

**FRIENDS OF BROOMFIELD HISTORY
ANNUAL REPORT 2021**

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This 2021 Annual Report includes four sections:

1. A review of what we accomplished in 2021;
2. Our proposed plan for 2022;
3. Business items to be decided at the Annual Meeting; and
4. A copy of the Friends of Broomfield History bylaws

2021 IN REVIEW

2021 saw us still in the grip of the COVID-19 pandemic and working to create meaningful programs and activities related to the history of Broomfield. To that end, the following occurred:

- *Broomfield in the Time of COVID-19* (funded by the City and County of Broomfield Arts, Culture, and Science grant)
 - Goal – Engage Broomfield residents in a way that would be meaningful to our local history over the long term and consistent with the need to maintain social distancing during the COVID-19 pandemic.
 - Strategy – Recruit a diverse contingency of volunteers who were willing to take part in oral history interviews that would be turned into podcasts.
 - Outcome – More than 20 Broomfield residents volunteered to participate in the interviews and their podcasts are posted on the Friends of Broomfield History website.
- *Archiving Broomfield History in the Time of COVID-19* (funded by the Greenwood Fund)
 - Goal – Ensure that the Broomfield History Collection included items documenting what occurred in the city/county during the pandemic.
 - Strategy – Curate and properly archive oral histories, photos, signs, newspaper articles, etc. related to the pandemic and concurrent social and political unrest.
 - Outcome - Items were stored in a manner that would preserve them over time.
- *What's in the Box?*
 - Goal – Invite the public to have fun viewing numerous history collection artifacts without having to visit the history collection.
 - Strategy – Create a “mystery” around the unpacking of unmarked boxes of artifacts in the Broomfield history collection with the museum curator unpacking boxes and the museum coordinator filming the unpacking while both had a running conversation about what each artifact might be.
 - Outcome – Videos of “What’s in the Box” episodes were posted on the Friends of Broomfield History Facebook page.
- *The Broomcorn Express*
 - Goal – Create a newsletter that would include information about history that is relevant to Broomfield or would be relevant to Broomfield in the future.
 - Strategy – Email the newsletter to the Friends of Broomfield History mailing lists on a quarterly basis (Winter, Spring, Summer, and Fall) with articles and photos written and submitted by board members, volunteers, museum staff, and other interested Broomfielders.
 - Outcome – Spring, Summer, and Fall newsletters have been distributed to the Friends of Broomfield History mailing lists, posted on the Friends of Broomfield History web site, and made available in hard copy at the Broomfield Depot Museum

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- *Bigger Picture Programs*
 - Goal – Ensure that Broomfielders were able to examine and hopefully learn from history in a larger context.
 - Strategy - Participate with the Broomfield Depot Museum and the CCOB Library, Arts, History, and Cultural Affairs division to present virtual and/or hybrid programs and activities related to history that had a wider impact.
 - Outcome – Multiple programs took place, including an online program about the relationship of Mamie Eisenhower and the Broomfield library; a hybrid program comparing the 1918 pandemic with the current pandemic; a program that examined housing discrimination in the US and how that discrimination manifested in Broomfield; an outdoor performance highlighting John Quincy Adams; and an “Antique Baseball Game” recalling how individuals in the US (including Broomfield) could have enjoyed some of their leisure time.
- *Coordination with schools and school-age children*
 - Goal - Ensure that children in schools could learn about Broomfield history even when field trips were curtailed because of the pandemic.
 - Strategy – Create numerous short videos about different aspects of Broomfield history that could be shared with teachers. In addition, have coloring pages highlighting aspects of Broomfield history on the Friends of Broomfield History website and free to download.
 - Outcome – The relationship with the teachers and schools proved to be a big hit and will likely lead to more joint projects in the future.
- *Internet Communication*
 - Goal - Create and maintain online communication channels.
 - Strategy – A new Friends of Broomfield History website and Facebook page were created and are being updated regularly.
 - Outcome – The number of views of both the website and Facebook page have steadily increased, with larger bumps in views being consistent with the distribution of the Broomcorn Express.

LOOKING AHEAD TO 2022

Because society is starting to re-open and people are starting to re-evaluate pre-pandemic norms and consider the current social and political unrest, we felt it was important to focus on connectedness, not only between individuals and social institutions, but also between current and historical events, and to explore how that understanding could help us restructure the future. To that end, in 2022 the Friends of Broomfield History, in conjunction with the Depot Museum and the City and County of Broomfield, will hold a series of five community conversations on relevant topics. We will also be looking into our past on a more focused and personal level as we finally start unpacking, curating, and archiving Broomfield History as seen through the eyes of Rosann Duran, former Broomfield Public Information Officer. In addition, we will be purposefully working to build connections with other organizations and programs and to build and diversify our Board of Directors. We hope to accomplish the following:

- *Looking Back for a Vision Forward Community Conversations* (funding awarded by the City and County of Broomfield Arts, Culture, and Science grant)
 - Goal – Examine Broomfield’s past on specific issues in a way that allows us to gain insights about positive ways to impact Broomfield’s future on those issues.

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- Proposed Strategy – Present five community conversations titled, “Looking Back for a Vision Forward,” which will take place on the first Thursday in the months of February, April, June, August, and October. The topics of these conversations (in order of the months above) will be History versus Nostalgia; Transportation; Land Use; Water; and Public Health. Each conversation will begin with a short video highlighting the history of the designated topic and will continue as a facilitated conversation about ways to move forward. Broomfielders will be encouraged to participate in the conversations either in person or virtually.
- Intended outcome – Broomfielders will gain insight about the importance of history and its impact on our future, while also being able to build connections with other members of the community as they address relevant issues.
- *Unpacking Rosann Duran* (funding requested from the Greenwood Fund)
 - Goal – Ensure that the treasure chest of information and insights provided by Ms. Doran are preserved for future Broomfielders.
 - Proposed Strategy – Sort through the numerous boxes donated by Ms. Doran and begin to sort, and eventually curate and archive the items she has left in our care.
 - Intended outcome – Start the process of unpacking the treasure(s) Ms. Doran left for the Broomfield history collection.
- *Building Bridges: Coordinating with other programs and organizations*
 - Goal – Better coordinate programs and activities with other Broomfield organizations related to history, art, humanities, and culture.
 - Proposed Strategy – Identify and contact relevant organizations and invite these organizations to joint brainstorming and planning meetups.
 - Intended outcome – Create a stronger sense of unity between entities in Broomfield that focus on the arts, culture, history, and humanities and enhance the way these entities interact and impact each other.
- *Communication Channels* (currently includes the Broomcorn Express, website, & Facebook page)
 - Goal – Maintain existing channels of communication and explore possible new channels.
 - Proposed Strategy – Maintain and update the website and Facebook pages; continue to produce the Broomcorn Express each quarter; and find additional ways to communicate with individuals interested in Broomfield history and Broomfield’s future.
 - Intended outcome – Increase an understanding of the importance of history in general and Broomfield history in particular and give people an opportunity to experience history as it is made more vibrant, exciting, and relevant.
- *Recruiting New Board Members*
 - Goal – Increase the number of Friends of Broomfield History Board of Directors to a minimum of ten (10) individuals from different backgrounds, ethnicities, socio-economic groups, sexual orientations, and ideologies.
 - Proposed Strategy – Increase publicity related to the items above as a means to reach more people and to encourage them to engage with history as a means to further develop the feeling of community in Broomfield.
 - Intended Outcome – Have a more vibrant and diverse Board of Directors.

BUSINESS ITEMS

Honoring James “Jay” Fell

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Jay served on the Depot History Friends and Friends of Broomfield History Boards of Directors [NOTE: the name of the organization was changed in 2019] for many years and was the driving force in the creation and quality of our speaker series. We will miss having Jay on our Board and we wish him many years of comfort, relaxation, and the ongoing enjoyment of history as he pursues new adventures.

Temporary Emergency Bylaws Addendum – 2021*

Due to circumstances related to the COVID-19 pandemic, it has been very difficult for non-profit organizations such as the Friends of Broomfield History to fill board and officer positions. This emergency addendum will help to ease the situation by allowing board members to choose to remain on the board for one (1) year past the expiration of their term of service as currently set forth in Article III – Board of Directors; Section 3.1. Qualifications, Elections, and Tenure. This addendum does not preclude the election of new board members or officers if any individuals step forward for those positions. The conditions of this addendum will expire at the Friends of Broomfield History Annual Meeting in November 2022 or can be extended at that meeting.

**[NOTE: The current bylaws (see Attachment) do not include any provision for temporary addendums. However, they do include provision for amending or revising the bylaws, so we have used this as a guide. As per the bylaws, Article XI, Amendments, Section 11.1, changes require a vote of at least 2/3 of the directors present at any meeting in which a quorum is present as long as the proposed changes have been included in the agenda and sent to each board member. Based on this information, the board voted on, and unanimously approved this addendum as worded above.*

Endorsement of board members and officers for 2022

Board members:

- Lori Brown
- Roberta Depp
- Sallie Diamond
- Bria Frame
- Annie Lessem
- Andrea Margheim-Minnick

Officers

- President – Annie Lessem
- VP – Bria Frame
- Secretary – Sallie Diamond
- Treasurer – Roberta Depp

Endorsement of proposed budget

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PROPOSED 2022 BUDGET**

REVENUE	2021 Budget	2021 YTD as of 06/31/21	2022 Proposed
Member Annual Dues	\$ 900.00	\$1,270.00	\$1,450.00
Donations Income	1,500.00	430.00	1,300.00
Grant Revenue – Restricted	5,000.00	3,197.00*	3,400.00
Fundraising#	1,500.00	0.00	1,500.00

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Total Revenue	\$8,900.00	\$4,897.00	\$7,650.00
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*Current grant funds actually received in 2020 but being spent in 2021

EXPENDITURES	2021 Budget	2021 YTD <i>As of 9/31/21</i>	2022 Proposed
<i>06/31/21</i>			
Web Cloud/Tech Services	\$ 350.00	\$ 15.00	\$ 500.00
State Registration Fees	35.00	20.00	20.00
Insurance – D&O Liability	990.00	557.00	575.00
Bank Fees	0.00	0.00	0.00
Chamber of Commerce Dues	345.00	250.00	250.00
Postage, Mailing Service	100.00	146.00	150.00
Gift, Flowers	50.00	0.00	50.00
Printing & Copying	150.00	144.00	150.00
Office Supplies	50.00	14.10	50.00
Exhibits/Display Supplies	1,000.00	1,103.71	2,200.00
Broomfield Days Booth & Supplies	60.00	0.00	60.00
Special Events/Fundraisers	250.00	0.00	250.00
Programs*	2,400.00	900.00	2,500.00
Shep Books	50.00	125.84	150.00
Student Transportation	200.00	0.00	200.00
Scholarships	250.00	0.00	250.00
Promotion/Marketing	500.00	0.00	245.00
Miscellaneous#	50.00	250.00	50.00
Total Expenses	\$ 8,830.00	\$3,525.65	\$7,650.00

*Includes ACS Grant Assistant

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ATTACHMENT

FRIENDS OF BROOMFIELD HISTORY BYLAWS

ARTICLE I – PRINCIPLE OFFICE

The principle office and place of business of the Corporation in the State of Colorado shall be 2201 W. 10th Ave, Broomfield, CO 80020, County of Broomfield, or at such other location as the Board of Directors may from time to time determine.

ARTICLE II – VISION, MISSION, VALUES, AND DUTIES

Section 2.1. Vision

Friends of Broomfield History enlivens historic places, promotes community identity, and interprets Broomfield’s story within a larger context.

Section 2.2. Mission

Friends of Broomfield History is a membership-based nonprofit organization that fosters the history of Broomfield through fundraising, community engagement, and support for the historic Broomfield Depot Museum.

Section 2.3. Values

The organization recognizes the importance of collaboration, communication, diversity, fiscal responsibility, inclusivity, intersectionality, relevance, respect, and transparency.

Section 2.4. Duties

The primary duties of Friends of Broomfield History shall be as follows: Additional duties and/or responsibilities may be assumed by the organization as determined by the Board of Directors.

1. Recruit members to the Friends of Broomfield History.
2. Act as ambassadors and advocates for the museum and its programs.
3. Apply for and manage grants.
4. Raise money and in-kind contributions to supplement the City and County of Broomfield’s support of the museum through memberships and sponsorships, individual donations, and fundraising events.
5. Organize and supervise their own volunteers for public relations, advocacy, and special events.
6. Interface with the City and County of Broomfield through the City and County staff liaison.

ARTICLE III – BOARD OF DIRECTORS

Section 3.1. Qualifications, Elections, and Tenure

The Board of Directors of the Corporation shall be composed of at least five (5) and no more than nine (9) directors, who provide leadership, management oversight, and have fiduciary responsibility for the organization. Directors shall be appointed for three (3) year terms. Directors shall serve not more than two (2) consecutive terms on the Board, although Directors may serve additional terms providing there is a break in service of at

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least one (1) year and they do not serve longer than six (6) consecutive years as a Director.

Section 3.2. Regular Meetings

Regular meetings of the Board of Directors shall be held monthly at a minimum of six (6) times per year, as scheduled by and agreed to by the Board. The Board, at their discretion can choose to meet at any time or frequency they deem necessary. Written notice stating the place, day, and hour of such meeting shall be given to each member of the Board of Directors by email at least five (5) days before the meeting. Notifications shall be made by the Board President(s) or Secretary. The notice of any regular meeting shall identify the agenda for the Board of Directors meeting.

Section 3.3. Special Meetings

Special meetings of the Board of Directors may be called at any time by the President(s) or at least two other members of the Board of Directors. Special meetings shall be held at such a time and place as may be designated by the authority calling such meeting. Notice stating the place, day, and hour of the special meeting shall be given to each member of the Board of Directors either by electronic mail or by oral or written communication personally delivered at least three (3) days before the date fixed for the meeting. The notice of such special meeting shall specify the purpose and the business to be transacted by the Board.

Section 3.4. Quorum

A quorum shall consist of a majority of the directors present at a meeting. A minimum of three (3) to six (6) directors, dependent of the size of the Board, must be present to constitute a quorum and to vote on a decision made by the Board. Less than a quorum may adjourn a meeting without further notice until a quorum is present. Except as provided specifically to the contrary by these Bylaws, the act of a majority of the directors present at a meeting at which a quorum is present shall be the act of the Board of Directors.

Section 3.5. Removal

Any member of the Board of Directors may be removed by affirmative vote of two-thirds of the Board of Directors present and voting as a meeting at which a quorum is present if in their judgement such removal would serve the best interests of the organization. By resolution of the Board of Directors, requirements for attendance at Board Meetings may be designated and failure to conform to such requirements may cause a disqualification as a director.

Section 3.6. Attendance

Attendance at Board Meetings by members of the Board of Directors may be made in person, or by telephone conference call, or by videoconference. Each Board member shall be required to attend at least three (3) of the regular meetings held during a calendar year. Individual Board members may participate virtually at in-person Board meetings and will have full voting privileges via the virtual media they are using.

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Section 3.7. Virtual Meetings

Any meeting of the Board of Directors or committee thereof, and any action taken by the Board of Directors or committee thereof may occur virtually via text, email, audio, video, or other media by either consent of the Board and/or if health and safety conditions make it unsafe to hold a meeting in person.

Section 3.8. Compensation

No member of the Board of Directors shall receive any compensation for serving as a director and/or an officer of the organization.

ARTICLE IV – COMMITTEES

Section 4.1. Designation

The Corporation shall have standing committees that advise and support the board of Directors, which shall be appointed by the Board from time to time. Such committees may include, but are not limited to an Executive Committee, Finance Committee, Board Development Committee, and a Fundraising Committee. Such committees shall be appointed by the Board and shall have duties and objectives as assigned by the Board. Committees shall report their recommendations to the Board of Directors at regular scheduled meetings of the Board. The Chairperson of each committee shall be designated at the time of the appointment of such committee. Persons appointed to committees that are established by the Board do not have to be members of the Board or residents of any specific area of Colorado. Each committee is encouraged to have at least one (1) Board of Directors member on the committee.

Section 4.2. Executive Committee

The officers of the Board of Directors, being the President(s), Vice President, Secretary, and Treasurer serve as the members of the Executive Committee. Except for the power to amend the Articles of Incorporation and Bylaws or approve the Annual Budget, the Executive Committee shall have all the powers and authority of the Board of Directors in the intervals between meetings of the Board of Directors, subject to the direction and control of the Board of Directors.

Section 4.3. Board Development Committee

The President(s), with approval of the Board, shall appoint at least three (3) people to the Board Development Committee. The Board Development Committee shall recruit Board members, as appropriate, and provide guidance as to recruitment, qualifications, interviewing, and Board member nomination procedures. At least one (1) appointee to this committee shall be a member of the Board of Directors.

Section 4.4. Finance Committee

The President(s), with approval of the Board, shall appoint at least three (3) people to the Finance Committee. The Board Treasurer shall be the chairperson of the Finance Committee.

Section 4.5. Fundraising/Membership Committee

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The President(s), with approval of the Board, may appoint people to serve on a Fundraising/Membership Committee. At least one of the appointees shall be a member of the Board of Directors.

Section 4.6 Ad Hoc Committees

Ad Hoc Committees may be appointed by the President(s) with the approval of the Board of Directors.

ARTICLE V – OFFICERS

Section 5.1. Number of Officers

The officers of the Corporation shall be the President(s), Vice-President, Secretary, and Treasurer. An individual may not hold more than one office. The Board of Directors may elect such other officers as it may deem advisable, who shall be chosen in such manner and hold their offices for such terms and have such authorities as from time to time may be determined by the Board of Directors.

Section 5.2. Powers and Duties

The officers of the Corporation shall exercise and perform the respective powers, duties, and functions as are stated below and as may be assigned to them by the Board of Directors.

1. The President(s) shall be the Chairperson of the Board of Directors of the Corporation. The President(s) shall, subject to the general direction and control of the Board of Directors, have general supervision, direction, and control of the business affairs of the Corporation and its officers. The President(s) may sign, with acknowledgement of the Secretary or any other proper officer of the Corporation designated by the Board of Directors, any deeds, leases, mortgages, deeds of trust, or other documents of conveyance or encumbrance of any real property owned by the Corporation. The President(s) shall also have signature authority for contracts the Corporation may enter into, subject to approval of the Board of Directors.
2. The Vice-President(s) shall have such powers and perform such duties as may from time to time be assigned by the President(s) or by the Board of Directors. The Vice President(s), in the absence or disability of the President(s), may act as the President and provide strategic direction, chair the Board meetings, sign documents, and fulfill other duties of the President(s) in their absence.
3. The Secretary shall keep accurate minutes of the proceedings of the Board of Directors. Further, the Secretary shall ensure that all notices are duly given in accordance with the provisions of these Bylaws; shall be custodian of the records and shall attest actions of the Board of Directors; and shall perform such additional duties as are incident to the office.
4. The Treasurer shall be the principal finance officer of the Corporation; shall have the charge and custody of and be responsible for all funds in the name

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of the Corporation, in such depositories as shall be designated by the Board of Directors. The Treasurer shall be responsible for monitoring the accounts and records of financial transactions and the condition of the Corporation; shall submit reports thereof to the Board of Directors monthly. The Treasurer shall, with the advice of the Finance Committee, submit an annual budget to the Board of Directors and in general, perform all duties incident to such office. With the approval of the Board of Directors, the Treasurer shall be authorized to engage a firm of certified public accountants to assist them in the performance of any duties incident to the Treasurer's office.

5. Each officer and those committee chairpersons so designated by the Board shall render an annual written report of the activities of their respective offices or committees. Such reports shall be filed with the Secretary at the Annual Meeting.

Section 5.3. Selection and Terms of Office

The Board of Directors shall elect all officers of the Corporation at its regular Members Meeting each November, or as needed, a special election will be held. The term of an officer is three (3) years. Officers shall assume office at the time they are elected whether a regular or special meeting and shall serve for a term of three (3) years or until their successors are elected and have assumed office. No elected officer shall be eligible to serve more than six (6) consecutive years in the same office.

Section 5.4. Removal

Any officer or individual agent appointed by the Board of Directors may be removed by a majority vote of the Board of Directors, a quorum being present, whenever in its judgement such removal will serve the best interests of the organization.

Section 5.5 Vacancies

A vacancy in any office because of death, resignation, removal, disqualification, or other circumstances of an officer elected by the board of Directors, may be filled by the Board of Directors for the unexpired portion of the term.

ARTICLE VI – FINANCIAL

Section 6.1. Funds

Generally accepted accounting principles shall be followed by the corporation.

1. All funds of the Corporation shall be deposited to the credit of the Corporation in such banks, trust companies, or other custodians as the Board of Directors may select.
2. Corporate funds (monies) shall be separate from the City and County of Broomfield money and the Corporation shall decide how to spend their funds.
3. All checks, drafts, and orders for payment of money, notes, or other evidence of indebtedness issued in the name of the Corporation shall be signed by the Treasurer or other Board Member so designated to sign,

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subject to approval of the Board of Directors. Checks or other expenditures of \$1,000 or greater shall require the signature of two authorized persons; the President(s) and another Board member who is given signature authority.

Section 6.2. Contracts and Loans

The Board of Directors may authorize any officer or officers, agent or agents to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances. Unless authorized by the Board of Directors for a specific instance, no loans shall be contracted for on behalf of the Corporation and no evidence of indebtedness shall be issued in the name of the Corporation. No loan shall be made to any officer or director of the Corporation.

Section 6.3 Fiscal Year

The fiscal year of the Corporation shall begin on January 1 and end on December 31 unless changed by vote of the Board of Directors.

ARTICLE VII – PROPERTY

Section 7.1. Property

The property of the Corporation, unless otherwise directed by directors, shall be held and applied in promoting the general purposes of the Corporation declared in its Articles of incorporation. No real estate belonging to the Corporation shall be conveyed or encumbered except by the authority of a majority vote of the Board of Directors of the Corporation. The President(s) of the board of Directors for the Corporation, in the name of the Corporation, shall execute any such conveyance or encumbrance of real estate, and such instrument shall be duly attested by the Secretary of the Board of Directors for the Corporation.

ARTICLE VIII – INDEMNIFICATION

Section 8.1 – Indemnification

All of the provisions of the Colorado Revised Non-profit Corporation Code shall govern the indemnification of Directors, Officers, employees, and agents of this Corporation.

ARTICLE IX – PROCEDURES

Section 9.1 – Rules

The Rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the proceedings of all meetings of this Corporation, unless otherwise provided in these Bylaws.

ARTICLE X – DISSOLUTION

Section 10.1. – Dissolution

This Corporation may be dissolved as outlined in the Articles of Incorporation and in accordance with the laws of the State of Colorado.

ARTICLE XI – AMENDMENTS

Section 11.1. – Amendments

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These Bylaws may be amended or revised by the Board of Directors of the Corporation by a vote of at least two-thirds of the Directors present. This voting can take place at any meeting of the Board at which a quorum is present, provided the amendment(s) have been included in the agenda of the meeting and sent to each Board member.

The above Bylaws were revised, approved, and adopted by the Board of Directors, Friends of Broomfield History, on September 15, 2020.