

**CONFERENCE ON WORLD AFFAIRS
UNIVERSITY OF COLORADO BOULDER**

**BOARD MEETING MINUTES
February 19, 2016, 8:15 a.m.**

Prepared by Katie Grady

CWA BOARD:

Present: Kristina Avery, Tracy Ferrell, John Griffin, Tina Marquis, Marc Rochkind, Peter Spear, Tom Zeiler

Absent: Don Grusin, Stephanie Rudy

Other: Alan Culpepper (Director of Operations and Marketing), Erin Rain (Sr. Manager of Marketing and Media Relations), Amanda Roper (Outreach Coordinator), and Katie Grady (Conference Coordinator)

PUBLIC COMMENT

- No public comments

PRELIMINARIES

- Approval of minutes from 1.15.2016 Board Meeting
- Notification of Remaining Spring Meetings: 3/11/16, 4/22/16 and 5/27/16

OLD BUSINESS

- Revised Governance Structure has been added to CWA Website
- CWA app
 - Alan Culpepper announced decision to move forward with a CWA app, using the company Cvent due to its effective personalized schedule building, individual panelist profiles, the ability to send push notifications, ability to collect data, and as it will provide a seamless transition when the University moves to a Cvent platform.
 - The cost is \$4000 a year: offset by \$2,500 Environmental Grant from CUSG and additional cost savings from scaling back printed program overrun to 10,000 (from 17,500)
 - Goal this year: Introduce and push audience use
 - Goal for future: Increase audience interaction through the app
- Update on Program Committee Planning
 - Planning Saturday was successful – a lot of positive feedback was received from the community.
 - About 90 attendees with a good representation of students
 - 170 sessions approved

- Committee is currently balancing speakers' panels, adjusting topics, adding professor requests/classroom visits, plenaries, & arias.
 - There were 25 Professor Requests this year (in comparison to 4 last year). Releasing the participant list earlier was helpful.
 - Next, the new scheduling software will be tested and the schedule will be locked down by March 1st.
 - This was designed and built for CWA by 7-8 students in their Computer Science Capstone Course, overseen by Marc Rochkind.
 - This year we will experiment aligning the schedule with the student class schedule to allow for more student attendance.
 - For 2017, there is discussion about moving the whole planning process timeline up one month. One benefit will be to make it easier for faculty members to know the participants when building their spring syllabus.
- Moderator Formats
 - Fred Ris and Bob Yates will serve as Moderator Coordinators
 - This year, we are introducing a few "Roundtable" panels where the moderator facilitates and is included in the discussion
 - Moderator training will be held separately from Producer training
 - Goal Ratio: 50% University/50% Community Moderators
 - This year: closer to 100 University/80 Community
 - Q&A Format
 - We are exploring ways for people to ask questions electronically, leaning towards a texting-based method with the Moderator or Producer vetting the questions.
 - Details are still to be ironed out
 - A benefit will be reducing speeches at microphones

NEW BUSINESS

- Keynote Speaker Announcement
 - The University announced the CWA's collaboration with the Cultural Events Board for this year's Keynote Address by Steve Wozniak.
 - The majority of the feedback has been very positive and expressing their excitement to attend. The voiced concerns have been around the speaker fee paid by CEB.
 - There was the impression that the CWA paid the fee, not CEB
 - The fee amount was made public due to Colorado Law
 - Erin Rain is working with the University to ensure that the partnership is communicated properly and that our CWA principles continue to be honored.

- This year's partnership with CEB is a great opportunity to introduce CWA to a broader audience of students. After this year, we can evaluate and discuss interest in future collaboration.
- A consequence of the partnership is the make-up of the audience: a majority percentage of seats are reserved for students, allowing for only about 600 community members to attend in person.
 - A live-streamed overflow venue will be arranged
 - A lottery is set-up for the available community tickets
 - Students will secure tickets through CEB
- The procession will be held early evening Monday prior to the address

- Speaker Invitation Process
 - Due to recent conversations in the planning committee, a policy question has been posed: Do we want a vetting process/checks in place for speaker invitations?
 - The current protocol is that John Griffin and Stephanie Rudy have the ability to bring a nominated speaker to the Board to revisit the invitation
 - There is also discussion around inviting "non-experts"/activists
 - One viewpoint is that inviting them is what separates the CWA from an academic conference, giving a voice to others, to non-PHDs, and students often appreciate the non-academic views
 - But this has also been a longstanding challenge for the faculty
 - For future years, we should look at ways to bridge the divide
 - Invite faculty to join the Program Committee?
 - Reaching out to University departments earlier in the invitation process to give faculty a voice?
 - Revisit the Program Committee process if anyone controversial?

- General Community Preparation
 - Erin Rain working on conference publicity to ensure the community knows that the Conference will be taking place, what will stay as it always was (i.e. free admission), and what has been changed/added.
 - Suggestion of involving the City Council to welcome the speakers to Boulder.
 - Campus Security and security protocols are in place in the event there are any disruptions.

- Student Survey Results
 - Over 6,500 Surveys were completed, 2,500 by non-freshman students, with 90% of the students who've attended the Conference giving positive feedback.

- The biggest takeaway is that students need to be made more aware of the Conference. A follow-up survey will be distributed to the same student group after the Conference to see if we have improved.
 - This is the first time we have a comprehensive set of baselines for student attendance.
- Campus Engagement Committee had no meeting this month.
- Fundraising Committee will be meeting this week.
- Adjourned by Chair at 10:00 am