



**Canadian Writing Centres Association/  
Association Canadienne des Centres de Rédaction**

**26 May 2017, 4:45pm – 5:45pm EST  
OCAD – Toronto, ON (MCA 190)**

**Pending Approval by Membership at 2018 AGM**

**Attendance:** see appended list

**Meeting chair:** Clare Bermingham

**Recording Secretary:** Linnet Humble

**1. Call to order**

The meeting was called to order at 4:55pm.

**2. Adoption of the agenda of the 10<sup>th</sup> Annual General Meeting**

J. Garbati: requested to amend the agenda by eliminating Item C under Treasurer's report.

**Motion #1:** BIRT the agenda is accepted as amended.

Moved: J.B. Rose. Seconded: S. King. **Carried unanimously.**

**3. Adoption of the minutes from the 9<sup>th</sup> Annual General Meeting, May 29, 2016 in Calgary AB.**

Amendments:

- It was Lucie Moussu as P.I. at the University of Alberta who should have been named as the recipient of the SSHRC grant.
- The date of the meeting in the header should be corrected.

**Motion #2:** BIRT the minutes from the 9<sup>th</sup> Annual General Meeting of CWCA be adopted as amended.

Moved: N. Squair. Seconded: J. Garbati. **Carried unanimously.**

**4. Chair's Report (H. Fitzgerald)**

H. Fitzgerald expressed her appreciation to the Executive. She noted that there were several projects this year. First, a key project was the by-law review and update. Changes were drafted by the Chair, the Secretary, and member, Brian Hotson based on Industry Canada guidelines. Second, the Board created a more stable home for the organization's documents on Google Drive; documents were previously housed on a past chair's institutional account. Third, the Association's logo is being updated. Kathy Block drafted a design brief and CFP; the Board hopes to have a new logo to present to membership early next fall.

As part of the conference planning process, the organizers documented planning activities towards the creation of a handbook for future conference planners. The plan is to collate this information in summer 2017. CWCA was once again able to provide travel grants this year in the form of five \$400 travel grants through internal funds (donations from members and CWCA's own funds). The Canadian Association for Studies in Discourse and Writing (CASDW) has invited CWCA to create a special issue for conference

proceedings in the CASDW Journal. Kathy Block, Jordana Garbati, and Clare Bermingham will be guest editors for this issue.

In the coming year, the Board will undertake a number of initiatives. First, the Executive has received a request to set up a diversity working group. We are also looking into suggestions to have a full two-day conference next year to offer more sessions and enable participants to attend more of them. Additionally, we will be looking into a membership management system, the cost of this service. Finally, we will be looking at the long-term budget planning cycle.

## 5. Treasurer's Report (J. Garbati)

A. **Review of 2016-17 fiscal year-end statements:** We are in a healthy fiscal situation with funds remaining from last year. This year, there are 125 registrants for the conference. Most income typically comes from registrations, but for this year we also received money from IWCA, MacMillan, and Oxford UP, and WC Online.

**Motion #3:** BIRT the membership accept the Treasurer's Report.

Moved: J. Garbati. Seconded: J. B. Rose. **Carried unanimously.**

B. **Vote to waive requirement for audit by public accountant:** Under Industry Canada requirements, the Association must submit financial statements audited by a public accountant, or else the membership must annually waive the requirement for the submitted statements to be audited.

**Motion #4:** BIRT that the Canadian Writing Centres Association waive the requirement for an audit by a public accountant as per Industry Canada requirements

Moved: J. Garbati. Seconded: S. Sgaramella. **Carried unanimously.**

## 6. Business Arising

### A. Presentation of proposed bylaws:

Discussion:

- Friendly amendment to 1.2 Definitions proposed by L. Moussu: to replace the term "chair" with "president – accepted by mover and seconder
- L. Moussu asked how the Association would handle future grants received by CWCA over \$10,000. H. Fitzgerald responded that the Association would follow normal financial reporting procedures as per Industry Canada.
- Friendly amendment to 2.6: Dissolution of Association proposed by L. Moussu: "funds will be distributed to appropriate organizations by the Executive, after consultation with the membership, when possible" – accepted by mover and seconder
- Friendly amendment to 4.6 Quorum at Members' Meetings proposed by Clare Bermingham: Reduce quorum requirement to 10% of members entitled to vote at the meeting – accepted by mover and seconder
- R. Sutherland expressed concern about new terms/cycle for Chair: 5 years is a long term of service, might not encourage diversity. Because many WC administrators have tenuous and unstable employment, and this change would mean that only those in permanent positions might want to stand. Discussion resolved by keep the proposed by-laws as they stand.
- Friendly amendment to 5.9.1 proposed by H. Fitzgerald: Vice Chair will step in if the Chair has to step down during term of appointment – accepted by mover and seconder

- Friendly amendment to 5.9.8 proposed by S. Sgaramella: Limit members-at-large to 1 year renewable appointment – accepted by mover and seconder
- Friendly amendment proposed by R. Sutherland: the IWCA representative should be an ex-officio member of the board – accepted by mover and seconder
- R. Sutherland officially acknowledged B. Hotson’s work on creating by-laws

**Motion #5:** BIRT the membership of the CWCA approve the by-laws as drafted and presented.

Moved: H. Fitzgerald. Seconded: J. Garbati. **Carried unanimously.**

**B. New Business**

No new business arising

**C. Elections**

The following list of nominations includes nominations from the floor and nominations received electronically:

**Vice-President:** Sarah King. Nominated by S. Stevenson and L. Moussu: Acclaimed.

**Communications Chair :** Kathy Block: Acclaimed.

**Francophone Representative :** No nominations. The Executive will put out a call to the membership.

**Members-at-large:** Linnet Humble: Acclaimed. Nancy Squair : Acclaimed.

**Past Chair:** Brian Hotson: Acclaimed.

**Motion #6 : BIRT the membership accept the slate of candidates.**

Moved: H. Fitzgerald. Seconded: B. Rose. **Carried unanimously.**

**D. Adjournment**

**Motion #7:** Meeting adjourned at 5:57pm.

Moved: H. Fitzgerald. Seconded: S. Sgaramella. **Carried.**

Respectfully submitted,  
Clare Bermingham

**Appendix 1: Members in Attendance**

- |                         |   |
|-------------------------|---|
| 1. Michelle Hartley     | King's University College at Western    |
| 2. Sarah King           | UTSC                                    |
| 3. Clare Bermingham     | University of Waterloo                  |
| 4. Nancy Johnson Squair | Douglas College                         |
| 5. Heather Fitzgerald   | Emily Carr University of Art and Design |
| 6. Jordana Garbati      | Wilfrid Laurier University              |
| 7. Nancy Ami            | University of Victoria                  |
| 8. Gillian Saunders     | University of Victoria                  |
| 9. Silvia Sgaramella    | University of Alberta                   |
| 10. Linnet Humble       | St. Thomas University                   |
| 11. Lindsey Voisin      | Nipissing University                    |
| 12. J. Barbara Rose     | University of Toronto                   |
| 13. Sheryl Stevenson    | UTSC                                    |
| 14. Margie Clow Bohan   | Dalhousie University                    |
| 15. Robin Sutherland    | UPEI                                    |
| 16. Lucie Moussu        | University of Alberta                   |
| 17. Sai Vemula          | University of Alberta                   |
| 18. Xiangying Huo       | York University                         |
| 19. Deborah Knott       | University of Toronto                   |