



Conference on World Affairs

UNIVERSITY OF COLORADO **BOULDER**

BOARD MEETING MINUTES **October 12, 2018, 8:30 - 10:00 am, IBS 401**

CWA Board Present: John Griffin, Laurie Hathorn, Tina Marquis (via Phone), Shelly Miller, and Emily Volk

Absent: Charlene Coutre, Tracy Ferrell, Bruce Fredrickson, and Tom Zeiler

Attendees: Katie Grady (Conference Coordinator)

Minutes prepared by: Katie Grady

I. Preliminaries

- a. No Introductions Needed
- b. No Public Comment

II. Administrative Matters

- a. Approval of 9/20/18 Board Minutes
 - i. Shelly Miller Motions, Tina Marquis Seconds, All in Favor, Approved.

III. Old Business

- a. Strategic Planning Process
 - i. Update - Committee Facilitator Selection:
 - 1. Emily CoBabe-Ammann stepped down from consideration as facilitator but offers her help as needed.
 - 2. Shelly Miller and Emily Volk met with Mike Miller for a follow-up presentation.
 - 3. The Board will move forward with Mike Miller as facilitator.
 - ii. Goals of the Strategic Planning Committee:
 - 1. Create overarching goals for CWA's next 3 – 5 years
 - 2. Drill down into specific metrics for goal success
 - 3. Identify strategies to meet the goals
 - 4. Prioritize the metrics
 - 5. Bring the plan to the Board for approval
 - iii. Mike Miller's recommended committee characteristics:
 - 1. Demonstrated passion of the work of CWA
 - 2. Credibility with constituency they represent
 - 3. Willing and able to be an active & visible sponsor of plan
 - 4. Able to understand perspective broader than their own
 - 5. Values dialogue over debate
 - iv. Board's recommended committee characteristics:
 - 1. Cover various constituencies:
 - a. CWA Faculty Director
 - b. CWA Community Chair

- c. University Administration
 - d. University Faculty
 - e. Student Perspective
 - f. Community “Influencer”
 - g. CWA Speaker
 - h. CWA Office Team
 - i. Institutional Memory/Volunteer Perspective
 - j. Additional Ideas: Grad Student, BHS, CU Staff, Industry Expertise
- 2. Need to qualify interest and availability for each nomination
 - a. Idea: Institute “Job Sharing” for each category to allow full representation at each meeting.
 - b. Determine if this can count as a service commitment for faculty
 - c. Goal: Ensure diversity within the group
 - d. Idea: Recommend that the committee hosts a town hall or online web-form to receive outside community/university input.
 - e. Idea: Hold meetings with “stakeholders” who provide valuable insight but not seated on the committee.
- v. Nominations:
 - 1. CWA Faculty Director – John Griffin with Shelly Miller as 2nd
 - 2. CWA Community Chair – Laurie Hathorn with Margaret Hollingsworth as 2nd
 - 3. University Administration – David Brown, needs 2nd
 - 4. University Faculty – Ben Teitelbaum, needs 2 more
 - 5. Student Perspective – Meredith Maney, need 2nd
 - 6. Institutional Memory – Yvette Lowney and Gary Dolsen with possible 3rd
 - 7. Community Influencer/Industry Expert – Kay Clagett
 - 8. Potential Office Team – Alan Culpepper
 - 9. CWA Speaker – Turn into Stakeholder Meetings
- vi. John Griffin to circulate update from today’s meeting to absent Board Members for review

IV. New Business

- a. 2020 Planning Cycle
 - i. Current week: Coincides with Passover and Good Friday/Easter
 - ii. If pushed back a week: Macky Auditorium isn’t available
 - iii. Board Recommendation – Discuss with full Board next meeting
- b. BVSD Involvement
 - i. Board Recommendation – Develop a strategy for family/student friendly Friday and Saturday programming and marketing strategy in the BVSD Newsletters.
- c. Committee Reports
 - i. Moved to November Meeting Agenda

V. Upcoming Dates

- a. CWA Speaker Series – 10/26, 3:30 p.m, CU Law School
- b. November Board Meeting – Thursday 11/8, 8:00-10:00 a.m.
- c. December Board Meeting – Friday, 12/14, 8:00-10:00 a.m.

VI. Meeting Adjourned at 10:10 AM