

# Denver Preschool Program, Board of Directors

Email Correspondence

Date: October 17, 2023

**Members on Email Correspondence:** *Dr. Lydia Prado (Chair), Ms. Erin Brown (Vice Chair), Mr. Chris Daues (Treasurer), Ms. Anne Rowe (Secretary), Ms. Andrea Albo, Mr. Michael Baker, Mr. Nathaniel Cradle, Mr. Zach Hochstadt, Ms. Jennifer Luke, Ms. Amber Münck, Councilwoman Amanda Sandoval, Ms. Janice Sinden and Ms. Susan Steele*

**Staff on Email Correspondence:** *Ms. Nayely Avila, Ms. Irene Bonham, Ms. Ellen Braun, Dr. Cristal Cisneros, Ms. Diana Herrera, Ms. Elsa Holguín, Mr. Chris Miller and Ms. Carley Noerr*

Agenda Topic	Discussion	Action/Follow-Up/Decision
<p><b>Torch Media Contract Extension</b></p>	<p><b><u>Torch Media Contract Extension</u></b>            Ms. Noerr emailed the executive summary and request for votes on the 2023 Video Production &amp; Editing Contract Extension to the Board of Directors, highlighting the following:</p> <p><b>Contract Overview</b>            The Denver Preschool Program (DPP) contracted with Torch with Board approval in the spring of 2023 to provide video capture, production, and editing services to produce a suite of promotional videos. DPP staff wishes to extend this contract to allow Torch to film at DPP’s 2023 Provider Appreciation Event on November 1, capturing important moments of the event, including Anna Jo Garcia Haynes receiving the annual Legacy Award.</p> <p><b>Extended Term</b>            A recommendation to extend the term by 4 months so that all final assets are to be delivered by December 31, 2023.</p> <p><b>Staff Recommended Funding Request</b>            DPP staff requests an amount not to exceed \$57,000 for the term as outlined above, an increase of \$10,813 from the original term. The project will be funded from the existing communications budget. Payment for these services is based on a fixed fee and will be billed to DPP based on the work completed. Deadline for deliverables to be extended to December 31, 2023.</p>	<p>Ms. Rowe motioned to approve the 2023 Torch Media Contract Extension, Ms. Sinden seconded. Mr. Daues, Mr. Baker, Ms. Münck,</p>

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	<p><b>Request for Approval</b>  As outlined above, the Denver Preschool Program staff is presenting the Torch scope of work and budget amendment for the Board of Directors review and approval. The Finance and Governance Committee has reviewed this proposal and agrees with the staff recommended funding request.</p>	Ms. Brown, Dr. Prado, Mr. Cradle, Ms. Albo, Mr. Hochstadt, Ms. Luke and Ms. Steele voted in approval. Councilwoman Sandoval did not vote. Motion approved.

I certify that the above minutes are correct and approved by the Board of Directors.

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*Anne Rowe, Secretary*