

CWCA/ACCR Board of Directors Meeting

Jan. 19, 2023, 11:30 - 1pm ET

Video conference

*Detailed reports available upon request.*

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

**Regrets:** *Clare Bermingham, Majid Nikouee, Mohsen Moghaddam*

### 1. Call to order (Bell, on behalf of Bermingham)

- The meeting is called to order at 11:39 pm ET
- Meeting Engagement Facilitator: Sarah King and Nadine Fladd (thanks, Sarah and Nadine!)
- Approval of agenda (Bell)
  - Approved.
- Approval of minutes from Nov. 21 2022 (Bell)
  - Approved.

### 2. President's Report (Bell, on behalf of Bermingham)

- Strategic Planning: We were unsuccessful in finding a meeting time in December that worked for all members, so we'll meet again in January or early February.
- Meeting with BIPOC Caucus members: Thanks to Sheila for facilitating a productive meeting with the BIPOC Caucus. One unexpected but important item that came up was the open letter circulated via the CWCA/ACCR listserv re: IWCA membership.
- I had a follow-up conversation with some members who asked a question about the listserv, and there appears to be some confusion about the listserv's connection to the board. Because it may be perceived as formally connected to or authorized by the CWCA/ACCR board, a suggestion was made to post an announcement every few months that clarifies that the listserv functions as a discussion forum for members and is not monitored or authorized by the board.
- Fladd: this seems reasonable; this seems to be where the confusion stems from. Fladd filters junk, but doesn't moderate/censor members' posts.

- King: suggests developing language that goes out regularly to remind membership of this; also suggests that information coming from the board should include a clear message that
- Bell: can't find information on the website about the listserv; suggests adding to the website the role/values/maintenance etc. about the listserv and house that messaging there.
- *Discussion about alternatives to a listserv (as it's old technology, and connected to Athabasca - no one from there is connected to CWCA/ACCR anymore)*

**ACTION:** clarify function of listserv: add information about the listserv to the website and craft a message that goes out regularly to members (**Latta and Fladd**)

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

- The conference committee recently met via Zoom.
  - starting to think ahead to getting more peer reviewers.
  - will change Google form to include an option for folks to check if they are also willing to review submissions.
  - will reach out to BIPOC Caucus to see if there's interest in supporting the peer review process by some members (eye towards diverse perspectives, anti-racism, anti-oppression, etc).
  - want to check with Mark if the Zoom Events platform used last year was auto-renewed this year (and, if so, can we use it for the conference this year)
  - encouraging everyone to reach out to their formal and informal networks to get the work out about the CFP (so far no submissions)
  - interest in hosting an in-person event because Congress will be at York University this year (could be really fun 😊)
  - will assess number of abstracts that arrive by the deadline (may need to extend)
  - Stevie and Nadine will be hosting Proposal Writing Sessions (this Friday and next as well)
  - hope is that this will generate engagement and lead to more submissions etc.
  - Fladd: have we received any submissions?
  - Brown: not yet! We'll reach out to formal/informal networks to promote.

- Bell: suggests promoting the conference as VIRTUAL as it allows more people to come

**ACTION:** check on status of auto-renewal of Zoom platform for conference (Blaauw-Hara)  
Please reach out to formal/informal networks to promote this conference (board)

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

- Jan. 11 account balance: \$30,768.23
- We gained two new members in November and December.
- Note: This past month, I was targeted by a phishing/spoofing scam where someone pretended to be Clare and said that we owed money to a vendor. This is the second time this has happened. Luckily, the style/grammar was a giveaway, and the email address was not Clare's, so the attempt was unsuccessful. :) That said, scammers are now going to the trouble of actually impersonating leaders and contacting people in organizations with access to money, so it's something to be aware of in your daily lives, since I know many of us have access to funds at our institutions.
- Blaauw-Hara: since this update, has reimbursed Bermingham for Jordana's gift (app. \$100)
- Blaauw-Hara Expect a cost of \$1500-2500 for Zoom-related costs for conference; we also have lots of money to support keynotes etc. for conference
- Bell: suggests buying the "cheaper" version of Zoom since we can use our own professional accounts through our institutions (only \$300)
  - We only need one extra account to fill in the gaps in the conference
- Latta: is the conference a money-maker, or cost-recovery?
- King: believes conference makes a small amount of money
- Bell: reminder that the board sets the conference fee

**ACTION:** Blaauw-Hara to put together a report on how much the conference will cost so the board can reconsider conference fees (need to have by next meeting)

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

- The CWCA listserv isn't private. BIPOC Caucus members and board members must recognize that when we use the listserv or endorse material on the listserv, there are consequences that are different than when any other CWCA member posts or endorses things on the listserv. Also, BIPOC members themselves know that there are often

different consequences when we post or endorse certain materials than when non-BIPOC persons do. The BIPOC Caucus is a resource; it has tried to take this role seriously with the statement of commitment against anti racism as well as giving feedback on CFPs. We would love to share experiences and insights on issues to promote antiracism, decolonizing approaches, anti-oppression, and so on. We hope that all of this will be considered going forward.

- Fladd: wonders what this means going forward: do we need to revisit the constitution if the voices of board members carries more power in the listserv?
- Prescott-Brown: the listserv is not private, and if you're a board member who signs something, people take note. Should we think about having discussions around contentious posts before they are posted?
- Batacharya: this is a learning opportunity for board members to think about the power their voices carry. When you post as a member of the CWCA/ACCR or the BIPOC Caucus, people will pay more attention. It's important to consider different roles and responsibilities: how can we work together to ensure any kind of communication sent out or signed or posted has undergone a process that takes advantage of the board and Caucus' consideration? Important to consider the different circumstances/stakes/consequences that racialized/unprotected staff experience.
- Fladd: what should we do moving forward?
- Batacharya: we need to think carefully about the different consequences for BIPOC folks.
- Bell: the IWCA is really the US; the only thing "international" is their name. They have come under fire by the BIPOC community within the US critiquing the organization. The fact that this organization takes up space with its name is harmful for people in our field.
- Batacharya: one of the lessons I'd like to see go forward is acknowledging the importance of *agency*. BIPOC members should be involved when important decisions are made. There's no space where we don't negotiate racism. The takeaway is to *consider, to take direction and input* from BIPOC voices into decisions and statements. It's not a matter of not knowing the context of IWCA; it's about negotiating the racism in specific contexts and ensuring these situations include opportunities for BIPOC voices in regards to decision-making, agency, and constructive ways to give and receive feedback. Communication with and acknowledging that BIPOC members are the best people to ask about BIPOC experiences is imperative. Agency is important, and you won't have it if we're not part of the conversation.

## 6. Report from Membership Chair (Fladd)

- CFP for the conference has gone out to:
  - CASDW
  - Rhet Canada
  - TESL Ontario
  - STLHE
  - IWCA
  - WLN
  - Consortium on Graduate Communication

**ACTION:**

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

- Posted the PDF of CFP on webpage with link to submission form.
- CAOTTs:
  - a. Added a webpage under Resources with the intro to Brian's Statement on CAOTTs, then added a link to a webpage.
  - b. Created an accessible PDF and linked it from the webpage.
- Posted meeting minutes (May 17, August, September, October)
- Updated meeting dates on website (changed to Thursday from Monday) based on updated meeting schedule.
- Tweeted about conference CFP again and informal proposal writing session Jan 20, and posted as upcoming event.

**ACTION:** continue promoting conference!

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

- Nothing to report

**ACTION:** continue being awesome!

## 9. Planning for AGM

- By-law changes
  - BIPOC Caucus Representatives (2?) - Describe how they are appointed/elected and length of term
  - Should we formalize the description of the BIPOC Caucus and the relationship between the board and the Caucus?
- **Position continuations and vacancies**
  - President: Clare Bermingham (University of Waterloo) - moving to Past President; VP moves into President role

- Vice President: Stevie Bell (York University) - moving to President; **election**
- Past President: Sarah King (University of Toronto, Scarborough) - departing board :(
- Treasurer: Mark Blaauw-Hara (University of Toronto Mississauga) - continuing - Yr 2 of 3-year term
- Secretary: Jenna Goddard (Thompson River University) - **election**
- Francophone representative: Tessa Troughton (Ontario Tech University) - **election**
- Membership Chair: Nadine Fladd (University of Waterloo) - **election**
- Digital Media Chair: Lenore Latta (University of Guelph) - **election**
- Members-at-large: Sheila Batacharya (University of Toronto Mississauga); Majid Nikouee (University of Alberta) - **election**
- Student Member-at-large: Mohsen Hosseinpour Moghaddam (Simon Fraser University) - **renew for 1 year?**
- BIPOC Caucus Rep (ex-officio): Marci Prescott-Brown (University of Toronto)
- Conference Co-Chairs: Julia Lane (Simon Fraser University), Marci Prescott-Brown (University of Toronto)

Batacharya: this is on the agenda for the next BIPOC Caucus meeting.

**ACTION:** Bell will email Bermingham for clarification about voting on by-law changes; Bermingham to connect with Batacharya and Prescott-Brown

## 10. Writing Retreat Discussion

- Fladd and Bell have met, as well as Fladd, King, Bermingham, and Goddard, to create a schedule for events based on past experience
- Gave context for history of Writing Retreat: do we want to have a retreat? Do we want to establish a committee or structure? Ideas/thoughts?
- Bell: clarified that she and Hotson wanted to promote writing for publication in the field in Canada, as that's important to growing our field in the eyes of our institutions. They wanted to show that writing centres are a viable pathway through academia for junior members or peer tutors. The question is how (and can we really?) provide the support.
- Fladd: do we a) (CWCA/ACCR) want to foster a culture of professional writing support, and b) what does this look like?
- Prescott-Brown: I support this! I think it would be great for CWCA/ACCR to support this.

- Batacharya: In favour of a regular writing retreat that happens over the year, which makes it more about checking in with/supporting people throughout the writing process. She appreciates the motivation and accountability of a regular check-in.

**ACTION:** Bell and Fladd will meet about this; Goddard will support

### 11. Priorities/planning Discussion Summary

- Summary of discussion here [link removed]
- Calendar here [link removed]

**ACTION:** board to add notes to doc; Bermingham to address at a later meeting.

### 12. New Business: CWCA/ACCR affiliation with IWCA Discussion

- Bell: the board hasn't officially been approached to discuss the open letter; is this something that can be deferred
- Fladd:
- Batacharya: if there hasn't been anyone who has put this forward as a motion, then maybe we don't need to put it on the agenda.
- Fladd: there was discussion around the potential of writing a letter with concerns to the IWCA
- Bell: CWCA/ACCR hasn't been formally approached. If a board member would like to put forward a motion that this is an agenda item for discussion (and then we vote on it), then that can happen. Bringing it to the AGM might be overstating it.

**ACTION:** Goddard will put on the agenda for next meeting; Bermingham will continue/lead this discussion with resolution in mind.

*Meeting end at 12:55pm 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