

**Editors' Association of Canada
Association canadienne des réviseurs**

National Executive Council

2017 May Online (Zoom) Meeting Minutes

May 19, 2017



**EDITORS
RÉVISEURS
CANADA**

Contents

1. Review of outstanding action items from previous meetings (Appendix A)	3
2. Karen Virag award	3
3. Annual planning reports	4
4. Honorary life membership for Nancy Flight (Appendix B)	4
5. Frankfurt Book Fair 2020 (Appendix C)	4
6. Other Business	5
7. Next meeting	5
8. Adjournment	5
Appendix A — Action Items	6
Appendix B — Letter recommending Nancy Flight for Honorary Life Membership	14
Appendix C — Letter re Frankfurt Book Fair, 2020	16

PRESENT:

Anne Louise Mahoney	President
Gael Spivak	Vice-President
Carolyn Brown	Treasurer
Breanne MacDonald	Secretary
David Johansen	Regional Director, Branches and Twigs – East
Margaret Shaw	Regional Director, Branches and Twigs – West
Elizabeth d’Anjou	Director, Professional Standards
Stacey Atkinson	Director, Training and Development
Nancy Foran	Director, Francophone Affairs (interim)
John Yip-Chuck	Executive Director
Alexandra Peace	Recording Secretary

REGRETS:

Michelle van der Merwe	Director, Communications
Greg Ioannou	Past President
Berna Ozunal	Director, Publications
Patricia MacDonald	Director, Volunteer Relations

Anne Louise Mahoney called the meeting to order at 6:06 pm Eastern.

1. Review of outstanding action items from previous meetings ([Appendix A, partial list](#))

Action

John Yip-Chuck to follow up with the landlord and find out what may happen when the lease for the national office is up at the end of March 2018.

Action

John Yip-Chuck to see if Michelle Ou can change the page on the website where people sign up to be subscribed to the members’ email list.

2. Karen Virag award

The NEC discussed the funding of the Karen Virag Award with the following points and concerns:

- When PPB was dissolved, the members asked that some of its remaining funds (which turned out to be \$20,000) go to this award.
- Thus, \$5000 has been set aside for this purpose, but if there is a cash associated with the award, it won’t last.
- At the moment, there is a plaque that costs about \$100, including the engraving.
- The policy and procedures state that there is no cash award.

- There's a concern about having a cash award every year with no funds: one suggestion is to give a plaque only, and share the funds with all the other awards as they are all promoting the association.
- The fund will sustain a plaque.
- The members at the AGM specifically wanted some of the money from PPB to go to this, with the idea that the recipient would get some of this money.
- Task force had found that soliciting funds for awards (for example, from publishers for awards for publishers) would be easy.
- Should there be a specific project to fundraise for awards?
- Therefore, money should be given (even if it's an honorarium), and fundraise separately for awards.
- Use an amount of money that allows the fund to last for ten years: \$400 cash award and about \$100 for the plaque.
- The procedure will have to be revised and the NEC will need to vote on it.

Action

Anne Louise Mahoney to draft a revision of the procedures to allow the \$400 to be given with the plaque to the recipient of the Karen Virag Award and will bring the revision to the NEC.

3. Annual planning reports

Traditionally, committees have been asked to work on their annual plans in the summer and fall, in time for the November budget meeting. If, however, the committees make their plan in time for the September meeting, then some discussion can happen between the committees, chairs, and directors before the request goes to the full budget.

Fiscal year is January to December, but the working year is July to June (as the new executive is elected). Budget is planned in November for the following year starting in January.

4. Honorary life membership for Nancy Flight ([Appendix B](#))

Four members have sent a letter to the executive asking the NEC to make a recommendation to the membership that they approve honorary life membership for long-time member Nancy Flight.

5. Frankfurt Book Fair 2020 ([Appendix C](#))

Canada (through Livres Canada Books and the Association of Canadian Publishers) has been asked to be the guest of honour at the Frankfurt Book Fair in 2020. John is recommending that Editors Canada be at the fair. This honour increases business in the publishing and culture sector, has prestige, and promotes the industry. This will show the publishing industry in Canada that the association has a prominent role in the industry.

MOVED by Carolyn Brown
SECONDED by Elizabeth d'Anjou

that the NEC support the letter from John Yip-Chuck and Stacey Atkinson concerning the participation of Editors Canada in the Frankfurt Book Fair in 2020 as part of Canada's role as guest of honour.

Carried

6. Other Business

MOVED by Elizabeth d'Anjou
SECONDED by Gael Spivak

that effective immediately, Wendy Carroll replace Anne Brennan as co-chair of the Certification Steering Committee, as per the committee's request.

Unanimous

7. Next meeting

Monday, June 26, 2017, 7:00 to 9:00 pm Eastern, via Zoom.

8. Adjournment

Appendix A — Action Items (Only a partial list available.)

Action Items arising during March 2017 NEC (Q1) meeting			
	Action Items	Person(s) Responsible	Status
1.	Carolyn Brown will make the suggested changes to the budget and resubmit to the NEC.	Carolyn Brown	DONE
2.	John Yip-Chuck to find out the cost of cancelling the June NEC meeting in Ottawa 9 (at the conference) and report back to the NEC.	John Yip-Chuck	DONE
3.	John Yip-Chuck to look into the possibility of partnering with a French dictionary.	John Yip-Chuck	on hold until English dictionary project is further along
4.	John Yip-Chuck and Elizabeth d’Anjou to draft a task force brief for the possibility for the publication of an updated Canadian dictionary.	John Yip-Chuck Elizabeth d’Anjou	DONE John sent draft brief to Elizabeth and Anne Louise, May 2
5.	Berna Ozunal, Anne Louise Mahoney, and Elizabeth d’Anjou to recruit subcommittee chairs for a publication committee for MPES with an editorial board and a timeframe.	Berna Ozunal Anne Louise Mahoney	in progress Need a plan and a deadline for this task. UPDATE: We have a willing project manager/intern for this. To discuss next week. —Berna
6.	Elizabeth d’Anjou to develop a document that demonstrates how the standards apply to a wide range of editing, and to develop a small marketing and communication plan (with Michelle van der Merwe) for the new standards.	Elizabeth d’Anjou Michelle van der Merwe	

7.	Anne Louise Mahoney to write up draft report on the Atlantic Canada survey of members and consult with Editors Nova Scotia and Editors Newfoundland and Labrador.	Anne Louise Mahoney	DONE Draft report is done. Met with Editors NS and Editors NL coordinators on May 2.
8.	Berna Ozunal to make a plan for revenue neutral publication of the chapbook.	Berna Ozunal	in progress UPDATE: Just began looking into this as we're nearing completion of the book. — Berna
9.	John Yip-Chuck to write up the business case (after the student surveys) for the foundations in editing program and report back to the NEC.	John Yip-Chuck	in progress Still to coordinate with Wendy Carroll on this
10.	Elizabeth d'Anjou to present the business case for the NEC to vote on, to possibly present to the members at the AGM.	Elizabeth d'Anjou NEC	in progress won't be done in time for AGM
11.	John Yip-Chuck to make sure that marketing message generated by the standards committee gets to Michelle Ou.	John Yip-Chuck	DONE John checked with E d'A May 29 and she is working directly with Michelle
12.	Greg Ioannou and the nominating committee to find more volunteers for committee chairs (volunteer management, member services, and publications).	Greg Ioannou	DONE
13.	Breanne MacDonald to make sure all document templates are in the Google Drive folder.	Breanne MacDonald	in progress Is this report templates? Yes
14.	Gael Spivak to work on the planning and reporting templates again and bring them back to the NEC.	Gael Spivak	DONE
15.	Margaret Shaw to organize roundtables at the June conference in Ottawa–Gatineau. Margaret will organize the branches and twigs one, but others will be	Margaret Shaw	DONE

	decided by Facebook poll.		
16.	Margaret Shaw to remind people on the conference Facebook page that the poll to determine roundtable topics is on the members-only page.	Margaret Shaw	N/A I determined topics otherwise
17.	John Yip-Chuck to find out when the lease is up (so that either relocation or budgetary concerns can start to be addressed).	John Yip-Chuck	DONE Lease up March 31, 2018; should know this fall if national office needs to be relocated
18.	John Yip-Chuck to check with Michelle Ou about a meeting in Ottawa for communications.	John Yip-Chuck	DONE
19.	Anne Louise Mahoney will find a list of all university media (newspapers and media) and pass to either communications and/or student affairs.	Anne Louise Mahoney	in progress Summer project
20.	John Yip-Chuck to add Concordia and Kings College (Halifax) to the list of universities to develop relationships with (and keep Gael Spivak in the loop).	John Yip-Chuck Gael Spivak	DONE John and Gael sent updated list to Wendy Barron March 24
21.	Anne Louise Mahoney to get the PowerPoint materials/presentation from Sylvie Collin to use in presentations to universities.	Anne Louise Mahoney	DONE (just a one-pager from Gilles Vilasco)
22.	Gael Spivak to take John Yip-Chuck's student conversion document for discussion with the committee and bring it back to the NEC.	Gael Spivak	in progress Gael met with the committee about it on May 15. We divided the work out among all of us (see the chair's report).
23.	John Yip-Chuck will research discount options for student affiliates and possible paths into full membership.	John Yip-Chuck	in progress
24.	Anne Louise Mahoney to move the pricing on the international editing organization comparison sheet to	Anne Louise Mahoney	Summer project Note from Gael: and

	the bottom.		change it back to being a comparison of Canadian organizations. This is the same chart as line 26.
25.	Margaret Shaw and David Johansen to think about how to reach out to regional groups.	Margaret Shaw David Johansen	in progress We are talking.
26.	Patricia MacDonald to get members services committee to update the Canadian chart (comparing editing organizations).	Patricia MacDonald	N/A This is the same item as line 24. New chair will assign this. -PLM
27.	John Yip-Chuck to work on the list serve (email forum? Mail list?) website page to make it more user friendly and to ask the office to post reminders about job postings.	John Yip-Chuck	DONE Mentioned concerns about email list to Michelle Ou; job postings noted in social media
28.	Gael Spivak and Patricia MacDonald to create a task force brief for increasing engagement with remote members.	Gael Spivak Patricia MacDonald	DONE Voted on and Patricia is now working on getting the task force together.
29.	Breanne MacDonald to determine which roles and how many people on the conference committee are eligible for a discount and report back to the NEC.	Breanne MacDonald	DONE
30.	Margaret Shaw to get a definitive answer from Michelle Boulton about the conference in Saskatoon.	Margaret Shaw	DONE
31.	Gael Spivak to start talking to Sandra Gravel about Québec City as a possibility for a conference.	Gael Spivak	DONE but much still to consider.
32.	Margaret Shaw and David Johansen to organize a discussion at the conference with branch and twig coordinators.	Margaret Shaw David Johansen	DONE

33.	Gael Spivak to ask the student relations committee to populate the list of educational institutions.	Gael Spivak	DONE as part of March 23 update to the committee. That is, the committee has been asked to do this. I said it is a priority.
34.	Patricia MacDonald to let the mediator know that the organization cannot publish the names of problematic clients for legal reasons.	Patricia MacDonald	DONE Michael will stay on as moderator but would be happy to step aside if we can find a replacement
35.	Greg Ioannou, Anne Louise Mahoney, and Michelle Ou to make the nominations process more transparent by <ul style="list-style-type: none"> ▪ creating a page listing the NEC members who are staying on in their term with bios, ▪ adding names of nominated persons with bios, and ▪ reminding members to check the page out. 	Greg Ioannou Anne Louise Mahoney Michelle Ou (John Yip-Chuck)	DONE
36.	John Yip-Chuck to inform members of timing of migration to new software (WildApricot).	John Yip-Chuck	in progress Migration to happen post conference; notice to members when precise timing is determined

Action Items On Hold			
	Action Item	Person(s) Responsible	Status
1.	Breanne and Patricia to talk about the 'Ask an Expert' idea, develop it, and bring it back to NEC.	Breanne Patricia	

2.	Michelle Ou to work on populating the calendar with items such as AGM, certification deadlines (after the new Executive Director arrives).	Michelle Ou	<p>On hold</p> <p>until website is more stable.</p> <p>Calendar on updated website is a bit buggy. - MO</p> <p>**Gael asked Michelle Ou what the above meant because this calendar is not on the website. Are we all talking about the same thing? Not sure if Michelle got my email. Also, this is infrastructure. If Michelle leaves EAC and this non-priority isn't done, it will create about 10 times as much work. At some point, this needs to be a priority. It will take only a few hours to do.</p> <p>On hold for now – other priorities during this busy time! ALM</p> <p>Should try to identify which items to begin with first and level of detail needed--otherwise this could become an administrative quagmire. JY</p> <p>(Gael: see above: it's a simple calendar of comms deadlines).</p> <p>Discussed at the comms meeting on May 1. Michelle and directors</p>
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			with comms tasks (president, VP, treasurer, comms) will fill it in as tasks are done or when time permits (Carolyn noted that it would be useful for budget things).
3.	Anne Louise and Marie-Christine Payette will take the policy and procedure documents, adapt and translate them, and send them on to Agrément committee.	Anne Louise	On hold (waiting for the French translation of the Certification policy and procedures – those are in the translation queue)
4.	Anne Louise Mahoney to find a francophone to translate the internship documents (from Canadian Intern Association).	Anne Louise Mahoney	On hold – document is very long and probably too much to ask of a volunteer. Can we find shorter guidelines or something that exist in both FR and EN?
5.	Michelle Ou to work on populating the annual to-do calendar with work-back dates.	John Yip-Chuck	Same as item 2. On hold Other priorities during this busy time! ALM Should try to identify which items to begin with first and level of detail needed--otherwise this could become an administrative quagmire. JY
6.	John Yip-Chuck to develop “Member since XXXX” badges for each year that the organization has existed so that members can self-select their own.	John Yip-Chuck	On hold until summer. Very low on the priority

			list. Will try to get to late spring/summer. JY
7.	John Yip-Chuck to look into the feasibility of creating a directory of trainers and report back to the NEC.	John Yip-Chuck	On hold until new system in place. This might be something that the new WildApricot system could handle. Will know better in the spring. JY

Appendix B — Letter recommending Nancy Flight for Honorary Life Membership

May 18, 2017

Dear National Executive Council:

It is with appreciation and admiration that we nominate Nancy Flight for honorary life membership in Editors Canada.

Introduction

Nancy is a career editor. She has worked in-house and freelance, in the United States and in Canada. She has edited award-winning books and is an award winner herself, having received the Tom Fairley Award for Editorial Excellence in 1998 and the first-ever Karen Virag Award in 2016.

During her first years in Canada, Nancy was a publisher as well as an editor. She ran Flight Press, eventually publishing four books. In 1992 she co-founded West Coast Editorial Associates, a partnership that is still going strong. She then joined Douglas & McIntyre Publishers and its imprint Greystone Books, where she is currently associate publisher.

Nancy has also taught editing for decades, including at the Banff workshops and Simon Fraser University. She is a past president of the Association of Book Publishers of BC, and has served on the executive council of the Association of Canadian Book Publishers.

Nancy is retiring from full-time work on October 16—45 years to the day from when she started her first book publishing job in San Francisco. We feel this is the perfect time to honour Nancy's lasting contributions to Editors Canada.

Nancy's Contributions to Editors Canada

There is little that Nancy has *not* done for our association. Her initial involvement was with the BC Branch, where she was an active member and served on the executive. She has participated in juries and panels and has presented at conferences. She has led seminars, including a stylistic editing course for Editors BC as recently as 2015. She wrote one of the first posts for the Editors' Weekly blog back in January 2013. And it is largely because of her that the Tom Fairley Award now comes with a cash prize.

Nancy's most lasting imprint on Editors Canada comes from her involvement in two areas.

First, she sat on the National Executive Council for a remarkable eleven years, from 1989 to 2000. She began as the BC Branch representative. From 1993 to 1998, she co-chaired the Long-Range Planning Committee with Käthe Roth. She then served two terms as national president, from 1998 to 2000.

Second, Nancy has worked steadily to develop and promote editorial standards—a key part of our association's mission. Besides mentoring a generation of editors at Greystone and D&M, including winners of the Tom Fairley Award, Nancy took part in two core standards projects for Editors Canada. One: certification. She helped create the first pilot tests for the program in the early 2000s. Two:

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National Executive Council Meeting (May 19, 2017, Zoom.us)

Professional Editorial Standards. From 2006 to 2009, she sat on the committee that overhauled this document for the first time since its publication. Nancy oversaw the creation of separate standards for stylistic editing.

Conclusion

Editors Canada policy states that candidates for honorary life membership must have made “a sustained, significant contribution to the work or welfare of the association.” We can think of no better way to describe how our association has been enriched, for decades, by the ongoing talent, support and dedication of Nancy Flight.

Sincerely,

Iva Cheung
Greg Ioannou
Peter Moskos
Frances Peck

Appendix C — Letter re Frankfurt Book Fair, 2020

Hello Gillian,

I am the Executive Director at Editors Canada. I was at the Book and Periodical Council meeting on May 11, where you gave everyone an update on Canada as Guest of Honour at the 2020 Frankfurt Book Fair. My board of directors is very interested in supporting your project as it develops in the coming years, and Editors Canada would be honoured to be a part of the Canada FBM2020 delegation if we can support the project in any way.

As it happens, one of our board members, Stacey Atkinson (cced on this email), recently worked closely with government partners, the Embassy of Canada in Cuba, and Livres Canada Books to coordinate Canada's inaugural presence at the Havana International Book Fair this past February. I would like to suggest that when your schedule permits, perhaps the three of us could have a short phone call to discuss possible ways that Editors Canada can support this project leading up to the 2020 fair.

As you may know, Editors Canada (Editors' Association of Canada) is the largest member-driven, not-for-profit association of editorial professionals in Canada. The association promotes professional editing as key in producing effective communication. Our members are salaried and freelance, working with individuals and organizations in the publishing, corporate, technical, government, not-for-profit, and academic sectors across the country and around the world in English and French. Our 1300+ members are part of 13 different regional branches that stretch from coast, to coast, to coast, so we are truly a national organization.

Please let us know of your availability for a phone call. I am based in Toronto and Stacey is based in Ottawa. But if you will be in Ottawa the weekend of June 9-11, perhaps we could meet in person then, as we will be in Ottawa for our annual conference that weekend.

Best regards,

John Yip-Chuck
[email signature]