

May 24, 2014 CSSE Board of Directors Meeting

Budget Review

- (a) CSSE is solvent for 2013. There was a surplus of \$32 000 for the year, with ~\$50 000 in accumulated surplus. Revenue generated from last year's conference was not as high as usual but cost of the conference was considerably less, which accounts for the surplus. Also CSSE was able to reduce overall expenditures in 2013.
- (b) The Board might want to think about strategies for increasing efficiencies in electronic communication and data management.
- (c) Surplus should be enough to cover one year of overall expenses (~\$170 000). Annual surpluses are currently held in reserve (in GICs) rather than being used for special projects, but if the accumulated surplus continues to rise, there should be an expenditure plan.
- (d) The Board might consider raising the membership fees so that they can carry more of the financial obligations.
- (e) Tim and Nicholas met with the Federation to find out what services are being provided for the fees. Just as the CSSE annual conference provides a significant amount of the funds for CSSE work, the Federation relies on Congress to pay for its operations. When problems arise during Congress, such as food not arriving, it has been difficult to connect the Association, the Federation, and the host institution. To ensure that we receive appropriate service for fees paid, there has to be a mechanism for problem solving and communication on the ground and in the moment.

CJE

- (a) The CJE Board has discussed the business model for the journal and identified a number of revenue-generating strategies, but recommendations are not yet ready.
- (b) The role of the editorial advisory board has been unclear. There might need to be two boards, one to oversee policy and one to consult on article reviews.
- (c) This afternoon the Board plans to discuss policy questions that have arisen in the last 6 months.
- (d) Candidates are available for the English language editor but none has been selected yet.
- (e) Victor Glickman is working on the SSHRC application for the CJE grant. If the application is not successful, CSSE will need to find strategies to make up the lost funds.
- (f) The CJE has never had a permanent person running the journal behind the scenes, and it has worked well to have that support during the transition period. It comes with a cost, but the Board should consider whether it can fund a permanent infrastructure. Whatever decision is made has to be sustainable and aspirational.
- (g) The scope of CJE might need to be reviewed. It has a very broad scope at the moment but is that sustainable? The scope, practical strategies, and operational principals have to align with the mandate and intended audience of the journal, so it will be important to be clear about the mandate.
- (h) What do the members of each Association think about CJE? How committed are they to the journal and how willing will they be to serve as reviewers or Board members? Could this question be presented at each Association's AGM? The percentage of submissions coming from CSSE members is relatively low. Should the Board consider making

membership in CSSE a requirement for submission to CJE? What else can be done to increase engagement of CSSE members with CJE?

(i) Discussion ensued on how to communicate the work of CJE and the publications in CJE to a broader audience. CSSE is planning a Meet-the-Editor session at the 2015 conference for CJE and other journals. The Board might need to consider how to communicate with practitioners and other groups outside the academy as well as within.

CSSE Bylaws

A new act passed by the Federal government requires compliance by Oct 2014. Revisions to the bylaws and policies have been generated in consultation with the CSSE lawyer. The revised versions are under approval review at the moment. It is expected that CSSE will operate under the new legislation for the next election.

Reports

How could the initiatives taking place in various Associations be publicized to members in other Associations? For example, perhaps each Association could produce one CSSE newsletter each year to publicize their activities. Perhaps the Annual Reports from each Association could be posted in a member-wide dropbox or other e-space. To move forward, the Executive will discuss the options and report back to the Associations at a future time.

CSSE 2015

University of Ottawa; Dates TBD; CSSE Program Chair: Ruth Kane; Theme: Capital Ideas

Place of French

Should each association have an English and French program coordinator? Before we go to specific solutions, it might be good to identify a goal or desire around French presence in CSSE and then find people to work on mechanisms to achieve the goal. Recruitment will be a key issue if the infusion of French is to be sustainable. Association presidents might need to take on some leadership around both recruitment and infusion. Contact Julie Desjardins for details.

New Business

Annual Conference:

(a) The Federation has decided henceforth to hold Congress only in larger institutions, so the challenges associated with smaller institutions are no longer of concern. It is recommended that we agree to hold the CSSE conference in conjunction with Congress each year.

(b) The registration system needs to be updated to eliminate the double process of registering for both Congress and CSSE.

(c) Dolana reported on the preparation for this conference and noted some highlights. She recommended that the CSSE Program Chair be added to the CSSE Board.