

Editors' Association of Canada
Association canadienne des réviseurs

National Executive Council
2018 Q2 Meeting Minutes

Online Meeting
June 23, 2018



EDITORS
RÉVISEURS
CANADA

PRESENT:

Gael Spivak	President
Julia Cochrane	Vice-President
Anne Louise Mahoney	Past President
Carolyn Brown	Treasurer
Breanne MacDonald	Secretary
David Johansen	Regional Director, Branches and Twigs – East
Lisa Ng	Regional Director, Branches and Twigs – West
Stacey Atkinson	Director, Communications
Nancy Foran	Interim Director, Francophone Affairs
Tania Cheffins	Director, Professional Standards
Greg Ioannou	Director, Publications
Berna Ozunal	Director, Training and Development
Patricia MacDonald	Director, Volunteer Relations
John Yip-Chuck	Executive Director
Michelle Ou	Senior Communications Manager
Alexandra Peace	Recording Secretary

Incoming national executive council members:

Wendy Barron
Sandra Gravel
Virginia St-Denis
Heather Buzila

1. Call to order

Gael Spivak called the meeting to order at 2:00 p.m.

2. Approval of agenda (Appendix A)

MOVED BY Anne Louise Mahoney
SECONDED BY Patricia MacDonald

that the agenda be accepted.

Unanimous

3. Welcome to new directors

The incoming directors are welcome to observe and ask questions but are unable to vote.

4. Finances

Carolyn Brown summarized the current financial situation of the Editors Canada (Appendix B) and made the following additional points.

- ◆ Each director should be aware of their portion of the budget and stick to it.
- ◆ Conference 2018 made money this year, but about \$11,000 less than budgeted for.
- ◆ Because of that and because of higher rent for the national office, the association is heading into a deficit.
- ◆ The office rent has substantially increased recently.

John Yip-Chuck discussed the national association cash flow and historical financials. The association is relying on funds that belong to the twigs for its operating expenses; the association doesn't have its own money.

The NEC responded to this information with the following points:

- ◆ One of the major expenses from the publications committee is MPES. However, the project is delayed, so the expenses for it can go into next year's budget. Also, the current edition of MPES could be sold at half price and will thus generate some income.
 - ◇ Berna Ozunal suggested that her class at George Brown starting in September is still willing to pay full price for MPES.
- ◆ Greg Ioannou has office space that he could rent to the association if needed.
- ◆ During the last financial crunch, the national executive asked the branches to help out by sponsoring national events. Is now a good time to ask the branches and twigs that are sitting on large funds to sponsor a national event?
- ◆ Will *From Contact to Contract* will be published this year? Could it bring in revenue?
- ◆ Could the association get serious about donations for awards? Could branches or twigs sponsor an award?

Action

Heather Buzila to talk with Anne Louise Mahoney about possible twig sponsorship of the Karen Virag Award.

5. Review of outstanding action items (Appendix D)

- ◆ The topic of webinar profit distribution arose. John Yip-Chuck outlined the amount of labour involved in finding out where all the non-members who take the webinars live so that their portion of profit can be sent to the appropriate branch or twig.

- ◆ As the complicated part of the transaction involves the non-members, and as the national office is low on funds, it was suggested that the payments of members continue to go to the appropriate branch or twig, but that the income from non-members go to the national office.

Action

John Yip-Chuck to calculate the cost of this plan (non-member webinar income goes to national office) and staff time on the issue.

- ◆ Branches and twigs need to make sure that they are using the correct logos and colours.

Action

Gael Spivak to ask Michelle Ou to make sure that the branding package is on the website and available to the branches and twigs.

6. Priority projects

Patricia MacDonald reported to the NEC that Ginny McGowan has uploaded the remote members' survey to the national office SurveyMonkey account. It's ready to go out, and the French version is coming. Patricia MacDonald will be alerting members in July about the survey and asking members to fill it out.

Action

Patricia MacDonald to alert members about a remote-members' survey and then to send the survey out.

7. Report requests

Action

John Yip-Chuck to get the email tags back on the bottom of the email list automatically.

Action

Patricia MacDonald to email John Yip-Chuck directly about email tags.

8. Branches and twigs

David Johansen reported on the status of some of the branches and twigs in the eastern region:

- ◆ KWG is having trouble getting volunteers; David Johansen suggested that they contact other twigs to get ideas.
- ◆ Sylvie Collin (Editors Québec) inquired about information booth costs. They used to share with OTTIAQ, but OTTIAQ is not willing to do so this year. She wonders whether the national office would be able to contribute funds.

Action

David Johansen to let Editors Québec know that the national office will not be able to help with the funding of the booth.

- ◆ Editors Québec is also worried about member retention and wondered whether they could get national help with getting questions into SurveyMonkey.

Action

Breanne MacDonald to help Editors Québec to get their questions into the national survey account.

Action

Nancy Foran to contact Sandra Gravel about help with member retention, survey, and booth sharing.

9. National office staff information

a) move

Several office locations were investigated but fell through. Staff focused their time and energy on the conference, and now the most important issue is dealing with the membership software. John Yip-Chuck would like to put moving the office on hold until after September and to have moved by the end of the year.

b) Member365

The membership database is the foundation of the association, and it needs fixing. Membership dues and membership contact is vital to the organization. Now that conference is over, staff can renew their focus on this issue. A new staff member has been hired part-time, and this will take some of the work off Caitlin.

Action

David Johansen and Heather Buzila to remind branches and twigs at the next meeting that the office is having problems with the membership database and are working to remedy the situation.

c) website and ODE

The new developer is fixing bugs and working on the wish list. The developer is on a monthly retainer, so John is trying to keep the list within that, except for major jobs.

Action

Gael Spivak to speak to Michelle Ou about volunteers who can work on the website in August to help with getting it updated.

Action

John Yip-Chuck to communicate any changes made to the website to Patricia MacDonald so that they can be communicated to the membership.

d) insurance

John Yip-Chuck has been working with the current insurance company but is wondering whether the association should be having any insurance company offer packages to members.

Action

Gael Spivak to find a volunteer to take the lead on creating a task force brief to look into insurance (all forms) and whether the association should be working with an insurance company.

10. New business

Conference 2020 locations

Breanne MacDonald talked about various possibilities for the next international conference, to be held in 2020. Several cities mentioned were Montréal, Toronto, and Vancouver, as they are all easy to fly into. Although Québec City and Calgary were also mentioned, they are either harder to get to or not as big a draw.

Action

Breanne MacDonald to create a document with various possible conference cities and their pros and cons and report back to the NEC.

11. Orientation for new directors

a) meeting

Breanne MacDonald and Gael Spivak will be meeting with the new directors in mid-July.

b) handover

Action

NEC directors to make sure that leftover tasks, processes, and checklists get handed over to the new person in their position.

Action

John Yip-Chuck to change the NEC email list at the date nearest to July 1, 2018.

c) corporate calendar

Action

NEC directors—outgoing, please check over the corporate calendar to see whether there is anything to be done or passed to the new director in the summer months.

Action

David Johansen and Heather Buzila to update the director information in the branch and twig toolkit.

12. Committee chair and branch officer votes

MOVED BY Anne Louise Mahoney
SECONDED BY Breanne MacDonald

that the NEC appoint the following people to the respective roles:

- ◆ President: Gael Spivak (Editors Ottawa-Gatineau)
- ◆ Vice-president: Wendy Barron (Editors British Columbia)
- ◆ Past president: Anne Louise Mahoney (Editors Ottawa-Gatineau)
- ◆ Treasurer: Julia Cochrane (Editors Nova Scotia)
- ◆ Secretary: Breanne MacDonald (Editors Hamilton-Halton)
- ◆ Regional director of branches and twigs (east): David Johansen (Editors Quebec)
- ◆ Regional director of branches and twigs (west): Heather Buzila (Editors Edmonton)
- ◆ Director of communications: Virginia St-Denis (Editors Ottawa-Gatineau)
- ◆ Directrice des affaires francophones: Sandra Gravel (Réviseurs Québec)
- ◆ Director of professional standards: Tania Cheffins (Editors British Columbia)
- ◆ Director of publications: Greg Ioannou (Editors Toronto)
- ◆ Director of training and development: Berna Ozunal (Editors Toronto)
- ◆ Director of volunteer relations: Patricia MacDonald (Editors Nova Scotia)

Unanimous

MOVED BY Anne Louise Mahoney
SECONDED BY Gael Spivak

that thanks be given to Nancy Foran, Carolyn Brown, Stacey Atkinson, and Lisa Ng for their fantastic contributions over the past year(s).

Carried

The NEC would also like to thank the nominating committee (Dawn Hunter, Fazeela Jiwa, Patricia MacDonald, Anne Louise Mahoney, Cathy McPhalen) for its success in finding candidates for the national executive council and committee chair positions.

MOVED BY Carolyn Brown
SECONDED BY Greg Ioannou

that the following Editors Canada Branch officers be accepted for 2018–19:

Editors Québec	Sylvie Collin, Chair
Editors Toronto	Jennifer Foster, Co-Chair
Editors Ottawa-Gatineau	Sara Caverley, Vice-Chair and Acting Chair
Editors Saskatchewan	Katherine Duncombe, Chair
Editors BC	Marianne Grier, Chair

Carried

Action

Carolyn Brown to tidy up various governance documents that talk about branch officers and branch signing officers to clear up any confusion.

MOVED BY Breanne MacDonald
SECONDED BY Anne Louise Mahoney

that the Editors Canada NEC minutes from March 2018 (Q1) be accepted.

Carried

13. Next meeting

The next Editors Canada NEC meeting (Q3) will be held on September 15 and 16, 2018. Breanne MacDonald is looking into the location, but it will probably be Ottawa or Montréal.

Action

Breanne MacDonald to send out requests for reports in time for the Q3 meeting with extra time as it is the planning quarter.

Action

John Yip-Chuck, Carolyn Brown, Julia Cochrane, and Breanne MacDonald to have a meeting on budget plans.

There is no rush to change things over between incoming and outgoing national treasurer, as two of the signing officers are in Toronto.

Webinars

Anne Louise Mahoney spoke about having Editors Canada find ways to encourage Indigenous editors who are interested in increasing their training (such as by offering a conference registration for an Indigenous editor, offering a certain number of webinar recordings at no charge).

There was some discussion about whether there would this plan would be financially feasible. John Yip-Chuck mentioned that the organization has a fiduciary duty to the webinar presenters who have signed contracts that say they will receive royalties from the recordings.

Action

Gael Spivak to work on an agreement with webinar presenters to allow Indigenous editors in training to get free access to the webinar recordings.

14. Adjournment

MOVED BY Greg Ioannou
SECONDED BY Julia Cochrane

that the meeting be adjourned.

Carried

Appendix A – Agenda

- 1) Call to order
- 2) Approval of agenda
- 3) Welcome to new directors
- 4) Budget update (including conference numbers)
- 5) Review of outstanding action items from previous meetings
- 6) Update on priority projects
- 7) Report requests
- 8) Branches and twigs
- 9) Office items (several)
- 10) New business
- 11) Orientation for new directors
- 12) Committee chair and branch officer votes to do via email
- 13) Next meeting
- 14) Adjourn

Appendix B – Finances



Mid-year financial update 2018

- Key messages:
 - To end of April, we are on track with budget
 - Conference finances not finalized; expected to make profit, but lower profit than planned
 - Pre-conference day made > \$6,000 for SK
 - Increased rent will raise expenses

Income statement at April 30

2018 budget versus actuals			
	Budget	Actual	% to date
Revenue	\$582,463	\$226,052	39% (above target)
Expenses	\$583,872	\$164,527	28% (below target)

Budget tracking for 2018

- A lot depends on how well membership, the conference, and certification/agrément do
- Some major expenses can really affect the bottom line
- Directors should be aware of budget and stick to it

Budget tracking for 2018

- Main expense that is currently over budget is rent
- Tracking to go \$6,000 over budget
- Search for new, more affordable space continues



Snidely Whiplash, evil landlord

Conference

- Full revenues and expenses are not yet in
- Breanne's feeling was that the conference was profitable
- But not as profitable as hoped and budgeted for
- Will affect bottom line

Pre-conference day

- Pre-conference day made \$8,432 in registrations
- Costs of just over \$2,000
- Highly profitable for Saskatchewan branch

Bottom line

- Conference and rent will mean a deficit
- Budget must be cut in order to avoid a deficit

Appendix C – Cash Flow and Historical Financials

Cash Flow: having enough money on hand to keep up with the bills (positive cash flow)

- As of today, all of the major bills are accounted for, including the conference, next month's rent, etc.
 - Currently have just over \$5,000 in national daily bank account today (not including reserves)
- Incoming revenue from memberships, webinars, publications etc. will be used to keep up with the rest of the year's bills—but still need to be tracked carefully

BUT

- The national association is supposed to be holding in trust all of the twig money—currently over \$35,000
- **The national association has been using the twig money for daily operating expenses**
 - Not an isolated event but has been systematic over the years, since last surplus years 2012/2013 (see table below)
 - Basically the national association has been borrowing money from the twigs to run the operation of the national association

IMPLICATIONS (an example)

- What if all the twigs TODAY said they want to become a branch and asked for their money
 - The national association would have to liquidate the current reserves of \$30,000 to give to the twigs (and we'd still owe them a few thousand dollars)
- **In essence, the national association does not have any money (no reserves)**

MOVING FORWARD

- The situation of borrowing twig money to cover operational expenses will continue until the association can accumulate about \$50,000 or more additional cash over the next couple years
 - This amount increases the longer it takes the association to accumulate this cushion

IDEALLY

- Ideally the twig funds will be held in a separate bank account from the national association account and would only be used for twig expenses, and the national organization would only use the funds in the national bank account
- This can not be achieved under the current financial picture until the surplus cash mentioned above can be accumulated

15-year Financial Performance

Year	Revenue	Expenses	Surplus	(Deficit)
2017	576,943	574,441	2,502	
2016	505,739	537,255	(31,516)	
2015	585,407	612,676	(27,269)	
2014/2015	511,414	578,782	(67,368)	
2013/2014	546,606	558,028	(11,422)	
2012/2013	597,757	534,196	63,561	
2011/2012	581,329	532,116	49,213	
2010/2011	533,389	499,598	33,791	
2009	481,267	497,728	(16,461)	
2008	455,278	469,313	(14,035)	
2007	367,462	426,173	(58,711)	
2006	357,541	351,418	6,123	
2005	313,817	302,398	11,419	
2004	363,514	388,367	(24,853)	
2003	381,112	364,950	16,162	

Appendix D – Action Items

Action Items, Current

	Action Item	Person (s) Responsible	Status
1.	NEC directors to work with their committees to discuss issues and possibly solve them before the committees have to go to the office.	NEC	I left this for the incoming directors to see. ap
2.	Gael Spivak to talk to John Yip-Chuck about branches who are asking for office help (as the branch administrators should be doing this work rather than national office).	Gael Spivak	in progress Sent email to John about talking about this.
3.	John Yip-Chuck to work with staff to prioritize their office duties.	John Yip-Chuck	ongoing and in flux with staff turnover and switch to new membership platform
4.	John Yip-Chuck and Tania Cheffins to continue working with office staff to develop documentation on what office staff do for the certification steering committee.	John Yip-Chuck Tania Cheffins	in progress Helena Aalto asked to manage this project and coordinate with committee chairs--hope to be done by end of summer
5.	Stacey Atkinson to develop and test some calls to action and taglines for the dictionary project. CHANGED	Stacey Atkinson Virginia St-Denis	in progress Not done; will brief incoming director on it.
6.	Who to do what to make this motion happen: "Editors Canada offer departing employees a voluntary opportunity to do a confidential exit interview with the human resources committee member of their choice to improve the workplace atmosphere and functional"?	Gael Spivak	in progress Gael has updated the HR policy doc and sent it to the NEC with a motion.
7.	Greg Ioannou to continue working on a publication agreement for people writing content for Editors Canada.	Greg Ioannou	in progress passed to committee co-chairs, will follow up
8.	John Yip-Chuck to contact the Freedom to Read Week executive director to see about possibilities for promotion of our conference.	John Yip-Chuck	in progress initial conference call held; discussions ongoing
9.	David Johansen and Heather Buzila to host an orientation session for branches and twigs, post-AGM; Gael Spivak to attend and answer questions.	David Johansen Heather Buzila Gael Spivak	[changed to David and Heather]

	Action Item	Person (s) Responsible	Status
10.	Heather Buzila and David Johansen to ask Margaret Shaw whether she would be willing to record a short video for new branch and twig coordinators, based on new branch and twig toolkit. [The NEC thought this might be helpful as an adjunct to the new toolkit.]	Heather Buzila David Johansen [changed]	
11.	Berna Ozunal will continue working on a certificate for volunteers. And, will change the name of it (as it conflicted with the national volunteer award).	Berna Ozunal	in progress
12.	Stacey Atkinson to connect Virginia St Denis with Editors Québec to help with changing the name of the Facebook page/group. Changed	Stacey Atkinson Virginia St-Denis	
13.	Gael Spivak to ask David Johansen and Lisa Ng to communicate with branches and twigs about free webinars (particularly after more have been arranged).	Gael Spivak	There was a long discussion about the use of free webinars (arising from Editors Edmonton wanting to have a webinar night). I believe David and Lisa were supposed to communicate this idea ... that if twigs and branches want to have a webinar night, they could use the free ones. It was suggested that even more webinars (the well-done but poorly attended ones) could be made free to members for a specified amount of time. And again, if this should happen, that David and Lisa were to also communicate this. However, since they weren't at the meeting, Gael, you were going to update them on this idea.
14.	Stacey Atkinson and Berna Ozunal to work with Tamra Ross to enter metadata for webinars.	Stacey Atkinson Berna Ozunal	in progress Tamra is working on it.
15.	Berna Ozunal to help the training and development committee get the surveys set up to summarize data for individual webinar evaluations rather than combined with all the other surveys.	Berna Ozunal	in progress

	Action Item	Person (s) Responsible	Status
16.	Patricia MacDonald to give Gael Spivak chapters of the volunteer handbook. After the handbook is completed, Patricia MacDonald will send for exec reads.	Patricia MacDonald	in progress Gael has reviewed a couple already.
17.	Carolyn Brown, Anne Louise Mahoney, and Stacey Atkinson to discuss incentives for both new and renewing members and report back to the NEC.	Carolyn Brown Anne Louise Mahoney Stacey Atkinson	in progress
18.	Tania Cheffins to take the lead on updating the editing definitions that are on the website to be consistent with the editorial standards. (Greg has some newer ones.)	Tania Cheffins	in progress Sent to NEC for review

Action Items, Past

	Action Item	Person (s) Responsible	Status as of June 20, 2018
19.	Anne Louise Mahoney to find the top five stock photo companies, draft a letter, and bring it back to the NEC. Getty, Corbis, Shutterstock, iStock,	Anne Louise Mahoney	
20.	Anne Louise Mahoney to write up a document that lays out the new vision for the next editors of Active Voice/Voix active.	Anne Louise Mahoney	in progress
21.	Patricia MacDonald to find a project leader for the volunteer group that is working on cleaning up the website.	Patricia MacDonald	in progress (French and English) for the Join section of the website. Not yet scoped for the rest of the website.
22.	Anne Louise Mahoney to speak to Stacey Atkinson and Michelle Ou about putting brand usage of organization name in the style guide.	Anne Louise Mahoney	in progress Style guide is still evolving; hoping to have it ready by Sept 2018. ALM
23.	Michelle Ou to update the Hire an Editor brochure for use by Editors Toronto for WotS (Toronto).	(John Yip-Chuck) Michelle Ou	ongoing
24.	Tania Cheffins to work with Ginny McGowan and Mary Rykov to update the content of the thesis editing guidelines.	Tania Cheffins	in progress
25.	Gael Spivak to work with Wendy Barron and Michelle Ou to send out student affiliate survey and report back to the NEC.	Gael Spivak	in progress Asked Wendy for the report, April 7

	Action Item	Person (s) Responsible	Status as of June 20, 2018
26.	Anne Louise Mahoney talk to Sandra Gravel and Stacey Atkinson about French videos.	Anne Louise Mahoney	in progress.
27.	John Yip-Chuck to direct the office to look at QAC's request for more specific information about where new members hear about QAC/Editors Canada. Editors Québec is focusing its marketing efforts on specific targets and would like to know which ones are effective.	John Yip-Chuck	in progress (part of a bigger process, all the branches should have this info)
28.	Anne Louise Mahoney to pursue partnerships with Canadian Creative Writers and Writing Programs (http://www.ccwwp.ca).	Anne Louise Mahoney	
29.	Stacey Atkinson and John Yip-Chuck to follow up with Editors Canada's involvement in the Frankfurt Book Fair and report back to the NEC.	Stacey Atkinson John Yip-Chuck	in progress
30.	John Yip-Chuck to write up the business case (after the student surveys) about the foundations in editing and report back to the NEC send to Tania Cheffins for presentation to the NEC.	John Yip-Chuck Tania Cheffins	in progress Tania has the latest project proposal
31.	Anne Louise will take the policy and procedure documents, adapt and translate them, and send them on to Agrément committee. CHANGED	Sandra Gravel	
32.	Patricia MacDonald to get members services committee to update the Canadian chart (comparing editing organizations).	Patricia MacDonald	in progress
33.	Stacey Atkinson and Carolyn Brown to contact usito.com about any possible opportunities for collaboration.	Stacey Atkinson Carolyn Brown [Should now be whoever is looking after the dictionary project.]	Usito is the French-language equivalent of what we are proposing to do, so contact there might have experience and advice that would be useful. CB
34.	Anne Louise Mahoney to talk to Stacey Atkinson about fundraising for awards, possibly at the conference.	Anne Louise Mahoney	

Action Items, On Hold

	Action Item	Person (s) Responsible	Status
35.	Breanne and Patricia to talk about the 'Ask an Expert' idea, develop it, and bring it back to NEC.	Breanne Patricia	on hold

	Action Item	Person (s) Responsible	Status
36.	John Yip-Chuck to develop “Member since XXXX” badges for each year that the organization has existed so that members can self-select their own.	John Yip-Chuck	on hold until summer. Very low on the priority list. Will try to get to late spring/summer. JY
37.	John Yip-Chuck to look into the feasibility of creating a directory of trainers and report back to the NEC.	John Yip-Chuck	on hold Need to sort out Member365 issues first or find a new system.
38.	John Yip-Chuck to look into the possibility of partnering with a French dictionary.	John Yip-Chuck	on hold until English dictionary is published/launched
39.	John Yip-Chuck will talk to Michelle Ou about sending in-house job ads to the geographically pertinent branch/twig administrators directly (through Drupal), and to have Caitlin Stewart do this on an individual basis in the interim.	John Yip-Chuck Michelle Ou	on hold Need to sort out Member365 issues first or find a new system.
40.	John Yip-Chuck to direct the national office to let branch and twig administrators know about lapsed members.	John Yip-Chuck	on hold Need to sort out Member365 issues first or find a new system.
41.	John Yip-Chuck to investigate whether to have insurance as a member benefit. (lower on the list than increasing membership and revenue)	John Yip-Chuck	on hold
42.	John Yip-Chuck and Carolyn Brown to do a cost analysis of membership fees that includes people on reduced fees.	John Yip-Chuck Carolyn Brown	on hold
43.	Patricia MacDonald and John Yip-Chuck to talk about the volunteer directory.	Patricia MacDonald John Yip-Chuck	on hold
44.	Anne Louise Mahoney to generate ideas on providing professional development to Indigenous editors.	Anne Louise Mahoney	on hold until conference This is a long-term project. I'm hoping to connect with some Indigenous editors at the 2018 conference. ALM

	Action Item	Person (s) Responsible	Status
45.	Patricia MacDonald, John Yip-Chuck, and Michelle Ou to find someone to write a general information blurb about how/what/when/why to find insurance (errors and omissions and home-based business).	Patricia MacDonald John Yip-Chuck	on hold until after welcome kit complete Has not been assigned yet. The committee is focusing on the welcome kit.
46.	Michelle Ou will send out an announcement when the edit-your-own-volunteer-badges section of the new website is working.	John Yip-Chuck Michelle Ou	on hold There is a great deal of manual work that must be done by an admin (me or Caitlin) behind the scenes of the website before it can be tested and launched. I have not prioritized this. - Michelle
47.	John Yip-Chuck to investigate the possibility of a mini-conference put on by branches and twigs, supported by national office.	John Yip-Chuck	on hold Not sure when I can get to this. JY
48.	David Johansen to put brand usage of organization name in the branch and twig toolkit (or save for insertion in next version).	David Johansen	on hold Will do at next scheduled update
49.	Nancy Foran to work on a francophone survey.	Nancy Foran	on hold
50.	Nancy Foran to talk to Kaarina Stiff about getting the connection with the Ottawa Francophone connection.	Nancy Foran	on hold
51.	Nancy Foran to send list of Francophone conferences to John Yip-Chuck.	Nancy Foran	on hold
52.	Gael Spivak to develop an FAQ page for members that will go on the web site to alleviate office staff time spent on answering commonly asked questions.	Gael Spivak	on hold Waiting for info from staff (I asked them in March)
53.	John Yip-Chuck to have ongoing conversations with Editors Nova Scotia about who will be responsible for event registration.	John Yip-Chuck	on hold until next event
54.	NEC to review each year the list of possible trademarks to apply for.	NEC	on hold until March, 2019

	Action Item	Person (s) Responsible	Status
55.	Gael Spivak and John Yip-Chuck to work on a governance poster to show incoming branch and twig coordinators what their responsibilities are and how communications work among various parts of the organization (on hold until more time).	Gael Spivak John Yip-Chuck	on hold John Y started but put on hold by other crises; will pick it up again later in the summer early fall
56.	Breanne MacDonald to go through the quarterly reports to deal with any further reporting issues.	Breanne MacDonald	on hold until September, 2018 leave this for September meeting
57.	John Yip-Chuck to discuss the status of the Editors Nova Scotia non-members mailing list with Michelle Ou, and to possibly release it to Editors Nova Scotia.	John Yip-Chuck	on hold until Member 365 sorted out part of a larger issue to do with the membership data base
58.	Berna Ozunal to communicate with presenters who gave low-attendance, high-interest webinars to ask them whether they would agree to those webinars being offered free to members for specific times (for example, a month).	Berna Ozunal	on hold until September
59.	John Yip-Chuck to talk to Editors Toronto about partnering on professional development events.	John Yip-Chuck	on hold
60.	Carolyn Brown, Tania Cheffins, John Yip-Chuck to test the four software programs that Carolyn Brown has found to satisfy the requirements of the CSC for file sharing and storage.	Carolyn Brown Tania Cheffins John Yip-Chuck	on hold John Y--I won't have time for this until new staff is up to speed and new membership platform online. Tania looking for someone on the CSC to test software
61.	John Yip-Chuck, Greg Ioannou, and Anne Louise Mahoney to work on the list of conferences that might be good for Editors Canada to attend, prioritize, and report back to the NEC.	John Yip-Chuck Greg Ioannou Anne Louise Mahoney	on hold until John Yip-Chuck has more time to look into this

Action Items, DONE

	Action Item	Person (s) Responsible	Status
62.	Breanne MacDonald to take over the booking of Zoom meetings.	Breanne MacDonald	DONE

	Action Item	Person (s) Responsible	Status
63.	NEC directors to inform committee chairs, branches, and twigs that any requests for Zoom meeting bookings should be directed to Breanne MacDonald.	NEC	DONE
64.	Breanne MacDonald to take over organizing the production of the quarterly reports of directors, committees, and the twice-yearly reports (September and March) of the branches and twigs.	Breanne MacDonald	DONE
65.	Lisa Ng and David Johansen to work with branches and twigs to deal with any issues before they ask the office for help.	Lisa Ng David Johansen	DONE We notified b/t about this, and they have been doing that. (LN)
66.	Carolyn Brown to work with Stacey Atkinson on government grants for the dictionary project.	Carolyn Brown	DONE I believe we learned we are ineligible for the grant we'd previously identified.
67.	John Yip-Chuck to direct Michele Ou to change the Editors Canada website, Nova Scotia page, upon receipt of text from Editors Nova Scotia co-coordinators.	John Yip-Chuck	DONE
68.	Breanne MacDonald to advise Editors Canada members about needing to request simultaneous interpretation in advance for the AGM in the call-to-meeting notice.	Breanne MacDonald	DONE
69.	NEC directors to inform the office of any changes in email addresses at turnover of the committee chairs.	NEC	DONE
70.	Patricia MacDonald to include in the past president's job description the task of informing the office staff of any changes in email addresses at turnover of the national executive council.	Patricia MacDonald	DONE Gael also put this in the corporate calendar Done (PLM)
71.	David Johansen and Lisa Ng to communicate with the twigs and branches about the new webinar payment system, based on information from Carolyn Brown and David Johansen.	David Johansen Lisa Ng	DONE Carolyn sent an email to b/t. (LN)
72.	David Johansen, Lisa Ng, and Breanne MacDonald to coordinate on booking time (and room) for the branches and twigs to meet at the conference.	David Johansen Lisa Ng Breanne MacDonald	DONE
73.	John Yip-Chuck to generate an invoice in house for the transfer of \$500 for sponsorship of the conference and send a copy to Editors Edmonton.	John Yip-Chuck	DONE
74.	John Yip-Chuck to apply for registration of trademark for certified professional editor.	John Yip-Chuck	DONE (and revised to drop CPE after full title)

	Action Item	Person (s) Responsible	Status
75.	Greg Ioannou to find a committee chair for publications.	Greg Ioannou	DONE
76.	Gael Spivak to interview possible project managers for the 40th anniversary celebration project.	Gael Spivak	DONE and the work has started
77.	David Johansen to contact Editors Hamilton-Halton and reply to their questions.	David Johansen	DONE
78.	David Johansen and Lisa Ng to talk to Editors KWG, suggesting that they chat with other twigs to get ideas for volunteer incentives.	Lisa Ng David Johansen	DONE Email sent
79.	Gael Spivak to speak with Editors Québec about who is responsible for paying for or providing a banner with the new logo.	Gael Spivak	DONE Sent email April 7
80.	Stacey Atkinson to communicate with Jennifer Foster of Editors Toronto about the production of the Hire-an-Editor brochure.	Stacey Atkinson	DONE
81.	Lisa Ng to talk to Editors Edmonton about watching webinars together: that they are welcome to watch free ones together (and that there may be more free ones becoming available), but they are not to share in watching webinars with a fee (both they and Editors Canada would lose money). John Y: ... and Editors Canada are contractually obligated to pay instructors a percentage of recordings sales so we must uphold the integrity of those sales and not compromise our moral and contractual obligations.	Lisa Ng	DONE
82.	Anne Louise Mahoney and Gael Spivak to make sure that Editors Canada partner organizations have links on their websites back to the job board and ODE, and that Editors Canada has links to their websites. (We actually have the info about the organizations on our discount page. And it's actually not that far in. It's under: Join>>Benefits of membership>>Discounts (it's the top item under discounts). Is chasing after all those orgs, and having them link to us, really a good use of our time (it is actually of value)?	Anne Louise Mahoney Gael Spivak	DONE Delete this action item? ALM Gael sent the needed emails June 16, 2018. ~~~~~ No, Greg wanted us to do it, for SEO purposes or whatever it's called. But the links back should just be to our website, not to our job board and ODE (that's not right, to ask for that).
83.	Stacey Atkinson ask local branches and twigs whether they have any videos created at the branch/twig level that national would be able to use.	Stacey Atkinson Lisa Ng David Johansen	DONE
84.	Greg Ioannou to review the publication agreement, give it a plain language edit, and send it to the lawyer for review.	Greg Ioannou	I'll remove, sorry, ap. duplicated -- see #31
85.	Stacey Atkinson and Michelle Ou to launch the 2016 survey report to members in March (formally read December).	Stacey Atkinson	DONE

	Action Item	Person (s) Responsible	Status
86.	Anne Louise Mahoney and Patricia MacDonald to create a job fair(ish) kind of thing for helping to find volunteers (possibly using the presentation from the 2013 conference).	Anne Louise Mahoney Patricia MacDonald	DONE (Did targeted recruitment for specific volunteer jobs, presented as opportunities. Not exactly the same as a job fair, but close.
87.	David Johansen and Lisa Ng should discuss with each individual branch and twig how and when the groups will inform the regional directors of their activities.	David Johansen Lisa Ng	DONE (we announced that in a Zoom meeting) LN
88.	Anne Louise Mahoney and Patricia MacDonald to find volunteers for the mentorship committee, especially francophone volunteers.	Anne Louise Mahoney Patricia MacDonald	DONE (Tried, but unsuccessful.)
89.	Patricia to continue working with the member services committee to develop a welcome package for new members.	Patricia MacDonald	DONE
90.	The NEC to take the Online Special General meeting minutes to membership for approving at next year's AGM.	NEC	DONE
91.	Berna Ozuna and the publications committee to explore the possibility of publishing the chap book on Indigenous editing. CHANGED	Anne Louise Mahoney	Greg Younging's The Elements of Indigenous Style was published this spring. I don't think we should publish our own version. Delete this action item? ALM
92.	Stacey Atkinson to come back to the NEC with a recommendation on how to proceed with member surveys.	Stacey Atkinson	DONE We have created a new survey coordinator role within the comms committee; and this person will work with the incoming C&M director to set a new direction for the survey this fall.
93.	John Yip-Chuck, Greg Ioannou, and Anne Louise Mahoney to work on the list of conferences that might be good for Editors Canada to attend, prioritize, and report back to the NEC.	John Yip-Chuck Greg Ioannou Anne Louise Mahoney	Delete this action item? The NEC/John can choose one or two conferences each year to attend. ALM
94.	John Yip-Chuck to determine the cost of changing the website such that a volunteer could access and take over administering the job board.	John Yip-Chuck	DONE
95.	Anne Louise Mahoney to inform the office of any changes in email addresses at turnover of the national executive council.	Anne Louise Mahoney Breanne MacDonald	DONE

	Action Item	Person (s) Responsible	Status
96.	Carolyn Brown and John Yip-Chuck to write up an explanation about the difficulties in determining exact figures for the webinar income for branches and twigs, and about the new procedure of sending two cheques a year for this income—one an estimate, and the second an exact and final payment for the year. CHANGED (new idea, John Yip-Chuck to do more analysis, new action item)	Carolyn Brown John Yip-Chuck	N/A
97.	Berna Ozunal to create a Google doc in the NEC folder to house ideas for webinars.	Berna Ozunal	DONE
98.	Berna Ozunal to let the training and development committee know that the Tips for a Successful Webinar ebook will not be translated.	Berna Ozunal	DONE
99.	Berna Ozunal to help training and development and branch seminar leaders to arrive at a date by which the branch seminar topics and leaders are to be communicated to the webinar planners, who will then be free to plan webinars with no conflict.	Berna Ozunal	DONE
100.	Julia Cochrane to write a blurb about the Standard Freelance Editorial Agreement (SFEA), outlining that it is ready for members to try out, that it is just the English version that has been updated, and that members should feel free to give feedback on it. Julia Cochrane to send blurb to Michelle Ou and ask that the SFEA be placed on the website and members sent the blurb about it.	Julia Cochrane	DONE
101.	Tania Cheffins to work with Elizabeth d'Anjou on updating the thesis editing guidelines to match the standards.		DONE
102.	John Yip-Chuck to ask the office to post reminders about job postings. CHANGED Patricia MacDonald to post reminders on the list about jobs on the job board.	John Yip-Chuck Patricia MacDonald	ongoing removed from active list of action items

Appendix E — Online Motions March 5 – June 23, 2018

<p>MOVED by Greg Ioannou SECONDED by Anne Louise Mahoney</p> <p>THAT we appoint Paula Chiarcos and Jessica Riches as co-chairs of the Publications Committee.</p>	<p>All in favour: 10 Opposed: 0</p>	<p>Apr. 2, 2018</p>
<p>MOVED by Tania Cheffins SECONDED by Gael Spivak</p> <p>THAT we sign the updated reciprocal agreement from IPed that entitles holders of any of Editors Canada's certifications to be accepted as professional members of any of IPed's member branches (with no corresponding requirements from Editors Canada in return).</p>	<p>All in favour: 10 Opposed: 0</p>	<p>Apr. 2, 2018</p>
<p>MOVED by David Johansen SECONDED by Greg Ioannou</p> <p>THAT the NEC accepts the application of Barrie to become a twig, as per their application of April 10, 2018..</p>	<p>All in favour: 10 Opposed: 0</p>	<p>Apr. 16, 2018</p>

<p>MOVED by Gael Spivak SECONDED by Anne Louise Mahoney</p> <p>THAT the NEC improve the association's HR practices by updating the Human Resources Policy, as attached, to include the following two sentences. · Staff who leave the organization will be offered the opportunity to do an exit interview with a member of the human resources committee (of the staff person's choice).· Staff may also contact the human resources committee at any time if they have a concern that they want the committee or the national executive council to know about. Other minor formatting revisions are also included. The revisions do not reflect any concerns about the current situation. The NEC merely wants to make the association's HR practices more robust.</p>	<p>All in favour: 11 Opposed: 0</p>	<p>Apr. 23, 2018</p>
<p>MOVED by Gael Spivak SECONDED by Julia Cochrane</p> <p>THAT the national executive council revise the procedures for the Lee d'Anjou Volunteer of the Year Award and President's Award for Volunteer Service to reflect current technology and association practices. The changes are as follows.</p> <ul style="list-style-type: none"> - Remove the requirement for the address and phone number of the nominators. - Remove "if possible" in this sentence and change "should" to "must": "If possible, the nomination should also include a biographical note for the candidate of no more than 150 words, as well as their address, phone number and email address." - Remove references to a signed letter (nominations can be sent by email). - Remove the reference to featuring these recipients in Active Voice (due to the publication's timing over the past several years). - Add that the nomination submission may be sent to the award recipients. 	<p>All in favour: 12 Opposed: 0</p>	<p>Apr. 23, 2018</p>

<p>MOVED by Gael Spivak SECONDED by Anne Louise Mahoney</p> <p>THAT the Partnership Guidelines be updated to include the following clarification on conference discounts, as found in the attached guidelines.</p> <ul style="list-style-type: none"> - The conference committee must offer the member discount to organizations that Editors Canada has a signed partnership agreement with. - Discounts may be offered to other organizations, including conference discounts to an organization’s members in exchange for its marketing the Editors Canada conference. - If the organization’s member dues are lower than the conference discount, the discount must be approved by the NEC. This is to prevent people from joining a different organization (instead of Editors Canada) to receive the Editors Canada discount to the conference. 	<p>All in favour: 10 Opposed: 0</p>	<p>Apr. 30, 2018</p>
<p>MOVED by Carolyn Brown SECONDED by Gael Spivak</p> <p>THAT the National Executive accept the Editors Canada budget for 2018.</p>	<p>All in favour: 10 Opposed: 0</p>	<p>Apr. 30, 2018</p>
<p>MOVED by Anne Louise Mahoney SECONDED by Gael Spivak</p> <p>THAT, at the 2018 AGM, the national executive council put forward to association members the nomination of Moira White for honorary life membership in Editors Canada.</p>	<p>All in favour: 5 Opposed: 4 Abstained: 4</p>	<p>May 7, 2018</p>

<p>MOVED by Gael Spivak SECONDED by Anne Louise Mahoney</p> <p>THAT, at the 2018 AGM, the national executive council put forward to association members the nomination of Heather Ebbs for honorary life membership in Editors Canada.</p>	<p>All in favour: 13 Opposed: 0</p>	<p>May 7, 2018</p>
<p>MOVED by Anne Louise Mahoney SECONDED by Patricia MacDonald</p> <p>THAT the NEC approve the following committee chairs: Awards/Prix: Claire Wilkshire (Editors NL) Conference/Congrès: Breanne MacDonald (Editors Hamilton-Halton) Mentorship/Groupe de travail sur le mentorat: Risha Gotlieb (Editors Toronto) National magazine/Revue nationale: Jaye Marsh (Editors Toronto) and/et Brooke Smith (Editors Toronto) Student relations/Relations avec les étudiants: Mark Grill (Editors British Columbia) Volunteer management/Gestion des bénévoles: Melissa Venditti (Editors Toronto)</p>	<p>All in favour: 11 Opposed: 0</p>	<p>June 18, 2018</p>