

## CWCA Executive Meeting

April 3, 2017

**Present:** Heather Fitzgerald (Chair), Nancy Squair (Vice-Chair), Clare Bermingham (Secretary), Kathy Block (Communications Chair), Linnet Humble (Member-at-Large, East); Jordana Garbati (Treasurer), Silvia Sgaramella (Member-at-Large, West)

**Regrets:** Lucie Moussu (Past Chair), Olivia Faucher (Secretaire Francais)

### 1. Call to Order

The meeting was called to order at 12:34 PM EST.

### 2. Approval of agenda (Heather)

No additions/objections; approved.

### 3. Approval of minutes (Heather)

Emend name spellings for Kathy and Carrienne; approved with changes.

### 4. Update from the Chair (Heather)

#### a. Conference Planning

- i. Registration (Jordana) – To date 47 registrants
- ii. Travel grants – (Linnet & Silvia) – 16 applications received. Co-presenters and others were not emailed to let them know about the grants, so recommend extending deadline for requests to Friday, April 7, 2017. Some grad students did not include email addresses, so ask main presenters to forward the information to co-presenters.
- iii. Conference program (Linnet and Silvia) – Due May 1<sup>st</sup>. Heather is working on template and front/back matter.
- iv. Sponsorship (Heather) – Nancy has secured another sponsorship from Macmillan for \$600, enabling us to add travel grants.  
**MOTION:** BIRT we increase the number of travel grants from three to five all at a value of up to \$400.  
Moved by Heather Fitzgerald; seconded by Jordana Garbati.  
**Motion carries unanimously.**
- v. Pre-Conference Workshop (Heather): Zine-making facilitated by Carrienne and University Librarian: How to use visual modes of communication to communicate the work of Writing Centres.
- vi. Volunteers: Three volunteers to date. Goal is 5-6 volunteers total.
- vii. Keynote speaker: Waiting on an abstract from Frankie Condon.
- viii. Website: Heather will provide a high level overview of conference schedule for website. Will ask Carrienne to draft a longer description for pre-conference activity.
- ix. SWAG: Pens from Silvia and Clare. Pencils from Heather. Jordana can make buttons. Put notes pages in the program to eliminate need for notebooks.

### 5. Update on Constitutional Review (Heather)

- a. Heather has reviewed Industry Canada page and we need by-laws in addition to constitution. Need to be drafted ahead of 30-day notice period. We will send a call for

nominations with the notice of constitutional / by-law amendments. Clare, Heather, and Brian are scheduled to meet on April 7.

- b. General discussion: need to consider duties of officers; regional representation; length of terms; committee accountability and ability to remove people; expertise for committee membership; legacy and continuity.

**6. Update from Communications Committee(Kathy):**

Kathy has approached a member and presenter about taking photos at the conference. There will be an opt-out option available for those who do not want their image used: conference attendees will be notified of this either through the welcome or via a form. Brian Hotson has decided to approach faculty at NSCAD about sourcing a logo design through a class project; Heather will do the same by approaching some faculty at Emily Carr. This would likely take place in Fall 2017. The \$500 honorarium will likely not be awarded since the project would be done for course credit.

**7. Update from the Treasurer (Jordana):**

Current balance is \$14,000 (no bills paid yet). Because we're carrying money over, there should be printed copies of our balance sheet available at the AGM. The CWCA should set a fiscal year end date in the future (e.g. beginning of May or June to coincide with conference date).

**8. Other Business Arising:**

- a. **26 LLC Quote:** Other quotes would need to be gathered before making any purchasing decisions, but Heather points out that we have an obligation to keep a membership list because we're a non-profit group registered with Industry Canada. This brought up the question of whether a Membership Manager role should be created on the Executive or Communications Committee.

**9. Adjournment**

The meeting was adjourned at 2:00PM EST