

CWCA/ACCR Board of Directors Meeting

Oct. 17, 2022, 2:30 - 4pm ET

Video conference

*Detailed reports available upon request.*

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

**Regrets:** Majid Nikouee

### 1. Call to order (Bermingham)

- The meeting is called to order at 2:34pm ET
- Approval of agenda (Bell, on behalf of Bermingham)
  - Approved.
- Meeting Engagement Facilitator: Nadine Fladd
- Approval of minutes from Sept. 19, 2022 (Bell, on behalf of Bermingham)
  - Approved.

### 2. President's Report (Bermingham)

- **Strategic Planning Process** (*see notes/discussion under new business*)
  - First meeting held on **October 6**. Next meeting today at 4pm. See strategic planning notes [link removed] for more information.
  - Batacharya: in terms of the approach, the emphasis is on an *adult education-type* community engagement process.
- **Financial signing authority transition**
  - Still in progress

**ACTION:** *see action items under New Business*

### 3. Conference 2023 Discussion (Prescott-Brown)

- Currently, we have reached out to members of the BoDs for the CWCA/ACCR as well as the BIPOC Caucus. Lots of feedback has come in; thank you to everyone who has shared their thoughts. We are trying to integrate the feedback as thoughtfully as we can.
- Prescott-Brown: do the quotations distract from the CFP, or are they helpful? Thoughts?

- Bell: you can have a few different versions, so one version can have quotations (on website, perhaps), and another version might not have them (send out to membership, perhaps).
- Batacharya: including the quotations was part of a bigger discussion about how we use scholarship (and in particular, Indigenous scholarship). Sometimes starting with a quotation can be confusing; it might be helpful to communicate the theme clearly to our membership.
- Bermingham: appreciated the quotations! They were generative, and helped her understand the context of the theme. She'd like to see them kept in, but could be moved around within the CFP (as in, the CFP doesn't need to begin with a quote). The theme this year will build on past years' works; lots of appreciation for the work done by Marci and Julia.
- Bell: wondering about process and timelines: when can we expect the finalized CFP/when will the call be open? We need to have it housed in a stable place on the website.
- King: who will/how will it be circulated?
- Bermingham: finalized towards the end of October/beginning of November?

**ACTION:** Prescott-Brown to have CFP finalized by end of October/beginning of November

#### 4. Treasurer's Report (Blaauw-Hara)

- Current funds: \$30,662.51 CAD
- Activity: We have gained several members and deposited \$149.32. The odd number is due to PayPal fees. We paid \$100 to Kari Gustafson, per Board approval, for facilitating a session for the BCWCA.
- Minutiae: Blaauw-Hara is still working on getting PayPal to take Jordana off the account as owner. All money is able to go where it needs to go, though.
  - Blaauw-Hara: request to have a back-up representative who has access to financial accounts etc.
  - Bermingham: Treasurer and President to have access; this is in progress. (Currently, King has permissions/access).
- King: who is setting up the submission form for the conference? Last year's team was suggesting not using the IWCA interface, but that means a new one.
  - Prescott-Brown: has chatted with Lane about this
  - Bell: wants to share CWCA/ACCR Google drive to support Prescott-Brown and Lane with conference forms
  - Blaauw-Hara can share ePly information as well
  - Bermingham: do you (Prescott-Brown) need support with making a submission form?

- Prescott-Brown: can send out an email with all the information (submission form, etc.) before the next meeting.
  - Prescott-Brown: How do people feel about the platform *Spatial Chat*? Worth spending the money?
  - Bell: last year, we only had app. 6 poster sessions. Knowing how many posters we have can help determine if we're going to spend money on this platform. Bell would have just created a time for the poster session with each presenter in a breakout room, in hindsight. It's free(ish)!
  - Prescott-Brown: we could wait until we see how many submissions we get, and meanwhile, explore the free option.
  - Fladd: likes *Spatial Chat*, but wants to explore other ways it could be used (for social gatherings)? Is it per head, or per presenter?
  - Prescott-Brown: we're exploring options.
  - King: important to think about the mental health of the conference presenters. Perhaps people could carve off items that could be taken on by volunteers (like *Spatial Chat*)?
  - Bermingham: do you have a group of volunteers?
  - Prescott-Brown: yes!

**ACTION:** Blaauw-Hara to work with Bermingham to get her access to accounts as back-up and Jordana officially removed.

Prescott-Brown to meet with Julia to finalize financial pieces of conference; will send out an email to membership before next meeting.

## 5. CWCA/ACCR BIPOC Caucus (Prescott-Brown)

- The last BIPOC Caucus meeting focussed on feedback for the CFP.
- Question about the BIPOC Caucus narrative: response from Brian Hotson
  - Bermingham/Bell: happy to send an email to Brian Hotson to prompt a response
  - Batacharya: will check in with Vidya and Megumi about the submission

**ACTION:** Bermingham, Bell, and Batacharya to reach out to parties re: BIPOC Caucus Narrative.

## 6. Report from Membership Chair (Fladd)

- Nothing to report (*see notes/discussion under New Business for update on IWCA Conference social*)

**ACTION:** continue being awesome!

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

- Latta added the 2022 Conference to the Past Conferences webpage, with links to the CFP and Conference Program.

- **Query:** Other Past Conferences say who they're hosted by - what should it say for 2022?
- Latta moved the 2022 Conference webpages out of the website menu so they're not visible, and added a placeholder for the 2023 Conference.
  - **Query:** Are there any statements or information that need to be added at this point for 2023?
- Latta would like to update the Conference Publications webpage (it has links to the Special Issue of CJSBW/r):
  - **Query:** Is there anything to be linked for the 2022 Conference?
  - **Query:** The 2021 Conference Publications item has a link just to the CFP for that issue - is there anything new for it to be linked to?
    - Bermingham: has contacted Vidya and Mandy but hasn't had a response
    - Bell: perhaps they could be asked if they'd like to transfer the responsibility for this publication?
    - Bermingham: willing to reach out again and suggest that.

**ACTION:** Bermingham to try to connect with Mandy and Vidya re: 2021 Conference Publication, and offer support with or responsibility for publishing.

## 8. Student Member-at-Large (Moghaddam)

- Nothing to report

**ACTION:** continue being awesome!

## 9. New Business: Update from Strategic Planning WG

- *Link to Jamboard [link removed] for discussion*

### Key Questions:

- What's our timeline?
- Who do we want to consult with?
- Benchmarks? Timelines?
- When to deliver to membership?
- What's the relationship between the board and membership? Does the strat planning group take direction from members or give direction from members?

### Guiding Documents:

[CWCA statement on antiracism](#) - centre this throughout the process

### Who are we missing?

- Provide additional opportunities for people to get involved
- Peer tutor

- A member who isn't on the board or a member of the BIPOC caucus - general membership perspective

### Goals/Purpose

Mapping out a strat planning process

- framework, launching pad with several different directions that can be taken by membership who then drive the action
- 2 pieces: process vs plan
  - Strat planning group is in charge of the process. setting up a forum and opportunity for members to engage in strategic planning. We are researching and looking for strong equity models and elements of the process that we'd like to engage in with consultation from broader membership
- Want to ensure the process isn't top-down; that it's participatory
- Outlining the process provides the framework
- Providing opportunities for members to participate
- Make sure we're asking the right questions/all of the questions. Representation at this table is important
- Process for stopping and addressing problems is in place
- Slow down and make sure the gaps and silences are addressed
- Our work is reaching out to the lived experience not represented in this group
- People are going to want to participate if we ask the right questions and centre things that people have strong feelings about. To ensure people are at the table, ask the questions that resonate with them
- What do we want to accomplish?
- Shorter strat planning timeline is possibly more inclusive and pragmatic
- Where do we want CWCA/ACCR to be 3 years from now
- 3 years with achievable, manageable, measurable goals
- Deliverable by 2023 conference?
  - First time we go to the membership with strategic planning using the tools we've amassed for their consideration
  - Educational process - what is strat planning, how does it work... etc.
  - SWOT, open discussion groups, etc...
  - Is the conference the first possible date for this? What needs to happen in advance of this?
  - Elements of a plan? What are we coming to the membership at the conference?
  - Community development approach: making it possible to have a process, a conversation about a strat plan. But it's the membership that engages in that planning work, visioning, goal setting, timeline, etc. Builds buy-in and stakeholder ownership.

- At the AGM where our community comes together
- This doesn't preclude focus groups, which should happen before the AGM strat planning meal making.
- Consult with conference organizing committee
  - Add a day to do this?
  - Hire an expert facilitator - experts in process & impartial
- Are there ways that we can ensure that people who can't come to the conference participate in. AGM is sometimes not the thing people attend at the conference.
  - People who walk away from the AGM might not be interested in strat planning
  - BIPOC participation spikes at the conference
  - Hybrid? In person and online
- Not everyone can come when we hold one thing at one time. Does it have to be at the conference?
- This is the first of several process pieces
- The AGM is administrative, scheduled during a lunch break, unclear to members why their voices matter. Will have to create some shifts in AGM for it.
  - Elections at the end?
  - Take a civic engagement approach to our AGM? Educate about processes; break down/reframe dichotomy between business stuff and community development stuff make it more of a continuum of activities will strengthen our organization. Translate the process into everyday practice.
- How do people access a membership to the AGM? - this is easy on CWCA website, a matter of providing a password to the website.

### **What's next for us?**

Meeting Oct. 17 4-5pm

## **10. Priorities/Planning Discussion**

*Items listed by Jamboard Headings*

\***bolded** = 2+ checkmarks on jamboard

### Membership Outreach & Diversity

- **Connect with Transition Year Programs (TYP) and other access to university programs about support for writing in these programs**
- **Who is CWCA/ACCR for? Is the focus on writing centres too narrow? Could we be more inclusive of teachers and scholars of writing more generally?**
- Update directory

Membership “benefits” (with recognition that this framing has been critiqued)

- **Certifications, awards for WC admin, staff, faculty, students – means of WCs and their people to get recognition at their respective institutions**
- Mentorship matching
- Assess cost: examine individual and institutional memberships
- Access to CWCA/ACCR events, groups, workshops, and spaces (FB and Discord)
- Resources/collections on website (refer to WAC Clearinghouse for idea)

Non-Conference / Between-Conference Events

- **Writing retreat – intensive or multiple sessions**
- **Workshops on specific topics including:**
  - **Conference proposal writing session**
  - **Publishing (with CWCR)**
  - **Pedagogy**
  - **Antiracist advocacy follow-up**
  - **Antiracist reading group**
- Theme years so that workshops/reading groups focus on specific subjects; follow conference theme?

Student Engagement

- Promote FB group to peer tutors
  - **Email peer tutor coordinators to promote student engagement events to their tutors**
- Focus on conference and Facebook group
- **Student/peer tutor only panels, events at conference**
- **Prizes/recognition for student work**
- **Create more opportunities for students and tutors to connect (creative writing sessions, open houses with food...)**

Antiracism: increase awareness

- **Involve the BIPOC Caucus or its representative(s) in consequential decision-making and event-planning**
- Review bylaws, elections, procedures from an antiracist lens – do they unintentionally privilege certain people or groups?
- **Include a conference strand that focuses on antiracist approaches.**

Antiracism: hiring, publishing, networking

- **Host an ongoing writing group**
- Connect with other associations to provide networking, mentorship, support for racialized members – career, publishing, etc.
- Support writing instructors in writing and publishing
- Provide official funding opportunities for member-planned events

Antiracism: advocacy, praxis

- Antiracist advocacy workshop
- **Antiracist reading groups**
- **Workshop session with a focus on Indigenization in writing centres/learning centres**
- **Request form for advocacy on website**

Other

- **Job board**
- Review social media – what’s its purpose? Post profiles of members on social
- Review RR for a more inclusive system
- Succession planning

**Discussion and ACTION:**

**A. Writing Retreat (Fladd)**

Discuss how it fits with the conference?

- Fladd: listed under “writing retreat”, and is keen to be a part, but would like others to be involved and have a discussion (with Bell) about writing retreats and where they “sit”.
- Troughton interested in adding her name
- \***Jenna** to add to a future agenda

**B. Membership Fees & Finances (Fladd / Blaauw-Hara)**

Do we want to offer institutional fees?

Support for members/regional affiliates (financial)

- This will happen this year! **Fladd** and **Blaauw-Hara** will meet to discuss.
- Batacharya: is the board considering waiving conference fees for students/BIPOC members?
  - Fladd: it’s a board decision
  - Bell: we can move this decision up!
  - **Goddard** to add to next agenda
  - Batacharya: could we ensure international students are added to the list?

**C. Write a conference proposal session (Prescott-Brown w/ Lane)**

Prescott-Brown to chat with Lane for ideas/interest in creating a conference proposal workshop to take place before the proposal deadline (November/December?)

- **Prescott-Brown** to chat with Lane for ideas/interest in creating a conference proposal workshop to take place before the proposal deadline (November/December?)
- Batacharya: if the workshop is given by the conference organizers, this might a signal that attendees' proposals will be accepted.
- Fladd: we need to be careful with who is running the workshop and who is reading proposals. Useful for convincing more students to submit proposals (and feel comfortable doing so).
- King: in the past, we've done our best to accept most proposals. As a reviewer, it's important to see certain pieces (research, clarity, etc.) within a proposal. This would be a good way to support first-time submitters, and students, particularly. Examples from past successful proposals, and time to analyze them, might be helpful .
- Bell: possibility of a mentorship program (in order to address Batacharya's concerns) rather than a workshop?
- Batacharya: Perhaps there could be an example on the website of going through a proposal step-by-step, and then the opportunity to connect with someone for feedback?
- Bell: shall we leave these ideas with Marci to chat with Julia about? **Tabled for next meeting?**
- Hosseinpour Moghaddam: (student perspective): consider a part of the conference being carved out just for students? Proposal-free?
- Batacharya: could this go on the CFP (student proposals)?
- **Prescott-Brown**: we'll ensure that this is mentioned in the CFP.

**D. Reading Groups (Birmingham/Goddard/Blaauw-Hara)**

Potentially organize for January?

Possibly have reading group and then Q&A at conference

**E. Advocacy Form on Website (Birmingham/Latta)**

Create form on the website that people could request advocacy/support from CWCA/ACCR. Promote on Twitter.

**F. Workshop: *Advocating for Antiracist Approaches to Writing in the Canadian Postsecondary Context - A Roundtable Discussion #2* (Nikouee/Batacharya)**

**Topic: Empowering tutors when facing racism or intimidation**

2-3 hours, several speakers with various standpoints? with a focus on strategies (as someone who experiences it or as someone who can intervene as a bystander. Multiple perspectives and people in various roles (directors, tutors) to share strategies

Timing: 1<sup>st</sup> week of February. Ask Julia Lane if she'd like to be involved.

- **Batacharya**: will be chatting with Majid next week. Thinks that these things might be easier/better to discuss after the AGM. The folks who participated last year don't have much capacity to take more on.

**G.** Calendar and/or committee for organizing events (Bermingham/King/Fladd/Goddard)  
If committee, board should strike an ad hoc committee

- This should be a **priority** in order to help organize events and gauge capacity for the rest of the year
- Committee is struck; **Goddard** to set up a meeting before next CWCA/ACCR board meeting
- Batacharya: BIPOC Caucus believes that we don't need regular meetings; it seems that meeting on an "as-needed" basis is sufficient, due to Marci, Majid, and Sheila all being involved with both groups.

## 11. CWCA/ACCR Social at IWCA 2022 Conference

- Social meeting planned by Bell and Fladd
  - 11 people have responded
  - 2 places are near hotel and have outdoor patios: best options: The Keg or Yaletown Distillery and Pub
  - Will convene at the outset at the conference, possibly for a photo (send out for community-building purposes)?

***Meeting end at 3:46pm ET***

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***Next meeting: November 21, 2022, 2:30 - 4 pm ET***

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