

Editors' Association of Canada

Association canadienne des réviseurs

National Executive Council

Meeting Minutes

Zoom
February 21, 2021



**EDITORS
RÉVISEURS
CANADA**

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PRESENT:

NATIONAL EXECUTIVE COMMITTEE

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

REGRETS

Anne Brennan	Director, Publications
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OTHERS

Natasha Bood	Executive Director
Nicole Watkins Campbell	Volunteer Recording Secretary

1. Call to order

The meeting was called to order by Heather Buzila at 1:04 p.m. EST.

2. Approval of agenda (Appendix A)

MOVED BY Michelle Waitzman

SECONDED BY Caitlin Coote

that the NEC approve the agenda.

Carried

3. Budget update

Young and Associates are making good progress with the association's accounts. They are preparing for the audit and for consolidating all bookkeeping through Young and Associates.

The wage subsidy grant is now \$40,000, helping to meet lost conference income. New bookkeeping systems will make payments easier, faster, and less time-consuming for staff.

Members have said the changes are making the organization more financially stable.

Editors Canada staff are happy working from home, and it's working well for Editors Canada. It would be a waste of money to keep the office space, postal machine, water coolers, office equipment, which are rented. The \$40,000 could go to the website, or a new staff member. It will be tough to get rid of all rented equipment, but Natasha Bood recommends doing it. The office lease expires in 2024, so staff will look for a subletter.

Action

Greg Ioannou to give Natasha Bood the phone number of the real estate agent that specialises in office sublets.

4. Analysis of Student Affiliate career builder Facebook series (Appendix B)

The student affiliate group ran a series of career-builder posts in their Facebook group. Gael Spivak asked them to gather the information, analyze it and present it to NEC. They learned of information that would be useful for communications, membership and webinars. They have asked for fiction editing standards. The Standards Committee is now working on this. Greg Ioannou offered suggestions for fiction standards some time ago; he taught fiction editing for 20 years.

Action

Greg Ioannou to contact Berna Ozunal about adding fiction editing standards to the profession editorial standards.

The idea was raised to remind people to use data from campaigns for further improvements to Editors Canada offerings. Or to improve connections between Marketing Communications Committee and other committees. There is little work between committees, but a document states what relationships should exist between them.

Heather Buzila will put a reminder in the corporate calendar for the Communications Director to reach out to all committees.

Action

Suzanne Bowness to go to Marcomm to brainstorm strategies on how to connect with other committees and document how to do a campaign and complete analysis afterward.

5. Equity scholarship/fellowship: webinars, mentorship, conference registration

<https://aceseditors.org/news/2020/three-editors-announced-as-first-recipients-of-holden-diversity-fellowship>

Following up from the previous meeting, Gael Spivak asked the Equity Task Force to come up with criteria for a fellowship, which they will do. NEC talked in January about cutting the student scholarship in half to create a \$500 fellowship and giving members who meet the task force's criteria for free conference registration and free webinars. Webinar presenters get a royalty for their work; it is a percentage of the fee, so giving free webinar seats cut into presenters' income.

Three conference registrations to improve diversity among Editors Canada members at conferences will be easy to give this year and the task force could propose alternatives for the next budget.

The task force also asked about mentoring. Mentors are usually paid; might some be willing to mentor for free?

Action

Caitlin Coote to raise with Mentorship chair whether any mentors would be willing to mentor a diversity scholarship holder for free.

Action

Greg Ioannou to find out the cost to pay instructors for three webinars.

Action

Caitlin Coote to find out the cost for Editors Canada to pay for three mentorships.

It was suggested that the association make a specific request for funding for this scholarship on Giving Tuesday. The association already asks for funding for several scholarships. It is important that the funds donated for any scholarship be dedicated to that scholarship.

MOVED BY Heather Buzila

SECONDED BY Gael Spivak

that Editors Canada provide three free conference registrations annually to editors from marginalized groups with recipients to be determined by EDI task force and/or advisor.

Suggested amendments: added "annually" added "and/or"

Carried (9 yays. 1 abstention)

6. Conference

Registration is open. Two keynotes have been named. The conference schedule is complete; it will be posted Monday night and social media will begin Tuesday morning. To date, 10 people have registered.

Heather Buzila asked NEC to give conference discounts to all 17 committee members (the conference handbook says 15).

MOVED BY Heather Buzila
SECONDED BY Breanne MacDonald

that Editors Canada provide the conference volunteer discount for the 2021 conference to two committee members above the originally approved 15.

Carried (10 yays. unanimous)

7. Manitoba twig (Lianne Fontaine)

MOVED BY Heather Buzila
SECONDED BY Greg Ioannou

that NEC give Lianne Fontaine voice in the meeting.

Carried

Anne Godlewski chaired the meeting at this point.

Action

Natasha Bood to look into the option to have quarterly recurring payments for membership.

8. Marcomm updates

Suzanne Bowness reported that the committee is doing well and that hire-an-editor campaign preparations are going well. The committee is re-using current tweets, which are now being translated. The campaign goes online in March. If any committee has a campaign that would benefit from comms support, Sue can make arrangements.

9. Break

10. Branches and twigs

a. Form for tracking honorariums

There have been several requests for expense forms for speaker honorariums. A form now exists that allows for direct deposit. It will save time and help keep things more organized for auditing.

A question arose about Editors Canada suggesting rates as the Chartered Institute of Editing and Proofreading (<https://www.ciep.uk/resources/suggested-minimum-rates/>). The information may have been available in past.

NEC discussed posting information on its website about the factors that contribute to the rate an editor charges. Similar information exists on the Editors Toronto page.

(<https://www.editors.ca/local-groups/toronto/find-work-or-find-editor/what-editors-charge>).

Such a rate sheet can help editors negotiate for higher rates.

11. Update on ongoing projects

a. Publishing Committee

Everything except *Editing Like a Pro* files is going to G Suite. The committee is working on better version control on ELAP. The committee is waiting to hear about file storage system CSC uses.

The handbook committee is working on a sensitivity handbook. They are waiting for Cataloguing In Publication (CIP) data on ELAP; it also needs an ISBN if it will be sold through a store, either online or bricks and mortar. Natasha Bood will follow up with Anne Brennan with login information for CIP and ISBN.

b. Insurance Task Force

There has been no update since the annual report; getting information from companies is a slow process.

c. Certification

The committee has been working on certification for structural editing and proofreading. They are trying to figure out remote testing on a larger scale. There will be a session at the conference on certification. The Foundations test preparation is ongoing, but no launch date has been set.

d. Transition to G Suite

The process of adding branch files to G Suite is ongoing.

e. Webinars

Interviews for the Editors Canada French webinar coordinator position have been completed, and a candidate has been chosen.

Proposals for 27 English webinars came in; most will be accepted. The committee hopes to put on 30 webinars this year. The first few are on the website. The committee will look for gaps in what was proposed and invite people to offer webinars on specific areas. Breanne will send conference proposals that couldn't be included in schedule.

The committee is also thinking about French webinars, and will likely offer about eight.

f. Career Builder Committee

No update.

g. Standards Committee

The multi-committee meeting couldn't take place; participants could not find a time that worked for everyone. Standards Committee has a new cochair. Anne Brennan and Vicky Bell seem happy with the way publications and certification are working now. If Editors Canada wants to revise or update a standard, one labelling system would make it easier to update.

The student affiliate Facebook group would like standards for fiction editing. This is referenced in the [analysis of the student affiliate Facebook group](#) (Appendix B of these minutes). The standard has been proposed before and revision suggestions might still be accessible. This forum for people to talk about standards gives the committee a way to determine where gaps are.

h. Website Task Force

The task force has a chair, a web developer and francophone members, and they have begun work.

12. Action items (Appendix C)

See updated action items in Appendix C.

13. Votes on policies and procedures that only require an NEC vote

a. Best way to do member votes at the AGM (Appendix D)

MOVED BY Gael Spivak

SECONDED BY Greg Ioannou

that all motions be accepted together rather than going through each motion,
since directors have had a chance to review the motions in advance.

Carried (10 yays)

Motion 1: I move that we make the following revisions (called resolutions) to the *Awards Procedures*

These three changes to the Awards Procedures were already voted on in August 2020. I presume these changes have not been made to the documents yet. We can wait to do them at the same time as the others (after the AGM).

Editors Canada will stop giving cash prizes for the runners-up of the Tom Fairley award and will award a cash prize to the winner only, beginning with the 2021 award.

The Karen Virag Award, that "The award recipient will also receive a plaque in a presentation ceremony at the annual conference" be changed to "The award recipient will also receive a certificate in a presentation ceremony at the annual conference."

"The recipient of the Lee d'Anjou Volunteer of the Year Award will receive a commemorative plaque, which will be presented at the annual Editors Canada conference." be changed to "The recipient of the Lee d'Anjou Volunteer of the Year Award will receive a commemorative certificate, which will be presented at the annual Editors Canada conference."

These changes were not brought up in August 2020 and need to be voted on.

Resolution 1.1

I move that we revise the judges section of the Tom Fairley Award in the *Awards Procedures* to make it more plain language.

Change this text: "Whenever possible, no more than two of the three judges **should be resident in the same geographic area.**"

To this: "Whenever possible, no more than two of the three judges **should live in the same geographic area.**"

Resolution 1.2

I move that we update this section of the *Awards Procedures* by changing it to being the responsibility of the awards coordinator.

Remove this text:

"Each year, the Editors Canada national executive council appoints a scholarship coordinator.

"The scholarship coordinator is normally the past president of the association. If the past president is unable to serve, the national executive council may appoint another association member as scholarship coordinator."

And replace it with this text:

"The awards coordinator functions as the scholarship coordinator."

Background:

The NEC has moved this function to the awards coordinator, so the procedure should reflect that. We can leave all references to "scholarship coordinator" as is, in case the function gets moved to another position.

Resolution 1.3

I move that we update the *Awards Procedures* to make it explicit that no one can self-nominate for the Karen Virag Award.

Add this text: "Self-nominations are not allowed."

Background:

Nominations for awards recognizing contributions should not come from the person being recognized.

Resolution 1.4

I move that we update the *Awards Procedures* to make it explicit that no one can self-nominate for the Lee d'Anjou Volunteer of the Year Award and President's Award for Volunteer Service.

Add this text: "Self-nominations are not allowed."

Background:

Nominations for awards recognizing contributions should not come from the person being recognized.

Motion 2: I move that we make the following revisions (called resolutions) to the *Conflict of Interest Policy*

Resolution 2.1

I move that we remove the term "twig coordinators" from the *Conflict of Interest Policy* and refer to them as "twig co-chairs," as long as Editors Canada members vote to make the same change in the *Branch and Twig Policy* and the *Branch and Twig Procedures* at the 2021 AGM in June.

Background:

I am submitting a similar motion to the members for voting at the AGM (for the *Branch and Twig Policy* and the *Branch and Twig Procedures*), with this supporting statement:

It will make communications easier. Right now we have to write and say "branch chairs and twig coordinators." Using "branch and twig chairs" would be so much easier for everyone. And there is no reason to distinguish between the roles by calling one "chair" and one "coordinator." The main difference in their roles is that the branches manage their bank accounts while twigs have the office to do that. But even then, the branch treasurers do most of that work, not the branch chairs.

Motion 3: I move that we make the following revisions (called resolutions) to the *National Nominations Procedures*

Resolution 3.1

I move that we revise this text in the *National Nominations Procedures* by removing the last line ("In such a case, the member is expected to withdraw from the national nominating committee and be replaced by another representative of his or her branch.")

"A member of the national nominating committee may stand

- as a candidate for election to the national executive council, or
- as a candidate for appointment as a branch officer, or
- as a candidate for appointment as chair of a national committee.

"In such a case, the member is expected to withdraw from the national nominating committee and be replaced by another representative of his or her branch."

Background:

That one line is in contradiction to *Robert's Rules of Order*, so it should be removed. *Robert's Rules of Order* section 46:12 says this:

"Members of the nominating committee are not barred from becoming nominees for office themselves. To make such a requirement would mean, first, that service on the nominating committee carried a penalty by depriving its members of one of their privileges; and second, that appointments or election to the nominating committee could be used to prevent a member from becoming a nominee."

Motion 4: I move that we make the following revisions (called resolutions) to the *Partnership Policy* and the *Partnership Guidelines*

Resolution 4.1

I move that we remove the term "twig coordinators" from the *Partnership Policy* and the *Partnership Guidelines* and refer to them as "twig co-chairs," as long as Editors Canada members vote to make the same change in the *Branch and Twig Policy* and the *Branch and Twig Procedures* at the 2021 AGM in June.

Background:

I am submitting a similar motion to the members for voting at the AGM (for the *Branch and Twig Policy* and the *Branch and Twig Procedures*), with this supporting statement:

It will make communications easier. Right now we have to say "branch chairs and twig coordinators." Using "branch and twig chairs" would be so much easier for everyone. And there is no reason to distinguish between the roles by calling one "chair" and one "coordinator." The main difference in their roles is that the branches manage their bank accounts while twigs have the office to do that. But even then, the branch treasurers do most of that work, not the branch chairs.

Motion 5: I move that we make the following revisions (called resolutions) to the *Volunteer Policy*

Resolution 5.1

I move that we revise the *Volunteer Policy* to add student affiliates to these two sentences.

"This policy applies to all association members who volunteer for the association."

"Volunteer involvement is open only to members (as a benefit of membership)."

The new text would be this:

"This policy applies to all association members and student affiliates who volunteer for the association."

"Volunteer involvement is open only to members (as a benefit of membership). It is also open to student affiliates except for the restrictions described in the *Affiliate Procedure*, the *Membership Procedure* and the association's bylaw."

Background:

The policy is not current so it needs to be updated to include student affiliates.

Motion 6: I move that we make the following revisions (called resolutions) to the *Volunteer Guidelines*

Resolution 6.1

I move that we revise the *Volunteer Guidelines* to add student affiliates to this sentence.

"Volunteers are drawn from among the members of the association."

The new text would be this:

"Volunteers are drawn from among the members and student affiliates of the association."

Background:

The procedure is not current so it needs to be updated to include student affiliates.

Resolution 6.2

I move that we remove the term "twig coordinators" from the *Volunteer Guidelines* and refer to them as "twig co-chairs," as long as Editors Canada members vote to make the same change in the *Branch and Twig Policy* and the *Branch and Twig Procedures* at the 2021 AGM in June.

Background:

I am submitting a similar motion to the members for voting at the AGM (for the *Branch and Twig Policy* and the *Branch and Twig Procedures*), with this supporting statement:

It will make communications easier. Right now we have to write and say "branch chairs and twig coordinators." Using "branch and twig chairs" would be so much easier for everyone. And there is no reason to distinguish between the roles by calling one "chair" and one "coordinator." The main difference in their roles is that the branches manage their bank accounts while twigs have the office to do that. But even then, the branch treasurers do most of that work, not the branch chairs.

Resolution 6.3

I move that we revise this text from the *Volunteer Guidelines* to better reflect twigs.

Current text:

"Where honoraria are proposed for branch or twig volunteers, the honorarium requests

- are reviewed and approved by the branch executive,
- form part of the annual budget of the branch..."

New text:

"Where honoraria are proposed for branch or twig volunteers, the honorarium requests

- are reviewed and approved by the branch or twig chairs,
- form part of the annual budget of the branch..."

Background:

The current version doesn't allow for twig leaders to review and approve the honorarium requests.

Motion 7: I move that we make the following revisions (called resolutions) to the *Volunteer Expense Reimbursement Procedures*

Resolution 7.1

I move that we revise section 2.1.2 (Travel by airplane) in the *Volunteer Expense Reimbursement Procedures* by adding the following:

"Volunteers must book the cheapest option that lets them cancel or change the booking."

"If volunteers incur additional expense or travel agent fees, they will not be reimbursed for those."

Background:

These two points were not explicitly spelled out in the procedures.

Resolution 7.2

I move that we revise section 3 (Reimbursement process) in the *Volunteer Expense Reimbursement Procedures* by revising the wording about cheques:

"Expense reimbursement requests will be approved once received and, whenever possible, will be paid in the next month-end cheque run."

Change it to this:

"Expense reimbursement requests will be approved once received and will be paid by electronic bank transfer, within 60 days of the office receiving the receipts, whenever possible."

Background:

We no longer do cheque runs.

Resolution 7.3

I move that we revise this part of section 3 (Reimbursement process) in the *Volunteer Expense Reimbursement Procedures* to include submitting receipts electronically.

Change this wording:

"Complete the Expense Reimbursement form, attach all receipts and mail it to the national office. Original receipts must be provided.

- If a purchase was made electronically, a printed copy of the receipt must be included.
- If all expenses were paid electronically, the form and PDF copies of receipts may be submitted by email to the national office."

To these two sets of wording:

"For submissions by post:

Complete the Expense Reimbursement form, attach all receipts and mail them to the national office. Original receipts must be provided.

- If a purchase was made electronically, a printed copy of the receipt must be included.
- If all expenses were paid electronically, the form and PDF copies of receipts may be submitted by email to the national office."

"For submissions by email:

Complete the Expense Reimbursement form, scan all receipts and email them to the national office. Scans of original receipts must be provided."

Background:

Many directors are scanning the forms and receipts now. It saves on paper. And the office may not always be open or in a separate office (staff may continue to work at home).

Resolution 7.4

I move that we revise section 3 (Reimbursement process) in the *Volunteer Expense Reimbursement Procedures* to include an option for someone getting help with fronting the money.

Add this wording:

"If a volunteer cannot afford to pay expenses ahead of time and then get reimbursed, or if they do not have the means to do this, they should talk to the executive director about options. For example, the executive director might be able to use the association credit card to pay for the expenses."

Background:

This is to address Greg's point:

"I'd love to see provision for payment of expenses in advance when the member needs it. Repeatedly in the past I've loaned NEC members the money for their travel expenses."

We should not offer to pay them ahead of time (that is risky) but offer another option.

14. Nominations

The Nominations Committee is finding it hard to recruit people for the National Executive Committee. They are looking for seven people. They have found three. The committee needs

members to name potential directors. Right now, the Nominations Committee is encouraging all committee chairs to stay in place, and most are, although they need to replace a couple of chairs.

The question of continuing to need a representative on the Freedom of Information Committee was raised.

The question was raised about finding a Publications co-chair. The committee is a great deal of work.

The NEC needs a treasurer, and someone skilled with numbers.

15. Next meeting: March 21, 2021

a. Q1 reports due at this meeting

16. Adjournment

MOVED BY Greg Ioannou

SECONDED BY Gael Spivak

that the meeting be adjourned.

Carried

Appendix A—Agenda

1. Call to order
2. Approval of agenda
3. Budget update
4. [Analysis](#) of Student Affiliate career builder Facebook series
5. Equity scholarship/[fellowship](#): webinars, mentorship, conference registration
6. Conference
7. Manitoba twig (Lianne Fontaine)
8. Marcomm updates
9. Break
10. Branches and twigs
 - a. Form for tracking honorariums
11. Update on ongoing projects
 - a. Publishing Committee
 - b. Insurance task force
 - c. Certification
 - d. Transition to G Suite
 - e. Webinars
 - f. Career Builder Committee
 - g. Standards Committee
 - h. Website task force
12. Action items
13. Votes on [policies and procedures](#) that only require an NEC vote

a. Best way to do [member votes at the AGM](#)

14. Nominations

15. Next meeting: March 21, 2021

a. Q1 reports due at this meeting

16. Adjourn

Appendix B—Student Affiliate Series

STUDENT RELATIONS COMMITTEE CAREER BUILDER FACEBOOK SERIES

In November 2020, the student relations committee launched a five-week series in the Editors Canada Student Affiliates Facebook group designed to promote the Career Builder document. Group members discussed questions posed by the committee based on the Career Builder's steps. Questions had two focuses: networking and training. Participants were entered into a draw to win a free Level 1 mentorship. What follows is contest data, participant data, a summary of the discussion and recommended next steps for the committee and Editors Canada.

CONTEST DATA

- 41 participants
- 307 comments over 25 days, ranging from 2 to 35 per post (committee members not included)
- Top commenters (10 reached double digits):
 1. commenter 1 (73)
 2. commenter 2 (25)
 3. commenter 3 (25)
 4. commenter 4 (20)
- Posts with most engagement:
 1. Becoming a freelance editor often means setting up your own business. Have you taken any courses or webinars to help you do so? Which ones have been helpful to you? What have you learned about setting up your own business that you weren't aware of before? Have you started setting up your own website? (35 comments)
 2. Are you learning more about how to run your own business, how to market your business, how to use social media as part of your business, etc.? Have you fully set up a website? (25 comments)
 3. Have you decided yet on a particular niche (fiction, non-fiction, academic, legal, children's fiction, memoirs, graphic novels...) and type of editing (developmental/structural, stylistic, copy, proofreading)? Or are you interested in remaining more of a generalist for the time being? (22 comments)
 4. Are you taking courses beyond basic grammar and punctuation to improve your skills in Editors Canada's four editorial disciplines—copy editing, structural editing, stylistic editing and proofreading? If so, where? Which discipline do you enjoy most? (20 comments)

- Other observations about posting: Most comments appeared during business hours. Fridays had noticeably less engagement, with the exception of the last day of the contest. Posts made in the morning EST had a better chance of engagement.

PARTICIPANT DATA

Membership

Out of 13 respondents, 11 were student affiliates (SAs), one was a full member and one a non-member. (This was the first question. Note that other questions had different response rates.)

Reasons for Joining Editors Canada

1. Networking (10)
2. Discounts—Editors Canada membership, conference, *Chicago Manual of Style* online, webinars (8)
3. Professional development—webinars, volunteer opportunities (8)
4. Other—credibility, job posting required an editing association membership, Online Directory of Editors, needed it to apply for Claudette Upton scholarship

Volunteering

Out of 16 respondents, 10 volunteer with Editors Canada as follows:

- standards committee
- training and development committee
- student relations committee
- communications and marketing committee
- publications committee
- equity, diversity and inclusion task force
- conference
- local events
- branch/twig executive

Other Editing-Related Memberships

Out of 12 respondents, 3 had other memberships—American Copy Editors Society (ACES), Council of Science Editors (CSE), Society of Children’s Book Writers and Illustrators (SCBWI) and Canadian Society for Children’s Authors, Illustrators and Performers (CANSCAIP).

SUMMARY OF THE DISCUSSION

TRAINING

SAs are at various stages of their training, mostly at Simon Fraser University (SFU) and Ryerson University, with a small number at University of Victoria, Queen's University and George Brown College. Favourite types of editing varied; some indicated their favourite changed over time.

For more advanced training, they're taking courses on plain language, SEO, Google analytics, indexing, Word, InDesign, developmental editing, accounting and taxes, bookkeeping and business planning.

Gaps Identified in Training Programs

- Advanced Word features for editing
- Fiction-specific material in the SFU program
- Fiction focus in the Professional Editorial Standards

Most Helpful Webinars

- Social Media Marketing
- Business Planning for Freelancers
- Getting Work with the Online Directory of Editors
- Finding Work: Tips for Students and New Editors
- From Digital to Dollars with Social Media Marketing

Mentorship

Many are considering mentorship but are waiting until they're prepared before they pursue it. They note that they'll need to have questions and goals in place.

Certification

Out of 6 respondents, all said they have considered certification. All acknowledged that they need more work experience first.

NETWORKING

Networking is great for learning and making friends; many note a friendly and welcoming community.

Challenges

- Online meetings—can't take any more Zoom, not good timing, don't remember, not comfortable
- Social media—imposter syndrome, prescriptive people, snarky comments, answer already provided so don't bother commenting
- Time management—balancing social media learning and marketing with actual editing work
- General—not sure what the opportunities are, conference success based on having a plan of whom to approach, welcoming community but slow to take the plunge, snarky people on Editors Association of Earth forum (EAE), casual connections but no ongoing relationships yet

Social Media/Blogs

SAs follow Radical Copyeditor, EAE, Chartered Institute of Editing and Proofreading (CIEP), ACES, ESL Editors and Louise Harnby. A few said they will comment on discussion forums. Many are lurkers.

Online Meetings/Other Editing Conferences

Out of 12 respondents, 5 attend online meetings (Vine and branch/twig meetings).

Out of 6 respondents, 2 attend other conferences (SCBWI and CANSCAIP).

Niches

- Academic
- ESL textbooks
- Fiction
- Sci-fi/fantasy fiction
- Memoir
- Young adult
- Self-help
- How-to
- Nonfiction
- Nonfiction self-publishing
- Non-profit
- Business/corporate
- Legal
- Marketing

Volunteering

Volunteering with Editors Canada is valuable for making editing connections. Outside of Editors Canada, SAs volunteer with non-profits, community groups and a start-up magazine. They've challenged themselves by editing a grant proposal and writing/editing/designing a community association newsletter.

ENGAGEMENT

Our top two posts confirm student affiliates' priority: building a business. The discussion included webinars, social media strategy, business-building courses and LinkedIn. They were eager to share their websites and give recommendations and encouragement.

NEXT STEPS: STUDENT RELATIONS COMMITTEE

- Support SAs in building their businesses
- Support networking opportunities
- Share resources for professional development (webinars, Word, website building, time management)
- Explore lack of engagement in online meetings
- Explore ways for SAs to access experienced editors outside of mentorship

NEXT STEPS: EDITORS CANADA

- Maintain SA discounts
- Revise Professional Editorial Standards to include fiction editing
- Expand webinar offerings:
 - Word for editors: overview of features with tips sheet to refer to later (does it already exist?)
 - Getting started with building a website (choosing a platform, template, host)

Appendix C—Action Items

Action Items, Current

	Action Item	Person (s) Responsible	Status
1.	Greg Ioannou, Michelle Waitzman and Natasha Bood to talk about possible HC grant applications for May. Jan. 17, 2021	Greg Ioannou, Michelle Waitzman, Natasha Bood	In progress
2.	Michelle Waitzman, Greg Ioannou, Natasha Bood to discuss adding applying for a grant from Heritage Canada for the French min-conference. (Sylvie Collins has to consider how it would work online). Jan. 17, 2021	Michelle Waitzman, Greg Ioannou, Natasha Bood	In progress
3.	Anne Brennan to contact Berna Ozunal to see if the Certification Committee system has version control in the system they use for their work. Jan. 17, 2021	Anne Brennan	In progress
4.	Anne Brennan to talk to Anne Brennan about applying for a CIP number. Jan. 17, 2021	Anne Brennan	I spoke with myself, and we decided to go ahead and apply for a CIP number. ;) Doing so this week.
5.	Anne Brennan to talk to Berna Ozunal about servers CSC is using. Jan. 17, 2021	Anne Brennan	This is the same as number 5, above.

Action Items, Past Meetings

	Action Item	Person (s) Responsible	Previous Status	NEW STATUS
6.	Anne Brennan to talk to Publications Committee about their budget for 2021. Sept. 27, 2020	Anne Brennan	In progress	In progress
7.	Berna Ozunal to talk with Anne Brennan about student critique of ELAP, proofreading publication.	Berna Ozunal	In progress	In progress
8.	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.	On hold/ In progress
9.	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.	In progress; Sylvie is contacting the former agrément committee members first before approaching SQRP.
10.	Anne Brennan to talk to Gael Spivak on how new plain language standard might tie into a handbook.	Anne Brennan		This should go on hold. See item 26 in the on hold items. It's the same thing.
11.	Breanne MacDonald to look into website with Michelle Ou this summer.	Breanne MacDonald		On agenda -- this is a bigger project and we need to decide who this should fall under

12.	Michelle Waitzman to put together a package of financial information for branches and twigs.	Michelle Waitzman	In progress	In progress. Will send a 2020 update when available.
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	In progress. See above.
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 CHANGE TO CAITLIN COOTE	Caitlin Coote		In progress
15.	NEC directors to record actions completed on the Rethink document.	NEC directors	Ongoing	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	Ongoing
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	Ongoing
18.	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	Talked to Michelle Ou and I'll figure out how to include this in the 2021 conference swag bag.

19.	Greg Ioannou to negotiate a partnership agreement with the Editorial Arts Academy.	Greg Ioannou	In progress	N/A

Action Items, On Hold

	Action Item	Person (s) Responsible	Status
20.	Gael and Greg to discuss writing an Editors Canada handbook based on the ISO standards and to keep Anne Brennan informed for Publications Committee. Oct. 25, 2020	Gael Spivak Greg Ioannou	On hold. The standard is not going to be adopted until after the summer. Is it true that the ISO plans to charge \$2,000 for its new Plain Language Standards?
21.	Patricia MacDonald to put out a call for a video volunteer. Sept. 5, 2020	Patricia MacDonald	On hold
22.	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
23.	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
24.	Natasha Bood to give more detailed financial reports to the NEC directors quarterly.	Natasha Bood	On hold until new bookkeeper begins
25.	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.

26.	Natasha Bood to look into the possibility of partnering with a French dictionary.	Natasha Bood	On hold until English dictionary is published/launched.
27.	Patricia MacDonald and Natasha Bood to talk about the volunteer directory.	Patricia MacDonald Natasha Bood	On hold. Volunteer spreadsheet being developed instead.
28.	Natasha Bood to investigate the possibility of a mini-conference put on by branches and twigs, supported by national office.	Natasha Bood	On hold
29.	NEC to review each year the list of possible trademarks to apply for.	NEC	On hold until March, 2020.
30.	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.
31.	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 a larger issue to do with the membership data base.
32.	Natasha Bood to talk to Editors Toronto about partnering on professional development events.	Natasha Bood	On hold
33.	Sue Bowness to develop and test some calls to action and taglines for the dictionary project.	Sue Bowness	On hold until dictionary project is up and running again.
34.	NEC to review the idea of a 10% discount for a two-year renewal after	NEC Directors	On hold

	reviewing the relevant discussion in minutes of 2019 Q1, March.		
35.	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.
36.	Editors Canada president to contact presidents of organizations with whom Editors Canada has partnerships.	Heather Buzila	On hold until new president takes office.
37.	Greg Ioannou to contact Tamra Ross about Drupal and our website.	Greg Ioannou	On hold. It will have budget impact.
38.	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 Responsible	Status
	Michelle Waitzman to and or NB to look into the repayment process for CEBA grants and figure out how to ensure we repay it if necessary. Jan. 17, 2021	Michelle Waitzman	DONE
39.	Natasha Bood to add CEBA grants into the budget. Jan. 17, 2021	Natasha Bood	DONE
40.	Anne Brennan to ask the Handbook Subcommittee to contact the Equity,	Anne Brennan	DONE

	Diversity and Inclusion advisor on their sensitivity handbook. Jan. 17, 2021		
41.	Heather Buzila to talk to Anne Brennan about promoting books at conference. Jan. 17, 2021	Heather Buzila	DONE
42.	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	DONE
43.	Anne to communicate with Michelle Ou on the files for <i>Editing Canadian English</i> and <i>Editorial Niches</i> .	Anne Brennan	DONE

Appendix D—Motions for AGM governance documents

Motion 1: I move that we make the following revisions (called resolutions) to the *Affiliate Procedures*

Resolution 1.1

I move that we add criteria for proof of student status to the student affiliate section of the *Affiliate Procedures*.

Add this text:

"Students must provide proof of student status. This can be any document showing the name of the educational institution, their name and a date (including the year), such as

- a tuition receipt,
- program registration,
- a signed letter or email from a professor, or
- an unofficial transcript."

Supporting statement:

Without this criteria written in a procedure, the office often has to ask the national executive council for guidance.

(Note to Gael: if this passes, also ask the office to make any needed changes to the website.)

Resolution 1.2

I move that we add text to the *Affiliate Procedures* on who is eligible for student affiliate status.

Add this text.

"For the purposes of deciding who is eligible to be a student affiliate, students are defined as anyone enrolled part-time in an editing or editing-related post-secondary program or in full-time post-secondary studies in any discipline. Editors Canada will also allow the student affiliate status for anyone applying for it within three months of completing one of these programs.

"People who are working and taking supplementary courses for professional development do not qualify as students."

Supporting statement:

Without this criteria written in a procedure, the office often has to ask the national executive council for guidance. There have been endless discussions about it. This will help the office interpret eligibility.

Adding the three months after completion of a program will bring us new people who would not normally join an association. Some Editors Canada members who are teachers have noted that their students don't even think to join a professional association until they finish their program. They're short of money after finishing school, so bringing them in then, and giving them the chance to be affiliates, will help us to increase membership over the long term.

Resolution 1.3

I move that we remove this text from the *Affiliate Procedures*. It appears in 8 spots in the procedure document.

"Affiliates receive a free subscription to *Active Voice / La Voix active*."

Supporting statement:

The association is no longer publishing *Active Voice/ La Voix active*.

Resolution 1.4

I move that we remove this text about publications from the *Affiliate Procedures*.

"Affiliate student status includes access to the following member benefits: ...member discounts on publications"

Supporting statement:

The national executive council is likely going to change how it sets up discounts for publications, as a better business model. This is from a lengthy NEC discussion in 2020. "Moving forward, it wouldn't be a bad thing to have a set policy that association-developed publications be priced according to development costs (as per real world publishing) and members pay that price (or slightly lower), and non-members pay a premium price."

Resolution 1.5

I move that we update this section of the *Affiliate Procedures* by removing some of the outdated benefits of being a student affiliate:

"Affiliate student status includes access to the following member benefits:

- free subscription to *Active Voice / La Voix active*
- member discounts on seminars, courses, conference

- member discounts on publications
- free attendance at branch/twig meetings
- ODE listing, if purchased (such a listing will indicate affiliate student status)"

And replace it with this:

"Affiliate student status includes access to all the same benefits as members, with the following exceptions.

"Voting and elected positions

- Student affiliates cannot vote in branch and national level elections.
- Student affiliates cannot hold elected positions of directors or branch executive members as described in the bylaw..

"Services

Student affiliates do not have access to the following services:

- use of an @editors.ca email address
- access to insurance packages
- access to the Editors Canada mediator

"Student affiliates have access to the following services with restrictions:

- A listing in the directory, if purchased, must indicate affiliate student status."

Supporting statement:

Student affiliate benefits change from time to time. Because changes to this procedure require a motion going to members and a member vote at a national annual general meeting, it's more efficient to just refer to the discount generically.

I did not refer to the directory as the Online Directory of Editors or the ODE because the name may change when a website update is done. Calling something an online version is awfully quaint in 2021.

Resolution 1.6

I move that we expand this text in the *Affiliate Procedures* to allow student affiliates into more leadership roles:

"Affiliate students are also allowed to volunteer for the association, a benefit that is not permitted to other affiliates."

Add this text.

"including in leadership positions in branches and twigs, and national committees, except for where prohibited by the Editors Canada bylaw."

Supporting statement:

There is no reason to keep student affiliates from leadership roles. They have good ideas, they care about the association, and they can keep Editors Canada vibrant with new ideas. And many of our students affiliates are coming to editing as a second or third career (so they do have plenty of experience that could benefit the association). The bylaw says that only members can hold the positions of branch chair, treasurer, secretary and marketing/public relations.

Note that other affiliates include associations, organizations and employers, as per the *Affiliate Policy*. Student affiliates are the only affiliates who may volunteer.

Motion 2: I move that we make the following revisions (called resolutions) to the *Branch and Twig Policy*

Resolution 2.1

I move that we remove the term "twig coordinators" from the *Branch and Twig Policy* and refer to them as "twig co-chairs." The term "twig coordinators" occurs several times in the document.

Supporting statement:

It will make communications easier. Right now we have to write and say "branch chairs and twig coordinators." Using "branch and twig chairs" would be so much easier for everyone. And there is no reason to distinguish between the roles by calling one "chair" and one "coordinator." The main difference in their roles is that the branches manage their bank accounts while twigs have the office to do that. But even then, the branch treasurers do most of that work, not the branch chairs.

Resolution 2.2

I move that we update this section of the *Branch and Twig Policy*.

"Branch officers, who are appointed under section 6.01(f) of Bylaw No. 1 (2014), submit quarterly and annual financial reports to the national executive council on behalf of their branches."

By changing it to this:

"Branch officers, who are appointed under section 6.01(f) of Bylaw No. 1 (2014), must submit the following:

- reports and financial reports as required by the national executive council (NEC)
- annual financial reports to the NEC."

Supporting statement:

The national executive council does not require quarterly reports anymore. Updating the text to be more flexible will mean that the number of reports required can change if needed.

Motion 3: I move that we make the following revisions (called resolutions) to the *Branch and Twig Procedures*

Resolution 3.1

I move that we remove the term "twig coordinators" from the *Branch and Twig Procedures* and refer to them as "twig co-chairs" in the *Branch and Twig Procedures*. The term "twig coordinators" occurs several times in the document.

Supporting statement:

It will make communications easier. Right now we have to write and say "branch chairs and twig coordinators." Using "branch and twig chairs" would be so much easier for everyone. And there is no reason to distinguish between the roles by calling one "chair" and one "coordinator." The main difference in their roles is that the branches manage their bank accounts while twigs have the office to do that. But even then, the branch treasurers do most of that work, not the branch chairs.

Resolution 3.2

I move that we expand the qualifications for twig coordinators in each place it appears in the *Branch and Twig Procedures*, to allow student affiliates into more leadership roles.

We can change this text

"The coordinators must be members of the association"

to this

"The twig chairs must be members or student affiliates of the association."

Supporting statement:

There is no reason to keep student affiliates from leadership roles. They have good ideas, they care about the association, and they can keep Editors Canada vibrant with new ideas. And many of our students affiliates are coming to editing as a second or third career (so they do have plenty of experience that could benefit the association). This change will not affect core branch executive roles because the bylaw says that only members can hold the positions of branch chair, treasurer, secretary and marketing/public relations.

Resolution 3.3

I move that we update this section of the *Branch and Twig Procedures*.

"Through the regional directors of branches and twigs, each branch and twig must submit

- a quarterly report of its activities, including a financial report, to the national executive council, and
- an annual report to the membership to be included in the annual report of the association.”

By changing it to this:

“Through the regional directors of branches and twigs, each branch and twig must submit

- reports and financial reports as required by the national executive council (NEC)
- annual financial reports to the NEC.”

Supporting statement:

The national executive council does not require quarterly reports anymore. Updating the text to be more flexible will mean that the number of reports required can change if needed.

Resolution 3.4

I move that we update this section of the *Branch and Twig Procedures* by

- changing “EAC” to “Editors Canada members or student affiliates”
- removing “or by default to the parent branch.”

“When a branch or twig is dissolved, each of its members chooses which other branch or twig to join. After all debts (if any) are paid, the money follows the EAC members in good standing to whatever branch or twig they choose, or by default to the parent branch.”

Supporting statement:

These changes will update inaccurate text in the procedure.

- EAC is no longer the short form of the association’s legal name.
- This rule would apply to student affiliates but they were not included in the original.
- There is no such thing as a parent branch. It is not a term that occurs in any other association documents except for this one. Members and student affiliates choose what branch or twig they want to belong to when they join the association (and they can change that when they renew or at any other time).

Motion 4: I move that we make the following revisions (called resolutions) to the *Confidentiality Policy*

Resolution 4.1

I move that we remove this line from the *Confidentiality Policy*:

“personal information as defined in the federal Personal Information Protection and Electronic Documents Act”

And replace it with this:

"personal information as defined in the Editors Canada privacy policy and guidelines."

Supporting statement:

As a not-for-profit corporation, Editors Canada is not bound by that federal legislation or by provincial privacy laws, so we should not be referring to the legislation in our governance documents. Note that the new *Privacy Policy* and *Privacy Guidelines* follow the same privacy principles as found in the legislation.

Resolution 4.2

I move that we remove this line from the *Confidentiality Policy*:

"Editors Canada will comply with all relevant provisions of the Personal Information Protection and Electronic Documents Act with respect to collecting, using, storing and disposing of confidential information."

And replace it with this:

"Editors Canada will follow the privacy principles defined in its *Privacy Policy* and *Privacy Guidelines* when collecting, using, storing and disposing of confidential information."

Supporting statement:

As a not-for-profit corporation, Editors Canada is not bound by that federal legislation or by provincial privacy laws, so we should not be referring to the legislation in our governance documents

Motion 5: I move that we make the following revisions (called resolutions) to the *Confidentiality Procedures*

Resolution 5.1

I move that in the *Confidentiality Procedures*, we change all references of "twig coordinators" to "twig co-chairs."

Supporting statement:

It will make communications easier. Right now we have to write and say "branch chairs and twig coordinators." Using "branch and twig chairs" would be so much easier for everyone. And there is no reason to distinguish between the roles by calling one "chair" and one "coordinator." The main difference in their roles is that the branches manage their bank accounts while twigs have the office to do that. But even then, the branch treasurers do most of that work, not the branch chairs.

Resolution 5.2

I move that in the *Confidentiality Procedures*, we change this "at" to "by":

Change this text: "NEC *in camera* minutes are securely stored **at** the national office, separate from regular meeting minutes"

To this: "NEC *in camera* minutes are securely stored **by** the national office, separate from regular meeting minutes"

Supporting statement:

The *in camera* minutes are not physically stored at the office; they are stored electronically, by the office.

Motion 6: I move that we make the following revisions (called resolutions) to the *Consultation Policy*

Resolution 6.1

I move that in the *Consultation Policy* we change all references of "twig coordinators" to "twig co-chairs."

Supporting statement:

It will make communications easier. Right now we have to write and say "branch chairs and twig coordinators." Using "branch and twig chairs" would be so much easier for everyone. And there is no reason to distinguish between the roles by calling one "chair" and one "coordinator." The main difference in their roles is that the branches manage their bank accounts while twigs have the office to do that. But even then, the branch treasurers do most of that work, not the branch chairs.

Motion 7: I move that we make the following revisions (called resolutions) to the *Membership Procedures*

Resolution 7.1

I move that we update this section of the *Membership Procedures* to remove this text:

"(Replacing Rules and Regulations No. 3: Membership Categories in the Association, October 2006)"

Supporting statement:

It no longer matters that this procedure document replaced something from 15 years ago.

Resolution 7.2

I move that we update this section of the *Membership Procedures* to add twig-level votes to the second bullet.

Rights of membership include the following:

- free or discounted attendance at member meetings
- voting (in branch-level or national-level votes)

Supporting statement:

The right of members to vote on twig-level votes in their own twigs should be added to this list to protect those member rights. Members of a twig should not have fewer rights than members of a branch.

Resolution 7.3

I move that we update this section of the *Membership Procedures* by remove the various benefits of membership:

"Benefits of membership include the following (additional fees may apply):..." [it goes on to list several benefits, many of which are no longer applicable.]

And replace it with "Membership provides access to various services, benefits and discounts, as listed on the Editors Canada website."

<https://www.editors.ca/join/benefits-membership>

(The link can be updated without a member vote.)

Supporting statement:

Member benefits change from time to time. Because changes to this procedure require a motion going to members and a member vote at a national annual general meeting, it's more efficient to just refer to these benefits generically. The URL can be updated if it changes, without going to a member vote.