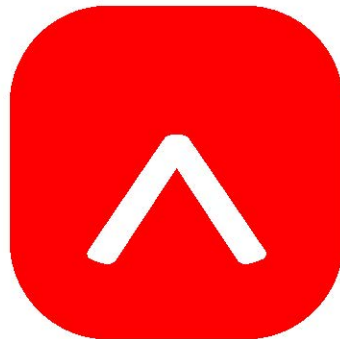


Editors' Association of Canada/Association canadienne des
réviseurs

2016 Q1 Meeting Minutes

National Executive Council

April 9–10, 2016



EDITORS
RÉVISEURS
CANADA

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PRESENT:

Anne Louise Mahoney	President
Gael Spivak	Vice-President
David Johansen	Treasurer
Breanne MacDonald	Secretary/Director, Training and Development
Greg Ioannou	Past President
Stacey Atkinson	Regional Director, Branches and Twigs – East
Margaret Shaw	Regional Director, Branches and Twigs – West
Michelle van der Merwe	Director, Communications
Marie-Christine Payette	Director, Francophone Affairs
donalee Moulton	Director, Publications
Elizabeth d'Anjou	Director, Standards and Certification
Patricia MacDonald	Director, Volunteer Relations
Patrick Banville	Executive Director
Alexandra Peace	Recording Secretary

1. Call to order

Anne Louise Mahoney called the meeting to order at 9:05 am, and invited directors to tweet during the meeting.

2. Approval of agenda

MOTION

Michelle moved that the agenda be approved; Margaret seconded.
Carried

3. New business

a) ACES request to partner with Editors Canada's [certification](#)

Some issues to think about:

- What discount would be offered to ACES members (who only pay \$75 membership fees)?
- Are the tests appropriate for US members?
- Who would take responsibility for the venues and invigilators?
- How would the difference between US and Canadian spelling be dealt with?
- Would the expanded market for the tests bring in some extra revenue?

Responses to many of these issues:

- The certification steering committee (CSC) was interested in the idea.

- Market is in theory much larger, though ACES only has 1000 members according to the website.
- Candidates already have the right to choose the dictionary of their choice, so although there would be some wrinkles (issues include terminology, for example, native peoples versus indigenous peoples), the issue of spelling could be dealt with fairly easily.

Several concerns remain.

- The issue of organization needs to be discussed. Who would take care of organizing the venue? Would volunteers be coordinating with Sébastien?
- The question of what discount to offer remains. It should not be set up such that members of ACES end up paying less than members of Editors Canada.
- ACES already has something they call certification. It is at a basic level; is run through PoynterU; is an all-webinar/online/self-tutorial model; takes about 10–15 hours to complete in total. How would this mesh with Editors Canada certification or Foundations in Editing?

And further questions arose.

- Whose brand would the tests be under, Editors Canada or ACES?
- Would ACES want to do all four of the tests?
- Is there any point in starting with written tests now that computer testing is arriving next year?
- In what currency would the payments be made (CAD or US dollars)?

It was pointed out that there are other editing groups starting out that also have certification on their radar, and that the current agreement with ACES talks about two things: online training and conference fees.

ACTION

Elizabeth will have a more detailed conversation with ACES and the CSC, and will report back to the NEC before September.

ACTION

Communications and marketing committee and certification steering committee will be meeting to jointly develop a marketing plan.

Editors Canada involvement in the 2016 Book Summit

A member had asked on the members' Facebook page whether we still were, or should be, involved. A discussion needed to be held about this that included information about former employees.

MOTION

Greg moved that the NEC be in camera, seconded by Anne Louise.

Carried

MOTION

Margaret moved that the NEC go out of the in camera session, seconded by Greg.
Carried

The NEC discussed the history of involvement with the **Book and Periodical Council (BPC)** and what should happen next. The Book Summit is an annual event, organized by the publishing program at Humber College. This year the event is three days after the Editors Canada conference.

Stephanie Fysh, president of the BPC and an Editors Canada member, is stepping down this September. Patrick has attended one meeting (but the topic was mostly about copyright), and will attend more.

ACTION

Greg will find someone from the Toronto area with some experience in Editors Canada and invite them to attend the meetings of the BPC with Patrick starting in the fall.

b) Review of outstanding action items from previous meetings (see Appendix A)

The NEC discussed issues with the **bookkeeping software** and plans. After the conference, Caitlin Stewart (replacing Grace Xing) will be doing more administrative tasks. It may be that with the restructuring, SAGE will not be the system used.

ACTION

Patrick to talk to branches about bookkeeping (may be a majority of people using a common system).

The NEC discussed the increasing urgency for a **storage solution for the CSC** involving a specific level of version control and encryption.

ACTION

Patrick is looking at various storage systems and will report back to the NEC as soon as possible.

ACTION

Patricia will send Michelle Ou the document comparing benefits of various organizations for formatting.

The **publications committee** has no chair at the present time; the committee has willing members, but none that would like to lead.

ACTION

Patricia and donalee (and other NEC members) to work on finding a chair for the publications committee.

CSC has outlined a need for study guides created according to a specific schedule. They feel that the CSC doesn't have the resources for this work, and will either need more resources or for the task to go to another committee.

ACTION

The director of publications will bring the request for the creation of study guides (according to CSC's schedule) to the publications committee in June.

ACTION

Patricia to find a volunteer to create a fact sheet for writers, to be put on the website.

ACTION

Patrick to get in touch with James Harbeck to make a promotional video.

The NEC discussed various reasons for keeping the name of the **Online Directory of Editors** (ODE). Should the question of whether to rename the directory be sent out to the members? Do we need a new name for the ODE? Maybe have a competition to rename it, next year?

ACTION

The NEC to revisit renaming the ODE, possibly asking members if a new name is needed and if so, having a competition to generate a new name (September NEC meeting).

The NEC discussed the various ways to offer discounts for online resources (style manuals, dictionaries) as **member benefits**. Since this benefit doesn't have a line item in the budget for this year, it was suggested that the NEC introduce one of this kind of benefit each year.

The office is aware of the **PIPEDA regulations**, but there are some concerns, and the various committees should be more aware of what they can and can't ask for. The act states that people asking for personal information must have a reason for asking. It was suggested that this may be a good topic for the 'send out an email for all the branch and twig chairs so they know they have a vehicle for talking amongst themselves' email.

c) Conversation with Nancy Foran (past president) and Sara Scharf (treasurer), Editors Toronto, about branch issues

Nancy Foran, past chair of the Toronto branch, chair of the volunteer committee, gave some **background information** on the branch.

For a long time, the seminar program was very successful, and allowed the branch the financial wherewithal to accomplish many tasks. However, seminar income is drastically down. All the cuts that can be made have been made, except perhaps the meeting venue. The meetings used to need a large space to accommodate the 50–60 people who attended. Now, attendance is down to 15–20 members per month. Editors Canada used to be *the* source of editing education. Now there is a lot of competition from universities/colleges/other seminar providers that provide online training courses.

“If we are not offering what the members want, then we need to change what is being offered.”

A discussion ensued about **communication**. The Toronto branch doesn't seem to know what is happening at the national level. The members of the branch executive (except for Nancy) don't know anyone on the national executive council. As a consequence, there is a level of distrust.

Ideas to counter this included the following:

- Toronto branch executive show up to the social events (when the NEC is in Toronto)
- Toronto branch executive read minutes from NEC meetings
- NEC invite the executive of the branch specifically to either the first part of the social event or perhaps to the NEC meeting itself
- eastern rep communicates with the branch once a month either by email or in person

ACTION

Stacey will start speaking to the Toronto branch executive by conference call during their monthly meetings.

Sara, Nancy, and the NEC discussed various ways to increase attendance at **local meetings**, such as the following:

- local meetings with a very specific focus may not be interesting or relevant to lots of members
- members may want better networking opportunities
- try speed networking for introverts?
- branch may be able to focus on specific topics in smaller-scale meetings

BC branch meetings have been more vibrant for the last couple of years. Senior members decided to make a concerted effort to come to the meetings. Partly because they come, general attendance is up. The branch also gathers a half-hour ahead of the formal meeting over tea and snacks. A couple of the meetings are social and offer wine. At the September social in 2015, the chair organized questions at different places in the room, and people answered them on sticky notes. At some point, everybody gathered to hear the answers.

The [financial breakdown between local branches and the national organization](#) was discussed briefly, but put aside until after the webinars are up and running (to see what revenue they bring in).

Sara discussed the financial situation of the branch. They have been running a deficit for three years. The discussion of branch finances included suggestions about how to increase membership dollars through offering free seminars, raising the admission fee for meetings for non-members (now just \$10 for non-members), networking in first half hour (perhaps more appealing to senior editors), and decreasing expenses by using free meeting rooms.

Nancy and Sara were asked to suggest names of senior editors to sit on the Book and Periodical Council (BPC).

ACTION

Greg to contact Nancy for suggestions of names of senior editors to sit on the BPC.

4. Recording of online votes since the previous meeting

See Appendix B.

5. Memberships trends and finances (with a small digression for ECE 3)

[Revenue](#) was steady in January and February; March revenues are up due to conference registrations. These registration numbers are high for early birds.

Though membership was steady in January and February, the budgeted figures had been higher, so an increase in membership numbers is necessary. The registration numbers to date for the [conference](#): 178 for the Saturday, and 172 for the Sunday. However, the membership side of revenues needs to also increase.

The biggest financial concern is the [website](#). The cost for the developer's recent work and the launch date are both unknown.

Another concern is [ECE 3 online](#). The maintenance package is expensive, but the IT company is doing very little work each month. Patrick is looking for a different service provider because users have been having problems. He is trying to combine all the online needs so that one provider can take care of all of them.

(Someone wondered whether ECE 3 online would be updated. Carol Fisher Saller (of Chicago Manual of Style) explained that because people need to refer to specific sections, the two versions should remain the same. A member has volunteered to make an ebook available of ECE 3.)

6. Website

- both finances and timing unknown
- project didn't start out well ... project had no scope, and was very expensive
- website launch is scheduled for June 1, 2016, but is not completely certain
- time to look for another website developer? (not worth it: developers need such a learning curve, and the work is very close to being done)
- next update/redesign should happen in two stages
- more and possibly different communication needs to happen with members

ACTION

Michelle v. will ask the communications and marketing committee for a communication plan about the website problems.

ACTION

Anne Louise will also talk about the website difficulties in the April e-news update.

The spam coming to the editors.ca emails will be fixed soon. A physical box is being put in the office to filter spam.

7. Reviewing committee requests (see Appendix C)

The **volunteer management committee** wants guidelines on what the budget is for the national volunteer rewards program. Are they allowed to spend any money or are they offering discounts instead? Some discussion was held about whether guidelines should be given to the committee by the NEC, or whether the committee should come up with various scenarios for the NEC to consider.

ACTION

Patricia to talk to Nancy Foran about having the volunteer management committee come up with scenarios (with varying associated costs) for the NEC to consider. The committee should also look at a previous proposal.

The NEC should develop some **guidelines for honoraria**/rewards. Some of the CSC get honoraria, and there has been some discussion about conference committee chairs getting discounts. Perhaps a fuller discussion needs to happen that outlines who gets what for what.

ACTION

Gael to write up some rough guidelines about volunteers and rewards and bring them to the NEC for discussion.

CSC requested some movement from the NEC on the promotion of **certified editors**.

MOTION

Greg moved that the office be directed to put a link to the roster of certified editors on the *Hire an Editor* page of the association's website, seconded by Elizabeth.

The NEC discussed various concerns.

- Would it be a disadvantage to other editors?
- Would it create two classes of member? Many people have good reasons not to be certified.
- Is it technically possible?
- Would they then be promoted over members who have paid for an ODE listing?
- What would happen if certified editors are not members?
- Would it make it difficult for some members (that is, members without enough money to take the tests)? Would we be creating a two-tier class of editors?

Responses to these concerns included the following:

- the information is in there (but buried on the certification page)
- put it with all the other general information on the *Hire an Editor* page, not the ODE
- certification raises the standards of editing
- certified editors, even if they are not members, give money each year to maintain certification

One suggestion is that some information about how to search for different skills/certified editors be placed on the page. However, a link on that page to a list of certified editors is not equivalent to the other information on that page, and suggested that the link go to the certification page (rather than the list of certified editors).

CALL FOR VOTE

All in favour: 1

Opposed: 6

Abstained: 5

MOTION

Elizabeth moved that the office be directed to place a link on the *Hire an Editor* page of the association's website briefly explaining Editors Canada certification and directing people to the certification area of the website, which includes the roster of certified editors, seconded by Greg.

CALL FOR VOTE

All in favour: 10

Opposed: 1

Abstained: 1

Marie-Christine Payette was impressed by what the **CSC** is doing at the conference to give out information, and will take some suggestions back to the Agrément committee.

Gael brought some options from the **mentoring taskforce** for discussion by the NEC.

The **Nova Scotia Twig** would like to see a schedule of the NEC meetings (and thus due dates for the reports) in advance. They would also like updated logos in their Editors Nova Scotia Dropbox (and have Julie Cochrane be able to access it).

ACTION

Patrick will put NEC meeting dates and the dates that the quarterly reports are due on the website.

ACTION

Patrick and Stacey will look into the Dropbox issues for the Nova Scotia twig.

The **Toronto branch** has not received the final accounting from last year's conference.

ACTION

Patrick will contact Brian Cardie at the Toronto branch and Sara Scharf to finalize 2015 conference accounting.

The Hamilton-Halton twig had some questions about the **Editors Canada job board**. They also had some issues with where their emails come from. Even the local news looks like it is coming from the national organization.

ACTION

Stacey to follow up with the Hamilton-Halton twig and their concerns about the job board.

ACTION

Patrick will look into how the local twig emails can come from them, rather than looking like they come from the national office.

The **Active Voice committee** is interested in discussing a deadline toward becoming digital. (In fact, this can't be set without member vote on any future change of Active Voice.)

8. Committee descriptions

An updated job description is still needed for the communications and marketing committee.

ACTION

Patricia will continue to write up the job descriptions for the committee chairs and members, and will bring them back to the NEC for review.

9. Terms for committee chairs (and directors) and fiscal year

The organization at present has three different cycles (AGM year, fiscal year, and director term year). One possible option is to change the fiscal year to match.

At the moment, the 2016 annual report is reporting on January to December (the fiscal year). However, the people writing this report (directors of the NEC) may not be directors for the entire calendar year, depending on their terms on the NEC. The annual report could go back to being the AGM year, but this causes more problems.

If the annual report stays the same as the fiscal year (January to December), then the director terms could stay the same as the AGM year (June to June). That would leave only two sets of reporting years, rather than three, and they would be six months apart.

The NEC then discussed how or when the transfer of the executive from old to new would happen. Possibilities included starting the day after the AGM, in January, or keep it as it is now (September).

The NEC decided that the incoming directors and chairs start their term within one month after the AGM and that the outgoing directors and committee chairs will be required to write an exit report.

ACTION

Gael will ask people (outgoing directors and committee chairs) for exit reports.

10. Welcome/support package for branch executives/twig coordinators (the branch/twig toolkit)

A proposed table of contents for the toolkit has been circulated to the NEC for feedback, and sent to the branches and twigs. The plan is to take two months to complete it and get it done before the end of the June.

ACTION

Stacey and Margaret will continue to put a branch/twig toolkit together.

ACTION

Stacey and Margaret to be in contact with communications and marketing committee co-chairs Don Beyers and Susan Chambers about the branch/twig toolkit.

11. Update from regional directors of branches and twigs

a) Eastern Region

Branches and twigs have sent their reports in. Most branches and twigs are preparing for their AGMs. There will be new executives within the next few months. The branches and twigs are talking a lot about the upcoming webinars.

ACTION

Stacey will respond to the Nova Scotia twig about the webinar evaluations that will be organized (by Breanne).

Twitter chats have been happening. They have been going well, and there is one coming up in April on the conference.

Stacey will be going to Moncton, NB, on May 19, 2016, to talk about Editors Canada. She is coordinating with members of PWAC (donalee) and ISC/SCI (Alexandra Peace) to drum up some publicity for the event.

ACTION

Stacey to look into how to belong to a branch/twig (say Nova Scotia), but still get emails from another branch or twig (say Québec/Atlantic).

b) Western Region

Saskatchewan is having trouble getting people out for meetings, but is proud of the quality of its professional development seminars. BC is busy, and Calgary seems to be on track now with two coordinators. Margaret spoke with Saskatchewan about webinars.

ACTION

Stacey and Margaret intend to send out emails to branches and twigs, reminding members to opt in to the membership list.

12. Prairie Provinces branch

Anne Louise and Margaret have been working with PPB. Members and recently lapsed members were surveyed in December. Most people surveyed felt that a group of twigs (rather than a single branch) would be more effective. Anne Louise and Margaret have been trying to help these twigs get set up. There are some discussions about something starting up in Edmonton, and a possibility of something in Lethbridge.

ACTION

Margaret will follow up with people interested in starting twigs and continue to help them get started.

The NEC discussed the issue of remote members. Several suggestions were made about how to keep them connected with the association and with each other—some kind of online connection for remote members, either a Facebook group, or an email, or perhaps a Skype date.

ACTION

Gael to contact a member for opinions about remote members – what they may want; how they may want to connect and communicate – and to bring the information back to the NEC for follow-up.

The NEC discussed how the PPB can be dissolved (needs vote at AGM) before twig involvement is secure—the vote to dissolve could be brought to the AGM, but with a future date.

ACTION

Anne Louise to consult with Lynne Massey about the vote to dissolve the PPB and whether it can be post-dated.

13. Online training

Two people have agreed to do webinars (no contracts signed yet) at the end of May.

The office has been testing the platform. They had some technical issues and had to cancel the pretest. However, they know what the problems are now, and will be running an in-office test next week. Patrick will create a manual outlining exactly how to use the webinar platform.

The committee is working well and focusing on the fall webinars. Breanne is trying to get a French webinar run in June after the conference. Thanks to Breanne on the progress made: huge job, going well.

14. Conference

a) 2016 – Vancouver

Everything is going well; the chairs are great and working hard; there is improved communication between the office and the conference committee.

However, PWAC has not stepped up to be a full partner in the conference, and time has now run out.

ACTION

Patrick to contact PWAC with a single, simple option.

b) 2017 – Ottawa-Gatineau

Breanne and Patrick are still working on negotiating a conference site. June 9–11, 2017, are the dates being considered.

ACTION

Patrick and Breanne to keep working on obtaining a conference site for the 2017 conference.

This has been a lot of work for Breanne!

c) 2018 – conference location

The NEC discussed various options for the location of the 2018 conference.

- St John's, NL
- Charlottetown, PEI
- Sydney, NS
- Fredericton, NB

ACTION

Breanne will check out the various costs of the locations mentioned and bring the information back to the NEC for review at the June meeting (Q2).

d) 2019 – partner with ACES

The NEC discussed how to handle the AGM, if the conference is not held in Canada. One option is to separate the AGM from the conference, and another is to run an online AGM.

ACTION

Gael will look into the legality of holding the AGM out of the country.

15. Certification

a) foundations in editing program

The CSC has a sub-task force that circulated a draft blueprint for foundations in editing to the CSC. It will be coming to the NEC for review in the near future. They will be talking to stakeholders and developing a business plan. If the recommendation to go ahead with this test passes both the CSC and the NEC, then it should go to the membership.

ACTION

Elizabeth will run the questions on the foundations in editing test by Susan Chambers (co-chair, communications and marketing committee).

The NEC discussed various issues, including the following:

- The French agrément test was successful. Can anything be learned from that?
- Will the foundations in editing test be marketed as an entry-level test? The marketing and communications campaign will need significant resources and careful thought to make sure the correct market is targeted.
- CSC feels they should be responsible for the foundations in editing test, whether as a subcommittee or possibly a task force. Another group may duplicate efforts.
- A marketing plan is not developed until you know what it is you're marketing, what perceived value it has for members, and what the purpose is. Then the communications and marketing committee will find a way to market it appropriately.
- The decision about who (the CSC or a separate committee) should be responsible for the new test rests with the NEC.
- It looks like 2018 would be the earliest that the foundations in editing test could be run.

b) honoraria for volunteers

Changes in honoraria must be authorized by the CSC, ratified by the NEC (not a member vote).

Elizabeth had been asked to get some information on why the CSC gets the honoraria that they do (considering the work that other members put in for other committees). She informed the NEC that not all the volunteers on the CSC get the honoraria. The volunteers who do are the ones who set, mark, and invigilate the tests. Other people on the CSC may end up putting in more hours with no honoraria. Other reasons for honoraria for these particular volunteers include the following:

- have to draw from small group of experienced members, with a specific skill set
- test-setting has to happen in geographic areas with enough experienced members so as to avoid travel costs (rules out far-flung members)
- three people meet for four days, \$300 each
- best practices for test-setting professional certification is to pay the people involved; this aids in the appearance of impartiality

16. Toronto branch

The NEC had a general discussion on the status of the Toronto branch specifically and the relationship between branches and the national office more generally.

Within the last year, several NEC initiatives have impacted negatively on the branch, including the switch to SAGE accounting software, the second conference in Toronto, rebranding, and the webinars.

MOTION

Elizabeth moved that the NEC strike a task force (with chairs and specific complete membership to be determined) to reconsider the relationships between the national organization and branches/twigs with particular focus on the division of revenues and expenses and on improving two-way communication and report on this to the NEC by September, seconded by Greg.

The discussion on this vote included the following points:

- finances needs to be thought of in terms of both revenues and expenses. That is, if you remove revenue from the national organization, then services will have to be cut.
- communications and marketing committee is already working on improving communications. Elizabeth explained that part of her motion is on investigating possible structural changes rather than duplicating the committee's efforts.
- the task force should include Patrick, Breanne, Greg, and someone from the communications and marketing committee

CALL TO VOTE

Passed unanimously

A discussion then ensued about communication—about the sparking of ideas (conversation starters) versus the official channels.

17. Partnerships

a) Society for Editors and Proofreaders (SfEP)

ACTION

Patrick to draft a tentative agreement between SfEP and Editors Canada for review by the NEC.

b) Institute of Professional Editors in Australia

IPEd is interesting in partnering with Editors Canada, but can't offer reciprocity in training until July.

ACTION

Gael to continue working on a partnership agreement with IPEd.

c) Network of Translators in Education

This organization wants a partnership such that Editors Canada is an umbrella organization for them, that is, Editors Canada helps them with administrative tasks, gives them space on the website, and so forth. Our partnership policies hadn't been translated when they asked last fall.

The contact person left the organization, and just recently a new person on the executive want to restart the discussion about partnership.

The idea of opening a very small office in Montréal was floated.

ACTION

Patrick and Marie-Christine to continue to talk to the Network of Translators in Education.

d) Translation Bureau

Anne Louise sat in on a meeting of the Terminology subcommittee, where the discussion was mainly around the needs of terminologists and the reduced resources of the Translation Bureau.

ACTION

Anne Louise to let next director of francophone affairs know when the next meeting of the terminology committee will be (sometime in the fall). It would make more sense for this director to attend the meetings.

e) Termium

The Translation Bureau (a government department) runs Termium (a terminology database), and the Language Portal of Canada (which Termium sits on), and it owns *The Canadian Style*.

Editors Canada is in a good position to talk about updating *The Canadian Style*, particularly since Anne Louise is on the Translation Bureau subcommittee now.

ACTION

Gael, Greg, and Anne Louise to talk to the Translation Bureau in September about updating The Canadian Style.

18. Electronic voting outside the AGM: Lynne Massey

a) Background

The new legislation goes into a lot of detail about who can and can't vote, notices, standards (majority). The legislation does not use the word *referendum*. It's all about decisions that get made at meetings. The strong inference from that is that meetings are where decisions get made.

What the new legislation allows for (and this is built into the bylaws) is the option for electronic participation in meetings. You can have a face-to-face meeting that's happening, and you can have people dialling into that meeting electronically, and voting electronically at that meeting, as long as you have technological means to allow them to participate and allow them to have their vote recorded anonymously.

Participation by electronic means can be telephonic, electronic, or other communication facility that permits all participants to communicate adequately with each other during the meeting.

Organizations are also entitled to hold the entire meeting by electronic means. The legislation allows for opt-in for this, and Editors Canada did.

b) Specific questions

Is this information laid out in the **bylaws** or the act, and if so where?

Lynne confirmed that it is both our bylaws (3.12 and 3.13) and also the act (section 136 is about the meetings of directors).

With no ability to hold referendums, how can previous **referendums** now be changed?

Lynne responded by letting us know that it can happen at a general meeting; it doesn't have to be an AGM.

Can the **meetings be outside Canada** (thinking of the conference in 2019 in Chicago)?

Lynne said that meetings (3.5) must be held in Canada, place to be determined by the executive council according to Editors Canada bylaws.

Confirmation that "all participants must be able to adequately **communicate with each other** during the meeting"?

Lynne confirmed that the meeting could be held in a manner similar to a webinar, where there is a chat box in the corner of the screen such that

everyone can see all the questions that get asked. There needs to be some mechanism such that everyone can have the floor in some sense as recognized by the chair.

How would the **anonymity of votes** work? In-person AGM votes are not anonymous to everyone at the meeting, but votes are recorded anonymously.

Can you have an **electronic proxy**?

Lynne suggested that you still need to be able to offer proxies for an electronic meeting for people unable to participate (possibly out of the country).

How can you have someone be able to **vote more than once** electronically (so that a person could vote for both themselves and the proxy)?

Lynne suggested that if you are having a completely electronic meeting, you should have a cut-off date for your proxies, so that you can establish a list of who had already voted by proxy.

Could Editors Canada hold a joint webinar/in-person meeting, with one in Chicago and one in Toronto for the **Chicago AGM (2019)**?

Lynne suggested that you would need to call the entire meeting electronic, but your chair might happen to be chairing it with a roomful of people. Gael also suggested that perhaps that year, the AGM could be held a month earlier.

If the meeting is considered to be electronic, would all the participation of the people in the room have to also be electronic? That is, could the people in the room talk to each other?

Lynne suggested that you would need to mediate electronically between all the people in the room.

If the meeting needs to be set up electronically (as a webinar meeting), then the meeting doesn't need to be tied to conference. It could be set up at some other (more convenient) time.

What would happen in the case of a **technological failure**?

Lynne suggested that the meeting would have to be cancelled/adjourned in the case of a technological failure. You can't have a meeting where people can't participate.

Lynne also suggested that because of the requirement that an AGM must be held within a certain time after the previous one, you might think about

bringing it up a bit in time so that you have leeway in case of meeting adjournment/cancellation. She also suggested giving the backup date in the call to meeting so that you don't have to post a separate three-weeks' notice later.

If the number of people throughout the meeting decreases, what **number is needed for majority**? Are you taking the vote of the number of people present at the beginning of the meeting or at the time of the vote?

Lynne quoted the bylaws that state that if a quorum is present at the opening of the meeting, the members may proceed with the business of the meeting (even if a quorum is not present for the duration of the meeting), and that majority is considered to be of votes cast.

Lynne confirmed that the majority had to be of the votes cast.

While there is a risk of conducting an electronic meeting and it failing, there is also a cost of not doing it (not helping to include members from across the country, and not keeping up with the times).

Is the business conducted in the first half of the meeting considered to have occurred if the meeting shuts down halfway through? Also, what are the **time requirements** for the AGM around the twelve months?

Lynne suggests that complying with the regulations makes sense (though the likelihood of the government enforcing the regulations is slim), because the issue is more likely to arise from a dissatisfied member claiming that the executive has not been properly elected.

Lynne suggested that an AGM must be called no later than fifteen months after the last preceding AGM (and within six months of the end of the financial year).

Since the financial year ends on December 31, the AGM (or its backup) could not be called later than June 30.

Why could a **proxy** not be used in the case of a technological failure?

Lynne suggested that it was a messy situation. The giving of proxies means that you have given someone your vote. There is no mechanism of retracting votes, of saying that you are now going to vote for yourself.

Could Editors Canada try to think about an electronic meeting for this year, but at some point, if it's not working, back up to the usual method?

Three to five weeks' notice is necessary for a call to meeting. This year, the office is hoping to send it out around May 7.

Can you have an **electronic meeting just for a vote**, with no discussion?

Lynne suggested that you have to be able to take questions from the floor and that you have to have an agenda (even if there is only item on the agenda).

Can you have a meeting for a vote through something like **Survey Monkey**?

Lynne suggested that having a vote through Survey Monkey means that no one can ask questions (not just the people who have sent proxies).

Can you have a meeting with a single item on the agenda, put the motion on the floor, allow for discussion and questions, and call for a vote, for example, to vote on the standards?

Lynne suggested that as long as the meeting has an agenda and allows for proxies, this approach is acceptable.

Can you require the **proxies go to the secretary**, because the poll run through the webinar set-up doesn't allow people to vote twice?

Voting on the revised Professional Editorial Standards would be an excellent opportunity to try the electronic meeting.

The term "electronic voting" should be thought of as an umbrella term. Votes could be emailed in as well as cast through the webinar poll.

19. Partnerships (continued)

a) How can we partner with small associations?

Gael has approached some small organizations (outside Canada, for example, the Association of Freelance Editors, Proofreaders, and Indexers) that don't necessarily have online training or conferences, but still may want to partner with Editors Canada. She is looking for some ideas of services, discounts or anything else that could be offered or exchanged.

In exchange for some small discount, the organization would promote Editors Canada conferences and online training in their newsletter or blog, and possibly put links to the offerings on their website.

b) Publicly lobbying the Minister of Justice about plain language and the law

The Canadian Bar Association has been asking the government to write laws in plain language. However, legislation is still not being written in plain language. So, guides to the legislation are having to be written to understand the legislation.

Could/should Editors Canada (in association with Cheryl Stephens of PLAIN (Plain Language Association International) and Joe Kimball (law professor)) start a Twitter campaign to lobby the Minister of Justice to write legislation in plain language?

#plainfordemocracy
#becauseits2016
#thejustsociety

The purpose of the campaign would be to start a conversation to get the Justice Department to think about using plain language.

The US government has already adopted a plain language policy. A lot of Ottawa lawyers are involved in the plain language movement, and Editors Canada should try to coordinate with them.

ACTION

Gael to contact Cheryl Stephens and Joe Kimball about plain language in the Justice Department.

c) Canadian Oxford Dictionary issue

Most government departments use the Canadian Oxford Dictionary (CanOx), but the Justice Department (which writes all the laws) uses a British Oxford Dictionary. Thus, our laws are full of British spelling. The discussion involved the following points:

- The out-of-dateness of CanOx2 (published in 2004). It may be hard to lobby someone to use it.
- Editors Canada should pick a cause a year to work on using social media (for example, #updateCanOx).
- Someone has been working on an updated Canadian dictionary somewhere out west.

ACTION

Greg to talk to Peter Sokolowski to find out the name of the person working on an updated version of a Canadian dictionary.

20. Francophone services

Patrick made a chart (see Appendix D) comparing what services are offered in English and in French to show what needs to be worked on so that francophone members have access to relevant services.

The francophone affairs committee (in conjunction with the office) will do regular reviews of this chart.

21. Rural/remote members

The NEC discussed how to help rural or remote members connect to the organization and with each other. Some ideas include the following:

- Facebook group
- Twitter chat
- once-a-year webinar meeting
- occasional conference calls
- conference session or lunchtime table

Responses and further thoughts on this topic included the following:

- Groups already seem to be fractured. Perhaps it would be better to encourage posts about particular topics of importance to remote members, but keep it on the main page, not have a separate [Facebook page](#).
- Stacey and Patrick have plans for a [conference call](#) with members from Atlantic Canada to see if this is a method that people are interested in for connection.
- The [webinars](#) will help with remote member connection.
- Could there be a [roundtable at the conference](#)? Also, could there be some way that Editors Canada as an organization helps people to connect over common experiences: for example, instructors of editors, working at home with small children?
- The Society for Technical Communication (STC) has [special interest groups](#) (SIGs). There, you join the whole society, but you can (for a small cost) also join a SIG run on an email forum. Would the cost for the email list be prohibitive? The email/spam problem may need to be fixed first.
- Hashtags (planned or that may happen organically), such as #notatEC2016 for people not at the conference, may help to connect members who don't attend the 2016 conference. [Hashtags](#) could connect specific groups of people. There might be a main Facebook group, but topics of interest to a specific group may use a hashtag, such as #ruraleditors, that people can use to get to those specific conversations. The NEC should come up with some simple guidelines that outline what hashtags to use and how. The marketing and communications committee is already working on this.

22. Active Voice/Voix active

The NEC discussed the various options for the future of the publication.

ACTION

donalee and Anne Louise to write a little blurb to insert in the next copy of the publication, asking members for ideas about timing and method of publication, and content.

ACTION

donalee to get the blurb about the future of Active Voice/Voix active placed into the magazine.

ACTION

The NEC to review members' comments and to discuss the future of Active Voice/Voix active at the September executive meeting.

23. Timelines for the vote on standards

The timeline that had been proposed by the standards task force is not feasible. Therefore, the standards cannot be voted on at the AGM. The task force has a new proposed timeline, but it will involve voting at some other time (and by some other means). The timeline ends on October 1, 2016. The standards committee has consulted the CSC.

MOTION

Elizabeth moved that the NEC approve the standards task force's amended timeline, seconded by Margaret.

The discussion included questions about the timeline. The CSC needs to produce study guides and tests, and they don't want to wait another year because new study guides need to be created because of computer testing. Therefore, it would be a waste of resources if they have to produce new study guides two years in a row.

AMENDED MOTION

Elizabeth moved that the NEC approve the standards task force's proposed new schedule as outlined in their report, with the amendment that the final two items now read (now in one item)

- send out final version of standards to members by September 7, 2016.

and that the NEC is to call a special electronic meeting for members to vote, seconded by Margaret.

Carried

24. Strategic plan for 2017-21

Gael collected all the member feedback, sent it on to NEC for review, and revised the document. The document is being laid out now and will be ready for voting on at the AGM.

The feedback from this strategic plan will stay in the strategic plan folder in Google Drive, including the comments.

25. Exit survey

Patricia has sent the document (see Appendices E and F) with revisions from the NEC to be incorporated, then proofread, and it will be ready soon.

An announcement should go to members, including that the association is planning to send it out and why, clarifying who, branch or national, is sending it out, and reassuring members of the anonymity of the results.

ACTION

Patricia to find a volunteer to write up an announcement to members about the exit survey.

26. 2016 member survey

The member survey is on schedule and should be out for the end of April. Susan has got everything into Survey Monkey, and it is now going through testing and reviewing. The translator is working on the final document in both Word format and the survey format.

The rates will be pulled out and put in a members-only page on the website. Is there anything else that needs to be pulled out ahead of the other information?

ACTION

Michelle v. to communicate with Elizabeth on the standards questions of the member survey.

It would be important to see the answers to questions about what the members would like their organization to do. Susan has moved the open-ended questions that used to be at the end of the survey to more relevant sections throughout the survey.

27. Nominations for 2016/17 – NEC and committee chairs/national positions

The committee is halfway through the early part of the process; a final answer will be coming at the end of the week from all the directors.

28. Vacant position on the NEC (director of training and development)

It would be great to bring on board for the next few months the person who will take on this position next year.

ACTION

The NEC should make any suggestions for a temporary (leading to a full two-year term) director of training and development to Greg.

29. New volunteer position to consider – continuity officer

Gael suggested to the NEC that a new position be created to keep background info up to date. It would not be a board position, but a national position.

The person would go through the historical data, make it accessible for the board and members, then maintain it once it is caught up. The person would need to do some research on the position, look up best practices, and so forth.

MOTION

Greg moved that the position of continuity officer be created, seconded by Anne Louise.
Carried

30. Volunteer directory

The directory is on hold until the new website launches.

31. Volunteer information

Anne Brennan's records of people who volunteered for certification need to be transferred to the office.

ACTION

Patrick and Patricia to check in with Anne Brennan about the records of people who have volunteered for the CSC.

32. Standard Freelance Editorial Agreement

Greg and Elizabeth were tasked with updating definitions for the agreement. They both looked at it, had some discussion, and it is now opened up for a few more experienced people.

ACTION

Greg, Anne Louise, and Elizabeth to work together to finish updating the definitions for the agreement.

33. Governance documents

a) Transparency/consultation policy

The policy went back out to members and is ready to vote on at AGM.

b) Agrément policy and procedures

The plan is to base the Agrément policy and procedures on the certification policy and procedures; there is no need for a member vote. There seems to be a misunderstanding about whether they are done.

ACTION

Anne Louise to check on the Agrément policy and procedures, and to let Elizabeth know about the result.

c) Respect in the workplace policy

It had been stated that the policy was not needed because of the legislation possibly covering the situation. However, the legislation covers workplace violence and bullying, but doesn't cover everything.

A procedure needs to be written on what an employee is to do if harassed.

ACTION

Patrick to develop a respect in the workplace policy using templates from Gael and to keep working on a procedure for what to do if an employee is harassed.

ACTION

Gael to send a template of the policy and procedures to Patrick.

d) Human resources

Somehow in the updating of policies and procedures, the human resources policy didn't get dealt with. It has been voted on by the NEC, so it would be best to vote on the change.

MOTION

Gael moved that the NEC bring the human resources policy up to date in line with the current governance documents, Margaret seconded.

Carried

ACTION

Gael and Anne Louise to work on the human resources policy to bring it up to date.

e) Reimbursement procedures

The cost of one piece of checked luggage is now covered.

34. Twitter chats

The social media subcommittee will be contacting Breanne and Stacey to take over the Twitter chats. Elizabeth appreciated the Storify of the chats.

ACTION

Marie-Christine could put the French Storify on the French listserv.

35. Awards

Awards are moving well; the Karen Virag award has been created in time for this year. Anita Jenkins is on the judging panel for that award. People have five weeks to respond. *The Tomato* (a magazine that Karen used to write for) has donated \$100/year for five years toward the award.

Has the Tom Fairley award changed back to just books?

The communications and marketing committee has been asked to publicize the award to publishers. If the award is not just books, then the committee might need some direction on where else to publicize the award.

ACTION

Michelle v. to direct the communications and marketing committee to review the Tom Fairley award requirements (broader than just books).

ACTION

Anne Louise to check with the awards committee chair about the Tom Fairley award requirements (broader than just books).

36. Next meeting

2016 – Q2: Thursday, June 9, 2016, 9 a.m. to 4 p.m. in Vancouver (before the conference)

37. Last thoughts

a) Exit survey for outgoing NEC members

ACTION

Anne Louise to put a draft NEC exit survey together and bring to the NEC for review.

b) Meetings/roundtables at the conference

Meetings need to get organized for roundtable discussions for the following groups:

- branches and twigs (Stacey and Margaret)
- task force on national/local relations (??)
- remote members (Stacey and Margaret)
- PPB (Margaret and Anne Louise)
- improving services for in-house editors (Patricia)

ACTION

Gael, Stacey, Margaret, Breanne, Caitlin to talk about the roundtable meetings/discussions.

Elizabeth suggested to Margaret and Stacey that they consider separating the branches and twigs at the roundtable discussion for part of the time.

38. Adjournment

Greg moved that the meeting be adjourned.

Appendix A

Action Items

Action Items arising from Q2 (2015)			
	Action Item	Person(s) Responsible	Status as of April, 2016
1.	Patrick Banville to look into how, why, and where the bookkeeping system for the branches is not working and suggest solutions.	Patrick Banville	in progress (reviewing alternative system to Sage)
2.	Moira White and Michelle Boulton Patrick to communicate with the Certification Steering Committee about the file sharing software.	Patrick	in progress (looking at specs for new software)

Action Items arising from Q3 (2015)			
	Action Item	Person(s) Responsible	Status as of April, 2016
3.	Patrick and Breanne to look into booking 2017 conference venue.	Patrick Breanne	in progress (Hope to have contract this month.)

Action Items arising from minutes of Q4, November, 2015

	Action Item	Person(s) Responsible	Status as of April, 2016
4.	Patrick will redo chart of accounts.	Patrick	in progress (will review with branches)
5.	Anne Louise will stay in communication with the PPB and update the NEC as necessary.	Anne Louise	in progress
6.	Stacey to contact members out east by conference call to discuss issues.	Stacey	in progress (First week of May, Stacey and Patrick to chat.)
7.	Stacey and Margaret to prepare a support package/toolkit for the branch and twig administrators.	Stacey and Margaret	in progress (TOC shared with branches/twigs for input; committee struck.)
8.	donalee to get publications committee to write up a page for the website with information that writers might want to know about editors/editing.	donalee	in progress
9.	Breanne will put the new style guide into Google docs.	Breanne	in progress

Action Items arising from minutes of Q4, November, 2015

	Action Item	Person(s) Responsible	Status as of April, 2016
10.	Patrick (already working on a member badge) will also look into “member since” badges, certification badges, and so forth.	Patrick	in progress
11.	Patrick and/or member services committee to look into discounts for Chicago online, Oxford English Dictionary online, Scientific Style and Format from the Council of Science Editors, books published by Profile Books, Lynda.com. Patricia to ask Suzanne Purkis about what other editing organizations offer.	Patrick Patricia	in progress
12.	Michelle will start a conversation on the committee chairs list, so that committee chairs know that there is a method of communication for them.	Michelle Ou (Gael)	
13.	Patricia to continue working with the member services committee to develop a welcome package for new members.	Patricia	in progress

Action Items arising from minutes of Q4, November, 2015

	Action Item	Person(s) Responsible	Status as of April, 2016
14.	Patrick to look into sending a letter to members whose membership lapsed within six months.	Patrick	in progress
15.	Greg and Elizabeth will look at the definitions for the Standard Freelance Editorial Agreement; when they are done, the definitions will be sent to Anne Louise.	Greg Elizabeth	in progress (Elizabeth will discuss with Greg & Anne Louise on weekend.)
16.	Elizabeth to work with the certification steering committee to move the foundations in editing project forward.	Elizabeth	in progress (There is a draft blueprint almost ready, not quite in time for NEC meeting.) This task force needs some new members. Anne Brennan is working on recruiting for it; can we offer suggestions?
17.	Breanne to keep working on online training, with revenue to be shared in some form with branches and twigs.	Breanne	in progress

Action items arising from minutes of **teleconference,** **Jan. 28, 2016**

	Action Item	Person(s) Responsible	Status as of April, 2016
18.	Anne Louise and Marie-Christine Payette will take the policy and procedure documents from the English certification, adapt and translate them, and send them on to the Agrément committee for approval.	Anne Louise Marie-Christine	in progress (Waiting for the French translations before proceeding.)
19.	Elizabeth to bring updated standards committee brief to NEC for vote.	Elizabeth	in progress (Brief has been further updated with new timeline.)

Action Items **On Hold** until Website Launch

	Action Item	Person(s) Responsible
20.	Create task force to review branch and twig administration.	Margaret

Action Items **On Hold** until Website Launch

	Action Item	Person(s) Responsible
21.	Anne Louise to contact Michelle Ou regarding updating the membership renewal email copy.	Anne Louise Michelle Ou
22.	Let membership know about iterative approach to website launch.	Michelle Ou
23.	Patrick to send a website plan/timeline to communications and marketing to send out to all committees (in particular, Nancy Foran was asking for one).	Patrick Michelle v.
24.	Patrick to check on francophone website beta testers.	Patrick
25.	Promotion of job board, post-launch.	Michelle Ou?
26.	Patrick/staff to look into the feasibility of creating a directory of trainers and report back to the NEC.	Patrick
27.	Patrick will talk to Michelle Ou about sending in-house job ads to the geographically pertinent branch/twig administrators directly.	Patrick
28.	Breanne and Patricia to talk about the 'Ask an Expert' idea, develop it, and bring it back to NEC.	Breanne Patricia
29.	Have a competition by members to rename the ODE.	Marketing And Communications

Action Items **DONE** by the April Meeting

	Action Item	Person(s) Responsible	Status
30.	Bring the question of a partnered conference with ACES in Chicago in 2019 to the next quarterly meeting to discuss further.	NEC	Done
31.	Michelle to combine committee descriptions to create one for the new communications & marketing committee.	Michelle v.	Done
32.	NEC to inform members of the discontinuation of Interactive Voice.	not assigned	Done (IV is being decommissioned on March 4. Michelle Ou will post a final “job posting” that informs members of this change and tells them where jobs will be posted; she will also post jobs on social media.)
33.	Anne Louise to keep in touch with Tamra Ross about a Karen Virag award.	Anne Louise	Done (will be awarded this year)
34.	Emily and Breanne to discuss AGM/online training.	Emily, Breanne	Not Applicable (Emily stepped down from the NEC in February.)

Action Items **DONE** by the April Meeting

	Action Item	Person(s) Responsible	Status
35.	Michelle v. to talk to marketing committee about getting publishers to know about Tom Fairley Award.	Michelle v.	Done (This has been added to the committee's list of things to address.)
36.	Stacey will do a presentation on Editors Canada next time she is in the Maritimes.	Stacey	Done (Moncton Library booked for Thurs, May 19, 2016.)
37.	Elizabeth to make sure the certification steering committee knows about membership in IPEd for certified Editors Canada members.	Elizabeth	Done
38.	Gael is discussing an agreement with ATIO (Association of Translators and Interpreters of Ontario) and will bring it to the NEC for approval.	Gael	Done (But did the agreement with the umbrella organization for Canada (CTTIC). ATIO is just the Ontario one.)
39.	Marie-Christine will contact Suzanne Aubin to ask for help in monitoring francophone social media.	Marie-Christine	Done (She accepted.)

Action Items **DONE** by the April Meeting

	Action Item	Person(s) Responsible	Status
40.	Marie-Christine will go back to the Network of Translators in Education to talk about partnerships once the partnership policy and procedures have been translated.	Marie-Christine	Done
41.	Patricia and Marie-Christine to talk about organizing the volunteer of the month interview in French.	Patricia Marie-Christine	Done
42.	Michelle to have the new communications and marketing committee work on a plan for letting members know what membership benefits exist.	Michelle	Done.
43.	Patrick to direct Michelle to include the two-year membership discount in the letter to members about the annual fee increase.	Patrick	Done
44.	Michelle to direct the communications and marketing committee to organize information from the survey on rates and publish in a members-only part of the website.	Michelle v.	Done (The committee has been given these instructions for when the survey results come in.)

Action Items **DONE** by the April Meeting

	Action Item	Person(s) Responsible	Status
45.	Marie-Christine to talk to Michelle about potential questions on francophone member benefits for the survey.	Marie-Christine Michelle v.	Done
46.	Gael will ask Stacey to review the social media policy and make it a guideline instead of a policy.	Gael Stacey	Done (Sent to communications and marketing committee, who will further revise if needed.)
47.	Elizabeth will give the information about the Canadian Language Museum exhibit to Caitlin for the 2016 conference and Breanne for the 2017 conference.	Elizabeth	Done
48.	Gael to send list of scriptwriters from the ODE to Elizabeth.	Gael	Done
49.	Gael to finish answering questions about the consultation policy, write it up, send to NEC for approval.	Gael	Done (The revised documents and responses to comments were sent out to members and they will also go out with the call to meeting email for the AGM.)

Action Items **DONE** by the April Meeting

	Action Item	Person(s) Responsible	Status
50.	Anne Louise and Margaret to contact all the people from the PPB survey who volunteered.	Anne Louise Margaret	Done
51.	Useful to update comparison of different associations to see what the fees are and what benefits are offered.	member services committee (Patricia)	Done (to go to Michelle for formatting)
52.	Patrick to look into reducing credit card charges.	Patrick	Done
53.	Patrick to look into reducing NEC quarterly meeting fees and report back to the NEC.	Patrick	Done
54.	Patrick to look into registering with British Columbia to access local funds for the conference.	Patrick	Done (not applicable)
55.	Patrick to look into what kind of discount Editors Canada can offer its members for publications and what difference that would make to the budget.	Patrick	Done

Action Items **DONE** by the April Meeting

	Action Item	Person(s) Responsible	Status
56.	Gael to talk to Neil James from PLAIN, give him conference organization documents, and ask for a voluntary donation toward Lee d'Anjou Award.	Gael	Done (They responded with a no, for now.)
57.	Gael to pursue partnership opportunities and bring them back to the NEC.	Gael	ongoing
58.	Margaret to be in contact with the Calgary twig.	Margaret	Done
59.	donalee to ask PWAC about their activities in New Brunswick and discuss with Stacey.	donalee	Done
60.	Elizabeth to ask James Harbeck about performing in a promotional video in both English and French.	Elizabeth	Done (He said yes. And he can write the script.)
61.	Margaret to contact David Hedley about how to support the Calgary twig.	Margaret	Done (not applicable)

Action Items **DONE** by the April Meeting

	Action Item	Person(s) Responsible	Status
62.	Gael to look at the governance documentation about three-month notice for any change to member fees next round.	Gael	Done (on hold until next governance documentation review (2019) taking off the active action item list)
63.	Patrick to find a new name for the ODE.	Patrick	Done
64.	Patrick will look at the new Personal Information Protection and Electronic Documents Act (PIPEDA) and report back to the NEC.	Patrick	Done
65.	Patrick to read the documentation in the by-laws, discuss with the office staff, and report back to the NEC.	Patrick	Done

Appendix B

Online Motions, November 30, 2015 – April 10, 2016

<p>MOVED by Gael Spivak SECONDED by Greg Ioannou</p> <p>THAT the NEC appoint Carolyn Brown as the new leader of the mentoring taskforce.</p>	<p>Carried</p>	<p>Dec. 12, 2015</p>
<p>MOVED by David Johansen SECONDED by Gael Spivak</p> <p>THAT the draft budget version 3 for 2016 be approved.</p>	<p>All in favour: 11 Opposed: Abstained: 2</p>	<p>Dec. 23, 2015</p>
<p>MOVED by Breanne MacDonald, SECONDED by Anne Louise Mahoney</p> <p>THAT we appoint Patricia Furdek as chair of the training and development committee.</p>	<p>All in favour: 10 Opposed: Abstained: 3</p>	<p>Jan. 11, 2016</p>
<p>MOVED by Anne Louise Mahoney SECONDED by David Johansen</p> <p>THAT a 5 percent discount on the annual membership fee be applied when emeritus members renew for two years.</p>	<p>All in favour: 3 Opposed: 8 Abstained: 2</p> <p>NOT PASSED</p>	<p>Jan. 18, 2016</p>

<p>MOVED by Gael Spivak SECONDED by Margaret Shaw</p> <p>THAT the entire 2015 annual report (and all subsequent ones) report only on the last calendar/fiscal year (including the conference committee and donations), instead of reporting on the previous year, the current year (conference), and the AGM year (donations).</p>	<p>All in favour: 11 Opposed: Abstained: 2</p>	<p>Jan. 25, 2016</p>
<p>MOVED by Anne Louise Mahoney SECONDED by Patricia MacDonald</p> <p>THAT a 5 percent discount on the annual membership fee be applied when members (as defined in the membership policy) renew for two years.</p>	<p>All in favour: 11 Opposed: Abstained: 2</p>	<p>Jan. 25, 2016</p>
<p>MOVED by Anne Louise Mahoney SECONDED by Stacey Atkinson</p> <p>THAT Benoît Arsenault be named chair of the francophone affairs committee effective immediately.</p>	<p>All in favour: 11 Opposed: Abstained: 2</p>	<p>Feb. 1, 2016</p>
<p>MOVED by Anne Louise Mahoney SECONDED by Marie-Christine Payette</p> <p>THAT the members of the awards committee plus the president (or her/his delegate) serve as the judges for the Karen Virag award.</p>	<p>All in favour: 10 Opposed: Abstained: 3</p>	<p>Feb. 1, 2016</p>

<p>MOVED by Gael Spivak SECONDED by Patricia MacDonald</p> <p>THAT the NEC approves a generic partnership agreement (see Appendix G) that can be used for agreements with like-minded associations (such as editing, writing and translating associations). Each actual agreement must be approved by the NEC.</p>	<p>All in favour: 11 Opposed: Abstained: 2</p>	<p>Feb. 1, 2016</p>
<p>MOVED by Anne Louise Mahoney SECONDED by donalee Moulton</p> <p>THAT, as a clarification of the branding guidelines, branches and twigs use one of the following constructions in running text where the version of the national logo with the words EDITORS CANADA does not appear when they wish to indicate their relationship to the national association in promotional and other materials: Editors Toronto Editors Canada Editors Hamilton-Halton Editors Canada OR Editors Toronto (a branch of Editors Canada) Editors Hamilton-Halton (a twig of Editors Canada)</p>	<p>All in favour: 9 Opposed: Abstained: 4</p>	<p>Feb. 15, 2016</p>
<p>MOVED by Breanne MacDonald SECONDED by Anne Louise Mahoney</p> <p>THAT we approve the minutes of the November 2015 national executive meeting.</p>	<p>All in favour: 13 Opposed: Abstained:</p>	<p>Feb. 22, 2016</p>
<p>MOVED by Breanne MacDonald SECONDED by Anne Louise Mahoney</p> <p>THAT the NEC approve a \$75 discount on two-day registration or a \$50 discount on one-day registration for conference committee coordinators (no further discount for coordinators who are also speakers).</p>	<p>All in favour: 8 Opposed: 3 Abstained: 2</p>	<p>Feb. 29, 2016</p>

<p>MOVED by Anne Louise Mahoney SECONDED by Marie-Christine Payette</p> <p>THAT we reduce the annual subscription rates to ECE3 online for institutions, according to the attached chart (see Appendix H), to take effect on April 1, 2016.</p>	<p>All in favour: 11 Opposed: Abstained: 1</p>	<p>Feb. 29, 2016</p>
<p>MOVED by Gael Spivak SECONDED by Anne Louise Mahoney</p> <p>THAT Editors Canada enter into a partnership with the American Copy Editors Society (ACES), to exchange member discounts for conference registration and online training, as per the attached agreement (see Appendix I).</p>	<p>All in favour: 10 Opposed: Abstained: 2</p>	<p>Mar. 7, 2016</p>
<p>MOVED by Anne Louise Mahoney SECONDED by Gael Spivak</p> <p>To clarify the motion carried on Monday, February 29, 2016, regarding conference discounts for certain conference committee volunteers:</p> <p>THAT these discounts apply to the 2016 conference only, as a test case. The national executive council will further explore the issue of conference volunteer discounts to create guidelines on this matter.</p>	<p>All in favour: 8 Opposed: 3 Abstained: 2</p>	<p>Mar. 14, 2016</p>
<p>MOVED by Breanne MacDonald SECONDED by Gael Spivak</p> <p>THAT we approve the minutes of the January 2016 national executive council teleconference meeting.</p>	<p>All in favour: 10 Opposed: Abstained: 2</p>	<p>Mar. 21, 2016</p>

<p>MOVED by Anne Louise Mahoney SECONDED by Marie-Christine Payette</p> <p>THAT the NEC adopts the attached procedures for the Karen Virag Award (see Appendix J), submitted by the awards committee (and revised to match the style and tone of the Editors Canada Awards Procedures).</p>	<p>All in favour: 8 Opposed: Abstained: 4</p>	<p>Mar. 28, 2016</p>
<p>MOVED by Gael Spivak SECONDED by Greg Ioannou</p> <p>THAT the NEC approves the partnership agreement with CTTIC (Canadian Translators, Terminologists and Interpreters Council) as outlined in the attached agreement (Partnership Agreement for conferences and training CTTIC.PDF in Google Drive). (See Appendix K.)</p>	<p>All in favour: 8 Opposed: Abstained: 4</p>	<p>Mar. 28, 2016</p>
<p>MOVED by Breanne MacDonald SECONDED by donalee Moulton</p> <p>THAT the 2017 conference city be changed from Ottawa to Gatineau (if needed).</p>	<p>All in favour: 12 Opposed: Abstained:</p>	<p>Apr. 4, 2016</p>

Appendix C

Committee, Branches & Twigs Reports

Requests Summary

Conference Committee

- The co-chairs are still waiting for some of the details of the conference budget due to it falling under the general marketing and communications budget.

Standards Taskforce

- Our director told us last week that the now-longer schedule for this review, extending past the AGM, is “a significant change to the TF mandate” that requires NEC approval. Therefore, we respectfully request that you review our proposed schedule and advise ASAP if changes are required.

Awards Committee

- none at this time

Volunteer Management Committee

- I would like to confirm the budget for volunteer rewards.

Training and Development Committee

- none at this time

Member Services Committee

- none at this time

Foundations of Editing Taskforce

- none at this time

Certification Steering Committee

- Please consider assuming responsibility for developing a secure protocol for file sharing, storage and transfer (Activity #6, above), since the need for this extends beyond the CSC to the entire organization.
- Please continue to help us promote the current certification program at the branch and twig levels, as well as to non-members of Editors Canada.

- Please continue to help us publicize the need for CSC members from eastern Canada and the Prairies.

Communications and Marketing Committee

- none at this time

Mentoring Taskforce

- If there are any aspects of mentoring that you would definitely consider out of scope, this would be helpful to know, along with rationale. For example, we are currently considering actual teaching of seminar/course-type content out of scope. We are considering mentoring of writers in writing technique by editors out of scope.

Student Relations Committee

- none at this time

Comité Agrément/Principes

- none at this time

Ottawa-Gatineau

- More information on the webinar program
- More information on the mentorship taskforce

Kingston

- none at this time

Kitchener-Waterloo-Guelph

- none at this time

Nova Scotia

- Post a schedule of NEC meetings and due dates on the website well in advance
- Kudos to Stacey and Margaret for progress with the branch and twig toolkits
- The Editors Nova Scotia Dropbox still contains the former blue-and-white logos. Could someone please add the new logos. We want to make a poster for the seminar.

- Julia Cochrane does not have access to the ENS Dropbox. Could someone please make this happen?
- We support the work being done by Breanne MacDonald and webinar working group because many ENS members live away from population centres. We strongly recommend that participants, especially those in cities where numerous EC seminars are offered, be asked why they chose to participate in a webinar rather than attend a face-to-face event.

Calgary

- More information on the webinar program and how it might impact local twigs and revenues

British Columbia

- The issue with the bookkeeping software still needs to be fixed. Our treasurer will keep using our current system until this problem is solved.

Saskatchewan

- We were curious if any decisions have been made about the accounting software, Sage50. Our treasurer is unhappy with the program and the system for signing up to access it.

Toronto

- We have still not received the final accounting for our part in the June, 2015 conference. We would appreciate it greatly if this could be finalized.
- The Webinars that the NEC is planning continue to concern us in terms of the financial implications for our branch and coordinated planning of topics/speakers.

Hamilton-Halton

- We have had concern expressed by a new young member that the job board does not seem very active. I have been asked to mention this to the Executive Council and to alert them about the site mediajobsearchcanada.com. The question was asked as to why these jobs are not also posted on the Editors Canada job board?
- Can we have an Editors Hamilton-Halton email account? The current system of sending info to national who then have to send it out on our behalf is very cumbersome. It can also create some confusion as it is not immediately apparent to our members that an email contains local news. Our occasional

communications to members sometimes get lost/overlooked in the more numerous notices and updates from national.

- Local members are pleased to hear about the webinar pilots and look forward to hearing more details.

Newfoundland & Labrador

- none at this time

Québec-Atlantique

- Il serait utile de connaître les dates prévues pour les quatre webinaires à l'horaire d'ici juillet. Il est hasardeux de planifier nos propres activités sans savoir si elles entreraient en conflit avec celles du CAN.

Active Voice

- The issue of a completely digital edition of Active Voice has been discussed and steps have been taken in this direction, but it would be helpful to set a deadline for this milestone and announce it to members.

Appendix D

Chart comparing services available in English and in French

	English	French	Notes
Workshops and seminars	Y	Y	Depending on branch but not in both languages across the country
Professional certification	Y	Y-ish	Agrément is not the same as Certification
Networking and social meetings	Y	Y	Depending on branch but not in both languages across the country
Online Directory of Editors	Y	Y	
Job Board	Y	Y	Depending on language required for job
Email address	Y	Y	
Mediation	Y	N	Not offered in French as of yet
Annual conference	Y	Y	Usually there are session offered in each official language
Volunteering opportunities	Y	Y	
Publications	Y	Y	
E-newsletters	Y	Y	
Forums and bulletin boards	Y	Y	
Insurance	Y	Y	
Discounts	Y	Y	Depending on the offer
IT Support	Y	Y-ish	Office to provide support in French
National Office Support	Y	Y	
Mentoring	Y	N	Done by some branches, but not at the national level
Retirement/Investment planning	Y	Y	
Industry news	Y	Y	
Branch hotlines	Y	Y	Depending on branch but not in both languages across the country
Freelance editorial agreement	Y	Y	
Membership list	Y	Y	

Appendix E

Letter asking exiting members to fill out survey

[subject] Sorry to see you go! Please tell us how Editors Canada can improve

Dear [lapsed member],

It has been a pleasure to have you in the Editors' Association of Canada (Editors Canada). We are sorry that you will not be renewing. To help us improve our services and the experience for members and student affiliates, we would be grateful if you would answer some questions on the accompanying survey. Your responses will be kept anonymous.

<https://www.surveymonkey.com/r/editorscanada-exitsurvey>

On behalf of Editors Canada, I would like to thank you for being a valued part of our organization; I hope to see you again. In the meantime, if you have any questions or issues you would like to discuss, feel free to contact me at feedback@editors.ca.

Sincerely,

Abby Egerter
Chair, Member Services Committee

Appendix F

Editors Canada Exit Survey

1. Were you displeased in any way with Editors Canada or the benefits it offered? If so, can you tell us about it?
2. What are your main reasons for discontinuing your membership? (select all that apply)
 - No longer work as an editor
 - Can no longer afford the membership fee
 - Employer no longer pays for membership fee
 - Cannot afford fees for many of the services/benefits
 - Live too far from branch/twig events and workshops
 - Too busy to attend branch/twig events and workshops
 - Services offered not good value for the money
 - Can get interaction and advice from editors elsewhere, for less or for free
 - Services offered do not meet my professional needs/goals
 - No longer agree with the goals or direction of the association
 - Other life circumstances have made it difficult to continue Editors Canada membership
 - Other (please specify)
3. If you could provide additional details to your answer in question 2, we would appreciate your feedback.
4. If you are a member of any other professional associations and plan to remain in those associations, what do the other associations offer that you feel Editors Canada may be lacking?
5. Are there any particular benefits that Editors Canada does not currently offer that you think would have been valuable to you? If so, a) what are they? and b) would you consider becoming a member again if those benefits became available in the future?
6. Do you have any further comments about Editors Canada that you would be willing to share with us?
7. Would you like the member services chair to contact you? If so, are there any particular issues you would like to address directly?
8. Do you work primarily in editing or in another field?
 - Editing
 - Other (please specify)
9. What did you enjoy or benefit from the most as a member of Editors Canada?
10. Can you say that your membership has positively affected your career? If so, how?

11. How long had you been a member of Editors Canada before you decided to discontinue your membership?

- Less than 3 years
- 3–5 years
- 6–10 years
- More than 10 years

12. How many years of experience do you have as an editor?

- Less than 3 years
- 3–5 years
- 6–10 years
- More than 10 years
- I have never worked as an editor, but I want to start

13. If you are currently working as an editor, do you work freelance or in-house?

- Freelance
- In-house
- Both

14. Where is your primary residence?

- Alberta
- British Columbia
- Manitoba
- New Brunswick
- Newfoundland and Labrador
- Northwest Territories
- Nova Scotia
- Nunavut
- Ontario
- Prince Edward Island
- Quebec
- Saskatchewan
- Yukon
- Outside of Canada (please specify):

15. Is your residence located in an area that is primarily...

- Urban
- Suburban
- Rural

Thank you for taking the time to complete our survey. We wish you all the best and hope that you will rejoin Editors Canada in the near future (www.editors.ca/join_eac/how_to_apply/index.html.)

Appendix G

Partnership Agreement: Training and Development (conferences, webinars, online training)

Note: if the other organization does not offer webinars or online training, we can remove that from the agreement (or the opposite, if they do not offer a conference).

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

This agreement allows the following:

- Members of Editors Canada can register for xxx conferences, webinars and online training courses and other mutually agreed training and development services at the same price as xxx members.
- Members of xxx can register for Editors Canada conferences, webinars and online training courses and other mutually agreed training and development services at the same price as Editors Canada members.

Limitations

- The registration rules of Editors Canada, including refund policies, will apply to any member of xxx who registers for an Editors Canada conference, webinar or online training course.
- The registration rules of xxx, including refund policies, will apply to any member of Editors Canada who registers for a xxx conference, webinar or online training course.
- Neither organization is responsible to follow the other's policies and procedures in preparing and/or offering training and development services and courses.
- This agreement can be nullified by either organization after giving the other party a minimum of 45 days' notice.

Do we want to add this?

If there is no equitable conference to exchange, xxx will supply Editors Canada with zzz [example: advertising, social media mentions] in exchange for xxx members to pay the Editors Canada member registration fee.

Signatures

Patrick Banville
Executive Director
Editors' Association of Canada

name
position
organization

Date: January 24, 2016

Appendix H

Institutional Rates – Editing Canadian English 3, online edition

(Editors' Association of Canada: www.editors.ca)

Category	Annual Subscription Price* – ECE3 Online	Revised suggested prices (as of April 1, 2016)
K-12 school library	\$100	No change
University or College library: small (up to 2000 students)	\$300	\$150
University or College library: medium (2001 to 10,000 students)	\$700	\$250
University or College library: large (10,001 to 25,000 students)	\$1000	\$350
University or College library: very large (over 25,001 students)	\$1400	\$400
Public library: Main branch	\$125	\$100
Public library: each additional branch	\$75	\$50
Government department or agency: up to 50 employees	–	\$100
Government department or agency: 50 to 10,000 employees	\$350	\$200
Government department or agency: over 10,000 employees	\$700	\$300
Corporate rate	–	\$125???
Not-for-profit organization	\$400	\$100

* Prices valid until December 31, 2015

** Prices to take effect April 1, 2016 (anyone who has paid for a subscription at the current rates would get a credit for the difference) and be reviewed annually or as needed.

Appendix I

Partnership Agreement: Training and Development

This is a partnership agreement between the Editors' Association of Canada (Editors Canada) and the American Copy Editors Society (ACES).

This agreement allows the following:

- Members of Editors Canada can register for ACES conferences, webinars and online training courses and other mutually agreed training and development services at the same price as ACES members.
- Members of ACES can register for Editors Canada conferences, webinars and online training courses and other mutually agreed training and development services at the same price as Editors Canada members.

Limitations

- The registration rules of Editors Canada, including refund policies, will apply to any member of ACES who registers for an Editors Canada conference, webinar or online training course.
- The registration rules of ACES, including refund policies, will apply to any member of Editors Canada who registers for an ACES conference, webinar or online training course.
- Neither organization is required to follow the other's policies and procedures in preparing and/or offering training and development services and courses.
- This agreement can be nullified by either organization after giving the other party a minimum of 45 days' notice.

Signatures

Patrick Banville
Executive Director
Editors' Association of Canada

Teresa Schmedding
President
American Copy Editors Society (ACES)

Date: xxx, 2016

Appendix J

The Karen Virag Award

Editors Canada may present this award once per year to recognize an individual or an organization that has raised the profile of editing in their community. The contribution may take a variety of forms, including writing, public speaking, teaching, participating in broadcast or new media, and sponsoring editing-related activities and community building in Canada and abroad.

The award is named after honorary life member Karen Virag. Its intent is to reflect Karen's own work to raise the profile of editing. This included her long-standing participation on the Cultural Human Resources Council as the Editors Canada representative and her frequent appearances on CBC Radio as one-half of the dynamic Grammar Gals duo with Virginia Durksen. Karen also served as the Editors Canada director of publications.

Eligibility

Nominees may be individual Editors Canada members or organizations.

Nominated organizations must have at least one Editors Canada member among the nominees.

Editors Canada national office staff are not eligible for the award.

This award may be given only once in a recipient's lifetime.

Nominations

The national office will issue candidate nomination instructions to association members, post-secondary institutions, and other individuals and organizations each March.

These instructions list the eligibility criteria, the value of the award, the nomination procedure, the required documentation, and the nomination deadline.

Members and non-members may submit nominations.

Nomination packages may be submitted in print or digital format and must include

- a letter of nomination (100 to 300 words) that clearly and convincingly explains the contribution made by the nominee, and
- supporting documentation.

Selection committee

Each year, the Editors Canada national executive council appoints an award coordinator.

The members of the awards committee plus the Editors Canada president (or her/his delegate) serve as the judges for the Karen Virag award.

To protect the integrity of the award, a member of the selection committee who has a past or current close personal, professional, or educational connection to a nominee must declare her/his connection before reviewing nominations. Depending on the circumstances of the disclosure and the connection, the coordinator may proceed as planned or may ask the committee member to step down.

Evaluation of submissions

The nominations will be evaluated on a fair and equitable basis.

The selection committee chooses a recipient by determining which nominee best demonstrates a significant contribution to raising the profile of editing in the community.

Number of winners

The judges will select one winner only: no ties or co-winners.

The judges may, at their discretion

- provide a short list of nominees
- assign honourable mentions to runners-up
- select no winner at all if, in their judgment, there is no entry of high quality

If the committee selects any runners-up, they will check to see if those people want to be publicly identified.

Promotion of the award and the winner

The winner is promoted by a press release, posting on the Editors Canada website, postings in social media and promotional pieces during the year. This also helps promote the award.

The award recipient will also receive a plaque in a presentation ceremony at the annual conference.

Appendix K

Partnership Agreement: Training and Development (conferences, webinars, online training)

This is a partnership agreement between the Editors' Association of Canada (Editors Canada) and the Canadian Translators, Terminologists and Interpreters Council (CTTIC).

This agreement allows the following:

- Members of Editors Canada can register for CTTIC conferences, webinars and online training courses and other mutually agreed training and development services at the same price as CTTIC members.
- Members of CTTIC can register for Editors Canada conferences, webinars and online training courses and other mutually agreed training and development services at the same price as Editors Canada members.
-
- Limitations
 - The registration rules of Editors Canada, including refund policies, will apply to any member of CTTIC who registers for an Editors Canada conference, webinar or online training course.
 - The registration rules of CTTIC, including refund policies, will apply to any member of Editors Canada who registers for a CTTIC conference, webinar or online training course.
 - Neither organization is required to follow the other's policies and procedures in preparing and/or offering training and development services and courses.
 - This agreement can be nullified by either organization after giving the other party a minimum of 45 days' notice.

Signatures

Patrick Banville
Executive Director
Editors' Association of Canada

Golnaz Aliyazadeh
President
Canadian Translators, Terminologists
and Interpreters Council (CTTIC)

Date: April 1, 2016