

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

**Annual General Meeting Minutes**

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Crowne Plaza Hotel, Gatineau  
June 10, 2017



**EDITORS  
RÉVISEURS  
CANADA**

**PRESENT:**

Anne Louise Mahoney	President
Gael Spivak	Vice-President
Breanne MacDonald	Secretary
Greg Ioannou	Past President
Carolyn Brown	Treasurer
Alexandra Peace	Recording Secretary

108 members (including 16 members participating online via Zoom.us)

Presentation by Sandra Gravel of the eight people who passed the inaugural comparative editing test and will receive the title of *révisseure agréée avec attestation en révision comparative*:

Sophie Palotta (received her certificate at the AGM)  
Marie-Gabrielle Blais  
Stéphanie Audet Brazeau  
Geneviève Cloutier  
Chantal Frigon  
Josianne Guillemette  
Pascale Ouimet  
Joëlle Simoneau

Presentation by Anne Brennan of the six people who have earned new professional certifications:

Certified Proofreaders:

Jennifer Dinsmore  
Amy Haagsma  
Sarah Robins (Certified Professional Editor)  
Emily Youers (Certified Professional Editor)

Certified Structural Editors

Lana Okerlund (received her certificate at the AGM)  
Florene Ypma (received her certificate at the AGM)

## **1. Call to order**

Anne Louise Mahoney called the meeting to order at 3.28 pm.

MOVED by Frances Peck  
SECONDED by Iva Cheung

that Nancy Flight be granted honorary life membership in Editors  
Canada (Appendix A).

Unanimous.

## **2. Approval of agenda (Appendix B)**

MOVED by Jess Shulman  
SECONDED by Margaret Shaw

that the members approve the agenda.

Carried

## **3. Approval of 2016 draft annual general meeting (AGM) minutes (Appendix C)**

MOVED by Patricia MacDonald  
SECONDED by Tom Vradenburg

that the members approve the 2016 annual general meeting minutes.

Carried

## **4. Approval of the 2016 auditors' report (included in the 2016 annual report, as required by law)**

Carolyn Brown, treasurer, reported on the financial situation (Appendix D). Highlights include these points:

- Editors Canada has had deficits of varying levels for the past four years.
- Analysis shows that this is due to declining membership.
- Employment in the sector is steadily decreasing.
- Webinars and the conference contributed significantly to revenues.
- Expenses are mainly for the staff and the quarterly meetings.
- Several improvements have been made to the financial management processes.

MOVED by Carolyn Brown  
SECONDED by Moira White

that members approve the 2016 auditor's report.

Carried

Abstentions: 2

## **5. Approval of the 2016 annual report (available on the Editors Canada website)**

MOVED by Bev Ensom  
SECONDED by Elizabeth d'Anjou

that members approve the 2016 Annual Report.

Carried  
Abstentions: 7

## **6. Appointments and elections**

MOVED by Carolyn Brown  
SECONDED by David Johansen

that the members approve Hogg, Shain & Scheck as the auditor for 2017.

Carried

Greg Ioannou, chair of the nominations committee, explained the process of recruiting candidates for the national executive council. Greg is chair of the committee as past president, joined by Patricia MacDonald, Wendy Barron, Dawn Hunter, and Michele Jean.

Thanks to Marie-Christine Payette, Margaret Shaw, Michelle van der Merwe, and Elizabeth d'Anjou for their time on the executive.

Thanks to the mediator, Michael Benedict, who is stepping down from the position after many years.

### **Candidates (for 2 years)**

- Anne Louise Mahoney (Editors Ottawa–Gatineau)
- Breanne MacDonald (Editors Hamilton-Halton)
- David Johansen (Editors Quebec/Atlantic Canada)
- Gael Spivak (Editors Ottawa–Gatineau)
- Greg Ioannou (Editors Toronto)
- Julia Cochrane (Editors Nova Scotia)
- Lisa Ng (Editors Calgary)
- Tania Cheffins (Editors British Columbia)

Greg Ioannou asked for nominations from the floor, three times.

With no nominations from the floor, the list was acclaimed. The following people were elected last year, and are in the second year of their term.

- Berna Ozunal (Editors Toronto)
- Carolyn Brown (Editors Ottawa–Gatineau)
- Stacey Atkinson (Editors Ottawa–Gatineau)
- Patricia MacDonald (Editors Nova Scotia)

### **Committee chairs and national position holders**

Awards committee	Tamra Ross (Editors Edmonton)
Certification Steering Committee	Jeanne McKane (Editors Toronto) Wendy Carroll (Editors Ottawa–Gatineau)
Comité Agrément/Principes	Sandra Gravel (Réviseurs Québec/Atlantique)
Communications and marketing committee	Susan Chambers (Editors Toronto)
Conference committee	Michelle Boulton (Editors Saskatchewan)
The Editor's Weekly	Anna Williams (Editors Edmonton)
Facebook group moderator	Joanne Haskins (Editors Toronto)
Francophone affairs committee	Nancy Foran (Editors Toronto) (interim)
List monitor	Nancy Wills (Editors Kingston)
Mediator	Suzanne Purkis (Editors Ottawa–Gatineau)
Member services committee	Sara Promislow (Editors Toronto)
National magazine committee	Carol Harrison (Editors Toronto)
Publications committee	Karin Cather (Editors Toronto)
Student relations committee	Wendy Barron (Editors British Columbia)
Training and development committee	Jaime Miller (interim) and Tamra Ross (interim)
Volunteer management committee	Nancy Foran (Editors Toronto) Christine Albert (Editors Toronto)

## **7. Other business**

Michelle Boulton asked about the savings of not having the executive meet at the conference.  
The executive paid for their own travel and accommodations to come to the conference, and the next NEC meeting (for Q2, the second quarter) will be online on June 26, 2017.

Gael Spivak offered thanks to Anne Louise Mahoney for her work as the president of Editors Canada.

Margaret Shaw is stepping down because of personal reasons, and has felt privileged to work on the executive.

Nancy Foran asked about a Francophone affairs director.  
Greg Ioannou said that the organization will continue to search for someone.

Julia Cochrane wondered when the handover occurs.  
Members of the old and new executives will both be invited to the June 26<sup>th</sup> online meeting.

## **8. Motions from the floor**

MOVED by Elizabeth d'Anjou  
SECONDED by Nancy Flight

that the conference committee and volunteers be thanked for putting on the conference.

Unanimous

## **9. Adjournment**

MOVED by Greg Ioannou  
that the meeting be adjourned.

# Appendix A — Letter in support of Nancy Flight

May 18, 2017

Dear National Executive Council:

**It is with appreciation and admiration that we nominate Nancy Flight for honorary life membership in Editors Canada.**

## **Introduction**

Nancy is a career editor. She has worked in-house and freelance, in the United States and in Canada. She has edited award-winning books and is an award winner herself, having received the Tom Fairley Award for Editorial Excellence in 1998 and the first-ever Karen Virag Award in 2016.

During her first years in Canada, Nancy was a publisher as well as an editor. She ran Flight Press, eventually publishing four books. In 1992 she co-founded West Coast Editorial Associates, a partnership that is still going strong. She then joined Douglas & McIntyre Publishers and its imprint Greystone Books, where she is currently associate publisher.

Nancy has also taught editing for decades, including at the Banff workshops and Simon Fraser University. She is a past president of the Association of Book Publishers of BC, and has served on the executive council of the Association of Canadian Book Publishers.

Nancy is retiring from full-time work on October 16—45 years to the day from when she started her first book publishing job in San Francisco. We feel this is the perfect time to honour Nancy's lasting contributions to Editors Canada.

## **Nancy's Contributions to Editors Canada**

There is little that Nancy has *not* done for our association. Her initial involvement was with the BC Branch, where she was an active member and served on the executive. She has participated in juries and panels and has presented at conferences. She has led seminars, including a stylistic editing course for Editors BC as recently as 2015. She wrote one of the first posts for the Editors' Weekly blog back in January 2013. And it is largely because of her that the Tom Fairley Award now comes with a cash prize.

Nancy's most lasting imprint on Editors Canada comes from her involvement in two areas.

First, she sat on the National Executive Council for a remarkable eleven years, from 1989 to 2000. She began as the BC Branch representative. From 1993 to 1998, she co-chaired the Long-Range Planning Committee with Käthe Roth. She then served two terms as national president, from 1998 to 2000.

Second, Nancy has worked steadily to develop and promote editorial standards—a key part of our association's mission. Besides mentoring a generation of editors at Greystone and D&M, including

winners of the Tom Fairley Award, Nancy took part in two core standards projects for Editors Canada. One: certification. She helped create the first pilot tests for the program in the early 2000s. Two: *Professional Editorial Standards*. From 2006 to 2009, she sat on the committee that overhauled this document for the first time since its publication. Nancy oversaw the creation of separate standards for stylistic editing.

**Conclusion**

Editors Canada policy states that candidates for honorary life membership must have made “a sustained, significant contribution to the work or welfare of the association.” We can think of no better way to describe how our association has been enriched, for decades, by the ongoing talent, support and dedication of Nancy Flight.

Sincerely,

Iva Cheung  
Greg Ioannou  
Peter Moskos  
Frances Peck



## Appendix B — Agenda

1. Call to order
2. Approval of agenda
3. Approval of 2016 draft annual general meeting (AGM) minutes
4. Approval of the 2016 auditors' report (included in the 2016 annual report, as required by law)
5. Approval of the 2016 annual report
6. Motions from the floor
7. Appointments and elections
8. Other business
9. Adjournment

# Appendix C — 2016 Draft AGM minutes

## **Annual General Meeting 2016 Editors' Association of Canada Association canadienne des réviseurs (Editors Canada)**

Before the meeting was called to order, Sandra Gravel congratulated the 59 people who passed the agrément test in French this year. Jeanne McKane and Anne Brennan thanked the volunteers who helped the certification steering committee (CSC) in any way, and also presented the certificates for copy editing and stylistic editing.

### 1. Call to order

Anne Louise Mahoney called the meeting to order at 8:56 am.

### 2. Approval of agenda

MOVED BY Elizabeth d'Anjou

SECONDED BY Anne Brennan

That the members approve the agenda for the 2016 annual general meeting of Editors Canada (Appendix A).

CARRIED

### 3. Approval of 2015 draft annual general meeting (AGM) minutes

MOVED BY Moira White

SECONDED BY Julia Cochrane

That the members approve the minutes from the 2015 annual general meeting of Editors Canada (Appendix B).

CARRIED

4. Approval of the 2015 auditor's report

MOVED BY Margaret Shaw

SECONDED BY Patricia MacDonald

That the members approve the auditor's report (Appendix C) for 2015 for Editors Canada.

CARRIED

5. Approval of the 2015 annual report

MOVED BY Elizabeth d'Anjou

SECONDED BY Marie-Christine Payette

That the members approve the Editors Canada annual report for 2015 (Appendix D).

CARRIED

6. Approval of the 2017–21 strategic plan

MOVED BY Stacey Atkinson

SECONDED BY Michelle van der Merwe

That the members approve the Editors Canada Strategic Plan for 2017–2021 (Appendix E).

Discussion from the floor:

The process of member consultation in the development of the strategic plan was outlined.

Editors Canada followed this process:

- hired a facilitator to assist with the process
- interviewed members with a variety of backgrounds (student, francophone, long-time member, and so forth) across the country by phone (done by facilitator)
- invited several local (Ottawa) members to attend a one-day planning session with the national executive council, led by the facilitator
- invited the membership to comment on the draft
- compiled member feedback
- invited the membership to comment on the revised draft

CARRIED

7. Approval of the Consultation Policy

MOVED BY Greg Ioannou

SECONDED BY Breanne MacDonald

That the members approve the new Consultation Policy of Editors Canada (Appendix F).

Discussion from the floor:

- how and why the policies came into being, and that they enshrine the values of an organization
- many models of governance, including those with member-run decision making and those with a top-down direction. (This policy is a response to the top-down model of governance.)
- points against the policy were raised: it is unnecessary, onerous, necessitates extra record keeping; it is contrary to good governance; two other policies are needed instead, a whistleblower policy and a complaints policy

CARRIED

8. Approval of the Confidentiality Policy and the Confidentiality Procedures

MOVED BY Julia Cochrane

SECONDED BY Claire Wilkshire

That the members approve the revised Confidentiality Policy (Appendix G).

CARRIED

MOVED BY Elizabeth d'Anjou

SECONDED BY Marie-Christine Payette

That the members approve the new Confidentiality Procedures (Appendix H).

CARRIED

9. Update from the mentoring task force

Joanna Odrowaz (member of the task force) updated the members on the progress of the mentoring task force.

The task force has researched other national organizations' methods of setting up mentoring, including scope and type of relationship, and who can be a mentee or mentor. The report will

be coming out later in the summer, and it will include a recommendation by the task force that a mentoring program be set up and named after John Eerkes-Medrano, a well-known and well-respected editor from British Columbia who died in 2015.

10. Special Resolution: Dissolving of Editors Prairie Provinces (PPB) (Appendix H)

MOVED BY Tim Green

SECONDED BY Andrea Hatley

That the Editors Canada Prairie Provinces branch be dissolved as of October 31, 2016.

Discussion from the floor:

- PPB has been on hiatus for over two years. Members have been surveyed to find out how they would like to proceed: as a large branch or as several twigs. Members chose to proceed as several twigs.
- Twigs are being created in Edmonton and Manitoba; there is an existing twig in Calgary.
- Members wondered what is happening to funds held by the branch, and whether some of these funds could go toward the Karen Virag Award.

CARRIED

MOVED BY Greg Ioannou

SECONDED BY Elizabeth d'Anjou

That Patrick Banville be given voice at the annual general meeting.

CARRIED

MOVED BY Cathy McPhalen

SECONDED BY Julia Cochrane

That some portion of the money from the dissolution of the Prairie Provinces branch go to the Karen Virag Award.

CARRIED

11. Motions from the floor (5)

MOVED BY Peter Moskos

SECONDED BY Ruth Wilson

That the term of positions on the national executive council be limited to three terms of two years each for a total of six years, and that there be a two-year gap before being eligible to sit on the executive again.

Discussion from the floor:

The following points were made for the motion:

- Serving on the NEC is an opportunity, and this limiting of terms would open it up for more members to take part.
- If someone is already in the position, other members may not put their name forward, though it is well within their right.
- There is value to the branch to have a member on the national executive (better communication).
- Longer than six years may produce burnout in the long-standing members.

The following points were made against the motion:

- In any election, anyone is free to step forward. People are not clamouring to get into executive positions.
- Sometimes someone specific is needed (for example, in the case of francophone affairs) and should the person be forced to step down if no one can be found to replace them?
- This would mean that (because each position has a two-year term), people would have to be vice president, president, and past president without having any experience on the board at all.
- It takes at least a year before one fully understands the job.

Some people agreed with the idea of having regular turnover on the executive, but without a formal motion.

MOVED BY Andrea Hatley  
SECONDED BY Marie-Christine Payette

That the original motion be amended such that if the position on the executive were to be vacant (because the sitting member had been on the executive for three consecutive terms), the sitting member could remain.

Peter Moskos did not agree with the amendment; motion failed.

MOVED BY Frances Peck  
SECONDED BY Margaret Shaw

That the motion put forward by Peter Moskos be tabled such that the members vote on it at the special online general meeting to be held in the fall, thus allowing the members to have time for discussion.

CARRIED

MOVED BY Shana Johnstone  
SECONDED BY Greg Ioannou

That the methodology of engaging membership for the strategic plan be significantly expanded.

CARRIED

MOVED BY Elizabeth d'Anjou  
SECONDED BY Jennifer Glossop

That thanks be given to the conference co-chairs for all their hard work on the conference.

## 12. Appointments and elections

### Auditor

MOVED BY David Johansen  
SECONDED BY Julia Cochrane

that Editors Canada appoint the firm of Hogg, Shain & Scheck as the auditor for 2016.

CARRIED

## Executive Council

Margaret Shaw (British Columbia), running for 2 years  
Stacey Atkinson (Ottawa–Gatineau), running for 2 years  
Marie-Christine Payette (Quebec/Atlantic Canada), running for 2 years  
Patricia MacDonald (Nova Scotia), running for 2 years  
Berna Ozunal (Toronto), running for 2 years  
Carolyn Brown (Ottawa–Gatineau), running for 2 years

Anne Louise Mahoney (Ottawa–Gatineau), elected at 2015 AGM for 2 years  
Breanne MacDonald (Hamilton-Halton), elected at 2015 AGM for 2 years  
David Johansen (Quebec/Atlantic Canada), elected at 2015 AGM for 2 years  
Elizabeth d’Anjou (Kingston), elected at 2015 AGM for 2 years  
Greg Ioannou (Toronto), elected at 2015 AGM for 2 years  
Gael Spivak (Ottawa–Gatineau), elected at 2015 AGM for 2 years  
Michelle van der Merwe (British Columbia), elected at 2015 AGM for 2 years

## Committee chairs and national position holders

Awards committee	Tamra Ross (Prairie Provinces)
Certification Steering committee	Anne Brennan (British Columbia) Jeanne McKane (Toronto)
Comité agrément/principes	Sandra Gravel (Québec/Atlantic Canada)
Communications and marketing committee	Donald Beyers (Toronto) Susan Chambers (Toronto)
Conference committee	Marsha Fine (Ottawa–Gatineau) Carole Hubbard (Ottawa–Gatineau) Suzanne Purkis (Ottawa–Gatineau)
Facebook group moderator	Joanne Haskins (Toronto)



Francophone affairs committee	Benoit Arsenault (Quebec/Atlantic Canada)
List monitor	Nancy Wills (Kingston)
Mediator	Michael Benedict (Toronto)
Member services committee	Abby Egerter (Toronto)
National magazine committee	Vacant
National mentoring program task force	Carolyn Brown (Ottawa–Gatineau)
Publications committee	Karin Cather (Toronto)
Professional standards task force	Michelle Boulton (Saskatchewan) Maira White (Ottawa–Gatineau)
Student relations committee	Wendy Barron (British Columbia)
Training and development committee	Patricia Furdek (Ottawa–Gatineau)
Volunteer management committee	Nancy Foran (Toronto)

### 13. Other business

There will be an online special general meeting to vote on two items in the fall: the new standards and the motion from the floor regarding limiting of NEC terms.

MOVED BY Greg Ioannou

SECONDED BY David Johansen

That thanks go to donalee Moulton, director of publications, for her work on the executive as she steps down.

### 14. Adjournment

MOVED BY Julia Cochrane

SECONDED BY Elizabeth d'Anjou

That the annual general meeting be adjourned.

CARRIED

# Appendix D — Report on Financial Situation, Carolyn Brown, Treasurer

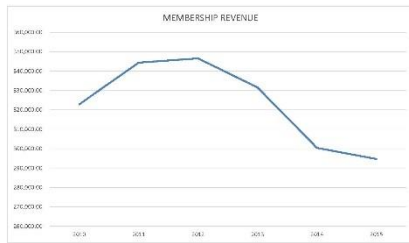
## Financial Situation / Situation financière

- End of 2013 / fin 2013  
– Deficit/déficit: \$11,422
  - End of 2014 / fin 2014  
– Deficit/déficit: \$67,368
  - End of 2015 / fin 2015  
– Deficit/déficit: \$27,269
  - End of 2016 / fin 2016  
– Deficit/déficit: \$31,516 (including \$24,460 deferred revenue / dont 24 460 \$ de revenus reportés)
- Current reserves /  
réserves actuelles :  
\$30,000

## Membership revenue / Recettes d'adhésion

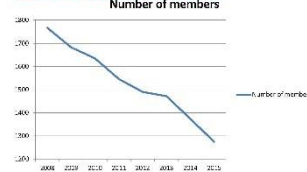
- Membership is the major source of revenue (60%) for Editors Canada. /  
L'adhésion est la source principale de recettes (60 %) pour Réviseurs Canada.
- Other revenue comes from products and services purchased mainly by members. /  
Les produits et services achetés surtout par les membres fournissent d'autres recettes.
- Revenue from membership increased significantly to 2012, then started to decline dramatically. /  
Les recettes de l'adhésion ont fortement augmenté jusqu'à 2012, pour ensuite diminuer considérablement.

## Membership revenue / Recettes d'adhésion



## Membership numbers / Nombre de membres

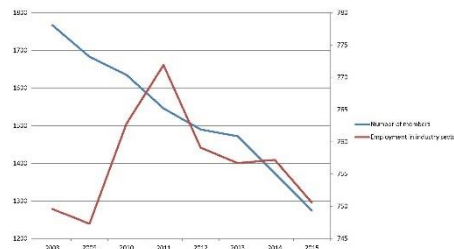
- Although revenue was rising, this masked a drop in membership that had started in 2008. /  
Même si les recettes augmentaient, cela a masqué une chute dans l'adhésion qui a commencé en 2008.



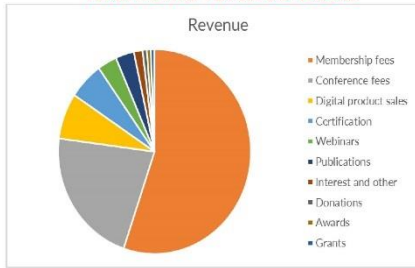
## Change in labour market for editors / Évolution du marché du travail pour les réviseurs

- Editors are part of the "Information, culture and recreation" sector, which is dominated by media and publishing (StatsCan classification) / Les réviseurs font partie du secteur « Information, culture et loisirs », qui est dominé par les médias et l'édition (classification de Statistique Canada).
- Employment (including self-employment) from Labour Force Survey / Emploi (dont travail autonome) de L'Enquête sur la population active

## Change in labour market for editors / Évolution du marché du travail pour les réviseurs



### Highlights of 2016 / Moments forts de 2016



### Highlights of 2016 / Moments forts de 2016

REVENUES / RECETTES	
Membership fees / cotisations des membres	\$279,163
Conference fees / frais d'inscription au congrès	110,554
Digital product sales / ventes numériques	36,790
Certification / agrément	29,614
Webinars / webinaires	16,486
Publications	15,638
Interest and other / intérêt etc.	7,373
Donations / dons	3,694
Awards / prix	3,256
Grants / subventions	3,171
<b>Total</b>	<b>\$505,739</b>

### Highlights of 2016 / Moments forts de 2016



### Highlights of 2016 / Moments forts de 2016

EXPENSES / DÉPENSES	
Staffing / personnel	\$224,580
Travel and event costs / frais de déplacement et réunions	112,601
Administration	63,758
Professional fees / honoraires professionnels	58,786
Branches and twigs / sections et ramifications	31,315
Rent / loyer	22,337
Printing and design / impression et conception	19,378
Awards / prix	4,500
<b>Total</b>	<b>\$537,255</b>

### Improvements to financial management / Améliorations à la gestion financière

- Bookkeeping has been moved in-house / La comptabilité est maintenant faite à l'interne
- Plan to bring in new software, which will allow us to automatically collect the correct sales taxes / Nous planifions d'acheter un nouveau logiciel qui percevra automatiquement les taxes de vente appropriées
- Regular remittance of sales taxes (previously in arrears) / Versement de taxes de vente à temps (auparavant en souffrance)
- Regular reporting of financial status for twigs and committees / Mise à jour régulière du bilan financier des ramifications et comités
- Consideration of costs, revenues and bookkeeping effort for all new programs and projects / Attention particulière à la rentabilité de chaque nouveau programme et projet quant aux coûts, recettes et à la comptabilité