. Councils and chaired that organization for 2 years. I was very fortunate to be given an appointment by President Bush to serve a term on the National Endowment for the Humanities. During the past several years, I found that I miss the work, effort and excitement of promoting and supporting the Humanities. The incredible work that each of the state Humanities Councils and of course my favorite Council....Montana, blows my mind and enriches my heart. Programs, readings, scholars, members are all so valuable for continued excellence in the Humanities and the public we serve. I have been a strong believer in a strong, well organized and ready to work Humanities Council that puts great Humanities programs out to our Montana residents. We broaden horizons, enable civil discourse and most importantly bring people together.

Please consider my application to serve another term with Humanities Montana.

Best wishes with your deliberations, Jamie Doggett

August 2, 2022

Dr. Randi Tanglen, Executive Director Humanities Montana 311 Brantly Hall, University of Montana Missoula, MT 59812

Dear Randi,

I am writing to express my interest in applying for another term on the Humanities Montana board of directors. I believe that the board is currently doing the hard work to become a better and more cohesive unit and I would like to continue to be part of that growth.

I have served on the Grants committee for the last 3 years and am currently serving as Chair. I also served on the committees for both CARES and SHARP grants and believe that these programs helped us to expand our outreach into new communities as well as increasing our name recognition across the state. I am currently on the Racial Equity Audit committee as its recommendations may play a strong role in deciding how future grants are apportioned.

Leadership roles in other organizations include serving as the current Chair of the Stillwater County Library Board and as their representative on the South-Central Federation of Libraries where I serve as Vice Chair. I have acted as President of both the Gallatin Cattlewomen and the Montana CattleWomen and am currently serving as one of the 101 Cattlemen's Beef Board members responsible for oversight and allocation of funds for research, education and promotion using dollars paid into the Beef Checkoff by US cattle producers. I continue to support other organizations including PBS, the Museum of the Beartooths, the Museum of the Rockies and the Montana Historical Society.

Please accept this letter as my formal request for reappointment to the board. I look forward to the opportunity to contribute further to the Humanities Montana board and helping to build it into a stronger and more positive entity.

Sincerely,

Lynda Grande 418 Granite Peak Columbus, MT 59019 (406) 321-1336 lyndgran@gmail.com 8 August 2022

TO: Randi L. Tanglen, Executive Director

FROM: Jeanette M. Fregulia

RE: Humanities Montana Board

I am submitting this letter to express my desire to remain on the Board of Humanities Montana for another three year term. As a Board member for the past three years, I have had the privilege of serving on the Program Committee (including as chair in 2022, which means I am also a member of the Executive Committee), the Racial Equity Audit Ad Hoc Committee, and I have participated in most of the strategic planning sessions. It has further been a privilege to attend a number of programs, which even though on Zoom for two years were rewarding and spirit-lifting opportunities.

I look forward with much anticipation to all that the next three years hold. Thank you for your consideration,

Jeanette

Eric W. Sanders, CPA

1313 Ledger Road ● Conrad Montana 59425 ● 206 406 3481 ● airicksf@yahoo.com

August 6, 2022

Trusteeship Committee, Board of Trustees Humanities Montana 311 Brantly Hall University of Montana Missoula, Montana 59812

Trusteeship Committee -

I am writing to express my interest in serving a second three-year term on the Humanities Montana (HM) Board of Trustees.

At the direction of the Bylaws, following is a summary of my non-monetary contributions to HM and the Board of Trustees during my first three-year term:

- In my role as an actively licensed CPA and CFO for Humanities Washington, provided HM and the prior Executive Director, Ken, with around 15 hours of pro-bono financial and accounting consulting during 2019 that pre-dated my trusteeship:
 - Reviewed HM's current (as of 2019) financial systems,
 - o Reviewed HM's current financial statements to assess overall financial condition,
 - Assisted with the search, candidate review, and interview process for a new contract accountant resulting in the hiring of (very capable) Jodi Todd, and
 - Consulted on preparation of the 2020 budget and reviewed the 2018 audit and Form 990.
- Met a handful of times with both Scott, HM's Interim Executive Director, and HM's new (at the time)
 Executive Director, Randi Tanglen, and assisted and/or coached them on various aspects of HM's
 system of finance and accounting, as well as the state humanities council federal funding model and
 accompanying responsibilities.
- Served on the Audit & Finance Committee all three years and served as Treasurer/chair of the committee during my third/current year.
- Served on the Executive Committee during my third/current year.
- Served on the ad-hoc Strategic Planning Committee.
- Participated in the 2021 and 2022 *Humanities on the Hill* state council annual advocacy event, meeting (virtually) with Senator Jon Tester.
- Participated in the Montana Nonprofit Association's *Rapid Planning for Operations and Program Delivery* webinar series.
- Participated in the 2021 audit firm RFP process.
- Provided ongoing financial leadership to staff and board.
- Provided an experienced and measured voice on board governance and organizational policy and procedure development.

If reelected to a second three-year term, I believe I can continue to add value to Humanities Montana via my combination of almost 25 years as a financial professional, 12 years as a CPA, and over 16 years as finance director/CFO of Humanities Washington.

Respectfully,

Eric Sanders

Development Director Summary

A summer 2022 article from *The Chronicle of Philanthropy* reports sixty-three percent of donors say they plan to be more cautious in their giving this year. "Donors express more caution in their giving today than a year ago, and they express a significant degree of pessimism about their giving in the future," according to a report summarizing the poll findings conducted by the research firm Campbell Rinker and sponsored by Dunham & Company, a Texas-based consultancy focused on nonprofits.¹

Rick Dunham, CEO of Dunham & Company, said the survey results indicate the highest level of pessimism among donors since his firm started conducting the survey in 2008. "The economy and the cost of living are weighing on donors in terms of their ability to give," he said. "It's having a negative impact."

Americans' trust in nonprofits and philanthropy remains higher than in many other institutions, including federal and state government, corporations, and the news media, but that confidence has slipped in the years since Covid became a global calamity, according to a new report.

It is advised that nonprofits should seize upon the finding that people who are familiar with their work trust them more. For example, staff can help board members tell the Humanities Montana story since they are familiar with HM's work. Support from board members can strengthen the case for support as well as trust in the organization. The graphic below outlines the top 5 driving factors behind trust in Nonprofits and Philanthropy.²

What Drives Trust in Nonprofits and Philanthropy				
	Nonprofits			Philanthropy
1	Endorsements from celebrities and public figures		1	Endorsements from celebrity and public figures
2	Clear mission		2	Government partnerships
3	Underserved communities engaged		3	Business partnerships
4	Evidence that support leads to results		4	Clear values
5	Community benefits		5	Clear mission

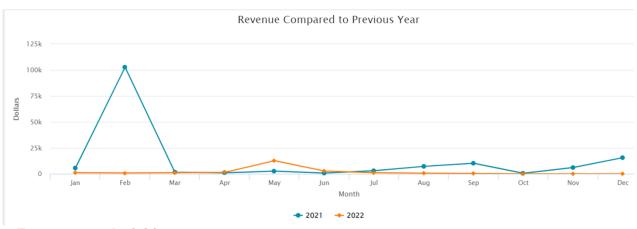
Note: These are ranked based on findings from a public-opinion study

Source: Independent Sector and Edelman Data & Intelligence • Get the data • Created with Datawrapper

¹ https://www.philanthropy.com/article/donor-pessimism-grows-as-economy-wobbles-poll-finds

 $^{^{2} \ \}underline{\text{https://www.philanthropy.com/article/trust-in-nonprofits-and-philanthropy-continues-to-be-higher-than-in-government-and-the-news-media?cid=CDP-articleinline}$

Humanities Montana is experiencing a year-to-date decline in revenue and donors as depicted in the chart below. For year to date reference, HM fundraised for a special Valentine appeal in 2021 (increasing donor numbers) and was actively fundraising for the Governor's Humanities Awards (increasing revenue) through September 2021. In February 2021, Humanities Montana received \$100,000 from the Charles Engelhard Foundation to fund the Democracy Project.



Engagement Activities

1. Expanded Online Giving

Expanded HM giving website to include: sustaining gifts, planned gifts, and bequests as well as professionalized the one-time giving option.

- Annual reports page
- Legacy giving
- Sustaining gifts

2. Donor meetings

- ED and DD traveled to Columbus and Billings at the end of July to meet with donors, board members, and constituents. Visits included: Penny Redli at the Museum of the Beartooths, Kathleen Ralph and Linda Halstead-Acharya, Corby Skinner, Elizabeth McNamer, Jennifer Corning, Tami Haaland, Beth Sullivan and David Floerchinger, Precious McKenzie, Jessica Flint, David Dietrich, Kevin Kooistra at the Western Heritage Center, and Jessica Ruhle at the Yellowstone Art Museum.
- DD is meeting with many emeritus board members, grant recipients from the 1970s and 1980s, as well as former HM staff for the 50th Anniversary.
 Outcomes: re-engaged board members/donors and deeper relationships.
- DD continues to interact with donors via mail, email, phone, and zoom as well as in-person.
- HM staff will meet with representative from the Charles Engelhard Foundation, sole funder of the Democracy Project.

3. Year end appeal

HM will launch an 8-week end of year campaign on November 14th. This year's theme is the 50th Anniversary of Humanities Montana.

- Mailing to 850 constituents
- 3-part email series

- 8-part social media series
- Video
- 4. Grant applications
 - Montana Arts Council Cultural Trust
 - Upcoming application to BNSF for Speakers in the Schools
 - Working with ED to identify 5 foundation applications

Next Steps:

- In-person donor meetings in Helena and Kalispell areas
- Year end appeal
- Grant applications
- Work with David Dietrich and Billings area donors
- Governor's Humanities Awards



Humanities Montana commitment to IDEA– Inclusion, Diversity, Equity, Access for all People

Embracing the intrinsic value and full humanity of all persons, Humanities Montana provides programs and experiences that nurture imagination and ideas through the diverse histories, literatures, cultures, and philosophies reflective of Montana's diverse communities. While attending to racism, sexism, classism, homophobia, ableism, and other systemic inequities, we make a particular commitment to Montana's Indigenous Peoples, rural communities, and youth.

Humanities Montana commits to:

- Conducting regular review of programs and offerings with data compilation, community outreach, evaluation, and expected accountability across the organization – to better realize IDEA.
- Collaborating with state, national, Indigenous and other organizations working on IDEA to develop partnerships and mutual opportunities that address these values.
- Ongoing training and engagement on IDEA for board, staff, and others representing Humanities Montana.
- Prioritizing IDEA values in organization initiatives and strategic planning.
- Providing and developing programs and grants for partners using an IDEA lens, to support diverse representation among program leaders, project organizers, scholars, keynote speakers, conversation leaders, and panelists across sponsored events and offerings.
- Promoting IDEA through all of our communication platforms.
- Studying and exposing systematic oppressions and discrimination, efforts that are crucial to humanistic inquiry.

Humanities Montana IDEA

Inclusion, Diversity, Equity, Access

Ad hoc racial equity audit review committee
September 2022

Note: Recommendations formatted to align with proposed strategic plan priorities.

Strategic Priority 1: Re-energize Grants

• IDFA Year 1

- Continue to encourage Indigenous-, rural-, and youth-focused projects. Explicitly state in grant guidelines.
- Review possible barriers to grant application process and develop strategies to make the process more accessible.
- Facilitate BIPOC-led focus group composed of past recipients for feedback on grant application process. Strengthen communication strategies with BIPOC-serving organizations.
- Evaluate effectiveness of Tribal Partnerships and examine other models for outreach and support of Indigenous-led organizations and Indigenous language and culture revitalization projects.
- Develop outreach to organizations serving all of Montana's diverse and underrepresented populations and communities.
- Annual report on IDEA outcomes.

IDEA Year 2

- Based on Year 1 focus groups, develop and implement a series of grant-writing workshops to targeted communities.
- Continue action steps from Year 1, and identify new actions as needed.

IDEA Year 3

Continue action steps from Years 1 and 2, and identify new actions as needed.

Strategic Priority 2: Re-align Programs

Year 1

- Continue to prioritize Indigenous, youth, and rural audiences and outreach.
- Build partnerships with and recruit speakers from BIPOC and other underrepresented communities for participation in Montana Conversations, Speakers in the Schools, and Informed Citizen.
- Provide IDEA training for Montana Conversations, Speakers in the Schools, and Informed Citizen speakers.
- Develop guidance document for Think and Drink events with attention to IDEA considerations. Consider a name change to something like Big Ideas for Small Gatherings, to highlight the many ways in which people can gather for discussion.
- Give careful consideration of IDEA for any new or sponsored programs.
- Annual report that documents IDEA outcomes.

Year 2

- Continue action steps from Year 1, and identify new actions as needed.
- Year 3
 - Continue action steps from Years 1 and 2, and identify new actions as needed.

Strategic Priority 3: Refine Outreach and Development

Year 1

- Update mission statement to include the phrase "multicultural communities."
- Update website and all communications to increase representation of diverse communities and standardize language. Continue into Years 2-3.
- Communicate IDEA goals and initiatives regularly through communications such as website, newsletter, annual report. Continue into Years 2-3.
- Continue to make development appeals more inclusive and equitable and provide staff training in this area.
- Develop outreach plan to Tribal College faculty and leadership as well as Tribal Historic Preservation officers.

Year 2

Continue action steps from Year 1, and identify new actions as needed.

Year 3

Continue action steps from Years 1 and 2, and identify new actions as needed.

Strategic Priority 4: Enrich Organizational and Board Culture

Year 1

- Complete personnel policy manual review and revision started in 2022, including a review from an IDEA expert.
- Update statement used in job postings and board recruitment documents to encourage applications from applicants from underrepresented groups.
- Schedule annual IDEA skill-building trainings for staff as well as opportunities for IDEA professional development in grants, program delivery, fundraising, and operations. Continue in Years 2-3.
- Schedule annual IDEA skill-building trainings for board and include as part of board orientation. Continue in Years 2-3.
- Develop structure for cohort and peer support for board and staff from BIPOC and other underrepresented groups. Continue in Years 2-3.
- Expand diversity column of board matrix to use specific language regarding gender and racial, ethnic diversity; plan to update as needed.
- Include points of IDEA accountability in all position descriptions and all board committee responsibilities.
- Develop a schedule for regularly reviewing board documents and policies through an IDEA lens.
- Build IDEA strategic planning goals into staff annual staff work plans. Continue in Years 2-3.

Year 2

- Similar to staff recruitment, ensure board recruitment is publicized widely to partnering organizations with contacts to diverse communities.
- Consider board member exit interviews that address IDEA goals.

Year 3

• Continue action steps from Years 1 and 2, and identify new actions as needed.



Board of Directors 2023 Committee Assignments

Grants Committee

Chair: Jennifer Corning

Ray Ekness (term begins 1/1/23)

Carla Homstad Lathie Poole

Francine Spang-Willis

Trusteeship Committee

Chair: Lynda Grande

Carol Bradley
David Dietrich
Jamie Doggett

Clark Whitehorn (term begins 1/1/23, pending board vote)

Finance and Audit Committee

Chair: Eric Sanders

David Dietrich

David Allan Cates (term begins 1/1/23, pending board vote)

Carla Homstad

Mary Hernandez (term begins 1/1/23, pending board vote)

Susan Hughes

Program Committee

Chair: Jeanette Fregulia

Glory Blue Earth

Ramey Growing Thunder

Arian Randall (term begins 1/1/23, pending board vote)

Esther Beth Sullivan

Executive Committee

Chair: David Dietrich (pending board leadership vote)

Jamie Doggett (pending board leadership vote)

Jennifer Corning Jeanette Fregulia Lynda Grande Eric Sanders

New committee terms begin January 1, 2023.

Humanities Montana Board Governance Workshop

Facilitator:

Liz Moore, executive director Montana Nonprofit Association

Dates/Times:

Friday, September 30, 3 p.m. – 5 p.m. Saturday, October 1, 9:15 a.m. – 10:15 a.m.

Description:

Participants in this workshop will leave with:

- An understanding of board legal responsibilities, duties, and roles
- Tools to govern better as a body, including best practices in board structure, recruitment, relationships, and running meetings
- Opportunity to reflect on current board structure and dynamics, with identified areas to improve
- Access to resource library with sample policies, templates, and further reading to aid in strengthening your board

Humanities Montana

Ad hoc personnel policy review committee
August 9, 2022
Zoom

Present: Caroline Bitz; Carol Bradley; David Dietrich; Jamie Doggett; Debbie Garland; Carla

Homstad; Francine Spang-Willis **Absent:** April Charlo; Glory Blue Earth

Staff: Randi Tanglen

Guest: Jeff Roth (Crowley Fleck Law Firm)

Carla Homstad called the meeting to order at 3:03 p.m. She clarified that she isn't assuming the chair role but is keeping the committee moving forward.

Carla introduced Humanities Montana's lawyer, Jeff Roth of Crowley Fleck Law Firm in Missoula. Jeff said that he has worked for Humanities Montana for several years and knows the organization well; he feels fortunate to work on behalf of Humanities Montana. His specialization is employment and business law, and he has also served on and chaired several nonprofit boards. He worked with Humanities Montana board leadership three years ago and more recently with Randi during the pandemic. He said that during the pandemic he worked with many organizations facing unprecedented employment issues.

He has reviewed Humanities Montana's personnel policies and by-laws. Humanities Montana's separation of the role of the board and the executive director in managing staff is what he has seen predominately at other organizations, with the executive director hiring and supervising staff and the board in turn hiring and supervising the executive director. He views this as a standard separation of roles, sometimes referred to as "staying in your own lane." This separation is reinforced throughout Humanities Montana's policies and by-laws. According to Humanities Montana's by-laws, an ad hoc committee such as this one is an advisory committee that cannot exercise board authority and has a temporary time frame. Jeff asked for guestions.

David Dietrich asked if the policies say anything about the executive director outsourcing HR support to a for-profit organization. Jeff recommended that an external HR specialist should not be involved in supervising staff but could assist the organization and executive director with other HR responsibilities such as facilitating objective exit interviews. David asked if employees could be required to take part in an exit interview; Jeff said he did not think exit interviews for departing employees could be required.

Debbie Garland asked if work from home agreements would be legally required or beneficial. Jeff said is he aware of several organizations with such agreements. Work from home agreements are perfectly fine and a decision to be made as part of the executive director role.

Carol Bradley asked what board members should expect to be made aware of if there are problems with staff. Jeff responded that while the executive director should keep the executive committee aware of employee issues, Humanities Montana employees have the right to personal privacy. Even if board members want to know details, they need to keep employee privacy issues in mind.

Caroline Bitz asked about the current drug free workplace policy. She asked if the current policy that drug use requires enrollment in a rehab program could be enforced. Jeff said that if it is a policy that an employee was made aware of upon hire, that it could probably be required.

David suggested the next steps of Randi working with an HR specialist to update policies based on committee input; asking Jeff Roth to review the updates; and then bringing the revised policies to the board.

Carla asked for comments on policy feedback that had been submitted to date. She noted that she did not offer feedback on current policies because she does not have HR expertise. However, she would like to see objective exit interviews as well as an interim step before an employee files a grievance. Debbie said she wants to make sure the board supports the executive director and that she recommends that Randi work with an HR professional to update the policies to bring to the board. Randi said that she submitted her own comments on the personnel policies; her comments were more technical and would need input from an HR expert. Randi is aware of Debbie's feedback about the work from home agreement. She agreed that the agreement can be updated to reflect the current stage of the pandemic and what makes sense for a small organization like HM. Carol added that she has changed her mind about some of her earlier policy feedback.

Randi provided an overview of Associated Employers in Billings, an organization that provides HR support for small businesses and nonprofits like Humanities Montana. She recommended that Humanities Montana secure an Associated Employers membership for personnel policy review, exit interviews as needed, and other HR issues and concerns that may come up. She noted that Associated Employers is four to six weeks out on personnel policy review, but that an update could be provided to the board at the September board meeting.

Jamie said that the state humanities councils are unique organizations and encouraged Randi to also seek support from Phoebe Stein, president of the Federation of State Humanities Councils.

Francine Spang-Willis joined the meeting.

Carla summarized that Jeff Roth provided counsel on the separate executive director and board responsibilities and what Humanities Montana's by-laws and personnel policies said regarding the executive director's role in supervising staff. The committee reviewed comments to date and asked that Randi work with Associated Employers to bring personnel policy updates and recommendations to the ad hoc committee.

The meeting adjourned at 4:00 p.m.

DRAFT: Strategic framework

Reported to board in May 2022

(Update: Goals in grey boxes to be developed over fall 2022; strategic plan with Year 1 action plan to be reviewed by board February 9-11, 2023)

<u>Re-energize</u> <u>Grantmaking</u>

Desired outcomes: Grow grantmaking resources and capacity to support Montana's humanities infrastructure.

- *Process goals:* (based on strategic planning sessions, "Suggested Actions," and input from board committees)
- Racial equity audit goals: (based on committee report)
- Resource strategy: (based on strategic planning sessions, "Suggested Actions," and input from board committees)

Realign Programs

Desired outcomes: Evaluate and streamline current programs; create capacity for stronger impact and opportunities for innovation.

- *Process goals:* (based on strategic planning sessions, "Suggested Actions," and input from board committees)
- Racial equity audit goals: (based on committee report)
- Resource strategy: (based on strategic planning sessions, "Suggested Actions," and input from board committees)

Refine Outreach and Development

Desired outcomes: Consciously align outreach and development initiatives; strategically increase visibility to enhance grantmaking, programming, and fundraising opportunities.

- *Process goals:* (based on strategic planning sessions, "Suggested Actions," and input from board committees)
- Racial equity audit goals: (based on committee report)
- *Resource strategy:* (based on strategic planning sessions, "Suggested Actions," and input from board committees)

Enrich Organizational and Board Culture

Desired outcomes: Create policies and procedures to "live our mission" within the organization; build internal accountability for the goals of this strategic plan.

- *Process goals:* (based on strategic planning sessions, "Suggested Actions," and input from board committees)
- Racial equity audit goals: (based on committee report)
- *Resource strategy:* (based on strategic planning sessions, "Suggested Actions," and input from board committees)



MOTION FROM FINANCE AND AUDIT COMMITTEE:

1. Motion to approve the Finance and Audit Committee recommendation of the FY23 operating budget.

MOTIONS FROM TRUSTEESHIP COMMITTEE:

- 1. Motion to approve the Trusteeship Committee recommendation that the Humanities Montana Board of Directors accept the applications of board term renewals from Carol Bradley, Eric Sanders, Jamie Doggett, Jeannette Fregulia, and Lynda Grande.
- 2. Motion to approve the Trusteeship Committee recommendation that Clark Whitehorn, David Allan Cates, Mary Hernandez, and Arian Randall be appointed to serve on the Humanities Montana Board of Directors in January 2023.
- 3. Motion to approve the Trusteeship Committee recommendation of David Dietrich to serve as the Humanities Montana Chair and Jamie Doggett to serve as the Vice Chair for 2023.