**CALS Full Board Meeting**

Monday, March 4, 2024 | 9:00 am – 11:00 am CT

Virtual Meeting

Meeting Minutes

**DRAFT TO BE APPROVED**

**Attending:** Kyle Rich, Audrey Giles, Dawn Trussell, Dan Henhawk, Rebecca Genoe, Christine Ausman, Giana Tomas, Monir Shahzeidi, Élisabeth Beaunoyer, Simon Barrick, Richard Norman, Kimberly Lopez (KL), and Fenton Litwiller.

**Regrets:** Shintaro Kono, Colleen Reid

Notetaker: KL

1. **Welcome and territorial acknowledgement – Fenton**
	1. Display pronouns
	2. Share the First Peoples from your territorial location
2. **Approval of the October 2023 minutes - Fenton**
	1. Moved - Audrey, Seconded - Élisabeth
	2. Friendly changes by Élisabeth re: pronouns
3. **Report from Subcommittees – Respective chairs**

 **Awards committee**

**Awards key tasks related to this subcommittee:**

1. Development, distribution, and adjudication of awards
	1. Bryan Smale Award for Outstanding Contributions to CALS
	2. CALS Leisure Scholar Award
	3. \*CALS Emerging Leisure Scholar Award
	4. \*\*Marion Miller Award
	5. \*\*CALS Connection Grant
	6. \*\*CALS Graduate/Post-Graduate Domestic (4) and International (1) Conference Awards

\* Funds provided by *Leisure/Loisir* Taylor & Francis publishing agreement.

\*\* Funds provided by the Legacy Fund Initiatives (CALS investments)

**Awards short and long term priorities:**

1. Create guidelines for CALS Connection Grant to be voted on by Board (January 2024).
2. Distribution, submission, and adjudication by May 31st and formal announcement aligned with our GMM.

**Key decisions made and major points of discussion:**

1. Created draft of CALS Connection Grant. Grant to be offered only in non-CCLR years as well as when a Congress gathering is organized by CALS. Operating year of grant would be May 1st to April 30th to align with fiscal cycle of CALS. Students travel grants may be offered in conjunction with CALS Connection Grant.
2. Update of awards and website for distribution: January 30th, 2024
3. Submission deadline for awards: March 31st, 2024.

**Awards questions for the board/resources needed from the board:**

1. Motion approved by Board via e-Vote (Straw Vote) January 2024 for CALS Connection Grant guidelines. (All other awards were already developed.)
	1. First motion: Dawn Trussell
	2. Seconded motion: Kyle Rich
	3. Vote: Unanimous (For 13; Against 0; Abstain 0)
	4. Official vote to be conducted at next Board meeting (March 4, 2024).
2. Another Board member to help adjudicate due to conflict of interest (Kyle is nominator for 2 awards.)
	* 1. Rebecca will be coming on board to support Awards committee decision, looking for volunteer to adjudicate on conflict on interest cases

 **Outreach – Christine (get notes)**

 **Outreach Key tasks:**

1. Organizing and reviewing MOUs
2. Exploring different organization partnerships, while maintaining existing ones by actively participating in events hosted by other organizations

 **Outreach Short and long term priorities:**

1. Short term (1 year): (1) review existing CALS MOUs and (2) meet a representative from the following national organizations Canadian chapter of TTRA (Travel and Tourism Research Association), CTRA (Canadian Therapeutic Recreation Association), CPRA (Canadian Parks and Recreation Association), national gerontological association? (Check last Board minutes)
2. Long term (3 years): (1) develop a systematic guideline for CALS MOU reviews (identify core values EDII and sustainability) and (2) any ideas that may emerge from our meetings with other Canadian organizations (see the second short-term goals)

 **Outreach Key decisions made and major points of discussion:**

1. Shin will be the Chair for the term (3 years)
2. We will rotate the note-taker role each meeting

**Outreach Questions for the board/resources needed from the board:**

1. Is having two people (with Christine wearing another hat as the Co-Chair of the Student Advisory Committee) enough for the work of the Outreach Committee? Also, it’s not good for diversifying voices and perspectives?
2. Who is the Chair of the Financial and Membership Committee?

 **Anti-O and E Justice – Élisabeth**

**Anti-O and E Justice Key Tasks**

1. CALS meeting in May 2024
2. Create a decision-making template for meetings and events
3. Host a (virtual?) gathering for 2REAL scholars and discussing how students can take more of an active role in the preconference
4. Develop resources to help leisure scholars across Canada with their social justice and inclusion initiatives to make available on the CALS website

**Anti-O and E Justice Short and long term priorities:**

1. Continue to work with awards committee to ensure equitable granting of awards
2. Work with Audrey to shape policies and guidelines to be equity-forward
3. Continue to work with CCLR organizers to plan pre-conferences and grow pre-conferences to appeal to different interest groups
4. Help leisure scholars across Canada with their justice initiatives. Perhaps put resources on CALS website for reference.
5. Create a template for decision making for meetings and events with anti-o and environmental justice focus
6. Consider ways to improve engagement with French speaking leisure scholars at events and conferences like CCLR.
7. Have a conversation about how to best use and ethically collect data on delegates/members regarding disability and other accommodations for participation

**Anti-O and E Justice Key decisions made and major points of discussion:**

* + - 1. The CALS meeting in May 2024 will be comodal. Compensate carbon footprint.
			2. Rotating chair
			3. Add and review policies regarding decision making through an Anti-O and EJ lens

 **Communications – Richard**

 **Communications Priorities** – 1)Website – Port and Migration (update), 2) Social Media

 – Integration, takeover, and 3) Additional Communications

 **Communications Short Term**

* 1. Discussions about role of Communications Committee
	2. Service for other committees
	3. Members (and other support)
	4. Social Media – roles and responsibilities
1. Terms of Reference – how we function as committee
2. Survey of content updates and nice to haves
3. Functionality
4. Port vs. Migration
5. Port – WordPress (by May 2024)
6. General updates – additional pages, content update
7. Board of Directors portal
8. Detailed project migration plan

 **Communications Medium Term**

1. Migration to members portal and archive (end of Sep)
2. Migration of ListServ
3. CCLR support – integration with CCLR organizing committee
4. Resources / support – Operational funding

 **Communications Long Term**

1. Succession planning
2. Social media planning – integration w CCLR other
3. Additional functionality to support members, public

**Communications Key Decisions**

* + 1. Website migration is set to happen within 2024 calendar year. Targets are as follows:
			- 1. May – port to Wordpress (BoD support)
				2. End of Sep – Migration to portal (for members)
				3. Multilingual and accessibility support will be a priority

**Communications Questions/comments**

1. Kyle – Add info where next conference is going to be, helpful for planning

 **Finance – Dan**

 **Statement of financial position – good standing with our accounts.**

1. $74,140.29 - CIBC
2. $136,246.57 - Legacy Fund
3. Total Assets - $210,386.86 as of Feb. 29, 2024

 **Operations – 2023-24 was a CCLR year**

1. CALS membership fees – for 2023 was $9840.00 which is approximately $3100/year if we break it down into yearly
2. Audrey - Thank you, Dawn and Dan, for the work on these budget
3. Kyle – Membership fees to be reflected in one fiscal year, depends whether fees come in between sessions
4. Dawn – can demonstrate for the lack of registrations in “off” years to better reflect accounting, pulling from a different year

 **Expenses (more accurate numbers needed before AGM)**

1. Accounting fee - $3500/year
2. Fenton – Election buddy, expense one every 3 years
3. Board insurance – $909 annually
4. Award expenses, membership
	1. All awards are offered each year; $5000 per year that we have to budget for. Also, the CALS innovation grant ($2000.00) was paid out to CCLR 2023 because it was "grand-parented" in from previous years. The innovation grant is now the CALS Connection Grant moving forward.
	2. Plaques were a high expense because it reflected 6 years of awards
	3. Fenton – nearly half of membership fees go out to Federation

 **Student Advisory – Giana**

 **Student Advisory Key task**: Develop and implement goals for student engagement

 across different campuses in Canada

1. **Student Advisory Short- and long-term priorities:**
	* + - 1. Recruit students for student advisory committee discussions/conversation circles (to help with envisioning, planning, and organizing events – e.g., virtual coffee chats, mentorship program, grad student meet-ups during CCLR, etc.)
				2. Operationalize at least one event for this academic year
				3. **Student Advisory Key decisions made and major points of discussion:**

SAC co-chairs crafted a recruitment tool (form) to be disseminated across different universities (status: waiting to hear responses; SAC will meet with students who sign up)

* + - * 1. **Student Advisory Questions/resources needed from the board:**

When will the form be disseminated via CALS listserv (don’t think we saw the email come out) - As of this morning, 2 submissions only; worth extending to a new due date?

* + 1. Dawn – who was responsible for sending out on the listserv? Fenton to post on CALS listserv.
		2. Dawn – a deadline you could consider is May 1st and September/October 1st
		3. Éliasabeth to translate call in French
			1. Kim, translation as a discussion of equity for compensation
1. **Report of the Editor of Leisure/Loisir – Rebecca**
	1. **Special issue updates**
		1. The issue on leisure and ant-racism in so-called Canada will be officially published online in March. Articles are currently available on the website
		2. The CCLR 2023 special issue is currently underway with articles under review
		3. The Women and Family special issue is currently underway with articles under review
		4. The “Rebuilding Society” special issue call for abstracts was sent out last week.
	2. **2023 Stats**
		1. 103 submissions
		2. 61% increase in downloads over 2022 (almost 57 000 downloads, compared to 35 000 in 2022)
		3. Drop in Submissions from Canada, increase in submissions from India
		4. 42% acceptance rate
	3. **Volume 50 (2026)**
		1. 2026 marks our 50th Volume. This coincides with CCLR 2026. I’m hoping to draw on the CALS Board for brainstorming how to celebrate this milestone at our retreat in May.
	4. **Other updates**
		1. We have received 25 submissions so far this year, which is **[???]**
		2. Our Editorial Assistant, Sabiha Sultana has graduated and has not yet been replaced.
		3. The Leisure Society Podcast is currently recording season 2 – check it out on Spotify.
		4. I am looking to refresh the editorial board in coming months to fill some gaps in terms of content and methods. In particular, more support is needed in the areas of:
			1. Physical activity (qualitative and quantitative)
			2. Sport (qualitative and quantitative)
			3. Outdoor recreation
			4. General quantitative/post-positivist leisure research
			5. Tourism (quantitative)
			6. French language AEs
			7. Family leisure
	5. **Questions**
		1. Fenton – time can be allotted at May meeting to brainstorming new AE
		2. Simon – what is the process for identifying AE?
			1. Letter of invitation sent by Rebecca/Editor
		3. Simon – Open call via a listserv
			1. Hesitant because of potential work load commitment challenges
		4. Fenton – Ask to submit recommendations for reviewer on a larger scale
			1. Will consider
2. **President’s report and motions – Fenton**
	1. Continuing to work on financial changeover with Dan and Dawn
	2. Working on policies
	3. Sync
		1. Sync is like Dropbox but server is in Canada and the files are encrypted.
		2. Collecting archived files from past CALS boards and organized meetings with Heather Mair, Dawn, Kim and Dan to collect and organize documents
		3. Dawn is hosting on her own personal account will need to migrate as needed. A longer term solution will need to be discussed.
	4. D and O insurance instated (Directors and Officers liability insurance) to protect against personal loss. D and O Insurance covers against lawsuits that allege a breach of fiduciary duty. We pay for this coverage so we can serve confidently as leaders of their organization without fear of personal financial loss.
		1. Audrey – covering our needs, as they change we can add as needed (i.e., CCLR year) and remove once not needed
		2. Fenton - D&O at $1M **Deductible**: $0 Premium $700 + $50 VICTOR fee + $100 Fed fee + tax = $909.50
3. **Motions**
	1. Motion: Move to extend the term of the Editor of Leisure/Loisir, Dr. Rebecca Genoe, for another two years.
		1. Motion - Audrey, Seconded - Dawn
		2. Discussion:
			1. Audrey – great job
			2. Dawn – Impact is tangible: marketing, professional development, and downloads
		3. Vote: Unanimous, passed
	2. Motion: Move to approve of CALS donating a total of $140 to the carbon boreal project or another like organization to offset the footprint for air travel to Winnipeg
		1. Motion - Richard, Seconded - Simon
		2. Unanimous, passed
		3. Discussion
			1. Kim - $140 represents all travel for folks not local to Winnipeg
			2. Richard – Leave at 140 to account for technological carbon footprint
			3. Richard – Add carbon offsets to operational budget, Kim to discuss with Dan
	3. Motion: Move to approve CALS Connection Grant
		1. Motion - Dawn, Seconded - Simon
		2. Discussion: none
		3. Unanimous, passed
4. **For Discussion/Board Consideration**
	1. Policy and procedure (PnP) manual
		1. Kim - Anti-O and EJ to make and add meeting decision making tool to PnP folder
		2. Audrey – living document can make ongoing changes
		3. Kyle – Mission, vision, values, manual needs a guiding document
		4. Richard – Will share TOR from [?]
		5. Audrey – Job descriptions needed, more detailed the better
		6. Fenton –for board members who have submitted a job description, please resubmit job description for more detail and bulleted job tasks
		7. Richard – For materials to be stored on website, discussions and decisions need to be codified on website
		8. Kim – Students to contribute to policies and procedures based on the new development of the student arm of the organization
	2. Positive feedback for Rebecca/Editor of LL
5. **CALS Goals (2023-2026)**
	1. Expressed interest in **finance committee** – To develop annual membership fee and structure
		1. To be introduced for further discussion in May
		2. Discussion:
			1. Audrey – what to do in off-CCLR years? How to motivate people to pay fees
			2. Kyle – what is the vision to entice growth? Some orgs require a period of membership to qualify for certain awards, grants
			3. Simon – separating CCLR fees and CALS membership. What is the value add? How do we separate, yet engage one another?
			4. Fenton – consequence for not paying, value-add?, etc.
			5. Richard – Value and merit of membership but should be separate from financial contributions
			6. Kim – Universities are facing cuts, Faculty budgets will be affected, how will students and faculty pay?
	2. Expressed interest in **communications committee** to migrate website
		1. Fenton - portals on website to pay fees and access resources on Website, moving website to wordpress
			1. To be decided by May?
		2. Other discussion

Kim – financial commitment to migrate?

Richard – like for like at the moment, survey to go out on what folx need from the website, detailed project plan to come based on what is needed.

Fenton – options for storage?

* 1. Summary – Straw vote: both interests unanimously supported
1. **Preparation for May meeting**
	1. Expect materials to discuss in advance to review for meeting
2. **Adjournment** (Motion Kim, Seconded Dawn)
3. **Future Meeting**
	1. Hybrid: May 15-16, 2024 at U of M/Zoom

**Board membership**

President: Fenton Litwiller (University of Manitoba) (they/them/he/him)

Treasurer: Dan Henhawk (University of Manitoba) (he/him)

Secretary: Kimberly Lopez (University of Waterloo) (she/her/elle)

Past President: Dawn Trussell (Brock University) (she/her/elle)

Director - Graduate Student: Giana Tomas (University of Waterloo) (she/her/elle)

Director - Graduate Student: Christine Ausman (Dalhousie University) (she/her/elle)

Director - Graduate Student: Monir Shahzeidi (University of British Columbia) (she/her/elle)

Director: Richard Norman (Toronto Metropolitan University) (he/him/il)

Director: Audrey Giles (University of Ottawa)(she/her/elle)

Director: Colleen Reid (Douglas College) (she/her/elle)

Director: Élisabeth Beaunoyer (Université du Québec à Trois-Rivières) (he/him/il)

Director: Shintaro Kono (University of Alberta) (he/him/il)

Director: Simon Barrick (Cape Breton University) (he/him/il)

Director: Kyle Rich (Brock University) (he/him/il)

Ex-Officio (non voting): Rebecca Genoe (Editor, Leisure/Loisir) (she/her/elle)