



**Canadian Writing Centres' Association
Executive Meeting November 15, 2013
Via Skype Teleconference**

Present: Margaret Groombridge, Brock University; **Brian Hotson** (Immediate Past Chair), St. Mary's University; **Grace Howell** (Secretary), Huron University College; **Theresa Hyland** (Chair), Huron University College; **Robyn Sutherland** (Vice-Chair), University of Prince Edward Island (PEI); **Laurie Waye** (2013 Conference Co-ordinator), University of Victoria.

Regrets: Margie Clow-Bohan, Dalhousie University; **Tammy Byrne** (East representative), Cape Breton University; **Liv Marken**, University of Saskatchewan; **Lucie Moussu** (Francophone and West representative), University of Alberta; **Miriam Unruh** (Treasurer), University of Manitoba.

Order: Meeting was called to order at 30 minutes past the hour (11:30 EST). Theresa Hyland welcomed everyone and introduced the members attending.

1. **Minutes of Meeting, October 9, 2013** were reviewed. No errors or omissions noted.
2. **Treasurer's Report** was not available. Theresa Hyland noted that the balance in the account is approximately \$1,363 which is included on the Conference 2014 budget to be discussed later in this meeting.
3. **Electronic Media/Communications Committee:** Brian reported that there have been no recent meetings of the committee, but that he is doing the CWCA web site and he has put a few new items up. Visit <http://cwcaaccr.wordpress.com/>. There is some information about the 2014 conference on the web site. Theresa asked that information also appear on the Community of Practice site. She thanked Brian for his efforts. Brian referred to the listserv, noting that all those who registered for Conference 2013 had been invited to join the listserv (cwcalist@athabascau.ca), but not all had done so.
 - Action #1: Brian will take contact information from the 2013 Eply database and invite them to join the listserv.**
 - Action #2: Executive are to visit the web site to review the contents and send suggestions to Brian at Brian.Hotson@SMU.CA.**
4. **Constitution Committee** consists of Brian Hotson, Kathy Block, Jane Milton and Catherine Nutting. Brian and Jane had met just prior to this meeting. He advised that Jane will write up the meeting notes, send to the other members of the committee, then the executive so that changes can be sent to members 4 months in advance. Brian explained that the proposed changes revolve around the treasurer's new duties, committees, the time frame for amending the constitution, election process, and the disposition of assets should the association disband. It was agreed that these proposals should be discussed by the executive at the next meeting.

Action #3: Proposed amendments to the constitution will be sent to the executive for review by December 13, 2013.

5. **Conference Committee:** Theresa confirmed that Dr. Laura Greenfield (<http://lauragreenfield.org/>) will be the keynote speaker for the 2014 conference, and thanked Brian again for this suggestion. The conference will occur at Brock University in St. Catharines, ON on Friday, May 23 with a networking event the evening prior.
- a) **Budget/Facilities at Brock:** Margaret Groombridge had drawn up a tentative budget for the event and Theresa Hyland had circulated this to the executive. It will be attached to these minutes. There was some discussion about the fees for the rooms at Brock, and the advice about an additional charge of \$150 for audio-visual support for each one. The following points and Actions emerged from the discussion:
- **Select another venue for the networking event to save on room costs;** it was decided to call the event a “Meet & Greet” and hold it at the Cat’s Caboose pub (www.catscaboose.ca)
 - **Set the registration fee at \$90 regular/\$75 student.** No charge for Meet & Greet but a check box on the registration form to get an indication of numbers planning to attend
 - Margaret will continue to negotiate the room rate, possibly to waive the AV fee
- b) **Proposals:** Grace confirmed that the Call for Proposals requested that these will be sent to the mailing list at cwca@uwo.ca. Proposals received will be stored in a Dropbox folder at [cwca Proposals for 2014 Conference](#). Reviewers sharing this Dropbox are Margaret, Robyn, Laurie and Grace and Theresa. Margie Clow-Bohan will be added. As proposals are received, they will be saved to the Dropbox, and reviewers will be notified of a new document. Currently there are no proposals.
- c) **Criteria for Reviewing Proposals:** It was decided to use a 3-point rating system (1 not, 2 perhaps, 3 yes) to rank the 250-word proposals, along with any comments by reviewers. Referring to the Call for Proposals, these are due at midnight PST on December 15, and proposers will be notified on the status of their proposal by January 10, 2014.
6. **Other Business:** none.
Next Meeting: Friday, December 13, 2013 @ 11:30 a.m. (EST) via Skype teleconference.

Board Members 2013-14

Position	Incumbent	Term
Past Chair	Brian Hotson, St. Mary’s U	To 2014
Chair	Theresa Hyland, Huron UC	To 2014
Vice-Chair	Robyn Sutherland, UPEI	To 2014
Secretary	Grace Howell, Huron UC	To 2014
Treasurer	Miriam Unruh, U Manitoba	To 2014
Member-at-large, West	Lucie Moussu, U Alberta	
Member-at-large, East	Tammy Byrne, Cape Breton U	
Francophone Representative	Lucie Moussu, U Alberta	
Webmaster CWCA	Liv Marken U Saskatchewan	
Awards	Vacant	
Ex Officio:		
Webmaster C. of Practice	Vacant	
News/Communications	Vacant	

Meeting adjourned at 12:30 EDT. Submitted by Grace Howell