

CWCA Board of Directors Meeting

February 21, 2018

Present: Heather Fitzgerald (President); Sarah King (Vice-President); Brian Hotson (Past-President); Jordana Garbati (Treasurer); Kathy Block (Communications Chair); Clare Bermingham (Secretary); Nancy Squair (Member-at-Large); Liv Marken (Conference Chair); Linnet Humble (Member-at-Large)

Regrets: Kathy Block (Communications Chair)

Guest: Nadine Fladd

1. Call to Order

The meeting is called to order at 12:02pm EST.

2. Approval of agenda (Heather):

Approved as amended

3. Approval of minutes (Heather):

January 25, 2018 – Approved as amended
December 20, 2017 (Executive Minutes) - Approved

4. Welcome to Nadine Fladd, who will replacing Clare as Secretary until the AGM (Clare)

Nadine introduced herself.

MOTION

BIRT the Board appoints Nadine Fladd as interim secretary, replacing Clare Bermingham, from March 1, 2018 until the CWCA AGM.

Moved: Sarah King; Seconded: Heather Fitzgerald

APPROVED unanimously

5. President's Report (Heather)

- a. Proposed board retreat, Wed. May 23, 2018, 12:00pm - 5:00pm
 - Informal dinner is scheduled at 6pm. Noon start time allows people to travel the morning of the retreat. Focus will be on long-term planning.
 - Brian proposed a pre-meeting to prepare for this session. Heather agreed and suggested a focus on membership management, conference planning, AGM planning.
 - Discussion about the time allowance. Agreement that a half day is a good start for our organization.
 - Liv will arrange for space and lunch
- b. Member growth planning / other items in progress:

Heather and Brian worked on generating ideas for membership growth in the Google doc. Will have something more concrete to report.

Clare created a Google doc for survey idea generation, which is available on the Drive. The Survey Centre at UWaterloo will charge for their support.

- c. Conference planning manual / AGM planning manual
Heather is going to work on the AGM planning document and the conference planning document.

6. Conference 2018

- a. Update from Conference Planning Committee (Liv)
- Liv suggested that Greg Younging (author of *Elements of Indigenous Style*) be invited to the cocktail reception/poster presentation session and to give a 30-minute talk. Sarah wondered about the numbers that might come given that his book has generated significant interest in her English Department. Heather suggested that this could function as a valuable appreciation for U.Sask.
 - Heather wondered about impact on poster presentations. At this point, there are five posters scheduled.
 - Discussion about other timing for Greg's participation. The beginning and end of the conference will likely not fit into his schedule.
 - Brian: Chronicle of Higher Education interview with Salem: Tyler (UofT) suggested a round-table discussion at CWCA conference. Brian suggested seeing if Richard Hay will sponsor it. Heather noted that WCAOnline is already sponsoring CWCA conference for \$500 USD. and won't be attending CWCA because it conflicts with another conference in Seattle.
 - Brian: In the past, we've written letters to Provosts and AVPs inviting them to come and thanking them for their help. Is there a plan to do that again this year? Liv has invited the Dean of Libraries and she has agreed to speak for 10 minutes. She will invite the appropriate upper administrators to attend as well. Heather also sent letters immediately following the conference to thank the institution and highlight the work of the organizer(s).
- b. Proposal review process (Sarah)
- 41 proposals submitted; reviewed by 13 people.
 - Sent a small number to a third reviewer because of disagreement
 - 18 accepted as is; 22 accepted with suggested revisions
 - 1 proposal rejected
 - This number fills the skeleton schedule nicely. There are two extra proposals that do not fit the existing schedule, but Sarah is waiting to see if anyone declines.
 - Discussion about roundtable session: there are ten proposals at this point, which puts some constraints on time and space. Structure discussion: moderated or "cracker barrel"? The former takes a bit more time. Time allowance has already been established by the CFP process.
 - Discussion about a potential panel to discuss a current issue in the Writing Centre context. Could include Heather and others who are already attending. There is some difficulty with scheduling a panel within the schedule framework. Heather suggested leaving the decision with Sarah because she has a better idea of what has been accepted, etc. and how things could fit together.
 - Ask presenters to register by April 13.

- c. Registration (Jordana)
 - Registration is live. No one has registered at this point.
 - \$500 USD received from WOnline
- d. Sponsorships (Heather)
 - WOnline confirmed and paid
 - Waiting to hear from two publishers who attended last year: Oxford U.P. & MacMillan Learning
 - Sold one conference ad to Nova Southeastern
- e. Travel grants (Linnet)
 - Will be prioritizing financial need; first-time recipients of travel grants; first-time presenters and members of underrepresented groups. What has not been determined is to what degree these elements will be weighted.
 - Will be advertised and distributed
 - Discussion about distance from conference and regional representation, with decision to remove it.
 - Discussion about whether poster presentations should be treated differently than other presented
 - 20 travel grant applications last year (out of 32 acceptances)
 - Linnet will connect with Kathy about updating website with travel grant information. Acceptance letters will be updated with changed information.
- f. Conference Program (Heather / Sarah)
 - No update
- g. Guidebook app (Brian)
 - No update
 - Needs program schedule built with Excel if possible

6. Update from the Treasurer (Jordana)

- \$20 paid to Corporations Canada for annual filing fee.

7. Update from the Communications Committee (Kathy)

- The Communications Committee has accepted the logo on the bottom of page 1/5, round 3. This is the logo without chairs and with the dotted yellow line. While we weren't in 100% agreement, the majority of members like this logo for its simplicity and professionalism.
- The designer is going to have the deliverables that are listed in the contract to me by this Friday, and then Jordana will process payment. The bottom line is we'll soon be able to put up the logo on our website and, if you'd like, use it on conference materials.

8. Update on CJSW/R Special Section (Clare)

- Final articles have been received and are ready for copyeditors.
- Jordana, Kathy, and Clare are working on writing the introduction.
- General agreement that we would like to run another special section next year. One of the three guest editors will contact Joel at CJSW/R to see about interest.
- When we have a confirmed date of publication, let Brian know for WLN blog and prepare something for the CWCA 2018 program.

9. IWCA Representative Update (Brian Hotson)

- Board meeting is coming up at the end of next week. If anyone would like anything brought forward, let Brian know.

10. Other Business

None

11. Adjournment

Meeting adjourned at 1:23pm

Next meeting:

March 26, 2018, 12pm – 1:30pm EST

April 27, 2018, 12pm – 1:30pm EST