

CWCA/ACCR Board of Directors Meeting

Jan. 18, 2022, 12 - 1:30pm ET

Video conference

Detailed reports available upon request

Present: S. Batacharaya, C. Bermingham, N. Fladd, J. Garbati, J. Goddard, S. King, L. Latta, T. Tran (Julie), T. Troughton, D. Landry

Regrets: M. Nikouee, S. Bell

1. Call to order (Bermingham)

- The meeting is called to order at 12:06 pm ET.
- Approval of agenda (Bermingham)
 - Approved.
- Approval of minutes from Nov. 16 and Dec. 16 (Bermingham)
 - Approved.

2. President's Report

○ Meeting with Mark Blaau-Hara and Sheila Batacharya:

With thanks to Sheila Batacharya, she and I met with Mark Blaauw-Hara on Dec 2 for a wonderful conversation about the challenges that he experienced trying to move antiracism work forward with the Council of Writing Program Administrators. My takeaway from our conversation is that we, as a Board, need to keep being honest, clear, and open as we define the goals and the processes of our antiracism commitments/actions. And we need to do this in hand with the BIPOC Caucus. Finally, I believe we also need to make sure that the Caucus has final say on items where they have expertise and lived experience.

● BIPOC Caucus / Board Joint Meeting, December 16:

Thanks to everyone who was able to attend and participate in the BIPOC Caucus / Board joint meeting. I think it was a valuable meeting and created some positive forward momentum.

● Statement of Commitment to Antiracism:

Following the BIPOC meeting, Sheila Batacharya and I met to talk about next steps. Both of our impressions from the meeting are that we have consensus to move ahead with posting the statement and creating an action plan to start doing the work we've committed to. I drafted some framing language [link removed] for the website to introduce the statement (thanks for reviewing, Sarah and Sheila) and Sheila is sharing that back with the Caucus so that we can move ahead with getting the Statement posted and shared with the membership.

- **Strategic Planning:**

Even though it still feels like March 2020 in some ways (with colder weather and greater disillusionment), which is when we paused conversations about strategic planning, it seems like we've all adapted enough to the new normal that we should return to it. It's also important that we're doing this alongside the action plan from the Antiracism Statement. I imagine that the Strategic Plan will identify larger goals connected to the Statement for the next 3-5 years, which may overlap with or extend from the action plan we create. See:

CWCA/ACCR Strategic Planning Proposal 2022 [link removed]

- **Motion:** *be it resolved that the Strategic Planning group be made up of the past president, president, and vice president, as well as 2 members from the BIPOC Caucus*
- Batacharya: the Caucus had no issues with the motion, and appreciated the section re: stakeholders and transparency
- King: question about membership: is there the option for another member of the board to join? Would this be useful, or will this be a place where BIPOC has very strong representation?
- Fladd: there is sometimes a danger in opening up the group to whomever has an opinion! Perhaps there needs to be distinction between consultation and membership
- Garbati: thinks there's value in opening it up to another board member. Suggests more CWCA representation since it's strategic planning for CWCA.
- Bermingham: wanted to keep it small (3-5) for a working group.
- Batacharya: clarification: this committee is setting up the forum/process for an open consultation with the membership to make decisions about the strategic planning; this committee isn't making the decisions themselves.
- King: proposes friendly amendment to motion: "composed of five people, normally the..."
- *Batacharya seconds the motion; all in favour*
- **Motion passes**

ACTION: need to have a strategic plan planning group (create plan/processes, timeline, consultations)

3. Conference 2022 planning (Batacharya and Tran)

- **Keynote speakers** have been confirmed & info posted to the website. It was a lot of work to find a second keynote, but after multiple failed attempts, we are ecstatic to have Casey who will introduce culturally sustaining pedagogy to our community as a possible anti-colonial, anti-racist, and language affirming approach to writing centre work.
- **Conference costs** are currently:
 - speaker 1: 1300\$
 - speaker 2: 1300\$
 - online platform : 0\$

- land acknowledgement (TBD): \$500

- If we project ~100 attendees paying full fare, we're looking at a conference fee of ~30\$
- Overall, we are anticipating the most affordable conference yet. I'd appreciate the board's advice on how to approximate attendee #s so we can set the conference price without taking on too much institutional risk.
- In other requests, I need a reminder of board members who are interested in helping to coordinate the Pilcrow writing retreat the Saturday following the conference. I will convene a retreat meeting in the coming weeks, followed by calls for proposals...
- Writing Retreat: Bell needs volunteers to help with the retreat following the conference
 - Troughton: one of the forms needs to be fixed so you can select more than one option for areas of expertise
 - Latta: wondering if there is information about the proposal deadline being extended?
 - Fladd: extend invitation to board meetings to Brian Hotson

ACTION: please let Bell know if you would like to join the planning committee for the Pilcrow Writing Retreat

Birmingham to email Bell: proposal deadline extended? How to submit an audio file as a proposal? Reviewer form (selecting multiple areas of expertise)? ASL interpreter fee?

4. **CWCA/ACCR Anti-Racism statement and BIPOC Caucus** (Birmingham, Nikouee and Batacharya)
 - Publish the Anti-racism Statement asap.
 - Need to prioritize action items and timelines from the Anti-racism Statement and the Board and Caucus December 16, 2021 meeting.
 - Need to have regular communication with the Board.
 - All BIPOC Caucus members volunteered to review 2022 conference submissions.
 - Caucus members are submitting three proposals for panels at the 2022 Conference.
 - We grew by two new members. Expanding caucus members is a priority - pass the word!
 - Anti-racism resources for the CFP and website (this may require coordination):
 - a. Resource Guide Indigenous Studies for Settler Educators by Grace Webster:
<https://docs.google.com/document/d/1MfvO1cFXHk0hfWyNRYVZRI0rTIXypEe9O1763NZUjw/edit>
 - b. 2SLGBTQQIA+ Sub-Working Group, MMIWG2SLGBTQQIA+ National Action Plan FINAL REPORT. Written by Percy Lezard, Zoe Prefontaine, Dawn-Marie Cederwall, Corrina Sparrow, Sylvia Maracle, Albert Beck, Albert McLeod, November 13, 2020.

<https://mmiwg2splus-nationalactionplan.ca/wp-content/uploads/2021/06/2SLG-BTQQIA-Report-Final.pdf>

- c. U of T Anti-Black Racism Task Force:
<https://www.provost.utoronto.ca/committees/u-of-t-anti-black-racism-task-force/>
 - d. U of T Anti-Black Racism Task Force Final Report:
<https://people.utoronto.ca/inclusion/anti-racism-strategic-tables/anti-black-racism-task-force/>
 - e. Islamophobia in Canada Report. Noor Cultural Centre.
<https://noorculturalcentre.ca/wp-content/uploads/2018/01/Islamophobia-in-Canada-2017.pdf>
 - f. CWCA/ACCR Anti-Racism Statement
 - g. [Sheila Carter-Tod](#) - Rhetoric(s): A broader definition.
 - h. [Lamar L. Johnson](#) - [Where do we go from here?](#)
 - i. [Critical Race English Education \(2018\)](#).
- Birmingham: need to think about the commitments from the statement (proposal writing workshop)
 - Latta: do you want the resources added to the CFP?
 - Batacharya: I don't think we're ready for this
 - Birmingham: can commit to statement; then we can put together an action timeline
 - Batacharya: The next BIPOC Caucus Meeting is on Thursday, February 3 at 5-6 pm EST.

ACTION: need to plan workshop/webinar/panel for faculty (writing proposals (commitment); **King** to take lead

Birmingham: send framing language to Latta

5. Treasurer's Report (Garbati)

- Two membership registrations have been received in the last few weeks.
- Can we discuss 2022 conference budget and set registration fees?
- **Conference costs** are currently:
 - speaker 1: 1300\$
 - speaker 2: 1300\$
 - online platform : 0\$
 - land acknowledgement (TBD): \$500
- Bursaries? Gifts? Accessibility fees (ASL interpreter)? Word Press hosting? Summer Reading Circle

- Batacharya: how do we allocate student bursaries? Is there an application or outreach process? Can we say that the first 15 student registrations are covered by the bursary? Use up the funds that way (and encourage student membership)?
- Troughton: in favour of offering a childcare bursary
- Fladd: need to have the conversation if this is the combined fee for the conference and membership, or just the conference?
- Latta: in favour of keeping the same fees as last year
- Garbati: we could put BIPOC/Students/Members without institutional funding on one line and charge \$25 - \$50
- Fladd: would like to bring down the fees for those without institutional funding
- Bermingham, Latta, Tran, Batacharya, King, Garbati in favour for the same as last year
- Proposed fees (entire conference will be app. \$11 000)
 - Regular: \$150 or \$175 x 20
 - Early Bird: \$125 or \$150 x 65
 - Student fee: \$25 or \$50 x 20
 - BIPOC: \$0 x 20
 - Members without institutional funding: \$50 x 20
- [link to conference spreadsheet removed]

ACTION: Garbati and Fladd to collaborate on student bursaries and grant decisions

6. CASDW Report (Landry)

- Call is going out Friday, Jan. 21 (finalizing platform)
- Executive decided not to be part of Congress, but will resume when it goes in-person (planned for 2023)
- Separate and virtual; proposed date is May 30 - June 2
- Theme: the shape of writing and discourse studies to come; assessing what we can do re: antiracism and inclusivity
- Using the conference to assess next action steps
- The executive changes this year
- Landry will have more to report after their meeting in January
- The call will be out soon and will be available through CWCA
- Bermingham: collaboration between CASDW and CWCA?
- Batacharya: Writing Associations and Organizational Change: Decolonization and Anti-Racism?
- Landry: likes the idea of collaboration

ACTION: Landry to share link to the call for proposals ASAP
Board members interested in collaboration to send Bermingham an email

Board members: “Dana” pronounced like “banana”; “Jordana” like “JorDAYNA” :)

7. Report from Membership Chair (Fladd)

- Nothing to report

ACTION: continue being awesome!

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

- **COMPLETED ACTION:** Latta to make BIPOC opportunities and information re: Caucus more accessible on the website
- Added webpage for BIPOC Caucus as its own entry and left a link on the volunteering page; also added a link from the front page
- **PENDING ACTION:** Latta to add the Peer Tutor group to the website
- I didn't add a webpage yet for the Peer Tutor Club; I asked Nadine and Julie to tell me when they have information/text for it
- Completed requests by Julia Lane to add Theresa Bell to signatories for the British Columbia affiliate, and to add new text to their Statement of Commitment to Antiracism
- Working on revising links so they open in the same tab (to resolve an accessibility issue for those using screenreaders)
- Stevie and/or Brian added Keynote Speakers to website, thank you.
- Uploaded PDF of November minutes.
- **QUERY:** Should the BIPOC Caucus meeting minutes be posted in place of December 16, 2021 minutes? Should I remove Dec 16 2021 meeting from website meeting links or say “cancelled”?
- **QUERY:** Proposal deadline for conference was January 17 - will it be extended? Can I update it?
- **PENDING:** Waiting for confirmation of submission instructions for those submitting proposals. Had asked Brian and Stevie to confirm accuracy of instructions from the 2020 conference for submitting proposals through the IWCA portal. Brian said they were waiting on the decision from the board on the BIPOC statement/guidelines, and Stevie confirmed that it relates to the blurb on accessibility best practices.
- Following are the submission details from 2020. Can I get confirmation that those are to be included in the Call for Proposals, and of any changes (recognizing it will be CWCA 2022)?:

Submission Details

CWCA/ACCR is a national affiliate of the International Writing Centers Association (IWCA), and we are using their submission and review portal. You do not need to be a member of IWCA to submit a proposal, and there is no cost associated. Submitting via the IWCA review portal is a two-stage process:

1. Login to your IWCA account ([login here](#)) or create a new account by providing your name, address, and institutional affiliation ([create an account here](#)).
2. Enter the details of your proposal to CWCA 2020.

Proposal Requirements:

- Detailed description (500 words excluding references unless otherwise noted)
- Abstract (70-100 words)
- Session format rationale

Before submitting your proposal, please give consideration to accessibility and accommodation in creating and delivering your session and all associated materials. Please review these [Accessibility best practices for conferences](#).

ACTION: **Latta** to link "Meetings are held monthly" to the "Upcoming" page and list the February BIPOC Caucus meeting

9. Student Member-at-Large (Tran)

- Nothing to report

ACTION: continue being awesome!

10. New Business:

- *Birmingham to defer the discussion about Meeting procedures to next meeting*
- New meeting times
 - Goddard: due to changing schedules, we'll be changing the days/times of future CWCA/ACCR board meetings

ACTION: **Goddard and Birmingham** to set up meeting to review timelines for bylaw changes/AGM information

Goddard to send out Doodle poll re: new meeting times

Meeting end 1:23pm ET

CWCA canadian writing
centres association

.....
ACCR association canadienne
des centres de rédaction

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, Dana Landry*