

CWCA/ACCR Board of Directors Meeting
January 15, 2024, 12:30-2pm 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: Phoebe Kang (Thanks, Phoebe!)
- The meeting is called to order at 12:36 pmET.
- Meeting Engagement Facilitator: Clare
- Meeting Ogre: Jenna
- Approval of November minutes
 - Approved.
- Approval of agenda
 - Approved.

New Business

2. Conference Planning (Prescott-Brown)

- Anonymous feedback for the CFP was solicited and integrated.
- The CPF has now been finalized and circulated through listservs and on the website etc.
- I have received some direct inquiries from members about serving on the Conference Committee. In the coming weeks, efforts to recruit for this role will ramp up (we still need more people). Ideally, the committee will be set before the close of the CFP.
- Ideally, by our next meeting, Megan will be presenting CC reports.

ACTION: Allen to consider joining the conference committee; Megan to join the February meeting. If board members have thoughts on keynotes for the conference, please send them to Prescott-Brown.

3. Blog Editor (Bell)

- We need to thank Brian for his service; a small gift is appropriate and a public thank you.
 - Motion to approve an up to \$150 thank you gift for Brian Hotson, for gratitude for serving as the Blog editor in chief from 2019-24 (and for founding it).

- Moved by: Julia
- Seconded by: Clare
- All in favour: unanimous
- Sustainability for the blog? Finding a new editor or editorial team? We need to ensure it keeps going.
 - Before we put out a call or onboard a new team, this group should make some strategic decisions about how the Blog interacts with the organization at large. We have expressed that a Blog representative should be an ex-officio member of the Board. We can then write a constitutional amendment to be voted on at the AGM to make them a voting member and a formalized reporting structure (while maintaining autonomy so the Blog has autonomy).

ACTION: Bell to investigate re: gift and send links to board. Goddard and Bell to coordinate with Marken to collaborate on a meaningful thank you for Blog Editor. Bell to bring some language for board to discuss re: constitutional amendment to the next meeting. Bell to convene a meeting of the Executive to work on constitutional amendment and expectations; Bell will bring to Hotson for feedback and then it will be presented at the February board meeting.

4. GenAI Initiative (Bell)

- Bell: is writing a statement something we need to prioritize urgently?
- Bermingham: I feel like the urgency has passed, so perhaps we can think about something for the AGM?
- Goddard: Clare's research has been helpful for designing tutor training and having institutional conversations on the topic.
- Lane: Clare's Blog posts have been really helpful; the CWCA/ACCR could put out a statement (simple!) that encourages institutions to position and educate Writing Centre Coordinators about GenAI training.
- Prescott-Brown: the timing at the end of January for a Townhall doesn't work; we can revisit this for the future.
- Kang: feels the conference is a great platform for this discussion.
- Bell: we could put something that looks like a Townhall on the agenda. I won't prioritize writing a statement, but will plan for something during the conference.

ACTION: Townhall (or similar event) planned for the 2024 Conference.

Business Arising

5. President's Report (Bell)

- Bell: work has been very busy (College Head (1.5 years), and now the First Year Experience Director). However, she feels confident in the strong board to move work forward, and Bell (with apology), will continue to support initiatives and members.

ACTION: *continue being awesome!*

6. Treasurer's Report (Blaauw-Hara)

- As of January 9, we have \$26,681.10 in our BMO account. Our only expense for the past three months has been paying our conference chair, Megan, at a rate of \$1,111.11 per month. So far, we have disbursed three of these payments out of a total of nine.
- We remain fiscally solvent and in good financial shape!

ACTION: *continue being awesome!*

7. Report from Membership Chair (Lane)

- Continued to support work of Conference Chair, Megan G.
- CFP successfully drafted in November/December and circulated to membership via groups.io by Sarah Gibbons in early January 2024. Yay team!
- Set up a groups.io email list that can be used for the CWCA/ACCR board going forward: board@cwcalist.groups.io
- Also set up a groups.io subgroup for the Alberta regional affiliate after connecting with one of their organizers/members.
- Sent out Board meeting summary to groups.io members for October meeting. Will send for November and January meetings after the January minutes are posted.

ACTION: *continue being awesome!*

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

- I've added the new CFP to the website, along with Megan's bio and photo. I've shared the CFP with email listservs: CWCA/ACCR, Canadian Association for the Study of Discourse and Writing (CASDW), and Consortium for Graduate Communication (CGC). I've shared the CFP in the CWCA/ACCR Discord as well.
- Gibbons: any place you'd like me to share the CFP (aside from the regular channels)?

- Bell: Brian and I personally emailed Directors to share with their team and peer tutors (divided provinces). A personal check-in sometimes goes a long way and is a nice way to connect with people.

ACTION: Gibbons to follow up with Moghaddam to see how he can circulate it as well. Troughton to upload contact list of Francophone institutions to the CWCA/ACCR drive; Bell can do some digging into the structure of the institutions to find the contact. Goddard to upload contact information from Regional Affiliates. Gibbons to put together an Excel spreadsheet to aid future communication.

9. Student Member-at-Large (Moghaddam)

- *Nothing to report*

ACTION: *continue being awesome!*

Meeting ends at 2:47pm ET

Next meeting: Wednesday, Feb. 21, 1:30-3pm ET

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*