

CWCA Board of Directors Meeting

November 24, 2017

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

Regrets:

1. Call to Order

The meeting is called to order at 12:33 pm.

2. Approval of agenda (Heather):

Approved.

3. Approval of minutes (Heather):

October 27, 2017 – approved.

October 6, 2017 – Clare to re-send for approval at next meeting.

4. Operational items (Heather Fitzgerald / Clare Bermingham)

- a. Industry Canada obligations: Heather worked through updating articles of incorporation and received a certificate of amendment 2017, a re-stated articles of incorporation, and a re-stated set of by-laws. Discovered that we need to update the Board of Directors within 15 days following AGM. Over the next few months, Heather will ensure that we're meeting all of our obligations.
- b. Handbook for positions (timeline for year): Heather proposed that we compile a list of key annual duties and tasks. She'll take lead but would appreciate others' participation. Could attached to conference / AGM manual.
- c. Meeting date for December still needed: Clare will coordinate.
- d. Succession planning for Clare's LOA
Discussion of by-laws as they related to Clare taking a leave of absence and stepping down. Clare will resign, and Board will appoint a replacement through to the AGM.

5. Conference 2018 (Liv Markem / Sarah King)

- a. Update from Conference Planning Committee (Liv Markem):
 - Accommodation holds have been arranged.
 - Funding: has applied to U. of Sask. for funding and will find out in Feb. Would go towards elder honorariums and/or student employment.
 - Food: Would like to reserve lunch tickets for the first day, so that we have the first option. Cost is \$13 per person. Will have to-go lunches the following day including for the AGM. If we increase food and provide all meals, the conference fee could be increased, but it looks like it's coming in as a similar amount as last year.
 - Discussion about breakfast and whether the residences provide breakfast. Should it be opt-in? Consensus to investigate this.
 - Volunteer Recruitment: Board had previously approved some paid support.

- SWAG bags: Will look for campus partners. It's possible to seek contributions from other schools.
 - Program: Use template from last year.
 - Information for participants:
 - Directions and information about the area. Perhaps link to tourism agency? Liv is already using information from tourism office, but is curating it for conference participants.
 - Will include a campus map.
 - Will also include information about getting to Regina, and is still looking into transportation.
 - Registration page – aim to have it ready by January 15. Discussion about registration fee planning and to what degree the conference should support the organization and other initiatives. Jordana indicated her preference for keeping the conference fee the same, but is looking for clarification about what other costs we're anticipating as an organization. Heather noted that by working on a year-to-year model, one bad conference year affects the next. She proposed that we need a longer-term sustainable plan. Brian suggested that the budget should include a base amount of "seed money." Heather noted that our budget is a primarily a conference budget. Organizational fees, such as banking fees, come out of what's left over. Postpone discussion of conference fees to an executive meeting.
- b. Proposal review process (Sarah King): Thanks to Nancy for forwarding all of the information from last year. Nancy suggested changing the proposal review process so that it is divided amongst a number of people. This led Sarah to think about proposal management software, and asked if people know of a free one. There's an open conference one available for an annual fee of \$250 USD. Another called Proposal Space is available for \$500 USD, but feedback is not very positive. Nancy used an excel sheet from E-Ply system and used Fluid Survey to get responses from reviewers, but it wasn't ideal. Brian suggested that our institutional libraries might have conference proposal management system. Heather noted that Richard Hay's proposed member management system would include this capacity. Sarah will look into options and will send something back to the Board by the next meeting. Looking for guidance on how many proposals reviewers should read. Because they're short, they can be read relatively quickly, and fewer reviewers is easier to manage. Discussion postponed until next meeting.
- c. Creation of a conference planning manual – Brian asks that people take good notes and even send notes to him by email as things come up.

Update from the Communications Committee (Kathy Block):

- a. Logo Designs
Discussion of preliminary designs. Kathy will provide feedback to the designer.
- b. Progress toward updating Canadian list of Writing Centres (Brian)
Moving along and we'll have something soon.
- c. Conference publicity + outreach
Mandy Penney from Communications Committee has created Facebook groups.

5. Update on CJSW/R Special Section (Kathy Block):

Received Frankie Condon's keynote in article format. All guest editors very happy with it. All reviewer reports have been received and are being compiled now. Goal is to have them to the authors by end of next week.

6. IWCA Board Retreat and Conference Report (Brian Hotson):

Brian circulated his report. Things we might consider include position statements, why we have a conference, etc. Can provide a fuller report at the next meeting, perhaps at the executive meeting.

7. Adjournment

Meeting adjourned at 2:00PM.

Next meetings:

To be determined.