



**Canadian Writing Centres Association/
Association Canadienne des Centres de Rédaction**

**31 May 2019, 11:45am – 1:15pm (PDT)
Emily Carr University of Art and Design, Vancouver, BC**

AGENDA

Pending approval by membership at 2020 AGM

Attendance: see appended list

Meeting chair: Heather Fitzgerald

Recording Secretaries: Mandy Penney and Nadine Fladd

1. Call to order

The meeting was called to order at 12:05pm.

2. Adoption of the Agenda of the 12th Annual General Meeting

Approved.

3. Adoption of the Minutes of the 11th Annual General Meeting, May 25, 2018 in Saskatoon, SK.

Approved.

4. President's Report (H. Fitzgerald)

See the [full report](#) here.

5. Treasurer's Report (J. Garbati)

See a detailed [financial statement](#) here.

Revenue: \$12,889.77
Expenses: \$12, 624.61
Excess: \$265.16
Cash balance: \$14, 516. 87

Garbati explained that she has streamlined CWCA's reporting process to make reports clearer for membership. Thanks to a small surplus from the conference in Saskatoon, CWCA is in the black. This is the first year CWCA has made e-transfers to pay for conference registration available, and this process went well.

Fitzgerald asked why we carry a cash balance. Garbati explained that this balance pre-dates her tenure, and came from the Calgary conference. We keep a balance in case of a year with low conference attendance, to cover travel grants, etc. Lane asked if we should call this a contingency fund. Fitzgerald stated that we could separate part of this balance to set aside as an explicit contingency fund.

Moussu asked if we have a separate budget line for student bursaries. Garbati said that we do, but that CWCA has not disbursed this money yet, and that this would be a discussion topic at the Board retreat.

Garbati explained that the travel grants CWCA offers have increased in the past few years because of sponsorships that Board members have secured.

Garbati asked what an audit through a public accountant would cost. Lane explained that this process is very expensive. Moussu suggested going through this process every 5-10 years.

a. Review of the 2018-19 fiscal year-end statements

Motion #1: BIRT that the membership accept the Treasurer's Report.
Moved: Sarah King. **Carried unanimously.**

b. Vote to waive requirement for audit by public accountant:

Under Industry Canada requirements, the Association must submit financial statements audited by a public accountant, or else the membership must annually waive the requirement for the submitted statements to be audited.

Motion #2: BIRT that the membership waive the requirement for audit by a public accountant and appoint J. Garbati to file the financial statement.
Moved: Sarah King. Seconded: Julia Lane. **Carried unanimously.**

6. Regional Affiliates' Reports

a. ACWCA (B. Hotson)

Hotson explained that ACWCA is a loosely-formed group of writing centres in Atlantic Canada: 11 institutions participate, and the organization had a secondary school in Halifax join this year. ACWCA held its annual conference in February 2019 and 35 people attended. St. Mary's university will be hosting an Academic Writing and English Language Learning conference – sponsored in part by ACWCA – November 1-2. Proposals are due July 8th and the CFP is on the CWCA website. ACWCA's 2020 meeting will take place at UNB in Fredericton.

b. BCWCA (H. Salmon)

Salmon explained that this organization used to be called the BC Writing Centres Gathering. This year 15-20 event attendees met at Douglas College on March 1st to read two articles and discuss them and the landscape of BC writing centres. Salmon stated that BCWCA is still solidifying how it is going to organize its executive. Salmon has met some new BC colleagues at CWCA this year.

Moussu asked Salmon why she didn't invite writing centre professionals from Alberta to participate. Fitzgerald explained that BCWCA is simply a formalized, re-energized version of an existing group that was already meeting, and that she had invited participants from the lower mainland for whom travel within a day is possible since these participants do not have funding to travel nationally. Salmon indicated that she is happy to invite participants from Alberta.

Fitzgerald suggested that Moussu consider forming a regional affiliate for Alberta. Bell asked about the process for forming a regional affiliate. Fitzgerald responded that to become a regional affiliate an organization must have met within the last 12 months, have plans to gather in the next year, be willing to report to CWCA, and have a way to communicate with membership. She clarified that virtual gatherings for regional affiliates are acceptable.

Robertson asked if there is a desire for a Francophone affiliate. Fitzgerald responded that there is, and added that although there is a position for a Francophone Representative in CWCA's bylaws, the position has not been filled for the past 2-3 years.

7. Business Arising

- a. Proposed bylaw amendment to unify capitalization of titles**
- b. Proposed bylaw amendment to 1.2 Definitions – removal of IWCA representative (see below)**
- c. Proposed bylaw amendments to 5.9 Descriptions of Roles (see below)**

Motion #3: BIRT that the membership accept approve the proposed changes to the CWCA bylaws.
Moved: Sarah King. Seconded; Megan Robertson . **Carried unanimously.**

Chernoff asked why CWCA changed the name of the Communications Chair role. Fitzgerald responded that this change was proposed because there are other roles on the Board that involve communications: what we specifically need is someone to take charge of the website, social media, and the listserv.

d. Discussion of membership fee structure

Fitzgerald explained that the Board has had discussions about considering waiving CWCA's annual membership fee. The organization has historically built this fee into the conference fee, but some people want to be members but are not able to attend the conference.

Hotson suggested a one-time fee for a lifetime membership in which members only cease to be members when if they make a specific request. He pointed out that this approach could help a small organization like ours to keep a stable membership list that is separate from yearly conference attendance. Bermingham asked about the implications of changes to the membership fee structure for achieving quorum at annual general meetings.

Fitzgerald let members know that surveys or proposals may be sent out to membership for feedback in the coming months.

e. Open forum for members

Fitzgerald was asked how the conference location is chosen each year, and she explained that the conference takes place where Congress is taking place each year.

She was then asked why the conference doesn't take place at the same time as Congress or as part of Congress. Fitzgerald explained that 1) CWCA has chosen not to be part of Congress because of high fees and lack of autonomy over the structure of the conference and food service 2) the fact that CWCA members already attend other organizations' conferences at Congress and that creates scheduling challenges for members, and 3) Host institutions are not willing to host CWCA as a separate conference at the same time as Congress.

Hotson explained the history of CWCA. Up until seven years ago CWCA was a Special Interest Group of STLHE. The conference fees for STLHE were a barrier to participation for members; CWCA formed a separate organization.

8. New Business

No new business arising.

9. Elections

There were no objections to Fitzgerald moving into the role of Past President as called for by CWCA's bylaws. There were no objections to King moving into the role of President as called for by CWCA's bylaws.

The following list of nominations includes nominations from the floor and nominations received electronically.

Vice President: Clare Bermingham acclaimed for a 2-year term.

Digital Media Chair: Stephanie Bell acclaimed for a 2-year term.

Membership Chair: Brian Hotson acclaimed for a 3-year term.

Francophone Representative: Frédérique Offredi was nominated for this role by Lucie Moussu but wanted to consider the nomination before accepting.

Members-at-large (2 positions): Christina Halliday, Liv Marken, Holly Salmon, and Tessa Troughton stood for election for these positions. Marken and Salmon were elected by majority vote, each for a one-year term.

10. Adjournment

The meeting was adjourned at 1:08pm.

Appendix 1: Members in Attendance

Stephanie Bell
Clare Bermingham
Toby Chernoff
Christopher Eaton
Tyler Evans-Tokaryk
Heather Fitzgerald
Nadine Fladd
Sarah Gibbons
Jenna Goddard
Amanda Goldrick-Jones
Michelle Hartley
Brian Hotson
Nancy Johnson Squair
Michael Kaler
Sarah King
Cecil Klassen
Deborah Knott
Julia Lane
Liv Marken
Amanda Marshall
Alexandra Motut
Lucie Moussu
Srividya Natarajan
Frédérique Offredi
Mandy Penney
Megan Robertson
Tom Robles
Holly Salmon
Boba Samuels
Jodie Salter
Gillian Saunders
Sheryl Stevenson
Sheila Stewart
Jacqueline Turner
Madeline Walker
Andrea Williams

Appendix 2: Proposed Bylaw Amendments

6a. Proposed Bylaw Amendment

Capitalize the terms "Board of Directors," "Board," and "Annual General Meeting," throughout the document

6b. Proposed Bylaw Amendment: 1.2 Definitions

Current:

"board" means the board of directors of the Association; all officers of the Association are members of the board: President, Vice President, Past President, Secretary, Treasurer, Communications Chair, Francophone Representative, IWCA Representative, Members-at Large, and Conference Chair;

Proposed:

"board" means the Board of Directors of the Association; all officers of the Association are members of the Board: President, Vice President, Past President, Secretary, Treasurer, Digital Media Chair, Membership Chair, Francophone Representative, Members-at-large, and Conference Chair;

6c. Proposed Bylaw Amendment: 5.9 Description of Offices

Current:

1. President of the Board: The President of the Board, shall, when present, preside at all meetings of the board of directors and of the members.

The President also represents the Association to external audiences, presides over general members' meetings, and maintains open and regular communication with the membership to ensure that all members are informed of changes, opportunities, and challenges to the Association. The President also delivers regular reports as required, and publishes the President's report from the annual general meeting to the Association's website. The President also supervises the work of conference organization for the Association's annual conference. The President shall have such other duties and powers as the board may specify.

The President is a two-year term, elected at a general meeting. After two years, the President moves into the Past President role. The Vice President typically succeeds the President after two years, or earlier as needed.

In a case where the Vice President is unable or unwilling to continue in the President role, any current member who has served on the board for a minimum of one year within the previous three years may be nominated to the President position.

In circumstances where no other current member of the Board is willing to serve as President, the current President's term can be extended for up to one year until a successor can be found.

2. Vice President of the Board: If the President of the Board is absent or is unable or refuses to act, the Vice President shall, when present, preside at all meetings of the board of directors and of the members. The Vice President also supports and assists the President in all aspects of the Association's business. The Vice President shall have such other duties and powers as the Board may specify..

The Vice President is a two year-term, elected at a general meeting. The Vice President succeeds the President after two years.

3. Secretary: The Secretary will prepare minutes for all meetings of the membership and the Board, and distribute those minutes within 30 days of each meeting. The Secretary shall give, or cause to be given, as and when instructed, notices to members, directors, and members of committees, and will be the custodian of all books, papers, records, documents and other instruments belonging to the Association. The Secretary will also publish, within the 30 days, the minutes from the annual general meeting to the Association's website.

The Secretary is also responsible for outreach to members, recruitment, publicity, and routine communication. This position is a two-year term, elected at an annual general meeting.

4. Treasurer: The Treasurer administers the finances, submits an annual financial report to the executive and the general membership at an annual general meeting, arranges audited finances (by a public accountant) as required by the executive, and prepares annual filings for Industry Canada in compliance with the Not-for-Profit Association's Act. The Treasurer shares signing authority on the Association's bank account(s) with the President.

This position is a three-year term, elected at an annual general meeting.

5. Past President: The Past President provides support, feedback, and guidance to the President for a one-year term, and helps maintain continuity with the Association's history. The Past President is particularly responsible for ensuring that the requirements of the Not-for Profit Association's Act are known and followed by all members of the Board.

The President automatically moves into the Past President role at the end of the President's two-year-term. If the President is unable or unwilling to move into the role of

Past President, this office will remain vacant until such time that any Past President is willing and able to move into the role.

6. Communications Chair: The Communications Chair is responsible for the content and maintenance of the association's online presence, including the website, social media channels, and any other form of digital presence. The Communications Chair will form a committee of members, in consultation with the Executive of the Board, whose specialized skills and experience will be of direct relevance to the support of the Association's online presence.

The Communications Chair will solicit members for the Communications Committee through a call for interest at the annual general meeting, through a subsequent call to the wider membership via the listserve or any other communications platform, and/or through targeted communications as needed.

The Communications Chair is a two-year term, elected at an annual general meeting.

7. Francophone representative: The Francophone representative(s) may come from any region of Canada. The Francophone representative is responsible for recruiting French members to the Association, providing outreach to the French Canadian community on behalf of the Association, and ensuring that the Association maintains its bilingual purpose.

The Francophone representative is a one-year term, elected at an annual general meeting.

8. Members-at-large: Up to two members-at-large may be elected by the membership at any time that additional representation may be desired. Members-at-large may represent particular constituencies or regions, or they may have specialized skills or experience that are needed by the Board.

The primary responsibilities of the Members-at-large are to support the work of the Association through active participation in Board and Association initiatives, and to promote communication with the membership in their constituency or region.

The Members-at-large positions may be elected at an annual general meeting for a renewable one-year term. From time to time, the Board may need to bring on a person into this position for a term to be specified by the Board.

9. Conference Chair(s) (ex-officio): The Conference Chair supports the planning and execution of the Association's annual conference. The Conference Chair may attend any Board meetings, as deemed necessary by the Board to facilitate conference planning and execution.

The Conference Chair will be primarily responsible for coordinating site logistics for the conference, and so will work closely with (or be) the local host. The Conference Chair will also coordinate the recruitment and training of site volunteers for the conference, as well as providing information on local transportation, accommodation, and amenities for the Association's conference website. As needed, the Conference Chair may convene and chair a conference organizing committee to assist with conference planning and execution.

The Conference Chair is an ex-officio position, and is appointed by the Board for a one-year term.

10. IWCA Representative (ex-officio): The Canadian representative for the International Writing Centre Association (IWCA) shall be an ex-officio member of the Board. This position will report on current programs, events, and initiatives being undertaken by the IWCA that will be of interest to CWCA members. This position will also be responsible for communicating information about CWCA, as a national affiliate, and its programs, events and initiatives back to IWCA.

Proposed:

1. President of the Board:

The President of the Board, shall, when present, preside at all meetings of the Board of Directors and of Association Members.

Tasks and Duties

- preside at all meetings of the Board of Directors and of Association Members
- represent the Association to external audiences
- maintain open and regular communication with the membership to ensure that all members are informed of changes, opportunities, and challenges to the Association
- deliver an annual report about the activities of the Association at the Annual General Meeting which will later be published to the Association's website
- provide an updated list of Directors and any changes to the Association's bylaws after each Annual General Meeting
- supervise and support the organization of the Association's annual conference
- perform other duties and powers as the Board may specify.

The President is a two-year term which typically follows two years as the Association's Vice President. After two years, the President moves into the position of Past President. In a case where the President or Vice President is unable or unwilling to continue in the President role, any current member who has served on the Board for a minimum of one year within the previous three years may be nominated to the President position and elected to the position by members of the Board until the time of the Annual General Meeting.

In circumstances where no other current member of the Board is willing to serve as President, the current President's term can be extended for up to one year until a successor can be found.

2. Vice President of the Board:

The Vice President supports and assists the President in all aspects of the Association's business. If the President of the Board is absent or is unable or refuses to act, the Vice President shall, when present, preside at all meetings of the Board of Directors and of Association members. The Vice President is also responsible for the program of the Association's annual conference and for relationships with other related associations.

Tasks and Duties

- preside at meetings in the absence of the President
- manage the proposal submission and peer-review processes for the Association's annual conference
- plan the Association's annual conference schedule
- working with the Board Executive, plan the agenda of the annual Board retreat
- act as the Association's representative for the International Writing Centres Association (IWCA) and the Canadian Association for Studies in Discourse and Writing (CASDW), unless delegated to another Board member

The Vice President shall have such other duties and powers as the Board may specify.

The Vice President is a two-year term, elected at the Annual General Meeting, from any member with ideally one year's experience of Board service. The Vice President typically succeeds the President after two years.

3. Secretary:

The Secretary is the custodian of all books, papers, records, documents, and other instruments belonging to the Association.

Tasks and Duties

- solicit items for the agendas of Board and regular meetings of Association members
- prepare minutes for all meetings of Association members and the Board
- distribute those minutes within 30 days of each meeting
- give, or cause to be given, as and when instructed, notices to members, directors, and members of committees
- publish, within 30 days, the minutes from the annual general meeting to the Association's website

This position is a two-year term, elected at an Annual General Meeting.

4. Treasurer:

The Treasurer administers the finances of the Association and ensures that the Association's reporting and filings are up-to-date with Industry Canada.

Tasks and Duties

- submit an annual financial report to the Board and Association members at an Annual General Meeting
- prepare annual filings for Industry Canada in compliance with the *Canada Not-for-profit Corporations Act* (NFP Act)
- arranges audited finances (by a public accountant) as required by the Board
- develop, in consultation with the Conference Chair and the Board, a budget for each annual conference
- reimburse payments for any expenditures on behalf of the Association
- manage and monitor annual conference fee payments
- review and recommend changes to the Association's banking practices, as required
- share signing authority on the Association's bank account(s) with the President

This position is a three-year term, elected at the Annual General Meeting.

5. Past President:

The Past President provides support, feedback, and guidance to the President and helps maintain continuity with the Association's history.

Tasks and Duties

- ensure that the requirements of the *Canada Not-for-profit Corporations Act* are known and followed by all members of the Board
- assist the President and Vice President with conducting the business of the Association, as required
- assist in the planning for the annual conference, as required

The Past President is a two-year term. The President typically moves into the position of Past President at the end of the two-year term as President. If the President is unable or unwilling to move into the position of Past President, this office will remain vacant until such time that any Past President is willing and able to fill this position.

6. Digital Media Chair

The Digital Media Chair is responsible for the content and maintenance of the Association's online presence, including the website, social media channels, and any other form of digital presence, and works closely with other Board positions such as the Conference Chair and Membership Chair. The Digital Media Chair may form a committee of members, in consultation with the Executive of the Board, whose specialized skills and experience will be of direct relevance to the support of the Association's online presence. Ensuring that the Association's events and initiatives are widely publicized, particularly the annual conference, is an important element of this role.

Tasks and Duties

- solicit volunteers from the membership for positions on the Digital Media Committee, as required
- schedule meetings of the Digital Media Committee, as needed
- in consultation with the Board, annually determine the overall goals and direction for the Association's digital media presence
- report to regular Board Meetings on the Association's digital media presence and any work of the Digital Media Committee
- develop a clear process for publicizing the Association's events and initiatives, particularly those related to the annual conference

The Digital Media Chair is a two-year term, elected at the Annual General Meeting.

7. Membership Chair

The Membership Chair is responsible for all matters relating to membership in the Association, and works closely with other Board positions such as the Secretary and Digital Media Chair. The Membership Chair may form a committee of members, in consultation with the Board, whose specialized skills and experience will be of direct relevance to the support of the Association's membership initiatives.

Tasks and Duties

- provide communications to members of Association activities
- solicit volunteers from the membership for positions on the Membership Committee, as required
- schedule meetings of the Membership Committee, as needed
- in consultation with the Board, annually determine the overall goals and direction of the Association's membership initiatives
- report to regular Board Meetings on the Association's membership initiatives and on any work of the Membership Committee
- maintain membership records, processing new member applications, membership renewals, and member resignations
- collect data for membership statistics
- identify and recruit potential new members
- develop resources to support members
- recommend changes to membership policy or procedure to the Board
- communicate information and respond to queries about membership
- draft information about membership for the Association website, emails, special marketing materials, etc.

The Membership Coordinator should have three years' experience as a member of the Association. The Membership Chair is a three-year term, elected at the Annual General Meeting.

8. Conference Chair

The Conference Chair supports the planning and execution of the Association's annual Conference. The Conference Chair is typically the local host for the annual conference, though this is not required. The Conference Chair attends all Board meetings to facilitate conference planning and execution. This position may be divided for Conference co-representation and co-facilitation.

Tasks and Duties

- assist the Board in drafting the annual conference theme, call for proposals, and identifying potential keynote speakers for the annual conference
- coordinate site logistics for the conference, including catering, room bookings, technology support, signage, wayfinding, etc.
- coordinate the recruitment and training of annual conference site-volunteers
- provide information on local transportation, accommodation, and amenities for the annual conference website
- assist with planning any offsite activities for the annual conference, including the pre-conference dinner

The Conference Chair is appointed by the Board for a one-year term.

9. Francophone representative:

The Francophone representative(s) may come from any region of Canada.

Tasks and Duties

- recruit French members to the Association and French presenters to the Association's annual conference
- provide outreach to the French-Canadian community on behalf of the Association
- help to ensure that the Association maintains its bilingual purpose

The Francophone representative is a one-year term, elected at the Annual General Meeting.

10. Members-at-large:

Up to two Members-at-large may be elected by the membership at any time that additional representation may be desired. Members-at-large may represent particular constituencies or regions, or they may have specialized skills or experience that are needed by the Board.

Tasks and Duties

- actively participate in Board activities by regularly attending Board meetings and assisting with Board initiatives
- represent CWCA to local, regional, or other constituencies, as required
- assist with the planning and organization of the annual conference, as required
- manage the process for awarding travel grants to conference presenters
- assist with recruitment of and communication with members, as required

- sit as the CWCA representative for other associations, such as the Canadian Association of Studies in Discourse and Writing or the International Writing Centres Association, when the Vice President is unable to do so

The Members-at-large positions are elected at the Annual General Meeting for a one-year term, which may be renewed for one additional year at the discretion of the Board.