

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

National Executive Council

Motions from Minutes

AGM, June 2020 to June 29, 2021



**EDITORS
RÉVISEURS
CANADA**

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AGM, June 20, 2020

	Motion	Vote	Date
1.	MOVED by Lynne Melcombe SECONDED by Ryan Morrison that the members approve the agenda.	Carried	AGM June 20, 2020
2.	MOVED by Stan Backs SECONDED by Sylvie Collin that the members approve the minutes of the 2019 annual general meeting.	Carried	AGM June 20, 2020
3.	MOVED by Michelle Waitzman SECONDED by Anne Louise Mahoney that the members approve the 2019 annual report.	Carried	AGM June 20, 2020
4.	MOVED by Vicki Bell SECONDED by Greg Ioannou that members approve the 2019 auditor's report.	Carried	AGM June 20, 2020
5.	MOVED by Heather Buzila SECONDED by Jacqui Woods-Powell that the updated Honorary Life Membership Policy and Honorary Life Membership Procedures be ratified by members.	Carried	AGM June 20, 2020
6.	MOVED BY Becky Noelle SECONDED BY Raya Morrison to lower the Online Directory of Editors (ODE) fee for students.	Withdrawn	AGM June 20, 2020

	Motion	Vote	Date
7.	<p>MOVED BY Greg Ioannou</p> <p>that we refer this back to the student affiliate committee for more detail and advice on changing the ODE to make this possible.</p>	Withdrawn	<p>AGM</p> <p>June 20, 2020</p>
8.	<p>MOVED by Lynne Melcombe SECONDED by Ruth Chernia</p> <p>that the Editors' Association of Canada strike a Standing Committee to Prepare Members for Work Opportunities to help:</p> <ul style="list-style-type: none"> ○ freelance editors learn how to find contract opportunities, enhance their professional practice, and improve their income ○ freelancers who wish to find in-house employment to acquire the training, education, and networking opportunities to facilitate the transition ○ in-house editors acquire the training, education, and networking opportunities to prepare for a promotion, facilitate a lateral career move, or transition to freelancing. 	Carried. 86 % in favour	<p>AGM</p> <p>June 20, 2020</p>
9.	<p>MOVED by Michelle Waitzman SECONDED by Ruth Chernia</p> <p>that that the association thank members of the conference committee. They put a lot of work into the conference before it was cancelled.</p>	Carried. 97 % in favour	<p>AGM</p> <p>June 20, 2020</p>
10.	<p>MOVED BY Lynne Melcombe SECONDED BY Greg Ioannou</p> <p>that the members approve Hogg, Shain & Scheck as the auditors for 2020.</p>	Carried	<p>AGM</p> <p>June 20, 2020</p>

Online Motions, AGM to Sept. 5, 2020 Meeting

	Motion	Vote	Date
11.	<p>MOVED by Gael Spivak SECONDED by Michelle Waitzman</p> <p>that the national executive council approve renewing the attached partnership agreement with the Institute of Editing and Proofreading (CIEP), with the following two changes to the document:</p> <ul style="list-style-type: none">- adding the Editors Canada logo- correcting the Editors Canada name so that it shows the legal name and and the short name: Editors Association of Canada (Editors Canada)	<p>Carried. All in favour</p>	<p>July 13, 2020</p>
12.	<p>MOVED by Gael Spivak SECONDED by Heather Buzila</p> <p>that the national executive council appoint the people in the attached list to hold committee chairs and national positions for the 2020-21 term.</p>	<p>Carried. All in favour</p>	<p>July 13, 2020</p>

	Motion	Vote	Date
13.	<p>MOVED by Heather Buzila SECONDED by Michelle Waitzman</p> <p>that the NEC appoint the directors to the following portfolios: Heather Buzila: president Breanne MacDonald: vice president Gael Spivak: past president Michelle Waitzman: treasurer Janice Dyer: secretary Anne Godlewski: director of branches and twigs Sue Bowness: director of marketing and communications Berna Ozunal: director of professional standards Anne Brennan: director of publications Greg Ioannou: director of training and development Patricia MacDonald: director of volunteer relations</p>	Carried. 10 in favour	July 15, 2020
14.	<p>MOVED by Heather Buzila SECONDED by Gael Spivak</p> <p>that the NEC give the following, from July 2020 to September 2021:</p> <ul style="list-style-type: none"> - the executive director a voice at NEC meetings and in NEC discussions on the email list - other staff a voice at NEC meetings they attend 	Carried. 10 in favour	July 15, 2020

	Motion	Vote	Date
15.	<p>MOVED by Michelle Waitzman SECONDED by Gael Spivak</p> <p>that the following people be approved as signing officers for Editors Canada for the 2020-21 year.</p> <p>Natasha Bood, executive director Michelle Waitzman, treasurer Greg Ioannou, director Berna Ozunal, director</p>	Carried. 10 in favour	July 16, 2020
<p>Background: Signing officers must be approved by the NEC, and must include the executive director and the treasurer. A separate vote for branch officers will follow. For further information, the signing officers and branch officers procedures can be found here: https://www.editors.ca/sites/default/files/branch_officers_and_signing_officers_procedures_nec_revised_september_2019.pdf</p>			
16.	<p>MOVED by Michelle Waitzman SECONDED by Gael Spivak</p> <p>that the following people be approved as branch signing officers for Editors Canada for the 2020-21 year. British Columbia: Chair—Liz Warwick Treasurer—Tania Cheffins</p> <p>Ottawa-Gatineau: Carolyn Brown—treasurer Sara Caverley—chair</p> <p>Quebec: Nelly Ky—treasurer, Dominique Gaucher—secretary Karen Schell—administrator</p> <p>Saskatchewan: Diana Pfeifer—chair. Michelle Boulton—treasurer</p> <p>Toronto: Catherine Dorton—co-chair, Indu Singh—treasurer, Arija Berzitis—secretary</p>	Carried. 10 in favour	July 16, 2020
<p>Background: Because branches manage their own accounts, each branch must have at least one officer who has signing authority on the branch bank account. The procedures do not specify a maximum number of branch officers or require a person in a specific role on the branch executive to be a branch officer.</p>			

	Motion	Vote	Date
17.	<p>MOVED by Gael Spivak SECONDED by Patricia MacDonald</p> <p>that the NEC appoint Sue Archer as co-chair (along with Lynne Melcombe) of the Career Builder Committee.</p>	Carried. 8 in favour	July 24, 2020
18.	<p>MOVED by Gael Spivak SECONDED by Heather Buzila</p> <p>that the national executive council approve renewing the attached partnership agreement with the Institute of Editing and Proofreading (CIEP), with the following two changes to the document:</p> <ul style="list-style-type: none"> - adding the Editors Canada logo - correcting the Editors Canada name so that it shows the legal name and the short name: Editors Association of Canada (Editors Canada) 	Carried. 8 in favour	July 31, 2020

	Motion	Vote	Date
19.	<p>MOVED by Gael Spivak SECONDED by Greg Ioannou</p> <p>that the national executive council create a formal partnership with the Spanish Editors Association (SEA) in the United States. The partnership agreement will be like all the other ones Editors Canada has with various editing associations around the world.</p> <p>It will have the following three components.</p> <ol style="list-style-type: none"> 1. It will describe an exchange of member rates on professional development (webinars and seminars) and conferences. 2. Editors Canada will give SEA members our member rates and they give their members rates to Editors Canada members. 3. Members of SEA will have to live outside of Canada to get Editors Canada discounts. 	Carried. 9 in favour	August 3, 2020
<p>Background: The Spanish Editors Association is the main organization for Spanish editors in the United States. Editors Canada has had a relationship with them for a few years.</p> <ul style="list-style-type: none"> - They first approached the directors about wanting to use our standards (which they translated into Spanish). - There have been various other things along the way, including promotion for the 2020 conference (before it was cancelled) and a Spanish webinar that they did for Editors Canada. Note that they want to start doing Spanish webinars themselves. 			

	Motion	Vote	Date
20.	<p>MOVED by Gael Spivak SECONDED by Heather Buzila</p> <p>that the NEC abandon the work on the one-year collaboration agreement with Simon Fraser University (SFU) because it is no longer cost effective due to the legal requirements the SFU lawyers inserted into the agreement.</p>	Carried. 9 in favour	August 18, 2020
<p>Background: In March 2020, the NEC approved a draft one-year agreement between SFU and Editors Canada, which would provide a discount on becoming association affiliates to students enrolled at SFU (see the motion below). When the approved agreement went back to SFU, they required Editors Canada to purchase a type of insurance that made the agreement no longer cost effective. After weighing all the options, it no longer makes sense to pursue this agreement.</p>			
21.	<p>MOVED BY Gael Spivak SECONDED BY Patricia MacDonald</p> <p>that the NEC approve the one-year collaboration agreement between SFU and Editors Canada.</p>	Carried	
22.	<p>MOVED by Breanne MacDonald SECONDED by Greg Ioannou</p> <p>that Editors Canada stop giving cash prizes for the runners-up of the Tom Fairley award and will award a cash prize to the winner only, beginning with the 2021 award.</p>	Carried. 11 in favour	September 3, 2020

	Motion	Vote	Date
23.	<p>MOVED by Breanne MacDonald SECONDED by Greg Ioannou</p> <p>that the following changes be made to the Awards and scholarship procedure: For 3. The Karen Virag Award, that “The award recipient will also receive a plaque in a presentation ceremony at the annual conference.” be changed to “The award recipient will also receive a certificate in a presentation ceremony at the annual conference.” For 4. Lee d’Anjou Volunteer of the Year Award and President’s Award for Volunteer Service, that “The recipient of the Lee d’Anjou Volunteer of the Year Award will receive a commemorative plaque, which will be presented at the annual Editors Canada conference.” be changed to “The recipient of the Lee d’Anjou Volunteer of the Year Award will receive a commemorative certificate, which will be presented at the annual Editors Canada conference.”</p>	Carried. 11 in favour	September 3, 2020
	<p>Background: Due to financial considerations, particularly this year with Covid-19, the NEC discussed whether we could reduce the cost of our awards. The awards are meant to be funded entirely by donations and we’ve struggled to get enough donations to cover the awards for several years now (though the Karen Virag Award received a substantial donation from the Edmonton twig so that award is funded for the next few years). In the past, we have made up any shortfall in donations from the association's general funds, which we are not supposed to do. There are no set dollar amounts or number of prizes in the Awards procedures, so changing prize amounts would not require changing the awards procedures.</p>		
24.	<p>MOVED by Janice Dyer SECONDED by Gael Spivak</p> <p>that the NEC approve the 2020 Q2 meeting minutes.</p>	Carried. 10 in favour	September 4, 2020

Sept 5, 2020 Meeting

	Motion	Vote	Date
25.	MOVED BY Greg Ioannou SECONDED BY Michelle Waitzman that the agenda be approved.	Carried	September 5, 2020
26.	MOVED BY Gael Spivak SECONDED BY Greg Ioannou that NEC create an equity and diversity advisory position.	Carried	September 5, 2020
27.	MOVED BY Gael Spivak SECONDED BY Patricia MacDonald that NEC appoint Adebbe DeRango-Adem as Equity and Diversity Advisor.	Carried	September 5, 2020
28.	MOVED BY Gael Spivak SECONDED BY Patricia MacDonald that the NEC create an Equity, Diversity and Inclusivity task force with Fazeela Jiwa as chair.	Carried	September 5, 2020
29.	MOVED BY Heather Buzila SECONDED BY Suzanne Bowness that NEC begin to review Editors Canada policy and procedures/guidelines, which will include a member consultation.	Carried	September 5, 2020
30.	MOVED BY Greg Ioannou SECONDED BY Patricia MacDonald that Gael Spivak be appointed parliamentarian for the National Executive Council.		September 5, 2020

	Motion	Vote	Date
31.	<p>MOVED BY Greg Ioannou SECONDED BY Anne Brennan</p> <p>that the meeting be adjourned.</p>	Carried	September 5, 2020

Online Motions from Sept. 5 to Sept. 27, 2020 Meeting

	Motion	Vote	Date
32.	<p>MOVED by Gael Spivak SECONDED by Patricia MacDonald</p> <p>that the NEC approves the following people to serve on the evaluation committee in the event that any nominations are received for conferring an honorary life membership.</p> <p>Nancy Flight (3 years) Maureen Nicholson (3 years) Marie-Christine Payette (2 years) Cathy McPhalen (2 years) Heather Ebbs (1 year) Joanna Odrowaz (1 year)</p>	Carried. 8 in favour; 2 abstentions	September 21, 2020
<p>Background: This is the first year of using the new policy and procedure that members approved at the AGM. So the evaluation committee needs to be populated. The awards coordinator secured agreement from those six people, for those lengths of time. The Honorary Life Membership Procedures say that the NEC approves the people that the awards coordinator and the chair of nominations committee finds to be on the evaluation committee. This is in the procedures: The chair of the nominations committee will work with the awards coordinator to find members for the evaluation committee. The national executive council will approve the members of the evaluation committee, by majority vote. This will prevent two people (the chair of the nominations committee and the awards coordinator) from having the only say on who is on the committee. It is a second layer of approval to ensure checks and balances. The term for this committee is three years but right now, some people will serve one year or two years, so that all six people don't need to be replaced every three years. Doing it this way means that, going forward, the awards coordinator will need to find only 2 new people per year.</p>			

Q 3 Meeting, Sept. 27, 2020

	Motion	Vote	Date
33.	MOVED by Greg Ioannou SECONDED by Anne Godlewski that the agenda be approved	Carried	September 27, 2020
34.	MOVED by Greg Ioannou SECONDED by Michelle Waitzman that NEC accept the accountants' proposal.	Withdrawn	September 27, 2020
35.	MOVED by Heather Buzila SECONDED by Greg Ioannou that Sylvie Collin get a voice at this meeting.	Carried	September 27, 2020
36.	MOVED by Gael Spivak SECONDED by Michelle Waitzman that NEC pursue partnership with OTTIAQ	Carried	September 27, 2020
37.	MOVED BY: Gael Spivak SECONDED BY: Patricia MacDonald that NEC approve the EDI task force brief in Appendix G to the minutes.	Carried	September 27, 2020
38.	MOVED BY: Heather Buzila SECONDED BY: Anne Brennan that NEC giving Margo Grant voice in the meeting.	Carried	September 27, 2020
39.	MOVED BY Anne Brennan SECONDED BY Patricia MacDonald that the meeting be adjourned.	Carried	September 27, 2020

Online Motions from Sept. 27 to Oct. 25 Meeting

	Motion	Vote	Date
40.	<p>MOVED by Michelle Waitzman SECONDED by Patricia MacDonald</p> <p>that the NEC approve the proposal from Young & Associates to transition Editors Canada's bookkeeping to them, and to provide bookkeeping services until the end of 2020.</p>	Carried. 8 in favour	October 5, 2020
	<p>Background: Editors Canada's previous bookkeeper has retired. Young & Associates is a bookkeeping organization that specializes in serving nonprofit clients. They have provided a 2-part proposal to Editors Canada, which was circulated to all directors on September 27, 2020. The first part is a flat fee (\$11,666.67) to transition our books to their platform and make any necessary adjustments to implement the audit results and incorporate branch bookkeeping, move our books into Quickbooks online, set up accounts on payment management software and invoice management software, and other tasks. Although this is a large expense, it should significantly reduce our ongoing bookkeeping costs (previously close to \$20,000 per year), the cost of our annual audit, and the amount of time the staff members spend on financial administration. The second part is a monthly fee (\$727.50) for bookkeeping services and software subscriptions. At the end of 2020, after assessing our time requirements for a few months, they will present a new proposal for ongoing services beginning in January 2021.</p>		
41.	<p>MOVED by Janice Dyer SECONDED by Heather Buzila</p> <p>that the NEC approve the minutes from the September 5, 2020 Zoom meeting.</p>	Carried. 10 in favour	October 9, 2020

Oct. 25, 2020 Meeting

	Motion	Vote	Date
42.	MOVED BY Anne Godlewski Seconded Anne Brennan that NEC approve the agenda.	Carried	October 25, 2020
43.	MOVED BY Heather Buzila SECONDED BY Anne Brennan that Laura Van Alphen have voice at the meeting.	Carried	October 25, 2020
44.	MOVED BY Breanne MacDonald SECONDED BY Anne Brennan that NEC create a website task force to report to the vice president.	Carried	October 25, 2020
45.	MOVED BY Greg Ioannou SECONDED BY Anne Godlewski that the meeting be adjourned.	Carried	October 25, 2020

Online Motions from Oct. 25 to Nov. 29, 2020 meetings

	Motion	Vote	Date
46.	MOVED by Janice Dyer SECONDED by Gael Spivak that the NEC approve the minutes from the September 27, 2020 Zoom meeting.	Carried. 6 in favour; 1 abstention	November 9, 2020

	Motion	Vote	Date
47.	<p>MOVED by Michelle Waitzman SECONDED by Gael Spivak</p> <p>that the NEC approve the following membership fees, to begin March 1, 2021, in conjunction with an extended grace period (by request) for payment:• The fee for membership will increase \$6 from \$286 to \$292.• The fee for emeritus membership will increase \$3 from \$143 to \$146.• The fee for a two-year membership will increase \$11 from \$544 to \$555.• The fee for student affiliates will increase \$1.05 from \$54.95 to \$56.• The transitional fees of \$100 for year 1 and \$200 for year 2 will remain the same.</p>	Carried. 8 in favour; 2 opposed	November 16, 2020
<p>Background: The Treasurer and Executive Director are recommending a small fee increase of approximately 2% to keep pace with anticipated increases in the association's costs, including a small raise for staff. At the same time fees are increased, a 3-month grace period to pay for renewals will be reintroduced, effective for renewals up to September 30, 2021 (for which payment would be due by December 30, 2021). The end date for the grace period has been suggested for financial reporting reasons, so that 2021 renewals will be paid within financial year 2021. Otherwise, things will get complicated on the bookkeeping side.</p>			
48.	<p>MOVED by Gael Spivak SECONDED by Patricia MacDonald</p> <p>that the NEC appoint Caitlin Coote as the interim NEC secretary, until the 2021 AGM.</p>		November 25, 2020
<p>Background: The NEC needs to replace the current secretary, who has resigned. Patricia recommended Caitlin Coote, who recently expressed an interest in volunteering. After several email discussions and a phone call, Caitlin and Gael have determined that this is a good fit.</p>			

Nov. 29, 2020 Meeting

	Motion	Vote	Date
49.	MOVED BY Greg Ioannou SECONDED BY Anne Brennan that the agenda be approved.	Carried	November 29, 2020
50.	MOVED BY Michelle Waitzman SECONDED BY Greg Ioannou that we approve the policy and financial procedures as seen in the meeting folder.	Carried	November 29, 2020
51.	MOVED BY Anne Godlewski SECONDED BY Greg Ioannou that Diana Pfeifer have voice in the meeting.	Carried	November 29, 2020
52.	MOVED BY Heather Buzila SECONDED BY Anne Brennan that the NEC go in camera.	Carried	November 29, 2020
53.	MOVED BY Heather Buzila SECONDED BY Gael Spivak that the NEC meeting come out of camera.	Carried	November 29, 2020
54.	MOVED BY Anne Brennan SECONDED BY Gael Spivak that we pay the Findjoo invoice so they can automatically put a customized watermark on our electronic publications.	Carried	November 29, 2020

	Motion	Vote	Date
55.	<p>MOVED BY Heather Buzila SECONDED BY Anne Brennan</p> <p>that Sue Archer have a voice in the meeting.</p>	Carried	November 29, 2020
56.	<p>MOVED BY Heather Buzila SECONDED BY Gael Spivak</p> <p>that the Career Builder Committee move ahead with the Build Your Career hub project based on the conversation between Sue Archer and NEC.</p>	Carried	November 29, 2020
57.	<p>MOVED BY Gael Spivak SECONDED BY Anne Godlewski</p> <p>that the NEC approve the Equity, Diversity and Inclusion Task Force request for a web page</p>	Carried	November 29, 2020
58.	<p>MOVED BY Gael Spivak SECONDED BY Patricia MacDonald</p> <p>that NEC approve the new privacy policy and guidelines.</p>	Carried	November 29, 2020
59.	<p>MOVED BY Anne Brennan SECONDED BY Anne Godlewski</p> <p>that the meeting be adjourned.</p>	Carried	November 29, 2020

Online Motions from Nov. 29, 2020 to January 17, 2021 Meetings

	Motion	Vote	Date
60.	<p>MOVED by Gael Spivak SECONDED by Patricia MacDonald</p> <p>that the NEC approve the description for the new equity, diversity and inclusion adviser role.</p>	Carried. 8 in favour	Dec 7, 2020
<p>Background: In September, the NEC voted to create an equity, diversity and inclusion adviser role. This is in addition to the equity, diversity and inclusion task force that has been set up. The adviser role is a permanent position, similar to the francophone adviser position. Because the role is new, it needed a description. The past president has worked with the new adviser to write the document. It conforms to descriptions for other national positions and committee chairs (although it has a bit more detail in it than most do).</p>			
61.	<p>MOVED by Michelle Waitzman SECONDED by Heather Buzila</p> <p>that the NEC approve the 2021 budget as circulated on December 2, 2020.</p> <p>Background: The Executive Director and Treasurer drafted the 2021 budget, which was then discussed by the Finance Committee and presented to the NEC. After a short discussion, there were no major areas of concern.</p>	Carried. 9 in favour; 1 abstention	December 16, 2020

	Motion	Vote	Date
62.	<p>MOVED by Greg Ioannou SECONDED by Patricia MacDonald</p> <p>that 1. Editors Canada's Authorized Official Contact for dealing with our Heritage Canada French webinars grant and future dealings with Heritage Canada be changed from Greg Ioannou to Natasha Bood.</p> <p>2. Editors Canada's Application Form Official Contact for dealing with the French webinar grant be changed from Greg Ioannou to Natasha Bood.</p> <p>3. These changes in signing authority become effective at the end of the day on January 12, 2021.</p>	Carried. 10 in favour	January 11, 2021
<p>Explanation: Greg isn't going to be a signing authority once his term expires in June 2021, and for this grant we need someone who will be a signing authority from now until March 2022. Heritage Canada needs this change to be in place as soon as possible, hence the Jan 12 effective date.</p>			
63.	<p>MOVED by Suzanne Bowness SECONDED by Michelle Waitzman</p> <p>TO appoint Jillian Reiten as chair of the Editors Canada marketing and communications committee.</p>	Carried. 10 in favour	January 13, 2021
<p>Explanation: The previous committee chair has stepped down, and Jillian Reiten has volunteered for the position. Jillian Reiten has already proved valuable as a volunteer by researching and developing a proposal for Marcom's Google AdWords spending.</p>			

Jan. 17, 2021 Meeting

	Motion	Vote	Date
64.	MOVED BY Heather Buzila that the agenda be approved.	Carried	January 17, 2021
65.	MOVED BY Michelle Waitzman SECONDED BY Greg Ioannou that NEC extend our contract with Young and Associates at 1500/month for bookkeeping services for six months.	Carried	January 17, 2021
66.	MOVED BY Greg Ioannou SECONDED BY Michelle Waitzman that Editors Canada apply for a second CEBA grant of \$20,000.	Carried	January 17, 2021
67.	MOVED BY Breanne MacDonald SECONDED BY Anne Brennan that NEC approve the website task force brief.	Carried	January 17, 2021
68.	MOVED BY Greg Ioannou SECONDED BY Gael Spivak that the meeting be adjourned.	Carried	January 17, 2021
69.	MOVED by Suzanne Bowness SECONDED by Heather Buzila TO approve the newly revised copyright policy, procedure and agreement.	Carried. 9 in favour	February 17, 2021

	Motion	Vote	Date
	<p>Explanation: Editors Canada had put in place policy and procedure documents for volunteers, but these lacked a provision for bylined work where a creator would want to retain copyright. The new documents adjust the policy to account for this oversight.</p>		

Online Motions from Jan. 17 to Feb. 21, 2021 Meetings

	Motion	Vote	Date
70.	<p>MOVED by Suzanne Bowness SECONDED by Heather Buzila</p> <p>to approve the newly revised copyright policy, procedure and agreement.</p>	Carried. 9 in favour	February 17, 2021
	<p>Explanation: Editors Canada had put in place policy and procedure documents for volunteers, but these lacked a provision for bylined work where a creator would want to retain copyright. The new documents adjust the policy to account for this oversight.</p>		

Feb. 21, 2021 Meeting

	Motion	Vote	Date
71.	<p>MOVED BY Michelle Waitzman SECONDED BY Caitlin Coote</p> <p>that the NEC approve the agenda.</p>	Carried	February 21, 2021

	Motion	Vote	Date
72.	<p>MOVED BY Heather Buzila SECONDED BY Gael Spivak</p> <p>that Editors Canada provide three free conference registrations annually to editors from marginalized groups with recipients to be determined by EDI task force and/or advisor.</p>	Carried	February 21, 2021
73.	<p>MOVED BY Heather Buzila SECONDED BY Breanne MacDonald</p> <p>that Editors Canada provide the conference volunteer discount for the 2021 conference to two committee members above the originally approved 15.</p>	Carried	February 21, 2021
74.	<p>MOVED BY Heather Buzila SECONDED BY Greg Ioannou</p> <p>that NEC give Lianne Fontaine voice in the meeting.</p>	Carried	February 21, 2021
75.	<p>MOVED BY Gael Spivak SECONDED BY Greg Ioannou</p> <p>that all motions be accepted together rather than going through each motion, since directors have had a chance to review the motions in advance.</p>	Carried	February 21, 2021
76.	<p>MOVED BY Greg Ioannou SECONDED BY Gael Spivak</p> <p>that the meeting be adjourned.</p>	Carried	February 21, 2021

Online Motions from Feb. 21 to March 21, 2021 Meetings

	Motion	Vote	Date
77.	<p>MOVED by Gael Spivak SECONDED by Michelle Waitzman</p> <p>TO sign the revised partnership agreement with ACES: The Society for Editing to reflect that they want to exclude Editors Canada members from getting certain webinars for free.</p>	Carried. 9 in favour	February 23, 2021
<p>Explanation: ACES wants the following change to its partnership agreement with Editors Canada: "The only change is that our monthly webinars which are free to ACES members are no longer free to Editors Canada members. Any training that has a price associated with it would still be applicable."</p> <p>View the agreement with highlighted change here.</p>			
78.	<p>MOVED by Heather Buzila SECONDED by Gael Spivak</p> <p>TO accept the draft budget for the 2021 francophone conference.</p>	Carried. 10 in favour	March 8, 2021
<p>Explanation: View the draft budget for the 2021 francophone conference here</p>			

March 21, 2021 Meeting

	Motion	Vote	Date
79.	<p>MOVED BY Patricia MacDonald SECONDED BY Michelle Waitzman</p> <p>that the agenda be approved.</p>	Carried	March 21, 2021

	Motion	Vote	Date
80.	<p>MOVED BY Anne Godlewski SECONDED BY: Gael Spivak</p> <p>that NEC give JJ Wilson and Jacqui Woods-Powell, co-chairs of the Barrie Twig voice in the meeting.</p>	Carried	March 21, 2021
81.	<p>MOVED BY Greg Ioannou SECONDED BY Anne Brennan</p> <p>that the meeting be adjourned.</p>	Carried	March 21, 2021
82.	<p>MOVED BY Greg Ioannou SECONDED BY Anne Brennan</p> <p>that the meeting go in camera.</p>	Carried	March 21, 2021
83.	<p>MOVED BY Greg Ioannou SECONDED BY Anne Brennan</p> <p>that the meeting go out of camera.</p>	Carried	March 21, 2021
84.	<p>MOVED by Heather Buzila SECONDED by Greg Ioannou</p> <p>TO pay the national office staff (Natasha Bood, Michelle Ou, and Caitlin Stewart) a one-time lump-sum payment of \$1000 each to cover expenses incurred while being required to work from home.</p>	In favour: 10	March 24, 2021
	<p>Background: The Editors Canada office staff have been working from home since March of 2020 because of the COVID-19 pandemic, and during that time, they have been using their own resources (internet, phone, computers, office supplies). Because of this, they have been incurring additional expenses without receiving any compensation to offset those expenses. The amount of \$1000 is proposed based on a rough estimate of half the cost of phone and internet for March to December 2020, as well as extra costs for having to purchase necessary office supplies.</p>		

Online Motions from March 21 to April 25, 2021 Meetings

	Motion	Vote	Date
85.	<p>MOVED by Gael Spivak SECONDED by Michelle Waitzman</p> <p>TO approve awarding three equity fellowships per year, with the following components.</p> <ul style="list-style-type: none"> - conference registration - 3 webinars - Editing Canadian English and Editorial Niches - From Contact to Contract - Certification Test Prep Guides (4) - membership - directory listing (ODE) <p>This is option 3B on page 5 of the document called "Equity Fellowship Options (for vote)."</p>	Carried. 10 in favour	March 24, 2021
<p>Background:</p> <p>The NEC has been thinking about creating some sort of equity scholarship or fellowship similar to the Claudette Upton scholarship for students. The Equity, Diversity and Inclusion task force recently asked for the same thing.</p> <p>Because awards are to be funded separately from the association's operating budget, the NEC looked at various options, including a cash award and many combinations of products.</p> <p>I am recommending option 3B for the following reasons:</p> <p>The actual cash going out from the association is \$245.00 per fellowship (so a total of \$735.00 per year), a cost that is sustainable over time. It provides more value for recipients: \$1209 worth of product per fellowship (a total of \$3629.64 per year). It's more stable than other options (it's not as dependent on volunteers).</p> <p>The background and the costing options for each set of options are in the "Equity Fellowship Options (for vote)" document.</p>			

	Motion	Vote	Date
86.	<p>MOVED by Michelle Waitzman SECONDED by Greg Ioannou</p> <p>TO approve the Executive Director to enter into a contract for IT services with CapitalTEK, as outlined in the attached quotes.</p>	Carried. 10 in favour	March 25, 2021
<p>BACKGROUND: The IT company that Editors Canada has been using will cease to provide services to the association on March 31, 2021. CapitalTEK was identified as a supplier that could meet the association's needs at a reasonable monthly rate. There are additional costs associated with the initial setup. These are attached as a separate quote from the monthly services.</p> <p>The item on the setup quote about migrating email addresses to gmail will be reviewed and revised to migrate only a few core (mainly staff) addresses to begin with. Other association email accounts will be assessed to see what needs to be migrated.</p>			
87.	<p>MOVED by Heather Buzila SECONDED by Gael Spivak</p> <p>that the office staff (Natasha Bood, Michelle Ou, and Caitlin Stewart) each be paid \$100 a month in 2021 to cover office expenses accumulated by working from home.</p>	Carried. 9 in favour	April 14, 2021
<p>BACKGROUND: A motion was passed to provide each staff member with \$1000 to cover working-from-home expenses from March 2020 to December 2020. Providing each staff member with \$100 per month in 2021 is in line with this 2020 amount. These funds will be used to offset the cost of expenses such as home internet usage, phone usage, and office supplies while the staff are working from home.</p>			
88.	<p>MOVED by Caitlin Coote SECONDED by Gael Spivak</p> <p>TO approve the January 17, 2021 NEC meeting minutes.</p>	Carried. 9 in favour	April 15, 2021

	Motion	Vote	Date
89.	<p>MOVED by Caitlin Coote SECONDED by Gael Spivak</p> <p>TO approve the February 21, 2021 NEC meeting minutes.</p>	Carried. 8 in favour	April 16, 2021
90.	<p>MOVED by Gael Spivak SECONDED by Heather Buzila</p> <p>that the NEC approve the attached text for the Awards Procedures, to administer the new Equity Fellowships.</p>	Carried. 9 in favour	April 19, 2021
<p>BACKGROUND: The NEC voted to create three Equity Fellowships each year. This required a process to be developed and written, to go into the Awards Procedures. The past president Gael Spivak wrote these procedures. They were also reviewed by the equity, diversity and inclusion task force and the equity, diversity and inclusion adviser.</p>			
91.	<p>MOVED by Caitlin Coote SECONDED by Patricia MacDonald</p> <p>TO approve the October 25, 2020 NEC meeting minutes.</p>	<p>Carried. 8 in favour.</p> <p>Abstention: 1</p>	April 21, 2021
92.	<p>MOVED by Caitlin Coote SECONDED by Michelle Waitzman</p> <p>TO approve the November 29, 2020 NEC meeting minutes.</p>	Carried 9 in favour	April 21, 2021

April 25, 2021 Meeting

	Motion	Vote	Date
93.	<p>MOVED BY Anne Brennan SECONDED BY Patricia MacDonald</p> <p>that the agenda be approved.</p>	Carried (9 yays)	April 25, 2021

	Motion	Vote	Date
94.	<p>Moved by Heather Buzila Seconded by Suzanne Bowness</p> <p>that Editors Canada no longer offer Editors.ca/Révisseurs.ca email addresses as a member benefit.</p> <p>Carried (11 yays)</p>		April 25, 2021
95.	<p>Moved by Breanne MacDonald Seconded by Greg Ioannou</p> <p>That Editors Canada will not migrate members' Editors.ca/Révisseurs.ca mailboxes to G Suite and will instead offer forwarding services for a length of time to be determined.</p> <p>With agreement from the mover and seconder, the motion was amended as:</p> <p>That Editors Canada will not migrate members' Editors.ca/Révisseurs.ca mailboxes to G Suite.</p>	Carried (11 yays)	April 25, 2021
96.	<p>Moved by: Berna Ozunal Seconded by: Anne Brennan</p> <p>that NEC accept CSC's proposal to offer a discount to rewrite a failed exam. This offer should be included in the letter telling them they've failed.</p>	Carried (11 yays)	April 25, 2021
97.	<p>Moved by Suzanne Bowness Second by Gael Spivak</p> <p>That the Communications and Marketing Committee be renamed Marketing and Communications Committee.</p>	Carried (11 yays)	April 25, 2021

98.	<p>MOVED BY Greg Ioannou SECONDED BY Patricia MacDonald</p> <p>that the meeting be adjourned.</p>	Carried	April 25, 2021
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Online Motions from April 25 to May 25, 2021 Meetings

	Motion	Vote	Date
99.	<p>MOVED by Heather Buzila SECONDED by Michelle Waitzman</p> <p>that we add registration for the biennial French conference to the list of items included in the Equity, Diversity, and Inclusion Fellowships. Recipients can choose to attend either the national Editors Canada conference or the French conference (during years the French conference is occurring).</p>	Carried. 9 in favour	May 3, 2021
<p>BACKGROUND: This change was suggested by the national Francophone adviser after we received an email from a member who was concerned about the lack of French options in the EDI fellowships.</p> <p>The national Francophone adviser suggested this wording: - une inscription au congrès annuel ou au congrès des langagiers et langagières (en français) de Réviseurs Canada; - registration for the annual conference or the congrès des langagiers et langagières (in French only) of Editors Canada</p>			
100.	<p>MOVED by Heather Buzila SECONDED by Patricia MacDonald</p> <p>that we approve the purchase of three laptops for the office staff to use at home.</p>	Carried. 9 in favour	May 4, 2021

	Motion	Vote	Date
101.	<p>BACKGROUND:</p> <p>We will no longer need the physical server at the office once our files are moved to G Suite.</p> <p>Staff have been working on their personal computers through VPN for the past year.</p> <p>We just got the VOIP phone system set up, but it needs to be used on a physical computer and doesn't work through VPN, so the staff would need to install it on their personal computers, which not all the staff feel comfortable with.</p> <p>The desktop computers in the office are from 2017, and we could use this opportunity to switch to laptops (saves space for staff at home, allows them to work in a shared workspace together if they meet up to work once COVID-19 ends, etc).</p>		

May 25, 2021 Meeting

	Motion	Vote	Date
102.	<p>MOVED BY Michelle Waitzman SECONDED BY Anne Brennan</p> <p>that the agenda be approved.</p>	Carried. 8 yays	May 25, 2021
103.	<p>Moved by Heather Buzila Seconded by Patricia MacDonald</p> <p>To give Sandy Newton, Molly Rookwood, and Margo Grant voice in the meeting.</p>	Carried. 9 yays	May 25, 2021
104.	<p>Moved by: Anne Godlewski Seconded by: Patricia MacDonald</p> <p>that Editors Nova Scotia and Editors Newfoundland and Labrador are merged into one twig and that they adopt the name Editors Atlantic.</p>	Carried. 10 yays	May 25, 2021

	Motion	Vote	Date
105.	<p>MOVED BY Greg Ioannou SECONDED BY Anne Brennan</p> <p>that the meeting be adjourned.</p>	Carried.	May 25, 2021

Online Motions from May 25 to 2021 AGM

	Motion	Vote	Date
106.	<p>MOVED BY Michelle Waitzman SECONDED BY Gael Spivak</p> <p>that the NEC approve the draft financial statements from Hogg, Shain & Sheck.</p>	Carried. 9 in favour	May 29, 2021
<p>BACKGROUND:</p> <p>The auditors, Hogg, Shain & Sheck, have substantially completed the audit of the association's 2020 financial year. To finalize the financial statements, they require the approval of the NEC.</p>			
107.	<p>MOVED BY Caitlin Coote SECONDED BY Heather Buzila</p> <p>that NEC Approve the March 21, 2021 NEC meeting minutes</p>	Carried. 6 in favour	June 26, 2021