



**Canadian Writing Centres Association
Executive Meeting March 2, 2015 3:00 Atlantic
Via Teleconference**

Present: **Robin Sutherland** (Chair), UPEI; **Lucie Moussu** (Vice-Chair) and **Silvia Sgaramella** (West Canada Rep), University of Alberta; **Theresa Hyland** (Immediate Past Chair) and **Grace Howell** (Secretary), Huron University College; **Celine Desaulniers**, (Francophone Rep), Laurentian University; **Jordana Garbati** (Communications Committee Rep), Wilfrid Laurier University.

Guest: **Catherine Lavoie**, University of Ottawa Academic Writing Help Centre (AWHC)

Regrets: **Miriam Unruh** (Treasurer), University of Manitoba **Tatra Palfery** (East Canada Rep), St. FX University.

Order: Meeting was called to order at 5 minutes past the hour (3:05 AT).

1. Conference 2015 Planning Updates:

- a) **Meeting Rooms:** Three classrooms and the auditorium are needed; these were to be confirmed by the end of February, but there have been some personnel changes. Catherine should hear by the end of this week if there are 3 classrooms that are near the auditorium or a room that will hold 90 to 100 people. **Action: Catherine will advise Robin when the rooms are confirmed. Update (March 4): We have three classrooms and an auditorium, all in the same building! (one classroom and the auditorium are next to each other; the two other classrooms are up one floor. The building is accessible, and has an elevator). Still to be confirmed is whether we can book the atrium space in front of the auditorium, which is where we would set up tables for lunch, and where we would put the posters on display.**
- b) **Lunch:** Catherine suggested that the “boxed lunch” option might be best for the conference so that people can select a lunch and take it to an outside location weather permitting, or any one of a number of locations nearby. Members generally agreed that this would work, but Lucie asked that the lunch be available close to the meeting areas and to the poster displays so that all of these would be accessible. Jordana confirmed that there will be a space on the registration form for people to indicate their preference for a vegetarian, gluten free, or vegan option.
- c) **Pre-conference executive meeting:** Robin would like to hold this meeting from 4:00 to 6:00 on Thursday May 28 in the Academic Writing Help Centre (AWHC) at the University of Ottawa. Last-minute details for the conference will be discussed, and preparation for the AGM will be finalized.
- d) **Pre-conference dinner/get-together:** It was decided that due to the uncertain number of people attending this pay-your-own event that the on-campus restaurant **Nostalgica** (<http://cafenostalgica.ca/>) would be the best location. Catherine had been in touch with Fiazza Restaurant in the Byward Market, but there is a maximum number allowed for the reservation. There will be an area on the registration form where people can indicate if they plan to attend this event, and this will provide approximate numbers.

- e) **Post-conference reception:** This will be held in the writing centre beginning at 6:30. Cost will be \$35 per person, but CWCA will provide one free drink ticket to each person attending. This cost permits glasses, cutlery and china to be used at the reception. Those registering will indicate their attendance and pay at registration, but CWCA will order a few extra in case there are those who decide to attend last-minute (and for the keynote speaker). **Action: Miriam will check the registrations and advise Catherine of numbers for the reception approximately one week prior to the conference.**

2. Conference Program:

- a) **Schedule:** Lucie had sent a draft of the schedule to all members prior to the meeting. She advised that she still needs a few people to confirm that they will be making a poster presentation. There was discussion about how the posters will be displayed. **Action: Catherine will check on the structure of the display boards (two-sided, three-sided) and will get rental costs. She will send this information to Robin and Lucie.**
- b) **Special Interest Group Meetings (SIGS):** These will be held immediately following the conference at 4:30 and prior to the AGM at 5:15. The groups and discussion leaders are:
 Research: Lucie Moussu
 Tutors: Silvia Sgaramella
 International: Tatra Palfery
 Regional: Jordana Garbati
Action: Theresa Hyland will ask Tatra Palfery if she would like to lead the International group discussion (confirmed!). She will send information to Lucie. Discussion leaders will prepare 3 or 4 questions or issues as discussion starters.
- c) **Keynote speaker - Robin:** Robin advised that the speaker, Dr. Kathy Absolon has sent some material for inclusion in the program. www.wlu.ca/homepage.php?grp_id=2302
Action: Robin will send this information to Lucie for inclusion on the program.

3. Registration:

- a) **Form:** Robin will send information to Jordana to finalize the registration form and upload it to the web site. Lucie asked if the conference information and registration information could be displayed more prominently on the web site.
- b) **Bursary:** There will be a space on the form for people to donate to the bursary for student tutors to help with their costs in attending the conference. **Action: Miriam will check the amount collected as at May 1st. Executive will meet early in May to review this information and decide how to disburse the funds for 2015.**

4. Advertising and Promotion:

- a) **General:** Theresa advised that she and Jordana had announced the conference at a regional meeting last week which was attended by about 40 people. An announcement will also go out via the listserv. Robin asked if it would be possible to divide up the list of writing centres and have executive personally contact a specific number of these to invite them to the conference. **Action: Robin will send a current list to Theresa who will divide these up among the executive along regional lines.**

- b) **Swag:** Theresa asked if there were plans to provide a bag of items such as pens, coupons, etc. Robin advised that Catherine would have some items from her centre and the U of Ottawa. **Action: Executive will collect items from Catherine and pack the bags at the pre-conference executive meeting.**
5. **CWCA Archive:** Robin is having one of her tutors create an archive on Google sites. There is quite a bit of material such as past meeting minutes on the web site, but there is additional material as well that should be archived, such as the Constitution and information about “operations”. **Actions: Grace will update and send the Amended Constitution to all executive; Robin will contact Theresa Hyland, Brian Hotson, and Grace Howell concerning documentation that should be included on the Archives/Operating site.**
6. **Executive Positions to fill at AGM:** The following positions are available:
 Vice-chair:
 Treasurer:
 Secretary:
 Vice-chair: Robin was going to contact Linnet Humble of St. Thomas University in Fredericton NB, but was concerned that this would concentrate the leadership of the association in the Maritimes. Lucie suggested that Heather Fitzgerald (Emily Carr Institute) might be interested in the position. **Actions: Theresa will ask Sarah Cloutier, a tutor at Huron, if she would accept a nomination for secretary; Lucie will contact Heather Fitzgerald. Grace will include a call for nominations for these positions when she sends out the notice of AGM.**
- c) **Next meeting:** TBA. Meeting adjourned at 5 minutes past the hour (4:05 AT).

Submitted by Grace Howell