

CWCA Board of Directors Meeting

December 17, 2019

Present: Clare Bermingham (Vice President); Nadine Fladd (Secretary); Jordana Garbati (Treasurer) Sarah King (President); Stephanie Bell (Digital Media Chair); Liv Marken (Member-at-Large); Brian Hotson (Membership Chair) Frédérique Offredi (Francophone Representative); Heather Fitzgerald (Past-President); Michelle Hartley (Conference Chair)

Regrets: Andrea Williams (CASDW Representative)

1. Call to order:

The meeting is called to order at 11:31pm EDT.

2. Approval of agenda (Sarah):

Approved. Sarah expressed her appreciation for everyone making time for this this time of year and for their work for the last few weeks.

3. Approval of minutes (Sarah):

Approved as amended.

4. Conference 2020 (London) planning (Michelle):

- Both speakers are confirmed. Bios for both are posted. Neisha-Anne still needs a picture and is working on it
- Thank you to Mandy for arranging the pre-conference workshop with Jeff Preston May 27th at 4:00pm
- Pre-conference dinner: Mandy is booking space at a local vegan, gluten-free restaurant called “The Root Cellar” in Old East Village
- Sarah pointed out that we’ve received feedback about the pre-conference dinner that a sit-down approach is not ideal. She asked if we will have room to circulate at The Root Cellar. Michelle will check into that.
- Sponsorship:
 - The excel spreadsheet has been updated. If anyone has contacts with publishers (Oxford, UofT, etc.), send them to Michelle.
 - Heather suggested going back to the files from the Toronto conference in the Google drive to find this kind of contact information.
 - Heather also suggested booking publishers to come to the conference for just one specific day. This allows participants to focus their attention on specific tables each day.
 - Utah State is a dead end.
 - Broadview has tentatively agreed to do a table
 - Bedford and Canadian Scholars will get back to Michelle
- Accommodations
 - The list of accommodations options for conference participants is in conference file in the Google drive: it needs to go to Stephanie to post online
 - Michelle advises Board folks to stay at Windermere Manor if they want to be on campus: \$124.00/night and breakfast is included
 - The residences that have been reserved are air-conditioned!

- Registration:
 - The early bird deadline is April 13th
 - Registration costs are \$150 for early bird; \$175 for regular. Student registration is \$80 for early bird and \$85 for regular
 - Jordana has started creating the ePly registration form, but needs the details about the pre-conference workshop

- Budget:
 - King's is going to pay for the honorarium for Jeff Preston
 - Jordana did add the \$100 cost for this honorarium into the budget
 - Food cost is \$58/person but Jordana will keep the budget the same
 - -\$500 –each for keynote plus up to \$500 of travel each
 - -we used to do one keynote for \$1000.00 and \$1000.00 travel, but we've switched to more, and local keynotes...we need to look back further than just a year or two
 - -Jordana: make notes re: budget conversation for Board retreat and upping speaker budget
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Action Items:

Michelle: send file with list of accommodations options to Stephanie to post online

Stephanie: post accommodations information online

Michelle: check to see if The Root Cellar can accommodate a pre-conference dinner that involves mingling, not just sitting down

All: send any contacts you have for publishers to Michelle for potential sponsorship

Michelle: ensure the schedule for the pre-conference workshop is in the Google drive for Jordana

Jordana: make a note to discuss increasing the speaker budget at the next Board retreat

5. President's Report (Sarah):

1. Heather Fitzgerald has updated the CWCA bylaws as approved by the membership at the 2019 AGM in Vancouver, and filed them with Industry Canada. They are also now posted on the website. We are up-to-date with Industry Canada. Thanks, Heather!

2. Frederique has updated the Board contact list to include photographs. It is now a Google spreadsheet. I checked the list of people it is shared with and found two who were not on it, Jordana and Vidya, so I shared it with them.

If you haven't already done so, I invite you to load it now and ensure that it works for you. If you are willing to have your photo included but haven't yet sent it, please send to Frédérique.

I suggest we remove the original file, since this file has that information plus photos. Also a new column for Michelle Hartley, who wasn't on the previous one. Any concerns about doing this?

3. At our Strategic planning meeting, Clare, Heather and I tested out the web capability of the existing phone system and found it pretty minimal. There is no video capability. It allows you to call in using the computer, and there is a screen that shows a list of who is on the call and, perhaps most valuable, who is talking.

It is possible to share slides or a document, but not to share a screen with, say Google Docs. The interface is slow and awkward. So—it would represent a small improvement over our existing system,

i.e. we can see who is talking. It also involves minimal effort. Combined with Frédérique's excel document, it might be worth trying it. Thoughts?

Action Items:

Sarah and Nadine: test out Zoom for the January meeting

Nadine: remove duplicate Board contact document

All: contribute your photo for the new Board document if you are comfortable doing so. Send to Frédérique

6. Motion to support officially support CWCR blog (as per August meeting) (Sarah):

MOTION

BIRT as discussed and approved at the CWCA/ACCR board meeting of August 20, 2019, and as recorded in the corresponding meeting minutes, the blog CWCR/RCCR be accepted as an operation of CWCA.

Moved by: Sarah

Seconded by: Heather

Approved: unanimously

APPROVED unanimously

7. Continued discussion of affiliation of Writing Retreat "The Pilcrow Studio" from November meeting (Stephanie, Brian, Liv):

Brian walked the Board through the proposal, which had been circulated before the meeting. He explained that the retreat is intended for people who are at a stage where concentrated writing time would make sense. Sarah asked about criteria for acceptance to the retreat if more people than the retreat can accommodate apply and asked for those criteria to be described in the call for applications.

The Board then discussed the issue of the retreat's affiliation: with the blog specifically (as a sub-committee of CWCA), or with CWCA. Sarah pointed out that a case for the relationship between the CWCR blog and the retreat had been made, and that it makes sense for the blog editors to facilitate it, but some Board members expressed a desire for the retreat to be affiliated directly with CWCA. They expressed several reasons for this desire: a) the practice is similar to IWCA's for the summer institute, b) the wider scope offers more options for the sustainability of the retreat beyond the 2020 pilot, and c) CWCA may be too small of an organization to merit sub-committees within sub-committees.

The editors of the blog explained that their goal in associating the retreat with the blog is to encourage the development of potential blog posts and to work towards both initiatives' common goal of building a writing community, and that in its first year the blog needs the freedom to recruit writers and to build that culture. They also pointed out the fact that this retreat is a pilot and that affiliation could be re-assessed in the future.

Ultimately, since the motion under discussion does not state the retreats' affiliation and only applies to the 2020 retreat, the Board opted to conclude this discussion for now and vote on the motion.

Motion

BIRT the CWCA Board approve the blog editors running the 2020 Pilcrow studio retreat as a pilot.

Moved by: Sarah

Seconded by: Michelle

Abstentions: Jordana

APPROVED.

8. Treasurer's Report (Jordana):

Postponed to January meeting

9. Georgia Lyons bursary (Jordana):

Postponed to January meeting

10. Report on Strategic Planning (Sarah/Heather/Clare):

The committee has created a survey to send to membership and now needs feedback on the survey before it goes live. Stephanie provided some written feedback on the survey. Clare clarified that we can't ask members about strategic priorities because we don't yet have any strategic priorities. Frédérique suggested that the response options on the Likert scale (extremely vs. moderately) don't provide enough room for responses in between those poles.

Action Items:

All: the deadline for feedback on the survey is January 10th

11. Travel Grants (Holly):

Holly wanted to know who she should contact in order to coordinate the travel grants. Linnet coordinate travel grants in previous years, so Sarah and Heather will look for previous emails from her about the travel grants to get a sense of the timing for applications, etc. Michelle is the contact on the conference committee re: travel grants.

Action Items:

Heather and Sarah: look up past emails from Linnet re: travel grants

12. Statement on Writing Centres (Sarah and Brian):

Stephanie, Sarah and Brian met and drafted a framework for the statement and an outline. Sarah is getting ready to send it out to members of committee with a request for feedback in the new year.

13. Report from CASDW Representative (Andrea):

No Report

Adjournment:

Meeting adjourned at 12:58pm EDT

Next meetings:

January 17, 12:30 to 2:00pm (via Zoom)

February 14, 12:30 to 2:00pm

March 20, 12:30 to 2:00pm

April 24, 12:30 to 2:00pm

May 15, 12:30 to 2:00pm

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