

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

**National Executive Council
Meeting Minutes**



**EDITORS
RÉVISEURS
CANADA**

April 23, 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 Holië	Secretary
Ruth Pentinga	Director, Marketing and Communications
Suzanne Aubin	Director, Member Recruitment and Retention
Arija Berzitis	Director, Professional Standards
Kaitlin Littlechild	Director, Publications
Błażej Szpakowicz	Director, Training and Development
Leah Morrigan	Director, Volunteer Relations

OTHERS

Natasha Bood	Executive Director
Lori Perrie	Recording Secretary
David Breme	Editors Québec

REGRET:

Ellen Keeble	Director, Branches and Twigs
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1. Call to Order

Maria Frank called the meeting to order at 2:01 p.m. EDT.

2. Land Acknowledgement

Maria Frank did the land acknowledgement.

3. Approval of Agenda

MOVED BY Maria Frank

SECONDED BY Suzanne Aubin

that the NEC approves the agenda.

Carried

4. Review of Outstanding Action Items from Previous Meetings

Item #2: Certification Steering Committee co-chair and motion – There is no co-chair; Arija will update during her update.

Item #3: Accumulated surplus in twigs accounts – This will be updated later.

Item #5: ELAP Structural Book – This is currently being copy edited. One of the exercises has to be removed; they had not received permission to use the Elections Canada website, as it cannot be used in a publication for purchase.

Item #12: 2024 Conference – Heather has emailed Maureen with Editors BC and has not yet heard back. Need to find a way to get a confirmation from BC.

Item #13: Branch & Twig toolkits – Ellen is absent.

Item #14: Marketing Videos & Guidebooks – Ruth has links to send; she will address it during her update. Heather shared that the NEC reviewed them briefly, but not the current NEC. These documents need to be sent out for feedback and will then be voted on for approval by the NEC. Ruth has some changes to make first.

Item #15: The Editors' Weekly – Beau temporarily stepped aside for personal reasons. Ruth will discuss during her update. In progress.

Item #16: Francophone insurance – Taskforce in progress, as per Suzanne.

5. Editors Québec

MOVED BY Maria Frank

SECONDED BY Suzanne Aubin

that the NEC approves giving David Breme a voice at the meeting.

Carried

David is the new chair of Editors Québec. He is temporarily in the position until the vote at the next Editors Québec AGM.

Editors Québec is organizing a workshop about academic proofreading. They are back to organizing events in the post-pandemic.

David is not yet sure whether he will be officially running for chair at the AGM; this will depend on external work circumstances. He is working on a post-doctoral fellowship at Laval University.

The NEC members introduced themselves to David. David is from France and is now in Québec City. He came as a PhD student and started to work as a proofreader. He will be collaborating with Leah and Błażej on French webinars.

6. Budget Update

The audit is happening a little earlier. The details will be discussed via email before the next meeting.

Natasha shared that the audit has been happening through the past week. One new thing for this year: The auditors have to look into the IT aspect. One thing that can be improved: There are too many people involved in some of our online systems, i.e. in some areas, too many people have access.

a. Twig funding

Tara had been working on twig funding. She will be writing a new paragraph that serves as an addendum to the old paragraph on twig funding, which will be sent to Natasha and Ellen during the week following the meeting.

7. Break (5 minutes)

8. 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

The status of Structural Editing was covered in the action items. The Handbook subcommittee is reworking some sections. Timeline is unknown at this point.

Kaitlin had a question from Editors Atlantic about *Editing Canadian English*. They read it and took notes and commented that it is slightly out of date, as the 2015 publication, which is the 3rd edition. They wonder if there is any plan to update that in the near future.

Heather said that it's reasonable to look into doing a revision, but she would have to look into how to start. Kaitlin will look into this with Heather. Maria shared that there is an audience for *Editing Canadian English*, in both Canada and the United States.

Kaitlin shared that things have somewhat calmed down and have been smoothed out with the Diversity Handbook. There was agreement that there had been some miscommunication. They have reworked the parts they can, based on Amber's initial comments.

b. Member services/Volunteer management committees

Member services will be looking into an offer from the co-operators for home and auto insurance for Editors Canada members.

Forum testing for the Google Groups has been completed and will be introduced soon.

Volunteer Management is working on the final stages of the overview committee's document before it goes to translation, while also working on updates for the Volunteer Handbook.

Błażej was invited to their next meeting in May to talk about the platform capabilities for webinar video.

c. Certification

Arija explained that there were still some loose ends in terms of gathering materials and picking up threads from the transition to Edward, the new co-chair. Another committee member, Saleh, will develop a history of pass/fail rates of past exams in reference to the promo for the next exams. They need to educate people regarding the tests because of the low pass rate. The

website is still populated with last year's exam info, and this needs to be updated. They are still recruiting new members, and they are still looking for a co-chair.

There is a book put out by a publisher in India, and they want Editors Canada to write a chapter on editing tests and their importance. The committee is looking for volunteers to write something. Heather suggested that Arijia post this in the members only Facebook group.

d. Standards committee

The Standards Committee is going through the comments that have been posted by Editors Canada members on the Google Drive version. It will take longer than originally anticipated to go through them. There has been a note of contention around the use of the word "professional" in the name of Professional Editorial Standards. This affects a lot of material. It might be too premature to change the name at this point, but they will be addressed in the next Standards revision, i.e. five years from now.

e. Webinars/Training and development committee

The call for webinar proposals just went out within the week prior to the meeting; the proposals are due May 22. At the next meeting, they will discuss whether or not they need new hosts and the need for volunteers to do live-captioning.

f. Career builder committee

No update.

g. Student relations committee

No update.

h. Nominations committee

The committee has found people for all positions except for a chair of the 2024 conference, which is hinging on whether or not Editors BC is hosting. Tara will try to get in touch with Maureen. The final "yes or no" should be sent to Heather, along with where in BC the conference will take place. It will then be voted on.

Heather disbanded the Nominations Committee for this year.

Heather has been trying to find an interim editor for the blog; this person would be the managing editor. Heather has reached out to Lucy Payette.

i. Website task force

Tara sent out the recommendation to change our web hosting services.

MOVED BY Tara Avery
SECONDED BY Heather Buzila

that the NEC approves the recommendation from Mango Innovation regarding the change of website host.

Carried

j. MarComm committee

Ruth shared that the LinkedIn team has met twice so far and is doing great things, including working with a couple of Francophone volunteers. They have been combined with the social media committee. They are working on getting guidelines for social media updated. Still in the process of asking Michelle for previous guidelines and getting them updated. There are four people on the team.

Beau's updates – He told Ruth that, to date, none of the blog contributors have requested or received payment for their posts. Beau does not want to create a two-tiered system where some contributors get paid and some do not.

Suzanne has noted that she has had difficulty getting a blog post posted in French. This seems to be a gap with French. This could be an issue with proofreading in French, though Suzanne knows people who could proofread, and Arija can also help with proofreading.

Ruth will ensure that Suzanne's post gets posted. She will also see who manages the "expresses interest" section of the website for submitting blogs, as Suzanne did not get feedback when she used this.

There are four new francophone members of the MarComm Committee: Two are working on LinkedIn, and the other two are working on the *French Meet an Editor* series.

i) Handbooks

Ruth will send out four documents to the NEC: Communications Guidebook, Social Media Guidebook, Crisis Communications Guidebook, Overview Guide (in the welcome package). Merel asked Ruth to share that the MarComm Committee is willing to help as needed; they just need time to plan ahead.

These four documents will be approved by the NEC and then can be passed along. They will need to be copy edited and branded.

k. Mentorship committee

No update.

l. Executive director

Michelle has been really busy getting awards stuff together. Sarah has been busy with webinar notices and the conference.

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

a. Implementation spreadsheet

Heather shared that we have the finalized partnership agreement with the Indigenous Editors Association (IEA). That information was going out in the most recent e-news. As part of that is the vote for providing an IEA member with a complementary conference registration.

Line 5: Increase the transparency of the NECs role within the organization, especially as it relates to branches and twigs. People seem to have an idea that the NEC is very secretive and does not share things with people. This is not true, as everything we do is on our website: meeting minutes, director reports, decision logs from AGMs, bios, etc. The meetings are also open to those who wish to attend. One idea to fix this is to devote a welcome email to things about the governance, how it works, and for those who would like to get involved. This would be a big revision to the welcome emails, too big to go into one of the existing emails. We would probably have to create a completely new email to go out to new members, which doesn't address how to get the information to the existing members. Another idea is to have someone write a blog post pointing members to the resources on the website.

- Suzanne offered to tackle this on the French side of things. This can be done once the English one is written. These could go out in back-to-back weeks.
- Błażej raised the question of where we could post these things where they are not already being posted. Everything we do is already public. Perhaps this could be something shared more widely on social media.
- Because we are approaching the AGM, this could be an angle in the blog post; the AGM is an opportunity to participate and learn further.
- These opinions could largely be based on legacy stuff that doesn't have anything to do with the current NEC. We can help solve this through information sharing. Moving forward, this could be done periodically, i.e. every couple of years.
- Maria suggested starting with the landing page on the website for making information about the NEC more transparent. This is something that could be done after the conference.

For the EDI recommendations, Heather is on hold for a few things, i.e. she is waiting to hear back from BIPOC of Publishing in Canada, waiting to hear back from ACP to see if they would like to do a partnership, etc.

The EDI Committee could also help with webinars. Błażej says that they would be very happy with that. (Note: there is not yet an actual EDI Committee in place).

b. EDI committee mandate

MOVED BY Heather Buzila

SECONDED BY Suzanne Aubin

that the NEC approves the draft mandate for the Equity, Diversity and Inclusion (EDI) Committee.

Carried

Heather will reach out to Amber to let her know that she can begin recruiting committee members.

10. Francophone Volunteers

Suzanne met with Badou, Sylvie and Nancy. The translation team is close to a volunteer burnout. They will look to Leah to help them out. Suzanne thinks that it would be valuable for Badou to attend NEC meetings. Leah reiterates that it would be helpful for Badou to be sitting in at Volunteer Management Committee meetings as well as the NEC meetings. Suzanne, Badou, Sylvie and Nancy will continue to meet with one another. Leah suggests that they put a call out for more volunteers to mitigate the burnout. Suzanne and Leah will communicate with Nancy about recruiting more volunteers.

- Maria shared that there is the option to use paid translation services for the larger or more overwhelming projects.

Leah asked about tackling the topic of self-care so that none of us burn out, perhaps in the blog or a newsletter. Suzanne shared that this was approached from different angles at the last conference, including Tara's presentation. There was a presenter who pointed out that freelance workers need to give themselves breaks, just like we would expect an employer to allow for us. Tara pointed out that working from home makes it difficult to create a work/life balance.

- Leah wondered if there is something we can do to support the membership and extend our compassion towards our members. What about volunteer initiatives? There is something to be said for the acknowledgment of time and energy. We may want to think about that when we do the volunteer video.

11. Branches and Twigs

Ellen is absent. She will be having a meeting with the branches and twigs in the coming week after the NEC meeting.

12. Dictionary Project

In camera

MOVED BY Heather Buzila
SECONDED BY Tara Avery

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

13. Conference

Heather shared that the conference sessions and presenters are up on the website. The early bird registration was set to close the day after the meeting, but the chairs had decided to extend it for a week. At last report, registrants are at 84 people while the cap is 150. They are extending early bird because the majority usually register before the early bird closes.

The rooms are confirmed. They are figuring out the pre-conference seminars put on by Editors Toronto.

Mina shared that they are trying to get sponsors. We have a new social media coordinator. We are looking for more vendors.

The pricing of the recording after the conference is in line with webinar pricing for individual sessions. There will be an option to purchase all sessions. It will be the same deal as past conferences, where recordings are available for three months after the conference. In-person attendees will also have access to recordings as part of their registration fee.

Suzanne asked, for those who have offered to volunteer for the conference, when they will hear details about if/when they are needed. Heather will check at the next conference meeting.

a. 2024 conference

No update.

14. Next Meeting June 11, 2023

15. AGM June 24, 2023

16. Adjournment

MOVED BY Leah Morrigan

SECONDED BY Ruth Pentinga

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 (April 23, 2023)

Zoom link:

<https://us02web.zoom.us/j/82572881091?pwd=Qko1SVR4eVRsTUFLU9ZTW1VNnl5Zz09>

Meeting ID: 825 7288 1091

Attending:

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

NEC documents in [Google Drive](#)

Sunday, April 23, 2023

2:00 p.m. to 5:00 p.m. (ET)

1. Call to order (2:00)
2. Land acknowledgment
3. Approval of agenda
4. Review of [outstanding action items](#) from previous meetings (2:05 to 2:30) Mina
5. Editors Quebec (2:30 to 2:50)
6. Budget update (2:50 to 3:20) Tara and Natasha
 - a. Twig funding
7. Break (3:20 to 3:25)
8. Update on ongoing projects (3:25 to 3:55) (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) Member services/Volunteer management committees Leah
 - c) Certification Arija

- d) Standards committee **Arija**
 - e) Webinars/Training and development committee **Blazej**
 - f) Career Builder committee **Heather**
 - g) Student relations committee **Heather**
 - h) Nominations committee **Heather**
 - i) Website task force **Tara**
 - j) MarComm committee **Ruth**
 - i. Handbooks
 - k) Mentorship committee **Suzanne**
 - l) Executive director **Natasha**
9. Implementing the equity, diversity, and inclusion (EDI) [task force recommendations \(3:55 to 4:10\)](#) **Heather**
- a. [Implementation spreadsheet](#)
 - b. EDI committee mandate
10. Francophone volunteers **(4:10 to 4:30) Suzanne**
11. Branches and twigs **(4:30 to 4:40) Ellen**
- a. Branch and twig procedures
 - b. Branch and twig toolkits
12. Dictionary project **(4:40 to 4:50)**
13. Conference **(4:50 to 5:00) Mina and Heather**
- (a) 2024 conference
14. Next meeting June 11, 2023
15. AGM June 24, 2023
16. Adjourn

Appendix B – Action Items

#	Action Items 2022/2023	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
2	Certification Steering Committee: To look for a co-chair and make a motion	Current	Arija Berzitis	Still in progress	Still in progress	Apr. 23, 2023
4	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	Still in progress	WIP: Tara to draft financial procedures, share with Ellen and Natasha, and distribute a copy to the NEC for review	Apr. 23, 2023
5	ELAP Structural Book: Copyedit, design, and finalize by early 2023. Look for a certified copy editor who could help.	Current	Kaitlin Littlechild	Designer is updating the contract to reflect the approved fee increase.	Copyedit done	Apr. 23, 2023
7	Career Builder document: Upload both English and French versions to the website.	Current	Heather Buzila, Michelle Ou	Still waiting on the translation group.	No update	Apr. 21, 2023
8	LinkedIn: Work with Michelle on its strategy.	Current	Heather Buzila, Career Builder Committee, Michelle Ou	Strategy has been reviewed by the NEC; MarCom and Career Builder representatives to present to the NEC and then the NEC needs to vote.	Voted on and approved. (This action item can be moved to "Completed.")	Apr. 21, 2023
9	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	Contractor has been selected, and our contract has been signed. Website delivery should be in 10 weeks.	No update – In progress	Apr. 21, 2023

#	Action Items 2022/2023	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
10	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	In progress	No update – In progress	Apr. 21, 2023
11	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	I raised both subjects at the March committee meeting, and we'll likely pick them up again in future meetings. Current priority is call for proposals for summer-fall sessions.	In progress; waiting for next committee meeting	Apr. 22, 2023
12	2024 Conference: Michelle to prepare a document so that Ellen can discuss it with local branches and twigs.	Current	Michelle Ou, Ellen Keeble	To follow up with Editors BC; having trouble reaching Maureen.	No update yet, trying to reach out to Editors BC	Apr. 23, 2023
13	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	Still a WIP		Mar. 19, 2023
14	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	In the process of sorting things out	In the process of sorting things out	Apr. 23, 2023
15	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	In the process of sorting things out	In the process of sorting things out	Apr. 23, 2023

#	Action Items 2022/2023	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
16	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	Planning to create a taskforce	WIP of forming a taskforce	Apr. 23, 2023

Appendix C – Online Motions

Motion	Background	Opened	Closed	Moved By	Seconded By	Carried By	Abstain
<p>To approve the following agreement with the Literary Review of Canada:</p> <ul style="list-style-type: none"> The Literary Review of Canada will provide Editors Canada with a link to subscribe to its magazine at a discounted rate; this link will be included in the confirmation email that goes out from Editors Canada after members renew their membership or join in. In return, the Literary Review of Canada will post one digital ad for Editors Canada on its website. 		Mar. 20, 2023	Mar. 23, 2023	Heather Buzila	Suzanne Aubin	10	0
To approve the mandate for the Standards Committee	Although the Standards Committee has been active for a few years, it was discovered that the committee did not have an official mandate. This motion will correct that error.	Mar. 24, 2023	Mar. 28, 2023	Heather Buzila	Leah Morrigan	11	0
To approve a free conference registration for the 2023 Editors Canada conference for a member of the Indigenous Editors Association (IEA), recipient to be determined by the IEA	Editors Canada has voted to approve a free conference registration for an IEA member in 2019, 2021, and 2022, so this is a continuation of that practice.	Apr. 12, 2023	Apr. 15, 2023	Heather Buzila	Maria Frank	9	0