

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

**Minutes of Executive Council Meeting  
September 10–11, 2005**

**Day One**

**Saturday, September 10**

**1. Call to order**

The meeting was called to order at 10:12 a.m. on Saturday, September 10, in the Billings room of City Hall, Ottawa. The president, Maureen Nicholson, presided.

*Attending:*

Susan Davis	Vice-president
Faith Gildenhuis	Past president
Greg Ioannou	Secretary
Gillian Watts	Treasurer
Daphne Sams	BC branch representative
Brendan Wild	PP branch representative
Wilf Popoff	Sask branch representative
Jennie Worden	TO branch representative
Moira White	NCR branch representative
Peter Moskos	Member-at-large
Tom Vradenburg	Member-at-large
Lynne Massey	Executive director

*Absent:*

Suzanne Aubin	QAC branch representative
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**2. Approval of agenda**

**Motion:** MOVED by Moira White, seconded by Faith Gildenhuis, to approve the agenda.  
CARRIED.

**3. Receipt of quarterly reports**

**Motion:** MOVED by Greg Ioannou, seconded by Jennie Worden, to receive the quarterly reports.  
CARRIED.

**4. Approval of June 2005 minutes**

Peter Moskos suggested rewording parts of section 15A on certification: replacing “holistic marking” with “the current marking scheme” and changing the last sentence of the first paragraph to read: “Invigilation was recommended by the consultant on the grounds that take-home tests could result in cheating, which would devalue the qualifications.”

**Motion:** MOVED by Tom Vradenburg, seconded by Brendan Wild, to approve the minutes of the June 2005 executive council meeting as amended. CARRIED.

**5. Ratification of motions proposed and voted on via the email forum**

**Motion:** MOVED by Greg Ioannou, seconded by Tom Vradenburg, to ratify the motions passed on the executive email forum over the preceding quarter. CARRIED.

The motions as passed are listed in the secretary's report, appended to these minutes, except for the following motion that was omitted from the report:

MOVED by Faith Gildenhuis, seconded by Brendan Wild, to strike a standing Conference Committee and to appoint BC members Lesley Cameron and Jean Lawrence as co-chairs for the 2005-06 term. CARRIED.

#### **6. Confirmation of council meeting dates and locations for the coming year**

At the June 2005 executive council meeting, most quarterly meeting dates and locations for the 2005-06 administrative year were set, but the location of the February meeting was left unspecified pending cost comparison information from the office. The relevant cost comparisons are included in the executive director's quarterly report (which forms an appendix to these minutes).

**Consensus:** The February 2006 executive council meeting will be held in Toronto.

#### **7. Business arising from the special general meeting of September 9, 2005**

Council members welcomed Saskatoon representative Wilf Popoff to the table.

##### **7.A Business arising from the minutes of the June 2005 meeting (ad hoc agenda addition)**

**Motion:** MOVED by Greg Ioannou, seconded by Susan Davis, that minutes of executive council meetings be posted on the members' section of the website, with the exception of minutes of in camera sessions. CARRIED.

**Motion:** MOVED by Greg Ioannou, seconded by Daphne Sams, that henceforth, in camera sessions of the executive council be minuted separately and made available only to members of the executive council. CARRIED.

#### **8. Business arising from quarterly reports**

##### ***Vice-president***

**Noted:** The vice-president's report is still needed, even if executive council meeting minutes are posted to the website. The VP report is useful for drawing members' attention to decisions and developments.

##### ***MALs***

Peter Moskos presented a draft work plan for the committee support manual.

**Action:** Peter will add a provision for consultation with the committee chairs, perhaps to coincide with circulation to the executive council (currently planned for November). Peter will add something about how to manage online discussions and online committees. Peter will set up a conference call with Susan Davis and Tom Vradenburg to flesh out the plan and to confirm the allocation of tasks.

##### ***BC***

The branch has not yet planned the Tom Fairley Award presentation for recent winner Val Wyatt (who was unable to attend the conference banquet for the official announcement). Daphne Sams and Faith Gildenhuis are considering scheduling a special branch meeting in Victoria (where Val lives), which might have the additional benefit of attracting interest from PEAVI members. Lynne Massey confirmed that there is \$750 left over in the 2005 Fairley Award budget that could be used to cover the costs of this meeting.

***PPB***

The branch is seeking to clarify its own policies and would like copies of all national bylaws that govern the association. Council members noted that the association currently has only one bylaw: the constitution.

**Suggestion:** Brendan Wild could pose a question to the branch email list about other branches' policies.

**Noted:** The PPB's efforts to clarify policy and governance issues raise questions about the extents and limits of branch authority vs. national authority. This area needs fleshing out with explicit policy/governance documents.

**Questions:** The PPB executive wonders how the national association could entice members of rival groups like the Manitoba Editors' Association to join EAC. The branch also asks what sort of follow-up would be provided if the MEA did decide to fold itself into EAC.

These questions were deferred for consideration with other branch formation issues.

***Saskatoon***

Wilf Popoff requested (and received) clarification of current procedures for approving applications for voting status.

**Noted:** There are inconsistencies between branches regarding which branch executive member approves voting applications. No one seems to have any guidelines on how to evaluate the legitimacy of what's listed on an application for voting status. Particularly tricky areas: evaluating overseas experience and editing experience in other languages.

***TO***

The branch has been experiencing trouble with projects becoming orphaned when the relevant chair steps down. The branch would welcome suggestions on how to combat this problem.

***QAC***

Lynne Massey reminded council members that QAC branch chair Suzanne Aubin is stepping down. The branch is trying to line up two co-chairs (one anglophone, one francophone) to take over.

In discussion, it was noted that this branch faces a number of challenges: recurring difficulty in finding and retaining francophone members for the branch executive; succession difficulties within the branch executive; an anglophone–francophone split in its membership base; and a Montreal–Atlantic split in its membership base. Moira White noted that there is a significant writing and editing community in the Atlantic provinces and that EAC currently has almost no presence there, so there could be scope to develop a separate Atlantic Canada branch.

**Action:** Jennie Worden, Moira White and Lynne Massey will look into arranging visits between QAC, TO and NCR to discuss branch governance and share experience.

***Certification***

Peter Moskos expressed concern about the committee's change in approach regarding invigilation and the marking scheme. Lynne Massey clarified the limits of the changes currently being contemplated. Greg

Ioannou asked about the financial implications of a possibly significant delay in launching the stylistic and structural editing test and several executive council members expressed concern about timelines.

[In camera discussion 1.]

**Motion:** MOVED by Faith Gildenhuis, seconded by Tom Vradenburg, that funding be allocated for the chair of the certification committee to report in person to national executive council meetings until further notice. [In camera discussion 2.] CARRIED.

**Action:** Lynne Massey will explore with the committee whether the committee could use professional help with further test and marking development.  
Lynne Massey will ask the committee to provide a written summary of the consultant's recommendations, indicating which ones the committee is responding to.  
Lynne Massey will ask the committee for a more detailed report outlining their planning, including budgeting.

### ***Conference***

Susan Davis suggested supplying branches with Conference 2006 postcards and t-shirts: postcards to be mailed with seminar information, t-shirts to be used as door-prizes at meetings.

Peter Moskos wondered about the possibility of getting funding from the Department of Canadian Heritage for this conference because its slogan is “celebrating diversity”. He also suggested raising interest among francophone members early on by generating discussion on the French email forum.

### ***Membership Review***

The committee's discussion of corporate membership issues has started. The committee is aware that any proposal for a corporate membership category will need to explain clearly what the change is trying to accomplish.

### ***List Monitor***

The list monitor reported directly to MAL Peter Moskos rather than via the committee list. Over the past quarter he has dealt with a little trouble with tag use and has headed off potential circulation of copyright material.

### ***Mediator***

The mediator has dealt with one case over the past quarter and seems to have handled it well.

### ***Member Communication Committee***

The committee had been asked to collect and analyze demographic information about branch seminar participants. The committee reports that branches currently collect little in the way of demographic information on their seminar participants, and that what little there is isn't consistent from one branch to another.

## **9. Budget**

Council members reviewed Q2 budget-to-actuals. Conference revenues were lower than budgeted, but so were conference expenses. Some other expenses are also currently running below budget (e.g., certification).

**10. Report from the office**

Lynne Massey reviewed the items in her report (appended to these minutes).

**Motion:** MOVED by Susan Davis, seconded by Tom Vradenburg, to reappoint Marg Anne Morrison as EAC's representative on the Book and Periodical Council's Freedom of Expression Committee. CARRIED.

**Motion:** MOVED by Greg Ioannou, seconded by Daphne Sams, to reprint enough copies of MES to last for one more year while the association reworks the books. CARRIED.

Lynne also walked council members through design samples for the new website. Susan Davis offered to travel to Toronto, if needed, to help with hands-on work on the website.

**11. Policy development**

Discussion postponed to day 2.

**12. Adjournment**

**Motion:** MOVED by Susan Davis to adjourn. CARRIED.

The meeting was adjourned at 3:44 p.m.

**Day Two**

**Sunday, September 11, 2005**

**13. Call to order**

The meeting was called to order at 10:09 a.m. on Sunday, September 11, in the Billings room of City Hall, Ottawa. The president, Maureen Nicholson, presided. Attending: see item 1 above.

**11. Policy development (resumed from Saturday)**

Council members reviewed draft policies on privacy, confidentiality, human resources, and conflict of interest. Several corrections were noted.

**Motion:** MOVED by Greg Ioannou, seconded by Brendan Wild, to post the operational policies to the members' section of the website as they're passed. Friendly amendment moved by Susan Davis: "...to post the operational policies to the website as they're passed" (available from all sections, not just the members' area). CARRIED.

**Noted:** The mediator needs guidelines on how much information to put in his/her reports and what kind of records to keep.

**Action:** Peter Moskos (MAL) and Jane Kidner (mediator) are asked to draft these guidelines.

**Motion:** MOVED by Faith Gildenhuis, seconded by Moira White, to accept these four policies in principle subject to revisions by Maureen Nicholson and Lynne Massey as discussed. CARRIED.

**Branch formation**

**Action:** Faith Gildenhuys will chair an ad hoc branch formation committee to thrash out draft policies and report back to the national executive council. Committee members: Greg Ioannou, Moira White, Wilf Popoff, Lynne Massey.

**14. Six-year strategic planning**

Maureen Nicholson led the council on three passes through the draft six-year strategic/tactical plan. The first pass was to familiarize everyone with the contents of the document; the second was to confirm the assigned priorities; and the third was to look at how to advance the high-priority items, including determining what role, if any, the executive council should play in each one.

**Action:** Maureen Nicholson and Lynne Massey will revise the draft plan in light of the discussion and circulate the revised version.

**Additional goals identified in the course of the discussion**

**Motion:** MOVED by Susan Davis, seconded by TomVradenburg, that branches be required to submit a simple annual financial statement to the national executive council within three months of the close of their respective financial years. CARRIED.

**Action:** Lynne Massey and Gillian Watts will look at the financial statements of the Toronto and Prairie Provinces branches as potential models for other branches. Gillian Watts will send the sample(s) to all branches with a request that they submit statements as per the motion.

**Motion:** MOVED by Greg Ioannou, seconded by TomVradenburg, to ask the conference committee to include a town hall meeting in the annual conference program, to focus on EAC issues and be open without charge to all EAC members. CARRIED.

**Action:** Lynne Massey will ask the certification committee to look at pulling the study advice from volume 1 of the study guide and issuing it as a stand-alone item, to help people start preparing ASAP. Lynne Massey will remind the certification committee of Peter Moskos's earlier suggestions that the introductory material from the study guide be broken up and published as a series of articles in *Active Voice*.

**Suggestion:** Establish two certification threads on the new web-based discussion board: one in which a certification committee member would respond to questions and another in which study groups could share information and access links to resources, such as order forms for the study guides. The certification study guide could form the basis of branch seminars to help people prepare for certification. Certification committee members could hold workshops in their respective branches in which they could work through past certification conference session materials.

**15. Council priorities for the next quarter to December 2005-09-07**

Lynne Massey proposes to travel to Vancouver to discuss certification issues (with Ruth Wilson, Frances Peck, Maureen Nicholson and Peter Moskos) and conference progress (with members of the conference 2006 team). If timing permits, she may also attend the Tom Fairley Award presentation to Val Wyatt and meet with Suzanne Morphet (chair of the Marketing and PR Committee).

**Motion:** MOVED by Faith Gildenhuis, seconded by Greg Ioannou, to allocate funds for Lynne Massey to travel to BC in fall 2005. CARRIED.

**Council priorities:**

- Certification
- Membership review
- Committee manual
- QAC guidance team (to share branch wisdom and experience)
- Starting branch policy work
- Budget preparations
- Nominations (especially for the Professional Standards Committee; if resources permit, also for Newsletter, Publications, Membership Review, Training and Development)
- Sponsorship policy (Maureen Nicholson will circulate a draft)
- Investigation into branch finances (Gillian Watts)

**15A. Email addresses and business cards for executive council members**

Maureen Nicholson had asked council members whether they would make use of dedicated council email addresses and business cards. There was considerable interest in the addresses; about five members expressed interest in the business cards. Maureen will follow up.

**Action:** Susan Davis will prepare an annotated version of the notes on the 2005 town hall communications session, showing what action the council is taking on these points, for posting to the website.

**16. Adjournment**

**Motion:** MOVED by Jennie Worden to adjourn. CARRIED.

The meeting adjourned at 2:52 p.m.

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Secretary

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President