

CWCA/ACCR Executive Meeting Agenda: Friday, November 21, 2025
1000-1115 PT / 1100-1215 MT / 100-215 ET / 200-315 AT

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 Acknowledging the colonial nature of work we do and try to undo	Kyle	
3.	Approval of agenda Approved – Kyle and Gillian	Marci	
4.	Approval of October 2025 minutes Approved – Christin and Sarah	Marci	
Reports			
5.	President Report Next time Marci will report on the BIPOC caucus	Marci	10 min
6.	Treasurer Report - 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 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.	Sarah v.	10 min

	Christin said we'll need to know for conference planning but we don't need it right away.		
8.	Digital Media Chair report Sarah G confirmed that the by-laws document on the website is out of date and will update it with the new link.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.	Letter from Shelly Marion seeking advocacy [link removed] - Three writing centres have been shut down/paused indefinitely (Windsor, St. Michaels, Conestoga). What is a sustainable way for us to advocate? Advocacy toolkit - 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 Report Writing - 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 Encouraging Writing Centre Leadership - Empowering people in writing centres to take up leadership work Certification for Writing Centres - Acknowledgment and recognition of excellence. - Writing centres can say they have a certification of excellence. - Could include a process of mentoring writing centres. - Do these certifications expire? - Southeastern Writing Centers Association has the		

	CARE program: https://southeasternwritingcenter.wildapricot.org/certification Tutor-Training Program ● BCWCA discussing a province-wide program		
11.	Proposal [Link removed] ● 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.	Directory * Tabled until January	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
