

CWCA Board of Directors Meeting

February 14, 2020

Present: Clare Bermingham (Vice President); Nadine Fladd (Secretary); Jordana Garbati (Treasurer) Sarah King (President); Brian Hotson (Membership Chair); Heather Fitzgerald (Past-President); Vidya Natarajan (Conference Chair)

Regrets: Andrea Williams (CASDW Representative); Liv Marken (Member-at-Large); Holly Salmon (Member-at-Large); Frédérique Offredi (Francophone Representative); Stephanie Bell (Digital Media Chair)

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 (Vidya and Clare):

Michelle has confirmed Scholars' Press and Broadview as sponsored tables. They will be present for the first day of the conference on first day of conference as sponsorship tables. She will send out a cheque from First Press to Jordana by mail. Mandy is checking out the site of the pre-conference dinner, The Root Cellar, to see if it will allow for mingling. Clare will be visiting King's and Huron in late March or early April.

Most reviews of proposals are in. Clare and Mandy will be meeting to discuss the scheduling of presentations. Responses re: proposals will be sent out on February 28th and proposers will have until March 30th to register. All emails to proposers are ready to go, including information about travel grants and student bursaries. Clare thanks the reviewers for their work.

Sarah pointed out that since there are two sites for the conference (King's and Huron) it might be nice to conduct tours of each writing centre, potentially at the same time as the Sandbox presentations.

ACTION ITEMS:

Michelle: Send cheque from First Press to Jordana

5. President's Report (Sarah):

See Appendix A. for Sarah's written report. Sarah submitted a letter in support of CASDW's proposal for a multi-organization panel at Congress. Stephanie will be representing the CWCR blog at the meeting, assuming CASDW is successful in procuring funding.

Sarah attended the IWCA Board meeting on February 11th. She pointed out that travel funding is still available for the IWCA Collaborative that is taking place before CCCCs. The institute has two tracks: a leadership track and a writing track. We receive \$250.00 from IWCA in support of our conference; IWCA organizers requested financial support from

CWCA to help someone from an underrepresented group to attend the IWCA Summer Institute in New Mexico. Since our speaker, Neisha-Anne Green is part of the organizing committee, and is not asking for a large honorarium, saying yes to this request might be a nice gesture. Brian pointed out that this gesture could build goodwill between the two organizations that will help us to secure future speakers.

MOTION

BIRT CWCA will make a one-time donation of \$200.00 CAD to support the IWCA Summer Institute travel grant to support a person from an under-represented group.

APPROVED unanimously

6. Treasurer's Report (Jordana):

We filed with Corporations Canada: it cost \$12.00. Jordana hasn't received any cheques from sponsors yet. We also haven't had any expenses re: the conference yet.

Balances:

- BMO: \$9,665.98
- PayPal: \$831.58

7. Travel Grants and Georgia Lyons bursary (Jordana):

Jordana shared a link to a draft of the application form. She solicited feedback during the meeting and after. Questions raised included:

- Are we including being part of an underrepresented group as part of a preference for travel grants?
- Should being a first-time presenter be part of the selection criteria?
- Do we need to consider geography, and how? Should we be prioritizing applicants from underrepresented geographical areas, or is distance from the site of the conference (and therefore increased travel costs) more important?

Sarah suggested keeping the language as simple as possible in the application form. The Board reached a consensus that we do need to define what we mean by "under-represented group." Clare suggested a list of groups applicants might identify with as well as an "other" category with an opportunity to explain. Holly has expressed reservations about asking applicants to disclose this kind of information, so Sarah will talk to Holly to clarify her concerns.

ACTION ITEMS:

Jordana: put changes to application discussed during the meeting in an email for **Holly and Sarah** to discuss
Jordana and Holly: Confirm application dates match Clare's timeline

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

Sarah, Clare, and Heather have been working on refining the survey and have it ready to go. Sarah will send it out on Tuesday. A student staff member has put together a list of Writing Centre Directors/Coordinators from colleges and universities across the country to use as a distribution list. The committee needs feedback by the end of March. At the conference they will present an interactive poster that summarizes the results of the survey and invites responses and questions from conference participants.

9. Request for Reciprocal CWCA-IWCA Conference Support (Sarah):

Sarah received an email from Lucie Moussu, who is planning the IWCA conference in Vancouver, suggesting a reciprocal arrangement re: marketing (see appendix B).

MOTION

BIRT CWCA will have a reciprocal (non-monetary) support arrangement with IWCA for the May 2020 and October 2020 conferences.

Moved by: Sarah

APPROVED unanimously

10. Statement on Writing Centre Staffing (Brian and Sarah):

Brian and Sarah have taken comments and feedback from committee and are now drafting the statement. It will be ready by the end of the month.

11. Report on the CWCR Blog (Brian):

See Appendix C for the complete written report.

Brian stated that the editors are trying to publish a piece at the beginning and ending of each month. They are publishing on Mondays at mid-day to attract both East- and West-coast audiences. The piece about Millwood High School received a lot of attention.

Clare asked about email notifications when new posts are published. Brian's plan is to email membership at the beginning of the month with the latest posts so as not to crowd inboxes. He is open to setting up a mailing list to subscribe to the blog, but members can also subscribe to the CWCA website as a whole and receive an email whenever there's an update. In between edited pieces, announcements can be posted through the blog, too.

Sarah wondered, since the bursary and travel grant application asks about how attending CWCA will support the recipient and their writing centre community, if the editors might consider following up with recipients after the conference?

The editors have been in touch with the conference organizers to talk about advertising the blog during the conference. One option for future conferences might be some kind of "publication opportunities" panel featuring the editors of various publications: *WCJ*, *CJSDW/R*, *CWCR*, etc. Brian pointed out that IWCA has an editors' panel planned; he will reach out to see about being part of that panel.

The Pilcrow Studio has accepted all four of the applications it received. The retreat will consist of four participants and the three editors of CWCR. Jordana suggested that, if there are only four people participating, having them pay by bank e-transfer is the least expensive option. Sarah asked if the editors want to promote or report on the retreat at the conference, and Brian indicated that he will be asking the conference committee about setting up a tri-fold about the blog and the retreat at the conference registration table and/or poster session.

ACTION ITEMS:

Brian: Contact John to get on IWCA editors' panel

12. Digital Media Chair report

See Stephanie's complete report ([Appendix C](#)).

Liv and Brian have been talking about creating a space for undergraduate writing journals on the CWCA website. This might even be an appropriate topic for a blog post. Sarah asked Brian to hold off on sending out a survey to writing centres about their undergraduate journals until after the strategic planning committee has completed their survey process.

13. Report from Membership Chair (Brian):

N/A

14. Update on CJSWDW/R Special Section (Liv and Nadine):

All reviews are now in. Liv and Nadine have divided the submissions and will each be shepherding a handful through the publication process.

15. Report from CASDW Representative (Andrea):

No report, but Sarah pointed out that Andrea Lunsford will be one of the keynotes at the conference this year.

16. Adjournment:

Meeting adjourned at 1:30pm EDT

Next meetings:

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

Appendix A: President's Report

For February 14

I submitted a letter in support of CASDW's application for a multi-organizational panel bring together representatives of publications in discourse studies, rhetoric, writing studies across Canada. Stephanie Bell is representing CWCA and the CWCR blog at the meeting.

I attended the IWCA Board meeting Tuesday Feb 11. It was mostly updates and reports on different activities that the organization is involved in.:

- IWCA Collaborative before 4Cs in Milwaukee March 25. Travel funding still available.
- Summer Institute—2 tracks—leadership track and writing track. Santa Fe New Mexico June 14-19, 2020. There is funding available for travel—submit by March 6, 2020.
- Vancouver October 14-17. Proposals until April 14, 2020
- IWCA 2021 will be in Baltimore.

On Feb 13, CWCA received a letter from the organizers of the IWCA summer institute requesting a financial contribution towards support a person from a disadvantaged group to attend the Summer Institute

Appendix B: Email Requesting Reciprocal CWCA-IWCA Conference Support from Lucie Moussu

This is a formal request for reciprocal support for the CWCA and the IWCA 2020 conferences. It would be great to have

an IWCA-dedicated table or half-table at the CWCA conference as well as an announcement in the program, on the website, on Twitter, etc. In turn, the 2020 IWCA conference program would include the CWCA logo and next conference information (if already available at the time of printing), and I would be glad to write something about the benefits of the IWCA and CWCA on the new CWCR blog. The CWCA would also be thanked as “local support” if some members (especially in the Vancouver area) would like to help with conference organization (e.g., help create a local info booklet).

I will most likely go to Vancouver in February or early March to work with the conference hotel, and I’d be glad to meet with someone from the CWCA who could be a “CWCA representative” or “local CWCA support person,” for example, to discuss the work we could do. Holly Salmon, Nancy Ami, and Heather Fitzgerald have already contacted me to offer their help, but nothing has been decided or finalized, yet.

I’m looking forward to working with you and the CWCA during the next few months.

Best,

Lucie.

Appendix C: [Digital Media Chair and CWCR Blog/Pilcrow Studio Report](#)