

**CWCA/ACCR Board of Directors Meeting
August 16, 2022**

Video conference

Detailed reports available by request.

Present: C. Bermingham, S. Bell, S. King, N. Fladd, J. Goddard, M. Nikouee, T. Troughton, M. Blaauw-Hara, M. Prescott-Brown

Regrets: S. Batacharya, L. Latta, M. Moghaddam

1. Call to order (Bermingham)

- The meeting is called to order at 12:07pm ET.
- Approval of agenda (Bermingham)
 - Approved.
- Approval of minutes from May 17, 2022 (Bermingham)
 - Approved.

2. Values, Processes, and Expectations Discussion (King)

- Follow-up on discussion from onboarding board meeting: further thoughts? Questions?
 - King: 2 proposals: **meeting engagement facilitator** and a **procedures working group** from last meeting.
 - King volunteers to be part of the procedures group (goal is to make procedures as inclusive as possible); call for volunteers to join her?
 - Tessa and Marci volunteer to be part of the procedures group.
 - Bell: reiterates roles of meeting engagement facilitator (check in with people; can message anonymously) and suggests procedures group could reflect on past experiences (AGM 2021, for example) to review procedures of CWCA/ACCR and AGM.
 - Suggests this group could take on AGM or assist?
 - *King believes the AGM is in the bylaws as the responsibility of the President and Secretary.*
 - Bermingham: suggests **surveying the board**: what's working? What's missing? Assess our procedures through an anonymous survey?

ACTION: King, Prescott-Brown, and Troughton to meet re: procedures working group.

3. Conference 2023 Discussion (Bell)

- Finding a conference chair is a high priority!
 - Julia Lane has informally expressed interest in chairing, but hasn't confirmed.
 - *Confirmed later during the meeting that they are interested in being on the committee, but not chairing.*
- Next step: put out a call on our membership
 - Fladd: if we put out a call, we should figure out the format (in-person or virtual? Hybrid?)
 - Bermingham: I think we've ruled out a fully in-person conference, for accessibility reasons. Perhaps we can set some parameters (virtual with possibility of regional hub events), but let the conference chair have some autonomy as to what that looks like?
 - Bell: (shares context of last year's experience with regional hubs): Canada is too big! Challenging to travel even within regional hubs, within the timeframe of the conference.
 - Bermingham: parameters could be a virtual conference, with the possibility of an in-person event tied to the conference?
 - Fladd: or we could offer an optional social event that's not necessarily tied to the event.
 - Blaauw-Hara: I miss the networking element of in-person event! As someone new to Canada (and for others new to their roles), it's tough to get to know colleagues online. Also, workshops/discussion are often easier in-person.
 - Bell: some in-person event (possibly connected to Congress) could be facilitated by the membership chair.
 - King: timing is a consideration: end-of-May pre-Congress timing makes sense, with the conference chair figuring out exact dates/times of conference.
 - Bell: we also considered setting aside several Fridays in a month for the conference; however, the board was in favour of continuing with a cluster of days.
 - **Need conference theme, CFP, BIPOC committee feedback, in order to put out a call by mid-October!**
 - Bermingham: wait a couple days to hear back from those who have expressed interest in chairing or being on the committee, then put out the call?

- Fladd: could CWCA/ACCR offer support to “sweeten the deal”?
- Bell: the board could lighten the load (write the CFP, etc.) so it’s not all on the chair. Basically, the infrastructure of running a conference could be handled by this group.

ACTION: Bell and Fladd to craft a message to send out to membership.

4. Update on CWCA/ACCR finances (Blaauw-Hara)

- (provided account summary): numbers indicate CWCA/ACCR is in excellent financial health! Congratulations to the conference team! They ran a conference that generated revenue!
- Blaauw-Hara: we’re in the process of changing things over with Corporations Canada; BMO also needs some information to make Blaauw-Hara a signing authority.
 - Bergminham: currently, only King is a signing authority! Working with BMO to get s.a. to Clare and Mark.
- Blaauw-Hara: new email and paypal account have been created.

ACTION: continue being awesome!

5. BIPOC Caucus updates and meeting request (Batacharya; shared by Goddard)

- Proposed meeting between Caucus/Board or Caucus/SP in late September/early October re: strategic planning committee work.
 - Discussion: *Do we need regular meetings? Should members of the BIPOC Caucus be invited to CWCA/ACCR meetings regularly, or are separate meetings as needed a better option?*
 - Bermingham: SP committee hasn’t met yet; will reach out to Sheila to chat about pushing the meeting until the committee has met.
 - Goddard: thoughts/feedback on best way to keep communication open between board/Caucus/SP committee?
 - Bell: (if we’re changing who’s involved or how often we meet,) how does this change the landscape of how we run the meetings?
 - Prescott-Brown: understands that she will be giving reports at the CWCA/ACCR from the BIPOC Caucus; feels that Sheila was hoping for a second person/perspective for the Strategic Planning committee.

ACTION: Bermingham to connect with Sheila re: next steps; Goddard to send out Doodle poll(s) after initial meeting of SP committee.

6. Priorities/planning discussion (Bermingham)

- Purpose of this activity is to discuss direction/generate ideas for next year. We'll end with a task, and then take items forward to future meetings.
 - Areas/categories overlap: membership, antiracism/decolonization initiatives, student engagement and involvement, non-conference events, additional services/membership involvement...
 - [link to jamboard removed]

ACTION: ALL board members: please reflect on the Jamboard activity and think about ideas/questions to bring to the next meeting: where do YOU want to direct your energy in the next year? What tasks/projects/initiatives from our activity (pick 2-3?), existing or ongoing projects (blog, Discord, etc.) are you interested in? Are there clarification questions about some of these ideas you can bring to the next meeting?

Meeting end 2:03 pm EST

Next meeting: TBD (Jenna to send out a Doodle poll!)

Distribution: *Clare Bermingham, Stephanie Bell, Sheila Batacharya, Nadine Fladd, Jenna Goddard, Sarah King, Lenore Latta, Tessa Troughton, Majid Nikouee, Mark Blaauw-Hara, Mohsen Moghaddam, Marci Prescott-Brown*