



**Canadian Writing Centres' Association  
Executive Meeting January 10, 2014  
Via Skype Teleconference**

**Present:** **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 **Lucie Moussu** (Francophone and West representative), University of Alberta; **Robin Sutherland** (Vice-Chair), University of Prince Edward Island (PEI).

**Regrets:** **Tammy Byrne** (East representative), Cape Breton University; **Miriam Unruh** (Treasurer), University of Manitoba; **Laurie Waye** (2013 Conference Co-ordinator), University of Victoria.

**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, December 13, 2013** were reviewed. The Action item #6, for 5c) SIGs should be deleted. The secretary will make the change and re-send the minutes of this meeting.
2. **Treasurer's Report** was not available.
3. **Electronic Media/Communications Committee:** Brian reported that he had sent out information about the call for conference proposals via the social media. Liv had sent a list of times for the committee to post information on the web site.
 

**Action #1: Liv will re-send the time schedule to the executive committee, who can then post per the schedule.**
4. **Constitution Committee:** Amendments had been distributed to the executive, but these could not be voted on last meeting because of the lack of quorum. The **Amendments** are:
  1. 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.
  2. A motion to amend requires thirty (30) calendar days' Notice of Motion, which shall be distributed via the CWCA listserv.
  3. Such motion shall come from the Executive. Any member may submit suggested amendments to the Executive for consideration.
  4. The board member positions of Web Master and News/communications Representative will be eliminated. These have been replaced by the Electronic Media/Communications Committee.

**Action #2: These amendments will be brought forward to the 2014 AGM for adoption by the membership. Notice of amendments to be posted to the listserv 4 months in advance, January 23, 2014.**

## 5. Conference Committee:

- a) **Brock U room bookings for conference:** Theresa reported that she had signed the contract and sent a cheque for the deposit, but has not received a reply or confirmation from Nancy Sutton at Brock. Three breakout rooms and the main hall have been booked for Friday May 23, along with AV equipment. The number of people and the menu will need to be submitted to Brock 30 days prior to the conference.

**Action #3: Margaret Groombridge will contact Nancy to confirm receipt of contract and deposit cheque.**

- b) **Schedule for the conference:** Robin had drafted up a proposed schedule for the conference, and Tammy Byrne and Grace Howell had suggested minor revisions to the times to permit longer breaks, more time to transition between sessions, and 45 minutes for 4 SIG meetings between 4:00 and 4:45: ESL, Regional, Tutors and Research SIGs. There was some discussion about altering the schedule slightly to allow for co-ordination of the number of 60 minute and 30 minute sessions with the number of proposals, thus minimizing the numbers that could not be accommodated. Revised time schedule is attached to these minutes.

- c) **Keynote speaker:** Theresa sent a contract letter to Laura Greenfield on December 13<sup>th</sup> 2013 following the last executive meeting. She has not yet received a reply, although Laura agreed that she would be available.

- d) **SIGS:** These sessions will occur at the end of the day, prior to the AGM. Rebecca Smollett has agreed to chair the ESL SIG. Three others are needed for the Tutor, Research, and Regional SIGs. **Action #4: Brian to post an invitation on list serve for chairs for these SIGS.**

Theresa suggested also that we ask members via the list serve which SIG they would attend.

- e) **Online Registration Form:** Brian indicated that there are currently four registrations including his own. He confirmed that there is a link to accommodation information on the Registration page of the CWCA site (not the form).
- f) **Proposals:** Robin reported that a total of 19 proposals have been received. These will be reviewed by the Proposal Committee immediately following this meeting.
- g) **Other - Publicity:** Theresa asked for ideas on how to increase registrations by getting the word out. The following is a list of activities that were agreed on:
- **Brian will add the names of 2013 participants to the list serve, along with the email addresses of writing centre directors from a master list**
  - **Earlybird Eligibility: Item on list serve, web site, twitter, Facebook: First 25 registrants' names will be entered into a draw for a copy of Laura Greenfield's book, *Writing Centers and the New Racism*. Theresa will send this item for Brian to upload.**
  - **Send conference link to others who may be interested: Brock U, TESL, Margaret Procter for University of Toronto writing centres, CASDW.**

- Lucie noted that the Facebook and Twitter links are only on the conference registration page, and there is only the option to “share”, not join or post. **Brian to make these more prominent, include option to “join”, “post” etc.**

Meeting adjourned at 2:15 p.m. EST. Proposal Committee meeting followed.

**Next Meeting: No date set.**

**Board Members 2013-14:**

<b>Position</b>	<b>Incumbent</b>	<b>Term</b>	<b>Email</b>
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	Robyn 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	Liv Marken, U Saskatchewan		<a href="mailto:Liv.Marken@usask.ca">Liv.Marken@usask.ca</a>
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		
News/Communications	Vacant		

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

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

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

Attachments: Constitution, CWCA-ACCR, and List of Proposed Amendments

Revised conference schedule