

**Editors' Association of Canada/Association canadienne des réviseurs
Minutes of Executive Council Meeting
February 28–March 1, 2009**

**Day One
Saturday, February 28**

1. Call to order

The meeting was called to order at 9:03 a.m. on Saturday, February 28, in the meeting room of the Sylvia Hotel, Vancouver. The president, Moira White, presided.

Attending:

Michelle Boulton	Vice-president and SN branch representative
Maureen Nicholson	Past president
Mary Anne Carswell	Secretary
Greg Ioannou	Treasurer
Kryisia P. Lear	Member-at-large
Paul Payson	PP branch representative
Beverly Ensom	NCR branch representative
Ken Weinberg	TO branch representative
Julia Cochrane	QAC branch representative
Carolyn L Burke	Executive director
Michelle Ou	Recording secretary

Absent:

Gaëlle Chevalier	Member-at-large
Dania Sheldon	BC branch representative

2. Approval of agenda

Motion: MOVED by Greg Ioannou, seconded by Paul Payson, to approve the agenda. CARRIED.

3. Approval of November 2008 minutes and November 2008 in-camera minutes of national executive meeting

Motion: MOVED by Ken Weinberg, seconded by Julia Cochrane, to approve the minutes of the November 2008 national executive council meeting. CARRIED.

Action: Kryisia P. Lear will contact the Certification Steering Committee about adding the word “Professional” to the other three certification designations (i.e., Certified Professional Proofreader, Certified Professional Copy Editor, and Certified Professional Structural and Stylistic Editor).

Motion: MOVED by Greg Ioannou, seconded by Kryisia P. Lear, to approve the in-camera minutes of the November 2008 national executive council meeting. CARRIED.

4. Action points arising from review of action points from November 2008 national executive meeting

Action: Carolyn L Burke will contact the branch newsletter editors to let them know that national sponsors are being offered the opportunity to run ads in the branch newsletters.

Action: In fall 2009, Moira White will research recording conference sessions.

Action: Ken Weinberg will recruit a volunteer to coordinate Oops Awards submissions.

5. Ratification of motions (if any) proposed and voted on via the email forum

There were no motions proposed on the email forum over the past quarter.

6. Receipt of quarterly reports and business arising

Motion: MOVED by Julia Cochrane, seconded by Mary Anne Carswell, to receive the quarterly reports. CARRIED.

Action: Carolyn L Burke will look into adding “Achievements” and “Challenges” to the quarterly report templates.

Prairie Provinces

The national executive council noted that if members want student and emeritus members to be allowed to list in the Online Directory of Editors, revisions to Rules and Regulations No. 3: Membership Categories in the Association must be voted on, at an annual general meeting or by referendum.

Action: Moira White will contact Faith Gildenhuis about conducting regular member surveys and opinion polls.

Action: Paul Payson will ask Jillian Stafford to research group benefit plans and to use her findings to write an article for *Active Voice*. (Carolyn L Burke and Mary Anne Carswell are available for additional information on group benefit plans.)

Action: Ken Weinberg will check to see if there are Website Committee members who could help branches with their web pages.

Saskatoon

Noted: The national executive council thanked Perry Millar for her Small Branch Challenges report. EAC’s organizational review will take Perry’s report into consideration.

Toronto

Motion: MOVED by Ken Weinberg, seconded by Maureen Nicholson, that the Conference Committee give the Toronto branch the revenue from the 2009 conference’s extra reception tickets in exchange for the branch funding the reception. In discussion, it was noted that more information was required regarding the number of people expected to attend the reception and the amount of money the Toronto branch would spend. MOTION WITHDRAWN.

Noted: This is a discussion for the Toronto branch and the Conference Committee.

Action: The national office will run a national rates survey every January.

NCR

Action: Michelle Boulton will create a French version of the anniversary/conference logo.

Action: The national office will develop electronic conference/anniversary marketing packages for the branches.

QAC

Action: Moira White will get in touch with Diane Ferland regarding creating a QAC branch treasurer's committee.

Noted: Julia Cochrane is willing to stand as official QAC treasurer.

The national executive council discussed volunteer shortages at the branch level. Executive council members discussed developing a volunteering survey, using the Membership List to develop a list of candidates and following up with personal phone calls to invite members to volunteer.

Action: Carolyn L Burke will ask Lianne Zwarenstein if members are checking the "I am interested in volunteering for EAC" box on the membership application form and report back the national executive council.

Action: The national office will promote volunteering in the next e-news update.

Members-at-large

The national executive council discussed adding a concordance step to the translation process.

Action: Carolyn L Burke will ask Gaëlle Chevalier for a plan regarding how the francophone editor will fill the additional pages requested for *Active Voice*.

Motion: MOVED by Greg Ioannou, seconded by Beverly Ensom, that a special meeting be held before the annual general meeting to vote on adding a francophone representative to the national executive council. In discussion it was noted that more information is required.

Motion: MOVED by Greg Ioannou, seconded by Paul Payson, to table the motion. CARRIED.

Action: Maureen Nicholson will write a mandate for the francophone representative to precede voting on adding a francophone representative to the national executive council.

Action: Carolyn L Burke and Greg Ioannou will prepare a statement on the financial impact of adding another position to the national executive council.

Action: The national executive council will inform Gaëlle Chevalier of the possibility of adding a francophone representative to the executive council.

Action: Maureen Nicholson and Krysia P. Lear will work on a list of guidelines/qualities recommended for committee chair positions, as well as some volunteering scenarios. The list and scenarios will be included in the revised edition of *The Committee Book*.

Action: Maureen Nicholson will work with Frances Peck to produce a draft operational policy for revising *Professional Editorial Standards*.

Executive director

Action: Carolyn L Burke will contact Biz-Zone to let them know that EAC requires a copy of the entire website for its archives at McMaster University, and that it will annually require a copy of the website for archival purposes.

Action: Maureen Nicholson will forward to the national executive council the one-page summary of Faith Gildenhuys's session on raising EAC's revenues.

Motion: MOVED by Krysia P. Lear, to strike a task force to research grants. The motion was not seconded. MOTION WITHDRAWN.

Action: Carolyn L Burke will contact consultants to determine the types of grants EAC is eligible for.

Francophone Affairs

Motion: MOVED by Maureen Nicholson, seconded by Ken Weinberg, to express the national executive council's appreciation to Gaëlle Chevalier and Anna Olivier for producing the *Guide de rédaction et de révision des documents de l'ACR*. CARRIED.

Conference

Action: The national office will issue a call for sponsors and sponsorship contacts in the next e-news update.

Forum Monitor

Action: Michelle Ou will let Joanne Haskins know that neither the forum monitor nor EAC members can edit or delete their posts on Interactive Voice as long as Biz-Zone is EAC's web host.

Marketing and Public Relations

Action: Moira White will respond to Barbara K. Adamski regarding the requests in the Marketing and Public Relations Committee's quarterly report.

Action: Ken Weinberg will look into developing EAC Facebook gifts.

Membership

Action: Moira White will ask Heather Ebbs to have the new membership package ready by June.

Nominating

Action: Regarding the upcoming elections: Gaëlle Chevalier and Krysia P. Lear will contact the committee chairs for their suggestions for candidates to approach.

Online Job Tools

Action: The national office will publicize externally the number of Online Directory of Editors profile views (approximately 8,000 per month).

Professional Standards

Noted: The national executive council thanked Frances Peck and the Professional Standards Committee for their work on revising *Professional Editorial Standards*.

Publications

Action: Krysia P. Lear will let Peter Midgley know that the contributing authors of the soon-to-be-revised *Meeting Editorial Standards* and *Editing Canadian English* will receive royalty payments (percentage to be determined, but it will be industry standard or higher) and recognition on the published works.

Noted: The national executive council thanked Peter Midgley and Carolyn L Burke for the association's new publications plan.

Training and Development

Action: The national office will develop a web-based directory of educational institutions for training and development purposes. EAC will charge for each listing.

Action: Krysia P. Lear will get in touch with Lynne Massey regarding developing a list of educational contacts.

Website

Action: Ken Weinberg will develop “How to make the most of your branch web page” text.

7. Finances

Action: Moira White will send a letter to the branches to provide them with a financial update and to let them know that the February 2009 catch-up quarterly transfer payments will be late.

Noted: Branch money is not accounted for at the national level.

7A. Tom Fairley Award (previously agenda item 10)

Maureen Nicholson updated the national executive council on the status of the 2008 Tom Fairley Award judging process and communications plan.

7B. Adjournment

Motion: MOVED by Julia Cochrane to adjourn. CARRIED.

The meeting was adjourned at 4:45 p.m.

Day Two**Sunday, March 1****7C. Call to order**

The meeting was called to order at 9:00 a.m. on Sunday, March 1, in the meeting room of the Sylvia Hotel, Vancouver. The president, Moira White, presided. Attending: see item 1 above.

Noted: The national executive council thanked the national office staff for arranging such a nice lunch for the 2008Q4 meeting.

8. Branch representative responsibilities

Action: Mary Anne Carswell will circulate her notes on the role of the branch representative.

Action: The national office will send to incoming national executive council members an information package containing the constitution, a list of other executive members and *The Committee Book*.

Action: The national executive council members will send Carolyn L Burke suggestions of other items to include in the information package.

9. Active Voice

Discussed under the Newsletter Committee’s report (agenda item 6).

10. Tom Fairley Award

Discussed under agenda item 7A.

11. Policy development (initial discussion)

[OP 2] Tom Fairley Award

Motion: MOVED by Maureen Nicholson, seconded by Mary Anne Carswell, that the national executive council revise Operational Policy 2: Tom Fairley Award, Clause 9.2 and Clause 9.3. CARRIED.

The revisions to Operational Policy 2: Tom Fairley Award, Clause 9.2 and Clause 9.3 are as follows.

Original

Effective date: June 2005

Revised: March 2006

9.2 Contributors to the award fund shall be acknowledged equally, regardless of the size of donation, in all print and display materials pertaining to the award, but not on the award itself.

9.3 Contributors shall receive some token of appreciation beyond public acknowledgment, such as a personalized letter, a certificate of appreciation, a copy of *Editing Canadian English* or a free seminar.

Revised

Effective date: June 2005

Revised: March 2009

9.2 Contributors to the award fund shall be acknowledged in the association's annual report, but not in the name of the award itself.

9.3 Contributors shall receive a personalized letter of thanks and may receive some additional token of appreciation.

[OP 9] Volunteer Involvement and Recognition

Motion: MOVED by Maureen Nicholson, seconded by Julia Cochrane, to ratify Operational Policy 9: Volunteer Involvement and Recognition. MOTION WITHDRAWN.

Action: The national office will develop a list of the types of volunteers who currently receive honoraria.

Motion: MOVED by Greg Ioannou, seconded by Paul Payson, that the national executive council forward the revised draft Operational Policy 9 to the branch executives for their feedback. CARRIED.

Noted: The national executive council thanked Maureen Nicholson, Michelle Boulton and Lynne Massey for their work on the draft Operational Policy 9.

[OP 10] Claudette Upton Award

Action: Maureen Nicholson will send the revised draft Operational Policy 10: Claudette Upton Award to Barbara Tomlin for feedback.

Action: After considering Barbara Tomlin's feedback, Maureen Nicholson will revise draft Operational Policy 10: Claudette Upton Award and send it to the national executive council for feedback and a vote.

Communications Policy

Action: The national executive council will develop a set of procedural guidelines for drafting policies.

Action: The national executive council will develop a list of potential members for a communications advisory group. Ideal members include representatives from each national committee and people with advertising experience.

Archives

Action: Beverly Ensom will research information in Library and Archives Canada on what EAC should archive.

Electronic voting

The national executive council discussed developing an operational policy that will allow the association to implement digital balloting without revising the constitution.

Action: Moira White will draft an operational policy that defines digital balloting and explains that “mail ballot” in the constitution includes digital balloting.

Action: Moira White will write a notice to members to let them know that EAC is considering digital balloting.

Action: Moira White will contact Alan Yoshioka for his report on digital balloting.

12. Certification update (plus recognition of members; recognition for CPEs)

Discussion deferred to the national executive council email list.

13. Standards update (plus recognition of members)

Discussion deferred to the national executive council email list.

14. Google settlement

Action: Carolyn L Burke will contact Shelly Windover regarding copyright/intellectual property lawyers.

Motion: MOVED by Krysia P. Lear, seconded by Greg Ioannou, that EAC maintain the status quo on the Google settlement. CARRIED with four abstentions.

15. Marketing initiatives

Discussed under Communications Policy development (agenda item 11).

Action: The national office will add website update reminders into the national communications calendar.

16. Nominations for 2009–2010

Discussed under the Nominating Committee’s report (agenda item 6).

17. Call to order

Moved to agenda item 7C.

18. EAC 30th anniversary

Action: Greg Ioannou will send a list of the association's past presidents, founding members and honorary life members to Michelle Ou for the website.

Action: The national office will contact Derek Weiler at *Quill & Quire* about publishing a story on EAC's 30th anniversary.

Action: The national office will contact Barbara K. Adamski about writing an article for *Quill & Quire*.

Action: The national office will contact its suppliers to ask them to buy congratulatory ads in *Active Voice* for EAC's 30th anniversary.

19. Conference Venue 2012

Action: Beverly Ensom will let the NCR branch executive know that EAC would like to hold its 2012 conference in the national capital region.

20. Policy development

Discussion concluded under agenda item 11.

21. Council priorities for the next quarter

Action: Moira White, Michelle Boulton and Carolyn L Burke will develop timelines for the annual report in the week beginning March 2.

21A. Review of strategic plan

Discussed under agenda item 22.

21B. Review of organizational review

The national executive council discussed striking a committee or task force to steer the organizational review.

Discussion deferred to Interactive Voice and the committee chair email list.

22. Other business***Conference program***

Action: Krysia P. Lear will let the Conference Committee know that the national executive council would like to see additional sessions in the 2009 conference lineup and at least one or two more English sessions per time slot.

Action: Krysia P. Lear will let the Conference Committee know Sandra Gulland will attend the conference and suggest that she be asked to present a session.

Strategic Plan Review

Action: Ken Weinberg will talk to the Website Committee about developing a testimonial page on the website.

23. Adjournment

Motion: MOVED by Michelle Boulton to adjourn. CARRIED.

The meeting was adjourned at 3:06 p.m.

Secretary

President