



**Canadian Writing Centres' Association
Executive Meeting October 9, 2013
Via Skype Teleconference**

Present: Margie Clow-Bohan, Dalhousie University; **Margaret Groombridge**, Brock University; **Grace Howell** (Secretary), Huron University College; **Theresa Hyland** (Vice-Chair), Huron University College; **Lucie Moussu** (Francophone and West representative), University of Alberta; **Robyn Sutherland** (Vice-Chair), University of Prince Edward Island (PEI).

Regrets: **Theresa Bell** (Webmaster, CoP), Royal Roads College; **Tammy Byrne** (East representative), Cape Breton University; **Brian Hotson** (Immediate Past Chair), Saint Mary's University; **Liv Marken**, University of Saskatchewan; **Miriam Unruh** (Treasurer), University of Manitoba.

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

1. **Minutes of Meeting, May 31, 2013 (AGM)** were reviewed, but not voted to accept because these were from the Annual General Meeting. Note: there was a post-conference meeting on June 10, 2013, but these were not presented because today's meeting was for all executive.
2. **Treasurer's Report** as distributed was presented by Theresa Hyland on behalf of Miriam Unruh. Report showed revenue from the 2013 conference of \$9,002 and expenses for the conference, plus start-up costs for establishing Pay Pal and ePly sites, plus a one-time fee to Corporations Canada to register as a Non-profit Organization. Balance in the account is approximately \$1,363, which will provide funds to pay advance costs for the 2014 conference
3. **Electronic Media Communications Committee** was struck at the AGM to manage the Association's media platforms. Members are Brian Hotson, Liv Marken, and Miriam Unruh. No one from this Committee was able to attend this meeting, so there was no report.
4. **Constitution Committee** was also struck at the AGM and consists of Brian Hotson, Kathy Block, Jane Milton and Catherine Nutting. No one from this Committee was able to attend this meeting, so there was no report.

ACTION #1: Theresa Hyland will contact Brian for updates on these committees.

5. **Conference Committee**

- a) **Facilities at Brock:** Margaret Groombridge and Theresa Hyland provided information about what could be provided by Brock for 2014, and what had been arranged for the 2013 conference. The following costs were estimated for 2014 with reference to the food menu distributed:

Conference 2014 Costs:

\$1,400 speaker expenses (possibly Laura Grenfeld from Mount Holyoke)
 1,575 networking reception the night before on May 23
 2,185 coffee breaks and lunch costs
700 room charge
 5,860 total

Networking reception: It was agreed that there was value in hosting this session; some comments from the 2013 event indicated that there had not been enough time for this activity. Ideas to encourage networking were discussed, including an optional “scavenger hunt” where participants complete a form using information learned from other participants for a small prize.

ACTION #2: Grace will gather more information and a sample of the form; others to suggest ideas for next meeting.

Lunch: Assorted sandwiches selection at \$11.95 was favored. **Dinner** following the conference is optional, but is charged to those who wish to attend. It was suggested that a charge of \$40 be levied with registration fees to cover the cost of dinner and tax. There were several “plated” options available on the Brock University menu, from Pond Inlet or Alfie’s Trough? (**need clarification here).

Room Charge: Theresa noted that there will be a \$700 charge for the room, and that Brock had asked for a \$1,000 deposit. This would cut into the available funds of \$1,360.

ACTION #3: Margaret Groombridge will check with Brock U to see if the deposit can be reduced to \$700, that the reception fee includes the room charge and bar service.

Locations: Margaret confirmed that all venues are located on campus. Theresa asked if facilities close to the Brock U writing centre could be confirmed. Margaret agreed that this is very possible because of the central location of the writing centre.

5. b) **Conference call update:** Laurie Waye was not in attendance. Theresa mentioned that some people are incurring costs to originate conference calls. Margaret has the “Go to Meeting” feature which does not result in a cost. Those attending will need to use headsets.
- c) **Keynote speaker:** Brian Hotson was not able to attend, but had suggested Laura Greenfield, founder and executive director of Women’s Voices Worldwide (womensvoicesworldwide.org). Her recent book *Writing Centers and the New Racism: A Call for Sustainable Dialogue and Change* was the winner of the International Writing Centers Association Outstanding Book Award in 2012.

ACTION #4: Brian will get confirmation and information about her fee, and include information about Dr Greenfield on the conference site.

- d) **Drop Box, Call for Papers:** A draft Call for Papers notice had been distributed prior to the meeting and was reviewed. All present agreed that the topics and choices of format were appropriate, and that it was important to get the Call out now. Brian Hotson has a database of all writing centres in Canada. Deadline for submission will be December 15, with acceptance notification by February 1

ACTION #5: Theresa will distribute to as many writing centres associations as possible, (IWCA, Pacific Northwest, Mid-Atlantic, etc.) and also to CASDW and the 2013 participants, along with a “Save the Date – May 22-23”. She will send to Liv and Brian for posting on the CWCA site).

Reviewers: Margaret Groombridge, Laurie Waye, Robyn Sutherland. Margaret, Sue, and Jill at Brock will prepare a FAQ sheet for proposal submissions that are accepted.

Referring to the 2nd page of the Call for Proposals, it was agreed that a new central area was needed to send and receive proposals. Grace suggested a non-person email account at Western for reviewers to log in to view proposals.

ACTION #6: Grace will create a non-person email account (cwca@uwo.ca) and a Drop Box location and will advise reviewers when this is active.

Liv Marken will continue to receive inquiries at her email address.

6. **Other Business:** none.

Next Meeting: Friday, November 15, 2013 @ 11:30 a.m. (EST).

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	Theresa Bell, Royal Roads U	
News/Communications	Vacant	

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