

CWCA/ACCR Board of Directors Meeting

Nov. 21, 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, Mark Blaauw-Hara, Marci Prescott-Brown, Mohsen Moghaddam, Julia Lane

Regrets: Tessa Troughton, Majid Nikouee

1. Call to order (Bermingham)

- The meeting is called to order at 2:35pm ET
- Meeting Engagement Facilitator: Stevie Bell (thanks, Stevie!)
- Land Acknowledgement
- Approval of agenda (Bermingham)
 - Approved.
- Approval of minutes from Oct. 17, 2022 (Bermingham)
 - Approved.

2. President's Report (Bermingham)

- **BIPOC Caucus and By-Law Changes Ahead of Annual General Meeting, 2023**
 - Last year, we discussed a potential by-law change involving how the BIPOC Caucus intersects with the organization, including how the representative from the Caucus to the Board is selected. I'm asking for feedback about the best way to proceed with this discussion with enough time to recommend by-law changes for 2023.
 - What kind of documents do we want to send to the Caucus (for example, CFP, anti-racism statement) for review? What does that process look like? What kind of feedback are we seeking?
 - Batacharaya: meeting between Caucus/board to discuss together; Prescott-Brown agrees.
- **Conference Special Issue, 2021**
 - I have not heard back from Vidya or Mandy regarding this issue. How would we like to proceed?
 - Bell: perhaps the board can get a copy of the submissions. It's important for the board to uphold the commitment.
 - *Discussion by board around accessing submissions.*

- **Update on submissions:** <https://journals.sfu.ca/dwr/index.php/dwr/article/view/997>

ACTION: Dec. 13, 5pm ET (date of next BIPOC Caucus meeting); will include conversation with board. Goddard to send confirmation. Bermingham to phone Vidya Natarajan [email removed] to check in re: submissions.

3. Conference 2023 Discussion (Prescott-Brown)

- Please see updated CFP [link removed]
- Link to submission form: Proposals for CWCA Annual Conference 2023 (google.com) [link removed]
- Proposed dates:
 - CWCA Conference - May 24-26
 - Acceptances sent out by - March 27th 2023
 - Proposal review period - February 20-March 20th 2023
 - Proposal submission deadline - initial deadline of January 29th and plan to extend to the February 12th if we don't feel we have enough submissions
 - Proposal submissions open - November 28th 2022
 - *For context, LSAC is May 17-19 and Congress is May 27-June 2nd (in Toronto).*
 - Bermingham: a) clarify for those not familiar with proposal submission, and b) convention re: submitting references in the proposal? Perhaps a separate field?
 - Prescott-Brown: planning on integrating this information into the planning workshop (January) rather than on the CFP.
 - Lane: clarifies rationale for 2-step process for submitting a proposal (make reviewing process easier)
 - *Discussion by board to clarify the process.*

Question(s):

- How was the logo chosen for the previous CFP? Are there guidelines we should follow?
 - Can we use the previous logo?

ACTION: Prescott-Brown and Lane to consider creating a field for references

4. Treasurer's Report (Blaauw-Hara)

- Balance on Oct. 15: \$30,662.51
- Balance on Nov. 15: \$30,733.23
- We have received several membership payments, and we remain financially stable and ready to fund the upcoming conference.

- The PayPal switch-over from Jordana to Mark is now complete.
- Two potential motions for the Board:
 - *BIRT CWCA/ACCR waive conference and membership fees for the 2022-2023 year for Black, Indigenous and People of Colour conference participants and members.*
 - *or...*
 - *BIRT CWCA/ACCR waive conference and membership fees for the 2022-2023 year for Black, Indigenous and People of Colour conference participants and members and international student conference participants and members.*
- To note in this motion:
 - Membership fees (outside of conference participation) are \$35.00 (or \$25.00 for students)
 - Last year we only waived conference fees for BIPOC participants who didn't have institutional funding.
 - Last year's conference fee for students was \$50.00
 - We do not have data about how many international students participate in CWCA
- Bell: appreciates the waiving of fees; wonders about the mechanism to ensure they're active members (although we're not collecting fees).
- Blaauw-Hara: this is definitely achievable. They will be part of the EPLY system when they register for the conference.
- Fladd: FYI, we are NOT trying to dictate membership fees; just want to clarify that we have money to address different fees :)
- Lane: recalls some concern from a BIPOC member around the stigmatization around the fee structure.
- *Discussion around how to proceed by committee.*
- Bermingham: recommends second motion; Batacharya confirms that the board can make this decision without official check-in with BIPOC Caucus. Batacharya also supports including "international student" in the language.
- Blaauw-Hara: *BIRT CWCA/ACCR waive conference and membership fees for the 2022-2023 year for Black, Indigenous and People of Colour conference participants and members and international student conference participants and members.*
 - Second: Fladd
 - All in favour. Motion passes.
-

ACTION: CWCA/ACCR will waive conference and membership fees for noted members.

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

- Nothing to report.

ACTION: continue being awesome!

6. Report from Membership Chair (Fladd)

- *See Treasurer's Report and Writing Retreat conversation for main notes*
- This month I met with Mark to discuss waiving conference fees for BIPOC participants so that we can share that info with the CFP.
- We also discussed institutional memberships and membership fees generally, which raised two general questions:

1. What does an institutional membership mean? Does it cover an entire writing centre? An entire University System (like UofT)? Should we limit the number of accounts tied to an institution to something like 5 (with the option to change those accounts). Most requests for institutional membership are coming from smaller institutions.
2. Are conference participants required to be members to present?

- I met with Stevie to discuss the future of writing retreats/fostering a writing community within CWCA/ACCR and took those discussion notes to the events/calendar committee meeting.

ACTION:

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

- Nothing to report.

ACTION: continue being awesome!

8. Student Member-at-Large (Moghaddam)

- Nothing to report

ACTION: continue being awesome!

9. New Business: CWCA/ACCR affiliation with IWCA Discussion

- *Link to Hotson's Open Letter [link removed]*
 - Hotson (through Bell): the letter captures the concerns discussed by members of CWCA rather than Hotson's personal concerns.
- Bell: summarized the discussion had by members of CWCA/ACCR at the social following the IWCA conference and her experience at the IWCA board meeting: lack of inclusiveness; IWCA doesn't "feel" international, and requests for inclusiveness seem to go unheeded.

- Bermingham: adds context of IWCA disregarding information shared by CWCA/ACCR around land acknowledgements, etc. as well as their experience with the board. Questions what value we receive in having representation on the IWCA board.
- King: echoes Bermingham's experience on the IWCA board; Bell confirms the lack of inclusiveness she experienced.
- Discussion by board re: value of being an affiliate; "what's next?"

ACTION: Goddard to add this discussion to the next agenda.

10. Writing Retreat Discussion (next meeting)

11. Priorities/planning Discussion Summary (next meeting)

- Link to planning document [link removed]
- Draft Calendar [link removed]

ACTION: Goddard to add these items to next agenda.

Meeting end at 3:59pm ET

Next meeting: Monday, Dec. 19, 2:30 - 4pm 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