

CWCA/ACCR Board of Directors Meeting

April 17, 1:30-3pm ET

Video conference

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

Regrets: Mohsen Moghaddam

1. Call to order (Bell)

- Land Acknowledgement: Marci Prescott-Brown (thanks, Marci!)
- The meeting is called to order at 1:34 pm ET.
- Approval of agenda
 - Approved.
- Approval of March minutes [link removed]
 - Approved.

New Business

2. Conference Planning (Gregorchuk, Prescott-Brown, Lane)

- Registration is open and we're currently at 40 registrants, as of Monday at 8:00am ET.
- For keynote updates, Jessie Loyer is going to send her headshot, bio, and details of her talk so we can promote it on the website.
- We've also reached out to Jessie for her thoughts about meaningful action regarding having an Elder open the conference and will proceed accordingly.
 - Loyer has been moved by organizations making a financial commitment, and suggested two Indigenous organizations ([Radical Narrative](#) podcast; [Pay Your Rent](#))
 - *Board discusses.*
 - **Bell: I move to donate \$1000 to Pay Your Rent.**
 - **Secunder: Julia Lane.**
 - **Unanimous; motion passes.**
- The conference committee has begun arranging panel presentations and will be meeting again in the next week to continue scheduling and drafting the conference program.
- We'll be putting out a call for moderator interest ahead of the final conference program to hopefully get as many volunteers as possible.

ACTION: Gregorchuk to add \$1000 donation to Pay My Rent to the conference budget document.

3. Statement on Precarity & Writing Support Programming (Bell)

- Draft Statement [link removed]
- *Board discusses.*

ACTION: Allen to look for CUPE contacts/resources to support this letter; board members to review draft and leave feedback/resources by **Monday, April 22, 11:59am ET**; Bell to review board members' feedback and prepare draft for AGM package going out **Tuesday, April 23.**

Business Arising

4. President's Report (see Statement on Precarity & Writing Support Programming)

ACTION: continue being awesome!

5. Treasurer's Report (Blaauw-Hara)

- We currently have \$22,039.02 in our BMO account, plus \$1,783.94 in PayPal. We paid the following expenses in the past month:
 - \$1,111.11 to Megan for conference chairship.
 - \$1,974.45 to Julia for Zoom licensing.
- Conference registration payments have begun! These are moving relatively smoothly. E-transfers are simple and go into our BMO account; for those who want to register via credit card, they contact me and I invoice them on PayPal. This is inelegant, but it seems to be working.
- For the future, we will want to set things up so that we have a company credit card through BMO for payments such as the one Julia incurred. While it is very easy to reimburse her, it would probably be better from a procedural perspective to use an organizational credit card.
- As a suggestion for discussion: What if every six years the VP gets a credit card from our account? Then it would be in the organization for six years.
 - Bell: before you joined the board, I had also recommended that the VP takes on the credit card role (then they can hold it until they're finished their Past President role).
 - Bermingham: the only issue I can see is how hard it is to make financial changes; however, we don't often have charges.
 - Prescott-Brown: reluctantly, this makes sense!
 - Allen: Mark, would this help with your workload?
 - Blaauw-Hara: it's manageable!
 - Lane: the only issue is canceling the card! I was reimbursed immediately, so it was not an issue.
 - Bermingham: if we have two people on the board at the same time, that is helpful for the transition of the card.

- Blaauw-Hara: it's not a pressing issue!

ACTION: Goddard to add "credit card discussion" to future agenda.

6. Report from Membership Chair (Lane)

- After our March meeting, I connected with Stevie to follow up about:
 - Inviting an Elder to open the CWCA/ACCR conference
 - Drafting an advocacy letter about writing centre precarity at Canadian Universities/colleges in the current budget climate
 - Stevie is taking the first pass at drafting the advocacy letter.
- We decided that, for this year, we would reach out to Jessie Loyer to see if there are ways we can approach the invitation to the Elder that are culturally-appropriate and grounding for her as the keynote speaker. Megan has reached out to Jessie with this question.
- I have also reached out to Sarah to look for a date that she and I can get together to plan for the "Members with Benefits" discussion at the conference - as part of helping us to get a sense of what kinds of benefits might be meaningful for members.
- We also had someone renew their membership through Mark :) I have added them to the 2023 Membership excel sheet in google docs and also started a sheet for 2024 Membership.
- We will need to ensure that this new member is invited to the AGM, even if they are not attending the conference.

ACTION: continue being awesome!

7. AGM update (Goddard)

- Available Board Positions:
 - Francophone Rep
 - Members-at-large: interested in 1 more year?
 - Student Rep
- Kang: has there been a College Writing Centre Rep position in the past? I feel like it's an untapped community!
- Bell: agreed! I'd be in favour of this! If we create a position, this might be an inclusive gesture.
- Kang: I feel like they might be feeling excluded; perhaps we think about broadening our scope.
- *Board discusses.*
- AGM email/package to membership: Tuesday, April 23
- Request for regional affiliate reports: Goddard to send out.

ACTION: craft communication re: precarity panel; invite a speaker from the College context? Call a special meeting to discuss CWCA/ACCR a home for this group! Board to review constitution; future project: create transparent/clear process for creating new board positions. Goddard to send out requests for AGM reports.

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

- Last month, I updated the conference registration page and added the February meeting minutes to the website. Julia and I will be meeting to plan our conference discussion of membership benefits and communication channels.

ACTION: continue being awesome!

9. Student Member-at-Large (Moghaddam)

- *Nothing to report*

ACTION: continue being awesome!

Meeting ends at 2:58pm ET

Next meeting: canceled due to holiday! (May 20). Goddard to circulate information to board members as needed.

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