

**Minutes**  
**EAC/ACR National Executive Council Meeting (2014 Q1)**  
**Saturday, February 8 and Sunday, February 9, 2014**  
**Location: Elizabeth Room, Delta Edmonton Centre Suite Hotel**

**Present:**

Greg Ioannou	Past President
David Johansen	Treasurer
Randee Holmes	Secretary
Michelle van der Merwe	Director of Communications
Marie-Christine Payette	Director of Francophone Affairs
Ken Weinberg	Director of Training and Development
Gael Spivak	Director of Volunteer Relations
Moira White	Director of Professional Standards
Julia Cochrane	Director of Branches and Twigs (East)
Carolyn Burke	Executive Director
Jocelain Hitchcox	Volunteer Recording Secretary

**Guests:**

Erwin Allerdings	Facilitator for Sunday
Erinne Sevigny	Chair, Prairie Provinces Branch (PPB)
Virginia Durksen	Calgary Representative on PPB board
Margaret Sadler	Past Chair PPB (Saturday)
Paul Buckingham	Treasurer PPB (Saturday)
Cathy Mcphalen	Volunteer Coordinator PPB (Sunday)
Sandra Bit	Secretary PPB (Sunday)
Dave Ealey	Past Treasurer PPB (Sunday)

**Regrets:**

Jacqueline Dinsmore	President
Danielle Arbuckle	Vice-president
Lesley Cameron	Regional director of Branches and Twigs (West)

**Saturday, February 8, 2014**

**1. Call to order**

Greg Ioannou welcomed everyone and called the meeting to order on Saturday February 8, 2014, at 9:00 a.m. Greg explained that as past chair he would be chairing meeting in the absence of NEC President Jacqueline Dinsmore. It was determined quorum was met, and in the event of a tie the chair would get a deciding vote.

**MOTION:** MOVED by Moira White, **SECONDED** by David Johansen THAT guests at table be allowed to speak at the meeting but not be allowed to vote. **CARRIED**

After the meeting was called to order, Greg Ioannou requested that we observe a minute of silence to honour Karen Virag, an NEC member who passed away in January 2014.

## 2. Approval of agenda

The agenda was revised to reflect the correct dates (February 9 and 10, 2014) and numbering was corrected.

**MOTION:** MOVED by Randee Holmes, SECONDED by Ken Weinberg THAT the agenda as amended be approved. **CARRIED.**

## 3. Approval of minutes of Q3 2013 meeting

**MOTION:** MOVED by Ken Weinberg, SECONDED by Julia Cochrane THAT the minutes of the Q3 meeting held September 2013 in Montreal be approved. **CARRIED.**

**NOTE:** As per the 2012 Q4 budget meeting decision, there was not a 2013 Q4 face-to-face meeting, but rather only a budget meeting in November. In the absence of a face-to-face meeting, there are neither meeting minutes to be approved nor a list of action items to be reviewed.

It was generally agreed that, although the decision to eliminate the face-to-face meeting made sense from a cost-savings perspective, it turned out not to be a positive experience for most. There was a general consensus that skipping a face-to-face meeting in future is not recommended. Several people also expressed that, in the absence of a whole group discussion, it was difficult to get a handle on understanding the budget.

## 4. Recording of online votes since previous meeting (Secretary)

### Record of Online Votes: September 1, 2013 to November 30, 2013

#### November 9, 2013                      Approval of Q3 Minutes

**MOTION** by Randee Holmes, SECONDED by Julia Cochrane THAT the minutes of the EAC/ACR National Executive Council Meeting held September 21-23, 2013 (2013Q3) be approved. **CARRIED.**

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#### November 22, 2013                      Approval of 1% Membership Fee Increase

**MOTION** by David Johansen, SECONDED by Gael Spivak THAT the EAC/ACR National Executive Council raise membership fees by 1% effective March 1, 2014. **CARRIED.**

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#### November 28, 2013                      Approval of Increase in Transfer of Funds

**MOTION** by David Johansen, SECONDED by Danielle Arbuckle THAT the EAC/ACR National Executive Council increase the funds paid to branches from 10% to 11% and to twigs from 5% to 5.5%, effective January 1, 2014. **CARRIED.**

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**Record of Online Votes: December 1, 2013 to January 30, 2014**

**December 6, 2013                      Approval of 2014 Budget**

**MOTION** by David Johansen, **SECONDED** by Julia Cochrane **THAT** the NEC approve the draft budget for 2014. **CARRIED.**

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**January 9, 2014                      Publications Committee Co-chair**

**MOTION** by Greg Ioannou, **SECONDED** by Gael Spivak **THAT** Lynn Wilson be appointed as Publications Committee Co-chair, to serve the remainder of the term that Beth Macfie started. **CARRIED.**

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**January 15, 2014                      Student Membership Limit Exemption**

**MOTION** by Gael Spivak, **SECONDED** by Greg Ioannou **THAT** the NEC approve an exemption from the three-year limit to allow Kitty Elton and Matt Carrington to renew as student members for one more year. **CARRIED.**

**MOTION** by Ken Weinberg, **SECONDED** by Michelle van der Merwe **THAT** the NEC accept the motions as read by Randee Holmes. **CARRIED.**

**5. Actions arising from Q3 meeting if not addressed elsewhere in Agenda**

Actions from the prior meeting were reviewed and the following noted in discussion:

- Action 3: There was discussion regarding the usefulness of circulating updated job descriptions of office staff, including Executive Director’s role, to the membership. A new action was formed out of this discussion (see “New Actions” below).
- Action 4 Ken Weinberg was removed from this action item and the item carried forward (see “New Actions” below).
- Action 12: This action was carried forward (see “New Actions” below).
- Action 15: This action was revised and carried forward (see “New Actions” below).

**NEW ACTIONS ARISING**

**ACTION:** Carolyn Burke to write and communicate role of national office staff to general membership by end of March 2014.

**ACTION:** Carolyn Burke and Jacqueline Dinsmore to arrange sending summary of agenda to general membership, inviting them to attend NEC meetings.

**ACTION:** For all NEC members, Carolyn Burke to distribute existing job descriptions for those that exist, and templates for those that don’t by end of February 2014.

**ACTION:** All NEC members review and update their own job descriptions, and return to Carolyn Burke by end of March 2014.

**ACTION:** Moira White to report back to NEC with CAP update by the end of February 2014.

**ACTION:** Greg Ioannou will speak with Julia Cochrane and Lesley Cameron regarding spreading word to their constituents that we are looking for volunteers from branches and twigs to populate the nominations committee.

## 6. Item 13. Dissolution of PEG Twig

Julia Cochrane explained that this twig didn't work well as 4 regular members were having trouble communicating. Issue of (what happens to) money in twigs' bank accounts came up; Julia says this isn't mentioned in bylaw. Discussion followed regarding whether money should return to national, be used for next twig, or decided by the members who are dissolving.

**MOVED** by Julia Cochrane, **SECONDED** by Moira White THAT the Peterborough Twig dissolve at their own request effective immediately. **CARRIED.**

**MOVED** by Moira White, **SECONDED** by Julia Cochrane THAT we refer the issue of the finances of twigs to David Johansen and Gael Spivak as part of the governance restructuring. **CARRIED.**

**MOVED** by Moira White, **SECONDED** by David Johansen THAT PEG's finances be put into escrow until a new policy on twig finances has been approved. **CARRIED.**

## 7. Governance

Lynne Massey joined the meeting by telephone to give an overview and update on the work of the Governance Task Force with respect to the upcoming NFP Act and the implications for EAC. Meeting attendees were given an opportunity to ask questions.

**MOVED** by Moira White, **SECONDED** by Gael Spivak THAT the Articles of Continuance and the new bylaw no. 1, subject to final revisions as discussed and subject to final approval in June 2014 be provisionally approved, and THAT the revised versions be put forward to members for review in conjunction with the AGM materials. **CARRIED.**

## 8. Quarterly reports and business arising (if not dealt with elsewhere in agenda)

### Director of Twigs and Branches West

**ACTION:** Gael Spivak to speak to the Marketing Committee about how decisions are made regarding who appears on the front page of the EAC website.

**ACTION:** Lesley Cameron to explain to branches why National Job Board cannot be made similar to branch hotlines and why it cannot/should not be free.

## **Certification Steering Committee**

There was discussion regarding the security of CSC files and data base transfer and storage.

**ACTION:** (Carried over from Q3 actions) Carolyn Burke and Moira White to continue to provide updates regarding the CSC's development of a business plan for proficiency.

**ACTION:** Carolyn Burke to recommend one or two technology solutions for secure EAC file and information sharing.

## **Training and Development**

Ken Weinberg expressed a need for more volunteers to serve on this committee, and several suggestions were made for finding them, including using social media tools such as LinkedIn.

**ACTION:** Ken Weinberg to discuss with Emily Dockrill Jones the use of social media to recruit volunteers (specifically a co-chair) to assist with Training and Development.

## **Communications Director**

**ACTION:** Michelle van der Merwe and Marie-Christine Payette to spend money previously slated for the printing of French material to hire a writer to create original French documents.

**ACTION:** Michelle van der Merwe and Marie-Christine Payette to explore the development of French resources, as opposed to the translation of existing resources, and discuss this with Marketing and Public Relations.

## **Active Voice/ Voix active Publication Committee**

**ACTION:** Gael Spivak to talk to AV Editor-in-chief regarding unapproved budget for AV online.

## **Publications Committee**

As well as director of publications, Karen Virag served as the NEC representative for the Awards Task Force.

**ACTION:** Moira White to take on the role of NEC rep for the Awards Task Force until the end of June.

## **9. Erinne Sevigny, Chair, Prairie Provinces Branch, to address NEC**

Erinne Sevigny noted that for the Prairie Provinces Branch (PPB) much of what the EAC offers isn't available to those outside of Edmonton, and she was therefore happy to hear the beginning of a webinar discussion. PPB noted concern regarding a 27% non-renewal rate, noting that membership went down from \$ 4–6K in 2011 to \$3K in 2012.

Erinne suggested that certification is using up EAC's resources and development, and reported that most of PPB's non-renewals said they weren't getting enough for their money. NEC members noted

the certification program is not a financial burden, but is actually quite lucrative (study guides alone made 22K in past year). NEC members further pointed out that the EAC has always had a higher attrition rate in the first three years of membership; one-third of membership typically churns.

There was further discussion regarding the value of certification, and Moira White offered to meet with PPB to help address any misinformation.

Erinne expressed support for the direction of EAC addressing the digital age. She concluded by saying she might not be a member if she hadn't wanted to chair the PPB branch, as she perceives that the return on cost of membership isn't enough. That said, she offered her data to be made available to NEC and noted she was glad the NEC had decided to meet in Edmonton so that these discussions could happen.

#### **10. Karen Virag**

There was discussion as to how to commemorate the contribution of Karen Virag to the EAC.

**MOVED** by Moira White, seconded by Julia Cochrane THAT the EAC establish the Karen Jean Virag Editing on the Edge Award. **CARRIED.**

**ACTION:** Carolyn Burke and Moira White to take the Karen Jean Virag Editing on the Edge Award to the Awards Taskforce, and to develop a press release by Michelle Ou regarding the establishment of the award by the end of February 2014.

#### **11. Treasurer's report**

David Johansen gave a brief overview of how a balanced budget was achieved, and noted that the budget continues to be monitored over time. Carolyn Burke added the mandate has been to turn EAC around financially to build a reserve; now the mandate is focused on financial and membership growth. The auditor was in recently and results of the 2013 audit will soon be available for review.

#### **12. Conference updates: 2016 Conference; Status of 2015 conference**

There was discussion of the offer from the BC branch and Professional Editors' Association for Victoria and Vancouver Island (PEAVVI) to hold the conference in 2016. The pros and cons of the location were discussed.

For the 2015 conference, in the absence of any firm offers from any branches, the event will be organized by the national office and held in Toronto.

**ACTION:** Ken Weinberg to speak to Winnipeg's Leigh Patterson regarding 2015 conference by March 15.

**MOVED** by Moira White, **SECONDED** by Michelle van der Merwe THAT the NEC accept the offer extended by the BC Branch and PEAVI to hold the 2016 national conference in Victoria, BC. **CARRIED.**

#### **13. Motion to adjourn at 5:20 p.m., CARRIED.**

**Sunday, February 9, 2014**

**14. Call to order**

Greg Ioannou welcomed everyone and called the meeting to order Sunday February 9, 2014, at 9:00 a.m. Greg explained that as past chair he would be chairing meeting in Jacqueline Dinsmore's absence. Introductions were made for the sake of guests attending the meeting.

**15. Strategy session with Erwin Allerdings**

No minutes recorded. Two-part strategy session included break and lunch. Meeting officially recommenced at approximately 2 p.m.

**16. Investing resources for Francophone services**

There was discussion regarding how much investment we should make into translating articles for A/V and the percentage of content that should appear in French.

**17. Standards**

Moira White expressed a concern that this committee is without a chair.

**ACTION:** Carolyn Burke, Moira White and Greg Ioannou to discuss the mandate of the Professional Standards Committee.

**18. Other business (Item 17 on Agenda)**

Governance: Governance document update is currently on website for review. A final draft will go out four to six weeks before the AGM. There are two documents that must be passed at the AGM: Articles of Continuance and the Constitution. Carolyn Burke requested that NEC members go through those documents, and to submit any suggestions for changes to either of these two documents to [lynnemassey@editors.ca](mailto:lynnemassey@editors.ca). If we do not have approval by membership at the AGM then we cannot submit these documents to the government, and we are dissolved as a corporation. October 17, 2014 is final deadline for submitting all documents.

Erinne Sevigny thanked the NEC for enabling PPB members to participate in the meeting.

**19. Date and location of next meeting (Q2 2014 in June): Toronto Conference & AGM**

The next NEC meeting will be held before the AGM at the Toronto conference, ideally just a half hour around lunchtime on Saturday, June 7, 2014, or during the wine and cheese on Friday, June 6, 2014. The Q2 NEC meeting will be held on Monday, June 9, 2014, at the Li Ka Shing Knowledge Institute in Toronto.

**ACTION:** Carolyn Burke to pencil in these dates.

**ACTION:** Greg Ioannou to be in touch with everyone to confirm these meetings.

**20. In-Camera session**

**MOVED** by Ken Weinberg, **SECONDED** by Michelle van der Merwe **THAT** the NEC go in camera.  
**CARRIED.**

**MOVED** by Julia Cochrane, **SECONDED** by Marie-Christine Payette **THAT** the NEC go ex-camera.  
**CARRIED**

**21. Adjournment** (Item 20 on Agenda)

**MOVED** by Julia Cochrane, **SECONDED** by Gael Spivak **THAT** the meeting be adjourned. **CARRIED.**