



Conference on World Affairs

UNIVERSITY OF COLORADO **BOULDER**

BOARD MEETING MINUTES

October 4, 2019, 11:00 am - 1:00 pm, Old Main 1B-85

Board Members Present: Steve Bosley (Observer), David Brown, Alison Cool, Leslie Durgin, Rashel Gandhi (via phone), John Griffin, Margaret Hollingsworth, Tina Marquis, Shelly Miller, Nathan Roura, and Peter Spear (Observer)

Members Absent: None

Attendees: Alan Culpepper (Director of Operations and Marketing), Katie Grady (Conference Coordinator), and Kathy Wegner (Program Committee Vice-Chair)

Minutes prepared by: Katie Grady

I. Preliminaries

- a. No Public Comment
- b. Approval of 8/30 Board Meeting Minutes
 - i. Motion to approve by Leslie Durgin, Seconded by Margaret Hollingsworth, All in Favor, Approved
- c. Distribution of CU Mission Statement
 - i. Steve Bosley pointed out #6, the guiding principle concerning diversity
 - ii. Board decided to distribute the statement to the Program Committee, and link on the CWA Website

II. Old Business:

- a. CWA 2022 Dates
 - i. Office to review venue availabilities if dates moved to avoid holidays
 - ii. Office to hold 2021 dates through Saturday for discussion at next Board meeting
 - iii. Discussion postponed until after the analysis teams advise on the strategic plan
- b. Revised Strategic Plan & Analysis Team Charge
 - i. Drafting Committee (John Griffin, Leslie Durgin, Margaret Hollingsworth, Kathy Wegner, and Lindsey Visscher) reported out on their process
 - ii. Board consensus is that the initial intent of the plan remains intact after revisions
 - iii. Board Recommendations:
 - 1. Include the Analysis Team Charge as an appendix to the Strategic Plan
 - 2. For Analysis Teams, if conducting surveys they need to be designed without bias towards certain outcomes, enlist help in designing questions. Add language to charge directing teams to Shelly Miller for assistance.
 - 3. Suggested that analysis team ensure avoid “pay to play” model when fundraising from volunteer base.

4. Include language (“If you need a reasonable time extension please advise the Board Chair.”)
 5. Add: “Your Team should investigate the likely outcomes of the Proposals including assessing their feasibility, the anticipated reception by the University, Community, Students, Speakers, and Audience, and their advantages and disadvantages...” “...and effectiveness at achieving the goals.”
- iv. Board Vote: Approve and disseminate the strategic plan (with the inclusion of the friendly amendments above)
 1. Motion by Shelly Miller, Seconded by Leslie Durgin, All in Favor, Approved
 - v. Office to send Analysis Team rosters with email addresses to the Teams, together with the Final Plan and Charge
- c. Diversity Orientation
- i. Teresa Wroe – Office of Institutional Equity and Compliance, Senior Director of Education & Prevention & Deputy Title IX Coordinator – was selected by the Diversity Committee to provide a diversity orientation to the Program Committee Chairs on the topic of “unconscious bias”
 - ii. 75 minutes long for presentation and discussion
 - iii. Scheduled for Wednesday, October 30th, 5:30 – 6:45 pm in IBS 155A
 - iv. Board Members are invited to attend
 - v. Materials will be available after the meeting to provide to chairs and/or Board Members who cannot attend.

III. New Business:

- a. Communication Plan for CWA Strategic Plan
 - i. Plan and web story will be hosted on the CWA webpage
 - ii. Website will have a link to a webform to provide feedback for a specific analysis team about the strategic plan initiatives
 - iii. Press Release will be sent by the CU Strategic Relations team
 - iv. Will be announced through the CU Boulder Today Student, Faculty, Staff email
 - v. Will be announced through the CWA October Newsletter
 - vi. Will be announced through social media channels: Facebook, Twitter and Instagram
 - vii. Talking points will be sent to members of the Strategic Planning Committee to provide resources if contacted by the media.
 - viii. Timeline: Roughly 2 weeks to vet through Strategic Relations
 - ix. Board Recommendations:
 1. Include a checkbox on the webform to sign up for volunteering, to donate, and newsletter signup
 2. Stress in the release the public’s ability to provide feedback
 3. Leverage partners, like the Dairy Center, to share the plan
 4. Send final strategic plan with thank you notes to the interviewed stakeholders and the members of the strategic planning committee
 5. Allow time for the Analysis Teams to review the feedback received
 6. Headline Recommendation: “CWA seeks input for Strategic Planning Process as it shapes its future.”
 7. Offer a way to provide feedback through the CWA App with push notification

IV. Committee Reports

- a. Development Committee
 - i. They are in the final process of developing collateral materials to solicit donors
 - ii. Have developed a list of assigned donors to the development committee members with desired donation amounts
 - iii. Have a focus on Pearl Street sponsors
 - iv. Exploring an end-of-year direct mailing initiative

- b. Program Committee
 - i. 40 invitations out, roughly 1/3 of total invites, about half of invites accepted
 - ii. Current Diversity: 45% people of color, 30% international, 55% under age 50 (but only 30% Female – which is being watched by the Program Chair)
 - iii. Current Average of Days in Attendance: 4.1 Days
 - iv. Passover and Holy Week have been an issue in attracting speakers
 - v. Chairs have turned down a few speaker nominations. Margaret Hollingsworth requests clarification on who can appeal to the Board the chairs decision regarding a speaker nomination.
 - 1. Current Governance Structure from 2015: “The Program Committee will plan and execute each year’s Conference in collaboration with the Conference staff, other University staff, and volunteers from the Boulder Community. However, the Faculty Director and the Community Program Chair may, individually or collectively, appeal to the Board any decision of the Program Committee pertaining to speaker selection or material program design. The Board’s decision on such an appeal will be determined by a majority vote.”
 - 2. Recommendation: In a future review of the Governance Structure, change the language to have appeals take place closer to the locus of the original decision and if possible removing the Board from programming decisions.
 - 3. Until the revision is made: A committee member or chair that would like to appeal a decision will bring the request to the Faculty Director and Program Chair who can chose to initiate an appeal on behalf of that person to the Board or decline to do so.
 - 4. Recommendation: Ensure that the Program Committee knows the process.

V. Upcoming Dates

- a. Next Board Meeting
 - i. MOVED from October 25th to November 15th, 11 am – 1 pm, location TBD
 - ii. Cancel November 22nd Meeting
 - iii. The following meeting will be December 13th, 11 am – 1 pm, IBS 401
 - iv. Next Meeting Agenda Items:
 - 1. Confirm CWA 2021 Days (M-F) or (Tu-Sa)
 - 2. Revise “Non-Committee” Community Board Position Eligibility
 - 3. Revise appeal procedure
 - 4. Report on Analysis Team progress

VI. Meeting Adjourned at 12:30 PM