

## CWCA Board of Directors Meeting

November 26, 2019

**Present:** Clare Bermingham (Vice President); Nadine Fladd (Secretary); Jordana Garbati (Treasurer) Sarah King (President); Stephanie Bell (Digital Media Chair); Liv Marken (Member-at-Large); Brian Hotson (Membership Chair) Frédérique Offredi (Francophone Representative); Heather Fitzgerald (Past-President); Vidya Natarajan (Conference Chair)

**Regrets:** Andrea Williams (CASDW Representative); Holly Salmon (Member-at-Large);

### 1. Call to order:

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

### 2. Approval of agenda (Sarah):

Approved as amended.

### 3. Approval of minutes (Sarah):

Approved.

### 4. Review of Board member guidelines (Sarah):

**See Appendix A for Proposed CWCA Board member responsibilities regarding meetings and decisions Sarah brought to the Board for discussion**

Heather pointed out that the CWCA bylaws don't contain any guidelines for how the Board conducts itself and asked if we ought to create a separate set of terms or reference. Liv stressed the importance of keeping these guidelines simple, and communicating them to new Board members when they are elected. Brian thought the creation of these guidelines was a great idea, and Jordana suggested adding them to the Board handbook/document where we outline each Board member's responsibilities. We can revisit these guidelines at the Board retreat if we need to. Heather suggested that we revise the email protocol to find out if Board approval is necessary for a decision to include only the President, not the entire executive; the President will then share reach out to whichever Board members need to be involved. The Board agreed to this change.

### Action Items:

**Sarah: Add proposed CWCA Board member responsibilities to Board handbook/responsibilities document**

### 5. Conference 2020 (London) planning (Vidya):

**Update provided by Vidya followed by notes on Board discussion:**

#### 1. CWCA 2020 Conference spaces at King's University College

Our conference space bookings at King's are now in 'confirmed' rather than in 'hold' mode. So all day, May 28-29, 2020, I have booked:

- A lobby (atrium) space with food service for meals (Labatt Hall--LH)
- A large space (3 classrooms combined, holds 210 or more) for plenaries and bigger meetings (LH)
- Three additional classrooms holding about 80-100 each for breakout sessions (LH)

- A mezzanine above the atrium for poster presentations or displays (LH)
- A small boardroom that holds up to 15 for smaller meetings (LH)
- The Spriet Learning Commons (open space and interesting commons space) as a backup option (SLC)

All these spaces are accessible.

- Mandy will book the Huron University College Library meeting spaces for the pre-conference dinner and workshop and the post-conference Board meeting.

## 2. Places to stay:

- I have (confirmed) booked one of the King's condominiums with four single rooms (\$50/day ) from May 27 through May 31, check out on June 1.
- I have put an additional 30 rooms on hold, some double occupancy (\$30/day) and some single (\$ TBA), in Alumni Court, the air-conditioned residence. Alumni Court rooms are accessible. For now, the dates are May 27 – 29 with check out on May 30. I have asked if we can hold these rooms to be paid for by participants on an as-needed basis, or if we have to pay or put down a deposit in advance. Depending on the response, we can either release some rooms and keep fewer, or leave the booking as they are. Altogether the on-campus accommodation could end up serving around 55 participants. Please let me know if this seems okay/excessive.
- Michelle is pulling together information from the off-campus options. Mandy has uploaded some options onto the Google Drive, under a "Campuses Connected logo--could the logo be changed to CWCA and the same information posted? **Attn Stephanie and Brian--thanks!**

## 3. Food:

- Vidya will order food closer to the event date. Is there a final decision on the per person budget for food? I may have missed that.

## 4. Keynote speakers:

- Michelle has a bio from Melanie Yergeau, and has just heard back from Neisha-Anne who will send one soon. Steph, Michelle will pass on the bios as soon as she has both. She has uploaded the contract letters to the Google drive.

## 5. Tables for sponsors:

- Richard Hay from Twenty Six Design LLC is interested in WOnline supporting CWCA once again this year. Jordana likes the table + program page option for \$500 USD. Should we get in touch with Richard?

## 6. Accessibility best practices: Attn. Stephanie and Brian

- Mandy has created a short version of good practices for the Conference and beyond. Attached. Steph and Brian, if all approve, could you post this on the Conference web page somewhere? Thanks!

## Discussion:

- Clare confirmed that Richard from WOnline has already been contacted
- Clare confirmed that Stephanie has already posted the accessibility best practices information online
- Clare invited everyone to review the notes from conference planning meetings in the Google Drive

- Jordana confirmed the budget for food: \$8500.00 based on 110 attendees = \$77.00/person

#### Residences:

- Clare clarified that CWCA does not want to take on any financial commitment for booking/holding rooms
- Vidya will update the Board when she hears back about whether a financial commitment to hold residence rooms is required
- Heather pointed out that 50% of attendees at the Calgary conference stayed in residence
- Liv will review the number of participants who stayed in residence in Saskatoon so that we can make a proportional estimate for London
- Jordana confirmed that we have once again budgeted \$1500.00 for CWCA Board members to stay another night if they need to for the Board retreat

#### Conference Program:

- Vidya pointed out that Jeff Preston will be facilitating a pre-conference workshop. CWCA is offering him free conference attendance and a thank you gift for this work.
- Clare asked for volunteers to review conference proposals. Sarah will check into whether or not reviewers need to be members of IWCA in order to use their proposal-reviewing platform. Jordana has budgeted \$150.00 for IWCA memberships again in case we need to subsidize this cost for proposal reviewers
- Proposal review volunteers: Vidya, Sarah, Liv, Heather, Jordana, Brian, Frédérique, Nadine

#### Georgia Lyons Bursary:

- We have raised \$1000.00 for the Georgia Lyons student bursary. Heather suggested that if we begin to disburse this money we will draw more attention to the bursary fund's existence and will attract more donors
- Brian suggested contacting Nipissing – Lyons' her home institution.
- Jordana volunteered to draft bursary criteria to bring to our next Board meeting
- Jordana to contact Nipissing

#### Board Elections and Retreat:

- We need to let members know about the Board retreat before they make travel arrangements for the conference
- We will send the call for Board members at the end of February or beginning of March when proposal acceptances go out rather than waiting until the call for agenda items for the AGM

#### Action Items:

**Liv:** report back on how many conference attendees stayed in residence in Saskatoon

**Jordana:** Draft Georgia Lyons Bursary disbursement criteria

**Vidya:** Update Board with follow-up information about holding residence rooms

**Clare:** Add information about the Board retreat to proposal acceptance emails

**All:** Refer inquiries about conference sponsorship to Michelle

**Clare:** Send call for conference paper reviewers through Stephanie

**Nadine:** Send call for Board members through Stephanie in late February

#### 6. Update on CJSDW/R Special Section (Liv and Nadine):

We are waiting for the 2018 special section to be put through layout and to receive proofs. Liv thanked Heather for

reading through Nadine and Liv's long introduction to the special section. Liv suggested that next round (the 2019 special section) that we take control of layout ourselves to speed up the process. We should have decisions about publication for everyone who submitted work to the 2019 special section by the end of the term.

### **7. President's Report (Sarah):**

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

### **8. Treasurer's Report**

We have a CWCA credit card! Brian asked if payments for CWCA's website could be moved off his credit card and onto CWCA's.

Balances:  
BMO: \$9753.83  
PayPal \$329.37

#### **Action Items:**

**Jordana and Brian:** Coordinate moving the website payments from Brian's card to CWCA's

### **9. Report on Strategic Planning (Heather, Clare, Sarah):**

Sarah, Clare and Heather will be meeting later this week and will send a report after the meeting. They plan to bring a draft of survey questions for membership to the December meeting.

#### **Action Items:**

**Heather, Clare, Sarah:** send report to CWCA Board about strategic planning meeting

**Heather, Clare, Sarah:** draft survey questions for December meeting

### **10. Statement on Writing Centres (Sarah and Brian):**

Sarah and Brian met last week to talk about this task, and are developing a statement of purpose in terms of moving forward with a process. Sarah sent an update to those who indicated interest in participating in the writing and researching of the statement. They are hoping to have a framework to share with the Board and working group/committee at the December meeting.

### **11. Trombinoscope/photo resource for Board meetings (Frédérique):**

Frédérique suggested a photo resource that includes an image of each Board member and their title to help with identifying who is speaking during conference calls, and offered to put the resource together. Heather suggested that this resource should be an addition to the existing Board contact list rather than a second document. Frédérique's suggestion led to a larger discussion about what information about Board members should be available on the website and other formats and platforms for Board meetings.

Stephanie suggested videoconferencing and/or a Slack channel for contributing to discussions. The teleconference service CWCA already uses included a videoconference function, so Sarah, Clare, and Heather will pilot a few video chats during their strategic planning meetings to see if this option works. Sarah's institution has access to Zoom, so that may be another option.

We also discussed adding thumbnail images of Board members on the CWCA website. Stephanie suggested that it might make more sense to include images in the conference program because of yearly turnover in the Board membership.

**Action Items:**

**Sarah/Clare/Heather:** Pilot videoconferencing in strategic planning meetings

**Sarah:** Report back to Stephanie about whether videoconferencing worked or not. If not, Stephanie will create a Slack channel

**All:** Send a photo to Frédérique and let her know about any restriction you have for use of this photo

**Frédérique:** Send an email to the Board requesting photos

**12. Retreat Proposal (Stephanie):**

Stephanie, Brian and Liv are proposing a pilot writing retreat (a formal retreat with guided writing sessions) for 4-6 people that will take place 3 days before the CWCA conference in May. They would like the Board's approval in principle for this event to take place this year and to affiliate it with the CWCR blog. The pilot will help to determine whether this should be a one-off retreat, a new organization, or an event affiliated with CWCR.

For the pilot, Stephanie, Brian and Liv will be looking for participants who are already deeply involved in a writing project. They will be chosen through an application process that asks what applicants are working on and asks them to pitch a guided writing session they can facilitate.

Board members had several questions about this retreat. Sarah wondered if the retreat would take Board members away from conference preparations right before the conference. Heather and Jordana had questions about why the retreat would be affiliated with the blog rather than CWCA generally. Brian explained that the retreat is designed to encourage writing that can serve as material for the blog. Heather was concerned that the participation requirements aren't open enough and that participants shouldn't be required to have a project in progress because research is part of the writing process.

The Board deferred further discussion of this topic to the December meeting. Heather asked Brian and Stephanie to submit more information about this proposal for the Board to consider between now and the December meeting.

**Action Items:**

**Stephanie, Brian and Liv:** Submit information about this proposal to the Board to inform their decision in December

**13. CWCR Blog Update (Stephanie):**

Stephanie's updates:

- Announced the blog in October
- Sent out a dozen or so solicitation emails
- Have 4 confirmed pieces for publication between January and March
- President of CWCA is writing a President's message, which will sit as a stable blog page. With this becoming renewed thing or each CWCA President
- Beginning to work with authors as deadlines approach and submissions come in
- Begun getting unsolicited submissions
- We are sending out another round of solicitation emails with a focus on the prairies and west coast

Discussion:

- Sarah suggested that there should be a table or some kind of information about the blog available at the conference

**Action Items:**

**Stephanie:** Submit strategic plan to Nadine to circulate

**14. Report from CASDW Representative (Andrea):**

**See Appendix B: Andrea's report submitted in Absentia and draft of CASDW (attached – not for general circulation)**

**Adjournment:**

Meeting adjourned at 1:11 pm EDT

Next meetings:

Tuesday, December 17<sup>th</sup> from 11:30am to 1:00pm

*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 CWCA Board member responsibilities regarding meetings and decisions, for discussion at the CWCA Board Meeting, November 26, 2019**

Regarding meetings

- 1) Make a reasonable effort to attend monthly meetings of the Board.
- 2) If you know in advance you will be unable to attend,
  - a) Send your regrets to the Secretary
  - b) Prepare a report on any action completed since the last meeting and send it to the Secretary to be circulated, and
  - c) Review agenda and minutes and send any comments to the secretary in advance of the meeting.
- 3) If you are unable to attend at the last minute:
  - a) Send your regrets to the Secretary
  - b) Send a report and any comments as soon after the meeting as possible, and
  - c) Review draft minutes when they are sent out, with particular attention to action items.

Regarding decisions

- 1) Remember that you are acting as a representative of CWCA as an organization. Decisions should be brought to the CWCA meeting and/or approved by the CWCA executive if they will:
  - a) have financial implications,
  - b) create a new CWCA activity/program/service,
  - c) impact the organization of committees or editorial boards, or
  - d) expand or change the activities, policies, or positions of CWCA in any significant way.
- 2) If you have a decision to make in between Board meetings and you are not sure, please send an email to the CWCA Executive: President, Vice President, Past President, Secretary and Treasurer [amended to just the President].

**Appendix B: Report from CADW Representative Submitted by Andrea Williams**

Our call will go out shortly. Sarah, I'm hoping you can let the executive know that based on our conversation at our AGM last June and our most recent meeting of CASDW's executive, CASDW doesn't see its role as overseeing/owning/authoring the Statement on Writing Centres, but rather as supporting and collaborating with CWCA to develop a statement that can serve as a model for other advocacy statements related to writing studies as a field.

### **Appendix C: Meeting notes from November 27 Strategic Planning Meeting**

Review of current survey notes and discussion of our survey goals. Decided we are most interested in learning what people know or want of CWCA BEYOND the conference.

Possibility of creating branched survey so that those who have never attended a conference or only rarely attended get a separate list of questions from those who attend regularly.

Timeline for next steps

- Heather to create Draft Survey document with proposed survey questions by Dec. 3
- Clare and Sarah to review and amend questions by Dec. 6
- Tentative follow-up meeting on Dec. 5 @ 1pm EST
- Clare to build survey in Qualtrics between Dec. 6 - 13 (ideally closer to Dec. 11)
- Survey shared with CWCA Board members in advance of Dec. 17 meeting
- Discussion of survey question effectiveness etc. at Dec. 17 meeting (Sarah to put on meeting agenda)