CWA Board Present: Charlene Coutre, Bruce Fredrickson, John Griffin, Betsy Hand, Tina Marquis, Tess Rose, Peter Spear and Tom Zeiler
Absent: Tracy Ferrell
Attendees: Alan Culpepper (Dir. of Operations & Marketing), Laurie Hathorn (Community Vice-Chair), Erin Rain (Sr. Mgr of Media and Marketing), Katie Grady (Conference Coordinator) and Meredith Maney (Student Volunteer Coordinator).

Minutes prepared by: Katie Grady

I. Preliminaries

a. Introductions
   i. Tom Zeiler has returned from sabbatical and is resuming his seat on the Board

b. Public Comment
   i. No Public Comment

c. Administrative Matters
   i. Approval of February 26th 2018 Board Minutes
      1. Motion by Tess Rose, All in Favor, Approved.
   ii. April Board Meeting
      1. Tentatively set for Tuesday, April 24th at 12:30 PM
   iii. CWA Website needs the updated version of the Governance Structure

II. Old Business

a. Program Committee Functioning Report (Laurie Hathorn)
   i. Tina Marquis, Betsy Hand, Charlene Coutre, Laurie Hathorn and Margaret Hollingsworth spoke with committee members and recommend these committee best practices:
      1. Change the Chair election process to secret ballot (policy change)
      2. Define Chair role as administrator vs. content advocate
      3. Set expectations on note-taking and minutes to reinforce decisions, outcomes, and timelines.
      4. Set goals for student volunteer experience and neutral criteria for decision making with respect to speakers.
      5. Ask Gary Dolson to co-facilitate a meeting with Betsy Hand and Politics & Media Committee between now and the Chairs Retreat 4/22 to provide orientation in direction of fair and transparent practices to protect the organic nature of the committee.
   ii. Recommendation: Pose to the Committee the change to “Politics, Media, & Law”
   iii. John Griffin to prepare a draft of neutral speaker recruitment criteria
b. Call for Community Chair Nominations (John Griffin)
   i. The call for nominations will go out this week to all Program Committee members from the Betsy Hand, current Community Chair
   ii. The new Community Chair Elections will be held at the Chairs Retreat, 4/22
   iii. The Vice-Chair will be appointed by the newly elected Community Chair

c. Board Election Procedure and Appointment Eligibility
   i. The 3-year University Seat of Peter Spear (retired CU Dean of Arts and Science) is ending this year. The Board needs to decide if he is eligible for reappointment in a CU-affiliate Board seat.
      1. The governance structure currently defines CU-affiliate as excluding retirees.
   ii. Idea: Ask the BFA to nominate a faculty number for vacant seat.
   iii. Motion by Bruce Fredrickson: Create a non-voting observer position on the Board
      1. John Griffin Seconds, All in Favor, Approved.
   iv. Motion by John Griffin: Offer Peter Spear the observer position
      1. Betsy Hand Seconds, All in Favor, Approved.
   v. As decided in previous Board Meeting, 1 out of 3 of the Community Seats must be occupied by a non-Program Committee member
   vi. Resignation from Committee must take place prior to the election to be considered a non-program committee candidate.

III. New Business

a. Norms Surrounding Speaker Invitation Terms and Event Access
   i. In response to the ticketed CWA Student Keynote
   ii. Board Recommendation: Create a Formalized Policy Document and Strategic Plan for the next 5-10 years in order to identify the goals of the CWA, “fundamental principals” and what “free and open” means.
   iii. Motion by Peter Spear: Any proposal to change or limit public access to a CWA branded event must be considered by Faculty Director and Community Chair who agree to bring the proposal to the Board and must be approved by the Board.
      1. Seconded by Betsy Hand, All in Favor, Passed.
   iv. Future Board Meeting: Discuss setting a threshold to the speaker payments/travel stipends coming from CWA funds that need Board approval.

IV. Upcoming Dates

   a. 4/9 – 4/13: CWA 2018!
   b. 4/22: Chairs Retreat, C4C 11:30-5:00
   c. 5/2: End of Year Potluck & Community Board Elections, Chautauqua, 6:30 PM

V. Meeting Adjourned at 2:00 PM