

Editors' Association of Canada/Association canadienne des réviseurs
Minutes of Q2 meeting

Li Ka Shing Knowledge Institute, Room 240
 Toronto, Ontario
 June 9, 2014

1. Call to order, welcome and introductions.

The meeting was called to order at 9:05 a.m. The president, Jacquie Dinsmore, chaired.

Present:

Jacquie Dinsmore	President
Greg Ioannou	Past President
David Johansen	Treasurer
Randee Holmes	Secretary
Michelle van der Merwe	Director of Communications
Marie-Christine Payette	Director of Francophone Affairs
Ken Weinberg	Director of Training and Development
Gael Spivak	Director of Volunteer Relations
Moira White	Director of Professional Standards
Lesley Cameron	Director of Branches and Twigs (West)
Julia Cochrane	Director of Branches and Twigs (East)
Carolyn L Burke	Executive Director
Beverley Stewart	Volunteer Recording Secretary

Guests:

Emily Staniland	Incoming Director of Volunteer Relations
-----------------	--

MOTION: Moved by Greg Ioannou, seconded by Julia Cochrane, that Beverley Stewart and Emily Staniland have a voice but no voting status at the meeting. CARRIED.

2. Approval of agenda.

MOTION: Moved by Ken Weinberg, seconded by David Johansen, that the agenda be approved. CARRIED.

3. Recording of online votes since previous meeting.

MOTION: Moved by Julia Cochrane, seconded by Michelle van der Merwe, that the NEC ratify all online votes with the exception of those ratified at the Q1.9 meeting held on Saturday, June 7 prior to the AGM. CARRIED.

4. Actions arising from Q1 meeting if not addressed elsewhere in Agenda.

ACTION	WHO	DUE
ACTION: For all NEC members, Carolyn Burke to distribute existing job descriptions for those that exist, and templates for those that don't.	All	Aug
ACTION: (Carried over from Q3 ACTIONS) Carolyn Burke and Moira White to continue to provide updates regarding the CSC's development of a business plan for proficiency.	Carolyn, Moira	Ongoing
ACTION: Carolyn Burke to recommend one or two technology solutions for secure EAC file and information sharing.	Carolyn	Aug
ACTION: Michelle van der Merwe and Marie-Christine Payette to	Michelle,	Ongoing

spend money previously slated for the printing of French material to hire a writer to create original French documents.	Marie-Christine	
ACTION: Michelle van der Merwe and Marie-Christine Payette to explore the development of French resources, as opposed to the translation of existing resources, and discuss this with Marketing and Public Relations.	Michelle, Marie-Christine	Ongoing

5. Financial report.

The national executive council discussed the selection of a new auditor for the association (appointed by the membership at the AGM on June 7) as well as the impact the structure of the association under the new Canada Not-for-profit Corporations Act will have on association-wide bookkeeping and financial reporting. Carolyn L Burke reported that the new auditor will help make the new financial reporting structure make sense, something the previous auditor stated would take too much time for them.

The national office will work with the audit firm to set up books for the branches and to provide training.

David Johansen expressed his desire to meet with all branch treasurers.

Standardized bookkeeping for the branches will start in January after a fall set-up. Training for them can be offered once a year.

Branch officers will have delineated responsibilities, signing authority for the branch and perhaps power to designate other officers within the branch to sign.

Noted: Conference revenues were \$16,000 lower than budgeted for.

Noted: As per the budget, the national association is not putting further money into the reserve fund or GICs this year.

ACTION: Carolyn L Burke and David Johansen to revisit the 2014 budget with attention to the \$16,000 shortfall from conference revenues and report back with suggestions by September 2, 2014.

6. Quarterly reports and business arising

Executive Director

MOTION: Moved by Ken Weinberg, seconded by Moira White, that the Governance, Awards and Branding task forces be thanked for their incredible results. **CARRIED.**

Director, Training and Development

The NEC discussed whether webinars could be implemented and, if so, how to fund them. The following suggestions were made:

- Record conference presentations
- Use recordings of conference presentations as advertising for next year's conference
- Buy already existing US technology, which is not expensive
- Break the training and development committee into two or three more focused committees—training and development is a huge field

The NEC also discussed whether the national level of the association should produce webinars; most branch revenue comes from their seminars. Would national webinars compete with the branches?

Greg Ioannou was asked to elaborate on how the division of revenue came about: At the time the association was divided into a national level and branches, membership and seminar revenues roughly equalled each other. Branches took the seminars revenue and the national association took the membership revenue mostly. Currently, seminar revenue across the association is roughly 500k, while membership revenue is under 400k.

ACTION: Ken Weinberg to post the conference recordings online once permission from the speakers is granted.

MOTION: Moved by Gael Spivak, seconded by Greg Ioannou, that the NEC thank the conference committee, co-chairs and volunteers. CARRIED.

ACTION: NEC members to add the subject line tags [Action Required] or [Decision Required] to NEC emails to help distinguish urgent and action items.

Noted: The NEC needs to recruit a chair for training and development. Moira suggested formulating a work plan with a budget attached.

ACTION: The incoming and outgoing training and development directors (Gael Spivak and Ken Weinberg) to work together to come up with a work plan and budget for webinars request for 2015 by September 1.

Noted: Emily Staniland cautioned that technical quality and ease of access must be very high as young editors have high expectations and see EAC as an organization with a low level of technical expertise.

The NEC also discussed incentives for conference co-chairs. Jacquie Dinsmore suggested creating a volunteer slush-fund in the national budget

Noted: The conference handbook should include guidelines on the appropriate use of the conference budget for various expenses.

ACTION: Carolyn L. Burke to share the link to ACES training material with Emily Staniland for review by September 2.

ACTION: Carolyn L. Burke to ask Anita Princl to let the Conference Committee chairs know that the conference budget is theirs to spend.

ACTION: Carolyn L. Burke to create a separate line in the budget for a portion of the funds to be spent as the Conference Committee chooses.

ACTION: Carolyn L. Burke to redo the organization chart as soon as possible to reflect the following reassignments:

- Member Communications liaises with the director of communications
- The list monitor liaises with the director of volunteer relations
- The forum (Interactive Voice) monitor liaises with the director of volunteer relations

Conference Committee

Consensus: Volunteering is open to non-members, particularly students from local publishing/editing programs for the conference.

Active Voice/Voix active

Consensus: The NEC decided to turn *Active Voice/Voix active* into an annual print publication that features the best of The Editors' Weekly blog.

Noted: A vote of the membership would be required to stop producing *Active Voice/Voix active*, but is not required for this change.

ACTION: Greg Ioannou to speak to Anne Boudreault to explain the change in job description of the *Active Voice/Voix active* Editor-in-Chief position.

Publications Committee

MOTION: Moved by Moira White, seconded by Ken Weinberg, that the NEC approve an honorarium of \$2,000 for copy editing the new edition of *Editing Canadian English*. CARRIED.

Director, Francophone Affairs

Marie-Christine Payette reported having difficulty recruiting a chair for the francophone affairs committee.

Director, Branches and Twigs (East) and Director, Branches and Twigs (West)

Lesley Cameron and Julia Cochrane gave an overview of the meeting of branch chairs and twig coordinators that took place on June 6.

ACTION: Lesley Cameron and Julia Cochrane will consult with Gael Spivak, Barbara Dylla and Carolyn L. Burke to review the twig guidelines and circulate comments containing proposed revisions for review at the next NEC Q3 meeting.

Prairie Provinces Branch

The Prairie Provinces branch is on hiatus. NEC discussion centred around the health/viability of the branch and how the Calgary and Edmonton groups are fragmented.

Other

Jacquie Dinsmore thanked Greg Ioannou for his presentation about next year's conference. She also thanked outgoing executive members Michelle van der Merwe, Ken Weinberg and Julia Cochrane.

7. Appointments since previous meeting.

8. Appointment of 2014/15 national committee chairs and other non-NEC positions

MOTION: Moved by Moira White, seconded by Randee Holmes, to appoint the following national roles:

List monitor	Nancy Wills
Mediator	Michael Benedict
Forum monitor	Joanne Haskins

CARRIED.

MOTION: Moved by Moira White, seconded by Randee Holmes, to appoint the following national committee chairs:

Certification	Janice Dyer
Certification	Anne Brennan
<i>Comité agrément/Principes</i>	Sandra Gravel
Conference	Greg Ioannou
Francophone affairs	
Marketing and PR	Andrew Wright
Member communication	Susan Chambers
Member services	Suzanne Purkis
National magazine	
Professional standards	Janet MacMillan
Publications	
Training and development	
Volunteer management	Patricia MacDonald

CARRIED.

9. Appointment of post-continuance officers and NEC roles

9.1 MOTION: Moved by Greg Ioannou, seconded by Lesley Cameron, that the following be appointed as officers of the association, effective on the date the association continues under the *Canada Not-for-profit Corporations Act*, and to be ratified at the 2014 Q3 meeting of the NEC:

President	Jacque Dinsmore
Vice-president	
Treasurer	David Johansen
Secretary	Randee Holmes
Executive Director	Carolyn L Burke

Note that branch officers will be appointed at the next NEC meeting.

CARRIED.

9.2 MOTION: Moved by David Johansen, seconded by Michelle van der Merwe, that the following portfolios be assigned to the following directors, effective on the date the association continues under the *Canada Not-for-profit Corporations Act*, and to be ratified at 2014 Q3 meeting of the national executive council:

Past President	Greg Ioannou
Regional Director of Branches and Twigs (West)	Lesley Cameron
Regional Director of Branches and Twigs (East)	Barbara Dylla
Director, Training and Development	Gael Spivak
Director, Francophone Affairs	Marie-Christine Payette
Director, Volunteer Relations	Emily Staniland
Director, Publications	Anne Louise Mahoney
Director, Communications	Barb Crawford
Director, Professional Standards	Moira White

CARRIED.

10. Governance Task Force report

Carolyn L Burke reported that the documents EAC must file to comply with the *Canada Not-for-profit Corporations Act* have been signed and are ready for submission.

10.1 Honorary Life Membership:

MOTION: Moved by Greg Ioannou, seconded by Julia Cochrane, that the new *Honorary Life Membership Procedures* be approved effective on the date the association continues under the *Canada Not-for-profit Corporations Act*. CARRIED.

10.2. Nominations:

MOTION: Moved by Gael Spivak, seconded by Julia Cochrane, that *Operational Policy 6: Nominations for the National Executive Council and National Committees* be repealed and the new *National Nominations Policy* and *National Nominations Procedures* be approved, with all actions to be effective on the date the corporation continues under the *Canada Not-for-profit Corporations Act*. CARRIED.

11. Awards Task Force

MOTION: Moved by Moira White, seconded by Marie-Christine Payette, that the EAC strike an Awards Committee to oversee its awards. CARRIED.

The NEC discussed whether the new awards committee would be required to act on all of the recommendations of the awards task force, or if it would have more freedom. Carolyn L Burke suggested that the committee report to the Communications Director. Moira White offered to work with Carolyn L. Burke on the establishment of this committee.

12. Other business

12.1 ACTION: Carolyn Burke to consult with EAC's governance lawyer about the election of directors for a one-year term at the AGM (instead of the needed one- and two-year terms to stagger the NEC terms).

12.2 Student membership extension

On June 5 a student member applied for an individual extension to the maximum term for student membership.

MOTION: Moved by Greg Ioannou, seconded by Julia Cochrane, that the agenda be amended to remove the specific student's name. CARRIED.

MOTION: Moved by Moira White, seconded by Julia Cochrane, that communication to the NEC from the national office contain no identifying information with respect to complaints and policy exemption requests. CARRIED.

MOTION: Moved by Ken Weinberg, seconded by Michelle van der Merwe, that the student membership extension requested on June 5 be denied until the individual provides proof of student status. CARRIED.

13. Set dates and (tentative) locations of the 2014–15 NEC meetings.

The NEC agreed to the following tentative meeting schedule:

2014 Q3 September 13–14, 2014 in Ottawa

2014 Q4 November 29–30, 2014 in Toronto

2015 Q1 March 28–29, 2015 in Vancouver

2015 Q2 Friday, June 12, 2015 in Toronto (2015 conference - already set)

The Q4 and Q1 locations are to be confirmed by the NEC at its 2014 Q3 meeting in September.

14. In-camera sessions.

15. Adjournment.

MOTION: Moved by Ken Weinberg, seconded by Julia Cochrane, to adjourn the meeting.
CARRIED.

The meeting adjourned at 1:20 p.m.