

February 4, 2016 CWCA Exec. Meeting:
Present: Lucie, Sarah, Heather, Robin, Jordana
Regrets: Silvia, Linnet, Kathy, Celine,

Reminder: Sarah will send out an email the week before to remind everyone of the meeting. It is important to have as many executive members in attendance as possible.

Intro:

- Approval of previous meeting minutes: approved by all
- Approval of agenda: approved by all

Updates from the Chair:

- Grants + sponsors:
 - o SSHRC: \$22,685
 - o Two UofA grants: \$4,000
 - o Sponsors: \$2,600
 - o = almost \$30,000

Use of SSHRC money:

- Can distribute SSHRC grant money to pay other's to help with the set-up of the conference
- Lucie will keep track of the finances
- If the SSHRC money is not used, CWCA does not keep it afterward
- May purchase video and audio recorder to tape/audio record sessions and put on the CWCA website
- Redesign CWCA website + logo with SSHRC money
- Heather: find someone to design the website + a logo
- Lucie: email wordpress to see the type of templates that are available

Redrafted the acceptance and rejected letters

- In proposals with multiple authors, first person is primary contact because most proposals are collaborative
- Moving forward: designate one person per panel proposal as point of contact rather than providing all presenters' email addresses

Website info:

- Info about registration, Global Café, campus map, Calgary transit map,
- Please visit website and tell Lucie about mistakes/errors/stuff to add/etc.
- <http://energizingwritingcentrecommunities.com/>

SAIT:

- Housing (accommodations extended until end of Congress) at the same rate
- Global café (online)
- Drilling simulator booked: same building as Global Café. It is free of cost

Lisa Eed

- Attending the full conference

Executive:

- Be there for the day before Global Café
- Executive members: try to be at the conference for an exec meeting/lunch (offered by SSHRC) on the 26th, before the Global Café

Proposals/program update:

- can have up to 32, 30-minute presentations
- Heather will work with the master schedule and newly hired logistics support (Shahnaz).
- Decide whether multiple proposals will be accepted from the same group
- 53 proposals, 7-8 for 60 minute sessions, 8 poster proposals

Registration update

- 2 people registered
- Expecting more once letters of acceptance are distributed

Travel grant application forms:

- Report from Silvia?

Entertainment (Chinook dancers?)

- Have performances during dinner and then teach participants
- Evening = \$500.00
- Held during the reception dinner as there is a stage
- Waiting to decide whether to have the dancers

Food:

- Dinner: Buffet package
- Breakfast: Café package
- Lunch: Sandwich and wraps + salad and desserts
- Alcohol: pay per ticket. Maybe 2 tickets per person. Still needs to be decided upon