

**Editors' Association of Canada/Association canadienne des réviseurs
Minutes of Executive Council Meeting
June 8–9, 2008**

**Day One
Sunday, June 8**

1. Call to order

The meeting was called to order at 4:04 p.m. on Sunday, June 8, in the Jasper Room of the Courtyard by Marriott hotel, Edmonton. The president, Moira White, presided.

Attending:

Brendan Wild (agenda items 1 to 6 only)	outgoing Vice-President
Michelle Boulton	Vice-President and SN branch representative
Mary Anne Carswell	Secretary and outgoing TO branch representative
Greg Ioannou	Treasurer
Dania Sheldon	BC branch representative
Licia Paddison (agenda items 1 to 6 only)	outgoing PP branch representative
Paul Payson	PP branch representative
Ken Weinberg	TO branch representative
Beverly Ensom (agenda items 1 to 22 only)	NCR branch representative
Blossom Thom (agenda items 1 to 6 only)	outgoing QAC branch representative
Julia Cochrane	QAC branch representative and outgoing Secretary
Barbara K. Adamski (agenda items 1 to 6 only)	outgoing Member-at-Large
Gaëlle Chevalier (agenda items 1 to 10 only)	Member-at-Large
Krysia P. Lear	Member-at-Large
Marta Horban	Executive Director
Michelle Ou	Minute-Taker

2. Approval of agenda

The agenda was amended to include the appointment of the Forum Monitor and to correct item 4 to read Review of action points from March 2008 national executive council meeting.

Motion: MOVED by Mary Anne Carswell, seconded by Blossom Thom, to approve the agenda. CARRIED.

3. Approval of March 2008 minutes of national executive council meeting

Motion: MOVED by Maureen Nicholson, seconded by Julia Cochrane, to approve the minutes of the March 2008 national executive council meeting. CARRIED.

Motion: MOVED by Blossom Thom, seconded by Mary Anne Carswell, to approve part one of the in-camera minutes of the March 2008 national executive council meeting. CARRIED.

Motion: MOVED by Brendan Wild, seconded by Licia Paddison, to approve part two of the in-camera minutes of the March 2008 national executive council meeting. CARRIED.

4. Review of action points from March 2008 national executive council meeting

Action: Marta Horban will arrange to have EAC listed in *Sources*.

Motion: MOVED by Blossom Thom, seconded by Beverly Ensom, that communications from the national office be sent out bilingually, where practical. CARRIED.

5. Ratification of motions (if any) proposed and voted on via the email forum

There was one motion proposed on the email forum over the past quarter.

On April 13, 2008, MOVED by Beverly Ensom, seconded by Barbara K. Adamski, that the national executive council move all its between-meeting conversation to Interactive Voice. The motion did not go to a vote.

6. Receipt of quarterly reports and business arising

Executive director

Actions: Marta Horban will work with the association's insurance broker to prepare a questionnaire about the branches' insurable property and send the final questionnaire to the branches, asking each branch to identify its insurable property.
The Prairie Provinces, Saskatoon, Toronto, National Capital Region and Quebec/Atlantic Canada branches will send an inventory of property to the national office.

Noted: The branches will be required to pay for their insurance coverage.

Francophone Affairs

Noted: The Francophone Affairs Committee may change the term "Membre extraordinaire." The change does not have to be presented to the membership for approval.

Professional Standards

Noted: The committee intends to present a draft of the revised *Professional Editorial Standards* to the national executive council in time for the council's September 2008 meeting.

Publications

Noted: Captus Press Inc. will run out of *Meeting Editorial Standards* in October 2008.

Executive council members discussed exploring print-on-demand or online-only distribution of *Meeting Editorial Standards* after it goes out of print, but acknowledged that EAC has an existing distribution relationship with Captus that may warrant review.

There was a round of applause for outgoing members of the national executive council. Barbara K. Adamski, Licia Paddison, Blossom Thom and Brendan Wild left the meeting.

7. Overview of general meeting procedures, expense reimbursement and email forum procedures

Marta Horban gave an overview of national executive council procedures for members who are new to the table.

Actions: National office staff will purge the 2007–08 national executive council's Interactive Voice forum.
The members-at-large will notify all committee chairs who were elected or appointed.
National office staff will update the national executive council page and create a committee chair page.

8. Overview of association's activities over the course of the year

Actions: Moira White will write the March 2008 council report to members.
Mary Anne Carswell, as national secretary, will work with Michelle Boulton to write the 2008-09 council reports to members.
The *Active Voice* editors will start a running feature on news from the association.

9. Appointment of committee chairs and representatives to external organizations

Motion: MOVED by Julia Cochrane, seconded by Greg Ioannou, to appoint the following positions:

- Certification Steering Committee chair: Zofia Laubitz
- Conference Committee chair: John Green
- Forum Monitor: Joanne Haskins
- Mediator: Jane Kidner
- Professional Standards Committee chair: Frances Peck
- Website Committee chair: Ken Weinberg
- EAC’s director and delegate to the Book and Periodical Council: Stephanie Fysh
- EAC’s delegate to Cultural Human Resources Council: Karen Virag
- EAC’s delegate to Freedom of Expression Committee: Marg Anne Morrison

CARRIED.

9A. Appointment of signing officers

Motion: MOVED by Krysia Lear, seconded by Ken Weinberg, that Mary Anne Carswell, Marta Horban and Greg Ioannou be named as signatories to EAC’s TD Canada Trust business chequing account, effective June 9, 2008. CARRIED.

10. Adjournment

Motion: MOVED by Paul Payson to adjourn. CARRIED.

The meeting was adjourned at 5:57 p.m.

Day Two

Monday, June 9

11. Call to order

The meeting was called to order at 8:34 a.m. on Monday, June 9, in the Jasper Room of the Courtyard by Marriott hotel, Edmonton. The president, Moira White, presided. Attending: see item 1 above.

12. Budget review

Actions: Marta Horban and Greg Ioannou will provide hard copies of financial documents at national executive council meetings.
Marta and Greg will reorganize and rename the association's bookkeeping categories (e.g., break royalties into *Editing Canadian English* and *Meeting Editorial Standards* and change "Miscellaneous Income" to "Tom Fairley Award submission fees").
Marta will produce a comparative history of conference costs over last six to seven years to provide a ballpark budget for the Conference Committee before it books 2009 venues.
Marta will send May 2008 financials, broken down by project and committee, to the national executive council by the end of the week
Kryisia will let the Certification Steering Committee know that the current testing model is too complicated and not sustainable. With new professional standards on the horizon now is the time to think about simplifying.

13. Proposed meeting dates and locations for the coming year

The following dates and locations were agreed on for council meetings in 2007–08.

- Strategic planning meeting: September 13–14, Toronto
- Budget meeting: November 29–30, Toronto
- Major-issues meeting and AGM prep meeting: March 2009, TBC
- AGM and transition meeting: June 2009, Toronto

Action: Ken Weinberg will research prices for the September 2008 retreat in the Toronto area and report back to the national executive council within the next few weeks.

14. Report from the national office

The report from the national office was discussed in the executive director's report under item 6.

15. Online Directory of Editors (ODE) and database

Actions: Marta Horban will send existing ODE and database specs to Gaëlle Chevalier.
Moira White will ask Gaëlle to work in consultation with Greg Ioannou, Ken Weinberg, Alan Yoshioka and Lianne Zwarenstein to produce design specs for a new membership database in two weeks. This group will also identify potential vendors.
Moira will inform the membership that the association is starting over with the membership database and is looking for vendors.
Ken will design an online tutorial for the new ODE.
Gaëlle will ask Barbara K. Adamski to work with Alan to develop a one-page plan (including projected costs) for marketing the ODE to businesses and report back to the national executive council as soon as possible.

16. Recruitment for any vacant positions

There were no vacant positions.

Action: Maureen Nicholson will make herself available to the new committee chairs if they have questions. She will also put Antonia Morton in touch with Lee Hunter, and Joanne Haskins in touch with Alan Yoshioka.

17. Membership committee

Actions: Gaëlle Chevalier will work with Heather Ebbs and Barbara K. Adamski to develop a marketing plan for the membership drive.
The Marketing and Public Relations and Website Committees will work together to develop keywords and a plan for paid Google ads.
National office will set up online membership registration.
National office staff will set up email aliases and IV forums for all committees.

Noted: National office staff will need to know who all committee members are before it can set up committee email aliases and IV forums.

18. Division of responsibilities between members-at-large

Gaëlle Chevalier and Krysia P. Lear divided member-at-large responsibilities before the meeting.

19. Committee chairs

Action: Maureen Nicholson will work with Gaëlle Chevalier and Krysia P. Lear to update *The Committee Book* prior to the September 2008 national executive council meeting.

20. Policy updates***Draft policy on Advertising and Sponsorship***

Greg Ioannou declared a conflict of interest and withdrew from the discussion.

Actions: National office staff will update the “Using the National Job Board – Read Me” notice.
Michelle Boulton will revise the Draft policy on Advertising and Sponsorship and send it to the national executive council for review.

Draft operational policy on Volunteer Involvement

Action: Michelle Boulton will work with Heather Ebbs to revise the Draft operational policy on Volunteer Involvement for the September 2008 national executive council meeting.

21. Review of strategic plan

Moira White led executive council members through a review of the strategic plan.

Action: Michelle Boulton will work with Maureen Nicholson and present ideas about new national awards to the national executive council at its September 2008 meeting.

22. Other business

Discussion of fundraising and electronic voting was deferred to the national executive council’s Interactive Voice forum.

Action: Moira White will set up fundraising and electronic voting threads in the national executive council’s Interactive Voice forum.

23. Council priorities for the next quarter

Discussion of the fall membership drive, organizational review and 30th anniversary celebrations was deferred to the national executive council’s Interactive Voice forum.

Action: Moira White will set up fall membership drive, organizational review and 30th-anniversary celebrations threads in the national executive council’s Interactive Voice forum.

24. Adjournment

Motion: MOVED by Julia Cochrane to adjourn. CARRIED.

The meeting was adjourned at 3:00 p.m.

Secretary

President