

**Editors' Association of Canada/Association canadienne des réviseurs
Minutes of Executive Council Meeting
December 3–4, 2005**

**Day One
Saturday, December 3**

1. Call to order

The meeting was called to order at 10:11 a.m. on Saturday, December 3, in the association national office at 502–27 Carlton Street in Toronto. The president, Maureen Nicholson, presided.

Attending:

Susan Davis	Vice-president
Faith Gildenhuis	Past president
Greg Ioannou (left during agenda item 15)	Secretary
Gillian Watts	Treasurer
Daphne Sams	BC branch representative
Brendan Wild	PP branch representative
Wilf Popoff	Sask branch representative
Jennie Worden	TO branch representative
Moira White (left during agenda item 15)	NCR branch representative (arrived late)
Peter Moskos (left during agenda item 14)	Member-at-large
Tom Vradenburg	Member-at-large
Lynne Massey	Executive director

Absent:

Suzanne Aubin	QAC branch representative
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Guests:

Ruth Wilson	Certification Committee chair (arrived at 10:30 a.m.)
Michelle Ou	Incoming EAC communications coordinator (staff)

2. Approval of agenda

Motion: MOVED by Tom Vradenburg, seconded by Greg Ioannou, to approve the agenda with the addition of newsletter under item 7. CARRIED.

3. Receipt of quarterly reports

Motion: MOVED by Tom Vradenburg, seconded by Gillian Watts, to receive the quarterly reports. CARRIED.

4. Approval of September 2005 minutes

Under item 8, Jennie Worden clarified that “projects experiencing project attrition” should read “projects that are orphaned when the chair steps down.”

Also under item 8, council members agreed that the reference to QAC chair Suzanne Aubin should read “Suzanne Aubin is stepping down.”

Motion: MOVED by Peter Moskos, seconded by Tom Vradenburg, to approve the minutes of the September 2005 executive council meeting as amended. CARRIED.

5. Ratification of motions proposed and voted on via the email forum

Motion: MOVED by Greg Ioannou, seconded by Daphne Sams, to ratify the motions passed on the executive email forum over the preceding quarter. CARRIED.

These motions are as follow:

That the national executive council allocate an additional \$2,000 to expedite development of the certification study guide. Passed unanimously on October 31, 2005.

That the national executive council appoint Wilf Popoff and Michelle Boulton as co-editors of *Active Voice*. Their term will run until the association's annual general meeting in June 2006. Passed unanimously on November 3, 2005.

6. Report on certification – committee chair Ruth Wilson

Ruth Wilson reviewed the meeting of the committee with the testing expert regarding the marking system. This meeting led to two decisions: use of a numerical marking system and an increase in the invigilated elements of the exam. The change in the marking system will result in additional work for the committee; therefore, to keep to the 2006 launch, the exam will be rolled out, with two tests (Proofreading and Knowledge of the Publishing Process) offered in 2006.

The committee is currently revising the study guide and blueprint as well as revisiting the policies. The revision of the marking scheme for both tests is almost complete. Rosemary Tanner is preparing the PR and KP study guides for production. The national executive will be expected to review these volumes in January, with publication planned for spring. Minor revisions to the blueprint will be posted to the Web. Overall, the certification project is on-track for a launch in fall 2006.

Challenges are time, money, labour, and getting the message out to the membership.

Other issues discussed include: preparation, information available for branches, identification of a branch go-to person, date for the tests, number of sites, and discounts for early registration. Brendan Wild stated the concern of Calgary editors about a lack of information on certification. Ruth Wilson will arrange for a speaker or go-to person from within the committee who can address this concern.

7. Business arising from quarterly reports

Past president

Faith Gildenhuis noted that she had circulated a document to the ad hoc committee on branch formation. She also hosted a reception for Fairley award-winner Val Wyatt in November.

[In camera discussion regarding an external liaison matter]

BC

Daphne Sams asked if any problems would arise from the branch paying for student memberships for students to work on the branch newsletter. The national executive confirmed that this point was a branch decision.

PPB

Brendan Wild noted both Calgary's volunteer shortage and its strong interest in more information about certification.

Sask

Wilf Popoff mentioned that finding new editors for the PPB newsletter is proving difficult. He also noted that a BC member has recently moved to Regina and contacted Perry Millar about EAC activities in that city.

NCR

Moira White reported that the branch has suspended book sales and may discontinue such sales, given competition from online booksellers. In discussion, it was noted that the UK editing association has an arrangement with Amazon, and that a bibliography would be useful for members.

Action: Jennie Worden will work with TO seminar instructors to compile a bibliography.

Conference

Lynne Massey will remind the programs committee to schedule an association town hall on the Saturday.

Website

Motion: MOVED by Sue Davis, seconded by Daphne Sams, to launch the new website on February 14. CARRIED.

Action: Sue Davis will look into setting up an “online party.”

Membership review

Tom Vradenburg confirmed that the proposal will be ready for circulation in January. Discussion focused on the “retirement” category.

Newsletter

Showcase issue could be delivered in December.

Motion: MOVED by Faith Gildenhuys, seconded by Greg Ioannou, to cancel this issue because the content is stale. CARRIED.

Council members then discussed various points: print or electronic format; html or PDF; possibly a best-of annual issue delivered in time for distribution at the conference.

8. Review of strategic plan

No further comments on the updated version. Review in September 2006.

9. Budget discussion (initial)

Council members began the budget discussion with comments on preselling the certification study guides at the conference, marketing the guides to publishers and government departments, and piggybacking the mailing of the order form with the ODE bookmarks.

10. Adjournment

Motion: MOVED by Daphne Sams to adjourn. CARRIED.

The meeting was adjourned at 4:30 p.m.

Day Two**Sunday, December 4****11. Call to order**

The meeting was called to order at 10:30 a.m. on Sunday, December 4, in the association national office at 502–27 Carlton Street in Toronto. The president, Maureen Nicholson, presided.

12. Budget discussion (continued)

Council members discussed the proposed budget in detail. Funds were allocated for a committee chair training event to help break down the silo effect, fire them up, and help them develop a sense of

perspective. Council members also discussed potential funding for travel to help QAC improve its functioning as a branch.

Motion: MOVED by Gillian Watts, seconded by Greg Ioannou, to pass the budget as revised. CARRIED.

13. Committee manual progress

Peter Moskos presented an updated work plan for the committee manual. Council members suggested that more context was required to show committee members where they fit into the larger organization and the strategic plan. The target date for the final version of the manual is May 2006.

14. Other business

Motion: MOVED by Gillian Watts, seconded by Jennie Worden, to discuss the lack of representation from QAC at meetings of the national executive council under “Other business.” CARRIED.

- *Approval of amended draft administrative policies on confidentiality, conflict of interest, human resources and privacy*

Motion: MOVED by Faith Gildenhuis, seconded by Moira White, to pass the four operational policies as amended. CARRIED.

Action: Maureen Nicholson and Lynne Massey to rework the expense reimbursement guidelines into an operational policy for later consideration by the national executive council.

- *Location of 2007 conference*

Council members discussed potential sites for the 2007 national annual conference. Criteria include reasonable projected attendance numbers and the requirement for French sessions.

Action: Moira White to ask the NCR branch executive about hosting the conference in 2007.

- *National style*

Motion: MOVED by Faith Gildenhuis, seconded by Tom Vradenburg, that the association adopt the style of using EAC in English documents and ACR in French documents, but that we retain the bilingual full names on first mention of the association in formal documents. CARRIED, with one abstention.

Action: National communications coordinator Michelle Ou will work on a style guide.

- *Branch formation*

Council members discussed the draft policy document, including branch functions, elections, choice of activities, reporting, compliance with policies, recommending not awarding honorary membership, and not necessarily geographically defined. Council members also discussed branch dissolution: what are the responsibilities of the branch and the national executive council when a branch is dysfunctional?

- *QAC issues*

Council members expressed concern over lack of activity in the Quebec and Atlantic Canada branch and discussed what could be done to help the branch become active again. The related issue of how the association serves remote or “national” members also arose. While the national executive council did not want to intervene too much, at some point (to be defined) it has a responsibility to do so. In the short

term, council asked Lynne Massey to find out more about the current situation, and if necessary and along with one member of the council, to visit the branch.

15. Council priorities for the next quarter to 2006-02-25

- Revise the branch policy to include operations and dissolution
- Begin work on other operational policies (reimbursement, use of the logo, storage of information, sponsorship)
- Confirm certification policies
- Launch the website
- Continue work on the certification study guides
- Continue work on the membership review
- Draft the committee manual
- Provide informal feedback to the president on what she should keep doing, stop doing, start doing

16. Adjournment

Motion: MOVED by Jennie Worden to adjourn. CARRIED.

The meeting adjourned at 2:58 p.m.

Secretary

President