



**Canadian Writing Centres' Association
Executive Meeting December 13, 2013
Via Skype Teleconference**

Present: **Margaret Groombridge**, (2014 conference co-ordinator), Brock University; **Grace Howell** (Secretary), Huron University College; **Theresa Hyland** (Chair), Huron University College; **Lucie Moussu** (Francophone and West representative), University of Alberta; **Robyn Sutherland** (Vice-Chair), University of Prince Edward Island (PEI).

Regrets: **Tammy Byrne** (East representative), Cape Breton University; **Margie Clow-Bohan**, Dalhousie University; **Brian Hotson** (Immediate Past Chair), St. Mary's University; **Liv Marken**, University of Saskatchewan; **Miriam Unruh** (Treasurer), University of Manitoba; **Laurie Waye** (2013 Conference Co-ordinator), University of Victoria.

Order: Meeting was called to order at 40 minutes past the hour (11:40 EST) due to some technical issues with Skype connections. Theresa Hyland welcomed everyone and introduced the members attending. It was noted that there were not enough members present to declare a quorum.

1. **Minutes of Meeting, November 15, 2013** were reviewed. No errors or omissions noted; all Action Items have been addressed.
2. **Treasurer's Report** was not available. Theresa Hyland noted that the most recent balance in the account is approximately \$1,363 which is included on the Conference 2014 budget.
3. **Electronic Media/Communications Committee:** Report not available.
4. **Constitution Committee:** Amendments had been distributed to the executive, but these could not be voted on because of the lack of quorum.
Action #1: This item will be held over until the next executive meeting.
5. **Conference Committee:** Theresa Hyland had distributed a contract letter to send to Dr. Laura Greenfield (<http://lauragreenfield.org/>) the keynote speaker for the 2014 conference. She asked for comment, and there was one question about possible shipping costs for Dr. Greenfield's books. It was decided that that cost would not be covered by CWCA.
 - a) **Call for Proposals:** As of the date of this meeting, 5 proposals have been received and are located in the Dropbox Folder as "CWCA Proposals 2014". Several people have had difficulty accessing the Dropbox folders.
Action #2: Grace will check the settings on this folder to ensure access.
There was discussion about extending the call for proposals.
Action #3: The call will be extended to January 6, 2014. Theresa will check with Brian and ask him to revise the deadline on the web site.
Lucie noted that the first URL for the Canadian Writing Centres Association on Google is the old

one from STLHE, and it does not connect with the current one.

Action #4: STLHE to be contacted by Brian Hotson and asked to delete that site/page (<http://www.stlhe.ca/special-interest-groups/cwca/>).

- b) **Brock U and Room Bookings:** Theresa has spoken directly to Nancy Sutton at Brock. Three breakout rooms and the main hall have been booked for Friday May 23, along with AV equipment. There was a question about handling guest room reservations. Robyn recalled that not many people stayed in university accommodations for the 2012 conference at Victoria. It was decided not to get involved in room reservations. That was the only delay, and Theresa expects to have a contract from Brock for the meeting facilities by December 31.

Action #5: Theresa will ask Brian to attach a room reservation form with the Paypal registration form.

- c) **Special Interest Groups (SIG):** There was some discussion about allowing for special interest groups such as ESL, or regional writing centres to hold discussions. Sessions will be concurrent, but time could be set aside at the end of the day to provide an opportunity for SIG groups to meet. There are 4 rooms, so there could be up to 4 SIG group meetings. These could be ESL, regional, tutor groups, and research.

Action #6: This session will need to be included on the registration form along with the other proposed sessions that are to be chosen by Feb. 3.

Meeting adjourned at 12:40 p.m. EST.

Next Meeting: Friday, January 10, 2013 @ 1:30 p.m. (EST) via Skype teleconference.

Board Members 2013-14:

Position	Incumbent	Term	Email
Past Chair	Brian Hotson, St. Mary's U	To 2014	Brian.Hotson@SMU.ca
Chair	Theresa Hyland, Huron UC	To 2014	Thyland@huron.uwo.ca
Vice-Chair	Robyn Sutherland, UPEI	To 2014	rsutherland@upei.ca
Secretary	Grace Howell, Huron UC	To 2014	ghowell@uwo.ca
Treasurer	Miriam Unruh, U Manitoba	To 2014	Miriam.unruh@ad.umanitoba.ca
Member-at-large, West	Lucie Moussu, U Alberta		moussu@ualberta.ca
Member-at-large, East	Tammy Byrne, Cape Breton U		Tammy_byrne@cbru.ca
Francophone Representative	Lucie Moussu, U Alberta		
Webmaster CWCA	Liv Marken, U Saskatchewan		Liv.Marken@usask.ca
Awards	Vacant		
Ex Officio:			
Conference 2014	Margaret Groombridge, Brock U		mgroombridge@brocku.ca
Webmaster ,C. of Practice	Vacant		
News/Communications	Vacant		

Web site: <http://cwcaaccr.wordpress.com/>

List Serve: cwcalist@athabascau.ca