



# National Western Center Authority Board Meeting Minutes

<b>Date of Meeting:</b>	February 23, 2018	<b>Time:</b>	2:00 pm-4:00 p.m.
<b>Minutes Prepared By:</b>	Josh Roberts	<b>Location:</b>	National Western Complex, Club Room

## 1. Meeting Description

**National Western Center Authority Board Inaugural Meeting**

## 2. Authority Board Member Attendance at Meeting

Name	Present	Absent	Notes
Joe Garcia	X		
Jacque Hinman	X		
Steven McCarthy	X		
John Zapien	X		
Robb Brown	X		
Kelly Leid	X		
Monique Lovato	X		
Liliana Flores Amaro*	X		
Brendan Hanlon*	X		
Tony Frank		X	
Amy Parsons	X		
Pat Grant	X		
Paul Andrews	X		

### \*Non-Voting Members

Other attendees including members of the public are as recorded in the sign-in sheet(s) collected for the meeting.



National Western Center  
 Authority Board Meeting Minutes

Topic	Owner	Time
<p><b>Call to order</b></p> <p>Roll Call: Quorum Present</p> <p>Posting: Meeting Properly Posted</p>	Joe Garcia	2:22 p.m.
<b>3. Public Comment Period</b>		
<p>Those wishing to speak at a Board meeting may sign-up for a prior to the commencement of the meeting. Public comments are limited to three minutes per speaker.</p> <p>Only one person signed up for public comment:</p> <p>AE, a local neighborhood resident and NWC-CAC member, spoke regarding the Community Investment Fund, specifically requesting that the Board engage the office of strategic partnerships for best practices and objecting to any facilitation role for the North Denver Cornerstone Collaborative. She further indicated approval of the process used to approve Denver’s General Obligation Bonds as a model for the selection of projects for the Community Investment Fund.</p>	All	2:25 p.m.
<p><b>Comments by members of the public are recorded for informational purposes ONLY</b> and inclusion of such comments in these minutes does not reflect the policy of the National Western Center Authority Board. Anyone wishing further information about or clarification of a public comment should contact the commentor.</p>		
<b>4. Board Business</b>		
<p><b>Authority Resolution 2018-001</b> is a resolution adopting the Articles and Bylaws of the National Western Center Authority Board, approving the Framework Agreement, the Master Lease with the City and County of Denver, and a lease with the WSSA. The Resolution further authorizes the Chair to execute the required documents. The documents adopted and approved in Resolution 2018-001 were included in orientation materials provided to the Board and discussed at the Board’s Orientation on February 22-23, 2018.</p> <p>Jacque Hinman moved the approval of Authority Resolution 2018-001. The motion was seconded by Kelly Leid. A vote was called, and the motion was approved unanimously by voice vote of voting Board members present. The full text of the Resolution is contained in the records of the Board.</p>	All	2:28 p.m.



## National Western Center Authority Board Meeting Minutes

<p><b>Authority Resolution 2018-002</b> is a resolution adopting initial Board policies related to Open Meetings, Open Records, Procurement, and Standards of Conduct and Conflicts of Interest. The text of the policies approved in Resolution 2018-022 was contained in the orientation materials discussed at the Board’s Orientation on February 22-23, 2018.</p> <p>Pat Grant moved the approval of Authority Resolution 2018-002 with a second by Monique Lovato. A vote was called, and the motion was approved unanimously by voice vote of voting Board members present. The full text of the Resolution, together with the full text of each policy, is contained in the Board Records.</p>	All	2:30 p.m.
<p><b>Election of Officers</b></p> <p>After discussion, Jacque Hinman nominates via motion Steven McCarthy as Vice-Chair and Robb Brown as Secretary. The motion was seconded; the nominees accepted the nominations. There being no further discussion or motions, the vote was called, and the motion was approved by unanimous voice vote of the voting members present.</p>	All	2:34 p.m.
<p><b>Discussion of Community Investment Fund</b></p> <p>The Board discussed the Community Investment Fund.</p>	All	2:36 p.m.
<p><b>Discussion and Organization of Subcommittees</b></p> <p>The first subcommittee discussed was the Alignment Subcommittee, formation of which is required by the Framework Agreement. After discussion, the Board concluded that formation of this subcommittee was not required at this time and moved on to discussion of additional subcommittees. Subcommittees will be composed of volunteers and the composition of each subcommittee may change as needed. The Board also concluded that the Chair would sit ex-officio on each subcommittee and authorized the Chair to execute a Resolution to be numbered Resolution 2018-003 consistent with the requirements of Authority Bylaws Section 1.14 and the discussion of the Board.</p> <p>The second subcommittee discussed was a proposed Executive Search Subcommittee. After discussion, a motion was made by Paul Andrews and seconded by Amy Parsons to make the Executive Search Subcommittee a committee of the whole. A vote was called, and the motion was approved by unanimous voice vote of the voting members present.</p> <p>The third subcommittee discussed was a Campus Partnerships Subcommittee. After discussion, a motion was made by Kelly Leid and</p>	All	2:39 p.m.



## National Western Center Authority Board Meeting Minutes

<p>seconded by Robb Brown to establish a Campus Partnerships Subcommittee. Discussion of the Board indicated that the scope of work for such committee will include P3 partnerships, though additional subcommittees may be formed in the future which might narrow the scope of work for this committee. A vote was called, and the motion was approved by unanimous voice vote of the voting members present. Initial composition of this subcommittee is (in addition to the Chair who sits <i>Ex-Officio</i>) Kelly Leid, Monique Lovato, Paul Andrews, Amy Parsons, Robb Brown, Steven McCarthy, and Brendan Hanlon.</p> <p>The fourth Subcommittee discussed was a Community Subcommittee, which will focus primarily on the Community Investment Fund but may also work on a Community Benefits Agreement unless and until the Board elects to create a separate Community Benefits Agreement subcommittee at some future date. Future Board agendas should include discussion of the Community Benefits Agreement by the whole Board. A motion to establish a Community Subcommittee as outlined in the discussion was made by Pat Grant with a second by John Zapien. A vote was called, and the motion was approved by unanimous voice vote of the voting members present. Initial composition of the Community Subcommittee includes Monique Lovato, Liliana Flores Amaro, and Pat Grant.</p>		
<p><b>Future Meeting Schedule</b></p> <p>After discussion, a motion was made by John Zapien and seconded by Steven McCarthy to adopt the proposed meeting schedule included in Board Book Volume 1 at Tab A. A vote was called, and the motion was approved by unanimous voice vote of the voting members present.</p>	All	2:50 p.m.
<p><b>Additional Business</b></p> <p>The Board staff discussed the practice of email usage for Authority Board business and concluded that using emails provided by the Authority @nationalwesterncenter.com was the preferred practice for Board members.</p> <p>Staff will work with Board and National Western to identify rooms and additional locations for future meetings.</p>		



National Western Center  
 Authority Board Meeting Minutes

6. Action Items (ongoing)					
Action		Owner		Due Date	
Discussion of Community Benefits Agreement at future Board meetings		All		N/A	
Scheduling of Subcommittee Meetings		All		N/A	
6. Adjournment					
Action		Owner		Time	
Meeting Adjourned. Motion by Paul Andrews, seconded by Pat Grant, approved by unanimous voice vote.		All		3:00 p.m.	
7. Next Meeting:					
Date	March 29, 2018	Time:	9:30 am-12:30 pm	Location:	National Western Complex, Room TBD
Description:	Regular Monthly Meeting of National Western Center Authority Board for March 2018				