



# **BOARD MEETING NOTEBOOK**

**February 9-11, 2023  
Great Falls, MT**

# Humanities MONTANA

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# Humanities MONTANA

## AGENDA

Board of Directors Meeting  
Hilton Garden Inn, Great Falls  
February 9-11, 2023

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

### AGENDA ITEMS REQUIRING ACTION ARE NOTED IN BOLD

Zoom link to join meeting: Topic: 2023 February Humanities Montana Board Meeting  
Time: Feb 10, 2023 09:00 AM Mountain Time (US and Canada)

Join Zoom Meeting

<https://umontana.zoom.us/j/94694702127>

Meeting ID: 946 9470 2127

#### Thursday, February 9

- 3:00 Executive Director Search Committee meeting
- 6:00 Dinner @ Borries – 1800 Smelter Ave NE, Black Eagle

#### Friday, February 10

- 9:00 Welcome and Introduction of new board members — David Dietrich
- 9:15 Indigenous Peoples and Land Acknowledgement – Francine Spang-Willis
- 9:25 Review agenda and minutes — David Dietrich
- Action item: Approve minutes from September & November meetings**
- 9:30 Montana Nonprofit Association board training – Liz Moore
- 10:30 Executive Director Search Committee report – Esther Beth Sullivan
- 11:00 Strategic planning process committee report — David Dietrich
- 11:30 Ad Hoc Personnel Committee Report – Carla Homstad
- Consideration of proposed personnel policies and board code of conduct
- 12:00 Break for lunch
- 1:00 Executive Director Report – Kim Anderson
- 1:30 Finance & Audit Report – Carla Homstad & Jodi Todd
- 2:00 Trusteeship Committee Report – Lynda Grande
- 2:30 Grants committee report — Carla Homstad
- Regular and research grant recommendations
- 3:00 Program committee report – Jeanette Fregulia
- 4:00 Closing comments – David Dietrich
- 6:00 Dinner @ Dante's Creative Cuisine – 1325 8<sup>th</sup> Ave N, Great Falls

**Saturday, February 11**

- 9:00 Welcome and Invitation for public comment — David Dietrich
- 9:30 Montana Nonprofit Association board training – Liz Moore
- 10:30 Strategic Plan Recommendation – David Dietrich  
**Action item: Approve Strategic Plan Framework and Year One Action Plan**
- 11:00 Ad Hoc Personnel Committee Recommendation – Carla Homstad  
**Action item: Approve Revised Personnel Policies and Board Code of Conduct**
- 11:30 Grants Committee Recommendation—Carla Homstad  
**Action item: Approve Grants Committee Recommendation on 12/20 grant applications**
- 12:00 Final thoughts and schedule next meetings — David Dietrich and Jamie Doggett  
May or June 2023, dates and place TBD  
September 2023, dates and place TBD
- 12:30 Adjourn



Humanities Montana  
Board of Directors  
Special Meeting of the Board  
November 14, 2022  
Zoom; 5:00 p.m.

**Present:** Carla Homstad (board chair); David Dietrich (vice chair); Caroline Bitz; Glory Blue Earth; Carol Bradley; Jeremy Carl; Jennifer Corning; Jamie Doggett; Jeanette Fregulia; Debbie Garland; Lynda Grande; Ashby Kinch; Lathie Poole; Laura Mitchell Ross; Beth Sullivan

**Absent:** April Charlo; Ramey Growing Thunder; Eric Sanders; Francine Spang-Willis

**Staff:** Randi Tanglen

As they arrived to the Zoom meeting, board members introduced themselves to Jeremy Carl, new governor's appointee to the Humanities Montana board of directors.

Carla Homstad called the meeting to order at 5:04 p.m. and offered the land acknowledgement.

Carla explained that the purpose of the meeting was to vote on the members of the executive director search committee. David Dietrich, Jamie Doggett, Jeanette Fregulia, Lynda Grande, and Beth Sullivan have volunteered to serve on the search committee. Carla asked for a motion.

**Beth Sullivan made the motion, and Jamie Doggett provided the second.**

**Motion to approve the members of the executive director search committee: David Dietrich, Jamie Doggett, Jeanette Fregulia, Lynda Grande, and Beth Sullivan.**

The board voted by Zoom poll. The motion passed unanimously.

The committee will meet soon and select a chair. Semi-finalists will be interviewed on Zoom, and finalists will meet with the board, search committee, and staff in Missoula in late February or early March. Jeremy Carl asked about the Executive Director position criteria. David Dietrich said during the course of the process, its final candidates resumes would be transparent and all board members would have access to the search information, while protecting applicant confidentiality. Jeanette Fregulia asked about issues of confidentiality regarding applications. Beth Sullivan clarified that the process itself, including the job criteria, would be transparent, but that all records regarding applicants would be confidential until the finalists are announced to the board.

Carla announced that in late October Eric Sanders tendered his board resignation, effective at the end of the year. Carla has asked Eric to remain on the board through the February board meeting to provide instruction to a new finance and audit committee chair. Eric is currently caring for his uncle and has not provided a response yet.

Carla offered her thanks to Randi Tanglen for her 2 ½ years of service to Humanities Montana. Other board members expressed their thanks and Randi conveyed her gratitude to the board for the opportunity to serve the humanities in Montana. She is currently working with the staff and interim executive director, Kim Anderson, to ensure a smooth transition.

The meeting adjourned at 5:26 p.m.

**Humanities Montana**  
Board of Directors Meeting  
September 29-October 1, 2022  
Lewistown, Montana  
Yogo Inn

*The Humanities Montana board of directors met in Lewistown, the Hometown Humanities location, for its Fall 2022 board meeting. On Thursday evening, September 29, the board gathered for a public humanities presentation at the Lewistown Public Library featuring Dr. Bridget Kevane, a professor at Montana State University and a Montana Conversations speaker. Dr. Kevane's presentation was on "Latino History in Montana."*

**September 30, 2022**

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

**Absent:** April Charlo, Jennifer Corning, Ramey Growing Thunder, Susan Hughes, Ashby Kinch

**Staff:** John Knight, Sara Stout, Megan Sundy, Randi Tanglen, Jodi Todd

Board Chair Carla Homstad called the meeting to order at 9:00 a.m. and welcomed the board to Lewistown. Vice Chair David Dietrich offered the land acknowledgement. Carla presented a "Board Spotlight" of Lynda Grande.

**Action Item: Jamie Doggett made a motion to approve the May 19-21, 2022 board meeting minutes. Jeanette Fregulia seconded. The motion carried.**

**Action Item: Jamie made a motion to approve the July 14, 2022 minutes of the special meeting of the board. Eric Sanders seconded Jamie's motion, and the motion carried.**

**Executive Director Report**

Randi Tanglen explained that Lewistown was selected as the Hometown Humanities location back in 2019. In early 2020, weather prevented Humanities Montana staff from visiting Lewistown to kick off the year of humanities programming in Lewistown. Then the pandemic hit, and HM stayed in touch with Lewistown virtually, and visited during the summer of 2021. When we had to again cease in-person programming in August 2021, we worked with partners in Lewistown to bring several virtual programs to the community. Once in-person programs were again up and running, HM staff again visited Lewistown in person. Hometown Humanities has been active, and 31 programs have been booked since March 2022. Last week we hosted a Think and Drink on banned books at a local church. Hometown Humanities programming in Lewistown will continue through May 2023.

Since the board last met, Humanities Montana has onboarded two new staff members. Megan Sundy is the new grants manager, and John Knight is the new programs manager. Megan and John introduced themselves to the board.

Virtual meetings have brought up the issue of open meeting laws, especially for committee meetings. The Humanities Montana bylaws are clear that we must follow Montana open meeting laws. Moving forward, we will post virtual committee meetings on our online calendar

with an opportunity for members of the public to request the Zoom link and agenda. It is not clear what this means for grant review and other sensitive matters that may be discussed in committee meetings.

Randi reported that the Federation of State Humanities Councils will host the National Humanities Conference in Los Angeles, November 10-13, 2022. This is a professional development opportunity for the staff, and Randi, Megan, and John will attend. Board members are welcome to attend, and the NEH will provide travel stipends for new board members to attend the conference.

UpwardPR and Valerie Manne continue to provide communications support. Humanities Montana recently hired a University of Montana student intern, Taylor Willmarth, to assist with social media posts. Taylor is from Great Falls and was on a Why It Matters panel when he was a high school student.

### **Grants Committee Report**

Lynda Grande asked Megan Sundy, the new grants manager, for a grants update. Megan reported on grantee outreach efforts including a cohort meeting for new grantees, an informational Zoom webinar for potential applications for the December 20 grant deadline, grant writing workshop collaboration with the Montana History Foundation, and updates to the website. She has also updated some of our processes and is developing a pre-application questionnaire to guide potential applicants to the appropriate grant program. Megan would like to work with the grants committee to professionalize our grant application evaluation process. Megan reported that the average grant size to date for FY22 is \$4,832. David praised the objectivity and methodology Megan is bringing to our grant evaluation process. Debbie Garland asked if the board can see the breakdown of awards given to youth, rural, and Native American serving organizations. Megan responded that we are updating our priority demographic reporting in the moment and that a report of this information for FY22 (which ends October 31, 2022) will be provided at the winter board meeting.

Lynda thanked the board members who reviewed the 23 grant applications received for the August 20 grant application cycle. She explained that when the grants committee met, a quorum was not present and that Francine had to recuse herself from voting due to involvement with the Crazy Mountains Oral History Project and the "Ruminations on the Prairie" proposal. However, the small group that met had a thorough discussion of the applications, but their recommendation is not coming to the board as a motion from the committee.

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

Carla raised the issue of participation of board members submitting evaluations. Eric said it takes a lot of time to review applications, considering work with other committees. Jeanette addressed the turnaround time between the grant application deadline and the board meeting. Lynda said if we change the evaluation format it will become easier and more efficient for board members to review applications. Lathie and Francine mentioned that the grants committee can provide thorough review.

Carla also raised the issue of not funding The Write Question from Montana Public Radio after funding the program since at least 2008. Randi explained that staff will make sure the applicant is contacted by phone before they are notified by email of the decision and will keep the lines of communication open. Lynda explained that the grant guidelines state that repeat proposals should consider innovation and new audiences; she also noted that the grants committee needs to re-evaluate the three-year sustaining grant program. Beth suggested that the grants guidelines clarify that if you are a repeat applicant you may not be prioritized.

The full board will vote on the funding recommendations on Saturday, October 1, 2022.

### **Humanities Montana Grantee Report: Lewistown Art Center**

Mary Callahan Baumstark, director of the Lewistown Art Center, reported on the outcomes of a recent opportunity grant received from Humanities Montana to fund the local arts and culture festival. "Hands On Montana" is a celebration of the arts and culture of central Montana. She also reported on the support provided by a Humanities Montana SHARP grant in 2021. She provided the board and staff with feedback on the Humanities Montana grant application and reporting process, and suggested ways that other organizations might get involved with Hometown Humanities in Lewistown.

### **Program Committee Report**

Jeanette Fregulia asked John Knight, the new programs manager, to provide a program update. John announced that we are currently launching 14 Democracy Project sites in urban, rural, and Tribal Nations communities around the state. Jenny Bevill, a Humanities Montana presenter, is the Democracy Project coordinator.

John reported that much of his time has been spent re-engaging with our partnering organizations in Lewistown for Hometown Humanities. John was in Lewistown last week for the Think and Drink on banned books and met with several partnering organizations and Hometown Humanities stakeholders. Caroline Bitz said that although she knows we are in the process of evaluating programs and staff capacity that she is re-enthused about Hometown Humanities after today and that she hopes we can keep Hometown Humanities alive. She added that all board members can be ambassadors for Humanities Montana programs throughout the state.

*Thunderous* by Montana authors M.L. Smoker and Natalie Peeterse was selected as the Montana Center for the Book's Great Reads from Great Places book selection at the National Book Festival in Washington, D.C. John also announced that we have recruited several new speakers for Montana Conversations and Speakers in the Schools addressing Native American and rural topics.

Debbie asked if the Engelhard Foundation has been contacted about continuing to fund the Democracy Project. Randi said that she, John, and Sara will meet with the Engelhard

Foundation at the end of this month. Lathie asked about the content for the Democracy Project programs. John explained that the programs are youth- and community-driven.

### **Finance and Audit Committee Report**

Eric Sanders reviewed the August 2022 year-to-date reports with the board. The Profit & Loss is directly from our accounting software and is done on the accrual basis of accounting and is what is audited annually. It represents the true accounting picture of our finances. Whereas the August 31, 2022 Budget-to-Actual modifies the Profit & Loss and represents our true economic picture and is a more useful management and governance tool than the Profit & Loss taken by itself. The Budget-to-Actual recategorizes revenues and expenses into more meaningful categories that align with our budget; lists our annual budget and current fiscal year projections so we can compare year-to-date actual performance; lists prior fiscal years' actual expenses so we can identify trends; and lists both restricted funds and funds carried forward from prior years that are available to cover current expenses. This is the primary reason the bottom line net income/loss figures are different between the two documents. So while according to our Profit & Loss (accrual basis) we currently have a \$15,600 net loss for the year, the Budget-to-Actual (cash basis) shows we have \$20,000 in net income at this point in the fiscal year.

HM staff prepared current budget projections, as of September 15, 2022. As of March 1, we re-started in-person programs again, the board started meeting again in-person in May, and we were fully staffed again as of June 1. As a result, we are starting to see expenses increase but remain under budget in most categories. In terms of Revenues, the NEH general operating support grant came in at \$41,000 more than we budgeted last fall, and the NEH carry over from the previous fiscal year was \$87,000 more than budgeted. Our restricted funds represent money in/money out, so it is hard to compare against budgeted numbers. In Other Revenue, we are about \$66,000 below budget. For expenses, our Personnel expenses are projected at \$75,000 below budget; for General and Administration/Fundraising/Outreach, we are \$73,000 below budget; Grants are on budget with \$130,000; Programming is \$44,000 below budget. The total expenses for FY22 are projected to be \$192,000 below budget. Eric explained that Professional Services expenses this year are primarily one-time expenses linked to reserved funds (SHARP, AMPU, etc.) and the temp agency while we were short staffed (which resulted in some savings in Salary/Payroll). More detail can be found in the 9/19/22 Finance and Audit committee meeting minutes.

Eric then provided a summary of the proposed FY23 operating budget. This proposed budget allows HM to return to our full programming and full staffing post-pandemic and reflects evolving priorities coming out of the strategic planning process (fewer programs/trying not to be everything to everybody all the time). Also, many special initiatives/special projects/one-off programs funded with restricted grants are ending or starting to wind down, e.g., Democracy Project, AMPU, SHARP grants, Informed Citizen.

Eric stated this is a responsible, prudent, and forward-looking budget in that it sets aside some NEH funds for FY24. For Revenues, NEH funding for the state operating grant remains level, although a slight increase is possible. This budget is based on a large NEH "carry over" from FY22. Half, about \$108,000, is to be used in 2023 and the other half is to be carried forward and used in 2024. The full carry over must be spent by 10/31/24.

Eric emphasized that we need to be aware that we cannot count on this carry

over into perpetuity. Without increased revenue and fundraising, we will end up where we were at the close of FY19--in the red. This is something to keep an eye on in the coming year and especially as we look toward FY25. 89% of our revenue in FY23 will depend on NEH funding.

In terms of FY23 Expenses, total personnel expenses are \$487,000 (about 50% of total expenses); a substantial portion of this \$487,000 is directed toward program management/administration. This is a typical percentage for humanities councils of our size and scope. Our programmatic outputs/outcomes are intangible and often have low direct program costs but require intensive staff development, staff implementation, and staff management/program administration. General and Administration/Fundraising/Outreach will increase \$32,000 from FY22 projections and Grants will see a \$20,000 increase from FY22. Jeanette asked about decreases to Programming. Eric explained that core program funding will remain level (MT Conversations, Speakers in the Schools, Center for the Book), but that there is a decrease of \$142,000 due to natural end/winding down of programs (Democracy Project, AMPU, SHARP grants, Informed Citizen). Total expenses for this fiscal year are \$12,500 more than FY22 projections, or a 1.3% increase. In terms of the bottom line, with this budget, \$113,000 is carried forward into FY24.

Lynda asked about our Federation of State Humanities Councils dues and what they go toward. Jamie, Eric, and staff explained that a small portion—roughly 15% historically—goes toward lobbying for NEH funding whereas the lion's share goes towards state council capacity support such as the annual National Humanities Conference, the seeking of funding for national projects such as that from the Mellon Foundation for the Democracy and the Informed Citizen and Why It Matters: Civic and Electoral Participation special initiatives, and for national information exchange and sharing of best practices. The portion that goes toward lobbying is paid for from the General Fund, not from the NEH state operating grant.

Eric concluded his report. Approval of the proposed FY23 operating budget comes to the board from the Finance and Audit committee as a seconded motion and will be voted on tomorrow, October 1, 2022.

### **Presentation from Lewistown Public Library**

The board took a break for lunch and heard a presentation from Lewistown Public Library librarians Alissa Wolenetz and Brittney Uecker. The Library has hosted several Montana Conversations Presentations and a Think and Drink on Banned Books. Alissa and Brittney answered board member questions regarding library policies for addressing concerns about controversial books.

### **Trusteeship Committee Report**

Laura Mitchell Ross reported that five board members have requested renewal of their board terms for a second three-year term: Carol Bradley, Jamie Doggett, Jeanette Fregulia, Lynda Grande, and Eric Sanders. A recommendation for their board renewals comes as a motion from the Trusteeship committee for the board to vote on tomorrow, October 1, 2022.

April Charlo, Caroline Bitz, Debbie Garland, and Laura Mitchell Ross will complete their second three-year board terms. Ashby Kinch will not renew for a second board term. The board approved Ray Ekness's application in 2021. This means there are four open board seats. Over the summer, Humanities Montana solicited widely for new board members to fill the four open board seats. Twelve applications were received, and the Trusteeship committee had a thorough

discussion of the applications. Consideration was given to geography, gender, and an interest in trying to have racial diversity on the board.

The committee voted to recommend David Allan Cates (Missoula); Mary Hernandez (Billings); Arian Randall (Clancy); and Clark Whitehorn (Helena) to join the Humanities Montana board on January 1, 2023. This comes as a seconded motion from the Trusteeship committee for the full board to vote on tomorrow, October 1, 2022.

Laura and Debbie expressed concern regarding the process for contacting board applicants and nominees. Laura expressed confusion about the process for selecting chair and vice chair nominees. Carol Bradley read the motion from the September 6, 2022 Trusteeship committee meeting minutes and clarified that the motion for 2023 chair and vice chair was voted on and approved by the Trusteeship committee. This motion will be voted on by the full board tomorrow, October 1, 2022.

Laura asked Sara Stout to provide the Development report. Sara reported Humanities Montana is experiencing a year-to-date decline in revenue and donors. This is a reflection on the economy. Building relationships with foundations is a key part of the development plan as a way to diversify revenue and underwrite existing programs. HM needs to remain consistent with foundations by inquiring about application criteria and submitting applications.

Sara reported that we have expanded our online giving portal in response to board input. This includes easy-to-use recurring donations, one-time gifts, planned gifts, and bequest information. We are also working on our year-end appeal. The appeal theme is the 50-year anniversary of Humanities Montana. This has opened pathways to connect with emeritus board members, grantees, supporters, and staff from the past 50 years, many of whom have not been contacted in decades. This work has been very meaningful as well as serving to re-ignite and deepen relationships with potential supporters who were once very invested in the organization.

### **Ad Hoc Racial Equity Audit Review Committee Report**

Jeanette Fregulia thanked the members of the ad hoc racial equity audit review committee for their hard work. Along with herself, the committee members were Carol Bradley, April Charlo, Jennifer Corning, Lynda Grande, Carla Homstad, Lathie Poole, and Beth Sullivan. Jeanette reported that the meetings with the facilitators from EmpowerMT were very productive. With the facilitators, the committee reviewed all sections and recommendations from the racial equity audit report prepared by Widerstand Consulting. The recommendations identified by the committee will be framed as “IDEA” (Inclusion, Diversity, Equity, and Access) goals. Committee members wrote an IDEA statement for the board’s review and approval.

Committee members aligned the recommendations from the sessions with EmpowerMT with the four priorities identified during the strategic planning process: Re-energize Grants; Re-align Programs; Refine Development and Outreach; Enrich Board and Organizational Culture. These recommendations will be built into the strategic plan to ensure accountability throughout the organization for IDEA goals. The board reviewed the recommendations and Jeanette asked for questions. Lynda Grande asked if clarifying language could be added to the Re-energize Grants priorities and grant guidelines:

*Priority for grants may be given to requests from entities considered marginalized due to community size, economics, ethnic or cultural diversity.*

*Grants will be considered on the quality of the application submitted, its relevance to the humanities and the potential outreach and value to all Montana citizens.*

The IDEA statement and IDEA goals for the strategic plan, including the new language proposed by Lynda, will be voted on by the full board tomorrow, October 1, 2022.

### **2023 Committee Assignments**

David and Carla reported that new committee assignments and chairs will begin January 1, 2023. The assignments were based on the committee preference forms submitted over the summer as well as keeping a balance of experienced and new board members on each committee. Each board member received either their first or second choice of committee. Committee assignments and committee chairs will be voted on tomorrow, October 1, 2022.

The board took a break to wait for the arrival of Liz Moore from the Montana Nonprofit Association. Laura Mitchell Ross and staff members, other than the executive director, left the meeting.

### **Board Governance Training Workshop**

Liz Moore, executive director of the Montana Nonprofit Association, provided a governance training workshop. She introduced governance components such as a board code of conduct, rules of order, and other governance tools.

At 6:30 p.m. the board recessed until the next day.

*Following the meeting and workshop, the board had a dinner that honored departing board members April Charlo, Caroline Bitz, Debbie Garland, Ashby Kinch, and Laura Mitchell Ross. The board also thanked Carla Homstad for her service as board chair.*

### **October 1, 2022**

**Present:** Carla Homstad (chair), David Dietrich (vice chair), Caroline Bitz, Glory Blue Earth, Carol Bradley, Jamie Doggett, Jeanette Fregulia, Debbie Garland (Zoom), Lynda Grande, Lathie Poole, Eric Sanders, Francine Spang-Willis, Beth Sullivan (Zoom)

**Absent:** April Charlo, Jennifer Corning, Ramey Growing Thunder, Susan Hughes, Ashby Kinch, Laura Mitchell Ross

**Staff:** Randi Tanglen

Chair Carla Homstad called the meeting to order at 9:03 a.m. The board governance training workshop with Liz Moore continued.

**Action Item: Carol Bradley made a motion to charge the Executive committee with drafting a code of conduct for board review before the February 9-11, 2023 board meeting. Jeanette Fregulia seconded Carol's motion.**

Carla asked for discussion. David Dietrich recommended that the code of conduct draft be circulated to the full board 30 days in advance of the meeting.



Carol amended her motion: The Executive committee is charged with drafting a code of conduct to circulate to the board for feedback 30 days in advance of the February 9-11, 2023 board meeting.

Jeanette seconded the amended motion. The motion passed unanimously.

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

Jamie Doggett made a motion to fund the following applications:

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**

David Dietrich seconded the motion. The motion carried.

Action Item: Motion to approve proposed FY23 operating budget. (Motion from Finance and Audit committee)

The motion passed unanimously.

Action Item: Recommendations from ad hoc racial equity audit review committee.

David Dietrich made a motion to approve the IDEA statement and IDEA strategic planning goals with the added language:

“Priority for grants may be given to requests from entities considered marginalized due to community size, economics, ethnic or cultural diversity. Grants will be considered on the quality of the application submitted, its relevance to the humanities and the potential outreach and value to all Montana citizens.”

Eric Sanders seconded. The motion passed unanimously.

Action item: Board term renewals for a second three-year term: Carol Bradley; Jamie Doggett; Jeanette Fregulia; Lynda Grande; Eric Sanders. (Motion from Trusteeship committee)

Carol, Jamie, Jeanette, Lynda, and Eric left the room and did not vote.

The motion passed unanimously.

Carol, Jamie, Jeanette, Lynda, and Eric returned to the meeting.

**Action item: Motion to approve new board members to begin terms January 1, 2023: David Allan Cates, Mary Hernandez, Arian Randall, and Clark Whitehorn. (Motion from Trusteeship committee)**

**The motion passed unanimously.**

**Action item: Motion to approve David Dietrich as chair and Jamie Doggett as vice chair for 2023. (Motion from Trusteeship committee)**

David and Jamie left the room and did not vote. Board members voted by paper ballot and Debbie Garland and Beth Sullivan voted via Zoom poll (poll removed from screen).

**The motion carried.**

**Action item: 2023 board committees and chairs.**

**Jamie Doggett made a motion to approve the 2023 board committee assignments and chairs. Eric Sanders seconded. The motion passed unanimously.**

Eric Sanders left the meeting.

### **Ad Hoc Strategic Planning Process Committee Report**

David reported that a completed strategic plan will be submitted to the full board for review at the winter board meeting in Great Falls. This adjusted timeframe allows the board to focus on other related ad hoc committee work with the racial equity audit review committee and the personnel policies review committee.

### **Ad Hoc Personnel Policies Review Committee Report**

Carla Homstad reported that this committee met and asked Randi to work with an HR professional from Associated Employers to review and revise personnel policies. Associated Employers provides HR services such as policy review and objective exit interviews. The ad hoc committee will review the revisions before they are brought to the full board for review and approval.

Carla reminded the board that the next board meeting will be held in Great Falls, February 9-11, 2023. Subsequent meeting dates will be determined by a poll submitted to the board.

The meeting adjourned at 12:15 p.m.



# Humanities MONTANA

**STRATEGIC FRAMEWORK  
2023 - 2025**

# Contents

- 01.** Introduction
- 03.** About Humanities Montana, Mission and Vision
- 05.** Humanities Montana Commitment to IDEA
- 07.** Humanities Montana Strategic Framework, 2023-2025



# Introduction

Diverse community partnerships. Original and cutting-edge humanities programming. Dedicated and extraordinary board leadership. A talented and passionate staff. Statewide reach and relationships.

This 50-year legacy of serving Montana’s multicultural communities through stories and conversation allowed Humanities Montana to adeptly pivot in response to the Covid-19 pandemic. This response was exemplified by innovations in virtual programming and intensive grant-making to support Montana’s cultural infrastructure through CARES Act and American Rescue Plan funds.

As we emerge from the pandemic and reflect on our recent 50-year anniversary in 2022, this three-year strategic framework sets the direction for continued opportunities for Humanities Montana to work in service of the humanities and the people of Montana.



Over the next three years, Humanities Montana will focus our energy and resources around four priority areas in order to:

 **Re-Energize Grantmaking**

 **Realign Programs**

 **Refine Outreach and Development**

 **Enrich Organizational and Board Culture**

The attached strategic framework (pages 7-8 of this document) outlines the desired outcomes for each of these four priority areas, and specific strategies for Process, IDEA (inclusion, diversity, equity, and access), and Resources over the next three years. To remain nimble and adaptable, each year the Humanities Montana Board of Directors will review and approve an annual Action Plan that will allow the board and staff to operationalize the desired outcomes of this strategic framework.

This is a time for Humanities Montana to ensure the vibrancy and essential work of the humanities in our Montana communities. And it is a time to build on and continue our 50-year history of bringing communities, stories, and conversations together for the public good.



## About Humanities Montana

Humanities Montana is a nonprofit affiliate of the National Endowment for the Humanities, one of fifty-six independent councils across the United States. Established in 1972, we were created in order to better infuse the humanities into public life.

## Mission and Vision

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

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



# 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

*Approved by Humanities Montana Board of Directors, October 1, 2022*

# Humanities Montana Strategic Framework, 2023-2025



## PRIORITY ONE: RE-ENERGIZE GRANTMAKING

Desired Outcomes	Process Strategy	IDEA Strategy	Resource Strategy
Grow grantmaking resources, capacity, and accessibility to support Montana’s humanities infrastructure.	Evaluate grantmaking categories and evaluation processes.  Enhance grantmaking outreach, impact, and assessment.	Reduce barriers and increase access to Humanities Montana grantmaking resources.	Prioritize grantmaking in annual operating budget.



## PRIORITY TWO: REALIGN PROGRAMS

Desired Outcomes	Process Strategy	IDEA Strategy	Resource Strategy
Right-size and streamline current programs; create capacity for stronger impact and opportunities for innovation.	Evaluate and refine current programs.  Increase program effectiveness, assessment, and evaluation.	Boost program access and outreach to underserved Montana communities.	Build on established successes and core programs.



## PRIORITY THREE: REFINE OUTREACH AND DEVELOPMENT

Desired Outcomes	Process Strategy	IDEA Strategy	Resource Strategy
Consciously align outreach and development initiatives; strategically increase visibility of grantmaking, programming, and fundraising opportunities.	Advance and evaluate components of our development approach and initiatives.  Intensify communications, outreach, and visibility.	Appeal to diverse audiences to ensure access to Humanities Montana resources.	Allocate resources and staff capacity for enhanced communications and strategic fundraising.



## PRIORITY FOUR: ENRICH ORGANIZATIONAL AND BOARD CULTURE

Desired Outcomes	Process Strategy	IDEA Strategy	Resource Strategy
Create policies and procedures to live our mission within the organization; build internal accountability for the outcomes of this strategic plan.	Document accountability for this strategic plan with regular board reporting, annual Action Plans, and staff work plans.  Professionalize organizational and board policies, procedures, and governance documents.	Cultivate a welcoming and inclusive workplace environment.  Foster a welcoming and inclusive board environment.	Apportion resources for organizational health and fulfilling this strategic plan.



# Humanities **MONTANA**

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[info@humanitiesmontana.org](mailto:info@humanitiesmontana.org)  
[www.humanitiesmontana.org](http://www.humanitiesmontana.org)

Action Plan 2023 (calendar year)

<https://www.humanitiesmontana.org/strategic-planning/>

Priority 1: Re-energize Grantmaking

Desired Outcomes: Grow grantmaking resources, capacity, and accessibility to support Montana’s humanities infrastructure.

Process Strategy: Evaluate grantmaking categories and evaluation processes.				
ACTION STEPS	ASSIGNED TO	TARGET DATE	NOTES	STATUS UPDATES
Evaluate Humanities Montana's six grantmaking areas to determine if any need to be cut, consolidated, or rebranded and make recommendation to grants committee.	Grants manager with executive director and grants committee	6/30/2023	Continue to prioritize projects and organizations with rural, Native American, and youth emphasis.	Grants committee put three-year planning grants on pause in 2022.
Review all stages of the grant evaluation process to refine criteria, scoring, and feedback provided to grantees.	Grants manager with executive director and grants committee	12/31/2023		Developed updated application and scoring criteria and rationale for December 20, 2022 grant deadline.
Process Strategy: Enhance grantmaking outreach, impact, and assessment.				
ACTION STEPS	ASSIGNED TO	TARGET DATE	NOTES	STATUS UPDATES
Review outreach (including with CARES and SHARP grantees) follow-up strategies to ensure information about grants resources reach all communities, including rural and Tribal nations communities.	Grants manager with executive director	6/31/2023		In fall 2022, implemented informational grants webinar for each grant deadline.
Develop stronger connections with organizations that receive grants through site visits, virtual visits, and informal feedback at least once within the granting period.	Grants manager with executive director and board	6/31/2023 and ongoing		In fall 2022, implemented cohort meetings for new grantess.
Implement stronger follow-up after final reports submitted to provide accountability, learning, and resources.	Grants manager and staff accountant with executive director	6/31/2023		Updated grantee final report budget form in fall 2022; developed new compliance document in fall 2022.
Institute stronger follow-up with unsuccessful grant applicants to provide feedback and resources.	Grants manager with executive director	6/31/2023		First step accomplished in fall 2022 with updated criteria and rationale documents.
IDEA Strategy: Reduce barriers and increase access to Humanities Montana's grantmaking resources.				
ACTION STEPS	ASSIGNED TO	TARGET DATE	NOTES	STATUS UPDATES
Continue to encourage Indigenous-, rural-, and youth-focused projects. Explicitly state in grant guidelines.	Grants manager, executive director, and grants committee	Ongoing		Added to grant application documents in fall 2022.
Review possible barriers to grant application process and develop strategies to make the process more accessible.		6/21/2023		
Strengthen communication strategies with BIPOC-serving organization; facilitate BIPOC-led focus group composed of past recipients for feedback on grant application process.	Grants manager with executive director	6/31/2023		

Evaluate effectiveness of Tribal Partnerships and examine other models for outreach and support of Indigenous-led organizations and Indigenous language and culture revitalization projects.	Executive director and grants manager with grants committee	12/31/2023		Process of evaluating Tribal Partnerships started during strategic planning board session in spring 2022. Initial concerns were lack of funding interest; lack of community need; more robust funding sources available to communities and organizations.
Develop outreach to organizations serving all of Montana’s diverse and underrepresented populations and communities.	Grants manager and executive director	12/31/2023 and ongoing		
<b>Resource Strategies: Prioritize grantmaking in annual operating budget.</b>				
ACTION STEPS	ASSIGNED TO	TARGET DATE	NOTES	STATUS UPDATES
Use NEH state operating grant "carry-over funds" to gradually rebuild grantmaking budget line in FY23 and FY24.	Board with executive director	10/31/2023		Regrant budget increased \$20,000 from previous fiscal year in FY23 budget approved by board 10/1/2022.
Focus fundraising efforts on underwriting existing core programs and programming areas such as community conversations and civic engagement to shift NEH funds to grantmaking.	Development director with executive director and programs manager	Ongoing		

**Year 2:**

Process: Consider developing a philosophy/statement of philanthropy.  
Process: Consider rebranding research fellowships.

Fiscal: Develop fiscal strategies to make grantmaking a budget priority.  
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.

**Year 3:**

Update as new ideas, priorities, and resources emerge.

# Personnel Policies and Procedures Manual

Approved by Humanities Montana board, June 12, 2010

Amended September 14, 2013; September 19, 2015; September 14, 2018; September 13, 2019;  
January 14, 2020

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## ***Workplace Conditions and Practices***

### **NON-DISCRIMINATION/ANTI-HARASSMENT**

#### **POLICY:**

We expect employees to develop and maintain business-like relationships free of bias, prejudice, and harassment. In keeping with this commitment, we will not tolerate unlawful harassment or discrimination of employees by anyone, including any supervisor, manager, co-worker, vendor, client, contractor, customer or other regular Humanities Montana visitor. Employees have a responsibility to treat others with dignity and respect. Any employee found to have willfully exhibited inappropriate conduct or behavior against others may be subject to disciplinary action up to and including discharge.

Equal Employment Opportunity is a fundamental principle at Humanities Montana, where employment is based upon personal capabilities without discrimination on the basis of any legally protected classification, such as race, color, religion, sex (including pregnancy, gender, and sexual orientation), national origin, age (40 or older), disability when the reasonable demands of the position do not require an age, physical or mental disability, marital status, or sex distinction, covered veteran, or any other protected characteristic as established by federal, state, and local laws.

This policy applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, layoff, discharge, training, and all other terms, conditions, and privileges of employment. Your questions or concerns should be referred to the Executive Director who have overall responsibility for this policy and maintain reporting and monitoring procedures.

### **ACCOMMODATION**

If you require reasonable accommodations for any mental or physical disability or religious belief/practice, etc., either for your current job or for jobs for which you wish to apply, contact your supervisor or the Executive Director. It is important that you notify us of your need for an accommodation. Once that is done, we will work with you through an interactive process to evaluate and, if possible, arrange for a reasonable accommodation. Generally, a reasonable accommodation will be attempted unless it creates an undue hardship for the organization. A reasonable accommodation does not mean the elimination of an essential function of the job.

### **HARASSMENT/NON-DISCRIMINATION**

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, or any other characteristic protected by law. Humanities Montana will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment. Such harassment may include, for example, jokes about another person's protected status, kidding, teasing, or practical jokes directed at a person based on his or her protected status.

This policy applies to conduct occurring in the workplace and/or in other settings where Humanities Montana employees may be in connection with their work, such as business trips and business-related social events. Further these prohibitions apply not only to the spoken or written word but also to e-mail, text messages and social media posts.

The prohibited conduct also includes, but is not limited to:

- epithets, slurs, negative stereotyping, threatening, use of hate words (such as the n-word), hostile, offensive, aggressive, or intimidating acts that are based on a person's protected status

epithets, slurs, rude or offensive comments not based on a protected status but intended to belittle, intimidate, humiliate, or embarrass another

- written or graphic material circulated within or posted within the workplace, on organization time or using organization equipment by email, phone (including voice messages), text messages, social networking sites, etc. that shows hostility toward a person or group because of their protected status.

Yes, the harassment policy applies to social media posts, tweets, etc., that are about or may be seen by other employees, constituents, clients, competitors, etc.

Yes, an employee's Facebook account may be configured as private. But if co-workers are connected and see the posts, the posts are fair and eligible for corrective action if they cross these types of boundaries.

### **SEXUAL HARASSMENT**

All Humanities Montana employees, other workers, and representatives (including vendors/s /constituents/speakers and visitors) are prohibited from sexually harassing employees and other covered persons based on that individual's sex or gender. Sexual harassment may include subtle and not so subtle behaviors, may be directed towards individuals of the same or different gender, and may include explicit sexual propositions, sexual innuendo, commentary about an individual's body, sexual prowess or sexual deficiencies, sexually oriented "kidding" or "teasing;" "practical jokes," jokes about obscene printed or visual material; staring, leering or whistling; insulting or obscene comments or gestures and physical contact such as patting, pinching or brushing against another person's body.

Sexual harassment includes unwelcome verbal or physical conduct of a sexual nature when:

Submission to the conduct is implicitly or explicitly made a term or condition of employment;

Submission to or rejection of the conduct is used as the basis for an employment decision affecting the individual; or

The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Prohibited Sexual harassment also includes, but is not limited to:

Harassment directed toward a person because of gender;

Propositions or pressure to engage in sexual activity;

Sexual assault;

Display of magazines, books, or pictures with a sexual connotation; and

Any harassing behavior, whether or not sexual in nature, directed toward a person because of the person's gender, including, but not limited to, hazing employees working in nontraditional work environments.

## **RETALIATION**

Neither Humanities Montana, nor any of its employees, will retaliate against any applicant, employee, or past employee for opposing unlawful discriminatory practices, reporting, or assisting in making a harassment or discrimination complaint or cooperating in a harassment or discrimination investigation. Retaliation in any form is grounds for disciplinary action up to and including discharge.

### **PROCEDURE:**

#### **COMPLAINT PROCEDURE**

All employees are responsible to help ensure that Humanities Montana avoids all forms of harassment, discrimination, or retaliation in the workplace. Whenever possible, any person who is experiencing unwelcome conduct, of the type generally described above, should inform the person engaging in the conduct that it is unwelcome and request that it stop. Employees who believe they have been subjected to discrimination, harassment, or retaliation, or have witnessed such behavior, should immediately report this information to your supervisor or the executive director.

#### **CORRECTIVE ACTION**

Humanities Montana will attempt to investigate all complaints of harassment, discrimination, and retaliation thoroughly, to the fullest extent practicable. Humanities Montana will keep complaints and the terms of their resolution confidential; however, it cannot guarantee complete confidentiality to complete a thorough investigation. If an investigation confirms that a violation of this policy has occurred, Humanities Montana will take appropriate corrective action including discipline up to and including discharge from employment.

## **MANAGEMENT'S RIGHTS**

### **POLICY:**

The Humanities Montana Board of Directors has the right to establish, change and abolish its policies, practices, rules and regulations; the right to select, hire, promote, demote, suspend, dismiss, assign, supervise, and discipline the executive director; to determine and modify the executive director's job description and job evaluation; to assign duties to the executive director in accordance with the needs and requirements determined by the board.

The executive director of Humanities Montana has the right to exercise all functions of management necessary and appropriate for implementation of the policies of the board of Humanities Montana. These include, but are not limited to, the right to manage and control the premises and equipment; the right to select, hire, promote, demote, suspend, dismiss, assign, supervise, and discipline employees; to determine and change the size, composition, and qualifications of the work force needed to implement board policies; to determine and modify job descriptions, job evaluations, and job classifications; to determine and change methods and means by which its operations are to be carried out in order to implement board policies; to assign duties to employees in accordance with the needs and requirements determined by the board; to carry out all ordinary functions of management.

## **STANDARD OFFICE HOURS**

### **POLICY:**

The Humanities Montana offices will normally be open from 9:00 am–5:00 pm Monday–Friday.



## **EQUIPMENT USE**

### **POLICY:**

Employees are expected to use Humanities Montana's equipment carefully and its supplies prudently. HM's electronic resources, including but not limited to computers, telephones, photocopiers, electronic mail, internet access and voicemail, are organization property provided solely to assist employees in furthering Humanities Montana's mission. As part of the cooperative arrangement with The University of Montana, Board of Regents/University of Montana Policies related to network use and security apply to Humanities Montana when computers or devices are using the UM Network.

### **PROCEDURE:**

1. Humanities Montana's time and resources are to be used for HM's business. While minor, incidental, non-business use of HM resources is permitted, such use should be limited to that which is appropriate for a professional business environment.
2. In cases of obvious misuse of equipment or supplies, an employee may be expected to pay all or a part of the replacement and/or repair costs.
3. Excessive non-business use or misuse of Humanities Montana's electronic resources will result in discipline up to and including termination.
4. The following are strictly prohibited:
  - Displaying, downloading, creating or transmitting explicit, vulgar, profane or obscene images or messages which could be perceived to be discriminatory, harassing, disparaging, or otherwise offensive to others;
  - Soliciting or addressing others for commercial, charitable, religious, or political causes;
  - Transacting business unrelated to Humanities Montana's work;
  - Any other communication or conduct that is illegal, unethical or inconsistent with Humanities Montana's business, professional image and/or policies.
5. Humanities Montana reserves the right to inspect, access, retrieve, and monitor any use of its electronic resources with or without notice to its employees. Employees should have no expectation of privacy when using any organization resources. Toward this end access credentials such as usernames and passwords to any computers, networks, online services, etc. will be disclosed to the executive director and other staff as appropriate.

## **DRUG-FREE WORKPLACE**

### **POLICY:**

It is the policy of Humanities Montana to provide a drug-free workplace for its employees. Humanities Montana employees shall not engage in the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances (drugs) on the job or in conducting any activities with federal funds. Any employee found to have violated this rule will receive a warning from the executive director and will be expected to cease and desist manufacturing, distributing, dispensing, or holding controlled substances immediately. If an employee is found to be using a controlled substance, s/he must enroll in a drug rehabilitation program as soon as possible. Non-compliance may result in job termination.

PROCEDURE:

1. Employees of Humanities Montana shall be required, as a condition of their employment, to abide by the terms and conditions of the [Drug-Free Workplace Act](#).

**SMOKING**

POLICY:

There will be no smoking in the administrative offices. Employees shall abide by the smoking rules of the University of Montana elsewhere in Brantly Hall and on the campus.

**FIREARMS/WEAPONS**

POLICY:

Possession of firearms, handguns, or any related items, weapons, or materials while on Humanities Montana business or while on organization premises, or in a organization owned vehicle is prohibited. Any employee in violation of this policy will be subject to prompt disciplinary action, up to and including discharge.

**CONFLICT OF INTEREST**

POLICY:

Employees of Humanities Montana must be careful to undertake no actions that constitute a conflict of interest or appear to constitute a conflict of interest. A conflict of interest can exist when an employee or a family member:

- Serves in a leadership role with, or otherwise makes significant contributions of time or money to, another organization that applies for funding from Humanities Montana; or
- Has a financial or other interest in a business or organization that supplies goods and services to Humanities Montana; or
- Receives compensation from Humanities Montana other than expense reimbursement, salary, wages, and benefits; or
- Receives compensation, gifts, discounts or anything else of value from a person, business, or organization that receives funding from, or transacts business with, Humanities Montana; or
- Shares information about internal Humanities Montana funding or purchasing decision-making that might result in preferential consideration for any individual, business, or organization with whom the employee or family member has a relationship.

Employees shall disclose any such conflicts of interest or potential conflicts of interest annually as well as immediately at such time during the year as a conflict or apparent conflict arises. Disclosure shall take place on forms prescribed by Humanities Montana.

It is the responsibility of the executive director (or the board chair in the case of a conflict of interest involving the executive director) to review conflict of interest disclosures and work with the employee to eliminate or minimize the conflict of interest as appropriate. Failure to disclose a conflict of interest or to follow the guidance of the executive director with regards to a disclosed conflict can result in disciplinary action up to an including termination.

This policy is intended to supplement, but not replace, applicable federal and Montana laws, circulars, statutes, rules, and regulations applicable to Humanities Montana as a not-for-profit, tax-exempt entity and as a recipient of NEH and other federal, state, and private funding.

#### PROCEDURE:

1. A conflict of interest form shall be created for employees to disclose conflicts of interest and potential conflicts of interest. This form shall be completed by December 31 each year by all employees. An employee must complete an additional form whenever a conflict of interest arises during the year. The form asks for the organization, business, or person with whom the conflict may exist, the nature of the conflict, and proposed resolution of the conflict.
2. The executive director (and the board chair in the case of a conflict of interest disclosed by the executive director) shall review all disclosure forms and discuss each disclosed conflict with the employee. The executive director or board chair shall approve or amend the resolution of each conflict and share that with the employee in writing. The conflict resolution decision of the executive director or board chair may be grieved under the section 3 Grievance Procedures.
3. Failure to disclose a conflict of interest or to follow the resolution decision of the executive director or board chair with regards a disclosed conflict can result in disciplinary action as detailed in section 2F of these policies. Employees may not benefit from a Humanities Montana grant for up to six months
4. Employees may not benefit from a Humanities Montana grant for up to six months following the termination of their employment with Humanities Montana.

### **WORKERS' COMPENSATION**

#### POLICY:

Humanities Montana purchases Workers' Compensation Insurance for all employees in case of work-related injury. It is in the best interest of both Humanities Montana and the injured employee for the employee to return to work as soon as possible, which may include temporary work modifications as recommended by the employee's doctor.

Workers' Compensation medical practitioner payments and wage loss compensation benefits vary according to the nature and extent of injury and any subsequent disability. Employees are not eligible for both Humanities Montana health insurance coverage and Workers' Compensation medical practitioner payments for the same work-related injury. Employees are not eligible for both sick leave and Workers' Compensation wage loss benefits simultaneously.

Humanities Montana will continue to make health insurance contributions for an employee receiving Workers' Compensation wage loss benefits for up to four consecutive months.

#### PROCEDURE:

1. An injured employee should notify the executive director (or other supervisor in their absence) of a work-related accident or injury no later than the next business day after its occurrence unless precluded by emergency medical treatment. An injured employee requiring medical attention should also notify the executive director of their treatment as soon as possible and include the name and phone number of the medical provider.
2. Under any circumstances, an employee, or their representative, must formally report any work-related injury no later than 30 days of the injury to executive director to be eligible for Workers' Compensation coverage.
3. The executive director (or other supervisor receiving the report of injury) should complete and submit the requisite injury report (paper, phone, or online), with the assistance of the injured employee if possible, to the insurer within 24 hours of receiving notification of the injury to the

Workers' Compensation insurer. Under any circumstances, the executive director (or other supervisor receiving the report of the injury) must file a report within 6 days of receiving the notification of the injury.

4. Under any circumstances, an employee must submit any claims for medical care or wage loss within 12 months of the accident to be eligible Worker's Compensation coverage.

## **OVERTIME**

### **POLICY:**

Non-exempt employees will attempt to arrange alternative work schedules, with the written approval of the executive director, so that overtime hours are kept to a minimum. However, when approved overtime hours are incurred, non-exempt employees will be compensated as provided by state and federal law. (For definitions of non-exempt and exempt employees.

### **PROCEDURE:**

1. The standard work week is Monday through Sunday.
2. Overtime hours are those worked in excess of 40 hours in any given work week.
3. Hours worked include hours in the office and hours outside the office where the employee is expected to be working or in attendance.
4. Hours worked do not include travel and meals, unless the employee has an official function during these times (e.g. speaker, supervising caterer, designated driver, etc).
5. Employment contracts will specify if an employee is an overtime exempt or non-exempt employee.
6. Employees must obtain the written approval of the executive director prior to working any additional time that constitutes overtime. The executive director is responsible for insuring that employees do not work any unauthorized overtime. The employee is responsible for limiting overtime to that which is approved by the executive director and for obtaining the approval of the executive director for any overtime worked.
7. Non-exempt employees are to be compensated at a rate of one and one-half times their hourly rate for any overtime hours worked.

## **EMPLOYEE DEVELOPMENT**

### **POLICY:**

Humanities Montana makes every effort to further an employee's career by providing professional and personal development through in-service education, on-the-job training, and workshops, when its budget makes this possible.

### **PROCEDURE:**

1. When in-service education, workshops, and on-the-job training are required by the supervisor and approved in advance, Humanities Montana will pay reasonable expenses.
2. Employees will be paid for attendance at workshops, in-services and on-the-job training approved in advance by the supervisor.

## **PAYCHECK DISTRIBUTION**

### **POLICY:**

Paychecks will be distributed to employees no later than the last business day of each month.

## **TRAVEL**

### **POLICY:**

All travel in conduct of Humanities Montana business must be approved by the executive director in advance. The Humanities Montana Expense Voucher is intended to reflect total reimbursable expenditures related to a trip. When travel involves prepayment by Humanities Montana of transportation tickets, Registration Fees, or Lodging, those related expenditures should not be reflected on the Expense Voucher.

### **PROCEDURE:**

1. Expense Vouchers must include the original lodging receipt from a licensed facility; original receipts for miscellaneous expenses; and original receipts for transportation tickets purchased with personal funds.
2. Completed Expense Vouchers should be given to the fiscal officer for processing. Payable checks are disbursed on the 5th and 20th days of each month.
3. Humanities Montana adopts travel reimbursement rates for the fiscal year as part of the board approval of the annual operating budget. Rates generally follow the State of Montana rates for reimbursement of personal car mileage and meal expenses:
  - a. Actual personal car mileage reimbursed at the adopted rate.
  - b. Per diem at the adopted rate. If claiming more than per diem for meals, original receipts must accompany the Expense Voucher.
4. Use of the employee's personal car for work-related errands must be approved by the executive director in advance and will be reimbursed at the current rate/mile.

## **VEHICLE USE**

### **POLICY:**

Any employee who operates a motor vehicle (either personally owned or organization provided, including rental vehicles) while on Humanities Montana business is held strictly responsible for compliance with Humanities Montana policies and all traffic regulations of the city, county, and state. If a personal vehicle is used for organization business, proof of insurance with shall be required.

Any employee who operates a vehicle on behalf of HM must maintain an unrestricted, appropriate operator's license and shall maintain insurability status with our HM provided insurance carrier to operate a organization-owned vehicle. Failure to maintain an unrestricted, appropriate driver's license or insurability may be cause for suspension or discharge.

All employees who drive organization vehicles and personal vehicles for organization business shall use and ensure that all passengers use available safety belt equipment installed in the vehicle being operated.

### **PROCEDURE:**

#### **SAFETY EXPECTATIONS WHEN USING MOBILE ELECTRONIC DEVICES**

1. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs. Employees whose job responsibilities include regular or occasional driving are expected to refrain from using mobile devices while driving. Safety must come before all other concerns. Regardless of circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options, refrain from discussion of complicated or emotional issues, and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area.
2. Employees who are charged with traffic violations while driving will be solely responsible for all liabilities resulting from such actions.

HM owned or rented equipment and vehicles must be used for organization business only and not for personal business or pleasure unless pre-authorized by management. The vehicle issued to you is for work and to drive directly to and from work and home. Employees are not permitted to allow members of family or others to drive or use the organization vehicle.

Accidents and/or traffic violations while on Humanities Montana business must be reported immediately to management or your supervisor.

Employees are reimbursed for any business travel expenses. Proper receipts and validation are necessary for reimbursement.

## **TELECOMMUTING**

### **POLICY:**

Telework, Telecommuting and Flexible Work Arrangements: Humanities Montana considers telecommuting to be a viable, work option for specific circumstances under which employees work at a location outside of/away from their traditional workplace. Humanities Montana specifically limits this type of work arrangement to situations where such opportunities maintain needed flexibility and benefit the functions of the work unit. Telework arrangements will only be approved if the needs of both internal and external constituents can be met without adverse impact to the organization. All Telework arrangements are to be considered temporary, unless noted as permanent by the written Telework Agreement.

Telecommuting may be appropriate for some employees and roles but not for others. Telecommuting is not an entitlement, it is not a organization-wide benefit, and it in no way changes the terms and conditions of employment with HM.

### **PROCEDURE:**

Humanities Montana will consider the following telework arrangements, both of which require completion of a Telecommute Application/Request and a signed Telecommute Work Agreement:

#### **Telework Considerations:**

1. Informal Telework. Temporary telecommuting arrangements may be approved for circumstances such as emergency closing due to inclement weather or special projects. These arrangements are considered on an as-needed basis only, with no expectation of ongoing continuance.

a. All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the organization and safety.

2. Routine Telework. This is permitted only under the terms of a signed Telecommute Work Agreement.

a. Telework arrangements will be reviewed on a case-by-case basis and can only be approved by the Executive Director.

Any telecommuting arrangement agreed-to is considered to be on a trial basis and may be discontinued at any time at the request of either the telecommuter or the organization. Every effort will be made to provide reasonable notice of such change to accommodate commuting, childcare and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

Telecommuting is not designed to be a replacement for childcare or care-giving. Although an individual employee telecommuting from their home may be more accessible to loved ones, their focus of the arrangement must remain on satisfactory job performance, meeting business demands and providing work services during scheduled hours/days. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

#### Eligibility

Before entering into any telecommuting agreement, the employee and the Executive Director, will evaluate the suitability of such an arrangement, reviewing the following areas:

- ☐ Employee suitability. The employee and supervisor will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
- ☐ Job responsibilities. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement. Telework agreements may be approved only if a portion of the employee's workload can be completed outside of the office.
- ☐ Equipment needs, workspace design considerations and scheduling issues. The employee and supervisor will review the physical workspace needs and the appropriate location for the telework.
- ☐ Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

#### Time Worked

- Employees who telework are expected to be available during regular business hours via email and have functioning phone service and Internet.
- Telecommuting employees will be required to accurately record all hours worked using HM's time-keeping system. Hours worked in excess of those scheduled per day and per workweek

require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

- Unless agreed-to by the Executive Director in writing, all non-exempt employees who telework are expressly prohibited from working any additional hours beyond their regularly scheduled hours, shift, and/or regular business day.

### Staffing

The telecommuting employee's supervisor is responsible for ensuring adequate staffing coverage at the program's offices during core business hours and while other program staff are away from the office conducting outreach. The supervisor is responsible for ensuring that the relevant staff calendars are coordinated and managed effectively.

### Security

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary organization and constituent information accessible from their home office. The employee must take appropriate safeguards to secure confidential data and information. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

### Safety

- Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. HM will provide each telecommuter with a safety checklist that must be completed prior to the start of the telework arrangement and may also be required at regular intervals.

- Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the organization's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

### Equipment and Reimbursement

Humanities Montana will provide the following equipment:

- Laptop computer and power cord

Humanities Montana may reimburse employee(s) for the following expenses certain expenses relating to the teleworking arrangement. For qualifying reimbursements and amounts, please coordinate with the Executive Director. Employees will submit a receipt (proof of purchase) for any expense reimbursement request.

**NOTE: The Telecommute Work Agreement may be altered or ended for any business necessity that requires so, or if the employee violates or abuses this policy.**



## ***Employment Procedures***

### **BOARD AND STAFF RELATIONS**

1. Executive director. The executive director of Humanities Montana is selected by secret vote of the board of Humanities Montana, following a search and recommendation made by a search committee.
2. Review of executive director. Humanities Montana will attempt to conduct periodic reviews of its executive director. The reviews will occur on or around the conclusion of the executive director's first six months of employment, and annually thereafter.

The board chair will form an evaluation committee (which may be the Executive Committee of the board). The executive director will prepare a report to the board concerning his or her performance for the period under review. Copies of this report and of an evaluation questionnaire will be distributed to all members of the board. Each member will complete the questionnaire and add written evaluative comments. The questionnaire will permit all members of the board to contribute to the review, confidentially if they so wish. Members will then return the completed questionnaires and comments directly to the chair of the evaluation committee.

The committee chair will summarize the comments and results of the questionnaire and present these for discussion to all members of the evaluation committee. Once the committee has reached consensus on the evaluation results, the committee chair forwards the summary to the board chair. Whenever possible, the board chair will discuss the findings with the full board prior to meeting with the executive director. The board chair will then forward the evaluation report to the executive director and they will subsequently discuss the findings in person or by phone. The file of questionnaires and other documents relating to the review will be maintained by the board chair.

The review process is intended to assist in strengthening the performance of the executive director, to ensure open communication, as well as to serve as a basis for compensation consideration, redefinition of the position, termination, or other action. The board may undertake other means of review (for example, peer review or survey of constituencies) as circumstances warrant.

3. Staff. The executive director of Humanities Montana is responsible for hiring and supervising the work of other staff. The Director has the authority to terminate the employment of other staff members for good cause.

### **STAFF CLASSIFICATIONS**

#### **POLICY:**

Humanities Montana strives to designate employees properly to assure equitable treatment and pay. Employee classification will be in accord with applicable state and Federal policies.

#### **PROCEDURE:**

- a. Upon initial hiring, employees will be designated as either exempt (salaried) or non-exempt (paid at an hourly rate) based upon the Federal Fair Labor Standards Act and other applicable Federal and State requirements.
- b. Upon initial hiring, employees will be designated as full- or part-time and their weekly work hours specified. All employees working an average of 30 hours per work week will be considered full-time.

- c. Upon initial hiring, employees will be designated as temporary or regular.

### **PROBATIONARY WORK PERIOD**

#### **POLICY:**

All new and rehired employees work on a probationary basis during the first (365-days) 12 months of employment (or as determined by state law). All new regular employees may be evaluated on or around one month, three months, and six months following the first day of work. During this period, the new employee will have the chance to become familiar with the work; the executive director will also have an opportunity to see how well the new employee is suited for assigned duties and responsibilities. New employees may be formally evaluated at the conclusion of each of these periods of time.

#### **PROCEDURE:**

1. During a probationary period of employment either the employee or Humanities Montana may end the employment relationship at will at any time with or without cause or advanced notice. Probationary employees do not have access to the grievance process to appeal disciplinary action or discharge. During the probationary period, new and rehired employees are eligible for the benefits required by law. Employees may be eligible for other organization provided benefits, subject to the terms and conditions of each benefit program. Employees shall be informed of the details of specific benefits programs as the employees become eligible.
2. This period may be extended at the discretion of the executive director.

### **PERFORMANCE EVALUATIONS**

**POLICY:** Purpose of Performance Reviews. Humanities Montana attempts to conduct annual performance reviews of all employees. Performance reviews help management ensure that: Employees meet reasonable workplace standards and goals; Supervisors may have an opportunity to assess employee achievement and areas needing improvement with respect to these standards and goals; and Employees may be on notice about supervisor assessments.

#### **PROCEDURE:**

**Review Process.** The performance review process generally functions as described below, but the organization reserves the right to modify or eliminate all or any part of this process, in its discretion, at any time.

**Self-Assessment.** Humanities Montana may begin the review process with a self-assessment. The self-assessment provides an opportunity for employees to characterize accomplishments since hire or the last review date. These may include goals met or additional achievements above and beyond expectations. The self-assessment also gives employees a chance to describe challenges overcome, lessons learned, and suggestions for how management or supervisors can provide additional support.

**Organization Performance Ratings.** Employees are evaluated against a set of criteria. Supervisors will assess, across a variety of indicators, whether employees exceed, meet or fail to meet expectations. Examples of areas of assessment include:

Knowledge of the job;  
Communication skills;  
Productivity and work quality;  
Adaptability to changing circumstances;  
Professionalism;  
Initiative and creativity;  
Time management and reliability;  
Interpersonal skills;  
Leadership abilities; and  
Management.

Goals. Working with supervisors, employees may have an opportunity to set goals for the coming review period. Subsequent reviews may take into consideration goals articulated in prior reviews.

Training and development needs. Supervisors may suggest, as appropriate and in conjunction with the employee, additional training and development that can be used to help the employee improve performance.

Employee comments. Finally, the employee may have an opportunity to provide personal commentary, and will be asked to sign and date the review along with the supervisor or another employer representative.

## **PERSONNEL FILES**

### **POLICY:**

To assure accuracy and fairness, the executive director will maintain current, complete personnel files for each full-time employee.

### **PROCEDURE:**

1. The personnel file will contain the employee's current resume, letter or contract of appointment, all submitted Work Plans, the employee's annual self-evaluations, the supervisor's annual reviews, and any other documents deemed relevant to evaluating the employee's performance. Employees will have access to their personnel files upon request. The file must remain in the executive director's office, but documents from the file can be copied with permission of the executive director.
2. The executive director's personnel file will be kept by the current board chair as part of the board chair Handbook. Copies of all materials will be kept in the executive director's office.

## **PROTECTED HEALTH INFORMATION**

### **POLICY:**

Due to Privacy Standards and Protected Health Issues, Humanities Montana will use reasonable and appropriate safeguards to protect your health information.

### **PROCEDURE:**

Health information will be kept in a secure location, and it will only be accessible on a need-to-know basis for proper management and administration of the Organization. The executive director has been assigned as the Privacy Officer. You have certain rights regarding your Private Health Information (PHI). Please direct questions to the executive director.

## **DISCIPLINARY ACTION**

### **POLICY:**

It is the policy of Humanities Montana to initially encourage and support employees to self-correct performance problems, minor rule violations, and other minor forms of misconduct. Discipline is at the discretion of Humanities Montana and shall be decided on a case-by-case basis. **If you disagree with any disciplinary action, you are required to follow the internal complaint process.**

Any employee conduct interfering with the effective operation of Humanities Montana's business is prohibited. The performance standards listed below, and others which may be established from time to time, are not all-inclusive. Rather, they are published to provide a general understanding of what Humanities Montana considers unacceptable conduct. These performance standards are merely examples of the types of misconduct for which employees may be disciplined or dismissed.

#### PROCEDURE:

Humanities Montana may impose disciplinary action in those instances where management decides it is appropriate. Disciplinary action includes, but is not limited to, oral warnings, written warnings, suspension, or discharge. HM retains the right to determine what discipline may be imposed in each individual situation. The fact that HM has or has not utilized any of these forms of discipline does not set any precedent and should not be relied upon in future disciplinary situations by any employee.

Violation of any of the following performance standards may result in disciplinary action and/or immediate discharge: (NOTE: THIS LIST IS NOT ALL INCLUSIVE.)

1. Failure to satisfactorily perform job duties.
2. Failure or refusal to follow the written or oral instructions of a supervisor or manager.
3. Insubordination.
4. Neglecting job duties and responsibilities.
5. Engaging in unauthorized personal business during work hours.
6. Falsifying or misrepresenting organization or employment records.
7. Discourtesy or rudeness in dealing with HM's employees and/or representatives of our clients or prospects.
8. Failure to give proper notice when unable to report for or continue work as scheduled.
9. Unexcused or excessive absenteeism.
10. Theft, abuse, or misuse of HM's property, materials, or supplies.
11. Unauthorized use of HM's property and equipment.
12. Threatening, harassing, or inflicting bodily harm on fellow employees or others at any time while on the job.
13. Making false and malicious statements concerning employees or Humanities Montana.
14. Intentionally discriminating against employees in violation of applicable laws and/or engaging in the harassment of, or retaliation towards any fellow employee.
15. Possession, use, purchase, consumption, transfer or sale of alcoholic beverages, controlled substances, or illegal drugs at any time during working hours, on HM's premises or job site, or while representing your organization, or reporting to work under the influence of alcohol, controlled substances, or illegal drugs.
16. Violation of HM Safety Rules and Policy.
17. Violating any HM policies, rules, regulations, or practices.
18. Disruption of the employer's operation.

#### **NOTICE OF VOLUNTARY TERMINATION OF EMPLOYMENT**

##### POLICY:

If it is necessary for employees to voluntarily terminate their employment, they are to give written notice.

##### PROCEDURE:

1. Acceptable notice will be:
  - a. Two months' notice for the executive director.
  - b. Two weeks' notice from all other staff personnel.
2. Failure to give notice and failure to work during the notice period will reflect unfavorably upon eligibility for reemployment.

#### **LEAVES OF ABSENCE**

**POLICY:**

Leaves of absence may occur with or without notice depending upon the circumstances.

**PROCEDURE:**

**JURY DUTY.** An employee will not lose compensation, vacation accrual, or other benefits when called upon to act as a juror or witness in a court of judicial proceeding. Employees will receive full compensation from Humanities Montana for normal working hours while absent on jury duty. Compensation checks received from the Clerk of Court will be endorsed over to Humanities Montana.

**MATERNITY LEAVE.** An employee requiring maternity leave shall provide Humanities Montana with reasonable notice of the expected date of leave. Your organization will not terminate a female employee because of pregnancy. Your organization will grant a request by a female employee for a reasonable pregnancy-related leave of absence. Your organization requires, disability as a result of pregnancy, be verified by medical certification that the employee is not able to perform employment duties.

Upon signifying an intent to return at the end of a pregnancy-related leave of absence, the employee will be reinstated to the employee's original job or to an equivalent position with equivalent pay and accumulated seniority as of the date leave began, retirement, fringe benefits, and other service credits unless, the employer's circumstances have so changed as to make it impossible or unreasonable to do so. Contact the Human Resource Department or Executive Director for questions related to your leave.

Please refer to your Summary Plan Description for information on group insurance benefits during your leave of absence.

Any employee on maternity leave will only accrue vacation time or sick hours on available compensated time. Employees will not earn vacation time or sick hours on leave without pay.

If you fail to return to work after your leave of absence, Humanities Montana may require repayment of the employer's portion of the applicable insurance premium(s) paid.

**PARENTAL LEAVE.** Humanities Montana will provide up to 6 months of parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child.

Please refer to your Summary Plan Description for information on group insurance benefits during your leave of absence.

Any employee on parental leave will only accrue vacation time or sick hours on available compensated time. Employees will not earn vacation time or sick hours on leave without pay.

**MILITARY LEAVE.** An employee who is a member of the organized militia of this state or who is a member of the organized or unorganized reserve corps or military forces of the United States, and who has been an employee for a period of six months, shall be given leave of absence with pay for a period of time not to exceed fifteen working days in a calendar year for performance of required duties. When ordered for duty, the employee has the option of taking vacation or leave without pay. Any employee on military leave will only accrue vacation time or sick hours on available compensated time. Employees will not earn vacation time or sick hours on leave without pay.

**PUBLIC SERVICE LEAVE.** An employee elected or appointed to public office is entitled to a leave of absence without pay, not to exceed 180 days per year, while performing public service.

**LEAVE OF ABSENCE WITHOUT PAY.** An employee may request a leave of absence without pay, which may be granted at the discretion of the executive director. A leave of absence without pay which exceeds five days should be requested in writing. The maximum leave of absence shall not exceed six months but may be extended at the discretion of the executive director, not to exceed one calendar year in total. The executive director shall request a leave of absence through the board.

**MEDICAL LEAVE.** After completion of one year of continuous full-time employment leaves of absence, not to exceed **30 days** within any 12-month period may be granted for reasons of bona fide illness. All leaves are to be requested in writing to Humanities Montana's **Executive Director** stating the anticipated start and end dates of the leave of absence. Humanities Montana reserves its right to request a doctor's certification for medical related leaves, before granting the requested leave.

If the employee has accrued or earned paid leave, the employee must use paid leave first and take the remainder of the time as unpaid leave. Employees unable to work due to a work-related illness or injury will be granted leave under this policy and may use accumulated leave time only for the purpose of satisfying any waiting period. Absences in excess of the employee's accumulated leave days will be treated as leave without pay.

Please refer to your Summary Plan Description for information on group insurance benefits during your leave of absence.

Any employee on Medical Leave does not accrue vacation time or sick hours and is not eligible for holiday pay.

If you fail to return to work after your leave of absence, HM may require repayment of the employer's portion of the applicable insurance premium(s) paid during the leave of absence.

Upon expiration of the leave, or upon the employee's notification of employee intent to return, Humanities Montana will reinstate the employee to the next available job opening in employee classification. If an employee on leave does not report to HM upon the expiration of employee leave, the employee shall be considered as having voluntarily given employee resignation.

When an employee returns from a Medical Leave, the employee must provide a release from a physician stating that the employee is medically fit for duty and can perform the essential functions of the job, with or without an accommodation. HM, at its discretion, may require an employee to be examined by a physician designated by the organization before the employee is permitted to return to work from a disability leave.

If an employee returning from a leave of absence requires an accommodation due to a disability, HM will engage with you in the interactive process to determine if a reasonable accommodation is available and/or can be provided, unless doing so will result in an undue hardship. The final decision on whether you are ready to return to work rests with the organization.

## **BEREAVEMENT**

POLICY:

It is the policy of Humanities Montana to allow employees reasonable time off for bereavement of family members and close friends; death or funeral attendance for an immediate family member, at the supervisor's discretion, for another person.

**PROCEDURE:**

1. The employee must notify her/his immediate supervisor of the need for bereavement leave.
2. Each circumstance can be different; therefore, the length of leave will be dependent upon the needs of the individual. The maximum acceptable leave will be two weeks.
3. Bereavement leave will be paid up to two weeks.

**VICTIMS OF CRIMES LEAVE**

**POLICY:**

An employee who has been a victim of (or witness to) a crime, or who is an immediate family member of a victim (as defined by the State of Montana), is welcome to request leave (absences from work) to attend and cooperate with the judicial proceedings. Humanities Montana is aware that the employee may request support from law enforcement or a prosecuting attorney to communicate the need for such absences from work, if necessary. If employees have any questions about this leave or whether it applies to their circumstances, they should contact the Executive Director.

***Grievance Procedures***

**INTERNAL COMPLAINT PROCESS FOR ALL STAFF OTHER THAN EXECUTIVE DIRECTOR**

**This Internal Complaint Process is not available to employees still in their probationary period for disciplinary action or following discharge.**

If an employee has a problem or complaint, the employee may present a written statement of his or her complaint, problem, suggestion, or grievance to their supervisor or executive director. If the situation is not resolved or the employee is uncomfortable taking the issue to their supervisor or executive director, they may contact the board chairperson who will consider the written statement and take such action as deemed appropriate (see below).

If an individual employee wishes to appeal discharge, layoff, or a change in working conditions, he or she **must** present a written statement to the supervisor or executive director within 10 days after he or she is informed of the discharge or change in the working condition. The written statement will contain the facts the employee believes should be considered and shall state the resolution the employee believes is appropriate.

If this decision is not satisfactory to the individual employee, the employee or terminated employee must present a written statement to the board chairperson within 10 days after he or she is notified of the decision of the supervisor or executive director. The written statement will contain the facts the employee believes should be considered and shall state the resolution the employee believes is appropriate. The board chairperson shall consider and advise the employee or former employee of the final decision regarding the employee's complaint or grievance within 90 days after the employee initiates the process.

If an individual employee does not agree with the resolution proposed by the supervisor or executive director or if the initial complaint is about the executive director, the employee may contact the board chairperson with the written complaint and the board chairperson may take the following steps:

Within ten working days of receiving the grievance the chairperson will respond in writing to (a) acknowledge receipt of the grievance, and (b) establish procedures for the executive committee.

Within 30 days of receiving the written complaint, the board chairperson shall convene the executive committee to hold a formal hearing. Within 10 working days after the hearing the committee will make its judgment known (in writing) to all concerned parties. If the committee determines that the grievance is legitimate, it will recommend whatever remedial steps it thinks are warranted to the Humanities Montana board of directors.

Within ten working days following receipt of the recommendation of the executive committee the full membership of the Humanities Montana board will vote to accept or reject the recommendation. A simple majority of those voting will be sufficient to accept or reject.

### **FOR THE EXECUTIVE DIRECTOR**

Within 15 working days of the discovery or occurrence of the action being grieved the executive director filing the grievance must inform the chairperson of the Humanities Montana board in writing of (a) the nature of the grievance, and (b) the executive director's request for a formal hearing.

Within ten working days of receiving the grievance the chairperson will respond in writing to (a) acknowledge receipt of the grievance, and (b) establish procedures for the executive committee.

Within 30 days of notification the executive committee will hold a formal hearing. Within 10 working days after the hearing the committee will make its judgment known (in writing) to all concerned parties. If the committee determines that the grievance is legitimate, it will recommend whatever remedial steps it thinks are warranted to the Humanities Montana board. One possible remedial action may be a recommendation by the executive committee to assess the Humanities Montana board for the cost of representation for the director.

Within ten working days following receipt of the recommendation of the executive committee the full membership of the board of Humanities Montana will vote to accept or reject the recommendation. A simple majority of those voting will be sufficient to accept or reject.

## ***Employee Benefits***

### **GROUP HEALTH INSURANCE**

**POLICY:** All full-time regular employees are eligible for health insurance coverage under a policy selected by Humanities Montana.

**PROCEDURE:**

1. Humanities Montana will pay the full monthly premium for each eligible employee's health insurance through the policy options selected by the organization. Up to \$1,000 is employer paid for each employee to cover health, dental and vision. If an employee has any remaining balance of the \$1,000, the amount can go to spouse/dependent health, dental and vision insurance premiums or a health savings account.



2. Humanities Montana will also provide 100% of basic coverage for long term disability and term life insurance through a carrier selected by the organization.
3. All eligible employees are required to complete an annual insurance enrollment form whether or not they desire health insurance coverage.
4. The Humanities Montana executive director is responsible for enrolling employees in the insurance program.

## **RETIREMENT**

### **POLICY:**

Humanities Montana will contribute an amount equal to 10% of the full-time permanent employee's salary to a retirement annuity with TIAA-CREF. The employee has a choice of various investment vehicles within TIAA-CREF. The employee may also choose to have additional amounts (subject to federal tax code constraints) withheld for a supplemental retirement annuity.

## **HOLIDAYS**

### **POLICY:**

Full-time regular employees are granted time off work without loss of their regular compensation in order to observe designated holidays as defined by the U.S. Federal Government, as well as the employee's birthday and the week between Christmas Day and New Year's Day.

### **PROCEDURE:**

1. The designated holidays are:
  - New Year's Day – January 1
  - Martin Luther King Jr. Day – Third Monday in January
  - Washington's Birthday – Third Monday in February
  - Memorial Day – Last Monday in May
  - Juneteenth – June 19
  - Independence Day – July 4
  - Labor Day – First Monday in September
  - Veterans Day – November 11
  - Thanksgiving Day – Fourth Thursday in November
  - Friday after Thanksgiving Day – Fourth Friday in November
  - Christmas Day – December 25
2. Employees will also be granted time off without loss of regular compensation during the week between Christmas Day and New Year's Day.
3. If the holiday falls on a Saturday, the holiday will be observed on the Friday before. If the holiday falls on a Sunday, it will be observed on the Monday after or as otherwise specified by the U.S. federal government.

## **VACATION**

**POLICY:** Full-time and part-time regular employees are eligible for paid vacation.

**PROCEDURE:**

1. Regular employees earn vacation from the first day of employment. Vacation hours are credited at the end of each monthly pay period, but accrued leave is available for use during the calendar month in which it is accrued. 10 hours are accrued per month for full-time employees and 6 hours are accrued per month for part-time employees.
2. Accrued vacation will be paid to employees at termination.
3. Vacation days may be accumulated not to exceed 240 hours (the equivalent of 30 8-hour workdays). Balances are provided on each monthly pay stub.
4. No vacation hours are earned on overtime hours or leaves of absence.

Full-time and part-time employees earn paid vacation time based upon the number of hours worked and length of service as determined by their individual hire date. Temporary employees are not eligible for paid vacation leave.

Employees who normally work a schedule of 40 hours per week or more on a regular basis are considered full-time for the purposes of this policy and receive vacation hours based upon the chart below. Employees who work a schedule of less than 40 hours per week on a regular basis are considered part-time and are eligible for vacation hours on a pro-rata basis.

Employment Status	Hours per Pay Period	Days per Month
Full-time	10 hours	1.6 days
Part-time	6 hours	0.75 days

Employees may not accumulate above the maximum number of 240 hours (the equivalent of 30 8-hour workdays). If you reach the maximum accrual amount, your accrual will stop until you vacation hours have dropped below the maximum accrual amount.

Employees are required to take their earned vacation in order to receive vacation pay. No payments will be made in lieu of taking vacation, except for earned, unused vacation time at the time of termination.

## **SICK LEAVE**

### **POLICY:**

Full-time and part-time regular employees are eligible for sick leave. Sick leave is necessary absence from work for one of the following conditions: illness; injury; medical disability; maternity-related disability, including prenatal care, birth, miscarriage, abortion, or other medical care for either employee or child; quarantine resulting from exposure to contagious disease; medical, dental, or eye examination or treatment; care of or attendance to an immediate family member or, at the supervisor's discretion, for other persons, at the supervisor's discretion, for another person.

### **PROCEDURE:**

1. Immediate family is defined as the employee's spouse, any member of the employee's household, or any parent, child, sibling, grandparent, grandchild, corresponding in-law, significant other, partner, or life companion.
2. Employees earn sick leave from the first day of employment. Sick leave is earned at the rate of one working day for each month of full-time service without restriction on the number of days which can be accumulated. Part-time permanent employees earn hours on a pro-rated basis. No sick leave is accrued to an employee on leave without pay.

3. One quarter of accrued sick leave is paid at termination, provided the employee has completed the six-month probationary period.
4. Abuse of sick leave is cause for dismissal. Abuse occurs when there is misrepresentation of the actual reason for charging an absence to sick leave, when an employee uses sick leave for unauthorized purposes, or when an employee neglects to report sick leave.
5. Accrued sick leave may be donated to another employee who has exhausted their sick leave, provided a minimum balance of 80 hours is maintained by the donor.

DRAFT

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Employee's Name *(Please Print)*

Employee, please initial each provision and sign below.

1. \_\_\_\_\_ I hereby acknowledge that I have received a copy of Humanities Montana's Employee Handbook dated \_\_\_\_\_, which provides guidelines on the policies, procedures, and programs affecting my employment with this organization.
2. \_\_\_\_\_ I understand that the procedures, practices, policies, and benefits described there supersede all prior policies and procedures and may be modified or discontinued from time to time and that Humanities Montana will try to inform me of any changes as they occur.
3. \_\_\_\_\_ Furthermore, I acknowledge that this handbook is not a contract of employment and nothing in the handbook creates an express or implied contract of employment.
4. \_\_\_\_\_ I accept responsibility for familiarizing myself with the information, seeking clarification of its terms or guidance, where necessary, and complying with the content.
5. \_\_\_\_\_ I have read and understand the Drug and Alcohol Use policy and will notify Humanities Montana within five (5) days of any criminal drug statute conviction for a violation occurring in the workplace.
6. \_\_\_\_\_ I understand that I should consult the Executive Director if I have any questions that are not answered in this handbook.

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

Note: This form will be retained in the Employee's Personnel File.

# Humanities Montana Board of Directors Code of Conduct

This code of conduct outlines the behavior expected of all members of the Humanities Montana Board of Directors. As board members we strive to support Humanities Montana (HM) in the fulfillment of its mission: “Humanities Montana serves communities through stories and conversation. We offer experiences that nurture imagination and ideas by speaking to Montana’s diverse history, literature, and philosophy.” According to the organization’s bylaws, the purpose of the board “is to encourage and promote, through grants or other arrangements with nonprofit groups, education in, and public understanding of and appreciation of the humanities in Montana.” It is the responsibility of HM’s board of directors to further the work of the organization in as healthy, respectful, and productive a manner as possible. To that end, the board commits to adhering to the following code of conduct.

## Conduct at Meetings

All HM board members will:

- Be prepared for general, special and committee meetings;
- Be familiar with all agenda items, having studied pertinent documents prior to meetings;
- Fully participate and stay focused on the topic at hand during meetings;
- Practice civility and act respectfully toward all meeting participants;
- Listen attentively;
- Communicate honestly and openly;
- Never engage in intimidating or harassing behavior;
- Be mindful of the difference between the intent and impact of one’s statements and actions;
- Disagree without being disagreeable;
- Support board decisions—especially when these decisions resolve a contentious issue;
- Honor the role of the chair in securing order.

## Conduct towards Staff

All HM board members will:

- Follow the chain of command;
- Act with the knowledge that the board hires and evaluates the executive director, who, in turn, is responsible for hiring, supervising, and evaluating staff members;
- Refrain from involving oneself in the director-staff relationship;
- Direct any comments about staff performance only to the executive director through private correspondence or conversation;
- Discuss any issue concerning the executive director’s performance with the board chair only;

- Treat all staff respectfully;
- Communicate honestly and openly;
- Not publicly criticize any staff member;
- Never act in an intimidating or harassing manner;
- Refrain from engaging in, or speculating about, administrative functions not within the purview of the board's duties and responsibilities.

## **Conduct with the Public (including third-party consultants)**

All HM board members will:

- Adhere to HM's conflict of interest policy;
- Reroute any complaints from the public to the executive director;
- Refrain from criticizing other members of the board or staff;
- Uphold and respect confidentiality agreements;
- Not interact with, or contact, third-party consultants or vendors, such as mediators, who are working with the staff and the executive director unless empowered to do so by the board chair;
- Differentiate between personally held viewpoints and those held by the organization, and plainly state which entity one is representing in stating those views;
- Support HM's mission and goals;
- Act and speak professionally.

## **Correspondence Conduct**

All HM board members will:

- Limit email correspondence to logistics and committee matters;
- Not decide issues of significant public interest on the basis of email messages alone;
- Recognize when one is speculating;
- Correspond respectfully and with civility.

## **Sanctions**

Violations of this code of conduct may result in a director's removal from the board. According to Section IV, pt. 12, of HM's bylaws, a 2/3 vote of members at a duly constituted meeting can remove a director from the board. This must occur at a regular or special meeting of the board, the agenda for which includes said removal.

**Humanities Montana  
Executive Director report  
February 2023**

**Overview**

I hope all of you had lovely holidays and are as excited about 2023 as I am. I'm writing this three weeks into my stint as interim executive director and the good news is that so far nothing has melted down, exploded, burst into flames, or frozen. We seem to have conquered most of the technical issues involved in the hand-off from Randi. In fact we owe a lot to Randi for taking such great care in closing up as much business as she could and communicating so clearly with me about what needed to be attended to in the first weeks of the new year. Also, of course, the rest of the staff – Sara, Megan, John, Julie, and Jodi have all been so helpful and valuable as I get my bearings. The beginning of the calendar year is always a busy time for the organization, many reports are due, we have our annual audit, processing the December grant applications, and bookings for programs are up. You'll read about all of these activities in the reports and minutes that follow.

**Staff News**

I am sad to say our development director, Sara Stout, gave her two-week notice this week. Sara has been an important part of the Humanities Montana team for the past four-plus years. We will miss her as a colleague and a friend. I will be working with Sara in the next two weeks to transfer donor data base knowledge and other responsibilities to me and other staff members as appropriate.

**National Endowment for the Humanities (NEH)**

On December 29, 2022, the President signed into law the Consolidated Appropriations Act/Omnibus, bringing the regular FY 2023 appropriations process to conclusion. The final bill contained \$207 million for the National Endowment for the Humanities (NEH), including \$65 million for the Federal/State Partnership (F/SP), which directly funds the state and jurisdictional councils. This is a \$27 million increase for NEH and a \$10.652 million increase for the F/SP over FY 2022. With this historic investment, Congress acknowledges the vital role humanities councils play in community life and a thriving democracy.

Humanities council leadership will gather and connect on Capitol Hill on March 7-9, 2023 for Humanities on the Hill (HoH). This annual advocacy event will take place in person for the first time in three years and will feature a members' legislative briefing and networking events, including a congressional reception and a members' debrief. I'll be in discussion with David and Jamie about Montana representation at this important event.

In mid-January, we submitted our annual Activities and Outcomes report to NEH, as well as several year end fiscal reports, and our final A More Perfect Union (a special \$50,000 Chairman's fund grant from NEH) reports. Creating those reports allowed us to look back over the truly good work the organization did over the past two years and I'm grateful to Megan and John for compiling the statistics and anecdotes for the NEH reports. In addition to our normal programming and regrant activity, A More Perfect Union funds allowed us to continue and expand our commitment to telling Native American stories and philosophies. Through a partnership with the Big Sky Documentary Film Institute we brought Native American film makers and their films into nearly 60 classrooms, reaching 3,184 children living in primarily reservation and rural communities. AMPU funds were also used to expand our popular Gather Round series. The third iteration of our Gather Round DIY Humanities Toolkit featured the anthology of Native American poetry *Living Nations, Living Words*, along with discussion aids

and design elements provided by Indigenous entrepreneurs. Over 100 kits were distributed, for free, across the country, reaching over 1500 people. To encourage even more discussion, Humanities Montana hosted two online discussions of the anthology lead by Crow and Little Shell humanities scholars. We also partnered with Freeflow Institute to create two in-person day-long workshops, one on the Blackfeet Reservation and one on traditional Metis land.

The White House has indicated that the FY 2024 President's Budget Request (PBR) will not be released until mid-March. The budget is supposed to be sent to the Hill the first week in February but that deadline is frequently missed. The later release will, however, contribute further to delaying the FY 2024 process.

The Treasury Department on January 19 announced that it would employ "extraordinary measures" in order to avoid breaching the current debt limit/ceiling of \$31.4 trillion, which was set in December 2021. Treasury is expected to exhaust its use of accounting practices and other measures in June, thus provoking a possible government default. The White House is seeking a clean debt ceiling increase or suspension while some House Republicans are arguing for tying an increase in the ceiling to spending reductions and budgetary reforms. Ultimately, the House, Senate and the White House will have to come to agreement. Expect that agreement closer to the June deadline.

### **Federation of State Humanities Councils (FSHC)**

In conjunction with Humanities on the Hill the FSHC is planning an in-person executive director's retreat in Washington, D.C., March 09-10, 2023. The National Humanities Conference will be held in person in Indianapolis, October 25-29, 2023. Humanities Montana staff has always been active in leading and taking part in sessions during this annual conference.

### **Thanks for all the hard work by committees and staff**

There's has been so much hard work contributed by board and staff since the fall board meeting. All HM staff members took the Strategic Framework created last year after a series of sessions with consultant Ned Cooney and honed in on the action steps that should be taken within their respective departments to make real progress on the plan. We hope that the board will approve the Strategic Framework submitted in the board packet and we look forward to moving forward on the action plan.

An ad hoc committee was formed under the leadership of Carla Homstad to help staff revamp the personnel policies manual and to create a board code of conduct, in conjunction with consultation with Associated Employers and the Montana Nonprofit Association. We're grateful to the committee for this work and the fruit of their labors will be voted on at the February 2023 meeting. Thanks to Carla, David Dietrich, Jamie Doggett, Francine Spang-Willis, Glory Blue Earth, and Carol Bradley for their work on this committee.

Additionally, an Executive Director search committee was created to oversee the posting and hiring process. The committee is on track and will have a full report at the board meeting. Thanks to committee chair Esther Beth Sullivan, Lynda Grande, Jamie Doggett, David Dietrich, and Jeanette Fregulia for their hard work!

And of course, all regular committees have been working with staff to produce December 20<sup>th</sup> deadline grants recommendations, create new trusteeship practices and processes, and oversee the audit and financials and programs. I never realized how hard this board worked until this month! Thank you all!



Respectfully submitted,  
Kim Anderson, Interim Executive Director

P.S. Don't forget to submit your [cost share](#)!

Humanities Montana  
Finance and Audit committee  
January 24, 2023

**Present:** Carla Homstad (chair); David Allan Cates. **Absent:** David Dietrich; Mary Hernandez.  
**Staff:** Kim Anderson (interim executive director); Jodi Todd (accountant).

Carla Homstad called the meeting to order on Zoom at 2:10 pm. There were no outstanding committee meeting minutes to approve. Staff and Carla introduced themselves to new committee member David Cates and he shared some background about himself.

Carla asked if there were any questions about the 2022 year end financials or the 2023 through 12/31 financials. Kim pulled up the 2022 year end budget to actuals and Carla, Jodi, and Kim explained various income and expense categories to David. Jodi explained NEH carryover and the requirements attached to the funds; Carla emphasized the importance of cost-share; Kim shared the 2022 year end profit and loss and Jodi explained how the different expense and income categories were reflected there.

Carla shared a draft of a proposed committee charter (as part of the process recommended by the Montana Nonprofit Association). The draft is based on a version created by past Finance and Audit chair Eric Sanders. The committee agreed to work on the draft at a meeting in March with the goal of having charter drafts available for each committee that the full board could vote on at the spring meeting.

Jodi gave an update on the status of the audit, describing our past work with JCCS. All the financial records are submitted and, other than a technical glitch uploading board and committee minutes to the JCCS site, our materials are in.

The meeting was adjourned at 2:45.

# Humanities Montana

## Balance Sheet

As of October 31, 2022

	Oct 31, 22
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
1020 · Checking-FIB	99,426.10
1021 · FIB Savings	114,039.00
<b>Total Checking/Savings</b>	213,465.10
<b>Other Current Assets</b>	
1310 · Grants Receivable	101,803.19
1505 · Prepaid Insurance	3,604.80
1510 · Prepaid Expenses	
1514 · Prepaid Honoraria	1,300.00
1510 · Prepaid Expenses - Other	1,634.40
<b>Total 1510 · Prepaid Expenses</b>	2,934.40
1650 · Endowment Funds-MCF	83,510.05
<b>Total Other Current Assets</b>	191,852.44
<b>Total Current Assets</b>	405,317.54
<b>Fixed Assets</b>	
1620 · Accumulated Amortization	-7,053.00
1625 · Website	28,304.00
1600 · Furniture and Equipment	7,863.88
1610 · Accumulated Depreciation	-5,168.88
<b>Total Fixed Assets</b>	23,946.00
<b>TOTAL ASSETS</b>	<b>429,263.54</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2100 · Accounts Payable	63,183.73
<b>Total Accounts Payable</b>	63,183.73
<b>Credit Cards</b>	
2365 · MC - John Knight - 4130	1,779.99
2360 · MC - Megan Hill - 4122	51.52
2355 · MC - Julie Ramone - 1814	751.35
2345 · MC - Randi Tanglen - 0631	4,458.10
2330 · MC - Sara Stout - 3488	433.06
<b>Total Credit Cards</b>	7,474.02
<b>Other Current Liabilities</b>	
2120 · Payroll Liabilities	3,035.68
2155 · Vacation/Sick Payable	18,521.37
<b>Total Other Current Liabilities</b>	21,557.05
<b>Total Current Liabilities</b>	92,214.80
<b>Total Liabilities</b>	92,214.80
<b>Equity</b>	
3010 · Unrestricted Net Assets	330,887.24
3020 · Perm. Restricted Net Assets	48,940.00
3040 · Temp. Restricted Net Assets	17,882.74
Net Income	-60,661.24
<b>Total Equity</b>	337,048.74
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>429,263.54</b>

# Humanities Montana

## Profit & Loss

November 2021 through October 2022

	Nov '21 - Oct 22
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4603 · Unrealized Gain/Loss	-18,082.73
4015 · Co-Pay Income	3,675.00
4600 · Interest and Dividends-Non Fed	1,299.25
4602 · Realized Gain/Loss	3,988.78
4700 · Misc Income	
4710 · Endowment Distributions	774.75
<b>Total 4700 · Misc Income</b>	774.75
4701 · Federal Grant Income	853,722.84
4703 · Misc Grant Funding	10,450.00
4730 · Donations-Unrestricted	
4733 · Expense Donation-other	548.17
4732 · Exp Reim Donation-Board MBR	4,561.83
4731 · Expense Reimb Donations-Speaker	1,279.37
4730 · Donations-Unrestricted - Other	31,566.82
<b>Total 4730 · Donations-Unrestricted</b>	37,956.19
4735 · Donations-Restricted	6,250.00
<b>Total Income</b>	900,034.08
<b>Gross Profit</b>	900,034.08
<b>Expense</b>	
50000 · Salary and Benefits	
5010 · Payroll Expenses	335,051.74
5020 · Payroll Taxes	29,462.32
5021 · Work Comp Premiums	2,715.16
5022 · Health Insurance Premiums	44,529.03
5025 · Retirement Plan Expense	28,525.47
<b>Total 50000 · Salary and Benefits</b>	440,283.72
60000 · General and Administrative Exp	
5208 · Facility/Room Rental	700.00
5055 · Employee Insurance Admin Fees	187.50
5027 · Parking	30.65
5033 · Travel-Other	
5031 · Travel-Staff	12,537.60
5032 · Travel-Board	9,226.16
5033 · Travel-Other - Other	37,992.52
<b>Total 5033 · Travel-Other</b>	59,756.28
5034 · Meals/Food	8,362.90
5225 · Website Expense	17,275.00
5112 · Copies/Printing Expense	4,630.83
5217 · Endowment Expense	1,198.96
5190 · Federation Dues	15,031.00
5218 · Advertising	1,127.84
5090 · Books and Materials	2,837.76
5180 · Dues and Subscriptions	4,442.38
5170 · Insurance	1,829.75
5151 · Professional Development	3,212.43
5152 · Professional Meetings Staff	280.00
5150 · Professional Services	
5220 · Audit Expense	12,975.00
5150 · Professional Services - Other	54,181.00
<b>Total 5150 · Professional Services</b>	67,156.00

12:20 PM

01/14/23

Accrual Basis

**Humanities Montana**  
**Profit & Loss**  
**November 2021 through October 2022**

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	Nov '21 - Oct 22
5144 · Database Expense	3,310.42
5143 · Network Expense	4,848.00
5026 · Campus Parking Decal	649.73
5096 · Bank and Credit Card Fees	1,153.85
5080 · Postage	2,790.17
5060 · Supplies	15,606.81
5050 · Rent and Administration	7,846.10
5015 · Work Study	172.94
<b>Total 60000 · General and Administrative Exp</b>	<b>224,437.30</b>
5155 · Award Expense	43,500.00
5160 · Honoraria Expense	
5161 · Stipend	500.00
5160 · Honoraria Expense - Other	97,500.00
<b>Total 5160 · Honoraria Expense</b>	<b>98,000.00</b>
5209 · Professional Meetings Board	1,150.30
6010 · Regrants Awarded	153,324.00
<b>Total Expense</b>	<b>960,695.32</b>
<b>Net Ordinary Income</b>	<b>-60,661.24</b>
<b>Net Income</b>	<b>-60,661.24</b>

Humanities MONTANA				FY22 Actual	Budget Remaining	Percentage of Budget Spent	Projections
		2021 Actual	2022 Budget	10/31/2022	10/31/2022	10/31/2022	9/15/22
<b>Revenue</b>							
	NEH State Operating Grant	495,162	758,619	551,437	207,182	73%	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	47,449	(2,211)	105%	46,388
	Engelhard Foundation Carry Over	41,731	140,000	63,930	76,070	46%	64,000
	Informed Citizen Grant Carry Over	3,401	14,947	8,132	6,815	54%	12,617
	Informed Citizen Grant			4,950			
	Other Grant Support				-		
	NSF Stanford Group		30,000		30,000	0%	0
	Why It Matters FY 21 carryover	42,742					
	Other Revenue						
	Board meeting expense donation		15,000	4,562	10,438	30%	5,000
	Montana Conversations Copay	2,925	4,000	3,675	325	92%	4,000
	Montana Conversations Expense Donations	301	4,000	1,279	2,721	32%	1,000
	Academy of American Poets	8,500					
	Academy of American Poets Carry Over			1,200			1,200
	Montana Cultural Trust	5,000	5,000	5,000	-	100%	5,000
	Other Grant Revenue	4,725	20,000	500	19,500	3%	500
	Unrestricted Donations	32,596	35,000	32,115	2,885	92%	30,000
	Restricted Donations	10,330	25,000	6,250	18,750	25%	6,000
	Interest & Misc. Earnings	22,602	7,000	(12,020)	19,020	-172%	(3,500)
	<b>Total Revenue</b>	<b>1,400,815</b>	<b>1,288,804</b>	<b>973,296</b>	<b>321,658</b>		<b>1,185,661</b>
<b>Expenses</b>							
	Salary, Benefits and Payroll Taxes	404,618	475,755	390,142	85,613	82%	400,906
	General and Administration	79,809	130,123	108,138	21,985	83%	106,000
	Racial Equity Audit/Strategic Planning		5,000		5,000	0%	0
	Board Expense	1,172	30,000	21,224	8,776	71%	20,000
	Outreach	840	5,000	1,248	3,752	25%	1,500
	Fundraising	12,414	20,000	16,406	3,594	82%	15,000
	50th anniversary		20,000	706	19,294	4%	0
	Lobbying/Humanities on the Hill	224	6,000	200	5,800	3%	200
	Governor's Humanities Awards	12,916			-		
	Regrants	115,800	130,000	123,324	6,676	95%	130,000
	Montana Conversations	35,036	50,000	57,581	(7,581)	115%	55,000
	Speakers in the Schools	44,877	60,000	59,428	572	99%	60,000
	Hometown Humanities	996	25,500	16,168	9,332	63%	16,000
	Journalism/Informed Citizen	3,401	14,888	13,179	1,709	89%	12,617
	Center for the Book (LAL, NatBkFest)	11		527			550
	Montana Center for the Book Prize		5,000		5,000	0%	0
	Gather Round	989		1,847	(1,847)		2,500
	Big Sky Reads	2,000	5,000	5,500	(500)	110%	5,000
	National Book Festival		2,000		2,000	0%	0
	American Academy of Poets		4,250	1,200	3,050	28%	1,200
	SHARP						
	SHARP Administration	34,117		8,705	(8,705)		8,500
	SHARP Programs	7,945	21,775	18,744	3,031	86%	17,888
	SHARP Regrants	531,195		20,000			20,000
	NEH A More Perfect Union	17,501	46,250	32,499	13,751	70%	32,499
	NSF Stanford Group		10,000		10,000	0%	0
	Democracy Project	41,731	93,000	63,930	29,070	69%	64,000
	Why It Matters	42,742			-		
	State of Montana Award # 113130	2,000					
	Succession Planning	-	2,000		2,000	0%	0
	<b>Total Expenses</b>	<b>1,392,334</b>	<b>1,161,541</b>	<b>960,696</b>	<b>219,372</b>		<b>969,360</b>
	<b>Net</b>	<b>8,481</b>	<b>127,263</b>	<b>12,600</b>	<b>102,286</b>		<b>216,301</b>

# Humanities Montana

## Balance Sheet

As of December 31, 2022

	Dec 31, 22
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
1020 · Checking-FIB	8,446.36
1021 · FIB Savings	94,107.20
<b>Total Checking/Savings</b>	102,553.56
<b>Other Current Assets</b>	
1310 · Grants Receivable	5,364.83
1505 · Prepaid Insurance	3,604.80
1510 · Prepaid Expenses	
1514 · Prepaid Honoraria	1,300.00
1510 · Prepaid Expenses - Other	1,634.40
<b>Total 1510 · Prepaid Expenses</b>	2,934.40
1650 · Endowment Funds-MCF	83,510.05
<b>Total Other Current Assets</b>	95,414.08
<b>Total Current Assets</b>	197,967.64
<b>Fixed Assets</b>	
1620 · Accumulated Amortization	-7,053.00
1625 · Website	28,304.00
1600 · Furniture and Equipment	7,863.88
1610 · Accumulated Depreciation	-5,168.88
<b>Total Fixed Assets</b>	23,946.00
<b>TOTAL ASSETS</b>	<b>221,913.64</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2100 · Accounts Payable	8,316.05
<b>Total Accounts Payable</b>	8,316.05
<b>Credit Cards</b>	
2365 · MC - John Knight - 4130	7.00
2355 · MC - Julie Ramone - 1814	642.18
2345 · MC - Randi Tanglen - 0631	501.51
2330 · MC - Sara Stout - 3488	53.60
<b>Total Credit Cards</b>	1,204.29
<b>Other Current Liabilities</b>	
2120 · Payroll Liabilities	4,145.16
2142 · Health Insurance Payable	-511.86
2155 · Vacation/Sick Payable	18,521.37
2400 · Deferred Revenue	-136,075.93
<b>Total Other Current Liabilities</b>	-113,921.26
<b>Total Current Liabilities</b>	-104,400.92
<b>Total Liabilities</b>	-104,400.92
<b>Equity</b>	
3010 · Unrestricted Net Assets	270,226.00
3020 · Perm. Restricted Net Assets	48,940.00
3040 · Temp. Restricted Net Assets	17,882.74
Net Income	-10,734.18
<b>Total Equity</b>	326,314.56
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>221,913.64</b>

# Humanities Montana

## Profit & Loss

### November through December 2022

	Nov - Dec 22
<b>Ordinary Income/Expense</b>	
Income	
4015 · Co-Pay Income	825.00
4600 · Interest and Dividends-Non Fed	479.89
4701 · Federal Grant Income	136,075.93
4730 · Donations-Unrestricted	
4731 · Expense Reimb Donations-Speaker	338.23
4730 · Donations-Unrestricted - Other	12,452.42
Total 4730 · Donations-Unrestricted	12,790.65
Total Income	150,171.47
Gross Profit	150,171.47
Expense	
50000 · Salary and Benefits	
5010 · Payroll Expenses	68,215.40
5020 · Payroll Taxes	5,747.10
5021 · Work Comp Premiums	570.19
5022 · Health Insurance Premiums	7,684.09
5025 · Retirement Plan Expense	5,686.73
Total 50000 · Salary and Benefits	87,903.51
60000 · General and Administrative Exp	
5055 · Employee Insurance Admin Fees	25.00
5033 · Travel-Other	
5031 · Travel-Staff	68.75
5033 · Travel-Other - Other	5,907.77
Total 5033 · Travel-Other	5,976.52
5034 · Meals/Food	214.30
5225 · Website Expense	1,645.00
5112 · Copies/Printing Expense	980.58
5190 · Federation Dues	15,031.00
5218 · Advertising	25.00
5090 · Books and Materials	178.65
5180 · Dues and Subscriptions	619.76
5170 · Insurance	777.00
5151 · Professional Development	2,779.24
5150 · Professional Services	6,937.50
5144 · Database Expense	551.70
5026 · Campus Parking Decal	3,515.00
5096 · Bank and Credit Card Fees	205.69
5080 · Postage	573.57
5070 · Telephone	-31.58
5060 · Supplies	570.27
5050 · Rent and Administration	362.94
Total 60000 · General and Administrative Exp	40,937.14
5155 · Award Expense	13,915.00
5160 · Honoraria Expense	19,150.00
6010 · Re-grants Awarded	-1,000.00
Total Expense	160,905.65
Net Ordinary Income	-10,734.18
Net Income	-10,734.18



Humanities MONTANA				FY23 Actual	Budget Remaining	Percentage of Budget Spent
		2022 Actual	2023 Budget	12/31/2022	12/31/2022	12/31/2022
<b>Revenue</b>						
	NEH State Operating Grant	551,437	758,619		758,619	0%
	Carry over from FY 20 to FY 21 and FY 21 to FY 22	222,338	216,000	135,851	80,149	63%
	NEH A More Perfect Union	32,499			-	
	NEH SHARP	47,449	7,261	225	7,036	3%
	Engelhard Foundation Carry Over	63,930	33,993	19,294	14,699	57%
	Informed Citizen Grant Carry Over	8,132	3,950	3,415	535	86%
	Informed Citizen Grant	4,950				
	Other Grant Support				-	
	Other Revenue					
	Board meeting expense donation	4,562	7,500		7,500	0%
	Montana Conversations Copay	3,675	4,000	825	3,175	21%
	Montana Conversations Expense Donations	1,279	1,000	338	662	34%
	Academy of American Poets Carry Over	1,200				
	Montana Cultural Trust	5,000	5,000		5,000	0%
	Other Grant Revenue	500	0		-	
	Unrestricted Donations	32,115	36,000	12,452	23,548	35%
	Restricted Donations	6,250	16,000		16,000	0%
	Interest & Misc. Earnings	(12,020)	6,000	480	5,520	8%
	<b>Total Revenue</b>	<b>973,296</b>	<b>1,095,323</b>	<b>172,880</b>	<b>922,443</b>	
<b>Expenses</b>						
	Salary, Benefits and Payroll Taxes	390,142	487,296	87,904	399,392	18%
	General and Administration	108,138	116,914	30,473	86,441	26%
	Board Expense	21,224	30,000		30,000	0%
	Outreach	1,248	4,000		4,000	0%
	Fundraising	16,406	12,800	1,185	11,615	9%
	50th anniversary	706	5,000	3,000	2,000	60%
	Lobbying/Humanities on the Hill	200	6,000		6,000	0%
	Governor's Humanities Awards	-	16,000		16,000	0%
	Regrants	123,324	150,000	(1,000)	151,000	-1%
	Montana Conversations	57,581	55,000	9,539	45,461	17%
	Speakers in the Schools	59,428	60,000	11,498	48,502	19%
	Hometown Humanities	16,168	8,000	722	7,278	9%
	Journalism/Informed Citizen	13,179	3,475	3,415	60	98%
	Center for the Book (LAL, NatBkFest)	527				
	Montana Center for the Book Prize				-	
	Gather Round	1,847			-	
	Big Sky Reads	5,500	5,000		5,000	0%
	National Book Festival		3,000		3,000	0%
	American Academy of Poets	1,200				
	SHARP					
	SHARP Administration	8,705			-	
	SHARP Programs	18,744	6,368	225	6,143	4%
	SHARP Regrants	20,000				
	NEH A More Perfect Union	32,499			-	
	Democracy Project	63,930	13,000	13,945	(945)	107%
	<b>Total Expenses</b>	<b>960,696</b>	<b>981,853</b>	<b>160,906</b>	<b>820,947</b>	
	<b>Net</b>	<b>12,600</b>	<b>113,470</b>	<b>11,974</b>	<b>101,496</b>	

## Humanities Montana

### Development Report February 2023

#### Development Director Summary

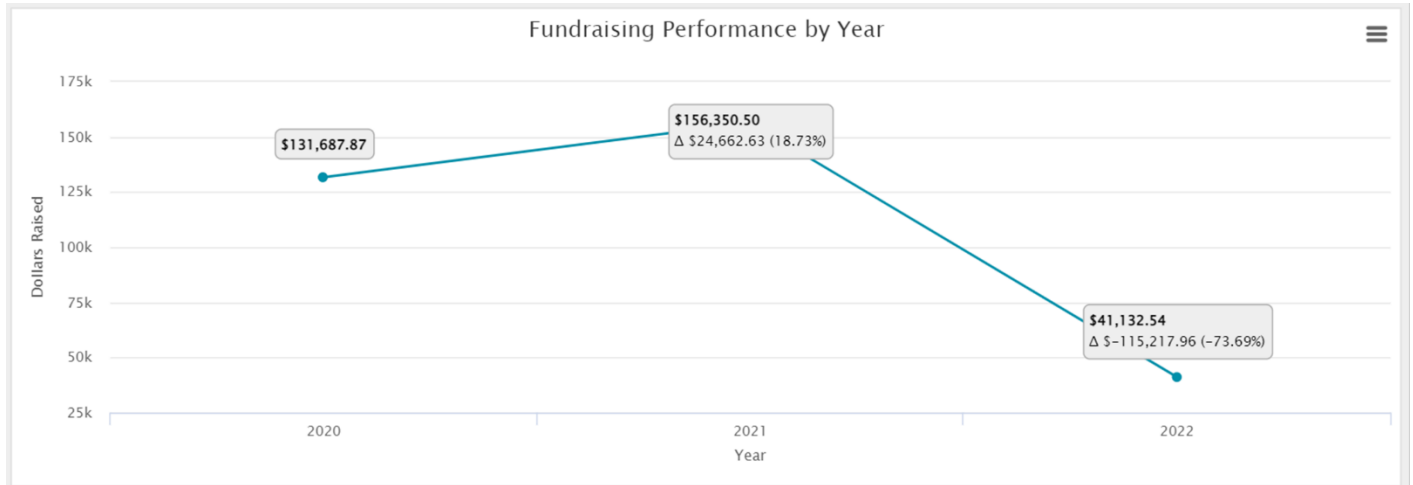


Fig. 1: 2020 – 2022

	2020	2021	2022
Individual Donations	\$51,862	\$39,607	31,118
Corporate/Foundations	\$55,000	\$114,000	\$5,000
Board Giving	\$10,340	\$14,418	\$10,014
Board Cost Share	\$14,485	N/A	N/A

2020 includes \$50,000 from The Charles Engelhard Foundation to establish the Democracy Project, Joe Sample's final \$25,000 donation for rural Montana Conversations, and cost share<sup>1</sup>, Town Hall fundraiser, Annual Report, and year end appeal.

2021 includes \$100,000 from The Charles Engelhard Foundation, \$17,824 raised for the Governor's Humanities Awards, Annual Report, Valentine Appeal, year end appeal. 1<sup>st</sup> year without Joe Sample's individual gift of \$25,000.

2022 includes Annual Report, Kim's retirement (marketed to a select group of constituents), and year end appeal.

#### Engagement Activities

##### 1. Year end appeal

- 801 mailed cards
- 3-part email series sent to 3,215 subscribers
- 8-part social media campaign
- Over 200 views on [50<sup>th</sup> Anniversary/Year end appeal video](#)

<sup>1</sup> Cost share is not tracked in Salsa CRM (Customer Relationship Management) after 2020

## Results

Projected: \$25,000 (DD projected 19% increase during campaign planning YTD<sup>2</sup>) based on steady increases for the past 4 appeals as well as stewardship of three major gifts. 2020 achieved \$16,000 (23% decrease YTD).

## Insights

Mid-level donations decreased at the end of 2022 while some major donors increased their gifts. The appeal engaged new prospective donors. It is recommended new prospects receive in-person contact in 2023. DD has connected with major donors from the year end appeal through email, phone, zoom, and mailing hand written notes as part of the established stewardship plan. The new prospects received a copy of *More Montana Moments*, by Ellen Baumler and a hand-written note from DD in December.

## Grants

- Cultural Trust Grant for \$10,000 over 2 years in under review and recommended at full funding. This grant application is restricted funding for Speakers in the Schools and Montana Conversations. Most recent update from the Montana Arts Council: You can see your funding recommendation, as the bill is currently written, in HB9. It is unusual, but we had lower application numbers and high predicted interest earnings so applications at 10k and under were recommended for full funding. You can go to the bill lookup page [http://laws.leg.mt.gov/legprd/law0203w\\$.startup?P\\_SESS=20231](http://laws.leg.mt.gov/legprd/law0203w$.startup?P_SESS=20231) and enter HB and 9 to see the status.
- BNSF for \$8,000 restricted to Speakers in the Schools. As of this report, the application is underway with an expected submission on 2/06. BNSF reviews applications based on employee availability.
- Wells Fargo will re-open grant portal for applicants during the first week of February. The application materials align with materials needed for the BNSF grant.

## Major Gift Updates

Since 2013, Humanities Montana received an annual gift from Joe Sample (not the Sample Foundation) ranging from \$20,000 to \$25,000 in support of rural Montana Conversations programs. The donation was typically made during the first quarter of the calendar year and one year in advance for the following year.

The DD created a tailored multi-touchpoint stewardship plan with the support of the Trusteeship Committee chair and solicitor of the donation. As part of the plan, the Development Director (DD) arranged an annual letter to Mr. Sample outlining program metrics, photos, and inspirational stories from rural Montana Conversations. The letter was emailed and mailed in the first quarter of the calendar year. The DD followed the correspondence with a personal phone call or arranged for a board member to call or meet with him in person. 2019-2020, David Irion was cc'd on the impact correspondence to the donor and made in-person visits to steward the gift.

During the first quarter of 2021, DD arranged an updated annual impact report for the donor. She was advised he was having health issues and would not be able to meet in person. The DD had a phone conversation with the donor during the spring and arranged an in-person visit in Billings with the Executive Director (ED), DD, and the donor for early summer. During this call, the donor expressed he was unaware the program needed funding. In preparation for the

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<sup>2</sup> 2021 resulted in 33% increase and highest revenue for year end appeal in CRM's history (customer relationship management software)

meeting, the DD arranged talking points for the ED. During the meeting, the donor again stated he was unaware the program needed funding but that he would resume funding. During the meeting, the donor experienced an unfavorable interaction with the ED.

DD followed up the meeting with a mailed note, email, and phone call to continue solicitation. DD connected with the solicitor of the gift for advice on re-engaging the donor. The donor did not make another gift before passing away.

In 2018, Bernard Rose arranged a planned gift of \$50,000 with Humanities Montana to be split Montana Center for the Book and rural book clubs. After the departure of the Executive Director in 2019, Mr. Rose revoked his planned gift and a \$100 monthly gift. In 2020, Mr. Rose called the newly instated ED to reinstate his planned gift. He reinstated his monthly donations to Humanities Montana following an in-person meeting with the ED and DD in 2021.

In December 2022, Mr. Rose called the DD and requested she cancels his planned gift and monthly support. When asked why he stated he heard unfavorable rumors following the announcement of the departure of the ED.

**Next Steps:**

- It is recommended HM submits at least one grant application per quarter.
- Continue stewardship efforts for major donors. While they like speaking with the DD and other staff, it is recommended they connect with ED and board members. Many major donors are former board members.
- In-person meetings with new group of prospects identified during the year end appeal. To date they have had phone, zoom, some in-person meetings with DD, and one gift interaction.
- It is recommended HM develops four appeal touchpoints annually for individual donors. In addition to the annual appeal and annual report, these should target engaging new audiences to support prospect growth.

## Trusteeship Committee

### Meeting Minutes

01/10/2023

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

**Attending:** Lynda Grande (chair), Carol Bradley, David Dietrich, Jamie Doggett, and Clark Whitehorn. Kim Anderson and Sara Stout represented staff. The Zoom meeting began at 1:02 p.m. and concluded at 2:22 p.m.

**Absent:** none

Lynda Grande called the meeting to order at 1:02 p.m.

The committee discussed the recommendation for a committee charter made by Liz Moore at the fall 2022 board meeting. Lynda directed the committee to the Trusteeship committee statement outlined in the bylaws. Carol Bradley and Clark Whitehorn will begin working on drafting a Trusteeship charter. Kim offered staff support.

The committee discussed minor changes to the phrasing of the Board Participation and Planning document. Lynda Grande raised the topic of board giving. In 2022, 72% of board members donated to Humanities Montana and the goal was 100%.

Carol Bradley moved the Trusteeship Committee accept the changes to the Board Participation and Planning document and circulate it to the board of directors. The motion received a second from David Dietrich. The Trusteeship Committee passed the motion unanimously.

The committee reviewed the Code of Ethics and Conflict of Interest document. David Dietrich moved the Code of Ethics and Conflict of Interest form be sent to all board members through DocuSign before February 3, 2023. The motion received a second from Carol Bradley. The Trusteeship Committee passed the motion unanimously.

The committee reviewed the Board Matrix document. The committee discussed adding "optional" to the Diversity column; removing the diversity statement at the bottom; adding the statement "Please list areas of Humanities Montana activities (i.e. fundraising, outreach, advocacy, etc.) in which you believe your strengths will be beneficial to the board" for clarification. David Dietrich moved the Trusteeship Committee accept the changes to the Board Matrix. The motion received a second from Jamie Doggett. The Trusteeship Committee passed the motion unanimously.

The committee discussed the board-giving goal. Clark Whitehorn moved the Trusteeship Committee set the board giving goal at \$12,000. The motion received a second from Jamie Doggett. The Trusteeship Committee passed the motion unanimously.

Lynda Grande asked Sara Stout for a development report. Sara provided the committee with the preliminary results of the 2022 Year-End Appeal. The committee requested the fundraising details for the calendar year 2022 be provided 10 business days ahead of the board meeting.

The committee discussed concerns about balance regarding board term dates and board recruitment.

The committee reviewed the Governor's Humanities Awards. The call for nomination will proceed as planned in February 2023. Lynda Grande asked Sara Stout to provide the ROI for the past few events. The committee will review the event's purpose and success in fundraising later in the year.

Lynda Grande (chair) adjourned the meeting at 2:22 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.

Humanities Montana Grants Committee Meeting  
January 25, 2023  
Zoom, 12:00 PM

Present: Jennifer Corning (chair); Francine Spang-Willis; Carla Homstad; Jeremy Carl; Ray Ekness. Lathie Pool was absent. Staff: Kim Anderson (interim executive director) and Megan Sundy (grants manager).

Jennifer Corning called the meeting to order at 12:00 p.m., welcomed the committee, and asked attendees to introduce themselves. Carla Homstad moved to approve the September 20, 2022 grants committee meeting minutes. Jennifer Corning seconded the motion. The motion passed unanimously.

Jennifer Corning asked Megan Sundy for a grants report. Megan shared her screen so that the committee could follow the slide presentation and addressed questions from the committee as needed. The grants report slides will be included in the board meeting packet and shared with the full board at the next board meeting.

Jennifer Corning thanked board and committee members for taking time to review, score, and provide comments for grant proposals. Kim Anderson added that the organization seeks to have at least 50% of board members review applications prior to award decisions and that 10 board members reviewed applications prior to this meeting and the average number of board member evaluations per application for this grant cycle was 8.

Jennifer Corning asked Kim Anderson for an update regarding the grantmaking budget for this fiscal year and for this award cycle. Kim explained that the full grantmaking budget for FY2023 is \$150,000 and that \$20,000 is earmarked for opportunity grants and \$40,000-\$45,000 is generally evenly distributed between each of the three annual grant cycles. She noted that the committee had flexibility and should feel free to award amounts deemed appropriate for the amount, number of submissions, and types of funding requests specific to each application round.

Jennifer Corning suggested the committee begin by discussing proposals with weighted average scores of 80% or above and by individual grant category.

The committee considered the following applications:

**Research Fellowship applications** (5 received, \$20,000 requested)

- A History of Latinos in Montana, \$4,000  
Average Score: 97%
- Fifty-Six Counties, the radio show, \$4,000  
Average Score: 86%
- ARCO, Herbert Bayer, and the Art of Extraction, \$4,000  
Average Score: 85%
- The Horse Breaker, \$4,000  
Average Score: 74%
- Book promoting critical public understanding of the Montana Constitution and Democracy \$8,000  
Average Score: 61%

**Regular grant applications** (11 received, \$63,227 requested)

- First Voices. Three Fort Peck Stories: Assiniboine, Chippewa, and Sioux, \$10,000  
Average Score: 94%
- Abundant Montana 2023 Local Food Guide Grow & Tell Stories, \$9,000  
Average Score: 94%
- Gary Moulton Lecture & Dinner at the Annual Meeting of the Lewis & Clark Trail Heritage Foundation, \$2,500

- Average Score: 94%*

  - Watershed People of Montana and Amazonia, \$6,767

*Average Score: 92%*
- Brian Maguire: No One is Forgotten/ Missing and Murdered Indigenous People publication, \$10,000

*Average Score: 91%*
- Connecting Montana to the World, \$5,000

*Average Score: 89%*
- Loss & Legacy: Living Forward While Looking Back, \$4,000

*Average Score: 86%*
- Annual Youth Concert, Gershwin's Magic Key, \$2,500

*Average Score: 82%*
- Inclusive Infusion, \$6,000

*Average Score: 73%*
- Illegal Abortion in Montana's Past & Possible Future, \$5,460

*Average Score: 65%*
- AH-VEEP - Harmony With Our Earth - Earth Day Exhibition and Celebration, \$2,000

*Average Score: 47%*

**Total Requested: \$83,227**

Francine Spang-Willis was listed as a scholar for both the *Fifty-Six Counties, the radio show* and *Watershed People of Montana and Amazonia* proposals. To address potential conflicts of interest, Francine did not provide comments or score for these in Foundant and she recused herself from discussing and voting on both proposals in the grants committee meeting.

The discussion began with consideration of research fellowship applications. In particular, issues were raised about the *Fifty-Six Counties* project as a research fellowship opposed to a regular grant and whether the request should be led by the radio station to demonstrate efforts towards sustainability, feasibility, and well-vetted content. Focus then turned to the *ARCO, Herbert Bayer, and the Art of Extraction* project. There was some confusion about the project title (two different titles are listed in the application) and the content focusing on copper vs. petroleum extraction. Additionally, Jennifer and Jeremy raised questions about the project's capacity to reach a Montana audience and accessibility outside academia.

Discussion then moved to consideration of regular grant applications, beginning with the highest scoring proposals. Discussion about the *First Voices* project was positive with some concerns expressed that the applicant is an out of state organization and the project is not being led from within the community. However, the level of collaboration between Thresh, Inc. and other local and state-wide organizations comprised of representative community members was encouraging.

In review of the *Abundant Montana 2023 Local Food Guide Grow & Tell Stories* project, committee members liked the idea and topic areas but felt the distribution of the publication would be passive and expressed concerns about the humanities content and the potential perception that HM is supporting a specific view of appropriate agriculture in Montana.

Committee members found the *Gary Moulton Lecture & Dinner at the Annual Meeting of the Lewis & Clark Trail Heritage Foundation* interesting and the request amount appropriate for supporting the public lecture component of the conference.

While considering the *Watershed People of Montana and Amazonia* project Kim and Megan noted that the proposal was responsive to the success and interest in a previously funded speaker series of similar nature. Jennifer saw a few gaps in the project timeline, Ray felt the budget was appropriate, and Carla suggested encouraging the applicant to approach Crow Agency with their programming.



Significant discussion ensued about the *Brian Maguire: No One is Forgotten/ Missing and Murdered Indigenous People* publication and focused on the request amount compared to project activities, engagement of the families of MMIW, concerns about the possible latent political assumptions, unconfirmed journalists, and reach of the catalogue. The committee decided that this was a good project but the organization should consider reapplying for the April 20, 2023 deadline after the project is more developed and can respond to committee concerns.

Discussion of both *Connecting Montana to the World* and *Loss & Legacy: Living Forward While Looking Back* recognized that both projects are unique offerings in Montana and both organizations are reputable and have a long history of delivering successful projects and worthwhile humanities content to Montana audiences. Although HM has funded both organizations repeatedly over several years committee members noted the significant program expansion and organizational capacity and recognized the reduced request amounts and evidence of other sustainable funding support for each project.

Application reviews concluded with consideration of the *Annual Youth Concert, Gershwin's Magic Key* project. There were questions about the budget, how funds would be used, and strength of humanities content. Kim and Megan provided clarification that funds would not be used to pay musicians and the conversation then moved toward the positives of supporting youth-based programming and expanding reach to rural communities near Helena.

**Ray Ekness moved to recommend the following award decisions to the full board...**

#### **PARTIAL FUNDING**

##### **Research Fellowships**

- First Voices. Three Fort Peck Stories: Assiniboine, Chippewa, and Sioux, \$5,000  
*Native scholar expenses ONLY*
- ARCO, Herbert Bayer, and the Art of Extraction, \$2,000

##### **Regular grants**

- Abundant Montana 2023 Local Food Guide Grow & Tell Stories, \$3,600  
*Personnel expenses ONLY*

#### **FULL FUNDING**

##### **Research Fellowships**

- A History of Latinos in Montana, \$4,000

##### **Regular grants**

- Gary Moulton Lecture & Dinner at the Annual Meeting of the Lewis & Clark Trail Heritage Foundation, \$2,500
- Watershed People of Montana and Amazonia, \$6,767
- Connecting Montana to the World, \$5,000
- Loss & Legacy: Living Forward While Looking Back, \$4,000
- Annual Youth Concert, Gershwin's Magic Key, \$2,500

#### **DECLINE FUNDING**

##### **Research Fellowships**

- Fifty-Six Counties, the radio show, \$4,000
- The Horse Breaker, \$4,000
- Book promoting critical public understanding of the Montana Constitution and Democracy \$8,000

**Regular grants**

- Brian Maguire: No One is Forgotten/ Missing and Murdered Indigenous People publication, \$10,000
- Inclusive Infusion, \$6,000
- Illegal Abortion in Montana's Past & Possible Future, \$5,460
- AH-VEEP - Harmony With Our Earth - Earth Day Exhibition and Celebration, \$2,000

**Staff will communicate parameters of partial funding and allowable expenses to the appropriate applicants. Staff will also consult with Missoula Art Museum and advise them to consider submitting another application for the April 20, 2023 deadline and to provide more evidence of family support, a more detailed budget to include estimated fees for confirmed journalists, and a detailed evaluation plan.**

**Carla Homstad seconded the motion. The motion passed unanimously.**

**TOTAL RECOMMENDED AWARD: \$35,367**

Jennifer Corning thanked everyone and requested sending a Doodle poll to determine a date for a special grants committee meeting in March. Everyone agreed.

Ray Ekness moved to adjourn the meeting. Carla Homstad seconded the motion. The motion passed unanimously.

The meeting adjourned at 1:38 PM

The Zoom call ended at 1:40 PM

# Grantmaking Report

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February 2023

- ✓ **Activities**
- ✓ **Scoring Rubric**
- ✓ **FY 2022 GivingTrends**
- ✓ **Coming Soon**

# Activites & Initiatives

	Process Strategy No. 1	Process Strategy No. 2	Process Strategy No. 3
	Evaluate	Ensure Compliance	Advance Engagement
Activity	<b>Updates to grantmaking systems</b> resources • guidelines • applications • agreements • reporting	<b>Assess risk and refine internal protocols</b>  SWOT analysis	<b>Increase available resources for interested applicants</b>  consults • info webinars • eligibility survey • FAQs
Activity	<b>Align application review process with national grantmaking best practices</b>  toolkit • scoring rubric • eval questionnaire • decline rationale • BOD training	<b>Participate in NEH and NFHC grantmaking training and networking opportunities</b>  NEH Subawarding for PTEs training • NHC conference • Federation evaluation cohort	<b>Increase reach through strategic partnerships</b>  MAM panel • MT History Foundation grant writing workshops • MSU Extension • Humanities Institute • Tribal Colleges & Universities
Activity	<b>Explore revisions to grant categories and deadlines</b>	<b>Compile data for annual NEH Activities &amp; Outcomes report</b>	<b>Offer new engagement opportunities for subrecipients</b> cohort sessions • grantee spotlights

# Scoring Rubric

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Fair, Transparent, &  
Compliant  
Grantmaking

## Purpose

- To foster equity, transparency, and meaningful accountability inside and outside of our grant making processes.
- To steward the use of federal funds in alignment with current grantmaking best practices.
- To further our mission by supporting grassroots initiatives that support our organizational goals and strategies.
- To better assess risk in our award process and use of federal funds in accordance with NEH terms & conditions and current federal uniform guidance.

## Design

- Targeted assessment of project components.
- Reduces subjectivity and increases objective scoring based on mission alignment.
- Offers greater support to staff when providing feedback to applicants.

# Giving Trends FY2022 - Overall



## Subaward Summary

**41** subawards

**35** organizations

**18** cities

**5** tourism regions

**\$167,505** requested

**\$123,324** awarded

**75%** of requested funds awarded

**\$3,008** average award amount



## Overall Grantmaking Summary

**68** requests

**56** organizations

**27** cities

**5** tourism regions

**\$360,546** requested

**34%** of requested funds awarded

# Giving Trends FY2022 – By Category



Totals & Averages by Grant Category			
Value	Category	Award Amount	Request Amount
Totals	Film + Video	\$12,000	\$18,000
	Opportunity	\$20,674	\$20,674
	Regular	\$86,650	\$124,831
Averages	Film + Video	\$6,000	\$9,000
	Opportunity	\$984	\$984
	Regular	\$5,097	\$7,343

**Coming  
Soon**



**YoY Grantmaking Report 2019-2022**  
(February 2023)



**Special Grant Committee Meeting**  
(March 2023)



**Next grant cycle**  
(April 20 application deadline)



# Questions?

**Jennifer Corning**

Grants Committee Chair  
jennifercorning@mac.com

**Kim Anderson**

Interim Executive Director  
kim.anderson@humanitiesmontana.org

**Megan J. Hill Sundy**

Grants Manager  
megan.sundy@humanitiesmontana.org

[WWW.HUMANITIESMONTANA.ORG](http://WWW.HUMANITIESMONTANA.ORG)

311 Brantly, Missoula, MT 59812

**Humanities  
MONTANA**

## FY2022 Subaward Summary

Project Name	Organization Name	Organization City	Tourism region	Amount Awarded	Amount Requested	Process Name
22R001 <a href="#">One Book Belgrade - 2022</a>	Belgrade Community Library	Belgrade	Yellowstone	\$1,000	\$1,000	Opportunity Grant
22R002 <a href="#">Melstone History Highway Sign Panel #3</a>	Melstone Area Foundation	Melstone	Custer	\$1,000	\$1,000	Opportunity Grant
22R003 <a href="#">James Welch Native American Literature Festival</a>	Aasaistto Language Society	East Glacier	Glacier	\$10,000	\$10,000	Regular Grant
22R004 <a href="#">Philosophy Symposia Series</a>	Merlin CCC	Helena	Gold West	\$3,750	\$6,250	Regular Grant
22R006 <a href="#">Talk Series: Language Reclamation and Beyond</a>	Mizuki Miyashita	Missoula	Glacier	\$5,000	\$13,061	Regular Grant
22R007 <a href="#">Story of Butte</a>	Butte Citizens for Preservation and Revitalization	Butte	Gold West	\$7,500	\$9,365	Regular Grant
22R008 <a href="#">First Voices</a>	Thresh Inc.	New York	Custer	\$2,000	\$10,055	Regular Grant
22R009 <a href="#">Buckskin and cloth dresses</a>	Wild Rose Center	Busby	Custer	\$4,000	\$4,000.00	FY22 Research Fellowship Grant
22R010 <a href="#">Romey Stuckart essay and talk</a>	Missoula Art Museum	Missoula	Glacier	\$1,000	\$1,000	Opportunity Grant
22R011 <a href="#">Annual Youth Concert</a>	Helena Symphony	Helena	Gold West	\$1,000	\$1,000	Opportunity Grant
22R012 <a href="#">MPN Playwrights Conference 2022: From Page To Stage</a>	Montana Playwrights Network	Clancy	Gold West	\$1,000	\$1,000	Opportunity Grant
22R013 <a href="#">Teen Book Boxes Extension Program</a>	Billings Public Library	Billings	Custer	\$1,000	\$1,000	Opportunity Grant
22R014 <a href="#">Nadia Bolz-Weber Lecture Event</a>	Billings Public Library	Billings	Custer	\$1,000	\$1,000	Opportunity Grant
22R015 <a href="#">Mullan Road Conference 2022</a>	River and Plains Society	Fort Benton	Russell	\$1,000	\$1,000	Opportunity Grant
22R016 <a href="#">Food for Thought: An Evening of Great Conversation</a>	Billings Public Library Foundation	Billings	Custer	\$999	\$999	Opportunity Grant
22R017 <a href="#">August Institute</a>	Western Montana Professional Learning Collaborative	Trout Creek	Glacier	\$1,000	\$1,000	Opportunity Grant
22R018 <a href="#">Sentinel Reads</a>	Missoula County Public Schools	Missoula	Glacier	\$1,000	\$1,000	Opportunity Grant
22R019 <a href="#">Music &amp; Mental Health Panel</a>	North Valley Music School	Whitefish	Glacier	\$675	\$675	Opportunity Grant
22R020 <a href="#">Hands on Montana</a>	Lewistown Art Center	Lewistown	Russell	\$1,000	\$1,000	Regular Grant
22R021 <a href="#">Montana State Literacy Conference</a>	Montana State Literacy Association	Lewistown	Custer	\$1,000	\$1,000	Opportunity Grant
22R022 <a href="#">No-No Boy at Kirks Grocery</a>	Kirks Grocery	Billings	Custer	\$1,000	\$1,000	Opportunity Grant
22R023 <a href="#">We Burn Like This Montana Tour</a>	We Burn Like This LLC	Billings	Custer	\$1,000	\$1,000	Opportunity Grant
22R024 <a href="#">Montana History Foundation Grant Writing Workshop Series</a>	Montana History Foundation	Helena	Gold West	\$1,000	\$1,000	Opportunity Grant
22R025 <a href="#">Children's Festival of the Book</a>	Bozeman Public Library Foundation	Bozeman	Yellowstone	\$2,000	\$4,000	Regular Grant
22R026 <a href="#">Celebrating the Legacy of Red Cloud: Cross-Cultural Friendships</a>	Montana State University Billings	Billings	Custer	\$5,000	\$5,000	Regular Grant
22R027 <a href="#">Elk River Arts &amp; Lectures FY 2023 Lecture Series</a>	Elk River Arts & Lectures	Livingston	Yellowstone	\$7,500	\$10,000	Regular Grant
22R028 <a href="#">Crow Summer Institute</a>	Crow Language Consortium	Hardin	Custer	\$10,000	\$10,000	Regular Grant
22R029 <a href="#">CREATING A COMMUNITY DANCE IN RED LODGE</a>	Red Lodge Area Community Foundation	Red Lodge	Custer	\$1,800	\$3,000	Regular Grant
22R030 <a href="#">Lightning Creek Oral History Project</a>	Crosscut Mountain Sports Center	Bozeman	Yellowstone	\$2,000	\$4,000	Regular Grant
22R031 <a href="#">Writing about War: A Panel Discussion</a>	Elk River Arts & Lectures	Livingston	Yellowstone	\$1,000	\$1,000	Opportunity Grant
22R032 <a href="#">Welcome to Indian Country</a>	Billings Symphony	Billings	Custer	\$1,000	\$1,000	Opportunity Grant
22R033 <a href="#">Indigenous Advocacy Within Art and Cultural Institutions of Montana</a>	Montana Art Gallery Directors Association	Bozeman	Yellowstone	\$1,000	\$1,000	Opportunity Grant
22R034 <a href="#">Boarding Schools: Remembering our Resiliency and Shared Knowledge</a>	University of Montana	Missoula	Gold West	\$1,000	\$1,000.00	Opportunity Grant
22R035 <a href="#">A Different, Deadly Beast: The 1918 Influenza in Montana</a>	Montana History Foundation	Helena	Gold West	\$10,000	\$10,000	Film + Video Grant
22R036 <a href="#">Ryan Zahn Goes Pro (Working Title)</a>	Spyrock Film	Billings	Custer	\$2,000	\$8,000	Film + Video Grant
22R037 <a href="#">The Crazy Mountains Oral History Project (CMOHP): A Layered History of Place</a>	Park County Environmental Council	Livingston	Russell	\$5,000	\$10,000	Regular Grant
22R038 <a href="#">Montana Kid Lit Festival (2023)</a>	Billings Public Library	Billings	Custer	\$3,500	\$3,500	Regular Grant
22R039 <a href="#">Crow Level 2 Media Player Integration Project</a>	Crow Language Consortium	Hardin	Custer	\$10,000	\$10,000	Regular Grant
22R040 <a href="#">Reframing Rural Season Three</a>	Montana History Foundation	Helena	Gold West	\$5,600	\$5,600	Regular Grant
22R041 <a href="#">Native Filmmaker Initiative Programs: NFI Film Club and Native Voices Programming</a>	Big Sky Film Institute	Missoula	Glacier	\$5,000	\$10,000	Regular Grant
22R042 <a href="#">Cultivating Wisdom, Re-examining our Relationships to the Natural World</a>	Emmaus Campus Ministry	Missoula	Gold West	\$1,000	\$1,000.00	Opportunity Grant
Total # of Subawards = 41	Total # of Unique Organizations = 35	Total # of Unique Organization Locations = 18	Total # of Unique Tourism Regions = 5	Total Amount Awarded = \$123,324	Total Amount Requested = \$167,505	Total # of Film + Video subawards = 2
				Average Award Amount = \$3,008		Total # of Opportunity subawards = 21
				% of Requested Funds Awarded = 75%		Total # of Regular subawards = 17



# Program Committee

## Report

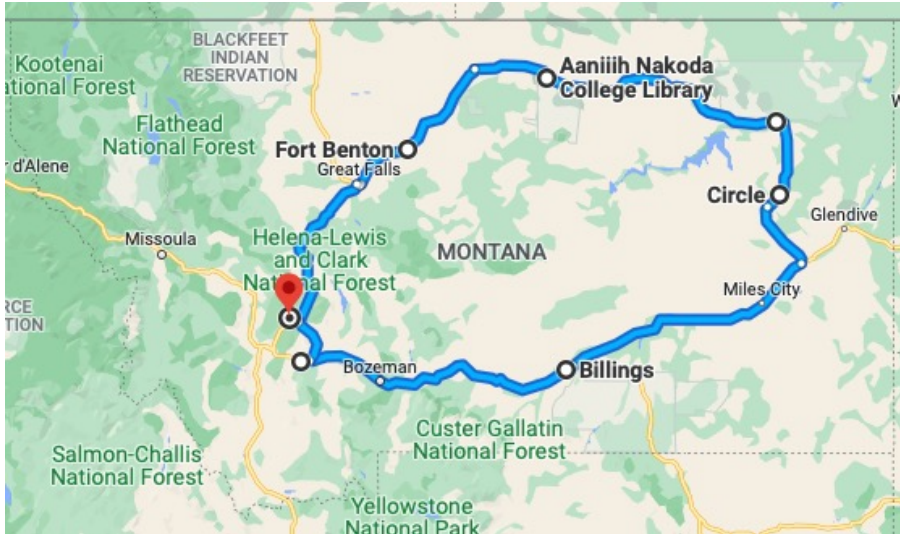
Humanities  
**MONTANA**

# The Democracy Project

- Democracy Project, October 2022 Outreach Trip
- Outreach with future Democracy Project Sites
- Seeley Lake Public Library
- Mae Nan Ellingson Interview
- Charles Engelhard Foundation

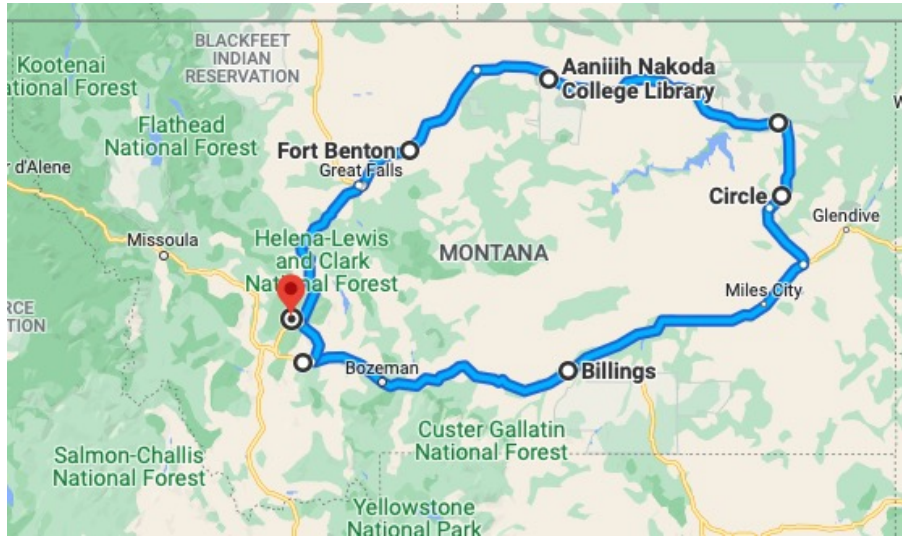


# The Democracy Project Outreach Trip



- Tribal College Libraries: Aaniiih Nakoda College Library; Fort Peck Community College Library
- High School Libraries: Gallatin High School, and Columbia Falls High School
- Public and Community Libraries: Billings Public Library; Choteau Community Library; George McCone County Library; Lewis and Clark Library, East Helena; Lewis and Clark and Whitehall Community Library

# The Democracy Project Outreach



- Bozeman Public Library
- Harlem Public Library
- Stone Child Community College Library on the Rocky Boy Reservation

# The Democracy Project

## Seeley Lake Public Library

### Democracy Project

Grant-funded program designed to get students thinking about politics, civics

By Vince Lovato  
Pathfinder

Share Tweet + 0 Comments

November 10, 2022



Mike Dennison

By Vince Lovato, Pathfinder Editor

SEELEY LAKE – Though Republicans control Montana politics today, that wasn't always the case, retired journalist Mike Dennison told Seeley Swan High School students Nov. 1.

Up to about 30 years ago, Montana was a so-called Blue State, he said.

Dennison, who covered Montana politics as a print and TV journalist for the last 40 years, is a guest lecturer for the Humanities Montana Democracy Project.

According to the website, the privately funded Democracy Project is, "...a teen-led initiative supported by local libraries, community partners, and Humanities Montana. This program gives teens the resources to effect change and know their role in an evolving democracy through direct civic participation. Students work for six months on projects they feel are vital to their community, ending with a public showcase."

Campus Librarian Carrie Benton, who coordinates the program for SSHS, said AP History Teacher

Trace Stone's students will divide into groups of three or four to work on the long-term project based on the Democracy Project's program.

- Seeley Lake Public Library received news that a social media post questioned the library's participation with the program in early November 2022, before a presentation by Mike Dennison
- John Knight and Randi Tanglen visited the site the day of Mike's Democracy Project presentation to answer questions from the community
- A Seeley Lake Pathfinder Article was published on November 10, 2022, describing The Democracy Project to the community as a non-partisan civics program

# The Democracy Project

## Mae Nan Ellingson Interview





# The Democracy Project

## The Charles Engelhard Foundation

### THE DEMOCRACY PROJECT

Humanities  
MONTANA

### Bringing Ideas to Action

The Democracy Project is a teen-led initiative supported by local libraries, community partners, and Humanities Montana. This program gives teens the resources to effect change and know their role in an evolving democracy through direct civic participation. Students work for six months on projects they feel are vital to their community, ending with a public showcase.

Follow us on Instagram

#### TEENS BUILD SKILLS LIKE:



LEADERSHIP



CRITICAL AND CREATIVE THINKING



COLLABORATION



INFORMATION LITERACY

#### YEAR TWO PROGRAM LOCATIONS:

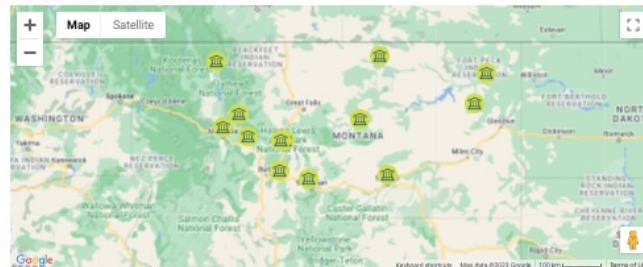
The Democracy Project grew from three to 14 sites throughout Montana.

Open to people 13-19 years old

Free to participate

Librarians interested in the next round of Democracy Project are welcome to fill out a Survey of Interest.

Survey of Interest



# Montana Conversations

## Speakers in the Schools

## Informed Citizen

- New Speakers
- Informed Citizen Update
- Montana Conversations and Speakers in the Schools Outreach
- Speaker Contracts
- Montana Conversations, Speakers in the Schools, Data and Maps

# Montana Conversations and Speakers in the Schools

## New Speakers



- Aspen and Cameron Decker: *Ástq<sup>w</sup>: Salish Cedar Bark Baskets*
- Aspen and Cameron Decker: *Sqelix<sup>w</sup> 'Salish' Storytelling*
- Sabre Moore: *Dark Skies: Light Pollution and the Story of Montana's Night Skies*
- Buck Hitswithastick: *Bridging the Worlds*
- Janiana Viera-Marques: *Imagining More Diverse and Inclusive Montana Communities*

# Informed Citizen Extension Grant



## Conversations on Journalism

Informed Citizen seeks to deepen the public's knowledge and appreciation of the vital connections between democracy, the humanities, journalism, and an informed citizenry. We have partnered with experts from all types of media to talk about important topics like news literacy, local journalism, the future of journalism, and the history of American journalism during periods of political upheaval and change. We hope you join the conversation.

### INFORMED CITIZEN IS:



PANELS



CONVERSATIONS



WORKSHOPS



AWARD-  
WINNING  
JOURNALISTS

- A total of 5 Informed Citizen programs were booked between September 30 - December 31, 2022 with the Informed Citizen grant extension from the Mellon Foundation
- Humanities Montana awarded the Lewistown Public Library a Informed Citizen Regrant award to bolster media literacy and news misinformation programming occurring at the library.

# Programs

## Continued Outreach

2022-2023 goal for Humanities Montana programs is to bring presentations to: Judith Basin County, Golden Valley County, Petroleum County, Garfield County, and Powder River County.

- Contact was established with the Petroleum County Community Center in October 2022, with a meeting occurring over Zoom that introduced programs available to the community
- Montana Conversations and Speaker's in the Schools presenter Mary Jane Bradbury and John Knight scheduled a series of programs at Stanford High School and Stanford Public Library in Stanford Montana. Students from Judith Basin, Petroleum County and Garfield County attended Mary Jane's presentations, thanks to the efforts of the Stanford School District Superintendent working with neighboring school districts and students



# Speaker's Bureau

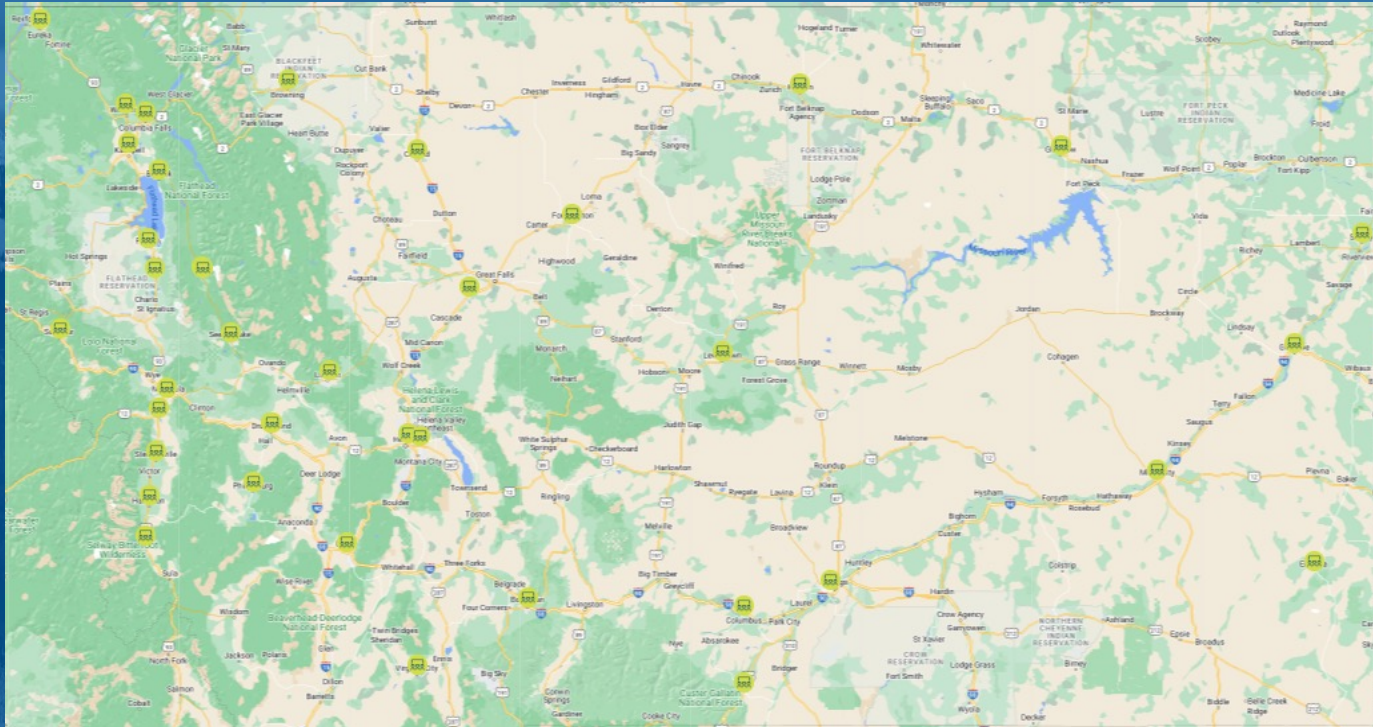
## Speaker Contracts



- At the Start of the 2022-2023 Fiscal Year, all Montana Conversation, Speaker in the Schools and Informed Citizen speakers were sent a Memo regarding areas of concern in their contracts.
- The areas of concern include honoraria pay structure and expectations, and travel reimbursements



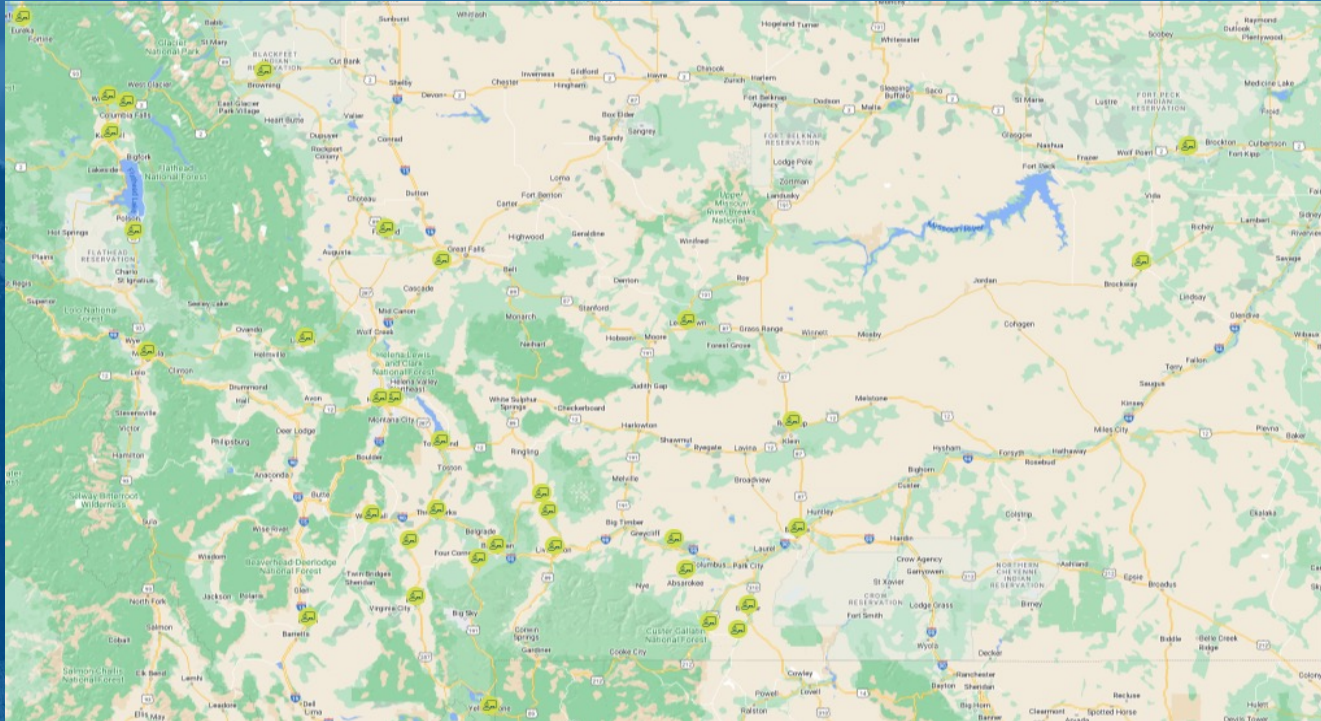
# Montana Conversations



3194 Montanans attended a Montana Conversation program in 2022

55% of 151 Montana Conversation presentations took place in rural communities

# Speakers in the Schools



472 total Speakers in the Schools presentations took place in 2022

49% of presentations occurred in rural communities

15% of presentations were held in tribal nation communities

5766 students were served



# Hometown Humanities

## Lewistown Public Library

- John Knight continues to meet bi-monthly with the Lewistown Public Library
- The library is planning a spring 2023 Montana Author's Dinner with the support of Humanities Montana
- Hometown Humanities will conclude in May of 2023

# Hometown Humanities



32 Programs took  
place in Lewistown in  
2022

854 Lewistown  
community members  
served



**MONTANA CONVERSATIONS**  
COMMUNITY CONVERSATIONS BY HUMANITIES  
MONTANA

## THE VETERAN'S EXPERIENCE AND MILITARY CULTURE



**PRESENTED BY**  
**Elizabeth Barrs**

RETIRED ARMY OFFICER AND INSTRUCTOR OF  
VETERANS STUDIES AT THE UNIVERSITY OF  
MONTANA



Lewistown Public Library



**SATURDAY, MAY 21**

**11:00 AM – 1:00 PM**

**UPSTAIRS MEETING  
ROOM**

**REFRESHMENTS  
PROVIDED**

**HOW CAN WE  
CLOSE GAPS IN  
UNDERSTANDING  
BETWEEN AMERICA  
AND ITS MILITARY?**

**LEWISTOWN PUBLIC  
LIBRARY**

701 West Main Street  
Lewistown, MT 59457

506.538.5212

[lewistownlibrary.org](http://lewistownlibrary.org)

# Montana Center for the Book

## Update

- Montana Center for the Book is still on hold as John Knight continues to onboard at the organization
- If the 2023 HM Strategic Plan was adopted by the Board of Trustees, the program will be put through an evaluation screen
- 180 Gather Round Kits were sent out in 2022 as part of Montana Center for the Book programming

# National Humanities Conference

Los Angeles

November 10 – 13, 2022

- In November 2022, David Dietrich, John Knight and Megan Sundy traveled to Los Angeles for the National Humanities Conference

# Strategic Plan

## Programs Update

- At the end of 2022, John Knight updated the Programs Year 1 Activities and Outcomes portion of the Strategic Plan, which will be up for review by the Board of Trustees
- Programs department is continuing to accomplish strategic goals and outreach in regards to rural, indigenous, and youth communities

# Questions and Comments

Humanities Montana  
Program Committee  
January 9, 2023

**Present:** Jeannette Fregulia (Committee Chair), Glory Blue Earth, Beth Sullivan, Arian Randall

**Absent:** Ramey Growing Thunder

**Staff:** Kim Anderson (Interim Director), John Knight (Programs Manager)

The meeting was called together at 11:02 on Zoom. Jeanette welcomed new board member Arian Randall, and welcomed Kim Anderson back to the Program Committee. Arian gave a short introduction on her background, and excitement for joining the program committee at Humanities Montana. Jeanette then turned the discussion over to John, who presented on The Democracy Project, Montana Conversations, Speakers in the Schools, Informed Citizen, Hometown Humanities, Montana Center for the Book, the National Humanities Conference, and the Strategic Plan.

### **The Democracy Project**

John updated the Program Committee on the Democracy Project outreach trip that he and coordinator Jenny Bevill took in October 2022. He spoke about visits to Tribal College Libraries: Aaniiih Nakoda College Library; Fort Peck Community College Library; High School Libraries: Gallatin High School, and Columbia Falls High School; and Public and Community Libraries: Billings Public Library; Choteau Community Library; George McCone County Library; Lewis and Clark Library, East Helena; Lewis and Clark and Whitehall Community Library. John also mentioned that Humanities Montana outreach took place at Bozeman Public Library, Harlem Public Library, and Stone Child Community College Library on the Rocky Boy reservation.

After updating the Program Committee on the outreach trip, John noted that the Democracy Project site at the Seeley Lake Public Library received criticism in November of 2022 for their participation with the program—noting that community members interpreted The Democracy Project as a democratic party-partisan project being funded by Humanities Montana. To support the Seeley Lake librarian, John and Randi Tanglen visited the site the day of their Democracy Project meeting with Humanities Montana speaker Mike Dennison to answer any questions by the community. No parents or private citizens came in person to meet with John and Randi, however, a journalist from the Seeley Lake Pathfinder newspaper interviewed the librarian. John and Randi provided support and answered questions about Humanities Montana. An article was released a few days later about The Democracy Project, which cast the program as non-partisan and teen-led. John then asked the committee if they had any questions regarding the Seeley Lake Public Library, and no concerns were raised by the board members.

John updated the Program Committee about an interview that Jenny Bevill conducted with Mae Nan Ellingson, who attended the 1972 Montana Constitutional Convention. The interview centered on Mae Nan's experience as one of the youngest and only female delegates in attendance, and how youth can engage civically, both in their communities and Montana. The

interview was then distributed to all Democracy Project sites, with a mid-winter deadline to watch and submit questions back to Mae Nan, who will answer in email form. John stated that the interview is part of a framework of tools that each Democracy Project site can access throughout the year, as teens sharpen their interests and concerns for their year-end Democracy Project culmination project.

To end the update on The Democracy Project, John announced that funding through the Charles Engelhard Foundation had been committed for 2023-2025. On November 20, 2022, following a scheduled meeting between Randi Tanglen, John Knight, Kim Anderson and Susan O'Conner of the Charles Engelhard Foundation, Susan committed to funding two more years of The Democracy Project with Humanities Montana. Jeanette then asked about other possible funding opportunities in the future. John and Kim responded that the next two years of Democracy Project funding allows Humanities Montana to continue strengthening the program, while building data sets and reporting criteria, which will be important when speaking to other funding sources for the program. Kim noted that we will make an official funding ask to the Charles Engelhard foundation in the spring of 2023.

### **Montana Conversations (MC), Speakers in the Schools (SiS), and Informed Citizen**

John introduced five new speakers and their programs to the Program Committee. These speakers included: Aspen and Cameron Decker: *Ástqʷ, Salish Cedar Bark Baskets* (MC and SiS); Aspen and Cameron Decker, *Sqelixʷ 'Salish' Storytelling* (MC and SiS); Sabre Moore, *Dark Skies, Light Pollution and the Story of Montana's Night Skies* (MC); Buck Hitswithastick, *Bridging the Worlds* (MC and SiS); Janiana Viera-Marques, *Imagining More Diverse and Inclusive Montana Communities* (SiS).

John then gave an update on the Informed Citizen extension grant from the Mellon Foundation, which was received late in September 2023. He noted that a total of five programs were booked between September 30 - December 31, 2022 as Informed Citizen presentations. John described how a surplus of Informed Citizen funds were left over by December with no other programs being booked for the grant extension. It was noted that Randi Tanglen reached out to the Mellon Foundation, who asked that the funds not be returned. Instead, the foundation asked if the surplus grant funds could be awarded to a constituent organization in Montana. John and Randi identified the 2022-2023 Hometown Humanities partner site, the Lewistown Public Library as a site to award the funds to, as they had committed to continuing programming and literacy on media misinformation in their community. After a partnership agreement was signed, a total of \$3415.00 of grant funding through the Mellon Foundation Informed Citizen extension grant was awarded to the Lewistown Public Library on December 23, 2022.

As part of his MC and SiS update, John informed the Program Committee of his ongoing outreach efforts to Judith Basin County, Golden Valley County, Petroleum County, Garfield County, and Powder River County. John noted that contact was established with the Petroleum County Community Center in October 2022, with a meeting occurring over Zoom that introduced Humanities Montana programs available to the community. He also stated that he and MC and



SiS presenter Mary Jane Bradbury scheduled a series of programs at Stanford High School and Stanford Public Library in Stanford Montana. Students from Judith Basin, Petroleum County and Garfield County attended Mary Jane's presentations, thanks to the efforts of the Stanford School District Superintendent working with neighboring school districts and students.

John noted that at the start of the 2022-2023 Fiscal Year, all MC, SiS, and Informed Citizen speakers were sent a memo regarding areas of concern in their contracts. These areas of concern include honoraria pay structure and expectations, and travel reimbursement. As a result, John is in the process of updating process guidelines in regards to the aforementioned areas of concern. He will also be working with HM staff to update 2023-2024 speaker contracts to include clearer language. Jeanette asked John to clarify concerns in the speaker's contracts and give an example. Both Kim and John clarified with contract examples, noting that clearer language will result in better stewardship of public funds.

### **Hometown Humanities**

John discussed developments with the Hometown Humanities site, the Lewistown Public Library. He mentioned that he continues to meet bi-monthly with Director Alissa Wolentz and Librarian Brittney Uecker with ongoing program needs at the site. John updated the Program Committee that the Lewistown Public Library is planning on a Montana author's dinner in the spring 2023. This event will close out the Hometown Humanities efforts in Lewistown for 2022-2023. He also noted that the library is developing a Montana Writers Institute for later in 2023. John set up a meeting between HM Grants Manager Megan Sundy and the library to discuss grant opportunities for the Montana Writers Institute.

### **Montana Center for the Book**

John gave a brief update on the ongoing state of the Montana Center for the Book. He mentioned that the Center for the Book Prize is still on hold as he onboards at Humanities Montana. Kim and John both noted that the Montana Center for the Book would remain on hold until a new Executive Director was found, and that the program would need to be put through an evaluation screen, if the 2023 HM Strategic Plan was adopted by the Board of Trustees. Beth asked about the Strategic Plan and the Programs Evaluation Screen, and when the committee can move forward with evaluating programs. Kim clarified that the Strategic Plan will need to be adopted by the Board of Trustees before program evaluations can occur.

Regarding the Gather Round program, John noted that HM has sent out 180 Gather Round Kits in 2022, and with 20 kits remained. He mentioned that Gather Round special outreach with librarians occurred during the October 2022 Democracy Project trip, where kits were given out to interested constituents. John will distribute the remaining kits in 2023 at the Golden Triangle Curriculum Conference that he will attend in January 2023. During this conference he will conduct SiS outreach to various school districts by giving a public presentation on the resources available to schools through HM. John will also table at the conference, answering questions by interested schools and constituents.

## **National Humanities Conference, Los Angeles, November 8-12, 2022**

John updated the Program Committee of he and Megan Sundy's participation at the National Humanities Conference in Los Angeles in 2022. John spoke about how HM's outreach and focus on rural, youth and indigenous communities in Montana was noted by various Humanities Councils in attendance. He noted breakout sessions with various councils, and how proud he was of the work and outreach that HM achieved in rural Montana. John mentioned that the conference was a great opportunity to meet other Program Managers and Officers, and realize all of the good humanities work already happening in Montana. Members of the Program Committee stated that they were happy to hear about how Humanities Montana's work aligns with other state Humanities Councils.

## **Strategic Plan**

To conclude the Program Committee meeting, John gave an update that he and Randi updated the HM Programs Year 1 Activities and Outcomes portion of the Strategic Plan, which will be up for review by the Board of Trustees. He noted that the programs department was already accomplishing strategic goals and outreach in regards to rural, indigenous, and youth communities.

Jeanette concluded the Program Committee meeting at 11:53am, and thanked all of those in attendance. John adjourned the meeting 11:55am.