

CWCA Board of Directors Meeting

October 27, 2017

Please see appended agenda package.

Present: Heather Fitzgerald (President); Clare Bermingham (Secretary); Kathy Block (Communications Chair); Jordana Garbati (Treasurer); Brian Hotson (Past-President); Nancy Squair (Vice-Chair)

Regrets: Sarah King (Vice-President); Liv Marken (Conference Chair); Linnet Humble (Member-at-Large, East)

1. Call to Order

The meeting is called to order at 1:04pm.

2. Approval of agenda (Heather)

Approved.

3. Approval of minutes (Heather)

Postponed until next meeting.

4. Operational items

a. Board contact list now complete and has been submitted to Industry Canada

b. Revision to Articles of Incorporation (see appendix, pp.2-3)

Sections 6 & 7 need to be changed to be brought in line with By-Laws

Section 4 should be changed to reflect language in By-Laws.

Changes reviewed. No discussion.

Motion: BIRT we approve the revisions to the Articles of Incorporation as submitted.

Moved: Heather; Seconded: Kathy

Approved Unanimously

c. Proposed amendment to the bylaws relating to electing IWCA rep (appendix, p. 4)

Heather has proposed the amendment to better reflect the process for electing an IWCA representative.

Motion: BIRT we put forward for approval to the membership amendment to the CWCA By-Laws, wherein Clause 10 would read:

10. IWCA Representative

The Canadian representative for the International Writing Centre Association (IWCA) shall be a full voting member of the Board. In addition to attending Board meetings for CWCA, this position will also attend, when possible, Board meetings for IWCA, and should be able to attend at least one IWCA event during the upcoming year. This position will report on current programs, events, and initiatives being undertaken by the IWCA that will be of interest to CWCA members. This position will also be responsible for communicating information about CWCA, as a national affiliate, and its programs, events and initiatives back to IWCA.

The IWCA Representative is a one-year term, elected at an annual general meeting.

Moved: Heather; Seconded: Nancy

Approved unanimously.

d. CWCA representative to IWCA

We currently have no IWCA representative. Brian Hotson has requested that he be our representative as he will be attending the upcoming IWCA conference.

Motion: BIRT the Board appoint Brian Hotson to serve as the IWCA representative for the 2017-18 year.

Moved: Heather; Seconded: Nancy

Approved unanimously.

e. CWCA AGM

Clare will create a folder for the AGM in the Google Drive and will collect documents there and start an agenda.

f. Meeting date for December still needed

Clare will circulate a Doodle poll

g. Succession planning for Clare's LOA

Clare is taking a study leave of absence from March 19 to July 6, 2018, which falls during the time of the conference and the AGM. Clare and Heather will look to the By-Laws to see how an interim Secretary can be appointed.

6. Conference 2018

a. Conference planning: delegation of roles and assigning tasks

- people should feel free to jump in and offer to help
- see Sarah King's planning spreadsheet and division by committee in Google Drive

b. Update from Conference Planning Committee (see appendix, pp.5-6)

- Jordana will reply to question about cost for cocktail reception by email. Budget is \$5500 for all conference food. Recommends the student union space, but will respond formally.
- Regarding student staff, there is likely room in the budget and will respond to this request by email, as well.
- Brief discussion about ticketed lunch: some concerns, especially if there's a training camp, but a very good option.
- Pre-conference dinner discussion summary
 - \$30 price point might be a bit high for entrée only.
 - Walkable is important
 - Space to be able to get up and mingle is also valuable
- Booking residence rooms discussion
 - 30 room hold is good as long as no contract is required
 - If a contract is required, suggest that we drop down the number reserved
- Bus to Congress discussion
 - If it can be added to registration system as an opt-in cost, that would be ideal
- Opening Remarks from VP Academic discussion

- Encourage Liv to invite VP Academic to promote Writing Centres generally.

c. CFP Draft:

- High-level discussion summary:
 - Pare down and broaden questions
 - Perhaps use Resilience, Resistance, Reconciliation as themes for questions to get you thinking?
 - Language may be too academic. Can it be a little more accessible?
 - General feeling that it's a conference people would like to attend and learn from, but there may not be space for folks to contribute.
- **Action item:** Add comments to Google Doc by end of day Monday. Please don't overwrite file. Alternatively, provide feedback through track changes in Word Doc that Sarah sent around and send it back to her.

5. Update from the Communications Committee

- a. Logo Designer contracted to begin work (Kathy)
Contract signed. First concept designs due Nov 10
- b. Progress toward updating Canadian list of Writing Centres (Brian Hotson)
Two people are working on it. Have created a form which would connect to a database, which means that information can then be displayed on the website in various formats
- c. Conference publicity (Kathy)
Conference pages have been set up on website. Plans to add more information for keynote. Let Kathy know when you have more content. Someone on Communication Committee can look after the tourism portion of the website. Brian has offered to take the lead on getting the word out on listservs.

6. Update on CJSW/R Special Section

Clare noted that we've received ten submissions. We also expect an invited submission from Frankie Condon based on her keynote. Three reviewers are confirmed, but more would be helpful. Brian Hotson offered to review, and Clare will pursue another recommended individual to bring total to five. Submissions will be sent out on Tuesday.

7. Treasurer's Report

See appendix, page 8.

8. Adjournment

Meeting adjourned at 1:55PM.

Next meetings:

Friday, November 24, 2017 at 12:30PM EST

December meeting to be scheduled.