

CWCA/ACCR Executive Meeting Agenda: Friday, February 20, 2026
1000-1115 PT / 1100-1215 MT / 100-215 ET / 200-315 AT

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Meeting ID: 857 6368 8648

Passcode: 661096

President: Marci Prescott-Brown
Vice-President: Christin Wright-Taylor
Treasurer: Sarah van Sloten
Secretary: Cara Violini
Past President: Sarah King
Past President: Heather Fitzgerald

Digital Media Chair: Sarah Gibbons
Membership Chair: Amanda Marshall
Francophone Representative: Rim Fathallah
Member-at-Large: Kyle Beres
Student Member-at-Large: Gillian Saunders

Attendance:

Kyle Beres
Amanda Marshall
Sarah King
Cara Violini
Sarah van Sloten
Christin Wright-Taylor
Sarah Gibbons

Regrets:

Gillian Saunders
Marci Prescott-Brown
Heather Fitzgerald
Rim Fathallah

Takeaways

- Consider hiring a research assistant for the advocacy toolkit subcommittee
- Sarah v. created a procedurals document for future treasurers
- Still waiting on bank clarity
- Sarah G. waiting on reimbursement
- Christin, Rebecca, and Sarah G. to work on making the Google Events link more accessible / visible on the web page
- For now, default to Robert's Rules for quorum: 50% + one person. We had quorum today.
- Amanda to email a summary of fee options for members and introduce a membership perk of an event or mentor matching outside the conference timeline

| Item No. | Description | Speaker | Time |
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| Administrative Business | | | |
| 1. | Call to Order | Christin | 10 min |
| 2. | Land Acknowledgement Translingual Writing: Your Language, Your Writing, Your Voice | Christin | |
| 3. | Approval of agenda Approved | Christin | |
| 4. | Approval of January minutes Approved | Christin | |
| Reports | | | |
| 5. | President report <ul style="list-style-type: none"> • Waiting for TD to get back to me. I will also | Marci | |

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| | <p>connect with CIBC as they run the banking for other similarly-structured national associations</p> <ul style="list-style-type: none">● I met with the relationship managers at BMO. They say that a Notice of Change has to be filed to reflect the current board rather than the past one. After all these conversations with them, this is the first time they have ever suggested this needed to be done--frustrating, to say the least! Once this is done, they claim, it should be quick to onboard new people to the treasurer role and provide account access. I reached out to the past treasurer, Mark, and he gave me the contact info of someone who can file this change. I hope to get this done soon so we can move on with everything. However, I think that there's a good reason to move elsewhere for our banking. BMO isn't nimble and has already wasted a considerable amount of all of our time. ● I met with all available members of the Advocacy Toolkit Subcommittee earlier this week. Kyle will be taking a break from this role. We discussed the following as components that could be helpful as we generate a living advocacy toolkit (to be hosted on our website) to share with members of the CWCA/ACCR community:<ul style="list-style-type: none">○ Create a document that helps writing centres/writing supports in postsecondary institutions perform a SWOT analysis on their centre as a way to assess needs and context, generating a customized plan for advocacy.○ Create a CWCA/ACCR Task Force hosted on the CWCA/ACCR website.○ IQAP—quality assurance process for universities in Ontario. In the rest of | | |
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| | <p>Canada, other names and external review processes. Helpful for advocating for WCs—linking changes and what WC contribute to things that will be externally reviewed for quality assurance processes.</p> <ul style="list-style-type: none">o Table of contents document. Some chapters set up by writing resource/WC type.o Request contributions from people in various writing resource types so that connections can be created amongst people working in various WC types as well as between various WC types etc.o Discussion how to advance in various centre types to roles that increase career/advocacy potential (credentialling, etc.)o Focus on creating toolkit that can be used by people in all writing resource provision roles—assessing their contexts, etc.o Examples:<ul style="list-style-type: none">Ontario Library Association Advocacy Toolkit: https://accessola.com/advocacy-resources/Writers Union of Canada: https://writersunion.ca/advocacyo Advocacy in response to different kinds of threats (e.g., outsourcing writing support, restructuring centres, elimination of French writing support)o Knowing where your funding is coming fromo Consider how the writing centre is promoted to donors | | |
| | <p>As we continue to meet as the Advocacy Toolkit Subcommittee, we will be able to continue building</p> | | |

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| | <p>out what we can offer. We welcome your thoughts as well.</p> <p>Advocacy Subcommittee: Marci, Heather, Gillian, Sarah G</p> <p>Amanda: Would like to contribute from a community college lens.</p> <p>Christin: Hire a research assistant once the banking situation is sorted out</p> <p>Sarah King: Question about the CWCA Taskforce.</p> <p>Sarah Gibbons: Opening it up to the whole community to contribute to the toolkit.</p> | | |
| 6. | <p>Update from Conference Chair</p> <ul style="list-style-type: none"> • Waiting to Open Registration (Bank Shenanigans) • Peer Reviews Out • Talks with Margaret Proctor | Christin | |
| 7. | <p>Treasurer report</p> <p>Sarah G: still waiting on reimbursement</p> <p>Sarah v.: Put together procedurals for further treasurers</p> | Sarah v. | |
| 8. | <p>Digital Media Chair</p> <ul style="list-style-type: none"> • I explored the Stats section of the website in response to a question from Julia Lane about blog count views and discovered we have access to a lot of data. If anyone has questions about view counts or other info, just let me know. <p>Christin: Have a link to the Google events lobby on the website?</p> <p>Sarah G: Maybe there's a way to make it more visible</p> <p>Christin: Maybe work with Rebecca and Sarah G. to make the link more accessible.</p> | Sarah | |
| 9. | <p>Membership Chair Report</p> <p>1. Decision re: uncoupling CWCA membership fees beginning in 2026. If yes,</p> <ul style="list-style-type: none"> ○ What will the membership fee be? ○ What will the conference fee be? ○ When/how do we communicate this? ○ Do we keep a pay-what-you-can model for membership fee and conference fee? <p>2. PD options as part of membership fee</p> | Amanda | |

- We could start with 1 - 2 optional (free-with-membership) PD sessions or lunch & learn sessions/year?
- Could be recorded and members who cannot attend be given access?
- Maybe a mentorship matching option for new members as part of membership fee?

Conversation below:

Amanda: Maybe send out a poll for input?

Christin: What is our Quorum?

Sarah G: No mention of quorum in the bylaws for board meetings, but 10% for AGM

Sarah v.: Robert's Rules are 50% plus one person

Cara: I will keep looking, but for now let's default to Robert's Rules of 50% plus one person.

Amanda: Considering ways to make membership attractive and beneficial to members.

Christin: If we decouple, then we are committing to building member programs, and we need to assess capacity. Possibly partner with the blog for writers to come talk about their blog post. This would be low labour and high yield.

Sarah K: IWCA runs a mentor matching program

Amanda: I could coordinate a program like this.

Sarah K: How to administrate a membership, questions the inclusivity of having a select group receiving boutique services.

Sarah G: Find a balance between generating revenue while being accessible. Maybe don't have a membership fee but increase the conference fee.

Christin: Offering payment to graduate students is important and aligns with our values as they are typically precariously employed. Last year we didn't make as much at the conference.

Cara: Maybe move it back to May next year, as some institutions close their writing centres over the summer which may affect numbers.

Christin: Maybe invest time instead of money? Give members the choice?

Cara and Sarah K: Likes the time contribution idea.

Christin: Suggestions:

- 1) take away the membership fee, but conference fee stays the same.
- 2) separate out conference and membership fees.

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| | <p>3) if you can't afford the fee, you can contribute time (host a webinar, join the taskforce or subcommittees, join conference committee).</p> <p>We could add a benefit for members like, a special event, and then reassess in a year. It adds value to the membership.</p> <p>Amanda: Open to coordinating mentorship session in the next year. Consider authors who published a post on the blog to speak in a webinar for members. Will send an email to summarize this conversation to everyone.</p> <p>Christin, Marci and Amanda: Meet to discuss how to promote this.</p> <p>Sarah v.: Suggests a body doubling writing session, that could be so easy.</p> | | |
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Next meeting:

CWCA/ACCR Executive Meeting Agenda: Thursday, March 19, 2026
930-1045 PT / 1030-1145 MT / 1230-145 ET / 130-245 AT

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