

CWCA Executive Meeting

March 6, 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), Sylvia 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 12:32PM EST

2. Approval of agenda (Heather)

No additions/objections; approved.

3. Approval of minutes (Heather)

No objections; approved.

4. Update from the Chair (Heather)

A. Conference Planning

a. Conclusion of proposal review process (Nancy)

Thanked everyone who reviewed proposals. Nancy acted as facilitator and tie-breaker in some cases. Acceptances have gone out. Rejections have been asked to submit a poster and confirm by March 15th. Will send spreadsheet to program coordinators via Google Drive.

b. Conference program (Linnet and Sylvia)

Accepted proposers have to accept by March 15 and register by April 22. The designer from last year has not responded to Heather, so she will be working with a student from her Centre. Program should be finalized by May 1. Heather will put together the front and back matter, coordinating with Linnet and Sylvia.

c. Sponsor ads - Heather

d. List of volunteers - Heather

B. Registration (Jordana)

a. Registration is live

C. Catering update (Clare)

a. Rivoli as potential: Clare to confirm

b. Final numbers - May 19th for Accidental Caterer

c. Provo – deposit due now and final numbers due 48-hours before

D. Keynote speaker (Heather)

a. Accommodation booked

b. No abstract yet

E. Sponsorship update (Kathy)

a. Nancy sent name to McGraw-Hill

b. OUP sponsoring for \$650 – 2 tables

F. Pre-Conference Workshop (Heather)

a. Little to report. Carianne is helping with this, and so is Stephanie from OCAD.

G. Travel grants (Linnet)

a. Created a stripped-down Google form for presenters only to apply for travel grants. Will send it to Kathy when ready. Application deadline: April 1st so that people will

find out if they have a travel grant before registration. We'll let them know by April 13th. They have more than one week to register (April 22).

- H. Volunteers (Heather)
 - a. Offer free registration to Carianne from OCAD for all of her work on the conference.
- I. Website (Kathy)
 - a. What needs to be added?
 - b. Heather – early-bird registration?
 - c. Jordana – important dates page?
 - d. Clare – Send Rivoli information to Kathy and Jordana
- J. Future planning (Heather) – consider adding reviewer notes for presenters next year, but only if reviewers review 5-6

5. Update from the Treasurer (Jordana)

- a. Waiting on registrations.

6. Update from the Communications Committee (Kathie)

- a. Call for logo design deadline has passed without submissions. Heather talked with her faculty association who are going through a re-branding. Two options: work with a class or post on 99Designs?
- b. CWCA website: Conference-related changes discussed. If there are additional changes noted, please tell Kathie.
- c. CJSBW: publishing a conference proceedings – would be published in early 2018. Would need minimum of three articles. Kathie will write CFP for conference presenters. Financial commitment from us? Unknown at this time, but we will likely not move forward if a major financial commitment is required.

Motion: BIRT CWCA will put together a proposal for CJSBW for an issue of conference proceedings that is distributed to conference presenters.

Moved: Kathie / Seconded: Linnet

Motion PASSED unanimously.

7. Update on Constitutional Review (Heather/Clare)

- a. Emails from Brian, Clare, and Heather: Discussion of critical changes include extending term limits on executive to help with continuity of organization; and voting by another mode other than in-person / proxy at the AGM.

8. Other business

Important dates: Deadline for registration 9am – May 23rd, 2017

9. Adjournment

The meeting was adjourned at 1:49PM EST

Next meeting: April 4, 2017, 12:30pm – 2:00pm