



**Canadian Writing Centres Association
Executive Meeting November 24, 2014 1:00 Atlantic
Via Teleconference**

Present: **Robin Sutherland** (Chair), UPEI; **Theresa Hyland** (Immediate Past Chair) and **Grace Howell** (Secretary), Huron University College; **Lucie Moussu** (Vice-Chair), and **Silvia Sgaramella** (West Canada Rep), University of Alberta; **Celine Desaulniers**, (Francophone Rep), Laurentian University, **Tatra Palfery** (East Canada Rep), St. FX University, **Jordana Garbati** (Communications Committee Rep) – joined while meeting was in progress, Wilfrid Laurier University.

Guest: Olivia Faucher, University of Ottawa Academic Writing Help Centre (AWHC)



Regrets: **Miriam Unruh** (Treasurer), University of Manitoba,

Order: Meeting was called to order at 10 minutes past the hour (1:10 AT).

1. Conference 2015 Updates – Olivia Faucher:

a) **Meeting Rooms:** Those not needed for Congress will be available mid-January. There will be no charge for the rooms, which will provide a savings of \$1,280 from 2013. There are 3 smaller classrooms and the auditorium that Olivia will try to reserve. **Meal costs:** Estimated to be about \$20 per person for lunch and \$7-10 for breaks. Robin and Catherine Lavoie from the AWHC will be meeting in Ottawa next week on Dec. 3, and there will be a menu to review. Total cost is estimated at \$30 X 80 registrants = \$2,400 approximately. **Volunteers:** There will be four student volunteers, wearing green shirts as in the photo above, to provide directions and information and other help. **Prizes:** Theresa asked and Olivia advised that she could provide this and some UOttawa/Writing Centre-themed bags, or other promotional materials. **Wine & Cheese:** Olivia offered the writing centre location for this purpose the evening before. There was some discussion about the cost for this (\$10-20), which would be an additional activity and cost for registrants.

ACTIONS: **Theresa will check the activity schedule for the Inkshed conference which will be held on Thursday May 28 to determine if a conflict exists with the Wine & Cheese; Olivia will check room availability, food cost and cost of wine and cheese and promotional material/prize.**

b) **Keynote Speaker:** Robin confirmed Kathy Absolon at \$1,000 for fee and up to \$1,000 for travel and accommodation costs.

ACTION: **Robin will prepare a contract and send to Dr. Absolon for signature.**

c) **Workshop Proposals Submission:** Lucie Moussu reported that there are none as yet. The due date is December 31st, and all agreed that there will need to be an extension to Jan. 15, 2015. Robin confirmed the **review committee as Lucie, Jordana, Silvia, and Margie Clow Bohan.** Lucie re-sent the proposal evaluation form and asked for feedback about its structure and content.

ACTIONS: **On the first day back in January, Jordana will change the due date for proposals to Jan 15. Theresa will re-post the Call for Papers with Notice of Extension.**

2. Conference Task List:

a) **Registration fees and online process:** Members discussed a possible fee and decided that the registration would be \$100 regular to include annual membership fee of \$35, with a student rate of \$70 to include the membership of \$25. Additional costs that registrants can select will be the Thursday evening wine and cheese reception and the post-conference dinner. Space will also be allocated for people to donate toward student attendance at the conference. These charges must be listed separately so that people donating can keep this as a personal donation, which will not be part of any professional reimbursement for the conference.

ACTION: Lucie will work with Jordana and Miriam to update the registration form to reflect the 2015 costs.

b) **Information for CWCA site:** Information about hotel, conference parking and maps will be on the Congress site. A link will appear on the registration information. The information and registration form will need to appear on the site by the end of January.

ACTION: Celine will translate the information and registration form for the site.

c) **Promotion:** Robin stressed the importance of promoting the conference, especially with the Ottawa-area universities and colleges. **Celine** offered to contact the Francophone colleges and universities in Ontario. **Lucie** sent information to the International Writing Centres Association (IWCA) and will do so again. **Theresa** will contact the universities in the Toronto area (U of T, York, Ryerson, OCAD, Windsor) and CASDW to promote the conference and solicit proposals.

ACTION: Robin will contact Queen's, and work with Olivia to reach universities and colleges in the Ottawa area.

3. **Memberships:** **Robin** referred to her memo to the executive of November 18, in which she outlined some inconsistencies in the membership tracking process. **Theresa** stressed that the key benefit of membership is the affiliation with a professional organization and the connection to practice. She also sent a copy of the May 2014 membership database to the executive during the meeting. It was agreed that one person should receive and process memberships, update the database, send a letter of welcome, and send the names to the appropriate regional reps for a more personal contact. The membership person has yet to be identified; **Miriam Unruh** should be involved in this conversation. Although memberships are processed via conference registration, all agreed that it should be a separate process. It was also agreed that access to the membership database should be password protected.

ACTIONS: Robin and Jordana will check with Brian Hotson to confirm location and status of the membership database.

4. **Long Night Against Procrastination (LNAP):** Several members had had to depart at this time, but **Silvia** reported that more than 500 people had attended the UAlberta LNAP. They conducted an evaluation survey. **Jordana** noted that she has a shared document, which she believes **Lucie** has contributed to.

ACTION: This will be discussed at the next meeting, especially to look at the shared document and perhaps the evaluation from UAlberta if Lucie chooses to share.

Meeting adjourned at 2:10.

Next meeting: Early January TBA.

Submitted by Grace Howell