

CWCA/ACCR Board of Directors Meeting  
April 20, 2023, 11:30 - 1pm ET

Video conference

*Detailed reports available upon request.*

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

**Regrets:** Sheila Batacharaya, Lenore Latta

## 1. Call to order (Bermingham)

- The meeting is called to order at 11:35 pm ET
- Land Acknowledgement: Stevie Bell (thanks, Stevie!)
- Meeting Engagement Facilitator: Marci Prescott-Brown (thanks, Marci!)
- Approval of agenda (Bermingham)
  - Approved.
- Approval of (amended) minutes from March 16, 2023 (Bermingham)
  - Approved.

## New Business

Bermingham:

- We will be keeping a speakers' list in future meetings; please raise your (virtual) hand.

## 2. Everything Conference!

- Updates:
  - We've set up Zoom Events and uploaded the schedule.
  - Everything is confirmed with Dr. Gibson and Dr. Vay
  - A lot of people have already registered, which is great!
  - Some people are delaying registration based on when their year end is and when they can get the cost of the conference registration covered for themselves and writing tutors, etc. No worries—just changes our numbers.
- Next step: meeting with the conference committee to find chairs/moderators for all the sessions (tentatively scheduled for Monday, April 23 at 2pm)
  - We will be sending out reminders to people to register (even though it says "FREE" on Zoom Events)
  - Will also send reminder to people to complete their profiles (pics and other info) on Zoom Events

- Wording re: if people want to still pay the full registration fee (for example, if they have institutional funding to reimburse them etc.) confirmed and up on website
- Both Julia and myself are linked to each session as alternative hosts, so we will be in gear if anything gets tricky in sessions etc.
- Confirmation/invite links sent to all participants for the various session types (presentation panels, workshops, roundtables, etc.)
- Featured panel times as additional moments to come together without other sessions running at the same time.
- Bell: Zoom social! Is one being planned? Do we want to plan one? Do we want an in-person or hybrid social?
- Prescott-Brown: we'll be discussing this on Monday re: format; more people seem interested in in-person gatherings!
- Bermingham: supports a social (either in-person or virtual); let's find some support for planning this.
  - Bell to take the lead; King and Troughton to support.

**ACTION:** Prescott-Brown to add Stevie and Mark as presenters; Bell, King, and Troughton to organize an in-person gathering

### 3. Updates on AGM planning (Bermingham)

- Email went out re: agenda items and nominees for election.
- Bermingham: confirms that Marci is running for VP, Jenna for Secretary, and Tessa for Francophone representative
- Bermingham: we'll be voting on a "Notice to Reader" (less involved than a full audit)
- Bermingham: So far, the AGM will include elections and motion for a "Notice to Readers"
  - Reports: President's, Treasurer's Report, Blog Editor's Report, and Regional Affiliates. If there are other reports that people want to come forward with (like Membership report), we can add that.
  - Reports to be submitted by May 12.

**ACTION:** King to reach out to those who put their name forward last year; Goddard to reach out to affiliates for reports and remind them that positions are open; please circulate to members. Everyone to submit reports by May 12.

## Business Arising

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

- ChatGPT CWCA/ACCR Forum: May 8, 12pm-1:30pm EDT. Will be on Zoom; invitation going out today.

- Participants with me will be:
  - Brian Hotson, MTS
    - Senior Manager, Program and Impact Evaluation, Dalhousie University
  - Michael Cournoyea, PhD
    - Instructor, Health Sciences Writing Centre, University of Toronto
  - Zoe Mukura, OCELT
    - Language Instructor, Saskatchewan Polytechnic
- Bell: Next year, the board should revisit the blog and use it for advocacy work, etc.
- Bermingham: rumblings at U of Ottawa about cuts to academic support services, including Writing Centres/peer tutoring. So far, just rumours; something to keep an eye on.
- Bell: CWCA needs to lead a survey of writing centres and writing centre trends. 5 year surveys on topics like staffing, positioning, programming.

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

- As of April 16, 2023:
  - \$30,588.45 in BMO
  - \$2,281.82 in PayPal
- I have had initial conversations with Jean Pritchard, CPA, at BDO Canada. Jean was recommended by Jordana to perform a Notice to Reader (less than an audit—a compilation and organization of our finances). I am currently gathering the materials she requested to give us a firm estimate and timeline, but her initial estimate was \$1500 for the service. I will also ask for an estimate for a Review Engagement, which is one step up. Here is a brief description of the two services.
  - Our finances are simple and we are not dealing with large amounts of money, so our goal is probably just to increase transparency for our membership and to get a set of professional eyes on the records. I am new to this, but it seems like a Notice to Reader would be sufficient. When I get the estimates (which will be by next month's meeting), I will present the options to the board.

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

- There was a BIPOC Caucus meeting on March 31st; however, there is nothing to report from this meeting.

## 7. Report from Membership Chair (Fladd)

- Moving from Mailman to Groups.io as a comprehensive membership platform
  - **Motion:** BIRT that CWCA/ACCR shut down its mailman listserv, and subscribe to groups.io to set up a new listserv and member platform (Fladd moves/Bermingham seconds)

- *All in favour; motion passes.*

**ACTION:** Fladd to connect with Mark re: payment.

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

- I posted the February minutes, approved in March.
- I'm in the process of creating a brief How-To Guide for use by the Digital Media Chair position.
- During my upcoming vacation (Apr 20-May7), I scheduled in advance a Tweet to go out every few days about the conference.

**ACTION:** continue being awesome!

#### **9. Student Member-at-Large (Moghaddam)**

- Nothing to report

**ACTION:** continue being awesome!

*Meeting end at 12:39pm ET*

*Next meeting: Thursday, May 18, 2023*

**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*