



# Conference on World Affairs

UNIVERSITY OF COLORADO **BOULDER**

## **BOARD MEETING MINUTES**

**September 20, 2018, 8:00 - 10:00 am, IBS 401**

**CWA Board Present:** Charlene Coutre, Tracy Ferrell, Bruce Fredrickson, John Griffin, Laurie Hathorn, Tina Marquis (via Phone), Shelly Miller, Emily Volk, and Tom Zeiler

**Absent:** None

**Attendees:** Alan Culpepper (Dir. of Operations & Marketing), Peter Spear (Board Observer) and Katie Grady (Conference Coordinator)

**Minutes prepared by:** Katie Grady

### **I. Preliminaries**

- a. Introductions
- b. No Public Comment

### **II. Administrative Matters**

- a. Approval of 8/9/18 Board Minutes - All in Favor

### **III. Old Business**

- a. Strategic Planning Process
  - i. Presentation by Emily CoBabe-Ammann, Research & Innovation Office on potential Strategic Plan facilitation process
  - ii. Board Recommendation – John Griffin to introduce those who missed Mike Murray’s presentation to have the option to connect with him and ask questions
  - iii. Committee Invitation brainstorm list being built offline in an excel document

### **IV. New Business**

- a. Speaker Honorarium Policy
  - i. Board Proposal – Any CWA-funded speaker expense over \$3k is brought to the Board for advisory recommendation
    1. John Griffin and Tina Marquis will draft language
  - ii. 2019 Approach to campus partnerships on more substantial honorariums, Board Recommendations:
    1. Strategize the goal (CWA student entry point, Student Marketing Event)
    2. Ensure the speaker provides the type of awareness the CWA is seeking
    3. Add condition that the event remains free and open to public via lottery
    4. Highlight in program the event was “donated by” the student organizations
    5. Pass out programs to students and require a full pitch at the beginning
    6. Board to review case by case

- b. Fundraising Committee Report
  - i. Not having a Speaker Announcement Launch Fundraising Event in 2019
  - ii. In its place, holding private home dinner series leading up to the CWA
- c. Programming Committee Report
  - i. 1/3 of 2019 speakers have been invited
  - ii. Diversity goals still need to be a priority in the final 2/3 of the speakers

**V. Upcoming Dates**

- a. October Board Meeting – Friday 10/12, 8:00 – 10:00 a.m.
- b. CWA Speaker Series – 10/26, 3:30 p.m, CU Law School
- c. November Board Meeting – Thursday 11/8, 8:00-10:00 a.m.

**VI. Meeting Adjourned at 10:00 AM**