

CWCA Board of Directors Meeting

May 14, 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); Nadine Fladd (Secretary); Heather Fitzgerald (President); Jordana Garbati (Treasurer)

Regrets: Mandy Penney (Communications Chair); Andrea Williams (CASDW Representative)

1. Call to order

The meeting is called to order at 1:02pm EDT.

2. Approval of agenda (Heather):

Approved.

3. Approval of minutes (Heather):

Approved as amended.

4. President's report: Brainstorming for AGM (Heather):

Heather had nothing to report as President. All of her updates were related to conference or AGM planning, so we used this time to brainstorm what items Heather could include her President's Report at the AGM. The Board discussed several activities from the past year:

- An increased connection with CASDW: having representatives sit in on each other's Board meetings, the discussion of the CASDW statement on the staffing of writing centres at Congress in June, and a letter of support from CWCA for a CASDW conference
- Advocacy on writing centre issues: particularly re: concerns about the position posted at UPEI
- Re-organization of the google drive
- Regional affiliates: developing a process for approving them and adding a new affiliate this year
- Thank you to the Board to emphasize the commitment required in standing for these positions
- The proposed changes to the bylaws:
 - The new positions being proposed at the AGM: Membership Chair and Digital Media Chair
 - More comprehensive descriptions of Board roles

Action Items:

ALL: The new Board will draft position manuals to guide future incoming Board members' actions

Heather: Write President's Report

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

Conference program (Sarah):

- The first day of the conference will conclude at 5:15pm
- The existence of a printed schedule is causing problems because we have traditionally waited for it to be fully formatted, and then posted a digital copy of this schedule on the CWCA website. This makes members wait too long for information. The Board decided that, in the interim, we would post the Google document that Sarah is using to plan the conference program to the website as a "live" document
- The program will be ready to print on May 20. Sarah and Heather are looking for proofreaders

- We need to promote the 2020 conference this year in program

Conference logistics (Heather and Holly):

- **Pre-Conference dinner**
- Heather announced that the conference dinner will take place at “The Whip.” 42 participants plan to attend the pre-conference dinner
- The pre-conference dinner location needs to be added to the website
- Brian will create a form for attendees to order dinner from among a few choices ahead of time. Brian will likely use Eventbrite so that attendees receive “tickets” that document what food they ordered. Heather will help to narrow down these choices from the restaurant’s menu
- **Conference site**
- Rooms have been assigned, rooms for extra events (Board retreat and focus group) have been booked; media booked for Ideas Exchange
- **Printing**
- Name badges will be printed on May 24th
- Jordana needs to send Heather the updated registration list on May 23rd so conference badges can be printed
- Door signs for concurrent session rooms have been arranged
- Wayfinding and registration table signage is being printed
- **Volunteers**
- Heather and Holly have arranged for 8 confirmed volunteers, and have a few other possible volunteers in the works. Heather has a promising candidate for the volunteer coordinator role, but no one has been hired yet.
- Thanks to Nancy and Sandy, 15 t-shirts for volunteers have been ordered. We will have a few extra shirts that can be given away as gifts or prizes
- **Misc.**
- 100 blue lanyards and badge holders have arrived. Nancy has the old green lanyards. If we have enough blue lanyards for conference participants, we will use the green ones exclusively for Board members
- Heather will obtain the full name of the person giving the traditional welcome so that Jordana can write a cheque (\$250)
- Deanna Reder’s cheque (\$500) will go directly to the Indigenous Voices Awards
- **Catering**
- The caterers have been contacted with updated numbers and dietary restrictions
- Holly will send caterers the final numbers (including volunteers) by the cut-off date
- Food for the Board retreat has been ordered

Travel grants (Lindsey):

- Travel grant recipients have been contacted:
 - Thomas Robles - University of Toronto
 - Sheila Stewart - University of Toronto
 - Jodie Salter - University of Guelph
 - Rachel Robinson - Michigan State University
 - Kyle Oddis - Northeastern University

Conference communications:

- The schedule as of today is on the CWCA website. Creating a Google form asking to RSVP to events to be sent to conference Registrants.
- Brian is making conference buttons – Heather can get the logo file to Brian

Action items:

- **Brian:** Post Google doc version of program to website as a live document
- **Heather:** add wifi information and 2020 conference information to the program
- **Heather:** print food signs for gluten free/dietary restrictions
- **Mandy/Brian:** add details about pre-conference dinner to website
- **Brian:** create a Google form/Eventbrite event for pre-conference dinner attendees to pre-order food
- **Heather** is looking for people to help proofread on Wednesday and Thursday
- **Heather:** send full name of person giving traditional welcome to Jordana
- **Jordana:** write cheques for keynotes and traditional welcome
- **Heather:** get name for traditional welcome for Jordana
- **Holly/Heather:** register the volunteers
- **Holly:** send caterers final numbers by the cut-off date. Find out what that date is

6. AGM 2019 Planning (Heather and Nadine):

- We don't need to print copies of the AGM agenda, minutes from last year, or proposed bylaw changes. They are available online and Nadine will create a Bit.ly link for members to access them at the meeting. No copies necessary/links only
- We will send out an email reminding members about the two new positions we are proposing at the AGM, and reminding members of the commitment involved in standing for those positions
- Heather will also build a "thank you" into the President's report to emphasize the work required of Board members
- Tessa is likely standing for a member-at-large position. She will send Sarah a bio

Action Items:

- **Nadine:** create links for all AGM documents except financials
- **Jordana:** bring printed copies of financials to AGM
- **Nadine:** bring a sign-in list to track attendance at AGM
- **Nadine:** prepare ballots for elections
- **Nadine:** draft an email to membership emphasizing the positions available, two new positions being created, and the commitment involved in standing for those positions

7. Treasurer's Report (provided by Jordana as of May 2, 2019)

1. Conference Registration

- 90 registrations
- I have attached the current list of all registrants. This info is needed for check-in, nametags, food restriction info, etc. Share as you see fit. If people need weekly updates, I'm happy to send them.
- Registration slowed down after the early bird deadline (and final push on social media/email), but a few continue to trickle in.
- Most people registered via PayPal, but e-transfer was an easy option.
- I have emailed a few people who hadn't paid but who had registered. I will continue to do so in advance of the conference.
- I will keep track of unpaid attendees and collect their fees at the conference. I can sit at the registration table on the morning of Day 1 as I have done in the past to deal with money collection.

2. Conference expenses

- If anyone needs to be paid, let me know. Keep copies of all receipts as I will need them.
- Invoices should be sent to me, so I can keep track of the funds coming in and out.

3. AGM Financial Report Draft

I've attached the financial statement I will present at the AGM.

A few points:

- I've kept the comparison columns for the last two years. I think people usually present the comparison for only one year, but I think it's good to keep a couple of years to see how things are similar/different/change over time. I think it's especially important to include these last couple of years for CWCA because that's when the organization instituted an official fiscal year and had a more systematic reporting of the financials.
- I have not separated reporting of payment style (cheque/paypal/cash) as per a discussion we had at last year's AGM.
- I have added a miscellaneous revenue (\$58.09) line. This revenue could be explained by several things: mistake from previous year(s), reporting error, underreported revenues in a category. I have chatted about this statement with my former accounting prof.
- Odd cent values occur mostly because of USD-CAD conversion.

4. Bank balance update

Current BMO bank balance: \$21,262.79CAD

Current PayPal balance: \$324.38 CAD

Balance owing – Eply - \$280.60 CAD (cheque has been sent)

5. 2020 projections

- I have attached the worksheet I've been using for conference expense recording and projections. It is the same document I sent the executive yesterday. While we still have a healthy bank account, if we do incur the expenses for Vancouver (2019, sheet 3) and London (2020, sheet 4) as projected (and we eliminate membership fees), then I suggest we increase our registration fees for CWCA 2020.

Updates from Jordana at the Board meeting on May 14th:

- 97 registrations
- \$115/person for conference
- Discussion about process for paying invoices
- **Heather will connect with Emily Carr about location fees, etc.**

8. Board Retreat Planning (Sarah):

- Takes place Saturday morning. Sarah will Skype in those who can't attend in person (Lindsey)
- Agenda:
 - Introductions
 - Expectations
 - Review
 - Small groups for exiting and incoming members
 - CWCA moving forward
 - Setting next meeting dates

Action items:

- **Sarah: Plan Board retreat. Let Nadine and Mandy know what preparations (if any) you need them to make**

9. Input on pedagogical successes and challenges, and key areas for potential advocacy, for CWCA contribution to multi-organizational panel at CASDW

- Jordana presenting about successes and challenges at CWCA and will share presentation
- Writing Centres are either precarious or permanent and over-staffed

- Lack of diversity in leadership when student populations are very diverse
- Budget restrictions and precarious labour makes it challenging to promote inclusion

Action items:

- **Jordana:** share presentation with Sarah

10. Report from CASDW Representative:

No report.

11. CWCA/CASDW Panel (Brian):

- Discussed with Sarah by email
- Statement has been up for 3 years, never changed
- Brian was contacted about setting up a centre and was told that a centre was unaffordable based on statement
- Brian has been contacted by high schools, colleges, private industry, prisons, etc. about setting up writing centres
- Pushing for change to statement
- Statement insinuates CWCA approves of statement
- Discussion about role of CASDW vs CWCA: CWCA represents professionals, whereas CASDW is academic
- Our own statement could address more diversity

12. Adjournment

Meeting adjourned at 2:30 pm EDT

Next meeting:

- May 31st AGM at 2019 conference
- June 1st Board Retreat after conference (9:00am to 11:00am in Vancouver)

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