



Conference on World Affairs

UNIVERSITY OF COLORADO **BOULDER**

UNAPPROVED

BOARD MEETING MINUTES

July 16, 2021, 10:30 a.m. - 12:00 p.m., Virtual via Zoom

CWA Board Present: Robin Luff, Yvette Lowney, Elise Miller, Alphonse Keasley (Observer), Alison Cool, John Griffin, Laurie Leinonen, Benjamin Teitelbaum

Absent: Alex Pham, David Brown, Steve Bosley (Observer)

Attendees: Alan Culpepper (Director of Marketing and Operations), Erin Rain (Senior Manager of Marketing and Media Relations)

Minutes prepared by: Erin Rain

- I. Preliminaries
 - a. Introductions
 - i. New board members introduced: Yvette Lowney (Community Seat), Elise Miller (Community Seat), Robin Luff (Community Outreach Chair), Benjamin Teitelbaum (Faculty Seat)
 - b. No Public comment
- II. Administrative Matters
 - a. Board
 - i. Election of Board Chair 2021-22
 1. John Griffin nominates Alison Cool for Board Chair
 2. Elise Miller seconds
 3. Alison agrees to stand
 4. All in favor, Approved
 - ii. Election of Board Vice-Chair 2021-22
 1. Yvette Lowney nominates Laurie Leinonen as Board Vice-Chair
 2. Alison seconds
 3. Laurie agrees to nomination
 4. All in favor, approved
 - iii. Appointment of Alex Pham as Student Program Chair (and *ex officio* Board Member)
 1. John Griffin nominates Alex Pham as Student Program Chair and Board member
 2. All in favor, approved

- iv. Appointment of Alphonse Keasley as Board Observer for 2021-22 (vote already taken)
 - 1. Board vote was unanimous in favor
- v. Reappointment of Steve Bosley as Board Observer for 2021-22
 - 1. Board votes unanimously in favor
- vi. Vacant second student Board seat
 - 1. CWA continues outreach for interested students in the vacant board seat, therefore the appointment may be delayed until September
 - 2. There is consideration for offering the position to one of the CWA Student Volunteer Coordinators as has been done in past years
 - 3. Other students outside of CWA may also apply
 - 4. CWA will circulate student board job description and application to CWA audiences
 - 5. Decision: The board will reevaluate the progress of this search at the next meeting
- vii. Orientation of new Board members
 - 1. John Griffin connected with each of the new members of the board for an orientation ahead of today's meeting, except for Ben. John will connect with Ben individually.
- b. Executive Team
 - i. Board was given an update from John Griffin on the following program committee and CWA volunteer leadership positions
 - 1. Re-election of Laurie Leinonen as Program Chair for 2021-22
 - 2. Appointment of Betsy Block by Laurie L. as Program Committee Vice-Chair
 - 3. Nomination and appointment (by Board) of Robin Luff as Community Outreach Chair for 2021-22
 - ii. Faculty Director Transition
 - 1. John Griffin shared that the 2021-22 conference season will be his last year as Faculty Director concluding 8 years of service
 - 2. Next steps will be (if Chancellor approves) a call for interest among CU faculty and the formation of a search committee
 - 3. CWA will make a plan for formal announcement
 - 4. Board congratulated John on a successful term and thanked him for his contributions to the success and growth of CWA during his time as Faculty Director
 - 5. Updates on the transition and search process will be provided to the Board going forward
- c. Board Committees
 - i. Appointment of, and charge to, Development Committee
 - 1. The board voted unanimously for the Development Committee to continue as is with current members for another year and to seek out additional members
 - ii. Appointment of, and charge to, Diversity Committee
 - 1. An update was provided on the Diversity Committee by John Griffin

2. The committee participated in a training from OIEC staff at CU Boulder and has held some meetings but it has not been very active
 3. The Diversity Committee will be charged with developing recommendations to the board to enhance CWA's volunteer, speaker and board diversity goals
 4. Board members Benjamin Teitelbaum, Yvette Lowney and Laurie Leinonen all indicated willingness to join the committee
 5. All in favor, approved
- d. Staff
- i. Conference Coordinator Recruitment
 1. Alan Culpepper provided an update on the Conference Coordinator position vacancy
 2. The job posting had about 30 applicants—Six have been asked to move to stage two of the process for a Hirevue interview.
 3. The CWA office has a goal to fill the position early/mid August
 - ii. Remote work
 1. John Griffin has approved that Alan Culpepper work remotely from Texas while he explores interest in a new career direction to support staff growth and development
 2. Alan shared that he has experience with remote work from previous jobs and will ensure that the CWA Database will be maintained with the assistance another CWA employee or volunteer as in years past
 3. Former Conference Coordinator Katie Grady will be utilized as a contractor to train the new Conference Coordinator
 4. The Conference Coordinator role will not be remote
 - iii. Kevin Wu appointed by the Office as Student Volunteer Coordinator
 1. The board was updated that CU Boulder senior Kevin Wu has been appointed as a 2021-22 Student Volunteer Coordinator
 2. Kevin also serves on the CWA keynote committee and has been a CWA office marketing intern
- e. Other
- i. Approval of the April 16, 2021 Board Meeting Minutes—Approved
 - ii. Fall Meeting Schedule
 1. Look for a message to establish fall Board meetings
- III. Old Business
- a. Strategic Planning Implementation Reinvigoration
 - i. John Griffin gave an update on the CWA Strategic Plan status—see Implementation table
 - ii. John asked that the board continue to hold CWA staff and volunteers accountable on Strategic Plan implementation

IV. New Business

a. FY22 Proposed Budget

- i. Alan Culpepper provided an update on the FY22 Budget—See table below
- ii. The biggest budgetary change is the \$500 travel offset for up to 80 speakers for the 2022 conference.
- iii. There has been a need to supplement CWA speaker travel and the \$500 honorarium will serve as a speaker travel voucher and is less complicated than reissuing 80 different travel vouchers refunding individual flights
- iv. Yvette Lowney noted that travel vouchers are not taxed but honoraria are— this should be clarified when sharing these honoraria
- v. Finalized program will be developed by the office
- vi. Continued budget updates will be provided in next meeting

NON-SALARY BUDGET

FY		2019	2020	2021	2022
	OFFICE SUPPLIES/EQUIPMENT	\$ 2,568	\$ 2,795	\$ 1,828	\$ 3,200
	PARKING	\$ 5,025	\$ 9	\$ 8	\$ 4,000
	POSTAGE	\$ 363	\$ 184	-	\$ 363
	PRINTING	\$ 26,995	\$ 7,164	\$ 5,010	\$ 25,000
	HONORARIA	-	-	\$ 9,480	\$ 14,000
	VENUE RENTALS	\$ 34,744	\$ 950	-	\$ 31,000
	OPERATING EXPENSES & SERVICES	\$ 72,212	\$ 8,785	\$ 14,666	\$ 69,000
	ADVERTISING & MARKETING	\$ 19,045	\$ 4,947	\$ 10,002	\$ 19,000
	MEALS	\$ 69,923	-	\$ 102	\$ 62,000
	ALCOHOL	\$ 655	-	\$ 1,230	\$ 800
	STUDENT RELATED COSTS	\$ 1,515	\$ 1,532	\$ 430	\$ 1,500
	SIGNAGE	\$ 1,645	-	-	\$ 1,600
	TRANSPORTATION	\$ 4,979	\$ 536	\$ 492	\$ 4,500
	TRAVEL	\$ 10,096	\$ 7,191	\$ 3,338	\$ 40,000
	COMMITTEE EXPENSES	\$ 3,520	\$ 3,680	-	\$ 3,500

FUNDRAISING	\$ 7,731	\$ 92	\$ 3,590	\$ 3,500
MISC	\$ 252	\$ 3,403	-	\$ 300
STUDENT STIPENDS	\$ 4,518	\$ 4,500	\$ 7,904	\$ 7,000
FACULTY DIR. COURSE BUYOUT	\$ 10,600	\$ 5,300	\$ 6,837	\$ 10,600
PART TIME STAFF	\$ 11,831	\$ 8,850	\$ 8,370	\$ 9,800
SPEAKER SERIES	\$ 6,514	\$ 1,388	\$ 5,600	\$ 1,500
TOTAL NON-SALARY EXPENSES	\$ 294,731	\$ 61,311	\$ 78,887	\$ 312,163

- I. Due to time restraints, items remaining to be covered at next meeting are as follows:
 - a. Committee Reports
 - i. Program Committee
 - ii. Greivance Committee
 - b. Volunteer Recruitment
 - i. Students – Branding/Messaging Strategy
 - ii. Community

- II. Upcoming Dates
 - a. August Board Meeting – 8/13, 10:30-12:00
 - b. Program Committee Retreat – TBD (in September)

- III. **Meeting adjourned at 12:00 p.m.**