

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

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



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

**April 27, 2025**

**Zoom**

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**PRESENT:**

**NATIONAL EXECUTIVE COUNCIL (NEC)**

Kaitlin Littlechild	President
Alex Benarzi	Vice-President
Tara Avery	Treasurer
Heather Buzila	Secretary
Mina Holie	Director, Marketing and Communications
Suzanne Aubin	Director, Member Recruitment and Retention
Arija Berzitis	Director, Professional Standards
El Horner	Director, Publications
Błażej Szpakowicz	Director, Training and Development

**OTHERS**

Natasha Bood	Executive Director
Holly Vestad	Chair of the Career Builder Committee

**REGRETS:**

Maria Frank	Past President
Ellen Keeble	Director, Branches and Twigs

**1. Call to Order**

Kaitlin called the meeting to order at 1:07 p.m. EDT.

**2. Land Acknowledgement**

Kaitlin read the land acknowledgement.

**3. Approval of Agenda**

MOVED BY Błażej Szpakowicz

SECONDED BY Suzanne Aubin

that the NEC approves the agenda.

Carried

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

#2: Remind chairs about the availability of the Editors Canada Zoom account for meetings (NEC).

- Done and ongoing; should be mentioned to committee chairs regularly. This applies more to incoming chairs who are not aware of the Zoom account.
- ACTION: We should create a welcome kit for committee chairs to include information like this in it.

#5: Draft a feedback form for outgoing volunteers (Suzanne).

- No update

#9: Switching our current corporate calendar to a Google Calendar: Michelle has started working making this change. All directors are asked to look it over to see what they think (NEC).

- Done; Michelle Ou can go ahead and continue changing the corporate calendar from a Google Sheet to a Google Calendar. Natasha will let her know.

#10: Create a French version of "Editors Canada Guidelines for Committee Chairs and National Positions" if we don't already have one in the NEC files (Alex, Suzanne).

- There is no French version, but we need to finalize the English first before translating it.

#11: VolunteerConnect: Examine current accessibility and usability, and update the system accordingly. First, a new task force to be formed (Suzanne).

- No update

#13: Credential maintenance points for volunteers: Consider awarding extra points for certified editors who volunteer to help develop exercises (e.g., Edit Like a Pro series) toward their credential maintenance (Arija).

- Passed back to the committee, but there hasn't been a meeting since the issue was given to the committee. There is a meeting coming up when the committee will hopefully discuss the issue.

#14: Revision of Editors Canada's land acknowledgment: Update our current statement in consultation with Indigenous groups (NEC, Natasha).

- Rhonda Kronyk (of the IEA) is preparing a time estimate for how long it will take to draft a land acknowledgement.

#16: Look into possible funding to hire someone to manage Editors Canada's records (NEC, Natasha).

- The Canada Book Fund grant was declined. Natasha is worried that our current application was declined because we had to turn down the last Canada Book Fund grant we received for the agrément program due to lack of volunteers. Natasha will keep looking into other funding opportunities.

#17: Quebec insurance task force: Recruit task force members. (Suzanne)

- No update

#18: 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 (Suzanne).

- No update

#19: Publications Committee: Look into what to start with the revision of Editing Canadian English (3rd Ed., 2015) (El, Kaitlin).

- No update

## 5. Budget Update

Natasha said our audit started last week, and there were no difficult questions, which means our bookkeepers are organized.

The auditor flagged how we report our membership funds year over year. Because we have some two-year memberships, the auditors want us to split the funds over two years instead of reporting the entire two-year membership in the year it was purchased. This won't take effect until next year. We're starting to work on changing our processes to handle this change.

Tara said we contacted other auditors about possibly changing auditors for next year, but the people we reached out to did not recommend that we change auditors because of the size and nature of our organization. Natasha said she contacted two other auditors to get pricing and she had good conversations with both auditors about Editors Canada. They said the internal controls for an organization our size and the amount of changeover we have with volunteers, etc. means it's fine to stay with the same auditor long term. They said although they'd love to have our business that it would take extra time for them to learn the organization, which would cost more money.

## 6. Chair of the Career Builder Committee, Holly Vestad

MOVED BY Alex Benarzi

SECONDED BY Suzanne Aubin

that the NEC approves giving Holly Vestad a voice at the meeting.

Carried

The Career Builder Hub idea was formed years ago (2021) to streamline and organize the abundance of information and resources in one place. The hub will help members to further their careers and find work no matter what stage of their career they are at or which industry they want to move into. Resources right now are spread out over the Editors Canada website as well as the members-only Facebook group. This means that some members won't benefit from the true benefits of membership in Editors Canada. The Career Builder Committee (CBC) want to localize all the information into one place so that it is easy to find and to keep it updated. The CBC is conceiving of this idea as a members-only hub and a significant benefit to Editors Canada membership. The CBC will have a "suggestion box" in the hub and may do routine surveys to keep the hub updated and relevant for members. Holly and the CBC are committed to seeing this project through. Once the hub is up and running there will need to be a small subcommittee of members to make sure links are maintained and to ensure suggestions are making it to the committee. Holly would like to see updating the hub become part of the CBC's mandate. She can also see this as an opportunity for committees to collaborate and send the CBC new information

to add to the hub. Having a central place like the hub will help keep track of links and make sure they aren't broken.

Michelle and the web designer needed more information from the CBC to be able to provide a quote. The CBC was able to bring the quote down from \$10,000 to \$6,000 by using existing templates and Gutenberg blocks, with the exception of one new block. The CBC is hoping that this project will respond to member feedback about finding information and accessing resources by providing a practical solution. Holly knows it may be dependent on the presence of volunteers.

Mina asked about gaps between the committee's proposal and the quote provided by Derrick (Mango). She asked about this in the email that Alex sent around to the NEC about the proposal. Alex said one of the gaps between the CBC proposal and the quote was the inclusion of a blog. A blog is not required for the hub, but Derrick said one is included automatically. Holly said that she asked for an itemized version of the quote, but Michelle Ou let her know that that isn't how Derrick does his quotes. Holly let Derrick know that she isn't interested in having a blog in this iteration of the hub project, but the blog option comes with the project, even though the CBC doesn't intend to use it.

Mina asked about the timeline and required number of volunteers for the project. Holly said that the proposal/quote from Derrick included a timeline of five to six weeks. That includes testing and one hour of training on content management. Then Holly anticipates about a year of troubleshooting and taking in members' feedback and at the end of the year, they would provide a summary of experience. The summary could be in the form of a survey or a suggestion box that is a link to a Google Form so that no new template needs to be created. In terms of volunteers, Holly would like to create a task force to see this through the duration of the creation timeline (five to six weeks). The task force could either be dissolved at the end of the five to six weeks or could stay on for the next year to help monitor the hub. After that, there could be one or two people on the CBC that would be in charge of monitoring the hub. Alex said that considering the state of recruitment of volunteers, it was his thought that the task force would primarily consist of people already members of the CBC or people who used to be on the CBC. There was a sizable group of volunteers who were working on the hub project in the beginning, but as work wrapped up, many of those people left the committee.

Mina asked if the committee has an adequate number of volunteers for the task force right now to meet the timeline of five to six weeks. Holly said they don't have a task force yet because she was under the impression that that had to happen with the collaboration of the NEC but she is happy to start reaching out to people. Alex said the CBC is currently at four people who are very committed to the project.

Mina asked if Holly could estimate how many volunteer hours would be needed, both per week and for the entire project. Holly said she thinks much of the work has been done already, but she isn't sure of a specific number of hours to create the hub. Once the hub is up and running, Holly estimates it will be between one and two hours a week divided between two people to monitor the suggestion box, make sure the hub is up to date, and liaise with other committees to make sure they have information from them. Mina said that based on the document from Derrick, it seems like he expects everything to be ready on our end before he begins building the hub. Alex and Holly said that everything is ready. Alex said the volunteer hours left will be for monitoring the hub after it is built. He equates it to the job of our Google Group monitor or Facebook

moderator. Mina said it seems like Derrick's document doesn't make mention of that work already being done. Holly said the quote/document seems to fit the website outline that the CBC provided to him.

Mina asked how task force members will work with Derrick while he's building the hub. Holly said we will be in touch with him while he's building the hub. Holly will clarify with him that it will be a task force that Derrick will be communicating with.

Suzanne asked who is going to put together the request for the task force. Holly said that she will do that. Suzanne offered to send Holly a copy of a template that she has used to create a task force.

Suzanne asked if the hub will be bilingual. Holly said because they're putting together information that already exists on the website that translation hasn't been part of the work. Right now it will just be an English version. Holly could ask Derrick how much it would take to create a French version for our French resources. The plan would not be to translate the English resources, but to create a collection of French resources that are available. Holly will ask one of the CBC members who is bilingual if she would be willing to create the collection of French resources. Alex said the hub will be as bilingual as Editors Canada's resources are. The need for translation would come with headings, table of contents, etc. The translation group or Suzanne could probably help with that. Mina suggests getting a Word Press plugin to automatically translate from English to French so no extra work is needed. Holly could ask Derrick about the translation plugin. Heather said we should be careful using a plugin because it could be a situation like with Google Translate where it sort of gets the message across but not completely. So it would need to be looked over by a French speaker to make sure it makes sense. Blazej said that even the best automatic translation will always require someone to look over the translation at the end.

## **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**

- EDI document: The publishing committee has been in discussion with the EDI committee, who will review the document by the end of May, with the hope that exec reads of the doc can be done in June.
- For ELAP copyediting, two new exercise writers have joined and one other potential writer may also join. The committee got a quote from the designer. The goal is to have testing happen in June, so it is still on track for 2025 publication. Kaitlin asks if EI reached out to the previous designer, since they would have the template from the two previous volumes. EI said Matt Long reached out. The name change proposal is still waiting for an official proposal to go to the NEC.



## **b. Francophone updates**

- Suzanne is meeting with Employment and Social Development Canada regarding the update to the description of the editing profession in French. We were approached by them in January, and Suzanne tried to get the Francophone advisers involved. Suzanne ended up conferring with Sylvie Collin and will speak with Employment and Social Development Canada on behalf of Editors Canada. When Employment and Social Development Canada contacted Suzanne, they didn't let her know that there was a deadline to get the description to them to be included in this current update, so whatever we come up with will appear in the next update in five years. The change to the French description may also impact the English description, and Suzanne will have to reach out to someone to help her update the English description if necessary.

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

- The member services committee met this week. They are working on a shortened welcome kit, which is ongoing.
- Suzanne answered 14 emails from members who expressed interest in volunteering. The volunteer management committee has not met recently, but they are trying to schedule a meeting.

## **d. Certification**

- The CSC met in March; at that meeting, Arija thought that they had decided to begin marking the exams that were written in November 2024. But so far none of the 2024 exams have been marked. There are about 20–25 tests that need to be marked, and some people have already contacted Editors Canada to find out why they don't have their results yet. Arija was supposed to mark some of the exams but hasn't received anything yet. She will bring this up at the next CSC meeting. This year's exams still need to be set up for this November.

## **e. Standards committee**

- The Editors Vine is having a roundtable on standards in early June. Greg Ioannou will be attending to discuss a comparison of the old standards versus the new standards.
- The e-book of the standards will be published by Greg but hosted on the Editors Canada website. Greg has also offered to prepare the accessible version.
- Work on the glossary of the standards is continuing.

## **f. Academic Editing SIG**

- There are enough volunteers to cover the table at Congress. Emily Lam is asking if we can offer each of these volunteers a free webinar, possibly in academic editing. This would be for all volunteers at all conferences, not just at Congress. Natasha said it would be a matter of the NEC deciding to do it, and then the office would do it. Alex asked if this is something we want to do for every conference (e.g., the Toronto Indie Authors

Conference). Kaitlin said this would lead into a bigger discussion about compensating volunteers, which has been an ongoing discussion for years. She asked what the distinction is between what Editors Canada's committees are doing and the NEC directors are doing compared to what the conference volunteers are doing. Alex said that anyone who volunteers to host a webinar gets that webinar for free. Kaitlin said this will need to be discussed later so we can look into volunteer compensation more deeply.

- There are leftover materials from the Toronto Indie Authors Conference, and they will be given to Emily for Congress. Emily is unsure if there are enough materials left for Congress. Natasha said Emily would need to talk to Sara Abdul about getting more materials made. There is a QR code for our member brochure that people can scan to see pamphlets and brochures.

**g. Webinars/Training and development committee**

- The TD committee has started working on next year's offerings of webinars and a standard call for proposals.
- Sara is trying to rework her proposal for a virtual training day. Blazej says that this is supposed to fit within the existing budget for the committee. It looks like it should be fairly easy to break even and earn a decent amount of money from it. Alex asked if the day of training is to offset the lack of conference this year or if it would run each year. Blazej thinks if it is successful that we can consider running this day of training each year. Natasha said because Sara has more time to devote to it, there's a great opportunity to plan something like this training day. We could run it in the fall during years that we don't run the Francophone conference.

MOVED BY Blazej Szpakowicz

SECONDED BY Alex Benarzi

that the NEC accepts the training and development committee's proposal for a training day to be held during the 2025/2026 webinar season.

Carried

**h. Career builder committee**

- Updates were covered by Holly earlier in the meeting.

**i. Student relations committee**

- No updates at this time.

**j. Marketing and communications committee**

- The French version of Meet an Editor is paused because the project leader resigned from the committee.
- The social media migration has been implemented. The Editors Canada Bluesky account is active. A press release will be issued soon.

- The development of the membership survey regarding Editors Canada's social media presence is almost done and will be ready for NEC review in May.
- For the visual metaphor project, the draft graphics are expected soon.
- Alex asked if there is a transition plan in place for when Sarah Higgins (the chair of the MarComm committee) leaves because MarComm is so central to many of the projects we are working on. Mina said there is no new chair yet, so there is no transition plan yet. Sarah told Mina she could coordinate the transition with a new chair and make sure it is completed by the end of August.

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

- The committee is updating the forms for mentors and mentees. The committee needs to update the information available on the website. Jenn Rossiter would need to contact Michelle directly about this.

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

- Natasha said that Sara Abdul is at a booth at the Toronto Indie Authors Conference this weekend and has created a QR code for people to scan to read/print Editors Canada materials.
- A request for fee relief came in over email last week, and Natasha is not sure how the NEC would like to proceed. There are two options: to give full relief and to offer the membership for \$100. Alex said the conversation over email was leaning toward offering the \$100 membership. Tara asked if Natasha had a suggestion. Natasha thinks we should offer the \$100 membership; if the person doesn't take up the offer of a \$100 membership, Natasha will check in with the person again. Mina asked if we should have clear metrics to evaluate fee relief and reduction requests to evaluate them objectively. Alex said the only metric would be a number based on a person's financial status, and he wouldn't be comfortable setting that number. Long-term disability and other factors that precipitate these requests tend to favour the fee relief. Natasha said we need to be careful about how much information we ask for from people. Tara said that we don't get a lot of these requests and usually when they come through it's because somebody really needs it. Occasionally, we may get a request from someone who doesn't need it, but it would be better to grant relief to one person in error than to miss people who genuinely need the fee relief. Maria has been working on some changes to the procedures around this. Heather said we were discussing having the executive director decide cases of fee relief or reduction, rather than those requests always coming to the NEC. Suzanne said this would also make it a more timely response. Kaitlin said this is what happens at the IEA; it is quicker and the board doesn't need to get involved. Alex said that the changes Maria has proposed in the documents are specific enough to give Natasha direction if we make a motion to allow the executive director to make these decisions on her own. We could make a motion now to give Natasha that ability.

MOVED BY Alex Benarzi  
SECONDED BY Tara Avery

that the NEC approve that future fee relief and reduction requests be determined by the executive director with the board consulted as needed.

Carried

Mina asked how it will be reported to the NEC by the executive director. It will be reported to the NEC at monthly meetings, and records will be kept at the national office.

## **9. Branches and Twigs**

No updates.

## **10. Membership Drive Proposal**

Suzanne asked if everyone had time to look at the membership drive proposal and if there were any other questions that had not been shared over email.

Suzanne went through the risks of the proposal. One risk is reducing cash flow through early renewals. Alex thinks it's a good incentive to renew for members who are thinking of dropping memberships. The risk in the proposal was that this would lose us money because people who renew when there is the deal on would pay less, but this would likely only affect people who were planning to renew during the month following the membership deal. Tara said that anybody can take advantage of the opportunity to renew, but the pros of the proposal are still there because we are losing members, and this will hopefully allow us to keep members that we would otherwise lose. Natasha said it would help us with immediate cash flow, even though that isn't an issue at the moment. It will be a great incentive for lapsed members to come back to Editors Canada who may not have been aware of some of the newer member benefits that we've offered. It could also bring in new members. Alex said that it would be a good idea to pair it with the announcement of the strategic plan and how there is renewed messaging about what being a member of Editors Canada actually means.

MOVED BY Suzanne Aubin  
SECONDED BY Tara Avery

that the NEC approves the Editors Canada 2025 membership drive proposal as presented.

Carried

## **11. ODE Issues**

Suzanne said there have been issues with the ODE—technical ones. Kaitlin said there's been a lot of discussion in the Facebook group of the cost of the ODE while it is not being indexed or searchable in Google, so it is not effectively helping people get work. There have been

suggestions from members of making it a free service because members who have paid for it feel that they are not getting what they paid for.

Suzanne said that one of the items in the proposal is to eliminate the fee for the ODE and instead include a profile for everyone within Editors Canada's membership. Tara said Editors Canada is the only group that charges for something like the ODE. But the ODE does bring in a lot of money, and if we cut out the fee there's going to be financial repercussions. Editors Canada has quite high membership fees already compared to other organizations, and then we charge for the ODE on top of that. To change some of these things may mean that we need to go to the membership. Natasha said she thinks it is membership fee changes over a certain percentage need to go to the membership, not the ODE. She said we do make \$35,000–\$40,000 on the ODE each year. Michelle Ou has been working with Findjoo and Mango to get the ODE searchable again, but there have to be a certain number of searches before Google picks it up. They added a page with everyone's names on it in order to facilitate searches. The office started working on it in January 2025 and Findjoo/Mango just implemented this change now. The technology that was used when the ODE was started was different than it is now, and now the ODE is not working as it should. It might be a situation where we need to take the loss of revenue from the ODE but hopefully we would make it up in higher membership numbers. Kaitlin asked if there were any trends in purchasing ODE profiles. Natasha said that there are fewer people buying ODE profiles, but that we have few members overall. We know that the ODE is working for people to find work based on comments in the members' Facebook group, so that is why it still exists as it is. Blazej said that now that the ODE index is searchable, maybe we can leave it alone for a while and see what members think of it. Suzanne asked if we could share this in the e-news. Natasha said we haven't let members know yet because we wanted to make sure that the fix worked first, so maybe it's time to let members know now. Alex and Tara tried the search for their profiles during the meeting, but the search brought up the list of all the members in the ODE per province, not individual profiles. Natasha said that this was Findjoo's/Mango's attempt to make the ODE searchable. Kaitlin said we could offer the ODE for half price for a year to recognize the challenges members experienced with it. Natasha said she likes that idea.

**ACTION:** Check to see if there are any restrictions for changing the price of the ODE.

## **12. Governance Blurbs**

Heather asked if people had enough time to look at the governance blurbs that would go on the website and if we could vote on them today. Alex noticed that there is a discrepancy between how the Editors' Weekly and the French blog are presented—in all other cases of national positions, the position itself is listed, but for the blogs, the position of managing editor is not listed. Blazej said it's easy to replace these descriptions with managing editors for consistency.

Heather will add changes to *The Editors' Weekly* and the French blog blurbs so that they reflect the managing editor roles instead of just the blogs. Then we can vote on it over email.

### 13. Award Procedures

Kaitlin said the initial vote to remove the supporters from the requirement for the President's Awards is a valid vote; the vote to take the issue to members for consultation is also a valid vote. Concerns were raised that there were delays in implementing the first vote; this is incorrect, because by the time of the February meeting (when the motions/votes were held), the awards season was already underway for 2025, so any changes voted on to the Awards and Scholarships Procedures wouldn't be in place until the 2026 awards season. The change to the Awards and Scholarships Procedures will be in place for 2026 because there was not time to implement them for 2025; the website and the procedures would need to be changed. The member vote for member consultation is a substantially different question. The appeal from the March meeting, according to Robert's Rules, is null and void because there is a very specific way to make this appeal and word the appeal, and this was not followed. We are now at the point that both votes are valid; the procedures are changed for the 2026 awards season; and member consultation will need to happen too during that timeframe.

Mina said that the results of both votes cannot stand at the same time because the vote on member consultation is not a significantly different motion because the changes to the procedures have not been implemented yet. Kaitlin said that the consultation vote is a significantly different question. Mina said improper procedure was followed because the consultation vote should have been introduced before the vote on the awards procedures. Kaitlin said that the consultation vote didn't need to be introduced before the awards procedures vote because it is a substantially different question; it is not a rewording of the first question and deals with an entirely different process. The vote on the awards procedures still stands and will be implemented for the 2026 awards season, unless member feedback comes in that says otherwise and the NEC needs to vote again to further amend the awards procedures. But consultation itself is fundamentally different.

Mina asked if that is the case then why hasn't the first motion been implemented yet. Kaitlin said it couldn't be implemented for 2025 because the 2025 awards season was already underway when the change was voted on. It will be implemented for the 2026 awards season; before the call for awards nominations goes out in early February 2026, the website and the procedures need to be updated to reflect the change. Mina said she is talking about the revision of the procedures; Natasha sent an email to the NEC on February 26 about two options that could be followed for consultation. Mina said this means that the first motion hasn't been settled. Alex said the email that was sent dealt with two options for dealing with the consultation motion and for how Michelle Ou should proceed. The document that Ellen had edited that we voted on in February is now technically the awards procedures document; if for some reason the awards were delayed until the fall, then that is the document that we'd be following. Kaitlin said her understanding is the same as Alex's.

Heather said that a substantive motion came in for the AGM that deals with member consultation; this motion came in from a member unrelated to these discussions who read the February and March meeting minutes and made a motion that consultation should happen over the changes to the awards procedures.

Mina asked again about the first motion's (about the awards procedures) implementation. Kaitlin said that the vote is valid, and the procedures document needs to be revised and translated to reflect that vote.

Mina said she needs to go back to refer again to the order of the two motions. She said the consultation motion needed to be introduced first and that it seems like the issue is being shifted. She then referred to an email that Heather sent where she apologized to the NEC and wished she could do the vote differently. Mina said, according to Robert's Rules, there is a way to go back and fix procedural errors. So, why don't we do it?—this is why she raised a point of order. Heather said this was referring to her feelings of guilt over causing discord on the NEC over the consultation vote. She said even if we were to decide today that the consultation motion isn't valid, there's a substantive motion coming at the AGM that asks for member consultation on this issue. Natasha said there was a lot of confusion after the February meeting, so there wasn't time to get the awards procedures changed in time for the 2025 awards season. She said we've had a good amount of nominations come in for all the awards. We've learned a lot about Robert's Rules and about voting because of this issue. She thinks that the disagreement on this issue is minimal, so if we come to it from a practical standpoint, the issue is small, and we're going to do member consultation anyway. Then we can revise the awards procedures if necessary based on the member consultation. She thinks we should move forward with this issue and we have other issues that we need to address. Alex said that he agrees and that whatever we discuss here will be moot anyway because of the motion coming up at the AGM.

Mina reiterated the issue is that both motions were introduced in the same meeting, and there is a way to fix it according to Robert's Rules. The proper way is to rescind the second motion first and then to implement the first motion and to introduce the consultation motion again at a later date. Natasha said we could rescind the consultation motion if this would make Mina feel better because we're going to be discussing consultation at the AGM anyway. Kaitlin said the consultation motion doesn't go against Robert's Rules and it's too late to raise a point of order. She thinks we can carry on, and members have picked up on this issue through meeting minutes. If we rescind the consultation motion and go against our own consultation guidelines, that that is also a poor precedent to be setting; if we voted to consult with members and then internal discord resulted in the rescindment of the consultation motion, this also looks bad.

Kaitlin said we're at an impasse. Both motions are valid, the point of order was not raised at the time when Robert's Rules says it needed to be, and this does not meet the criteria for an exception of the point of order guidelines. She would like to move on and begin preparing materials to revise the awards procedures, and for member consultation.

Mina asked to consult with the parliamentarian again. She would like to hear directly from the parliamentarian. Kaitlin said she will make a note to ask Gael again about this issue.

## **14. Other Business**

### **a. 2025 awards ceremony**

Alex said the plan for the awards ceremony is to hold it online sometime between June 16 and 18, based on Joanne Findon's (the awards coordinator) availability. An announcement will be put together for exec read and it will be included in the May e-news.

Kaitlin asked what the awards ceremony will include. Alex said that it's meant to replicate the in-person awards ceremony as much as possible, just in an online form. Kaitlin said she'll need to confirm her availability to present.

Natasha said we held an online awards ceremony in 2021 and the vice president at the time hosted it. So Kaitlin might not need to be there, but it would be nice to have as many NEC members attending as possible. An online awards ceremony is also nice because when it is held in person at the conference, not all the award winners can attend. In an online format, all the award winners can hopefully be present and they can invite people to attend as well.

Kaitlin asked if the awards ceremony should be online every year because of Natasha's points instead of in person at the conference. Alex said that we should see how this year's online format goes before we make a decision.

Alex asked if he can go ahead to approve one of the June dates as the awards ceremony date. Kaitlin said it is more like the AGM where the key people need to confirm their availability before the date is picked. Suzanne mentioned that Editors Quebec is having their AGM on June 16, so that date may not work for the awards ceremony.

Alex said every award has more than one nominee, so there will be a full slate of awards this year.

#### **b. Strategic Plan**

MOVED BY Blazej Szpakowicz

SECONDED BY Tara Avery

that the meeting go into camera.

Carried

MOVED BY Blazej Szpakowicz

SECONDED BY Tara Avery

that the meeting go out of camera.

Carried

### **15. Next Meeting Sunday, May 25, 1:00–4:00 p.m. (ET)**

### **16. Adjournment**

MOVED BY Blazej Szpakowicz

SECONDED BY Arija Berzitis

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 27, 2025)

Zoom link:

<https://us02web.zoom.us/j/83744058077?pwd=BLfmUf5kamao1uYlOuValOZez4zNke.1>

Meeting ID: 837 4405 8077

Passcode: 532799

Dial by your location

+1 780 666 0144 Canada

+1 204 272 7920 Canada

+1 438 809 7799 Canada

+1 587 328 1099 Canada

+1 647 374 4685 Canada

+1 647 558 0588 Canada

+1 778 907 2071 Canada

- NEC members
- Natasha Bood, executive director
- Holly Vestad, chair of the career builder committee

NEC documents in [Google Drive](#)

Sunday, April 27, 2025

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)  
Heather
5. Budget update (1:15 to 1:30) Tara and Natasha
6. Chair of the career builder committee, Holly Vestad (1:30 to 1:50)
7. Break (1:50 to 2:00)

8. Update on ongoing projects (2:00 to 2:45) (include a brief overview of what your committee is currently working on, as well as any other info you'd like to discuss)
  - a) Publications committee **El**
  - b) Francophone updates **Suzanne**
  - c) Member services/Volunteer management committees **Suzanne**
  - d) Certification **Arija**
  - e) Standards committee **Arija**
  - f) Webinars/Training and development committee **Blazej**
  - g) Career Builder committee **Alex**
  - h) Student relations committee **Maria**
  - i) MarComm committee **Mina**
  - j) Mentorship committee **Suzanne**
  - k) Executive director **Natasha**
9. Branches and twigs (2:45 to 2:55) **Ellen**
10. Membership drive proposal (2:55 to 3:10) **Suzanne**
11. ODE issues (3:10 to 3:25) **Suzanne**
12. Governance blurbs (3:25 to 3:30) **Heather**
13. Award Procedures (3:30 to 3:50)
14. Other business (3:50 to 4:00)
  - 2025 awards ceremony **Alex**
15. Next meeting Sunday, May 25, 1:00–4:00 p.m. (ET)
16. Adjourn

## Appendix B – Action Items

Number	Action Item	Category	Person(s) Responsible	Previous Status (if applicable)	Current Status	Last Updated (date)
1	Create collaborative document of the Membership Fee Relief and Reduction Policy and Procedures and send it to the NEC for comment and revision.	Current	Maria Frank, NEC		Google Doc sent out to the NEC for review on April 26, 2025.	April 26, 2025
2	Remind chairs about the availability of the Editors Canada Zoom account for meetings.	Current	NEC		Done and ongoing; should be mentioned to committee chairs regularly. This applies more to incoming chairs who are not aware of the Zoom account.	April 27, 2025
3	Create an IT acceptable use policy and procedures (e.g., for safely and responsibly using Google Drive and shared platforms)	Current	NEC		Not started yet due to other priorities. Developing this type of policy and accompanying procedural doc (usually 10+ pages) typically takes about 4+ months, considering the complex organizational structure (branches/twigs, committees, NEC, national office), the number of third-party vendors, and the volume of business docs,	April 27, 2025

					including vendor agreements and insurance. Planning will include coordinating stakeholder interviews/surveys and reviewing these documents. A light risk review may also be conducted as part of the process.	
4	Establish data retention period for reports, etc. on the website, including keeping past versions of documents for transparency. Create a policy and procedures for this.	Current	NEC		Governance webpage working documents to be reviewed by directors.	April 27, 2025
5	Draft a feedback form for outgoing volunteers.	Current	Suzanne Aubin			March 11, 2025
6	Send a survey to membership about which social media platforms Editors Canada should be on.	Current	Mina Holie	Mina will talk to the MarCom chair about this.	Draft WIP by MarCom.	April 27, 2025
7	Send an email to membership to consult on changing the Awards and Scholarships Procedures.	Current	Michelle Ou, Natasha Bood, NEC directors	Email has been drafted and is with the EDI committee. Discussion about process - does the NEC want a membership consultation or a membership consultation plus vote as per emails over the	To be discussed at the April 27 meeting	April 24, 2025

				past weeks. TBD at this board meeting.		
8	Send the Publishing Committee's ELAP name-change proposal to the NEC for review.	Current	El Horner		Waiting for budget information from Committee	April 20, 2025
9	Switching our current corporate calendar to a Google Calendar: Michelle has started working making this change. All directors are asked to look it over to see what they think.	Current	NEC Directors	Natasha will resend the link to the Google Calendar for directors to look over.	Done; Michelle Ou can go ahead and continue changing the corporate calendar from a Google Sheet to a Google Calendar. Natasha will let her know.	April 27, 2025
10	Create a French version of "Editors Canada Guidelines for Committee Chairs and National Positions" if we don't already have one in the NEC files.	Current	Alex Benarzi, Suzanne Aubin		There is no French version, but we need to finalize the English first before translating it.	April 27, 2025
11	VolunteerConnect: Examine current accessibility and usability, and update the system accordingly. First, a new task force to be formed.	Current	Suzanne Aubin			February 9, 2025
12	Member awareness enhancement: Update governance webpages with job descriptions or post to blog sites in both languages to highlight the roles	Current	Heather Buzila	Use existing blog posts for NEC pages; use committee descriptions from volunteer document	Will be voted on before the May meeting	May 12, 2025

	of NEC directors and committees.					
13	Credential maintenance points for volunteers: Consider awarding extra points for certified editors who volunteer to help develop exercises (e.g., Edit Like a Pro series) toward their credential maintenance.	Current	Arija Berzitis	Arija to ask CSC to contact the Publications Committee to develop a proposal for what this change in credential points would look like, based on how many hours volunteer exercise writers need to write an ELAP exercise.	Passed back to the committee, but there hasn't been a meeting since the issue was given to the committee. There is a meeting coming up when the committee will hopefully discuss the issue.	April 27, 2025
14	Revision of Editors Canada's land acknowledgment: Update our current statement in consultation with Indigenous groups.	Current	NEC directors, Natasha Bood	The IEA (Kaitlin!) has been officially connected with our EDI committee to work through this.	Rhonda Kronyk (of the IEA) is preparing a time estimate for how long it will take to draft a land acknowledgement.	April 27, 2025
15	2025 Awards presentation: Begin work with the conference committee for a possible virtual event.	Current	Alex Benarzi, Sara Abdul	Work in progress	Date to be either June 17 or 18.	April 27, 2025
16	Look into possible funding to hire someone to manage Editors Canada's records.	Current	NEC directors, Natasha Bood	Awaiting CBF results	The Canada Book Fund grant was declined. Natasha will keep looking into other funding opportunities.	April 27, 2025
17	Quebec insurance task force: Recruit task force members	Current	Suzanne Aubin	Task force has been created with two members. Work in progress		February 9, 2025
18	Certification exams in French & Edit	Current	Suzanne Aubin	Work in progress		February 9, 2025

	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.					
19	Publications Committee: Look into what to start with the revision of Editing Canadian English (3rd Ed., 2015)	Current	El Horner, Kaitlin Littlechild	Director in place. Can open discussion with publications when they are ready		March 11, 2025
20	Advocating for Editing discussion from conference - document to be sent out for discussion by email (request for discussion from Heather).	On Hold	Kaitlin Littlechild	Set aside for now		February 9, 2025
21	Volunteer awards: Start the process for an NEC vote to change the procedure for volunteer award nominations.	On Hold	Alex Benarzi, Ellen Keeble	On hold until member consultation is completed		February 25, 2025
22	Length of directors' term & their roles and responsibilities: Reconsider the term length for	On Hold	NEC directors	Recording secretary and secretary roles have been combined. Other issues are		September 15, 2024

	<p>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 (check the bylaws to see if the recording secretary and secretary roles can be combined into one).</p>			put on hold until the new strategic plan is completed.		
23	<p>Reconsideration of the conference adviser position: Return back to the original model or eliminate this position due to potential redundancy</p>	On Hold	NEC directors	Put on hold until the new strategic plan is completed		April 21, 2024
24	<p>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**</p>	On Hold	Błażej Szpakowicz	No updates		April 21, 2024
25	<p>VolunteerConnect: Leah to update the language used in the VolunteerConnect spreadsheet—from English only to bilingual to</p>	On Hold	NEC directors	Standing by for our next meeting		November 5, 2023



	encourage more francophone members' participation					
26	Content management: Establish effective information management and workflow tracking mechanisms to ensure that the governance reports webpage is kept up-to-date.	Done	NEC directors, Natasha Bood	Currently discussing <a href="#">the governance webpage</a> . Working documents created and distributed to the NEC. Awaiting the directors' review. Implementation deadline undetermined.		March 11, 2025
27	Alex will share the Career Builder Committee's proposal for the Career Development Hub for discussion by email	Done	Alex Benarzi	Feedback from the NEC was shared with the committee on January 23. Alex will be the director for this committee going forward.		March 11, 2025
28	Social media strategy: Consider Bluesky as an alternative to X and the potential consolidation of the Professional Editing Standards (PES) X account into national accounts.	Done	Mina Holie	Approval pending; to be voted on in the March NEC meeting		March 11, 2025
29	Committee outreach: Facilitate informal bi-monthly or quarterly meetings with committee chairs to share	Done	Alex Benarzi			March 11, 2025

	updates, foster collaboration, and identify the NEC's support opportunities.					
30	Volunteer access management: Some volunteers need access to the information systems on weekends, but no assistance is available from the national office when they encounter some technical issues. Come up with new ideas to address this problem.	Done	NEC directors			February 9, 2025
31	Editors Canada 2026 in-person conference: Investigate Halifax as our first option.	Past	Sara Abdul, Tara Avery, Ellen Keeble	Conference location and committee chairs decided and formally approved by NEC		December 6, 2024
32	Branch/Twig Toolkits: Ellen to update the toolkits and work on rewording.	Past	Ellen Keeble	Some tasks still remaining and ongoing, but can be removed from the list of action items as Done.		January 12, 2025
33	Draft of the 2025 January minutes: All meeting attendees to add their notes.	Past	NEC directors			February 25, 2025
34	Reduced certification exam fees: Consider offering certification exams at a reduced rate	Past	Arija Berzitis	Decided not to follow this plan		February 9, 2025

	for individuals facing financial hardship, similar to our membership fee reduction policy.					
35	Create a national position for Francophone managing editor of the blog.	Past	Mina Holië	Documents updated on Jan. 30, 2025 (except for the organizational chart). Noted some missing descriptions in other sections, but can be marked as Done.		February 9, 2025
36	Editors Canada marketing video "La révision vue par..." (French version of the Meet an Editor project): Determine a new video editing contractor and, after the NEC vote and approval, sign a contract, depending on the approved 2025 budget.	Past	Mina Holië	Determined to utilize internal resources instead of hiring an external vendor. Can be marked as Done.		February 7, 2025

## Appendix C – Online Motions

Motion	Background	Opened	Closed	Moved By	Seconded By	Carried By	Abstain
That we approve the January 2025 meeting minutes for posting on the website.		March 10, 2025	March 15, 2025	Heather Buzila	Suzanne Aubin	10	0
That we approve the February 2025 meeting minutes for posting on the website.		March 10, 2025	March 15, 2025	Heather Buzila	Maria Frank	8	0
That we approve the March 2025 meeting minutes for posting on the website and the March 2025 in camera minutes.		March 25, 2025	March 28, 2025	Heather Buzila	Maria Frank	7	1
That we approve the 2026 Editors Canada conference budget and contract with Dalhousie University		April 17, 2025	April 22, 2025	Heather Buzila	Maria Frank	10	0