

CWCA/ACCR Board of Directors Meeting
November 20, 2023, 1:15-2:45pm ET

Video conference

Detailed reports available upon request.

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

Regrets: Mohsen Moghaddam

1. Call to order (Bell)

- Land Acknowledgement: Sarah Gibbons (Thanks, Sarah!)
- The meeting is called to order at 1:24 pm ET.
- Meeting Engagement Facilitator: Tessa
- Meeting Ogre: Jenna
- Approval of October minutes (Bell)
 - Moved by; Kristen seconded by. Julia. Unanimous! Approved.
- Approval of agenda (Bell)
 - Approved.

ACTION: Need a volunteer to give land acknowledgement at the January meeting!

New Business

2. Conference Planning (Prescott-Brown and Lane)

- Prescott-Brown: Conference is coming together!
 - Call for papers: draft stage! Please read and give feedback.
 - Call for papers will go out before the end of the year.
 - Call to membership re: joining the conference committee; will circulate another memo at the same time (but separately) as the CFP
- Bell wants to have a form created to collect anonymous feedback (puts it into one location/spreadsheet); we can then email the group we're looking for feedback from. Will streamline the process and keep the feedback in one place.
- Lane: one of the things that was challenging last year was trying to incorporate everyone's feedback. Could we make the form actionable? For example, do you have a concern/do you have an idea for how to address it?
- Prescott-Brown: important to have some other people support with the form and the feedback (actioning feedback). (Bell and Prescott-Brown to support).

- *Board reviews draft for initial responses*
- Lane: do you think there are members of the community who might want to see the CFP prior to the holidays? We could send out a “save-the-mental space” if so?
- Bell: Could we also send out the dates (date of the conference, the CFP deadline, etc.)
- Lane: current placeholder for conference is **May 22-24, 2024**. Congress is in June (and their theme is very similar!). LSAC doesn't have dates out yet. Let us know if we need to adjust the dates!
- Bell: How about **December 15th** deadline for feedback; **January 3rd** deadline for Meaghan to get the revised CFP to the board; the board can review **Jan. 3-8th**; CFP can go out **January 10th**?
- *Board agrees.*

ACTION:

- **Conference committee call out:** if you (or someone you know) have prior knowledge about conferences, please consider joining the committee!
- Conference next steps:
 - **Megan** to create an anonymous feedback form to gather feedback. **Prescott-Brown and Bell** will review the form before it's circulated to groups.
 - **Board** needs to review and give specific feedback ASAP.
 - Feedback deadline: **Dec. 15**
 - Prescott-Brown and Bell to review anonymous feedback and compile for Megan.
 - Final draft of CFP to go to either conference committee or board before it's circulated; **board** to review **Jan. 3-8**.
 - CFP to be circulated **January 10th**. **Lane and Gibbons** to send out message/post on website re: “save the mental space” information.

3. GenAI Initiative (Bell)

- *Tabled for future meeting.*

ACTION: **Goddard** to add to next meeting's agenda.

Business Arising

4. President's Report (Bell)

- *Bell down with COVID for the past week! No official written report.*
- Blog: we've been talking about inviting a representative from the Blog Editorial board to join CWCA/ACCR meetings to keep us updated.
- The current Editor (Brian Hotson) is moving out of the writing centre space and would love to find another Editor.

- We need to ensure the Blog moves forward. It would be great to have some built-in communication and talk about formalized structures if necessary. Item for discussion? Vote if/when we are ready?
- *Board discusses.*
- **“BIRT the Editorial leadership of the Blog be invited to send a representative to Board meetings in a non-voting capacity.” Kang moves; Gibbons seconds.**
- ***No further discussion; all in favour; motion passes.***
- Prescott-Brown: I’m no longer the BIPOC rep for the Caucus now that I’ve moved into the VP role. I reached out to the BIPOC Caucus that they’re invited to send a new rep in an ex-officio rep to Board meetings.
- Bell: pre-pandemic, Board meetings were by invite due to the fact they were a conference call. Now, with Zoom, we have the opportunity to make them more accessible. Could we have a process that avoids Zoom bombing that invites members to join meetings and contribute as guests - to participate in the work of the organization? It could benefit the growth of the leadership and make things more transparent.
- *Board discusses.*

ACTION: Bell will come back to Board with a proposal for making the meetings more transparent/accessible. Goddard to get contact information from Prescott-Brown re: new ex-officio rep from BIPOC Caucus to invite to future meetings. Lane to set up a Board email list for future communications between meetings.

5. Treasurer’s Report (Blaauw-Hara)

We remain in strong financial health, with \$29,903 in our BMO account.

Some important notes:

- Very little money comes in outside of conference registration.
- We have committed \$10,000 to pay a graduate student to facilitate the conference. This comes out as monthly payments of \$1,111.11 for 9 months. The first payment has already been disbursed.
- If things continue as they are, we will still be in strong health by the conference. That said, I recommend that we keep in mind that we have committed ⅓ of our total funds to one initiative, and so should be cautious about making other financial commitments until we see how that initiative plays out. (I am in support of that initiative, just recommending caution and not committing too much at once. Basically, for the next few months, we will have a lot of money going out and very little coming in.)

ACTION: *continue being awesome!*

6. Report from Membership Chair (Lane)

- The main focus of my work has continued to be on supporting the new Conference Chair, Megan. She has now drafted a CFP that can be shared with the Board to review.
- I also sent out a first attempt at an email to summarize Board meeting minutes with a link to the website where the full minutes can be read. This email covered minutes from the August and September meetings.
- Some concerns were raised about the content/level of detail included in this email, so I will need to continue to learn about the best approach for sending these emails out, if that is a practice the Board wants to continue. I also received and noted the request to ensure that Stevie or Marci signs off on any emails that are sent to the groups.io list on behalf of the Board.

ACTION: *continue being awesome!*

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

- I made some small additions to the website:
 - I added the conference co-chair's name to the About page.
 - I added the September meeting minutes to the website.
- Our Twitter/X account is set to private. Once we archive the content, we can consider closing the account.

ACTION: *continue being awesome!* Gibbons to follow up with Bell re: Twitter account

8. Student Member-at-Large (Moghaddam)

- *Nothing to report*

ACTION: *continue being awesome!*

Meeting ends at 2:47pm ET

Next meeting: December meeting canceled; January 15, 12:30-2pm ET

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