

CWCA/ACCR Executive Meeting Minutes: Thursday, January 22, 2026
930-1045PT / 1030-1145 MT / 1230-145 ET / 130-245 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:

Cara Violini
Marci Prescott-Brown
Sarah van Sloten
Sarah King
Sarah Gibbons
Amanda Marshall
Rim Fathallah
Gillian Saunders

Regrets:

Kyle Beres
Heather Fitzgerald

Action item summary:

All

- Share ideas for conference plenary speaker or panel with Christin

Marci / Christin

- Add satisfaction survey questions to end of conference survey

Marci

- Book brainstorming meeting for advocacy toolkit
- Meet with banks
- Meet with Sarah v. about banks

Cara

- Connect with Amanda re: directory
- Communicate with the Blog Collective re: proposal

Amanda

- Send out email summarizing membership options

Sarah v.

- Once bank is sorted out, Sarah G. needs a reimbursement for domain fee

Kyle

- Send gmail address to Sarah Gibbons for access to CWCA Google Drive

Item No.	Description	Speaker	Action Items
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Administrative Business			
1.	Call to Order	Marci	
2.	Land Acknowledgement	Amanda	
3.	Approval of agenda Approved	Marci	
4.	Approval of November 2025 minutes Approved	Marci	
Reports			
5.	<p>President Report</p> <p>Advocacy Toolkit Book an upcoming meeting to generate ideas. Create a question bank to ask members--what do we need to know and what do they need to know for personal and professional levels of advocacy.</p> <p>Environmental Scan Conduct an environmental scan every two years to determine the budgets, positions, resourcing that is and is not there, compensation, ranges, and benefits to help provide some data. One idea is to have the first draft of the form completed before the conference to be able to track trends. However, Sarah K. suggested gathering at the conference to develop energy around the survey to get more people engaged. Use the conference to stimulate interest and willingness. Sarah v. suggested making the survey as easy and barrier-free as possible. Publish the findings. If responses are anonymous, we doesn't need ethics approval</p> <p>Sheila--BIPOC Caucus Will be submitting to the CFP for a presentation at the conference.</p> <p>Satisfaction survey Add to the end of the conference survey to get information useful for a lot of contexts (e.g., planning, what membership thinks, etc.). The Board supported this.</p> <p>Bank situation Resetting with an accessible, cross-Canada institution (TD, Scotia Bank, Tangerine, TESL Canada). Sarah G: maybe contact CASDW and see what they do?</p>	Marci	<p>Book brainstorming meeting for advocacy toolkit</p> <p>Add satisfaction survey to end of conference survey</p>
6.	<p>Update from Conference Chair</p> <ul style="list-style-type: none"> Budget [link removed] 	Christin	Share ideas for a plenary speaker or a

	<ul style="list-style-type: none"> ● Trouble getting Sarah connected to the account. (see action items under #7) ● Set the budget for \$6000 ● Speakers <ul style="list-style-type: none"> ○ One plenary speaker--suggestions? <ul style="list-style-type: none"> ■ Claire Birmingham ■ Robert Graves ■ Margaret Proctor at U of Toronto ■ Tyler Tokary at UTM. ■ What about a panel? ○ One wrap-up event with participants contributing to something (The Blog Collective; creating blog entries or newsletter entries) ● Registration <ul style="list-style-type: none"> ○ Tax on registration as needed? ○ Possible payment/registration methods: Zoom, Square, Stripe ○ Board supports the surcharge. 		panel with Christin
7.	<p>Treasurer Report</p> <p>Sarah v will send an invite to chat about the bank before next meeting. Marci will talk to banks before our next meeting.</p>	Sarah v.	<p>Marci to talk to banks before meeting</p> <p>Marci and Sarah v. to meet about banks</p>
8.	<p>Digital Media Chair</p> <p>I posted the updated deadline for the CWCA/ACCR CFP on the website.</p> <p>I met with Julia Lane to create a new profile for the Blog Collective on the website so that they can access the site, and I created pages for the blog description, submission guidelines, and style guide. Previously, the blog page had linked to this information in Google Docs. Julia and I thought it would be easier for users to be able to locate this information from the website menu.</p> <p>We were billed for the website domain registration (\$26) on January 18, 2026. Sarah V, are you able to reimburse, or should I get in touch with Mark?</p> <p>Larger charge coming in April.</p> <p>Google Drive--</p> <p>Sarah V, Sarah K, Heather, Rim, and Kyle - I noticed you haven't been added to the CWCA Google Drive yet. I can add you if you share a gmail address with me. Thanks!</p>	Sarah	<p>Sarah needs reimbursement for domain registration fee \$26</p> <p>Kyle to send gmail address to Sarah for access to the CWCA Google Drive</p>
9.	<p>Membership Chair Report</p> <p>Continue discussion re: membership fees (uncoupling them,</p>	Amanda	Amanda to send out an email

	<p>increasing them, an idea I have for a pilot session we could offer when we have the new fee structure, etc.).</p> <p>Weigh in on it before the next meeting. Amanda to put together an email to send out for opinions Sarah K: we need to be clear about board capacity for these activities.</p>		summarizing the discussion around membership fees
New Business			
9.	<p>Update on CWCA Blog Proposal [link removed]</p> <p>a) request for board support of a national workshop series</p> <p>This is a one-time (not ongoing) request. We probably have capacity to organize 3-4 speakers before the conference. We'd be happy to offer speakers a smaller honorarium! Please let us know what CWCA/ACCR would be willing to support (perhaps \$150-200, for a maximum of \$800?)</p> <p>Board is interested to see what this generates and supports this initiative. Board suggest starting with one session to see what is involved re: planning, recruiting, moderating, advertising etc. Ask for a report summarizing how it was administered and managed as well as how it explicitly connects to the blog posts. For this first time, let's try an honorarium of \$200.</p> <p>b) request a block of time at the conference for an information gathering session.</p> <p>Possibility of an information gathering session during the conference: we'd love to spread the word about the Blog (as well as gather feedback re: what folks would like to see from us) and considered putting in a conference proposal; however, since the purpose is to <i>gather</i> feedback, we thought that requesting an hour/blocking off time during the conference for a Blog Information Session might be more aligned with the purpose.</p> <p>Board supports this.</p>	Jenna	Cara to communicate Board feedback to Blog Collective
10.	<p>Directory</p> <p>Expanding a directory for our current times. Consider building a new form to autopopulate a Google Sheet.</p> <p>Amanda volunteered to collaborate</p> <p>Watch language around writing centres to be more inclusive to other types of writing instruction.</p>	Cara	Cara to connect with Amanda re: next steps

Next meeting:

CWCA/ACCR Executive Meeting Agenda: Friday, February 20, 2026

1000-1115 PT / 1100-1215 MT / 1200-115 ET / 100-215 AT

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