

Quarterly Meeting (Q2)  
EAC/ACR Canada National Executive Council Meeting  
Monday, June 15, 2015  
Intercontinental Hotel, Kingsway Room

Present:

donalee Moulton	Co-Director of Publications
Marie-Christine Payette	Director of Francophone Affairs
Barbara Dylla	Regional Director of Branches and Twigs (East)
David Johansen	Treasurer
Moira White	Interim President & Co-Director of Professional Standards
Anne Louise Mahoney	Interim Vice-President & Co-Director of Publications
Gael Spivak	Director of Training & Development
Greg Ioannou	Past President
Breanne MacDonald	Co-Director of Volunteer Relations
Michelle Boulton	Co-Director of Professional Standards
Emily Staniland	Secretary
Lesley Cameron	Regional Director of Branches and Twigs (West)
Michelle van der Merwe	Director of Communications
Carolyn L Burke	Executive Director (outgoing)
Patrick Banville	Executive Director (incoming)
Alexandra Peace	Recording Secretary

**1. Welcome, call to order, and introductions**

Moira White called the meeting to order at 9 a.m.

**2. Approve the agenda**

**MOTION** by Michelle Boulton, seconded by Barbara Dylla, that the agenda is approved.

CARRIED.

**3. Removal of outgoing executive director, Carolyn L Burke, and to appoint Patrick Banville as the new executive director of Editors Canada**

**MOTION** by Greg Ioannou, seconded by David Johansen, that Carolyn L Burke be removed as executive director of Editors Canada, and that Patrick Banville be appointed as executive director of Editors Canada.

CARRIED.

#### **4. Vote to give Carolyn L Burke voice at this meeting**

**MOTION** by Anne Louise Mahoney, seconded by Gael Spivak, that Carolyn L Burke be given voice at this meeting.

CARRIED.

#### **5. Vote to give incoming NEC members voice at this meeting**

**MOTION** by Michelle van der Merwe, seconded by Breanne MacDonald, that incoming NEC members be given voice at this meeting.

CARRIED.

#### **6. Approval of minutes from the March 28, 2015 Q1 (teleconference) meeting**

**MOTION** by Barbara Dylla, seconded by Marie-Christine Payette, that the minutes from the March 28, 2015, Q1 teleconference meeting be approved.

CARRIED.

#### **7. Recording of the online votes since the 2014Q4 meeting (moved to later in the agenda, see item # 20)**

Needs to be done for the membership to be able to see what decisions have been made by the executive.

#### **8. Receipt of quarterly reports and business arising**

**MOTION** by Michelle Boulton, seconded by donalee Moulton, that the quarterly reports be received.

Discussion from the floor

Moira White thinks that while the conference committee report works very well as a debriefing document, she is concerned that it is a public document and has information in it that shouldn't be public.

**Action:** Greg Ioannou will rework the Conference Committee's quarterly report and resubmit it.

Carolyn L Burke pointed out that there is a conference manual that could use updating, and that may be a better place for some of the information that is in the report at the moment.

**REVISED MOTION** by Michelle Boulton, seconded by donalee Moulton, that the quarterly reports be received as revised.

CARRIED with one opposed and one abstention.

## 9. Appointment of 2015–16 national committee chairs and other non-NEC positions

Awards	Tamra Ross
Agrément /Principes	Sandra Gravel
Francophone Affairs	Sandra Gravel
Active Voice	Brooke Smith
Training and Development	Sue Easun
Certification	Anne Brennan and Jeanne McKane
Conference	Amy Haagsma and Lynn Slobogian
Professional Standards	Michelle Boulton and Moira White
Mediator	Michael Benedict
Forum Monitor	Joanne Haskins
List Monitor	Nancy Wills

**MOTION** by Greg Ioannou, seconded by Michelle van der Merwe, to approve the above list of committee chairs.

Discussion from the floor

Carolyn L Burke reminded the council that this slate is usually shown to the membership at the AGM. Anne Louise Mahoney reminded the council that some committees are chairless. She wondered if it would be a good time to ask for volunteers for the unfilled committee chair positions when the association sends out the information about the filled chairs.

CARRIED.

Unfilled chairs for the following committees:

- Marketing and Public Relations
- Member Services
- Volunteer Management
- Publications
- Membership Communication

Some chairs are filled by position:

Human Resources	President
Nominating Committee	Past President
External Liaison	Executive Director

Greg Ioannou pointed out that External Relations has changed over the years. It used to be a matter of going to Book and Periodical Council meetings (in Toronto) and various literacy group meetings. However, now there is more of a need for international liaisons with, for example, ACES and SfEP. There used to be an External Liaison Committee with a chair, and members to liaise with the different associations.

Carolyn L Burke agreed with this assessment, and suggested that the role of past president is a good one to chair this committee because that person has usually been around a long time, has gotten to know a lot of people, has experience speaking publicly on behalf of the association.

Greg Ioannou is willing to chair the committee; Moira White pointed out that the new executive can strike or change committees.

Discussion about the various committees and the need for volunteers for those committees included the following comments:

- Why is there a need for a Marketing and Public Relations Committee when someone from the office already does that? Person at the office can't do it all; needs support and help.
- Member Communications has been one person (who resigned recently); should it be rolled into marketing? (Person wants to be involved, just not chair.) The committee was originally struck by the membership because they wanted transparent communications between themselves and the national executive council. At the restructure in 2006, the NEC looked at the description of the role, saw the original description, but realized that the committee had just become someone who sent out surveys. The current role is described as a survey designer. Reinstating the original purpose of the committee may be a way to indicate to the membership that their concerns about being heard are being taken seriously. Which director would this committee be responsible for? Communications.
- What happened to the process of obtaining volunteers for the committees?
  - There used to have to be forms to fill out, similar to a job application. These days, only one person applying. Sometimes the 'putting bums in chairs' approach works very well, and the person does a great job, but sometimes it can be disastrous for the organization if the position is important and the person doesn't do the job.
  - Lots of people making comments to NEC members about how heavily bureaucratic the organization is. The NEC is a legal entity and has requirements. A paper trail of how a person has been appointed can help if that person must be removed. According to the Montreal Volunteer Bureau, each volunteer organization has forms for applicant; has a volunteer coordinator to go through the forms and match the volunteers to the job; and checks back to make sure that the match is working—that the person stays, is happy, remains committed, and is doing a good job. Though that process is in place for Editors Canada, there is at most one person applying for positions. What's wrong?
  - People should be getting experience from their branch/twig positions first, then coming to the national executive council. However, this drains the resources of the branch/twig pool. Staff might be able to fill in the gaps while chairs are missing. Is part of the problem that there are there too many committees? Gael Spivak mentioned the danger is this could have a homogenizing effect on the NEC.
  - What about pooling resources between branch/twig and national level? Australian organization is restructuring and centralizing everything, going more towards our model. It would save a lot of time, money, and effort if the national office had the 'blueprint,' and then the branches and twigs could tweak for their own region.

- People who join the organization often originally join to be a part of their local branch or twig. Those local organizations have their own cultures, and it would be a shame to lose that in a drive for efficiency. How could the local organizations be more supported? And should they get a bigger piece of the financial pie?
- What about combining Marketing and Public Relations and the Membership Communications committees? Even though one is external and one is internal, with all the social media both audiences could be combined, and use the resources from the branch level to populate the single committee. On the other hand, members have wanted to be treated differently than the outside world. Could the single committee fulfill the dual purpose to the satisfaction of the membership? It may, in fact, be even easier to make sure that the right information is going to the right people when a single entity is performing the job. Communication and marketing are interconnected: marketing editing services to the outside world; marketing association services internally to members; communicating all of this well. Would it be good to have subcommittees, one for external marketing and communication, the other for internal marketing and communication? Or perhaps just build into the process that information first goes to members, and then to the world. If resources are pooled between branches/twigs and national offices, then communication will be more transparent; local groups will feel a more significant connection to national.
- Who lets the chairs know that they've been appointed? By what date? Should the directors communicate this information to the chairs? How can Patrick Banville be involved, such that he becomes known to the incoming chairs?

**MOTION** by Michelle Boulton, seconded by Michelle van der Merwe, that the national executive council ask the branches to appoint someone to the Marketing and Communications Committee to participate in an advisory capacity.

#### Discussion from the floor

Some discussion about the wording occurred. Emily Staniland wondered whether a conversation should happen with the branches and twigs before this motion gets passed. Barbara Dylla suggested that this is an opportunity for the branches and twigs to be supported. Breanne MacDonald wondered about whether it is premature, that is, before a committee chair is nominated, and also wondered who this group would be advising. Michelle van der Merwe suggested that a natural leader may arise from within the group, and that it would be Michelle Ou who would be advised. Many suggested that Michelle Ou is willing, happy to have people to work with as she is overworked in this capacity. Michelle Boulton mentioned that this committee is different from many of the others because there is already a staff person working on this.

MOTION is retracted.

MOTION by Michelle van der Merwe, seconded by Michelle Boulton, that the national executive council combine the two current committees—Member Communications and Marketing & Public Relations—

into a single committee named the Communications and Marketing Advisory Committee. AMENDED.  
See below

Discussion from the floor

The council discussed the name and function of the committee. The branches are already required to have certain positions including a marketing person. This committee would be composed of those people. The role of the members needs to be defined such that the positions are beneficial at both branch and national level. For example, Michelle Ou needs advisors to consult and direct, and needs members to actually do the work.

MOTION amended to remove the words 'Advisory.'

AMENDED MOTION by Michelle van der Merwe, seconded by Michelle Boulton, that the national executive council combine the two current committees—Member Communications and Marketing & Public Relations—into a single committee named the Communications and Marketing Committee.

CARRIED.

MOTION by Michelle Boulton, seconded by Michelle van der Merwe, that the national executive council invites each of the branches and twigs to appoint a representative to the newly combined Communications and Marketing Committee.

CARRIED.

Moira White recommends that the new executive (perhaps in the strategic review) take a look at the committees to see if any others can be combined in a similar fashion. For example, Michelle Boulton and Moira White wondered if the Professional Standards Committee should be a task force rather than a committee.

**Action:** The new executive council to examine the various committees, with an eye to combining more of them.

## 10. Finances

David Johansen brought the NEC up to date. He feels that the association is still overcommitting, and underproducing. He, Patrick Banville, and Carolyn L Burke will be working on an update to the financial forecast in the next couple of weeks. They will also be switching bank access and assigning email to Patrick Banville from Carolyn L Burke.

**Action:** David Johansen and Patrick Banville to do a new financial forecast and report back to the national executive council.

## 11. Active Voice (AV)

The council discussed the various past iterations of *Active Voice* and possible future ones:

- a collection of blog posts from Editor's Weekly

- a collection of articles including ones from the conference presentations
- a public relations vehicle

Some questions arose. Should it be

- a print version or digital;
- an internal publication with information for the members;
- or an external publication showcasing the association to the world?

Some other thoughts on communications: Editors Canada doesn't have a social media presence; Magazines Canada has research on print versus digital editions, demographics, and more; Editors Canada should be able to put out a publication; *Active Voice* only has one volunteer and there is no Publications Committee chair at the moment.

**Action:** Put a discussion item on the agenda for the September quarterly meeting: define magazine's purpose; find a committee chair.

## 12. Strategic Plan

The next strategic plan needs to start in 2017. Most of the things have been done from the last one. The new one needs a planning session, facilitator, and member verification and input.

**Action:** The national executive council start the proceedings to generate a new strategic plan. (It will need a budget item to proceed.)

## 13. Webinars

Over the course of the conference weekend, Anne Louise Mahoney had been asked about Editors Canada running webinars.

Gael Spivak updated the national executive council. The committee has been working on it, with some personnel difficulties (the chair of the committee resigned, the new chair has had some challenges). The committee is regrouping, with the goal to offer three webinars this year.

Greg Ioannou was able to attend the session at the conference about this topic, and shared that a discussion was held with Teresa Schmedding from ACES (Editors Canada has an agreement in place to access the ACES webinars), and Sara Peacock from SfEP. Those two organizations use a commercial developer to produce the webinars, and fees get split between the commercial company, the organization, and the instructor.

A discussion about webinars ensued.

- Could some of the sessions at the conference be turned into webinars?
- E-learning is increasing; face-to-face professional development attendance is decreasing.
- Both government and private companies are decreasing budgets for employee professional development.
- Offering webinars would increase membership.

- Webinar fees could be set up in a three-tiered system: low fee (or several free per year) for members; another fee for members from affiliated associations; and a third fee for non-members.
- What about webinars in French?
- The way the finances are at present allows the branches to run seminars to raise funds for themselves. Another system would need to be in place if the national level of the associations is going to run webinars.
- Are there other organizations that produce webinars that would be of interest to the members, for example, magazine associations (Alberta Magazine Publishers Association).

Gael Spivak has submitted reports about the work by the committee on the production of webinars. Christine Hastie has produced a document that lays out a strategic plan for webinars. It includes a comprehensive list of webinar subject possibilities.

<https://docs.google.com/document/d/1MhGDREPIceuhFBOPNgQw2bvDnVk54SmowS2kLvri37Q/edit?usp=sharing>

**Action:** Elizabeth d’Anjou will give Gael Spivak the contact information for everybody who attended the session at the conference.

**Action:** Gael Spivak will contact Sara Peacock (SfEP) and Teresa Schmedding (ACES), and make sure that the committee and the people at the conference session (who have set up a LinkedIn group) are in communication.

#### 14. Sage and branch finances

Barbara Dylla asked about the branch use of the financial accounting software, Sage, as branches are still having problems. It was brought up at the branches and twig meeting on Friday (June 12, 2015), and she hopes to report back to them about solutions.

The executive council discussed this:

- national office already has a license for Sage
- Sage allows an audit trail
- national office is now (because of the Not-for-profit Corporations Act) responsible for all the finances, branches included

Disadvantages of the branches using Sage include:

- branches used to use Quickbooks, easier, but not compatible with Sage
- data was not entered in a timely fashion
- access to the software was problematic at first, (but is now sorted out with a Google Doc calendar arrangement)
- not easy for volunteer branch bookkeepers to learn, and expensive to keep training someone new every year
- Mac users have to run Parallels to access the software sitting on the PC in the office
- hard to get volunteers if past volunteers unhappy with the system

**Action:** Patrick Banville to look into how, why, and where the bookkeeping system for the branches is not working and suggest solutions.

## 15. Rebranding Rollout

Anne Louise Mahoney updated the executive council. Now that the members have officially voted to proceed with the rebranding rollout, as of July 1, 2015, all communications from the office will use Editors Canada. The branches are asking for permission to use the new logo and branding. They need it in August to use in their September marketing campaigns.

Moira White is in a group (Rebranding Rollout Task Force) working with Michelle Ou to develop a schedule for the next steps.

Barbara Dylla wondered if an email could go out to branch chairs to let them know what is being worked on. An email went out last week to all members.

**Action:** Moira White to contact branch listserv about rebranding.

Carolyn reported that Michelle Ou has been responding to individual (branch) requests for the new brand and logo as they have needed it, for example, for the QAC blog coordinator. However, Michelle Ou doesn't have time to put the whole schedule together by herself.

Michelle Boulton wonders if the Rebranding Rollout Task Force even knows what needs to be done.

**Action:** Michelle Boulton to check in with Michelle Ou and ask her what exactly needs to be done, what the steps are, to rollout the new brand and logo.

**Action:** Patrick Banville has some information on how to rollout a new brand and will talk to Michelle Ou and the Rebranding Rollout Task Force about the necessary steps to take next.

## 16. CASL (Canadian anti-spam legislation)

Barbara Dylla brought some concerns to the NEC from Anne Curry (Nova Scotia twig) and Karen Schell (QAC). They have asked for updated templates and information about CASL. Little documentation exists to support the next coordinator. The way to get people to be on the Nova Scotia mailing list involves asking them to sign a piece of paper. Is there a more up-to-date method of obtaining permission to email that is in accord with the new CASL? Michelle Boulton added that some branches and twigs are uncertain about how to manage the mailing lists (adding to them and accessing them from national office).

Carolyn L Burke explained that there have been few office resources for CASL. She also showed the executive council how to get a person to sign up to a mailing list.

<http://www.editors.ca/subscribe/qac>

Carolyn L Burke also suggested that each branch or twig can obtain either a members-only mailing list or the greater branch or twig list including non-members by asking Grace Xing for it.

**Action:** Barbara Dylla will contact Lesley Cameron with information about member/non-member mailing lists, and they will both let the branches and twigs know.

## **17. Member communications**

Barbara Dylla, on behalf of Lesley Cameron, asked about communication options. There are so many options, but none that are universally used. How can we have more effective member communications? Michelle van der Merwe agreed that this will be examined by the new committee.

## **18. Update on committee descriptions**

Gael Spivak started this work last September (2014). She received comments from three of the executive members. Gael Spivak suggested that someone on the new executive take on this task. A lot of work has been done, but the descriptions are inconsistent across descriptions.

**Action:** Appoint a new person to update the volunteer descriptions at the next quarterly meeting in September, 2015.

## **19. Update on policies and procedures**

Emily Staniland and Sue Easun are still working on this. The words can't be changed, but the style can be updated. Sue Easun is now also chair of another committee, and may be happy to pass this on.

**Action:** Anne Louise Mahoney to get the documents from Emily Staniland and post the English set on the website by the end of June.

**Action:** Anne Louise Mahoney to pass the English documents to Michelle Ou for translation into French.

## **20. Recording of the online votes since the 2014Q4 meeting (moved from item #7)**

see Appendix B

## **21. Annual Report (AR)**

Moira White outlined some of the problems with the Annual Report. There were committee reports missing, and of the reports present, some were too long, some too short. It needed a structural edit before it was copy edited.

The NEC discussed this, and had the following suggestions:

- several committees' reports get combined and summarized
- should possibly be more of a public relations vehicle
- translation of the AR should be done by hired translators rather than volunteers

Carolyn L Burke reminded the executive council that the AR is one of the only enduring documents over the years. Patrick Banville informed the NEC that Queen's University runs a contest for best Annual Report. This means that there is a best practices document that could be used as a resource for the creation of the AR.

**Action:** Michelle Boulton and donalee Moulton to get the Annual Report out in one month in English.

**Action:** The vice-president will be in charge of the 2015 Annual Report.

**Action:** Moira White to speak with Claudine Laforce about the AR.

**Action:** Patrick Banville to get the information that needs to go into the AR to Michelle Boulton.

## 22. Other business

### i) Conference 2015

Moira White thanks the conference co-chairs and committee for an incredible conference: Greg Ioannou, Gael Spivak, and Breanne MacDonald.

### ii) Conference 2016

Greg Ioannou informed the executive council that Professional Writers Association of Canada (PWAC) would like to be a partner with Editors Canada for the next conference in Vancouver. Professional Editors Association of Vancouver Island (PEAVI) is also interested. These requests raise some issues concerning bookkeeping and registration.

American Copy Editors Society (ACES) is interested in having the next international conference in 2019, and the British might be interested in 2023.

Barbara Dylla suggested if a template could be worked out at a national level, the branches and twigs would be happy to use it, as they also partner with other associations for certain events.

**MOTION** by Greg Ioannou, seconded by donalee Moulton, that Editors Canada accepts the request from PWAC to become partners for the 2016 conference in Vancouver, subject to conference chair approval.

CARRIED.

**MOTION** by Greg Ioannou, seconded by Breanne MacDonald, that the NEC approaches PEAVI to partner with Editors Canada for the 2016 conference in Vancouver, subject to conference chair approval.

CARRIED.

**MOTION** by Greg Ioannou, seconded by Anne Louise Mahoney, that Editors Canada partner with ACES for the 2019 conference in Chicago.

Discussion from the floor

During the discussion, the following questions arose:

Would it replace the annual conference? Where would the AGM be held? Could it be held digitally at a different time? Would the promotion of the international conference in 2016 cut registration to Canadian conferences before that? Would the technology have advanced enough by then to enable remote participation?

**Action:** Bring the question of a partnered conference with ACES in Chicago in 2016 to the September quarterly meeting to discuss further.

**Action:** Greg Ioannou to put in the next e-news that the NEC is considering partnering with ACES in 2016 in Chicago and will be consulting the membership at a later date.

**MOTION** withdrawn.

iii) Karen Virag Award

This is not a cash award. There wasn't an awards chair this year to shepherd it. Michelle Boulton wondered if the NEC wants to ask Nancy Flight to take it on. She was a friend of Karen's, and is a member of the awards task force. Tamra Ross is chair of the awards committee now, and has awards experience.

**Action:** Michelle Boulton to put Tamra Ross and Nancy Flight in touch with each other to see if they could work on that.

iv) Certification

Anne Louise Mahoney noticed that the certification steering committee has asked for information on file sharing, and that the NEC hasn't responded. The cost for a secure file sharing program is prohibitive, and for now Anne Brennan has her own subscription to Ignite that she is happy for us to use. Sébastien Koch has a spreadsheet of the file sharing companies and their costs and advantages and disadvantages, rated by security, accessibility, and cost.

**Action:** Moira White and Michelle Boulton to communicate with the Certification Steering Committee about the file sharing software.

v) PPB Branch

Emily Staniland has one person signed up to help form an executive and there may be more. She would like some more time. The NEC discussed a bit of history. There had been a proposal for a tri-province organization with one central branch and smaller groups off the branch in each of the Prairie Provinces. (This was before the association had twigs.) That proposal was rejected, and Saskatoon (later Saskatchewan) became a branch. The Calgary twig is a twig of PPB, so PPB needs to remain a legal entity.

**Action:** Emily Staniland and Michelle Boulton to talk further about support for the PPB.

vi) Quebec/Atlantic Branch

Barbara Dylla reported on the status of this branch. The co-chairs have resigned. The only positions filled are treasurer, secretary, program chair, and volunteer/member relations. Stacey Atkinson will be the new regional director, and Barbara Dylla is in conversation with her. Greg Ioannou suggested a 'meet the director' meeting in the fall to hope to increase awareness of the association.

- vii) Member survey  
Michelle van der Merwe, on behalf of Susan Chambers, the outgoing member services chair, asked the NEC for feedback. The survey currently sits at 61 questions. She would like to redesign it, shorten it, and simplify the questions. She also suggests a de-emphasis on benefits to members and more questions on members' perceptions and expectations of engagement with the professional organization.

**Action:** Michelle van der Merwe to tell Susan Chambers to go ahead with the suggestions.

**Action:** Greg Ioannou to pass information to Michelle van der Merwe about book publishing information that may need to still be obtained on the survey.

### **23. Next meeting**

Next meeting will be a one-hour teleconference call on Wednesday, July 22, 2015, at 6 p.m., EDT.

**MOTION** by Greg Ioannou, seconded by Michelle van der Merwe, that the meeting be adjourned.

**Appendix A**  
**Action Items Arising from the Meeting**

#	Action Item	Person(s) Responsible	Due Date
1	Greg Ioannou will rework the Conference Committee's quarterly report and resubmit it.	Greg Ioannou	July 22, 2015
2	The new executive council to examine the various committees, with an eye to combining more of them.	NEC	ongoing
3	David Johansen and Patrick Banville to do a new financial forecast and report back to the national executive council.	David Johansen, Patrick Banville	July 22, 2015
4	Put a discussion item on the agenda for the September quarterly meeting: define magazine's purpose; find a committee chair.	NEC	September, 2015
5	The national executive council start the proceedings to generate a new strategic plan. (It will need a budget item to proceed.)	NEC	September, 2015
6	Elizabeth d'Anjou will give Gael Spivak the contact information for everybody that attended the session at the conference.	Elizabeth d'Anjou, Gael Spivak	ASAP
7	Gael Spivak will contact Sara Peacock (SfEP) and Teresa Schmedding (ACES), and make sure that the committee and the people at the conference session (who have set up a LinkedIn group) are in communication.	Gael Spivak	ASAP
8	Patrick Banville to look into how, why, and where the bookkeeping system for the branches is not working and suggest solutions.	Patrick Banville	ongoing

9	Moira White to contact branch listserv about rebranding.	Moira White	ASAP
10	Michelle Boulton to check in with Michelle Boulton and ask her what exactly needs to be done, what the steps are, to rollout the new brand and logo.	Michelle Boulton	ASAP
11	Patrick Banville has some information on a new brand rollout and will talk to Michelle Ou and the Rebranding Rollout Task Force about the necessary steps to take next.	Patrick Banville Rebranding Rollout Task Force	ASAP
12	Barbara Dylla will contact Lesley Cameron with information about member/non-member mailing lists, and they will both let the branches and twigs know.	Barbara Dylla	ASAP
14	Appoint a new person to update the committee descriptions at the next quarterly meeting in September, 2015.	NEC	September, 2015
15	Anne Louise Mahoney to get the documents from Emily Staniland and post the English set on the website by the end of June.	Anne Louise Mahoney	ASAP
16	Anne Louise Mahoney to pass the English documents to Michelle Ou for translation into French.	Anne Louise Mahoney	ASAP
17	Michelle Boulton and donalee Moulton to get the Annual Report out in one month in English.	Michelle Boulton and donalee Moulton	ASAP
18	The vice-president will be in charge of the 2015 Annual Report.		2016
19	Moira White will talk to Claudine Laforce to debrief about the Annual Report.	Moira White	ASAP

20	Patrick Banville to get the information that needs to go into the AR to Michelle Boulton.	Patrick Banville	ASAP
21	Bring the question of a partnered conference with ACES in Chicago in 2019 to the September quarterly meeting to discuss further.	NEC	September, 2015
22	Greg Ioannou to put in the next e-news that the NEC is considering partnering with ACES in 2019 in Chicago and will be consulting the membership at a later date.	Greg Ioannou	ASAP
23	Michelle Boulton to put Tamra Ross and Nancy Flight in touch with each other to see if they could work on the Karen Virag Award.	Michelle Boulton	ASAP
24	Moira White and Michelle Ou to communicate with the Certification Steering Committee about the file sharing software.	Moira White and Michelle Ou	ASAP
25	Emily Staniland and Michelle Boulton to talk further about support for the PPB.	Emily Staniland and Michelle Boulton	ongoing
26	Michelle van der Merwe to tell Susan Chambers to go ahead with the suggestions.	Michelle van der Merwe	ASAP
27	Greg Ioannou to pass information to Michelle van der Merwe about book publishing information that may need to still be obtained on the survey.	Greg Ioannou	ASAP

## Appendix B

Online Votes, 2015 Q1, November 30 – March 28, 2015

1. MOVED by Greg Ioannou  
SECONDED by Anne Louise Mahoney  
THAT we appoint Michelle Boulton, Breanne MacDonald, donalee Moulton, and Michelle van der Merwe to fill the vacancies on the national executive council.

MOTION CARRIED. (January 8, 2015)

2. MOVED by Emily Staniland  
SECONDED by Marie-Christine Payette  
THAT the NEC approve the 2014 Q4 meeting minutes as presented.

MOTION CARRIED. (January 19, 2015)

3. MOVED by Anne Louise Mahoney  
SECONDED by Greg Ioannou  
THAT the Q1 national executive council meeting, scheduled for March 28–29, 2015, in Vancouver, be replaced by monthly teleconferences in January and February and by a videoconference in March, for budgetary reasons.

MOTION CARRIED. (January 20, 2015)

4. MOVED by Greg Ioannou  
SECONDED by Lesley Cameron  
THAT the NEC appoint Sue Eason as Chair of the Training and Development Committee.

MOTION CARRIED. (January 25, 2015)

5. MOVED by Greg Ioannou  
SECONDED by Anne Louise Mahoney  
THAT Michelle van der Merwe be appointed to the role of Director of Communications.

MOTION CARRIED. (January 31, 2015)

6. MOVED by Moira White  
SECONDED by donalee Moulton  
THAT Michelle Boulton be appointed to the role of Co-director of professional Standards.

MOTION CARRIED. (January 31, 2015)

7. MOVED by Moira White  
SECONDED by donalee Moulton  
THAT donalee Moulton be appointed to the role of Co-director of Publications.

MOTION CARRIED. (January 31, 2015)

8. MOVED by Moira White  
SECONDED by donalee Moulton  
THAT Breanne MacDonald be appointed to the role of Co-director of Volunteer Relations.

MOTION CARRIED. (January 31, 2015)

9. MOVED by Lesley Cameron  
SECONDED by Marie-Christine Payette  
THAT the NEC approve the Calgary twig application and formally welcome them as the first twig of the western branches.

MOTION CARRIED. (February 8, 2015)

10. MOVED by Emily Staniland  
SECONDED by donalee Moulton  
THAT that the office release the contact information for the ten volunteer reward winners to the Chair of the Volunteer Management Committee, to be used to seek consent to publicize those winners' names and feature their volunteer profiles online and in the news blast.

MOTION CARRIED. (February 12, 2015)

11. MOVED by Moira White  
SECONDED by Breanne MacDonald  
THAT the NEC appoint Jeanne McKane as co-chair of the Certification Steering Committee.

MOTION CARRIED. (February 19, 2015)

12. MOVED by Gael Spivak  
SECONDED by Anne Louise Mahoney  
THAT EAC stop collecting information about the gender of its members, because the information is irrelevant to the services the association provides and removing the male/female option will make the association more inclusive.

MOTION CARRIED. (February 22, 2015)

13. MOVED by Anne Louise Mahoney

SECONDED by Moira White

THAT the NEC approve the costs involved in creating the print edition of Editing Canadian English 3 (design: \$1800; index: \$1600; printing: \$5,580/1000 copies) in order to meet the publication date of June 2015.

MOTION CARRIED. (March 6, 2015)

14. MOVED by David Johansen

SECONDED by Gael Spivak

THAT the NEC accept the draft auditor's report for our 2014 financial year.

MOTION CARRIED. (March 13, 2015)

15. MOVED by Moira White

SECONDED by Gael Spivak

THAT the NEC strike a Rebranding Rollout Task Force to shepherd the rollout of the new brand.

MOTION CARRIED. (March 14, 2015)

16. MOVED by Greg Ioannou

SECONDED by Anne Louise Mahoney

THAT we reallocate the \$2,000 that was allocated to the regional directors to the blog upgrade.

MOTION CARRIED. (March 28, 2015)

17. MOVED by Greg Ioannou

SECONDED by Gael Spivak

THAT consideration of the respect in the workplace policy and the dispute resolution policy be deferred until we have a new executive director in place.

MOTION CARRIED. (March 28, 2015)

Online Votes, 2015 Q2, March 28 – June 15, 2015

18. MOVED by Anne Louise Mahoney

SECONDED by Gael Spivak

THAT EAC pay members to translate the EAC annual report a reduced rate of 15 cents per word in order to have the translation done in a timely fashion so francophone members can read the annual report in French before voting on it at the AGM.

MOTION CARRIED. (April 10, 2015)

19. MOVED by Anne Louise Mahoney

SECONDED by Marie-Christine Payette

THAT the NEC approve the costs involved in publishing a print-on-demand book on editorial roles and niches to be sold at the June 2015 EAC conference (costs approximately \$715 for printing; \$300 for cover design; \$700 for interior layout; no index = \$1715). The books would be sold for \$10 each.

MOTION CARRIED. (April 14, 2015)

20. MOVED by Gael Spivak,

SECONDED by Emily Staniland

THAT the following volunteers receive one-time, limited-use access to the complete list of the names of EAC members and student affiliates (and student members, before the student affiliate category was created in June 2014) for 2014–2015, in order to double-check them for the annual report:

Claudine Laforce (annual report coordinator)

Sylvia Siemens (1st review)

Julia Cochrane (full report review)

Alex Peace (full report review)

MOTION CARRIED. (April 16, 2015)

21. MOVED by Greg Ioannou

SECONDED by Anne Louise Mahoney

THAT EAC investigate, and if appropriate apply for, Canada150 Signature funding for the preparation of new dictionaries for Canadian French and Canadian English.

MOTION CARRIED. (April 30, 2015)

22. MOVED by Anne Louise Mahoney

SECONDED by Gael Spivak

THAT the Editors' Association of Canada create an online directory of trainers in which members can pay to list their services as trainers in areas related to editing.

MOTION CARRIED. (May 10, 2015)

23. MOVED by Moira White

SECONDED by Marie-Christine Payette

THAT the short-form name of the Editors' Association of Canada/Association canadienne des réviseurs be "Editors Canada/Réviseurs Canada" as of July 1, in keeping with the rollout of our

new brand.

MOTION CARRIED. (May 29, 2015)

24. MOVED by Michelle Boulton

SECONDED by Gael Spivak

THAT the NEC accept the following two governance documents as submitted.

[\*]Politique\_Agrément\_VersionFinale.docx (policy)

[\*]Procédures\_Agrément\_VersionFinale.docx (procedures)

MOTION CARRIED. (May 29, 2015)

25. MOVED by Gael Spivak

SECONDED by Greg Ioannou

THAT Editors Canada allow student affiliates to be present at the AGM, via the president inviting them to attend (as a motion at the AGM) and the members voting on that invitation.

MOTION CARRIED. (May 30, 2015)