



**Canadian Writing Centres Association  
Executive Meeting February 28, 2014  
Via Skype Teleconference**

**Present:** **Tammy Byrne** (East representative), Cape Breton University; **Margaret Groombridge**, (2014 conference co-ordinator), Brock University; **Grace Howell** (Secretary), Huron University College; **Brian Hotson** (Immediate Past Chair), Saint Mary's University; **Theresa Hyland** (Chair), Huron University College; **Liv Marken**, University of Saskatchewan, University of Alberta; **Robin Sutherland** (Vice-Chair), University of Prince Edward Island (PEI), **Miriam Unruh** (Treasurer), University of Manitoba.

**Regrets:** **Lucie Moussu** (Francophone and West representative)

**Order:** Meeting was called to order at 30 minutes past the hour (1:30 EST). Theresa Hyland welcomed everyone and introduced the members attending.

1. **Minutes of Meeting, January 10, 2014** were reviewed. No errors or omissions were noted.
2. **Treasurer's Report:** Miriam reported a balance of \$1,500. A cheque for \$1,000 has been sent to Brock as a deposit on the facilities for the conference, and about \$340 has been received for conference registrations. She is expecting more cheques, because to date 16 people have registered. Miriam noted that about 10 people have purchased memberships, but have not registered for the conference. There was discussion about setting these funds aside for general expenses, or for a possible subsidy for students. If necessary, the funds will need to be used to cover any shortfall from the conference.

**Action #1:** This item will be added to the Agenda for discussion at the AGM.

There was discussion also about pre-paying the travel expenses of the keynote speaker. It was decided not to offer to pre-pay these expenses.

3. **Slate of Executive for 2014-2015:** Theresa listed the following positions:

**Immediate past chair:** Theresa Hyland

**Chair:** Robin Sutherland

**Vice-Chair:** Vacant

**Secretary:** Grace Howell (completing 2<sup>nd</sup> term in 2015)

**Treasurer:** Miriam Unruh will remain if no one steps in

**Webmaster CWCA:** Vacant

**Member at large, East:** Tammy Byrne

**Member at large, West:**

**Francophone representative:**

**Action #2:** Theresa will contact Lucie Moussu to confirm that she will continue as Francophone/ Member at large, West.

Miriam noted that it is quite involved to change signing authorities on the bank account, and suggested adding Robin now as Vice-chair. When she moves into the Chair, and the Past-Chair position, she can remain a signing authority on the account.

**Action #3: Robin will send Miriam her contact information and Miriam will initiate the process of adding her signature to the account.**

4. **Electronic Media/Communications** : Theresa thanked Brian for the good work he has done with the web page, Facebook and Twitter. Brian noted that there are about 50 Facebook friends and 100 followers on Twitter. There is also a link to the Community of Practice Page on the site at (<http://cwcaaccr.wordpress.com/community-of-practice/> ). This page contains tutoring and training resources.

Brian advised that he has been fulfilling the duties of the vacant web master position because he was chair of the Electronic Communications Committee. We will need to fill that committee so that he has some help next term.

**Action #4:** This item will be included on the Agenda for discussion at the AGM. There will be a Call for Volunteers, and this Call will be uploaded to the CWCA site and the Listserv in preparation for the meeting.

Brian Hotson had to leave the meeting just after the hour (2:00 EST).

#### 5. **Conference Committee:**

- a) **Program:** Robin had sent a revised copy of the schedule, and reported that all but one of the presenters has confirmed. It was decided to switch the times for the AGM and the SIGs so that the AGM would occur between 4:00 and 4:45 and the SIGs from 4:55 to 5:45.

**Action #5: Robin will make the change and send revised copy to Brian. Brian will upload the program on the website.**

- b) **Special Interest Groups (SIGs):** Theresa asked for volunteers or suggestions for leaders of the four SIGs. They are: ESL – Rebecca Smollett, U Toronto; Regional – Judy Jawinsky, or Robin Sutherland if Judy declines; Research – Tyler Tokaryk, U Toronto, and Students – Liv Marken.

**Action #6: Theresa will contact Rebecca, Judy and Tyler to confirm that they will lead the SIG sessions.**

- c) **Brock U Conference Space:** Margaret Groombridge advised that she and one other volunteer will be available. She has contacted the English department as well, and they are forwarding the information to their people. Hedy McGarrell has registered from Brock, and she may have some graduate students available. It was agreed that 4 or 5 volunteers would be enough to assist if 100 people register.

**Action #7: Theresa will check with Hedy McGarrell re grad students available to volunteer.**

Margaret advised that Sonya Forsey is now the contact person for Conference Services.

**Action #8: Margaret will contact Sonya to reconfirm the 3 rooms plus larger room, and that technical assistance is included in the fee for the rooms.**

- d) **Accommodation:** Liv asked about accommodation. Theresa confirmed that there is a link to accommodations at Brock for the conference on the website, as one of the items under the link to the registration form (<http://cwcaaccr.wordpress.com/cwcaaccr-2014-conference/registration-travel-and-accommodation/> ). It is not on the registration form.
- e) **Registrations:** Miriam had indicated earlier that there are 16 registrations. Last year, by March 31 there were 26 registrations. Theresa urged the executive to register at their earliest opportunity if they are planning to attend. It was noted that several people are not certain of their level of funding until April, and therefore registrations should increase at that time.
- f) **Other – Book Sales:** Miriam asked if there are plans to sell books. Theresa advised that Laura Greenfield had asked if the Brock U book store would stock extra copies of the book *Writing Centers and the new racism: A call for sustainable dialogue and change*.  
**Action #9: Margaret will ask the Brock Bookstore to stock 30 copies of the book and to have these available at the conference.**

Meeting adjourned at 2:30 p.m. EST.

**Next Meeting: No date set.**

**Board Members 2013-14:**

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

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

**List Serve:** [cwcalist@athabascau.ca](mailto:cwcalist@athabascau.ca)

Conference: [https://www.ely.com/CWCA\\_ACCR\\_Conference2014](https://www.ely.com/CWCA_ACCR_Conference2014)

Attachments: Revised conference schedule ads at Feb 28