

## **CWCA Board of Directors Meeting**

September 1, 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); Liv Marken (Conference Chair); Brian Hotson (Past-President), Nancy Squair (Vice-Chair)

**Regrets:** None

### **1. Call to Order**

Meeting called to order at 12:38 PM EST.

### **2. Approval of agenda (Heather)**

Approved; no amendments/objections.

### **3. Approval of minutes (Heather)**

July 2017 minutes: Approved; no objections.

May 2017 minutes: Approved; no objections.

### **4. Operational Issues**

a. Schedule of fall meetings: last Friday of every month starting in September. Clare will circulate a schedule.

b. Board contact list (required by Industry Canada): Heather will set up a document in Google Docs and will send an email reminder

c. Filing with Industry Canada: Heather will take the lead on this item and will file the changes

### **5. Conference 2018**

a. Constitution of conference planning committee

- Consensus that expanding planning committee beyond Executive is valuable. Brian added that having someone who makes final decisions is key, which was Nancy's role last year.
- Among all members, there was an understanding that role of Executive is to be involved in conference planning as section leads. Heather raised a concern that with too much focus on the conference, other priorities get overlooked.
- Instead of conference planning committee, involvement of conference host will be critical. Sarah and Heather will meet with Liv soon.

b. Timeline for upcoming steps (theme/keynote; CFP; volunteer recruitment; publicity; etc.)

Theme:

- Liv had suggested a theme around decolonization/indigenization
- Sarah had thought of the theme of resilience, but suggested that it could fit within the theme that Liv brought up.
- Linnet suggested that we look at the last few years of themes to ensure that they are not repeating.
- Heather agreed and added that a focus on resilience and action would shift the conversation from previous conference themes, and U. of S. has been a leader on

questions of reconciliation.

- Heather and Sarah will meet with Liv to hash out the theme
- c. Creation of a conference planning manual (modelled on the example from STHLE)
- Corrupted file on Google drive – planning spreadsheet. Heather will look into it and try to recover it.

## **6. Identifying priorities for the organization for the coming year:**

- a. Member management system (ePly, Wild Apricot, Centred Service)
- The challenge is managing the organization from a centralized perspective. Quote from Centered Service \$5000 – document archive, password-protected executive hub, membership management (reminders etc.), website hosting, etc.
  - Brian is interested in participated in this process.
  - Jordana has had good experiences with ePly, and wants to be sure there's enough value in this to warrant the cost. Is happy to help with this.
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- b. Formalizing relationship with IWCA
- Our understanding has been that the Canadian representative has been elected at the IWCA level, but we need to check our understanding on this
  - We have formalized an ex-officio position for the IWCA representative based on this original understanding.
  - A question arose about the voting rights for ex-officio representatives. Clare will clarify and report back.
- c. Review Banking Agreement
- Are there other options around coordinating signing authorities? Brian suggested talking to Brock McDonald at UofT about this question.
- d. Reliant on members' conference call capability
- Sarah and Clare will take the lead on this.
- e. Diversification and membership
- Clare suggested that we work on building diversity and expanding membership
  - Part of this includes adding value for membership beyond conferences – one possibility is fostering research and scholarship through mentorship, etc.
- f. Listserv
- Address problems with listserv. This may be another reason to consider a more robust member management system.

## **7. Update from the Communications Committee**

- Committee membership: Kathy made a list of responsibilities and assigned leads to members: social media, e-ply, journal, etc.
- Members:
  - Kathy Block (Committee Chair) (University of Manitoba)
  - Jordana Garbati (Wilfrid Laurier University)
  - Brian Hotson (St. Mary's University)

- Mandy Penney (University of Waterloo)
- Thomas Robles (University of Toronto, Scarborough)
- Shahnaz Shahtoosi (University of Alberta)

b. CJSW publication

- Deadline extended to October 19. Feedback by November 20.
- Kathy, Clare, and Jordana are guest editors. Heather, Nancy, and Linnet are reviewers. Can guest editors review if one G.E. codes and anonymizes?
- G.E. will work together on an introductory essay.

c. Logo redesign

- Decided at last meeting to go through 99Designs. Kathy asked if we can go ahead with the same financial amount. Heather suggested that Kathy look at 99Designs, and come back to the Executive with recommendations. Will ask for a motion at next meeting.

d. Website and meeting minutes: Will continue to post executive minutes on website

**8. Update from the Treasurer**

No update

**9. Other Business**

None

**10. Adjournment**

Meeting adjourned at 1:53pm.

**Next meetings:**

~~Friday, September 29<sup>th</sup> at 12:30PM EST~~ Friday, October 6, 2017 at 1:00pm EDT

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

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

Friday, December 15, 2017 at 12:30PM (proposed date because of holidays)