



**Canadian Writing Centres Association
Executive Meeting January 23, 2015 1:00 Atlantic
Via Teleconference**

Present: **Robin Sutherland** (Chair), UPEI; **Lucie Moussu** (Vice-Chair), University of Alberta; **Theresa Hyland** (Immediate Past Chair) and **Grace Howell** (Secretary), Huron University College; **Miriam Unruh** (Treasurer), University of Manitoba.

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

Regrets: **Celine Desaulniers**, (Francophone Rep), Laurentian University; **Jordana Garbati** (Communications Committee Rep), Wilfrid Laurier University; **Tatra Palfery** (East Canada Rep), St. FX University; **Silvia Sgaramella** (West Canada Rep), University of Alberta.

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

1. Conference 2015 Updates – Catherine Lavoie:

- a) **Meeting Rooms:** Three classrooms and the auditorium are needed; these will be confirmed by the end of February. Lunch and breaks can be available in the writing centre.
- b) **Wine and Cheese:** Catherine provided a list of catering options for meals including the wine and cheese. During consideration of the costs, Lucie suggested holding the wine and cheese reception on Friday following the conference instead of a post-conference dinner. Catherine confirmed that Catering Option 1 would provide enough hors d'oeuvres to serve as a dinner for most people. It was decided to offer this event as an option on the registration form at \$30 to cover the cost of food and gratuities, with a cash bar for wine.
ACTION: Catherine will determine if the catering department requires a deposit and number of guests expected for the wine and cheese reception prior to the conference.
- c) **Pre-conference gathering:** It was decided to follow the format from 2014 and keep the pre-conference event casual. Those attending may indicate they are attending on the registration form in order to gauge numbers, but those attending will pay for their food and drink separately and at the restaurant. Catherine suggested that the restaurants originally selected for post-conference be considered; these are the on-campus restaurant *Nostalgica* (run by the GSA), or the *Lone Star* restaurant off campus but nearby in the Byward Market.
ACTION: Catherine will check availability of these restaurants for Thursday evening May 28. Note: approximately 20 people attended the pre-conference gathering in 2014.
- d) **Conference Meals:** The catering options were reviewed for morning and afternoon breaks and for lunch. Selections and costs were approved. If any deposits are needed, Miriam confirmed that there is currently a balance of approximately \$2,800 in the bank.

2. Conference Program – Lucie Moussu:

- a) **Proposals:** Lucie received 31 proposals plus one just after the deadline. It was decided to accept that one as well. Some are from writing centre tutors, but none are from francophone centres. These are being reviewed by the committee: Lucie, Jordana, Silvia and Margie Clow-Bohan. Decisions will be made by the committee by February 15. There are spaces for 20 presentations.

It was decided that the committee will consider inviting the authors of proposals that are not accepted to prepare a poster instead. These will be displayed in the writing centre at lunch, along with displays of selected handouts and promotional posters from writing centres. Authors of accepted proposals will be asked to submit a summary of their presentation plan (not the abstract) and provide their contact information if they desire, for publication in the conference program.

- b) Registration:** Fees were reviewed. These are \$100 regular to include annual membership fee of \$35, with a student rate of \$70 to include the membership of \$25. Additional events that registrants can select will be the pre-conference gathering (not pre-paid); post-conference wine and cheese (\$30 additional), and a separate donation to the student bursary fund. 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: Robin will advise Jordana to update the registration form to reflect the 2015 costs, and upload the form to the web site by the end of February.

Miriam advised that we are currently using “Eply” registration system; she recommended considering “Beanstream” for 2016 because they offer an easier method of direct payment via interact debit and credit card processing.

ACTION: Miriam will do a cost comparison of charges levied by both Eply and Beanstream.

- 3. 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; Theresa will upload information about the speaker to the Inkshed Blog.

- 4. Accommodations:** Robin expressed her concern about “copying and pasting” information about accommodation from the Congress site when our group is not part of that organization. It was decided that because a number of registrants do stay on to attend Congress, that publishing this information is acceptable. It was suggested that we ask on the post-conference evaluation survey whether participants planned to attend Congress after the writing centre conference. There was some discussion of joining the list of Congress organizations.

ACTION: Theresa will contact Brock Macdonald at U Toronto to get feedback from CASDW about joining Congress, and the success of holding association meetings separate from the Congress dates and locations.

- 5. Archives:** Robin discussed developing a “CWCA Operations” manual that can be handed over to subsequent executives. There are brief role descriptions of executive positions in the constitution, but these would need to be expanded up to provide a real sense of what is involved, or could be involved, in fulfilling these roles. It was noted that the terms of the following people will be completed at the AGM in May 2015: Treasurer (Miriam Unruh), Secretary (Grace Howell), and Vice-Chair (Lucie Moussu moving to Chair).

ACTION: All executive to draft up role descriptions with reference to the constitution. Grace will distribute an updated version of the constitution to the executive.

ACTION: Robin will contact Linnet Humble of St. Thomas University to determine her willingness to accept a nomination for the Vice-Chair’s role.

Meeting adjourned at 10 minutes past the hour.

Next meeting: TBA.

Submitted by Grace Howell