

Editors' Association of Canada
Association canadienne des réviseurs

National Executive Council
Meeting Minutes



EDITORS
RÉVISEURS
CANADA

October 20, 2024

Zoom

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PRESENT:

NATIONAL EXECUTIVE COUNCIL (NEC)

Kaitlin Littlechild	President
Maria Frank	Past President
Tara Avery	Treasurer
Lori Perrie	Secretary
Ellen Keeble	Director, Branches and Twigs
Mina Holië	Director, Marketing and Communications
Błażej Szpakowicz	Director, Training and Development

OTHERS

Natasha Bood	Executive Director
Sara Abdul	Manager of Webinars and Conference

REGRETS:

Alex Benarzi	Vice-President
Suzanne Aubin	Director, Member Recruitment and Retention
Arija Berzitis	Director Professional Standards
n/a	Director, Publications
n/a	Director, Volunteer Relations

1. Call to Order

Kaitlin called the meeting to order at 1:33 p.m. EDT.

2. Land Acknowledgement

Kaitlin read the land acknowledgement.

3. Approval of Agenda

MOVED BY Kaitlin Littlechild

SECONDED BY Maria Frank

that the NEC approves the agenda.

Carried

4. Review of Outstanding Action Items from Previous Meetings

Item #4: Maria will share the Career Builder Committee's proposal for the Career Development Hub for discussion by email. Maria sent our feedback to the committee, and they are in the process of revising that. They will get us a revised proposal when it is ready.

Item #5: 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 and twigs to see if any of them are interested. This will be discussed later in the meeting during the Conference update.

Item #6: Quebec insurance task force: Recruit task force members. No update.

Item #7: 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. No update.

Item #8: Branch/Twig Toolkits. Same as before.

5. Conference Discussion

MOVED BY Błażej Szpakowicz

SECONDED BY Maria Frank

that the NEC approves giving Sara Abdul a voice at the meeting.

Carried

Kaitlin shared that after our discussion at the September NEC meeting, it looks like a 2025 conference is not possible. We are looking for further discussion with Sara, who had previously shared a document with potential 2025 conference options.

Sara agreed that it is a good idea to wait until 2026 for our next conference. Because of where our profits have been going the last two years, it's a good idea to take longer to plan the next conference, so that we can take the time to shift the things that haven't been working.

When Sara had created the 2025 conference options, she was thinking about the possibility of not having a conference next year in its full extent. She gave three alternate models, the first of which would address lower attendance by holding multiple one-day events, using locations with larger centres/branches, i.e., Toronto, Montreal, Ottawa.

If we are moving toward a full conference in 2026, then Sara would recommend moving to the third option she suggested, which would be one day in Ottawa, to include a workshop, panel, and an evening event. Even with the additional year to plan for the 2026 conference, this option would enable us to still have a smaller, less expensive national level meetup in 2025, for training and networking. Sara said that even though profits have gone down, attendees of the 2024 conference were still excited to meet up and see everyone. We could also use this event to present our national awards. We do need to change things, but there may still be a way to continue to have an annual association-wide meetup.

Natasha added that she saw the value of having everyone together, especially after COVID. And she reiterated how one of the biggest things people were commenting on was how great it was to get together for things like lunches out. She also shared that not having a conference for next year allows our committee and burnt-out volunteers to really put together a good committee who will work for two years on the next conference. This can also include some overlap to the subsequent committee. We should advocate for more internal mentoring between committees. Part of the job of the conference committee can be to help with nominations for the subsequent conference committee.

Natasha also recalled that before the Toronto conference, we hosted awards online (in 2021). This was a successful event and a nice [virtual] meetup. One thing about any sort of national in-person event (even if it is just one day long) is that some people will have to travel, and we will have to book venues, and we will have some organizing to do, etc.

Perhaps the potential 2026 conference committee could work on a virtual event for 2025, during which we can also promote the 2026 conference.

Kaitlin asked if doing a big in-person conference every two years might be something we can explore going forward.

Natasha thinks that might be something we need to explore, particularly because of volunteer issues. Doing every couple of years for a time will allow us to build back up.

Tara pointed out that if we spread it out, it will give more time for people to prepare presentations, etc. We would be able to do a more polished conference every two years, rather than rushing something every year.

Sara agreed and said that it also gives more time for sponsorship and applying for grants, reaching out to airlines, trains, etc. so that we can offer discounts. More people might come if we are able to offer discounts.

Błażej agreed that the more lead time we have for the conferences, the better prepared they are. Pre-COVID, there were 18 months of planning. A one-day event might not be appealing to those who need to travel. It is more difficult and not worth the financial expense. It is more sensible to spend time, money, and to organize for a multi-day conference. This might be where a virtual one-day would work.

Kaitlin agrees with Błażej. Moving to every two years could also add to the prestige of the conference. Spacing them out could bring novelty and competition, and we might also see more diversity in topics and presentations.

Tara said this would also give more time to find keynotes. Also, whether it is a one-day event in person or an online event, the key is not to cram it so full of professional development that you forget the humanity. The professional development aspect is what the webinars are for. There should be distinctly social aspects to it, and this is challenging to do online. With the Editors Canada online conference, there was the idea of networking, but there was no facilitation of it. The community-building aspect has to be kept at the forefront.

Kaitlin agreed—in-person, it is great to meet people and put faces to the names, etc., network, make connections. With the virtual conference, flexibility and cost savings is good, though the lack of engagement can be odd and impersonal. There's no opportunity to really engage with anybody.

Natasha agreed that a full-day virtual event is a lot of screen time. She said to give it to the conference committee to think about how to do something networking and interactive. And if we don't have a virtual event, we won't be losing out. We could still do the awards online and have the committee focus on the 2026 conference. Sara said we could add a fun side to the awards ceremony online, i.e., invite people to "have a glass of wine," "sit on your couch," and mingle ahead of a formal awards presentation.

Tara said that she wonders why it is difficult to nominate volunteers for awards. In an organization where we're run by volunteers, the fact that we did not hand out an award last year for volunteering is ridiculous. There are too many hurdles around nominations. Ellen said that she got blocked by our own red tape in nominating volunteers last year. We should think about allowing staff to co-sign on nominations or loosening up the rules on our volunteer awards. We are being hindered by our own process.

Natasha asked how we could go about changing this process. There is an awards committee. Maria said that there should be a document that we just need an NEC vote to change.

Sara summarized next steps: there will be a 2026 conference. Sara will corral the committee to see about doing something online for 2025 that includes the awards ceremony. There are recurring members of the conference committee, but no chair as of yet.

Natasha said we need to choose a 2026 location asap. Toronto was chosen after the pandemic because there was a big base there. British Columbia was asked the following year. Ellen said that most of the branch and twig leaders are not stepping up at this point. Is it possible to designate where this will be, then ask for a chair, rather than trying to get a volunteer ahead of time?

Sara asked about Ottawa. Ellen said that they have not been responsive about the conference thus far. Natasha said that she thinks that Ottawa is a good idea. It might be good to let them know and give them the option to be a part of it. But we have also had committees with members from all over the place. There is still some misunderstanding/miscommunication around conference responsibilities for the branch. She thinks there are some unsaid expectations that come up sometimes.

Natasha asked if Sara and Tara could come up with a mini outline about conference responsibilities. Ellen doesn't feel that the branch and twig leaders were ever invited to the conference meetings. Ellen said there need to be some clear markers of who is doing what.

Tara said that we should revisit when we hold the conference. We don't have to make it near AGM, busy time of school year, peak travel season, etc. It's a challenging time. Also, Editors Canada meetings usually wind down in June. Summer is when branches and twigs consider themselves on holiday. There is also turnover where new people are entering positions at that time.

Natasha said that this is a great opportunity to move the conference to March, April or May. There also may be interest in moving the conference to weekdays.

Sara will create an outline of what the branch expectations are, and she will pass it by Tara and Ellen, then it can be put in the handbook. Natasha suggested that Tara and Sara and Ellen could meet with a couple of people from Ottawa. It would be good to get a group of people together before January to start work on the next conference.

6. Break (10 minutes)

No break.

7. **Budget Update**

Tara shared that Michelle has sent out reminders to people who are to submit budget items so that Natasha and Tara can go over them before next month.

Natasha said that they are working to improve the budget. There are things that need to be looked at, such as the way honoraria are handled. They are currently lumped together, but it would be better to split these out on both the revenue and the expense sides to provide more clarity on what is being spent.

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**

We still don't have a Director of Publications. Suzanne may have found a new Director of Publications. They just need to confirm that membership is active, and then Suzanne will make a motion for nomination.

Meanwhile, the committee is still reporting to Kaitlin. ELAP structural editing has gone to the designer, so it is in its final stages. They are now anticipating an early December release to give MarComm some time to put together a marketing package.

b. **Francophone updates**

No update.

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

Kaitlin reported that we are still without a Director of Volunteer Relations. We need to make an effort to get somebody into that position. Natasha heard that Suzanne has taken this on and has not yet found someone for this portfolio. Suzanne is not able to take this task on any longer and needs to pass this along.

Until we find somebody, we need somebody to fill in temporarily. If anyone can offer any help, please contact Kaitlin.

d. **Certification**

Kaitlin read Arija's email:

With the exams coming up next month, and with the lack of volunteers, we decided at our last committee meeting that we will not be updating the Copy Editing and Stylistic exams to the 2024 standards but using exams from two years ago (based on the 2016 standards). We have established that no one who attempted the exams from two years ago has registered this year.

e. Standards committee

Kaitlin read Arijia's email:

On hiatus but I heard from committee co-chair Greg Ioannou that he's putting together a committee meeting just to catch everyone up.

Academic Editing Special Interest Group (SIG):

Kaitlin read Arijia's email:

A motion was raised and voted on and I believe passed, that Editor's Canada will accept the 50% fee reduction for an exhibitor's table at the 2025 Congress next May that will be held at George Brown College in Toronto. The Social Sciences and Humanities Research Council (SSHRC) is part of the Congress and that's who I believe we are targeting as potential clients for academic editors. Letitia Henville will be arriving in Toronto for this from out West to organize table rotation with volunteers from Editors Toronto and whoever else is interested, including myself.

f. Webinars/Training and development committee

Błażej shared that they are in the phase immediately after the webinar season has been set, where things just run themselves. No issues with webinars to date.

g. Career builder committee

Maria provided the committee the feedback about their Career Website Hub. They are revising that and hoping to have that ready for the next NEC meeting.

h. Student relations committee

No update

i. Marketing and communications committee

Mina reported that they currently have several active projects, including The Editors' Weekly. Two of their projects are currently seeking volunteers, one of which is Edit Like a Pro, which is in collaboration with the Publications Committee. They need someone to volunteer for marketing. They also require a volunteer for the visual metaphor campaign, who has expertise in visuals.

One of their ongoing projects is the French version of Meet an Editor. They want their proposed title to be approved. This will be sent by email as an online motion.

j. Mentorship committee

Natasha shared that they do not currently have a committee chair. Sara is organizing and getting everything started with the committee members.

k. **Executive director**

Natasha said that they are in the busy part of the fall where they are getting many questions from branches and twigs; they are getting questions about the online directory and other things on the website. Without a website task force, Michelle is taking on these questions. They are working regularly with Findjoo and the website developers to fix things as they come in. Have people contact info@editors.ca if they have questions or concerns, rather than posting to social media.

People can also use the Google form to report website issues. Michelle does check it, but not daily. If it is an emergency, please email.

Natasha has been working with the certification committee because exams are coming up. It is going to be a challenge because there are so few volunteers, and burnout is a big concern.

They are also working with Tara on the budget.

9. **Branches and Twigs**

Ellen has been getting a lot of email questions, which she has been answering. There are still some people who Ellen has not been able to reach. There has been a good deal of engagement. Maylon from Member Services will join the next Branch and Twig meeting.

10. **Partnership with Federation of BC Writers**

Tara shared that Bryan Mortensen will likely join an upcoming NEC meeting to continue this conversation. Bryan is the executive director of the Federation of BC Writers. He came to the Editors BC meeting, and they had a conversation about where our work overlaps as writers and editors, and how we could be better serving our members by connecting them. They are envisioning an endowment in which there is an Editors Canada and Federation partnership to provide granting funds for writers to hire Editors Canada editors for their work. There was excitement among Editors BC members.

Tara has been working with Bryan on Editors BC sponsorship over the last couple of years, and all the events that they have done together have been really positive. They were also one of the only groups to provide financial sponsorship to the Editors Canada conference this year.

Tara would like to invite Bryan to our next meeting to present. Kaitlin will invite him.

This could be a way for the branches and twigs to use some of their unused finances to contribute. i.e., going to this endowment fund.

11. **Strategic Plan**

Kaitin reported that the working group met with the consultant about a week ago to review feedback. Their first steps at putting together the vision and mission statements related to the feedback. There is good discussion around the meanings of the words and semantics. There has been some opposition expressed in the online members' group about the process; some misunderstandings and issues are popping up. The working group is aware of the issues, and they

are working on ways to address these. They are now waiting for some formalized reports on the direction.

Natasha shared that they are working on a final draft of the strategic plan that we will get in late December / early January. We will work together on it until there is a draft that is ready to send out to the full membership.

They are all doing their best to guide them to put together a plan and a report that accurately reflects the organization. There is good progress there.

12. Dictionary Project

Natasha shared that we have incorporated the dictionary as a new corporation called “The Society for Canadian English.” The MOU was voted on by the NEC and was sent to the Society for Canadian English for their approval and signing. Once signed off, we can move the money over to the dictionary project. We are allowed to have two board members in that organization, so we can continue to have a say in that. The Society for Canadian English has some social media channels, and they are producing content.

13. Next Meeting November 10, 2024, 1:00-4:00 p.m. (ET)

14. Adjournment

MOVED BY Maria Frank

SECONDED BY Błażej Szpakowicz

that the meeting be adjourned.

Carried

(Note: : vote collection was missed for this motion. Kaitlin is aware.)

Appendix A – Meeting Agenda

AGENDA / ORDRE DU JOUR Editors' Association of Canada / Association canadienne des réviseurs National executive council meeting (October 20, 2024)

Join Zoom Meeting

<https://us02web.zoom.us/j/88590398873?pwd=XP1OeKL46oN1GGVHsYTVO67JdPTobv.1>

Meeting ID: 885 9039 8873

Passcode: 433164

Dial by your location

- 1 647 374 4685 Canada
- +1 647 558 0588 Canada
- +1 778 907 2071 Canada
- +1 780 666 0144 Canada
- +1 204 272 7920 Canada
- +1 438 809 7799 Canada
- +1 587 328 1099 Canada

Attending:

- NEC members
- Lori Perrie, volunteer recording secretary
- Executive Director
- Sara Abdul, Manager of Webinars and Conference

NEC documents in [Google Drive](#)

Sunday, October 20, 2024

1:30 p.m. to 4:30 p.m. (ET)

1. Call to order (1:30)
2. Land acknowledgment
3. Approval of agenda
4. Review of [outstanding action items](#) from previous meetings (1:45 to 2:00) Lori

5. Conference Discussion –Lori, Natasha, Sara (2:00 to 2:30)
6. Break (2:30 to 2:40)
7. Budget update (2:40 to 3:00) Tara and Natasha
8. Update on ongoing projects (3:00 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 updates Suzanne
 - c) Member services/Volunteer management committees
 - d) Certification Arija
 - e) Standards committee Arija
 - f) Webinars/Training and development committee Blazej
 - g) Career Builder committee Maria
 - h) Student relations committee Maria
 - i) MarComm committee Mina
 - j) Mentorship committee Suzanne
 - k) Executive director Natasha
9. Branches and twigs (3:40 to 3:55) Ellen
10. Partnership with Federation of BC Writers (3:55 to 4:10) Tara
11. Strategic plan (4:10 to 4:20) Kaitlin
12. Dictionary project Natasha (4:20 to 4:30)
13. Next meeting November 10, 2024, 1:00–4:00 p.m. (ET)
14. Adjourn

Appendix B – Action Items

Number	Action Items 2024-2025	Category	Person(s) Responsible	Previous Status (if applicable)	Current Status	Last Updated (date)
1	Advocating for Editing discussion from conference - document to be sent out for discussion by email (request for discussion from Heather).	Current	Kaitlin Littlechild		In Progress	October 20, 2024
2	Look into possible funding to hire someone to manage Editors Canada's records.	Current	Kaitlin Littlechild, Office Staff Members		In Progress - application to Canada Book Fund	October 18, 2024
3	Create a national position for Francophone managing editor of the blog.	Current	Mina Holie		In Progress - first, the establishment of our French blog website needs to be approved before the creation of the national position (voting is currently underway)	October 18, 2024
4	Maria will share the Career Builder Committee's proposal for the Career Development Hub for	Current	Maria Frank			

	discussion by email					
5	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, Tara Avery	Sara Abdul has prepared a document with recommended options for the 2025 conference . She will be invited to the October NEC meeting for a fuller discussion.		September 15, 2024
6	Quebec insurance task force: Recruit task force members	Current	Suzanne Aubin	Some documents to share with the director of branches and twigs to address certain questions		June 9, 2024
7	Certification exams in French & Edit Like a Pro for Francophones: Prior to 2019, when the French exams were running, there was a	Current	Suzanne Aubin	More people are interested in participating.		June 9, 2024

	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.					
8	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	I'll look at rewording items to put on the website rather than in a document soon.		September 12, 2024
9	Publications Committee: Look into what to start with the revision of Editing Canadian	On Hold	Kaitlin Littlechild	Review complete. Work cannot continue until there is a new director of		September 15, 2024

	English (3rd Ed., 2015)			publicaitons.		
10	<p>Length of directors' term & their roles and responsibilities:</p> <p>Reconsider the term length for president, vice-president and past president. Determine if the past president can become more of a consulting role. In addition, filling the secretary position is more pressing. Heather to check the bylaws to see if the recording secretary and secretary roles can be combined into one. Marcia to reach out to her contacts to see if anyone is willing to fill</p>	On Hold	Heather Buzila, Marcia Allyn Luke	Recording secretary and secretary roles have been combined.		September 15, 2024

	a one-year temporary term until the strategic planning is finished.					
11	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?	On Hold	NEC directors, Natasha Bood	Minutes up to date. Knowledge management is being discussed as part of the strategic plan.		May 19, 2024
12	Reconsideration of the conference adviser position: Return back to the original model or eliminate this position due to potential redundancy	On Hold	NEC directors	Put on hold until the new strategic plan is completed		April 21, 2024
13	Webinars: Look for additional webinar hosts as well as a way of doing live-	On Hold	Błażej Szpakowicz, Training & Development Committee	No updates		April 21, 2024

	captioning for accessibility for people attending live. **Currently put on hold as no activity for about 10 months because of the other priorities**		e, Caitlin Stewart			
14	VolunteerConnect: Leah to update the language used in the VolunteerConnect spreadsheet —from English only to bilingual to encourage more francophone members' participation	On Hold	Leah Morrigan	Standing by for our next meeting		November 5, 2023
15	Francophone conference for 2024: Budget approval and allocation might be needed. Suzanne to contact Badou as no budget request has been submitted.	Done	Suzanne Aubin	The budget has been approved.		September 15, 2024

Appendix C – Online Motions

Motion	Background	Format (Online, In Meeting, AGM)	Opened	Closed	Moved By	Seconded By	Carried By	Abstain
That Editors Canada agree to the attached MOU (access through this link) with the Society for Canadian English		Online	October 9, 2024	October 15, 2024	Maria Frank	Tara Avery	8	2