



Conference on World Affairs

UNIVERSITY OF COLORADO **BOULDER**

BOARD MEETING MINUTES

January 9, 10:30 am - 12:30 pm, Macky 230

CWA Board Present: Charlene Coutre, Tracy Ferrell, Bruce Fredrickson, John Griffin, Betsy Hand, Tina Marquis and Peter Spear

Absent: Tess Rose and Tom Zeiler

Attendees: Alan Culpepper (Dir. of Operations & Marketing), Laurie Hathorn (Community Vice-Chair), Erin Rain (Sr. Mgr of Media and Marketing) and Katie Grady (Conference Coordinator)

Minutes prepared by: Katie Grady

I. Preliminaries

- a. Public Comment
 - i. No Public Comment
- b. Administrative Matters
 - i. December Resolution of Wrongful Termination Lawsuit
 - 1. A settlement agreement was reached, with no admission of fault, for the employee's one-year salary, \$74,000.
 - ii. Approval of November 14, 2017 Board Minutes
 - 1. Motion by Bruce Fredrickson, Seconded by Laurie Hathorn, All in Favor, Approved.

II. Committee Reports

- a. Program Committee Update (Betsy Hand)
 - i. Program Update
 - 1. Over 100 speakers accepted with ~20 invitations outstanding.
 - 2. Goal: To place speakers on fewer panels (aiming for 5 – 6 panels per week).
 - 3. 200+ panels are drafted and being revised.
 - 4. Title Tweaking date to come (details to be coordinated by the office).
 - ii. 13er's Panel
 - 1. On January 25, Todd Reid will hold an event for the CWA engaging Boulder's 30-50 demographic to build a panel for April's Conference.
 - 2. The panel will be held on Monday of CWA Week at the Dairy Center.
- b. Fundraising Updates (John Griffin/Alan Culpepper)
 - i. A new position was hired by the Chancellor's Office focused on generating sponsorships for CWA (along with BBC, Shakespeare and CU Presents).
 - ii. Todd Crimmel filled the position and is meeting with Alan Culpepper biweekly.
 - iii. Board Recommendation: Keep the Sponsorship Policy/Committee in place to review the potential sponsors. The Board can revisit the need/structure of the policy in the future.
 - iv. Sponsorship Committee: John Griffin, Tina Marquis, Charlene Coutre.

- c. 70th Anniversary Fundraising Launch Event
 - i. Will be held on February 12th at E-Town.
 - ii. The program: Cocktail Party, Performance by Cyrille Aimee (the 2017 Jazz Vocalist), and a panel highlighting each of the Conference's 3 themes.
 - iii. 200 tickets available for \$125 each for a total of \$15,000 potential revenue.
 - iv. Invitations will be sent Friday to 1,000+ previous donors, volunteers, housers, moderators, and 2017 Jazz Concert attendees.
 - v. Board Recommendation: Track the increase in donations with event attendees.
 - vi. Board Recommendation: Have attendees register for the app at the event where the speaker list will be available first.

- d. Crowd-funding Campaign
 - i. Erin Rain has been meeting with CU's Crowdfunding Team to finalize campaign.
 - ii. A promotional video was shot with community and student volunteers and is currently being edited.
 - iii. The campaign will be launched early February with various donation levels and interactive social media features.
 - iv. The CWA campaign will be included in the University's fundraising outreaches.

III. New Business

- a. Program Committee Chair Selection, Election, Removal Process
 - i. Idea: Establish a Nominating Committee to recruit/review potential Program Committee Chairs and hold the voting by secret ballot.
 - ii. Goal: Create a culture/environment where volunteers have a rewarding experience and establish a structure of leadership, committee procedures, and removal process that alleviates any potential discord.
 - iii. Problem: Ensuring that the culture chairs create is intertwined with CWA values.
 - 1. As Chairs represent the CWA and the University and are an extension of the team and staff, an agreement of conduct is needed (a focus on administrative not advocacy).
 - iv. Idea: As the P&M committee has had the most problems, run a pilot with the P&M committee before we create change on other committees.
 - v. Idea: Hold training for the Chairs, beyond the Chairs Retreat.
 - vi. Idea: Pull best practices from high performing committees.
 - vii. Idea: Have Chairs take harassment and discrimination training.
 - viii. Idea: Evaluate the titles to represent different chair roles – one focused on leading meetings and one focused on the work. (i.e. Facilitator and Administrator)
 - ix. Idea: Have mentor co-chairs available for each other.
 - x. Board Recommendation: Tina Marquis to write up proposal and meet with Betsy Hand, Laurie Hathorn, and Charlene Coutre to come up with plan for Chair training and job descriptions for Board review.

IV. Meeting Adjourned at 12:20 PM