

**Editors' Association of Canada/Association canadienne des réviseurs
Minutes of Executive Council Meeting
May 30, 2011**

1. Call to order

The meeting was called to order at 8:40 a.m. on Monday, May 30, 2011, in the Westcoast Energy Executive Meeting Room of Simon Fraser University at Harbour Centre in Vancouver, British Columbia. Michelle Boulton chaired the meeting.

Attending:

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

Absent:

Holly Munn	BC branch representative
Nancy Holland	QAC branch representative

Guests

Barbara Dylla	Incoming QAC representative for 2011–12
Melva McLean	Incoming vice-president for 2011–12 and Chair, Publications Committee

2. Approval of agenda

The agenda was amended to move the discussion of the 2012 conference theme earlier in the meeting.

Motion: MOVED by Greg Ioannou, seconded by Rachel Stuckey, to approve the agenda as amended. CARRIED.

3. Quarterly reports and business arising

Michelle Boulton provided an update of her activities since the last NEC meeting.

Recording NEC discussions and decisions reached via email between meetings

Noted: The role of the secretary will be updated to include keeping track of email and IV discussions between NEC members and record any decisions that are reached, as well as writing the report to members following NEC meetings.

Update on publication of MPES

Melva McLean provided an update on a potential difficulty between Captus Press and the publication of *Meeting Professional Editorial Standards* (MPES). Captus Press feels that the new edition of MPES is not selling very well and has proposed two options: 1) sell remaining stock of books back to EAC for the

costs of MPES production (approximately \$24,000); or change the co-publishing revenue split. EAC has a contract with Captus Press dating back to 1999. There is concern that Captus Press may be experiencing financial difficulties.

Action: Melva McLean will contact Captus Press about the association's position on the issue, emphasizing the current makeup and limitations of the current contract. She will schedule a meeting with Captus Press representatives as soon as possible.

Request to allow committees to edit and publish their own web pages

Noted: The national executive council (NEC) is exploring available options to decrease the time and resources required to update content on EAC web pages. Once the website task force is up and running, the NEC might consider reviewing this request.

Conference planning

Action: Barbara Dylla will officially notify the QAC branch that the 2013 conference will be held in Halifax.

Noted: Greg Ioannou will meet with EAC members in Halifax when he visits in August to discuss mobilizing members and perhaps developing a twig in advance of the 2013 conference.

Action: Jacquie Dinsmore will let Gael Spivak, the director of volunteer relations, know that one of her responsibilities will be to explore the opportunity for corporate and supporting memberships, and populate the Member Services task force.

Approval and recognition of twigs

Noted: All twigs that wish to be formally recognized need to email a written description of their twig, along with the anticipated impact of this twig on adjacent branches, to Greg Ioannou. The NEC will endeavour to approve these twigs in the next few weeks.

Motion: MOVED by Greg Ioannou, seconded by Sheila Mahoney, to approve the twig funding formula of \$500 up front for start-up, plus 5% of the membership fee, which will go directly to the twig's virtual bank account, and an additional 5% of the membership fee, which will go to national office for administration as members join or renew. CARRIED.

Action: Carolyn L Burke will hand over the "twig-in-a-box" kit that she has developed so far to the vice-president and the regional directors of twigs and branches. The finished kit will include a variety of electronic materials, including marketing materials, templates, membership applications, publication order forms, and other EAC materials designed to promote membership.

Increase AV publication frequency to four issues

The newsletter editors requested that the national executive council consider returning to four print issues of *Active Voice/Voix active* (AV/VA) per year.

Consensus: The NEC is excited about the new online platform for AV/VA and hopes that the AV/VA team will wait until the new platform is launched to adjust the publication frequency. The NEC feels that this new platform will help fulfil the AV/VA team's interest in posting new content in real time.

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

[In-camera discussion 1]

Action: Debra Roppolo will contact Ken Weinberg to request clarification regarding the website review.

Motion: MOVED by Jacquie Dinsmore, seconded by Arden Ogg, to go out of camera. CARRIED.

Upcoming 2012 conference theme

The NEC discussed possible ideas and provided suggestions for the theme of the upcoming 2012 conference in Ottawa.

At the closing of the 2011 conference, the co-chairs for the 2012 conference (Christine LeBlanc and Gael Spivak) announced the theme for the upcoming conference: Word Nerds Go Wild. Though there was a lot of enthusiasm at the time, a number of members of the NEC expressed concern about the tone that this theme provided. There was concern both about whether the theme was appropriately professional and whether it effectively portrayed the kind of event that was to be planned.

Christine noted that they had been told they were expected to announce the theme at the closing event. Though this is how it happened for the 2011 conference, generally in the past the theme was discussed with the NEC and/or an advisory committee (i.e., no surprises). It was noted that historically the conference committee has had an advisory board to support them in the development of the conference.

Noted: In future, the theme for the upcoming conference will not be announced at the closing of the conference. The theme will be reviewed with an advisory committee before being announced publicly.

Noted: Further discussion of the theme for the 2012 conference was deferred to the NEC email list.

4. Nominations of vacant committee chair positions

The following national positions remain vacant:

- Chair, Certification Steering Committee
- Chair, Member Services Committee
- Co-chair (English), Newsletter Committee
- Chair, Professional Standards Committee
- Chair, Publications Committee
- Chair, Training and Development Committee
- Chair, Volunteer Management Committee
- Chair, Website Committee

Action: National executive council members will send recommendations for candidates to fill the vacant committee chair seats to Moira White.

Noted: Only members with voting privileges will be eligible to vote for their regional director of branches and twigs.

Michelle Boulton formally thanked NEC members for all their hard work during their 2010–11 tenure.

5. EAC's anti-discrimination policy statement

Motion: MOVED by Greg Ioannou, seconded by Jacquie Dinsmore, to amend the anti-discrimination policy statement as follows:

“Every person has a right to equal treatment from the Editors’ Association of Canada with respect to services, goods and facilities, without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability.

Each request for accommodation will be reviewed under the relevant code on an individual basis.

Reasonable accommodation will be made, providing such accommodation does not cause undue hardship to EAC and EAC’s membership.”

CARRIED.

Noted: The role of the secretary will be updated to include accepting any requests for accommodation under the revised anti-discrimination policy statement.

6. Transitioning to new governance structure

Action: Carolyn L Burke will create a new email list for 2011–12 NEC members. Current and incoming executive council members will be subscribed.

Action: Carolyn L Burke will remove former NEC members from the mailing list in September 2011.

Action: Sheila Mahoney will put together a revised “director-in-a-box” based on consultations and discussions with Debra Roppolo, Jacquie Dinsmore and Arden Ogg.

Action: Current NEC members will partner up with the incoming NEC members to coach them on the organization and processes of NEC meetings.

Greg Ioannou: Melva McLean and Kevin Burns

Carolyne Roy: Sandra Gravel

Sheila Mahoney: Danielle Arbuckle

Debra Roppolo: Gael Spivak

Jacquie Dinsmore: Adrienne Montgomerie

Upcoming meeting dates and locations

Noted: The next meeting of the NEC will take place in Toronto in September 2011.

7. Strategic Planning

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

Noted: Jacquie Dinsmore asked whether Carolyne Roy would be interested in serving as Francophone consultant to NEC on Francophone communication issues. Carolyne accepted.

Motion: MOVED by Sheila Mahoney, seconded by Carolyne Roy, to go out of camera.

The NEC discussed its recommendations and suggestions for recruiting members and building EAC membership. The NEC feels it is important to survey external stakeholders—which include sponsors, content creators, translators and clients of editors—to find out what they need and want from EAC.

8. Adjournment

Motion: MOVED by Greg Ioannou to adjourn the meeting. CARRIED.

The meeting was adjourned at 3:29 PM.