

**Editors' Association of Canada/Association canadienne des réviseurs
Minutes of Executive Council Meeting
March 3–4, 2007**

**Day One
Saturday, March 3**

1. Call to order

The meeting was called to order at 9:15 a.m. on Saturday, March 3, in the meeting room of the Sylvia Hotel, Vancouver. The president, Maureen Nicholson, presided.

Attending:

Susan Davis	Vice-president
Faith Gildenhuis	Past president
Julia Cochrane	Secretary
Greg Ioannou	Treasurer
Daphne Sams (agenda items 4–7, 10–15 only)	BC branch representative
Brendan Wild	PP branch representative
Michelle Boulton	SN branch representative
Alan Yoshioka (agenda items 1–13 only)	TO branch representative
Moira White	NCR branch representative
Brian Parsons (agenda items 1–11 only)	QAC branch representative
Peter Moskos (agenda items 1–12.2 only)	Member-at-large
Tom Vradenburg	Member-at-large
Marta Horban	Executive director
Michelle Ou	Minute-taker

Guests:

Ruth Wilson (agenda item 6 only)	Former Certification Steering Committee co-chair
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2. Approval of agenda

Motion: MOVED by Moira White, seconded by Tom Vradenburg, to approve the agenda with the addition of business arising from minutes under item 3. CARRIED.

Motion: MOVED by Alan Yoshioka, seconded by Peter Moskos, to offer condolences to the family of Gilda Mekler.

National executive council members observed a moment of silence for Gilda Mekler.

3. Approval of November 2006 minutes of national executive meeting

Motion: MOVED by Tom Vradenburg, seconded by Brendan Wild, to approve the minutes of the November 2006 national executive council meeting. CARRIED.

3A. Business arising from minutes

Certification Study Guides

Action: Marta Horban will report back to the national executive council by March 26 with precise figures for the number of certification study guide volumes sold.

Online Directory of Editors

Noted: Revisions to the online directory are on hold until the national office can upgrade the membership database and purchase a new computer.

Editors.ca/Revisers.ca email addresses

Noted: The national office has not yet switched the editors.ca/revisers.ca dedicated email addresses and email forums from Web Networks to a new server. This is still a short-term priority.

Suggestion: Publish progress on projects on the website so the membership knows what national has been doing to meet their needs.

4. Review of action points from November 2006 national executive meeting*Member forums*

Suggestion: It is not worth the effort for Susan Davis to work toward a proposal for transferring information from Interactive Voice to the email forum and vice versa for the 2007 AGM.

Noted: Michelle Boulton and Moira White report difficulty logging into the members' area and Interactive Voice.

Action: Michelle Boulton and Moira White will consult with Michelle Ou over the weekend.

Remote members

Noted: The Atlantic Canada members held a successful meeting at a Second Cup in Nova Scotia, with half of the six attendees travelling more than an hour to attend. QAC has distributed an AC membership list.

5. Ratification of motions (if any) proposed and voted on via the e-mail forum

Motion: MOVED by Greg Ioannou, seconded by Tom Vradenburg, to ratify the motions passed on the executive email forum over the preceding quarter. CARRIED, with one abstention.

The motions as passed are as follows.

On November 30, MOVED by Moira White, seconded by Greg Ioannou, to donate \$100 to the Canadian Cancer Society in memory of Brian Parsons's wife. Passed unanimously.

On December 11, MOVED by Julia Cochrane, seconded by Daphne Sams, to make a donation in honour of Liz Stanwyck's sister-in-law. Motion withdrawn January 15, pending discussion of an official donation policy at the March meeting.

6. Receipt of quarterly reports and business arising

Motion: MOVED by Brendan Wild, seconded by Moira White, to receive the quarterly reports. CARRIED.

Past president*Tom Fairley Award*

Faith Gildenhuys reported difficulty recruiting judges for the 2005 Tom Fairley Award selection. Factors include lack of response and difficulty identifying appropriate judges when you're not familiar with everyone in the association and when you have to wait until all submissions are received to begin the jury selection process.

Suggestions: Devise a procedure for recruiting judges now so future past presidents don't inherit this difficulty.
Branches could keep a running list of experienced editors who would be appropriate Tom Fairley Award judges.
Change the honorarium so that it compensates proportionally for the amount of work involved in judging instead of a flat rate.

Raise the profile of the judges by issuing press releases and bios to make it worth their time. This would also serve to enhance their business/careers.
Recruit judges to stay for three years (with one dropping off each year) so the past president only has to recruit one new judge instead of three per year.

Noted: Recruiting judges to serve for three consecutive years doesn't really work in years when there are very specialized submissions and would also restrict judging to bilingual members.
The Membership Committee has discussed developing a volunteer database.
Judges for the 2006 Tom Fairley Award are Christine Hastie, Peter Midgley and Frank Condron.

Vice-president

Susan Davis would like to learn more about podcasting and its benefits for the association.

Suggestion: Profile emeritus members on the public side of the website to raise the association's profile.

Action: Sue will start doing phone interviews with emeritus members.

Noted: The interviewees will need to sign release forms.

Suggestion: Turn the interviews into *Active Voice* articles.

Noted: Some volunteers have expressed an interest in setting up a studio at the conference to take photos for the main page of the website.

Action: Sue will follow up with volunteers.

Suggestion: Take short videos of people talking about editing at the conference for the website.

Treasurer

Greg Ioannou reported that some branches are understating the amount of revenue they receive from national. He does not think the money is going astray, but believes that bookkeeping isn't being handled properly at the branch level.

Noted: NCR is going to have an auditor look at its statements.

Suggestions: Hiring a bookkeeper may be cheaper and more efficient.
The national treasurer should tell each branch exactly what national requires, including how to set up accounting templates.
All branches and national should standardize varying reporting periods.
The fiscal year-end could coincide with the new executive year so that each executive is responsible for its own financial year.
The branches could use bookkeeping software.

Noted: PP has already installed some software for financial bookkeeping.
Using bookkeeping software could be difficult given that different users have different operating systems, etc.
The logic behind the January–December fiscal year is that it gives new branch treasurers until November to figure out their financial responsibilities.

Greg also informed the executive council that GST reporting has been a problem for some branches. He would like to investigate de-registering the branches that don't generate enough revenue to remit GST.

Action: Marta Horban will forward the correspondence between former executive director Lynne Massey and the Canada Revenue Agency re: de-registering branch GST accounts to Greg.

Noted: Producing a treasurer training manual and guidelines was suggested at the last national executive council meeting.

Actions: Greg will develop a bookkeeping template for the branches that includes reporting times and the specific reporting categories that national needs.
The branch representatives will report back to their respective branches that they are required to report back to national within three months of the end of their fiscal years.

Suggestions: The national treasurer strongly recommends that all branches hire a bookkeeper (available at a relatively low cost).
To ensure that the proper checks and balances are in place, two people should sign off on any report submitted to national.

Noted: There are no actuals for the 2007 budget yet, but an audit is the executive director's top priority.

BC

The branch launched an "Editors' Telecafe" where members can dial in to talk to the branch executive and to each other. This is a free service, with the exception of long distance charges, that is open to all association members.

Suggestions: BC could publicize the Telecafe to non-BC members and provide a discussion topic list ahead of time.
Branch events could be publicized on the association website.
Branches could send news to the national office to be included in e-news updates.

Action: Michelle Ou will ask Biz-Zone about pricing for an "association calendar" on the website.

Suggestion: Look into using Google Calendars.

Noted: Barb Adamski may be taking on the BC branch representative role in the coming year.

PP

The branched hired Margaret Sadler to examine all policies developed. Margaret met with the branch executive to discuss the policies she determined to be either useful or outdated, etc.

Suggestion: This type of information should be shared among branches.

Noted: NCR is willing to share its information on similar matters.

Suggestion: PP should hire an administrator so there is some continuity.

Noted: Saskatoon met with a consultant who recommended the book *Strategic Planning for Non-Profit Organizations*, which includes templates, etc.

Action: Michelle Boulton will post information about this book on national executive email forum.

Saskatoon

The branch would like the association to consider Saskatoon hosting a conference in tandem with PP. The conference would place an emphasis on courting Winnipeg editors. The branch also has an interest in reaching out to Regina members even though the city falls under the PP umbrella. Editors in Regina have approached Saskatoon to ask them to hold workshops there.

Noted: Saskatoon's mailing list includes 20–30 people in Regina.

Toronto

The branch is now using ACT (contact management software) to develop a volunteer database.

Noted: Moira White has used ACT in the past and found it to be a disaster (did not work with other interfaces, etc.).
Marta Horban has used the program in the past with great success
Faith Gildenhuis will facilitate a town hall session at the conference about volunteering.

Actions: Susan Davis will sit in on the town hall session.
Tom Vradenburg will contact Membership Committee chair Michelle Bosomworth to find out if she is sit in, as well, or if she can recommend someone else.

Toronto is reverting to sending plain-text broadcasts instead of HTML emails with tracking links in them because of potential security (e.g., phishing) risks.

How do the different branch representatives report back to the branch members on the national executive council meetings?

Noted: Most branch representatives report at the branch meeting or put something in the branch newsletter, relying on national to report big news.
QAC submits its national report to its branch executive for feedback before reporting to national.

Suggestion: Publish “notes from national” in *Active Voice*.

Noted: *Active Voice* may not be a good choice for national executive council meeting reports because the printed newsletter is going to be distributed publicly.
National communicates to the membership via a print member report that will be distributed in quarterly mailings and e-news updates and, eventually, on the members' area home page.

Motion: MOVED by Tom Vradenburg, seconded by Daphne Sams, that the national executive council commend the Toronto branch in the new e-news update for producing a web cast and making it available to all members across the country. CARRIED.

Action: Michelle Ou will include the national executive council's commendation in the next e-news update.

NCR

The branch will be hosting program meetings more often than originally anticipated to ramp up to the 2007 conference.

Suggestion: NCR should post program meeting info on the NCR web page.

Noted: Moira White has agreed to be the 2007 conference chair.
NCR may not be participating in *Salon du livre* this year because the branch doesn't have enough francophone volunteers (one member is considering volunteering, but it may be too late to take part this year).
The branch is giving away three conference registrations at its April program meeting to build momentum for the conference.
NCR people who won last year's contest are now more involved in branch activities.

Suggestion: Other branches could use free conference registration prizes to encourage volunteers.

QAC

Noted: The branch reported that there is a core of approximately eight people who can be counted on to attend each meeting.
Branch executive members submit their reports before each meeting.
The branch has a great interest in meeting the national executive council in September 2007.
QAC might not be meeting the branch policy that states branches must hold, at a minimum, four membership meetings per year, with one meeting an AGM.

Action: Brian Parsons will report back to QAC that the national executive council is delighted that QAC is making progress, but the branch should keep an eye on the minimum number of membership meetings per year.

Noted: NCR's francophone members are signing up for more English seminars than French.

Should it be up to the francophone membership to decide what they want? Why are they joining?

Suggestions: Start the discussion/debate of what the association offers to francophone members in *Active Voice*.
Start the discussion on Interactive Voice or the email forum instead, because *Active Voice* is too slow a medium for this type of discussion.
Hold the discussion during a town hall session at the conference.
Survey the francophone members. What do they get out of the association and what do they want to see?
Look at branch budgeting at the September 2007 meeting.

Consensus: Don't start the discussion in *Active Voice*.

Executive director

Noted: The national office is developing a communications plan that will allow staff to identify and take advantage of communications opportunities ahead of time.
Marta Horban has been meeting with a representative from Ricoh about leasing a colour copier, scanner, fax, duplex printer.
Ricoh will throw in a free colour printer (retail \$2,500) if the national office signs a leasing contract with them.

Suggestions: Try to get cash value for printer instead and put it toward conference funding.
Use the printer as a door prize or raffle award.

Given some dissatisfaction with the national office's current French translation vendor, Idem Traduction, council members discussed the feasibility of creating a French executive read group.

Suggestion: Get a French executive read group together.

Action: Marta will send out a call for a French executive read group to QAC.

There was a round of applause for Marta in recognition of the national executive council's seamless transition to a new executive director.

List Monitor

A current member of the association posted to Interactive Voice on behalf of a person whose membership has lapsed. Council members discussed how to deal with the misuse of an association service. At present the only recourse is to cite the Code of Conduct, which seems severe.

Noted: "On behalf of" posts, such as job ads, appear on the list all the time.
There is a lack of guidelines for Interactive Voice.

Suggestions: Approach Lee Hunter after AGM about producing guidelines for Interactive Voice.
The association needs a policy.
This is a one-time, personal matter; ignore it and let it blow over.

Certification

Council members welcomed former Certification Steering Committee co-chair Ruth Wilson to the table to answer several questions from the national executive council pertaining to the 2006 certification preparation, administration and follow-up; the impending 2007 administration and future test setting. Ruth reported that the committee hasn't met since the November 2006 test administration (although they did have a post-administration conference call), but they will be meeting in Toronto on March 30.

Motion: MOVED by Faith Gildenhuis, seconded by Tom Vradenburg, to go in camera.
CARRIED.

[in-camera discussion.]

There was a round of applause and a gift presentation for Ruth Wilson.

Motion: MOVED by Greg Ioannou, seconded by Tom Vradenburg, to thank and congratulate the Certification Steering Committee. CARRIED.

Certification Marketing Subcommittee

Council members expressed concern that there isn't a steady flow of communication from the subcommittee.

Noted: The subcommittee is planning some public relations initiatives.
Marta Horban is looking into a congratulatory press release and other PR tactics (e.g., newspaper announcements with photographs and an editorial piece in *The Globe & Mail*), if finances permit.

Suggestion: Look into publicizing in the *Toronto Sun*, which also has a career section for which one of EAC's members works.

Noted: The *Toronto Sun* is not a national paper.

Membership

The committee's quarterly report to the national executive council states that "committee members question the need for a corporate membership category; however, we continue to explore its possibilities." Council members were concerned that the committee is putting corporate membership on the backburner.

Consensus: It is necessary.

Noted: There are members on the committee who are opposed to corporate membership. This is potentially a governance issue.

Suggestions: The committee needs to define "corporate membership."
 The committee should re-read Tom Vradenburg's report on corporate membership.
 Hold a teleconference between the committee, Tom and Maureen Nicholson to convey the message that the council is not seeing the expected results.
 Invite the committee to teleconference in during the national executive council meeting.
 Use the committee chair training session to convey the message that expectations are not being met and refer the committee to the committee manual.
 Committees should be allowed to set their own priorities.
 The committee should focus on services for remote members as opposed to formation of remote branches.
 Strike another committee to pursue corporate membership because the current Membership Committee is not willing to do so.

Noted: Past iterations of the Membership Committee have been working on the fundamental basis that corporate membership is given to an individual, but that the membership is transferable.
 Due to shifting committee members and general inertia, there will be nothing to report at the 2007 AGM on the topic of corporate membership.
 Teleconferencing between the committee and the national executive council meeting is a link that was broken during restructuring.

Action: Tom will have an open discussion with the committee and let them know that if they are opposed to corporate membership they should be frank and come right out and tell the national executive council that they cannot, in good conscience, move forward.

Consensus: Council members agreed that Tom may inform the current Membership Committee that if they are unwilling to investigate corporate membership, someone else will.

Suggestion: Hold the committee chair training session soon after the AGM in June to give the chairs time to sort out their action plans in the summer.

Discussion about the committee chair training session was deferred to the national executive council email forum.

Newsletter

Discussion deferred to Sunday.

Standards

Discussion deferred to Sunday.

Noted: Three committees (conference, website and marketing) did not submit quarterly reports.

Website

Noted: There is no committee yet.
Chair Ken Weinberg has contacted the national office re: RSS feeds (identified on his action plan from December 2006). Biz-Zone can install the feeds in about an hour, but the approval to do so has been stalled because the French website and membership list were priorities for Q1.

Action: Susan Davis and Marta Horban will coordinate and follow up with Ken.

Marketing

Action: Michelle Ou will re-circulate membership logo guidelines for an executive read.

Mediator

Noted: Jane Kidner is willing to continue as mediator.
There hasn't been any demand for a mediator this year.

Action: Peter will thank Janis Barr and let her know that her services as backup mediator are no longer necessary.

Mediator's Corner

Suggestions: Jane could put out a question on Interactive Voice, inviting members to submit their responses to her. Jane would then pick a winning submission to post on IV.
Jane could receive responses as private messages.
Set up the Mediator's Corner forum so only Jane can post.
The Mediator's Corner could also be set up on the members' area home page.

Noted: Jane is still interested in taking mediator training.

Suggestion: Request feedback from Jane about how helpful she found the training.

8. Nominations for 2007–2008

Discussion deferred to Sunday.

9. Adjournment

Motion: MOVED by Alan Yoshioka to adjourn. CARRIED.

The meeting adjourned at 4:30 p.m.

Day Two**Sunday, March 4****10. Call to order**

The meeting was called to order at 9:04 a.m. on Sunday, March 4, in the meeting room of the Sylvia Hotel, Vancouver. The president, Maureen Nicholson, presided.

10A. Receipt of quarterly reports and business arising (continued)**Professional Standards**

The Professional Standards Committee submitted a survey and cover letter to Faith Gildenhuis, Marta Horban and Maureen Nicholson for an executive read. Maureen Nicholson deferred the discussion to the national executive council meeting.

- Consensus:** The survey sounds too bureaucratic.
There is too much information in the letter.
- Suggestions:** The survey should come from the Professional Standards Committee and not the Member Communication Committee.
This may open the door to criticism of the certification program.
Given the lingering antipathy toward restructuring, the “board of directors” reference unnecessarily pushes buttons.
The questions on the survey should be reframed so they don’t require answers that are too long and qualitative in nature to provide a useful snapshot of responses. This type of question also makes it too difficult for the Member Communication Committee to collate responses.
Make the questions multiple choice instead.
Ask editors what type of editing they do (like on the certification registration form).
Why does a compilation of responses need to go to the Member Communication Committee at all? Why not just send the responses directly to the Professional Standards Committee?
- Consensus:** What the Professional Standards Committee has put forth is not final and needs revision.
Questions need to be reframed so they are significantly more specific (the national executive council will give examples of what they’d like to see).
The national executive council would like the committee to craft questions that lend themselves to quantitative responses that are easily summarized.
- Suggestions:** Survey comments should not be anonymous because this is a professional consultation.
The committee should give members the option to sign the survey because some people won’t respond if it’s not anonymous. If they do sign they can be contacted for further feedback.
Use Survey Monkey. Responses are faster and automatically compiled.
Send out a shorter survey to the francophone members to find out if they’re happy with *les Principes*.
Contact Louis Majeau before sending such a survey to the francophone members.
Publicize the fact that the francophone side of a project is ahead of the English side.
Managing editors and editing teachers are not captured in the survey. Gear specific questions toward editors in specific professions (also freelance, in-house, proofreaders, copy editors, etc.).
Award one year’s free membership to a survey respondent (will require respondents to identify themselves).
- Noted:** Frances Peck and Louis Majeau will be in contact so the Professional Standards Committee can find out what the Normes subcommittee learned from its recent standards-developing procedure.
Toronto has used the survey-respondent/award method with success.
- Consensus:** This should be an online survey.
The Member Communication Committee, equipped with Survey Monkey, will compile the results.
The Professional Standards Committee should investigate anonymous versus identified responses. The Professional Standards Committee should also clearly state that respondents’ comments may be used.
- Action:** Peter Moskos will report to Frances Peck with the national executive council’s feedback

National office***Website***

What is the office responsible for? What is the Website Committee responsible for?

Discussion deferred.

Noted: Susan Davis would like to be included in website discussions.

Membership Committee

Noted: BC is working on a membership survey geared toward finding out what remote members want, how to get them in touch with one another and how to better serve them.

10B. Nominations for 2007–08 (originally item #8 on the agenda)

Faith Gildenhuis circulated a list of desired assets for volunteer positions within the association.

Noted: All current committee chairs are keen to stay on for another year.
At present, there is no francophone representation in a committee chair or national executive council position.

Suggestions: Promote volunteer positions at the branch level.
Post volunteer positions on the national job board.

Noted: Only paid positions may be posted on the national job board.
Create an EAC volunteer section on Interactive Voice.
Publicize volunteer positions in *Active Voice*.
Call them “EAC Professional Opportunities” rather than volunteer positions (different connotation).
Members have the right to compete for positions.

Actions: Upon approval, Michelle Boulton will publicize EAC Professional Opportunities in *Active Voice*.
Upon approval, Michelle Ou will publicize EAC Professional Opportunities on Interactive Voice and in an e-news update.
Upon approval, Marta Horban will publicize EAC Professional Opportunities on the committee chair email forum.

Noted: According to the EAC constitution, the call for nominations must go out six weeks before the AGM.
Moir White has tentatively agreed to stand for EAC president.
Both Peter Moskos and Tom Vradenburg will step down as members-at-large next year.

Council members discussed whether members-at-large should be recruited from former branch chairs or people who have a great deal of experience at the national level.

Consensus: Member-at-large is one of the most complex positions at the national level.

Suggestions: Develop a list of assets for executive positions as well.
Faith Gildenhuis should send the list of assets for committee chairs for an executive read and send the approved version to the national office to be broadcast to the membership.
Develop a long-term recruiting plan that will tell members how to get involved (i.e., encourage them to get involved at the branch level and let them know what they should do to prepare to serve at the national level).

Council members discussed the next training and orientation session for committee chairs.

Noted: Attendance at the September 2006 session was lower than expected, but committee chairs were given less than three weeks' notice.

Suggestions: Notify committee chairs about the training session immediately after the AGM so they can arrange to attend in September.
 Hold the committee training session's "how to run a meeting" program at the conference.
 Develop an executive track at the conference.
 Host "how EAC works" and "how the national office works" sessions, as well.
 Break up the September committee chair training session (i.e., hold one on the west coast and one on the east coast).
 Host a full-day seminar for training volunteers at the branch level.

Discussion of logistics was deferred to the national executive email forum.

11. Conference Venues 2008–10

2007 Conference Committee chair Moira White reported that the conference brochure will go to print on March 12, the keynote speaker is in place and the conference website is almost ready. The conference venue and accommodations are lined up, but it was more difficult than usual to organize the latter because there are a number of events in Ottawa the June 1–3 weekend. All conference events, including the banquet, will take place at the Ottawa Congress Centre.

Noted: There are only two francophone sessions scheduled for the 2007 conference.
 There is a conference handbook, but it's not useful.
 Updating the handbook is the project manager's responsibility.
 Liz Stanwyck has a sponsorship protocol document that has gone through an executive read, but it isn't useful this year because the conference planning for 2007 was so behind schedule.

Suggestions: Line up a semi-permanent conference chair so there's a bank of knowledge for each year.
 Desirable assets for the semi-permanent conference chair include seniority in the association and experience with conferences.
 Build a committee of past conference chairs.
 Invite people who are newly certified to join the Conference Committee.
 Make conference proceedings available and sell them to people who didn't attend the conference.
 Make presenter handouts available on the website.

Consensus: The association needs to actively recruit a semi-permanent conference committee chair.
 The national executive council, as the national body, should have the authority to decide where the conference (a national initiative) is held.

Proposed locations for future conferences are as follows.

2008: Edmonton

2009 (the association's 30th anniversary): Toronto

2010: Halifax

Suggestions: Make the 2008 conference global (invite the association's global counterparts).
 The theme for a global conference could be "Editing in the Global Village."
 Invite the OED editor to be the keynote speaker.

Other “global” guests include Bob Kasher (on Indian editing) and the people who put together Spanish editorial standards (a group that has approached EAC in the past).

Actions: Maureen Nicholson will approach Rosemary Shipton to see if she’s interested in becoming the semi-permanent conference chair.
Brendan Wild will report back to the Edmonton/PP executive that national intends to hold the 2008 conference in Edmonton.
Marta Horban will look into conference attendance stats (percentage of attendees that come from the host branch) and report back to the national executive council with precise figures.

Suggestions: Use the Edmonton conference to court Winnipeg editors.
Offer the member rate and volunteer opportunities to MEA and CAFE members.
Allow MEA and CAFE members to host workshops.
Allow anyone who belongs to an editing association to attend for the member rate (will need to specify a list of approved associations).

Conference 2007

Noted: The closing plenary at the conference has not yet been finalized.

Suggestions: Have a representative from each branch take part in a moderated discussion on rates across the country.
Precede the discussion with a rates survey, the results of which would be posted in an *Active Voice* article.
Each branch could prepare a rates survey.
Give each branch representative participating in the discussion three different projects and ask them to prepare an estimate.
Following the 2006 conference, Faith Gildenhuis took part in an interview that was printed in the United States. She could approach the publication for a global perspective on rates.

Noted: Michelle Boulton has volunteered to moderate the rates discussion panel.

Action: Moira White will ask Liz Stanwyck for specific info re: the debate portion of the conference (i.e., when does it fall on the agenda?).

Noted: Current confirmed debaters include James Harbeck and Karen Virag (Peter Moskos will approach Barb Adamski about taking part).

Suggestions: John Eerkes-Medrano and Antonia Morton.
Use the membership list to find other suitable debaters.
Book a large room for the debate.

Oops Awards

Suggestions: Host a café with music and a cash bar after the conference banquet.
Present Oops Awards during the café.
Issue a press release for the Oops Awards winners.
Potential Oops Awards categories include most expensive, most misplaced modifier, worst line break, misspelling, sexy slip-ups, bad translations, worst instructions and jargon/corporate speak.
Award chocolate Os as prizes.
Moira White and Brendan Wild should be the judges.
Present the submissions visually.

Noted: The Conference Committee will need to look into the hours for which they've contracted the banquet room.
National executive council members who aren't judges may enter.
NCR has a projector it can lend to present the Oops Awards submissions.
The criterion for the Oops Awards is that the mistake must have been published since the last conference.
The nominator wins the award (in the case of multiple nominations, a draw will determine the winner).

Discussion about the Oops Awards details was deferred to the national executive council email forum.

Action: Once the details are sorted out, Michelle Ou will broadcast the call for nominations for Oops Awards.

12. Policy development

12.1 Certification

Consensus: There will be no changes to the Exam Marking section of policy.

Motion: MOVED by Faith Gildenhuis, seconded by Greg Ioannou, to adopt the certification policy. CARRIED with one abstention.

Council members discussed whether people who passed the KP and PR tests in 2006 should be allowed to call themselves "Certified Proofreaders."

Consensus: Insisting that they call themselves "Certified in Proofreading" is unenforceable. Only Certified Professional Editor may be abbreviated (CPE).

Motion: MOVED by Greg Ioannou, seconded by Faith Gildenhuis, to allow successful test-takers to identify themselves as "Certified Proofreaders," "Certified Copy Editors" and "Certified Structural and Stylistic Editors." CARRIED, with one abstention and one opposed.

Noted: The national office circulated a standard release form to all test-takers who passed a test during the 2006 administration. Permissions are on record.

12.2 Donations

Council members discussed the criteria for determining whether or not a memorial donation is appropriate.

Suggestions: Leave it to the national executive council to decide on a case-by-case basis whether a donation is appropriate.
A policy may be necessary, with more guidance for the national office on how to handle the situation, because executive councils change annually.
Donations should come from national executive members (by choice) instead of the association's coffers.
Donations should come from branches because branches have a more intimate relationship with individual members.
The national office could publicize wishes of the deceased's family.
National should send a card when someone in a national executive council member's family dies.

Noted: Toronto has started to collect funds for Gilda Mekler's family.

Suggestion: National could use an e-news update to broadcast the call for donations to the fund.

Consensus: Condolences should be limited to deceased members.
The national office will help to facilitate publicizing the wishes of the deceased's family.
Condolences to staff members will be handled on a case-by-case basis.

Action: Marta will ask around to find out what other associations do and report back to national executive council with her findings.

12.3 Emergency Communications/Response Times

Consensus: National needs a protocol for dealing with emergency communications and to cut down on response times to the email forum and Interactive Voice.

Suggestions: Post a message in a timely matter just to let the membership know that the executive is paying attention.
Identify where the message comes from first. If it comes through "Ask National," it should be dealt with sooner rather than later. Email forums are a different matter.
Set a deadline for response.
Add a sticky to the "Ask National" forum that states it is a monitored forum and questions posed there can expect a response.
Make it clear that member-to-member discussions are not monitored.
Make it clear that a response can be expected within two business days (i.e., it is unreasonable to expect immediate answers when discussions take place over the weekend).
A two-day lead time will allow the national executive council to decide who should respond.
The description should state "You can expect a response within two business days."
Add a sticky to the "Association Issues" forum that states if a question requires a response from national, it should be moved to the "Ask National" forum and provide a hotlink to that forum.
Marta Horban should monitor the Ask National forum and post to the national executive council email forum when there's a question

Action: Michelle Ou will circulate expected response statement for an executive read and add the approved statement to Interactive Voice.

12.4 Reprints of *Meeting Editorial Standards*

Noted: The existing reprint policy is very restrictive (driven by relationship with Captus).

12.5 Tom Fairley Award: electronic submissions

Noted: The Tom Fairley Award policy states that nominees may submit their supporting documentation electronically.

12.6 Advertising/Sponsorships: Conference, *Active Voice*, Other

Noted: There will be one advertisement in the first return-to-print edition of *Active Voice* (the illustrator).

Suggestions: Sponsorship should only be handled by the national office to ensure that there is no overlap.
Liz Stanwyck should handle all advertising and sponsorship coordination.
There are conference sponsorship guidelines in place.
The branches should be notified that all sponsorship must be fed through the national office.
Add a "we reserve the right to refuse any submitted advertisement" clause to advertising in *Active Voice*.

Discussion was deferred to the national executive council email forum.

12.7 Volunteering: Recruitment, Guidelines, Hiring and Firing

Noted: A high school student expressed an interest in volunteering for EAC conference.
As a matter of policy, non-members may not volunteer because volunteering is a benefit of membership.
Membership is open to anyone with an interest in editing (there is no age restriction).

Suggestions: Allow her to volunteer because it seems pretty innocuous for a high school student to volunteer.
Allow her to volunteer in the lead up to conference, but do not allow her to attend the conference.
Ask the student to take out a student membership.
Develop an outreach program for young people interested in editing as a career.
Consider youth tracks for future conferences.
Offer sponsored memberships as outreach initiatives.
Impose a maximum age restriction for people who want to volunteer without becoming members.
Channel these sorts of volunteering requests to the branches.
Create internships.
Susan Davis could provide a short report of the volunteer leadership experience/volunteer focus group.
Sue could get feedback from the conference volunteers about their experience.

Noted: The national office has used interns in the past with little success.

Consensus: The high school student may not volunteer for conference.

Action: Moira White will contact the student to let her know she may not volunteer for the conference.

13. Council priorities for the next quarter

Council members reviewed the EAC Strategic and Tactical Plan 2007–2013. Further was discussion deferred to national executive council email forum.

Action: Maureen Nicholson will consult with Michelle Boulton on the layout of the strategic plan.

14. Other business

Corporate membership

Action: Tom will approach Heather Ebbs about joining him on an ad-hoc committee (with Greg Ioannou) to review corporate membership in 2008.

Conference

Suggestions: Look into student rates for the conference in 2008.
Approach education institutions to sponsor student rates for the conference

Website

Noted: The website's "Hire an Editor" page states that hourly rates start at \$30 per hour.

Consensus: Change the language to "Hourly rates vary widely according to factors such as ..." to remove the suggested starting rate.

Action: Michelle Ou will edit the “Hire an Editor” page.

Francophone relations

Noted: QAC expressed an interest in having Marta Horban and another executive member visit before their AGM.

Suggestion: Marta and Moira While should visit QAC.

There was a round of applause and a gift presentation for Maureen Nicholson, who presided over her last full national executive council meeting as EAC president.

15. Adjournment

Motion: MOVED by Tom Vradenburg to adjourn. CARRIED.

The meeting adjourned at 2:58 p.m.

Secretary

President