

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

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



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

**October 15, 2023**

**Zoom**

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**PRESENT:**

**NATIONAL EXECUTIVE COMMITTEE**

Maria Frank	President
Tara Avery	Treasurer
Mina Holië	Secretary
Ellen Keeble	Director, Branches and Twigs
Ruth Pentinga	Director, Marketing and Communications
Suzanne Aubin	Director, Member Recruitment and Retention
Kaitlin Littlechild	Director, Publications
Leah Morrigan	Director, Volunteer Relations

**OTHERS**

Natasha Bood	Executive Director
Badou Bousso	Francophone Adviser

**REGRETS:**

Heather Buzila	Past President
Marcia Allyn Luke	Vice-President
Arija Berzitis	Director, Professional Standards
Błażej Szpakowicz	Director, Training and Development
Lori Perrie	Recording Secretary

**1. Call to Order**

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

**2. Land Acknowledgement**

Maria read the land acknowledgment.

**3. Approval of Agenda**

MOVED BY Maria Frank  
SECONDED BY Ellen Keeble

that the NEC approves the agenda.

Carried

**4. Review of Outstanding Action Items from Previous Meetings**

**Item #1:** Editors Canada 2024 conference. To determine if we will do the conference without a cap on upper limit and in hybrid mode. Tara shared that we are not yet at that decision. Still narrowing down the venue; after that, we will know more of what is going to entail. In progress.

**Item #7:** Publications Committee. Look into what to start with the revision of *Editing Canadian English* (3rd Ed. 2015). No update.

**Item #10:** Website launch. Tara shared that she had an email from Michelle, and they were still trying to solve the ongoing issue with Findjoo. It's likely that it will launch soon.

## 5. Budget Update

Tara shared that they have not yet met for the upcoming budget. Things are still on track heading into the final couple of months of this year.

Natasha said that drafting the next year's budget will likely happen before the next meeting. They are gathering requests. We are a little bit ahead of last year right now.

Ellen will send a reminder to branches and twigs to send budget requests.

### a. Twig funding

Tara will email the document on twig funding.

## 6. Conference

### a. 2024 conference

They have narrowed down to two locations: SFU downtown campus or UBC main campus. Tara will be doing site visits on the 24th. UBC is a bit further from the main hub of the city, so they would provide a block of rooms. With SFU, attendees would need to find their own accommodations. UBC room rates are more affordable. Once the venue is selected, the budget will come together fairly quickly.

They are still deciding on the theme. They are playing on the idea of tenses: past, present, and future.

They are looking at weekends in June, with no final date as of yet.

Ellen needs a bit more explanation as to the roles and responsibilities of the branch for the conference. Ellen would like to know how to define the roles and how they will work together. Some issues with communication came up during the Toronto conference and pre-conference sessions. For the 2024 conference, it will help that Tara is on both the NEC and Editors BC and that she is also a conference chair.

Tara said that it's important that the hosting branch has somebody who is at least—if not co-chairing—a liaison. Ellen suggested that they have a kickoff meeting that involves everyone, where expectations can be defined.

Ruth asked if there is any documentation that is passed on through conference chairs. Tara shared that there is lack of clarity when conference chairs are directed to a comprehensive set of information, rather than a specific document, for example. Natasha suggested that a meeting be

held with past chairs and current chairs in order to pass over information. This should happen every year going forward.

Ruth mentioned that there could be an opportunity for succession planning. Tara shared that there can be difficulty with passing information forward because of volunteer burnout. Leah pointed out that one way to avoid volunteer burnout is process documentation and post-mortem meetings. It would be great to have a document outlining the processes to pass forward for conference planners. Post-mortem meetings will allow volunteers to have their voices heard and allows for learning for the next year.

Badou talked about the significance of knowledge management. It is important for people to be able to find whatever information they are looking for, and this should be centralized so that there is no struggle to find information. Information shared in the form of attachments can get stale, and information may become obsolete. Badou asked if the website has the capability of having a component where a knowledge base can be created—a place to centralize documentation and make it searchable. The issue is information accessibility. Badou can come up with a knowledge management strategy.

Tara shared that, although Google Docs is intended to be used that way, she does not find it to be particularly user-friendly. Natasha said that it would be helpful to create webinars that educate volunteers on how to properly use Google Drive. Natasha shared that we have a lot of information on the Google Drive and on the website but that there is no one in charge of making sure that it is updated and organized accordingly. Ellen also thinks that a webinar on using the Google Drive would be helpful for branch and twig chairs. Ellen can help with editing videos containing lessons.

Tara will look through documentation about conference planning.

Badou shared that it would help to do a cleanup and have some retention and disposition rules in place so that, after a period of time, documents are disposed of or archived.

Leah wondered if this is a call for a task force or a volunteer knowledge manager. Natasha feels that this might be a staff position and that she will take this on. The NEC can guide on document retention. Ruth suggested that there should also be dating and naming conventions on documents. Natasha agreed that everything should be named and filed the same way.

#### **b. Francophone conference**

MOVED BY Maria Frank

SECONDED BY Suzanne Aubin

that the NEC approves giving Badou a voice at the meeting.

Carried

Badou has been canvassing and surveying volunteers about the conference. They think that it would be more judicious to make the conference virtual. Badou asked what type of resources that we have that could be tapped into.

Badou started by using Trello; they have had a few people express an interest. He is also using *La Vigne* as a forum to see what people think about the conference. Almost unanimously, they feel that a virtual conference seems more manageable at this point. Badou has also spoken with Sylvie, who organized the last Francophone conference.

Tara shared that Sara, in the office, is a point of contact for organizing the conference. Natasha suggested that Badou and Sara both meet with Sylvie.

Badou shared that they have some interest from people participating remotely in the conference from the United States. If we have a virtual conference, we can have participation globally. They had a guest to *La Vigne*, who was participating virtually from South Carolina. She was discussing freelancing and answering participant questions.

## **7. Break (5 minutes)**

## **8. Update on Ongoing Projects**

### **a. Publishing committee**

Kaitlin shared that everything is in production and will hopefully be done in time to release before the holidays.

### **b. Francophone updates**

A forum for freelancers was launched with the new season of *La Vigne*. It went very well; attendance was better than usual. People were eager to get information from professionals. Members liked the idea of having a bulletin board to exchange ideas. Having *La Vigne* as a venue for conversation is helpful. Badou asked the NEC to spread the word to Francophone members about *La Vigne*; this will be in the next update. Ellen will share information with branch and twig chairs to be forwarded to members.

Suzanne shared that we have one new member and that we had another member inquiring about certification.

The insurance task force has started getting rolling.

### **c. Member services/Volunteer management committees**

Member Services Committee is new. They had a brainstorming session, and there are lots of ideas flowing. Leah asked the NEC to email her with suggestions for member services; they are looking for input from as many people as possible.

Volunteer Management Committee will be adding bilingual features to VolunteerConnect.

A long-standing member and volunteer Mary has requested two specific volunteer jobs. One is editing resumes for refugees. Heather, Gael, Greg, and Michelle have weighed in. Leah was in touch with Tanya, a member who is Ukrainian and does resumes. Leah shared a link (<https://www.4ukraine.ca/resumereview>) to see if it's something we would like to do. This would

be a task force, and Mary would lead it. The resume job may be an EDI committee task. Mary also asked about updating the guidelines for ethical editing of student texts.

#### **d. Certification**

Maria shared a note from Arija.

Everything was on track for the two exams in November. We have healthy bookings for both proofreading and structural exams. The structural exam was briefly deleted off of Google Drive. But it was managed to retrieve it.

There were complaints from some of the pilot testers of the proofreading exam, because it required PDF markup on Part B, and they didn't know how to do it. Proofreading in the sense of our standards is usually done on a PDF. Sometimes It is done in Word and called proofreading, although it is a copy edit.

Ellen said that it sounds like people aren't sure how to do markup on PDF and that they've always done proofreading in Word. It depends on what space you're operating in. Maybe offer people the option to do a proofread in Word versus doing a markup on a PDF. Give them the option on the exam.

Kaitlin has found that, with proofreads, they are almost all PDFs, but there is a mix of whether or not they want you to use the built-in strike through/replace or their actual stamps with the proofreader marks (which they send to you, but you have to know how to add them to your program and use them).

Ruth took the George Brown editing course recently and was told that PDF was going to be almost exclusively what they would use for editing.

Ellen also learned how to proofread on a PDF, but she works in mostly corporate where they do not use PDFs. This could be an industry thing. Maria mentioned that there could be a webinar or refresher priming people on how to edit on PDFs, if they're not familiar with it, before the exams.

Suzanne shared that Arija has been forwarding her information from Francophone members who are showing interest in certification. Suzanne wondered who is in the French equivalent to Arija's role; Maria will check with Heather. Natasha shared that there were French equivalent tests, but in 2018/2019, and the whole committee quit. So, there hasn't been a test since then. Natasha got a grant to get the program going again, but they don't have the volunteers to do it. Usually from the office, they just let the members know that they are not doing them right now. Suzanne wondered about the organizational structure of the French equivalent once it comes back to life. Natasha will check with Heather.

#### **e. Standards committee**

Maria shared a note from Arija.

A motion for funding for design, which was budgeted, was passed by the executive for the PES document in process. Plans to issue and publish in January 2024.

#### **f. Webinars/Training and development committee**

Maria read a note from Błażej.

An email was sent requesting permission to offer discounts and sales year-round at the discretion of the committee. There was a positive reaction. Will make a formal motion to implement it.

The committee's main focus over the past month has been updating their marketing and communication strategies for the webinars. Based on a document originally written by Virginia St-Denis and Greg Ioannou in 2020. This process is ongoing, and they will probably want to continue to update the marketing strategy going forward.

Training and Development Committee wants to improve the reach and profitability of forthcoming webinars and to offer more options for members to buy old ones on discount as well as to promote them better. There is discussion about promoting webinar recordings to tie in with different calendar dates. Like e-book webinars during March for Small Press Month; tax and freelancing webinars during the lead up to the April 30 tax deadline; Canadian English webinars around Canada Day; or webinars related to whichever certification exam is happening in the months preceding that exam. They will be working with the MarCom Committee on social media advertising for all these endeavours. The committee are also hoping to present one or two free English and French webinars yearly, currently investigating how to offer a webinar on certification exam prep.

The Black Friday sale is happening in late November, and Sara will start putting together e-blasts for it early that month.

Ellen asked if branches and twigs can take advantage of bundle discounts, etc. when licensing webinars for multiple participants in place of organizing their own events. Maria will pass the question along to Błażej.

#### **g. Career builder committee**

Maria read a note from Heather.

The chair of the Career Builder Committee has had to step down. She is going to ask the committee to see if anyone would like to take over, but if not, Heather might need some suggestions for whom to contact to take over as chair.

#### **h. Student relations committee**

No update.

#### **i. Website task force**

They are still working with Findjoo on fixing bugs, etc. Michelle recommended to freeze the website on October 21-22 with an official launch on the following Monday.

Natasha shared that Findjoo is a small Canadian company offering customer relationship management (CRM) systems and that they have been asked to change quite a bit around to fit

how we use our website. They are able to have different taxes for the different provinces. They are very clean and user-friendly on the customer side. The requests made to them might not have been understood clearly. Switching the CRM is a tonne of work and can risk data loss, etc.

#### **j. Marketing and communications**

Laura has been working on including EDI/BIPOC writers and topics on the blog, and she is open to connecting with the EDI committee as needed. She will focus on having more topics on EDI in the new year. The schedule is all full for this year and is pretty robust in terms of diversity and representation.

Ruth updated the crisis communications guidebook. She made only minor changes and asked Michelle and Merel to help with some links. Ruth wondered what types of updates need to be approved by the NEC. Maria will check if there is a document in existence that details when updates need to be approved.

Ruth has a question about financials and approvals for financial requests. Natasha shared that financial details are in the quarterly updates within the NEC folder. Information is added to the folder with the monthly NEC meetings. Natasha is also available to go through the budget in detail with NEC members and explain line by line where needed.

#### **k. Mentorship committee**

Suzanne received an email from Risha about making changes to the forms that detail the time available for the introductory chat between mentors and mentees. There are some mentors who find that it is more time than needed. Suzanne suggested that they change the wording to say “up to an hour.” Suzanne will follow up.

#### **l. Executive director**

Natasha shared the office move-out plan. The lease ends in January 2024, and they are currently paying about \$2,500/month for rent. It will cost approximately \$1,200 in moving costs, as a one-time fee. They will be moving what will be kept into storage (i.e., historically relevant items and conference supplies). The ongoing costs for storage rental unit and PO box fee will be about \$300-350/month.

In early November 2023, Sara, Michelle, and Natasha will meet at the office for a day and sort out what will be kept and what will be given away. They will decide about selling or donating desks, shelves, and office supplies that are no longer needed. They will keep, move, and store conference supplies and historical records.

In December, items will be moved to the storage unit. Natasha found a storage unit in Liberty Village for \$275/month (with 50% off the first three months). She will look for a Canada Post office nearby. They will have mail forwarded for two years.

In January, they close up the office.

Natasha asked if the NEC is okay to let her use best judgment on selling and donating desks, bookshelves, other furniture, appliances, etc. Suzanne suggested donating to places that are

helping people transitioning from shelters, etc. into homes. There is agreement that this is the best idea.

Michelle and Sara have been occupied with the website and early conference meetings.

The webinars are selling really well.

## **9. Branches and Twigs**

### **a. Branch and twig procedures**

### **b. Branch and twig toolkits**

Ellen wonders at which stage she should give the toolkits to the NEC for approval. She will send the part about finances to Natasha, Tara, Michelle, and Sara. She also wants to have branches and twigs look at it for the purpose of user testing, and she is wondering in what order the toolkits should be looked at for approval. Maria shared that it should be fine for Ellen to have the branches and twigs check the document first and then have it approved by the NEC.

Ellen will be out of contact for the duration of November 8-16. Natasha or Michelle Ou will answer emergency questions during that time.

## **10. Implementing the Equity, Diversity, and Inclusion (EDI) Task Force Recommendations**

### **a. Implementation spreadsheet**

Maria read Heather's update.

**Row 7:** Strategic planning will begin in January, and the facilitator is trained on incorporating EDI principles into the strategic plan.

**Row 9:** Partnership agreement is now finalized with the Northwest Editors Guild. Meeting held with BIPOC of Publishing in Canada to discuss what a partnership with Editors Canada will look like; they will be in touch once they discuss further with their board. Haven't heard anything back from the Association of Canadian Publishers or LGBTQ+ Editors Association after reminders.

**Row 14:** BIPOC of Publishing in Canada is interested in submitting webinar proposals in the future.

## **11. Strategic Plan**

Maria read Heather's update.

Heather sent a draft scope of work document from Patricia Huntsman to the NEC for review. She asked the NEC to read through and email her with comments or questions so that she can make a motion to approve it if there's nothing that needs revising or clarification.

Suzanne asked if the strategic plan will be translated. Natasha shared that Patricia is bilingual and will be providing French translation.

## **12. Dictionary Project**

Work in progress.

## **13. Next Meeting November 5, 2023, 1:00-4:00 p.m. (ET)**

## **14. Adjournment**

MOVED BY Suzanne Aubin  
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 (October 15, 2023)**

**Zoom link:**

<https://us02web.zoom.us/j/84780675995?pwd=RFk3cThFL0k5VjlxVm9pRzc4WnNRZz09>

**Meeting ID: 847 8067 5995**

**Passcode: 271880**

Attending:

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

NEC documents in [Google Drive](#)

Sunday, October 15, 2023

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

1. Call to order **(1:00)**
2. Land acknowledgment
3. Approval of agenda
4. Review of [outstanding action items](#) from previous meetings **(1:05 to 1:15) Mina**
5. Budget update **(1:15 to 1:50) Tara and Natasha**
  - a. Twig funding
6. Break **(1:50 to 2:00)**
7. Update on ongoing projects **(2:00 to 2:40) (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 updates **Suzanne**
  - 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 **Tara**
  - j) MarComm committee **Ruth**
  - k) Mentorship committee **Suzanne**
  - l) Executive director **Natasha**
8. Branches and twigs **(2:40 to 3:00) Ellen**
- a. Branch and twig procedures
  - b. Branch and twig toolkits
9. Implementing the equity, diversity, and inclusion (EDI) [task force recommendations](#) **(3:00 to 3:05) Heather**
- a. [Implementation spreadsheet](#)
10. Strategic plan **(3:05 to 3:15) Heather**
11. Conference **(3:15 to 3:45)**
- a. 2024 conference **Tara**
  - b. Francophone conference **Badou**
12. Dictionary project **(3:45 to 4:00) Heather, Marcia, and Natasha**
13. Next meeting November 5, 2023, 1:00–4:00 p.m. (ET)
14. Adjourn

## Appendix B – Action Items

#	Action Items 2023/2024	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
1	Editors Canada 2024 conference: To determine if we will do the conference without a cap on upper limit and in a hybrid mode. While Sara is currently looking for an appropriate venue, this depends on how successful online sales from this year's conference were.	Current	Tara Avery, Sara Abdul		No update yet	Oct. 15, 2023
2	VolunteerConnect: Leah to update the language used in the VolunteerConnect spreadsheet—from English only to bilingual to encourage more francophone members' participation	Current	Leah Morrigan		In the works. Standing by for our next meeting to get this rolling.	Oct. 13, 2023
3	Forum for Francophone editors: To provide Francophone members some resources and a place to organize the information. Badou has offered to be a moderator. Heather to talk to Michelle Ou for the next step.	Current	Heather Buzila		No update, but we did just set up the food editors Google group, so the Francophone group would follow the same steps.	Oct. 12, 2023
4	Certification exams in French & Edit Like a Pro for Francophones: Prior to 2019, when the French exams were running, there was a study guide. We got a grant last year but are still looking for a person to help restart the French program. According to Suzanne, we have a member who has shown interest.	Current	Suzanne Aubin			
5	National Office transition planning: As the office lease ends at the end of January 2024, Natasha is to sort out what is needed and what is to get rid of, and a small storage unit and PO Box would be needed. She will put a plan in place for discussion and send out for approval.	Current	Natasha Bood	No update - will send out plan for October Meeting	Plan is in the NEC folder	Oct. 15, 2023

#	Action Items 2023/2024	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
6	Subscription to the Canadian Press French style guide: Consider this new offering to Francophone members, starting this year.	Current	Heather Buzila, Natasha Bood	natasha.bood@editors.ca, did this happen yet? If not, what can I (Heather) do to help to make it happen?	Done (I think)	Oct. 12, 2023
7	Publications Committee: Look into what to start with the revision of Editing Canadian English (3rd Ed., 2015).	Current	Kaitlin Littlechild, Heather Buzila	No update - on the list to look into this fall	No update	Oct. 15, 2023
8	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	In process - we met with branch chairs about their budgets. Tara working on drafting a procedure for twigs.	Natasha sent draft to Tara - in Progress	Oct. 15, 2023
9	Career Builder document: Upload both English and French versions to the website.	Current	Heather Buzila, Michelle Ou	I (Heather) will need to look into this.		Sep. 8, 2023
10	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	Tara will provide update on this at the meeting as part of the task force report. Looking at a mid-October launch now due to complications with Findjoo and a single login.	Still dealing with the ongoing issue, but hoping to relaunch the new website around the end of this month	Oct. 15, 2023
11	Webinars: <del>Look for additional webinar hosts as well as</del> a way of doing live-captioning for accessibility for people attending live.	Current	Błażej Szpakowicz, Training & Development Committee, Caitlin Stewart	Updated the committee on this, we'll pick up the subject in future meetings.	No updates; the committee is focused on other tasks at the moment.	Oct. 14, 2023
12	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	Some drafts have been done, and they are to be reviewed.	No update yet, still in progress, but NEC approval incoming	Oct. 14, 2023

#	Action Items 2023/2024	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
13	EC Marketing Videos and Guidebooks (handbooks): 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, Ruth Pentinga	Communications planning guidebook was copy edited and approved by NEC as was the social media volunteer guidebook. The crisis communications guidebook and marketing communications overview are still to be reviewed, and edited as needed, and may need NEC approval if many edits are necessary.	The crisis communication s guidebook has been reiveid and minor corrections made. The document has been sent to the marcom chair, Merel, and Michelle Ou to see if the invalid links can be fixed or updated on it. No major changes made so no NEC approval will be sought.	Oct. 13, 2023
14	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. Suzanne to work on the French version.	Current	Lucy (editor), Beau, Ruth Pentinga, Maria Frank, Suzanne Aubin	Ruth emailed Laura Bontje on Sep. 8 to see if she has any knowledge of this and if not she does now. Ruth will follow up on this to see what could be done on this once the NEC discusses this in Sep. 10's meeting.	One of the current managing editor's (Laura) goals as managing editor for the blog was already to have more of an intentional EDI focus. She will reach out to / collaborate with the EDI cttee as/when needed. Current blog proofreader is a BIPOC person. In addition: a number of posts are/will be by BIPOC writers, seeking more posts on EDI topics got new year, etc. She's on it!	Oct. 13, 2023

#	Action Items 2023/2024	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
15	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	WIP of forming a taskforce	Taskforce brief distributed to the NEC; currently in the voting process to accept it	Oct. 14, 2023
16	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.	Done	Leah Morigan, Natasha Bood	Complete	Done and can be removed	Oct. 12, 2023
17	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). Heather Buzila to ask Gael for more info on the original idea.	Past	Heather Buzila	old item - instead of doing this, Heather has been writing blog posts that create more transparency about the NEC and has led governance meetings with the Branch & Twig chairs each August. We believe this is more interactive and better than the original poster idea.	Done and can be removed	Oct. 12, 2023

#	Action Items 2023/2024	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
18	<p>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.</p> <p>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).</p>	Past	Suzanne Bowness	Old item - remove		Sep. 8, 2023
19	Michelle Waitzman to talk to Breanne MacDonald (conference chair) and Heather Ross to discuss including membership fees at the conference.	Past	Michelle Waitzman, Heather Ross	Old item - remove		Sep. 8, 2023

## Appendix C – Online Motions

Motion	Background	Opened	Closed	Moved By	Seconded By	Carried By	Abstain
To subscribe to the online Guide de rédaction offered by the Canadian Press	For 51-100 simultaneous users to access via EZproxy, the cost would be \$4,200 CAD per year plus tax. This would be a great benefit for our Francophone members and for recruiting more Francophone members to the association.	Sep. 13, 2023	Sep. 17, 2023	Heather Buzila	Suzanne Aubin	9	0
To reinstate the \$500 cash prize for each of the runners-up for the Tom Fairley Award	<p>The Tom Fairley Award is presented annually to an exceptional editor who played an important role in the success of a project completed in English or French. The winner of the award receives a cash prize of \$2,000.</p> <p>Up until 2020, the two runners-up also received cash awards of \$500 each. In 2020, we needed to vote to stop this because of financial issues the association was having at the time. Since the association is now doing better financially, it is a good time to reinstate this cash prize for the runners-up.</p>	Sep. 26, 2023	Sep. 29, 2023	Heather Buzila	Ellen Keeble	11	1
To approve an amount of \$750+HST (\$847.50) to pay the designer of the new Professional Editorial Standards (PES) to prepare the document for publication in January 2024	The Standards Committee needs to pay the designer of the new PES, slated for publication in January 2024. Unfortunately, these funds were not budgeted for 2023, and we cannot wait until 2024.	Sep. 29, 2023	Oct. 3, 2023	Arija Berzitis	Heather Buzila	8	1
To approve the 2023 March meeting minutes for posting on the website		Oct. 5, 2023	Oct. 10, 2023	Mina Holiië	Heather Buzila	9	0
To approve the 2023 April meeting minutes for posting on the website		Oct. 5, 2023	Oct. 10, 2023	Mina Holiië	Suzanne Aubin	9	0

Motion	Background	Opened	Closed	Moved By	Seconded By	Carried By	Abstain
To approve the 2023 June meeting minutes for posting on the website		Oct. 5, 2023	Oct. 10, 2023	Mina Holië	Heather Buzila	9	0
To approve the creation of a Google group for food editors who are members of Editors Canada	In the spring, a member approached me via the Editors Canada members-only Facebook group about creating a Google group for food editors to discuss and chat. The NEC discussed this and agreed to the terms that only members may join the group and that the moderator of the group will report to the National Forum Monitor, rather than being a separate national position.	Oct. 10, 2023	Oct. 13, 2023	Heather Buzila	Suzanne Aubin	8	0