

CWCA exec meeting, agenda
March 10, 2016

Present: Sarah, Jordana, Linnet, Kathy, Lucie, Robin, Heather

Distribute email about conference:

- If everyone can distribute the email about 100 days left until the conference so that people apply for the travel grant. Also attach the link to the new website
- People from the US are eligible for the grant
- Bursary is limited to presenters (\$500.00 CAN) and students (\$400.00 CAN)

Updates from the Chair:

- Executive members: exec meeting/lunch (offered by SSHRC) on the 26th, before the Global Café (location TBA)
 - o 11:30AM to 1:30PM
 - o Will go through what needs to happen next year, the constitution, and bylaws
 - o An email will be sent out as an invite
- Catering ordered
 - o Last year there were tickets given out so everyone got a free drink
 - o Committee will buy one ticket for those attending the dinner and then people can purchase further drinks
- Conference website growing
 - o Please let Kathy and Lucie know about any errors
- Need regional reps to start sending emails
 - o Registration
 - o travel grants
 - o Visits of the drilling simulator
 - o Link to new website
 - o Lisa Ede will also be attending the entire day so it is a great opportunity to meet her
- Entertainment (Chinook dancers)
 - o Little show during reception
 - o Teach participants to dance
 - o There will be places for people to talk and network in quiet areas
 - o Lucie will confirm Chinook dancers
- Discussions with Communications/Media committee
 - o Need to update the list of writing centers across Canada

- Ask regional reps to help find new centers and the email contacts
 - Please send any updated lists for your area to Kathy
 - Forward bounce-back emails so that it is easier to target who needs to be updates
 - May want to hire a student to help with the list as it is a lot of work or divide up the work per region
 - Check with Brian to see how he did it in the past to be more efficient . He used “Mail Chimp” to send mass emails but it would need updating
 - Think about creating a portal on the website where everyone can log in and update their information on their own. Look at the IWCA website for guidance
- Work with designer on posters/logo
 - Debate between old logo with pen and new logos presented. Most people do not like the arrows and the bubbles
 - Many concerns about the updated logo from communications committee. Should the committee take on this role of creating the new logo? Should communication committee be working with the professional designer?
 - Will not have students engage in a competition to create a new logo for the purpose of a course because it is unethical and CWCA has the money to pay a professional.
 - Logo will be on website, pamphlets and letterheads. So, the logo should not be vertically extended. Needs to be more horizontal
- We must start thinking about new people to join our exec (new Vice-Chair, etc.)
 - Please start thinking about people to fill the position
 - Need vice-chair, Kathy, and Linnet’s positions need to be voted in
 - Celine? Silvia? Do they want to continue in the board?
 - Need to replace secretary as Sarah is graduating and will not be affiliated with a writing center
 - Co-chair for next year as the workload is heavy? Maybe there needs to be someone who specifically works on planning the conference.

Updates:

- Heather (program)
 - Deadline was March 1st to confirm their attendance. Presently, there are 22, 30 min presentation, 4, 60 min, 12 poster presentations are confirmed. May be able to take people on the waiting list. A lot of those people are currently presenting so that will be further discussed. Deadline for finalizing the schedule is: April 3rd
- Jordana (registration + Treasure)

Treasurer:

1. We have approximately \$7060 in our CWCA account
2. A few outstanding payments (e.g., ePly invoices)
3. Checked with accountant re: SSHRC disclosures; if necessary, I can put this line item as a “donation/gift” in my report; overall, CWCA does not need to claim this money as it’s Lucie’s/Ualberta money, not CWCA's
4. BMO account – seems okay for our needs; our monthly fees are getting waived because of our account balance
5. Student bursary – we have received \$55 in student bursary
6. Most people who have registered pay by PayPal

Registration info:

Currently, there are 23 people registered

1. Global Café – 16 yes, 4 maybe
2. Tour of drilling simulator - 3 yes, 10 maybe
3. Pre-conference dinner – 8 yes, 13 maybe
4. Post-conference reception – 16 yes, 6 maybe
5. Dietary needs:
 1. Gluten free: 1
 2. Vegetarian: 4
 3. Vegan: 1
 4. Other: 2 (TBD)

- Silvia and Linnet (travel grants)
 - o 3 people have applied. None of them are students. Silvia, trying to organize meeting but hard to coordinate with representatives
- Kathy (Communications/Media committee)
 - o Post minutes on website after they have been improved by executive
 - o Bylaws and electing new members: would communication and media members would have to be elected in the AGM? Do they need to be pre-elected?
 - o Lucie will provide all information. Everything is on the google drive.
 - o Recording the keynote: if recorded, we should be responsible for posting it and setting a password protected link on the website. Also need a release form for presenters and attendees.
- Robin (description of exec roles)
 - o Will start drafting documents about the positions
 - o Would like positions to be solidified before the conference

- Sarah
 - cannot attend the conference as she is defending during that time