

CWCA Board of Directors Meeting

April 27, 2018

Present: Heather Fitzgerald (President); Sarah King (Vice-President); Brian Hotson (Past-President); Jordana Garbati (Treasurer); Nadine Fladd (Secretary); Nancy Squair (Member-at-Large); Liv Marken (Conference Chair)

Regrets: Kathy Block (Communications Chair); Linnet Humble (Member-at-Large)

1. Call to Order

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

2. Approval of agenda (Heather):

Approved

3. Approval of minutes (Heather):

March 25, 2018 – Approved as amended

4. President' Report (Heather):

- Heather has been working on a report about CWCA's Industry Canada filing obligations in order to document the process
- The BOD discussed where to file this information. It should be filed as part of the AGM planning guide because all of the work the report documents happens post-AGM

a) AGM

- The general AGM agenda has been sent out through the CWCA listerv
- Discussion of the by-law amendments to the IWCA representative position. Heather clarified that that CWCA Board members can hold multiple positions. It is our preference that the IWCA representative would also be a member holding another BOD position
- Heather asked BOD to talk to people they know who might be interested in being on the BOD
- Heather talked to Lindsey Voisin from Nipissing. She is interested in being part of the BOD but can't attend the CWCA conference this year
- Nadine will brush up on Robert's Rules of Order and develop/expand on an existing cheat sheet to send to Heather and Sarah
- Heather will draft and circulate a President's Report to circulate to the BOD before the AGM

b) Board retreat:

- Heather identified topics to discuss at the Board Retreat:
 - Position statements
 - Website architecture
 - 5-year plan
 - 2019 conference
 - Budget 2018-2019

- Conference management
 - Member management
 - Software
 - CJSBW
- Brian suggested all BOD members consider other Board Retreat topics and email Heather
 - Liv has booked a room for the retreat from 12pm-5pm
 - Kathy will bring giant Post-Its and markers
 - Jordana will put together a budget-line item for next year for the Board Retreat to cover the cost of BOD members' hotels, food, etc.

MOTION

BIRT the Board will reimburse BOD members for the cost of hotel accommodation, up to \$125.00, to attend the Board RETreat on May 23rd.

Moved by: Heather
 Seconded by: Sarah

APPROVED unanimously

- Board members must provide receipts to Jordana and she will reimburse members by cheque
 - For this year at least, food for the retreat should be a separate budget item from hotel
- c) Sponsorships:**
- Heather is working on the print program
 - Our sponsors are
 - WOnline – not sending a representative, but sent a box of pens and brochures to be set up on a table
 - Macmillan
 - UChicago Press
 - Nova Southeastern

5. Conference 2018:

- a) Guidebook app (Brian)**
- The Board decided not use the Guidebook App this year, but will include questions about using some kind of online program in this year's post-conference survey
- b) Update from Conference Planning Committee (Liv)**
- **Bus:** 10 people have registered for the bus from Saskatoon to Regina, and there are 5 "maybes." The Board discussed the fact that CWCA is now obligated to offer the bus, since it was advertised
 - Total cost of bus (which holds 56 people): \$896.00. Price per person with current numbers, \$60.00pp
 - Liv wil look for history grad students to join in on the ride to decrease costs

- Liv will pay for bus, Jordana will reimburse her and then invoice individual passengers
 - **Volunteers:** Brian will look for documentation about delegating duties to volunteers to send to Liv. Liv has 7 volunteers (and two paid staff ahead of the conference) helping during the conference
 - **Vendor/Exhibitor tables:** we need 1-2 tables per sponsor – 5 tables total (4 sponsors plus Greg Younging’s publisher, Brush Education)
 - Liv is still waiting to hear from Greg to finalize his talk at the poster/cocktail session
 - **Food bookings:** Jordana will send food budget information, registration numbers and dietary restriction information to Liv, and will send an update closer to the conference
 - Liv need to order food a week in advance
 - Nosh – 30 people have reserved to eat at the restaurant – Liv isn’t sure if the restaurant is big enough
 - Liv will call to see what the restaurant’s maximum capacity is in case more members register
 - If a location change is necessary we will announce on the website and via email if we need to change location
 - **Misc:**
 - We should expect to provide pins for poster presenters
 - ASL interpreter is organized – we have 2 interpreters and have put them in touch with the appropriate conference participant
 - Liv will draft rough a script for the welcome agenda and outline
- c) Registration (Jordana)**
- There are 55 people registered so far. This number likely captures the presenters – we don’t know who else will register
 - Registration is lower than we expected (about ½). Since the main source of funding for next year’s conference is this year’s registration, we may want to set aside some money from the Toronto conference to provide a cushion for next year
- d) Conference Program (Sarah)**
- Sarah sent out a draft program to presenters on April 26th
 - There are only 5 posters for the cocktail reception
 - We have fewer individual research presentations than in previous years because the more types of presentations/presentation options (like the round tables) available
 - Nancy volunteered to chair Panel 2
 - Sarah walked the Board through the conference program
 - The State of writing centres in Canada panel was inspired by an article in [Chronicle of Higher Education](#) – Brian is organizing this with Heather’s help
 - The goal of the panel is for the audience to take away ideas they can use in their writing centres the next day
 - The panelists should present on three different topics
 - Brian will talk about our CJSJW publication at the event
 - The space this event is occurring in has tables – participants can sit at tables and discuss each panelist in groups after each panel;

- Discussion of who the panelists would be: Aiming for regional representation without having more than 4 panelists. Options include:
 - Katja Thieme an option (but not a writing centre person)
 - Nancy Ami

e) Print program (Heather)

- Programs will be printed in Saskatoon
- The program will showcase CWCA's new logo rather than an illustration
- Heather will add University of Saskatchewan logo to acknowledgements

6. Update from the Treasurer (Jordana):

- Jordana is working on the Treasurer's Report for next year
- She is paying ePly bills, which cost approximately \$4.00 per transaction
- She is preparing financial statements for this year
- There is approx. \$10,000.00 carry over from last year; we can create a line-item for conference seed money in next year's budget

7. Update from the Communications Committee (Jordana for Kathy)

- The CWCA website was updated website with our new logo; this process involved choosing a new theme for the website
- The new theme is more sleek and the colours fit in with the new logo and allow for both a header and the new logo
- Jordana and Kathy are going to meet at CWCA to go over website architecture
- Brian updated our logo on Twitter
- There is a problem with the design of the new logo - the shade of blue/green changes when the logo is uploaded. Kathy will follow up with the designer
- Liv will order a banner for the registration desk with the new logo
- Kathy has added all versions of the new logo to the google drive

8. CASDW/CWCA Position Statement (Sarah/Brian):

- Discussion deferred to Board retreat

9. Update on CJSBW Special Issue (Jordana):

- Jordana, Kathy and Clare are working on the introduction and hoping to send it off on Monday
- The articles have gone to the copy-editor. The issue should be printed shortly – in the next month in time for CWCA 2018
- We will include notice of the special issue in the conference print program, and include the CJSBW logo or a link
- All parties are interested in putting together a special issue again. Jordana will follow up so that we can confirm the collaboration then announce it to presenters in the conference program

10. New Business

- Nadine will send out a poll to schedule a check-in meeting before the Board Retreat
- Homework: Next year's conference will be located in Vancouver
 - consider who you know in Vancouver who could be a potential Board member next year to help with conference planning
 - The Board informally discussed potential locations in Vancouver
 - Douglas College – the political climate isn't right
 - Emily Carr is an option, but doesn't have residences available
 - SFU – not easy to get to – SFU Harbour Centre is an option – Amanda Goldrick-Jones reached out about becoming a member-at-large
 - UBC downtown campus?
 - None of these downtown campuses have residences

11. Adjournment

Meeting adjourned at 1:18pm EST

Next meeting:

Week of May 14th (if necessary) - TBA

Board Retreat May 23rd