

**Editors' Association of Canada/Association canadienne des réviseurs
Minutes of Executive Council Meeting
November 28–29, 2009**

**Day One
Saturday, November 28**

1. Call to order

The meeting was called to order at 8:37 a.m. on Saturday, November 28, in the meeting room of the Sylvia Hotel, Vancouver. The president, Michelle Boulton, presided.

Attending:

Greg Ioannou	Vice-president
Moira White	Past president
Mary Anne Carswell	Secretary
Sheila Mahoney	Treasurer
Barbara K. Adamski (agenda items 1-8, 10-18)	Member-at-large
Debra Roppolo (agenda items 1-16)	Member-at-large
Theresa Best	BC branch representative
Beverly Ensom	NCR branch representative
Ken Weinberg (agenda items 4–18)	TO branch representative
Nancy Holland (agenda items 8–16)	QAC branch representative
Carolyn L Burke (agenda items 1-16)	Executive director
Michelle Ou (agenda items 1-16)	Recording secretary

Absent:

Arden Ogg	PP branch representative
Kelly Fournel	SK branch representative

2. Approval of agenda

Motion: MOVED by Theresa Best, seconded by Barbara K. Adamski, to approve the agenda. CARRIED.

3. Receipt of quarterly reports and business arising

Motion: MOVED by Greg Ioannou, seconded by Barbara K. Adamski, to receive the quarterly reports. CARRIED.

4. Review of action points

Action: Ken Weinberg and Carolyn L Burke will look into alternatives to Google Docs for posting action items online.

Action: Mary Anne Carswell will send the quarterly reports on the meetings of the national executive council for exec read.

Action: When the quarterly reports on the meetings of the national executive council have been posted, Debra Roppolo will ask Julia Cochrane (List Monitor) or Joanne Haskins (Forum Monitor) to post a notice on the EAC email list.

Action: Ken Weinberg and Sheila Mahoney will research how best to use the EAC email list and Interactive Voice to communicate to members.

Motion: MOVED by Ken Weinberg, seconded by Barbara K. Adamski to go in camera.

[in-camera discussion 1]

Action: Michelle Boulton will send the call for a new Francophone Affairs Committee chair to Michelle Ou.

Motion: MOVED by Moira White, seconded by Theresa Best, to support the efforts of the Membership Committee by recruiting more volunteers. In discussion it was noted that a motion was not necessary and that an action item would suffice. MOTION WITHDRAWN.

Action: Debra Roppolo will notify Raphaël Thierrin that the national executive council wants to support the efforts of the Membership Committee and ask if he wants help recruiting volunteers to move the committee's initiatives forward.

Action: Debra Roppolo will invite Raphaël Thierrin to join the national executive council for a half day during its 2010 Q1 meeting in Gatineau.

Action: Debra Roppolo will ask Raphaël Thierrin to submit the Membership Committee's quarterly reports in English.

The national executive council discussed developing training for new committee chairs. Discussion focused on developing a leadership development track at the 2010 conference, using Elluminate software to facilitate training, and developing a volunteer book from *The Committee Book*.

Action: Barbara K. Adamski will let Perry Millar know the national executive council would like to see a leadership development track at the 2010 conference, and that Ken Weinberg is willing to provide support if an online component is needed.

Action: Debra Roppolo will ask Jacquie Dinsmore how the Conference Committee feels about running a leadership development track at the 2010 conference.

Action: Barbara K Adamski and Debra Roppolo will continue developing *The Volunteer Book* (started by Michelle Boulton and Maureen Nicholson).

The Prairie Provinces branch proposed adding an extra day before the national conference for an assembly of branch chairs and representatives. This assembly would allow branches to compare notes on topics such as potential reorganization, function and compensation of branch administrators, promotion, programming, program sharing and improving inter-branch liaison on an ongoing basis.

Motion: MOVED Sheila Mahoney, seconded Debra Roppolo, to provide support to a maximum of \$600 to host an assembly of branch chairs and representatives prior to the 2010 conference. This assembly will be formalized by the Prairie Provinces branch. CARRIED.

Action: Michelle Boulton will let Arden Ogg know it is up to the Prairie Provinces branch to coordinate the assembly of branch chairs and representatives prior to the 2010 conference.

National executive council members discussed Julia Cochrane's revisions to the EAC email list guidelines and requiring list subscribers opt into the guidelines when they renew their membership in the association.

Discussion of surveying EAC members about creating a separate email list for chat was deferred.

Action: Theresa Best will draft a preface to the revised list guidelines.

National executive council members discussed the Online Job Tools Committee's budget request for external marketing of the Online Directory of Editors (ODE).

Action: Michelle Boulton will forward research suitable for an *Active Voice* article about the ODE to Alan Yoshioka.

Action: Barbara K. Adamski will follow up with Alan Yoshioka to inquire about the status of the ODE survey.

Action: The branch representatives will ask their branches if they would consider making their newsletters members' only publications.

Action: Moira White will ask the branch representatives who were absent if they would consider making their newsletters members' only publications.

Noted: The national office will run a contest to award one free membership each month for six months to members listed in the Membership List.

Action: The national office will promote the Membership List contest externally.

Action: Carolyn L Burke will look into partnering with other organizations to offer discounts to members.

5. Budget

Sheila Mahoney and Carolyn L Burke presented two preliminary budgets—one pessimistic [conservative] and one optimistic—for 2010.

Action: Debra Roppolo will follow up with the Conference Committee about its request for a larger budget. How much does the committee want and how does it intend to use additional funds?

Noted: Bibliothèque et Archives nationales du Québec's contract is in French. Mary Anne Carswell may recommend a bilingual lawyer to volunteer to review the contract.

Action: The national office will delay sending renewal postcards until two weeks after each member's renewal date.

Moira White contacted the University of Toronto's Faculty of Law about asking a law student to research national's legal responsibility for the branches. She learned that students take on projects during the summer, but they cannot offer legal advice.

Action: Moira White will forward contact information for the University of Toronto's Faculty of Law to Carolyn L Burke.

6. Structural Review

National executive council members identified the following member services.

Branch	National
Meetings	Conference
Newsletters	Newsletter
Seminars	Publications
Hotlines	Standards
Branch broadcasts	Online Directory of Editors
Mentorship	Membership List
Social events	National Job Board
Participation in community events (e.g., Word on the Street)	Contracts
	Certification
	Insurance
	Mediation
	E-news updates
	Email list/Interactive Voice
	CafePress
	Marketing/communications

The national executive council struck the following task forces to research branches and committees and make recommendations for reorganization.

Branches/Twigs	Committees
Michelle Boulton (chair)	Greg Ioannou (chair)
Theresa Best	Barbara K. Adamski
Mary Anne Carswell	Debra Roppolo
Sheila Mahoney	Moira White

Action: The task forces will submit their proposals to the national executive council by January 9, 2010.

Action: Michelle Boulton will invite Paul Payson to join the branches and twigs task force.

7. Adjournment

Motion: MOVED by Mary Anne Carswell to adjourn.

The meeting was adjourned at 4:20 p.m.

Day Two

Sunday, November 29

8. Call to order

The meeting was called to order at 8:37 a.m. on Sunday, November 29, in the meeting room of the Sylvia Hotel, Vancouver. The president, Michelle Boulton, presided. Attending: see item 1 above.

9. Budget approval

Motion: MOVED by Greg Ioannou, seconded by Mary Anne Carswell, to approve both budgets, and to proceed with the pessimistic budget until it proves to be too pessimistic. Friendly amendment moved by Moira White “to approve the

pessimistic budget, but to proceed with the additional expenditures if the financial situation is better than expected.” CARRIED.

Noted: The additional expenditures, listed in order of priority identified by the national executive council, are as follows.

1. Trademark “Certified Professional Editor” (\$1,000)
2. External promotion/membership drive (\$2,000)
3. Hire a professional to write a case document for fundraising/
Fundraising to replenish the Tom Fairley Award endowment (\$4,500)
4. Hire a junior communications staff person to create messages in French and assist with office administration (\$15,000 + part of the translation budget)
5. Association rebranding project and website redesign based on rebranding (\$13,000, half to be spent in 2010 and half in 2011)
6. Replenish reserves (increase by \$10,000 in 2010)
7. Repay branches

Upgrading the certification database to track volunteer involvement and certification maintenance requirements (\$2,000) will be completed at the executive director’s discretion.

Noted: The national executive council discussed asking the branches to forgive an outstanding transfer payment from national, but decided to wait and see what happened with the finances in the coming months.

Action: Carolyn L Burke will circulate the draft business plan for the online directory of trainers to the national executive council.

Executive council members discussed not bringing outgoing members of the national executive council to the June handover meeting to cut down on board expenses in the budget. Council members also discussed the possibility of renting office space and telco services to the Toronto branch if the branch decides to close its office.

Motion: MOVED by Greg Ioannou, seconded by Ken Weinberg, to go in camera. CARRIED.

[in-camera discussion 2]

Consensus: The national executive council supported renting national office space and telco services to the Toronto branch.

10. Review of auditor bids and approval of selected auditor

Carolyn L Burke reported she put the association’s annual audit out to tender (as is done every five years) and received several quotes. The incumbent auditor’s quote was the lowest.

Motion: MOVED by Moira White, seconded by Mary Anne Carswell, to accept the lowest bidder and retain the services of Cowperthwaite Mehta.

11. Workflow and guidelines for the government contract collective

Carolyn L Burke and Greg Ioannou presented a draft policy for EAC's contract collective. Discussion focused on how to assign project leads. The national executive council gave support in principle to proceeding with the contract collective.

12. Honouring late members

Discussion focused on developing a memorial fund and developing an in memoriam page for the association website.

Action: Debra Roppolo and Nancy Holland will develop a proposal for programs and initiatives to be supported by an EAC memorial fund.

Action: The national office will create a memorial page for deceased members.

Action: Carolyn L Burke will look into the possibility of creating a foundation to collect donations to support the Claudette Upton Scholarship and new memorial initiatives.

13. Request to approve MES title update

Motion: MOVED by Moira White, seconded by Greg Ioannou, to appoint Melva McLean as the chair of the Publications Committee. CARRIED.

Noted: Melva McLean will assume the role of chair of the Publications Committee in January 2010.

Motion: MOVED by Greg Ioannou, seconded by Moira White, to, upon reprint, change the name of the two-volume *Meeting Editorial Standards* to the four-volume *Proofreading: Meeting Editorial Standards; Copy Editing: Meeting Editorial Standards; Structural Editing: Meeting Editorial Standards; and Stylistic Editing: Meeting Editorial Standards*. Friendly amendment moved by Ken Weinberg "to the four-volume *Proofreading: Meeting Professional Editorial Standards; Copy Editing: Meeting Professional Editorial Standards; Structural Editing: Meeting Professional Editorial Standards; and Stylistic Editing: Meeting Professional Editorial Standards*."

Motion: MOVED by Theresa Best to call the question. The motion CARRIED without a seconder.

The original motion CARRIED with one opposed.

14. Acknowledgement of volunteer contributors (writers, editors, designers, translators, etc.) to EAC publications

Motion: MOVED by Greg Ioannou, seconded by Sheila Mahoney, that EAC encourage acknowledgement of volunteer contributors where appropriate. CARRIED.

15. Strategic planning

The need for renewed focus on strategic planning was discussed. The executive council agreed to make strategic planning the focus of the Q1 meeting.

16. Other business

National executive council members discussed the Certification Steering Committee's proposal for certification maintenance requirements as well as the Massachusetts freelancers issue raised by Greg Ioannou.

17. Council priorities for the next quarter

18. Adjournment

Motion: MOVED by Barbara K. Adamski to adjourn.

The meeting was adjourned at 2:50 p.m.