Humanities Montana

Program Committee Meeting Minutes

August 28, 2023 at Noon via Zoom

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

**Absent:** Ramey Growing Thunder, Glory Blue Earth

**Staff:** Jill Baker (Executive Director), John Knight (Programs Manager)

A quorum was present.

Programs Manager John Knight welcomed everyone and called the meeting to order at 12:04pm.

Programs Activities and Outcomes:

John provided a report on the progress of the programs strategic work plan, process strategies, and actions steps. The following action steps and their timelines were discussed:

1. Action Step: *Evaluate current programs*, with an ongoing target date. John noted that programs are in process of being evaluated.
2. Action Step: *Identify 3-4 core programs*, with a target date of 09/30/2023. John noted that he and Executive Director Jill Baker were in process of identifying core programs.
3. Action Step: *Speaker contracts and guidelines*, with a target date of 07/01/2023. John noted that new speaker contracts were completed on 07/01/2023
4. Action Step: *Rural, indigenous & youth audience prioritization* with an ongoing target date. John noted that the action step was being met and ongoing, with data to be provided to the committee with his program report.
5. Action Step: *IDEA training for speakers* with a target date of 08/31/2023. John noted that IDEA and implicit bias training was provided to speakers on 08/21/2023. He provided a brief update on the training and committed following up with speakers with a report form for data and metrics.
6. Action Step: *Think and Drink program guidance* with a target date of 06/31/2023. John noted that guidance for the program was completed as Jill onboarded.

Community Engagement Committee:

Jeannette Fregulia and Jill provided a brief report on ongoing conversations with the ad hoc committee regarding a change of name and structure to the program committee. Jeannette proposed that the committee would be renamed the community engagement committee with new duties and responsibilities. The proposed new duties would include: providing oversight to program; serving in an advisory capacity for new programming; assisting with conferences and special events, including the Governor’s Humanities Awards; building networks with partner organizations; and assisting with donor outreach and communications with stakeholders.

Jeanette opened up the conversation for discussion. Beth Sullivan agreed with the proposed changes for the committee, but suggested that the language used to describe the committee’s duties might be reviewed to ensure that those descriptions align with how other committees are described in the bylaws. Jill further proposed defining the meaning of oversight in regards to programs could help drive the committee towards a better understanding community engagement and oversight of programs. A discussion occurred on questions of oversight verses governance, and capacity concerns with the new committee.

The program committee voted unanimously to affirm their support of the new committee structure; with Beth putting forward a motion of support, and Jeanette seconding.

Programs Updates

John provided an update on programs, sharing updates, images, statics and data from the programs: The Democracy Project, The Montana Center for the Book, Montana Conversations, United We Stand, Speakers in the Schools, and National History Day. John asked the committee how he could best streamline his presentation for the September board meeting. It was suggested that he clean up the report by including more images, and less text. The committee affirmed using the strategic work plan as a roadmap to present a report to the board.

Jeannette adjourned the meeting at 1:00pm.