

CWCA/ACCR Executive Meeting Agenda: Friday, November 21, 2025
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:

Sarah Gibbons
Christin Wright-Taylor
Heather Fitzgerald
Gillian Saunders
Kyle Beres
Sarah van Sloten
Marci Prescott-Brown

Regrets:

Amanda Marshall
Sarah King
Julia Lane
Cara Violini
Rim Fathallah

Item No.	Description	Speaker	Time
Administrative Business			
1.	Call to Order	Marci	10 min
2.	Land Acknowledgement <ul style="list-style-type: none"> Acknowledging the colonial nature of work we do and try to undo 	Kyle	
3.	Approval of agenda <ul style="list-style-type: none"> Approved – Kyle and Gillian 	Marci	
4.	Approval of October 2025 minutes <ul style="list-style-type: none"> Approved – Christin and Sarah 	Marci	
Reports			
5.	President Report <ul style="list-style-type: none"> Next time Marci will report on the BIPOC caucus 	Marci	10 min
6.	Treasurer Report <ul style="list-style-type: none"> BMO is still in progress. It's tricky without one signing authority. Sarah has followed up with Marc about the binder. One person has requested a receipt for membership. Christin will send a document from Jordana for issuing receipts. Sarah vS has a meeting with Christin next week. 	Sarah v.	10 min

	<ul style="list-style-type: none"> ● Sarah vS does not have access to how much money we have. If we need to know this information, Marc is willing to look it up. ● Christin said we'll need to know for conference planning but we don't need it right away. 		
8.	<p>Digital Media Chair report</p> <ul style="list-style-type: none"> ● Sarah G confirmed that the by-laws document on the website is out of date and will update it with the new link. 	Sarah	2 min
New Business			
9.	<p>Letter from Shelly Marion seeking advocacy [link removed]</p> <ul style="list-style-type: none"> ● Three writing centres have been shut down/paused indefinitely (Windsor, St. Michaels, Conestoga). What is a sustainable way for us to advocate? <p>Advocacy toolkit</p> <ul style="list-style-type: none"> ● Correlates usage of the writing centre to cost-saving measures ● Includes data / research that shows the value of the writing centre ● Increases retention ● Empowers people in writing centres to take up leadership work ● Download for free ● Help people advocate for their own centres ● Determine how their WC helps BIPOC and marginalized students ● More sustainable and effective in the long run ● One sheet? ● Marci to connect with Clare Birmingham ● Kyle, Marci, Heather, Gillian, Sarah <p>Report Writing</p> <ul style="list-style-type: none"> ● Effective at showing the true work of the writing centre. ● Usage statistics ● Offer support for writing centre leadership on report writing – maybe a workshop ● Templates would be beneficial to show how a writing centre might acquire this data <p>Encouraging Writing Centre Leadership</p> <ul style="list-style-type: none"> ● Empowering people in writing centres to take up leadership work <p>Certification for Writing Centres</p> <ul style="list-style-type: none"> ● Acknowledgment and recognition of excellence. ● Writing centres can say they have a certification of excellence. ● Could include a process of mentoring writing centres. 		

	<ul style="list-style-type: none"> Do these certifications expire? Southeastern Writing Centers Association has the CARE program: https://southeasternwritingcenter.wildapricot.org/certification <p>Tutor-Training Program</p> <ul style="list-style-type: none"> BCWCA discussing a province-wide program 		
11.	<p>Proposal</p> <ul style="list-style-type: none"> Funds for a monthly speaker and admin support to gather content for blog Initial positive reaction Recommendations for a more scaled approach for sustainability. For example, a quarterly program Sarah vS to speak to the budget component Sarah G to share Google Drive with everyone who is not already on it. 	Jenna	
12.	<p>Directory</p> <p>* Tabled until January</p>	Cara	10

Next meeting:

CWCA/ACCR Executive Meeting Agenda: Thursday, January 22, 2026

930-1045 PT / 1030-1145 MT / 1230-145 ET / 130-245 AT

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