



**Colorado Chautauqua Association
Board Committees
2023-2024**

EXECUTIVE COMMITTEE

Peter Spear – Chair
Trudy Turvey – Vice Chair
Amanda Prentiss – Treasurer
Pat Shanks – Secretary
Frank Bruno – Chair of Governance Committee
Shelly Benford – Staff

Composition. The Executive Committee is composed of the Chair, the Vice Chair, the Secretary, the Treasurer/Chair of the Finance Committee, and the Chair of the Governance Committee. Only directors may serve as voting members of the Executive Committee. The Board Chair serves as the Executive Committee Chair. If the Immediate Past Board Chair is still serving on the Board, he or she serves as an ex officio nonvoting member of the Executive Committee, but only for one year, to provide advice and continuity.

Charge. The Executive Committee's responsibilities are to:

- a. Manage urgent matters in between Board meetings, and bring to the attention of the full Board any significant issues that could materially impact Chautauqua;
- b. Make recommendations to the Board on standing and ad hoc Board committees, as needed, to support organizational objectives;
- c. Based on an annual assessment of CCA's needs and priorities, annually evaluate and make recommendations to the Board on each committee's charge;
- d. Appoint Board committee members and chair (if not already designated) and monitor each committee's progress toward goals;
- e. Make recommendations to the Board on disbanding ad hoc or standing committees once they have accomplished their mission or are no longer serving a useful purpose;
- f. Work with the CEO to plan Board retreats, as needed.

- g. Oversee the process for periodic review by the Board of CCA's strategic plan, and its mission and values statements;
- h. Oversee the CEO's annual performance review by a) surveying Board members for their evaluation of CEO's performance, b) presenting survey results, compensation history, comparability data, and compensation recommendations for Board discussion and approval, c) reviewing performance and annual goals with the CEO, and d) otherwise implementing the Compensation and Performance Evaluation Policy, once adopted;
- i. Serve as a resource to the CEO; and
- j. Provide a committee report for inclusion in the Board materials distributed to each Board member in advance of each regular Board meeting.
- k. Assess public comments made at the most recent board meeting and determine whether action is required.

GOVERNANCE COMMITTEE

Frank Bruno – Chair

Peter Spear – Board Member

Allen Jones – Board Member

Star Waring – Community Member

Cathy Sparkman - Community Member

Lisa Morzel - Community Member

Shelly Benford – Staff

Composition. The Governance Committee includes directors and non-directors who have a good strategic understanding of organizational process and procedure. The Board Chair serves as an ex officio voting member of the committee. Board officers must constitute less than a majority of the Governance Committee's members.

Charge. The Governance Committee's responsibilities are to:

- a. Periodically review the Governing Documents to ensure conformance with "best practices" for nonprofit organizations. If the committee sees a need to revoke, revise, or add to the Governing Documents, it presents recommendations to the Board for approval;
- b. Oversee the Board's annual self-evaluation process including surveying Board members (regarding size, composition, structure and performance) and presenting the survey results for full discussion by the Board;
- c. Together with the CEO and the Board Chair, collect and review signed annual conflict-of-

- interest disclosure forms from each Board member;
- d. Ensure that records for the Board's Governing Documents are in good order;
- e. Help the Board meet its responsibility for succession planning for Board members and Board officers; and
- f. Oversee the process for the nomination and election of Board members and Board officers by the Board, in accordance with the Nomination Policy.

FINANCE COMMITTEE

Amanda Prentiss – Chair

Frank Bruno – Board Member

Mike Franson – Community Member

Josh Taxman - Community Member

Aaron Garcia - Community Member

Shelly Benford – Staff

Gabriela Gonzalez – Staff

Composition. The Finance Committee includes directors and non-directors (if additional expertise is needed) who have the ability to read, understand, and interpret financial statements. The Treasurer serves as the Finance Committee Chair.

Charge. The responsibilities of the Finance Committee are to:

- a. Meet prior to each Board meeting;
- b. Review periodic financials provided by staff and report anything unusual or noteworthy to the Board;
- c. Oversee the process for Board review and approval of the annual budget;
- d. Recommend an independent auditor for Board approval each year;
- e. Oversee the process for Board review and approval of the annual audited financial statement and the IRS Form 990 filing;
- f. Periodically review CCA's business insurance policies;
- g. Monitor compliance with established Board fiscal policies;
- h. Periodically review any Board policies that govern the committee's work and decisions, and recommend changes to the Board, as warranted;

- i. Periodically review the Committee’s guidelines and recommend changes to the Board, as warranted; and
- j. Provide input, as requested by the Board or the CEO on matters that require financial expertise and special financial scrutiny.

COMMUNITY CONNECTIONS COMMITTEE

Trudy Turvey – Chair
Peter Spear – Board Member
Sara Matthews - Board Member
Scott Simmons - Board Member
Linda Arroyo-Holmstrom – Community Member
Brett Shelton - Community Member
Shelly Benford – Staff
Jason Hill – Staff

Composition. The Community Connections Committee includes directors and non-directors (if additional expertise is needed) who are well connected in the community and are able to assist CCA in making connections, especially as they relate to outreach to diverse communities.

Charge. The Community Connection Committee cultivates community connections that enhance intellectual, educational, social, and recreational opportunities to realize Chautauqua’s commitments to lifelong learning, cultural activities, love of nature, civil discourse, and cultural heritage. To this end, the responsibilities of the Community Connections Committee are to:

- a. Promote awareness of the Colorado Chautauqua’s history, Mission, Statement of Values, and role as a National Historic Landmark;
- b. Recommend, and assist staff in developing relationships with, institutional partners, artists, speakers and sponsors that can provide meaningful experiences for broad Chautauqua audiences;
- c. Help staff to identify and approach specific audiences not now being reached effectively, for the purpose of building access/diversity;
- d. Provide connections, introductions and feedback that may be helpful to staff regarding marketing and communications capabilities;
- e. Receive intermittent programming updates from staff to ensure measurable progress;

- f. Acknowledge cultural residency traditions and support staff and residential community efforts to perpetuate related activities such as education sessions and social gatherings; and
- g. Seek ways to join with other Chautauquas nationally to improve communications, share ideas related to community connections, programming, fundraising, operational initiatives, and generally increase awareness and open communications.

SUSTAINABILITY & RESILIENCE COMMITTEE

Pat Shanks – Chair

Polly Fields – Board Member

Bill Briggs – Community Member

Tom Thorpe - Community Member

John Gerstle - Community Member

Kelly DiNatale - Community Member

Shelly Benford – Staff

Jason Hill – Staff

Composition. The Sustainability and Resilience Committee (S&R) includes directors and non-directors, if additional expertise is needed, who have experience with sustainability, environmental stewardship, renewable energy systems, flood prediction and mitigation, and/or resiliency districts.

Charge. The S&R Committee ensures that CCA continually improves its environmental sustainability and resilience efforts to prepare for environmental threats (i.e, wind, fire, flood, drought, etc.) and other vulnerabilities that may affect CCA holdings. To this end, the responsibilities of the S&R Committee are to:

- a. Seek out and promote the best practices in environmental stewardship.
- b. Work with staff and CCA’s various stakeholders to promote best practices in environmental stewardship at the CCA site, including organizing volunteer workdays and townhalls to increase public awareness of an involvement in CCA’s S&R initiatives.
- c. Develop ideas and programs that enhance CCA’s overall sustainability, including the potential for Chautauqua becoming a Resiliency District, increased reliance on renewable energy sources, and efforts to reduce CCA’s overall environment impact.
- d. Help CCA serve as a model and resource for other organizations in matters of sustainability.

BUILDING & GROUNDS COMMITTEE

Sandra Weeks – Chair
Sara Matthews – Board Member
Sophia Rickard – Board Member
Kristin Lewis – Community Member
Marcy Gerwing – Community Member
Bill Briggs – Community Member
Shelly Benford – Staff
Jason Hill - Staff

Composition. The Building & Grounds Committee includes directors and non- director members, if additional expertise is needed (e.g., in architecture, historic preservation, planning, construction, and urban design).

Charge. The responsibilities of the Building & Grounds Committee are to:

- a. Oversee and monitor any new building or grounds projects proposed or considered in the Chautauqua National Historic Landmark District.
- b. Visit the Chautauqua grounds regularly and organize periodic walkarounds to maintain committee members’ familiarity with campus conditions.
- c. Review Level 2 Applications for Landmark Alteration Certificates (“**LAC**”) and make recommendations to the City’s Landmarks Board’s Design Review Committee (“**LBDRC**”). The Committee ensures that the full Board is notified of all Level 2 recommendations it makes to the City’s LBDRC. Making a Level 2 recommendation to the City’s LBDRC is the only capacity in which the Committee may act on behalf of the Board.
- d. Review Level 3 LAC applications and make recommendations to the full Board , which in turn makes a recommendation to the City’s full Landmarks Board.
- e. Ensure that Level 2 and Level 3 reviews by the Committee are in accordance with the Board-approved Protocol for CCA Review/Recommendation to Landmarks Board regarding applications for a LAC.
- f. Review and make recommendations to the Board or to staff on other types of projects, as requested.
- g. Periodically review any Board policies that govern the Committee’s activities and decisions, and recommend changes to the Board, as warranted.
- h. Periodically review the Committee’s guidelines and recommend changes to the Board, as warranted.

- i. Oversee revisions to CCA master planning documents such as design guidelines and master plans for lighting, cultural landscape, signage, storm water management, undergrounding of utilities, solar panels, window replacements, siding and other external construction material replacements, planning for roads and walkways, and parking issues.

- j. Provide input to the annual CCA capital budgeting process for items involving buildings and grounds.

City of Boulder Landmarks Review Levels:

Level 1: Administrative Review: Re-roofing, paint colors, restoration of existing historic features, landscaping, rear or side yard fences that are less than 5’ high and have a minimum of 1” spacing between pickets. In the Downtown Historic District: at grade patio extension (outdoor railings), awnings, and signs in traditional forms and locations.

Level 2: Landmarks Design Review Committee (LDRC): Majority of applications, everything other than what is defined for administrative or LB review.

Level 3: Landmarks Board: Demolition, new free-standing construction over 340 SF and any application referred by staff or the LDRC.