

**CWCA/ACCR Board of Directors Meeting**

Aug. 17, 2021

Video conference

*Detailed reports available upon request*

**Present:** Clare Bermingham (President); Stephanie Bell (Vice President); Sarah King (Past President); Nadine Fladd (Membership Chair); Jordana Garbati (Treasurer); Lenore Latta (Digital Media Chair); Jenna Goddard (Secretary); Sheila Batacharaya (MAL); Majid Nikouee (MAL); Thi Bich Ha Tran (Julie) (Student MAL); Nancy Squair (Conference co-chair)

**Regrets:** Tessa Troughton (Francophone Representative)

**1. Call to order (Bermingham):**

- The meeting is called to order at 12:35pm EDT.
- Approval of agenda (Bermingham)
- Approved.
- Approval of minutes (Bermingham)
    - Approved.

**2. President's Report (Bermingham)**

- Bermingham met with each member of CWCA individual meetings with board members to discuss ideas/priorities over the past month.
- Bermingham will represent CWCA/ACCR at IWCA for the next year; Bell to represent the following year.
- Brian Hotson terminated without cause from SMU; Bermingham and Bell drafting a letter for members to sign (if they wish).
- Bermingham emailed Dana Landry (President of CASDW) to discuss collaboration and close loop on Position Statement.
- Guidelines for inclusive/equitable meetings and participation: re-thinking Robert's Rules of Order:
  - Batacharya suggests completing some readings and preparing to discuss at the next meeting.
  - Bell encourages openness and collaboration in discussion; will add pdfs to the CWCA shared Google drive for members to review.
  - Batacharya suggests possibility of doing an equity review of CWCA; connection to discussion as BIPOC Caucus.
  - Fladd: clarification around the scope: how do we conduct board meetings,

- or do we want an equity review of the entire CWCA?
- Birmingham: small working group to discuss scope?
  - Batacharya, Goddard, Birmingham, Bell interested.

**ACTION:** review resources and come prepared to discuss alternative rules for next meeting

### 3. Conference 2022 planning (Bell)

- Formal conference committee established: Bell, Squair (BCWCA), Nikouee (AWCA), Hotson (ACWCA), Tran (CWCA student rep).
- 3 conference models discussed (in-person with virtual options, virtual conference with in-person “unconferences” hosted by regional affiliates, and a virtual conference (only).
- Conference committee recommends a virtual conference with opportunities for socialization, regional gatherings, and attention to timing (with CWCA support)
  - Will be tweaked to respond to limitations of last year’s conference (timing, scheduling, enhanced opportunities for social connection)
  - Supplement with additional opportunities (workshops, social events): supporting regional/local in-person meetings; support process of accessing this support (money, organization)
  - Suggestion for theme: Transformative Inclusivity: Part II?
    - Batacharya suggests using the conference as a springboard for another theme rather than a “Part II”
  - Garbati suggests making decisions ASAP about financial support for regional/local social gatherings

**ACTION:** picking a theme for the conference!

- Bell requests CWCA members to send her theme ideas; encourages members to consider building on last year’s theme.
- **September** CWCA/ACCR meeting will focus on picking a theme and making decisions around financial support for regional affiliates.
- **Timelines:** late fall (October) for picking a theme; January for proposals.

### 4. CWCA/ACCR Anti-Racism statement and Reading Circle update (Birmingham, Batacharya, Goddard)

- 9 members attended BIPOC Caucus to discuss following action items:
  - Review and comment on Antiracism Statement by August 31).
  - Finalize recommendations for Antiracism Statement by October 1; commitment to bring revised statement to Board.
- Discussion of other initiatives (research projects, support for conference submissions, networking/mentoring framework, equity in writing instruction, conference panel and presentations.

- Possibility of including members of previous working group (King, Goddard) in future meetings.
- Reading Circle sessions for *The Anti-Racist Writing Workshop* have finished for the summer (June 28, July 19, August 16).
  - Holly Salmon (Douglas) to send out poll for future Reading Circles.
  - Goddard has been in contact with Felicia Rose Chavez; author talk for CWCA membership tentatively planned for end of September.

**ACTION:** send out another notice about next Caucus meeting (Batacharya)

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

- How do we deal with communication requests?
  - Fladd: we have a system! CWCA gmail address.
    - 2 mailing lists: listserv needs to be addressed; there is a mailing list of conference attendees and a mailing list for those who have opted into receiving emails.
    - Fladd: if someone requests to be removed from a list, simply send to her and she can do this.
    - Conference registration happens through ePly; CWCA events sent out on Mailchimp.
- Are we OK to publish financial information in Google/security of financial information?
  - Latta has checked who has access permission to Google Drive; will continue to check on permissions.
  - Garbati: we publish financial information at the end of a conference anyway; she's chatted with other non-profit organizations who don't put any information on Google Drive.
    - Personal information stored on ePly.

**ACTION:** Latta to continue checking on Google Drive permission

- Garbati to find out what other non-profit organizations use to store information

#### 6. CASDW report (Garbati)

- *Nothing to report*

#### 7. Report from Membership Chair (Fladd)

- Membership fees discussion
  - Membership was free in 2020 for members to attend AGM; in 2021, membership fees reinstated.
  - What do we want to do with membership? Do we want it to be free? Do we want to continue to charge?

- Want to encourage student and BIOPOC membership. Suggested a sliding scale.
- King: suggests membership free for everyone.
- Tran: what are the benefits of being a member of the CWCA/ACCR (particularly for students and BIPOC)?
- Fladd: we need to build the benefits first and then ask for fees; supports not charging for membership currently.
- Squair: recognizes that several members would not have attended AGM and conference if there had been fees.
- Bell: suggests flat fee per writing centre (institutional membership); this would increase student membership.
- Membership committee
  - Potential committee projects: peer tutor club/space, writing group, live discussions (between conferences).
    - King: loves the idea of a membership committee; suggests contacting those who ran for board positions at AGM.
    - Bermingham: strike an ad hoc committee (no bylaw change); blessing giving (no objections/no angry faces).

**ACTION:** Fladd to organize working group to discuss this further

#### 8. Report from Digital Media Chair and CWCR/RCCR (Latta)

- Posted AGM minutes as a pdf
- Question about links (security) within documents; is there a convention to follow?
  - Bell: those who can edit documents in CWCA drive are only current members; recommends converting documents to pdfs
  - Minutes will be converted to pdfs with links removed; “detailed reports made available upon request” will be added to minutes.
- Worked to make information more organized and accessible.

**ACTION:** minutes converted to pdf (Latta); links to other documents/reports removed (Goddard)

#### 9. Student Member-at-Large (Tran)

- Establishing a peer mentor club/virtual group to connect peer tutors
  - Wants to brainstorm a questionnaire to gather other peer mentors’ feedback and input (what time of social media platforms do they use for group discussion? Slack? Facebook?)

**ACTION:** Tran needs support getting information to peer tutors (Fladd)

**10. CWCA letter re: restructuring at SMU (Bermingham)**

- Bell and Bermingham drafted a letter; Hotson has reviewed and approved it
- Bermingham requested feedback/additions; members can sign/support

**ACTION:** suggestions for changes to letter by noon EDT on August 18 to Bergminham or add name to document for support

**11. Strategic Planning (Bermingham)**

- *We ran out of time for this item*

**ACTION:** put on agenda for next meeting (Goddard)

**12. Discussion of future CWCA/ACCR meetings (Goddard)**

- *We ran out of time for this item*

**ACTION:** send out Doodle poll for future meetings (Goddard)

*Meeting end 2:04 EDT*

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**Next meeting:**

**TBD**

Distribution: *Sheila Batacharaya, Stephanie Bell, Clare Bermingham, Nadine Fladd, Jordana Garbati, Jenna Goddard, Sarah King, Lenore Latta, Thi Bich Ha Tran (Julie), Tessa Troughton, Majid Nikouee*