

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

**National Executive Council
Meeting Minutes**



**EDITORS
RÉVISEURS
CANADA**

January 29, 2023

Zoom

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PRESENT:

NATIONAL EXECUTIVE COMMITTEE

Maria Frank	President
Marcia Allyn Luke	Vice-President
Heather Buzila	Past President
Tara Avery	Treasurer
Mina Holie	Secretary
Suzanne Aubin	Director, Member Recruitment and Retention
Kaitlin Littlechild	Director, Publications
Błażej Szpakowicz	Director, Training and Development
Leah Morrigan	Director, Volunteer Relations

OTHERS

Natasha Bood	Executive Director
Lori Perrie	Recording Secretary
Lianne Fontaine	Editors Manitoba

REGRETS:

Ellen Keeble	Director, Branches and Twigs
Arija Berzitis	Director, Professional Standards
Rachel Robinson	Director, Marketing and Communications

1. Call to Order

Maria Frank called the meeting to order at 2:02 p.m. EDT.

2. Approval of Agenda

MOVED BY Heather Buzila

SECONDED BY Błażej Szpakowicz

that the NEC approves the agenda.

Carried

3. Land Acknowledgement

Maria Frank does the land acknowledgement.

4. Introductions

a. New Director of Marketing and Communications

Rachel Robinson has resigned from her position as Director of Marketing and Communications.

Heather will add Rachel's position to her recruiting and will hopefully be able to find someone to stay through this year and to take on another 2-year term.

5. Budget Update

There is no report, but there will be one next month. Natasha is trying to get things cleared up for the yearend, and it is now a tax season. She is working with a bookkeeper to get tax slips out by the end of February. It is going smoothly with the new bookkeeper. Everything is on track and looking good for next year.

Tara reports that people are excited about what is being offered this year. People are also happy about freezing the membership dues.

6. Editors Manitoba

MOVED BY Maria Frank

SECONDED BY Kaitlin Littlechild

that the NEC gives Lianne Fontaine a voice at the meeting.

Carried

Lianne shares that Editors Manitoba is a fairly small twig. Most of its focus is on getting together in person for lunch meetings or for study sessions. With the Professional Editorial Standards redone, Editors Manitoba members expressed that they are looking forward to the new exercises, as they usually get together once a month to work through these together.

At their last meeting with Ellen, they were told there would be a change in budget allotment for each branch based on their monthly members; Ellen will bring questions about that to the NEC.

Wondering about the new professional standards update and asking about when the new exercises will be released. Maria says there are no updates yet.

Lianne says there are about 54 Editors Manitoba members; about 10 members get together regularly.

This year, they plan to contact local presses for an event – in person or via Zoom. Events such as these were quite successful before COVID. They might look into doing a book club for an editing-focused book.

Tara lets Lianne know that, because of things being largely online now, it's okay for people to attend one another's twig meetings. In the post-COVID time, we are not so limited by location. Suzanne suggests that this possibility be added to communication with the branch members at large. It is a national organization, and we don't have to be compartmentalized. This is a good time to remind people of this.

7. Review of Outstanding Action Items from Previous Meetings

Mina has eight items to discuss.

Item #1: Formation of EDI Committee – Heather reports that Amber Riaz had requested to change the EDI advisor into an EDI committee. She doesn't feel that she can adequately keep up with EDI initiatives as just one person. Amber is willing to continue for another year if the

position is transformed into a chair of the committee, but not if it remains as a solo position. Heather got information about how to create a committee, which the NEC can do. We need to vote to create a committee, come up with a mandate, run it past Amber for input, then vote on the mandate. Heather has had an offer of help from Gael Spivak. We might want to come up with the basis of the mandate before passing along to Amber and any committee members she recruits so as not to put all of the work on them.

Item #3: Accumulated surplus in twigs' virtual accounts – Please put on next month's agenda. Natasha says that the item came out of a budget meeting. Natasha and Tara will discuss this month and bring it back. They will get back to Maria for the agenda.

Item #5: ELAP Structural Book – Kaitlin reports that they are stalled a bit; there is a problem with the contract with the designer. The original contract ended in 2019, with an end date for both volumes also in 2019, and we've surpassed that by quite a bit. The designer is asking for a \$500 increase in fees (\$1,250 to \$1,750 plus tax) to do the structural edit, because of the inflation. Nobody can produce a contract signed by the previous ED. Kaitlin reached out to Natasha to see if there is a contract in existence somewhere. Heather can check with previous directors from when the contract would have been signed, probably in 2018. Natasha also could not find the contract in the office files.

Item #6: Description of role and responsibilities of Forum Monitor – Heather shares that Michelle has been busy with other things needing more urgent attention. Michelle has been in contact with Josée, who is the Forum Monitor. They will resume the testing. Heather will get something updated to be voted on at the AGM.

Item #7: Career Builder Document, French version – Heather says it doesn't look like French is on the website. She will check with Michelle Ou.

Item #12: Website update – Tara reports that there's just been a significant change. Over the Christmas break, 21 companies had applied for web development. Committee members rated them and narrowed them down to top three choices with another three backup choices. Tara will put a document in the file and email the NEC. A question from Julie on the committee: what are the next steps in terms of hiring someone? They need the maximum budget and yearly fees. Tara will talk to Natasha after the meeting. The committee is also looking for questions and concerns from the NEC, after they have looked at the document. Feedback is better sooner, as we are already behind.

Items #20/21: EC Marketing Videos and Guidebooks and The Editor's Weekly – These are postponed as the MarComm director has resigned.

Item #22: French insurance – No update from Suzanne.

MOVED BY Heather Buzila
SECONDED BY Suzanne Aubin

that the NEC replaces the position of EDI advisor with an EDI committee.

Carried

Heather talks about nominations. She has been asking who is staying on for next year. For those whose terms are ending, they can stay on for another term. If they want to continue, they will need to be up for re-election again. There is rarely an election, it's more of an acclamation process. Heather is having trouble getting people on the nominations committee and is on her own at this time. Heather asks that the NEC let her know if we can think of anyone who she could approach to help.

8. Break (5 minutes)

9. Update on Ongoing Projects

Include a brief overview of what your committee is currently working on, as well as any other info you'd like to discuss.

a. Publishing committee

Kaitlin shares that the ELAP structural editing is more or less complete. It's preparing to undergo a copyedit and review, and they are trying to line everything up with the designer; he is requesting a \$500 increase in his fees, which still needs to be sorted.

One request that has come up: a few months ago, we agreed to offer a limited license to one individual who requested using just one exercise from the proofreading volume in her own course. The committee has now forwarded Kaitlin a new request from another individual. This person wrote a book outline which was adapted – with permission – by the writer of one of the exercises in the proofreading volume to write the scenario, solution and discussion. The author of the source material is now requesting a few copies of the completed proofreading volume: one for himself, one for the writing department, and one for the professional writing department at UVic (where he teaches). This goes far beyond the limited use of one exercise that we granted in the earlier scenario. The committee wants to give him one full free copy.

- Kaitlin reiterates that, while previously limited license had been granted to another person, this individual is looking to get the complete manual for free and intends to disseminate it largely. This would require more of a formal licensing agreement. Kaitlin advises denying the request for free copies.
- Kaitlin asks if there are policies around these publications and how licensing requests are handled. This situation might come up again, and a motion could set a precedent. Heather will check on this and come back to it. Kaitlin says this might come up again because of the nature of ELAP, and people may want to use it for courses. Knowing where we stand on that, what the precedent is, and that we can move forward with consistency is a good idea.

The Diversity Handbook has been turned into web content; it has been written and reviewed by the subcommittee. It is now waiting for Amber's knowledge and expertise, who will likely get to it late February. This will be the last step before approval and being ready for the website. Heather doesn't think this needs to go through an exec read.

Next steps: review where we are at with the remaining ELAP volumes and select the next one to work on.

b. Francophone insurance

Suzanne has no update at this time.

Heather discusses finding a new francophone advisor. Someone showed interest and then lost interest, because he was concerned that he couldn't handle the work volume. After the vote passed to postpone the francophone conference, Heather reached back out to gauge interest from the potential volunteer (with the conference moved to 2024). Suzanne has offered to assist him. Suzanne has offered to reach out to this person by email to remind him that she is here for help. Suzanne will email him and cc Heather.

c. Member services/Volunteer management committees

i). Overview of national committees

Leah sent the NEC a document for review on Thursday, giving a two-week deadline, until the 12th, for people to send changes to her. The committee and Leah are making sure everything is good.

Volunteer Management welcomes Suzanne, who will sit in and be a French voice at the Volunteer Management Committee meetings. Suzanne will be handling volunteers who are looking for French speakers only.

There is a volunteer document Gael put together that the committee would like to use to create an animated webinar for volunteers to view on the website. Błażej thinks it's a good idea. Suzanne says this could be a good opportunity to reframe for people what "volunteer" means and what that entails. Błażej points out that it will have to wait until Caitlin Stewart's successor is in place; all new business will be stalled until we have a new staff for the committee.

Tara wants to ensure that the information also be available by text for those who don't learn well from videos. She's willing to be included in the conversation.

Member Services Committee: Have completed new services – Oxford Dictionary and Canadian Press subscription. There is not a lot left for the committee to do at this time, so they are wondering if they can go on hiatus for six months. Heather suggests that members could help Suzanne with Francophone insurance. This might mean that Suzanne does not have to create a task force, at least not right away. Leah will put Suzanne in touch with Lenore, the chair of the Member Services Committee. Michelle Ou might also need testers to help with the Forum.

Leah shares the recipe for the ingredients for the volunteer callouts.

d. Certification

Arija has a question about early-bird pricing: at the last meeting, the NEC decreased the current price of exam registration by \$50 to establish an early bird pricing model, after which the price increases to what it had previously been. The question is for people taking more than one exam. Currently the price per exam is \$450, and the two-exam bundle is \$850. Because with early bird pricing, the two exams will now be \$400 each, this is already below the bundle cost. How do we address the two-exam bundle?

Natasha says we can reduce the cost to \$750 for those who do an early-bird, two-exam bundle. There are only a few members who do this, so this reduction is fine. Natasha will let the Certification Committee know.

e. Standards committee

Heather received the revised first draft of the standards from the committee chair. Since the NEC saw last, it has been copyedited and reviewed by Amber. Heather will send by email tomorrow for the NEC to look over and provide comments by February 17, because the next meeting is February 19. Comments are preferred to actual edits. After the NEC has reviewed it, it will go to members for comments, and then it will be voted on at the AGM.

f. Webinars/Training and development committee

Caitlin Stewart has resigned. Things are on hold until her successor is in place; this includes captioning. Caitlin has set up all of the webinars for the rest of this season – i.e. through to May. We probably won't need new hosts until the 2023/24 season. Everything should run smoothly during the transition from Caitlin to her successor.

- Suzanne has heard that there is a Zoom accessible for the hearing impaired. Błażej will raise that, once Caitlin's successor is in place, and they have a committee meeting where they can discuss future plans and the next webinar season.

The webinar sale underperformed. We got significantly less sales than in previous years. We are not sure why; this could be part of general digital burn-out and also inflation. They are hoping for a more detailed report.

- Natasha reports that this year all of the tech with the webinar sale worked well and that the decline in purchase is in line with decline in membership purchases.
- Tara suggests that combining the webinar sale with Black Friday might not work well because of inflation in combination with Christmas approaching. Suzanne suggests combining with Canadian thanksgiving in the future. Tara suggests timing the webinar sale around the conference, though this might not work for those who are actually attending the conference.
- The sales were slightly more than half of what they were last year. There is no specific news about the French webinars.
- Natasha shares that Michelle did not do the marketing emails this year, and only one was sent. Normally there are reminder emails throughout the sale as well. This likely impacted numbers. The committee can take on this task moving forward.

g. Career builder committee

Heather does not have anything to report. She needs to follow up with the chairs about the LinkedIn policy.

h. Student relations committee

They are doing a virtual book club. They are going to be running another campaign on the Facebook page, i.e. ask-an-expert.

i. Website task force

Need to know what the next step is for web development. They've narrowed their candidates to six. Tara will send out the document for comments. Julie wants to know the next steps in terms of the approach to hiring. The original budget was \$15,000; they have had very few replies that were within that.

Heather suggests the committee recommend their favourite choice. Natasha suggests that Michelle, Julie and Natasha set up meetings with the top three choices.

j. Marketing and communications

i). Handbooks

ii). Strategies for overwhelmed committee

Heather received an email from Merel, the committee chair. They recently sent out to recruit more members; she sends thanks to Leah for helping her recruit a comfortable number of new volunteers for the committee. She thinks they will soon be ready to produce some more campaigns, even if they don't get a new director in place immediately. The volunteer response was really good; they are back on track.

k. Mentorship committee

No update from Suzanne. Heather also hasn't heard from Risha about whether or not she is staying on next year.

l. Executive director

There have been about 25-30 applicants for the position of Training & Development Manager. On Thursday, Michelle and Natasha interviewed four people, with one more interview to go. They have a feeling about the top person. They want someone with good French language skills, who is well organized, with attention to detail, experience running events, experience with webinars, and who can work with volunteers. Natasha is hoping to do reference checks and give a job offer next week. There should not be too much time without someone in the position.

Caitlin's last day is February 10. There will be a lunch to thank her for her seven years of work.

Natasha is on holiday February 8-14.

Natasha has also been working with the Certification Committee for the exam dates.

i). Office move/closing prep (one year out)

Natasha let the building know that they will be moving out as of the lease ending in January 2024. They are looking for a storage solution, renting a mailbox, etc.

10. Francophone Adviser Position

Has been discussed earlier. Nothing to add.

11. Implementing the Equity, Diversity, and Inclusion (EDI) Task Force Recommendations

a. Implementation spreadsheet

For the diversify and the NEC recommendation, the revised nominations procedures are on the website in English and French.

Line 3: As previously discussed, bring to the forefront Editors Canada's existing Workplace Harassment Policy. Tara says they were reminded at the last Editors BC meeting. This could be a verbal or written reminder. Leah suggests adding to emails; this can be added on to existing email reminders. Maria can add to the corporate calendar reminders that go out.

Line 9: Creating partnerships. Heather emailed BIPOC of Publishing in Canada; she will send a reminder email to see if they are interested in a partnership. Indigenous Editors Association (IEA) would like to create a partnership. Heather sent a template for the partnership agreement to Natasha to the first review. The IEA does not have a conference.

- Kaitlin points out that a challenge with partnership would be that many IEA events are for Indigenous editors only. There might be some value in a conference discount for Indigenous editors, though there isn't much in terms of offerings that the IEA can make going our way. We could ask them if they want to help promote our conference amongst their members.
- Heather will send the contract to IEA; it will also be sent to the NEC for review. There will be a vote. Natasha will sign, and IEA will sign.

Heather wonders about a grant for captioning, i.e. for the question about the grant for the member who is hearing or visually impaired. Leah had found a volunteer for one webinar. Natasha said the idea was to find people as needed for the time being, and to look into possible funding to support this kind of thing.

b. Motion to form an EDI committee

Already done.

12. Branches and Twigs

a. Branch and twig procedures

b. Branch and twig toolkits

Update from Ellen on toolkits: she should have a draft by early next week for review. Overall, people are on board with the idea of splitting up the toolkits. It was suggested to craft a separate document for seminar planning. Make sure there isn't over-duplication across multiple documents. Would love to connect with the Marketing and Communications Committee to create some universal tips for social media of events and newsletter tips.

The nomination policy discussion is set to close next week.

Quebec chair: Sylvie contacted Maria to let her know that there is an interim chair in place until the AGM.

Editors Ottawa: update about the program they used to set up the event registration in person. They will share with the branches and twigs email list. One of the twigs is going through National for the first time, setting up non-member registration; encouraged to reach out if they need help.

Ellen is reminding branches and twigs to do a little write-up for the annual report, and she wants to confirm that it's about 500 words about highlights/challenges from the 2022 calendar year.

In reference to the financing item that will go to the AGM to be voted on, branches want to confirm the financing policy piece is just for twigs, i.e. the three-year allocation. Twigs wanted to know if they skipped a year of being allocated funds because they were carrying a high balance, and then dipped into the red the following year, could they get more money the next year? Ellen let them know they could request more money during budget planning. This will be part of the next meeting discussion.

13. Dictionary Project

In camera

MOVED BY Heather Buzila

SECONDED BY Marcia Allyn Luke

that the NEC approves going in camera to discuss the dictionary project.

Carried

Out of camera

MOVED BY Heather Buzila

SECONDED BY Marcia Allyn Luke

that the NEC approves going out of camera.

Carried

14. Conference

Heather says that they have found the second keynote. They are in a good place with keynotes.

The logo has been created, discussed at a recent conference committee meeting.

Have received enough session proposals to fill all the spots. They are considering trying to solicit specific topics, i.e. in EDI. Currently work in progress.

Editors Toronto will be running a pre-conference seminar, which is usually run by the branch or twig of the conference host city. They are organized and paid for by the host twig, and the profit goes to the branch/twig.

They are getting the text for the conference landing page figured out.

Suzanne was asked to look into French presenters. She has been unable to do so. There have been no French proposals for this year.

They are still figuring out the budget for keynotes. Since it's held in person, there's now travel and accommodation costs as well as presenter fees to consider.

Heather reports that things are going well. Natasha reflects that. Heather has stepped up a bit, particularly with Caitlin leaving. This will help transition to Caitlin's predecessor.

a. 2024 conference

There have been no updates received from Ellen or Michelle. Maria will add to February's agenda. Editors BC has shown interest. Tara shares that volunteer interest was gauged at the last Editors BC meeting. Calgary has also been asked.

15. Next Meeting February 26, 2023

16. Adjournment

MOVED BY Suzanne Aubin

SECONDED BY Błażej Szpakowicz

that the meeting be adjourned.

Carried

Appendix A – Meeting Agenda

AGENDA / ORDRE DU JOUR
Editors' Association of Canada / Association canadienne des réviseurs
National executive council meeting (January 29, 2023)

Zoom link:

<https://us02web.zoom.us/j/84971614819?pwd=cEpUU0pyR2Rtc240UXg2SHZVWTRLQT09>

Meeting ID: 849 7161 4819

Attending:

- NEC members
- Natasha Bood, executive director
- Lori Perrie, volunteer recording secretary

NEC documents in [Google Drive](#)

Sunday, January 29, 2023
2:00 p.m. to 5:00 p.m. (EDT)

1. Call to order (2:00)
2. Land acknowledgment
3. Approval of agenda
4. Introductions (2:00 to 2:10)
 - (a) New director of marketing and communications
5. Budget update (2:10 to 2:30) Tara and Natasha
6. Editors Manitoba (2:30 to 2:50)
7. Review of outstanding action items from previous meetings (2:50 to 3:05) Mina
8. Break (3:05 to 3:10)
9. Update on ongoing projects (3:10 to 3:40) (include a brief overview of what your committee is currently working on, as well as any other info you'd like to discuss)
 - a) Publishing committee Kaitlin

- b) Francophone insurance **Suzanne**
 - c) Member services/Volunteer management committees **Leah**
 - i) Overview of national committees
 - 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 **Tara**
 - j) MarComm committee **Rachel**
 - i. Handbooks
 - ii. Strategies for overwhelmed committee
 - k) Mentorship committee **Suzanne**
 - l) Executive director **Natasha**
 - i. Office move/closing prep (one year out)
10. Francophone adviser position **(3:40 to 4:10) Heather/Suzanne**
11. Implementing the equity, diversity, and inclusion (EDI) [task force recommendations](#) **(4:10 to 4:20) Heather**
 - (a) [Implementation spreadsheet](#)
 - (b) Motion to form an EDI committee
12. Branches and twigs **(4:20 to 4:30) Ellen**
 - (a) Branch and twig procedures
 - (b) Branch and twig toolkits
13. Dictionary project **(4:35 to 4:50)**
 - (a) Donations
14. Conference **(4:50 to 5:00) Mina**
 - (a) 2024 conference
15. Next meeting February 26, 2023
16. Adjourn

Appendix B – Action Items

#	Action Items 2022/2023	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
1	Formation of the EDI committee: Heather to check on how to form a committee. Revisit this topic during the 2023 January meeting.	Current	Heather Buzila	Will follow up on this if the NEC decides to create the committee.	NEC agreed on forming the committee; motion made and voted on for approval of the formation of the new committee	Jan. 29, 2023
2	Social event for student affiliates in the 2023 conference: To include a space, the conference chairs are to be contacted. Heather to get back to Michelle Noble, the Student Relations Committee chair.	Current	Heather Buzila, Student Relations Committee		I've passed this information along to Michelle Noble, so this item is done.	Jan. 27, 2023
3	Accumulated surplus in twigs' virtual accounts: To discuss and vote on the new twig funding model (provide a certain amount each year and return unspent funds after two years) at AGM	Current	NEC Directors, Natasha Bood		To be put on the agenda for the next NEC meeting in February; Natasha and Tara will discuss in coming weeks.	Jan. 29, 2023
4	Branches and Twigs Procedures: Update to include new information to address the issue of quorum as pointed out by Editors British Columbia.	Current	Ellen Keeble	Still at the discussion stage with branches and twigs	People have the deadline of Tuesday January 31, 2023 to get further feedback in, but otherwise we seem to have reached consensus.	Jan. 27, 2023
5	ELAP Structural Book: Copyedit, design, and finalize by early 2023. Look for a certified copy editor who could help.	Current	Kaitlin Littlechild	Editing will be done by the end of Dec, and soon to move onto the design stage.	Work in progress of resolving a way of producing a contract with designers	Jan. 29, 2023

#	Action Items 2022/2023	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
6	Description of the role and responsibilities of Forum Monitor: Update the description to be voted on at AGM as a national position.	Current	Heather Buzila, Michelle Ou, Leah Morigan	Testing of the forum will need to be completed first before the roles and responsibilities can be revised.	Michelle Ou continues work on this.	Jan. 29, 2023
7	Career Builder document: Upload both English and French versions to the website.	Current	Heather Buzila, Michelle Ou	English is complete but not yet uploaded. Committee has been asked to send the doc for translation.	Work in progress	Jan. 29, 2023
8	LinkedIn: Work with Michelle on its strategy.	Current	Heather Buzila, Career Builder Committee, Michelle Ou	Career Builder and Marcom committees had a joint meeting. Heather advised them that, since no formal proposal has been submitted to NEC to vote for approval, they could ask to be included in the agenda of next NEC meeting to discuss the initiative. Not heard back from them yet.	I haven't heard anything yet from the Career Builder Committee.	Jan. 27, 2023

#	Action Items 2022/2023	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
11	Editors Québec: Ellen to follow up with them to see if there is any update (e.g. new branch chair, compliance with the Branch and Twig policies and procedures, etc.).	Current	Ellen Keeble	No update yet; still waiting to hear from Sylvie	Sylvie expects to have someone lined up/confirmed within the week.	Jan. 27, 2023
12	Website: Launch the new EC website that includes a new web style guide (in English & French) to be shared and adopted as universal across the Editors Canada website. End of life for the current website is November.	Current	Website Taskforce, Tara Avery, Natasha Bood	RFP went out Week of Nov 15	RFP narrowed down to six; Natasha, Tara, and the taskforce will be interviewing the top three of the picks.	Jan. 29, 2023
14	EC Member Forum: Currently in the testing phase, this new forum will be on its own platform in Google Groups. There will be a French option; it will be tested after the English version has been through the testing phase. This is to replace the old email list. Natasha to follow up with Michelle.	Current	Leah Morrigan, Natasha Bood	Michelle has not had time to complete this yet, but it is on her list.	Michelle Ou continues work on this.	Jan. 27, 2023
16	Webinars: Look for additional webinar hosts as well as a way of doing live-captioning for accessibility for people attending live.	Current	Błażej Szpakowicz, Training & Development Committee, Caitlin Stewart	Not much progress yet; some suggestions made by Maria and Leah	This will have to wait till Caitlin's successor is in place. We're at least covered for hosts through the end of the 2022–23 season.	Jan. 25, 2023
18	2024 Conference: Michelle to prepare a document so that Ellen can discuss it with local branches and twigs.	Current	Michelle Ou, Ellen Keeble	Waiting to hear feedback from branches and twigs	Still haven't heard back; wondering if I should press?	Jan. 27, 2023
19	Branch/Twig Toolkits: Anne (former Director of Branches and Twigs) to look over the toolkits and add updates. Heather to assist Anne and get the office's feedback on things she has flagged to be updated. Ellen to work on rewording. To be ready for early next year.	Current	Anne Godlewski, Heather Buzila, Ellen Keeble	Received lots of feedback; now at the implementation stage	Expect to have a main draft of combined toolkits, items added/flagged to be pulled out/moved within the week/early next week for review	Jan. 27, 2023

#	Action Items 2022/2023	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
20	EC Marketing Videos and Guidebooks: All directors to review and pass along feedback. Sue to reach out to Michelle to see if we need an "execread" for the videos to make it official.	Current	NEC Directors	TBD as the director stepped down		Oct. 22, 2022
21	The Editor's Weekly: Would like to increase BIPOC contributions to the blog and frequency of EDI topics. Maria to add to the EDI spreadsheet.	Current	Lucy, Beau, Director of MarCom, Maria Frank	TBD as the director stepped down		Oct. 22, 2022
22	Heather to talk to Sylvie about insurance options for Quebec members, reviving current task force or establishing new task force of Francophone members. Suzanne to look at the information received for the creation of a task force.	Current	Heather Buzila, Suzanne Aubin	No update yet; plan to work next year	No update yet	Jan. 29, 2023
24	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	Include in updated branch/twig toolkits?		Sep. 9, 2022
25	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
26	Michelle Waitzman to talk to Breanne MacDonald (conference chair) and Heather Ross to discuss including membership fees at the conference.	On Hold	Michelle Waitzman, Heather Ross	To be discussed with Natasha & Breanne. On hold until conference is more underway.		Sep. 11, 2022

Appendix C – Online Motions

Motion	Background	Opened	Closed	Moved By	Seconded By	Carried By	Abstain
To increase Editors Canada's sponsorship level of the 2023 in-person ACES conference to the silver level (\$1,500) from the spelling bee level (\$1,000)	The NEC previously approved sponsoring ACES at the spelling bee level, but when ACES was contacted, we found out that that level of sponsorship was no longer available. The NEC wants to make sure our representative at the ACES conference does not have to pay their own registration fee while also having to miss sessions to run the Editors Canada booth, so the silver level is the next best option.	Nov. 22, 2022	Nov. 23, 2022	Heather Buzila	Tara Avery	11	0
To approve the subscriptions to the Oxford English Dictionary (OED) online and the Canadian Press (CP) online	The NEC previously approved sponsoring ACES at the spelling bee level, but when ACES was contacted, we found out that that level of sponsorship was no longer available. The NEC wants to make sure our representative at the ACES conference does not have to pay their own registration fee while also having to miss sessions to run the Editors Canada booth, so the silver level is the next best option.	Nov. 22, 2022	Nov. 24, 2022	Heather Buzila	Ellen Keeble	10	0
To approve the Editors Canada 2023 budget		Nov. 28, 2022	Dec. 1, 2022	Tara Avery	Heather Buzila	10	0
To approve the payment of \$225 to become a new member of the Canadian Copyright Institute	The Canadian Copyright Institute (CCI) is an association of creators, publishers, and distributors of copyright works in the book, periodical, and music sectors. The CCI functions as a roundtable for sharing copyright information and coordinating copyright-related advocacy among rightsholders. This organization asks for low membership fees (\$225 for the first year, and \$450 in subsequent years at a regular price), and it typically meets twice yearly to coordinate and ratify its work. Becoming a member of the CCI would allow Editors Canada to stay informed of copyright changes in Canada and to push back against any legislation that might erode protections that content creators have over their own work.	Dec. 4, 2022	Dec. 8, 2022	Suzanne Aubin	Heather Buzila	8	0

Motion	Background	Opened	Closed	Moved By	Seconded By	Carried By	Abstain
To appoint Edward da Cunha as the new Certification Steering Committee (CSC) co-chair	The previous co-chair has finished her term, and the CSC has chosen Edward as the incoming co-chair.	Jan. 23, 2022	Jan. 26, 2022	Heather Buzila	Suzanne Aubin	10	0
To postpone the Francophone conference from November 2023 to November 2024	The former Francophone Adviser, Sylvie Collin, let the NEC know in late 2022 that she was having trouble recruiting volunteers to work on the Francophone conference and was worried about running the conference. Shortly after that, Sylvie had to resign her position for personal reasons. In the efforts to recruit for a new adviser, Heather Buzila has been unable to find a volunteer who has the time to work on organizing the conference this year. Because we are going to have a new person in the adviser position and the conference planning was already experiencing setbacks in planning under the former adviser, the best course of action is to postpone the conference for a year until things are more settled.	Jan. 25, 2022	Jan. 27, 2022	Heather Buzila	Suzanne Aubin	9	0