

CWCA/ACCR Board of Directors Meeting

April 11, 2022

Video conference

Detailed reports available upon request

Present: S. Batacharaya, C. Bermingham, S. Bell, N. Fladd, J. Garbati, J. Goddard, S. King, T. Tran, T. Troughton

Regrets: M. Nikouee, D. Landry, L. Latta

1. Call to order (Bermingham)

- The meeting is called to order at 3:06 pm ET.
- Sarah King: meeting moderator
- Approval of agenda (Bermingham)
 - Approved.
- Approval of minutes from March 15, 2022 (Bermingham)
 - Approved.

2. President's Report

- **IWCA Conference:**
 - Bermingham: do we want to share the letter with members? How do we want to share it? Listserv? Mailing list?
 - Batacharya: recommends sharing at the AGM
 - Garbati: recommends sending it out in advance of the AGM (both members/listserv) to increase transparency
 - Fladd: how we share it depends on the purpose: listserv invites a conversation; the membership list communicates information
 - Batacharya: recommends listing in on the agenda for the AGM and including it in the package
 - Fladd: recommends putting it into the president's report
 - Bell: recommends adding appropriate context
 - a. Attended a meeting with Georgeanne Nordstrom, Sherry Wynn Purdue, and Shareen Grogan. Shareen has volunteered to be the conference chair.
 - b. Un-CFP was distributed and the proposal submission process has restarted. The deadline for submissions is May 15, 2022.
 - c. IWCA is looking for input from us on the following:

- i. **Recommendations for Featured Speakers:** Are there individuals in this field in Canada who should be invited to give a featured talk during the conference? Vidya was selected last year, and it was such a great talk!! They have asked about French speakers and Indigenous speakers in particular, but they're open to all suggestions. If you have a recommendation, please let me know. **UPDATE re: other speakers:** Two suggestions so far: Dr. Devi Dee Mucina, University of Victoria and Dr. Katja Thieme, UBC. Others?
 - ii. On this, they are also interested in sessions from writing centres that might work differently. It made me think specifically about the survey of French writing centres that Frédérique did and whether we might reach out to any schools from that group? Unfortunately, I don't have any details from that survey/report. Perhaps Sarah has or Tessa received materials from Frédérique during transition? **UPDATE re: Francophone speakers:** Sarah King is going to follow up with Frederique regarding the work she did to connect with French institutions. Tessa Troughton is going to connect to bilingual schools regarding potential speakers.
 - iii. Keynote Recommendations: Similarly, any recommendations for keynotes are welcome. See suggestions above.
 - d. Committee positions: They are looking for volunteers in a number of places. Here's a list of committees and chairs: [link removed] If you're interested in any of these, I can put you in touch with Shareen. There's a need for people on the ground in Vancouver. **UPDATE:** I've sent an email to CWCA folks on the west coast to see if any might be interested in coordinating and helping create the local committee. One positive response so far.
 - e. Proposal Reviewers: Reviews will take place between May 15 and 31. If you can help with reviewing proposals, let me know and I'll connect you to Shareen.
3. Strategic Planning:

 - a. The BIPOC caucus will be asking for **two representatives** at the next BIPOC Caucus meeting. Following that, we'll set up an initial meeting with all committee members.
4. AGM 2022:

 - a. Created a draft agenda and shared it with Jenna. We'll be meeting this week to coordinate communications to members.
 - b. I've contacted those members serving in one-year terms to inquire about interest in renewing or standing again (position-dependent).

 - i. **Up for election:**

1. Treasurer
 2. Student Member-at-Large
 3. Francophone representative (current member interested in standing for election again)
5. Other:
- a. I wrote a letter on behalf of CWCA/ACCR for an interview candidate who encountered threats to their application as a result of the vote and letter about the IWCA CFP. This was suggested in the joint meeting with the BIPOC Caucus as something the candidate could present if required, and I was happy to provide.

ACTION: Bermingham to add information re: letter to IWCA to the president's report for the AGM

6. Conference 2022 planning (Bell)

- It's going well!
 - I've spent several hours working on the design of conference web pages on CWCA/ACCR website.
 - Conference committee feedback: easy to navigate & things look good.
- If you want to check it out & supply feedback click on this link: [link removed]
 - Use XXX to login
- Platform for connecting with volunteers and building in social time?
 - Concerns with Whatsapp; suggestions for Telegram, Signal, Discord, Slack
 - Suggestions for simplicity: open zoom room, Slack
 - Student perspective: suggests yet another app/platform is not ideal; supports zoom link
- Next:
 - Contact all presenters with instructions & info
 - Contact poster session presenters with instructions & info
 - Get registrations up
 - Assign moderators to panels & other events
- **Pilcrow Retreat:**
 - Registration is open!! <https://cwcaaccr.com/cwca-accr-conference/pilcrow-studio/>
 - Now that this is up and the term is coming to a close, we will begin circulating information about the retreat and getting registrations up!

ACTION: CONTINUE BEING AWESOME ;)

Board members: please consider signing up and/or promoting for social part of the conference

Board members: Email Stevie with suggestions for social platforms

Call for Editors for special section of Discourse & Writing/Redactologie (ask board members first?)

4. CWCA/ACCR BIPOC Caucus (Batacharya)

1. [Friday, April 8, 2022 CWCA/ACCR Board and BIPOC Caucus meeting](#) [link removed] highlights:
 - a. BIPOC Caucus will contribute at the AGM (content tbc.)
 - b. CWCA/ACCR letter in support of board member
 - c. The caucus will discuss participation in the strategic planning at our next meeting.

ACTION: Sheila and Jenna to set up next board and Caucus meeting for after the CWCA/ACCR Conference

5. Treasurer's Report (Garbati)

- Audit Quotes:
 - Nicole Stewart at MDP via email: I shared our income statement. Her fees - \$5000 plus \$1000 for first year transition to Accounting Standards for Not-for-Profit Organizations (this would require the set up of financial statement note disclosures and a three-column balance sheet presentation and potential adjustment to the opening net assets). Nicole is willing to give a discount on the fee such that the total fee would be \$3000 in the current year and subsequent years there would be a small inflation increase of 2% per year (on \$3,000) assuming no significant changes. CONTACT: Nicole Stewart - stewart@mdp.on.ca
 - Jean Pritchard at BDO via MS Teams: I shared our income statement and spoke with her about our organization. She suggested as a first step, we have a professional accountant prepare a "Notice to Reader" which will show our members we've had an external expert review our financial statements. This will be \$1500-2000. The first year is a bit higher in cost as the accountant will be starting from scratch. The accountant will prepare a balance sheet and income statement; they'll need access to items like our bank records, income statement records as far back as possible. She asked if we had ever filed a corporate tax return - T2 (we haven't as far as I know). The accountant could help us catch up on filing this if we choose to (they'll need our initial articles of incorporation). Many not-for-profits do not file this, especially when they're way under threshold levels (hundreds of thousands of dollars) like CWCA is. To prepare an audit file, it'll be about \$6000-\$7000, so it may not be necessary or worth it for CWCA at this time. CONTACT: Jean M. Prichard - JPrichard@bdo.ca

- At the moment, I recommend the incoming treasurer/executive committee move ahead with Jean Pritchard at BDO and prepare a “notice to reader.”
 - **Motion**: be it resolved that the board engage an professional accountant to prepare a “notice to reader” (Garbati)
 - Seconded by King
 - All in favour; motion passes
 - Conference Registration (as of April 10): 51 (including 5 free, 6 at a reduced rate)

ACTION: Jordana to check in re: timeline for “notice to reader”; will be a task either for Jordana or new Treasurer
Will

6. CASDW Report (Landry)

- Nothing to report

ACTION: Continue being awesome!

7. Report from Membership Chair (Fladd)

- 10 people registered for Pilcrow retreat!

ACTION: Fladd will continue to promote, and will continue to be awesome

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

- Uploaded to website Jan 18 and Feb 14 meeting minutes (as approved at March meeting)
- Last couple of weeks, tweeted regularly about the CWCA/ACCR conference to encourage registration.
- Posted description of [Advocating for Antiracist Approaches to Writing in the Canadian Postsecondary Context \[link removed\]](#), Tues, May 3, 12-2pm EDT, linked from Upcoming Events
- Also tweeted about event (Sarah emailed to CWCA listserv).

ACTION: continue being awesome!

9. Student Member-at-Large (Tran)

- Nadine and I sent out the recruitment for Peer Tutor Club facilitators on March 29, 2022. We have received one (1) response Mohsen Moghaddam

ACTION: Tran will contact Mohsen, create Peer Tutor Club Facebook group, and invite peer tutors to join (Fladd will help with this)

New Business:

10. AGM/Elections/Reports (Bermingham)

- Posting AGM minutes and board positions
 - When we send out AGM meetings, we can also post positions (Jordana and members-at-large)
 - **Motion:** Be it resolved that the two member-at-large positions be extended for 1 year (Bermingham)
 - Fladd seconded
 - All in favour; motion passes
- Batacharya: suggests new position: BIPOC Caucus Coordinator
 - Bermingham: this means a Bylaw change; would have to go to membership for approval for AGM
 - King: can post as an ex-officio position for the next year
 - BIPOC Caucus would nominate a member of the Caucus; however, this person wouldn't be able to vote
 - Bell and Garbati: recommend moving a member-at-large position to a BIPOC Caucus Coordinator
 - Bermingham: member-at-large positions are elected, while the Coordinator would be a decision made by the Caucus
 - *Discussion from members around position*
 - Batacharya to bring this to next Caucus for discussion and will recommend a fair and transparent way to move forward before AGM
- 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: Batacharya and Bermingham: create a description for the BIPOC Caucus Coordinator; circulate via email for board approval (before April 26)

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

- Updates on planning for CWCA/ACCR Antiracist Advocacy session

12. Canadian Tutoring Accreditation Program (LSAC) (Goddard)

- Session 1: April 12, 11-12 PST
- Session 2: April 21, 10-11 PST

Meeting end 4:30 pm 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*