

## CWCA Executive Meeting

May 19, 2017

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

**Regrets:** Lucie Moussu (Past Chair), Olivia Faucher (Secrétaire Française), Silvia Sgaramella (Member-at-Large, West), Nancy Squair (Vice-Chair),

### 1. Call to Order

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

### 2. Approval of agenda (Heather)

Approved; no objections.

### 3. Approval of minutes (Heather)

Approved; no objections.

### 4. Conference Preparations

#### a. registration (Jordana)

- 111 people registered with sponsors
- needs travel grant cheque names and contact information; Linnet will provide.

#### b. catering

- on track; final numbers of 125 sent to Provo and Accidental Caterer, along with names of individuals with dietary restrictions to the latter

**Motion:** BIRT a meal for the lunch executive meeting on May 25<sup>th</sup> be provided by the organization.

Moved: Jordana / Seconded: Linnet

Motion PASSED unanimously.

#### c. volunteers (Heather)

- 3-4 volunteers as timekeepers, registration, etc.
- Jordana, Linnet, Clare will start at registration table on May 26
- OCAD volunteer to stay at table through day
- Registration table will be available outside Global Café

#### d. site logistics (Heather)

- Stephanie Dayes has been incredibly helpful as an on-site coordinator
- Additional fees: \$200 for guest wifi; \$40/hour for filming keynote and tech support
- Discussion about filming keynote: Heather will ask Frankie for permission to film; discussion about what it will be used for
- Agreement to open the conference with the territorial acknowledgement

#### e. keynote

- Gifts and cards for Frankie Condon (keynote), Carrienne Leung (OCAD), and Stephanie Dayes (OCAD)
- Clare to email Stephanie Dayes to arrange mic in audience for keynote

- f. program printing:
  - Being printed at U.Waterloo
  - Thanks to those who proofread
- g. other materials (posters, t-shirts)
  - t-shirts for volunteers
- h. other
  - swag table will be in the lounge
  - \$1000 for support (student staff; unexpected costs) should be built into conference budgets going forward.

## 5. AGM

- a. meeting chair
  - Clare offered to chair the meeting; Mandy from U.Waterloo will take minutes
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- b. nomination of Director positions
  - Heather has spoken to some people about standing for vice-chair
  - Kathy to stand for Communications Chair
  - A consideration for past-chair description is to open it to former chairs in case of vacancy
  - A consideration for the future: how can we more intentionally invite and make space for people from non-dominant groups to participate and/or lead within CWCA. Perhaps a working group next year.
- c. Chair's report
  - a summary of executive committee highlights from the year

## 6. Update from the Communications Committee

- a. proposal for CJSBW re. publishing conference proceedings
  - a. Conference presenters will receive a CFP inserted into the program booklet
  - b. Editors: Clare offered to work in this role; Linnet and Heather will help as reviewers
- b. photographs at the conference
  - a. stickers – Clare will bring
  - b. Kathy will change form to include mention of stickers
- c. logo design plans
  - a. Deliverables: discussion about language to use about deliverables of final products, formats, etc.
  - b. Ownership: ask designer about a boilerplate clause

**Motion:** BIRT the executive empower the Communications Chair to sign the 'logo development agreement' with the named designer.

Moved by: Jordana / Seconded by: Clare

Motion PASSED unanimously

## 7. Other Business

- a. Site for CWCA 2018

**8. Adjournment**

The meeting was adjourned at 1:49PM EST