**CALS Full Board Meeting**

Tuesday, October 3, 2023 | 11:00 am – 1:00 pm CT

Virtual Meeting

Meeting Minutes

**DRAFT TO BE APPROVED**

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

**Regrets:** Giana Tomas

Notetaker: KL

**1. Welcome and territorial acknowledgement – Fenton**

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)

Collectively looking forward to: keeping a closer eye on operations and feeling more embedded in CALS work, getting to know folks and learn about internal processes, getting to know everyone seeing where CALS goes, seeing the field grow, helping to create (a very needed) policies and procedures manual, updating and being a part of change, listening and learning, contributing to a community, contributing to the board, developing the student advisory committee, reconnecting with folx, learning more about board members and the field as a whole, continuing conversations and mobilizing data from studies more broadly, Atlantic Canada representation, and making CALS safe and welcoming.

**2. Report of the Editor of Leisure/Loisir – Rebecca Genoe**

1. We have received 82 submissions to the journal so far this year, which is on par with our submissions at this time last year.
2. Our publishing panel at CCLR seemed to be well-received – we had fantastic discussion about the publishing process, largely with students.
3. The special issue on Leisure, Inclusion, and Belonging will be published in Vol. 47, Issue 4, later this fall. Most of the articles are currently available on the website under “latest articles”
4. I anticipate that the special issue on leisure and racism in Canada will be published in 2025, either issue 1 or issue 2.
5. We anticipate three more special issues in 2024
   1. Paul Heintzman’s special issue in conjunction with CCLR should be published at the end of 2024. The call for abstracts went out in June. Manuscripts are due at the end of January.
   2. Dawn Trussell and Charlene Shannon are looking for a home for their special issue on leisure of women and families, also in conjunction with CCLR. Full papers will be due in early January, with an anticipated publication date of early 2025.
   3. Heather Mair’s joint special issue with Leisure Sciences is moving along well. We anticipate a call for abstracts in winter 2025, once articles are finalized for the Leisure Sciences issue.
6. Recruiting reviewers continues to be an ongoing challenge. We are in need of AEs and reviewers for French manuscripts.
7. About 44% of our submissions are focused on tourism. The majority of these are desk rejected due to their lack of connection to leisure more broadly.
   1. A larger discussion on the focus of Leisure/Loisir and relevant topics may be warranted.
8. Questions
   1. Dawn question re: honourarium
   2. Kyle question re: impact factor. Rebecca response, impact factor process paused until portfolio manager returns, takes a long time.
9. **Report on the 17th Canadian Congress of Leisure Research – Paul Heintzman**
   1. CCLR 17 Committee members: Alexandra Arellano, Audrey Giles, François Gravelle, Paul Heintzman
   2. Thanks to Richard Norman for work on the conference website
   3. **Presentations -** 4 Keynote Presentations (2014: 2), 3 Banquet Speakers, 104 Research Presentations, 12 Research Presentations that were part of Themed Sessions, Total Research Presentations: 116 (2014: 88), 6 Special Sessions (2014: 6 Symposia), 11 Posters (2014: 21), *Total:* 140
   4. **Participants -** 140 Full Conference Registrations, 17 Day Registrations, 15 Virtual Presenter Registrations, 2 Exhibitors. *Total:* 174 (Objective was 160; 2014: 152)
   5. **Registrants by Category -** Academics/Professionals/Retirees: 96 (91 in 2014), Students: 76 (61 in 2014)
   6. **Registrants by Country of Origin,** Canada (includes international students): 153 (127 in 2014), Outside of Canada: 19 (25 in 2014)
   7. **Field Trips:** 2
   8. **Sponsors and Financial Support:** Canadian Index of Wellbeing, Canadian Parks and Recreation Association, Human Kinetics Canada, *Leisure/Loisir, Journal of Leisure Research,* Sagamore-Venture Publishing
   9. **Grants -** Social Sciences and Humanities Research Council of Canada Connection Grant, Maureen Harrington Fund for Promoting Leisure Studies Grant, Conference/Workshop on Campus Opportunity Grant, Canadian Association for Leisure Studies Innovation, Grant, Canadian Heritage
   10. **Special Issues -** Special Double/Joint issue of *Loisir et Société* */ Society and Leisure* and *Leisure/Loisir,* Co-edited by: Paul Heintzman, Francois Gravelle, Audrey Giles, Alexandra Arellano, Special issue of *Leisure/Loisir* based on Maureen Harrington Memorial Sessions Co-edited by Dawn Trussell and Charlene Shannon
   11. **Conference Criteria -** “the character of the CCLR should be maintained in that it:
       1. o is relatively small and intimate
       2. o has an affordable registration fee
       3. o has affordable accommodations available”
   12. **Registration Fees** (including transaction fees and taxes)

Earlybird Academic Full Conference Rate 2023: $635.02 2017: $553.70 in 2023$ 673.35\*

Earlybird Student Full Conference Rate 2023: $267.58 2017: $254.25 in 2023$ 309.19\*

\*Using Bank of Canada Inflation Calculator

* 1. **Accommodation**
* used Master Account instead of individual booking to save costs
* Master Account: $105/night per suite with transaction fees (total $113.16 per night)
* Individual booking with promotional code $133/night plus taxes (total $150.29)

1. **Agenda for October 3, 2023 and approval of minutes from May 2023**
2. Omissions/corrections
   1. no membership subcommittee on minutes
   2. business arising to be added to the current agenda
3. Approval of minutes
   1. Motion - Shin/Kyle
4. **Congress**
   1. Concordia declined hosting, though we wish to still maintain ties to Congress and hope to reach out to local representatives as we approach the period for planning a CCLR arm of Congress in the future.

**6. Financial Report – Dan Henhawk**

1. Working on signing authority change over at CIBC and Edward Jones
   1. Thanks to all who provided their information to assist with the changeover process.
2. We are in a healthy financial position $48000 (CIBC), $127000 (Edward Jones) in legacy fund, approx. $5k return per year.
3. We are looking to have a financial committee and document institutional knowledge to reflect ongoing financial history and streamline our financial narrative.
4. Additions from Dawn – there is a need create an operating budget, we’ve since collected royalties from journal (for a decade when royalties were accumulated and not used over 10 years).
5. Audrey – What is our tax status? Need to move resources to investments.
   1. Response Dawn, we are incorporated but yes, we’re a not-for-profit.
   2. We require a healthy operating liquid account to access quickly.

**7. President’s Report – Fenton Litwiller**

* We are at an interesting time, where the board activities are at the precipice of shifting, because our members are want more from us, particularly in terms of communication. We get to work together for the next three years to create a pathway forward.
* I see my role as facilitating discussion and decision making, holding space for vision making, doing the labour of connecting the board to each other, making sure you all feel ready and able to contribute by keeping you informed, creating a pathway for institutional memory and mentorship. My role has a fiduciary component to ensure that our funds are used appropriately, creating new policy where needed, and thinking through what issues should be brought to the board versus the membership.
* I have been busy the past few months with creating our **listserve,** **an onboarding process and documents as well as a welcome strategy, meeting on one with board members who want this opportunity, thinking about training possibilities for board members**, and working on changeover tasks related to our **CIBC account and Edward Jones** investments.
* My future goals as president are **to gather CALS organizational documents in one place**, including working with Dan to gather our financial statements, and reaching out to past board presidents and board members to collect bylaws, current awards, MOU’s, CCLR host applications forms, Editorial contracts for Leisure/Loisir. As past president Dawn and I have created a sync folder and have started this process. Eventually, these documents will be shared with the whole board, either through sync or the upcoming website. Audrey Giles has volunteered to collate these files to **create a policies and procedures manual as a governance document** that we can reference whenever we have a question about, for example, whether the decisions we are making align with our bylaws and what the most recent version of our awards state. In conjunction, I will create an onboarding document for new board members for 2026.
* I also want to create a policy around writing letters of support [for grant letters] as researchers have reached out to me to request these letters.
* As I am the contact point for the organization, I am working on **creating a decision tree,** that is, what decisions I can make on my own, what should be decided by the executive, brought to the board or to the membership as a whole. Related to this point**, the executive of the board will meet semi regularly** and this will be one of our first discussions.
* I want to formally congratulate you on being nominated to serve on the board and note that this is a gesture of faith from CALS members. It is incredibly difficult for us to carve out time together due our size and that our 15 board members span the country, from UBC to Dalhousie and across five time zones. As such, when communications come through the list serv that require your attention, for example, responding to doodle polls, I need you to prioritize the CALS board. As a member of the board it is your responsibility to be responsive in the same way that we typically are with our students, so please respond to requests within two business days.

**8. Discussion and voting on key items (see attachment)**

1. Subcommittees
   1. Process: Folx to email their top 3 choices, subcommittees to meet in November, previous subcommittee chair to attend for support/guidance
   2. Questions/discussion:
      1. Shin – could we collapse subcommittees (for example, outreach, communications, and student advisory)
      2. Dawn – communications is more broad, outreach relates more to other leisure orgs
      3. Christine – there is an opportunity for the students to experience different aspects of other subcommittees
      4. Rich – more than a full role for communications folx, need to define scope and activity (social media, website, etc.). Might benefit from committees remaining separate.
      5. Colleen – Climate and sustainability committee, what is needed for this group? The vision?
      6. Dan – born out of talks at CCLR where priorities for climate change continue to be imminent and should be centred within CALS
      7. Rich and Fenton – Outreach also includes membership and connections to members, annual model? Is membership needed? What are the benefits? What is this role/scope? Members need and want communications. Funding tied to CCLR attendance.
      8. Kyle – Agree with Dan’s position in limiting new committees, could group committees as issues span across the visions/interests of multiple groups
      9. Rich – the more we offer, the more we can create tiers of membership so membership might be best included under the financial subcommittee
      10. Colleen – has membership ever had its own committee? Response Dawn, yes two terms ago. Can climate change be grouped with another committee. Response Fenton, Dan, and Kyle – Dan in support of Fenton’s idea re: Anti-O and Environmental Justice.
      11. Kyle – Conferences might be its own item under an existing subcommittee
      12. Audrey – recommends board insurance
      13. Dawn – Might be part of the decision tree to determine where some of the responsibilities fall. Does the student advisory group require sub-sub-committees to function well (i.e., communications)? Response, Kyle – the chair sits on the board and individual roles are delegated to subcommittee members to liaise with relevant groups.
      14. Dawn – CCLR rep present at meetings for updates (for standing agenda items)
   3. Voting to strike subcommittees:
      1. Awards and Grants -
      2. Outreach and Events– Brokering relationships with other associations, with congress fitting in this scope.
      3. Anti-oppression and environmental justice – added environmental justice focus
      4. Communications – to work closely with membership and outreach
      5. Financial and membership (new) – membership fees, possible move to credit union, board insurance
      6. Student advisory (new) – request from graduate students
      7. Climate change and sustainability (new, to collapse with Anti-O)
   4. Motion to accept subcommittee structure: Simon/Kyle
2. **Board member insurance – Fenton/Audrey**
   1. Fenton has tried, would cost less than $1000 and would protect directors from liabilities
   2. We have two signing authorities and we employ an accountant, is this insurance needed? Discussion:
      1. Rich – Considering our assets, yes
      2. Shin – Reasonable decision forward for costs
   3. Motion for non-profit board member insurance: Rich/Simon
3. **May board meeting: Virtual or In-person**
   1. Discussion:
      1. Dan – A case for in-person for other events
      2. Elisabeth – Supportive of Dan’s point in person, look into compensating for carbon emissions, task for subcommittee (Environmental Justice subcommittee)
      3. Kyle – either way, makes sense for all the decisions and conversations needed, a travel agent might be able to determine the less amount of travel/central
      4. Rich – Have a comparison with virtual options as well.
      5. Dawn – support in person, can be day and a half
      6. Kim – supporting other economies besides Ontario/Toronto
      7. Dawn – accessibility/childcare etc.
      8. Fenton – Hybrid, 8 in favour of attending, 1 in favour of telecommuting
   2. Motion to move hybrid meeting in may in person – Fenton, Simon/Colleen
      1. With the caveat that the environmental justice and anti-O committee to support deciding on the most justice focused location (accessibility, carbon, economy to support)
4. **Tabled items/items to be followed soon**
5. RA or external hire for website, dependent on operating budget (communications and finance committee)
6. Decision to train board members on financial decisions
7. Feedback on statement of CALS research support
8. Feedback on “our story,” related to mission statement
9. Verification of ID at local CIBC branch (re: Dan)
10. **Adjournment**
11. **Future Meetings**
    1. In person: March 4th, 2024 (virtual) and May 15-16, 2024 (hybrid, in-person travel to location TBA)