

2008 CWSA/ACEF ANNUAL GENERAL MEETING

**June 2, 2008 University of British Columbia
by Annalee Lepp, Secretary CWSA/ACEF**

PRE-BUSINESS

Donna Pennee, the Federation's Vice-President of Equity Issues gave a short presentation, updating members on various issues. These included: ongoing advocacy on the Social Sciences and Humanities funding front; the struggle to have the Humanities and Social Sciences represented in the Science and Technology Strategy document; and the significant breakthrough that has occurred with the entire SSHRC Council holding a meeting at the Congress. She also encouraged nominations for various Federation positions and asked that people attend the equity panels being held at the Congress.

WELCOME

Lori Chambers, President of the CWSA/ACEF, extended a warm welcome to everyone attending the AGM. She noted the great attendance at this year's AGM and the high quality of the conference.

The agenda for this year's AGM was reviewed and there were no additions.

APPROVAL OF THE 2007 AGM MINUTES

Motion: Lynda Ross moved to accept the minutes of the 2007 AGM (with minor amendments)

Second: Fiona Green

Motion carried

REPORTS

a. President's Report

Lori Chambers expressed how honoured she was to have the opportunity to work with the executive and for the association this past year. Her two-year term, however, as president is now completed. The most exciting news she had to share with the membership was that, after four years of work, SSHRC funding for graduate students to attend the conference has been reinstated. This meant that \$5700.00 was available to assist graduate students as well as unwaged and underwaged people with their travel costs; this will in the future also expand opportunities for graduate students and help build professional capacity. Given this recent development, a policy will need to be approved at the meeting.

b. Treasurer's Report

Darlene Juschka, treasurer, presented the following report:

This report summarizes and explains the information provided by the financial statement.

Both income and expenditures are reported in the year in which the money was received or paid out.

Income from all sources exceeded expenditures by \$4,104.91. This is about \$2,000.00 more than last year.

Conference 2007 expenditures exceeded income by \$1005.06. This is a decrease from 2006 by \$1000.00

The bank balance as of December 31, 2007 was \$ \$25,646.71; The book Balance was \$23,013.55. The difference is due to one un-cleared chq in the amount of 2,633.16 payable to OXFAM (cleared account in Feb 08).

The bank balance as of April 30, 2007 was \$23,576.59 with 1 chq for \$400.00 outstanding.

CWSA/ACEF continues to be in good financial shape because the executive and local conference organizers provide a great deal of unpaid labour. Ann Braithwaite continues to maintain the CWSA/ACEF website at no cost to her. This amounts to a considerable savings.

For the past 6 or 7 years, the membership has passed a motion each year waiving the need for an external audit. As I understand it, this has to do with our incorporation as a non-profit in the province of Ontario (which has in the past allowed us to access Trillium funds). It was noted last year that an external audit should be followed up. I have done so and the report is attached.

Currently with regard to money earmarked for student travel, and the graduate and undergraduate essay contests we have:

Running Totals Yr to date	Donations	Expenditures	Balance
student travel	\$350.00	\$324.38	\$25.62
student essay undergrad	\$170.00	\$400.00	-\$230.00
student essay grad	\$235.00	\$200.00	\$35.05

We have, however, received our first cheque for support of student travel from SSHRC through the CFHCC amounting to \$5,700.00. Ann Braithwaite posted an announcement on the CWSA/ACEF website.

On-line membership capacities – this has been an on-going process. I was/am working with Dan Harrington from IATS. There are of course charges with regard to this service and they consist of:

IATS Fees

Credit Card Processing Fee

[2.35 and 2.2]% for Visa and Mastercard transactions respectively

[3.0]% for American Express and Diners Club transactions

The Transaction Fee

[\$0.46] per transaction

Administration Fee

[\$15.00] for each Chargeback or Retrieval that go unanswered or represents greater than 1% of the Merchants processing either in the number of transactions or in dollar amount.

The Merchant acknowledges and agrees that IATS may from time to time increase (i) the Credit Card Processing Fee by the amounts equal to the increases which IATS is obligated to

pay to the applicable credit card issuers, (ii) the Transaction Fee, (iii) the Administration Fee by giving no less than 7 days notice in writing.

The slow down on this is because the CWSA is not a currently registered association and to arrange this service for our membership we need to be registered with the government. I am willing to do this, but need the go ahead of the membership and executive.

Ann Braithwaite has suggested we look into a membership management program that would lighten the workload of the membership secretary and mean that the position could return to a volunteer position. Looking at 2007 financial records we paid our membership secretary \$2400.00. This is not a huge cost but it might be one we can avoid by opting for a membership management program. The program Ann suggested is called echapters.com.

Lori Chambers thanked Darlene for her report and particularly for organizing the external audit as it is important to be accountable and transparent.

Motion: Darlene Juschka moved to accept the 2007 Financial Report

Second: Marie Lovrod

Motion carried

Motion: Darlene Juschka moved to accept the External Audit

Second: Si Transken

Motion carried

Motion: Darlene Juschka moved to formally recognize and thank Ann Braithwaite for her continued contributions to the CWSA/ACEF

Second: Annalee Lepp

Motion carried

c) Membership Report

Lori Chambers presented the membership report on behalf of Stephanie Ross. General memberships are up, but institutional memberships are down. Need to encourage the more memberships from Women's Studies departments and programs. It was also suggested that the 2006 AGM minutes be checked for the motion on institutional memberships and students. The motion passed in 2006 was as follows:

"Motion: Moved by Beth that each institutional membership includes a one-year membership for the department's co-ordinator.

Friendly amendment: An institutional membership includes membership for one other person equivalent to a student membership.

Second: Susan Heald

Motion Carried."

d) Book Award Committee Report

Annalee Lepp presented the report on behalf of the committee which included Marie Lovrod and Mary Lynn Stewart. The committee read 14 books and selected the prize winner and two honourable mentions based on the following criteria:

- i. Relevance to Women's Studies as a discipline**
- ii. Likely usefulness as a text in Women's Studies courses**
- iii. Currency of subject matter to debates/developments in the field**
- iv. Quality of style, presentation, research, and methodology**
- v. Originality**

Motion: Sikata Banerjee moved to have the criteria posted on the CWSA/ACEF website.

Second: Fiona Green

Motion carried

The winner of the 2008 CWSA/ACEF Book Award is: Sheryl Nestel, *Obstructed Labour: Race and Gender in the Re-Emergence of Midwifery* (UBC Press, 2006).

The two honourable mentions are: Shahnaz Khan, *Transnational Feminism and the Moral Regulation of Pakistani Women* (UBC Press, 2006); and Leslie Ann Jeffrey and Gayle MacDonald, *Talk Back: Sex Workers in the Maritimes* (UBC Press, 2006)

e) Undergraduate Essay Prize Committee Report

Lise Gotell and Wendee Kubik were on this committee. They read 27 very good undergraduate essays.

The winner of the undergraduate essay prize for 2008 is: Molly McCullough, "A Long Way Home: A Glimpse at Transnational Adoption" (University of Victoria)

f) Graduate Essay Prize Committee Report

Habiba Zaman and Si Transken were on this committee. They read 7 essays and applied the following criteria in their evaluation of the essays: originality, contribution to new knowledge, writing, and presentation.

The winner of the graduate essay prize for 2008 is: Sonja Boon, "Last Rites, Last Rights: Corporeal Abjection as Autobiographical Performance in Suzanne Curchod Necker's *Des inhumations précipitées* (1790)."

Motion: Marie Lovrod moved to institute two graduate essay prize categories: first prize (\$100.00) and second prize (\$50.00)

Second: Habiba Zaman

Motion carried

ELECTIONS

a. **President** (two-year term): **Si Transken, UNBC**, was acclaimed.

b. **Treasurer** (two-year term): **Darlene Juschka** was acclaimed for another term as treasurer.

c. **Member-at-large (two-year term; responsibilities include maintaining the coordinators e-mail list, organizing the coordinators pre-conference meeting, and participating in the executive).** **Lynda Ross** was acclaimed for this position.

A big thanks was extended to Margaret Toye for her amazing work in this position.

d. **Membership Coordinator** (two-year term; until there is a change in the membership system, this will continue to be a paid position): **Dahne Harding** acclaimed.

5. Selection of Members for Committees

a. Conference Committee (local coordinator, program coordinator, and program committee members):

As there were no members from Carleton University present, the local coordinator and program coordinator positions were not filled.

The **program committee members** are: **Andrea Levan, Ilya Parkins, and Shawna Ferris.**

A student assistant also needs to be hired as Lauren Warbeck has stepped down from the position.

b. **Book Award Committee: Sikata Banerjee, Marie Lovrod, and Lori Chambers.**

c. **Undergraduate Essay Prize Committee: Dayna Daniels and Rhiannon Bury.**

d. **Graduate Essay Prize Committee: Fiona Green and Margaret Toye**

TRAVEL GRANT POLICY

The following travel grant policy was drafted:

Students, unwaged, and underwaged CWSA members presenting papers at the annual conference may apply for reimbursement of their travel costs to a maximum of \$400.00 with the number of applicants being taken into consideration in the allocation of funds. The deadline for applications will be determined two weeks after the annual conference program has been finalized. The Travel Grant Committee who will vet the applications will inform applicants of their travel grant allocation at least one month prior to the CWSA annual conference. The Travel Grant Committee will be comprised of the CWSA treasurer and two other CWSA members to be determined at each AGM. Members of the committee are ineligible to apply for travel grant funds.

Applicants must submit original travel receipts to the CWSA treasurer within one month of the AGM. Funds are not transferable. No reimbursements will be provided if a successful applicant fails to attend the conference.

The **Travel Grant Funding Committee: Darlene Juschka (treasurer), Jacqueline Preyde, and Sonja Boon.**

(This policy was subsequently amended by the executive so it would be in line with SSHRC's criteria and rules for this travel fund.)

COORDINATORS' PRE-CONFERENCE \$10.00 FEE

There was a discussion of last year's decision to charge those attending the coordinators' pre-conference a \$10.00 fee to cover the cost of food and refreshments. This year UBC's Centre for Women's and Gender Studies covered these costs.

Motion: Marie Lovrod moved that if Women's Studies at Carleton University does not cover the costs of food and refreshments at the 2009 coordinators' pre-conference, then a \$10.00 fee will be charged to attendees.

Second: Katherine Side

Motion carried

PRESENTATION BY REPRESENTATIVE FROM THE INTERAGENCY ADVISORY PANEL AND THE SECRETARIAT ON RESEARCH ETHICS (SSHRC)

The presentation invited members of all associations to comment on a recently drafted paper on qualitative research ethics. This document will be revised and submitted to SSHRC in the summer of 2009.

THANKS FOR DEPARTING BOARD MEMBERS

Lori Chambers expressed thanks to Margaret Toye whose term was up this year. She also thanked Sikata Banerjee, Kim Snowden, and members of the UBC Conference Program Committee for their hard work in organizing the conference.

The membership thanked Lori for being a great leader.

ADJOURNMENT

Motion: Ann Braithwaite moved to adjourn

Second: Annalee Lepp

Motion carried

Attendance at the 2008 AGM

Ann Braithwaite	Andrea Levan
Emilia Nielsen	Habiba Zaman
Katherine Side	Diana Gustafson
Margaret Toye	Fiona Green
Sheila Hassell Hughes	Ilya Parkins
Wendy Peters	Marie Van der Kloet
Wendee Kubik	Shawna Ferris
Anita Hanks	Dahne Harding
Itrath Syed	Sonja Boon
Dayna Daniels	Jacqueline Preyde
Agata Skorecka	Si Transken
Sikata Banerjee	Margrit Eichler
Darlene Juschka	Marie Lovrod
Lynda Ross	Rhiannon Bury
Annalee Lepp	Lori Chambers

Any omissions are the responsibility of the secretary.