

CWCA Board of Directors Meeting

October 6, 2017

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

Regrets:

1. Call to Order (Heather Fitzgerald):

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

2. Approval of agenda (Heather Fitzgerald):

Approved as amended.

3. Approval of minutes (Heather Fitzgerald):

Approved as amended. Error in diversity; Clare will correct.

4. Update from the Communications Committee (Kathy Block):

a. CJSBW publication

We have had a number of inquiries and expects a number of submissions. Worked with Joel to revise dates to publish in February / early March. Kathy will send out a reminder ahead of October 19.

b. Logo redesign

a. Tom and Kathy went through 99Designs website and changed design brief

b. Discussed the benefits of working with a single individual who we could have an ongoing relationship with; Tom suggested a Writing Centre staff person who works at University of Toronto – Scarborough

Motion: BIRT to approach a designer identified by the Communications Committee to design a CWCA-ACCR logo as per the design brief

Moved: Heather; Seconded: Kathy

Approved unanimously.

c. Brian Hotson noted that the CWCA members' list could be updated by a communications staff member on his team. The format itself could be updated so that changes could be easily made.

d. Conference website: Sarah King asked if we can start to get the 2018 Conference website up and running with skeletal information based on approvals in today's meeting. Confirmed that it would be part of the CWCA-ACCR website and all elements will go through the Communication Committee.

5. Operational Issues (Heather Fitzgerald):

a. Board contact list (required by Industry Canada): The list is still missing info from some people. Please complete as soon as possible.

b. Filing with Industry Canada: bylaws filed; revised articles still need to be filed. Heather will bring the articles to the Board. Clare asked about the clause dealing with IWCA rep. Discussion to submit as is and, if necessary, plan to make changes at next AGM.

6. Conference 2018 (Sarah King / Liv Markem)

a. Update from Sarah King:

- Theme: Resilience, Resistance, Reconciliation with the goal of opening up discussions re: Indigenization, mental health, liminality of Writing Centres
- CFP: Liv is working on this and will circulate it to the Board at a later date.
- Timeline: Sarah distributed timeline by email:
 - Suggested a firm deadline for proposals in early January 2018. In the past, it has been put out through WLN blog and listserv and disseminated at IWCA. Heather noted that local Writing Centre associations have also been targeted. Brian will take point on this as part of the Communications Committee.
 - It was suggested that the timeline leave a little more room for reviewers to determine final presentations. Nancy suggested that the proposals should be divided between reviewers.
 - Heather suggested that there be a way of checking off types of presentations or putting them into streams, e.g. research presentations, tutoring practice, ESL/EAL, etc. Brian noted that this functionality is available in the conference-organized software, Guidebook, that would be free for a conference of our size.
- Draft schedule: Sarah presented the draft schedule. One and a half day full-conference schedule. Agreed to request a welcome ceremony from Indigenous Elders on the first morning and adjust times accordingly. Clare brought up the possibility of adding a writing/research day ahead of the conference as something to consider for next year.
- Liv is requesting conference funding through the University of Saskatchewan and reviewed some questions about funding for the application.
- Keynote: Confirmed: Sheelah McLean (opening) / two Indigenous Grad Tutors (closing).

b. Creation of a conference planning manual (modelled on the example from STHLE): Sarah is working from and updating the conference spreadsheet, using STHLE as a guide.

6. Update from the Treasurer (Jordana Garbati)

a. **Banking:** Met with BMO and has switched to e-Business account with a zero monthly fee. Needs cheques.

Motion: BIRT the Treasurer has authority to purchase new cheques for the organization.

Moved: Heather. Seconded: Jordana.

APPROVED unanimously

7. Other Business

- IWCA conference gathering: Heather had an inquiry about whether catering is required. Discussion: Because the gatherings are quite small, catering is likely not required. However, we should ensure that we have a room.
- Meeting time for December has to be changed because of holidays.

8. Adjournment

Meeting adjourned at 2:30PM.

Next meetings:

Friday, October 27, 2017 at 12:30PM EDT

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

December meeting to be scheduled.