

CWCA Board of Directors Meeting

June 20, 2019

Present: Sarah King (President); Nadine Fladd (Secretary); Liv Marken (Member-at-Large); Brian Hotson (Membership Chair); Heather Fitzgerald (Past-President); Mandy Penney (Conference Chair); Andrea Williams (CASDW Representative); Vidya Natarajan (Conference Chair); Stephanie Bell (Digital Media Chair)

Regrets: Clare Bermingham (Vice President); Jordana Garbati (Treasurer); Holly Salmon (Member-at-Large)

1. Call to order

The meeting is called to order at 12:32pm EDT.

2. Approval of agenda (Sarah):

Approved.

3. Approval of minutes (Sarah):

Approved as amended.

4. Conference 2020 (London) planning (Mandy and Vidya)"

Action Items:

5. Conference 2019 (Vancouver) debrief/report (Sarah, Holly and Heather):

Action Items:

6. President's Report (Sarah and Heather):

Action Items:

Nadine: post draft minutes from AGM to website

All: update the list of month-by-month tasks for your role to help with succession planning

7. Treasurer's Report (Provided by Jordana as of June 14th):

8. CWCA's role in panels at Congress (Heather, Sarah, Brian, Andrea, Stephanie):

8. Digital Media Chair Report (Stephanie):

Stephanie opened a discussion about upgrading the plan for our website. She suggested an upgrade to the business plan at a cost of \$33/month – or \$400 a year – to allow for the use of plug-ins, including an anti-spam plug-in, cleaning up of the pages, and doing more with the resources page to make it interactive. We currently spend \$10 a month for a premium site. It was pointed out that Jordana had already increased our budget for the website for this year.

MOTION

BIRT that CWCA approve upgrading its WordPress site from a premium account to a business account at a cost of \$33/month.

APPROVED unanimously

Additionally, Brian indicated that he had been paying the fee for the premium site from his own writing centre budget. He and Stephanie have sorted out “ownership” of the site away from Lucie Moussu to cwca@gmail.com, but Lucie is still the owner of the domain.

Action Items:

Stephanie/Brian and Jordana: have a conversation about sorting out ownership/payments for website to confirm everything is as it should be

Jordana: look into a CWCA corporate credit card to pay for these kinds of fees

9. Discussion of CWCA as a bilingual organization (Sarah):

10. Report on CJSW/R special section (Liv and Nadine):

Action Items:

11. Membership Chair Report (Brian):

Nothing to report.

12. Report from CASDW Representative (Andrea):

Nothing to report

13. Adjournment

Meeting adjourned at 2:00 pm EDT

Next meeting:

August 20th, 2019 12:30pm to 2:00pm (Toronto Time)

Distribution: Nadine Fladd, Mandy Penney, Heather Fitzgerald, Jordana Garbati, Brian Hotson, Stephanie Bell, Clare Bermingham, Sarah King, Liv Marken, Holly Salmon, Andrea Williams, Michelle Hartley, Vidya Natarajan