

Editors' Association of Canada
Association canadienne des réviseurs

National Executive Council
Meeting Minutes



EDITORS
RÉVISEURS
CANADA

April 21, 2024

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
Arija Berzitis	Director, Professional Standards
Kaitlin Littlechild	Director, Publications
Błażej Szpakowicz	Director, Training and Development

OTHERS

Natasha Bood	Executive Director
Lori Perrie	Recording Secretary

REGRETS:

Ellen Keeble	Director, Branches and Twigs
Ruth Pentinga	Director, Marketing and Communications
Suzanne Aubin	Director, Member Recruitment and Retention
Leah Morgan	Director, Volunteer Relations

1. Call to Order

Maria called the meeting to order at 1:02 p.m. EDT.

2. Land Acknowledgement

Maria read the land acknowledgement.

3. Approval of Agenda

MOVED BY Maria Frank

SECONDED BY Heather Buzila

that the NEC approves the agenda.

Carried

4. Review of Outstanding Action Items from Previous Meetings

Item #1: Content management and data retention period. As per Heather, the corporate calendar indicates that minutes and director reports are to be uploaded to the website after meetings; Maria will check and provide updates if necessary. Maria reported that some meeting minutes are currently in review by the NEC, and Marcia has forwarded the annual report to Michelle, both French and English versions. For a data retention inquiry from Gael about updating a 1999 decision log, Maria mentioned that there is uncertainty about a policy on the duration of

information retention. Heather pointed out that this issue might be due to the transition period from paper to digital records. The particular decision (outdated standards that were later revised in 2009 and 2016) that Gael inquired about wasn't voted on by members at the AGM for some reason but was instead approved by the NEC. Natasha doubted the existence of paper minutes from that period. Marcia suggested noting the investigation and subsequent updates for future reference.

Item #2: Editors Canada 2025 Conference. Maria shared Ellen's updates stating that, despite polling branches and twigs about hosting the conference and consulting the conference handbook, she remains uncertain about the expectations for the host branch or twig. Some twigs are interested in learning more. Tara highlighted the complexity this year due to her dual role as chair of the committee and Editors BC executive, making it hard to engage the host branch; someone from outside of the local branch or twig might be in an even more challenging position. Ellen is now seeking chairs at this point, ideally from the host location, to lead and involve the local branch or twig.

Item #3: Reconsideration of the Conference Advisor position. Tara emphasized the need for a role that extends beyond a single year to ensure continuity and mentoring; conference chairs might need to commit for more than one year if feasible. Natasha pointed out the challenges of simultaneous changes in the conference advisor, committee members, and staff but suggested a system where the previous conference chair becomes the past chair to maintain succession. The team had previously considered making it a paid staff position but decided to keep the current structure until the strategic plan is completed. Heather is stepping in to replace Breanne, who is stepping down.

Item #5: Publications Committee: Consider pricing adjustments for proofreading volume due to inflation and for bundle purchases. Kaitlin updated in the subsequent Update on Ongoing Projects section.

Item #11: Branch/twig toolkits. No update.

5. Budget Update

Tara shared that the audit is underway and going quickly. We will have everything completed well in time for the AGM. The auditor advised us to amortize the website expense, because it's a capital expense, which will reduce the deficit.

There are only about 55 conference registrations, partly explained by the fact that speakers no longer pay for registration. Also, registrations are higher on the first and last days of the early-bird period. If registration remains low, we may have to look at the budget again. Heather asked if that will just be a loss in case that the registration remains low. Tara said that it's too early to know, but we can make adjustments to help it balance out. Natasha said that Sara has held back on some things to cut down costs for now, until we have more information. This is mostly outside of our control. The shifting climate of accommodations could be acting as a deterrent to people visiting Vancouver, especially due to the new Airbnb restrictions. For future conferences, we may have to consider that cost of living is cutting into the bottom line.

There was an error where part of the CEBA Loan wasn't paid back on time. This means that we won't be able to retain the forgiven part of the loan. However, Natasha also mentioned that the audit is going very swiftly.

6. Editors British Columbia

Maureen, from Editors British Columbia, didn't attend the meeting. Tara shared that almost the entire Editors BC exec is leaving next year. There have been communication issues within the branch as well. Tara believes that the turnaround in exec members could be due to a combination of communication issues, burnout, and people simply moving on. They may reach out to students at Simon Fraser University for recruiting new members. For the foreseeable future, if anyone needs anything from Editors BC, members can contact Tara.

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 Professional Editorial Standards were just published.

The Ethical Guidelines are being updated in InDesign.

Diversity web content is in its final review stages.

ELAP Copy Editing: They are engaging with the writers right now to review the current partial draft that has been done and provide their recommendations and work plan.

ELAP Structural Editing: Finalizing their pricing and talking with Michelle about how the website can handle in terms of various pricing structures. That will be going to Kaitlin who will send it out to make a motion.

b. Francophone updates

Maria shared the updates received from Suzanne and Badou.

From Suzanne: Insurance Task Force. The two members who agreed to work on the topic have met with Suzanne on Zoom. They will consult the survey conducted in the past and decide on the best questions to ask the membership.

From Badou: November 21, 2024, has been picked for the conference date. He will be finalizing the communication plan shortly and will confer with Michelle. They have a list of potential speakers; there will be a max of two keynotes, and the rest will be breakout sessions. With branding still work in progress, they are also trying to recruit more volunteers.

c. Mentorship committee

Maria shared the update received from Suzanne. She is working with Sara to re-think current offerings to our members.

d. Member services/Volunteer management committees

No updates (Maria is overseeing Leah's committees in interim).

e. Certification

Arija shared information from the co-chair. There was one appeal on the proofreading exam from a candidate who was very close to the cutoff, because they introduced errors and went beyond the scope of proofreading. The third appeal marker has agreed that it was a close fail; this candidate went out of the scope of the exam to unprofessionalism—over editing, where there was no need on style, and making unprofessional comments. They feel that they have to make an exception and give specific feedback.

A new candidate resigned from the committee for personal reasons; he was the stylistic shepherd. The only candidate to take his place is a new recruit, but this person might not be up to the task. They will try to recruit a new member, but it may fall to the co-chair to actually do it.

There is a webinar proposal from Roma and Robyn, with the Training and Development Committee, for the July offering. They agreed for someone from the committee to be on hand to answer any administrative questions. This is an information session on certification.

f. Standards committee

The Publications Committee got a blog post from Adrienne Montgomerie, who teaches publishing programs at universities and wants to review the new standards document. A few comments she made seemed to be her personal opinion; she feels that some of the standards are a bit too basic, regarding dealing with one another with tact and respect. She wanted feedback from Amber Diaz on why the new standards bring in ethical concerns in editing. Amber didn't reply. Adrienne is standing by what she originally wrote. Natasha said that Michelle should be aware that this is happening. Once it is published, it will be up to readers to decide whether they agree with Adrienne's opinion.

The Standards Committee updated the ethical editing of student texts; they tied some of the concepts to the actual new standards.

g. Webinars/Training and development committee

Błażej said that they are still in the phase of the calendar where things are just rolling along on their own.

About a month ago, shortly before the March NEC meeting, they had some problematic comments and interactions in a chat for one of the webinars. Catherine, Sara and Natasha brought this to the attention of Błażej, Heather and Maria, who agreed with Sara's proposed handling of the situation. It was a problematic comment in the chat section of a particular

webinar, which other attendees were badly affected by. The bylaw confirmed that Sara was handling the situation correctly; she contacted the people involved for a follow-up. Editors Canada received back a follow-up email from the person who wanted the negative comment addressed, and they felt that it was handled well enough during the course of the webinar. They then sent a detailed list of suggestions to prevent this type of incident from happening in the future. Błażej, Sara and Catherine agreed that there are a few things they will consider incorporating, such as having multiple moderators for webinars with large attendance. For the most part, this was an exceptional event that would unlikely recur.

Błażej is hosting an upcoming webinar.

h. Career builder committee

No update.

i. Student relations committee

No update.

j. Nominations Committee

The committee has stalled with several important NEC director and national positions unfilled, such as Vice-President, Secretary, and Francophone Advisor positions. There are also some positions unfilled that Heather will keep working on.

i). Director term length

The biggest drawback to filling the Vice-President position is the fact that it is a six-year commitment, which is understandable. This was brought up in the initial nominations committee meeting back in February for discussion about the term length for Vice-President, President and Past President. Should these positions be one-year positions instead of two-year positions, taking the total commitment will down to three years from six years.

Before Gael Spivak's term, these were one-year positions. Then, something shifted right before Gael became President, and these became two-year positions. So, there is precedent for the positions being one year in length each.

One concern with shortening the term is that it doesn't give a lot of time for new directors to learn their positions; especially for the President role, it takes one year to really learn it well.

Marcia added that some of the feedback she has received is that people don't know where they will be for the duration of six years, so it is a challenging commitment for many people to make. Apparently, as well, the one-year term in each position has precedent in other organizations. It does, however, make it challenging with such a quick turnover, and so it might mean that President will rely a little more heavily on the Vice-President and Past President; it would be more of a team approach.

Maria pointed out that, because all NEC directors have the two-year term, it would leave an odd year among the NEC positions if Vice-President, President and Past President were changed to

the one-year term. She suggested that another alternative be to strip the Past President of a lot of duties and make it more of a consulting role. In this way, the bulk of the work would be during the first four years with minimal work in the last two years.

Gael had told Heather that the switch to the two-year term was probably because the one-year term wasn't enough time to accomplish much. In the bylaws, it says that directors are elected for the two-year term, so there will be an odd gap year that is to be filled.

Marcia shared that she would have more people interested in taking Vice-President position if it were shorter. This speaks to sustainability if people are not coming in; this is something that should be dealt with as part of our new strategic plan. Alternatively, someone could come in temporarily but wouldn't be willing to carry on. This might be a short-term solution.

Filling the Secretary position is more pressing. If no one fills the position, somebody on the NEC needs to take it over. There was discussion around combining the recording secretary and secretary roles into one. Since meetings are now recorded and available for review after the meeting, the gap in minutes during the Secretary's direct participation in the meeting could be filled in using the recording. Heather will check the bylaws, and Lori will contact Mina and Heather.

Marcia will reach out to her contacts to see if they are willing to fill a one-year temporary term until the strategic plan is finished. If the Past President becomes more of a consulting role, the nominations committee could be shuttled into someone else's portfolio.

k. Marketing and communications committee

No update.

l. Executive director

EZProxy has been down for almost a month, which is quite upsetting to members. Michelle and Natasha met with the website developer to let him know that this needs to be corrected as soon as possible, if feasible, by next week. As there are members who are very upset, is there something we can offer to them as compensation?

One idea was to offer one free month; however, then this would have to be offered to all members and would be a big hit to the membership revenue. Heather suggested that we offer everyone one free webinar. Everyone agrees that this is a good solution.

With the new website launch, there was a cache on the EZProxy, which ran out. The new website is run by WordPress engine, and they don't like to run EZProxy on the site. This wasn't fully thought out by the website task force previously.

9. Branches and Twigs

a. Branch and twig procedures

No update.

b. Branch and twig toolkits

No update.

c. Future of the Edmonton twig

The Edmonton twig has been without co-chairs for two years; according to our governance documents, they should not be a twig anymore in such a case, because they've been without any chair for too long.

Heather can work with Ellen to send an email to members to let them know the situation and to see if anyone wants to step forward. If that doesn't work, we will make a motion at the AGM to disband the Edmonton twig.

Tara asked whether it would be possible for Edmonton to join with the Calgary twig to become the Alberta branch or twig. Heather said that Calgary has been the liaison for the Edmonton twig since they've been without a chair. Calgary probably wants to stay as the Calgary twig, but people in Alberta may have to join Editors Calgary then. There is precedent from what happened with Saskatchewan, where there was an email sent to members to let them know that they could select another nearby branch/twig.

Heather will talk to Ellen first about sending something out to members. They can be given some time to make a decision. A motion can be sent to Michelle for the AGM next year.

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

a. Moving beyond the implementation spreadsheet

The task force disbanded in 2021. The recommendations—while still relevant—have run its course. There may be a better way to talk about incorporating EDI into the NEC's work that doesn't necessarily refer to the spreadsheet. The concerns from the spreadsheet have possibly been taken into consideration with the ongoing strategic planning. The concerns should stay on the radar to be incorporated into all aspects of what we do, but not as a separate committee or task force.

Heather suggested sending the spreadsheet to Patricia, which Natasha will do.

Maria will remove this item from the agenda onward.

11. Strategic Plan

The staff has a meeting next week, then there are a couple of meetings next month with the working group and the NEC. They will be reporting back with everything they will be informed of and what they think; these are the key drivers of the report. They will check in before they start flushing out the full plan.

Patricia will be presenting on the Strategic Plan at the conference.

12. Conference

Things are still moving forward. They are waiting for the end of the early-bird period to see where things are at with registrations. There may be a bit of volunteer burnout within the committee, so they are trying to figure out how to keep momentum going.

13. Dictionary Project

No major updates. Natasha had emailed the NEC about John doing some press, including speaking on the CBC. There was a bit of negative feedback, i.e. he made an error when he said that there hasn't been a Canadian dictionary in 20 years (there was a smaller online dictionary of Canadianisms and another smaller work). He missed a couple of things, and he acknowledged that John and Laura, who is leading the fundraising efforts, are working at building out volunteer teams and that they are both working on establishing their own corporation, applying for the not-for-profit status moving forward.

14. Other Business

No other business.

15. Next Meeting Sunday, May 19, 1:00-4:00 p.m. (ET)

16. Adjournment

MOVED BY Maria Frank

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 (April 21, 2024)

Zoom link:

<https://us02web.zoom.us/j/82103348124?pwd=cU12TEtUdFFnT1dBsk54QTJPSnllUT09>

Meeting ID: 821 0334 8124

Passcode: 735812

Attending:

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

NEC documents in [Google Drive](#)

Sunday, April 21, 2024

1:00 p.m. to 4:00 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 1:30) Tara and Natasha**
6. Editors British Columbia **(1:30 to 1:50)**
7. Break **(1:50 to 1:55)**
8. Update on ongoing projects **(1:55 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 and Badou**
 - c) Mentorship committee **Suzanne**
 - d) Member services/Volunteer management committees **Leah**

- e) Certification **Arija**
 - f) Standards committee **Arija**
 - g) Webinars/Training and development committee **Blazej**
 - h) Career Builder committee **Heather**
 - i) Student relations committee **Heather**
 - j) Nominations committee **Heather**
 - i) Director term length **Heather and Marcia**
 - k) MarComm committee **Ruth**
 - l) Executive director **Natasha**
9. Branches and twigs **(2:40 to 2:55) Ellen**
- a. Branch and twig procedures
 - b. Branch and twig toolkits
 - c. Future of the Edmonton twig **Heather**
10. Implementing the equity, diversity, and inclusion (EDI) [task force recommendations](#) **(2:55 to 3:05) Heather**
- a. Moving beyond the [implementation spreadsheet](#)
11. Strategic plan **(3:05 to 3:20) Heather and Natasha**
12. Conference **(3:25 to 3:45) Tara**
- a. Future conferences
 - b. Francophone conference **Badou**
13. Dictionary project **(3:45 to 3:55) Heather, Marcia, and Natasha**
14. Other business **(3:55 to 4:00)**
15. Next meeting Sunday, May 19, 1:00–4:00 p.m. (ET)
16. Adjourn

Appendix B – Action Items

#	Action Items 2023/2024	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
1	Content management: Establish effective information management and workflow tracking mechanisms to ensure that the governance reports webpage is kept up-to-date. Data retention period?	Current	NEC directors, Natasha Bood		WIP; to add notes in the log where relevant, if info can be found	Apr. 21, 2024
2	Editors Canada 2025 conference: Try to determine the location well in advance for smooth transition from the current committee members to subsequent members. Ellen to send out an email to all branches & twigs to see if any of them are interested.	Current	Ellen Keeble		WIP	Apr. 21, 2024
3	Reconsideration of the conference adviser position: Return back to the original model or eliminate this position due to potential redundancy	Current	NEC directors		Put on hold until the new strategic plan is completed	Apr. 21, 2024
4	Quebec insurance task force: Recruit task force members	Current	Suzanne Aubin		Met with two new members via Zoom	Apr. 20, 2024
5	Publications Committee: Consider pricing adjustments for proofreading volume due to inflation and for bundle purchases.	Current	Kaitlin Littlechild		ELAP pricing proposal was discussed by NEC via email three weeks ago	Apr. 21, 2024
6	Francophone conference for 2024: Budget approval and allocation might be needed. Suzanne to contact Badou as no budget request has been submitted.	Current	Suzanne Aubin	WIP, near completion		Mar. 24, 2024
7	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	Standing by for our next meeting		Nov. 5, 2023

#	Action Items 2023/2024	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
8	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	No update		Mar. 24, 2024
9	Publications Committee: Look into what to start with the revision of Editing Canadian English (3rd Ed., 2015).	Current	Kaitlin Littlechild	Started & WIP		Mar. 24, 2024
10	Career Builder document: Upload both English and French versions to the website.	Current	Heather Buzila, Michelle Ou	Still waiting on Career Builder Committee	The French and English docs have been completed and sent to Michelle Ou to upload to the website. This can be marked as done.	Apr. 17, 2024
11	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	Branches and Twigs Info Hub + website updates comin'		Mar. 24, 2024
12	Webinars: Look for additional webinar hosts as well as a way of doing live-captioning for accessibility for people attending live. **Currently put on hold as no activity for about 10 months because of the other priorities**	On Hold	Błażej Szpakowicz, Training & Development Committee	No updates as of yet; hoping to bring this up whenever the committee meets to start planning the next season.	No updates	Apr. 21, 2024

#	Action Items 2023/2024	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
13	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.	Past	Website Taskforce, Tara Avery, Natasha Bood	Accomplished		Jan. 29, 2024
14	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.	Past	Tara Avery, Sara Abdul	Will be updated during the regular meeting updates instead		Jan. 21, 2024
15	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.	Past	Heather Buzila	Done		Jan. 19, 2024

Appendix C – Online Motions

Motion	Background	Opened	Closed	Moved By	Seconded By	Carried By	Abstain
<p>To approve the free ambassador/ presentation workshop series</p>	<p>In reference to an email sent to the NEC for feedback on March 15, Kay Pettigrew (recent EDI fellowship recipient and member of the MarComm Committee) has proposed a free (pro bono) ambassador presentation/workshop or series beyond its current scope.</p> <p>Her objectives are to strengthen the quality of work that Research for the Front Lines (R4FL) produces for the communities/organizations they serve and to honour those relationships.</p> <p>Alternatively, she suggested tailoring a collaborative workshop based on the overlap of what Editors Canada ambassadors can offer and the specific needs identified by R4FL for their volunteers.</p> <p>Benefits of the proposed workshop series:</p> <ul style="list-style-type: none"> • Boosting research output/quality • Streamlining some of the research/writing processes, which means generating work quickly and with more ease • Making texts/graphics more accessible and inclusive • Improving retention and project follow-through by helping volunteers to develop sustainable writing and research practices • Building confidence/trust in settler-Indigenous research partnerships <p>In addition to the above, her initiative aims to elevate the profile of Editors Canada and offer networking opportunities to presenters, who are volunteers actively engaged in their own writing projects.</p>	Apr. 17, 2024	Apr. 21, 2024	Ruth Pentinga	Heather Buzila	7	0