

Minutes

EAC/ACR National Executive Council Meeting (2012 Q2)

June 4, 2012

Lord Elgin Hotel, Confederation Room, 100 Elgin St., Ottawa, Ontario

1. Call to order

The meeting was called to order at 8:33 a.m. on Monday, June 4, 2012, in the Confederation Room of the Lord Elgin Hotel in Ottawa, Ontario, with president Greg Ioannou chairing.

Attending:

Greg Ioannou	President
Michelle Boulton	Past president
Danielle Arbuckle	Treasurer
Debra Roppolo	Secretary
Sandra Gravel	Director of francophone affairs
Jacque Dinsmore	Director of training and development
Adrienne Montgomerie	Director of communications
Gael Spivak	Director of volunteer relations
Sheila Mahoney	Director of professional standards
Arden Ogg	Director of branches and twigs (west)
Rachel Stuckey	Director of branches and twigs (east)
Carolyn L Burke	Executive director
Marion Kennedy	Recording secretary

Guests:

Karen Virag	Incoming director of publications
Cameron Fraser	Facilitator, Stonewall Consulting

Invited but unable to attend:

Ken Weinberg	Incoming director of training and development
Julia Cochrane	Incoming director of branches and twigs (east)
Barbara Dylla	QAC branch chair

MOTION Moved by Greg Ioannou, seconded by Adrienne Montgomerie, to give Karen Virag a voice at this meeting. **Carried.**

2. Approval of agenda

MOTION Moved by Debra Roppolo, seconded by Sandra Gravel, to approve the agenda. **Carried.**

3. Facilitated sequencing of strategic objectives, goals, and 2012/2013 initiatives and projects

Greg Ioannou introduced Cameron Fraser of Stonewall Consulting as the facilitator for determining how the strategic plan that was approved by the membership at the annual general meeting will be operationalized. The resulting work was recorded for each of the 10 strategic directions and the information will be provided as a separate document.

Votes for prioritizing the strategic directions were as follows:

Volunteer Relations	19
Communication	17
Training and Development	12
Publications	10
Francophone Affairs	8
Finances	7
Professional Standards	3
Organizational Function	2
Branches and Twigs	0
External Relations	0

Michelle Boulton asked what role will be played by committee chairs in this process. Carolyn Burke responded that directors are responsible for determining the strategic direction and then informing the committees of the direction they should take. The committees will then operationalize with the respective directors and the executive director.

Carolyn Burke stated that the strategic plan covers five years. The purpose of this meeting is to look at what is realistic for this year. Some of the goals will be addressed in later years.

Jacque Dinsmore stated that a comment had been made by a member at the AGM that the strategic plan does not include enough for in-house editors. Greg Ioannou stated that in-house editors are not specifically identified, but they are covered under training and development, which has already been identified as a priority.

Cameron Fraser clarified that the strategic plan does not include current operational activities. The strategic plan assumes that everything currently being done will continue. Greg Ioannou provided an example: a governance task force has been formed to address current changes to the act governing non-profit corporations, but this task force is not part of the strategic plan. Cameron Fraser also advised that current day-to-day activities should be included in the development of the operational plan.

Note: A social media book written by Michelle Golden was recommended by Cameron Fraser.

4. Tweaks to operational policies

ACTION Michelle Boulton will address items related to operational policies through email.

5. Committee chairs (new agenda item)

MOTION Moved by Michelle Boulton, seconded by Sheila Mahoney, to appoint the list of candidates who appeared on the AGM agenda as committee chairs. **Carried.**

Francophone Affairs Committee Chair	Anna Olivier
Newsletter Committee Co-chairs	Pamela Capraru (English print) Patricia Matos (English web) Carolyne Roy (French)
Publications Committee Co-chairs	Elizabeth Macfie Anne Louise Mahoney
Training and Development Committee Chair	Peter J. Roccia
Certification Steering Committee Co-chairs	Janice Dyer Anne Brennan
Conference Committee Chair	Nancy Holland
Member Communication Committee Chair	Susan Chambers
External Liaison Committee Chair	Executive Director (Carolyn Burke)
Human Resources Committee Chair	President (Greg Ioannou)
Nominating Committee Chair	Past President (Michelle Boulton)
Awards Committee Chair	Past President (Michelle Boulton)

Volunteer Management Committee Chair:

Gael Spivak nominated Lisa Goodlet for this position.

MOTION Moved by Michelle Boulton, seconded by Gael Spivak, to appoint Lisa Goodlet as Volunteer Management Committee Chair.

Professional Standards Committee Chair:

Michelle Boulton and Frances Peck have approached Lynne Massey for this position and she is seriously considering the request.

Marketing and Public Relations Committee Chair:

Jacque Dinsmore suggested Holly Yoos for this position.

ACTION Michelle Boulton will contact Holly Yoos re: the Marketing and PR Chair position.

Newsletter Committee Co-chair, Editor-in-Chief:

ACTION Michelle Boulton will approach Merv Walker and Marion Soublière about the Active Voice Editor-in-Chief position.

Member Services Committee Chair:

ACTION Michelle Boulton will approach Randee Holmes and Anita Jenkins about the Member Services Committee Chair position.

Additional positions:

Mediator

Michael Benedict

Interactive Voice (Forum) Monitor

Joanne Haskins

ACTION Danielle Arbuckle will look for someone to fill the Email Forum (List) Monitor position.

Note: One member has requested mediation service in French. Carolyn Burke indicated that she will be meeting with l' Association des travailleurs autonomes at micro-entreprises en services linguistiques (Association of Freelance Language Service Workers) to discuss sharing of French services.

Note: Thank-you gifts were presented to Debra Roppolo and Rachel Stuckey as their terms on the executive council were coming to an end.

6. Follow-up: le plan francophone (previously agenda item #5)

Priorities are outlined in Sandra Gravel's Q2 portfolio report. Discussion focused on the certification priority. Sandra has had two teleconferences with people interested in the French certification working group. She has also met with Louis Majeau and he has accepted to act as mentor for the group. Two past members of the English certification committee will attend the first meeting on June 16 in order to provide the historical development of certification. Sheila Mahoney indicated the need for balance between francophone members creating their own certification process and maintaining open communication with the Director of Professional Standards.

7. Receipt of quarterly reports and business arising, including review of action items from Q1 and questions/requests for NEC (previously agenda item #6)

Action items from Q1 were reviewed.

Debra Roppolo recorded the status of each item.

Michelle Boulton strongly encouraged the president to write a report to members after each executive council meeting.

A three-day executive council meeting for September was discussed as a means of providing time for board building as well as regular business. It was decided that two days would be sufficient: one day for orientation to board functioning and one day for presentation of the operational plan, which will be distributed in advance.

Questions/requests were reviewed.

MOTION Moved by Danielle Arbuckle, seconded by Arden Ogg, to allocate an additional \$300 travel money for visiting twigs and branches. **Carried.**

MOTION Moved by Jacquie Dinsmore, seconded by Michelle Boulton, to allocate \$1,745 to the Training and Development Committee Chair for travel to Toronto in order to consult with the national office. **Defeated.**

ACTION Gael Spivak will ask Susan Chambers to contact directors and committee chairs to see what kind of information they are looking for and what they think she can do.

8. Other business (new agenda item)

Changes to organizational chart

MOTION Moved by Sheila Mahoney, seconded by Adrienne Montgomerie, to have (a) the Newsletter position report to the Director of Publications and (b) the Email Forum (List) Monitor, French Email Forum and Interactive Voice (Forum) Monitor positions report to the Director of Communications. **Carried.**

MOTION Moved by Michelle Boulton, seconded by Sandra Gravel, to have the Mediator report to the Director of Volunteer Relations. **Carried.**

In camera discussion

MOTION Moved by Debra Roppolo, seconded by Rachel Stuckey, to go *in camera*. **Carried.**

[In-camera minutes]

MOTION Moved by Debra Roppolo, seconded by Rachel Stuckey, to go *ex camera*. **Carried.**

Translation

Sandra Gravel remarked that the Annual Report had not been translated.

ACTION Michelle Ou will give a list of all reports to Sandra Gravel. Sandra will identify which reports should be translated and then report back to the executive council so that related costs can be included in the next budget.

Future executive council meetings

The September meeting will be in western Canada. Dates are yet to be determined.

It was suggested that there needs to be a review of where executive members live in order to organize the most cost-effective meeting places.

9. Adjournment (previously agenda item #7)

MOTION Moved by Jacquie Dinsmore, seconded by Debra Roppolo, to adjourn the meeting. **Carried.**

The meeting was adjourned at 3:05 p.m.