

Minutes

EAC/ACR National Executive Council Meeting (2013 Q1)

March 16–17, 2013

Executive Hotel Vintage Park
1379 Howe Street, Vancouver

1. Call to order

President Greg Ioannou welcomed the attendees and called the meeting to order at 8:30 a.m.

Roll Call

Jacqueline Dinsmore
Michelle Boulton
Danielle Arbuckle
Sandra Gravel
Ken Weinberg
Gael Spivak
Moiria White
Karen Virag
Arden Ogg
Julia Cochrane
Carolyn L Burke
Sandra Kerr

Vice-president
Past president
Treasurer
Director of francophone affairs
Director of training and development
Director of volunteer relations
Director of professional standards
Director of publications
Director of branches and twigs (west)
Director of branches and twigs (east)
Executive director
Volunteer recording secretary

Guests

Erwin Allerdings (Day 1)
Anne Brennan (Day 2)
Iva Cheung (Day 2)
Janice Dyer (Days 1 and 2)
Roma Ilnyckyj (Day 1)
Peter Moskos (Day 1)
Maureen Nicholson (Day 2)
Lana Okerlund (Day 2)
Claire Preston (Day 1)
Ruth Wilson (Days 1 and 2)

Facilitator
Co-Chair, Certification Steering Committee
Member, Certification Steering Committee
Co-Chair, Certification Steering Committee
EAC Volunteer
Chair, EAC-BC
Chair, Governance Task Force; Past President
Member, Certification Steering Committee
Coordinator, EAC-BC Hotline
Member, Professional Standards Committee; Former chair,
Certification Steering Committee

Regrets

David Harrison, Secretary
Adrienne Montgomerie, Director of Communications

2. Approval of agenda

MOTION: MOVED by Julia Cochrane, seconded by Jacqueline Dinsmore

THAT the agenda be approved.

Carried.

3. Opening session – joined by facilitator: Improving communication within NEC (including raising, discussing and voting on issues)

NEC members discussed ways of improving communications processes within the council. The president requested quarterly reports and motions that specifically reference an amendment to existing documents or creation of policy. It was agreed that NEC online discussions require a single voice of authority and clear processes. The use of a centralized, searchable database to maximize ability to access information about EAC programs, activities, and initiatives was also suggested.

4. Approval of minutes of meeting of December 1–2, 2012 (formerly Item #7)

These corrections were accepted:

- Item 10.4 should reference Item 12; action item should be removed as discussed in email.
- Item 5:
Action: David Harrison to provide further detail on why “carried by required two-thirds majority”
- Item 10.13: First bullet – items in brackets to be removed; fourth bullet – testing online is being addressed by CSC task force
- Item 10:13 – remove “alias”
Action: any typos from the December minutes needing correction are to be sent to recorder offline.

It was agreed that the vote on this item would be moved to the next day (see item #10).

5. Recording of online votes since previous meeting (formerly item #7)

The results of the following online votes since the previous meeting were read into the minutes:

January 22, 2013 Access to national policies, etc.

**MOVED by Julia Cochrane, seconded by Arden Ogg
THAT the EAC/ACR Constitution, by-laws, and national policies and guidelines (except fee guidelines) be made available in the public section of the national website.**

Background: NEC members have observed that currently this information is only available in the members-only section of the website and there is no reason for it to be so restricted.

CARRIED

February 4, 2013 Appointment of Chair, Training & Development

**MOVED by Ken Weinberg, seconded by Danielle Arbuckle
THAT Emily Dockrill Jones be appointed chair of training and development.**

Background: This position has been vacant since the resignation of the previous Chair, and the volunteer position has been advertised to the membership.

CARRIED

February 4, 2013 Confirmation of next two NEC meetings

**MOVED by Gael Spivak, seconded by Jacqueline Dinsmore
THAT in-person NEC meetings will be held in March 2013 and June 2013.**

Background: This is confirmation of the timing of the next two NEC meetings, following online discussion.

CARRIED

**MOTION: MOVED by Moira White, seconded by Michelle Boulton
THAT the results of the online votes be accepted as submitted in the secretary’s report.
Carried.**

6. Budget 2013: Adjustments to NEC meetings budget (formerly item #9)

Danielle Arbuckle noted that the 2013 budget had been set at the previous meeting. However, there had been subsequent discussions about adding money back into the budget, with an associated budgetary impact. Danielle asked for guidance on how to honour the budget commitment.

**MOTION: MOVED by Danielle Arbuckle, seconded by Ken Weinberg
THAT the Q4 2013 meeting not be arranged as an in-person meeting.**

Carried.

7. Strategic planning session led by facilitator

The facilitator, Erwin Allerdings, led the NEC in a planning session to review and update the 2012–13/2016–17 Strategic Plan and establish priorities for the year ahead.

[The first day's session recessed at 5:00 p.m. until 9:00 a.m. March 17.]

[The meeting reconvened at 9:00 a.m. on March 17 at the same location.]

DAY 2 Call to order

The meeting was called to order at 9:00 a.m. on March 17.

MOTION: MOVED by Moira White, seconded by Jacqueline Dinsmore

THAT the guests be allowed to speak to issues at this meeting.

Carried. [The guests were introduced]

8. Certification Steering Committee

The Certification Steering Committee (CSC) shared information regarding the program, emphasized its importance, and elaborated on its purpose: to enhance the status of editing as a profession, to promote and maintain professional standards, and to present editors with an avenue for professional development. It was noted that Sandra Gravel has attended CSC meetings and the CSC would welcome her continued involvement at future meetings.

In addition to a discussion on the information presented, the idea of testing for excellence vs. proficiency was discussed. It was noted that the word “proficiency” has a more positive connotation than the word “competency,” and that those who do not pass the certification tests should be made aware that these are tests for excellence rather than competence.

MOTION: MOVED by Moira White, seconded by Michelle Boulton

THAT NEC direct the CSC to investigate the development of proficiency level testing in editing to complement the established program.

Carried.

The executive council thanked the CSC members for their time and work.

9. Governance Task Force report

Maureen Nicholson led discussion on the report by the Phase 1 Governance Task Force. It was noted that the process to address governance issues regarding legislated requirements arising from the Canada Not-for profit Corporations Act must unfold, with NEC input and member consultation, as a top priority. The current constitution and by-laws would not be compliant with the new legislation.

The task force requested direction regarding:

1. Membership classes
2. Terms of office for directors
3. Limit on number of terms for directors
4. Relationship between branches and national association

This meeting session involved information sharing, with no decisions required at this time.

MOTION: MOVED by Ken Weinberg, seconded by Sandra Gravel THAT NEC strike a Phase 2 Governance Task Force.

Carried.

The executive council thanked the Phase 1 Governance Task Force. (Phase 1 members) Ruth Wilson and Maureen Nicholson indicated they would not be continuing in the new task force.

10. Approval of minutes of meeting of December 1–2, 2012

MOTION: MOVED by Moira White, seconded by Jacqueline Dinsmore THAT NEC approve the minutes of the 2012 Q4 meeting as revised.

Carried.

11. Actions arising from previous meeting

Actions from the prior meeting were discussed in turn.

Action: Carolyn L Burke and Moira White to discuss item 27 (honorary payment designation/reporting in financial documents)

12. Quarterly reports and business arising

The matters arising from quarterly reports were discussed (where not elsewhere on the agenda).

12.1 Executive director

Carolyn L Burke requested that portfolio directors work with national staff to draft 2014 committee plans based on 2014 priorities. Carolyn also noted that this task was six months ahead of schedule; one outcome of the strategic planning session held on March 16 was a prioritized list of new projects for 2014.

12.2 Western region

GST charges are a continuing question.

Action: Carolyn L Burke will look into the Alberta GST questions.

Action: Carolyn L Burke and Arden Ogg will continue the discussion about Alberta GST offline.

A preliminary proposal for a Kelowna Twig in the BC Okanagan is still under development.

12.3 Eastern region

It was observed that at some point the eastern region may need another director or officer in view of the size of that region.

Action: Julia Cochrane to advise NEC if and when this requires further action in the immediate future.

12.4 Professional standards

NEC members were encouraged to submit any examples of professional guidelines on ethical editorial practices to the committee.

12.5 Volunteer relations

Gael Spivak had a person express interest in the mediator position.

Action: Gael was asked to consider the willingness of the current mediator to continue, discuss the position with the potential applicant, and make a decision.

12.6 Communications

Adrienne Montgomerie had reported technical problems with the Online Directory of Editors but they could not be replicated.

Action: Adrienne Montgomerie was asked to provide further details of the problem if it has not been

resolved.

12.7 Conference

Rewards/recognitions for 2013 conference committee members were discussed.

Ken Weinberg reported that the Training and Development Committee was planning to record conference sessions and offer them via online streaming. The plan required an estimate for the cost of recording equipment and market research into the demand for such a service. After researching the market for suitable equipment and performing a series of pilot tests, Ken determined that an investment of \$600 was required for the equipment to satisfactorily record all conference sessions. The demand for access to these recordings has not been determined at this time.

Action: Ken Weinberg agreed to investigate the market demand for recordings of conference sessions by personally recording a handful of sessions, offering them online to session attendees (for free), and monitoring their popularity.

12.8 Awards

Nancy Flight has agreed to take part in the Awards Task Force. She has been instrumental on this task over the years. The endowment for the Tom Fairley Award has been spent and the task force is researching ideas for funding for future awards. One recommendation is to divide the Tom Fairley Award into two awards: one English and one French, although it will be difficult to find qualified judges in both languages. It was suggested that a dedicated award in French would result in an increase in nominations.

Action: The Awards Task Force will explore development of an equivalent French-language Tom Fairley Award.

Action: The President will place a task force update on the next NEC meeting's agenda.

13. Other business

Branding

NEC discussed the best way to proceed with a branding task force. The national office staff may be able to move this item forward. NEC members suggested that because of the specialized nature of this task, the first step may be to put out a call to the membership for volunteers.

Action: Carolyn L Burke to put out a call to the membership for volunteers to participate in a branding task force.

14. Next meetings

- Q2 NEC meeting, Association AGM: June 2013, Halifax
- Q3 NEC meeting: September 2013, TBD

15. In-camera session

MOTION: MOVED by Julia Cochrane, seconded by Jacqueline Dinsmore

THAT the meeting move into in-camera session.

Carried.

[The meeting went ex-camera without a motion.]

16. Adjournment

MOTION: MOVED by Karen Virag that the meeting adjourn.

Carried.

The meeting adjourned at approximately 2:30 p.m.

ATTACHMENT A

**EAC/ACR National Executive Council Meeting (2013 Q1)
March 16–17, 2013, Vancouver****ORDER OF BUSINESS (as revised)**

- 1. Call to order**
- 2. Approval of agenda**
- 3. Opening session – joined by facilitator: Improving communication within NEC (including raising, discussing and voting on issues)**
- 4. Approval of minutes of meeting of December 1–2, 2012 (formerly Item #7)**
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- 7. Strategic planning session led by facilitator**
- 8. Certification Steering Committee**
- 9. Governance Task Force report**
- 10. Approval of minutes of meeting of December 1–2, 2012**
- 11. Actions arising from previous meeting**
- 12. Quarterly reports and business arising**
 - 12.1 Executive director*
 - 12.2 Western region*
 - 12.3 Eastern region*
 - 12.4 Professional standards*
 - 12.5 Volunteer relations*
 - 12.6 Communications*
 - 12.7 Conference*
 - 12.8 Awards*
- 13. Other business - Branding**
- 14. Next meetings**
- 15. In-camera session**
- 16. Adjournment**

ATTACHMENT B

SUMMARY OF MOTIONS

(other than procedural)

EAC/ACR National Executive Council Meeting (2013 Q1)
March 16–17, 2013, Vancouver**5. Recording of online votes since previous meeting (formerly item #7)**

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THAT the Q4 2013 meeting not be arranged as an in-person meeting. Carried.

8. Certification Steering Committee

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9. Governance Task Force report

MOTION: MOVED by Ken Weinberg, seconded by Sandra Gravel

THAT NEC strike a Phase 2 Governance Task Force. Carried.

10. Approval of minutes of meeting of December 1–2, 2012

MOTION: MOVED by Moira White, seconded by Jacqueline Dinsmore

THAT NEC approve the minutes of the 2012 Q4 meeting as revised. Carried.