

CWCA/ACCR Board of Directors Meeting  
September 18, 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, Phoebe Kang, Kristen Allen, Phoebe Kang, Nadine Fladd (guest)*

**Regrets:** *Mohsen Moghaddam*

### 1. Call to order (Bell)

- Land Acknowledgement: Kristen Allen (Thanks, Kristen!)
- The meeting is called to order at 1:18 pm ET.
- Meeting Engagement Facilitator: Marci Prescott-Brown (Thanks, Marci!)
- Meeting Ogre: Clare Bermingham (Thanks, Clare!)
- Approval of minutes (Bell)
  - Approved.
- Approval of agenda (Bell)
  - Approved.

**ACTION:** Marci will give the land acknowledgement at the October 16 meeting; Lane to start sending out highlights and a link to board minutes to membership.

## New Business

### 2. Conference Planning (Prescott-Brown, Lane, Blaauw-Hara, and Allen)

#### Process for Advertising the Role

##### Selection Process

- Applicants email submissions to [cwcaconference@gmail.com](mailto:cwcaconference@gmail.com)
- Current subcommittee members have confirmed that they are willing to serve as selection committee
- Subcommittee will share the shortlist with the Board for their input
- If the subcommittee is unable to make a decision, Board Chair can provide a casting vote
- Arrange interviews week of October 3-6
- Interview week of Oct. 10
- After interviews, subcommittee determines which candidate(s) to proceed with and checks references

**Next subcommittee tasks for selection process:**

- Draft interview questions and process (ex. hypotheticals/scenarios/activities)
- Target a 30-45 minute interview (to be conducted over Zoom)
- Draft referee questions
- Share interview questions/process and referee questions with the Board

**Selection Timeline**

- Email documentation-thus-far to Board by August 30 (check!)
- Incorporate any changes/feedback from Board between September 6-8 to be ready to send out on Monday September 11<sup>th</sup>
- Call for applications: Sept 11
- Application deadline: Sept. 25
- Interviews: Week of Oct. 9
- Start date: Oct 16 - Oct 23<sup>rd</sup> (depending on hearing back from folks, etc.)

Conference CFP goes out: mid-November

**ACTION:** Two November Board meetings? CFP needs to be drafted and sent out before the Christmas break.

### 3. Listserv Update (Fladd)

Moving from Mailman to Groups.io as a comprehensive membership platform

**Background:**

1. CWCA/ACCR's listserv was hosted by mailman at Athabasca university. None of the contacts who sponsored the account at Athabasca work at the university anymore and it was difficult to get technical support.
2. In attempting to add header and/or footer material to listserv messages to make it clear that these messages come from community subscribers and are not necessarily endorsed by the CWCA Board, I was not able to make sense of the settings and the bodies of messages being sent through the listserv stopped being included when they are sent to subscribers.

**Actions so far:**

1. A groups.io account tied to the cwcaaccr@gmail.com account has been set up

2. Subscribers to the original listserv *and* active 2022-2023 CWCA/ACCR members were invited to the new group

3. Original listserv at Athabasca U has been archived and deleted

**Issues to be resolved:**

- We are currently using the free version of groups.io that is limited to 100 members (and we have reached that limit)
- The previous Board approved a motion to subscribe to the \$0.04USD month per member (minimum \$20 a month) plan
- Implementing this decision requires a CWCA/ACCR credit card or for a Board member to use their own credit card

**Vision for the future of groups.io:**

I see Groups.io as a potential comprehensive member platform that can replace a few platforms we are already using with one consistent space for members to find information and connect.

- Can create subgroups: mailing lists for regional affiliates, BIPOC Caucus, student members, members (which are different from listserv subscribers)
- The platform can replace Slack or Discord and the peer tutor Facebook page with one interface: Members can create profiles for themselves
- Rather than creating a members-only section of our website, this space can serve that function for sharing photos and files with members (e.g. resources and handouts)
- We can conduct polls and host an events calendar on the platform
- Lane: Mark and I have been chatting about future process for folks to join as members and use Groups.io for membership (new members would need to pay a membership fee through PayPal); volunteers to pay for a yearlong subscription on her credit card.
- Bell: let's move forward for this; we'll need to think through the member platform (timeline: what is membership? How is it different from the conference? How can we communicate this before we ask people to pay for the conference in March?)
  - Bermingham/Fladd: we voted on this in April

**ACTION:** move forward with Groups.io; Goddard to add discussion for Groups.io/membership to future agenda. Lane to pay for a year subscription.

**4. GenAI Initiative (*Please see President's Report*) (Bell)**

- Brian submitted this to us on behalf of a **collaborative writing team** that came together as a result of calls for CWCA/ACCR members from across Canada to collaborate (via the CWCA/ACCR listserv); many members contributed (see the acknowledgments at the bottom of the statement). This has been submitted to the board as a **collaborative member initiative**.
- The GenAI position statement is in the board's court now. On behalf of the collaborative group of authors, Brian brought the statement to the board to consider. Our next steps are:
  - **1.** Everyone needs to read it. Add comments and decide whether and in what form you'd be comfortable voting to add this to the position statements on our website in draft form. **We will vote on it at our October meeting.**
  - As a draft position statement, we can **2.** solicit member input/feedback ourselves. This would be additional round of member feedback from that which produced the original draft.
  - **3.** Any resulting revisions are due in March, after which we must circulate the draft as part of the AGM package if we decide to proceed with adopting it as an official position statement.
  - At the AGM, members will be invited to vote to officially adopt the statement.
- Our conversation at the last meeting was muddled by two competing/overlapping questions: cwca/accr members' **need for a position statement** and the **need for pedagogical resources**. I believe we would be better off trying to keep these different needs separate.
- Let's use the position statement as a tool to help with policy development and advocacy. Position statements are rather effective at serving as a foundation for the development of internal policies and procedures within an organization. They provide a starting point for creating guidelines that align with the stated position. We can offer this statement as a way to help individual writing centres develop guidelines and positions that align with their local contexts.
- Any development of pedagogical resources and support for tutoring in the age of generative AI is a better fit for the **blog**, where I see Brian has been quite active on the subject already. If you have strategies or tips to share, please consider submitting them to cWCR!
- [Draft Position Statement](#)

**ACTION:** board to read document and add comments (particularly to the section re: "The CWCA/ACCR's position..."); we need to include context and policy. Any other resources etc. can be housed/discussed in the blog. We can invite further discussion via Groups.io and the blog. Goddard to add voting on the initial policy statement to the October agenda. Bell to send out a message to membership before October meeting (will send draft out to board) to ask about needs/support. Draft sent to membership with question (or just a question) following. Prescott-Brown, Kang, Bermingham, and Goddard to

organize a national townhall or panel discussion on GenAI.

## 5. Priorities/Planning (*Please see President's Report*)

- Initiatives ([Padlet](#))
- Bell: I'd like to review the Padlet of current and aspirational initiatives and have a discussion about the leadership work the organization should be doing.
- My proposal is that in order to make any decisions moving forward, we need to know more about the needs of writing centre professionals across Canada in light of trends and issues arising in their local contexts. **This calls for a major survey initiative.**
- Next year we can focus on tasks that are responsive to the needs identified in the survey.
- New initiatives:
  - Environmental Scan Survey: could be a real service/advocacy for membership
- Bell: proposal: if we can do ONE THING in addition to our regular work, I think we should do the environmental scan of our field.
  - Long form survey tool to gather information to get a bird's eye view of our field, and then make that raw data available for members to support them in their institutions/proposals/research.
  - Will need to go through REB
  - We could publish the report and make it available by the end of the year and present at the conference.
- Bell: BIRT that we will embark on an environmental scan aimed at getting a comprehensive data set of national writing centres over the next year for and on behalf of the national community.
  - Lane, Bell, Prescott-Brown, Gibbons volunteer for sub-committee
  - Gibbons moves
  - Lane seconds
  - Motion passes!

## Business Arising

### 6. President's Report (Bell)

- *See notes re: GenAI and Priorities/Planning*

## Relationship building with CASDW/r

- I am meeting with Joel Heng Hartse, the president of CASDW/r, late September. Any questions, concerns, cautions that I should bring with me into this meeting? I want to know what the vision is for CASDW/r over the next few years.

### Oversight of the CWCR/RCCR

- Should the blog editor be reporting to the board? How frequently?
- Blog editor, Brian Hotson's, thoughts on the matter:
  - Going off the IWCA model, the WCJ editors attend meetings and have a standing agenda item

**ACTION:** *Before next meeting, board needs to read reports! If there is an outstanding discussion item; please let the group know*

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

- We currently have \$30,285.90 in our BMO account. No major credits or debits have happened in the past month, and we are still in strong financial health.
- **For discussion:** I have been in communication with a representative from Moneris, which is a debit/credit card processing service connected with BMO. Currently, we receive INTERAC payments directly to our BMO account, but we process credit-card/debit payments through PayPal.
- **For decision:** Would we want to switch to Moneris and shut down our PayPal account?

**ACTION:** Goddard to add discussion/decision re: Moneris to October agenda as we ran out of time.

### 8. Report from Membership Chair (Lane)

- My work since the last meeting has focused on developing and posting the 2024 Conference Chair position with the sub-committee (see conference chair report for more details).
- I also emailed all conference participants to invite them to join the groups.io list (but didn't see any uptake from that) :\*(
- Mark and I have been discussing process for folx to become CWCA/ACCR members, now that ePly is gone. I am interested to see if we can use groups.io as a "one stop shop" for this purpose (and this part of my report is likely to dovetail off Nadine's visit). I believe that the previous Board approved payment for a yearly subscription to the groups.io "premium plan" (\$220/year):

Premium Plan

**Additional Features**

- Polls, Calendar, Chat, Member Directory, Integrations, Photos, Files, Database, Wiki
- Subgroups
- 30GB Storage Space
- Directly Add Members
- RSVPs for Events
- Increased File and Photo Size Limits
- **Monthly Pricing:** \$20/month for up to 500 members, with each additional member \$0.04/month
- **Yearly Pricing:** \$220/year for up to 500 members, with each additional member \$0.44/year

⚙ Upgrade With Monthly Billing

⚙ Upgrade With Yearly Billing

⚙ Upgrade (\$20 for one month, w/automatic downgrade to Free after)

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- The sticking point is that we don't currently have a board credit card.
- I am okay to pay for the fee with my own card for this year and get reimbursed, if we are okay to proceed in that way.
  - (Total Side Note: we may also want to pay for the Zoom Events year-long license in a similar way, if we want to use that platform again for the conference.)

**ACTION:** Lane to pay for a year subscription.

## 9. Report from Digital Media Chair and CWCR/RCCR (Gibbons)

### Completed Tasks

- Added the 2023 President's Report to the website
- Added the August meeting minutes to the website
- Made the Twitter account private and investigated how to download the archive.
- Once I start the download, a code will be sent to the email address on file, which is sbell.yorku@gmail.com. Once we enter the code, the archive will be sent to this email address.
- Circulated the call for conference chair(s): Listservs (CGC, CASDW-ACR), CWCA Discord, U of G networks

### Questions/Discussion Items

To all:

- The link to the Zoom event with recorded sessions from the 2023 conference is still on the website. Access to the event page and recordings closes on June 25, 2024. Do we want to keep this link live for now?
- Anywhere else you would like me to circulate the call for conference chair(s)?

To Stevie:

- Are you okay with the Twitter archive being sent to your email address?

**ACTION:** continue being awesome!

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

- *Nothing to report*

**ACTION:** continue being awesome!

*Meeting ends at 2:46pm ET*

**Next meeting: Monday, October 16, 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*