



Conference on World Affairs

UNIVERSITY OF COLORADO **BOULDER**

BOARD MEETING MINUTES **November 8, 2018, 8:00 - 10:00 am, IBS 401**

CWA Board Present: Charlene Coutre, Tracy Ferrell, Bruce Fredrickson, Laurie Hathorn, Tina Marquis, Shelly Miller, Emily Volk and Tom Zeiler

Absent: John Griffin

Attendees: Alan Culpepper (Dir. of Marketing and Operations), Peter Spear (Board Observer), and 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 10/12/18 Board Minutes
 - i. Office will resend and approval postponed to the December Board Meeting
- b. Reminder: All emails to, from, and including CU email addresses are public record under the Colorado Open Records Act (CORA)

III. Old Business

- a. CWA 2020 Dates
 - i. The issue: The 2017 Conference dates fell over Passover and Good Friday and feedback was received regarding speaker and attendee impacts. With the traditional CWA dates (2 weeks after Spring Break) we will encounter the same conflicts in 2020.
 - 1. CWA Week dates, due to venue constraints, are set 5 years in advance
 - 2. The office has investigated shifting the date but additional issues exist
 - 3. The UMC needs a commitment to the dates in the next month
 - ii. Historic Dates: Monday, April 6 – Saturday, April 11, 2020
 - 1. Wednesday, April 8: First night of Passover
 - 2. Friday, April 10: Good Friday
 - 3. All venue reservations are currently held
 - iii. Potential Shifted Dates: Monday, April 13 – Saturday, April 18
 - 1. As Sunday, April 12 is Easter, it would require a commitment to a Tuesday – Saturday Conference prior to its test this year.
 - 2. We will have no access to Macky Auditorium the whole week: impacting panels, the jazz concert, the keynote & flag procession, and the bookstore.

- iv. Board Recommendation:
 - 1. Office to look into the availability and pricing of alternate venues for the Jazz Concert: Chautauqua, Boulder Theater, and the Coors Event Center
 - 2. If not able to shift dates, offer again Speaker Seder/Good Friday options and increase communication of constraints to the attendees
 - 3. Postpone decision to the December Board Meeting

b. Strategic Planning Process

i. Current Committee Membership:

- 1. CWA Faculty Director – John Griffin
- 2. CWA Community Chair – Laurie Hathorn
- 3. University Administration – David Brown
- 4. University Faculty – Ben Teitelbaum
- 5. Student Perspective – Meredith Maney
- 6. Institutional Memory – Yvette Lowney (Back-up: Gary Dolsen)
- 7. Industry/Non-Profit Expert – Kay Clagett

ii. Additional Committee Membership:

- 1. Community Influencer – Nomination of Leslie Durgin
 - a. Motion by Bruce Fredrickson, Seconded by Tom Zeiler, All in Favor, Approved
- 2. CWA Office Team – Nomination of Alan Culpepper
 - a. Motion by Tina Marquis, Seconded by Bruce Fredrickson, All in Favor, Approved
- 3. Required Stakeholder Meetings: Boulder High Students, Current Students, Graduate Students, CWA Program Committee Chairs
- 4. Additional Stakeholder Ideas: CU Staff, CWA Speakers, Advancement/Development

iii. Board Recommendations:

- 1. Institute that the committee cannot meet without CU, Community, and Office representation in lieu of having back-up committee members (excluding the Institutional Memory position)
- 2. Hold meetings after 5 PM to increase attendance
- 3. Office to confirm high level of commitment from Student Perspective
- 4. Office to confirm the committee make-up/stakeholder perspectives with facilitator, Mike Murray, and inquire if he can attend Board Meetings from time to time to provide Strategic Planning Committee updates.

IV. New Business

a. Policy Statement on Speaker Financial Support (handout)

- i. Office to make proposed language edits to policy statement
- ii. The Board suggests the edited policy be memorialized in the CWA By-Laws

b. Fundraising Update

- i. The Fall Fundraising Campaign will be launched aligned with “Giving Tuesday”
 - 1. Will include a direct mail and email campaign
 - ii. CWA Development Dinners are being hosted in contributors’ homes
 - 1. Next dinner to be held January 17th
 - 2. The Chancellor Dinner will take place again weeks prior to the Conference
 - c. Programming Updates – Speaker Diversity Goals
 - i. Community Chair and Faculty Director to communicate to the planning committee that current speaker goals are directional
 - ii. Office to look into quota policies and make sure they are aligned with the direction given to Programming Chairs. The Board does not need to be consulted prior to addressing with the Chairs.
 - iii. Ensure the Strategic Planning Committee is provided the University policies while considering metrics and current direction.
 - iv. Move the “speaker diversity goal” discussion to the December Board agenda or to the Strategic Planning Committee depending on what the Office recommends.

V. Upcoming Dates

- a. Volunteer End of Semester Potluck - Koenig, Date TBD
- b. December Board Meeting – Friday 12/14, 8:00 – 10:00 a.m.

VI. Meeting Adjourned at 10:00 AM