

CWCA/ACCR Board of Directors Meeting  
March 15, 2022, 12 - 1:30pm ET

Video conference

*Detailed reports available upon request*

**Present:** S. Batacharaya, C. Bermingham, S. Bell, N. Fladd, J. Garbati, J. Goddard, S. King, L. Latta, B. Hotson

**Regrets:** D. Landry, T. Tran, M. Nikouee

### 1. Call to order (Bermingham)

- The meeting is called to order at 12:04 pm ET.
- Approval of agenda (Bermingham)
  - Approved.
- Approval of minutes from Jan. 18 and Feb. 14, 2022 (Bermingham)
  - Approved.

### 2. President's Report

- IWCA recalled the CFP for their 2022 Vancouver conference following our letter and Stevie's attendance at the meeting last month. They have asked for our help with finding a new conference chair or co-chairing pair or team. This includes sending out a call to CWCA membership and BCWCA membership. Jenna has done the latter (thanks, Jenna!).
- IWCA have asked if they can share the CWCA letter with their members via files on their membership site.
  - Bermingham: we could send out on listserv with a call for a conference chair
  - Fladd: we should share the letter for transparency purposes
  - Goddard and Hotson agree; Goddard relayed that members of BCWCA suggested it should be posted to show that when people speak up, change can happen
  - Batacharaya: clarification around where the letter will be posted? If their intention is to generate discussion, it matters where it's posted and who can access it (password protected?)
  - Fladd: we could email it, we could send out on listserv, and/or we could post on the website
- IWCA would like to discuss collaboration options between IWCA and CWCA with regards to their 2022 conference.
  - Fladd and Bermingham agree, since they recalled the CFP

- Batacharya: BIPOC Caucus indicated they could support with reviewing proposals, but no one has capacity for chairing
- I've received an indication of interest for the CWCA treasurer position from a new member, referred by Jordana. This is a great time to consider whether we will have other vacant positions and who from the membership could be encouraged to stand.

**ACTION:** Bermingham to check in with IWCA how they would like us to share information (listserv, website) and will send out a call for chairs/co-chairs for IWCA conference with letter

### 3. Conference 2022 planning (Hotson)

Thanks to everyone for helping to get the word out and for submitting proposals yourselves!

We have

- 2 confirmed and very exciting keynote speakers: Casey Philip Wong (opening plenary) & Avasha Rambiritch (second day plenary)
- 42 proposals on our draft agenda, but 6 are still in an R&R process.
- We have done up a draft conference schedule, and it's looking really exciting and super packed with good stuff
- We have the conference pages on the website in hand. Easy peasy. When April arrives, we'll pretty it up and share it so ya'll can tour them.

#### Questions for the board:

1. Jordana - We need the names of registered conference attendees to ensure that all presenters have registered. Can you send us periodic updates? Or can we get access to this somehow?
  - Jordana will check to see who's registered after Hotson sends the list of presenters
2. Clare - did we give keynote speakers gifts last year? What's the practice for online conferences?
  - *No we did not*
3. We need a few volunteers to moderate panels. Please add your name here if you're a willing volunteer: **Lenore Latta, Sarah King, Sheila Batacharya**
4. We have plans for conference presenters to provide Zoom links using their own institutional accounts. However, conference committee members and board members may be called upon to use their zoom account for sessions where that's not possible. In these cases, you'll be asked to attend the session and manage the tech. Please add your name here if you're willing to help with this (if needed!): **Sarah King, Sheila Batacharya; Bermingham to recruit staff from UWaterloo to host Zoom panels**
  - Fladd: last year's conference put together a package for how to moderate panels; it was really helpful
  - Latta: question about membership fees and paying for the conference
  - Garbati: membership fees are typically associated with the conference; suggests refunding those who paid membership fees in Jan/Feb

### **Pilcrow updates (Fladd)**

- No new recruits for retreat organizing despite our efforts here, but that's fine. We'll continue to check in with the board. Our committee is currently: Nadine, Tessa, Stevie
- We met a week or something ago (what is time), and made plans for a retreat announcement to go up on the website early April along with a registration form (using Nadine's Qualtrics account) to gather info intended to help us finalize the day's activities.

**ACTION: Hotson:** send list of presenters to Garbati; board members

**Hotson** to find conference package info from last year on how to moderate panels

**Board members:** consider moderating panels and/or allowing CWCA/ACCR to use institutional Zoom links

**Fladd** to update membership and conference forms

### **4. CWCA/ACCR BIPOC Caucus** (Batacharya and Nikouee)

- Strategic Planning Committee - 2 BIPOC Caucus seats - Sheila
  - Members are interested in participating.
  - What is the timeline?
    - After the conference?
  - What skills are needed?
- Anti-racism resources for the CWCA/ACCR website - Majid
  - Logan: Getting ball rolling
  - A section on teaching materials might be useful; however, avoid a quick-fix framework.
  - Could section list into parts: section into practice-oriented type readings as well.
- The caucus is aware of the Board motion carried to not endorse the IWCA CFP and conference & letter to IWCA presented on Friday, February 25, 2022. The caucus has seen the CWCA/ACCR letter and IWCA response. Individual caucus members will contact Clare to indicate availability to respond to IWCA invitation to help with the 2022 conference.
- CWCA conference proposals
  - Sheila: Marci, Majid, and Marci had proposal selected for CWCA!
  - Vidya: Hidy and colleagues had proposal accepted! Woohoo!
  - Prepared to host the BIPOC Caucus meeting at the conference.
- Pilcrow Retreat: Call for organizing committee members - Sheila
  - The caucus members have the information and will contact the organizing committee if available to participate.
  - Should we send info to peer tutors?
    - Yes
- Next meeting with the CWCA Board to continue action planning. Everyone welcome - On the Board Mtg. agenda. - Sheila.
- BIPOC Caucus narrative - in process. - Sheila.

- Antiracist Writing Across the Curriculum (WAC) and CWCA Antiracist Event - Logan
  - Logan: Trying to start longitudinal, multi-campus, antiracist [Writing Across the Curriculum Initiative](#) at the University of Toronto. If have comments, questions, interests, wanting to think through this, feel free to email at [logan.middleton@utoronto.ca](mailto:logan.middleton@utoronto.ca).
  - Logan: Also following up on CWCA antiracism event with Sarah King. There's likely room for others if interested, and this is something that's still coming together and has yet to be started, so feel free to get in touch if interested.

**ACTION:** Nikouee to send out poll; BIPOC Caucus to draft response to IWCA CFP  
Goddard to send out Doodle poll for April meeting

## 5. Treasurer's Report (Garbati)

As of March 9th:

- We've received 14 conference registrations (9 of these have paid the regular fee)
- I have contacted MDP (chartered professional accountants; (<https://www.mdp.on.ca/>) to inquire about auditor fees and processes. I have sent an MDP accountant our financial statements for the last two years (as the first part of the process), and I am waiting to hear back from her.
- My term as Treasurer will end in May, and I have been in contact with a potential new Treasurer.

**ACTION:**

## 6. CASDW Report (Landry)

- Nothing to report

**ACTION:** Continue being awesome!

## 7. Report from Membership Chair (Fladd)

- Nothing to report

**ACTION:** continue being awesome!

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

- Nothing to report

**ACTION:** continue being awesome!

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

- Nothing to report

**ACTION:** Tran to work on outlining the benefits to becoming a facilitator

## New Business:

- 10.** ISUP Colloquium 2022: <https://www.utm.utoronto.ca/isup/isup-colloquium-2022> (Batacharya)
- CWCA to support and promote? Listserv? Website? Whatever is appropriate!
    - 2 ways to share: Fladd can send out to membership list; anyone can send out to listserv (Fladd to send Batacharya information on how)
    - Hotson can send it out via IWCA's social media and listserv

**11.** Antiracist Advocacy Session: Tuesday May 3, 12 noon to 2pm (King)

- **Updates on planning for CWCA/ACCR Antiracist Advocacy session**
- Planning group—Sarah King, Julia Lane, Logan Middleton, met March 3, 2022
- Planning meeting agendas and notes posted on google drive under CWCA/Programming/Antiracist Advocacy [link removed]
- **Event date and time confirmed: Tuesday May 3, 12 noon to 2pm**
- **New:** In addition to being practical and community-building, the event will be as energizing, uplifting and spacious as we can make it
- **Panel speakers confirmed so far:**
  - Vidya Natarajan, Kings University, Western
  - Amanda Penney, University of Alberta, and student, Huron University
  - Still in meetings with Masa Torbivic, University of Waterloo, Emilia Brancato, OCADU
- Goal is to have panel members to be confirmed and event description and registration will be posted on CWCA website—under Events—by end of March.
- Will circulate via listserv and Board list and request that you circulate to your networks
- **Questions for the Board: Budget for event?**
  - ASL sign language interpreter ~\$50-\$100/hour
  - Honoraria/gift card for panelists? \$50-100 each
  - Invited/guest moderator for panel? Meditation or yoga/movement? ceremony?
- UTSC Centre for Teaching and Learning has agreed to sponsor the event for \$1000.
- Next planning meeting Friday March 25, 12:15-1:15 [Zoom link removed]
  - Latta: can anyone join the planning meeting? Can her team join, or is it for board members?
  - King: anyone can join! Keen for input, ideas, feedback and engagement.

**ACTION: Board members:** please send King suggestions for ASL interpreter and/or moderators; Vidya organized through King's College, Sarah to check in with her

**12.** Housekeeping items (Goddard)

- Call for conference chairs: BCWCA
- Board and Caucus meeting for April
  - Separate meeting? (before or after meeting, or can send out a Doodle poll for another day.
- Posting AGM minutes and board positions

- When we send out AGM meetings, we can also post positions (Jordana and members-at-large)

**13.** Bylaw changes and AGM discussion (Birmingham)

- *Put on agenda for next meeting:* need to review minutes from last AGM to circulate to membership so they can be approved at the next AGM. Also, what do we want to do for our next conference? Virtual? In-person? Hybrid?

**ACTION:** Birmingham to check in with Batacharya re: future of BIPOC Caucus

**14.** New Meeting Procedures (Birmingham)

- We generally follow Robert's Rules; do we want to think about our procedures in light of accessibility? Are RR a barrier or helpful re: creating equity? Are we giving people space/time to reflect and make decision? Should we flip meetings with less time online and more time offline and reading? (So we would need to circulate early - 2 weeks) and postpone voting until after the meeting electronically?
- 2 proposals: "**moderator**" who checks in with folks to make sure they're engaged and feeling like they can speak up; if a conflict comes up, they can call for time; and **working group** to create a set of best practices for expressing concerns and how to respond to ensure we are transparent and giving enough space for antiracism
  - King: would love to hear from new board members about their experience on the board. Anonymous forum for feedback? Also likes the idea of trying the informal moderator position
  - Birmingham: recognizes Nikouee and Tran aren't here; would like an asynchronous/anonymous platform for providing feedback
  - Hotson: likes the idea. We want to empower people to speak and bring ideas forward; thinks it will add to transparency
  - Troughton: feels like it will be useful. You figure out meeting protocols through practice. Might be useful to review meeting processes (if we're using Robert's Rules) at the beginning of each cycle.
  - Fladd: likes the idea of asynchronous/anonymous check in, and include something about the climate of voting. It feels like "abstaining" in CWCA culture holds the weight of voting "no", because people tend to not vote "no".

**ACTION:** Birmingham: let's try out the new role at the next meeting; King volunteers

Goddard and Birmingham to set up meeting to review timelines for bylaw changes/AGM information. Let's actually do it this month :)

*Meeting end 1:14 pm ET*

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**CWCA** canadian writing  
centres association



**ACCR** association canadienne  
des centres de rédaction

***Next meeting: Monday, April 11, 3 - 4:30 ET***

***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, Brian Hotson***