

CWCA Executive Meeting

January 10, 2017

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

Regrets: Olivia Faucher (Secretaire Francais)

1. Call to Order

The meeting was called to order at 12:35PM EST

2. Approval of agenda (Heather)

No additions/objections; approved.

3. Approval of minutes (Heather)

No objections; approved.

4. Update from the Chair (Heather)

Update on membership management: Spoke to 26LLC and Richard Hay will send some information for future planning. This is likely down a couple of years down the road, and we will probably need to look at getting quotes and information from other groups.

CJSDW: Had an email exchange with Editors and sent the email to the Executive. The Editors are happy to speak to us as a group. Kathie is interested in being involved.

Conference planning update:

- a. CFP and distribution: Five proposals submitted. Consensus that we should extend the deadline on Friday to Monday, January 30, 2017 based on how many proposals we receive. Lucie suggested that we target the regional institutions in our area, especially Toronto schools.
- b. Publicity (WLN blog interview): Heather is responding to the blog interview email.
- c. OCAD update (Jordana and Clare): Site visit is planned for January 18th.
- d. Sponsorship update (Kathy): Kathy - No response from publishers. Kathy and Heather will continue to nudge and push.
- e. Ryerson contacts (tour): No update.
- f. Site volunteers (Heather): No update
- g. Accommodation (Heather): Two University residences at U of Toronto: Chestnut (2 blocks from OCAD; apartment style) and University College (within walking distance; typical dorm). Waiting to hear back from Doubletree. Prices are reasonable and they are willing to extend rates through Congress. We can reserve 12-15 without a commitment, but more would require a commitment of 90% reservations. Agreement that we go with the option to reserve 12-15.
- h. Catering (Clare): In progress. Catering information to be confirmed mid-February.
- i. Proposals received (Jordana): Five received to date. One Canadian, two Americans, two international.
- j. Proposal review process (Nancy): Proposal review group: five people in place – Jordana, Nancy, Linnet and three others (UBC, UofT, Nippissing). Heather is happy to help. Will inform proposers by February 24th.

- k. Keynote speaker budget (Heather): Confirmation that we will arrange travel and accommodation: \$1000 speaking fee and travel up to \$1000.

5. Update from the Treasurer (Jordana)

- a. Bank balance is \$9600. Budget continues to be on track.

6. Update from the Communications Committee (Kathie)

- a. CFP for a new logo

Motion: BIRT we approve the design brief that was circulated by email for distribution.

Motion passes unanimously.

- b. CWCA website

Conference website is coming along, with blanks under accommodation and travel grants. Last year's grants were \$400 for students and \$500 for Directors. Currently, in our budget, there is no money set aside for travel grants.

Motion: BIRT that we revisit the budget to build in the cost of some travel grants for our 2017 annual conference. **Motion passes unanimously.**

Page for travel and transit on website. Heather will send content.

- c. Mandy Penney from University of Waterloo has been added to the committee and will be working on the Facebook page
- d. Kathie is working with Brian Hotson to remove the old CWCA website.

7. Update on Constitutional Review (Clare)

Meeting booked for December. Because of illness, there was consensus that we should postpone the meeting. Clare will re-book a meeting. Brian Hotson asked for an official motion to establish the committee.

Motion: BIRT the CWCA executive establish an ad-hoc constitutional review group to draft and make recommendations for constitutional amendments.

Motion passes unanimously.

8. Adjournment

The meeting was adjourned at 1:49PM EST

Next meetings: Friday, February 3, 2017 11:30 AM – 1:00 PM (EST)

Monday, March 6, 2017 12:30 PM – 2:00 PM (EST)