

CWCA Board of Directors Meeting

October 22, 2019

Present: Clare Bermingham (Vice President); Nadine Fladd (Secretary); Jordana Garbati (Treasurer) Holly Salmon (Member-at-Large); Sarah King (President); Frédérique Offredi (Francophone Representative); Andrea Williams (CASDW Representative); Heather Fitzgerald (Past-President);

Regrets: Mandy Penney (Conference Chair); Stephanie Bell (Digital Media Chair); Liv Marken (Member-at-Large); Brian Hotson (Membership Chair)

1. Call to order:

The meeting is called to order at 11:33pm EDT.

2. Approval of agenda (Sarah):

Approved.

3. Approval of minutes (Sarah):

Approved as amended.

4. Conference 2020 (London) planning (Mandy):

- The CFP has been sent out to CWCA, CASDW and IWCA
- Mandy is compiling an accessibility guide for conference presentations; it will be ready in three weeks
- There was discussion about whether we can we announce Neisha Anne Green as a speaker within the CFP
- The IWCA collaborative CFP was distributed and the theme is similar; this might be an opportunity for conference participants to use similar material for two audiences
- The version of the CFP Stephanie shared is different from Clare's most recent version: make sure conference dates are included and CWCA logo is moved to the top of the document and that square brackets around "a" in Brewer et al quotation are consistent across all platforms

Action Items:

ALL: Since Mandy was unexpectedly called away from joining the meeting, please contact her if you have questions about conference preparations

Mandy: let Clare know about upcoming conference planning meetings

ALL: Please route all conference communications through Stephanie and Brian

Michelle: Confirm Neisha Anne Green speaker so that we can include this information in CFP

5. Report from CASDW representative (Andrea):

- Planning for conference is in progress: May 30-June 1
- Andrea will have a report next month. CFP is forthcoming.
- CASDW is moving to a conference organizing committee model based on CWCA's planning structure

6. President's Report (Sarah):

All relevant items were covered in discussions of other agenda items.

7. Treasurer's Report

Jordana will be signing credit card request forms with BMO soon. CWCA is getting a no fee, not-for-profit credit card we can use for expenses such as website hosting.

8. Report on Strategic Planning (Heather, Clare, Sarah):

- Clare, Heather and Sarah have set up a new folder for this project in the Google Drive with meeting notes and questions for interviews and focus groups
- The fall's work will be focused on information gathering:
 - They have reviewed old Board meeting minutes to generate a list of priorities
 - They have reviewed the bylaws and constitutions
 - They have looked at the files of the former community of practice
 - They have divided the work of examining similar organizations (ACCUTE, CASDW, CCCCs, IWCA and its affiliates, etc.)
- Timeline:
 - October – review other organizations; draft survey questions
 - November – test survey questions in regional networks and in one-on-one meetings
 - December – bring a rough draft of survey to Board for approval
 - January – distribute survey to members and non-members across Canada
 - March – synthesize the survey data and schedule interviews with stakeholders at the 2020 conference
 - May – provide a report to CWCA membership at the AGM in May
- Sarah is hiring a student to continue Brian's work of compiling an email list

Action Items:

Heather: Share access to folder with everyone – including Frédérique

Sarah: Send list of English-language organizations to Frédérique

Frederique: Work on identifying similar francophone organizations

9. Discussion of process for drafting new statement on writing centres (Sarah):

(See Appendix A: Proposed timeline and process for drafting a new position statement on writing centres)

- Heather updated Andrea on the work that has been done so far from previous meetings
 - A committee has been proposed and accepted
 - A smaller sub-committee is collecting statements from writing centres and organizations as samples
 - The smaller committee will assess the characteristics of these samples and then circle back to the larger committee
 - The committee will report back to the Board in November
 - The draft statement will be circulated widely for feedback
 - Both CASDW and CWCA share the goal of having this position statement ready in time for both conferences in May
- Frédérique asked for an overview of the history of the rescinded position statement
 - Andrea explained that it was written in 2016 for advocacy purposes in response to the closing of WCs and elimination of jobs

- It was written by CASDW and not CWCA, and focused on faculty and not staff
 - CWCA needs a position statement of its own: Sarah pointed out that the language of the statement needs to be sensitive to CWCA's many constituencies, which includes colleges and high schools
- Andrea would like someone who is formally representing CASDW to serve on the committee: This will likely be Amanda Goldrick-Jones, given her lengthy history with CASDW
 - The statement will be posted on the CWCA website and our organization will take ownership of it
 - Andrea pointed out the importance of building closer connections between CWCA and CASDW and thinking long-term about how we can work together on advocacy in the future and how we can prepare to do that work

10. Digital Media Chair Report (Stephanie):

(See Appendix B for report submitted after the meeting)

11. Membership Chair Report (Brian):

Report forthcoming.

12. Update on CJSW/R special section (Liv and Nadine):

- The extended introduction to the 2018 special section has been submitted
- We are now waiting for proofs for the introduction and all three articles
- Liv and Nadine are now receiving reviews for 2019 special section submissions
- They have moved the timelines for submission and review up by a few months to ensure that the 2019 issue can be published in time for the 2020 conference
- There were many submissions for the 2019 special section, so no extended introduction will be necessary

13. IWCA conference (Sarah, Heather, Brian, Stephanie):

- Sarah, Heather, Brian and Stephanie attended the IWCA conference, which was combined with the Conference on Peer Tutoring in Writing
- There were many peer tutors present. One of the strongest keynotes was from an undergraduate student who uses gesture drawings to represent the dynamic between participants in tutoring sessions
- This is the first time Heather and Sarah have heard land acknowledgements at IWCA. They were mostly from grad students
- Next year IWCA will take place in Vancouver: Lucie Moussu will be chair or co-chair
- Sarah attended the regional affiliates meeting and pointed out that there's an interesting tension between the regional affiliates and IWCA as international/national organization
- There is concern about IWCA acting without consulting regional affiliates (e.g. scheduling a conference in Vancouver without consulting CWCA)
- Do we want to do something to highlight CWCA at IWCA? Heather hopes that IWCA makes something of the Canadian context of the conference. Will there be a Canadian keynote? Will the conference be bilingual?
- IWCA is trying to promote its international element and is offering travel grants. Do we want to highlight this opportunity at our own conference?

Action Items:

Heather: connect with Lucie Moussu to discuss the IWCA conference

Adjournment:

Meeting adjourned at 12:30 pm EDT

Next meetings:

Tuesday, November 26th from 11:30am to 1:30pm

Tuesday, December 17th from 11:30am to 1:30pm

Distribution: Nadine Fladd, Mandy Penney, Heather Fitzgerald, Jordana Garbati, Brian Hotson, Stephanie Bell, Clare Bermingham, Sarah King, Liv Marken, Holly Salmon, Andrea Williams, Michelle Hartley, Vidya Natarajan, Frédérique Offredi

To access the conference call:

Toll-free number: 1-888-676-9057 Participant PIN: 56550605#

Appendix A: Proposed timeline and process for drafting a new position statement on writing centres

Part 1: Plan, mid-October to mid-Nov 2019. Through google forms, docs, and an online meeting if necessary

- Clarify purpose, audience, scope and structure of statement
- Brainstorm ideas for language, content based on position statements from related organizations

Part 2: Draft, mid-Nov to Dec 2019.

- Two working group volunteers draft the statement based on the group input. Brian Hotson and I are willing to do this, so as a working group member you would not be expected to volunteer (though of course you could!).

Part 3: Feedback and revision, December 2019 to March 2020

- **First stage of feedback:** working group. December 2019. Offer feedback and input on the draft through google doc or online meeting. 2 working group volunteers to revise.
- **Second stage of feedback:** CWCA/ACCR Board. Brian and I would take the draft to the January CWCA/ACCR Board meeting to solicit feedback from members of the Board. If their feedback necessitates substantive changes, we would bring it back to the working group and solicit your input. If it is cosmetic, we would simply revise and circulate
- **Third stage of feedback:** CWCA/ACCR members. Circulate draft statement to the CWCA membership (post on CWCA/ACCR website?) for feedback. Same process as in second stage. Feb-March 2020.

Part 4: Approval of final version: April-May 2020

- The co-chairs would bring the statement to the CWCA/ACCR April Board meeting for approval. Once approved, it would be circulated to membership in preparation for vote at AGM.
- The final statement will be presented at the CWCA/ACCR 2020 AGM for voting. It will also be presented at the CASDW AGM.
- If approved, the statement would be posted and circulated, and reside on a new section of the CWCA/ACCR website, Position Statements.

Appendix B: Digital Media Chair Report Submitted by Stephanie

Digital Media Chair's Report

October 22nd, 2019

In addition to maintaining regular activity on the CWCA Twitter account, I've been working to update the website to reflect the 2020 conference information and the new information about the CWCR blog.

The blog has been created as a tab on the CWCA website menu. The information about the journal and submissions is available there. I've created a list of people to contact directly about writing initial blog posts and will be sending out those solicitation emails Monday October 29th. Liv, Brian, and I are currently serving as co-editors.

I will make a major announcement on Twitter about the blog when we publish the first piece. For now, it is sitting on our website, which has very little traffic.

It appears that most traffic to our website is driven by the conference. Otherwise, people are not visiting the other pages.

Moving forward, I'm anticipating that conference communications will occupy the majority of the next few months.