

Editors' Association of Canada
Association canadienne des réviseurs

National Executive Council
Meeting Minutes

March 30 and 31, 2019
Q1

Best Western Ville-Marie
Montréal, QC



EDITORS
RÉVISEURS
CANADA

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PRESENT:

NATIONAL EXECUTIVE COMMITTEE

Gael Spivak	President
Heather Buzila	Vice-President
Anne Louise Mahoney	Past President
Julia Cochrane	Treasurer
Breanne MacDonald	Secretary
Heather Buzila	Regional Director, Branches and Twigs
Virginia St-Denis	Director, Communications
Sandra Gravel	Director, Francophone Affairs
Tania Cheffins	Director, Professional Standards
Greg Ioannou	Director, Publications
Berna Ozunal	Director, Training and Development
Patricia MacDonald	Director, Volunteer Relations

OTHERS

John Yip-Chuck	Executive Director
Alexandra Peace	Recording Secretary

1. Call to order

Gael Spivak called the meeting to order at 9 am, and invited directors to tweet during the meeting.

2. Emergency info

3. Approval of agenda (Appendix A)

MOVED BY Greg Ioannou

SECONDED BY Anne Louise Mahoney

that the NEC approve the agenda.

Carried

4. Guidance documentation

a. strategic plan and parking lot

b. review of privacy, consultation, and confidentiality policies and procedures

<http://www.editors.ca/members/readup/constitution/index.html>

c. use of acronyms and initialisms

For clarity, the use of acronyms and initialisms is discouraged.

5. Branch staffing update

John updated the NEC on the employee/contractor issue from Editors Ottawa-Gatineau and explained that he would be meeting with a person from Canada Revenue Agency (CRA) in early April.

6. New business, rethinking exercise

Greg Ioannou presented some ideas for refreshing parts of Editors Canada.

The NEC discussed the ideas in this document in this meeting; Greg hopes to incorporate the discussions into the document and to present it to the members before the AGM; some of the ideas may inform the next strategic plan.

Editors Canada has a core purpose and a mission, but not a mandate. In the past, this has not been possible, as visions for the association have not been compatible.

a. Standards

Several members of the NEC mentioned that the standards were not easily understandable as is, and that a plain language version of the standards would be easier to give to clients and authors.

An international committee is developing a standard for plain language that should probably be adopted and incorporated in the Editors Canada standards.

The standards are up for revision in 2021, but work will start in 2020.

Ideas of areas where new standards might be needed and where Editors Canada can lead include graphic elements (for example, graphic novels), website material, computer games, and so forth.

The current standards apply, in theory, to most situations, but in practice are difficult to apply to some situations.

MOVED BY Tania Cheffins
SECONDED BY Virginia St-Denis

that the NEC reinstate the standards committee with the mandate to continually monitor the editing environment for new and revised standards and update the current standards accordingly.

Carried

Action

NEC directors to create a standards committee with the mandate to continually monitor the editing environment for new and revised standards and update the current standards accordingly. [on hold until new NEC takes over]

b. Education

An examination of the webinar topics makes clear which webinars are needed.

The program is successful and making money, but needs more input. Should the association pay a person to manage the program: by percentage or part-time? It is hard to find volunteers. What about discounts on membership fees for volunteers?

Action

Greg Ioannou and Berna Ozunal to form a subcommittee (with John Yip-Chuck) to discuss building upon the webinar program (and to communicate with relevant branches and twigs in the process).

c. Conference

Conferences that have been successful in the past have focused on a particular topic.

Having a new chair every year means they are reinventing the wheel; this may not be a good idea. One possible solution is to have the NEC secretary be the co-chair with local volunteer co-chairs.

d. Evaluation

The certification steering committee is in its own rethink and renew process.

e. Connecting editors with people who need editing (Getting Work for Editors)

This topic has produced conflict in the past, but it may be time to revisit as membership is down, and getting work for editors may be seen as a benefit worth joining the organization for.

i. Self-publishing authors

The NEC discussed this issue with the following questions and concerns:

- How would the process work?
- How can you ensure quality?
- Could it start small?
- A page on the website could be developed for self-publishing authors that outlines the publishing process and funnels the author at key points to people on the ODE.
- This page would need a text saying that Editors Canada is not responsible for the quality of the work.
- Projects also need project managers; the ODE would need a category for project manager; editors would need to add these skills to their ODE listing.
- Could the links on the page go directly to a list of needed professionals? That is, could a clickable link on the page take the self-publishing author from *I need a proofreader* to a presearched sublist of the ODE of proofreaders?
- And could this work for various genres, including plain language, technical, or academic?
- What about expectations of members?
- What about feeding this into strategic planning?
- Could production be worked into this, perhaps with a partnership with Kindle or Ingram Spark?

ii. Government

If Editors Canada develops a group to go after government contracts, then they could go for contracts of over \$100,000 and requiring more than five editors so as not to compete with individual Editors Canada members.

At the moment, that kind of contract goes to agencies in Ottawa, who charge a lot, but pay the editors not so much.

After obtaining a standing offer or contract, the person or company needs to follow up to encourage the client to offer them work.

Action

Greg Ioannou to talk to Marion Soublière about getting government contracts.

f. Branches and twigs

The NEC discussed this issue with the following questions and concerns:

- Branches are not legal entities according to the government.
- The office has a lot of data now on what the financial needs of the branches and twigs are. Would it save any effort if the money transfer was based on that information rather than on the calculation of membership and webinar fees?
 - John suggested that this would not result in a savings of labour.
- John has heard from the auditor that the organization may need to ask debt forgiveness from the twigs. However, if the national office is going to ask for money, they need to give corresponding services, but to give services, they need to hire someone, which will cost some money.
- Does it make sense to turn branches into twigs from a governance standpoint?
 - There may be auditing, taxation, administrative reasons for reworking governance.
 - This would require a change in bylaws.
 - The meeting with CRA on April 8 may require changes in governance.
 - This conversation needs to start at this AGM. The NEC may need to call a special meeting if structural governance changes need to happen.

Action

Julia Cochrane to bring information about a possible need to restructure branches and twigs to the AGM.

7. Rethinking, continued

Action

Breanne MacDonald and Greg Ioannou to organize roundtables at conference to discuss key points of the Greg Ioannou's rethinking document.

Action

Greg Ioannou to clean up the rethinking document, add notes from the NEC meeting (Q1), and get an exec read done.

Action

Greg Ioannou to create a two-page summary of the document and send it to members with a link to the longer document.

Action

Greg Ioannou to develop four key points from the document, and for each point summarize, find a lead person, and organize roundtables at the conference (with Breanne).

8. Chair for certification steering committee

MOVED BY Tania Cheffins

SECONDED BY Gael Spivak

that as of February 2019, the NEC appoint Vicky Bell as co-chair of the certification steering committee.

Carried

9. Editors Kingston

Stephanie Stone (joining the meeting via Zoom) spoke about a success for their twig: at the March meeting, one member attended by Zoom. This worked well, and they will try to do it again. The twig also has started charging non-members to attend meetings.

- The twig is concerned about its small membership, but is not sure what to do about it.
- They have social events twice a year, in June and December, instead of a regular meeting. Usually, however, they meet once a month and have a mixture of member presenters and outside experts. They also have a mixture of career-focused and career-development topics and other segments.
- Some topics covered include standards, indexing, advancing your freelance career, marketing yourself, authors talking about being edited, poetry, and a visit from an independent bookstore owner.
- The social part of the event occurs after the person has presented or in the last half hour.
- Presenters could be members or outside experts, depending on the topic.
- Meetings take place at a local residence for disabled adults, where they rent a small meeting room.
- Gift cards have been given to presenters in the past; now just thank-you notes are given. An Editors Canada calendar was given to the bookstore owner.

10. Editors Newfoundland and Labrador

Sandy Newton and Claire Wilkshire joined the NEC meeting via Zoom. They spoke about their meetings: monthly events from September through May. They have been co-coordinators for eight years now.

- The next twig meeting will be the AGM, and Claire Wilkshire will be stepping down. Sandy Newton will remain for one more year, then will step down also.
- Topics for meetings include the following: fun meetings (throwing axes); group copy edits; author panel, talking about being edited (co-event with local writers); Breakwater Publishing, about publishing process; transgender person, talking about gender pronouns.
- They meet in free rooms and they often buy a gift card for the speaker.
- They sometimes charge for meetings, but then they charge all people with no separate charge for non-members.
- They told the NEC that any support that the office could give to help the twigs would be very helpful. One thing that would be very helpful is having a common spot on the website that lists topics that other branches and twigs are covering.

The NEC mentioned that, should a speaker have to cancel, some branches and twigs have been filling in with one of the free webinars to show and discuss.

11. Francophone survey

The Francophone survey was sent to members all over Canada in November. Sandra Gravel presented the results of the survey (Appendix B).

Sandra Gravel brought her thoughts about the survey to the NEC (Appendix C). Her conclusions and recommendations are as follows:

A bilingual organization needs to be bilingual everywhere, horizontally. One chair cannot make it bilingual. I propose the following:

Transform the Francophone Affairs Director and Committee Chair into one Counsellor position that would not be a voting NEC member. The mandate of that position would be to hold a French One-Day Conference every two years and help recruit francophone members for the national committees that concern all members.

The Francophone Services Survey Report, prepared by Nancy Foran and I, presents some action items that could help the NEC members to determine the next steps.

The NEC discussed the recommendations with the following questions and concerns:

- When thinking about finding work, should there be a separate French effort? Or could the efforts be part of a larger group?

- The market is smaller; the industry is different. However, there is room for collaboration, particularly in government work.
- Could the idea of horizontal integration of Francophone affairs (that is, not having a director of Francophone affairs or a chair of the Francophone affairs committee, but integrating Francophones and their concerns into the NEC and all committees) be more effective? A new national position of Francophone adviser could be created, for example.
- How would communication between the NEC and the adviser occur?
- How best to communicate to Francophone members?
 - It could be communicated at the AGM, but only a small number of members attend, and most are Anglophone.
 - Perhaps better to bring it up for discussion at the Francophone conference.
- At the end of February, 146 members self-identified as Francophone.

MOVED BY Sandra Gravel

SECONDED BY Julia Cochrane

that, based on the results of the Francophone survey from 2018, the following changes occur:

- The position of Francophone Affairs director be eliminated and be replaced with the position of the Francophone adviser to the NEC.
- The Francophone Affairs committee be dissolved and be replaced with the position of the Francophone adviser.

The Francophone Adviser's mandate will include recruiting Francophone members for national committees and organizing a Francophone conference every two years.

Carried

12. Information technology (IT) issues

a. Findjoo

The new database has been launched to members and, so far, everything is working. John Yip-Chuck will now work on getting all the information from Member365 and end the relationship.

b. Certification file storage system

Options for the certification file storage software have been suggested, but they need to be tested. This is on hold for now.

c. ODE, Website (Appendix D)

Editors Canada has two technical vendors working on a monthly retainer:

- Connected Technologies, who manage the office's IT, networking and computers, and members' emails
- FUSE, who manage the website and the ODE

John has been trying to keep the work done by FUSE to five hours maximum per month. They do regular maintenance and address any issues that come up. Last year they were able to deal with 40 extra tasks above the usual monthly tasks. They currently have 11 tasks in the queue. The three highest priority items are the calendar, a new member being unable to find themselves in the ODE, and the ability of certification information to be changed in the ODE.

The website is a problem. Within the next year, it should be rebuilt from scratch. For example, while trying to take out insurance information, John found information about insurance on eight different pages. Content is not the problem, inefficiency is.

John is getting a cost from web developers.

Action

John Yip-Chuck to get a cost from web developers on the creation of a new website.

13. Budget update

a. 2018 finances

John Yip-Chuck is gathering figures for the auditors. Editors Canada ran a deficit in 2018. Something has to change. The auditor will have some recommendations.

b. Webinar revenues

The flash sale in December 2018 was very successful on top of the whole program being successful.

c. 2019

The early bird registration numbers are lower than anticipated, and the projected revenues may be short \$12,000–15,000. Sponsorship has been more in kind, less cash.

Action

Breanne MacDonald to get conference promo to Heather Buzila, who will send out to branch and twig coordinators and ask them to email the members.

14. Branches and twigs

Heather Buzila brought some questions and concerns from the branches and twigs to the NEC:

- Could the fee for the ODE be dropped and given free to members?

- That would cost the association \$37,000 annually and would be an expensive benefit for only some of the members. Not all members are freelance; some work in-house.
- Is it acceptable to ask new members how they heard about the branch or twig?
 - This is a great question to ask, as it does not involve privacy issues. Branches and twigs can ask this question.
- Are twigs obligated to report on their financial situation to their members?
 - Usually, twigs and branches provide financial statements to their members at their AGM.
- How are membership fees spent?
 - If they want to know the division between branches and twigs: 11% of a membership fee is given to the branch, and 5.5% of a membership fee is given to the twig.
 - If they want to know how the organization spends money, that information is available in the financial statements provided in the annual report produced for the AGM.
- What should a twig do if quorum isn't reached at the AGM?
 - Three members are necessary, but they do not have to be physically present; members can attend the AGM via Zoom. If quorum isn't reached, the AGM will have to be rescheduled.
- Branches and twigs would like information about webinar revenues more often.
 - John will try to get this information to the twigs and branches twice a year.
- The French translation of the message to members about the 2018 AGM did not have a second person review it (a reviser).

Action

Heather Buzila to speak to Michelle Ou and Anne Louise Mahoney about the process of translation.

- Can branches set up a PayPal account?
 - Yes, branches and twigs can set up a PayPal account if they want, but PayPal may need a personal email address rather than the branch generic email address. Also, PayPal charges fees.

15. Communications and marketing

a. Website "Join" section review and recommendations

The English review happened more than a year ago. The French doesn't match English; rather than making them match, three people created a separate French document. However, we need someone to look at it all now: there are 21 pages of English recommendations.

The NEC recommends that the project be shelved.

b. Membership fee discounts (Appendix E)

Action

Directors to send ideas of further benefits to Virginia St-Denis.

Action

Virginia St-Denis and Michelle Ou to use this information in social media drives.

c. Member survey proposal (Appendix F)

Action

Virginia St-Denis to send document to NEC directors for review and to send any corrections two weeks after mailing.

d. Editors Canada style sheet

Action

Virginia St-Denis to mail the draft style sheet to the NEC and to Bev Ensom for input.

e. Communications and marketing committee update

The committee has had two meetings and is going well. A chair has been found for this committee, who will start in July.

16. Certification and standards

a. Guidelines for Ethical Editing of Undergraduate and Graduate Student Texts (theses guidelines)

One member wondered why these guidelines wouldn't go to members for a vote; however, these guidelines have been revised with the academic process in mind. Having members who don't work in this field vote on this may compromise the integrity of the academic process.

When the guidelines were sent to members for comments, one of the questions in the feedback-requested section asked whether the guidelines needed to be voted on, and no one said yes. All feedback at this time was positive.

**MOVED BY Greg Ioannou
SECONDED BY Heather Buzila**

that considering that the Guidelines for Ethical Editing of Undergraduate and Graduate Student Texts were created by an academic in conjunction with professors and university writing centres to follow the academic process, sent for consultation to members, and are a tool for academic editors, a member vote is not required.

Carried

b. Certification tests

The certification steering committee has started to rethink the certification process. They have had two meetings, and things are going well.

Some items for consideration include the following:

- Expanding reach/getting more candidates/partnering, test offerings/timing, honoraria
- Test setting
- Test structure
- Technology (candidates using own computers, internet access, ensuring security, offering Part A online or not in Word, using computer testing for proofreading)

The NEC discussed the positives and negatives associated with the varied tests available to offer in 2020.

c. Foundations test

The certification steering committee has considered using part A of the exam as the foundations test.

Tania Cheffins has found three foundation committee members but no chair. For this and other reasons, it is suggested that the foundations committee roll into the certification steering committee.

Tania Cheffins presented the task force brief to the NEC (Appendix G).

**MOVED BY Tania Cheffins
SECONDED BY Anne Louise Mahoney**

that the NEC accept the task force brief for the testing platform for the foundations test.

Carried

Tania also asked John about the revenue targets for foundations in the budget. It was also noted that the revenue from the study guides, created by the CSC, should be counted as revenue for them.

17. Webinars

Action

Berna Ozunal and Greg Ioannou to discuss further development of the webinar program.

Breanne has organized an exchange of advertising with EFA in their conference program. If any information is known about fall webinars, it could go in here. The copy deadline July 12, 2019.

Action

Berna Ozunal to get webinar promo information to Breanne MacDonald by July 12, 2019 (to go into the EFA conference program).

18. Translation and editing group

The translation group is up and running, with several volunteer translators lined up. Nancy Foran is the translation coordinator. She has forms for anyone needing translation to fill out.

An information letter with forms is going out by email in the next day or so.

Action

Patricia MacDonald to check with Nancy Foran to see if the procedure for getting a translation done includes revising after translation.

Action

Patricia MacDonald to discuss translation coordinator succession with Nancy Foran. (Should the coordinator be a national position or be part of the Francophone adviser position?)

19. Conferences

a. 2019

Everything is on track.

The reception entertainment is expensive, but the conference committee will be asking Editors Nova Scotia to sponsor the reception, as was customary in the past. Breanne will ask the performers to reduce their rate.

b. 2020 (international conference)

The NEC needs to start thinking about answers to the following questions:

- how and when to start marketing
- who will be the chair

- who will be the keynote(s)
- when should registration start
- what the registration fees need to be

Action

NEC directors to think about the answers to the questions raised by the conference chair about the 2020 international conference and be prepared to discuss them at the Q3 meeting in September 2019.

c. 2021

The NEC needs to start thinking about where to hold this conference ... it is western Canada's turn.

20. Summary of committee and director requests (Appendix H)

Tania Cheffins said that if the *Edit Like a Pro* (ELAP) files are going to be in PDF and Word, then a process already exists between certification steering committee and the office.

Action

Gael Spivak to let the ELAP subcommittee know that the distribution process for PDF and Word files already exists and should be used for ELAP.

Action

Berna Ozunal to send the name, email address, and blurb to the Volunteer of the Month coordinator.

The due date for phase 2 work of the member insurance task force is September 2019 (in time to write a report for the NEC's Q3 meeting).

21. Member retention

a. New director

Anne Louise reported some membership numbers over the past five years: members and student affiliates. She suggested that rather than examining this issue only when it becomes a problem, the organization would do better to be consistently looking at member retention.

A member recruitment and retention director on the NEC plus a committee could achieve this goal by monitoring membership trends and learning about how other organizations deal with recruitment and retention.

The NEC discussed this issue with the following questions and concerns:

- There used to be a director for this purpose, but it wasn't seen as necessary at some point.

- Is there a down side to having one?
- How would this be connected to the survey?
- It is good that Editors Canada has student affiliates, but the organization still needs members who pay the full fee. The annual conference, for example, is affected by lower membership numbers.

**MOVED BY Anne Louise Mahoney
SECONDED BY Patricia MacDonald**

that the NEC create a new director role called member recruitment and retention, with the mandate of monitoring internal and external membership trends with the goal of increasing membership numbers.

Carried

Action

Anne Louise Mahoney and Patricia MacDonald to write the new director description.

b. Multiple-year membership fee discount

A two-year discount of 5% is not particularly enticing. Could that be increased to 10%?

The NEC discussed this issue with the following questions and concerns:

- Credit cards take a transaction fee of 1.5 – 2.5%, so some savings could be recouped.
- A larger percentage is more noticeable and easier to market.
- For people who can't renew because they can't afford to pay for multiple years, 10% may not make any difference.
- Will people who just renewed at 5% be upset at not getting a better discount?
- Does the organization need to give three months' notice?
 - No, as it is a discount and not a fee change.
- This would give a discount to members who will renew regardless.
- Focusing on providing more effective services may have better results of member retention than reducing fees.
- This idea is but one of many that may help; the organization needs to come in different ways to different people who have different motivations.

Action

NEC to review the idea of a 10% discount for a two-year renewal after reviewing the relevant discussion in minutes of 2019 Q1, March. [on hold]

c. Regional director of branches and twigs, east and west

Could the two positions of regional director of branches and twigs (east and west) be combined into one position?

The NEC discussed this issue with the following questions and concerns:

- This idea depends on the person in the position and how organized they are.
- With Heather Buzila having set up some infrastructure for the position, could it be passed to one person now?
- One person is more efficient than two, as they have knowledge of what is going on in all the branches and twigs, rather than having another layer of communication between the two directors.
- Heather has been able to connect groups even though continuing to have separate meetings because of time zones.
- There is more of a perception of a division between east and west with two directors.

Action

NEC to review the idea of combining the east and west directors of branches and twigs into one director position in September after reviewing the relevant discussion in 2019 Q1, March minutes. [on hold until September]

22. Francophone one-day conference (Appendix I)

The role of Francophone affairs director has been dissolved, so Sandra Gravel to report to Breanne MacDonald and work with John Yip-Chuck on the conference budget.

The conference will be held on September 28, 2019, in Québec City.

Action

Breanne MacDonald, Sandra Gravel, Virginia St-Denis, and John Yip-Chuck to help develop a website for the Francophone conference.

Action

Sandra Gravel and Breanne MacDonald to work on coordinating and setting up registration for both the Francophone conference and the international conference in 2020.

Action

Breanne MacDonald and Sandra Gravel to discuss accommodation and travel discounts for the Francophone conference.

23. Action items (Appendix J)

Action

Virginia St-Denis to follow up with Jessica Riches to find out when From Contact to Contract will be available for purchase.

Action

Breanne MacDonald and Heather Buzila to work on a video to accompany the branch and twig toolkit.

Action

John Yip-Chuck to check the registration page for questions, including where the registering member heard about Editors Canada.

24. Membership fees for disadvantaged folks

Julia Cochrane presented a comparison from other groups (Appendix K).

The NEC discussed this issue with the following questions and concerns:

- Should it be run like the emeritus set of fees?
 - Changing emeritus status involves member vote.
 - It keeps people in the organization.
 - Should the organization have signed declarations for hardship and for emeritus?
 - Eighty members have emeritus status and pay half the regular fee. They do not have to have retired; they do have to be over 60 and have been a member for ten years.
 - Should the emeritus status be phased out?
- Should pregnancy be included in hardship?
- Or, should it just be for catastrophic events that dramatically affect the person's ability to earn a living?
- Or, if they can't work, they may not need member benefits, and thus wouldn't need membership?
- It's hard to develop a policy or procedure when things arise on such an individual case-by-case basis.
- If a policy or procedure isn't created, then the reduced fee won't be promoted, and the people in need won't know about it.

- Briefing notes are a quick blurb on what the issue is, what the background is, what the options are, pros and cons, and a proposal (two pages).

Action

Gael Spivak to write a briefing note on fees for a possible hardship category.

25. Grants and fundraising

In the past, the task of looking for grants has been haphazard. It needs to be an ongoing responsibility.

Could the treasurer role include looking at potential grants for Editors Canada?

Anne Louise Mahoney found 30 pages of potential grants on a Government of Canada website. Some people have experience in filling them out. There could be some for training office staff, or some for publications. People who already know that world can easily determine which grants would be good ones for Editors Canada to apply for.

GivingTuesday worked well; Editors Canada should do it again.

Action

Someone should develop and implement the communications for GivingTuesday.

Action

Gael Spivak to update the treasurer's responsibilities in the NEC Roles and Responsibilities document.

26. Editors Québec

Sylvie Collin presented the news from Editors Québec to the NEC.

- The positions on the executive have all been filled, they have new volunteers, and they are in better shape financially.
- Editors Québec has been running seminars in both English and French, in Montréal, and also outside of Montréal.
 - A member ran a three-part series on how to network. She chooses a networking event and sends out an ad; the members involved (three maximum) meet beforehand to discuss the basics, attend the activity, then meet to debrief afterward.
 - Some other activities have included a panel presentation (freelance, in-house, all different fields, scholarly and novels, publishers) and a group edit.
- The annual report included some figures from the past five years. It showed that there are few long-time members. Thus, a big issue is to retain members. Sylvie, unable to find volunteers, is trying to get out to classes to give presentations to students.

- The national office has some updated brochures available that may be helpful.
- Editors Québec has been organizing a dinner with wine after the AGM.
- There are companies that publish illustrative material (for example, graphic novels) in Montréal and Québec City.
- There needs to be a link to webinars from the French page of the website.
- Sylvie Collin pointed out that they are still using old email addresses that contain QAC.
- It is possible to have a new address, keep the old one and phase it out, but redirect to the new one.

Action

Heather Buzila to contact Michelle Ou about setting up a new email address so that Editors Québec can gradually stop using the email address from QAC.

Action

Breanne MacDonald to put a link to the webinars on the French page.

27. Nominations for 2018/19

The nominations committee has met and is working on gathering nominations.

Because several people left the NEC during the term, there are nine positions available. The following four people will remain to carry out the second year of their term:

- Berna Ozunal
- Heather Buzila
- Patricia MacDonald
- Virginia St-Denis

National positions are all filled. Committee chairs are mostly returning.

Committee chairs that still need to be found are awards and member services.

28. Trademarks

The NEC looked at the list of possible trademarks from last year and added several new possibilities: for the foundations test and *Edit Like a Pro* (Appendix L).

The fee is a one-time payment of \$450.

The NEC chose Professional Editorial Standards as the next term most needed to be trademarked.

Action

NEC to look at list of possible trademarks and decide whether to apply for one from the list. On hold until March 2020.

MOVED BY Berna Ozunal

SECONDED BY Julia Cochrane

that a trademark for the term 'Professional Editorial Standards' be applied for.

Carried

Action

John Yip-Chuck to apply for a trademark for the term 'Professional Editorial Standards.'

29. Other business

a. Connected Technologies

The office just received news that a global company has purchased Connected Technologies.

Action

John Yip-Chuck will monitor the change in ownership of Connected Technologies and report back to the NEC.

b. Motions

i. Q4 meeting minutes

MOVED BY Breanne MacDonald

SECONDED BY Julia Cochrane

that the Q4 meeting minutes be approved.

Carried

ii. motions arising from NEC email discussions

Please see Appendix M for the motions.

c. In-camera sessions

MOVED BY Greg Ioannou

SECONDED BY Julia Cochrane

that the meeting go in camera.

Carried

**MOVED BY Greg Ioannou
SECONDED BY Julia Cochrane**

that the meeting go out of camera.

Carried

d. Next meeting

The next meeting will be held online via Zoom on June 22, 2019.

30. Adjournment

**MOVED BY Anne Louise Mahoney
SECONDED BY Julia Cochrane**

that the meeting be adjourned.

Carried

Appendix A – Agenda

AGENDA / ORDRE DU JOUR

Editors' Association of Canada / Association canadienne des réviseurs
National executive council meeting (March 30 and 31, 2019: Q1)

Location: [Best Western Ville-Marie](#), 3407 Peel Street Montreal
Room: Mont Royal 1 (on the 20th floor)

1. Call to order and invitation to Tweet during the meeting: #EditorsNEC and #ReviseursCAN
2. Emergency info
3. Approval of agenda
4. Reminder about guidance docs
5. Branch staffing update
6. New business (re-thinking exercise)
7. Wrap up and next steps for the re-think
8. Meeting with Kingston twig
9. Meeting with Newfoundland and Labrador twig
10. Results of the francophone survey
11. IT issues
12. Budget update
13. Branches and twigs
14. Comms and marketing
15. Certification and standards
16. Webinars
17. Update on translators group
18. Conferences
19. Reports
20. Member retention, part 1
21. Member retention, part 2
22. Review of outstanding action items from previous meetings
23. Francophone conference
24. Grants and fundraising – next steps
25. Sylvie Collin, Chair, Editors Québec
26. Nominations for 2018/19 (NEC, committee chairs)
27. Empty spot (10 minutes if we need it)
28. Other business
29. Adjourn

Appendix B – Francophone Survey

Les francophones au sein de Réviseur Canada
Résultats et analyse du sondage effectué en novembre 2018

Le présent document offre un survol des réponses des participants au sondage sur les services offerts aux membres francophones de Réviseurs Canada. Il en propose aussi une brève analyse dont la version anglaise se trouve à la dernière page. Les questions 19 questions posées aux membres sont placées en annexe.

1. Les répondants (questions 1 à 5)

- 110 membres ont répondu à la question 1, mais 100 personnes et moins ont répondu aux 18 autres questions.
- Sur 99 répondants, 52 sont membres de la section Québec, 14 de la section Ottawa-Gatineau, 14 de la section de Toronto et 19 des autres sections du Canada (Calgary 3, Colombie-Britannique 6, Edmonton 1, Hamilton/Halton 1, Kitchener-Waterloo-Guelph 1, Nouvelle-Écosse 4, Saskatchewan 1, Terre-Neuve-et-Labrador 2).
- Ceci nous indique que 33 % des répondants sont membres de sections ou de ramifications qui sont gérées en anglais (c.-à-d., les communications locales sont exclusivement en anglais).

On peut alors présumer qu'ils existent des membres qui s'intéressent aux services en français et/ou bilingues hors des régions francophones.

- 55/100 répondants sont enregistrés comme membre étant francophones.
- 44/100 répondants identifiés comme étant anglophones, de ce nombre 36 travaillent parfois ou toujours en français.
- 8 ne travaillent jamais en français (4 de Toronto, 2 de Québec, 1 de Colombie-Britannique et 1 d'Edmonton)

2. Les services (questions 6 à 9)

En ordre d'importance, les raisons pour être devenu membre sont (les membres pouvaient faire plusieurs choix) :

1. Perfectionnement professionnel (87 répondants)
2. Accès à des offres d'emploi (53 répondants)
3. Réseautage avec des clients potentiels (52 répondants)
4. Réseautage avec des langagiers bilingues (français/anglais) (51 répondants)
5. Accès au Répertoire électronique des réviseurs (41 répondants)
6. Réseautage avec des langagiers francophones (35 répondants)
7. Réductions (17 répondants)
8. Prestige/crédibilité/engagement (4 répondants)
9. Trouver de l'emploi (2 répondants)
10. Programme d'agrément (2 répondants)

- 73 répondants sur 97 sont satisfaits de ce qu'ils retirent de Réviseurs Canada

3. Gestion des affaires francophones (questions 10 et 11)

- Gestion au sein du CAN, sur 92 répondants :
 - 46 (40 francophones et 6 anglophones) préfèrent qu'un poste soit attribué aux affaires francophones ;
 - 39 (13 francophones et 33 anglophones) n'ont aucune préférence;
 - 7 préfèrent qu'un poste de directeur intègre les affaires francophones à ses autres responsabilités.

Pour les répondants, il y a de toute évidence une division quant à la pertinence du poste de directeur des affaires francophones.

- Gestion au niveau du comité, sur 93 répondants :
 - 45 (25 francophones et 20 anglophones) préfèrent avoir un représentant francophone au sein de chaque comité;
 - 32 (14 francophones, 17 anglophones et 1 qui ne s'est pas identifié) n'ont pas de préférence;
 - 16 seulement (14 francophones et 2 anglophones) préfèrent garder le comité des AF.

Si l'on cherche à mieux intégrer le bilinguisme à l'échelle de l'association, il me semble que nous ayons une bonne occasion en intégrant des membres francophones au sein de comités nationaux qui concernent tous les membres. Cela

4. Congrès (questions 12 à 16)

- 55/93 n'ont jamais assisté à un congrès de Réviseurs Canada.
- 86/93 ne sont pas affectés par l'offre d'interprétation simultanée dans leur décision d'assister ou non au congrès.
- 72/93 sont affectés par le choix de la ville hôte dans leur décision de participer.
- 21/93 seulement ont assisté à un autre congrès langagier dans les cinq dernières années.
- Il n'y a pas de « favori » parmi ces congrès. C'est vraiment mixte (CLEF, OTTIAQ, ATIO, ISC/SCI, ATA, Jeux de traduction, AILIA, ACES, Association canadienne de linguistique).

Toutes les données par rapport aux congrès ont été envoyées à la secrétaire du CAN.

5. Bénévolat (questions 17 à 19)

- 45/92 répondants ont fait du bénévolat pour l'association (dont 25 francophones).
- 42/54 ont vécu une expérience satisfaisante.
- 44/86 répondants ont indiqué qu'ils songent à faire du bénévolat dans le futur.

L'information détaillée concernant les personnes qui ont exprimé un désir de s'impliquer dans l'association sera importante à conserver et nous fournit un bassin de bénévoles potentiels.

Analyse

Les répondants semblent satisfaits de ce qu'ils retirent de Réviseurs Canada. Le moment semble opportun pour revoir la gestion des affaires francophones au sein de Réviseurs Canada. La gestion en

silos qui est en place depuis des années a montré ses limites et les membres n'ont pas exprimé un fort désir de maintenir la structure actuelle.

Actions possibles :

- Pour mieux intégrer la francophonie parmi tous les comités nationaux, la présidente du comité des affaires francophones devrait joindre les comités suivants, et discuter de leurs travaux et du rôle qu'un membre francophone (bilingue) pourrait jouer sur leur comité :
 - Gestion des bénévoles
 - Communications et marketing
 - L'hebdomadaire des réviseurs
 - Groupe de travail sur le mentorat
 - Perfectionnement professionnel
 - Prix
 - Publications
 - Relations avec les étudiants
 - Revue nationale
 - Services aux membres
- La présidente du comité des affaires francophones devrait joindre tous les membres qui ont indiqué leur intérêt à faire du bénévolat avec l'association.
- La présidente du comité des affaires francophones devrait rédiger un sommaire du sondage qui pourrait être communiqué aux membres, soit dans un des bulletins électroniques ou sur Facebook (ou les deux).
- L'avenir du poste de direction des affaires francophones devrait être discuté au CAN.
- Ce rapport et toutes les données du sondage devraient être archivés pour que les membres du CAN (actuels et futures) puissent les consulter au besoin.

English Summary

In general, the respondents have expressed satisfaction toward the association and they mainly joined for professional development.

Out of 100 respondents, a third (33.33%) are from branches and twigs outside of Quebec and Ottawa-Gatineau, and 44% of respondents (44) did not identify themselves as being registered as francophone. Among those 44 respondents, 36 work sometimes or always in French. As such, there is a population for francophone services outside of francophone regions and beyond francophone members.

The management of the francophone affairs was also submitted to the members. The respondents don't agree about the necessity to have a director or a committee dedicated to francophone affairs. This might provide a good opportunity to rethink the way Editors Canada manage the francophone aspect of its organization. The committee chair and director of francophone affairs both agree that the current organizational setup is not effective. It has been difficult to recruit for these roles. There is widespread support for eliminating the francophone affairs committee and better integrating francophones within each committee.

From a practical perspective, only bilingual francophones would be able to volunteer at the committee level, and there would need to be an understanding that most of the work would happen in English.

However, of the 53 respondents registered as francophone, 36 (or 67.92%) work sometimes or always in English, so these francophone members clearly have the ability to function on a committee with anglophone members.

We must, however, also acknowledge that we have francophone members who won't be able to work effectively on primarily anglophone committees. They should have opportunities to volunteer at the branch level, in either Quebec or Ottawa-Gatineau.

The trade-off would be a truly bilingual association where the perspective of francophone members is heard at every step of every project.

Even though there is not necessarily widespread support for this, we need to review the role of the director of francophone affairs. This will form part of the NEC discussion of this report.

Suggested Action Items:

- To help integrate francophones in the various national committees, the chair of the francophone affairs committee should contact the following committee chairs and discuss their current projects and the role a (bilingual) francophone member could play on their committee
 - Volunteer Management
 - Communications and Marketing
 - The Editors' Weekly
 - Mentorship Task Force
 - Training and Development
 - Awards
 - Publications
 - Student Relations
 - National Magazine
 - Member Services Committee
- The chair of the francophone affairs committee should contact all members who indicated they might be interested in volunteering for the association.
- The chair of the francophone affairs committee should draft a short report about the survey results that can be sent to members, either in an e-news update or on Facebook (or both).
- The director of francophone affairs should discuss the future of that role and the the management of francophone affairs with the NEC.
- This report and all data related to the survey should be archived so that NEC members (current and future) can consult this information as needed.

Rapport préparé par :

Nancy Foran, présidente du comité des affaires francophones

Sandra Gravel, directrice des affaires francophones

18 mars 2019

Annexe 1

Questions du sondage : Les francophones au sein de Réviseurs Canada

1. Est-ce que vous lisez, écrivez ou parlez en français?
2. De quelle section ou ramification faites-vous partie?
3. Êtes-vous inscrit ou inscrite comme membre francophone au sein de Réviseurs Canada?
4. Travaillez-vous en français?
5. Travaillez-vous en anglais?
6. Pourquoi êtes-vous devenu membre de Réviseurs Canada?
7. Quel avantage de votre adhésion à Réviseurs Canada est le plus important pour vous?
8. Retirez-vous ce que vous attendiez de votre adhésion à Réviseurs Canada?
9. Si non, que souhaitez-vous retirer de votre adhésion?
10. Selon vous, est-ce que le comité des affaires francophones devrait continuer à relever d'un membre du CAN responsable exclusivement des affaires francophones ou devrait-il plutôt relever d'un membre du CAN qui gère différents dossiers, dont celui des affaires francophones?
11. À propos de la représentation des membres francophones au sein de Réviseurs Canada, est-ce que le comité des affaires francophones devrait gérer tout ce qui concerne les membres francophones ou est-ce que les membres francophones devraient plutôt être représentés au sein de chaque comité de Réviseurs Canada?
12. Avez-vous déjà assisté à un congrès de Réviseurs Canada?
13. Est-ce que l'offre d'interprétation simultanée affecte votre décision d'assister à un congrès de Réviseurs Canada?
14. Est-ce que la ville où le congrès a lieu influence votre décision d'y assister?
15. Avez-vous assisté à un autre congrès langagier (autre que Réviseurs Canada) depuis les cinq dernières années?
16. Si oui, de quelle organisation était ce congrès?
17. Avez-vous déjà fait du bénévolat pour Réviseurs Canada?
18. Est-ce que l'expérience a été satisfaisante?
19. Songez-vous à faire du bénévolat pour Réviseurs Canada maintenant ou dans le futur?

Appendix C – Francophone Affairs Management

Here are some of my thoughts about the management of the Francophone Affairs based on the recent francophone services survey and on my own observations.

What is the real purpose of having a Francophone Affairs Director position or a Francophone Affairs Committee today? To help the Association be bilingual or to offer services and support to francophone members? Is really by having a NEC member and a committee dedicated to Francophone Affairs the best way to answer these two needs?

1. The Francophone Survey's Results

One hundred members took the survey. Only 55 of them identified themselves as francophones. The survey showed that 46/92 respondents want to have a NEC member responsible for Francophone Affairs, 7 say the francophone affairs should be dealt by a NEC member that has other responsibilities while 39 don't care about one way or the other.

Most interesting, at the question, how the francophone members should be represented in Editors Canada, 45/93 respondents said by having a francophone member in each committee, 16 said by the Francophone Affairs Committee, and 32 had no preference.

2. The language issue

In order to play a meaningful role as an administrator of the association, a board member needs to have the capacity to fully understand the context, the language, the rules and the issues that the organization is dealing with. Every board member is equally responsible for the decisions the board is taking.

The Francophone Affairs Director, as a francophone, has to play his or her role in a language that is not his mother language. For years, this position has been hard to fill because of that issue. Sometimes by a francophone who worked so hard on all the association issues that didn't have much time to work on the Francophone issues or projects, and sometimes by a bilingual Anglophone that was not from a francophone culture. About the same can be said on the Francophone Affairs Committee Chair.

3. The Main NEC Conversations

Most of the issues NEC is dealing with don't concern francophone members. As exemple: ELAP, HLM, Certification pause, PES, AGM incident, CMOS, Publications, Canadian English Style, etc.

4. Conclusion

A bilingual organization needs to be bilingual everywhere, horizontally. One chair cannot make it bilingual. I propose the following:

Transform the Francophone Affairs Director and Committee Chair into one Counsellor position that would not be a voting NEC member. The mandate of that position would be to hold a French One-Day Conference every two years and help recruit francophone members for the national committees that concern all members.

The Francophone Services Survey Report, prepared by Nancy Foran and I, presents some action items that could help the NEC members to determine the next steps.

Sandra Gravel
Director of Francophones Affairs

Appendix D – ODE and Other Website Fixes

- #44 Random search results for ODE
 - the randomized search results of people in our Online Directory of Editors seems to be re-randomizing every page result and thus the same person appears more than once in a search. Can you please fix this so once a person shows up on one page of the search result, they do not show up on later pages in the same search
 - COMPLETED February 8, 2019
- #50 Certification information
 - Members aren't able to update their certification information in their ODE listing
 - See my profile: <https://www.editors.ca/directory/tania-cheffins> -- my certification "badges" are listed on the right-hand side. Apparently members have been unable to update/add these badges since 2017. There should be six options: Certified Copy Editor; Certified Professional Editor (CPE); Certified Proofreader; Certified Structural Editor; Certified Stylistic Editor; and Certified Structural and Stylistic Editor, along with years from 2006-2018.
- #23 Return to search button
 - When doing a general search, if someone clicks on a member profile, it would be good to have a "return to search results" function/button. Currently hitting the back button on the browser takes you back to the blank search field and you need to re-enter your same search each time
 - COMPLETED February 6, 2019; can now use back and forward browser buttons--no "return to search" button needed
- #37 Geolocation bug
 - in the ODE if you try searching for an editor by location, you get every single entry . . . giving us locations from all over Canada.
 - COMPLETED February 6, 2019
- Statistics button not there
 - The old ODE had a statistics feature that allowed the ODE owner to see what sort of information people were looking for who viewed their ODE entries
- Long-term: dropdown menus are out of date.
 - From a member: "Yes, I could type my specialty areas into the profile box — and I did. However, I do think some of these niche areas could be in the pulldown list — and updated as terms change and evolve. [Speaking of changes to language, I also noticed that "Aboriginal, people" is on the pulldown list; "Indigenous, people" is not.]"
- Add "Accounting" to the Subjects dropdown menu

Web site to do's (only high priorities listed below, other on hold)

- #55 One of our new members, can't be found through the ODE search function very easily. I was able to find her by searching by Ottawa, but even typing in "firstname" or "lastname" doesn't show her.
 - Moved up to number 2 on the priority list
- #49 Error creating calendar events
 - Moved up to number 3 on the priority list
- Eight other lower priority items in the queue

Appendix E – Membership Benefits (\$)

For \$281 a year, members get:

Benefits with clear financial value

- Conference discount (a \$200 value for the two-day conference)
- Francophone conference discount (to be determined)
- Certification discount (a \$200 value)
- Free access to Chicago Manual of Style Online (a \$39 value)
- PerfectIt discount (a \$21 value)
- Webinar discounts (a \$12.50 value for each one-hour session)

Possible total of more than \$472.50.

Benefits with non-financial value

- Local branch and twig seminar discounts (vary based on branch and twig)
- Free networking opportunities at local events; Facebook pages for members only, student affiliates and in-house editors Facebook; and email listserv
- Free editors.ca email addresses and dedicated helpdesk support
- Members-only free access to the national job board
- Members-only access to the Online Directory of Editors (for an extra cost)
- Plus, an Editors Canada membership includes member rates and discounts with partner organizations, such as
 - Association of Registered Graphic Designers (RGD)
 - BookNet Canada Tech Forum & ebookcraft
 - Canadian Translators, Terminologists and Interpreters Council (including all its member associations)
 - copyrightlaws.com
 - Editorial Freelancers Association (US)
 - Institute of Professional Editors Limited (Australia)
 - The Society for Editing (ACES) (US)
 - Society for Editors and Proofreaders Ltd (UK)

Appendix F – Editors Canada Membership Survey: Making the Survey Manageable

Membership surveys are valuable sources of information about members and member feedback that can be used both to shape strategic goals and actions and to measure how well the organization is meeting its goals. When used for the latter purposes, it is important to collect and analyze data on a regular basis so the information is available in a timely manner.

The membership survey has been administered roughly every 3–4 years since the mid-2000s. In an effort to be comprehensive and capture as much information as possible, the survey has typically been quite lengthy (60+ questions). Although the number, structure, and content of the questions have been periodically revised (1) to ensure the questions are relevant to current issues and (2) to make it easier for participants to complete the survey, the most recent iteration of the survey (administered in 2016) was still comprised of 60 questions—albeit, with numerous skip-patterns built in and most questions structured as closed-ended questions (single-choice, multiple response, and rating scales). Given the size of the survey and the structure of the questions, the processes of organizing¹, analyzing, and reporting the data are both time- and labour-intensive. Consequently, it often takes months (on a part-time, volunteer labour basis) to complete the process and the information is not always available or accessible on a “just-in-time” basis. The magnitude of the project has also made it difficult to conduct on a biennial or annual basis.

In order to improve the manageability of the project (including providing valuable feedback for strategic planning and outcomes-tracking purposes on a more timely basis), the Communications Director and I propose that the membership survey should be broken into four smaller, annual, surveys each covering one or two major strategic areas and rotated over a four-year cycle. Each survey would include a section of demographic questions and 10–15 questions designed to collect feedback on areas such as member satisfaction with services and programs, member engagement with the organization, volunteer activities, and training and education. A four-year cycle could be reduced to a three-year cycle if the questions pertaining to volunteers were to be administered as a separate survey to members who have already been identified as volunteers by the Volunteer Services committee. We are also proposing that new membership and renewal forms include a field to capture whether members work on a freelance and basis and only ask these members to complete a separate survey on issues specifically related to freelance work-related topics².

¹When raw data are downloaded from an online survey platform to either a spreadsheet (e.g., Excel), or statistics (e.g., SPSS) application, each column must be labeled and the values must be defined before the data can be analyzed. Because the survey contains a number of multiple response items and rating scale questions with multiple items, as well as several open-ended questions, 60 questions produced 289 columns of data (in addition to columns for survey ID numbers and IPS addresses that are used to help identify and delete duplicate responses from the same participant). Although Survey Monkey does allow users to produce summary reports and charts, the output is often “clunky” in its appearance and formatting and does not always import smoothly into Word documents: typically, tables and charts require additional editing and formatting, which is an additional layer of labour-intensive work.

²If this is not feasible, a viable alternative might be to ask survey participants who identify themselves as engaging in freelance work whether they would be willing to participate in a separate survey and, if yes, provide a contact email. (However, this option then poses a challenge to maintaining the anonymity of survey participants.)

The revised surveys, each focusing on one major area and to be administered on an annual basis, would be structured as set out below and contain approximately questions:

All surveys:

Include a section on basic demographic info (7 questions):

- Age group
- Primary residence by province (Note: because we have no way of linking survey responses to the membership database, we need to keep this question.)
- Residence by urban/suburban/rural location
- Primary language community (Anglophone/Francophone/English-French Bilingual/Other)
- Membership type (Note: because we have no way of linking survey responses to the membership database, we need to keep this question.)
- Length of time participant has belonged to Editors Canada
- Branch/twig

Year 1 Work and Training (11 questions plus 7 demographic questions)

- Highest level of education attained
- Professional training taken since completing formal education
- Years of editing-related experience
- Skill sets used
- Employment status, previous year (If response is “unemployed” or “retired,” add skip pattern to bypass all nonrelevant subsequent questions)
- If freelance, willing to participate in additional survey?
- Sector worked in [response categories for this question to be simplified to public sector (i.e., government), education, not-for-profit, private sector—publishing industry, private sector—corporate, private sector—other]
- Type of publications worked on (categories to be simplified and reduced)
- Average weekly billable hours for freelance editors
- Number of hours per week worked by paid employees
- Pretax income range for previous year

Suggested revisions:

Ask on membership form if members work on freelance basis (either full or part time), or if self-identify on survey as freelancer, ask if willing to do follow up survey specifically on freelance-related issues

Delete section of questions on specific freelance questions (see previous point)

Note: Should we add a question about challenges in work life (attaining work-life balance, dealing with non-paying clients, workplace issues)?

Year 2 Benefits of Membership (Change to Satisfaction with member benefits/services and the organization's engagement with members) (9-10 questions plus 7 demographic questions)

- How respondents first learned about Editors Canada
- Proximity to branch/twig functions (events)
- Expectations of membership met
- Value of belonging to a national professional organization (We need to clarify what we mean by "value" Do we mean members feel they're getting good financial value for the membership fees? Do they value a sense of community that comes from belonging to the organization? A sense of increased professionalism? Access to the resources and services?)
- Branch/twig provides full (monetary?) value of belonging to Editors Canada
- Satisfaction with member services/programs/benefits* (*See suggested revisions to section, below)
- Satisfaction with communications-related services/platforms provided through Editors Canada*
- What did members most value about Editors Canada functions (seminars, branch meetings, annual conference, social events)*
- Satisfaction with EC re timely communication and acting on feedback*
- Open-ended feedback/comments

Suggested revisions:

Questions on # years membership, branch/twig deleted b/c moved to demographic info

*Change question on extent to which value various member benefits services to *satisfaction* with services/benefits (I've discussed this with Sarah Promislow)

*Move satisfaction rating scale for communications-related services to a separate question

Keep question about what members most valued (or were most satisfied with) at various Editors Canada events

Questions re attendance at events (and reasons why not able to attend) moved to survey on Member engagement with organization (Year 3)

*Satisfaction with EC re timely communication and acting on feedback (moved from Year 3)

Add open-ended question re feedback/comments

Year 3 Member Engagement with Editors Canada (10 questions plus 7 demographic questions)

- Members' attendance at events in previous year
- Reasons for not being able to attend events
- Participation in actions such as developing/leading web seminar, contributing to blog, etc (**New question**)
- Satisfaction with support received from organization re facilitating engagement (e.g., developing & delivering a webinar, submitting a post for the blog or Active Voice) (**New question**)
- Challenges/Obstacles to increased participation in events/programs/opportunities (**New question**)
- Communications platforms used to engage with other members
- Volunteered in previous year?
- Interested in volunteering this year or next year? (If yes, collect contact info and forward to Volunteer Director)

- If no, obstacles to volunteering (**New question**)
- Open-ended question re comments/feedback

Year 4 Volunteer Activities (Could be administered as separate survey to members identified as volunteers in previous year) (6 questions plus 7 demographic questions)

- Type of volunteer activities participated in
- Hours per month spent on activities
- Reasons for volunteering
- Satisfaction with volunteering experience
- Continued interest in volunteering with EC
- Open-ended question re feedback/general comments

Freelance Editing Survey (11 questions plus 7 demographic questions)

- Full-time/part-time freelance work
- Years of editing experience*
- Skill sets used in work*
- Fee structure (e.g., by project or client, type of work, contract-basis, etc)
- Hourly rate charged by type of work
- Hourly rate charged by sector
- Extra fee for rush jobs
- How rush fee is charged (percentage, dollar amount, other)
- Time spent on billable hours per week*
- Proportion of self-employed work spent on editing-related projects
- Pre-tax income range*

*As there may not be any way of linking data from Year 1 Survey participants who agree to also complete a survey on freelance work questions, these questions would have to be duplicated.

Appendix G – NEC task force brief

NEC task force name	Testing platform for the foundations test
NEC task force supervisor	Foundations Skills Testing Committee
Task force leader	
Task force members	Potential members: Carolyn Brown, Tim Green, James Harbeck, Aaron Dalton
Possible other contributors	
Date struck	
Deadline	

Objective

State the intended result	To suggest a suitable online testing platform for the foundational skills test being developed by Editors Canada.
Summarize the project	<ol style="list-style-type: none"> 1. Research potential online testing platforms that meet the following requirements: <ul style="list-style-type: none"> • Can provide an online test of a large number of multiple-choice questions (MCQs) to candidates writing from home • Can randomly select questions from a larger question bank, preferably within categories (e.g., 10 questions from section A, 10 questions from section B, etc.) • Can provide instant feedback to candidates on their performance • Can generate and email a pass/fail letter with comments about performance to candidates <ul style="list-style-type: none"> • Has low ongoing costs to use 2. Recommend one testing platform to be used for the test, including associated costs <p style="text-align: center;">Potential platforms already identified:</p> <ul style="list-style-type: none"> • PublishXI (ED and the Director of publications have already been in touch with them about other projects) <ul style="list-style-type: none"> • Touchstone • Moodle (used by Athabasca U) • Exam View (used by Nelson) • SmartServe (used in Ontario for ppl working in the alcohol service industry)

<p>Strategic priorities from 2017-2021 plan</p>	<p>Represent Canada’s Editors—Become the authority on editing: certification, standards, training. Bilingual and Diverse—Broaden appeal to all types of editors. Innovative and Agile—Try new things; don’t be afraid to fail. Come up with new courses, training, webinars. Membership: Increased and Engaged—Engaged members.</p>
<p>Project Plan</p>	
<p>Deliverable</p>	
<p>Describe the expected deliverable (a report, research, recruitment, etc.)</p>	<p>A short report outlining the testing platforms researched, including the pros/cons of the different platforms; a recommendation for the most suitable online testing platform; and the costs associated with the recommended platform.</p>
<p>People</p>	
<p>Office staff</p>	
<p>NEC members</p>	<p>Director of professional standards; Director of publications (for info about Publish XI)</p>
<p>Related committees</p>	<p>Foundational Skills Testing Committee; Certification Steering Committee</p>
<p>Other volunteer requirements</p>	<p>n/a</p>
<p>Describe ongoing involvement</p>	<p>None, unless any of the task force members are interested in joining the foundations committee</p>
<p>Time and work required</p>	
<p>Budget</p>	
<p>Indicate if budget has been allotted</p>	<p>No budget for task force’s work.</p>
<p>Estimate expenses required</p>	<p>Nil</p>
<p>Estimate expected revenues</p>	<p>Nil</p>
<p>Estimate on-going financial impact</p>	<p>None</p>

Wrap-Up

<p>Summarize the project results</p>	
<p>Was the intended result achieved?</p>	
<p>Was deliverable presented?</p>	

Appendix H – Summary of Requests

President

- none at this time

Student Relations Committee

- none at this time

40th Anniversary Task Force

- none at this time

Vice President

- none at this time

Awards Committee

- none at this time

Past President

- Please help recruit members who would be a good fit on the NEC (encouraging people you know and respect to put their name forward makes a big difference).

Secretary

- none at this time

Conference Committee

- none at this time

Communications

- What is the process for confirming Janine Harker's self-nomination for the Communications and Marketing Committee chair?

Communications and Marketing Committee

- none at this time

Director, East and West

- none at this time

Editors Barrie

- Are we allowed to ask meeting participants how they heard about us? Is this a privacy issue?
- Is there further information available on the transitional costs from Student Affiliate to standard membership costs?

Editors Hamilton-Halton

- To consider including the listing on Editors Canada in our subscription fee. It would be a gesture that makes us feel like there are immediate benefits for joining (when I first joined, I thought the listing was automatically included). As well, several of those in our group are just starting out & do not have much spending power – even though they're the one who stand to benefit the most. Any thoughts on this from you all would be appreciated.

Editors Kingston

- Thanks for the Branch/Twig Toolkit! Suggestion: make a brief orientation to it a topic for the next twig phone call. (It got bumped in February.)
- Since twigs report twice a year now rather than once per quarter, we've amended heading 5 above to reflect that. Please update the templates.
- Heather Buzila has been a very helpful regional director, always quick to answer questions and facilitate the flow of information between the twig and the NEC.

Editors Kitchener-Waterloo-Guelph

- none at this time

Editors Ottawa-Gatineau

- none at this time

Editors NL

- None at this time
- We are scheduled to speak with executive council at the meeting

Editors Nova Scotia

- none at this time

Réviseurs Québec

- sent to regional director

Editors Toronto

- We as a branch/an executive would find regular (quarterly) updates of Editors Canada's webinar revenue very helpful, given our current financial situation.

Editors British Columbia

- none at this time

Editors Calgary

- Support the transition of the new twig coordinators.
- Nothing out of the ordinary – support from national executive/admin & Heather has been much appreciated.

Editors Edmonton

- What are our obligations for communicating twig finances to our members?
- Is there a breakdown of how member fees are distributed for operations that we could share with our members?

Editors Manitoba

- Any suggested topics for presentations/workshops for practiced/seasoned editors?
- Our twig is quite small. As the AGM has to include three members, what happens if the twig doesn't succeed in reaching three elected members?

Editors Saskatchewan

- none at this time

Francophone Affairs

- none at this time

Francophone Affairs Committee

- none at this time

Publications

- no report submitted

Publications Committee

- We need to determine distribution method in consultation with the National Office (and any help NEC can offer). We recognize that the office staff is hugely overburdened and does not have much time to devote to this task. But since it'll be the office selling these, some input is needed. We're happy to work on whatever method and schedule makes their lives easiest. (One reason we need to consult is to try to make sure its distribution puts as little burden on the office as possible.) We will work through Gael.
- We'll also need to consult about any use of the new copy-editing exercise with whoever is doing marketing for the current books (office? or marketing committee? or certification committee?), esp. around certification registration.

Standards

- I'd very much appreciate help with finding members (and a chair) for the Foundations committee.

Certification Steering Committee

- Nothing specific, but we look forward to fruitful discussions with the NEC during our rethink.

Comité Agrément/Principes

- no report submitted

Training and Development

- Nominate a webinar host for volunteer of the month

Training and Development Committee

- no report submitted

Mentorship Program Committee

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

Volunteer Relations

- Help with recruiting francophone volunteers. Suggestions are welcome!

Member Services Committee

- none at this time

Volunteer Management Committee

- none at this time

Member Insurance Task Force

- The task force requests a due date for Phase 2 work.

Executive Director

- none at this time

Appendix I – Language Professional Conference

FOLLOW THE CHANGES : A PROFESSION IN TUNE WITH ITS TIME

Editors Canada, in collaboration with Editors Québec and the Société québécoise de la rédaction professionnelle, will held a one-day conference for the francophone language professional community of Canada, mainly composed of freelancers.

1. Objectives

- Help professional to value their role toward employers and clients.
- Offer activities and workshops for career development.

2. Target audience

The organization committee is targeting between 100 and 150 participants.

- Editors Canada members
- Members of the Société québécoise de la rédaction professionnelle
- Members of l'Ordre des terminologues, traducteurs et interprètes du Québec
- Communication professional, writers, editors, authors, linguists, translators
- Students in literature, languages, translation, writing, editing and communication

3. Organizing Committee

- Sandra Gravel (Chair), Francophones Affairs Director, Editors Canada
- Sylvie Collin, Editors Québec Chair;
- Anne Fonteneau, Agrément/Principes Committee Chair, Editors Canada, Teacher at Laval University
- Marie-Noël, Chair of la Société québécoise de la rédaction professionnelle

4. Program

8 h	Registration
9 h	Opening Remarks
9 h 10	Panel : Given the digital era, is writing proper French still necessary? <ul style="list-style-type: none">- Robert Vézina, Office québécois de la langue française- Dominique Bohbot, Université de Montréal- Anne-Marie Beaudoin-Léger, Author, <i>La langue rapaillée</i>- Paul Morisset, Author, <i>Le Morisset</i>
10 h	Workshops 1, 2 et 3 <ul style="list-style-type: none">- Digital Marketing- Clarifying mandates- Strategic Writing
11 h 15	Networking break
11 h 45	Anne's Dictation

- 12 h 30 Networking Lunch
- 13 h 30 Workshops 4, 5 et 6
- Collaboration as a career opportunity
 - LinkedIn advanced
 - Writing and Editing in the digital era
- 14 h 45 Networking break
- 15 h 15 Stage Play *Ouvre ta boîte!* from Communication futée
- 16 h 30 Closing remarks
- 16 h 45 Cocktail
- 18 h End of the conference

Appendix J – Action Items

Action Items, Past Meetings

	Action Item	Person (s) Responsible	Status
1.	Berna Ozunal and Greg Ioannou to discuss the Canada Council grants available to develop webinars	Berna Ozunal Greg Ioannou	in progress
2.	Sandra Gravel to try to find other people to do webinars in French.	Sandra Gravel	in progress
3.	Tania Cheffins to bring the figures needed for the foundational skills testing committee in the 2019 budget to John Yip-Chuck.	Tania Cheffins	in progress (no committee yet to get the detail needed for actual figures)
4.	Tania Cheffins to help the foundational skills testing committee to find volunteers.	Tania Cheffins	in progress
5.	Heather Buzila to include AGM agenda items for twigs into the next toolkit.	Heather Buzila	in progress
6.	Heather Buzila to include a permissions form in the toolkit to enable twigs and branches to stream and record events.	Heather Buzila	in progress
7.	<p>Berna Ozunal to deal with mentorship issues as follows:</p> <ul style="list-style-type: none"> ▪ change the communications (that is, separate call for mentees from call for mentors) ▪ clarify the requirements for mentees consistent (members/student affiliates) ▪ find proposal from Carolyn Brown, examine it to see if changes necessary, and if so, bring a recommendation for changes to the NEC for review 	Berna Ozunal	in progress
8.	Berna Ozunal to contact Greg Ioannou about finding someone to create a free webinar about the chapbook <i>From Contact to Contract</i> .	Berna Ozunal Greg Ioannou	in progress

	Action Item	Person (s) Responsible	Status
9.	Heather Buzila to contact Mark Grill about new data from Québec on list of institutions to do presentations.	Heather Buzila	in progress no response from Mark, and I haven't seen the new institutional relationship tracking sheet yet to see if he included them
10.	Heather Buzila to develop a handover document to add to the toolkit.	Heather Buzila	in progress (Heather: talk to Gael about this as her branch used to do this.)
11.	Greg Ioannou to follow up with Paula Chiarcos on status of <i>From Contact to Contract</i> .	Gael Spivak Greg Ioannou	in progress
12.	Sandra Gravel to translate the templates for the quarterly reports and the cover email and send to Breanne MacDonald for use each quarter.	Sandra Gravel	in progress Breanne MacDonald to send to translation group. Done for Q4, will need to do for Q3 planning in summer.
13.	Heather Buzila to connect with Sara C., communicate information to other branches concerning paid employees versus contractors, and to report back to the NEC.	Heather Buzila	in progress Decision is back from CRA; John is meet with them.
14.	Heather Buzila to approach Editors Saskatchewan to see whether they would like to become a twig instead of a branch, and if they agree, help the process to happen. CHANGED	Heather Buzila Anne Louise Mahoney	in progress no response from Editors Saskatchewan Anne Louise Mahoney to try to contact them.
15.	Virginia St-Denis and Berna Ozunal to create a marketing and communications plan for the Contact to Contract chapbook, possibly including a webinar.	Virginia St-Denis	in progress Jessica Riches is drafting MarComm strategy.

	Action Item	Person (s) Responsible	Status
16.	Heather Buzila to work with Margaret Shaw to develop a small video about the toolkit for new branch and twig coordinators.	Heather Buzila	in progress Margaret Shaw had to decline due to personal reasons; no luck yet finding someone else to do the video; I (Heather) may record the video myself to get it done.
17.	Patricia MacDonald to add the mandates of committees to the website page on committees.	Patricia MacDonald	in progress
18.	Berna Ozunal to talk with John Yip-Chuck about signatures (for contracts with webinar presenters), series discounts, and payment methods.	Berna Ozunal	in progress exploring Docusign
19.	John Yip-Chuck to get the email tags back on the bottom of the email list automatically.	John Yip-Chuck	in progress will add to the FUSE task list
20.	Berna Ozunal will continue working on a certificate for volunteers. And, will change the name of it (as it conflicted with the national volunteer award).	Berna Ozunal	in progress
21.	Berna Ozunal to help the training and development committee get the surveys set up to summarize data for individual webinar evaluations rather than combined with all the other surveys.	Berna Ozunal	in progress Summaries have been provided for past six months or so, surveys still need to be revisited.
22.	John Yip-Chuck to direct the office to look at Editors Québec's request for more specific information about where new members hear about Editors Québec/Editors Canada. Editors Québec is focusing its marketing efforts on specific targets and would like to know which ones are effective.	John Yip-Chuck	in progress

	Action Item	Person (s) Responsible	Status
23.	John Yip-Chuck to follow up with Editors Canada's involvement in the Frankfurt Book Fair and report back to the NEC.	John Yip-Chuck and Virginia St-Denis	in progress Frankfurt Book Fair in 2020) will host a series of webinars starting in late 2018/early 2019 to provide information on opportunities available to members of the industry to participate in Frankfurt 2020
24.	Patricia MacDonald-ask the-task force to get information about how/what/when/why to find insurance (errors and omissions and home-based business). CHANGED to task force	Patricia MacDonald	in progress
25.	John Yip-Chuck to look into the feasibility of creating a directory of trainers and report back to the NEC.	John Yip-Chuck	Need to sort out Member365 issues first or find a new system.
26.	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	Need to sort out Member365 issues first or find a new system.
27.	John Yip-Chuck to direct the national office to let branch and twig administrators know about lapsed members.	John Yip-Chuck	on hold Need to sort out Member365 issues first or find a new system.
28.	John Yip-Chuck to organize two of the meetings from the 2019–2020 budget in Toronto.	John Yip-Chuck	John starts organizing the next meetings

Action Items, On Hold

	Action Item	Person (s) Responsible	Status
29.	Breanne MacDonald to get ideas for Francophone partners for the international conference in 2020 from Sandra Gravel	Breanne MacDonald Sandra Gravel	on hold until planning occurs for Conference 2020
30.	Breanne MacDonald to add line about “or join now and get member pricing” (to conference registration).	Breanne MacDonald	on hold Didn't happen for this year, but we can do it for 2020.

	Action Item	Person (s) Responsible	Status
31.	Breanne and Patricia to talk about the 'Ask an Expert' idea, develop it, and bring it back to NEC.	Breanne Patricia	on hold
32.	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
33.	John Yip-Chuck to look into the possibility of partnering with a French dictionary.	John Yip-Chuck	on hold until English dictionary is published/launched
34.	Patricia MacDonald and John Yip-Chuck to talk about the volunteer directory.	Patricia MacDonald John Yip-Chuck	on hold
35.	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	on hold There is a great deal of manual work that must be done by an admin (me or Caitlin) behind the scenes of the website before it can be tested and launched. I have not prioritized this. – Michelle
36.	John Yip-Chuck to investigate the possibility of a mini-conference put on by branches and twigs, supported by national office.	John Yip-Chuck	on hold Not sure when I can get to this. JY
37.	Gael Spivak to develop an FAQ page for members that will go on the web site to alleviate office staff time spent on answering commonly asked questions.	Gael Spivak	on hold Waiting for info from staff (I asked them in March)
38.	John Yip-Chuck to have ongoing conversations with Editors Nova Scotia about who will be responsible for event registration.	John Yip-Chuck	on hold until next event
39.	NEC to review each year the list of possible trademarks to apply for.	NEC	on hold until March, 2020
40.	Gael Spivak and John Yip-Chuck to work on a governance poster to show incoming branch and twig coordinators what their responsibilities are and how communications work among various parts of the organization (on hold until more time).	Gael Spivak John Yip-Chuck	on hold John Y started but put on hold by other crises; will pick it up again later in the summer early fall

	Action Item	Person (s) Responsible	Status
41.	John Yip-Chuck to discuss the status of the Editors Nova Scotia non-members mailing list with Michelle Ou, and to possibly release it to Editors Nova Scotia.	John Yip-Chuck	on hold until Member 365 sorted out part of a larger issue to do with the membership data base
42.	John Yip-Chuck to talk to Editors Toronto about partnering on professional development events.	John Yip-Chuck	on hold
43.	Carolyn Brown, Tania Cheffins, John Yip-Chuck to test the four software programs that Carolyn Brown has found to satisfy the requirements of the CSC for file sharing and storage.	Carolyn Brown Tania Cheffins John Yip-Chuck	on hold John Y--I won't have time for this until new staff is up to speed and new membership platform online. Anne Brennan on the CSC to test software (but not started yet)
44.	Virginia St-Denis to develop and test some calls to action and taglines for the dictionary project.	Virginia St-Denis	on hold until dictionary project is up and running again
45.	John Yip-Chuck to look for low-income, high interest webinars.	John Yip-Chuck	on hold until John has more time
46.	John Yip-Chuck/Gael Spivak/Virginia St-Denis to look into getting the Editors Canada logo onto the Simon Fraser website.	John Yip-Chuck Gael Spivak Virginia St-Denis	on hold
47.	Virginia St-Denis to connect with the publication chair about marketing and communications for future chapbooks.	Virginia St-Denis	on hold until further chapbooks in progress
48.	John Yip-Chuck to find someone at the office and Tania Cheffins to find someone from the CSC committee to test storage software for the testing program(s) and to ask them whether video storage is also possible.	John Yip-Chuck	on hold
49.	Task force on honorary life membership policies to report to Heather Buzila as vice-president.	Gael Spivak Heather Buzila	on hold Hasn't started up yet

Action Items DONE

	Action Item	Person (s) Responsible	Status
50.	Tania Cheffins to talk to Anne Fonteneau about the possibility of raising the price of the agrément tests.	Tania Cheffins	DONE
51.	Tania Cheffins to talk to Anne Fonteneau about updating the guides for agrément.	Tania Cheffins	DONE They will be updated.
52.	John Yip-Chuck to start a conversation with Tania Cheffins and others about the various possibilities for the future of certification.	John Yip-Chuck	DONE
53.	Tania Cheffins to hold discussions with the certification steering committee: the idea of not doing exams next fall, but starting to do them at conferences (to allow the committee to take a break, step back, and re-evaluate the best future for certification).	Tania Cheffins	DONE
54.	Virginia St-Denis to inform the editor of the national publication that the print edition can go ahead if the revenues match the total printing and distribution expenses.	Virginia St-Denis	DONE
55.	Berna Ozunal to organize and coordinate a placement student from George Brown College to help out in the office.	Berna Ozunal	N/A I proposed this and had a student in mind but it seemed like it would be more work than help—we can take this off the list
56.	Virginia St-Denis to work with Berna Ozunal to market webinars recordings in a flash sale: 50 percent off recordings from December 3 to 7, 2018.	Virginia St-Denis	DONE
57.	NEC directors to promote the flash sale by sharing the Editors Canada webinar recording flash sale on each of their personal social media accounts.	NEC directors	DONE
58.	Virginia St-Denis to send an email to the NEC directors reminding them to share the webinar recording flash sale.	Virginia St-Denis	DONE
59.	Gael Spivak to speak to the SCC about the ISO technical committee #37 and the international plain language standard.	Gael Spivak	DONE

	Action Item	Person (s) Responsible	Status
60.	Sandra Gravel to look into the French side of fundraising/grants/webinar training and coordinate with Anne Louise Mahoney.	Sandra Gravel	DONE I checked with l'Office québécois de la langue française. We don't meet the criterias for their programs.
61.	Heather Buzila to work with Editors Barrie to get the correct logo and get it placed on the Facebook page.	Heather Buzila	DONE
62.	Virginia St-Denis to ask Susan Garvey for questions associated with values of the association in time to send out in the autumn of 2019.	Virginia St-Denis	DONE
63.	Virginia St-Denis to speak to the managing editor of Active Voice/Voix active about the possible name change and let them know that there may be problems with branding and that the idea is not responding to a direct need.	Virginia St-Denis	DONE
64.	Gael Spivak to send the draft task force brief on honorary life membership policies and procedures to the NEC for consultation.	Gael Spivak	DONE
65.	NEC directors to respond to email discussions, even if they just agree.	NEC directors	DONE
66.	NEC directors to share information about Giving Tuesday on their own networks.	NEC directors	DONE
67.	Breanne MacDonald to investigate a table and/or swag exchange with ACES.	Breanne MacDonald	DONE
68.	Tania Cheffins to speak to the standards task force and let them know that they can't print out the standards: there is no money in the budget this year; it is already available on the website; branches and twigs can print their own out.	Tania Cheffins	DONE
69.	Sandra Gravel to continue to develop plans for a Francophone mini-conference to be held in Québec City in the fall of 2019.	Sandra Gravel	DONE The one-day conference will be held on September 28, 2019, in Québec City
70.	Tania Cheffins to send revised editing definitions back to NEC for approval (with background).	Tania Cheffins	DONE
71.	Virginia St-Denis and Gael Spivak to work on the permission to reproduce copyrighted materials.	Virginia St-Denis Gael Spivak	DONE
72.	Sandra Gravel to check on turnaround times in the translation team mandate, and also to put optional beside the phone number on the form.	Sandra Gravel	DONE

	Action Item	Person (s) Responsible	Status
73.	John Yip-Chuck to send concerns about the new webinar website to Berna Ozunal.	John Yip-Chuck	DONE Some things have been fixed – please send more as they come up.
74.	Berna Ozunal to take suggestions from NEC back to website creator to make fixes and send back for review by NEC.	Berna Ozunal	DONE Did one batch of corrections before launch–haven't heard anything lately.
75.	Heather Buzila to send an example of the kind of problem twigs are having in updating their page on the Editors Canada website to Michelle Ou to see what the issue is.	Heather Buzila	DONE Emailed twigs to do this; not sure if anyone ever emailed Michelle Ou.
76.	Heather Buzila to help all branches and twigs to have basic information (coordinator names, contact info, social media buttons, link out to own site) on the pages of the Editors Canada website.	Heather Buzila	DONE
77.	Heather Buzila to get a list of mentors from Berna Ozunal for twigs to approach for a prize.	Heather Buzila	DONE
78.	Heather Buzila to get a list of stock photos companies from Gael Spivak.	Heather Buzila	DONE
79.	Patricia MacDonald to take the issue of branding for Editors Maritimes Facebook page to Editors Nova Scotia.	Patricia MacDonald	DONE
80.	Greg Ioannou and Breanne MacDonald to explore the possibility of using the services of PublishXi to present the conference information in parallel with the existing procedures.	Greg Ioannou Breanne MacDonald	N//A probably too late for this year - BM
81.	Anne Louise Mahoney to go ahead with fundraising initiative for awards.	Anne Louise Mahoney	DONE
82.	Virginia St-Denis to find out whether information from the career builder document got incorporated into the infographic and get back to Gael Spivak.	Virginia St-Denis	DONE
83.	Virginia St-Denis do an audit of communication channels: active voice, social media, emails, and so forth.	Virginia St-Denis	DONE
84.	Virginia St-Denis to coordinate a quarterly meeting of communication people on some of the various committees (certification, mentorship, conference, and so forth).	Virginia St-Denis	DONE

	Action Item	Person (s) Responsible	Status
85.	Anne Louise Mahoney to contact the Indigenous Editors Circle about offering a free conference registration to an adviser from the Circle.	Anne Louise Mahoney	DONE A recipient of the free conference registration has been chosen; Caitlin is arranging it and contacting the recipient. ALM
86.	Greg Ioannou to find the publication waiver for authors that was created but not used and the one that is being used and report back to the NEC.	Greg Ioannou	DONE
87.	Tania Cheffins to get guidelines copyedited and formatted, post them to the website, inform members that feedback would be welcome.	Tania Cheffins	DONE
88.	Heather Buzila to talk with Anne Louise Mahoney about possible twig sponsorship of the Karen Virag Award.	Heather Buzila Anne Louise Mahoney	DONE Editors Edmonton has donated \$2500 to sponsor the award for 5 years. ALM
89.	John Yip-Chuck to communicate any changes made to the website to Patricia MacDonald so that they can be communicated to the membership.	John Yip-Chuck	N/A
90.	Virginia St Denis to help Editors Québec with changing the name of the Facebook page/group.	Virginia St-Denis	DONE
91.	Patricia MacDonald to give Gael Spivak chapters of the volunteer handbook. After the handbook is completed, Patricia MacDonald will send for exec reads.	Patricia MacDonald	DONE
92.	Anne Louise Mahoney talk to Sandra Gravel and Stacey Atkinson about French videos.	Anne Louise Mahoney Sandra Gravel	DONE
93.	Gael Spivak to communicate the guidelines to the universities and what the guidelines mean and don't mean through the following means: <ul style="list-style-type: none"> ▪ ask Lenore Hietcamp and Elizabeth d'Anjou (quoted in University Affairs article) ▪ find list of office of research ethics at universities make a free webinar for students about the guidelines	Gael Spivak	DONE Contacted writing centres, not ethics centres. Mary Rykov is working on a series of webinars.
94.	Anne Louise Mahoney to find the top five stock photo companies, draft a letter, and bring it back to the NEC. Getty, Corbis, Shutterstock, iStock,	Anne Louise Mahoney Virginia St-Denis	DONE

	Action Item	Person (s) Responsible	Status
95.	Sandra Gravel to get any conference-type documents from Breanne MacDonald.	Sandra Gravel	DONE In contact when necessary
96.	Greg Ioannou and John Yip-Chuck to discuss the MPES profit and loss statement with Elizabeth d'Anjou, particularly on similarities with the production of the CSC study guides.	John Yip-Chuck Greg Ioannou	DONE
97.	John Yip-Chuck to implement the transitional fee for student affiliates as of January 1, 2019.	John Yip-Chuck	DONE
98.	Julia Cochrane and John Yip-Chuck to look into membership fees for people on disability or social assistance.	Julia Cochrane John Yip-Chuck	DONE
99.	Anne Louise Mahoney to form a committee to develop a plan to look into member retention, get grants, and find other means of fundraising.	Anne Louise Mahoney	DONE I think we should split this into 2 parts: <ul style="list-style-type: none"> ▪ member retention ▪ fundraising & grants Let's discuss at the March meeting. ALM
100.	Anne Louise Mahoney to help Virginia St-Denis with the website updating project.	Anne Louise Mahoney	N/A Sorry, I don't know what this is—V Discussed by email, about the 'join' section. AP
101.	Sandra Gravel to help Virginia St-Denis with the French side of the website updating project.	Sandra Gravel	N/A I don't exactly know what this item is about.
102.	Berna Ozunal to contact ACES about promoting our webinars to their webinars (ones that we have that they don't.)	Berna Ozunal	N/A wrapped into rethink of webinars with Greg and Berna
103.	Greg Ioannou and Gael Spivak to talk to co-chairs about planning and publishing future projects.	Gael Spivak Greg Ioannou	N/A
104.	John Yip-Chuck to prioritize for the office staff the task of discovering who has and hasn't paid for credential maintenance and sending out the invoices.	John Yip-Chuck	DONE

	Action Item	Person (s) Responsible	Status
105.	John Yip-Chuck to communicate to members the troubles with the last membership database and announce new system.	John Yip-Chuck	DONE
106.	John Yip-Chuck to contact the Freedom to Read Week executive director to see about possibilities for promotion of our conference.	John Yip-Chuck	DONE
107.	Anne Louise Mahoney to speak to Stacey Atkinson and Michelle Ou about putting brand usage of organization name in the style guide.	Anne Louise Mahoney	DONE Style guide is still evolving; I will touch base with Michelle Ou when she is back from holidays later in September. ALM Michelle's plate is very full. ALM

Appendix K – Fee Levels for Various Editing Associations

Fee level	Editors Canada		SfEP (UK) ³	IPEd (Australia) ⁴	ACES (USA)	EFA (USA)	
	1 year	2 years				1 year ⁵	2 years
Full member	\$286.00	\$544.00			\$75 ⁶	\$145	\$260
Student member/affiliate	\$54.95			\$80	\$40		
Retired/emeritus	\$143.00						
Concession-card holders				\$65			
Hardship				\$65 ⁷			
Organization/corporate/group			£189–£391 ⁸	\$450–\$1575+	\$60–\$70 per person ⁹		
Entry-level/new ¹⁰			£114+£36 ¹¹				
Intermediate			£114				
Professional/advanced professional			£171	\$225			
Career-break			£114				
Retired			£58	\$85			
Friends			£58				
Associate				\$165			
Directory listing	\$80			\$40		included	
Lifetime					\$1000		

³ Fees are prorated depending what time of year you register.

⁴ joining fee of \$30 not included

⁵ processing fee of \$35 for new members

⁶ Associate is the same price. \$5 off per year if you pay for multiple years.

⁷ for existing members only

⁸ depending on number of editorial employees

⁹ Three or more applicants submitted at the same time and paid for by the same employer. Also, three or more members employed by the same company who have joined as individuals can change their membership to corporate at the time of membership renewal.

¹⁰ All new members receive a £25 voucher toward training.

¹¹ processing fee

Appendix L – Trademark Possibilities

Costs

Canada: \$250 filing fee + \$200 registration fee (if approved)

US:

Term	Possible Conflicts	Pursue? Y/N
Editors Canada	none	
Révisseurs Canada	none	
Professional Editorial Standards	none	
Active Voice	Already a registered trademark for a technology company – no conflict?	Y
La voix active	none	
The Editors Weekly	none	
Canada's national editorial association	none	
L'association nationale des réviseurs du Canada	none	
Online Directory of Editors	none	
Editors Canada Certification	none	
Certified Professional Editor	none	DONE
CPE	https://en.wikipedia.org/wiki/CPE http://cpe-toronto.ca/ http://www.cpestructural.ca/ Canadian Pet Expo Continuing Professional Education - many other conflicts	N
Certified Copy Editor	none	
Certified Proofreader	none	
Certified Structural and Stylistic Editor	none	
Certified Stylistic Editor	none	
Certified Structural Editor	none	

Appendix M – Online Motions, November 19, 2018 – March 29, 2019

<p>MOVED by Breanne MacDonald SECONDED by Julia Cochrane</p> <p style="text-align: center;">THAT the NEC approve the Q3 meeting minutes.</p>	<p>All in favour: 8 Opposed: 0</p>	<p>Dec. 3, 2018</p>
<p>MOVED by Breanne MacDonald SECONDED by Julia Cochrane</p> <p style="text-align: center;">THAT the NEC approve the 2018 draft AGM minutes.</p>	<p>All in favour: 7 Opposed: 0</p>	<p>Dec. 3, 2018</p>
<p>MOVED by Gael Spivak SECONDED by Breanne MacDonald</p> <p style="text-align: center;">THAT the NEC approve the attached task force brief, to create a task force that will</p> <ul style="list-style-type: none"> ▪ quantify the applicability criteria in the honorary lifetime policy, and ▪ recommend best practices for the administering the three items in the responsibility section of the policy. <p>For more information, please see Background #1, Honorary Lifetime Membership Policy. For the task force brief, please see Appendix N.</p>	<p>All in favour: 9 Opposed: 0</p>	<p>Dec, 3, 2018</p>
<p>MOVED by Tania Cheffins SECONDED by Greg Ioannou</p> <p style="text-align: center;">THAT that the NEC accept the revised Definitions of Editorial Skills, which have been updated to reflect current practices and terminology and to align with the 2016 version of the Professional Editorial Standards.</p> <p>For more information, please see Background #2, Definitions of Editorial Skills.</p>	<p>All in favour: 11 Opposed: 0</p>	<p>Dec. 17, 2018</p>

<p>MOVED by Greg Ioannou SECONDED by Patricia MacDonald</p> <p>THAT the NEC rescind the previous decision to approve the draft AGM minutes in order to amend them, due to checking them against the recording again.</p>	<p>All in favour: 8 Opposed: 2</p>	<p>Dec. 18, 2018</p>
<p>MOVED by Gael Spivak SECONDED by Virginia St-Denis</p> <p>THAT, considering the impasse that all parties are at, the long-term ramifications of disciplining a member for following written rules but going against custom, and the mounting legal fees, the member not be disciplined by the NEC, and that the NEC continue to recommend mediation between the members who are in dispute, paid for privately by those members.</p> <p>For more information, please see Background #3, Discipline of Member.</p>	<p>All in favour: 9 Opposed: 1</p>	<p>Dec. 20, 2018</p>
<p>MOVED by Heather Buzila SECONDED by Breanne MacDonald</p> <p>THAT only the copy editing certification test be held in 2019 and that the NEC continue the discussion at the March 2019 meeting.</p> <p>For more information, please see Background #4, Certification Tests in 2019.</p>	<p>All in favour: 8 Opposed: 0</p>	<p>Jan. 18, 2019</p>
<p>MOVED by Virginia St-Denis SECONDED by Breanne MacDonald</p> <p>THAT the National Executive Council officially approve the attached PowerPoint template be used as the official Editors Canada template and be made available to volunteers and others who need it after those fixes are addressed.</p> <p>For more information, please see Background #5, Branded PowerPoint Template.</p>	<p>All in favour: 9 Opposed: 0</p>	<p>Jan. 18, 2019</p>

<p>MOVED by Patricia MacDonald SECONDED by Julia Cochrane</p> <p>THAT the NEC proceed with the recommendations of the insurance task force, as outlined in their report. Specifically, (1) that Editors Canada continue to offer a flexible insurance package to members and (2) that the task force research and select reliable insurance companies and explore the feasibility of offering customized insurance packages.</p> <p>For the report from the Insurance Task Force, please see Appendix N.</p>	<p>All in favour: 9 Opposed: 0</p>	<p>Jan. 18, 2019</p>
<p>MOVED by Anne Louise Mahoney SECONDED by Gael Spivak</p> <p>THAT the procedures for the Karen Virag Award and the Claudette Upton Scholarship (as found in the existing Awards and Scholarship Procedures) be amended to remove the option of accepting print submissions, so that all submissions must be in digital format.</p>	<p>All in favour: 10 Opposed: 0</p>	<p>Feb. 4, 2019</p>
<p>MOVED by Gael Spivak SECONDED by Heather Buzila</p> <p>THAT Editors Canada enter into a formal agreement with The Chicago Manual of Style to maintain the on-going access to CMOS (at a cost to Editors Canada but free for Editors Canada members), along with various marketing exchanges as outlines in the proposal from CMOS.</p>	<p>All in favour: 9 Opposed: 0</p>	<p>Feb. 11, 2019</p>
<p>MOVED by Julia Cochrane SECONDED by Greg Ioannou</p> <p>THAT the national executive council approve the 2019 budget for the Editors' Association of Canada.</p>	<p>All in favour: 10 Opposed: 0</p>	<p>Mar. 4, 2019</p>
<p>MOVED by Breanne MacDonald SECONDED by Julia Cochrane</p> <p>THAT the NEC approve the revised draft 2018 AGM minutes.</p>	<p>All in favour: 8 Opposed: 0</p>	<p>Mar. 11, 2019</p>
<p>MOVED by Gael Spivak SECONDED by Anne Louise Mahoney</p> <p>THAT the NEC approve the attached partnership agreement with Peerwith, an online platform that connects experts in a peer-to-peer marketplace.</p> <p>For the Peerwith agreement, please see Appendix O.</p>	<p>All in favour: 8 Opposed: 0</p>	<p>Mar. 27, 2019</p>

<p>MOVED by Anne Louise Mahoney SECONDED by Gael Spivak</p> <p>THAT Editors Canada publish a digital edition only (not a print edition) of the 2019 issue of Active Voice, for budget reasons.</p> <p>For more information, please see Background #6, Active Voice.</p>	<p>All in favour: 11 Opposed: 0</p>	<p>Mar. 27, 2019</p>
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Background #1, Honorary Lifetime Membership Policies

At the 2018 Q3 meeting, the NEC voted to have the awards committee do this work. The awards committee is unable to take this on, so we have decided to create a task force instead (Appendix N).

This is the motion and action item from the Q3 minutes:

MOVED BY Julia Cochrane
SECONDED BY Anne Louise Mahoney
that the awards committee be asked to quantify the applicability criteria in the honorary lifetime membership policy and recommend best practices for the administering the three items in the responsibility section of the policy.
Unanimous

Action

Anne Louise Mahoney and Wendy Barron to ask the awards committee to quantify the applicability criteria in the honorary lifetime policy and recommend best practices for the administering the three items in the responsibility section of the policy.

Background #2, Definition of Editorial Skills

The Definitions of Editorial Skills that appear on the Editors Canada website have been updated to reflect current practices and terminology and to align with the 2016 version of the Professional Editorial Standards. These revised definitions have been through member consultation and have been revised based on member comments.

Background #3, Disciplining the Member: 2018 AGM Conflict

On the matter of a member speaking against a motion regarding an honorary lifetime membership at the 2018 annual general meeting (AGM), the member maintained that any motion on the floor is debatable, and the procedure for this honour says that “If the national executive council recommends a nomination to members, a motion will be made at a general meeting asking members to endorse the nomination.”

An independent investigator found that the member was guilty of misconduct because

- the member knew, or ought to have known, that such motions are generally passed at an AGM with no discussion, and

- debating an honorary lifetime membership motion is out-of-step with past practice at AGMs and goes against the spirit of this kind of acknowledgement.

However, Robert's Rules of Order indicates that

- a. A main motion or question is debatable, as is a ratification.
- b. Motions on endorsing or voting are not listed in the table of Motions and Parliamentary Steps Which Are Not Debatable and Not Amendable.
- c. Custom cannot overrule parliamentary procedure or an organization's written rules, and a director has called a point of order on this.

"In some organizations, a particular practice may sometimes come to be followed as a matter of established custom so that it is treated practically as if it were prescribed by a rule. If there is no contrary provision in the parliamentary authority or written rules of the organization, the established custom should be adhered to unless the assembly, by a majority vote, agrees in a particular instance to do otherwise. However, if a customary practice is or becomes in conflict with the parliamentary authority or any written rule, and a Point of Order (23) citing the conflict is raised at any time, the custom falls to the ground, and the conflicting provision in the parliamentary authority or written rule must thereafter be complied with. If it is then desired to follow the former practice, a special rule of order (or, in appropriate circumstances, a standing rule or a bylaw provision) can be added or amended to incorporate it."

Given that the findings of the independent investigator contradict Robert's Rules of Order, and a director called a point of order on this, the national executive council (NEC) was compelled to discuss the contradiction, seek advice on the matter, and discuss the ramifications of the contradiction.

After considering the options, the NEC can find no grounds on which to discipline this member.

In addition, doing so with no basis in parliamentary procedure could have ramifications for any member who wants to discuss a motion at a members' meeting in the future.

Background #4, Certification Tests in 2019

At the November 2019 NEC meeting, Anne Louise Mahoney (past president) recommended that the certification tests be put on hold for a year to allow us to step back and consider new ideas and ways to improve the program due to association budget constraints. Since that meeting, Tania Cheffins (director of professional standards) has discussed this further with Anne Louise Mahoney, Gael Spivak (president), and John Yip-Chuck (executive director), and with the Certification Steering Committee (CSC). Tania Cheffins and the CSC chairs also had a conference call in December with Anne Louise Mahoney and John Yip-Chuck. After this discussion, the CSC has agreed that it's time for a re-think (particularly to reduce the amount of time, money, and volunteer resources it takes to run the program, which is currently disproportionate to the number of candidates we have writing the tests).

Background #5, Branded PowerPoint Template

- Editors Canada has a brand that needs to be protected and promoted
- Templates are an effective way of protecting and promoting a brand
- Volunteers and paid webinar presenters need to create PowerPoint presentations for their work with Editors Canada
- A branded PowerPoint template was created for webinars, but not widely distributed or used in other programs
- The attached template needs various fixes.

Background #6, Active Voice

The editors of *Active Voice* were keen to publish a print edition of the magazine this year, given that it is the association's 40th anniversary. Unfortunately, despite efforts over several months, we were unsuccessful in attracting advertisers this year: many of those we contacted said that print advertising was not useful for them; also, our circulation figures are very small (about 1500 copies). I would therefore like the NEC to vote on publishing a digital edition only this year.

Note: In 2018, we published 2 digital editions (winter and spring) and no print editions, also for budget reasons.

Question: Is Editors Canada obligated to produce one print edition every calendar year? I looked at past minutes from NEC meetings to try to find out.

Here is the relevant discussion from the minutes of the June 2014 NEC meeting (p. 4):

Active Voice/Voix active

Consensus: The NEC decided to turn *Active Voice/Voix active* into an annual print publication that features the best of The Editors' Weekly blog.

Noted: A vote of the membership would be required to stop producing *Active Voice/Voix active*, but is not required for this change.

Note the word "producing" – it doesn't specify printing.

We published a print + PDF version of AV once a year in 2014 to 2017, but those PDFs aren't on the website.

And here is what was discussed at the June 2015 NEC meeting:

11. Active Voice (AV)

The council discussed the various past iterations of Active Voice and possible future ones:

- a collection of blog posts from Editor's Weekly
- a collection of articles including ones from the conference presentations
- a public relations vehicle

Some questions arose. Should it be

- a print version or digital;
- an internal publication with information for the members;
- or an external publication showcasing the association to the world?

Some other thoughts on communications: Editors Canada doesn't have a social media presence; Magazines Canada has research on print versus digital editions, demographics, and more; Editors Canada should be able to put out a publication; Active Voice only has one volunteer and there is no Publications Committee chair at the moment.

Action: Put a discussion item on the agenda for the September quarterly meeting: define magazine's purpose; find a committee chair. [This didn't happen, though.]

We didn't end up featuring only the best of The Editors' Weekly – that didn't work well (people had already read those posts).

I've searched the NEC meeting minutes as far back as they go on the website. All I found was the following – no reference to AV having to be a print edition.

In 2006 (and 2005?), AV seems to have been digital only, leading to this statement in the 2006 Q3 minutes (p. 8):

10A. Strategic and tactical planning (continued)

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

Increase readership by emailing the newsletter as an attachment instead of the current method of emailing a link to the newsletter on the website's homepage. This would be problematic for people on dialup, though.

Conduct a readership survey by telephone instead of a printed survey.

Print "feedback" links in *Active Voice*.

A possible long-term goal is to produce an academic journal.

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

And in the 2006 Q4 minutes it says:

Newsletter

p. 4: The *Active Voice* editors submitted a proposal for returning to a printed version of the association's national newsletter, to be used as a marketing tool and distributed to the membership on a quarterly basis.

p. 7: Newsletter

Council members discussed the feasibility of returning to a print version of *Active Voice*. The editors aim to have the first print edition ready to be mailed with conference materials in March 2007.

I also searched the AGM minutes going back to 2005, and found no reference to requiring one print edition of AV every year.

Appendix N – NEC Task Force Brief: Honorary Lifetime Membership

December 5, 2018

NEC task force name	Honorary Lifetime Membership task force
NEC task force supervisor	Heather Buzila
Task force leader	
Task force members	(Heather and the rest of the NEC to help decide over the next week or two).
Possible other contributors	
Date struck	December 5, 2018
Deadline	March 5, 2019 (hoping for enough time to consult with members for discussion and voting at the 2019 AGM but this may not be possible)

Objective

State the intended result	<p>To determine ways to improve the process for honorary lifetime membership, specifically</p> <ul style="list-style-type: none"> ● making the criteria more objective ● making the criteria quantifiable ● reviewing best practices for administering the three items in the responsibility section of the policy
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<p>Summarize the project</p>	<p>Phase 1: Research and recommendations</p> <p>Research</p> <ul style="list-style-type: none"> ● What do other organizations do? ● See Wendy Barron’s research into this, already done. ● What are the gaps in the current policy and procedure? ● Your research but also look at the NEC 2018 Q3 minutes. <p>Recommendations</p> <ul style="list-style-type: none"> ● Make recommendations to the NEC on how to proceed. <p>Phase 2: Consultation</p> <p>Consult with members</p> <ul style="list-style-type: none"> ● Consult with members in multiple platforms (to reach as many members as possible, including long-time members who may not be on social media). ● Demonstrate that multiple views are being taken into account. <p>Recommendations</p> <ul style="list-style-type: none"> ● Make recommendations to the NEC on how to proceed.
<p>Strategic priorities from 2017-2021 plan</p>	<p>Innovative and Agile:</p> <ul style="list-style-type: none"> ● “Seek outside expertise, find out what other organizations are doing and build on other people’s innovations.” <p>Communications and Marketing</p> <ul style="list-style-type: none"> ● “Members feel consulted on issues important to them.” <p>Membership: Increased and Engaged</p> <ul style="list-style-type: none"> ● “Improve volunteer recognition/experience.”
<p>Project Plan</p>	
<p>Deliverable</p>	

Describe the expected deliverable (a report, research, recruitment, etc.)	<p>Phase 1:</p> <ul style="list-style-type: none"> ● research and analysis of the current situation <ul style="list-style-type: none"> ● recommendations to the NEC <p>Phase 2</p> <ul style="list-style-type: none"> ● consult with members ● recommendations to the NEC
People	
Office staff	John Yip-Chuck
NEC members	Heather Buzila
Related committees	awards committee
Other volunteer requirements	n/a
Describe ongoing involvement	n/a
Time and work required	
Budget	
Indicate if budget has been allotted	n/a
Estimate expenses required	n/a
Estimate expected revenues	n/a
Estimate on-going financial impact	none

Wrap-Up

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

Appendix N – Member Insurance Task Force Report

Director Lead: Patricia MacDonald

Task Force Lead: Benoît Arsenault/Zoë Waller

1. Status update on any activities from your taskforce's plan for this year, based on your taskforce brief.

Determine whether it is worthwhile recommending to members to have various kinds of insurance (disability, liability, life, home, auto). (COMPLETE)

- *Help us improve our insurance products and services / Aidez-nous à améliorer nos produits et services d'assurance* survey was designed and sent. Results showed that many of the respondents were interested in life and health insurance, but wanted opt-in/opt-out ability from a range of insurance types. Respondents also commented on the need for reasonably price premiums. Some mentioned the discounts available through a group insurance plan.

Determine whether the insurance currently offered to EC members (liability, disability, life) is worth continuing. (COMPLETE)

- Some survey respondents left negative comments about the previous insurance broker through EC. (Since the fall 2018 survey, the broker has discontinued its relationship with EC.)

Determine whether other types of insurance (home, auto) are of interest to members. (COMPLETE)

- A significant percentage of the respondents were interested in options that included professional liability or errors/omissions, life, disability, critical illness, and health and dental.

Phase 2: Determine the manner by which insurance can be offered through EC to the membership. Research and identify providers able to offer a flexible and reasonably priced group insurance plan to members from all jurisdictions within Canada. (ONGOING)

2. Priorities for the next quarter

Determine how the desired insurance products can be provided to EC membership:

- Research insurance providers and identify those able to offer a group insurance plan with flexible options.
- Approach other associations to establish any interest and the possibility of joining together (for the purposes of insurance only) to establish a larger group, thereby improving pricing for the insurance package offered.

- Provide a final report the NEC by the date TBD.

3. Requests or questions for the national executive council

The task force requests a due date for Phase 2 work.

4. How much money from your budget have you spent? Is everything on track?

N/A

Appendix O – Partnership Agreement between Editors Canada and Peerwith

This is a partnership agreement between the Editors' Association of Canada (Editors Canada) and Peerwith.

It will help the Peerwith process to confirm that people who are offering editing on the Peerwith website are actually members of Editors Canada and it will help promote Editors Canada members.

Peerwith will verify Editors Canada members on their website and will give Editors Canada members badges with a "verified" status on their website.

Peerwith will do the following

- Verify that freelance editors are members of Editors Canada by checking the Online Directory of Editors (ODE) or by looking at the Editors Canada member logo on a member's website.
- If an in-house editor wants to participate (if they are doing freelancing on the side), Peerwith can verify membership by other means, such as LinkedIn.
- Editors Canada members who want to participate may also send Peerwith a copy of their renewal receipt.
- Peerwith will not require any involvement from Editors Canada staff for the verification.
- This is a one-time verification, with no plans for recurring checks.
- Peerwith will pay for a digital ad in our upcoming *Active Voice*.

In exchange, Editors Canada will do the following

- provide a space for an entry in an e-news update to members (200 words or less)
- a separate e-blast to members mentioning the partnership
- do two social media mentions (Facebook and Twitter)

Limitations

- This agreement can be nullified by either organization after giving the other party a minimum of 45 days' notice.

Signatures

John Yip-Chuck
Executive Director
Editors' Association of Canada

Ivo Verbeek
Director
Peerwith BV

Date: March 28, 2019

