

CWCA Exec meeting

Date: December 3, 2015

Attendance: Kathy, Sarah, Robin, Lucie, Jordana

Time: 1:00 PM – 1:45 PM EST

Introductions:

- Approval of previous meeting minutes
 - Sarah, Kathy, Robin, Jordanna, and Lucie: Approve
- Approval of agenda
 - Sarah, Kathy, Robin, Jordanna: Approve
- Welcome to Linnet and Kathy
 - Kathy will have Twitter support from Jordanna and Bryan.
 - Website organization: posts job posting, events, research, news, calls for proposals. On the blog, there is the overarching category and then the title of the blog.
 - Helpful tip: to schedule time within the week to update the website information and Twitter
 - Hootsuite: used to schedule Twitter updates by date and time. There can also be multiple accounts at once

Updates from the Chair

Sources of funding

1. eTutor Alberta
 - a. eTutor Alberta criteria: cannot have two people funded from the same university
 - b. There will be some funding for travel. On the 15th of Dec. and the 5th of Jan. there will be a reminder about the call for proposal along with the link to the website. Will add “there will be some funding for tutors and directors” There will be about \$500 for directors and \$400 for tutors.
 2. Received \$2000.00 from UofA.
 3. Also have \$350.00 from last year
- We need to discuss who gets the money and how it will be distributed. This will be discussed in January.
 - The IWCA money (\$500.00 US) can be used in any way. But, we can use it for honorarium or travel grants.

- Money from the publisher (BroadView) valued at \$200.00 CAN did not come with any restrictions on how to use it.
- UofA School Institute for Advanced Studies: \$2000.00 CAN must be used for keynote speaker

Website for the 2016 Conference

- The website is live and Jordanna will post the link on the CWCA website.
- Lucie will send Jordanna the link to the website to have it posted.

Proposal review committee

- Heather will head a planning committee and have a meeting in early January. Heather will also create a review criteria.
- The subcommittee will be small: Robin, Kathy and Jordanna are willing to help. Lucie will ask Silvia and Linnet.
- Currently, 23 proposals have been submitted.

Registration fees

- 2015: \$100.00 for faculty members and \$70.00 for students. This was enough money to cover the conference and there was money left over.
- Question: will membership be included in the conference registration fee? Sarah, Kathy and Jordanna and Lucie believe it is a good idea. Lucie will double check with Robin and then post it on the website that membership fees will be included in the conference registration.
- The additional half day will not add a large increase in cost for members. The money will come from sponsors.

Updates from Committee

Jordanna

One person has paid a \$35.00 membership fee. Will put on the website that for the conference, people who paid the \$35.00 will not be charged double for the conference. On the website, put "conference registration fee will include membership so please wait for conference registration to open. If you have already paid for registration, it will count toward registration conference fee".

Jordanna is in charge of registration this year on eply. Will have it sorted out in Dec.

Action Items:

- Lucie will check with Global Cafe
- Jordanna will post information about registration and membership