



Conference on World Affairs

UNIVERSITY OF COLORADO **BOULDER**

BOARD MEETING MINUTES

July 17, 2020, 11:30 am - 1:30 pm, Virtual via Zoom

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

Absent: Tina Marquis and Shelly Miller

Attendees: Alan Culpepper (Director of Marketing and Operations), Bob Baskerville (Development Committee Member), Lauren Daniels (Student Community Chair), Katie Grady (Conference Coordinator), Mark Meyer (Co-Development Committee Chair) and Erin Rain (Senior Manager of Marketing and Media Relations)

Minutes prepared by: Katie Grady

I. Preliminaries

- a. No Introductions
- b. No Public Comment

II. Administrative Matters

- a. Approval of June 19th Board meeting minutes
 - i. Approved
- b. Future Board Meeting Dates
 - i. Friday, August 21st, 11:30 am – 1:30 pm, viz Zoom
 - ii. Office to send poll for Fall Meeting Schedule
- c. Board Observer/Board Composition Committee
 - i. Next Friday, Peter Spear and Alison Cool will examine the options and provide analysis and recommendation of Board composition
 - ii. Board Observer is currently a 1-year appointed member of the Board that can participate and add agenda items but is a non-voting member.
 - iii. Recommendation: Be mindful of the representation of student voice on the Board
 - iv. Recommendation: Evaluate the methods Board Members are chosen

III. Old Business:

- a. Budget Update
 - i. Plans for a 2020 Virtual Conference has been shared with Program Committee
 - ii. CU's Operating Budget is still to be determined and as the academic year continues, we anticipate additional administrative review
 - iii. Staff has taken University-mandated 5% salary cut
 - iv. Board Recommendation: John to update the Chancellor of the Board's virtual conference budget recommendation
- b. Report from Fall Event Ad Hoc Committee

- i. Event Dates: Thursday September 10th and Friday September 11th
- ii. Fall Steering Committee have solicited speaker ideas from both the faculty and program committee and are meeting this afternoon to identify 4 panel topics for each theme.
- iii. Goal: To have final set of panels and speakers by August 1st
- iv. Marketing will roll out as soon as the content/logistics are confirmed
 - 1. Office to work with students and strategic relations on student marketing strategy
 - 2. Recommendation: Send a save the date of the event dates
- v. Board asks the Leadership Team to put together a standard model of how to prepare an off-cycle event

IV. New Business:

- a. News from CU
 - i. CWA needs to communicate University expectations around in-person meetings
 - 1. Wearing masks, socially distanced and not attending if sick or if have had any contact with those sick
 - 2. This is also required for outdoor meetings – on or off campus
 - 3. These guidelines would need to be in place for any “in-person panel” recordings
 - ii. Office needs to determine the maximum number of people allowed per room
 - iii. Board Recommendation: Track attendance any in-person meetings
 - iv. Board Recommendation: Have volunteers sign a form of compliance with guidelines

V. Committee Reports

- a. Strategic Plan Implementation Teams
 - i. Managed Evolution team have met twice and reviewing recommendations for themes to ensure clarity among Implementation Team members
 - ii. Student Engagement team has met once and meeting next week to determine next steps
 - iii. Organizational Effectiveness team is beginning to review the organizational chart, role responsibilities and new volunteer training.
 - iv. Fiscal Responsibility team met and will meet with John Griffin, Alan Culpepper and Leslie Durgin to determine metrics to measure progress.
- b. Diversity Committee & Anti-Racism Committee
 - i. A working group of volunteers met to explore the possibility of creating an Anti-Racism Committee. Conceptually,
 - 1. The existing Diversity Committee would focus on diversity of speakers and panels and be a subcommittee of the Board
 - 2. The proposed Anti-Racism Committee would be an extension of the Program Committee and focus on internal training and building more representation within the volunteer base and Board.
 - 3. The Anti-Racism Committee is interested in raising funds for volunteer anti-racism training
 - ii. Rashel Gandhi is preparing a written description of the Anti-Racism Committee to be presented to the Board

1. Board Recommendation: Office staff needs to approve any financial commitments and ideas requiring a financial commitment should be discussed with staff in advance.
- c. Development Committee
 - i. Mark Meyer and John Griffin will co-chair the Development Committee
 - ii. Committee has reviewed any non-renewals in donations from FY 2020 from 2019, particularly in gifts of over \$500, and will identify strategy for approaching these higher-level donors.
 - iii. Committee conducted an analysis of historical giving patterns and identified seasonal giving patterns aligning with CWA events.
 - iv. Committee foresees that the differences in programming over the coming year may impact public involvement and CWA's ability to fundraise.
 - v. Committee will provide a recommendation of increased frequency of CWA events throughout the year to the Board/Programming Committee.
 - d. Outreach Committee
 - i. Committee is preparing a plan for this year's outreach that will be determined once the program plans are determined (ie: Fall, Spring, possible Interim events)
 - ii. Committee will work with Development Committee on outreach to organizations for fundraising opportunities
 - e. Programming Committee
 - i. Committee's focus is currently on supporting programming for the Fall Event
 - ii. Committee needs to determine how many speakers/events will be offered in the Spring Event
 1. There is a consensus that there will not be demand for the traditional 5/6 concurrent events during 4 blocks a day.
 2. Committee will strategize creative, engaging ideas for spring to prevent "Zoom Fatigue." Please forward any ideas you see to Laurie Leinonen and John Griffin.
 3. Office may send survey to CWA attendees to gauge audience demand
 - iii. Politics & Media Receivership
 1. Custodians of the committee met with continuing P&M members last Thursday and John Griffin has received feedback that meeting was constructive.

VI. Upcoming Dates

- a. August Board Meeting: Friday, August 21st, 11:30 am – 1:30 pm
 - i. Agenda Items:
 1. Board Composition Committee Update
 2. Leadership Team Model for Future Off-Cycle Events
 3. Proposal for Anti-Racism Committee
- b. Fall Semester Meeting Dates: TBD

VII. Meeting Adjourned at 1:00 PM