

**IWCA Board Meeting Minutes**  
**September 23, 2010**  
**Hosted by Harry Denny at St. John's via WIMBA.**

**Members Present:**

Harry Denny, Diane Dowdey, Kevin Dvorak, Michele Eodice, Chris Ervin, Magnus Gustafsson, Claire Hughes, Kerri Jordan, Teresa Joy Kramer, Roberta Kjesrud, Dan Melzer, Bill Macauley, Bobbi Olson, Karen Rowan, Steve Sherwood, Nathalie Singh-Corcoran, Barb Toth, Sam Van Horne, and Sherri Winans.

**I. Approval of Minutes from April 2010 Meeting**

Minutes of the April 2010 meeting were presented for approval. Harry moved to approve the minutes, and Chris seconded. Roberta called the vote. Approval passed with 14 “yes” votes, 0 “no” votes, and 1 abstention.

**II. Treasurer’s Report**

Harry presented for approval the 2010-2011 budget, which has been in effect since the beginning of July. He summarized key budget items, including estimated expenses of \$25,000 and estimated income of \$32,000 (from member dues, the IWCA Collaborative, and the upcoming IWCA/NCPTW conference in Baltimore). He noted that an additional Treasurer’s report and the IRS filing report will be available by NCTE. The Summer Institute made a profit of \$6000, and \$8000 was saved via unused scholarships. Determinations for how to use that \$8000 will be made this coming spring.

Michele moved to approve the budget, and Chris seconded. Roberta called the vote. Approval passed with 16 “yes” votes, 0 “no” votes, and 1 abstention.

**III. Memorial Contribution**

Roberta announced that Barb Toth, whose mother passed away in the spring, made a memorial contribution to IWCA in honor of her mother. Roberta offered our thanks and support to Barb, and she suggested that we determine a special use, such as tutor scholarships, for the contribution. Barb noted that her mother had never learned to read or write either in English or in Polish, so Barb felt the memorial contribution to IWCA was particularly appropriate.

**IV. IWCA Collaborative Update**

Nathalie and Karen offered an update on plans for the IWCA Collaborative. The Collaborative will be held on Wednesday, April 6, 2011 at the Omni CNN Center in Atlanta. We have space reserved from 8am to 8pm that day.

Karen and Lauren have drafted the call for proposals and are waiting for approval. Karen noted that the theme reflects a desire to “branch out”; the theme is inspired by Neal Lerner’s point that the writing center community draws from but rarely contributes to other work. After approval, the call for proposals will be widely publicized.

## **V. Summer Institute 2011 Update**

In her update on the 2011 Summer Institute, Michele offered background information followed by a proposal for the Board.

Michele explained that since 2003, the Summer Institute has followed the same pattern for coordination, with the previous local chair following to the next location to work with the next local chair. A model for negotiating finances has also evolved. The Board has not been hands on with developing SI programs or making logistical decisions.

Michele emphasized that to promote sustainability, stronger connections between the IWCA and the Summer Institute are needed. She explained, however, that we are not ready to move ahead until a framework is developed to articulate and guide those connections. She would like Conferences and Institutes to work on developing such a framework this year. While that framework is being developed, she proposed the following plan for the 2011 and 2012 Summer Institutes: Ben Rafoth would join Michele in hosting the 2011 SI in Oklahoma, at the 2010 SI venue. In 2012, Michele would join Ben in hosting the SI in Pennsylvania.

Discussion proceeded as follows: Chris asked whether C & I would brainstorm the framework but would not be involved in year-to-year SI planning. Michele responded that C & I should put together the framework and determine the extent of their involvement in SI planning. Nathalie noted that as Chair of C & I, she sees that the committee needs to be more involved in a variety of areas; currently, the committee is only strongly involved with the IWCA Collaborative. Diane asked whether a person interested in leading an SI submits a proposal for the conference. Michele responded that the SI is really defined by the notion of “institute” rather than conference, and that the coordinators meet to select and invite representative, diverse, appropriate leaders. She added that while that system has worked well, she would like C & I to be involved. Harry suggested that C & I come up with a five-year plan, so that there is some flexibility for readjustments if needed. Michele said that she has been researching how WPA coordinates its annual workshop; the WPA Board selects leaders, and the leaders set the curriculum. Diane said that she is interested in a possible proposal/bid process. Michele affirmed that that was something to think about, or that we might consider hosting in the same place for three years. Roberta emphasized her concern about central locations; she is interested in possibly spreading things out. She also likes the idea of themed Summer Institutes that look at an issue—such as assessment—in depth. Bill suggested that we might draw on the WPA model and hold an institute, then a workshop day, then the IWCA conference back-to-back, or we might attach the institute to a regional conference to help circulate among varying locations. Magnus suggested that a three-year coordinators team might be helpful in providing continuity.

Michele emphasized that C & I should explore options and determine a framework. Nathalie said that she would contact the other C & I members to discuss the SI and other issues, and that she would meet with them in Baltimore at IWCA. She will give updates to the Board following IWCA. Roberta thanked Michele for the report and asked what immediate action should be taken. Michele asked for approval to move forward with the 2011 and 2012 SI plan described above, and she suggested we might put that plan to vote.

Diane moved that C & I be charged with formulating a process for the management of the Summer Institute and that the 2011 Summer Institute be led by Michele and Ben in Oklahoma. Harry proposed a friendly amendment to include that Michele and Ben would also lead the 2012 Summer Institute in Pennsylvania. Diane accepted. Karen seconded the motion, and Roberta called the vote. The motion was approved with 18 “yes” votes, 0 “no” votes, and 0 abstentions.

## **VI. IWCA Initiatives Updates**

The following updates were offered on current IWCA Initiatives.

### **A. Professional Development Initiative**

Roberta reported that Valerie and Chris are leading this initiative, which has two main goals: (1) to select an IWCA Editor to become the content editor/reviewer for publishing to the IWCA website, and (2) to organize monthly online Talk Times connected to the Editor’s release of content material on the Web. Three Talk Times were held in last spring, with an average attendance of 15. Valerie and Byron are the selection committee for the Editor’s position; they have posted the call and have now closed the application process. They have one potential applicant. Low applicant response seems related to the request for institutional support, which is less important because of the online nature of the work. Accordingly, Valerie and Byron will revise the criteria and reopen the call with a deadline of October 15 and selection possibly by November 15. After the IWCA Press Editor is selected, Talk Times will be developed in connection with materials released on the website. A team will be recruited to begin scheduling/publicizing with a goal date of January 2011.

### **B. Research Network Initiative**

Chris reported on this initiative, which he and Shareen Grogan are leading. The goal of the initiative is to encourage and mentor writing center research and publishing via virtual and physical research network forums. The first Research Network Forum is scheduled for Saturday, November 6, from 9am-noon, at IWCA/NCTPW in Baltimore. The next steps will be to evaluate the Baltimore RNF, using assessments and feedback to generate ideas to keep this initiative going virtually and at future conference venues, and to recruit a team for the Collaborative in Atlanta.

### **C. Consultant/Evaluator Initiative**

The goal of this initiative is to investigate creating an IWCA team of consultant-evaluators, perhaps with IWCA consultant/evaluators located in each of the six regional accrediting agencies. This initiative is under the leadership of Michele, Pam, Barb, Steve, Claire, Kevin, and Frankie. Michele summarized progress to date, which has been to talk with Chuck Schuster, the chair of the WPA C/E team. The WPA team has not been very active, so they were discussing whether the approach to our need would be for WPA to get more active or for us to proceed on our own. Michele thinks she needs to talk with him again before moving out on our own. People generally agree we need something; Roberta says this is the number one query she receives.

#### **D. Mentor Matching Initiative**

The goal of this initiative is to link new and seasoned colleagues positioned in similar institutional contexts, so that directors would have access to more sustained, personal support than forums such as wcenter are usually able to achieve. Roberta reported this is the initiative with the least progress to date. She has concerns about how to design and coordinate such a program; however, she also receives many email queries requesting help with starting centers or with issues in existing centers. Roberta opened the issue up for discussion, asking whether we should proceed on this initiative and, if so, how. Michele mentioned two possible models: a help desk model (staffed by board volunteers for a month or two at a time) or a database of materials we could refer people to. Bill mentioned that anything we propose must be sustainable. Roberta mentioned that the IWCA Press Editor should help with this as we develop that database, but we still need someone to field queries and preferably connect people with colleagues closer to home. Karen said maybe we need to first do a needs analysis. Dan and Karen will brainstorm and come back to the Board with a recommendation on whether and how to proceed on this.

#### **VII. Adjournment**

Michele moved that the meeting adjourn, and Barb seconded. The motion passed and the meeting adjourned at 10:15 PDT.

Respectfully submitted,

Kerri Jordan, IWCA Secretary