

CWCA/ACCR Board of Directors Retreat/Introduction to new Members Meeting
June 26, 1-3pm ET

Video conference

Present: *Stephanie Bell, Marci Prescott-Brown, Mark Blaauw-Hara, Jenna Goddard, Sarah Gibbons, Julia Lane, Jessica Lowry, Jo Scofield*

Regrets: *Clare Bermingham*

1. Call to order (Bell)

- Land Acknowledgement: Stevie Bell (Thanks, Stevie!)
- The meeting is called to order at 1:06 pm ET.
- Meeting Engagement Facilitator: Mark Blaauw-Hara
- Meeting Ogre: Jenna Goddard
- Approval of agenda
 - Approved.
- Approval of April minutes [link removed]
 - Approved.

ACTION: Sarah Gibbons to give land acknowledgement at next meeting

New Business

2. Welcome to new members (Bell, Prescott-Brown)

- Introductions
- CWCA/ACCR history
- [Bylaws](#) and [values & processes](#)

ACTION: Board: please review bylaws, values & processes, and other historical documents in the Google folder as needed!

Board: please let Jenna know if you have any food allergies or preferences

3. Conference Debrief (Prescott-Brown, Bell)

- Email was monitored by Megan; no follow-up emails from conference
- Conference survey results [link removed]

ACTION: Jenna to invite Megan to a future meeting to debrief conference

4. Membership Discussion

- Discussion: addressing questions from “Members with Benefits” session at the conference
 - Conference session hosted by Clare, Sarah, and Julia to explain more about membership and gather information from members re: what they’d like from membership
 - 3 people attended
 - Issues with what it is to be a member, groups.io list, membership email list.
 - Julia: might be helpful to share the slides from the session with the board (with Sarah King) to facilitate a more fulsome discussion (re: fees, structure, benefits, conference)
 - Currently, we don’t have “members only” benefits (for example, using groups.io for members only, which would be a huge undertaking)
 - Needs further discussion: effective use of groups.io: How/when membership is obtained and what it entails/provides access to
 - We can also think about an asset (Zoom license) that we’ve paid for, and make the Zoom events license something that members can access for an event
 - Lane: we have access to the recordings from the conference for the full year. Perhaps we can either a) send out a reminder about this to members, or b) offer that people can register now to look at the materials
 - Stevie: Can you send us the slides ahead of next meeting so we can have an informed discussion? And/or do you, Mark, Sarah want to put a proposal on the table for the board to consider?
 - Stevie: let’s make this discussion/decision a priority this year! Could you put a proposal together (slides/scenario that works best for the board to consider?)
 - Link to slides [link removed]
 - Julia: bigger questions: do we want to do a free conference attendance, but membership has a (nominal) fee, or both conference and membership are free, or institutional membership categories?
 - Do we want a follow up session on precarity? For example, a facilitated discussion of our community members?
 - Session specifically for graduate support?
 - Request during session for board to make a donation to Palestine
 - Mark: clarification on request?

- Sarah: suggestion was made to make a donation in support of justice for Palestine (Faculty for Palestine was suggested)
- Bylaws: https://cwcaaccr.com/wp-content/uploads/2020/04/cwca_bylaws_approved_may_2019.pdf
- *We ran out of time to finish discussion; Jenna to add to agenda for July meeting (and send Doodle poll)*
- Clare put together a survey for tutor certification program
 - This would be a significant membership benefit
 - Sarah: it would be helpful to have this clarified on the website. We should clarify the benefits of being a member versus attending the conference re: creating statements, supporting a conference, advocacy so that members are clear on the benefits.

ACTION: Jenna to add this discussion to our next agenda and send a Doodle poll for July (typically, we don't meet in July, but we all feel we need to continue this discussion before our August meeting).

5. Priorities and Planning Discussion

CWCA/ACCR National Survey 2024/2025 (*tabled for next meeting*)
Canadian HE Writing Centres in Precarious Times

ACTION: Jenna to add the national survey discussion to our agenda (this will probably be over a few meetings); Board, please review this link prior to our discussion.

Business Arising

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

ACTION: board planning for national survey tabled for future meeting

7. Treasurer's Report (Blaauw-Hara)

- Treasurer's Report [link removed]

ACTION: continue being awesome!

8. Report from Membership Chair (Lane)

- May was busy with supporting the conference and I was thrilled with how it turned out. It was fantastic to work with Megan and I look forward to hearing others' feedback about whether we

should continue this practice of hiring a conference chair. As part of that discussion, I can also share that Megan said that she learned a lot through the role and it was a meaningful part of her professional development and so that aspect of the intention of the hiring was fulfilled :)

- Feedback on the process of hiring Conference Chair compiled here:
<https://docs.google.com/document/d/1JmyMXSfYwV1haDYkvjU1zEVW8d6V57eQzuxVSWpHRY/edit?usp=sharing>
- Major suggestion: create a stipend to allow Megan to provide some mentorship/support to incoming chair?
- Since the conference, I have been working on bringing forward some ideas and suggestions that arose through conference discussions, especially at the Members with Benefits session. In particular, we have been discussing a request from the BIPOC Caucus to make a donation.
- I have also set up a registration category on the conference event page for those who may have missed the conference but want the opportunity to access some of the recorded materials.

ACTION: membership benefits and donation discussion tabled to future meeting

9. Digital Media Chair's Report (Gibbons)

Digital Media Chair's Report

- Since our last meeting, I've focused on updates to the website, such as adding the conference program, adding donation information (e.g., Pay Your Rent - Nii'kinaaganaa Foundation) to the list of previous conferences, and adding clearer instructions for joining the listserv (Thanks to Julia for this suggestion!). I'm now gathering contact information from new board members to update the "About" page on the website.
- I co-facilitated a discussion of conference membership with Julia. We had a few people join at various points during the session. We received some questions about how the board operates and about how to become members outside of the conference. No one indicated a preference for any communication channels aside from email.
- Question: Do you think it's worth piloting an organization page for CWCA/ACCR on LinkedIn? Question: Stevie, thanks for sharing answers to some of the questions from the membership session via email. Stevie and Julia, do you think we could incorporate these answers into the next monthly email to the membership about board meetings?

ACTION: queries re: organization page on LinkedIn and membership information tabled to future meeting

Meeting ends at 3:12 pm ET

CWCA canadian writing
centres association



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des centres de rédaction

Next meeting: TBD! Jenna to send Doodle poll for July meeting.

Distribution: *Stephanie Bell, Marci Prescott-Brown, Clare Bermingham, Mark Blaauw-Hara, Jenna Goddard, Sarah Gibbons, Julia Lane, Jessica Lowry, Jo Scofield*