

January 11, 2016 CWCA Exec. Meeting Minutes:

Present: Robin, Celine, Kathy, Linnet, Silvia, Heather, Jordana

Sent her regrets: Sarah

- Intro:
 - o Approval of previous meeting minutes—approved
 - o Approval of agenda—approved
- Updates from the Chair:
 - o Reminder emails sent; 53 proposals received! Discussion about session chair “job description.”
 - o ePly: Jordana says it’s live on the website. Send “registration is open” email with letters of acceptance, mid-February.
 - o Website—please visit, become familiar with it, verify info, add info, etc. <http://energizingwritingcentrecommunities.com/> --add more info to the website: pictures, Calgary transit, links, dates on first page, etc. + ask accommodation if they can expend room deals for Congress (until the 31st of May).
 - o What else needs to be done? --Reconfirm food!
- To discuss:
 - o Proposal review committee (Heather, Robin, Jordana, Kathy)—meeting on the 19th of January. Discussion about the rating rubric, spreadsheet, and not evaluating tutor vs. director proposals the same. Add job title in spreadsheet (tutor vs. director). Need the conference schedule to know how many presentations to accept. Also, can we evaluate research vs. practice-focused proposals the same?
 - o Travel grant committee –Silvia sent two examples of grant applications, from IWCA. One can be used for directors, the other one for tutors. Silvia will contact Linnet and they’ll work on getting the 2 grant applications ready by early February. Consider distance + budget + resources from institution. Will send them with acceptance letter.
- Updates:
 - o Heather: see above
 - o Robin: very busy!
 - o Jordana: where is the record of our donations (for travel grants)?
 - o Sarah: --
 - o Silvia_ will meet with Linnet + Celine to discuss the “regional representatives” job description
 - o Celine: will put a newsletter together with information about the conference; will work on Robert’s Rules so we can think about how we can make amendments to our bylaws before and at the AGM
 - o Kathy: must get on Twitter more ☺
 - o Linnet: the ACWA is meeting on January 15. Looking forward to hearing about UPEI’s first Long Night Against Procrastination, the organizational structure of writing centres, etc.
- Other business: None.
- Action items:
 - o Ask NAIT to extend accommodation deal until Congress (Lucie)
 - o Send global café proposal to everyone (Lucie)
 - o Work on proposal evaluation form (Heather and team)
 - o Decide on role of session chairs (Heather and team)
 - o Work on conference schedule and send to everyone (Lucie)
 - o Create grant application forms (Sivlia and Linnet)