



**Canadian Writing Centres Association/
Association Canadienne des Centres de Rédaction**

**Minutes of the 7th Annual General Meeting
23 May 2014 4:00pm EDT
Brock University (Academic South 202)**

1. Welcome; Approval of Agenda

The meeting was called to order at 4:15pm EDT by Theresa Hyland, Chair, who welcomed the 29 members in attendance. The Agenda was approved as presented.

2. Adoption of the Minutes of the 6th Annual General Meeting, May 31, 2013 in Victoria BC

Motion #1: Moved by Robin Sutherland to accept the Minutes, seconded by Ginny Ryan. **Carried.**

3. Chair's Report

Theresa summarized her written report, noting that it had been a productive year. Theresa thanked Margaret Groombridge for her work "on the ground" at Brock University to make arrangements for the second annual conference held earlier today, and also Jane Milton for working with Brian Hotson, Immediate Past Chair, to prepare the proposed amendments to the Constitution. Brian has also worked diligently to create a more interactive presence for CWCA on the web. She closed by thanking all members of the executive.

4. Treasurer's Report

Treasurer Miriam Unruh had submitted a report but was unable to attend the AGM. Robin Sutherland summarized the report. It was noted that there may be some additional conference expenses, and the net income will be closer to \$1,800 which is a bit lower than the reported figure of \$2,806.50. There was a question about the amount of the membership fee, which is \$35, and \$25 for students. This was included in the conference fee. There is an area on the CWCA website where memberships may be purchased separately, but Robin advised that most memberships had been paid in conjunction with conference fees.

In response to a question about the ePly expense of \$198.21, Theresa explained that this charge was incurred from 2013 conference registration system costs, which had included a more expensive direct Visa/Mastercard processing option. A less expensive option was chosen for 2014, which will result in lower costs in future. There was a question about using the net funds for a scholarship or bursary; discussion was held on this under item 6: Bursary.

Motion #2: Moved by Liv Marken to accept the Treasurer's Report, seconded by Tammy Byrne. **Carried.**

5. Proposed Amendments to the CWCA Constitution

Brian Hotson provided some background to the need for amendments since the organization has become an independent entity instead of a Special Interest Group (SIG) of the Society for Teaching and Learning in Higher

Education (STLHE). Six amendments were proposed; these had been circulated through the listserv in late January and were projected at the meeting for general viewing.

Motion #3: Moved by Judy Jewinski to adopt the Amendments.

Following this Motion, the amendments were read and discussed individually.

Article 5: Treasurer. Added a limited term and sharing of signing authority with the Chair. In response to a question from Margaret Proctor, Theresa Hyland confirmed that either the Chair or the Treasurer may sign cheques.

Article 5: Web Master. Establishes a Media/Communications Committee, with a chairperson who will report to the executive and who will be a member of the executive.

Article 7: Meetings. This provides additional procedures for the annual conference.

Article 9: Amendments to the Constitution. This reduces the time requirement to provide notice of such amendments to the membership. Boba Samuels questioned the wording concerning the submission of amendments to the executive for “consideration”, and made a comment about the sequence of incorporating amendments.

Friendly Amendment to Motion #3: Mark Neville moved to revise the wording of Article 9, seconded by Clare Bermingham. The following Friendly Amendment revision was accepted by the original mover of the motion, and agreed upon by all those present:

1. Any member may submit suggested amendments to the Executive, who will submit the amendment for consideration by the membership at the Annual General Meeting (AGM).
2. A motion to amend requires thirty (30) calendar days’ Notice of Motion which shall be distributed via the CWCA listserv.
3. The Constitution and By-Laws may be amended by a resolution passed by a two-thirds (2/3) majority of members in attendance at the AGM.

In response to a question from Mark Neville, Brian Hotson assured the members that distribution via listserv provides the widest possible distribution of the Notice. In response to a comment that attachments are sometimes “snipped” from listserv posts, Brian advised that the Notices of Amendment are also posted on the CWCA website. Tammy Byrne suggested that instructions be posted on the web site indicating how to join the listserv.

Action #1: Brian will post instructions on the web site indicating how to join the listserv.

Article 10: General Statement. This provides for distribution of funds in the event of the dissolution of the CWCA.

Additional Article 11: Elections. This provides for nominations from the floor at the AGM, and election by a secret ballot if more than one person is nominated for a position.

As there was no further discussion, Lucie Moussu seconded **Motion #3** with the friendly amendment. **Carried.**

6. Bursary in Honour of Georgia Lyons

Theresa Hyland explained that there had been discussions about bursaries for student tutors to attend the conference, and an award in honour of Georgia Lyons of Nipissing University. These ideas had somehow become conflated; Lucie Moussu spoke to the concept of providing a bursary in honour of Georgia Lyons. It was generally agreed that the idea is sound in principle. Some ideas were discussed concerning raising additional funds beyond using the post-conference balance, including:

- Contacting institutions such as Nipissing U again to determine level of support
- Including a check box on the conference registration form to make a voluntary contribution
- Selling T-shirts

There was a question about the source of these funds if registrations are covered by one's institution. It was suggested that making a personal voluntary contribution could be noted as a separate item on the receipt, and this contribution may be covered at the institution's discretion when expenses are submitted for reimbursement.

There was discussion about a possible process for selecting recipients. Lucie indicated that the International Writing Centres Association (IWCA) has such a competition; students submit an application along with a brief letter of recommendation from their writing centre supervisor. After some additional comments concerning the number of recipients and the amount of the bursary or bursaries, Amanda Goldrick-Jones suggested that an Awards committee be struck to draw up terms of reference for the bursary. Liv Marken and Lucie Moussu volunteered to serve on this committee.

Motion #4: Moved by Tammy Byrne, seconded by Margie Clow-Bohan that the 2014-2015 CWCA Executive shall strike an Awards Committee to consider terms of reference for the Georgia Lyons Bursary and make a recommendation to the members at the 2015 AGM. **Carried.**

7. International Writing Centres Association (IWCA)

Brief Adjournment: At approximately 4:50 EDT the meeting adjourned briefly to permit relocation. Meeting reconvened at approximately 5:00 p.m. in the Walker Food Court which was closed for general business, but which provided adequate seating. Brian Hotson assumed the Chair for this portion of the meeting.

Members discussed some of the benefits and drawbacks of joining IWCA, notably the level of exposure versus cost. Ginny Ryan noted that several members are also members of the IWCA already.

Motion #5: Moved by Lucie Moussu, seconded by Gigi Taylor that the 2014-2015 CWCA Executive shall conduct a cost-benefit analysis of possible membership of CWCA in the IWCA and make a recommendation to the members at the 2015 AGM. **Carried.**

8. Establishment of Regional Groups

Brian Hotson explained that there are currently a number of informal writing centre groups in Eastern Canada, Ontario, BC, Quebec and Alberta. There was a suggestion to add more regional representatives to the executive to augment or replace the existing East and West representatives. Theresa Hyland reassumed the Chair at this point and suggested that this possibility, along with a consideration of the value of holding regional meetings in

addition to the annual conference, be discussed in the Special Interest Group meeting to be held immediately following the AGM.

9. Other Business

Brian advised that conference Powerpoint presentations would be available on the CWCA web site. He asked that anyone who is not on the listserv could provide him with their email address and he will add it.

10. Elections

The following list of nominations or incumbents was put forward:

Immediate Past Chair: Theresa Hyland, Huron University

Chair: Robin Sutherland, UPEI

Vice-Chair: Lucie Moussu, U Alberta

Secretary: Grace Howell, Huron University (completing 2nd term in 2015)

Treasurer: Miriam Unruh, U Manitoba (to 2015)

Electronic Communications Committee: Brian Hotson, Jordana Garbati, Margie Clow-Bohan

Member at large, East: Tatra Palfery, St. Francis Xavier U,

Member at large, West: Silvia Sgaramella, U Alberta

Francophone representative: Céline Desaulniers, Laurentian U

Theresa called for further nominations from the floor. None were received.

Motion #6: Moved by Theresa Hyland, seconded by Brian Hotson to accept the slate of candidates.
Carried.

Brian Hotson thanked Theresa Hyland for her hard work as Chair in 2013-14.

11. Adjourn

Motion to adjourn made by Brian Hotson, seconded by Grace Howell. Carried. Meeting adjourned at 5:20.

Special Interest Groups (SIGS) met immediately following the AGM to discuss English Second Language student tutoring, Regional groups, Research, and Student Tutors. Dinner was held in the Pond Inlet Restaurant on the Brock U campus at 6:30 pm.

Respectfully submitted,
Grace Howell