



Conference on World Affairs

UNIVERSITY OF COLORADO **BOULDER**

BOARD MEETING MINUTES

March 20, 12:00 - 2:00 pm, Macky 230

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 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