



WriteAway Advisory Committee

Thursday, October 22, 2020

1:00 – 2:30pm

Virtual Meeting

In Attendance:

Lyn Benn, Kwantlen Polytechnic University, *Four-Year Representative*

Toby Chernoff, Langara College, *Two-Year Representative, Alternate*

Gregg Currie, Selkirk College, *Chair*

Kari Karlsbjerg, Vancouver Community College, *Member at Large*

Julia Lane, Simon Fraser University, *Member at Large*

Scott Marsden, Alexander College, *Two-Year Representative*

Brenda Mathenia, College of the Rockies, *Two-Year Representative*

Donna McGee-Thompson, Simon Fraser University, *Four-Year Representative*

Sandra Smith, University of the Fraser Valley, *Four-Year Representative*

Administrative Centre:

Anita Cocchia, BC ELN Executive Director

Cristen Polley, BC ELN, Recorder

Megan Robertson, WriteAway Coordinator

Regrets:

Laurie Wayne, Coast Mountain College, *Two-Year Representative*

1. Adoption of Agenda

Adopted as approved.

2. 2021-22 Expenditure Forecast

G. Currie asked A. Cocchia to present the 2021-22 WriteAway Expenditure Plan. A. Cocchia reviewed the projected summary of the current fiscal year (April 1, 2020 – March 31, 2021) and noted:

- WriteAway's small carryforward from 2019/20;
- BC ELN's ongoing support (\$8,000);
- New participating institutions and their contributions to Service Support Fees revenue; and
- Institutions making use of the Flexible Contribution Plan.

Based on current projections, WriteAway anticipates a small carryforward for the 2021-

22 year. A. Cocchia presented the proposed 2021-22 Expenditure Plan and Service Support Fees, including:

- Recognition of the ongoing COVID-19 pandemic and the challenges that this has had on institutional budgets;
- Minimal (2%) increase on Service Support Fees to match staffing salary increases; and
- Increased BC ELN contribution (\$10,000) to keep the Service Support Fee increase low.

G. Currie invited questions and discussion on the 2021-22 Expenditure Plan.

MOTION: To accept the 2021/22 WriteAway Expenditure Plan and Service Fee Schedule as presented

Moved: B. Mathenia

Seconded: S. Marsden

Motion carried unanimously.

ACTION (Admin Centre): share the Service Fee Schedule with institutions, as soon as possible, as they prepare their budgets for the upcoming year.

3. Service Update

G. Currie asked M. Robertson to provide the WriteAway Service Update. M. Robertson provided an overview of service activities including:

- Training for 15 new tutors joining the service this Fall;
- International Tutor Appreciation Week;
- Recent and upcoming Institutional Coordinator meetings, which focus on:
 - Connecting with students and encouraging them to make use of WriteAway
 - Strengthening and sustaining the community of coordinators to support tutors; and
- The strength of the consortium that has allowed the service to support students even as institutions face staffing uncertainties due to COVID-19.

4. New Business

There was no new business.

5. Next Meeting

The next meeting will take place in 2021. An exact date is to be determined, and the Admin Centre will send out a Doodle poll.