

**Editors' Association of Canada/Association canadienne des réviseurs
Minutes of National Executive Council Meeting**

September 16–17, 2006

Day One

Saturday, September 16

10 a.m. to 4 p.m.

1. Call to order

The meeting was called to order at 10:05 a.m. on Saturday, September 16, in the Honeywell room of City Hall, Ottawa. The president, Maureen Nicholson, presided.

Attending:

Susan Davis	Vice-president
Faith Gildenhuis	Past president
Julia Cochrane	Secretary
Greg Ioannou	Treasurer
Daphne Sams (agenda items 4 to 17 only)	BC branch representative
Brendan Wild	PP branch representative
Michelle Boulton	SN branch representative
Alan Yoshioka	TO branch representative
Moira White	NCR branch representative
Brian Parsons	QAC branch representative
Peter Moskos	Member-at-large
Tom Vradenburg	Member-at-large
Lynne Massey	Executive director
Michelle Ou	Minute-taker

Guest:

Rosemary Tanner (agenda items 1 to 6 only) Certification Steering Committee co-chair

2. Approval of agenda

Motion: MOVED by Faith Gildenhuis, seconded by Tom Vradenburg, to approve the agenda. CARRIED.

3. Approval of June 2006 minutes of national executive meeting

Motion: MOVED by Tom Vradenburg, seconded by Brendan Wild, to approve the minutes of the June 2006 national executive meeting. CARRIED.

Approval of the June 2006 executive council meeting in-camera minutes was deferred to Sunday.

4. Review of action points from June 2006 national executive meeting

Council members discussed the action points arising from the June 2006 national executive meeting that were still outstanding and requested that future action points be delivered in a timelier manner.

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 as follows.

On July 8, MOVED by Peter Moskos, seconded by Brendan Wild, to vote on the motion for Committee Chair positions:

That

- Jane Kidner (TO), with Janis Barr (BC) as backup, be appointed Mediator
- Michelle Bosomworth (TO) be appointed Membership Chair
- Frances Peck (BC) be appointed Professional Standards Chair

The vote, which was called on July 12 and closed on July 14, 2006, was passed unanimously (with one absence).

6. Receipt of quarterly reports and business arising

The quarterly reports were received without a formal motion.

Vice-president

A lot of useful information that is posted to the email forum is “lost” and accessible only to the roughly one-third of EAC members who are subscribed.

Suggestion: Mine the email forum for discussion that can be migrated to the Interactive Voice discussion forum.

Noted: Given the active nature of the forum it would be an enormous task to extract useful information.
The email forum archives are “a mess.” Lynne Massey reminded council members that EAC is in the process of changing email hosts for editors.ca and reviseurs.ca email addresses, as well as all of EAC’s email forums. As a result, the archiving structure will change.

Some council members suggested that Interactive Voice is difficult to find on the website.

Action: Office staff to look into getting rid of the page that leads into Interactive Voice and making access more direct.

Suggestion: The List Monitor could encourage people to use Interactive Voice to preserve substantive discussion.

Noted: The *Active Voice* editors launched the “Listserv Lurker” feature in the newsletter with the intention of pulling out useful nuggets of information and making them available to all members in an article format; however, despite requests on the email forum to write the column, there were no volunteers.

Action: Susan Davis will write the “Listserv Lurker” column for the November/December issue.

Suggestion: The association could set up a wiki and see if the members would use it.

Past president

As coordinator of the Tom Fairley Award, the past president needs to see submissions for the award before organizing the judging panel. To expedite the process, the *Quill & Quire* ad to announce the winner of the 2005 Fairley Award and the call for nominations for the 2006 award will likely run in the December issue, with a submissions deadline in mid-January.

Suggestion: Send out submission details to EAC members soon.

BC

The branch is looking into teleconferencing for its distance learning seminar in an effort to reach people who aren't in the Vancouver core.

Despite numerous calls to the organizers, Word on the Street has no space for EAC BC. The association has not been represented at Vancouver's Word on the Street for the last two years and is missing out on recruiting opportunities.

Suggestions: Contact the Word on the Street organizers to re-establish goodwill. In previous years, Douglas College had copies of *West Coast Editor* on its table at Word on the Street and could do so again this year. Even if EAC BC isn't represented in person at the event, its publication would be.

Noted: The Word on the Street fees for next year will increase to \$200 from \$45.

After some difficulties with its financial record-keeping, the BC branch is looking into hiring a bookkeeper.

Suggestions: The branches could share more information about how they're operating and troubleshooting, because these problems seem to happen across the board. The branch executives could make use of the inactive branch exec email forum to ask questions and report how things are done. EAC could develop a branch chairs book (like *The Committee Book*) that details both how-to/manual info, as well as the soft skills needed for the roles. BC, NCR and TO already have policies and procedures documents as well as position descriptions. They could share this info with other branch chairs using the branch exec email forum (once re-activated). This would be simpler and quicker than creating a manual, and would allow for variations in approach from branch to branch.

Motion: MOVED by Alan Yoshioka, seconded by Susan Davis, to create an executive-only area on the Interactive Voice discussion forum that will be private (executive read and post only) until the November national executive council meeting. CARRIED.

Action: Michelle Ou will make the newsletter editors discussion area private for now, too.

PP

Council discussed how to support Winnipeg PP members.

Action: As part of its research on what EAC can do to support remote members, the Membership Committee is asked to consult with the branch chairs to find out what their remote members have been saying.

Suggestion: Create separate forums (Interactive Voice or email forums) for the branches.

In response to a branch question, Lynne Massey reports that the membership list is still pending. It requires some advance work to obtain members' permission (privacy policy, etc.) and the web host doesn't currently support a live database (the service wasn't part of the initial package EAC purchased), but it can be done. The goal is to get the membership list online and interactive, so members can update their own information.

Action: The office staff will prepare a printed or PDF version of the membership list in the short term.

In response to a question about why certification testing isn't being planned for Winnipeg, Rosemary Tanner and Lynne Massey suggested that to warrant planning a test setting in a particular city, there need to be at least two member volunteers to administer the test and 10 test takers (potential volunteers should contact Lynne).

Suggestion: Certification could be tied in with the annual conference because people are already travelling from all over the country.

Noted: The argument against tying certification in with the annual conference in the past is that it would be too stressful for the national office. Planning for the association's largest events at the same time increases the likelihood of staff burnout.

EAC doesn't have the resources to set the exam twice a year (at the conference and again in the fall).

The International Association of Business Communicators runs tests and conference at the same time.

The majority of council members are in favour of tying certification in with conference.

Certification

Lynne Massey reports there are between 15 and 20 registrants for the certification tests so far. The registration deadline is October 20.

Action: Lynne will find out how many study guides have been sold through Captus for the September 30 Certification Steering Committee meeting in Toronto.

In response to council concerns that certification is under-promoted, Rosemary Tanner reports that there are certification presentations planned for every branch over the next month. The registration broadcast for non-members is still pending; the new certification committee's marketing member is working on it. The Certification Steering Committee developed its own mailing list consisting largely of schools, associations and government contacts, but still needs to reach other employers.

Suggestions: Use the certification contact list used to promote the conference as well.
Advertise certification on *Quill & Quire Omni* (the magazine's online edition).
Send out an identical registration broadcast to the membership as a reminder.
Provide the branches with promotional material to post on their websites.

Noted: NCR has its own non-member contact list.

Lynne estimated that the total number of test takers this year might be about 50, down from the original projection of 100 because the study guide sales started later than expected.

Noted: The committee is still undecided about whether the proofreading test will be run next year in addition to copy editing.
Ruth Wilson's presentation to the BC branch on September 20 will be recorded.

Suggestions: QAC and Saskatoon members could download Ruth Wilson's presentation from the BC website.
Highlight the presentation on the main website.
Send the link to the presentation to members and non-members.
Podcast NCR's September 20 meeting.

Action: Moira White and Michelle Boulton will coordinate on an article about the September 20 meeting in Ottawa for *Active Voice*.

In response to council questions about the marking system (numeric versus non-numeric), Rosemary reports there is no real difference (pass/fail rates are the same), but the numerically based decisions are more defensible.

Noted: Test takers will not receive their numeric mark. They will only receive a pass or fail indication.

There was a warm round of applause for the Certification Steering Committee for all of its hard work. Rosemary Tanner left meeting.

Saskatoon

Saskatoon launched a branch newsletter that includes information such as teasers of workshops. It has been well received. The branch reports there is a group of about 30 people in the community who regularly take part in workshops, but who have shown little interest in joining the association. The branch just raised the non-member meeting price to \$10 to encourage them to join. There is also a \$50 difference between non-member and member fees for seminars.

Noted: There tends to be a fair bit of membership churn when non-members take out memberships just to take advantage of discount pricing for seminars. The local university doesn't offer much in the way of seminars and workshops for editing.

Toronto

The branch conducted a Survey Monkey membership survey about the Toronto seminar series and is currently performing preliminary analysis of the results.

Action: Alan Yoshioka will circulate the survey questions to the national executive council.

Suggestions: The branches should check out each other's websites for seminar info. Update the website homepage with highlights of the upcoming events in various branches (branches should submit their own event listings to the national office). Develop an automated system where events entered into branch calendars are automatically generated on the homepage.

Action: Lynne Massey will check with Biz-Zone to see if an automated branch calendar/homepage update system is possible.

The branch asked council about an online book resource for non-EAC publications (to replace the book table). Although Amazon and Chapters have affiliate programs, some people object to shopping with those particular retail outlets. Reviews of books might also be on safer ground if left up to members on a wiki. Discussion was deferred to the national executive council email forum.

Noted: There is a Toronto subgroup in place that is starting to investigate online book resources, but it requires direction.

NCR

The branch is experiencing a volunteer shortage and will start hosting meetings every second month instead of monthly. The branch executive hopes the decreased number of meetings will serve as a notice to the membership that NCR is in serious need of volunteers. The branch also reports that after a slow start, seminars are on track. The branch's seminar brochure is ready and registration has begun. The branch is trying to streamline accounting procedures and recruit a treasurer who will focus on the budget.

QAC

The branch executive recently held a meeting and needs to contact an Atlantic Canada member who is working on membership outreach in Halifax in an unofficial capacity.

Noted: Plans for remote activities in PP are filtered through the branch executive first. PP also has a member-at-large.

Suggestion: QAC might benefit from a member-at-large

The branch also announced that *Ampersand* and *La Perluète* will be combined into a bilingual publication; however, articles will stay in their original language and will not be translated.

List Monitor

The list monitor defused some potentially contentious conversation by moving it to Interactive Voice.

Noted: There is no monitor for Interactive Voice.

Marketing & PR

There are no plans to redesign the logo at this time. Council members agreed that it was okay to start using “The Voice of Canadian Editors” as a promotional tagline and discussed member use of the EAC logo. The debate focused largely on restricting member use of the logo in the name of EAC branding versus the free publicity associated with allowing members to use the logo to promote themselves and the association, with appropriate action being taken if the privilege is abused. Council members also noted that there is greater potential for misuse with the print version of the logo because it is more likely that people will resize or crop it.

Suggestions: Provide HTML code for authorized web use, which includes the phrase “Member of.”
Create a “Member of” logo.
Make TIFF files, JPEG files and usage guidelines available online, but don’t make the higher resolution file available.

Consensus: There is some reservation about logo use, but council members are interested in seeing a “Member of” logo design for use on member websites. The guidelines for the “Member of” logo for websites and the print guidelines are being developed.

Noted: Members also use “Voting member of” for self-promotion

Suggestion: The Membership Committee should think about members using “Voting member of” as a promotional tool.

Membership

In response to a council request for a clear definition of “remote member,” the committee noted that it is currently working under the notion that “remote member” refers not just to members who live far from branch cores, but also to members who live in branch cores but can’t attend meetings for other reasons.

Noted: In a 2004 member survey, “remote” was defined as living 50+ km away from core meeting cities.

Newsletter

The editors report having trouble finding contributors and requested moving from publishing six times annually to quarterly (January, April pre-conference, July post-conference, October).

- Consensus:** There were no objections from council. *Active Voice* will be published as a quarterly newsletter going forward.
- Suggestion:** The council report could run as a feature of *Active Voice*, with links to the members' area for information that is not open to the public.
- Noted:** The national office already uses e-news updates for information that is meant only for members.
- Action:** Michelle Boulton will start discussion in the newsletter editors section of the Interactive Voice discussion forum.

Professional Standards

- Action:** Peter Moskos and Lynne Massey will discuss scheduling and volunteer recruitment with the chair of the Professional Standards Committee.

Website

Some council members find the member's area is difficult to navigate and information hard to find. Some find the "Get Involved" heading opaque.

- Suggestions:** Expand the Website Committee to keep an eye on trends.
More regional representation on the Website Committee.
Conduct a usability study (as opposed to a survey) to find out what needs are being met, what works and what doesn't.
Branches could hold website orientation sessions to remind members what is available.
Combine a tour of the website and an EAC overview session at the annual conference.

Executive director

Conference 2007 proposals are in and will soon be reviewed. Maureen Nicholson has assembled a conference program advisory committee (senior panel) to review the conference proposals.

- Noted:** The advisory committee needs a francophone representative.
There have so far been no francophone proposals for the conference.

Lynne Massey's top priority in the next quarter is hiring two new staff members.

- Suggestions:** Hire a temp to take phone calls to give Lynne time to hire new staff members.
Close the office for two weeks in summer and winter to give office staff time to catch up.

7. Review of committee chair session

The members-at-large and the executive director held the first committee chair orientation session on September 15. Attendance was lower than anticipated, but the committee chairs in attendance found the session useful, especially from a branch chair perspective and with respect to motivating volunteers.

- Suggestions:** Extend the invitation to take part in the orientation session earlier to give chairs time to fit it into their schedules.
Hold the orientation session on a Saturday instead of a Friday. This would require rescheduling the national executive council meeting.
Hold the session in August.
When approaching people to stand for committee chair, council should tell them at that time about the orientation session to get a sense for when they are available.
New members to the national executive might benefit from future committee chair orientation sessions.

Include committee members in sessions instead of limiting the session to chairs.

Action: Peter Moskos and Tom Vradenburg will telephone the committee chairs who couldn't attend the session (to provide a summary of what they missed), and the chairs who did (to solicit feedback).

8. Strategic and tactical planning

Council members reviewed and discussed the proposed six-year plan for strategic and tactical planning. Several suggestions were made while reviewing the document.

Council members discussed promoting professional development by delivering high-quality conferences, setting up a mentoring system for developing skills, and providing online programs and seminars.

Suggestions: Make the conference evaluation form electronic.
Conference reporting could be valuable for people who couldn't attend sessions. This could be accomplished by having volunteers take notes during sessions or by selling CDs of session recordings.
Partner with organizations that offer online training to offer discounts to members.
Develop an online mentoring system.

Noted: NCR sponsors members to attend the conference and report back to the branch membership.

9. Adjournment

Motion: MOVED by Julia Cochrane to adjourn. CARRIED.

The meeting adjourned at 4:45 p.m.

Sunday, September 17

10 a.m. to 3 p.m.

10. Call to order

The meeting was called to order at 10:10 a.m. on Sunday, September 17, in the Billings room of City Hall, Ottawa. The president, Maureen Nicholson, presided.

10A. Strategic and tactical planning (continued)

Council members discussed the costs involved in printing *Active Voice* again. It is estimated that it would cost \$20,000 annually to print and mail the newsletter to members four times a year (assuming specs of a two-colour, eight-page newsletter).

Suggestions: Investigate the cost of printing a high-quality, glossy, colour *Active Voice* for use as a marketing tool.
Increase readership by emailing the newsletter as an attachment instead of the current method of emailing a link to the newsletter on the website's homepage. This would be problematic for people on dialup, though.
Conduct a readership survey by telephone instead of a printed survey.
Print "feedback" links in *Active Voice*.
A possible long-term goal is to produce an academic journal.

Consensus: Go with the status quo for now. Council members will think about moving to a print version for the November meeting.

Council members discussed strengthening the association's print and online publications.

Suggestion: The Website Committee could organize a focus group to run limited usability testing.

Lynne Massey reported that 2000 copies of *Editing Canadian English* (ECE) have just been reprinted. This quantity should last for two to three years.

Action: Revision work needs to start very soon if it's to be ready in two or three years. As a courtesy, Maureen or Lynne will start by officially contacting the original group of members who wrote and revised the book to ask if they're interested in taking part in revisions and will make it clear that there are technical support options (could ask for feedback from members by email, on a wiki, etc.).

Suggestions: Add ECE to the homepage.
Publish an *Active Voice* article about ECE.

Council members discussed promoting recognition and acknowledgement of editors by their clients.

Suggestions: Ask the Website Committee to explore the idea of a "brag sheet" section on the website where clients can send in praise for their editors.
Set up a similar section in *Active Voice*.

Council members discussed raising the profile of the profession and its value, including advocating for higher rates.

Suggestions: Provide a summary sheet of national salary rates for editing on the members' area of the website (many branches provide these summaries at the local level). Making the summary sheet public on the website would also serve to educate employers.
Concentrate on rate guidelines as opposed to a rate survey because many employers tend to focus on the low end of rate scales.
All branches should have meetings about setting and estimating rates because they are always popular.
Host a session on setting and estimating rates at the conference.

Noted: The national office fields questions about rates on a weekly basis, but it does not have information about regional rates, nor can it state an official EAC position on the matter.

Council members discussed establishing new achievement awards, recognizing that the vast majority of Tom Fairley Award winners are substantive editors.

Suggestions: Split the Tom Fairley Award into two: one substantive and one copy editing.
Create awards that are in line with the four different areas of certification (one award for each area of *Professional Editorial Standards*).

Action: The Membership Committee is asked to consider possible new awards and any changes to the current award system and report back to the national executive council.

Council members discussed possible improvements to the Online Directory of Editors and making members aware of the services that are available to them.

Suggestions: Recruit a volunteer to work as chair of the Online Job Tools Committee.
Publish an *Active Voice* article focusing on the features of the website.

Create a regular “member services” feature in *Active Voice*.

Action: National office staff will add a blurb to the existing “sticky” on the National Job Board detailing how to receive notification when new jobs are posted to the board.

Council members discussed improving communication and networking by increasing interaction among members. The discussion centred on finding a way to incorporate remote members into meetings and promoting interaction among in-house editors.

Suggestions: Record branch meetings and post the files online.
Online meetings should be interactive, but password-protected for members only. This might encourage people to join so they can access useful tools on the website.
Use a padlock icon to denote that the downloads are for members only, to reduce frustration.
Look into teleconferencing.
Create a forum on Interactive Voice for remote members.
Conduct interviews with (F)EAC’s founding members and make them available online and in *Active Voice*. This has been difficult to move forward with in the past because it is a labour-intensive task.

Council members discussed recruiting and retaining members.

Noted: Some branches have volunteers in place to survey/contact lapsed members, but others don’t have enough resources to follow suit.

Action: Lynne Massey will provide the names of lapsed and new members when generating monthly membership stats for the NCR branch.

Suggestion: Recognition for long-time (10- and 20-year) members.

Council members discussed improving the volunteer experience.

Suggestions: Branches could call for reporters to recognize outstanding local volunteers and write articles about them for *Active Voice*.
Post a call for volunteer recognition articles on the *Active Voice* start page on the website.
Highlight volunteer profiles on the website.
Appoint newsletter apprentices (student members) annually. The apprentices would not be paid an honorarium, but the association could write letters of recommendation for them.
Recruit a chair for the Training and Development Committee.
Develop a training manual for new national executive council members.

Noted: The position description for each role on the executive council includes orienting the council member’s successor.

The NCR branch reports difficulty attracting the interest and participation of its francophone members. Attendance at meetings is down (the last meetings were cancelled due to lack of interest) and the francophone chair has resigned. There is also a lack of francophone volunteers for the conference.

Suggestion: Survey the francophone members to ask what their needs are and how they can be met.

Noted: There is no francophone presence on executive council.

Suggestions: Hold the March executive council meeting in Montreal and make an effort to combine it with branch-related activity.
Try to recruit and include a francophone affairs chair.

Council members discussed developing a long-term financial plan.

Action: BC, PP and QAC will provide executive director Lynne Massey and treasurer Greg Ioannou with their financial statements.
Lynne and Greg will collaborate on developing an integrated revenue plan in time for the next AGM.
The office staff will include a donation line on the membership renewal form for people who want to contribute to the Tom Fairley Award.

Council members learned of the death of a long-time member of the association.

Motion: MOVED by Greg Ioannou, seconded by all voting council members, to offer a motion of condolence for Catherine Cragg. CARRIED.

10B. Approval of minutes of in-camera portion of June 2006 national executive meeting (deferred agenda item)

Motion: MOVED by Greg Ioannou, seconded by Julia Cochrane, to approve the minutes of the in-camera portion of the June 2006 national executive meeting. CARRIED.

11. Budget

Council members reviewed the Q2 budget-to-actuals. Lynne Massey reported that membership revenue is roughly on track, certification revenue will be reported in the second half of the year and the lack of Online Directory of Editors revenue is currently being offset by short-staffing in the national office. Study Guide revenues are higher than budgeted and costs of the committee chair orientation session came in under budget. Revenue from the conference was lower than expected because attendance and sponsorship were lower than projected (two significant corporate sponsorships were donations in kind rather than monetary donations).

Noted: There is one sponsorship lead for the Ottawa 2007 conference already.

Motion: MOVED by Greg Ioannou, seconded by Tom Vradenburg, to ask the QAC branch executive if QAC is comfortable hosting the 2008 conference in Montreal. CARRIED.

Upcoming expenditures for the national office include two new staff members and two new computers, already budgeted.

Discussion of branch reporting and special initiatives funding was deferred to the national executive email forum.

12. Policy development

Discussion of policies on volunteers, candidates for appointed committee chairs and certification was deferred to the national executive email forum.

13. Membership issues, including services for remote members (Tom Vradenburg) (previously agenda item #14)

Tom Vradenburg reviewed the Membership Review Committee's initial thoughts on EAC corporate membership. The Membership Committee will be picking up work on these issues where the Review Committee left off.

The Membership Committee's priorities, as identified from the strategic/tactical plan, the committee itself and chair Michelle Bosomworth, are

- Tracking recent membership trends and issues
- Member recruitment strategies
- Volunteer recognition program/volunteer achievement awards*
- Online professional development seminars
- Online interactive tools
- Online Directory of Editors
- Corporate membership proposal*
- Remote member outreach*
- Francophone outreach

*Council identified the asterisked items as the top priorities. Some of the others do not fall under the Membership Committee's mandate.

14. Review of seminar activity across the country (previously agenda item #13)

Council members discussed hosting national online seminars and the effect the seminars would have on branch revenue. National seminars would affect Toronto, in particular, because the branch relies heavily on seminars for income (about 75% of income is derived from seminars).

Suggestions: Make online seminars available only to members? But a large percentage of regular seminar participants are non-members, and seminars are traditionally a route of entry into the association. Revenue from non-members could go to branches based on the registrant's postal code?

Noted: Depending on the approach taken, online seminars might compete directly with university and college programs. On the other hand, EAC has been offering seminars longer than the universities and colleges have. Some EAC instructors might be prohibited from teaching EAC online seminars by their contracts with other institutions.

Consensus: Finding a chair for the Training and Development Committee is a high priority.

Suggestions: The Website Committee could be asked to prepare a feasibility report about online seminars.
Partner with existing organizations offering online courses to offer discounts to members. In the past EAC has partnered with George Brown College.
Instead of developing seminars or courses, develop online mentoring and/or study groups. People who can't get to seminars but who want access to some form of training could benefit from this approach.

Council members also discussed what the branches are charging for seminars. Prices vary by branch and there was concern that some branches are undercharging.

Suggestion: Branches could host lunches with speakers. This is very popular with other organizations.

15. Mediator proposal (Peter Moskos)

The mediator proposal was to

1. Provide training for the mediator (guaranteed annual budget allocation of \$1000 requested)
2. Produce a tip sheet with essential information for the mediator related to the nature of the job, the job description and practical tips related specifically to mediating for EAC (funding allocation for conference calls requested)

3. Create a “Mediator’s Corner” (working title) on the website that provides more information about the service, as well as mediator scenarios for the Interactive Voice discussion forum to get members thinking about practices (good and bad) and how to deal with clients

Some council members were concerned about dedicating funds solely to training the mediator when training for inexperienced committee chairs could be an equally high priority. Council members also asked for clarification of the term “underused,” which was used to describe the mediator’s service.

Suggestions: Run a profile of the mediator in *Active Voice* to raise the profile of the service. If the association makes \$1000 available for mediator training, the council would like to see a return on investment: e.g., the mediator agrees to stay in the role for a minimum of two years. Move the target date for completion up from November 2007 to June 2007 to coincide with the end of the Peter Moskos’s tenure as member-at-large and the current mediator’s term. Build a statement into the mediator’s job description specifying that a new mediator may request training if required. Rename the position. Mediator is a more formal term today than it was in the past and may raise expectations that are out of line with what we’re providing.

Noted: There is a floater fund in place for committee training on an as-needed basis if requested. The requested funds for teleconferences are available in the current budget.

The decision on the request for \$1000 annually was deferred to the council’s annual budget meeting in November.

16. Council priorities for the next quarter

Action: Maureen Nicholson and Lynne Massey will meet after the council meeting to review priorities for the coming quarter and send a draft list to the council via the national executive email forum for review.

17. Adjournment

Motion: MOVED by Julia Cochrane to adjourn. CARRIED.

The meeting adjourned at 3:00 p.m.

Secretary

President