

**Editors' Association of Canada/Association canadienne des réviseurs
Minutes of Executive Council Meeting
November 20-21, 2010**

**Day One
Saturday, November 20, 2010**

1. Call to order

The meeting was called to order at 8:40 a.m. on Saturday, November 20, in the Sovereign Suite at International Hotel Suites in Calgary, Alberta. Michelle Boulton chaired the meeting.

Attending:

Michelle Boulton	President
Greg Ioannou	Vice-president
Moira White	Past president
Sheila Mahoney	Treasurer/Secretary
Jacque Dinsmore	Member-at-large
Debra Roppolo	Member-at-large
Carolyne Roy	Director of francophone affairs
Theresa Best	BC branch representative
Arden Ogg	PP branch representative
Ursula Acton	SK branch representative
Rachel Stuckey	Toronto branch representative
Christine Leblanc	NCR branch representative
Nancy Holland	QAC branch representative
Carolyn L Burke	Executive director
Ashleigh Grange	Recording secretary

2. Approval of agenda

Motion: MOVED by Moira White, seconded by Sheila Mahoney, to approve the agenda.
CARRIED.

3. Approval of minutes from Q3 meeting (September 11-12, 2010)

Debra Roppolo provided the following amendment to the Q3 minutes (section pertaining to certification maintenance only):

The national executive council (NEC) feels the certification maintenance committee has been doing an outstanding, carefully thought-out job. Though we support the notion of credential maintenance, the requirements and implementation as presented are far too complex and administratively onerous for the editor. There is significant concern that the current plan could cause members to balk at certification—particularly if compliance were to be monitored only by random audit. The national executive council believes a different and much-simplified approach is required—one that is clearly related to upgrades to standards (MES). One idea discussed was the development of workshops pertaining to upgrades to MPES. When the standards change (we're anticipating a five-year schedule), a separate committee could develop a series of workshops, possibly one for each area of certification. Certified editors would then have some specified period of time (perhaps six months or so) to complete the workshop in order to maintain their certifications. (Yes, there would have to be some kind of online program for remote members, but we should be able to do that within the next five years.) In addition to their annual fee, certified editors would be expected to pay for their maintenance workshops.

Motion: MOVED by Debra Roppolo, seconded by Nancy Holland, to approve the minutes of the Q3 meeting, as amended. CARRIED, with two abstentions.

4. Receipt of quarterly reports and business arising

Motion: MOVED by Greg Ioannou, seconded by Sheila Mahoney, to receive the quarterly reports. CARRIED.

5. Quarterly reports and business arising

Secretary/Treasurer

Timely voting

Action: Sheila Mahoney will include the link for IV voting directly in the email to ensure voting is done in a timely manner. She will also extend the deadline (for most votes) to one week. When possible, she will also attach relevant documents to allow NEC members to quickly review the relevant information and then vote.

6. Give the recording secretary a voice at the meeting

Motion: MOVED by Greg Ioannou, seconded by Debra Roppolo, that the recording secretary be allowed to ask for points of clarification during the meeting as required. CARRIED.

7. Quarterly reports and business arising (Cont'd)

Executive director

Volunteer training program and newsletter

Noted: A volunteer training program that includes a newsletter is a good idea and NEC would like to find a way to produce this type of professional development content for volunteers organically.

Recruitment of membership, web and training/development chairs, certification steering committee (CSC) members, CSC chair and an MAL

Noted: This item was deferred to later in the meeting.

Editing EAC in 2011

Noted: Michelle Boulton, Greg Ioannou and Carolyn L Burke will meet with Jennifer Latham and Maureen Nicholson to discuss the operational plan for Editing EAC in 2011 in late November.

Prairie Provinces branch

Questions regarding Editing EAC

Deferred to twig discussion with Calgary members.

Waiving membership cost as a benefit for our paid administrator

Noted: The QAC, NCR, Toronto and BC branches have paid administrators.

Action: Branch representatives will meet during their lunch break meeting to discuss whether branch administrators should be allowed to also be members of EAC and try to come to some consensus on this issue. (Note: National office staff are prohibited from being members.)

Toronto branch

Outstanding transfer payments

Noted: Michelle Boulton led a round of applause for the Toronto branch's willingness to forgive the outstanding transfer payments from 2007 or 2008 owed by the national office.

Language information about members

Action: The national office will add the Survey Monkey question about language identification [Do you consider yourself to be anglophone, francophone or bilingual (English and French)?] to the EAC application form so that branches can identify EAC members in their respective areas who might be interested in participating in activities in French.

Distance learning

Noted: Carolyn L Burke will give the Toronto branch assistance with permission on online forums.

QAC branch

Volunteer involvement

Noted: Michelle Boulton led a round of applause for Carolyne Roy's success in getting additional francophone volunteers involved.

Members-at-large

Quarterly reports

Noted: Michelle Boulton led a round of applause for Jacquie Dinsmore's work on improving the AV/VA situation.

Director of francophone affairs

Discussion deferred to Certification/Standards discussion (item 7 on the original agenda).

Marketing and public relations

There are expenses for marketing in the upcoming budget that need to be reviewed and considered. Anita Jenkins (?) has requested money for a special review for by a consulting organization.

Publications

Deferred to later in the meeting.

Website

Deferred to later in the meeting.

Other

Kingston Update

Deferred to later in the meeting.

Member-at-large follow up /communication with committees

Action: Debra Roppolo, Jacquie Dinsmore, Michelle Boulton and Carolyn L Burke will meet over lunch to discuss and review re-allocating MAL committee responsibilities.

Noted: Debra Roppolo will assume responsibility for the following committees:
publications (existing)
professional standards (existing)
Interactive Voice
list monitor
mediator

website
membership

Jacque Dinsmore will be responsible for the remaining committees (with the exception of francophone affairs, which falls under Carolyne Roy's purview and the contract collective, which falls under Greg Ioannou's purview)

8. Review of action items from Q3 meeting

Volunteer training materials from all branches

Noted: This action item has not been completed yet.

Action: Jacque Dinsmore and Greg Ioannou will collect this information.

EAC volunteer needs and resources

Action: The NEC will develop a mandate and define the specific objectives of a volunteer task force, which is to be struck within two to three weeks. In January, the task force will be populated by polling NEC members to determine who should participate. Michelle Boulton and Sheila Mahoney will make a plan; Carolyne and Michelle to identify needs for francophone volunteers.

Co-hosting EAC conference with PEAVI and Bloody Words

Noted: Carolyn L Burke reported that the Professional Editors Association of Vancouver Island (PEAVI) will be participating; details to be confirmed.

Action: Greg Ioannou has contacted Bloody Words about participating in 2013 (based on conference dates and locations) and will report back.

NEC feedback with the CSC and the CM subcommittee

Noted: Debra Roppolo shared NEC feedback with the CSC and the credential maintenance (CM) subcommittee.

Feedback and suggestions about certification/standards (to Debra)

Noted: Arden Ogg and Sheila Mahoney sent information about certification/standards to Debra Roppolo.

Peter Moskos's interest in taking on the bid training component for the contract collective

Noted: Greg Ioannou reported that Peter Moskos agreed to participate in leading a workshop for the contract collective on writing bids along with Greg and Carolyn.

Action: Carolyn L Burke, Greg Ioannou and Peter Moskos will discuss the bid training component for the Contract collective at a later date.

Francophone affairs committee volunteer for the national marketing advisory board

Noted: Carolyne Roy sent out an invitation for francophone volunteers on the marketing advisory board, but has not received any responses so far.

Professional standards committee revisions to methods/processes

Noted: Debra Roppolo asked Jan Walter if the professional standards committee will also tackle revisions to the Standard Editors Agreement; however, Jan didn't feel she was the right person to tackle this, so Melva McLean volunteered to take a stab at it. This was then

passed to Greg Ioannou, who reported that they are only missing some definitions and services, and should be completed soon.

Noted: Michelle Boulton reported that a lawyer in Saskatchewan offered to volunteer any legal help required.

Action: Michelle Boulton will pass her contact information for Kay Robinson on to Greg Ioannou.

Digital membership card

Noted: This has not been done yet and will be carried over to the next NEC meeting.

Committee or task force on corporate and institutional membership

Noted: This has not been done yet.

Action: Jacquie Dinsmore and Greg Ioannou will develop a mandate for a corporate and institutional membership task force with a deadline of two to three weeks from now.

Language self-identification survey questions

Noted: Carolyn L Burke reported that the survey question will go out Wednesday, November 24.

Report on lack of francophone volunteers

Noted: The lack of francophone volunteers is an issue that was addressed in Montreal and on the French discussion list. Michelle Boulton and Carolyne Roy agree that a formal report will not help. The creation of a report addressing the lack of francophone volunteers is no longer an action item.

Motion: MOVED by Carolyne Roy, seconded by Debra Roppolo, to go in camera. CARRIED.

[In-camera discussion 1]

Motion: MOVED by Nancy Holland, seconded by Christine LeBlanc, to go out of camera. CARRIED.

List Guidelines

Noted: The revised List Guidelines were posted in August 2010.

Action: Jacquie to let the list monitor know this.

9. Website

Motion: MOVED by Rachel Stuckey, seconded by Debra Roppolo, to go in camera. CARRIED.

[In-camera discussion 2]

Motion: Moved by Moira White, seconded by Rachel Stuckey, to go out of camera. CARRIED.

Action: Greg will contact Mary Knittle to discuss whether Mary would be interested in volunteering to lead or join the website task force. Alternatively, she could be contacted to determine whether she might be interested in carrying out the information architecture work for the new EAC website.

Task force should be made up of members of the Marketing, Communications, Membership and Publications Committees.

10. Online Directory of Editors

Mediator's role when someone finds an editor on Online Directory of Editors (ODE) but is unhappy with the work

Noted: The mediator's role includes mediating between members and unhappy clients. Use of the EAC mediator is usually member-initiated. While either party could initiate this service, the NEC does not feel it needs to promote this. It is an extension of the mediator's role to act as an advocate, help serve our members and help resolve issues amicably.

11. Certification/Standards

Direction of Certification Programs & Standards

Noted: The NEC recognizes and understands that CSC volunteers have devoted a tremendous amount of work to this project and NEC would like to reassure Kryisia P. Lear and other CSC volunteers that a situation like the one that took place at the Q3 meeting in September will never happen again with any committee.

12. Twig Formation, Governance and Representation

Motion: MOVED by Rachel Stuckey, seconded by Jacquie Dinsmore, that twig members, both voting and non-voting, from the Calgary area be invited to attend and participate in the discussion about twig formation, governance and representation. CARRIED.

13. Certification/Standards (Cont'd)

Online testing

Noted: This item will be deferred to the next NEC meeting in March.

Action: Carolyn L Burke and Michelle Ou will launch a marketing campaign to raise the profile of EAC volunteerism, first via the web and then supported by other media. The purpose of the campaign is to "change the story" so it presents participation in the Certification Steering Committee as the prestigious honour it is.

Action: The NEC will actively recruit for the CSC committee by passing on the names of potential volunteers to Carolyn L Burke at the national office.

14. Credential Maintenance

Noted: The NEC will invite Jan Walter and Melva McLean to attend the NEC meeting in March to take part in a mini "think tank" discussion.

Francophone affairs investigating partnership with U of Montreal

Noted: Carolyn L Burke will share a document developed by the Alliance of Sector Council's Task Force on Standards, Certification, and Accreditation on standards and certification with Carolyne Roy. This potential model of certification for francophone members of EAC shows promise.

15. Twig Formation, Governance and Representation

The NEC was joined by local EAC members Paul Payson (Prairie Provinces branch chair) and Sandy Gough to discuss twig formation, governance and representation in Calgary and Edmonton.

NEC members introduced themselves with their name, position and city of residence. Greg Ioannou provided a timeline of EAC history. Discussion focused on how to foster regional support or cooperation in other parts of the country.

16. Adjournment

Motion: MOVED by Greg Ioannou, seconded by Arden Ogg, to adjourn the meeting. CARRIED.

The meeting was adjourned at 5:15 p.m.

Day Two

Sunday, November 21, 2010

17. Call to order

The meeting was called to order at 8:34 a.m. on Sunday, November 21, in the Sovereign Suite at International Hotel Suites in Calgary, Alberta. Michelle Boulton chaired the meeting. Attending: see item 1 above.

18. Certification Maintenance (Cont'd)

Motion: MOVED by Debra Roppolo, seconded by Moira White, that NEC strikes a task force to explore options for credential maintenance and report back to the NEC before the March meeting. CARRIED, with two abstentions.

Action: Michelle Boulton to contact previous CSC and CM members to and other interested parties to create this task force.

19. Publications

National executive council members discussed adding electronic editing skills and technology to MPES.

Action: Carolyn L Burke will open a Publications thread on IV so NEC members can discuss electronic editing skills and technology further.

20. Contract Collective

A member has expressed concern about the contract collective. She feels EAC is in a conflict of interest because it should not be bidding against members for work.

Action: Greg Ioannou and Michelle Boulton will continue this discussion with the member in order to determine whether EAC is in fact in a conflict of interest when it submits bids on behalf of the contract collective given that EAC members may be submitting bids for these same tenders individually. This item may be put forth for a vote at the AGM.

Action: Greg and Carolyn will draft a set of parameters for which RFPs we will bid on. Suggested that only contracts worth over \$100,000/year in revenues. The goal is to go after work that other members aren't likely to go after individually.

21. Board nominations

Noted: EAC currently has vacancies for the following positions: Designer for print version of AV/VA, training and development chair, membership chair, website co-chair and CSC chair.

Action: NEC members will email Moira White some ideas and suggestions of volunteers along with a short description of why a particular person might be a good fit for one of the available positions.

Action: CSC candidate names will be sent to Carolyn to pass along to Krysia and Jacquie.

22. EAC guidelines regarding an expense policy

Action: Branch representatives will forward any branch policies or guidelines that may exist regarding expenses to Sheila Mahoney and Carolyn L Burke. Sheila Mahoney and Carolyn L Burke will develop an expenses policy that will govern all volunteer expenses, including twig support from national and NEC reimbursements.

23. 2011 Budget discussion

Noted: There is only \$500 left in the Tom Fairley Award endowment fund from the original 2002 donation from the group of publishers. Other moneys have been collected from member donors over the past year. These will be used to top up the endowment share of the award to \$1,000, which will cover the cost of the 2010 cash prize, but as usual it will not cover the winner's travel expenses and other costs associated with maintaining this award.

Action: The NEC will initiate a discussion online about the sustainability of prize/endowment funding for now and in the future.

Noted: Sheila Mahoney reduced the budgeted conference revenue and venue costs in the 2011 budget by 20% based on discussion about the likelihood of members traveling to the BC conference. Any potential increase in attendance as a result of partnering with PEAVI and the Indexing Society was not considered because we don't have any concrete information at this time.

Noted: Sheila Mahoney reduced the honoraria to be paid to two speakers to \$1,500 (\$750 each as per Theresa Best's information).

Action: Theresa Best and her committee will discuss branded swag options for the BC conference during the conference committee's upcoming conference call.

Noted: Sheila Mahoney added \$6,000 to the budget to cover travel, accommodation and meals for two additional Board members next year, to be used if the NEC branch reps are not replaced by regional directors.

Noted: The NEC elected not to increase the EAC membership fee this year, but strongly recommends that the membership fee be increased by 2%–3% in 2012, and that this be continued on an annual basis in line with the cost of living.

Action: Carolyn L Burke will research the costs associated with creating and maintaining a charitable organization in Canada.

Noted: Although Melva McLean's special budget request for a session with Clevers Media for the Publications, Marketing and Web committees was included in the proposed budget, release of this money will depend on due diligence. Some NEC members feel it should be subject to a tender process.

24. Approval of draft 2011 budget

Motion: MOVED by Moira White, seconded by Jacquie Dinsmore, to accept the draft EAC 2011 budget, as amended based on discussions. CARRIED.

Noted: Moira White thanked Sheila Mahoney and Carolyn L Burke for shepherding NEC members through the budget process.

25. Adjournment

Motion: MOVED by Nancy Holland to adjourn the meeting. The motion CARRIED without a seconder.

The meeting was adjourned at 2:15 p.m.