

Editors' Association of Canada
Association canadienne des réviseurs

National Executive Council
Meeting Minutes

Zoom
May 14, 2022



EDITORS
RÉVISEURS
CANADA

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PRESENT:

NATIONAL EXECUTIVE COMMITTEE

Heather Buzila	President
Maria Frank	Vice-President
Marcia Luke	Secretary
Breanne MacDonald	Treasurer
Suzanne Bowness	Director, Communications
Anne Godlewski	Director, Branches and Twigs
Błażej Szpakowicz	Director, Training and Development
Kaitlin Littlechild	Director, Publications
Arija Berzitis	Director, Professional Standards

OTHERS

Natasha Bood	Executive Director
Lori McLellan	Volunteer Recording Secretary
Karen Crosby	Calgary Twig

REGRETS

Leah Morrigan	Director, Volunteer Relations
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1. Call to order

Heather Buzila called the meeting to order at 2:05 p.m.

2. Approval of agenda

MOVED BY Błażej Szpakowicz

SECONDED BY Kaitlin Littlechild

that NEC approve the agenda.

- Carried

3. Budget Update

Accepting on voting budget from Breanne (treasurer)

Natasha: Canadian Heritage grant money was last-minute change, but arbiter was happy

-read letter from Natasha re: Heritage grant

-issue with a single branch (Saskatchewan) having multiple bank accounts could be seen as a potential fraud issue (auditor)

-happy with HST

4. Review of outstanding action items from previous meetings

Gael Spivak and Natasha Bood to work on a governance poster to show incoming branch and twig chairs what their responsibilities are and how communications work among various parts of the organization (on hold until more time). Move to next meeting.

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. Mark as done.

The Editor's Weekly: More research about payment for blog posts. Sue to get back to Lucy about or past discussion from February meeting and get more details on what the ask is. After AGM a new EDI advisor will be starting, and we could possibly ask her to write for the blog. (Amber from the EDI task force). On hold until budget meeting in 2022 (Q3).

Arija updated us on the style guide branding indicating that the certification committee can use their own style.

5. Format of AGM

- Breanne: How we should hold the AGM (virtually or conference):
- AGM separately from conference? Hold AGM in person due to logistics
- holding conference online increases attendance
- CONS-voting is difficult not in person (example: 2019)
- PROS-cheaper online and less time in person
- PROS-no printing
- PROS-eases logistics
- Hybrid is chaos with separate AGM and conference
- PROS with all online: equal opportunity for all (cost, etc.)
- CONS: same people attend conference
- CONS: no feedback with online (Heather)
- Anne: equality is important with all online; no influence by other people in the room.
- Motion: Heather makes motion to continue holding the AGM virtually and online instead of in conjunction with the conference.

MOVED BY Heather Buzila

SECONDED BY Breanne MacDonald

to continue holding the AGM virtually and online instead of in conjunction with the conference.

Carried

6. 2023 Conference

Breanne suggests Toronto because of bigger attendance or look at different venue but lower attendance. Extra cost with hybrid but fewer people, do we want to have hybrid conference? Where do we want to have conference?

Sue: question about where to have conference.

Breanne: Not necessarily the local branch's decision.

Sue: Can we book a year in advance?

Breanne: Difficult. Usually 18 months.

Anne: Getting volunteers from individual may be challenging; chairs have mentioned covid fatigue being common among their local members.

Pause discussion at 2:00 pm EDT for Karen Crosby. Resumed at 2:52 pm EDT.

Looking for a place with more members:

-Maria: costs of having hybrid event?

Breanne: More expensive because of extra AV and extra online platform costs; running conference is expensive

-working with in-person contract with previous hotel

-streamline costs because most conference places have AV people

-numbers are down online due to pandemic

-research hybrid option or both online and in person

Sue: have it in Toronto or Montreal or Hamilton

Breanne: Toronto is much more expensive

Blazej: have it in person because people will want it

Arija: doesn't want to book because of covid cancellations: we want adequate covid cancellation clause if can

Breanne answered: cancellations are not often negotiable

Heather: if already done a hybrid, not as many people going, less money?

Breanne answered: committing to less, paying more

Heather: more conference discussion in June

Breanne: Conference update: in two weeks

-looking for question hosts

-looking for technical manager (stage manager)-available most of the weekend

-registration numbers: 200; make \$10-15 000 more than last year

-Heather, Blazej and Suzanne as extra webinar volunteers

7. Calgary Twig (Karen Crosby)

Motion: Anne makes a motion to give Karen Crosby voice at meeting.

MOVED BY Anne Godlewski
SECONDED BY Marcia Luke

to give Karen Crosby voice at meeting.

Carried

Karen asked whether twigs should update members on financials more frequently; Heather said that more frequent updates are optional but necessary only annually.

Karen: How are membership fees allocated?

Natasha: Twigs no longer receive a portion of membership fees; each year, twigs are allocated a certain amount in budget.

Breanne: The formula was changed in early 2020 but haven't had a normal year since pandemic.

In 2022 we gave every Twig same amount (\$600).

Anne: It's best to include financial requirements in budget report if something such as a seminar crops up.

Karen: second year of chairing; charged non-members to attend; speaker not paid a fee; what does she do with small amounts of money?

Anne: Forward the amount to Natasha, let her know which twig it should be allocated to, and she will allocate it to that twig's bank account.

Natasha: keep track of funds/when it comes in/real time/etransfer.

Karen: At the last branches and twigs meeting, we talked about providing perks for volunteers; Calgary twig has lots of money in bank account and would like to provide money/perks to volunteers; how is this determined?

Heather: Be careful; bylaws prohibit giving money for incentives but something such as a wine and cheese is fine; cannot use a discount to fees if you volunteer because it's against bylaws; it is a benefit.

Anne: You'd probably get many volunteers if you provide incentives, so you'd need to be mindful of your budget and ability to provide thank-you gifts to all.

Heather: in order to make a change to bylaws/policies/procedures would need a consultation with members.

Karen: what is our responsibility as chairs to members? Disparity between bigger branches and twigs.

Suzanne: write some ideas down for incentives for volunteers.

Breanne: have office set up event and collect money for you.

8. Break

2:40 pm to 2:50 pm EDT

9. Update on ongoing projects

a. Publishing committee

Publishing committee: going smoothly with projects: 1) Diversity Handbook – material reviewed, 2) ELAP/structural editing: getting last bit reviewed.

b. Insurance task force

c. Member services/Volunteer management committees

d. Certification

Certification and Standards: Copy editing & stylistic exams being developed; Last-minute appeal for last year's exam due to disagreement with mark; remarked and didn't change; 7 out of 8 people passed exam; test guide will be done eventually for exams; Andrea has prepared an interactive presentation.

e. Standards committee

Standards: May meeting has been cancelled due to lack of people

f. Webinars/Training and development committee

Winding down for summer.

g. Career builder committee

New cochair.

h. Student relations committee

Student relations committee: need session hosts still.

i. Website task force

Can create vendor profiles for conference so let Breanne know.

Website test course: survey is done; working on a report and an assessment in the next month or two; good group of volunteers to upload into website.

j. MarComm committee

1) Update from MarkComm: ibooks that she's been planning; good video cuts for informative video for Editors Canada for students—getting members for feedback soon; LinkedIn project: slower than expected; how to engage former members

Updating brochure on 15 reasons for becoming an editor.

2) Creating guidebooks in order to market them: Comms Planning guidebook; core priority is from strategic plan in how to reach members; guiding questions to organizing marketing campaign; Social Media 101.

3) Capturing crisis communications update; surveys guidebook; need feedback in two weeks.

Academic editors: make group more permanent thing from pilot.

Asking for access to Editors Canada for academic editors; Breanne says it was a networking group that is easily accessible.

No need for vote says Heather.

k. Mentorship committee

Reached out to Risha about doing a session at conference; good way to make a meet/greet; vendor profile in lieu of? Haven't heard anything back.

10. Implementing the equity, diversity, and inclusion (EDI) task force recommendations

EDI: spreadsheet: still working on it; member who was working on it stepped down.

Heather to update point on NEC.

11. Branches and twigs

Nothing to report.

12. Conference

Breanne: has been getting emails about conference things.

-have extra credits for new events for committees

13. Next meeting

a. June 26, 2022, 2:00 pm to 5:00 pm EDT

- Current directors should alert the NEC that people are stepping down so we can help recruit if needed

- Current directors that are stepping down should prepare information for their replacements to transition the role

- Handover period: June meeting but vote is in July; flexible with questions

b. Q2 reports will be due at the June 26 meeting

14. AGM will be Saturday, June 18, 3:30 pm to 5:30 pm EDT

15. Adjournment

MOVED BY Błażej Szpakowicz

SECONDED BY Sue Bowness

that the meeting be adjourned.

- Carried

Appendix A –Agenda

Saturday, May 14, 2022
1:00 pm to 4:00 pm EDT

1. Call to order (1:00)
2. Approval of agenda
3. Budget update (1:05 to 1:15) Breanne and Natasha
4. Review of outstanding [action items](#) from previous meetings (1:15 to 1:30) Marcia
5. Format of AGM (1:30 to 1:45) Heather
6. 2023 conference (1:45 to 2:00) Breanne
7. Calgary Twig (Karen Crosby) (2:00 to 2:20)
8. Break (2:20 to 2:30)
9. Update on ongoing projects (2:30 to 3:00)
 - a. Publishing committee Kaitlin
 - b. Insurance task force Leah
 - c. Member services/Volunteer management committees Leah
 - d. Certification Arija
 - e. Standards committee Arija
 - f. Webinars/Training and development committee Blazej
 - g. Career Builder committee Heather
 - h. Student relations committee Heather
 - i. Website task force Breanne
 - j. MarComm committee Sue
 - k. Mentorship committee Marcia
10. Implementing the equity, diversity, and inclusion (EDI) [task force recommendations](#) (3:00 to 3:10) Maria
 - a. [Implementation spreadsheet](#)
11. Branches and twigs (3:10 to 3:20) Anne
12. Conference (3:20 to 3:30) Breanne

13. Next meeting
 - a. June 26, 2022, 2:00 pm to 5:00 pm EDT
 - b. Q2 reports will be due at the June 26 meeting
14. AGM will be Saturday, June 18, 3:30 pm to 5:30 pm EDT
15. Adjourn

Appendix B – Action Items

Number	Action Items 2021-2022	Category	Person(s) Responsible	Previous Status (if applicable)	Current Status	Last Updated (date)
1	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.	Done	Heather Buzila		In progress; to discuss at April 2022 meeting	May 14, 2022
2	Arija Berzitis to have committee contact Michelle Ou about consistency between style guides.	Done	Arija Berzitis, Michelle Ou	from April meeting	Different style guides can be used as long as branding of Editors Canada is the same.	May 14, 2022
3	Certification: Option of offering one exam in 2022. Lower number of candidates registering. Non-issue now for this year. Our discussion from February meeting was shared with them. The procedure says they will have one or more. Natasha to share the policy of one or more.	Done	Natasha Bood		Done - there will be 2 exams in 2022	March 30, 2022
4	Discussion held about the List Moderation Position and whether to fill it as we do not currently have a list serve to moderate. Natasha will ask Michelle to research	Done	Natasha Bood, Michelle Ou		Done - options were sent to NEC for decision	March 30, 2022

	<p>options and bring back to NEC for decision. (Slack and Google Groups).</p> <p>List Moderation Position: Need to have someone to review the posts and keep an eye on any issues, or inappropriate discussions. May want to wait until we decide on what platform before we make an appointment.</p>					
5	<p>Hamilton/Halton: Report they are struggling to find new executive members for next year. Are they aware they need 2 coordinators? They usually have a full branch executive.</p> <p>Anne: will get in touch with them.</p>	Done	Anne Godlewski		<p>Done. For the record: The Hamilton-Halton twig raised this concern in their Q3 report (Sept 2021), not in the Q1. I believe this was a side question that came up related to the discussion regarding the question raised by the SK branch (action item #1).</p>	April 6, 2022
6	<p>Heather to talk to Sylvie about insurance options for Quebec members, reviving current task force or establishing new task force of Francophone members.</p>	Done	Heather Buzila		<p>Done. One of the new directors for 2022-2024 is Francophone, and Sylvie suggested we wait and ask her to look into this.</p>	April 6, 2022

7	<p>New French Editing Association: for the time being that we don't do anything, remain status quo.</p> <p>Heather will write a letter to SQRP to thank them for letting us know and reminding them of our partnership agreement. Invite Gail to attend the April meeting and provide more information.</p>	Done	Heather Buzila		Done	April 6, 2022
8	<p>Saskatchewan numbers are below what constitutes a branch, will they require to transition to a twig and what would that look like? Heather will look back to March 2020 minutes and get back to Anne.</p> <p>Unclear if minimum is only for forming branch/twig or if there is a minimum number required to remain a branch/twig.</p>	Done	Heather Buzila, Anne Godlewski		Done	April 6, 2022
9	<p>Standards Committee: One test is set at 80% for passing and one is at 60%. Is it standard for one to be set so low?</p> <p>Arija to bring forward concerns to the committee.</p>	Done	Arija Berzitis		Done	April 6, 2022

10	For Suzanne Bowness to contact Sylvie Collin for list of terms for blog post tags. April 25, 2021	Done	Suzanne Bowness		Done	
11	Heather Buzila and Marcia Allyn Luke to review on-hold action items to remove old items. Nov. 21, 2021	Done	Heather Buzila, Marcia Allyn Luke		Done	
12	Heather Buzila and Natasha Bood to look into another Heritage Canada grant for the agrément program. Need to start this work by September or October. April 25, 2021	Done	Heather Buzila		DONE	
13	Heather Buzila to ask incoming secretary to let Mentorship committee know that they can use Volunteer Connect documents and advertise for volunteers in enews and on the members-only Facebook page. In general, the committee chairs find volunteers for committees. June 27, 2021	Done	Heather Buzila Marcia Allyn Luke		DONE	
14	Heather Buzila to look into Certification policy and process to see if who audits exam marks is listed and who has to vote on	Done	Heather Buzila		DONE	

	changing it. Sept. 19, 2021					
15	Heather Buzila to look into past NEC minutes about student critiques of ELAP and to connect with Arija Berzitis about what she found. Sept. 19, 2021	Done	Heather Buzila		DONE	
16	Heather Buzila to talk with incoming secretary to talk about ways to support the Mentorship Committee. June 27, 2021	Done	Heather Buzila Marcia Allyn Luke		DONE	
17	Heather Buzila to talk with Michelle Ou about communications about the difference between ELAP and text preparation guides. Sept. 19, 2021	Done	Heather Buzila		DONE	
18	Marcia Allyn Luke 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,	Done	Marcia Allyn Luke		DONE	

	and if so, bring a recommendation for changes to the NEC for review.					
19	Natasha Bood to talk about possible Heritage Canada grant applications for May. Jan. 17, 2021	Done	Natasha Bood		DONE	
20	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). HB to ask GS for more info on the original idea.	On Hold	Heather Buzila	From April Meeting	Aiming for September	May 14, 2022
21	The Editor's Weekly: More research about payment for blog posts. Sue to get back to Lucy about or past discussion from February meeting, and get more details on what the ask is. After AGM a new EDI advisor will be starting and we could possibly ask her to write for the blog. (Amber from the EDI task force).	On Hold	Suzanne Bowness		Budget Meeting 2022	May 14, 2022
22	Michelle Waitzman to talk to Breanne	On Hold	Michelle Waitzman		On hold until 2021	

	MacDonald (conference chair) and Heather Ross to discuss including membership fees at the conference.		Heather Ross		conference. Not being pursued this year. Heather R investigating several options.	
23	Natasha Bood to find someone to sublet the Editors Canada office space in Toronto. June 27, 2021	Past	Natasha Bood	In progress Leah helped connect me to a broker. It's too small of a space for him to be interested in taking on as a listing, but he is going to connect me with a couple of less established brokers who might be interested. I've followed up a couple of times, but they haven't gotten back to me. In progress - working to create an ad to try to sublet the space without a broker.	The space has been listed on spacelist (an office rental site). We haven't had any inquiries about the space as of yet.	May 12, 2022
24	Heather Buzila to look at how to develop a new strategic plan. June 27, 2021	Past	Heather Buzila	In progress	In progress; I've met with Gael Spivak and have a plan to begin working on this in September.	March 29, 2022
25	Heather Buzila to continue work on the project to index	Past	Heather Buzila	Index still in progress(?)	In progress. Indexer working on it.	

	NEC and AGM minutes. June 27, 2021					
26	Suzanne Bowness to look at existing crisis comms guidance and assess and revitalize it, working with Michelle Ou. April 25, 2021	Past	Suzanne Bowness	In progress	Guidebook created	

Appendix C - Online Motions

Motion	Details	Opened	Closed	Moved By	Seconded By	Carried By	Abs tain
I move that we appoint Lori McLellan NEC recording secretary effective immediately .	Background: Tanya Guenther has had to step down due to a family issue. Lori McLellan is an experienced writer/editor and has volunteered in a similar capacity for the HRP.	April 5, 2022	April 8, 2022	Marcia Luke	Heather Buzila	10	n/a
I move that we approve the October 17, 2021 NEC meeting minutes and post them to the website.	Final minutes are attached.	April 6, 2022	April 13, 2022	Marcia Luke	Heather Buzila	7	n/a
I move that we appoint Glenna Jenkins as the co-chair of the Career Builder Committee.	Background: Lynne Melcombe (the current chair) recruited Glenna as co-chair to help with some of the work the committee is undertaking.	April 13, 2022	April 17, 2022	Heather Buzila	Maria Frank	9	n/a
I move that we do not accept the grant money offered by Heritage Canada to rebuild the agrément program.	Background: Natasha Bood, the executive director, applied for grant funding last year to rebuild the agrément program and found out recently that funding had been secured. However, in order to rebuild the program and ultimately hire a consultant using the grant money, we would need a lead volunteer in place to work with	April 29, 2022	May 4, 2022	Heather Buzila	Anne Godlewski	8	n/a

	<p>the consultant and then continue to run the program after the consultant's contract was finished. Natasha worked with the Francophone adviser (Sylvie Collin) and the president (Heather Buzila) to draft a call for a lead volunteer. This was sent out on April 13 with a deadline of April 28 (this deadline was determined by the date when we needed to let Heritage Canada know if we were accepting the funding). No applications were received for the lead volunteer position (although we did receive two queries/applications to be on the volunteer team; however, neither of these volunteers was qualified for the lead volunteer position). Since we do not have a lead volunteer, we will be unable to use the grant money as it is intended to be used and should refuse the grant money. The deadline for Natasha to let Heritage Canada know is May 6, so we are out of time to search for this lead volunteer.</p>						
<p>I move that we approve the minutes from November 2021 and January, February, and March 2022, and the AGM 2021, for posting on the website.</p>	<p>The meeting minutes are posted here: https://drive.google.com/drive/folders/1GBAa0eZK4bXeuoXvqJqmtRSKTkn2NOvy?usp=sharing</p>	<p>May 3, 2022</p>	<p>May 9, 2022</p>	<p>Marcia Luke</p>	<p>Heather Buzila</p>	<p>6</p>	<p>n/a</p>

