

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

**National Executive Council
Meeting Minutes**



**EDITORS
RÉVISEURS
CANADA**

May 25, 2025

Zoom

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PRESENT:

NATIONAL EXECUTIVE COUNCIL (NEC)

Kaitlin Littlechild	President
Alex Benarzi	Vice-President
Heather Buzila	Secretary
Vacant	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
Vacant	Director, Volunteer Relations

OTHERS

Natasha Bood	Executive Director
Melanie Pitman	Editors Atlantic

REGRETS:

Tara Avery	Treasurer
Ellen Keeble	Director, Branches and Twigs
Maria Frank	Past President

1. Call to Order

Kaitlin called the meeting to order at 1:03 p.m. EDT.

2. Land Acknowledgement

Kaitlin read the land acknowledgement.

3. Approval of Agenda

MOVED BY Heather Buzila

SECONDED BY Suzanne Aubin

that the NEC approves the agenda.

Carried

4. Review of Outstanding Action Items from Previous Meetings

#1 (NEC): Create a welcome kit for committee chairs to pass on information such as the availability of an Editors Canada Zoom account for meetings.

Alex said he can take this action item on, but he doesn't have time right now to do it.
Heather said that she doesn't think the item is urgent.

#5 (NEC): Create an IT acceptable use policy and procedures (e.g., for safely and responsibly using Google Drive and shared platforms)

Alex suggested that it should be added to the branch and twig toolkit and the (upcoming) committee welcome kit. Heather said she can take this on, but has never written policies and procedures on her own before. Kaitlin said that she can assist Heather if she needs help.

#6 (NEC): 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.

Heather wonders if this could be part of the upcoming acceptable use policy and procedures. Alex said that maybe there is already language in the Canada Not-for-profit Corporations Act that outlines this. Natasha said financial documents need to be kept for 7 years. She said that items are kept on the website for a very long time, and although this is great for the history of the organization, it makes it hard to update the website. Alex suggested that we could create an archive off the website. Heather will check the CNCA to see if language exists about this already.

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

No update

#10 (EI): Send the Publishing Committee's ELAP name-change proposal to the NEC for review.

EI said the committee is compiling the background information that was asked for; otherwise, the proposal is written up.

#11 (Alex, Suzanne): 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.

Remove Alex's name because he is not fluent in French. No update.

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

No update

#13 (Arija): 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.

Matt Long (Publications Committee chair) is going to implement something.

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

No update

#18 (Suzanne): 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 wrote to the two people who had expressed interest in this. One person (who is a certified editor) wrote back and is still very interested in helping update the French standards, which will lead to updating the exams and ELAP for Francophones.

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

No update

5. Budget Update

Natasha added the draft financial statements to the meeting folder. She said that Editors Canada has a projected deficit for 2024 of \$99,000. We do still have a running total of about \$340,000 in our reserves: \$89,000 of that is unrestricted, \$144,000 is restricted for branches, \$40,000 is internally restricted for twigs. We are in a state of financial concern, but we are doing things to mitigate that like our membership drive.

The auditors brought forward that they were hoping for a motion at this meeting so that they could put some of the transactions on another line. Currently, the excess (deficiency) of revenues over expenses attributable to the branches and twigs restricted reserve includes the membership fee sharing transactions of \$17,715. The auditors recommend separating out these transactions into a separate line and treating it as an internal fund allocation with board approval. This is not a change to the funds that we have; it just separates it out so anyone reading the report can see that that amount is what is transferred from national to the different branches for their portion of membership fees.

MOVED BY Alex Benarzi

SECONDED BY Błażej Szpakowicz

That we follow the auditor's recommendation of separating the lines *excess (deficiency) of revenues over expenses* attributable to the *branches and twigs restricted reserve* and the *membership fee sharing transactions* and treating them as an internal fund allocation with board approval.

Carried

Alex asked if we account for the unspent portion of money from the twigs in the deficit. The less active twigs will have some money left over at the end of the year. Natasha said that if you look at page 3 of the audited financial statements, you will see net assets; it separates out unrestricted funds (excess national revenue over the last several years) and then there is an internally restricted amount, which is the twigs' money.

6. Editors Atlantic

MOVED BY Suzanne Aubin
SECONDED BY Alex Benarzi

that the NEC approves giving Melanie Pitman a voice at the meeting.

Carried

Melanie said she is going to give an update on what the Atlantic twig has been up to. She started by saying that the twig is a relatively inactive group. She has been co-chair for three years now, and the twig activity has remained relatively the same. The challenge is that the twig covers a wide area, so they can't always do in-person events. Having the conference take place in Halifax in 2026 is helping with the responsiveness of the group. The twig distributes a newsletter once a month, which sometimes includes requests for feedback from members, and sometimes people email back with feedback. The twig has hosted a monthly webinar for the last year or so. Melanie organizes it, and the speakers are usually friends of hers in the industry who will volunteer their time to help the twig out. The attendance is fairly good each time, but Melanie has run out of ideas for webinar topics. There is also a monthly book club that has a low number of regular members, but the regular attendees are very enthusiastic. The twig has tried in-person events for people in the Halifax area; for example, a brewery in Halifax offers a quiet reading time where people can come to the brewery and read in a silent room and get food and drink. Another member of the twig organizes this event, and it has been held twice. The brewery didn't offer the reading time over the winter months, but Melanie is going to try to offer this event again in the upcoming newsletter. Melanie has been in contact with the Hamilton-Halton twig about their webinar club and also about the blue pencil event that Hamilton-Halton does with the library; she is going to add these events to the newsletter to see if there is any interest in them. Melanie said she seems to always get responses from the same three or four people in Nova Scotia and would like to get responses from people from the other provinces in the twig's area.

Melanie asked if anyone has experience with a webinar club. Alex said he does in his other role as co-chair of the Calgary twig; this club has been running for over a year now. The Calgary twig decides on a webinar they'd like to present and then gives people the opportunity to purchase the webinar that is going to be watched that month. The twig then offers a subsidy to members where they cover a portion of the cost of the webinar; that helps to encourage attendance. It is a two-hour event: the first hour is to watch the webinar and then the second hour is for discussion. Alex said that the Calgary twig promote their events beyond Calgary/Edmonton, so they sometimes have people from other areas attend the webinar club. They sometimes offer webinars that are not presented by Editors Canada, like from LinkedIn, etc. But most webinars are from Editors Canada.

Melanie said that the Atlantic twig is planning to host an AGM sometime in June, but she has never done an AGM before and wasn't aware that she needed to hold an AGM until recently. Alex said the AGM can be informal; just send out a notice that you're holding an AGM. Attendance at the AGM needs to meet the quorum outlined in the Branch and Twig Procedures. During the meeting, discussion includes the state of the twig. The only requirement is that the current financial state of the twig is mentioned. An agenda is usually circulated ahead of time.

Alex let Melanie know that he didn't receive a blurb for the annual report from the Atlantic twig, so he compiled one using the reports that the twig submitted in 2024. If Melanie wanted to send Alex something, she should do so in the next week or so. Alex will send Melanie the template for the blurb.

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

EI said that ELAP copy editing now has nine exercises written, which is an improvement from last month. There is a confirmed graphic designer for the project. The previous graphic designer declined due to reservations about the workload.

EI wondered about the sign-off process for this volume of ELAP. She'd like two or three people outside of the Publishing Committee to review the draft before it is published.

Alex suggested putting it out to the Editors Canada community in the next newsletter with the incentive that they will receive an advance copy of the ELAP volume. EI would like one or two people to review the volume.

Heather asked Kaitlin what was done for the previous volumes of ELAP. Kaitlin said the committee didn't do anything other than the usual reviews of each exercise by certified editors and then looking over the volume again after the designer was finished with it to make sure everything was still in the correct place.

Alex asked if the exercise creators track their time when creating the exercises. EI is going to check with Matt Long to see if people are sending in the time it takes them to create an exercise.

MOVED BY EI Horner
SECONDED BY Alex Benarzi

That each reviewer of the ELAP Copy Editing publication receive a free copy.

Carried

b. Francophone updates

Suzanne spoke with the people at the government regarding the French professional profile of “editor” and there is quite a lot of work to be done. It hasn’t been updated since the 1990s. She has contacted the Francophone advisers to see if they would like to participate, and Sylvie Collin is included as well. The update to the description will not take place until 5 years from now because the deadline for this update has already passed. Suzanne said that updating the description fits in Editors Canada’s mission statement.

Heather asked if this would go along with updating the Francophone standard. Suzanne said this is different—if a person were to look up the profession of “editor,” a description of the position would come up. Right now the French description of “editor” includes writers, which doesn’t fit. It’s more a definition of the work that editors do rather than the standards they uphold. If a person wanted to apply for a grant, they could look up the position of “editor” and see if the grant falls within the criteria. Because Editors Canada is at the forefront of the profession, we have a really good opportunity to be a part of creating this definition.

c. Member services/Volunteer management committees

Member Services: Suzanne said there will be a launch party for the Editors Canada Discord server in the short term. The committee is also working on the membership drive that is happening right now.

Volunteer Management: Suzanne and other committee members are having trouble contacting the chair of the committee and haven’t heard from the chair in about two months. Suzanne will wait another week and then try to contact the chair again. A couple of other committees’ chairs need to contact the chair of the Volunteer Management Committee for various reasons and so it is becoming a problem.

Alex asked if the committee is able to continue its work in the absence of the chair. Suzanne has stepped in to work with the committee members when needed, but the committee is down to two members.

Suzanne has contacted ten people who offered to volunteer through Findjoo since the last meeting.

d. Certification

Arija said the marking is happening for last November’s exams—stylistic and copy editing. Arija has marked many exams herself. The committee discovered some discrepancies in the questions and is working through that. Those exams that are very close to the cutoff mark will be marked by a second marker. The committee has another meeting this Wednesday.

This November’s exams are being prepared.

e. Standards committee

Arija said the committee is still meeting once a month to cover loose ends from the Standard’s update. They are working on a glossary and statements on various things including AI.

f. Academic editing SIG

Arija said Congress starts on Friday and runs until June 6. The SIG has at least three people per shift at three shifts a day running the Editors Canada booth at Congress. Emily Lam (SIG chair) sent out a PowerPoint with information to the volunteers.

g. Webinars/Training and development committee

Błażej said the committee is seeking permission to offer an additional free webinar outside the existing schedule. This would be in collaboration with the Toronto chapter of Word on the Street. The Toronto branch usually does this but hasn't been able to do that this year. The committee wants the webinar to be about introductory structural editing. They hope to do something in collaboration with Word on the Street in Lethbridge later in the year. In terms of budget, this will not require any additional funds. The collaboration will give more exposure about Editors Canada to people who don't know about the association.

Suzanne asked when Word on the Street in Toronto is; Błażej said September 27 and 28, and the committee would look to have the webinar finished in mid-September.

Alex said this works well with the Certification Steering Committee's upcoming structural editing exam.

Arija asked if there will still be an Editors Canada table at Word on the Street in Toronto. Natasha said Sara is working on organizing an Editors Canada table and may need some local volunteers to help with it.

MOVED BY Błażej Szpakowicz
SECONDED BY El Horner

That we approve the Training and Development Committee's proposal to offer a third free webinar for 2025 in collaboration with the Toronto chapter of Word on the Street in September.

Carried

Suzanne asked how we can get involved in this type of activity in different provinces. Błażej said it may fall to the branches and twigs to find out about these types of events in their areas. Suzanne wondered how we make the branches and twigs aware that these types of events exist if they don't already know. Heather said on the website it seems like people can join as partners of Word on the Street. Alex said that Word on the Street is a messy organization, so it may not be a good idea to join as a partner. Suzanne said she can bring it up when she attends the AGM of her branch. This could be passed along to the incoming branches and twigs director. Maybe somebody could put together a calendar of these events across Canada so branches and twigs are more aware. Alex wonders if this would fall under Sara's purview. Natasha said that because there is no conference this year, she has been giving Sara other work, and we could definitely ask Sara to look into this. Sara could liaise with each branch and twig and make sure that they have people to run the booths. Alex said that it may be hard to find volunteers; for example, there is an event called When Words Collide in Calgary each year, and it's always tough for the twig to find volunteers. Suzanne said we may find events that people are interested in and will volunteer for to promote Editors Canada.

Błażej said that the committee is receiving proposals for webinars as normal for the upcoming webinar season.

h. Career builder committee

Alex said that the task force for the Career Builder hub will be made up of Career Builder committee members. He reminded people that the hub has been in development for two years now, and he hopes that if we are investing in an updated ODE that we can also invest in completing the Career Builder hub.

Natasha said it is not a good idea to have the contractor in direct contact with the volunteers in order to avoid a similar situation as to what happened during the website rebuild. She said she thinks there were some communication issues that resulted in confusion on the contractor's side. Natasha would prefer that Michelle Ou be the contact for the contractor, and the committee volunteers can be in contact with Michelle.

i. Student relations committee

No update.

j. Marketing and communications committee

The Marcom director stepped down before this meeting and sent in this report prior to her departure:

Volunteer Outreach

Sarah has been actively reaching out for volunteers. One member, H  l  ne, has expressed interest in taking on the French version of the *Meet an Editor (La r  vision vue par...)* project. The former project lead, Mich  le, is willing to train her over the summer, and they are aiming to complete the project with Sara by the fall.

Social Media Survey

Monica, Susan, and Mich  le are finalizing the social media survey (in both English and French). It's nearly done and should be available for NEC review soon.

Visual Metaphor Campaign

Sarah and Stephanie are working on this campaign. It's expected to be ready for NEC review in June.

Branch/Twig Marketing Materials

MarCom members are looking for branch/twig marketing materials, so I've reached out to Ellen to see if any are available. I haven't heard back from her yet.

Blogs (Laura & Gaby)

Laura and Gaby are both welcoming blog contributors for summer posts.

The French proofreader stepped down as she decided not to renew her membership. She left her role before completing her assigned tasks. As a result, the French version of the *Bluesky* blog post has been delayed; only the English version was posted on schedule. While also taking on the proofreader role, Gaby is currently searching for a new proofreader. She also requested Francophone mentors. Suzanne has offered to refer some people. Gaby was glad to hear that. Thanks, Suzanne!

Alex asked if it makes sense to combine the MarCom and Training and Development director positions if we are unable to recruit enough people for the NEC. Błażej said that he doesn't think that the two portfolios are that closely connected, but training and development doesn't seem to be closely related to any portfolio.

Heather volunteered to help out with the MarCom director position until a replacement is found.

k. Mentorship committee

Suzanne said that a Francophone member filled out a form to become a mentor.

l. Executive director

Natasha said that Michelle has been focusing on the membership drive, which started today. She has also been busy with awards. Michelle had to do quite a bit of data entry looking at past registration lists to see which previous members/people have given us permission to contact them. Michelle asked Natasha to remind people that the legal window to send out the call to meeting for the AGM is May 22 to June 5.

Sara has been working on designing the flyers for Congress, and it is very well organized. She has also been working on the collaborative initiative with Word on the Street. She is also working on creating a speaker database of people that Editors Canada worked with in the past and what topic they spoke on; this list will be for internal use for the branches and twigs only.

9. Branches and Twigs

No update.

10. ODE and privacy breach

Natasha said that last week she, Kaitlin, and Alex received an email from a member about the ODE. The member had had a friend of hers go into the code of the website to try to find out why the ODE wasn't working properly. The member found out that if a person had the correct skills and know-how to go into the code that it was possible to see ODE members' email addresses and addresses in the code. No credit card numbers or payment history was visible.

Editors Canada has been working collaboratively with Findjoo and Mango to create an ODE that has all the features that we need, but when the office started taking over from the Website Task Force, they realized that no communication had been shared with Findjoo and Mango about the ODE, and there was no understanding of the complex nature of the ODE that we needed. The office has been working over the last year with Findjoo and Mango to fix the ODE but without a budget for it, so it was just small fixes that were getting done.

When the potential privacy issue was discovered, Editors Canada was able to work with Findjoo and Mango to implement an emergency security patch within 22 hours of discovering the issue. In the meantime, the member who had written in to the office about the issue had posted about it in the members-only Facebook group. The office asked the member to take the post down so as to not give others the information on how to view the private information; it was not done to hide the problem.

During the meeting about the security patch, Mango said that they understood the complex nature of the ODE now and said that they could create workarounds on our site that would allow ODE profiles to be searchable. Natasha asked Mango to work with Findjoo to come up with a quote for how much it would cost to fix the ODE. The quote came in around \$6,000. Natasha asked if the NEC wanted to spend the money to fix the ODE. Natasha's other question was about direction for how to move forward with the privacy issue.

Alex brought up creating the Career Builder hub on the website, since it has been in development for over two years. Natasha brought up how our accumulated surplus has been diminished last year and again this year, leaving us with very little surplus funds. The current membership drive may help mitigate this issue by bringing in more funds.

Heather said that she liked Natasha's suggestion over email about contacting all ODE members separately to give them more information about what happened with the privacy issue and letting them know what we did to fix it. Natasha said we can do that, and that it was good to see the positive response to Heather's Facebook post about the privacy issue being fixed.

Heather also said that she thinks we should do the two website updates (ODE and Career Builder hub) because people are very upset that the ODE is not working as promised, and getting the Career Builder hub created will help with some member dissatisfaction about the new strategic plan, since we will be actively helping people find work with the hub. She said now may not be the time to offer the ODE for free with membership because we're projected to lose approximately \$80,000 in 2025 just by operating, so this is not the time to lose another \$35,000 of revenue by offering the ODE for free. Alex said he thinks we should move toward offering the ODE with the price of membership, and ways to increase revenue should be a focus of next year's NEC. Suzanne asked if when the Career Builder hub is up and running if then we could fold the ODE into the membership price. Natasha said the timeline to fix the ODE is four weeks, and it is around six weeks to build the hub. The NEC looks at membership fees each October, and that could be the time to discuss including the ODE in the price of membership.

Arija said she suggests offering all members with an ODE profile a free year in the ODE as recompense for the privacy issue with the ODE. Heather said that would also take away the full revenue that we get from the ODE. She wondered if we could offer free credit monitoring to ODE members because of the privacy issue. Arija said she doesn't think the free credit monitoring would be a big advantage. Alex said that there was no financial data leaked, so credit monitoring may not be worth it. Kaitlin asked if we do send out a communication to ODE members, could we include a request for them to contact the office if they are worried about the privacy issue. If we hear nothing back and people are satisfied with the fix, then we don't need to worry about further recompense.

MOVED BY Heather Buzila
SECONDED BY Alex Benarzi

That we contact members who have an ODE listing to give them further information about the potential privacy issue that was raised on May 15, 2025.

Carried

Alex asked to clarify that the rejection of the two motions over email about the privacy issue means that we're trusting the office to follow the correct legal steps that need to be taken. Kaitlin and Heather said that they thought so.

MOVED BY Alex Benarzi
SECONDED BY Suzanne Aubin

That we approve the quotes from Mango for the ODE fix and the Career Builder hub, with priority given to the ODE fix.

Carried

Alex said we should see if we can get a discount for doing both fixes. Natasha said she would ask for one.

Błażej wanted to confirm that we've done everything we need to do legally about the privacy issue. Natasha said we do have directors' and officers' liability insurance if needed. Błażej said that there wasn't a privacy breach and we are a non-profit organization, so it looks like we've done what we need to under PIPEDA. Natasha said she could reach out to a lawyer if the NEC would like to make sure we've done everything we need to. Alex asked if it would be more expensive to hire a lawyer or to do the filing under PIPEDA. Heather asked if we have an estimate of how much it will cost to speak with a lawyer. Natasha said she would check around and find a lawyer who specializes in issues like this.

MOVED BY Błażej Szpakowicz
SECONDED BY Arija Berzitis

That Editors Canada contact a lawyer to investigate the legal and regulatory aspects of the potential privacy issue that was raised on May 15, 2025.

Carried

11. National Editors Day

An overview of the MarCom committee's request was provided by the former MarCom director before she stepped down:

MarCom members like the idea proposed by Berna. They are planning to conduct some research over the summer, with the intention of bringing a proposal back to the NEC in the fall. Before they proceed, they need clarification on the following items:

- What's the intended timeline? (Are we aiming for 2025 or 2026?)

- Did Berna want to lead this herself with MarCom support, or is this meant to be a MarCom-led initiative?
- What date of the year would this take place? Are we looking to align with an existing day (e.g., Proofreaders Day, Admin Assistant Day), or create a separate date?

Kaitlin doesn't think the idea is fully formed at this point to need those specifics, and it might be too much to put on MarCom at this time when they are without a director.

Alex said there is a US editors day and it is in early September (September 7). Kaitlin said she thinks that MarCom was looking at creating a Canadian day. Błażej asked if we want to come up with a new day or align with the existing US day. Heather wondered if this idea should be added to the action items rather than addressing it right now, unless the MarCom Committee is looking for work. Alex said that since there is no existing day for editors in Canada, this initiative should be developed by the MarCom committee; it doesn't need to come from the NEC. Natasha said that a member emailed the office with this idea because the member heard of this day in the US; it was passed to the MarCom Committee because it seemed to make the most sense for them to develop it. She said that she thinks we should go back to MarCom and say that the NEC loves the idea and MarCom should develop a proposal for how to implement a Canadian editors day.

Alex said we could fold this into the work we're doing with the upcoming virtual training day. Heather asked if we could piggyback on the US editors day and send out social media posts to celebrate it when it happens. Natasha suggested that we could partner with the Indigenous Editors Association. Kaitlin said she'd like to hear what the MarCom Committee would like to do for this other than a social media post. Suzanne said that translators have a day in Quebec and it is quite celebrated.

Heather will email the MarCom Committee to ask if they want to do more than a social media post to celebrate editors day. If they want to do more, they could put together a proposal.

12. Academic Editing SIG

Alex said the Academic Editing SIG in Editors Canada is known as the Academic Editing Affinity in the EFA. It was proposed as a joint effort in 2021, and created in 2022. Over the past month the EFA has been making changes due to their own financial situation. They are trying to centralize everything to save money. It affects Editors Canada SIG members because it makes the SIG less accessible because you now need to be a member of EFA to access the Academic Editing SIG, although EFA does have a free membership option. Discussions were happening about what Editors Canada's role is within the SIG; Alex said it seems we don't have much of a role. The EFA gives their Academic Editing Affinity a budget, but we don't do anything for promotion for it, and the SIG/Affinity is run by EFA members. As part of the budget changes, EFA is going to lose their newsletter. Should Editors Canada be stepping up and taking more of a role in the SIG/Affinity? Possibly by providing a MailChimp account to save the EFA newsletter? As of August, in order to be part of the Academic Editing SIG/Affinity, Editors Canada members would need to be members of the EFA.

Arija said the two co-chairs of the Academic Editing SIG are members of Editors Canada, so the information Alex received may not be accurate. Alex said the co-chairs have not been part of the discussions about the upcoming changes.

Alex wondered if we should be placing more emphasis on special interest groups rather than geographic groups. Most of the things that happen with Editors Canada happen online and are not restricted to geographic areas.

Alex asked if we have an extra MailChimp account or could provide funds to the EFA to keep the newsletter going and give better access to those who are not members of the EFA. Natasha said we could talk to Michelle to see if our current membership list could be segmented into those who want to receive the Academic Editing information. Heather said we could make sure that the Academic Editing SIG submits a budget proposal in the fall and make sure the EFA knows how much Editors Canada is contributing.

Heather said before we discuss moving away from geographic locations and toward special interest groups, we could see how special-interest-group discussions go on the new Discord server to gauge if people are interested in this type of change.

13. Other Business

No other business.

14. Next Meeting Saturday, June 22, 1:00-4:00 p.m. (ET)

15. Adjournment

MOVED BY Błażej 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 (May 25, 2025)

Zoom link:

<https://us02web.zoom.us/j/81591963572?pwd=hBTbA8aDGmvBYseZaf7Q5tuhUqdDbs.1>

Meeting ID: 815 9196 3572

Passcode: 505374

Dial by your location

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- +1 587 328 1099 Canada
- +1 647 374 4685 Canada
- +1 647 558 0588 Canada
- +1 778 907 2071 Canada
- +1 780 666 0144 Canada

Attendees:

- NEC members
- Natasha Bood, executive director
- Melanie Pitman, Editors Atlantic

NEC documents in [Google Drive](#)

Sunday, May 25, 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. Guest – Melanie Pitman – Editors Atlantic (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 **EI**
 - 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
 - j) Mentorship committee **Suzanne**
 - k) Executive director **Natasha**
9. Branches and twigs (2:45 to 2:55) **Ellen**
10. ODE and privacy breach (2:55 to 3:20) **Natasha**
11. National Editors Day (3:20 to 3:30)
12. Academic Editing SIG (3:30 to 3:40) **Alex**
13. Other business
14. Next meeting Sunday, June 22, 1:00–4:00 p.m. (ET)
15. Adjourn

Appendix B – Action Items

Number	Action Item	Category	Person(s) Responsible	Previous Status (if applicable)	Current Status	Last Updated (date)
1	Create a welcome kit for committee chairs to pass on information such as the availability of an Editors Canada Zoom account for meetings.	Current	NEC			May 12, 2025
2	Check to see if there are any restrictions for changing the price of the ODE.	Current	Natasha Bood		Could not find reference to the price of the ODE in our policy documents. It seems as though the NEC should be able to determine the pricing procedures for the ODE.	May 23, 2025
3	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.	DONE	May 23, 2025
4	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	DONE	May 23, 2025

				are not aware of the Zoom account.		
5	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, 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.	To be included in the branch and twig toolkit and the upcoming committee welcome kit	April 27, 2025
6	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.	Check Canada Not-for-profit Corporations Act to see if it contains language about this already. Create an archive off of the website for older documents.	April 27, 2025

7	Draft a feedback form for outgoing volunteers.	Current	Suzanne Aubin			March 11, 2025
8	Send a survey to membership about which social media platforms Editors Canada should be on.	Current	Mina Holië	Draft WIP by MarCom.	Nearly complete in both languages; soon to be ready for NEC review.	May 23, 2025
9	Send an email to membership to consult on changing the Awards and Scholarships Procedures.	Current	Michelle Ou, Natasha Bood, NEC directors	To be discussed at the April 27 meeting	Awaiting Fall	May 23, 2025
10	Send the Publishing Committee's ELAP name-change proposal to the NEC for review.	Current	El Horner	Waiting for budget information from Committee	The committee is compiling the background information that was asked for; otherwise, the proposal is written up	April 20, 2025
11	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
12	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
13	Credential maintenance points for volunteers: Consider awarding	Current	Arija Berzitis	Passed back to the committee, but there hasn't been a meeting since the	Matt Long of the Publications Committee is	April 27, 2025

	extra points for certified editors who volunteer to help develop exercises (e.g., Edit Like a Pro series) toward their credential maintenance.			issue was given to the committee. There is a meeting coming up when the committee will hopefully discuss the issue.	planning to implement this.	
14	Revision of Editors Canada's land acknowledgment: Update our current statement in consultation with Indigenous groups.	Current	NEC directors, Natasha Bood	Rhonda Kronyk (of the IEA) is preparing a time estimate for how long it will take to draft a land acknowledgement.	Awaiting estimate from Rhonda	May 23, 2025
15	2025 Awards presentation: Begin work with the conference committee for a possible virtual event.	Current	Alex Benarzi, Sara Abdul	Date to be either June 17 or 18.	To be held June 18. DONE	May 23, 2025
16	Look into possible funding to hire someone to manage Editors Canada's records.	Current	NEC directors, Natasha Bood	The Canada Book Fund grant was declined. Natasha will keep looking into other funding opportunities.	On hold until funding can be obtained	May 23, 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 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	Current	Suzanne Aubin	Work in progress	Update the French standards first, then the certification exams and French study guides.	February 9, 2025

	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 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).	On Hold	NEC directors	Recording secretary and secretary roles have been combined. Other issues are put on hold until the new strategic plan is completed.		September 15, 2024

23	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
24	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	No updates		April 21, 2024
25	VolunteerConnect: Leah to update the language used in the VolunteerConnect spreadsheet—from English only to bilingual to encourage more francophone members' participation	On Hold	NEC directors	Standing by for our next meeting		November 5, 2023
26	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.	Done	NEC Directors	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
27	Member awareness enhancement: Update governance	Done	Heather Buzila	Will be voted on before the May meeting		May 12, 2025

	webpages with job descriptions or post to blog sites in both languages to highlight the roles of NEC directors and committees.					
28	Content management: Establish effective information management and workflow tracking mechanisms to ensure that the governance reports webpage is kept up-to-date.	Past	NEC directors, Natasha Bood	Currently discussing the governance webpage . Working documents created and distributed to the NEC. Awaiting the directors' review. Implementation deadline undetermined.		March 11, 2025
29	Alex will share the Career Builder Committee's proposal for the Career Development Hub for discussion by email	Past	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
30	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.	Past	Mina Holië	Approval pending; to be voted on in the March NEC meeting		March 11, 2025
31	Committee outreach: Facilitate informal bi-monthly or quarterly meetings with committee chairs to share updates, foster collaboration, and identify the NEC's support opportunities.	Past	Alex Benarzi			March 11, 2025

32	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.	Past	NEC directors			February 9, 2025
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Appendix C – Online Motions

Motion	Background	Opened	Closed	Moved By	Seconded By	In		Abstain
						Favour	Against	
That we approve the updates to the governance web pages for directors and committees/national positions.	This motion is to complete the action item regarding member awareness enhancement, specifically to update the governance web pages with job descriptions to highlight the roles of the NEC directors and the committees/national positions.	May 12, 2025	May 15, 2025	Heather Buzila	Suzanne Aubin	7	0	0
That we authorize the Member Services Committee to officially launch Editors Canada's Discord server.	See proposal attached for further details.	May 14, 2025	May 17, 2025	Suzanne Aubin	Ellen Keeble	8	0	0
That we provide a 10% discount code for webinars to those who sign up to our email list at conferences and events where Editors Canada will be exhibiting.	We will collect email signups for marketing and promotional purposes using CASL compliant forms. Discount code is an incentive for attendees to purchase Editors Canada offerings and is line with the membership drive. Use of a unique code/collection of email addresses for Congress attendees will provide metrics to track the impact of our presence at this type of event.	May 14, 2025	May 17, 2025	Ellen Keeble	Suzanne Aubin	6	0	0
That we approve the revisions to the Membership Fee Relief and Reduction policy and guidelines.		May 14, 2025	May 17, 2025	Heather Buzila	Suzanne Aubin	7	0	0

ODE data issue (confidential)		May 21, 2025	May 22, 2025	Mina Holie	Arija Berzitis	3	4	4
That each director be respectfully requested to submit a brief written rationale stating why they voted as they did on the privacy motion held on May 21–22, 2025, for documentation purposes.	<p>This motion supports responsible board governance by documenting the rationale behind each director's vote on the privacy motion. Because the privacy motion didn't pass, collecting individual rationales will help the organization maintain an internal record that reflects directors' diligence and accountability in addressing the ongoing issue.</p> <p>This request isn't intended to question or challenge anyone's vote.</p> <p>Participation following the result of this vote is voluntary. Responses will be submitted directly to the secretary (cc'd to the president) and retained for internal recordkeeping purposes only.</p>	May 22, 2025	May 23, 2025	Mina Holie		2	5	0
That we approve the April 2025 meeting minutes for posting on the website and the April 2025 in camera minutes.		May 21, 2025	May 24, 2025	Heather Buzila	Alex Benarzi	6	0	1