

CWCA/ACCR Board of Directors Meeting
August 21, 2023, 1:15 - 2:45pm ET

Video conference

Detailed reports available upon request.

Present: Stephanie Bell, Marci Prescott-Brown, Clare Bermingham, Mark Blaauw-Hara, Tessa Troughton, Jenna Goddard, Sarah Gibbons, Julia Lane, Mohsen Moghaddam, Kristen Allen, Brian Hotson (guest)

Regrets: Phoebe Kang

1. Call to order (Bell)

- Land Acknowledgement: Stevie Bell (Thanks, Stevie!)
- The meeting is called to order at 1:24 pm ET.
- Meeting Engagement Facilitator: Julia Lane (Thanks, Julia!)
- Approval of agenda (Bell)
 - Approved.

ACTION: Kristen Allen will give the land acknowledgement at the September 18th meeting.

New Business

2. Collaborative [Draft Statement](#) on Generative AI and Writing Centres (Hotson)

- Hotson gave context of creation of collaborative position statement on GenAI:
 - purpose was to discuss policy, processes, and to share resources.
 - Individual institutions and writing centres might wish to use to communicate with faculty and students about our position on GenAI.
 - An important goal of this position statement is to communicate a clear message about what writing centres bring to HE (Higher Education) in Canada, particularly around social justice, decolonization, Indigenization, and commitment to equity, diversity, inclusion, and accessibility.
- Discussion
 - Lane: how does our position intersect or interact with the [CCCC's position](#)? Perhaps we could move the messaging around institutional support for training etc. to be moved up in the document?
 - Hotson: I did incorporate elements of the CCCC's position into the statement; this statement is meant to be used to take to administration to support requests for training and funding.

- Bermingham: Could we have clarification on what is needed from today's discussion?
- Bell: Could we send this out to the membership and encourage member input before taking it to the AGM?
- Bermingham: consider a smaller working group! A lot of what is in the working statement could already be updated.
- Bell: could we put together a consultation/question document and put out a Q&A? We need to a) generate a position statement, but also b) provide guidance.
- Bell: there are ways to put them out there in a collaborative way, while giving credit to those involved, that generates community and discussion. We can turn on the comments on our blog for feedback as a stopgap measure?

ACTION: Form a GenAI working group to put out a request for engagement from membership); Bell to take lead on reframing the draft position statement as an "FYI resource" (housed in a shared Google Drive folder) and circulate via groups.io listserv and the membership email list with a call for discussion and resources. Goddard to add CWCA/ACCR Position Statement to next month's agenda.

3. Priorities/Planning (*moved to Sept. 18 agenda*)

- Initiatives ([Padlet](#))
- Discussion/questions about [Statements](#), [culture/values/norms](#), or [roles/bylaws](#)

ACTION: we will continue this discussion at our September meeting.

4. Conference(s) Past and future 2024 Discussion (Bell and Prescott-Brown)

- [Big-Picture Takeaways from Conference 2023](#)
- [Conference Planning and Execution Guide](#)
- [Timeline Overview](#)
- Bell: We need to find a conference chair or co-chairs; otherwise, it is the board's responsibility.
- *Board decides to offer a \$10 000 stipend to graduate students or precarious/sessional faculty to be a conference chair, supported by previous conference co-chairs Lane and Prescott-Brown, Treasurer Blaauw-Hara, and board member Allen.*
- **MOTION:** *Be it resolved that the CWCA/ACCR allocate 10k for the purpose of recruiting a conference chair/co chair with subcommittee to determine the role, eligibility requirements, and call for applications.*
 - Moved: Kristen Allen

- Seconded: Mark Blaauw-Hara
- **Unanimously in favour; motion passes!**
- **Sub-committee:** Julia Lane, Mark Blaauw-Hara, Marci Prescott-Brown, and Kristen Allen.
- Prescott-Brown: **Big Picture Takeaways**
 - Board decides on virtual conferences for 2024 and 2025; in-person for 2026.

ACTION: Sub-committee to meet in order to get a conference chair call out soon (in advance of our Sept. 18 meeting); please circulate the email (send to Goddard) with the proposal for the stipend to the CWCA/ACCR (call for applications or statements of interest could come at the same time); after the board gives feedback via email, we can put out the message to membership ASAP.

Business Arising

5. President's Report (Bell)

- *Covered in the Padlet planning discussion.*

ACTION: This will be addressed at the Sept. 18 meeting.

6. Treasurer's Report (Blaauw-Hara)

- We remain in strong financial health, with \$30,252.22 in the bank.
- The [Notice to Reader](#) has been completed. The cost was \$2,115.93, which was paid to BDO Canada LLP.
- For discussion: software to keep track of financial information?

ACTION: Blaauw-Hara and Lane to explore options for keeping track of financial information.

7. Report from Membership Chair (Lane)

- Lane met with outgoing membership chair, Nadine Fladd.
- Lane added a new membership list from the conference to the google drive and added one person to it since then who joined after the conference.
- *Membership structure, fees, and benefits discussed.*
- CWCA/ACCR members social at IWCA?
- Update: Nadine was also able to successfully discontinue the old CWCA listserv, hosted out of Athabasca U.

ACTION: Bell and Goddard can take on planning the in-person event at IWCA. Review of digital media chair and membership chair (in light of bigger discussion around membership and communication); this discussion item will be added to the Sept. 18 agenda.

8. Report from Digital Media Chair and CWCA/RCCR (Gibbons)

- Gibbons met with Stevie to learn more about the responsibilities of the Digital Media Chair position, the technical aspects of the website, and the various platforms that the CWCA/ACCR has used to communicate with members.
- Board discussion: CWCA/ACCR Twitter account. Given Twitter's change in ownership and new site direction, should we consider deleting the Twitter account and archiving our content?
 - Consensus: We will make our account invisible, but will maintain the history of our communication

ACTION: Gibbons to get in touch with Fladd (and Julia Lane and Mohsen Moghaddam to reach out to membership, and in particular, student membership). Gibbons to make our Twitter account invisible. Lane to follow up with Mark re: groups.io and paying for it.

9. Student Member-at-Large (Moghaddam)

- *Nothing to report*

ACTION: Bell and Moghaddam (and Gibbons) to discuss future of Facebook account and building community for peer tutors.

Meeting ends at 2:45pm ET

Next meeting: Monday, September 18, 2024; 1:15 - 2:45 ET

Blog editor coming to meeting and sharing Blog reports; discuss padlet initiatives

Distribution: *Stephanie Bell, Marci Prescott-Brown, Clare Bermingham, Mark Blaauw-Hara, Tessa Troughton, Jenna Goddard, Mohsen Moghaddam, Sarah Gibbons, Julia Lane, Kristen Allen, Phoebe Kang*