

CWCA Board of Directors Meeting

September 23, 2019

Present: Clare Bermingham (Vice President); Nadine Fladd (Secretary); Brian Hotson (Membership Chair); Jordana Garbati (Treasurer) Vidya Natarajan (Conference Chair); Stephanie Bell (Digital Media Chair); Holly Salmon (Member-at-Large); Sarah King (President); Frédérique Offredi (Francophone Representative)

Regrets: Stephanie Bell (Digital Media Chair); Andrea Williams (CASDW Representative); Liv Marken (Member-at-Large); Heather Fitzgerald (Past-President);

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.

4. Conference 2020 (London) planning (Vidya)

The concerns expressed about the CFP in the previous Board meeting have been resolved. The conference team took the individual feedback they received and tried to find commonalities across the responses. The revised CFP is much more accessible, offers an open invitation to presenters from all academic and institutional levels, and the politically-marked-language that some board members found alienating was removed. The Board found the opening quotation to be useful in setting the tone for the CFP.

There was a discussion about explicitly chunking or categorizing the various questions, which are already organized from theory to practice. This approach might make organizing the conference program easier later on.

Clare asked about the deadline to submit proposals. Sarah suggested mid-to-late January: either Friday the 17th or Friday the 24th, and that we make clear that this is a final deadline. She suggested that we send out reminders before the deadline so that we don't have to extend it. Jordana suggested January 17th as the very latest possible deadline because the longer we extend the proposal process, the longer people wait to register.

Brian proposed a "stone soup" session in which each participant brings in a tool or strategy that works in their centre. Participants break into small groups and circulate. This format ultimately helps to generate a list of practices and resources to be posted on the CWCA website.

Michelle sent invitations to Neisha Anne Green and Melanie Yergeau. Green has agreed to be a keynote speaker and is excited to participate in the entire conference.

Action Items:

Clare: put together a timeline/list of dates/work process for submitting and vetting proposals

Conference Committee: include information about when presenters can expect to hear back about their proposals in the CFP or the submission confirmation

Sarah: confirm that we can use the IWCA system for submissions again this year

Sarah: review survey feedback about session types from last year

Vidya: tell Brian when the CFP is ready to be circulated

Brian: circulate CFP when it is ready

5. President's Report (Sarah – provided in writing):

1. Welcome new member of the Board Frédérique Offredi

2. CWCA Strategic Planning

Heather and Clare and I have met to discuss developing a CWCA Strategic plan. We envision this as a 2-year process, with the goal of having a plan in place to hand over as the executive shifts in 2 years.

It seems clear to us that the primary audience for the final plan is the Board, as this document will really guide the work of this body for the next however many years. The membership is an obvious secondary audience.

Our goal is to spend this year reviewing resources and consulting with stakeholders, to have some consultation at the conference in May 2020. Next year we will draft and revise the plan, to have it ready for the AGM in May 2021.

3. Notes from IWCA Board meeting Sept

IWCA 2019 is coming up October 16-19 in Columbus Ohio. Over 900 participants registered.

IWCA 2020 will be in Vancouver in October 2020, and Lucie Moussu (Alberta) and Craig Robertson will be co-chairs.

FYI, I was on the travel grant committee this year and one of the priority areas is “international” attendees. Canadians are considered international. I encourage you, particularly if you are not too far from Vancouver, to consider attending.

As you know, every year IWCA runs a Summer Institute for writing centre directors focused on leadership and admin of a writing centre. This coming summer—2020—they are going to add a second institute, with a focus on writing. Basically a writing retreat. The plan is very little supervision and structure, mostly writing time, social opportunities. Cost will be \$400 plus hotel (approx. \$115/night).

EWCA—European Writing Centers Association had their first ever Summer institute with 30 attendees. EWCA is also planning their biannual conference in Austria July 2020, so look for CFP.

International Pronouns Day is October 16, 2019.

<https://pronounsday.org/>

IWCA voted to endorse International Pronouns Day.

“We endorse International Pronouns Day, which seeks to make respecting, sharing, and educating about personal pronouns commonplace. Referring to people by the pronouns they determine for themselves is basic to human dignity. Being referred to by the wrong pronouns particularly affects transgender and gender nonconforming people. Together, we can transform society to celebrate people’s multiple, intersecting identities. We encourage colleges, schools, workplaces, and local organizations to hold educational and empowering events on International Pronouns Day.”

Would CWCA like to endorse International Pronouns Day?

Discussion based on President's Report

MOTION

BIRT that CWCA will endorse International Pronouns Day.

Moved by:

Seconded by:

APPROVED unanimously

Sarah pointed out that the IWCA Summer Institute is also starting a writing retreat: this is the kind of thing that CWCA could do one day. Brian asked about plans for the Canadian meetup at IWCA. Sarah indicated that it is a very informal event and consists of a small group.

Action Items:

Brian: talk to Stephanie about building something on website re: International Pronouns Day

Stephanie: update website to reflect the fact that CWCA has endorsed International Pronouns Day

6. Discussion of process for drafting new statement on writing centres (Sarah and Brian):

Sarah thanked the Board for its suggestions from the last meeting about whom and what resources to consult. She and Brian have outlined a suggested process for developing CWCA's statement on writing centres.

1. Form a larger working group
2. Form a smaller working group that will draft the statement
3. Consult with the Board re: purpose, audience and scope of the document
4. The large working group will brainstorm
5. The small working group will draft the document
6. The small working group will bring the draft to the larger committee for feedback
7. Then the working group will bring the draft to the Board for feedback
8. The Board will bring the document to the CWCA membership at the 2020 AGM

Sarah would like to draft a document and have approved by the committee to bring to the Board by the end of December. The document would then be brought to the membership as a whole in the spring.

7. Treasurer's Report (Jordana):

A few memberships have been purchased since the last Treasurer's Report. Jordana has asked the bank about obtaining a credit card as a not-for-profit. Jordana is not pursuing the new software system she was introduced to and will be continuing with PayPal/ePly.

8. Digital Media Chair Report (Stephanie):

Report tabled until October meeting.

9. Membership Chair Report (Brian):

Brian will send out a survey to update the database of writing centre's he has created after the conference he's planning for the end of October has taken place.

10. Report from CASDW Representative (Sarah in Andrea's absence):

Sarah walked the Board through relevant information from the minutes from the most recent CASDW executive meeting. This year's conference organizing committee consists of Boba Samuels, Stephanie Bell, and Adrienne Raw. They are considering Indigenizing Writing as a conference theme. There was discussion of a multi-organizational event in

collaboration with CWCA again, or even an open keynote that welcomes members from both organizations. Sarah raised a question about how this would work logistically if CWCA is not part of Congress and takes place before Congress. Vidya assured the Board that the space the conference organizers has booked for keynotes is larger than we need, and so we would be able to accommodate CASDW members at these talks.

11. New Business:

Liv asked for volunteers to review submissions for the *CJSDW* special section based on the 2019 CWCA conference. Jordana and Vidya volunteered.

Action Items:

Nadine: Add special issue as a standing item to the meeting agenda

Nadine: send out list of new meeting dates for the fall

Adjournment:

Meeting adjourned at 1:15 pm EDT

Next meeting:

Tuesday, October 22nd from 11:30am to 1:30pm (Toronto time)

Tuesday, November 26th from 11:30am to 1:30pm

Tuesday, December 17th from 11:30am to 1:30pm

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, Frédérique Offredi