

CWCA Board of Directors Meeting

November 29, 2018

Present: Heather Fitzgerald (President); Sarah King (Vice-President); (Secretary); Liv Marken (Past Conference Chair); Nancy Johnson Squair (Member-at-Large);

Regrets: Jordana Garbati (Treasurer); Lindsey Voisin (Member-at-Large); Liv Marken (Past Conference Chair); Holly Salmon (Conference Chair) Brian Hotson (Past-President); Mandy Penney (Communications Chair);

1. Call to order

The meeting is called to order at 12:04pm EDT.

2. Approval of agenda (Heather):

Approved

3. Approval of minutes (Heather):

September 28, 2018 – Approved.

4. President's report (Heather):

Heather started out by stating that she feels like she's not doing much as President. Most of her work has been focused on conference preparations rather than her role as President. This led to a discussion about what the role of President is, and what CWCA is intended to achieve beyond offering the conference. This, in turn, led to a discussion about Board members' roles, generally. Heather is going to take on the task of reviewing these job descriptions.

Action Items:

- **Heather:** Go back to Board Retreat notes to identify priorities, such as position statements and separating conference registration from membership
- **All:** Respond to Heather's email with additions to the description of your role as it exists in the by-laws. What do you actually do? Is that reflected in the description of your role?
- **Sarah:** Check in with Lindsey Voisin to see if she's willing/able to serve as a member-at-large
- **Heather:** Review and update descriptions of roles

5. Update from Conference Planning Document Committee (Brian):

- The Conference Planning Document Committee has not met recently.

6. Update from the Communications Committee (Mandy):

- Conference CFP has been posted on the website and sent out through our Twitter account
- Website has link to submit proposal to the IWCA portal
- We've sent the info and CFP to the CASLL and WCenter listservs
- Tagged WC folks on Twitter that I know and added the #wcchat hashtag for a group of WC coordinators and directors who meet online every month

- Posted to WC Directors Facebook page; already posted on WC Network Facebook page

Other in-progress work:

- Filling out conference website pages as able (travel and transit; tourism; accommodations; etc.)
- Two surveys to membership forthcoming: the first for a database of active members (early December) and the second to gauge website use, goals, directions (winter semester)
- Building a map of the Google Drive
- Developing a social media plan
- Shifting ownership of our accounts to existing CWCA members and/or comm. Committee members, as appropriate

Action Items:

- **Heather:** Follow up with Mandy re: conference communications “chain of command” for posting and sharing information
- **Mandy:** Schedule CFP reminders for December and January

7. Update from the Special section of *CJSDW/R* Committee (Nadine and Liv):

We only received 3 or 4 submissions for the special section; Liv has sent these submissions out to reviewers. Because of the small number of submissions, in conversation with the editors of *CJSDW/R* and Heather, we had decided to write a longer-than-usual introduction to the section (3,000-5,000 words) that offers an overview of the conference. Liv is taking the lead on shepherding the submissions through the review process, and Nadine is taking the lead on coordinating the introduction section, which will be written by multiple CWCA members/leaders/participants. The Board set a goal of completing a full draft of the Introduction by the end of January.

The Board discussed whether this special section is going to continue as a regular collaboration with *CJSDW/R*. If it is, we need to determine the costs/what we need to fund our fair share of the production. If we are continuing with this collaboration, the call for papers needs to be ready and approved by the journal in advance of the conference, which means it needs to be drafted in February.

Action Items:

- **Nadine:** Reach out to potential contributors to the introduction
- **Heather:** Write 3 paragraphs about bringing her students to the conference
- **Nadine and Liv:** Reach out to Sibó and Joel to test the waters re: a long-term collaborative arrangement

8. Treasurer’s Report (Jordana):

- A couple of memberships have trickled in.
- Current BMO bank balance: \$9,636.19
- Current PayPal balance: \$285.83 CAD
- Balance owing – Eply - \$18.40 CAD (I issued a cheque today to pay this balance – Dec. 5, 2018)

9. Separating Conference registration from CWCA membership (Jordana and Heather):

- Topic postponed for next meeting

10. Vote on having a CASDW member join CWCA Board (ex-officio)

MOTION

BIRT that CWCA allow for a member of CASDW to join CWCA Board meetings as an ex-officio member.

APPROVED unanimously

The Board discussed the option of going *in camera* on the rare occasion that we have a sensitive topic to discuss.

Action Items:

- **Nadine:** Add a standing agenda item for CASDW report
- **Sarah:** Circle back to CASDW to invite them to name a member to participate in CWCA Board meetings

11. Conference 2019 planning (Heather and Sarah):

Conference program

- Day 1 will start late (10:30) to allow for same-day travel to the conference.
- The day will end at 5:30pm with 30-minute breaks throughout the day.
- The AGM was originally scheduled from 5:30pm to 6:30pm on Day 1, but the Board decided that this would make Day 1 too long and tiring, and decided to move the AGM to lunch time on Day 2, and to extend the lunch period to 1h and 30 minutes
- Sarah discussed scheduling keynotes/plenaries at the beginning of each of the two days: a Traditional welcome and Deanna Reder's talk on Day 1, and Steve Marshall on Day 2
- The Ideas Exchange fair will take place at the end of Day 2 to bring everyone back together
- The Board retreat will be scheduled as a breakfast meeting for 2 hours on the morning of June 1st
- This retreat will be open to incoming Board members, too, so we will need to communicate the details of this meeting to members considering standing for Board positions early so that they make appropriate travel arrangements
- We will communicate this need to plan travel arrangements in part by putting the Board retreat on the conference agenda
- We will also need to reach out to people who might be interested in open positions in February

Conference logistics

- Heather has booked classrooms at the university, but Heather is concerned the rooms are small. We may want to consider offering four concurrent sessions at a time instead of three to make sure there is enough space for everyone in each room.
- There is a \$700/day fee for additional cleaning staff, IT support, security at Emily Carr. Heather is trying to get the Dean to cover this fee, but Holly and Heather should be prepared to include this fee as part of the conference budget
- Holly has applied/will apply for conference funding grants through Douglas College
- Holly has suggested that the catering choices we make can be used to support social justice organizations (e.g. Native Friendship Centre, a group of Syrian refugees, a farm-to-table caterer)
- The Board agreed that the budget should also included catering for afternoon snacks as part of the Ideas Exchange at the end of Day 2
- Heather is already receiving questions about conference fees so we need to figure out the conference budget so that we can set fees

Action Items:

- **Liv:** Schedule a chat with Heather about volunteers for conference
- **Holly and Heather:** Collect food quotes in December so we can make sure our conference fee covers our food

costs

- **Jordana/Heather:** Clarify who is responsible for the conference budget – the conference host or the Treasurer?

12. Scheduling winter term meetings

Action Items:

- **Nadine:** Talk to Mandy and Jordana about when they are available to participate in meetings
- **Nadine:** Provide three options for December 14th meeting and pick one at the meeting

13. ICWA CWCA representative

MOTION

BIRT that Sarah take Brian's place as CWCA's IWCA representative.

APPROVED unanimously

14. Adjournment

Meeting adjourned at 1:24 pm EDT

Next meeting:

December 14, 2018 12:00pm-1:30pm

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