

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

**National Executive Council
Meeting Minutes**



**EDITORS
RÉVISEURS
CANADA**

April 26, 2026

Zoom

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PRESENT:

NATIONAL EXECUTIVE COUNCIL (NEC)

Kaitlin Littlechild	President
Alex Benarzi	Vice-President
Heather Buzila	Past President
Błażej Szpakowicz	Treasurer
Heather Buzila	Secretary
vacant	Director, Branches and Twigs
Liana Tang	Director, Marketing and Communications
Suzanne Aubin	Director, Member Recruitment and Retention
Arija Berzitis	Director, Professional Standards
El Horner	Director, Publications
Greg Ioannou	Director, Training and Development
vacant	Director, Volunteer Relations

OTHERS

Marie-Christine Payette

REGRETS:

1. Call to Order

Kaitlin Littlechild called the meeting to order at 1:02 p.m. ET.

2. Land Acknowledgement

Kaitlin Littlechild read the land acknowledgement.

3. Approval of Agenda

MOVED BY Błażej Szpakowicz

SECONDED BY Greg Ioannou

that the NEC approves the agenda.

Carried

4. Review of Outstanding Action Items from Previous Meetings

#1 (Arija Berzitis): Discuss the use of the term "mastermind" in Editors Canada branch and twig programs.

Use of the word "master" is contentious in conscious language, and it has been removed from all certification materials and the Editors Canada website. The Calgary twig is running a program that includes the word "mastermind," so this might be a conflict. The

organizers are looking at promoting it more widely, outside of Calgary and Edmonton. Alex Benarzi, as one of the chairs of the Calgary twig, will approach the people running the program to suggest that they change the name.

#3 (Liana Tang, Błażej Szpakowicz, Arija Berzitis): Write a statement on AI from Editors Canada.

No update.

#4 (Liana Tang): Look for a more secure method of distributing webinar recordings; can look at what other editing associations do.

No update.

5. Budget Update

So far this year, Editors Canada is in a stronger operating position than at the same point last year: More revenue has come in, and expenses are noticeably lower. However, this improvement is not driven by membership fee changes; in fact, membership revenue is tracking lower than expected. There is more income because of the conference, but there will soon be expenses matching this, and we are still hoping for more conference revenue.

Q1 revenue growth is coming from other program lines (training, webinars, etc.), not from membership. Webinar and training-related revenue (program income) is ahead of last year and underpins the strong Q1 total. The full-year 2026 budget expects about \$70,000 from webinars and webinar recordings.

The lowered expenses versus last year are mainly due to the staffing change to an administrative director rather than an executive director.

It is recommended that Editors Canada maintains current membership fee levels and focuses instead on strengthening member recruitment, retention, and value.

6. Guest: Marie-Christine Payette

MOVED BY Błażej Szpakowicz

SECONDED BY Alex Benarzi

that the NEC approves giving Marie-Christine Payette a voice at the meeting.

Carried

Marie-Christine Payette attended the meeting to discuss topics such as translation, volunteer recognition, and francophone members.

Marie-Christine has been volunteering to translate documents since she joined the association. Translation services for Editors Canada can be burdensome because there are very few translators (since people don't join an editing association to translate). Nancy Foran used to be in charge of the translation group but had to step down last year. Then Pamela Cisneros volunteered to be the group coordinator, but she had to step down a few months later. Since then, nobody has been able to take over coordinating the translation group. Currently, there are

only two members who provide volunteer translation services. Because the translation group no longer exists, the association has been sending most English documents to a paid translator for translation; the exception is the e-news updates, which Marie-Christine still translates. All translators provide editing services, but not all editors provide translation services.

It is always a struggle finding francophone volunteers because Editors Canada doesn't offer a lot to francophone members, despite efforts put in to change this over the years. It's usually the same members who volunteer multiple times, so they get burned out.

Marie-Christine attends an event called the Translation Games each year. It's a friendly competition run by universities offering translation programs. Marie-Christine first attended the Games in 2013 because Editors Canada sponsored a table. She always attends and works as a corrector, even in years when Editors Canada doesn't sponsor the games. The Translation Games is a good place to recruit members to the association, especially students. This year, Editors Canada sponsored the Games by providing student memberships. The number of people who ask about Editors Canada depends on which university is hosting the Games. When the Games are hosted by an anglophone university, more people ask about the association because most of our publications are in English.

Marie-Christine is also a volunteer on the task force to update the French standards. A lot of people are interested in restarting the French certification program, which hasn't been run for a few years. The French standards need to be updated first before the French certification program can be restarted. Suzanne Aubin said that a few years ago, Editors Canada received a grant to restart the French certification program, but we lost the grant because we couldn't find any volunteers to help out with the program.

Alex Benarzi asked if it would make sense to reach out to the translation association for help with updating the French standards and certification program. Marie-Christine says in the past Editors Canada has been approached by a translation group from Quebec about "taking over" the French certification program; this was due to a misunderstanding of how the English and French certification programs are run.

Greg Ioannou said that relying on volunteers for translation is a lot of work, rather than sending all translation out to paid translators. He has also heard from other editing associations that editing material translated by AI is generating a lot of work for editors. Marie-Christine said not all editors who edit in French are comfortable doing a translation of an English document, so this might not generate as many work opportunities as suggested. People also don't want to pay as much for "fixing" an AI translation as they would for editing the document.

Marie-Christine said that all francophone members of Editors Canada are bilingual because they have to be, since Editors Canada doesn't offer many services in French.

Suzanne Aubin said offering francophone programming is a vicious circle because in order to offer francophone programming, we need francophone members/volunteers, but we can't get more francophone members because we don't offer enough francophone programming. In the case of updating the French standards, there are volunteers who have stepped up. For the association as a whole, if we are volunteer run, we need volunteers to do the work.

Marie-Christine mentioned that the association cannot afford to pay for everything to be translated.

7. Break (5 minutes)

8. Update on Ongoing Projects

Include a brief overview of what your committee is currently working on, as well as any other info you'd like to discuss.

a. Publishing committee

The EDI handbook has been gone over by two authenticity readers, and the committee is hoping to publish it before the conference at the end of May.

The new single exercises are being brainstormed.

b. Francophone updates

No update.

c. Member services/Volunteer management committees

Member services is working on an initiative to have all committee members brainstorm what services Editors Canada offers as well as how they are useful for members. This will let the committee see what services are still useful, not useful, or could be improved. The committee held an event on Discord on April 25, 2026.

No update for volunteer management. Suzanne Aubin has contacted 20 potential volunteers since the last meeting.

d. Certification

The certification committee is planning a webinar for the summer where the presenter gives study tips for preparing for the certification exams. The committee will be testing the ELAP copyediting exercises for the publication committee.

e. Standards committee

The committee is working through the fundamentals of the standards. They are also planning to add a disclaimer to the standards about AI and how quickly it changes.

f. Webinars/Training and development committee

Webinars are selling as expected and are approximately on budget.

g. Career builder committee

The committee is working on bulking up some of the sections of the career builder hub that are lacking in resources. The next project relates to the national job board and reaching out to organizations, etc. to increase awareness of the job board and how it can be used to hire editors.

h. Student relations committee

The committee has an event planned for June with a speaker on networking. This event will be promoted to various editing programs. The committee also wants to restart the discussion series they used to run on Facebook.

i. Marketing and communications committee

No update.

j. Mentorship committee

No update.

k. Administrative director

Office staff are working on the 2025 year-end financials with the bookkeeper. The initial report was provided for the March 2026 meeting; as things get finalized, it is looking like a deficit of \$55,000–\$60,000 for 2025. The audit is booked for the week of April 20, and draft statements will be due from the auditor by mid-May.

Michelle Ou is awaiting some information from NEC members so that she can move forward with planning the 2026 AGM. The annual report has been translated and Alex Benarzi is now looking for proofreaders.

OED access is still down (as of April 15). Sara Abdul is in regular communication with them and is asking for a refund for one month of services.

There are still 50 registrations open for the conference in Halifax; if we get 20 more registrations, we will hit our budget. The conference has had lots of new sponsors including Editors Atlantic and Editors Toronto.

Sara Abdul and 10 volunteers from Editors Toronto attended the Toronto Indie Book Fair on April 18 and 19—a great opportunity for visibility for the organization.

9. Branches and Twigs

Suzanne Aubin wrote to all the branches and twigs to let them know to contact her if they have any questions or concerns. Suzanne is planning to organize a meeting with the branches and twigs in the near future.

None of the NEC directors has heard from Editors Kingston or Editors Ottawa-Gatineau about the Kingston twig becoming part of Editors Ottawa-Gatineau. Alex Benarzi will contact them.

Editors Barrie currently doesn't have a chair, so the twig may be at risk of dissolving.

Editors Toronto has successfully restarted its monthly meetings.

10. Strategic plan feedback

Four directors on the NEC (Heather Buzila, Suzanne Aubin, Arija Berzitis, and Błażej Szpakowicz) read through and collated all the feedback that came in about the strategic plan. From the feedback submitted on the draft plan, there were 170 separate items that the group recorded from 37 respondents.

Because of the volume of feedback received, the group is unable to meet the deadline to revise and then submit the draft plan for voting at the upcoming AGM. The group recommended to the NEC that we not pursue updating and finalizing the draft strategic plan for the following reasons: Because of the volume of feedback and the revisions that would be needed to the draft plan, it would take many months still for volunteers to complete work on the draft plan. No one in the group working on the plan has any experience with crafting strategic plans, so there is a good chance that information would not be added correctly to the draft. Also, the plan was originally written a year ago, and with the months that would still be needed to revise the plan, that would make it 1.5 to 2 years since the plan was written, meaning that information on things like AI, etc. would be out of date.

The group also recommended that the feedback and information from the draft be used as the basis for crafting a new strategic plan.

MOVED BY Heather Buzila
SECONDED BY Suzanne Aubin

that the NEC suspends work on the current draft of the 2025–2030 Strategic Plan.

Carried

11. Volunteer appreciation

Natasha Bood and Kaitlin Littlechild have been communicating about different ways to recognize volunteers and show appreciation that volunteers can then use to promote themselves and their work. Ideas include an Editors Canada logo badge for translators, certificates of thank-you to volunteers each year, Editors Canada volunteer badges that people can use on their own websites, special recognition for lengths of time spent volunteering (e.g., 5 years of volunteering), and volunteer shout-outs on social media that include a brief bio and the type of work that they do. Natasha will also be speaking with Michelle Ou and Sara Abdul to see what other ideas they can come up with.

Suzanne Aubin asked if we could build on the Featured Volunteer initiative that we already have on the website. Could this information be promoted on social media as well? Then we can start with work that's already been partly done.

Kaitlin said that it would be nice to have a volunteer marketing plan so we are able to track results of our efforts to recognize and recruit volunteers.

Alex Benarzi suggested that we have some way to authenticate volunteering so that people aren't using the badges on their websites when they are no longer volunteering. Kaitlin suggested that the volunteer badges could have the year on them so that it is clearly shown when the person volunteered.

Alex also suggested that the President's Award could be revamped so that it recognizes long service in volunteering.

12. Other Business

No other business.

13. Next Meeting Sunday, May 31, 1:00–4:00 p.m. (ET)

14. Adjournment

MOVED BY Błażej Szpakowicz

SECONDED BY Greg Ioannou

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 26, 2026)

Zoom link:

<https://us02web.zoom.us/j/84567882983?pwd=aQJ9vgBy6aQtXQ9VUtkpwbcslIVBlx.1>

Meeting ID: 845 6788 2983

Passcode: 993555

Attending

- NEC Members
- Marie-Christine Payette

NEC documents in Google Drive

Sunday, April 26, 2026

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) Blazej
6. Guest – Marie-Christine Payette (1:30 to 1:50)

7. Break (1:50 to 2:00)

8. Update on ongoing projects (2:00 to 2:30)
 - 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 Greg
 - g. Career Builder committee Alex
 - h. Student relations committee Alex
 - i. MarComm committee Liana
 - j. Mentorship committee Suzanne
 - k. Admin director Natasha

9. Branches and twigs (2:30 to 2:45)

10. Strategic plan feedback (2:45 to 3:05) Heather

11. Volunteer appreciation (3:05 to 3:20) Kaitlin

12. Other business (3:20)

13. Next meeting Sunday, May 31, 1:00–4:00 p.m. (ET)

14. Adjourn

Appendix B – Action Items

Number	Action Item	Category	Person(s) Responsible	Previous Status (if applicable)	Current Status	Last Updated (date)
1	Discuss the use of the term "mastermind" in Editors Canada branch and twig programs.	Current	Arija Berzitis		Alex Benarzi will speak to the presenters about possibly changing the name. Change to DONE	March 22, 2026
2	Update the Directors' Handbook, specifically the section on staff.	Current	Kaitlin Littlechild, NEC		No update	May 24, 2026
3	Write a statement on AI from Editors Canada.	Current	Liana Tang, Błażej Szpakowicz, Arija Berzitis	EFA has asked if Editors Canada would consider a joint AI statement with them and other editorial organizations.	No update	February 11, 2026
4	Look for a more secure method of distributing webinar recordings; can look at what other editing associations do.	Current	Liana Tang, NEC		No update	March 22, 2026
5	Create Editors Canada logo to indicate that people are on the translation committee as a way of recognizing translators.	Current	Kaitlin Littlechild, NEC	Was discussed at March 2026 NEC meeting	Been speaking with Natasha. Will share some ideas/thoughts during that part of the agenda. There will likely be an action item or two	April 24, 2026
6	Update and revise the French standards.	Current	Suzanne Aubin	Task force has been launched.	In progress	March 22, 2026
7	Create a new Francophone	Current	Alex Benarzi,	This action item needs to be	No update	March 22, 2026

	committee to take over from the translation group.		Suzanne Aubin	addressed because there are only two volunteer translators actively taking translation projects right now. Considering moving to paid translation.		
8	Create an IT acceptable use policy and procedures (e.g., for safely and responsibly using Google Drive and shared platforms)	Current	Heather Buzila	To be included in the branch and twig toolkit and the upcoming committee welcome kit.	No update	April 22, 2026
9	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	Heather Buzila	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.	No update	April 22, 2026
10	Draft a feedback form for outgoing volunteers.	Current	Suzanne Aubin		No update	March 22, 2026
11	Send the Publishing Committee's ELAP name-change proposal to the NEC for review.	Current	El Horner	Waiting for rebranding estimate from graphic designer; otherwise, the proposal is written.	Move to ON HOLD	February 12, 2026
12	VolunteerConnect: Examine current accessibility and usability, and update	Current	Suzanne Aubin		No update	March 22, 2026

	the system accordingly. First, a new task force to be formed.					
13	Revision of Editors Canada's land acknowledgment: Update our current statement in consultation with Indigenous groups.	Current	Kaitlin Littlechild	Progress on IEA end (internal admin and hiring)	In progress	April 24, 2026
14	Quebec insurance task force: Recruit task force members	Current	Suzanne Aubin	Task force has been created with two members. Work in progress. Helene Côté (Qc branch co-chair) is working with Members Services on this topic.	No update	March 22, 2026
15	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	No update	April 24, 2026
16	Discuss revising the formula that determines how much money is allocated to branches. Determine possible use of accumulated surplus that is now internally restricted either to branches (\$144,817) or to twigs (\$43,102)	On Hold	Błażej Szpakowicz, NEC	If the financial prediction for this year holds, Editors Canada will have an accumulated surplus and we won't need to look into asking the branches and twigs for funds. If a major expense comes up this year or something unexpected happens, we		February 23, 2026

				may need to revisit this.		
17	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.	On Hold	Suzanne Aubin	After the French standards have been updated, then we can proceed to the certification exams and study guides. See update for related task force.		February 13, 2026
18	Look into possible funding to hire someone to manage Editors Canada's records.	On Hold	NEC directors, Natasha Bood	On hold until funding can be obtained		June 18, 2025
19	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.	On Hold	Suzanne Aubin	Work in progress by the Volunteer Management Committee		February 13, 2026
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	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	On Hold	NEC directors	Recording secretary and secretary roles have been combined. Other issues are put on hold until the new		September 15, 2024

	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).			strategic plan is completed.		
22	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
23	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
24	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
25	Credential maintenance points for volunteers: Consider awarding extra points for certified editors who volunteer to help	Past	Arija Berzitis	With the Publications Committee to flesh out the additional activities for		February 13, 2026

	develop exercises (e.g., Edit Like a Pro series) toward their credential maintenance.			credential maintenance.		
26	Volunteer awards: Start the process for an NEC vote to change the procedure for volunteer award nominations.	Past	Alex Benarzi, Ellen Keeble	Consultation complete, no change needed		February 25, 2025

Appendix C – Online Motions

Motion	Background	Opened	Closed	Moved By	Seconded By	Carried By	Abstain
That we approve the March 2026 meeting minutes for posting on the website.		April 1, 2026	April 4, 2026	Heather Buzila	Suzanne Aubin	7	0
That we approve the proposal for the new exercise series, Practice Pages.		April 2, 2026	April 5, 2026	El Horner	Heather Buzila	6	0