

**Editors' Association of Canada/Association canadienne des réviseurs
Minutes of Executive Council Meeting
September 13–14, 2008**

**Day One
Saturday, September 13**

1. Call to order

The meeting was called to order at 9:03 a.m. on Saturday, September 13, in the association national office at 505–27 Carlton Street in Toronto. The president, Moira White, presided.

Attending:

Michelle Boulton	Vice-President and SN branch representative
Maureen Nicholson	Past President
Mary Anne Carswell	Secretary
Greg Ioannou	Treasurer
Dania Sheldon (agenda items 4A to 24 only)	BC branch representative
Paul Payson (agenda items 1 to 16D only)	PP branch representative
Beverly Ensom	NCR branch representative
Ken Weinberg	TO branch representative
Julia Cochrane	QAC branch representative
Gaëlle Chevalier	Member-at-Large
Kryisia P. Lear	Member-at-Large
Carolyn L Burke	Executive Director
Michelle Ou	Minute-Taker

Guest:

Alan Yoshioka (agenda items 9 to 11 only)	Online Job Tools Committee chair
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2. Approval of agenda

Under item 16, the agenda was amended to include the discussion of new awards and an in-camera item.

Motion: MOVED by Mary Anne Carswell, seconded by Julia Cochrane, to approve the agenda as amended. CARRIED.

3. Approval of June 2008 minutes of national executive meeting

Motion: MOVED by Maureen Nicholson, seconded by Ken Weinberg, to approve the minutes of the June 2008 national executive council meeting. CARRIED.

4. Review of action points from June 2008 national executive meeting

4A. Human Resources Committee update (previously agenda item 7)

Moira White announced that the association's interim executive director, Carolyn L Burke, will stay on permanently as EAC's executive director.

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

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

The motions as passed are as follows.

- Motion:** On July 2, 2008, MOVED by Greg Ioannou, seconded by Paul Payson, that the national executive council authorize EAC staff to provide copies of the Association's membership database file to selected external programmers, so that the programmers can provide us with work plans and quotes for preparing the new ODE and improving the database. CARRIED.
- Noted:** All external programmers would be required to sign a confidentiality agreement before receiving the file and would be required to destroy their copy of the file if they are not awarded the contract. The winning bidder would be required to destroy all files containing confidential information at the end of the project.
- Motion:** On August 2, 2008, MOVED by Maureen Nicholson, seconded by Julia Cochrane, that Operational Policy 8: Partnerships be approved. CARRIED with one abstention.
- Motion:** On September 2, 2008, MOVED by Beverly Ensom, seconded by Paul Payson, that EAC switch from Canada Post to electronic procedures for membership renewals starting October 1, 2008. CARRIED.
- Motion:** On September 4, 2008, MOVED by Krysia P. Lear, seconded by Paul Payson, that the national executive council confirm that the version of *Professional Editorial Standards* in PES draft1_Aug08 is ready to be sent by the Professional Standards Committee to the next stage of review. CARRIED.

6. Receipt of quarterly reports and business arising

Vice-president

- Action:** Michelle Boulton to follow up with the members who contacted her about the necessity of a significant increase to EAC's membership fees.

Members-at-large

- Action:** Carolyn L Burke will send the August financials to all committee chairs and ask them to start estimating their 2009 expenses and report back in October in time for the national executive council's November meeting.
- Noted:** The Certification Steering Committee should submit its estimated 2009 expenses in September 2008.
- Action:** Ken Weinberg and the Website Committee will discuss adding the names of EAC volunteers to the website.

BC

- Noted:** The branch has hired a new coordinator.

Newsletter

- Action:** The national office will deduct the amount the branches owe national for extra copies of *Active Voice* from the amount national owes the branches for quarterly transfer payments.
- Action:** Gaëlle Chevalier will ask the Newsletter Committee to produce the issue of *Active Voice* that was planned for December 2008 in January 2009 so that it will appear in the books as a 2009 expense.

Noted: *Active Voice* will now be produced three times per year: December/January, April/May and September/October.

Training and Development

Action: The branch representatives will report back to their respective branches that the Marketing and Public Relations Committee is looking for at least one member from each branch.

Publications

Captus Press Inc. reports that there are only 30 copies of *Meeting Editorial Standards* (MES) left. The national executive council decided it is worth continuing to produce the current edition of MES and suggested the Publications Committee look into making it available as an electronic publication.

Mediator

Noted: No report was submitted.

Action: Gaëlle Chevalier will follow up with Jane Kidner re the mediator's report

7. Human Resources Committee update

Discussed under agenda item 4A.

8. Finances

Action: Greg Ioannou will find out which government agencies give grants for updating testing administration and report back to the executive council.

Action: Carolyn L Burke will forward information about EAC's staff benefits plan to the branches.

Action: Moira White and Greg Ioannou will draft a letter to branches explaining that national is developing a transfer payment schedule for next year.

Noted: The branches will receive one quarterly transfer payment before the end of 2008 (British Columbia and Quebec/Atlantic Canada will receive their 2008Q1 payments. The Prairie Provinces, Saskatoon, Toronto and the National Capital Region will receive their 2007Q4 payments).

Action: Greg Ioannou will explain the current transfer payment schedule and the logic behind it in a thread for the national executive council on Interactive Voice.

Noted: The national executive council discussed using the translation budget to pay the *Groupe traduction* (a team of francophone members of the association who have taken over all of the association's national translation projects).

Action: Carolyn L Burke will look into accommodations benchmarks and report back to the national executive council.

8A. Website (previously agenda item 10)

The national executive council discussed changing web hosts for the association website and setting up new threads (such as Talk to National, Conference Ideas and a user group for national branch representatives) in Interactive Voice.

9. Online Directory of Editors update

Alan Yoshioka, chair of the Online Job Tools Committee, joined the group to report on the new Online Directory of Editors (ODE). There was a warm round of applause for the successful launch of the new ODE.

The national executive council discussed the possibility of an “ODE lite” that would give all members a free listing with just their name and contact information, but decided to wait to see the reaction to the newly launched ODE before proceeding.

Moira White clarified that the original setback in the development of the ODE was related to the delayed development of the membership database and not a problem with the association’s current web host.

Action: National office staff will buy stock to test printing postcards in house.

Action: National office staff will coordinate a resource centre that will house all of the association’s marketing materials in the Members’ Area of the website.

10. Website

Discussed under agenda item 8A.

11. Update on Professional Standards Committee

Krysia P. Lear reported on the Professional Standards Committee’s progress on updating *Professional Editorial Standards*.

12. Update on Certification Steering Committee

Krysia P. Lear reported on the Certification Steering Committee’s progress on the 2008 test administration, as well as its request for support given the impending revisions to *Professional Editorial Standards*.

National executive council members suggested adopting the revised standards in June 2009, but delaying rolling them out until December 2009.

13. Adjournment

Motion: MOVED by Maureen Nicholson to adjourn. CARRIED.

The meeting was adjourned at 4:24 p.m.

Day Two

Sunday, September 14

14. Call to order

The meeting was called to order at 9:06 a.m. on Sunday, September 14, in the association national office at 505–27 Carlton Street in Toronto. The president, Moira White, presided. Attending: see item 1 above.

Noted: The national executive council thanked EAC professional development coordinator Helena Aalto for organizing the lunches for the national executive council meeting and for hosting dinner on Saturday night.

15. Strategic plan (briefly)

Discussed under agenda item 16B.

16. Policy review, update or implementation***Sponsorship grants***

Action: The External Liaison Committee will look into sponsorship grants and report back to the national executive council.

Email voting

Action: Moira White will start developing policies for email voting and quorums and report back to the national executive council.

Operational policy revision

Motion: MOVED by Julia Cochrane, seconded by Paul Payson, to add a revisions clause to the five operational policies that are missing one. CARRIED.

Action: National office staff will update the five operational policies that are missing a revisions clause.

Code of ethics

Action: Mary Anne Carswell and Paul Payson will start an Interactive Voice thread about developing a code of ethics in the Association Issues forum in Interactive Voice.

Noted: Carolyn L Burke has experience developing codes of ethics and is available for assistance.

Action: National office staff will put out call for volunteers to develop a code of ethics in the October e-news update

Carbon offsets

Action: Krysia P. Lear will tell the Conference Committee that the national executive council recommends that the committee look into providing access to a carbon offset resource for members who will be travelling to the 2009 conference.

Fee to reinstate membership or for late renewal

National executive council members discussed offering a financial incentive for members to renew early versus imposing a penalty for failing to renew on time.

New awards

Action: The branch representatives will report back to their branches that national is interested in using branch awards to identify finalists for the Tom Fairley Award.

Email forum guidelines

Discussion tabled.

Action: Gaëlle Chevalier will contact Antonia Morton to determine the scope of the revisions she made to the email forum guidelines.

Action: Carolyn L Burke will create a ten-year schedule for EAC publications.

16B. Strategic Plan Review (previously agenda item 15)

Action: Julia Cochrane will contact Jacquie Dinsmore and rest of the QAC branch about holding the 2010 conference in Halifax.

16C. Other business (previously agenda item 22)

Action: Gaëlle Chevalier will contact Jane Kidner about developing a legally watertight signoff for freelance editors to use.

Action: Gaëlle Chevalier and Carolyn L Burke will explore errors and omissions and negligence coverage.

16D. Strategic Plan Review (continued)

Action: National office staff will create a link to the *Active Voice* national rates survey article on the Hire an editor page of the association website.

Action: National office staff will collect demographic data on membership application and renewal forms.

Action: National office staff will contact Kendall Anderson (the ODE developer) about developing a new membership database.

Action: Ken Weinberg will draft a policy suggesting that branches and committees recognize their volunteers on the association website.

Action: Gaëlle Chevalier will follow up with Heather Ebbs re the draft volunteer recognition policy.

Action: Moira White will start developing a policy for archives and storage.

Action: Krysia P. Lear and Gaëlle Chevalier will check to see if the strategic plan was sent to all committee chairs in June.

Action: The branch representatives will work together to ensure that policies and procedures are shared between branches.

17. Organizational Review

Action: On behalf of the national executive council, Moira White will draft an open letter to the membership about the proposed organizational review. Moira will have the draft ready at the beginning of October for national executive council review in time for distribution to the membership by mid-October.

Action: The branch representatives will introduce discussion of the proposed organizational review at the branch level ahead of the November national executive council meeting.

17A. Council priorities for the next quarter (previously agenda item 23)

The following task forces were created to come up with ideas and timelines for their areas of focus ahead of the November national executive council meeting.

Finances

Moira White, Michelle Boulton, Greg Ioannou, Mary Anne Carswell, Krysia P. Lear, Gaëlle Chevalier, Beverly Ensom, Julia Cochrane, Carolyn L Burke

Organizational review

Moira White, Michelle Boulton, Maureen Nicholson, Dania Sheldon, Paul Payson, Ken Weinberg, Carolyn L Burke

Action: Carolyn L Burke will pull the “Requests, questions or suggestions for the national executive council” items from all of the quarterly reports to produce a separate report for the November national executive council meeting.

18. 30th Anniversary Celebrations

Action: Maureen Nicholson will start an Interactive Voice thread to start brainstorming for the 30th anniversary celebrations and to solicit task force members.

Council members suggested approaching various people who might take the lead on planning the 30th anniversary celebrations.

19. Marketing Committee (and membership drive, previously agenda item 20)

Action: Krysia will send a list of educational institutions that offer editing-related courses to Carolyn L Burke.

Action: Ken Weinberg will work with national office staff to look into offering online membership registration

Action: The branch representatives will ask their branches to target a 10% increase in membership by December 31, 2008.

Action: National office staff will look into printing marketing collateral in house.

Action: National office staff will re-implement the initiative to offer existing members \$25 for each new full member (\$12.50 for new student members) they bring in until December 31, 2008.

Action: The Membership Committee will focus on volunteer recognition, developing a new membership kit and finding markets for a membership drive.

Action: Moira White and Carolyn L Burke will contact Heather Ebbs and Barbara K. Adamski to let them know that the national office will be taking responsibility for marketing and membership initiatives.

20. Membership drive

Discussed under agenda item 19.

21. Member communications

Council members discussed the welcome kit that the Francophone Affairs Committee has put together, and suggested that the Membership Committee do this for the English side as well.

22. Other business

Discussed under agenda item 16C.

23. Council priorities for the next quarter

Discussed under agenda item 17A.

24. Adjournment

Motion: MOVED by Julia Cochrane to adjourn. CARRIED.

The meeting was adjourned at 3:12 p.m.