



**Canadian Writing Centres Association/  
Association Canadienne des Centres de Rédaction**

**25 May 2018, 12:30pm – 1:30pm (CST)  
University of Saskatchewan, Saskatoon, SK**

Approved at the 2019 AGM, May 31, 2019

~~Pending approval by membership at 2019 AGM~~

**Attendance:** see appended list

**Meeting chair:** Heather Fitzgerald

**Recording Secretaries:** Mandy Penney and Nadine Fladd

**1. Call to order**

The meeting was called to order at 12:50pm.

**2. Adoption of the Agenda of the 11<sup>th</sup> Annual General Meeting**

H. Fitzgerald indicated that a modified, less formal approach Robert's Rules is in effect.

**Motion #1:** BIRT the agenda is accepted.

Moved: B. Hotson. **Carried unanimously.**

**3. Adoption of the Minutes of the 10<sup>th</sup> Annual General Meeting, May 25, 2017 in Toronto, ON.**

**Motion #2:** BIRT the minutes from the 10<sup>th</sup> Annual General Meeting of CWCA be adopted.

**Moved:** S. King. Carried unanimously.

**4. President's Report (H. Fitzgerald)**

H. Fitzgerald indicated that both the President's Report and CWCA's financial statements will be posted on the CWCA website after the AGM. Fitzgerald thanked the members of the executive for their work this year: Brian Hotson, Kathy Block, Clare Bermingham, Jordana Garbati, Linnet Humble, Sarah King, Liv Marken, and Nancy Johnson Squair. She described some of CWCA's activities over the past year, and plans for the coming year. CWCA published its first ever conference proceedings in the CJSW/R. Fitzgerald thanked the editorial team at CJSW/R: Joel Heng Hartse and Sibon Chen, and the guest editors from CWCA: Clare Bermingham, Kathy Block, and Jordana Garbati. Liv Marken, Kathy Block and Nadine Fladd will lead this project for 2018-2019. CWCA is actively seeking contributors and peer-reviewers.

A new CWCA logo was developed this year and the website has been updated. Kathy Block led this project with her communications team. Fitzgerald thanked Jordana Garbati and Kathy Block for updating the website to reflect our new visual identity.

Fitzgerald thanked Liv Marken and Sarah King for their work on putting together a conference planning guide. Because we are a not-for-profit organization under Industry Canada and need to send out an AGM agenda ahead of time, Clare Bermingham, Heather Fitzgerald and Nadine Fladd have been working on an AGM planning guide. We are not fully compliant with our Industry Canada reporting obligations.

Fitzgerald indicated that CWCA offered 5 travel grants for a total of \$2,000.00 to help CWCA members attend the 2018 conference. Linnet Humble has been administering these travel grants for the past few years; CWCA now needs someone to fill that role.

CWCA held its first ever Board retreat this year, and Fitzgerald has one more year in her tenure as President. At the retreat, the Board discussed priorities for the future of CWCA, including: creating a position statement about writing centres in Canada; publishing conference proceedings again; creating a membership committee to explore how we categorize and promote membership, separating membership from conference attendance, and potentially broadening its scope to high school writing centres; and developing a budget that gives CWCA space to do work beyond organizing the annual conference.

## 5. Treasurer's Report (J. Garbati)

J. Garbati indicated that she has been CWCA Treasurer for 3 years. In that time, CWCA has simplified its fiscal year to make year-over-year comparisons easier to assess. Garbati pointed out that CWCA's financial position is strong despite the fact that lower attendance numbers for the 2018 conference will likely result in a loss. Garbati thanked the people who donated to the bursary program when registering for the conference. Garbati welcomed ideas for how to disburse these funds when the Board is ready to do so in a few years. She pointed out that CWCA has recorded its finances in a few different places and she is unsure how to combine them. Boba Samuels indicated that she would like a more detailed breakdown of conference costs. Garbati indicated that that breakdown does exist, but that the financial statement distributed to members does not reflect that breakdown. Brian Hotson pointed out that the financial statement presented for approval is different from a conference budget, but that the Board would be willing to share the conference budget as well. Julia Lane asked if CWCA currently has a contingency fund. Garbati indicated that CWCA does not have a contingency fund at the moment, but that this was a priority discussed at the Board Retreat and will be part of CWCA's planning for next year.

### a. Review of the 2017-18 fiscal year-end statements

**Motion #3:** BIRT the membership accept the Treasurer's Report

Moved: M. Penney. Seconded; A. Brobbel. **Carried unanimously.**

### b. Vote to waive requirement for audit by public accountant: Under Industry Canada requirements, the Association must submit financial statements audited by a public accountant, or else the membership must annually waive the requirement for the submitted statements to be audited.

**Motion #4:** BIRT that the membership waive the requirement for audit by a public accountant and appoint J.

Garbati to file the financial statement

Moved: J. Garbutt. Seconded. H. Fitzgerald. **Carried unanimously.**

## 6. Business Arising

### a. Proposed bylaw amendment for 5.9.10 IWCA Representative (see below)

**Motion #5:** BIRT the membership accept the change to by-law 5.9.10. as drafted and presented.

Moved: N. Johnson Squair. Seconded: S. King. **Carried unanimously.**

### b. Proposed Guidelines for the Creation of Regional Affiliates (see below)

- Friendly amendment proposed by B. Hotson to replace “provide content for a dedicated page on the CWCA website” with “provide content for a dedicated page on **or a link to content** on the CWCA website.”
- Friendly amendment proposed by B. Hotson to replace “that they have identified a point person who will be responsible for communications with CWCA” with “that they have identified a point person who will be responsible for **communicating to CWCA at the AGM.**”
- Friendly amendment proposed by J. Lane to replace “Applications can be made via email to the current CWCA President <https://cwcaaccr.com/about/>. Regional affiliate status is conferred by the CWCA Board” with “Regional affiliate status is conferred by the CWCA Board.”

**Motion #6:** BIRT the membership of CWCA approve the Guidelines for the Creation of Regional Affiliates as amended at the AGM.

Moved: J. Lane. Seconded: Erin McConomy. **Carried unanimously.**

## 7. New Business

No new business arising.

## 8. Elections

The following list of nominations includes nominations from the floor and nominations received electronically.

**Secretary:** Nadine Fladd: Acclaimed for 2 year term

**Treasurer:** Jordan Garbati: Acclaimed for 3 year term

**Communications Chair:** Mandy Penney: Acclaimed for 2 year term (Julia Lane and Brian Hotson volunteered to be part of the Communications Committee)

**Member-at-Large:** Lindsey Voisin: Acclaimed for 1 year term with possibility of renewal decided by the Board

**Francophone Representative:** No nominations

**IWCA representative:** Brian Hotson. Acclaimed for a 1 year term

Non-elected positions: Liv Marken will take up the ex-officio position of **Past Conference Chair**

## 9. Adjournment

**Motion #7:** Meeting adjourned at 1:40pm.

Moved: S. King. Seconded: J. Lane. **Carried unanimously.**

6a. Proposed Bylaw Amendment  
Bylaw 5.9.10 IWCA Representative

Current:

10. IWCA Representative (ex-officio)

The Canadian representative for the International Writing Centre Association (IWCA) shall be an ex-officio member of the Board. This position will report on current programs, events, and initiatives being undertaken by the IWCA that will be of interest to CWCA members. This position will also be responsible for communicating information about CWCA, as a national affiliate, and its programs, events and initiatives back to IWCA.

Proposed:

10. IWCA Representative

The Canadian representative for the International Writing Centre Association (IWCA) shall be a full voting member of the Board. In addition to attending Board meetings for CWCA, this position will also attend, when possible, Board meetings for IWCA, and should be able to attend at least one IWCA event during the upcoming year. This position will report on current programs, events, and initiatives being undertaken by the IWCA that will be of interest to CWCA members. This position will also be responsible for communicating information about CWCA, as a national affiliate, and its programs, events and initiatives back to IWCA.

The IWCA Representative is a one-year term, elected at an annual general meeting.

#### 6b. Guidelines for the Creation of Regional Affiliates **PROPOSED**

The purpose of regional affiliates of CWCA is to enable and foster connections between writing centre professionals outside of our annual conference. By creating opportunities for smaller group gatherings within particular geographical regions, we also hope to make involvement possible for those without large travel budgets who cannot regularly attend our national conference.

##### Regional affiliates

1. maintain an active membership list
2. provide content for a dedicated page on the CWCA website
3. commit to organizing a minimum of one regional event per calendar year
4. provide CWCA with updates about regional events and news, as required
5. may be eligible for funding to support regional events

To apply for regional affiliate status, regional groups need to demonstrate:

1. that they have developed and maintain a list of regional participants;
2. that they communicate with this list regularly;
3. that they have organized at least one gathering of participants within the last twelve months;
4. that they have identified a point person who will be responsible for communications with CWCA

Applications can be made via email to the current CWCA President <https://cwcaaccr.com/about/>. Regional affiliate status is conferred by the CWCA Board.

#### 6b. Guidelines for the Creation of Regional Affiliates **AMMENDED AT AGM**

The purpose of regional affiliates of CWCA is to enable and foster connections between writing centre professionals outside of our annual conference. By creating opportunities for smaller group gatherings within particular geographical regions, we also hope to make involvement possible for those without large travel budgets who cannot regularly attend our national conference.

##### Regional affiliates

6. maintain an active membership list
7. provide content for a dedicated page **or a link to content** on the CWCA website
8. commit to organizing a minimum of one regional event per calendar year
9. provide CWCA with updates about regional events and news, as required
10. may be eligible for funding to support regional events

To apply for regional affiliate status, regional groups need to demonstrate:

5. that they have developed and maintain a list of regional participants;
6. that they communicate with this list regularly;
7. that they have organized at least one gathering of participants within the last twelve months;
8. that they have identified a point person who will be responsible for **communicating to CWCA at the AGM**

Regional affiliate status is conferred by the CWCA Board.

Appendix 1: Members in Attendance

Hidy Basta  
Elena Bazanova  
Amanda Brobbel  
Heather Fitzgerald  
Nadine Fladd  
Jordana Garbati  
Joan Garbutt  
Amanda Goldrick-Jones  
Brian Hotson  
Nancy Johnson Squair  
Michael Kaler  
Sarah King  
Julia Lane  
Liv Marken  
Amanda Marshall  
Erin McConomy  
Alex Motut  
Mandy Penney  
Emma Russell  
Boba Samuels  
Svetlana Suchkova  
Kaveh Tagharobi  
Katja Thieme  
Deirdre Vinyard  
Madeline Walker