

CWCA Executive Meeting

July 5, 2016

Present: Heather Fitzgerald (Chair), Nancy Squair (Vice-Chair), Jordana Garbati (Treasurer), Kathy Block (Communications Chair), Clare Bermingham (Secretary)

Regrets: Olivia Faucher (Secrétaire Français), Lucie Moussu (Past Chair), Sylvia Sgaramella (Member-at-Large, West), Linnet Humble (Member-at-Large, East)

1. Call to Order

The meeting was called to order at 12:32pm EST

2. Approval of agenda as amended (Heather)

3. Discussion re: meeting format for executive meetings (Heather)

- A structure for executive meetings was established last year which started with an update from the Chair and then other members
- Heather recommended an update from the Treasurer

4. Discussion re: modifying our constitution and creating bylaws (Clare)

- At AGM, there was a discussion about creating by-laws and sending them out to the membership for electronic vote. Heather clarified that this cannot be done online, but must be approved at the AGM
- Clare met with Brian Hotson who provided organizational history and context
- Recommended a working group to create and recommend new by-laws for approval by membership
- Clare & Heather interested in joining the working group; agreed to invite Brian Hotson and ask absent executive members about joining

5. A discussion about CWCA's role in advocacy (Heather Fitzgerald / Kathy Block)

- Based on recent events with writing centre staffing and leadership changes at various institutions, the executive discussed CWCA's role as an advocacy organization to respond to these situations
- Decision to look at IWCA and similar organizations for a sense of how they approach advocacy, and also draw on letters and other documents recently written in response to recent events
- Heather and Nancy volunteered to take the lead in drafting a statement

6. CWCA logo (Heather Fitzgerald / Kathy Block)

- With SSHRC money from Lucie, a logo for CWCA was created but there were some questions about the design and the approval process
- Given that SSHRC money is no longer available, there was a discussion about whether CWCA should continue with the re-design process. It was agreed that the communications committee should oversee the process
- Clare suggested a design competition to be sent out to the membership. Heather and Kathy shared a concern about putting a competition out to design students constitutes requests for free labour, but that a competition for members, more generally, might be fine

- The executive asked the communications committee to research options for initiating the design process

7. CWCA Conference 2017 (Heather)

a. Selection of 2017 host

b. OCAD expressed interest in hosting in 2017

- Discussion noted that there is no residence at OCAD, but they are in close proximity to Ryerson and University of Toronto, as well as downtown hotels. It was further noted that holding the conference in the same institution as Congress created problems with space and food booking in the past
- Discussion about establishing a host proposal process, which Heather will take the lead on developing

MOTION: Be it resolved that the 2017 conference be hosted by OCAD in Toronto.

Moved: Heather

Seconded: Jordana

Carried.

c. Considerations for the host Institution:

- 2017 Heather discussed a document listing the considerations for host institutions and requested feedback, additions, and deletions

d. Conference Organizing Committee

- Six people have expressed interest in helping to organize the 2017 conference
- CWCA's constitution outlines the parameters for a conference committee, specifying that the Association Chair (Heather) would serve as Chair of this committee
- As Vice-Chair, Nancy will coordinate call for proposals
- Heather will send out a call for interested committee members

8. Membership discussion

- Jordana explained that membership typically starts at date of conference. When people become members between conferences then there is a lack of clarity about what benefits membership brings. Membership cycle will be updated on CWCA website to read that it runs from June 1st to May 31st each year
- Suggested that we bring the larger discussion to the by-law subcommittee because it is tied in with questions about membership, voting, and holding executive committee positions

9. Adjournment

The meeting was adjourned at 2:04pm EST

Next meeting: August 25th at 1:30pm EST

(Please note that the August 2nd meeting is cancelled due to vacation schedules)