CWP: Leadership Council Meeting Minutes
9/13/18 5-7pm

In attendance:

Dawn Brooks Danielle Pieratti Jason Courtmanche

Kelly Andrews Babcock Mollie Kervick Chelsea Morrison
Kenzi Aitchison Erika Krakowski

John Martin Marcy Rudge

1. **Introductions of new members and graduate assistant**
2. **Internet Privacy Laws and Regulations for CT Student Writer Mag**
	1. New laws in place (and revisions to those laws will be in place Oct. 2018) so this may change the way we do the online submission for CSW mag
	2. New federal law doesn’t apply to non-profits, however, it is still unknown if this exempts UConn from these laws/regulations
	3. Jason has contacted compliance office and concluded:
		1. We’ll have to come up with new submission form that includes language that adheres to the new privacy regulations Ideally, this will be a one-page document that addresses these concerns but does not prevent teachers/students from submitting
		2. Anonymize submission forms/data so that judges from the contest don’t come into contact with this info: The document that goes along with submissions form **cannot have identifying information included in it.**
		3. Compliance aims to develop a training video that fulfills compliance training
		4. Storage: all physical materials need to be shredded in the appropriate method. Digital data has to be stored on University-hosted servers and in google drive folders attached to Uconn email
		5. Once we get the privacy sorted issues for the student-writer contest we can plan to address these issues for the TC Contest next year
3. **CT Student Writers Recognition Night**
	1. Thursday, May 16 at Jorgensen
	2. Speaker suggestions: Develop a list of local as well as national potential speakers and Mollie will begin to reach out to these folks to determine cost and availability
		1. Jason Reynolds
		2. Jacqueline Woodson
		3. Jon Anderson
		4. Susan Hood
		5. Andrea Wisnewsky
	3. Megan and Jon will develop a list and distribute to the LC listserv and we can
	4. Mollie will contact Suzy Staubach for a list of potential names
4. Jason and Jane wrote two-grants
	1. Barnes Foundation: not submitted, waiting to hear back from foundation about whether they are willing to accept the grant
	2. Pitney-Bowes: submitted, but have not heard a response
5. Office support: Interns
	1. 2 interns with a total of 9 hours
6. NWP Conference in Houston
	1. Used to have its own conference apart from NCTE conference because of funding cuts
		1. NCTE conference has created an NWP strand within the conference
		2. NWP events will take place on Thursday of the conference
	2. Jason is attending. Let him know if you are interested in attending as well
7. Teacher-Writer Workshops
	1. Retreat will be on the weekend of November 2nd, 3 days 2 nights
	2. First Saturday meeting held last week and 4 people were in attendance
8. Social Media
	1. Erika has posted TC Writing Contest on Facebook
	2. Erika will make a recurring event for Teacher-Writer workshops and add event for the retreat