

Editors' Association of Canada
Association canadienne des réviseurs
National Executive Council
2017 Q4 Meeting Minutes

Chelsea Hotel, Toronto, ON
November 4–5, 2017



EDITORS
RÉVISEURS
CANADA

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Present:

Gael Spivak	President
Julia Cochrane	Vice-President
Anne Louise Mahoney	Past President
Carolyn Brown	Treasurer
Breanne MacDonald	Secretary
David Johansen	Regional Director, Branches and Twigs – East
Lisa Ng	Regional Director, Branches and Twigs – West
Stacey Atkinson	Director, Communications
Tania Cheffins	Director, Professional Standards
Greg Ioannou	Director, Publications
Patricia MacDonald	Director, Volunteer Relations
John Yip-Chuck	Executive Director
Michelle Ou	Senior Communications Manager
Alexandra Peace	Recording Secretary
Nancy Foran	Interim Director, Francophone Affairs
(present for part of both days)	

Absent:

Berna Ozunal	Director, Training and Development
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1. Meeting called to order

Gael Spivak called the meeting to order at 9:00 am.

2. Emergency Information

3. Approval of agenda (Appendix A)

MOVED by Julia Cochrane

SECONDED by Anne Louise Mahoney

that the agenda be approved as posted.

Unanimous

4. Guidance documentation

- a) The NEC were reminded of the importance of focusing on projects that follow the strategic plan, and that other good ideas will be kept track of for future use.
- b) The NEC were advised to refresh themselves with the policies and procedures on privacy, consultation, and confidentiality that can be found at www.editors.ca/members/readup/constitution/index.html.
- c) The NEC were informed of the risk communications principles that recommend addressing issues right away, even if the initial response indicates that the answer is unknown, but will be found.

5. Signing officers' procedures (Appendix B)

Carolyn Brown and John Yip-Chuck were tasked with updating the policy and procedure for the cheque signing officers.

The NEC discussed the various legal requirements of both national and branch signing officers.

Action

Gael Spivak to update the signing officers' policy and procedure to be consistent with other policies and procedures.

MOVED by Carolyn Brown

SECONDED by Anne Louise Mahoney

that the NEC change the policy on signing authority as follows:

in 3. of the current policy, strike "not the ED," also,

NEC will approve the signing officers annually, in September, following branch executive and national director elections.

Carried

6. Budget

Carolyn Brown presented the financial update of the organization (Appendix C).

The NEC then discussed the current status of the budget in detail, going through each line, looking for ways to reduce expenses and increase revenues.

Carolyn Brown presented a draft document outlining a possible change of office rental (Appendix D). Cost of the last move of the office (including the reprinting of brochures with the new address) was about \$20,000.

Action

John Yip-Chuck and Carolyn Brown to investigate further possibilities for rental space including negotiating just one more year in the present location.

MOVED by Carolyn Brown

SECONDED by Greg Ioannou

that the meeting go into camera to discuss staff salaries.

Unanimous

MOVED by Greg Ioannou

SECONDED by Gael Spivak

that the meeting go out of camera.

Unanimous

The NEC inquired whether Interac e-transfers would be possible. John Yip-Chuck suggested that it may be, but not yet, and that the procedure would need to be manual rather than automatic.

7. Budget, continued

- a) The NEC discussed cancelling one of the quarterly meetings.

The regional directors have money in the budget for travelling to visit twigs and branches. However, Lisa Ng thinks that holding conversations more often, via Zoom, rather than actually visit would be as effective.

Action

The NEC to cancel the quarterly meeting that occurs at the conference (Q2), but to consider reinstating it if finances improve.

- b) Cost analysis of membership fees

- i) membership fee freeze (one time only and tied to the 40th anniversary)

The NEC discussed membership fees at length, including the impetus for the current member-initiated policy of a mandatory cost of living increase, the perception of the value of the membership, and whether more people would purchase memberships at a lower price.

Communications and marketing have plans this year to focus on publishing information about the value of membership.

The NEC also discussed whether something free could be offered upon renewal, for example a free webinar or an ECE 3 ebook.

Some concern was expressed that NEC is not allowed to make the decision to freeze or lower the membership fees.

The cost of living according to the Consumer Price Index as of November 3, 2017 is 1.6%.

MOVED by Carolyn Brown
SECONDED by Gael Spivak

that as required by the membership procedure, as of March 1, 2018, Editors Canada membership dues increase to \$281 and emeritus member dues increase to \$140.50 (to reflect the increase in the Consumer Price Index).

Discussion

The NEC discussed the various ramifications of voting for and against the motion.

Votes for:

Gael Spivak
Stacey Atkinson
Anne Louise Mahoney
Breanne MacDonald

Votes against:

Carolyn Brown
Greg Ioannou
David Johansen
Lisa Ng
Patricia MacDonald

Abstentions

Julia Cochrane
Tania Cheffins

The motion did not pass.

ii) reduced membership fee for people on social assistance

The NEC deferred discussion on this topic.

8. Meeting with Editors Edmonton via Zoom

Co-coordinators Tanis McLeod and Heather Buzila spoke to the NEC about Editors Edmonton. They mentioned several challenges:

- ◆ finding a venue for meetings/gatherings, and
- ◆ only having the same six people show up, though the email list has 60–70 people.

They spoke positively about being co-coordinators and that they would like to plan more events that appeal to the local Edmonton market.

The NEC had some comments and suggestions for them:

- ◆ traditionally, most work is passed around by referrals
- ◆ meetings that work more effectively are speed networking and speed mentoring
- ◆ volunteering is also an excellent way to become known

Kaarina Stiff and Elizabeth Macfie (Editors Ottawa-Gatineau) have information about speed networking and speed mentoring.

The co-ordinators wanted to make sure that Editors Edmonton was contributing to the Saskatchewan conference.

Action

Breanne MacDonald to speak to conference committee to double-check that the committee has enough volunteers from Edmonton for the Saskatchewan conference.

The co-ordinators were inquiring about the status of twigs versus branches: branches have more governance requirements and get a larger portion of membership revenue. More information about this difference can be found on the website under governance: policies and procedures.

9. Budget, continued

MOVED by Julia Cochrane

SECONDED by Tania Cheffins

that the previous motion (on the required increase of membership fees) be reconsidered.

Discussion

The NEC discussed the motion to increase the membership fees by the cost of living. Further explanation of the vote was discussed. It was pointed out that executive members voting against the motion were voting against the increase in the specific amount of 1.6%, not against an increase in general.

Revote:

Votes for

Gael Spivak
Julia Cochrane
Stacey Atkinson
Tania Cheffins
Anne Louise Mahoney
Breanne MacDonald

Votes against

Greg Ioannou
David Johansen

Abstained

Carolyn Brown
Lisa Ng
Patricia MacDonald

MOVED by Anne Louise Mahoney

SECONDED by Patricia MacDonald

that NEC bring a motion to the members at the 2018 AGM to revise the membership procedures such that the NEC be given the flexibility to freeze or decrease member fees in response to economic trends.

The NEC discussed the various ramifications, and whether a range or limit should be set. The NEC were encouraged to read the article by Frances Peck on the subject in *Active Voice* from 2009 (Appendix E).

Unanimous

Action

John Yip-Chuck to direct the office to inform the members of the fee increase by December 1, 2017.

Action

Carolyn Brown to discuss membership fees with Frances Peck.

10. New business

- a) stock photo companies

Lots of stock photo companies have only white people in the pictures. Could editing associations be leaders and ask them to produce photos that are diverse?

Should Editors Canada write a letter to the various stock companies?

Action

Anne Louise Mahoney to find the top five stock photo companies, draft a letter, and bring it back to the NEC.

11. Breakout groups

- a) *Active Voice/Voix active* revisioning session (John, Stacey [reporter], Anne Louise)
- b) corporate calendar (Gael [reporter], Michelle, Carolyn, Julie)
- c) member recruitment and retention (Lisa, David, Tania, Patricia, Breanne [reporter], Greg)

12. Reports from breakout groups

- a) *Active Voice/Voix active*

The plan is to have two digital and one print edition in 2018, with the following ideas for themes:

- ◆ winter issue: travel, regional and international (digital)
- ◆ spring: Indigenous issues (digital)
- ◆ autumn: 40th anniversary (print)

The group discussed having various sections laid out that will be the same in subsequent issues, for example, a feature of a learning institution, blogs, editorial pages, letters to the editor, a book review.

The plan includes printing more copies and selling ads. Copies could be given out at events and to industry people.

Action

Anne Louise Mahoney to write up a document that lays out the new vision for the next editors of Active Voice/Voix active.

Action

Stacey Atkinson and Anne Louise Mahoney to find editors for the revisioned version of Active Voice/Voix active.

Action

Stacey Atkinson and Anne Louise Mahoney to gather a committee to work on Active Voice/Voix active that includes the regional blog editors.

- b) Corporate calendar

The corporate calendar is very important for the continuity of the organization.

This session was very productive, and Carolyn Brown was able to propagate with financial information. Gael Spivak still to enter some annual report links.

Action

Gael Spivak still to enter some links to annual report processes into the corporate calendar.

- c) membership recruitment and retention

The organization is losing 30 percent of its members every year, though gaining a similar amount and keeping the membership level. It used to be that the organization lost people who had only been members for one or two years. Now, it seems that it is losing older, more experienced members. Are there misconceptions that need to be fixed?

A lapsed members survey went out this summer, and the responses included comments about the membership being too expensive for what it offers; not getting leads on jobs; and that the organization doesn't meet their needs.

However, people get most of their work from referrals. People are leaving because they can get what they need through Facebook, and don't need to join an association.

The organization needs to

- ◆ promote the idea of it being a professional organization, standing up for the profession and promoting editing in general, rather than just tangible benefits
- ◆ increase traffic to ODE and job board
- ◆ promote the organization to industries
- ◆ promote networking as a benefit of membership

Action

Gael Spivak to speak to Pierrette Brousseau (an HR editor) to ask her for advice on promoting the association to industries.

ODE is not linked from websites of other national organizations.

Action

Anne Louise Mahoney and Gael Spivak to make sure that Editors Canada partner organizations have links on their websites back to the job board and ODE, and that Editors Canada has links to their websites.

13. Communications and marketing

- a) general update
 - i) website

A project manager and volunteers had been gathered. The group is still ready to work on finding dead links and improving copy, but the project leader has had to withdraw. A new project leader needs to be found.

Action

Patricia MacDonald to find a project leader for the volunteer group that is working on cleaning up the website.

- ii) Google Ads

Editors Canada does get free ads from Google. Kathe Lieber wrote about a dozen new taglines, which are used in rotation.

iii) infographic and wall calendar

Stacey Atkinson and Michelle Ou have proposed an eighteen-month calendar to develop and sell at next year's conference. The idea is to get eighteen months of tips: get editors involved to suggest tips and have the membership vote on the best ones. This is seen as a fundraising initiative. They are looking for a project manager and designer.

Action

Stacey Atkinson and Michelle Ou to look for a project manager and designer to work on the eighteen-month wall calendar fundraising initiative.

Action

Stacey Atkinson and Michelle Ou to look for a project manager and designer to work on the career-ladder with benefits infographic.

iv) videos

Action

Stacey Atkinson to ask local branches and twigs whether they have any videos created at the branch/twig level that national would be able to use.

b) procedure doc for branding

All documents should use the legal name and the short form first, and then use the short form.

- ◆ first use: Editors' Association of Canada (Editors Canada)
- ◆ subsequent uses: Editors Canada

Policy and procedure documents should use the bilingual legal name on the first occurrence.

- ◆ first use: Editors' Association of Canada/Association canadienne des réviseurs
- ◆ second use: Editors' Association of Canada (Editors Canada)
- ◆ third and subsequent occurrences: Editors Canada

Action

Anne Louise Mahoney to speak to Stacey Atkinson and Michelle Ou about putting brand usage of organization name in the style guide.

Action

David Johansen to put brand usage of organization name in the branch and twig toolkit (or save for insertion in next version).

14. Partnerships

a) RGD (Registered Graphic Designers of Ontario)

A partnership is in the works. A draft of the partnership agreement is being worked on, but is not signed yet.

b) ISC/SCI

Smaller organizations (like the Indexing Society of Canada) are interested in forming partnerships, but the disparity in membership fees and the lack of offerings by the smaller organizations make an equal partnership unworkable.

Any ideas on what to agree to would be welcome.

c) PWAC

Karen Luttrell, chair of PWAC's Toronto branch, has been speaking to Editors Toronto about joint networking and training sessions with PWAC and RGD. The sessions would

- ◆ build teams of people with complementary skills to share work, and
- ◆ include free training on business topics like landing corporate contracts and building teams of freelancers.

Action

Gael Spivak to continue to speak to Karen Luttrell about setting up joint networking and training sessions with PWAC and RGD in Toronto.

15. Member365

The new program will be launched on November 29, 2017.

Action

John Yip-Chuck to talk to Michelle Ou about how best to communicate this to the members and to the public.

Action

John Yip-Chuck to contact the person at ATIO (Association of Translators and Interpreters of Ontario) who has been using Member365 to discuss usage.

16. Fortieth anniversary task force (Appendix F)

MOVED BY Greg Ioannou

SECONDED BY Julia Cochrane

that the 40th anniversary task force brief be accepted.

Carried

17. Conferences

a) 2018

A grant has been applied for. Information is up on the website. The conference committee wondered whether ads could be sold for the program, and the NEC agreed that they could.

b) 2019

Breanne MacDonald sent a survey to Nova Scotia members and non-members. Nine replies were received. Most responses said Halifax, with a few for Charlottetown.

Action

Breanne MacDonald to start looking at Halifax for venues.

The NEC discussed which conference is to apply for simultaneous translation grants. A grant is available every other year. Because there is a francophone community in Saskatchewan, it would be worthwhile

having translation there, and that then means that the grant could be applied for when the conference will be international in 2020.

c) 2020

Breanne MacDonald has been looking at Montréal, but the prices are very high, even in May. Toronto is a possibility for the international conference. Editorial Freelancers Association (EFA) may be interested in partnering.

d) Book and Periodical Council (BPC)

It will be the 35th anniversary of their Freedom to Read Week in 2019. Could there be a tie-in with our 40th anniversary?

That week is usually held in late February / March, so they may not want to change to be held at the same time as the Editors Canada conference, but they may want to partner in some way.

Action

John Yip-Chuck to talk to the Freedom to Read people at the BPC about working together around the 35th and 40th anniversaries.

Action

Anne Louise Mahoney to contact Grace Deutsch, who was active in initiating Freedom to Read, to see whether she is interested in being involved.

18. Reports (committee requests summary, Appendix G)

a) committee and director requests in the reports

i) *The Editors' Weekly*

The editor is asking for the NEC to comment on the posts to “encourage reader engagement, ensure that every post has some feedback, help the contributors feel appreciated, and inspire other feedback.”

The NEC discussed this with the following concerns:

- ◆ Is this akin to writing fake reviews?
- ◆ Should the chairs be finding their own volunteers?

Action

All NEC directors check in with your committee chairs and remind them that you need to see the reports before they go to the office to be published.

In addition, *The Editors' Weekly* is not coming into people's emails.

Action

*Stacey Atkinson to follow up on why *The Editors Weekly* is not going to members' emails and whether making comments on blogposts can be made easier (that is, not having to sign into WordPress to comment).*

ii) branch and twig toolkit

Editors Kingston asked about the toolkit. It is quite long, but it has now been translated, and there are two separate documents as branches and twigs are different.

Action

Anne Louise Mahoney to send the translated branch and twig toolkit to David Johansen and Lisa Ng.

Action

Lisa Ng and David Johansen to finalize the branch and twig toolkit and send to Michelle Ou for posting on the website.

iii) Editors Ottawa–Gatineau

A conflict occurred between the branch programming and the national webinar offerings.

The NEC discussed this situation ... this was an error, shouldn't happen in the future, and will move the conflicting webinar (if possible).

Action

Gael Spivak to speak to Tamra Ross (committee chair) about asking the instructor of "Starting a Freelance Career" whether it's possible to move the webinar to avoid conflict with the Editors Ottawa–Gatineau seminar schedule.

iv) Nova Scotia twig

The co-coordinators are wondering whether it's possible to send messages from

NovaScotia.Twig@editors.ca.

Michelle Ou explained the process—sign into webmail.editors.ca with the password—and will happily help with this, and give them the password.

v) Editors Québec

The branch chair is grateful for OTTIAQ funding, and wonders whether they can receive financial assistance for a new banner.

Michelle Ou has already dealt with all the administrative issues, and David Johansen will let them know that the branch is responsible for the new promotional materials.

Action

David Johansen to talk to Editors Québec about funding for the booth at OTTIAQ, and that funding for a banner is their responsibility.

It should also be noted that while the Québec branch annual report was not translated, the Editors Canada annual report was translated.

vi) Editors Toronto

For clarification: branches get 11%; twigs get 5.5%.

Action

Michelle Ou to update the Hire an Editor brochure for use by Editors Toronto for Word on the Street (Toronto).

Action

John Yip-Chuck to talk to Editors Toronto about partnering on professional development events.

vii) Editors BC

Action

John Yip-Chuck to communicate with Editors British Columbia about the difficulties in providing monthly updates of webinar revenue.

viii) Editors Calgary

Action

Lisa Ng to talk to Editors Calgary about the inadvisability of joint viewings of Editors Canada webinars (loss of fund to both Editors Canada and to Editors Calgary).

ix) Editors Manitoba

Action

Lisa Ng will follow up with Editors Manitoba, who have been having difficulty getting people to meetings and have not been submitting reports.

x) certification steering committee

Action

Carolyn Brown to communicate with the certification steering committee about storage software.

xi) training and development

Action

Berna Ozunal to clarify what is happening with the honorarium for the webinar hosts.

xii) mentorship committee

Sylvie Collin has been helping Carolyn Brown to find Francophone mentors.

xiii) member services

The member services committee asked whether it would be possible to offer new members a discount on their first webinar.

MOVED BY Greg Ioannou

SECONDED BY Breanne MacDonald

that new members get a free webinar recording in their first year starting March 1, 2018.

Discussion

The NEC discussed this with the following comments and concerns:

- ◆ Why not returning members?
- ◆ Webinars are a source of income for branches. Will this reduce their income?
- ◆ What about the four-hour recordings, will they be included?
- ◆ Will people renew just to get a free webinar?

The association doesn't have trouble getting members, it has challenges with retention.

MOTION WITHDRAWN

Action

Patricia MacDonald will respond to member services about the request for discounts on webinars for new members.

xiv) volunteer management committee

Action

Patricia MacDonald and John Yip-Chuck to talk about the volunteer directory.

b) committee, branch, and twig reports

Action

NEC members to talk to their committees about the templates for the reports.

19. Branches and twigs

- a) interest in Vancouver Island twig

Lisa Ng had a conference call with Editors BC chairs who will talk with interested members on Vancouver Island about possible collaborations.

- b) branch and twig conference call

The regional directors conducted a survey on Zoom meetings, and will hold a conference call to discuss further communication.

- c) Editors Toronto

David Johansen has been attending Toronto meetings by phone.

- d) Editors Québec/Atlantic Canada

The membership voted overwhelmingly in favour of changing the name from Québec/Atlantic Canada branch to Editors Québec.

- e) twig social media websites + technology

Julia Cochrane presented a chart (Appendix H) showing where the twigs are presenting their information to members.

Action

Michelle Ou to discuss Canadian anti-spam legislation compliant non-members lists with Editors Nova Scotia co-coordinators.

20. Freelance editorial agreement (contract)

The contract needs to say that it is just a sample, and that Editors Canada is not responsible.

There is no translation necessary, as Québec has different laws.

Action

John Yip-Chuck to send engagement contract to lawyer, copying Julia Cochrane and Gael Spivak.

Action

Julia Cochrane to copy edit the freelance editorial agreement.

21. NEC projects and NEC priorities (Appendix I)

- a) projects requiring legal input
 - i) thesis guidelines

Action

Tania Cheffins to work with Elizabeth d'Anjou on updating the guidelines to match the standards; and to work with Ginny McGowan and Mary Rykov to update the content of the guidelines.

- ii) freelance editorial agreement

Action

John Yip-Chuck to sign the contract with the lawyer for general services.

Action

Gael Spivak to speak to the lawyer specifically about reviewing the freelance editorial contract.

Action

Julia Cochrane to manage sharing the freelance editorial contract with the members.

- iii) publication agreement

Action

Greg Ioannou to review the publication agreement, give it a plain language edit, and send it Gael Spivak to send to the lawyer for review.

- b) publications
 - i) ECE 3 book

ECE 3 is available as an ebook. Editors Canada is now set up as ebook publisher. An announcement needs to go out to subscribers of the online edition and to members about the ebook edition.

The online version is expensive to update and often there is often challenges to access it.

MOVED BY Greg Ioannou

SECONDED BY Anne Louise Mahoney

that Editors Canada shut the ECE 3 website down when the last subscription of ECE 3 runs out.

Carried

Action

John Yip-Chuck to find out when the last subscription runs out and report back to the NEC.

Action

Michelle Ou to develop a document to send to the institutional subscribers explaining the end of the ECE 3 subscription service and the availability of the ebook.

- ii) definitions of editing

Action

Anne Louise Mahoney will work on updating the definitions of editing posted on the Editors Canada website.

- iii) dictionary

John Yip-Chuck is in early contract negotiations for the publication of an updated Canadian dictionary.

- iv) MPES

The committee is active and moving ahead quickly and effectively. The electronic version is difficult to use, and the committee will probably recommend that the publication go back to a print-only edition.

- v) page for authors on Editors Canada website ("Why use an editor?")

Action

Anne Louise Mahoney to work with Georgina Montgomery who is going to adapt a blog post for use on the website page.

- c) surveys

Action

Patricia MacDonald to work with Ginny McGowan, who is updating the remote members survey.

Action

Gael Spivak to work with Wendy Barron and Michelle Ou to send out student affiliate survey and report back to the NEC.

Action

Nancy Foran to work on a francophone survey.

- d) communications, videos

James Harbeck has made two videos; they can be launched.

Karina Sinclair has made videos based on the English editing standards. French ones need to be created based on their standards.

Some of these videos are based on the old definitions, but it's better to get them out, and update afterward.

Action

Stacey Atkinson to launch the James Harbeck videos.

Action

Anne Louise Mahoney talk to Sandra Gravel and Stacey Atkinson about French videos.

- e) NEC priorities

Action

John Yip-Chuck to look into the searching of full names in the ODE.

Action

Gael Spivak to revise the signing officer procedures.

22. Membership survey

The members were surveyed in 2016. Stacey Atkinson has been working with Susan Chambers on the survey and going through all comments. Susan can mine the data further if need be; she is able to answer questions on anything specific.

Action

Stacey Atkinson to bring a summary of the 2016 membership survey to NEC to read.

Action

Stacey Atkinson and Michelle Ou to launch the 2016 survey to members in December.

23. Editors Toronto, branch visit

- a) finances

Kerry Fast (co-chair/past chair), Marg Anne Morrison (treasurer), and Lee Parpart (programs chair) joined the NEC for lunch and for part of the meeting in the afternoon.

Marg Anne reported on the financial situation. Editors Toronto is running out of money. At present, they have enough to take them through to next summer. They used to run a seminar series, but with decreasing attendance the seminars were losing money. The branch is hoping instead to market seminars to corporations and the government.

Editors Toronto is not sure how much income will be coming to them for webinars. Greg Ioannou was able to estimate that Editors Toronto would get around \$3600. Editors Toronto could gain financially from increasing the members' uptake in the webinars.

The profit from webinars (from both members and non-members) is distributed annually. It takes a lot of office resources to calculate, so is cost prohibitive to do more often.

Carolyn Brown outlined some of the financial issues that apply to both Editors Toronto and the national organization: membership decrease, more twigs now, industry employment decrease.

b) membership

Editors Toronto membership is down from 400 to 300 now.

The NEC has been talking about membership recruitment and retention, and how the technology is now giving editors the sense of community that used to come from membership and the list.

Editors Toronto and the NEC also discussed the job advertisements:

- ◆ paucity of jobs on the job board
- ◆ posting jobs on the Editors Canada members-only Facebook page
- ◆ getting job agencies to post on the job board

Action

Nancy Foran and Breanne MacDonald to give the names of job agencies to Michelle Ou for a possible targeted email campaign.

c) communication

Editors Toronto discussed the branch/twig/national task force with the NEC.

d) promotion

Action

Greg Ioannou to pair with Editors Toronto branch members to go into the schools and talk about editing and membership.

Editors Toronto asked about various sponsorship ideas. Branches can form partnerships at a provincial level, but can't form agreements at a national level.

Promotion ideas that were raised included the following:

- ◆ get a coffee shop to sponsor the local meetings
- ◆ raffle prizes
- ◆ host joint events with PWAC
- ◆ obtain new material for Word on the Street

Action

Stacey Atkinson and Michelle Ou to discuss creation and production of brochures needed by Editors Toronto.

24. Review of outstanding action items (Appendix J)

25. Other business

a) Next meeting

Action

Gael Spivak to start discussion about the date and location of the next meeting.

b) Mediator

The mediator was called in to help a member who didn't get paid, but was unable to help.

The member got the job from the job board, and they are asking whether that author can be prevented from posting on the job board again.

MOVED BY Greg Ioannou

SECONDED BY Patricia MacDonald

that the Editors Canada prevent that author from posting ads anywhere within the association's operations.

Carried

26. Adjourn

MOVED BY Julia Cochrane

that the NEC meeting be adjourned.

Carried

Appendix A – Agenda

Editors' Association of Canada / Association canadienne des réviseurs National executive council meeting (November 4 and 5, 2017: Q4)

SATURDAY, NOVEMBER 5

9:00 to 16:45

1. Call to order and invitation to Tweet during the meeting: #EditorsNEC and #RevisuersCAN
2. Emergency info
3. Approval of agenda
4. Reminder about guidance docs
5. Signing officers procedures
6. Budget, part 1
7. Budget, part 2
8. Meeting with Edmonton twig via Zoom
9. New business
10. Breakout groups
11. Reports from breakout groups
12. Communications and marketing (Stacey and Michelle)
13. Partnerships
14. Member365 update (John)
15. 40th anniversary task force

SUNDAY, NOVEMBER 5

9:00 to 15:00

16. Conferences (Breanne and John)
17. Reports
18. Branches and twigs (David and Lisa)
19. Freelance editorial agreement (contract) and definitions
20. Update on NEC projects and NEC priorities
21. Review of outstanding action items from previous meetings
22. Membership survey
23. Toronto branch visit
24. Technology
25. Vacant for now (may move something else here if we go overtime on anything)
26. Other business.

27. Adjourn

Appendix B – Signing Officer Policies and Financial Controls

According to a webinar for conducted for Charity Village in March 2017, non-profits and charities in Canada are at higher-than-average risk for problems with their accounting. This is because of the strong atmosphere of trust, reliance on volunteers (who may not fully pay attention or have the expertise of professionals), and weaker internal financial controls. While embezzlement and fraud are rare, errors and poor financial management that damage the organization's reputation are unfortunately common.

The best ways to protect against problems is through tried-and-true financial controls. These include (list is not comprehensive):

- Monitoring of finances by managers
- Reporting of finances to managers and boards
- Trained and dedicated staff involved with receiving revenues, making payments and keeping books
- Written policies and procedures
- Segregation of duties: different people are conducting operations (receiving revenue, making payments) and recording them in the accounting software
- Independent auditing

In this context, a policy on signing authority for payments is one of the financial controls that Editors Canada can put in place. The national office has an existing policy, as follows:

Moved that the executive director (ED) be granted signing authority with the following controls:

1. At the end of every month, the ED will send a Cheque Run report for approval via email by two NEC signing officers.
 2. Once the report is approved, the ED will sign the cheques and then send them to one of the NEC signing officers for signing. (Ideally, someone in Toronto, to save time and courier costs.) A copy of the report will be attached to the cheques, and only cheques that were on the list would be signed.
 3. One NEC signing officer (not the ED) is required to sign cheques under \$500.
 4. One NEC signing officer plus the executive director (or plus a second NEC signing officer) are required to sign cheques in the amount of \$500 to \$5000.
 5. Two NEC signing officers are required to sign cheques over \$5,000.
- Exceptions: any cheques to the Receiver General (HST, payroll remittance and deductions) may be signed by the ED plus one NEC signing officer.
6. The ED can sign cheques as long as the association's financial statements are within 45 days of being current.
 7. Any transfers between accounts would need prior approval by email by two NEC signing officers.

The NEC reserves the right to revoke the executive director's signing authority at any time and for any reason.

After discussions with the current ED, I suggest the following changes:

The cheque run is currently being done every two weeks, and there should be provision for cheques between runs in urgent situations. I therefore recommend changing (1) to “The ED will send a cheque run report for approval via email by two NEC signing officers every two weeks and at other times between regular cheque runs as required.”

According to the policy, cheques under \$500 can be signed by one signing officer, but not by the ED (3). In other organizations, to facilitate quick payments of small amounts, the ED can sign small cheques alone. It is unlikely that an ED would embezzle money in this fashion, especially if there are other financial controls in place. I suggest removing the restriction on the ED as follows: “One NEC signing officer or the executive director is required to sign cheques under \$500.”

The other provisions are in keeping with current practice in other non-profits.

I have checked with the branches, and their practices are variable, do not follow a policy, and are not necessarily approved by their executive or membership. My view is that this control should be delegated to the branch, but that the branch should be required to have something in place as part of regular financial controls. Many branches are dealing with very small amounts of money, so controls should not be onerous.

I therefore recommend that we include the following in the branch toolkit:

Branches of Editors Canada are responsible for their own finances, but should follow standard accounting practices for non-profit organizations in Canada and should put in place some financial controls to prevent fraud and poor financial management. Among these,

- Finances should be monitored by the executive director (where one exists) and by the treasurer
- Finances should be reported regularly (monthly or quarterly) to the branch executive and at least annually to the branch membership
- Branch accounts should be maintained using standard double-entry accounting
- Branches should put in place written policies and procedures for finances, and these should be approved by the branch executive or full membership
- Those involved in conducting operations (receiving revenue, making payments) should be independent of those recording them in the accounting software; where this is not possible, accounts should be independently reviewed by the treasurer or an independent bookkeeper or accountant, at least annually
- Branches should prepare to participate in the annual independent audit of Editors Canada

Among the written policies and procedures, the executive director (where one exists) and certain executive positions should designate signing officers for cheques. If the branch makes payments of significant amounts, consideration should be given to having more than one signing officer for larger amounts. See the national office policy for guidance.

Appendix C – Financial Update



November financial update 2017

- Key messages:
 - Costs somewhat above target
 - But revenues also equally above target!
 - Currently expected to break even

Income statement at September 30

- Sept. 30 target:
 - 75% of budgeted revenues received and budgeted expenses spent
- Sept. 30 actual:
 - 79% of budgeted revenues received
 - 77% of budgeted expenses spent (78% if you include additional \$10,000 in certification registrations)
 - Both slightly over target

Projection to year end

- Break even
- Office staff and committees have kept costs under control and found new ways to make revenue – a big thank you!

Points relevant to budget

- Agrément revenue did twice as well as expected
- Certification revenue is slightly below projections
- Membership revenue is slightly lower than target just by a little
- Conference and webinars over target
- Publications overall on target
- We saved on salaries and benefits this year – can't expect that to continue unless we change something about the way the office works

Situation

- Overall economy is improving
- Membership trend shows positive signs for first time since 2009, but these are early days
- We cannot afford to run serious deficits

- *Questions?*

Appendix D – Qualitative cost-benefit analysis of moving the national office

Background

- The current national office lease expires March 31, 2018.
- The current monthly rent is \$2348 all-inclusive.
- The landlord has offered the association a new five-year lease according to the payment table below:

	Rent Per sq.ft.	Rent Monthly	Hydro per sq.ft.	Hydro Monthly	Total Monthly
Apr 1/18 – Mar 31/19	\$34.00	\$2,567.00	\$2.25	\$169.88	\$2,736.88
Apr 1/19 – Mar 31/20	\$34.85	\$2,631.18	\$2.31	\$174.41	\$2,805.59
Apr 1/20 – Mar 31/21	\$35.72	\$2,696.86	\$2.37	\$178.94	\$2,875.80
Apr 1/21 – Mar 31/22	\$36.61	\$2,764.10	\$2.43	\$183.47	\$2,947.57
Apr 1/22 – Mar 31/23	\$37.53	\$2,833.52	\$2.49	\$188.00	\$3,021.52
Total for five years					\$172,648.32 \$195,092.60 w/HST

- For Semi-gross lease, the rental rate is inclusive of all additional, except for applicable HST.

Assumptions

- Assume moving to a new location that costs the same or less than our current location (\$2348 all-inclusive).

Potential savings based on \$30 per sq. ft./yr, same size (906 sq. ft.), same hydro, same increase of 2.5% each year

	Rent Per sq.ft.	Rent Monthly	Hydro per sq.ft.	Hydro Monthly	Total Monthly
Apr 1/18 – Mar 31/19	\$30.00	\$2,265.00	\$2.25	\$169.88	\$2,434.88
Apr 1/19 – Mar 31/20	\$30.75	\$2,321.63	\$2.31	\$174.41	\$2,496.04
Apr 1/20 – Mar 31/21	\$31.52	\$2,379.76	\$2.37	\$178.94	\$2,558.70
Apr 1/21 – Mar 31/22	\$32.31	\$2,439.41	\$2.43	\$183.47	\$2,622.88
Apr 1/22 – Mar 31/23	\$33.12	\$2,500.56	\$2.49	\$188.00	\$2,688.56
Total for five years					\$153,612.60 w/HST

Thus, a decrease in costs in the first year of \$4 per square foot results in a savings of \$38,480 over five years (less when moving costs are taken into account).

Moving the national office

Pros	Cons
<ul style="list-style-type: none"> • would save money in the long term on office rent expenses 	<ul style="list-style-type: none"> • time expenditure by executive director looking for a new location and organizing the move—time that could be spent on other business
<ul style="list-style-type: none"> • good opportunity to organize and purge the materials stored at the office 	<ul style="list-style-type: none"> • time expenditure by executive director and staff physically preparing for the move (at least one month prior)—time that could be spent on normal member services and other business

Pros	Cons
<ul style="list-style-type: none"> new location could/should have boardroom suitable for quarterly NEC meetings, thus saving costs for Toronto NEC mtgs. (at least \$1000+ per Toronto meeting) 	<ul style="list-style-type: none"> time expenditure by executive director and staff setting up office in new location (week or more before functioning at 60% and perhaps longer before functioning at 100%)—time that could be spent on normal member services and other business
<ul style="list-style-type: none"> new location could improve staff morale and attract future staff 	<ul style="list-style-type: none"> membership purchase and renewal functions could be slowed down for a week or more.
<ul style="list-style-type: none"> good opportunity to upgrade office technology 	<ul style="list-style-type: none"> could lose staff based on dissatisfaction with new location, causing disruption in services to committees and members
<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> financial costs of moving might nullify savings in first year or beyond <ul style="list-style-type: none"> shredding and disposing of materials packing and moving costs breaking current lease early (if applicable) cost of new cheques, stationary, business cards, etc. cost of mail forwarding for a number of years transferring ITC functions and accounts to new location might need new furniture or equipment at new location
	<ul style="list-style-type: none"> moving at end of current lease, end of March could cause service disruptions at worst time for conference registrations

Staying put in current location

Pros	Cons
<ul style="list-style-type: none"> No disruption of services for members 	<ul style="list-style-type: none"> Increasing rent expenses over the next five years.
<ul style="list-style-type: none"> No short-term costs associated with moving 	<ul style="list-style-type: none"> Missed opportunity to save money on NEC meeting space

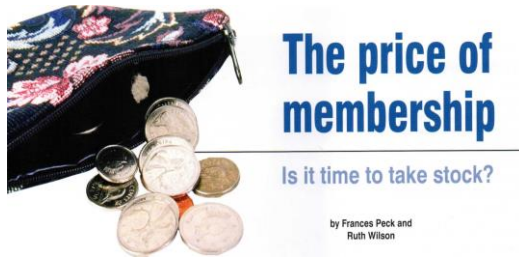
Recommendations

- If moving the national office is desired, this move should take place the last week of December or first week of January to minimize impact of service disruption to members and committees
 - however moving before the end of the lease could incur financial penalties from current landlord
 - Do not leave the move to the end of March, because service disruption could cause significant damage to conference registrations.

Appendix E – Article on Fee Increases (from 2009), Frances Peck and Ruth Wilson

This year marks EAC's 30th anniversary, a great time to look back and see how far we've come and look forward with vision to where we want to go.

Three decades ago, our professional association was largely a Toronto-based club of freelancers. Today, we are a national organization of all kinds of editors. We have six branches, all of them offering a range of local services. We have a national office with four full- and part-time staff, a well-developed website, a complex governing structure, a professional certification program, and much more.



And what do we pay to belong to this full-fledged professional association? Not enough.

The problem

EAC's membership fees are extremely low for the services offered. But they're not low in a "wow, what a great deal" way. They're low in a "barely enough to keep things running" way: Something has to change.

Both of us are long-time members of EAC. We have both belonged to and chaired national committees within the past decade, so we have some insider knowledge of what it takes to keep our association running. We think it's important to share that knowledge with the rest of you.

EAC is cash-strapped. Given its not-for-profit status, the association isn't supposed to earn unwarranted surplus money, but it is expected to support itself and its projects, both current and forward-looking, without coming perilously close to the red, as happens in many years, and certainly without plunging into it as happened last year.

EAC has not once adjusted the membership fee to reflect the association's expanding structure and services.

For our association to stay healthy we need to pay more. We need to pay an amount that enables EAC to hire enough staff to support its services; to cover the operating expenses of committees and the governing council, which shoulder increasingly ambitious projects as each year goes by; to do more than lurch from year to year, hoping that conference revenues or perhaps a government grant will bring enough to get by.

That's what EAC has been doing all the years that we've been members— just getting by. There are many pitfalls to this approach. Perhaps the biggest is that it limits long-range planning. It keeps the association from tackling truly visionary goals, goals like raising the profile of our profession, advocating for more credit and better pay for editors, promoting EAC to clients and to the many Canadian editors who aren't members—goals that we members have voiced over the years but don't have the resources to achieve.

The solution: dollars and cents

We feel strongly that the time has come for EAC to boost the membership fee. We know this proposal seems less than appealing, but before you make up your mind, consider the dollars and cents.

EAC's current fee of \$176 represents about three to three and a half hours of work. That's the cost to a freelance editor who charges \$50—60/hour (a reasonable average, in our view, being neither the high of \$70—100 charged by some senior and specialized editors, nor the low of \$30—45 charged by beginning editors).

EAC has not once adjusted the membership fee to reflect the association's expanding structure and services. The inching up we've witnessed in the past decade has just kept up with the cost of living. Factoring in inflation, the 1998 rate of \$140 is equivalent to \$177.61 today, almost bang on the current rate.¹

EAC membership fees

(excluding student rates):

Membership fees of similar associations of communicators

1998-2003	\$140
2004-2006	\$160
2007	\$168
2008	\$176

Periodical Writers Association of Canada (PWAC)	\$240265
International Association of Business Communicators (ABC-Toronto)	\$290
Society for Technical Communication (STC)	\$190300 US

Finally, EAC's fee is significantly less than that levied by similar associations of communicators.

Time to catch up

Some of you may be wondering, Should EAC charge a higher fee just because other organizations do?

Yes. The fact that EAC lags so far behind comparable organizations that offer similar (or even fewer) services underscores our predicament. It's a simple fact: in 30 years, our association has grown up but our fee hasn't.

We'd like to see EAC mark this year's anniversary by joining the ranks of other professional associations and charging a fee that's commensurate with what we deliver. We'd like to help our association do its business, and do it with vision and the ability to plan long-term, with enough money to back our big projects and look ahead to exciting new undertakings.

Next year, we'd like to see a membership fee of \$250 or even \$300. Is that a big increase? Yes. But it's a fair increase, and a much needed one. And it's still well under a day's pay, making it still the best deal around.

Members are invited to join this discussion on Interactive Voice. A "membership fee" thread has been started under "Association Issues" at www.editors.ca/bb.

¹. According to the Bank of Canada's inflation calculator: http://www.bankofcanada.ca/en/rates/inflation_calc.html.

Appendix F – Fortieth Anniversary Task Force Brief

NEC task force name	40th anniversary task force
NEC task force supervisor	Gael and Anne Louise
Task force leader	TBD
Task force members	Leader chooses (and runs by the task force supervisors) Also, someone from each branch and twig if possible.
Possible other contributors	Branch chairs and twig coordinators
Date struck	November 4, 2017
Deadline	1. April 2018 (phase 1) 2. January to December 2019 (phase 2)

Objective

State the intended result	<ul style="list-style-type: none"> For members: to ensure the 40th anniversary is marked with celebrations and communications. For others: to promote the association to the country and the world.
Summarize the project	<p>Phase 1: Research and recommendations</p> <p>Research</p> <ul style="list-style-type: none"> What have other editing organizations done to mark anniversaries? What has Editors Canada done in the past (example, 30th anniversary)? What would members, branches and twigs like to see? <p>Recommendations</p> <ul style="list-style-type: none"> Make recommendations to the NEC on how to proceed with the project. The NEC will discuss and vote on it by May/June 2018. Create a calendar of events and projects, along with members who will be responsible for implementing the events and projects. <p>Phase 2: Implementation</p> <ul style="list-style-type: none"> Supervise and monitor the events and projects as they unfold in 2019.
Strategic priorities from 2017–2021 plan	<ul style="list-style-type: none"> communications and marketing represent Canada’s editors

	<ul style="list-style-type: none"> engaged members
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Project Plan

Deliverable	
Describe the expected deliverable (a report, research, recruitment, etc.)	<ul style="list-style-type: none"> research and analysis recommendations to the NEC a detailed calendar and plan of events and projects
People	
Office staff	John Yip-Chuck and Michelle Ou
NEC members	Communications director, and TBD (depends on what is planned)
Related committees	communications and marketing, conference, member services, volunteer relations
Other volunteer requirements	n/a
Describe ongoing involvement	n/a
Time and work required	
Define project phases. Outline the tasks required at each phase. Indicate contingencies. Estimate the time involved and deadline. Include ongoing resourcing requirements.	See above. This level of detail really isn't necessary.
Budget	
Indicate if budget has been allotted	No. TBD.
Estimate expenses required	
Estimate expected revenues	
Estimate on-going financial impact	

Wrap-Up

Summarize the project results	
Was the intended result achieved?	
Was deliverable presented?	

Appendix G – Committee Requests Summary

2017 Q4 Meeting – Committee, Branches & Twigs Reports – Requests Summary

President, no requests at this time

Student Relations Committee, no requests at this time

Vice President, no requests at this time

Awards Committee, report not submitted

Past President, no requests at this time

Secretary, no requests at this time

Conference Committee

- Do we need NEC approval to pay presenters? **RESOLVED**
- If you have recommendations about a conference banquet venue, your guidance would be welcome.
RESOLVED - can't change banquet venue; looking into having a different reception venue.

Communications, no requests at this time

Communications and Marketing Committee, no requests at this time

The Editors' Weekly

- It's been suggested to me that I form a rotation of people who can read and leave responses to blog posts, so as to encourage reader engagement and to ensure that every post has some feedback. This helps the contributors feel appreciated and often inspires other feedback. Is this something that members of the NEC might be able to help with, as part of volunteer recognition? Perhaps a few people could commit to leaving feedback once or twice a month.

Director, East, no requests at this time

Editors Hamilton-Halton, report not submitted

Editors Kingston

- Still hoping to see the Branch/Twig Toolkit one day...
- Greatly appreciative of the gracious and efficient help from the office with our ever-evolving seminar marketing, esp. while they are short staffed

Editors Kitchener-Waterloo-Guelph, no requests at this time

Editors Ottawa-Gatineau

- The national webinar plans continue to be a concern for our branch. While some consultation took place about this year's line-up and some effort was made to accommodate concerns we raised, there is still a direct conflict between our branch programming and the national webinar offerings. In particular, I just noticed that the webinar on starting a freelance career is offered at nearly the same time as our in-person branch offering by the same (wonderful) instructor. I would urge the national team to be more sensitive to these conflicts, because the financial loss to the branch is not offset by what the branch receives from national's webinar revenue. If there is a way that we can better communicate at the branch level, please do let us know. We want to be supportive of the national webinar programming, but the direct conflicts

with our local branch programming is very frustrating and doesn't feel consistent with the assurances that were given when the program launched.

Editors NL, no requests at this time

Editors Nova Scotia

- We would like to know how to send messages that look like they come from the Editors Nova Scotia email address rather than our personal emails. This has caused problems when we try to reply to something that has us subscribed using our ENS email.

Révisseurs Québec-Atlantique

- Afin de procéder au changement de nom tel que voté par les membres de la section, nous aurons besoin de l'aide du CAN pour / In order to implement the branch name change as voted by our members, we will need the NEC's help in the following:

- o nous fournir un nouveau logo / to provide a new logo
- o changer le nom de notre page Facebook / to change our Facebook page name
- o procéder au changement de nom sur le site Web et dans les publications / to make the change on the website and publications
- o effectuer la modification sur les gabarits que la permanence nationale fournit à notre administratrice pour les courriels, si applicable / to make the change on any template national office provides our administrator with, if applicable.

BM: This wasn't in the requests section, but does this need to be addressed?

- Nous recevrons une aide du CAN pour assumer le coût de notre stand au congrès de l'Ordre des traducteurs, traductrices et interprètes agréés du Québec (OTTIAQ) en novembre, nous vous en sommes grandement reconnaissants. / We are extremely grateful for the financial help which we will receive from the National Office to cover the cost of our booth at the OTTIAQ congress in November.
- Nous aurions aussi besoin d'aide pour imprimer une bannière au nouveau visuel de Révisseurs Canada pour nos stands. / We will also require assistance from Editors Canada to print a new visual header/logo for our booths.

Editors Toronto

- We as a branch are interested to know why the membership dues are split as they currently are (89 per cent goes to national and 11 percent goes to branches and twigs). This split is not financially viable for us as a branch going forward.
- The big takeaway from the 2017 WOTS event was a need for current/targeted marketing materials (promo cards) for not only future WOTS booth visitors, but also for other Editors Canada events, whether at the local or national levels. Kindly see the attached pdf of older Editors Canada promo cards for reference. These materials provide contact details for Editors Canada, as well as each branch/twig, and explain the value of hiring an editor. We have mentioned this need to David Johansen, who confirmed that the national office could take care of all aspects of this.
- Editors Toronto would like to find meaningful, cost-effective ways of partnering with National to offer networking/PD opportunities for our members and ways to promote membership.

Director, West, no requests at this time

Editors British Columbia

- We know that we'll be getting webinar revenue once a year. Would it be possible for us to get monthly updates of how much revenue we'll be getting from that month's webinar? This will help us in budget planning.

Editors Calgary

- Nothing at this time, other than ongoing assistance with finances, web content and e-blasts (thank you).

- There is interest among twig members in organizing joint viewings of EC webinars. **BM: this wasn't a request, but is this something that should be addressed? What do they mean by "joint viewings"?**

Editors Edmonton

- Edmonton twig members have asked for a forum for advertising local editing jobs they have heard of and want to share with other editors. A suggestion was made that we create a Facebook page with member-only access. Is there anything we need to take into account in setting up a page like this?

Editors Manitoba, report not submitted

Editors Saskatchewan, no requests at this time

Francophone Affairs, report not submitted

Francophone Affairs Committee, report not submitted

Publications, report not submitted

Publications Committee, report not submitted

Standards, no requests at this time

Certification Steering Committee

- We put our requests for a secure storage and file sharing and storage platform and a test bank database to the side over the last few months as we focused on the launch of computer testing and the creation of the new study guides, but these are urgent needs now. Anne Brennan and Carolyn Brown had some discussions on this topic in the spring; we would like to ask that these discussions be resumed.

Comité Agrément/Principes, no requests at this time

Training and Development

- Figure out the admin details of the \$50 honorarium given to each host for each webinar.

Training and Development Committee

- Please consider including training opportunities in any media for students. Does EC have a services brochure, or a student-focused brochure? Students are very hungry for training opportunities!

Mentorship Program Committee

- Please suggest francophone members for the committee and as mentors.

Volunteer Relations

- We need to determine a budget for development of the volunteer directory.

Member Services Committee

- Would it be possible to offer new members a discount on their first webinar? \$25 or 25%?

Volunteer Management Committee, no requests at this time

Executive Director, no requests at this time

Appendix H – Twig Social Media

Comparison of Twigs and Branches and Where They Offer Information

Twig	External Site	Main Source of Info	Non-member List (who's in charge)	Editors Canada Page
Hamilton-Halton	Facebook: https://www.facebook.com/editorshamiltonhalton/ WordPress: http://editorshamiltonhalton.wordpress.com/	Facebook	Hamilton-Halton	out of date
Newfoundland	Facebook: https://www.facebook.com/nltwig?ref=hl WordPress: http://nleditors.wordpress.com/ Hire an NL editor page: https://nleditors.wordpress.com/hire-an-nl-editor/	Facebook	Newfoundland and Editors Canada	sent externally for info
KWG	Facebook: https://www.facebook.com/KWGtwig	Facebook	KWG	out of date sent externally for info
Calgary	WordPress: https://editorscalgary.wordpress.com/	WordPress	Calgary	sent externally for info
Kingston	Facebook: https://www.facebook.com/groups/279163195611852/ WordPress: http://editorskingston.org/	Facebook	Kingston	up to date, but sent externally for more info
Edmonton	Facebook: https://www.facebook.com/groups/prairieprovinces/	Facebook	Edmonton	sent externally for info
Manitoba	Facebook: https://www.facebook.com/editorscanadamanitoba	Facebook	Manitoba	out of date
Nova Scotia	Facebook https://www.facebook.com/profile.php?id=292801397336&ref=br_rs	Editors Canada	Editors Canada	up to date

Appendix I – NEC Projects and Priorities

Projects 2017–18

Project	Director	Lead volunteer	Due date	Status
Legal stuff				
Theses guidelines	Anne Louise	Elizabeth d’Anjou	January 2018	
Freelance editorial agreement	Greg + Anne Louise (Gael will advise on revisions, consultations and next steps)	Kaarina Stiff and Dawn Oosterhoff	For AGM 2018	Oct 6: sent all draft comments to Kaarina and Dawn
Publication agreement	Greg	Berna		
Branch toolkit	David and Lisa	n/a	mid-September	English text is 99% final (a few links for Margaret Shaw to check) French text has been edited; a few questions to resolve
Twig toolkit	David and Lisa	n/a	mid-September	English text is 99% final (a few links for Margaret Shaw to check) French text is ready for editing (a lot of it was edited as part of the Branch version); a few questions to resolve
Publications				
ECE3 ebook edition	Greg	Andrea Hatley	n/a	Ebook is done and ready to be marketed and sold this fall!
Definitions	? (tied to the agreement?)	?		

Project	Director	Lead volunteer	Due date	Status
Publications (continued)				
Dictionary	Greg (with John)			
MPES	Anne Louise (for Greg)	Elizabeth d’Anjou		
Writers and editors brochure	Anne Louise	Lenore Hietkamp	mid- September	
Surveys				
Remote members survey	Patricia	Ginny McGowan		Aug 25: draft sent to NEC
Student affiliate survey	Gael	Wendy Barron		Aug 25: Wendy still drafting (will go to the NEC)
Communications				
Videos	Anne Louise	James Harbeck		Staus?
Videos	Gael Spivak	Karina Sinclair and Jennifer Albert		Sent Karina’s sample to the NEC on Oct 21
Finances				
Financial documentation	Carolyn Brown	None	Fall of 2017	Aug. 26: Outline completed
Signing officers procedures	Carolyn Brown	Carolyn Brown	Nov NEC meeting	

NEC Priorities: October and November 2017 (from emails)

October

Person	Task	Due	Notes
All directors	standard editorial agreement	Sept 27	All input sent to Dawn and Kaarina October 6
All directors	ED review	Sept 30	Will do at Nov meeting

Person	Task	Due	Notes
Lisa	signing officers from western branches	ASAP	DONE
David	signing officer from QAC	ASAP	DONE
David and Nancy	Laval		Nancy will write on the weekend. DONE
Breanne	affiliate organization group discount		
Gael	report stuff	Oct 1	Needs to be done ASAP. DONE
Gael	40th anniversary task force brief to NEC	Oct 17	Sent October 21
John and Carolyn	Signing officer procedures	for November meeting	
John	contacts universities		Can this go to anyone else? Or do we skip it this year? 1. Gael? Wendy? 2. Or did we want it centralized in the office?
Michelle et al	ECE3 comms	before her holidays	Emails now in exec read
Office	Membership list	ASAP But Gael notes that this is not as urgent as some other items (it's in the membership list, not the ODE, right?)	Contact info links do not work for some people; also if you search the list by full name, no results come up

November

Person	Task	Due	Notes
John	plain language lawyer (in Sept 21 email)		Gael let the lawyer know again we will be in touch but not right away (Sept 27).

Appendix J – Action Items from Previous Meetings

Action Items

	Action Item	Person (s) Responsible	Status
1.	John Yip-Chuck to direct the office to remove the current mention of insurance on website.	John Yip-Chuck	in progress
2.	Patricia MacDonald, John Yip-Chuck, and Michelle Ou to find someone to write a general information blurb about how/what/when/why to find insurance (errors and omissions and home-based business).	Patricia MacDonald John Yip-Chuck	in progress The member services committee just had its first meeting at the end of October. This will be assigned soon. PLM
3.	Nancy Foran to talk to Kaarina Stiff about getting the connection with the Ottawa Francophone connection.	Nancy Foran	—
4.	Nancy Foran to talk to Kaarina Stiff about helping with the start-up of a Francophone subgroup within Editors Ottawa group.	Nancy Foran	—
5.	Anne Louise Mahoney to find a volunteer translator for the survey going out to Editors Ottawa members.	Anne Louise Mahoney	in progress We decided to adapt the English one rather than translate – will be done this fall. ALM
6.	David Johansen to get information on a survey that QAC ran to give to Editors Ottawa.	David Johansen	in progress (Request with Sylvie.)
7.	Berna Ozunal will ask the committee to change the name of the volunteer award.	Berna Ozunal	—
8.	David Johansen to respond to Editors KWG query about a reduced member rate for newcomers.	David Johansen	in progress

	Action Item	Person (s) Responsible	Status
9.	Michelle Ou will send out an announcement when the edit-your-own-volunteer-badges section of the new website is working.	John Yip-Chuck Michelle Ou	in progress Functionality in place but needs final testing before formal launch.
10.	John Yip-Chuck to direct the office to look at QAC's request for more specific information about where new members hear about QAC/Editors Canada.	John Yip-Chuck	Breanne MacDonald to find out what this was and let John Yip-Chuck know.
11.	Stacey Atkinson to create a one-page description of all the communications originating from the NEC.	Stacey Atkinson	in progress will send to NEC
12.	Anne Louise Mahoney, Julia Cochrane, Michelle Ou, and Breanne MacDonald to create a list of places to send information about the Tom Fairley Award (as well as publishers). (Given the short timelines, we will have a direct mail campaign to around 100 book and magazine publishers, but will also ask members to share the award info with their employers/clients. ALM)	Anne Louise Mahoney Julia Cochrane Michelle Ou Breanne MacDonald	in progress letters drafted, approved, waiting for list
13.	Patricia MacDonald to find a volunteer to lead the project of updating the website content.	Patricia MacDonald	in progress
14.	John Yip-Chuck to direct the office to find dead links on the website. CHANGED Julia Cochrane to start connecting links for conference handouts.	John Yip-Chuck Julia Cochrane	ongoing
15.	Stacey Atkinson and Michelle Ou to launch videos created by James Harbeck.	Stacey Atkinson Michelle Ou	in progress
16.	Stacey Atkinson to take the NEC's suggestions about Active Voice/Voix active to the communications committee.	Stacey Atkinson	in progress

	Action Item	Person (s) Responsible	Status
17.	Anne Louise Mahoney to generate ideas on providing professional development to Indigenous editors.	Anne Louise Mahoney	in progress
18.	Anne Louise Mahoney to pursue partnerships with Canadian Creative Writers and Writing Programs (http://www.ccwwp.ca), and Indexing Society of Canada / Société canadienne d'indexation (ISC/SCI).	Anne Louise Mahoney	in progress
19.	Nancy Foran to craft a survey for the francophone members and report back on the results to the NEC.	Nancy Foran	in progress Wrote it; comments back from Marie-Christine Payette; next step: to send to Sandra Gravel, Sylvie, the more involved members, then to NEC. Will provide a rough translation, no English survey, just edit for content.
20.	Anne Louise Mahoney and Patricia MacDonald to create a job fair(ish) kind of thing for helping to find volunteers (possibly using the presentation from the 2013 conference).	Anne Louise Mahoney Patricia MacDonald	in progress
21.	Anne Louise Mahoney to find another chair for the awards committee.	Anne Louise Mahoney	in progress We put out a call via the October e-news. ALM
22.	Nancy Foran to send list of Francophone conferences to John Yip-Chuck.	Nancy Foran	in progress

	Action Item	Person (s) Responsible	Status
23.	John Yip-Chuck, Greg Ioannou, and Anne Louise Mahoney to work on the list of conferences that might be good for Editors Canada to attend, prioritize, and report back to the NEC.	John Yip-Chuck Greg Ioannou Anne Louise Mahoney	in progress Money in the budget; should be discussed; if no conference, take money out.
24.	John Yip-Chuck to investigate the possibility of a mini-conference put on by branches and twigs, supported by national office.	John Yip-Chuck	in progress to discuss with NS (three budgeted for)
25.	Stacey Atkinson and John Yip-Chuck to follow up with Editors Canada's involvement in the Frankfurt Book Fair and report back to the NEC.	Stacey Atkinson John Yip-Chuck	ongoing No further updates at this time.
26.	Berna Ozunal to find out what the cost would be to hire someone to host and give tech support for the webinars.	Berna Ozunal	—
27.	David Johansen and Lisa Ng to organize Zoom meetings for the branches and twigs, either all together or in some smaller grouping – by type or by geographical region.	David Johansen Lisa Ng	in progress Organizing call for end of November.
28.	The NEC to allot one hour in the agenda at each quarterly meeting for attendance (either in person or by Zoom) of representatives from branches and twigs. (This access to the NEC should rotate through all the branches and twigs, giving them all the opportunity to meet with the NEC.)	Gael Spivak	ongoing
29.	David Johansen and Lisa Ng should discuss with each individual branch and twig how and when the groups will inform the regional directors of their activities.	David Johansen Lisa Ng	in progress
30.	Breanne MacDonald to look into the pay-per-view streaming of conference sessions.	Breanne MacDonald	in progress

	Action Item	Person (s) Responsible	Status
31.	Nancy Foran to look into the 2013 presentation on volunteers to help with recruitment of Francophone volunteers.	Nancy Foran	in progress
32.	Nancy Foran to research the feasibility of a one-day conference for Francophones.	Nancy Foran	in progress Put in with mini-conferences: have one of the three be Francophone.
33.	Anne Louise Mahoney and Patricia MacDonald to find volunteers for the mentorship committee, especially francophone volunteers.	Anne Louise Mahoney Patricia MacDonald	in progress.

	Action Item	Person (s) Responsible	Status (as of November 2, 2017)
34.	Anne Louise Mahoney to work with volunteers on the guidelines for ethical editing of theses over the summer.	Anne Louise Mahoney	now Tania Cheffins in progress
35.	John Yip-Chuck to write up the business case (after the student surveys) about the foundations in editing and report back to the NEC send to Tania Cheffins for presentation to the NEC.	John Yip-Chuck Tania Cheffins	in progress Coming in winter 2018.
36.	John Yip-Chuck will research discount options for student affiliates and possible paths into full membership.	John Yip-Chuck	in progress
37.	Patricia MacDonald to get members services committee to update the Canadian chart (comparing editing organizations).	Patricia MacDonald	in progress

	Action Item	Person (s) Responsible	Status (as of November 2, 2017)
38.	John Yip-Chuck to ask the office to post reminders about job postings. CHANGED Patricia MacDonald to post reminders on the list about jobs on the job board.	John Yip-Chuck Patricia MacDonald	in progress
39.	Patricia to continue working with the member services committee to develop a welcome package for new members.	Patricia MacDonald	in progress
40.	Carolyn Brown and John Yip-Chuck will assess the security needs, find options, cost options, and recommend a plan of action for file storage.	Carolyn Brown John Yip-Chuck	in progress all info collected, analysis underway
41.	Anne Louise Mahoney to find someone to write the information for writers document that she is working on: ideas about rates could be discussed, but no specifics.	Anne Louise Mahoney Gael Spivak	in progress Georgina Montgomery is writing this – due date is November. ALM
42.	John Yip-Chuck to follow up with the landlord and find out what may happen when the lease for the national office is up at the end of March, 2018. See document: Appendix	John Yip-Chuck	in progress
43.	Anne Louise will take the policy and procedure documents, adapt and translate them, and send them on to Agrément committee.	Anne Louise	in progress Can be done this fall. (I will work with Sandra Gravel on this.) ALM

Action Items, On Hold

	Action Item	Person (s) Responsible	Status
44.	Breanne and Patricia to talk about the 'Ask an Expert' idea, develop it, and bring it back to NEC.	Breanne Patricia	on hold
45.	John Yip-Chuck to develop "Member since XXXX" badges for each year that the organization has existed so that members can self-select their own.	John Yip-Chuck	on hold until summer. Very low on the priority list. Will try to get to late spring/summer. JY
46.	John Yip-Chuck to look into the feasibility of creating a directory of trainers and report back to the NEC.	John Yip-Chuck	on hold until new system in place. This might be something that the new WildApricot system could handle. Will know better in the spring. JY
47.	John Yip-Chuck to look into the possibility of partnering with a French dictionary.	John Yip-Chuck	on hold until English dictionary is further along
48.	The NEC to take the Online Special General meeting minutes to membership for approving at next year's AGM.	NEC	on hold until next AGM
49.	John Yip-Chuck to inform members of timing of migration to new software (WildApricot).	John Yip-Chuck	on hold until conference is over
50.	Gael Spivak to work on getting an intern to determine necessary tasks for continuity of organization. CHANGED	Gael Spivak	on hold Gael will re-apply to U of T for the next semester.

	Action Item	Person (s) Responsible	Status
51.	John Yip-Chuck to look into Interac e-transfers to receive fees (instead of by credit card). CHANGED	John Yip-Chuck Greg Ioannou	on hold until new WildApricot system
52.	John Yip-Chuck will talk to Michelle Ou about sending in-house job ads to the geographically pertinent branch/twig administrators directly (through Drupal), and to have Caitlin Stewart do this on an individual basis in the interim.	John Yip-Chuck Michelle Ou	on hold until WildApricot
53.	John Yip-Chuck and/or member services committee to look into discounts for Chicago online.	John Yip-Chuck Patricia MacDonald	on hold some technical difficulties
54.	John Yip-Chuck to direct the national office to let branch and twig administrators know about lapsed members.	John Yip-Chuck	on hold until Member365 up to speed
55.	John Yip-Chuck to investigate whether to have insurance as a member benefit. (Lower on the list than increasing membership and revenue.)	John Yip-Chuck	on hold
56.	Berna Ozuna and the publications committee to explore the possibility of publishing the chap book on Indigenous editing. CHANGED	Anne Louise Mahoney	on hold until Greg Younging's <i>The Elements of Indigenous Style</i> is published at end of February 2018. ALM
57.	John Yip-Chuck to develop a respect in the workplace policy using templates from Gael and to keep working on a procedure for what to do if an employee is harassed.	John Yip-Chuck Gael Spivak	on hold Office is short-staffed. Maybe in the new year? But we do need to get this in place.

	Action Item	Person (s) Responsible	Status
58.	John Yip-Chuck and Carolyn Brown to do a cost analysis of membership fees that includes people on reduced fees.	John Yip-Chuck Carolyn Brown	on hold
59.	Stacey Atkinson to come back to the NEC with a recommendation on how to proceed with member surveys.	Stacey Atkinson	on hold

Action Items, Done

	Action Item	Person (s) Responsible	Status
60.	David Johansen to direct the Editors Nova Scotia co-coordinators to send the Atlantic Canada survey report to the Editors Nova Scotia members.	David Johansen	DONE
61.	Anne Louise Mahoney to send Atlantic Canada survey report to regional directors for dissemination to other branch and twig co-ordinators.	Anne Louise Mahoney	DONE
62.	John Yip-Chuck to ask Greg Ioannou about the use of Interac e-transfers.	John Yip-Chuck Greg Ioannou	DONE
63.	David Johansen and Lisa Ng to suggest that the branch and twig co-ordinators include a question about volunteers in their welcome package.	David Johansen Lisa Ng	DONE
64.	John Yip-Chuck to send separate information and requests to branches and twigs about the required quarterly reports.	John Yip-Chuck	DONE
65.	Gael Spivak to work on providing examples and templates of plans, and examples and templates of reports.	Gael Spivak	DONE
66.	Gael Spivak to send corporate calendar link to the NEC who are to help with population.	Gael Spivak	DONE
67.	Stacey Atkinson to help find someone to write a blogpost for Editors Weekly?	Stacey Atkinson	DONE

	Action Item	Person (s) Responsible	Status
68.	David Johansen to respond to Editors Kingston query about the Branch/Twig Toolkit.	David Johansen	DONE
69.	David Johansen to talk to QAC about their request for a volunteer handbook and their request for more specific information about where new members hear about Editors Canada.	David Johansen	DONE
70.	John Yip-Chuck to talk to Editors Toronto about their request for information about webinar finances (when and how much to come to the branch).	John Yip-Chuck	DONE
71.	John Yip-Chuck to talk to Editors Calgary about getting advances from their funds so co-ordinators don't have to pay out of pocket.	John Yip-Chuck	DONE
72.	Lisa Ng tell Editors Calgary that they can include geographic and time limits in their negotiations with the presenters.	Lisa Ng	DONE
73.	Lisa Ng to let Editors Edmonton know that non-members may not be forwarded national news bulletins as there are links to discounts for members.	Lisa Ng	DONE
74.	Lisa Ng to talk to Editors Saskatchewan about offering affordable ideas for strategic plan development to the NEC. (All the members/branches received an email about it last time.)	Lisa Ng	DONE
75.	Michelle Ou to make details of the Karen Virag Award consistent with other awards in the procedures.	John Yip-Chuck (Michelle Ou)	DONE
76.	Michelle Ou to align the award dates to the calendar year in which they are awarded.	John Yip-Chuck Michelle Ou	DONE
77.	David Johansen to finalize the branch/twig task force report and send to the branch and twig co-ordinators.	David Johansen	DONE
78.	Lisa Ng to get numbers of editors affected by the possible change of belonging to Editors BC to a new Vancouver Island twig from John Yip-Chuck.	Lisa Ng	DONE

	Action Item	Person (s) Responsible	Status
79.	Gael Spivak to look into governance about directorship (how directors may be added or removed, or their roles and responsibilities be changed).	Gael Spivak	DONE (see Sept 23 email). We may need to ask a lawyer
80.	Greg Ioannou to find members for the mentorship committee. (Because he is going off the committee, duplicated below.)	Greg Ioannou	N/A
81.	Anne Louise Mahoney, Julia Cochrane, and Gael Spivak to develop a 40th anniversary task force brief.	Anne Louise Mahoney Julia Cochrane Gael Spivak	DONE (draft sent to the NEC October 21). It's on the agenda to discuss.
82.	Breanne MacDonald to talk to EFA to see if would make a difference to them whether the international conference is in 2019 or 2020.	Breanne MacDonald	DONE
83.	Breanne MacDonald to make sure the conference handbook contains information about Editors Canada having a booth at the conference.	Breanne MacDonald	DONE in progress, but noted so this can come off
84.	David Johansen and Lisa Ng, as regional directors, to send key points of interest from the NEC meetings to branches and twigs by email shortly after the meeting.	David Johansen Lisa Ng	DONE
85.	Tania Cheffins to send guidelines for remote members taking the certification exams to Patricia MacDonald.	Tania Cheffins	DONE
86.	Stacey Atkinson to ask the webinar committee for some costs on the recommendations in the webinar report. CHANGED	Berna Ozunal	DONE
87.	Breanne MacDonald to look into whether Montréal is feasible for the 2019 conference, and if not, find another city.	Breanne MacDonald	DONE cities changing

	Action Item	Person (s) Responsible	Status
88.	David Johansen and Margaret Shaw to develop ideas for means of communication between twigs (perhaps a twice-yearly Zoom meeting).	David Johansen Lisa Ng	DONE This can come off I think; now a new action item above, right?
89.	Anne Louise Mahoney to find a francophone to translate the internship documents (from Canadian Intern Association). (Document is very long and probably too much to ask of a volunteer. Can we find shorter guidelines or something that exist in both FR and EN?)	Anne Louise Mahoney	N/A I would delete this item – we won't be translating those documents (too long). ALM
90.	NEC to use email to discuss cancelling quarterly NEC meetings, and to discuss the cost of meeting outside of the central core.	NEC	DONE
91.	Nancy Foran to find someone to analyze whether members should get free webinars as volunteer rewards.	Nancy Foran	DONE
92.	Lisa Ng to be in contact with the members from Vancouver Island who are interested in developing a twig.	Lisa Ng	DONE

	Action Item	Person (s) Responsible	Status
93.	Julia Cochrane to check constitution/bylaws for the procedure for a twig to be formed, specifically to check whether a possible twig needs to ask the branch from the geographical area for permission, and to talk to Lisa Ng about it.	“The relevant regional director of branches and twigs, in consultation with the chairs of any affected branches, must prepare a written description of the anticipated impact of the proposed new twig on the adjacent branches, including the financial impact on the adjacent branch or branches, and any significant support issues to be considered.”	DONE
94.	John Yip-Chuck to direct the office to remove the prairie provinces page on the Editors Canada website.	John Yip-Chuck	DONE
95.	Greg Ioannou to get names of committees that need volunteers from Patricia MacDonald.	Greg Ioannou	DONE
96.	Stacey Atkinson, Anne Louise Mahoney, and John Yip-Chuck to meet to revision <i>Active Voice/Voix active</i> .	Stacey Atkinson Anne Louise Mahoney John Yip-Chuck	DONE
97.	Greg Ioannou to connect PWAC with John Yip-Chuck to work on a collaborative professional development session.	Greg Ioannou John Yip-Chuck	DONE

	Action Item	Person (s) Responsible	Status
98.	Greg Ioannou and John Yip-Chuck to develop plans for the promotion and selling of the ECE 3 ebook.	Greg Ioannou John Yip-Chuck	DONE
99.	Greg Ioannou, Anne Louise Mahoney, John Yip-Chuck, and Stacey Atkinson, and Michelle Ou to draw up a plan to communicate the removal of ECE 3 online subscriptions to the members.	Greg Ioannou Anne Louise Mahoney John Yip-Chuck Stacey Atkinson Michelle Ou	DONE
100.	Michelle Ou to copy the presentation about benefits of volunteering into the volunteer section of the website.	Michelle Ou	DONE
101.	Julia Cochrane to edit the communications and marketing strategy.	Julia Cochrane	DONE
102.	The national magazine committee to cost out the recommendations of the Active Voice task force in the process of preparing their yearly plan and bring to the NEC.	Greg Ioannou	DONE
103.	Nancy Foran to make contact with the book publishers association in Québec and let them know the correct name of Editors Canada and the URL of the French website.	Nancy Foran	DONE
104.	Elizabeth d’Anjou to develop a document that demonstrates how the standards apply to a wide range of editing, and to develop a small marketing and communication plan (with Michelle van der Merwe) for the new standards. CHANGED	Tania Cheffins	DONE
105.	Breanne MacDonald to make sure all document templates are in the Google Drive folder. (These are the planning and reporting templates based on the strategic plan.)	Breanne MacDonald	DONE

	Action Item	Person (s) Responsible	Status
106.	Margaret Shaw and David Johansen to think about how to reach out to regional groups (for example, PEAVI, CAFÉ).	Lisa Ng David Johansen	n/a
107.	The support package/toolkit for the branch and twig administrators needs	Margaret NEC	n/a
108.	NEC to read the waiver agreement that Berna Ozunal put together and discuss. CHANGED Berna Ozunal to talk to John Yip-Chuck about the forms; Gael Spivak to assess use of lawyer. CHANGED	Greg Ioannou John Yip-Chuck Gael Spivak	n/a
109.	Anne Louise Mahoney and Stacey Atkinson to look into using the topic of editing Indigenous work as a possible twitter campaign.	Anne Louise Mahoney Stacey Atkinson	n/a

Appendix K – Online Motions

	Motion	Vote	Date
1.	<p>MOVED by Greg Ioannou SECONDED by Breanne MacDonald</p> <p>THAT we make the following appointments for various roles in the association for the 2017-18 year:</p> <p>President: Gael Spivak Vice President: Julia Cochrane Past President: Anne Louise Mahoney Treasurer: Carolyn Brown Secretary: Breanne MacDonald Branches and Twigs East: David Johansen Branches and Twigs West: Lisa Ng Francophone Affairs (interim): Nancy Foran Communications: Stacey Atkinson Professional Standards: Tania Cheffins Publications: Greg Ioannou Training and Development: Berna Ozunal Volunteer Relations: Patricia MacDonald</p>	<p>All in favour: 13</p> <p>Opposed:</p> <p>Abstain:</p>	July 10, 2017

	Motion	Vote	Date
2.	<p>MOVED by Gael Spivak SECONDED by Anne Louise Mahoney</p> <p>THAT the NEC approve the below list of committee chairs and national positions for 2017–18, which was shared with members at the 2017 annual general meeting.</p> <p>National committee chairs and national positions</p> <p>Awards: Tamra Ross (Editors Edmonton) Certification: Jeanne McKane (Editors Toronto branch) and Wendy Carroll (Editors Ottawa–Gatineau) Comité Agrément/Principes: Sandra Gravel (Réviseurs Québec/Atlantique) Communications & marketing: Susan Chambers (Editors Toronto) Conference: Michelle Boulton (Editors Saskatchewan) The Editors’ Weekly: Anna Williams Facebook group moderator: Joanne Haskins (Editors Toronto) Francophone affairs: Nancy Foran (Editors Toronto) List monitor: Nancy Wills (Editors Kingston) Mediator: Suzanne Purkis (Editors Ottawa–Gatineau) Member services: Sara Promislow (Editors Toronto) National magazine: Carol Harrison Publications: Karin Cather (Editors Toronto) Student relations: Wendy Barron (Editors British Columbia) Training and development: Jaime Miller (interim) and Tamra Ross (interim) Volunteer management: Christine Albert (Editors Toronto) and Nancy Foran (Editors Toronto)</p>	<p>All in favour: 13</p> <p>Opposed:</p> <p>Abstain:</p>	July 10, 2017
3.	<p>MOVED by Breanne MacDonald SECONDED by David Johansen</p> <p>THAT the NEC approve the minutes from the March 2017 NEC meeting.</p>	<p>All in favour: 7</p> <p>Opposed:</p> <p>Abstain: 1</p>	Aug. 7, 2017

	Motion	Vote	Date
4.	<p>MOVED by Breanne MacDonald SECONDED by David Johansen</p> <p>THAT the NEC approve the minutes from the May 2017 NEC Zoom meeting.</p>	<p>All in favour: 7</p> <p>Opposed:</p> <p>Abstain: 1</p>	Aug. 7, 2017
5.	<p>MOVED by Breanne MacDonald SECONDED by David Johansen</p> <p>THAT the NEC approve the minutes from the June 2017 NEC Zoom meeting.</p>	<p>All in favour: 8</p> <p>Opposed:</p> <p>Abstain:</p>	Aug. 7, 2017
6.	<p>MOVED by Patricia MacDonald SECONDED by Julie Cochrane</p> <p>THAT the NEC accept the new Editors Canada Guidelines for Committee Chairs and National Positions and the Editors Canada National Committee Mandates Overview ().</p>	<p>All in favour: 9</p> <p>Opposed:</p> <p>Abstain: 1</p>	Sept. 1, 2017
7.	<p>MOVED by Breanne MacDonald SECONDED by Anne Louise Mahoney</p> <p>THAT the NEC approve the Draft 2017 AGM minutes.</p>	<p>All in favour: 10</p> <p>Abstain: 0</p>	Sept. 11, 2017
8.	<p>MOVED by Breanne MacDonald SECONDED by Gael Spivak</p> <p>THAT Editors Canada plan a 40th anniversary conference, to be held on the east coast (location TBD), in 2019 and a joint international conference with the Editorial Freelancers Association (location TBD, but trying for Montreal) in 2020.</p>	<p>All in favour: 12</p> <p>Opposed: 0</p>	Oct. 2, 2017

	Motion	Vote	Date
9.	<p>MOVED by Gael Spivak SECONDED by Breanne MacDonald</p> <p>THAT the NEC appoint these national signing officers for the 2017-18 term:</p> <ul style="list-style-type: none"> - John Yip-Chuck (executive director) - Carolyn Brown (treasurer) - Greg Ioannou (director, Toronto branch) - Berna Ozunal (director, Toronto branch) 	<p>All in favour: 11</p> <p>Opposed: 0</p>	Oct. 2, 2017
10.	<p>MOVED by Anne Louise Mahoney SECONDED by Gael Spivak</p> <p>THAT the following sentence be deleted from the Karen Virag Award section of the Awards and Scholarship Procedures, so that this section is consistent with the procedures for our other awards:</p> <p>The award recipient will also receive a cheque in the amount of \$400 CDN and a plaque in a presentation ceremony at the annual conference.</p>	<p>All in favour: 9</p> <p>Opposed: 0</p>	Oct. 16, 2017
11.	<p>MOVED by Tania Cheffins SECONDED by Gael Spivak</p> <p>THAT the National Executive Council strike a task force for the communication of the 2016 standards, and approve the associated task force brief.</p>	<p>All in favour: 8</p> <p>Opposed: 0</p>	Oct. 16, 2017

	Motion	Vote	Date
12.	<p>MOVED by Gael Spivak SECONDED by Breanne MacDonald</p> <p>THAT the national executive council appoint the following signing officers for branches, for the 2017–18 term.</p> <p><u>West</u></p> <p>Editors BC</p> <p>Tiffany Sloan, treasurer Marianne Grier, chair—on leave Roma Ilnyckyj, acting and past chair</p> <p>Editors Saskatchewan</p> <p>Katherine Duncombe, chair Michelle Boulton, treasurer</p> <p><u>East</u></p> <p>Editors Ottawa-Gatineau</p> <p>Maureen Moyes, executive director Kaarina Stiff, chair Sara Caverley, vice-chair Lindsey Snow, treasurer</p> <p>Editors Quebec-Atlantic</p> <p>Karen Schell, branch administrator David Johansen, past treasurer Dominique Gaucher, current treasurer (to replace David Johansen sometime this fall)</p> <p>Editors Toronto</p> <p>Jennifer D. Foster, chair Nicole Roccas, vice-chair Catherine Dorton, secretary Marg Anne Morrison, treasurer</p>	<p>All in favour: 10</p> <p>Opposed: 0</p>	Oct. 16, 2017

	Motion	Vote	Date
13.	<p>MOVED by Anne Louise Mahoney SECONDED by Patricia MacDonald</p> <p>THAT Editors Canada create a partnership with the Association of Registered Graphic Designers, based on the contents of the attached agreement.</p>	<p>All in favour: 8 Opposed: 0</p>	Oct. 23, 2017
14.	<p>MOVED by Carolyn Brown SECONDED by Gael Spivak</p> <p>THAT the NEC accept this plan (see Appendix L) for an affiliate organization group discount.</p>	<p>All in favour: 12 Opposed: 0</p>	Nov. 1, 2017
15.	<p>MOVED by Breanne MacDonald SECONDED by Patricia MacDonald</p> <p>THAT the NEC approve the minutes from the September 2017 Q3 NEC meeting.</p>	<p>All in favour: 11 Opposed: 0</p>	Nov. 1, 2017

Appendix L – Affiliate Organization Member Pricing

Affiliate organizations are able to purchase annual Editors Canada memberships for their personnel at the group discounted rates outlined in the table below. The affiliate organization has no rights or responsibilities of membership, however the individuals for whom they are purchasing the membership will have full rights and responsibilities as members of Editors Canada as long as their membership is current and in good standing.

To become an Affiliate Organization, the organization must pay an annual fee of **\$75**.

The following Affiliate group membership pricing applies only to approved businesses, government departments, and organizations (i.e., this pricing is not applicable to groups of individuals).

Editors Canada		
Affiliate organization membership pricing table		
Regular price for annual membership, not including tax		\$277.00
Level A	Members	Discounted price before tax
1-5 members	1	\$249.30
10% off	2	\$498.60
	3	\$747.90
	4	\$997.20
	5	\$1,246.50
Level B		
6-10 members	6	\$1,412.70
15% off	7	\$1,648.15
	8	\$1,883.60
	9	\$2,119.05
	10	\$2,354.50
Level C		
11-20 members	11	\$2,437.60
20% off	12	\$2,659.20
	13	\$2,880.80
	14	\$3,102.40
	15	\$3,324.00
	16	\$3,545.60
	17	\$3,767.20
	18	\$3,988.80
	19	\$4,210.40
	20	\$4,432.00
Level D		
21 and more members	21	\$4,362.75
25% off	22	\$4,570.50
	23	\$4,778.25
	24	\$4,986.00
	25	\$5,193.75
	Etc.	

Regulations

- a) Affiliate group membership pricing applies only to approved businesses, government departments, and organizations (i.e., this pricing is not applicable to groups of individuals).
- b) The organization will be provided with a single annual anniversary date at the initial time of purchase.
- c) The organization must provide Editors Canada with the individual names and necessary contact information of each person to receive a membership. Those people will be entered into Editors Canada as individual members associated with the purchasing organization.
- d) The organization may change the names of the individuals within the membership year (e.g., if the employee leaves the organization and is replaced by someone else), but the new individual's anniversary date is still the organization's original anniversary date.

- e) If an employee is already a member of Editors Canada, they will receive a pro-rated refund for the remainder of their current membership year. Their membership will be switched over to the affiliate group membership and their anniversary date will be changed to coincide with the annual anniversary date of the organization.
- f) When an individual is removed as a member and replaced by another employee, if the original individual's name is submitted again within the same renewal period, they will be treated as a brand new additional member and new membership charges will apply.
- g) If additional individuals are added after an organization's initial inception date, those new individuals will have their anniversary date aligned to the organization's initial anniversary date and the organization will be charged a prorated charge for the remaining portion of the year for that individual until the next anniversary date for the organization.
- h) Organizations will not be provided a refund for employees who leave the organization, but may replace them with another individual until the next renewal date.
- i) Memberships are for individuals named by the organization. This is not a general group-access form of membership. For example, if the organization purchases 12 memberships, those 12 memberships will be assigned to specific individuals. The organization cannot circulate the 12 memberships to various and numerous unnamed individuals throughout their organization at various times of the annual subscription. Individuals can be replaced according to the guidelines above.
- j) Discount levels are not retroactive within the 12-month period from the organization's anniversary date. For example, if the organization purchases 20 memberships at the Level C discount rate, and then purchases additional memberships within 12 months from their anniversary date, the new memberships will be charged at the Level D discount, but no further discounting of the original 20 members will be made until after the next anniversary date.