

CWCA/ACCR Board of Directors Meeting

Oct. 19, 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); Tessa Troughton (Francophone Representative);

Regrets: Dana Landray (CASDW/r)

1. Call to order (Bermingham):

- The meeting is called to order at 3:05 pm ET.
- Approval of agenda (Bermingham)
 - Approved.
- Approval of minutes from Sept. 21 (Bermingham)
 - Approved.

2. President's Report

- Dana Landray and I met a few weeks ago to talk and connect about CWCA/ACCR and CASDW, including the Statement on Writing Centres. Dana is going to start receiving invitations to CWCA/ACCR board meetings and attending. CASDW will write a statement in support of the Position Statement on Writing Centres, which CWCA/ACCR can post with the statement.
- I've set up a meeting on **October 26** with interested members to share and discuss ideas about our meeting procedures and whether we can add or change elements to make them more accessible and equitable. If anyone else is interested in this discussion, please let me know.
- Thanks to Sheila and the BIPOC Caucus for the revised Statement on Antiracism. The Caucus has asked to meet with the board in November. Since we have a meeting time in November already, we've asked if that date and time are suitable for folks on the Caucus. I'm looking forward to that meeting and the discussions on the statement and BIPOC Caucus questions today.
- Discussions on CWCA/ACCR strategic planning will be postponed to December to ensure we're including the actions and commitments in the Statement on Antiracism.

- I met with a new staff member at the UNB St. John writing centre who was interested in knowing more about writing centre practices and processes. I suggested he stay connected with CWCA/ACCR and, since he went to grad school with Nadine Fladd and Mandy Penney, I hope he joins and comes to the next conference.
- I'll be attending the IWCA conference this week, and I have the honour of introducing Vidya's talk on Friday. I'm really looking forward to hearing her speak.

ACTION: continue being awesome!

3. Conference 2022 planning (Bell)

- CFP Updates
 - Thank you to the BIPOC caucus for its valuable feedback on the CFP. Please review the updated CFP with minor revisions [here](#). The committee made changes to resolve and address each of the comments made by the BIPOC caucus.
 - What's the process/next steps? Can the conference committee publicize the CFP?
 - Batacharya: BIPOC Caucus provided feedback; no expectation that there will be back-and-forth
 - Feedback from Caucus shared only with Bermingham/Bell/Goddard
 - King: do we want to include a hard/fast deadline for submissions (Bermingham: we've done this the past 3 years) or plan on extending the deadline?
 - Nikouee: clarification on *fair display*?
 - Bell: one of four presentation types: a website to display posters/objects/infographics/videos/slideshows etc. There will be synchronous events for presenters to showcase their object/presentation.
 - Latta: add exact date of conference near the top?
 - King: length of time for research panels/workshops? Inclusion of a range of time is a good idea!
 - Bermingham: clarification of what a research "panel" entails; perhaps go with "research presentations" with an outline for suggesting a panel?
 - Nikouee: clarification of "presentation" and "Q&A"?

- Once again, we will be using the IWCA portal for submissions and reviewing.
- Keynote Speaker Updates
 - Thanks to members of the board for their help constructing a robust list of potential keynote speakers. The conference committee is looking to reach out to Sheila Cote-Meek as an opening plenary speaker and Avasha Rambiritch (South African scholar and author of “A Social Justice Approach to Providing Academic Writing Support”) as a second-day plenary speaker.
 - Before we move forward with invitations to keynotes, we need information from the board about how much we are offering the keynotes for the 2022 conference.
 - **Jordana**: How much was paid last year? What can we reasonably afford to offer this year?
 - \$1300 for two keynotes last year; can offer again this year
 - \$200 honorarium for additional speaker
 - Birmingham: King’s University subsidized some of the keynote and Jeff’s talk last year
 - Birmingham and Garbati: you can ask what the speaker fee is in the request or suggest the dollar amount
- Conference Schedule Updates
 - Thanks to the board for approving the 2022 conference dates (May 25-27), and to Jordana for sharing this information with CASDW-ACR, which has opted to hold its conference separate and apart from Congress this year.
 - We’re working on sketching a more detailed *vision* of the conference schedule [here](#).
 - The conference committee will take on planning a 1-day writing retreat following the CWCA/ACCR conference (May 28). We are looking for volunteers to assist with planning and executing this event. **Anyone interested?**
 - Vision: retreat participants come together; a speaker to talk about writing process and publishing (or a group of editors); break into groups depending on topic. Bell looking for people to lead those groups and involve journal editors.
 - **Troughton and King** offered to help with the writing retreat
 - Fladd: should we think about special section editors? These people could be involved in the pre-conference inkshedding

- Bell: Vidya and Mandy are special section speakers; possibility of including **Nikouee** and **Tran**?
- Conference Art
 - The CWCA/ACCR is now the owner of an original Hotson!
 - Check out his conference art on the [updated website page](#) (thanks, Lenore!!!)
- Proposal Reviewers
 - The BIPOC caucus has suggested that attention be given to recruiting a significant number of BIPOC reviewers.
 - The conference committee is seeking guidance on how to conduct this recruitment. In the past, **how have reviewers been recruited?**
 - Batacharya: importance of highlightin/acknowledging **lived experience** of BIPOC reviewers
 - It would help to know how many proposals there were last year and approximately how many reviewers we typically rely on for the conference. **Claire**?
- Conference Fees
 - The BIPOC Caucus' feedback on the CFP included some interesting notes about fee structures that the board needs to discuss.
 - In summary, the comments and suggestions were:
 - Free admission for BIPOC individuals is problematic because it makes assumptions about privileges and backgrounds...
 - Reduced cost or free for BIPOC members...
 - Can registration fees be donated to BIPOC orgs or causes?
 - Can we have different fees for different positions? Faculty positions vs staff vs peer tutors?
 - Sliding scale fees...
 - What was the fee structure last year?
 - Registration Types from 2021: (a) regular (\$125-150), (b) student (\$25-50), (c) Black, Indigenous, and People of Colour (BIPOC) students and staff/faculty without institutional funding registration (\$0), and (d) Attendees without institutional funding registration (\$50-75)
 - Should we consider making changes to it?
 - Bermingham: the revised Statement of Antiracism suggests "facilitating access for racialized participants through reduced or waived conference fees and grant support."

- The conference committee has not yet discussed the costs associated with the conference. That's next on our agenda. However, we are looking into conference platforms that are cheaper than the ConnexMe platform used last year.

ACTION: Bell needs access to change logo; Bermingham to ask for permission.

Bell to add inclusion of suggested time frames for kinds of presentations.

Bell to send out requests for keynotes with speaker fee included.

Bell to send out a save-the-date for a writing retreat.

Troughton and King to join the retreat planning committee.

Bell: will provide info on fees for next meeting

4. **CWCA/ACCR Anti-Racism statement** (Bermingham and Batacharya)

- Discussion of draft Anti-Racism Statement report
 - The CWCA/ACCR BIPOC Caucus has prepared a revised [antiracism statement](#) that addresses the concerns raised at the 2021 AGM.
 - Caucus to review feedback from CWCA/ACCR board
 - Nov. 16 meeting not an ideal date; Batacharya to connect with Caucus to confirm if this date works. If not, Goddard will send out Doodle for other dates in November.
 - King: will send draft and send invite to the former working group
- Discussion of questions posed by the BIPOC Caucus
 - *What is the Board's intention regarding finalizing the anti-racism statement and posting it (next steps, timeline, goals, etc.)?*
 - Bermingham: do we want to send this back to the membership?
 - Batacharya: question about approval: do we need to wait for the AGM? CWCA board is similar to an editorial board. Taking into account the history of this statement, could we communicate the message that, as a board, we are supporting/promoting this revised draft.
 - Bermingham: no; nothing in the bylaws about statements. Doesn't feel that it's necessary to send back to the membership for feedback; the BIPOC Caucus is the feedback that is prioritized.
 - Latta: agrees; no need to send out to membership again.
 - Garbatti: agrees; suggests comments are welcome via CWCA gmail post-publication, or public comments on the post on the website.

CWCA

canadian writing
centres association

ACCR

association canadienne
des centres de rédaction

- Fladd: question about “we” in the document: is it referring to the board? Or the membership? Possibility of individual writing centres sign on/opting in process to the commitment?
 - Bell: agrees; also thinks the “we” should be clarified, and the option for signing on.
 - Goddard: the document was meant to be a “living/growing” statement as our learning and language grows and changes. The parallel document was meant to house this process.
 - Bermingham: opposite view! It should be an “opt out” process.
 - King: consideration of automatically becoming a member when you attend the conference.
 - Batacharya: likes Fladd’s idea of individual centres taking the work and using it in their own contexts. It can be a statement and publication. The “living” piece invites reader response (blog?) - a way for people to comment and discuss. Suggests it’s not a “living” document, but as a stand-alone piece, with the option of revisiting. Importance of opening it and involving dialogue (rather than viewing it as constant corrections) This is not a “new and improved” version; it’s a dialogue!
 - Latta: agrees with Batacharya re: “versions”; problematic if people prefer different iterations
- *What revised anti-racism statement actions can the Board commit to, and what are the timelines for this?*
 - Batacharya: this question can wait until the Caucus meets
 - Bermingham: strategic planning committee in the future
 - *What role would the Board like the BIPOC Caucus to have going forward?*
 - Batacharya: this, too, can wait until the Caucus meets; important to think about before meeting.
 - Bell: something the Caucus can think about/give direction on is a majority white board using a BIPOC Caucus to vet proposals. The feedback is extremely valuable; need to consider the role (and sustainability of the role) moving forward.
 - Fladd: the role descriptions for the board should be revisited after reviewing this statement. Possibility of a new role for the voice of

the BIPOC Caucus and re-writing the other board positions to include anti-racism in the descriptions.

- Batacharya: likes idea of re-writing job descriptions. Giving feedback/direction is one part of what the Caucus wants to accomplish.
- Nikouee: need to talk about the actions that need to be taken.

ACTION: Batacharya to take the feedback back to Caucus for discussion on the Nov. 16th meeting; will get back to CWCA/ACCR by tomorrow (Oct. 20). For the next meeting, board needs to consider/brainstorm specific jobs/tasks for Caucus. Next meeting to bounce ideas around. Not expecting “answers” or “directives”, just ideas and dialogue.

Goddard to create a Doodle poll for all invitees.

King and Goddard to add their questions to the document.

5. Treasurer’s Report (Garbati)

- Received cheques from 2020 - WOnline sponsorship, registration from Conestoga (which has not yet been deposited because of expired date)
- Received three membership registrations.
- Issued payment to Felicia Rose Chavez for Summer Reading Club Q&A.
- It would be good to review and confirm conference 2022 budget:
https://docs.google.com/spreadsheets/d/1fUVs2iQBM93gG9Ht_lax1i2DrQL3-2U/edit?usp=sharing&ouid=106904829381070266887&rtpof=true&sd=true

ACTION: continue being awesome!

6. CASDW report (Landry)

- *Landry did not attend; no report.*

ACTION: continue being awesome!

7. Report from Membership Chair (Fladd)

- Update from last meeting re: MailChimp: I have started sending out emails directly through CWCA’s gmail account and I think that is working. I will simply keep an excel email database from now on.
- Julie and I met to design a preliminary survey to gauge interest in a peer tutor club.

ACTION: continue being awesome!

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

- I posted last meeting's minutes with no links, as discussed.
- I posted a link to Brian's CWCA/ACCR History blog post on the About page.
 - **Discuss: Is that the most appropriate place?**
- I removed Participant materials (conference items) from website as discussed at last meeting – I copied the items and links and saved into 2013, 2014, and 2018 CWCA conference folders in Google Drive (as "Participant Materials – 20XX Conference (removed from website 2021)") in case anyone wants access to them
- I posted the dates for the 2022 Conference.
- Sheila is going to send me information on the BIPOC Caucus as a volunteer opportunity to post on the website.

ACTION: Latta to send updates to Batacharya directly

9. Student Member-at-Large (Tran)

- Peer Tutor Club/Forum Survey
 - Goal of the survey: to gauge interest in having a peer tutor club at all and to determine what platform to use
 - Club's format: asynchronous (it is hard to gather everyone in real-time meetings)
 - Club's purpose:
 - Connect peer tutors across Canada
 - A place to share experience/feelings: both good experience and difficulties, and positive/negative feelings are all welcome
 - A place for senior tutors to provide advice to junior tutors
 - Here are the questions:
 1. What is your name? (optional)
 2. Which institution/ writing center are you from?
 3. How many year(s) have you been tutoring at the writing center?
 - Under 1 year
 - 1-2 years
 - More than 2 years
 4. Are you interested in joining a virtual peer tutor club/forum?
 5. If yes, would you want to be the facilitator?
 6. Which social media/platform do you like the most for group discussion?
 - Facebook
 - Slack
 - Whatsapp

- Others, please specify.
- 7. What would you like to gain from a peer tutor club/forum?
- 8. Please provide your email address if you wish to receive future information
- Some clarifications:
 1. Facilitator
 - A volunteer role
 - A person who creates some topics for the tutors to participate in sharing and keeps the conversation going
 - A moderator who check for and remove inappropriate/offensive conversation/posts that may hurt others
 - Also to encourage them to apply for this role, we should provide them with some benefits (reference for job app? Or gift card?)
 2. Name and the amount of time they have been tutoring
 - To decide who has senior experience and when someone struggle and ask for help, we can reach out to those senior tutors for advice
 - To decide who wants to be the facilitator and reaching out to them later for more information of the role
 3. The tutor's institution
 - To gather geographical statistics
- Latta: clarification on joining the club. Could we invite all peer tutors?
 - Fladd: yes; intent is to circulate with peer tutors.
- Bell: clarification on U of Waterloo account?
 - Fladd: just a draft! Can change the branding and make it from the CWCA.
- Bell: issue of having coordinators involved
 - Tran: just for peer tutors to create an environment in which they feel comfortable discussion.
- Batacharya: do we want to offer membership to those who join? Other resources to offer as a way to encourage tutors to get involved with the forum? (Increase opportunities and career advancement possibilities)
 - Tran: thinks this is a great suggestion.
- Fladd: imagines this being a “feeder” to membership to CWCA/ACCR; possibility of free membership to be discussed during a broader discussion of institutional memberships and fees.

ACTION: board to provide feedback (if any) on the survey by Oct. 22:
https://uwaterloo.ca1.qualtrics.com/jfe/form/SV_bpjicFbOwnkpXlmg

10. Other Business:

- Bermingham: plans for future book clubs?
 - Goddard: BCWCA would like to continue this work and there seemed to be interest at the Author Q&A

ACTION: Goddard to check in with BCWCA group and update board on next book club

Meeting end 4:30pm ET

Next meeting: Tuesday, Nov. 16, 12 - 1:30 ET, 2021

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, Dana Landry*