

Editors' Association of Canada
Association canadienne des réviseurs

National Executive Council
Meeting Minutes

Zoom
May 25, 2021



EDITORS
RÉVISEURS
CANADA

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PRESENT:

NATIONAL EXECUTIVE COMMITTEE

Heather Buzila	President
Breanne MacDonald	Vice-President
Gael Spivak	Past President
Michelle Waitzman	Treasurer
Caitlin Coote	Secretary
Anne Godlewski	Director, Branches and Twigs
Suzanne Bowness	Director, Communications
Anne Brennan	Director, Publications
Greg Ioannou	Director, Training and Development
Patricia MacDonald	Director, Volunteer Relations

REGRETS

Berna Ozunal	Director, Professional Standards
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OTHERS

Natasha Bood	Executive Director
Nicole Watkins Campbell	Volunteer Recording Secretary

1. Call to order

President Heather Buzila called the meeting to order at 5:04 p.m. She thanked NEC directors for agreeing to the new date of the meeting.

2. Approval of agenda

MOVED BY Michelle Waitzman

SECONDED BY Anne Brennan

that the agenda be approved.

Carried. 8 yays

3. Budget update

Michelle Waitzman reported that the unaudited financial statements had arrived. There were few changes from the initial data from the bookkeepers, and Editors Canada is in a solid financial position.

Membership revenues are similar to last year; webinar revenue is up; branch and twig revenues are down—they were able to hold no in-person events. Expenses are down. Branch and twig

expenses dropped to near zero. Conference expenses were down. Printing was much less expensive last year.

As well, Editors Canada applied for and received wage and rent subsidies.

The association ended the year with a \$100,000 surplus.

NEC directors raised the following points and questions:

Editors Canada does not have to pay back any of the money received in 2020.

The conference is low because there was no 2020 conference.

The auditors were happy with almost everything, however, they noted:

- Branches are not consistent in collecting HST/GST.
- Branches all keep their books in ways that were useful to them, which means they weren't consistent across branches, and this added to the cost of the audit. As well, the association faces some risk related to branches doing their own bookkeeping if they fail to pay appropriate taxes. This would change if all bookkeeping were done through Young and Associates. In future, Young and Associates should do all branch bookkeeping.

4. Nova Scotia/Newfoundland twigs

Moved by Heather Buzila

Seconded by Patricia MacDonald

To give Sandy Newton, Molly Rookwood, and Margo Grant voice in the meeting.

Carried. 9 yays

Anne Godlewski chaired this portion of the meeting, and Directors introduced themselves.

Editors Nova Scotia and Editors Newfoundland and Labrador are working toward becoming an Atlantic twig. This change would better represent the relationships in the Nova Scotia twig, which includes members from New Brunswick and Prince Edward Island. The twigs will hold twig-wide Zoom meetings and hold local in-person events. Being able to meet virtually is a help for twigs with rural and remote members.

The presenters discussed the logistics of combining websites and asked for tech help for their new website; however, the national office can't support additional websites that twigs and branches create.

Members of the twigs have voted in favour of the merger.

Moved by: Anne Godlewski
Seconded by: Patricia MacDonald

that Editors Nova Scotia and Editors Newfoundland and Labrador are merged into one twig and that they adopt the name Editors Atlantic.

Carried. 10 yays

Heather Buzila thanked the three co-chairs for taking part in the meeting. She thanked Anne Godlewski for chairing the section of the meeting.

5. Update on ongoing projects

a. Publishing committee

Anne Brennan reported the committee has finished the Proofreading book. Some people are interested on working the next handbook, which is Structural editing. The other subcommittee is working on the equity, diversity and inclusion handbook.

b. Insurance task force

Patricia MacDonald reported that there is no update on the task force's progress, but the chair needs to step down as chair because of a time conflict.

c. Member services/Volunteer management committees

Patricia MacDonald reported that there is no update from the Volunteer Management Committee. The Member Services Committee is conducting a poll to determine how many people are using Canadian Press publications; it will go out in the next newsletter.

d. Certification

There is no report on this. Natasha Bood reported that the auditors have completed their review of the test results and sent them to those who sat the exam. The association is waiting to see if anyone contests the results.

e. Standards committee

Heather Buzila reported for Berna Ozunal that there is no update. Auditors have sent the results of certification exams.

f. Transition to G Suite

Natasha Bood's report appears under 6. Update on IT migration and member email end-of-life.

g. Webinars/Training and development committee

Greg Ioannou reported that the webinar committee recently met to line up fall webinars. They are hoping to offer as many French as English programs. They will address gaps in the group of topics and will look for people to lead sessions in those areas. One free webinar will be offered in each language—they are looking for someone to offer a session on marketing in LinkedIn.

h. Career Builder committee

Gael Spivak reported that there is no update.

i. EDI task force

Gael Spivak reported that the task force wanted to have a report for this meeting. They have completed their work and have made recommendations. The pandemic is creating logistical problems for them. But they have done what they set out to do and they are happy to wind up their work.

Four or five people have applied for fellowships.

j. Website task force

Breanne MacDonald reported that there is no update. The task force has a new leader who is experienced with Drupal upgrades, so this project should start to move more quickly now.

k. MarComm committee

Suzanne Bowness reported that the committee has made great progress:

They are working on the LinkedIn page; found a blog proofreader; working on Google adwords campaign. They are working on school outreach and library outreach, including promotional videos. They have results from the Hire an Editor campaign analytics, and these should inform the next Hire an Editor campaign.

l. Mentorship committee

Caitlin Coote reported that the committee is facing no issues.

m. Student relations committee

Heather Buzila reported that the committee has recommended that the NEC look into reduced Online Directory of Editors rates for members paying transitional fees rather than reduced rates for students. This will have to be considered later on in conjunction with website revisions.

6. Update on IT migration and member email end-of-life

Executive Director Natasha Bood reported that Editors Canada emails are now officially on G Suite. Staff are now getting used to the new system and migration. Members who wanted

emails forwarded but hadn't prepared in time will be transitioned manually. Next step is to move the physical server files to G Suite. Doing it in stages. This stage will make a difference especially with staff working from home.

Natasha thanked the NEC for the new staff laptops. These will make working better for staff, who are now working from home. The issues members are facing in using the Chicago Manual of Style are being worked on.

NEC directors raised the following points and questions:

Most members who lost email accounts accepted the loss. The office has had mostly good news about the change. The Director of Branches and Twigs heard nearly no concerns either.

There was some discussion on Facebook, but that was well managed by admins. Directors thanked the Executive Director for her comments on the Facebook group.

Heather Buzila reminded Directors to migrate their files to G Suite. She set a deadline of June 15 to ensure that directors move their files before their terms end.

She also reminded Directors to sign their copyright forms.

7. Break

The meeting continued through the break.

8. Branches and twigs

Anne Godlewski reported that she had nothing to add to anything that has been discussed. The email transition was smooth for branches and twigs.

Editors Edmonton is having trouble finding coordinators for the coming year. They are thinking about combining their membership with that of Editors Calgary. This is likely to happen. If someone comes forward as a coordinator after their AGM, that person can be acclaimed.

Editors Kitchener-Waterloo-Guelph is in a similar situation. They have had trouble with finding a new coordinator in past, but the previous coordinator stayed on. They have one new coordinator, but the other may be stepping down.

It was noted that the point of elections is to allow people the opportunity to participate, not to ensure that people participate. In 42 years, there have been only three elections for NEC positions, because most directors are acclaimed. It's not surprising that it's hard to find people to run for twig coordinator positions.

9. Conference

Heather Buzila reported that the conference begins in 18 days. She thanked Caitlin Stewart and Breanne MacDonald for all their support. Most English sessions will have French and English captioning. Next week, an email about breakout sessions for informal chatting will go to members. Each of these sessions has a moderator. There will be no social event; conference volunteers were too busy working on other aspects of the conference to be able to plan for this.

Conference registration is at 282 people, including 10 or 20 people who began to register and haven't completed. A wave of new registrations is likely just before the conference. This means the conference has surpassed its registration target as well as its sponsorship goal and will exceed its budgeted profit.

10. Action items

Heather Buzila will write a final report on the Rethink process. Items 20-22 will be removed from the Action Items as complete.

The action on the ISO plain language standard will also be removed as Not Applicable. ISO, the International Organization for Standardization holds copyright on the standard; as a result, none of it can be reproduced in another publication. There can be no plain language handbook that includes the ISO standard. Without the standard, the handbook will repeat only information that is already available in other publications.

Action items 24 and 29 were also removed.

11. Meeting reminders:

a. AGM: June 26, 2021.

Heather Buzila reminded directors to register for the AGM.

b. Next NEC meeting: June 27, 2021

i. Q2 reports are due at this meeting

Branch and Twig reports are not due for this meeting.

12. Adjournment

MOVED BY Greg Ioannou
SECONDED BY Anne Brennan

that the meeting be adjourned.

Carried.

The meeting was adjourned at 6:39 p.m.

Appendix A—Agenda

1. Call to order
2. Approval of agenda
3. Budget update
4. Nova Scotia/Newfoundland twigs (Sandy Newton, Molly Rookwood, Margo Grant)
5. Update on ongoing projects
 - a. Publishing committee
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12. Adjournment

Appendix B—Action Items

Action Items, Current

	Action Item	Person (s) Responsible	Status
1.	For Greg Ioannou to check with Caitlin Stewart about the French webinar site. April 25, 2021	Greg Ioannou	In progress
2.	For Suzanne Bowness to contact Sylvie Collin for list of terms for blog post tags. April 25, 2021	Suzanne Bowness	In progress
3.	Heather Buzila and Natasha Bood to look into another Heritage Canada grant for the agrément program. Need to start this work by September or October. April 25, 2021	Heather Buzila	In progress
4.	Suzanne Bowness to look at existing crisis comms guidance and assess and revitalize it, working with Michelle Ou. April 25, 2021	Suzanne Bowness	In progress
5.	Heather Buzila and Breanne to discuss a reduced ODE fee for transitional members once the website task force is looking in the ODE. April 25, 2021	Heather Buzila	In progress

Action Items, Past Meetings

	Action Item	Person (s) Responsible	Previous Status	NEW STATUS
6.	Berna Ozunal to let Certification Steering Committee know that they can explore the Institute of Professional Editors Limited (IPEd) model for exam invigilation. March 21, 2021	Berna Ozunal	Ongoing	In progress
7.	Greg Ioannou, Michelle Waitzman and Natasha Bood to talk about possible Heritage Canada grant applications for May. Jan. 17, 2021	Greg Ioannou, Michelle Waitzman, Natasha Bood	In progress	Nothing for May. Next application round in the fall.
8.	Michelle Waitzman, Greg Ioannou, Natasha Bood to discuss adding applying for a grant from Heritage Canada for the French mini-conference. (Sylvie Collin has to consider how it would work online). Jan. 17, 2021 Change to Natasha	Michelle Waitzman, Greg Ioannou, Natasha Bood	In progress	In progress
9.	Anne Brennan to contact Berna Ozunal to see if the Certification Committee system has version control in the system they use for their work. Jan. 17, 2021	Anne Brennan	In progress	In progress
10.	Anne Brennan to talk to Publications Committee about their budget for 2021. Sept. 27, 2020	Anne Brennan	In progress	In progress
11.	Berna Ozunal to talk with Anne Brennan about student critique of ELAP, proofreading publication.	Berna Ozunal	In progress	In progress
12.	Michelle Waitzman to email branches about importance of collecting HST.	Michelle Waitzman	Waiting on transition to new bookkeepers to get input from them re rules.	On hold/ In progress

	Action Item	Person (s) Responsible	Previous Status	NEW STATUS
13.	Heather Buzila to schedule Zoom meeting with Sylvie Collin and Gael Spivak on SQRP.	Heather Buzila	Emailed in June, and Sylvie hadn't heard anything new but is going to reach out to the SQRP. Will schedule meeting later in the summer.	In progress. The former committee members declined to rejoin Editors Canada to work on agrément. Sylvie is waiting to talk to SQRP until the summer.
14.	Michelle Waitzman to put together a package of financial information for branches and twigs.	Michelle Waitzman	In progress	In progress. Will send a 2020 update when available.
15.	Michelle Waitzman to contact Anne Godlewski to let them know they can share financial info package with the twigs and branches.	Michelle Waitzman	In progress	In progress. See above.
16.	Caitlin Coote to deal with mentorship issues as follows: - change the communications (that is, separate call for mentees from call for mentors) - clarify the requirements for mentees consistent (members/student affiliates) - find proposal from Carolyn Brown, examine it to see if changes necessary, and if so, bring a recommendation for changes to the NEC for review	Caitlin Coote		In progress

Action Items, On Hold

	Action Item	Person (s) Responsible	Status
17.	Anne Brennan to set up Zoom meeting with Breanne MacDonald and Greg Ioannou to talk about distributing ELAP as an ebook.	Anne Brennan	On hold
18.	Greg Ioannou to ask Tamra Ross about having the student affiliate status on the ODE and also to change the Aboriginal to Indigenous.	Greg Ioannou	On hold
19.	Natasha Bood to develop "Member since XXXX" badges for each year that the organization has existed so that members can self-select their own.	Natasha Bood	On hold. Very low on the priority list.
20.	Natasha Bood to look into the possibility of partnering with a French dictionary.	Natasha Bood	On hold until English dictionary is published/launched.
21.	Natasha Bood to investigate the possibility of a mini-conference put on by branches and twigs, supported by national office.	Natasha Bood	On hold
22.	NEC to review each year the list of possible trademarks to apply for.	NEC	On hold until March, 2020.
23.	Gael Spivak and Natasha Bood 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 Natasha Bood	On hold. John Y started; too many other priorities.
24.	Natasha Bood to talk to Editors Toronto about partnering on professional development events.	Natasha Bood	On hold
25.	Sue Bowness to develop and test some calls to action and taglines for the dictionary project.	Sue Bowness	On hold until dictionary project is up and running again.

	Action Item	Person (s) Responsible	Status
26.	NEC to review the idea of a 10% discount for a two-year renewal after reviewing the relevant discussion in minutes of 2019 Q1, March.	NEC Directors	On hold
27.	Heather Buzila to contact Michelle Ou about setting up a new email address so that Editors Québec can gradually stop using the email address from QAC.	Heather Buzila	On hold Sylvie Collin wants to discuss this with her branch exec first. June 17: Still nothing from Sylvie.
28.	Editors Canada president to contact presidents of organizations with whom Editors Canada has partnerships.	Heather Buzila	On hold until new president takes office.
29.	Greg Ioannou to contact Tamra Ross about Drupal and our website.	Greg Ioannou	On hold. It will have budget impact.
30.	Michelle Waitzman to talk to Breanne MacDonald (conference chair) and Heather Ross to discuss including membership fees at the conference.	Michelle Waitzman Heather Ross	On hold until 2021 conference. Not being pursued this year. Heather R investigating several options.

Action items, Done

	Action item	Person Responsible	Status
31.	Heather Buzila to connect Sylvie and Certification Steering Committee to talk about a French exam similar to the English Foundations exam. April 25, 2021	Heather Buzila	DONE
32.	Natasha Bood to look into the possibility of members paying their fees quarterly rather than all at once. March 21, 2021	Natasha Bood	DONE
33.	Natasha Bood to look into the potential for Findjoo to handle promotional codes for any service. March 21, 2021	Natasha Bood	DONE
34.	Natasha Bood to look into the option to have quarterly recurring payments for membership. Feb. 21, 2021	Natasha Bood	DONE
35.	Natasha Bood, Breanne MacDonald, and Heather Ross to talk about getting the "Pathways to Success" infographic out to members. CHANGED TO Heather Buzila	Heather Buzila	DONE
36.	Natasha Bood to give more detailed financial reports to the NEC directors quarterly.	Natasha Bood	DONE
37.	Natasha Bood 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.	Natasha Bood	DONE
38.	For Gael Spivak to contact EDI task force and advisor to remind them that resources and documents need to be in English and in French. April 25, 2021	Gael Spivak	DONE
39.	Anne Brennan to contact EDI advisor Adbe Derango Adem for suggestions of committee members to work on equity and inclusion handbook. Changed to Paula April 25, 2021	Anne Brennan	DONE
40.	Berna Ozunal to suggest that the Certification Steering Committee check their decision log to see why they	Berna Ozunal	DONE

	previously decided against giving discounts and to reconsider the timing of offering a discount to editors who have failed an exam. March 21, 2021		
41.	NEC directors to record actions completed on the Rethink document.	NEC directors	DONE
42.	Heather Buzila to provide interim reports on the Rethink document and what has been done and by whom to the regional representatives.	Heather Buzila	DONE
43.	Heather Buzila to keep track of actions that have been taken on the Rethink document and by whom and present the results to the membership at the AGM.	Heather Buzila	DONE
44.	Gael and Greg to discuss writing an Editors Canada handbook based on the ISO standards and to keep Anne Brennan informed for Publications Committee. Oct. 25, 2020	Gael Spivak Greg Ioannou	N/A The standard is copyright by the ISO and cannot be incorporated into the handbook.
45.	Patricia MacDonald to put out a call for a video volunteer. Sept. 5, 2020	Patricia MacDonald	N/A
46.	Patricia MacDonald and Natasha Bood to talk about the volunteer directory.	Patricia MacDonald Natasha Bood	N/A Volunteer spreadsheet being developed instead.

Appendix C—Online Motions

May 3-4, 2021

<p>MOVED by Heather Buzila SECONDED by Michelle Waitzman</p> <p style="text-align: center;">THAT we add registration for the biennial French conference to the list of items included in the Equity, Diversity, and Inclusion Fellowships. Recipients can choose to attend either the national Editors Canada conference or the French conference (during years the French conference is occurring).</p>	<p>Approved with 9 in favour</p>	<p>May 3, 2021</p>
<p>BACKGROUND: This change was suggested by the national Francophone adviser after we received an email from a member who was concerned about the lack of French options in the EDI fellowships.</p> <p>The national Francophone adviser suggested this wording:</p> <p>une inscription au congrès annuel ou au congrès des langagiers et langagières (en français) de Réviseurs Canada;</p> <p>registration for the annual conference or the congrès des langagiers et langagières (in French only) of Editors Canada</p>		
<p>MOVED by Heather Buzila SECONDED by Patricia MacDonald</p> <p style="text-align: center;">THAT we approve the purchase of three laptops for the office staff to use at home.</p>	<p>Approved with 9 in favour</p>	<p>May 4, 2021</p>
<p>BACKGROUND:</p> <p>We will no longer need the physical server at the office once our files are moved to G Suite.</p>		

	<p>Staff have been working on their personal computers through VPN for the past year.</p> <p>We just got the VOIP phone system set up, but it needs to be used on a physical computer and doesn't work through VPN, so the staff would need to install it on their personal computers, which not all the staff feel comfortable with.</p> <p>The desktop computers in the office are from 2017, and we could use this opportunity to switch to laptops (saves space for staff at home, allows them to work in a shared workspace together if they meet up to work once COVID-19 ends, etc).</p>
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