

EAC/ACR National Executive Council Meeting (2013 Q2)
Lord Nelson Hotel, Halifax, NS
Friday, June 7, 2013

Present

Greg Ioannou	President
Jacqueline Dinsmore	Vice-president
Michelle Boulton	Past president
Danielle Arbuckle	Treasurer
David Harrison	Secretary
Adrienne Montgomerie	Director of communications
Sandra Gravel	Director of francophone affairs
Ken Weinberg	Director of training and development
Gael Spivak	Director of volunteer relations
Moira White	Director of professional standards
Karen Virag	Director of publications
Arden Ogg	Director of branches and twigs (west)
Julia Cochrane	Director of branches and twigs (east)
Carolyn L Burke	Executive director
Sandra Kerr	Volunteer recording secretary

1. CALL TO ORDER, WELCOME AND INTRODUCTIONS

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

2. APPROVAL OF AGENDA

Additions to the agenda:

- Item 6 to include nominations process discussion
- Item 7.2 allocation of funds to twigs and branches
- Item 12.3 to include brief discussion of certification pass rates

MOTION: MOVED by Ken Weinberg, seconded by Jacqueline Dinsmore
THAT the agenda be approved as amended.
CARRIED

3. APPROVAL OF MINUTES OF MARCH 16-17, 2013 (Q2)

MOTION: MOVED by Arden Ogg, seconded by Julia Cochrane
THAT the minutes of the meeting of March 16-17, 2013 be approved.
It was noted that there was no in-camera business at that meeting.
CARRIED

4. RECORDING OF ONLINE VOTES SINCE LAST MEETING

The following resolution passed by online vote was read into the minutes:

March 8, 2013 Approval of audited financial statements, 2011 and 2012

MOVED by Danielle Arbuckle, seconded by David Harrison

THAT the 2011 and 2012 audited financial statements of the Association be approved.

CARRIED

There was discussion of the need for NEC to approve the French translation; it was agreed that the resolution applies to the audited financial statements in English and French. (This is the first time EAC has produced a French translation of the audited financial statements.)

It was agreed that the document would be translated annually and provided for in the budget.

5. ACTIONS ARISING FROM Q1 MEETING IF NOT ADDRESSED ELSEWHERE IN AGENDA

Actions from the prior meeting were reviewed and the following noted in discussion:

- Carolyn L Burke suggested that twigs be named for one city only.
- Item 12.5: Gael Spivak recommended reappointment of the current mediator.
- Item 12.6: Adrienne Montgomerie demonstrated a problem with the Online Directory of Editors (ODE) search function: different results produced for singular and plural forms, a word produces different results when in singular vs. plural form.

NEW ACTIONS ARISING

Carolyn L Burke	Work with ODE search engine expert to remedy search functions.
Adrienne Montgomerie	Provide how-to information to members (inc. blog post) on how they can write listings to produce optimum results in the ODE search.
Ken Weinberg	Report back to NEC on software and process for conference recording options.
President	Add Awards Task Force timelines to next meeting's agenda.
Carolyn L Burke	Send email call for volunteers to serve on a branding task force.

6. APPOINTMENTS SINCE PREVIOUS MEETING

Michelle Boulton, chair, nominations committee, communicated the difficulty with the present structure of the nominations committee. She said it was understandable that branch chairs were sometimes reluctant to put forward candidates for national office given the common difficulty of finding good people for branch positions. Michelle suggested NEC change the structure of the nominations committee to be composed of members other than those with branch executive duties to ensure more national orientation. The committee members would be encouraged to make note of potential candidates throughout the year, rather than only in the run-up to AGM.

Michelle also suggested NEC annually have the task of updating realistic and practical job descriptions for all NEC members and committee chairs; also to launch a communications initiative to members around this information.

ACTIONS:

Each NEC member	Review and update your own job description before handover to 2013–14 team.
Danielle Arbuckle	Develop material from NEC members (previous action item) and with input from Michelle B. Coordinate revised job descriptions for NEC and committee chairs; submit to NEC for approval.

Michelle presented the following outcomes of the call for nominations and appointments:

President: Jacqueline Dinsmore
 Vice-president: Danielle Arbuckle
 Secretary: Rande Holmes

Treasurer: David Johansen
 Director Professional Standards: Moira White
 Director Training & Development: Ken Weinberg
 Director Communications: Michelle van der Merwe
 Director Publications: Karen Virag
 Director Francophone Affairs: Marie-Christine Payette
 Director Volunteer Relations: Gael Spivak

Past President: Greg Ioannou
 Director Branches and Twigs West: (two nominees) Arden Ogg, Leslie Cameron
 Director Branches and Twigs East: Julia Cochrane
 Marketing and Public Relations Committee Chair: Tina Dealwis
 Newsletter Committee Editor in Chief: Carole Sigouin
 Publications Committee Chair: Elisabeth Macfie, Anne Louise Mahoney
 Training and Development Committee Chair: Emily Dockrill Jones
 Certification Steering Committee Chair: Anne Brennan, Janice Dyer
 Conference Committee Chair: Emily Dockrill Jones, Nancy Foran
 Professional Standards Committee Chair: Lynne Massey
 Member Communication Committee Chair: Susan Chambers
 External Liaison Committee Chair: Executive Director
 Human Resources Committee Chair: [Incoming] President
 Nominating Committee Chair: [Incoming] Past President
 Comité Agrément/Principes: Sandra Gravel
 Mediator: Michael Benedict
 Forum Monitor: Joanne Haskins
 List Monitor: Nancy Wills

MOTION: MOVED by Michelle Boulton, seconded by Moira White,
 THAT the NEC present the list of nominations and appointments to the AGM.
 CARRIED

It was agreed that although some of the appointed were close to the suggested two-year limit, this would be a transitional year in governance and extension of the customary term would be allowed.

7. FINANCIAL REPORT

7.1 Treasurer’s report

The report was included in the documents pre-circulated for NEC review.

7.2 Allocation of startup funds to twig

Danielle Arbuckle requested NEC direction for responding to the situation of Hamilton twig, which is currently running at a deficit. NEC discussed ways of providing financial mentoring to the twig while respecting its independence and creating checks and balances for the future.

MOTION: MOVED by Danielle Arbuckle, seconded by Julia Cochrane, that National Office provide a one-time advance for one year of twig transfer payments to Hamilton.
 CARRIED

ACTIONS

National Office and Director(east)	Provide one-time advance for one year of twig transfer payments to Hamilton twig; and offer financial and other guidance as needed.
Treasurer and NEC	For 2014 Budget development, re-evaluate ratio of national-to-branch transfer payments.

Danielle noted that while the Association's reserves at national level are now increasing steadily, Branch funds are typically slowly reducing over time. There was discussion of the current percentage figure for national-to-branch transfer. Historically, this had been reduced from 11-12% to the current 10%. There was discussion of returning the percentage to 11-12%.

Karen Virag and Michelle Boulton commented on concerns raised by branches, including:

- Less revenue from local initiatives
- Difficulties raising and keeping volunteers
- Spinoff effects of government cutbacks (members had fewer contract opportunities)

There was some discussion of having branch chairs represented directly at the NEC table, or otherwise restructuring to allow for improved branch representation. In the past this had resulted in enthusiasm and strong lines of communication, but was cost prohibitive and unwieldy with so large a group of people at the table. Opportunities to use more online conferencing were suggested, as was variegated use of social media to raise and discuss common issues. It was also noted that the outcome of the governance task force might require changes in structure and representation anyway.

8. QUARTERLY REPORTS AND BUSINESS ARISING

8.1 Prairie Provinces Branch

The NEC noted that membership categories will be changing with new governance and the issue of student membership was one of priorities discussed in last meeting. The branch's suggestion regarding student membership will be taken up at that time.

8.2 Calgary

Calgary's core concern is a trend towards decreasing profits. Gael Spivak said she was developing a document comparing the offerings and fees charged by similar organizations. Gael invited comments on this comparison. One suggestion was that the report might show the comparative value of francophone membership dollars.

Calgary also expressed concern about the cost of the certification program. Carolyn L Burke stated that in 2012 the certification program broke even this year. It was suggested that this and similar information from CSC might be posted on the EAC blog.

8.3 Regional Director, East

QAC: The issue raised was coordination of branch newsletters. It was noted that several branches had implemented notable upgrades to newsletters. Also that the Association website currently provides links to all branch newsletters. It was agreed that there could be many benefits to sharing content across the branches and twigs.

KWG and NCR: Both branches reported difficulties filling coordinator positions.

Peterborough: The concern is that the national website is difficult to navigate. NEC members agreed and asked Carolyn to continue working to improve this aspect.

Peterborough also reported reluctance to travel to Toronto for workshops. Carolyn responded that NEC members and staff had provided guidelines for how to host a local workshop (and how to determine if it is financially feasible).

8.4 Conference Committee

It was suggested that NEC have a statement of support for shopping locally for conferences. Consideration of giving preference to suppliers who were also members was also discussed.

MOTION: Moved by Michelle Boulton, seconded by Julia Cochrane, that NEC approve in principle the idea of sourcing locally for conferences when feasible.

CARRIED

The issue was raised of moving conference funds between line items (e.g. to support speaker travel expenses by cutting in some other area). It was noted that current policy would allow this kind of internal movement of funds within the conference budget.

8.5 Communications

There was brief discussion of interest in engaging a public relations expert experienced with non-profit organizations.

8.6 Les affaires francophones

As also noted under item 4 (recording of online vote), the executive director and treasurer will ensure that translation costs for the Annual Report are included in the annual association budget.

8.7 Publications

Karen Virag reported that planning and overall design work for Editing Canadian English III is well in hand; Carolyn L Burke has readied a list of potential suppliers of publication services when that stage is reached. Carolyn is looking at online subscription services to determine what will work best; she has interviewed a number of suppliers and selected one to follow up with.

ACTIONS

Carolyn L Burke	Twig development: Plan visit to Kingston twig for information exchange and support.
Moira White and Carolyn L Burke	Certification program: Develop recent CSC responses to certification program questions on EAC member forum into information for posting on the blog and/or other media to members.
Jacqueline Dinsmore and Carolyn L Burke	Conference: Consider NEC resolution to “source locally for national conferences where feasible.”

9. CONFERENCE UPDATES

For the Halifax 2013 conference, approximately 200 people are registered for conference and workshops. Conference registrations will be about 166, which exceeds the target registration goal of 150. The conference has resulted in about \$7400 revenue.

For the Toronto 2014 conference, the venue has been confirmed as a new, well-situated facility with a prestigious catering partner. Future conference locations were to be discussed further at the meeting of branch and twig chairs to follow.

10. GOVERNANCE TASK FORCE PHASE 2 UPDATE

Lynne Massey reported that will be joining the branches and twigs meeting to discuss the governance changes and how they may affect branches and twigs. Lynne will also make a presentation to the AGM.

11. OTHER BUSINESS

11.1 Emergency preparedness

Adrienne Montgomerie and Gael Spivak raised the issue of the Association’s contingency planning for emergencies arising at EAC activities such as branch and twig local meetings. All agreed on the desirability of this. Gael Spivak said she had researched a basic emergency preparedness template that Branch chairs could complete annually; the template would contain details relevant in case of emergency, for example, basics such as address of venue, key contact persons, etc.

ACTION

Gael Spivak	Draft a document (English & French) on emergency preparedness relating to national and branch activities and circulate for Exec read.
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11.2 Meeting expense reimbursement policy

Several members indicated that some expenses incurred for NEC meetings are not currently or adequately addressed in the reimbursement policy and that the policy was due for review.

ACTION

Danielle Arbuckle	Draft revision to reimbursement guidelines to address (a) increase in per diem standard, (b) per diems for travel days; (c) seat selection fees for air travel over 3 hours. [Moira White to provide comp. data from other organizations.]
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11.3 Certification examination pass rates

The use of self-tests was discussed; a self-evaluation tool is in the works for EAC tests. The NEC discussed the possibility of a discount for those who had taken the test, but not passed. One method for implementing this is to charge an administrative fee, which would be waived if an individual is applying to be tested a second time. Another may be the idea of examination insurance. Another aspect raised was communication of results of examination sessions to the membership and possibly the general public. There was agreement that the overall philosophy and design of the examinations could be better explained, either in FAQ or

document format. The development of self-tests for candidates was also supported, but definitely not “preparation courses.” There was brief discussion comparing the EAC approach to certification with other credentialing organizations, which was among aspects monitored by the CSC.

11.4 Awards Task Force

Karen Virag highlighted three specific challenges being addressed:

- Review of award criteria
- Review of how best to work an awards program in a bilingual context
- Review of how best to fund the awards
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Other points raised in discussion included:

- More book publishers need to know about the Fairley Award.
- The awards program should be a long-term commitment of the Association.
- Raising the dollar amount of the awards helped this year.
- It was interesting to note differences in definition of “excellence” in the awards and certification programs.

12. DATE AND LOCATION OF NEXT MEETINGS

These will be decided later in June after consultation with the incoming NEC members.

ACTIONS

Ken Weinberg	Circulate to NEC members optional networking solutions for short (about 1 hour) online meetings
Carolyn L Burke	Set up new email group lists for “shadowing period” of June 10- September 1 till handover
David Harrison	Set up online voting mechanism to enfranchise only 2013-14 NEC list till September 1.
David Harrison	Alert incoming secretary to above procedure.

13. IN-CAMERA SESSION

There were no in-camera items.

14. ADJOURNMENT

MOTION: Moved by Danielle Arbuckle, seconded by Adrienne Montgomerie, that the meeting adjourn.

CARRIED

The meeting was adjourned at 3:30 pm.

Respectfully submitted (for NEC review),
 David Harrison, Secretary
 June 20, 2013