



WriteAway Advisory Committee Meeting Minutes

Thursday, May 8, 2024

12:00-1:30 pm PT

Virtual Meeting

In Attendance:

Donna McGee Thompson, Simon Fraser University, Chair

Emily Keery, Trinity Western University, Four-Year Representative

Kim Tomiak, Kwantlen Polytechnic University, Four-Year Representative

Evan Daigle, Alexander College, Two-Year Representative

Gregory Holditch, Langara College, Two-Year Representative (had to leave at 12:30)

Tracey Woodburn, Coast Mountain College, Two-Year Representative

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

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

Administrative Centre:

Sunni Nishimura (she/her/hers), BCELN Executive Director

Kyle Beres (she), WriteAway Coordinator (Zoom moderator)

Alena Rosen (she/they), WriteAway Support (Recorder)

Regrets:

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

1. Adoption of Agenda

The agenda was adopted with no changes.

2. 2024-25 Service Support Fees

D. McGee Thompson asked S. Nishimura to provide an overview of the proposed Service Support Fee increase. The proposed WriteAway Expenditure Plan was distributed to committee members in advance of the meeting by email.

S. Nishimura provided the rationale for a 5% Service Support fee increase, which is higher than the typical 2-3% increase to keep pace with inflation. The rationale is to position WriteAway to be sustainable after Ministry funding period ends and BCELN contribution returns to normal.

3. Service Sustainability

D. McGee Thompson noted that factors relating to funding availability and capacity of participating institutions suggest that a review of service sustainability may be important. D. McGee Thompson asked committee to discuss whether there is a need to review commitment model, funding, and staffing of service. After discussion and general assent, the committee asked the Administrative Centre to initiate a sustainability review process by facilitating a survey to gather relevant information.

4. Action Planning

D. McGee Thompson requested that the committee discuss and decide how to approach Action Planning for the WriteAway service and asks S. Nishimura to provide an overview of how BC ELN can support this process. S. Nishimura described the BC ELN approach to strategic planning, both in person and virtual and shared that BC ELN can provide a facilitator at no-cost.

Committee discussion suggested that a virtual or hybrid meeting held in the Fall 2024 is preferred. It was suggested it would be helpful to consider the overlap between existing and new committee members. The WriteAway Administrative Centre was asked to coordinate and propose dates for the Action Planning session after the service sustainability survey has completed.

5. 2024-25 Expenditure Plan

D. McGee Thompson asked S. Nishimura to provide a summary of 2023/24 Expenditures and the proposed 2024-2025 Expenditure plan.

S. Nishimura presented the projected summary of 2023/24:

- There was a significant carryover resulting from the extended delay hiring a Coordinator that helped to offset increased expenditure.
- The service support fee revenue for 2023/24 was lower than expected due to UBC and Northern Lakes College withdrawal from the service, mitigated by Okanagan College joining the service.
- 2023/24 Service Coordination & Staffing costs were higher than anticipated as a senior BC ELN librarian faculty member temporarily coordinated the service during the transition between coordinators.

S. Nishimura presented the proposed 2024/25 Expenditure Plan, including:

- A 5% increase to 2024/25 Service Support Fees.
- An increase in BC ELN Contribution amount, to offset unanticipated cost of Service Coordination & Staffing over 2023/2024.

- A Governance budget to support an all-day in-person Advisory Committee meeting.

D. McGee Thompson asked the committee to discuss the cost implications of a virtual vs. in-person meeting. Following this discussion, the committee decided they were ready to vote.

MOTION: To approve the 2024/25 WriteAway Service Support Fee Increase as presented.

The motion was presented by D. McGee Thompson.
Motion is carried unanimously.

MOTION: To approve the 2024/25 WriteAway Expenditure Plan as presented.

Moved: E. Daigle.

Seconded: J. Lane

Abstained: 2.

Motion is rejected.

MOTION: To approve the 2024/25 WriteAway Expenditure Plan with a virtual meeting.

Moved: J. Lane

Seconded: E. Daigle.

Motion is carried unanimously.

6. Service Update

K. Beres will send out the service update with the approved minutes.

7. New Business

There was no new business.

8. Next Meeting

The next Advisory Committee meeting will be scheduled in Fall 2024.