



Conference on World Affairs

UNIVERSITY OF COLORADO **BOULDER**

BOARD MEETING MINUTES

May 8, 2020, 11:30 am - 1:30 pm, Virtual Zoom

CWA Board Present: Anya Berlova, Steve Bosley (Observer), David Brown, Alison Cool, Leslie Durgin, Rashel Gandhi, John Griffin, Laurie Leinonen, Tina Marquis, Shelly Miller, and Peter Spear (Observer)

Absent: None

Attendees: Bob Baskerville (Fundraising Committee), Alan Culpepper (Director of Marketing and Operations), Lauren Daniels (Health Theme Student Chair), Katie Grady (Conference Coordinator), Adam Griff (Arts Co-Chair), Kat Kotarski (Student Volunteer Coordinator), Yvette Lowney (Keynote Co-Chair) and Elise Miller (Keynote & Business Co-Chair)

Minutes prepared by: Katie Grady

I. Preliminaries

- a. Introduction of New Board Members
 - i. Anya Berlova – 2020-2021 Student Board Member
 - ii. Laurie Leinonen – 2020-2021 Community Program Chair
- b. Public Comment
 - i. None

II. Administrative Matters:

- a. Nominating Committee Recommendation re: Community Outreach Chair
 - i. Leslie Durgin is the nominee and is standing for a 1-year reappointment
 - ii. Nominating Committee (Margaret Hollingsworth, Tina Marquis, Rashel Gandhi, John Griffin, and Alan Culpepper) enthusiastically recommend Leslie's name to the Board for approval.
 - iii. John Griffin motions, Alison Cool seconds, All in Favor, Approved.
- b. Election of Program Committee Chair Recap
 - i. Laurie Leinonen was elected by the sub-committee chairs
 - ii. She may be appointing a Vice-Chair
 - iii. She may appoint someone to attend Board meetings in her place
- c. Appointment of Student Board Member Recap
 - i. Anya Berlova was chosen from a list of student applicants and her name has been sent to the Chancellor for appointment
- d. Election of Board Chair and Vice-Chair for 2020-21
 - i. Informally the Board rotates the chair position between University & Community, thus a Community chair this upcoming year

1. John Griffin nominates Leslie Durgin as Board Chair
 2. Tina Marquis seconds Leslie Durgin
 3. Leslie accepts nomination
 4. All in Favor, Approved
- ii. With a Community representative Board Chair, the Vice-Chair will normally represent the University
 1. Rashel Gandhi nominates Shelly Miller
 2. John Griffin recognizes Shelly Miller's great work this year but in light of her other commitments nominates Alison Cool
 3. Alison Cool agrees to be nominated
 4. All in favor, Approved
- e. Reappointment of Board Observers for 2020-21
 - i. John Griffin nominates Peter Spear and Steve Bosley for 1-year reappointment of their Board Observer roles for 2020-21
 - ii. Peter and Steve accept nominations
 - iii. Tina Marquis seconds nominations
 - iv. All in favor, Approved.
- f. Orientation of new Board Members
 - i. Office to ensure new Board Members have a copy of the by-laws
 - ii. John Griffin and Leslie Durgin to connect with Laurie Leinonen and Anya Berlova for an offline orientation
- g. Appointment of 2020-21 Development Committee and Chair
 - i. Leslie Durgin is standing for Development Chair
 - ii. Leslie proposes committee members for Board approval: John Griffin, Mark Meyer, Bob Baskerville, Ralph Gregory, Bob Yates (adjunct) and Robin Luff/Elise Miller (for assistance in event fundraising)
 - iii. Shelly Miller motions for approval, John Griffin seconds, All in Favor, Approved
- h. Recognition of Kat Kotarski as 2021 Student Volunteer Coordinator
- i. Approval of 4/17 Board Meeting Minutes
 - i. All continuing members in favor, Approved.

III. Old Business:

- a. Report from Fall Event Ad Hoc Committee
 - i. Committee is developing a recommendation for the Board re: a live, virtual, or hybrid event with local or outside speakers
 - ii. Goals of a Fall Event
 1. Continue to keep CWA present in the University & Boulder communities given the 2020 cancellation
 2. Use it as an opportunity to test ideas proposed in the strategic plan
 - iii. Timeline
 1. Committee will meet again May 20th and every other week following
 2. Anticipating additional University updates later this month
 3. Plan to develop event content in the month of June

4. Goal to invite speakers by July 1
5. Push out Marketing in the month of August
6. Event to take place Early September/Early October given venue availability
- iv. Waiting to finalize with more guidance of what social distancing will be for Fall 2020
- v. Board Feedback:
 1. This would be very much in line with CU's goals of creating the college experience given the COVID-19 social distancing challenges.
 2. Success of CWA Live panels is encouraging of potential success for fall
 3. Idea for Hybrid Event: Organize various small groups together to watch a panel of live speakers virtually.
 4. Masks should be required for any in person gathering
 5. Good opportunity to test ticketing with small gatherings
 6. CU Art Museum would likely be interested in collaborating for a talkback.
 7. Likely a lot of interest from CU Faculty in virtual speaker classroom visits
 8. Could help recruit students for CWA Week volunteers and attendees.
 9. Keeping various scenarios in place is important our situation changes daily.

b. Strategic Plan Updates

- i. John Griffin, Peter Spear, David Brown, and Alan Culpepper met to organize implementation next steps and target dates for the Strategic Plan tactics.
 1. Working document shared with the Board
 2. Board Members invited to share recommendations/suggestions offline to John
- ii. Next Step: Develop a timeline to view the implementation of tactics organized chronologically to assist in the execution.
- iii. Question posed to the Board: Who oversees the Implementation?
 1. Should have 1 Board Member responsible for oversight of each goal who reports quarterly on progress at a dedicated Board meeting.
 2. Important for Board involvement as prioritization of tactics might change as COVID-19 conditions change.
 3. Program Committee should appoint an ad-hoc committee for involvement in tactic implementation (including Program Committee members involved in the Analysis Teams).
- iv. John Griffin and Leslie Durgin to appoint a board member for each goal and help to comprise Implementation Teams, drawing on Analysis Team members and others
 1. Tina Marquis interested in Goal 1 and 3
 2. Anya Berlova interested in Goal 1 and 3
 3. Rashel Gandhi and John Griffin interested in Goal 2
 4. David Brown and Laurie Leinonen Interested in any goal
- v. John Griffin has been holding meetings with the Program Committee Chairs on Strategic Plan updates

IV. New Business:

a. Budget Picture

- i. FY20 Preliminary Figures (handout)
- ii. FY21 Picture (handout)
- iii. University will be accelerating review of unused reserve funds
- iv. Office has prepared budget reduction plans and will be sharing plans for reserved funds with University.
- v. Board Recommendations

1. Structure need for unused funds aligned with initiatives to achieve CU's main 2020-21 focus areas
 2. Carefully choose Board representative for each Strategic Plan Goals to provide to the University as those responsible for implementing initiatives with designated budget needs
 3. Gift funds should be protected from being swept but while making case that they can't be cause for reducing general funds
 4. Large donors indicating to the University that they want their donations to CWA not to be used in lieu of general funds might be helpful.
 5. If needed, we could gather a group letter of advocacy from volunteers and student testimonials.
- b. Student Program Chair
- i. This is a position created in the Strategic Plan to work in partnership with Community Program Chair
 - ii. Board Recommendation: Use 2021 as a pilot year and have students weigh in on the manner of selection for the future years.
 - iii. Lauren Daniels nominated for appointment as the pilot Student Program Chair.
 - iv. Laurie Leinonen motions, Shelly Miller seconds, All in Favor, Approved.

V. Committee Reports

- a. Program Committee
- i. Program Committee chairs will meet next week to discuss Fall programming
 - ii. Committee is currently recruiting volunteers for next year
 - iii. More than half of 2020 speakers are accepted for 2021
 - iv. Chairs Retreat will be held in the near future to weigh in on implementation of Strategic Planning tactics.
 - v. Proposal will be coming to the board regarding path forward for the Politics & Media committee
- b. Development Committee
- i. Committee to start meeting next week
 - ii. Send Leslie any recommendations for additional volunteers (students eligible)
 - iii. Will need to identify amount of money needing to be raised given different scenarios
 - iv. Communicating to mailing list the need for donations

VI. Upcoming Dates

- a. Program Subcommittee Chairs Retreat – TBD
- b. June Board Meeting – TBD
- i. Office to send Doodle Pool of Board Availability for Summer Meetings.

VII. Meeting Adjourned at 1:30 PM