

CWCA Board of Directors Meeting

February 15, 2019

Present: Sarah King (Vice-President); (Secretary); Liv Marken (Past Conference Chair); Nancy Johnson Squair (Member-at-Large); Lindsey Voisin (Member-at-Large); Brian Hotson (Past-President); Mandy Penney (Communications Chair); Jordana Garbati (Treasurer)

Regrets: Nadine Fladd (Secretary); Heather Fitzgerald (President)

1. Call to order

The meeting is called to order at 11:30am EDT.

2. Approval of agenda (Sarah):

Approved as amended

3. Approval of minutes (Sarah):

January 18 2019 – Approved as amended

4. President's report (Heather): Submitted via email

We have had responses from both keynotes now: we are still waiting on a talk title and description from Deanna Reder and a photo from Steve Marshall, but at least they are both replying to my emails, and they both still seem keen on the event.

I have rebooked two of our rooms for concurrent sessions which should make wayfinding easier and allow us to accommodate more people in each room in case we decide to go down to three rooms for some sessions. We still have four rooms reserved for concurrent sessions, as well as the big classroom where we'll have the exhibitors fair where we could host workshops and other things that might need more space.

I have updated the host site page of the planning spreadsheet, and started a list of volunteer tasks. I will begin recruiting volunteers in early March.

My amazing program assistant is available to help with the conference program and signage, so that's awesome. I will probably pay her outside of her work for the writing centre, so I'll let you know if there is any cost to CWCA for that. But if I can, I'll try to cover it through ECUAD.

Finally, CWCA has agreed in principle to participate in a multi-organization event hosted by CASDW on June 3 titled "Circuitry: How can scholarly organizations who focus on writing work together?" It will be us, CASDW, ACCUTE and CCA (Canadian Communication Association). CASDW is applying for some funding for this event, so I wrote a note to support their application.

5. Conference 2019 planning (Sarah, Mandy, Holly):

Conference program

- Sarah is currently working on the conference program
- Liv and Jordana will proof the program before it is printed
- Sarah will send Brian the program for review

Update on proposal submission and review

- There was a discussion re: the IWCA proposal review/submission process
- We received 49 proposals. Most proposals were positively reviewed. There was a discussion about adding a references list. Next year the instructions can be changed to include a deliberate request for a reference list
- Overall reviews have been very positive reviews, so programming decisions are being based around each proposal's relevance to the audience.

Conference logistics

- Waiting on room bookings, photos from keynotes etc.
- E-Transfer payments can be accepted by emailing Jordana
- Early bird date Friday, April 12 - Brian changed the date on the website
- Sponsors - WC Online requested our rate for having a table

Conference communications

- Brian is updating website
- Once the registration page is up Mandy will communicate about it on social media and through the list serv
- Brian will add conference information to the WOL Blog
- Jordana asked us to create a fake registration to test the registration site
- Feedback was provided about registration site

6. Treasurer's report:

- Jordana Filed with Corporations Canada (\$20 fee)

7. Regional Affiliate Process:

Sarah has no updates. Send any suggestions for changes to the process document to Heather.

8. Report from CASDW representative (TBA):

- Since we had not received word about a CASDW representative by our January meeting, Sarah reached out to Dana Landry
- Brian expressed concerns about CASDW because of the notice that their CFP deadline for proposals has been extended
- A lot of CASDW retiring - is there anything we can do to support the organization if needed?

New Business:

9. IWCA Request for reviewers

- IWCA has requested reviewers for proposals
- Sarah, Holly, Lindsey and Nancy can review proposals
- Sarah will follow up and potentially send the request out to the list serv
- Brian pointed out that the Atlantic Canadian Writing Centres meeting will take place on February 21st

10. Adjournment

Meeting adjourned at 12:10 pm EDT

Next meeting:

March 15th (11:30am to 1:00pm Toronto time)

Distribution: Nadine Fladd, Mandy Penney, Heather Fitzgerald, Jordana Garbati, Brian Hotson, Lindsey Voisin, Sarah King, Nancy Johnson Squair, Liv Marken, Holly Salmon