



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

**27 May 2016, 4:45pm – 5:45pm (MST)  
SAIT – Calgary, AB (MacDonald Hall)**

**Attendance:** see appended list

**Meeting chair:** Clare Bermingham

**Recording Secretaries:** Mandy Penney & Clare Bermingham

**1. Call to order**

The meeting was called to order by L. Moussu at 4:45pm. The agenda was approved as presented. Lucie requested that C. Bermingham act as meeting chair. The membership accepted without objection.

A warm welcome was given by L. Moussu.

**2. Adoption of the Agenda of the 9<sup>th</sup> Annual General Meeting.**

H. Fitzgerald added two items under new business: 1) the creation of a conference committee and 2) a discussion about a future by-law change to add one vice-chair position.

Motion #1: Moved by S. King to accept the agenda as amended. Seconded by M. Hartley. **Carried**

**3. Adoption of the Minutes of the 8th Annual General Meeting, May 23, 2014 in St. Catharines, ON.**

Motion #2: Moved by H. Fitzgerald to accept the minutes. Seconded by L. Humble. **Carried.**

**4. Chair's Report**

L. Moussu noted that there were several positive occurrences this year. Lucie Moussu of the University of Alberta received a SSHRC grant as Principle Investigator, and L. Moussu noted that H. Fitzgerald and R. Sutherland helped with its acquisition. Two additional grants were received from the University of Alberta. Due to these grants, the organization was able to provide travel grants to twenty-four students and twelve presenters. L. Moussu suggested that the organization should continue to pursue grants to support future conferences.

The Global Café, a new addition to the conference, was proposed by the University of Calgary and Mount Royal University. It was very successful drawing approximately seventy attendees. In all, the conference drew one hundred and six attendees, a significant increase from last year's fifty-nine. Sixteen participants came from outside Canada, primarily from the United States and the United Kingdom. A record number of proposals were also received, resulting in the addition of a fourth concurrent session. The 2017 conference will be held in Toronto with the location still to be determined. Interested institutions should contact the Executive Committee.

L. Moussu also noted that the public outrage following the closure of the tutoring service at UBC has resulted in the announcement that the service will re-open as part of the learning commons. She shared that her own Writing Centre Director position at the University of Alberta has been eliminated and the Writing Centre moved into a student services structure with a non-faculty director. Finally, she noted that there was significant change on the CWCA board this year, but that the organization is in a strong position and is growing.

## 5. Treasurer's Report

J. Garbati presented the financial statements for the year to date. She noted that CWCA is in a strong financial position thanks to the grants from SSHRC and the University of Alberta. The organization carried forward \$8700 from last year. The conference expenses totaled approximately \$13,000 and the revenue totaled approximately \$22,000, leaving a surplus of about \$10,000 going forward.

**Motion #3:** Moved by H. Fitzgerald to accept the Treasurer's Report. Seconded by N. Johnson-Squair. **Carried.**

## 6. Business Arising

### a. Proposed job descriptions for Communications Committee

L. Moussu noted that the Communications Committee is not defined under the current by-laws, and the Chair of the committee, K. Block, will be recommending a set of job titles and descriptions. Given that this will require a by-law change and therefore thirty days notice to the membership, notification will be sent by email and a vote taken electronically within the next year.

## 7. New Business

### a. Conference organizing committee

H. Fitzgerald recommended that a conference committee be struck to help with the organizing tasks of the conference, which vary by year and conference location. After consulting the by-laws, she proposed that a working committee would provide year-to-year flexibility. There were no objections from the membership.

Question from the floor: B. Samuels inquired about the possibility of joining with CASDW for an annual joint conference to improve efficiency for both organizations. H. Fitzgerald noted that this item was addressed at last year's AGM and the cost to participate as part of Congress, as CASDW does, was felt to be prohibitive for members. L. Moussu added that keeping the conference solely with CWCA provides flexibility to change the time of year of the conference or allow smaller institutions to host. C. Bermingham recommended that the discussion should be held and that the membership should make a friendly request of the executive to conduct a survey of members and communicate with the CASDW executive about future possibilities. No objections from the membership.

### b. Future by-law change to add one vice-chair position

H. Fitzgerald withdrew this discussion item.

## 8. Elections

The following list of nominations and incumbents includes nominations from the floor:

**Immediate Past Chair (incumbent):**

Lucie Moussu, University of Alberta

**Chair (incumbent):**

Heather Fitzgerald, Emily Carr University of Art and Design

**Vice-Chair (nominated) :**

Nancy Johnson Squair, Douglas College

Nancy Ami, University of Victoria (**Withdrawn**)

**Secretary (nominated):**

Clare Bermingham, University of Waterloo

**Treasurer: (continuing)** Jordana Garbati, Wilfrid Laurier University

**Communications Committee (nominated; no limit):**

Kathy Block, University of Manitoba

Shahnaz Shahtoosi, University of Alberta

Mandy Penney, University of Waterloo

**Member at large, East (nominated):**

Linnet Humble, St. Thomas University

**Member at large, West (continuing):**

Silvia Sgaramella, University of Alberta

**Francophone representative (nominated):**

Olivia Faucher, University of Ottawa

L. Moussu called for further nominations from the floor for all positions for election. N. Ami asked to withdraw her name from the nominations for Vice-Chair. M. Penney was nominated to the communications committee by C. Bermingham.

**Motion #4:** Moved by L. Moussu, seconded by S. King to accept the slate of candidates. **Carried.**

S. Sgaramella thanked Lucie Moussu for her excellent leadership as CWCA Chair in 2015-2016.

## 9. Adjournment

**Motion #5:** Moved by S. Sgaramella, seconded by S. King to adjourn the meeting. Meeting adjourned at 6:00pm.

Respectfully submitted,  
Clare Bermingham

## Appendix 1: Members in Attendance

1. Michelle Hartley King's University College at Western
2. Sarah King UTSC
3. Boba Samuels University of Toronto
4. Majid Nikawere University of Alberta
5. Saeidreza Radpour University of Alberta
6. Catherine Lee University of Ontario Institute of Technology
7. Trevor Purchase Keyano College
8. Joan McNeil Keyano College
9. Helen Lansdell Olds College
10. Brendan Richardson Olds College
11. Mandy Penney University of Waterloo
12. Clare Bermingham University of Waterloo
13. Nancy Johnson Squair Douglas College
14. Heather Fitzgerald Emily Carr University of Art and Design
15. Shahnaz Shahtoosi University of Alberta
16. Jordana Garbati Wilfrid Laurier University
17. Laurie Waye University of Victoria
18. Sibon Chen Simon Fraser University
19. Nancy Ami University of Victoria
20. Ros Woodhouse York University
21. Allie Simpson University of Victoria
22. Kaveh Tagharobi University of Victoria
23. Gillian Saunders University of Victoria
24. Silvia Sgaramella University of Alberta
25. Linnet Humble St. Thomas University
26. Lindsey Voisin Nipissing University
27. Amanda Brobbel University of British Columbia, Okanagan
28. Nadia Ady University of Alberta
29. Marysia Wojcik Norquest College
30. Amanda Goldrick-Jones Simon Fraser University
31. Tyler Evans-Tokaryk University of Toronto, Mississauga
32. Michael Kaler University of Toronto, Mississauga
33. Joan Garbutt Brandon University