

**Editors' Association of Canada**  
**Association canadienne des réviseurs**

**National Executive Council**  
**Meeting Minutes**

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Zoom  
October 25, 2020



**EDITORS**  
**RÉVISEURS**  
**CANADA**

# Contents

- 1. Call to order .....4
- 2. Approval of agenda (Appendix A) .....4
- 3. Action items (Appendix B).....4
- 4. Budget update .....4
- 5. Financial policy and procedures (Appendixes C, D).....5
- 6. Update on ongoing projects .....5
  - a. ELAP .....5
  - b. Insurance task force .....5
  - c. Certification .....6
  - d. Equity, Diversity and Inclusion task force survey.....6
  - e. Transition to G Suite.....6
  - f. Webinars.....7
  - g. Career Builder Committee.....7
  - h. Update on policies and procedures revisions .....7
  - i. Patricia: perceptions about Editors Canada .....7
- 7. Hamilton-Halton twig (Laura Van Alphen) .....8
- 8. Giving Tuesday ..... 10
- 9. Website update ..... 10
- 10. Copyright policy (Appendix E) and procedures (Appendix F) and contract Appendix G).. 10
- 11. Conference..... 11
- 12. Branches and twigs..... 11
- 13. Next meeting: Sunday, November 29, 2:00 to 5:00 pm ET ..... 12
  - a. Q4 reports will be due at this meeting ..... 12

14.	Adjournment.....	12
	Appendix A–Agenda.....	13
	Appendix B–Action Items.....	14
	Action Items, Past Meetings.....	14
	Action Items, On Hold.....	17
	Action Items, Done.....	18
	Appendix C–Financial Policy.....	20
	Appendix D–Financial Procedures.....	22
	Appendix E–Copyright Policy.....	24
	Appendix F–Copyright Procedures.....	27
	Appendix G–Copyright Contract.....	30

**PRESENT:**

**NATIONAL EXECUTIVE COMMITTEE**

Heather Buzila	President
Breanne MacDonald	Vice-President
Gael Spivak	Past President
Michelle Waitzman	Treasurer
Janice Dyer	Secretary
Anne Godlewski	Director, Branches and Twigs
Sue Bowness	Director, Communications
Berna Ozunal	Director, Professional Standards
Anne Brennan	Director, Publications
Greg Ioannou	Director, Training and Development
Patricia MacDonald	Director, Volunteer Relations

**OTHERS**

Natasha Bood	Executive Director
Nicole Watkins Campbell	Recording Secretary

**1. Call to order**

The meeting was called to order at 2:03 EDT p.m.

**2. Approval of agenda (Appendix A)**

Moved by Anne Godlewski  
Seconded Anne Brennan

that NEC approve the agenda.

Carried.

**3. Action items (Appendix B)**

**4. Budget update**

Natasha Bood reported on progress on bookkeeping with Young and Associates. We're making progress getting things online. Michelle Waitzman reported that Editors Canada is moving toward no longer receiving or issuing cheques and toward electronic payments.

The bank account still looks healthy. We're paying bills as we can.

Still waiting to hear if we qualify for wage subsidies. Gathering info on coming year's plans for expenses. Greg Ioannou said that potential webinar costs will depend on success in getting the Heritage Canada grant, which will change everything.

Also planning website changes. We have until 2022, might be able to put off some spending, but we still have to budget for it. Grant will be decided by end November. Michelle requested for estimates for work that will cost or make money.

## **5. Financial policy and procedures (Appendixes C, D)**

Michelle Waitzman uploaded a different version of the financial policy and procedures to the G Drive.

NEC members discussed the following points:

- Greg Ioannou said this new policy solves questions about signing authority for grant applications: if Editors Canada gets a Heritage grant, the association will have to spend a certain amount on webinars. Greg recommended adding a bullet to Section 4. Breanne MacDonald recommended it be listed separately because of reporting requirements.
- This upload was to add a new financial procedure, it doesn't revise existing procedures. Branches wanted a new financial procedure to keep Editors Canada financially stable. Now the whole organization can be clear about what financial responsibility means and the association has a basis for disciplining someone for not following procedures.
- Michelle Waitzman wants to know if anything else is missing from the policy or that isn't clear enough. Once a point about grants is finalized, Gael will clean up the additional comments and NEC can vote on it at the next meeting. Members should email Michelle Waitzman and Gael Spivak with questions and comments by November 15.
- Heather Buzila will mention this in her next update to members.

## **6. Update on ongoing projects**

### **a. ELAP**

Anne Brennan reported that there has been no change on this project from last time. She is going through the files for the proofreading document to figure out which are most recent. It's close to being ready. Heather Buzila offered to help.

### **b. Insurance task force**

Patricia MacDonald reported that handoff to the new task force chair has taken place. The new chair has contacts with major insurance companies in Saskatchewan; the task force has a new member; the chair is checking in with older members to see if they want to stay on. The task force's next meeting is in November. Patricia MacDonald will report on progress at the November 29 meeting.

### **c. Certification**

Berna Ozunal reported that the stylistic editing exam will take place this year. Next year the committee will offer two exams—structural editing and proofreading. The committee wants to find a way for all candidates to write from home while maintaining the integrity and security of the exam. They're focussed now on preparing for the foundations exam. Berna Ozunal has sent updated budget requests to Michelle Waitzman.

BELS (the Board of Editors in the Life Sciences) now allows members to write their exams from home. They're doing it through Prometric, a company that the committee looked at, that couldn't handle tracked changes. Unless Editors Canada can restructure to multiple choice and short answers, it can't use Prometric.

The Standards Committee has had two meetings. They have great ideas and will make proposals for the next meeting. One idea is to add variations to current standards that are tailored to the needs of employers; this will help to show employers the value of editors.

Gael Spivak reported on the international plain language standards being developed by the ISO (International Organization for Standardization). They're going back out to member organizations for comments; should be published in May 2021. Standards will not be word-based or sentence based so they can be used by any language. The drafting committee has members who represent 17 languages.

Greg Ioannou suggested that when the plain language standard is published, Editors Canada should start a process to adopt it. The current draft works well for what editors do.

Anne Brennan asked if the topic is appropriate for a handbook. Greg Ioannou is looking at it for webinars.

#### **Action item**

*Gael and Greg to discuss writing an Editors Canada handbook based on the ISO standards and to keep Anne Brennan informed for Publications committee.*

### **d. Equity, Diversity and Inclusion task force survey**

Susan Chambers will connect with the committee about the survey. The task force also has a member who is trained in developing questions that are free of bias. Chair Fazeela Jiwa seems open to Susan's feedback. Members answering two surveys (this diversity survey and another member survey) should not experience survey fatigue. Greg Ioannou will also talk with the task force in a few days about his experience with survey questions.

### **e. Transition to G Suite**

Michelle Ou moved NEC over to G Suite and will move committees over one by one. So far, the transition seems to be going well.

A document on how to use G Suite, including file naming, is now available. Michelle Ou will send it to committees.

Suzanne Bowness is getting notices from Dropbox reminding Editors Canada to use it. Natasha Bood reported that Editors Canada is moving from Drobox to G Suite to save money.

#### **f. Webinars**

Greg Ioannou reported that Editors Canada is nearing the end of its webinar season—three more to go. Sylvie brought in volunteers to do French webinars. Editors Canada will host a year-end sale of all webinars around Black Friday. A call for proposals for webinars for next year will go out fairly soon. The call for proposals will go to anyone we know who does editorial webinars or seminars and will ask people to present specific titles.

#### **g. Career Builder Committee**

Greg Ioannou reported that the committee report is available on the Google Drive. The committee wants to add a section to the website, which will become part of the broader website work. The committee is scheduled to speak at the next NEC meeting.

#### **h. Update on policies and procedures revisions**

Gael Spivak reported that no one has commented on the governance documents. For example, no one is expressing concern about student entries in the Online Directory of Editors. This is best way to do this kind of review: it's transparent. Gael Spivak will post a reminder in the Facebook page. The deadline is Nov. 30. Not a lot needs to be changed. Gael is also drafting a new privacy policy and guidelines for NEC to review.

#### **i. Patricia: perceptions about Editors Canada**

Patricia MacDonald reported that some people have been saying that Editors Canada is about to go bankrupt.

NEC discussion:

- Communications must be upbeat and acknowledge that Editors Canada faced financial hurdles because of the pandemic, but is doing okay.
- Branches and twigs are worried.
- Heather Buzila will talk in the next enews about steps the association has taken so far to take care of financials: the Young and Associates contract, the healthy bank account, the financial policy and procedures being written. Social media chatter on the online conference will help. She asked what else NEC members thought should be included in the update.
- Greg Ioannou suggested thinking about external communications to the wider world, not just members.
- Michelle Waitzman added mentioning that Editors Canada applied for and received the wage subsidy, so kept all staff. The association also has a line of credit that we haven't had to use yet.

- Heather Buzila reiterated some of the history of this situation: that the association owed \$60,000 to twigs on paper and asked twigs to forgive some of that money. The new funding formula gives twigs money. Editors Canada was not on the verge of bankruptcy, it just looked bad on paper.
- Editors Canada won't know for a while about a new funding formula. The association is no longer sharing webinar revenues with twigs and branches. It will restock reserve funds we spent during rebranding: it cost a lot and revenues were down. A pilot project gave branches and twigs a share of webinar revenue, but national took on all cost and gave proceeds to branches and twigs. The association ended the sharing program.
- Gael Spivak recommended listing positive things the association is doing. Other members echoed this, suggesting about the organization's whole health, not just the financial health.
- Breanne MacDonald said membership has dropped off over a couple of years; there were also years when the budget was too optimistic. The association spent money assuming revenue would come that didn't. Editors Canada is now more realistic in budgeting and relies on a broader range of revenues, rather than one large project.
- Natasha Bood reported that revenues are not greatly down from last year. Suzanne Bowness to help with the external communications.

**Action Item**

*Heather Buzila to talk to Suzanne Bowness about external communications regarding finances.*

**7. Hamilton-Halton twig (Laura Van Alphen)**

MOVED BY Heather Buzila

SECONDED BY Anne Brennan

that Laura Van Alphen have voice at the meeting.

Carried

Anne Godlewski chaired this portion of the meeting.

The twig reported:

- It was holding in-person meetings at the library, but have moved meetings to Zoom.
- It has held weekend workshops, including one with Greg Ioannou on plain language. The twig set it up like a webinar and invited non-members.
- It is planning a Jan. 16 session on indexing with Stephen Ullstrom and an author/editor talk in March.

- It usually organizes a couple of group-led sessions: in November they will offer tips and tricks for editing in Word; in February, education programs and options for editors. They might do a couple more or attend some hosted by other twigs.
- The survey members each year before their AGM, and always hear of a preference for networking.
- Laura Van Alphen and Hamilton-Halton twig executive had no questions for NEC. The shift to Zoom has gone fairly well for the twig. People were struggling to get to live meetings, and Zoom gave more opportunities. Participation in events has increased significantly. At a meet-and-greet session, several people came who had never attended before. It's meeting some people's needs.

NEC members discussed the following:

- Branch and twig leaders have been discussing how to let all Editors Canada members know what branches and twigs are offering over Zoom. Branches and twigs haven't moved to G Suite, but that would be something to get started. A calendar is in the works. Michelle Ou has posted some things on Twitter, Facebook and LinkedIn. Adding the information to the enews about upcoming events would be a good idea. Perhaps moving branches and twigs to G suite could be moved up. Zoom is worth continuing after in-person meetings are again allowed. For some topics in-person meetings will be better, but Zoom is also good, especially in January–February.
- *The Vine* virtual connection group is going well. The task force will give an evaluation report to NEC. They wrote a survey for end of October to November asking about participation. About 125 people are on the list; about 20-25 show up for meetings, some coming every month. The wide use of online meetings during pandemic might be a problem with expected participation.
- NEC members discussed recording branch Zoom sessions; one branch did so without asking participants' permission. Recording meetings is included in the new privacy guidelines, which Gael is writing and which could be ready in a few weeks. No one in Canada should share personal information without permission, including images of people at meetings. Hamilton-Halton branch opened a webinar by saying they were not recording the meeting and asking others not to record. That is a good example. Zoom sessions are not automatically recorded, but the organizer can record them. Technically, the link can be shared. However, some branches have been audio recording face-to-face meetings and sharing the recordings for years. Until the guidelines are ready, it's worth sharing with branches and twigs that they should not record their meetings. Michelle Ou can turn recording off on the national branches and twigs

Zoom account. Communication will go to branches and twigs to tell them about the privacy policy.

**Action Item**

*Anne Godlewski to connect with Gael Spivak to create brief statement about privacy to share with branches and twigs.*

Heather Buzila suggested moving branches and twigs to G Suite before moving committees. Natasha Bood to follow up with staff.

## **8. Giving Tuesday**

Suzanne Bowness reported that Editors Canada has participated in Giving Tuesday in past years. The event follows Black Friday and Cyber Monday events. Based on recommendations from Natasha Bood and others, it's a good way to show we're part of Giving Tuesday; Editors Canada might want to be a bit quieter because of the webinar sale around Black Friday.

## **9. Website update**

Breanne MacDonald reported on the website. It is now on a Drupal 7 platform, which will be at the end of its life in November 2022, so she wants to begin updating the platform right away. Greg Ioannou reminded NEC that in past, a committee with a chair oversaw this project. Editors Canada members should have a role, especially those with web experience. Breanne asked if this should be a Communications Committee project. The committee is willing to help. Breanne's first question is whether to upgrade or redesign the structure, possibly including re-envisioning what the content should be. She recommends the latter.

MOVED BY Breanne MacDonald

SECONDED BY Anne Brennan

that NEC create a website task force to report to the vice president.

Carried.

## **10. Copyright policy (Appendix E) and procedures (Appendix F) and contract Appendix G)**

Suzanne Bowness and Gael Spivak have focussed their work on the copyright policy on works that are bylined. They have revised the policy to allow creators to keep their rights: Editors Canada still has this for published work, with exceptions noted.

Suzanne Bowness would like to have a lawyer look at the contract, and asked if anyone has a contact. The working group is looking at options, although it understands cost might be prohibitive.

Patricia MacDonald has been collecting contact information, and asked if she should send it to Caitlin.

The deadline for comments on the copyright policy is Nov. 2.

The creator owns the final version of a document, with all edits incorporated. If rights revert to writer, should that be the for edited or unedited version? If the publisher wants to repurpose the work, it should contact the creator for permission. If the writer doesn't like the newer version, they can have their byline removed; moral rights include the right to remove your name.

Heather Buzila will send a note to remind people to comment on the policy.

## **11. Conference**

Heather Buzila reported that the contract with Redstone, the company that will support moving the conference online, has been signed. They had the most financially reasonable offer; sponsorship contributions were negotiated. The Conference Committee will meet with Redstone to talk about the platform and start putting content into the platform. Next, they will decide on a conference theme and will contact keynote speakers. Social media volunteers have begun posting on Twitter and Facebook.

The committee is studying what other associations are doing with online conferences and what they charge. Pricing seems to be all over the place. The agency will help with that. Ideally the price will be in line with what Editors Canada normally charges. This will help keep expectations consistent. People will now actually get more content for their money because they won't have to choose one of several concurrent sessions.

The upcoming ACES conference is charging only \$50, and Editors Canada needs to be aware of what other conferences are charging. Registration for ACES opens in February, so the committee is waiting to see what they're doing.

An AGM based on Zoom will take place on a different weekend from the conference to avoid NEC Zoom fatigue among NEC members.

## **12. Branches and twigs**

Anne Godlewski asked about plans for re-attracting lapsed members. The last time Editors Canada contacted them, the response rate was low. As well, privacy provisions about spam might prevent Editors Canada from contacting lapsed members. The Marketing and Communications committee has included work to attract lapsed members in their plan for this year.

Update on the request to branches and twigs for webinar support, technology, and topics: eight replied. Editors Toronto wants webinar capability; they have programs with a panel three times a season. Members agreed that there is no need for a separate Zoom account for branches and twigs for webinars. Editors Toronto might want to get their own account.

Could the branch be allowed to use the national webinar account? It meets in the evenings; webinars are usually offered during the day. Heather Buzila recommended waiting to mention the national account. It's not that expensive for Toronto Branch to get a webinar account, and they can contact the national office for support to get a price break.

Greg Ioannou would like to see what topics branches and twigs are offering so we can coordinate with them.

**13. Next meeting: Sunday, November 29, 2:00 to 5:00 pm ET**

**a. Q4 reports will be due at this meeting**

Action items are not due until the meeting after next, which is not yet scheduled.

**14. Adjournment**

MOVED BY Greg Ioannou

SECONDED BY Anne Godlewski

that the meeting be adjourned.

Carried

# Appendix A—Agenda

Call to order

Approval of agenda

Action items

Budget update

Financial policy and procedures

Update on ongoing projects

- ELAP

- Insurance task force

- Certification

- EDI task force survey

- Transition to G Suite

- Webinars

- Career Builder Committee

- Update on policies and procedures revisions

- (Patricia's item if there's time)

Hamilton-Halton twig (Laura Van Alphen)

Giving Tuesday

Website update

Copyright policy and procedures and contract

Conference

Branches and twigs

Next meeting: Sunday, November 29, 2:00 to 5:00 pm ET

Adjourn

## Appendix B—Action Items

### Action Items, Past Meetings

	Action Item	Person (s) Responsible	Status
1.	Anne Brennan to talk to Publications committee about their budget for 2021. Sep. 27, 2020	Anne Brennan	In progress
2.	Suzanne Bowness to connect with chair of career builder committee about marketing and outreach. Sept. 5, 2020	Suzanne Bowness	Ongoing
3.	Suzanne Bowness to look into free google advertising and boost on social media. Sept. 5, 2020	Suzanne Bowness	Ongoing
4.	Berna Ozunal to talk with Anne Brennan about student critique of ELAP. Proofreading	Berna Ozunal	In progress
5.	Greg Ioannou to approach Centennial and Humber colleges about partnering with Editors Canada for their students.	Greg Ioannou	In progress. Will continue in September.
6.	Janice Dyer to check minutes for motion on changing schools interested in partnerships with Editors Canada.	Janice Dyer	In progress
7.	Michelle Waitzman to email branches about importance of collecting HST.	Michelle Waitzman	Waiting on transition to new bookkeepers to get input from them re rules.
8.	Heather Buzila to schedule Zoom meeting with Sylvie Collins and Gael Spivak on SQRP.	Heather Buzila	Emailed in June, and Sylvie hadn't heard anything new but is going to reach out to the SQRP. Will schedule meeting later in the summer.
9.	Anne to communicate with Michelle Ou on the files for <i>Editing Canadian English</i> and <i>Editorial Niches</i> .	Anne Brennan	Anne has emailed Michelle about the <i>Editorial Niches</i> files. The ECE files are safe on Egnyte.

10.	Anne Brennan to talk to Gael Spivak on how new plain language standard might tie into a handbook.	Anne Brennan	
11.	Breanne MacDonald to look into website with Michelle Ou this summer.	Breanne MacDonald	
12.	Michelle Waitzman to put together a package of financial information for branches and twigs.	Michelle Waitzman	In progress
13.	Michelle Waitzman to contact Anne Godlewski to let them know they can share financial info package with the twigs and branches.	Michelle Waitzman	In progress
14.	Janice Dyer to deal with mentorship issues as follows: change the communications (that is, separate call for mentees from call for mentors) clarify the requirements for mentees consistent (members/student affiliates) find proposal from Carolyn Brown, examine it to see if changes necessary, and if so, bring a recommendation for changes to the NEC for review	Janice Dyer	
15.	NEC directors to record actions completed on the rethink document.	NEC Directors	Ongoing
16.	Heather Buzila to provide interim reports on the rethink document and what has been done and by whom to the regional representatives.	Heather Buzila	In progress
17.	Heather Buzila to keep track of actions that have been taken on the Rethink document and by whom and present the results to the membership at the AGM.	Heather Buzila	In progress
18.	Anne Brennan to investigate the distribution plan for ELAP including the possibility of using UBC (who distribute ECE 3).	Anne Brennan	In progress
19.	Natasha Bood, Breanne MacDonald, and Heather Ross to talk about getting the "Pathways to Success" infographic out to members. CHANGED to Heather Buzila	Heather Buzila	In progress. Michelle Ou asked for input.
20.	Gael Spivak to look for past archives (ask Ruth Pincoe about the ones stored at McMaster University; ask Lee d'Anjou about the list of early motions) and to search for editors who are also indexers and who might be willing to index the minutes.	Gael Spivak	In progress. Received the past AGM minutes (and Michelle Ou put them on the website) and

			<p>Gael found an indexer. Checked in with her March 8/20 and she now has time to start the project.</p> <p>We originally wanted to index the NEC minutes but that seems out of reach now.</p>
21.	Greg Ioannou to negotiate a partnership agreement with the Editorial Arts Academy.	Greg Ioannou	In progress
22.	Greg Ioannou and Gael Spivak to look into Heritage Canada grants again.	Greg Ioannou Gael Spivak	In progress
23.	Natasha Bood to find out the host responsibilities in hosting a conference and talk to local twig about it.	Natasha Bood	In progress. Spoke with Breanne M. regarding host responsibilities. Will talk to local twig at a later date.
24.	<p>Heather Ross to ask member services chair to put a call out video volunteer for student affiliation video.</p> <p>CHANGED TO Patricia MacDonald</p>	Patricia MacDonald	In progress. Video is close to completion; currently with a volunteer to fix two small issues.
25.	Anne Brennan to work with Greg Ioannou to help the ELAP with watermarks and production.	Anne Brennan Greg Ioannou	In progress. Jessica Riches is meeting with a member of Greg's team.
26.	Sue Bowness to contact Sandra Gravel and Sophie Pallota about working on the French part of the website.	Sue Bowness	In progress. Still on to do list to contact Sophie Pallota.
27.	Insurance Task Force to get information about how/what/when/why to find insurance (errors and omissions and home-based business).	Insurance Task Force/ Patricia MacDonald	In progress.

## Action Items, On Hold

	<b>Action Item</b>	<b>Person (s) Responsible</b>	<b>Status</b>
28.	Patricia MacDonald to put out a call for a video volunteer. Sept. 5, 2020	Patricia MacDonald	On hold
29.	Anne Brennan to set up Zoom meeting with Breanne MacDonald and Greg Ioannou to talk about distributing ELAP as an ebook.	Anne Brennan	On hold
30.	Greg Ioannou to ask Tamra Ross about having the student affiliate status on the ODE and also to change the Aboriginal to Indigenous.	Greg Ioannou	On hold
31.	Natasha Bood to give more detailed financial reports to the NEC directors quarterly.	Natasha Bood	On hold until new bookkeeper begins
32.	Natasha Bood to develop "Member since XXXX" badges for each year that the organization has existed so that members can self-select their own.	Natasha Bood	On hold. Very low on the priority list.
33.	Natasha Bood to look into the possibility of partnering with a French dictionary.	Natasha Bood	On hold until English dictionary is published/launched
34.	Patricia MacDonald and Natasha Bood to talk about the volunteer directory.	Patricia MacDonald Natasha Bood	On hold. Volunteer spreadsheet being developed instead
35.	Natasha Bood to investigate the possibility of a mini-conference put on by branches and twigs, supported by national office.	Natasha Bood	On hold
36.	NEC to review each year the list of possible trademarks to apply for.	NEC Directors	On hold until March, 2020
37.	Gael Spivak and Natasha Bood to work on a governance poster to show incoming branch and twig coordinators what their responsibilities are and how communications work among various parts of the organization (on hold until more time).	Gael Spivak Natasha Bood	On hold John Y started; too many other priorities
38.	Natasha Bood to discuss the status of the Editors Nova Scotia non-members mailing list with Michelle Ou, and to possibly release it to Editors Nova Scotia.	Natasha Bood	On hold until Member 365 sorted out. Part of larger membership data base issue.
39.	Natasha Bood to talk to Editors Toronto about partnering on professional development events.	Natasha Bood	On hold
40.	Sue Bowness to develop and test some calls to action and taglines for the dictionary project.	Sue Bowness	On hold until dictionary project is running again.
41.	Sue Bowness to connect with the publication chair about marketing and communications for future chapbooks.	Sue Bowness	On hold until further chapbooks in progress.
42.	NEC to review the idea of a 10% discount for a two-year renewal after reviewing the relevant discussion in minutes of 2019 Q1, March.	NEC Directors	On hold
43.	Heather Buzila to contact Michelle Ou about setting up a new email address so that Editors Québec can gradually stop using the email address from QAC.	Heather Buzila	On hold. Sylvie Collin wants to discuss this with her branch exec first. June 17: Still nothing from Sylvie.

44.	Editors Canada president to contact presidents of organizations with whom Editors Canada has partnerships.	Heather Buzila	On hold until new president takes office.
45.	Gael Spivak to look at the revision of Branch and Twig policies and procedures with respect to changing the time of year that they are required to hold their AGM.	Gael Spivak	On hold until examination of all policies and procedures for revision
46.	Greg Ioannou to contact Tamra Ross about Drupal and our website.	Greg Ioannou	On hold. It will have budget impact.
47.	Michelle Waitzman to talk to Breanne MacDonald (conference chair) and Heather Ross to discuss including membership fees at the conference.	Michelle Waitzman Heather Ross	On hold until 2021 Conference. Not being pursued this year. Heather R investigating several options.

### Action Items, Done

	Action Item	Person (s) Responsible	Status
48.	Natasha Bood to provide breakdown of members each month for each branch and twig. Sep. 27, 2020	Natasha Bood	DONE
49.	Greg Ioannou to talk to the office about redirecting Tamra's emails to Caitlin. Sep. 27, 2020	Greg Ioannou	DONE
50.	Greg to send the webinar contract to Sue Bowness. Sep. 27, 2020	Greg Ioannou	DONE
51.	Suzanne Bowness to connect with Gael Spivak about copyright policy and procedure. Sep. 27, 2020	Suzanne Bowness	DONE
52.	Suzanne Bowness and Anne Brennan to talk about marketing of handbook. Sept. 5, 2020	Suzanne Bowness Anne Brennan	DONE
53.	Heather Buzila to talk with ED to ask for year-to-date statements.	Heather Buzila	DONE
54.	Anne Godlewski to contact branches and twigs to find out if any are planning to move workshops online; if they think they need Zoom's webinar capability rather than the meeting capability; and what topics they're planning to cover and how often or how many? Sep. 27, 2020	Anne Godlewski	DONE
55.	Anne Godlewski to contact Ottawa about their needs for a webinar account. Have them talk to Natasha Bood about the best way to set up their account. Sep. 27, 2020	Anne Godlewski	DONE
56.	Heather Buzila to connect with AG about twigs and hiatus. Sep. 27, 2020	Heather Buzila	DONE

57.	Gael Spivak to send partnership agreement to Sylvie and Sylvie to talk with OTTIAQ and CITTIC.	Gael Spivak	DONE
58.	Gael Spivak to talk with task force about their survey and to follow up with Greg Ioannou about the Heritage Grant. Sep. 27, 2020	Gael Spivak	DONE
59.	Michelle Waitzman to contact Anne Godlewski when the agreement with Young and Associates is signed so that Anne can let branches and twigs know. Sept. 5, 2020	Michelle Waitzman	DONE
60.	Gael Spivak and Patricia MacDonald to draft a description of the role of the equity and diversity advisor. Sept. 5, 2020	Gael Spivak Patricia MacDonald	DONE
61.	Gael Spivak to create an equity, diversity and inclusion task force brief. Sept. 5, 2020	Gael Spivak	DONE
62.	Michelle Waitzman to circulate sample financial policy to NEC members. Sept. 5, 2020	Michelle Waitzman	DONE
63.	Anne Godlewski to investigate names of virtual event platforms and send them to Heather Buzila. Sept. 5, 2020	Anne Godlewski	DONE

# Appendix C—Financial Policy

Editors' Association of Canada/Association canadienne des réviseurs

Financial Policy

Effective date: xxx, 2020

## 1. Policy purpose

The purpose of this policy is to provide transparency about Editors' Association of Canada (Editors Canada) finances and to promote stability by having financial practices described in association documents.

## 2. Policy statement

Editors Canada is committed to tracking, reporting and measuring financial performance.

## 3. Applicability

This policy applies to staff and volunteers of Editors Canada, especially directors and the executive director.

## 4. Responsibility

The executive director of Editors Canada is accountable to the national executive council for the day-to-day financial management of the association.

- This includes all aspects of financial reporting found in the Financial Procedure.
- The approval of the national executive council is required whenever any of the financial practices outlined in the Financial Procedures is modified or set aside.

Directors of the national executive council are responsible for approving the annual budget, staying within the constraints of that budget, creating reasonable financial procedures and overseeing the financial management of the association maintaining responsible xxxxx.

Branch executives are responsible for assigning branch officers to carry out the duties outlined in the Financial Procedures and ensuring that branch expenses do not exceed their branch's financial resources . Anything else??

## 5. Contact information

Enquiries about this policy should be directed to the national office of Editors Canada.

info@editors.ca

www.editors.ca / www.reviseurs.ca

416 975-1379  
1 866 226-3348 (toll-free)

## **6. Authority**

This policy is issued under the authority of the members of Editors Canada.

Substantive revisions to this policy must be ratified by a vote of the association's national executive council.

## **7. References**

The procedures for implementing this policy appear in the document Financial Procedures.

# Appendix D—Financial Procedures

Editors' Association of Canada/Association canadienne des réviseurs  
Financial Policy  
Effective date: xxx, 2020

## 1. Policy purpose

The purpose of this policy is to provide transparency about Editors' Association of Canada (Editors Canada) finances and to promote stability by having financial practices described in association documents.

## 2. Policy statement

Editors Canada is committed to tracking, reporting and measuring financial performance.

## 3. Applicability

This policy applies to staff and volunteers of Editors Canada, especially directors and the executive director.

## 4. Responsibility

The executive director of Editors Canada is accountable to the national executive council for the day-to-day financial management of the association.

- This includes all aspects of financial reporting found in the Financial Procedure.
- The approval of the national executive council is required whenever any of the financial practices outlined in the Financial Procedures is modified or set aside.

Directors of the national executive council are responsible for approving the annual budget, staying within the constraints of that budget, creating reasonable financial procedures and overseeing the financial management of the association maintaining responsible xxxxx.

Branch executives are responsible for assigning branch officers to carry out the duties outlined in the Financial Procedures and ensuring that branch expenses do not exceed their branch's financial resources . Anything else??

## 5. Contact information

Enquiries about this policy should be directed to the national office of Editors Canada.  
info@editors.ca  
www.editors.ca / www.reviseurs.ca  
416 975-1379

1 866 226-3348 (toll-free)

## **6. Authority**

This policy is issued under the authority of the members of Editors Canada.

Substantive revisions to this policy must be ratified by a vote of the association's national executive council.

## **7. References**

The procedures for implementing this policy appear in the document Financial Procedures.

# Appendix E—Copyright Policy

Editors' Association of Canada/Association canadienne des réviseurs

Copyright Policy

Effective date: October 2020

## 1. Policy purpose

The purpose of this policy is to clarify copyright ownership for products created by volunteers for the Editors' Association of Canada (Editors Canada). This will provide business continuity and stability to the association, by having volunteers agree to assign copyright to the association, while where possible, crediting creators for their original works.

## 2. Policy statement

Editors Canada respects copyright legislation. In order to protect its on-going projects, it will ask volunteers to assign copyright for products they create together or individually for the association to Editors Canada. This is similar to the manner in which a workplace retains copyright to work created by employees. For work that is created individually, usually with a byline, Editors Canada will seek non-exclusive rights to this work.

## 3. Definitions used within this policy

"Copyright" means a creator's "sole right to produce or reproduce the work or any substantial part thereof in any material form whatever" (as per the Copyright Act). The procedure document puts limits on what will be assigned to the association.

"Moral rights" are defined by the Canadian Intellectual Property Office as this:

"Moral rights are concerned with the natural and inherent rights of a creator, and include the right of anonymity (the right of the author to remain anonymous or to adopt a pseudonym); the right of integrity (to prevent distortion, mutilation or modification of the work); and the right of association (to be credited for the work)."

"Volunteer" means anyone who does work for Editors Canada with no payment of money for that work. This includes members, affiliates (including student affiliates) and non-members.

"Bylined" means a work where the work is credited to being "by" an individual or several people. Creators must negotiate bylines at the time of assignment.

“Non-exclusive licence or rights” means that the copyright holder (the volunteer) retains copyright, but allows the licensee (Editors Canada) unlimited use of the work. The volunteer also retains the right to use the work themselves.

“Exclusivity period” means the period for which the licence is exclusive to the licensee, before the copyright reverts back completely to the original holder.

#### **4. Applicability**

This policy applies to anyone who does volunteer work for Editors Canada.

#### **5. Responsibility**

- Directors are responsible for getting their committee chairs to sign the copyright assignment form.
- Committee chairs are responsible for getting their committee members to sign the copyright assignment form. If chairs will not or cannot do this, the director will do it.
- The staff are responsible for getting volunteers who work directly with them to sign the copyright assignment form.
- The staff are responsible for storing these signed forms (electronically).
- Individuals are responsible for requesting a contract that will retain their copyright if they wish.

If volunteers do not assign copyright for work that to Editors Canada, except for work on where they have signed a contract retaining copyright, they will be asked to stop working on the project. If a volunteer feels that they require credit for a work, they need to ask for bylined acknowledgement before working on the project.

#### **6. Contact information**

Enquiries about this policy should be directed to the national office of Editors Canada.

[info@editors.ca](mailto:info@editors.ca)

[www.editors.ca](http://www.editors.ca) / [www.reviseurs.ca](http://www.reviseurs.ca)

416 975-1379

1 866 226-3348 (toll-free)

#### **7. Authority**

This policy is issued under the authority of the members of Editors Canada.

Substantive revisions to this policy must be ratified by a vote of the association's national executive council.

## **8. References**

The procedures for implementing this policy appear in the document Copyright Procedures.

# Appendix F—Copyright Procedures

Editors' Association of Canada/Association canadienne des réviseurs

Copyright Procedures

Effective date: October 2020

## Purpose

These procedures are to implement the Editors' Association of Canada (Editors Canada) Copyright Policy, which clarifies copyright ownership for products created by volunteers for the association.

## What is copyright?

“Copyright” means a creator’s “sole right to produce or reproduce the work or any substantial part thereof in any material form whatever” as outlined in the Copyright Act.

## Items covered

Copyright applies to bylined and non-bylined work that volunteers create, either individually together, for Editors Canada, including the following:

- articles
- blog posts
- books and parts of books
- charts
- communications plans
- exams (questions and answers)
- graphs
- illustrations
- minutes
- photographs
- presentations
- reports
- software
- videos

## Rights assignment

Editors Canada requires all rights to (non-bylined) volunteer work be assigned to Editors Canada. This means the volunteer will allow the association to modify, translate, print, post online and repurpose this work as derivative products online by future volunteers.

Editors Canada further requires that volunteers waive their moral rights to these non-bylined works. In Canada, copyright includes moral rights. Moral rights cannot be assigned but they can be waived.

If a volunteer creates bylined work for the organization and wants to retain copyright, they may request a contract that will grant a non-exclusive licence to use the work for the assigned purpose. This should be done before the volunteer begins work on the bylined project. In order to maintain this ability to refine and evolve its volunteer-created documents,

## **Permissions**

While volunteers create works for Editors Canada, they also may create or have created similar works for other organizations, whether as employees or as freelancers. Nonetheless, a work created for Editors Canada should be free from plagiarism and created expressly for the organization.

For bylined work, Editors Canada will seek a non-exclusive licence to the work and will agree to inform the creator, when possible, of future re-use or re-purposing. The association may or may not use the creator's byline.

The creator is asked to similarly seek permission from Editors Canada and credit the association as the first publisher of their creation.

A volunteer may link to or include their bylined work created for Editors Canada on a non-exclusive basis on their personal portfolio website, linking back to the association and acknowledging credit as the original publisher.

## **Restrictions**

In the case of Editors Canada volunteers, some restrictions will apply to the form that the work can take.

If the item originally appeared in a format that was not for sale but was later collected into a new format for sale (for example, unpaid blog posts that are gathered together into a booklet to sell for profit), Editors Canada must seek approval for the paid format from each creator. An official copyright assignment form should be filled out as a record of this agreement.

If a creator does not agree to assign copyright to Editors Canada for the paid format, their work will not be included.

## **Paid work**

These procedures do not apply to any work that members, affiliates or non-members do in exchange for money or for discounts (such as conference presentations). Copyright of paid work would be covered in the contract for that work. It is the creator's responsibility to request a contract for the work they create in exchange for money.

## **Revisions**

Substantive revisions to these guidelines must be ratified by a vote of the association's national executive council.

# Appendix G—Copyright Contract

## Volunteer Contract - Editors Canada

### Volunteer's name:

Editors Canada relies on the creative contributions of its volunteers to produce content and products for its membership and the general public.

- The default for this content creation is that volunteers assign copyright to the association, as covered under the association policy and procedure.
- The volunteer may also request a contract for bylined work where they wish to maintain rights. In this case, rights and credit are shared between the association and creator.

This contract lays out the rights that the association and its volunteer creators each have to this work.

### Default copyright assignment:

Editors Canada relies on the intellectual input of its volunteers that contribute to the association's mission and serve its members and the editing industry. These are created mostly without individual credit, since the effort is made on behalf of the organization.

As a volunteer, I agree to the following:

- I agree that copyright for the products that I create as a volunteer for the Editors' Association of Canada (Editors Canada) is assigned to the association. Editors Canada also retains moral rights to the work, so that the work can be used or modified by current or future volunteers in new ways as they see fit.
- While there may be non-exclusive overlap in knowledge, topics, and content between other work I've created as a communications professional (for example, as an employee or freelancer or volunteer with another association), I agree to ensure that the content I contribute to Editors Canada is original and there is no copyright infringement or plagiarism from other sources.
- I will not reproduce or distribute my work done as a volunteer for Editors Canada without first getting permission from Editors Canada.
- I am free to link to any Editors Canada website or social media that contains my work.
- Editors Canada will include volunteers' names on works when it is appropriate.

### Blog posts or other content creation:

The Editors Weekly, Editors Canada's blog for editing professionals, publishes posts on topics relevant to editing professionals and relies on volunteer contributors for regular content.

As a blog writer for Editors Canada, I agree to assign to the Editors' Association of Canada (Editors Canada) first North American Serial Rights to my original blog post or other content. After that my post reverts to a non-exclusive licence whereby Editors Canada may retain the post on its website and I am also free to republish, reproduce, or distribute the content in other places. Editors Canada is also free to use the content in other places, with my permission.

In providing this content, I agree to the following:

- The content is my original work and the copyright on it does not belong to anyone else.
- My byline and a short biography may be used to promote the work.
- I may publish the post on my own author website. If I seek to publish my work in other platforms, I will credit Editors Canada with first publication.
- If my bylined content appears in a format that was not for sale but was later collected into a new format for sale (for example, unpaid blog posts that are gathered together into a booklet to sell for profit), Editors Canada must seek approval for the paid format from each creator.

For other content creation, such as for publications or other products where my byline is attached, I must negotiate copyright assignment at the time of publication, or forego my rights to the material as per the default copyright assignment.

**Date:**

**Signature of volunteer:**

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416 975-1379  
866 226-3348 (toll-free)  
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