

**2015 Q3 Meeting Minutes**  
**Editors Canada/Révisseurs Canada**  
**National Executive Council Meeting**  
**Saturday, September 19, and Sunday, September 20, 2015**  
**Montreal Courtyard Marriott Hotel, Montreal**

**Present:**

|                         |                                       |
|-------------------------|---------------------------------------|
| Anne Louise Mahoney     | President                             |
| David Johansen          | Treasurer                             |
| Breanne MacDonald       | Secretary                             |
| Greg Ioannou            | Past President                        |
| Stacey Atkinson         | Director, Branches and Twigs – East   |
| Margaret Shaw           | Director, Branches and Twigs – West   |
| Michelle van der Merwe  | Director, Communications              |
| Marie-Christine Payette | Director, Francophone Affairs         |
| donalee Moulton         | Director, Publications                |
| Elizabeth d’Anjou       | Director, Standards and Certification |
| Gael Spivak             | Director, Training and Development    |
| Patricia MacDonald      | Director, Volunteer Relations         |
| Patrick Banville        | Executive Director                    |
| Zofia Laubitz           | Recording Secretary                   |

**SATURDAY, SEPTEMBER 19, 2015**

**1. Call to order, welcome and introductions**

Anne Louise Mahoney called the meeting to order at 9:20 and thanked members for attending.

**2. Invitation to Tweet during the meeting (and between meetings)**

Anne Louise Mahoney announced that attendees were welcome to tweet to the hashtags #EditorsNEC and #RevisseursCAN; Patrick Banville would tweet bilingually. Elizabeth d’Anjou asked about confidentiality guidelines, and Anne Louise replied that the meeting was essentially open but requested that participants refrain from tweeting prematurely or indiscreetly.

**3. Approval of agenda**

**Motion:** Moved by Greg Ioannou, seconded by Michelle van der Merwe, that the agenda be approved.

**Carried.**

**4. Appointment of branch officers**

**Action:** Anne Louise Mahoney, aided by the East and West Branch and Twig Directors to follow up with each branch and twig for names of signing officers.

**5. Vote to give Patrick Banville a voice at the meeting**

**Motion:** Moved by David Johansen, seconded by Margaret Shaw, that Patrick Banville be given a voice at the meeting. **Carried.**

**6. Review of action items from the previous meeting: 2015Q2**

| # | Action Item   | Person(s) Responsible               | Due Date                       |
|---|---|-------------------------------------|--------------------------------|
| 1 | Greg Ioannou will rework the Conference Committee's quarterly report and resubmit it.   | Greg Ioannou                        | DONE                           |
| 2 | The new executive council to examine the various committees, with an eye to combining more of them.   | NEC                                 | DONE                           |
| 3 | David Johansen and Patrick Banville to do a new financial forecast and report back to the national executive council.   | David Johansen,<br>Patrick Banville | DONE                           |
| 4 | Put a discussion item on the agenda for the September quarterly meeting: define magazine's purpose; find a committee chair.   | NEC                                 | move to Sept. list             |
| 5 | The national executive council to start the proceedings to generate a new strategic plan. (It will need a budget item to proceed.)  | NEC                                 | move budget item to Sept. list |
| 6 | Elizabeth d'Anjou will give Gael Spivak the contact information for everybody that attended the session at the conference.  | Elizabeth d'Anjou,<br>Gael Spivak   | DONE                           |
| 7 | Gael Spivak will contact Sara Peacock (SfEP) and Teresa Schmedding (ACES), and make sure that the committee and the people at the conference session (who have set up a LinkedIn group) are in communication. | Gael Spivak                         | DONE                           |
| 8 | Patrick Banville to look into how, why, and where the bookkeeping system for the branches is not working and suggest solutions.   | Patrick Banville                    | In progress                    |

|    |   |  |                                       |
|----|---|--|---------------------------------------|
| 9  | Moira White to contact branch listserv about rebranding.  | Moira White  | DONE                                  |
| 10 | Michelle Boulton to check in with Michelle Ou and ask her what exactly needs to be done, what the steps are, to rollout the new brand and logo.                         | Michelle Boulton                                     | DONE                                  |
| 11 | Patrick Banville has some information on a new brand rollout and will talk to Michelle Ou and the Rebranding Rollout Task Force about the necessary steps to take next. | Patrick Banville<br>Rebranding Rollout<br>Task Force | DONE                                  |
| 12 | Barbara Dylla will contact Lesley Cameron with information about member/non-member mailing lists, and they will both let the branches and twigs know.                   | Barbara Dylla  | DONE                                  |
| 14 | Appoint a new person to update the committee descriptions at the next quarterly meeting in September, 2015.   | NEC  | DONE                                  |
| 15 | Anne Louise Mahoney to get the documents from Emily Staniland and post the English set on the website by the end of June.   | Anne Louise Mahoney                                  | ASAP – documents not rec'd from Emily |
| 16 | Anne Louise Mahoney to pass the English documents to Michelle Ou for translation into French.   | Anne Louise Mahoney                                  | ASAP – dependent on above             |
| 17 | Michelle Boulton and donalee Moulton to get the Annual Report out in one month in English.  | Michelle Boulton and donalee Moulton                 | DONE                                  |
| 18 | The vice-president will be in charge of the 2015 Annual Report.   | Gael Spivak  | 2016                                  |
| 19 | Moira White will talk to Claudine Laforce to debrief about the Annual Report.   | Moira White  | DONE                                  |

|    |   |                                      |   |
|----|---|--------------------------------------|---|
| 20 | Patrick Banville to get the information that needs to go into the AR to Michelle Boulton.   | Patrick Banville                     | DONE  |
| 21 | Bring the question of a partnered conference with ACES in Chicago in 2019 to the September quarterly meeting to discuss further.                                  | NEC                                  | dependent on updated partnership policy (on Sept. list)   |
| 22 | Greg Ioannou to put in the next e-news that the NEC is considering partnering with ACES in 2019 in Chicago and will be consulting the membership at a later date. | Greg Ioannou                         | DONE  |
| 23 | Michelle Boulton to put Tamra Ross and Nancy Flight in touch with each other to see if they could work on the Karen Virag Award.                                  | Michelle Boulton                     | Tamra Ross is now chair of the awards committee and is in touch with Anne Louise about this award |
| 24 | Moira White and Michelle Boulton to communicate with the Certification Steering Committee about the file sharing software.  | Moira White and Michelle Boulton     | ASAP – still to be done, Patrick to look into options (on Sept. list)                             |
| 25 | Emily Staniland and Michelle Boulton to talk further about support for the PPB.   | Emily Staniland and Michelle Boulton | ongoing – still to be done or may not need to be done   |
| 26 | Michelle van der Merwe to tell Susan Chambers to go ahead with the suggestions.   | Michelle van der Merwe               | DONE  |
| 27 | Greg Ioannou to pass information to Michelle van der Merwe about book publishing information that may need to still be obtained on the survey.                    | Greg Ioannou                         | still to be done  |

#### 7. **Approval of previous minutes: 2015Q2**

Moved by Breanne MacDonald, seconded by Greg Ioannou, that the minutes of the meeting of June 15, 2015, be approved. **Carried.**

Gael Spivak and Greg Ioannou mentioned corrections to items 12, 13, and 9 of the previous minutes.

**Action:** Breanne MacDonald to correct minutes of June 15 accordingly.

#### 8. **Approval of draft 2015 AGM minutes**

Moved by Michelle van der Merwe, seconded by Gael Spivak, that the 2015 AGM minutes be approved. **Carried.**

Anne Louise Mahoney noted that some names remained to be filled in.

**Action:** Breanne MacDonald to complete the missing information.

#### 9. **Recording of online votes since previous meeting**

There were two online votes between June 16 and September 18, 2015:

**July 30, 2015:** Moved by Greg Ioannou, seconded by Gael Spivak, that we approve the nomination of Nancy Foran as the chair of the Volunteer Management Committee. **Carried** with 9 in favour and 4 abstentions by default.

**September 15, 2015:** Moved by Anne Louise Mahoney, seconded by Gael Spivak, that the executive director (ED) be granted signing authority with the following controls:

1. At the end of every month, the ED will send a Cheque Run report for approval via email by two NEC signing officers.
  2. Once the report is approved, the ED will sign the cheques and then send them to one of the NEC signing officers for signing. (Ideally, someone in Toronto, to save time and courier costs.) A copy of the report will be attached to the cheques, and only cheques that were on the list would be signed.
  3. One NEC signing officer (not the ED) is required to sign cheques under \$500.
  4. One NEC signing officer plus the executive director (or plus a second NEC signing officer) are required to sign cheques in the amount of \$500 to \$5000.
  5. Two NEC signing officers are required to sign cheques over \$5,000. Exceptions: any cheques to the Receiver General (HST, payroll remittance and deductions) may be signed by the ED plus one NEC signing officer.
  6. The ED can sign cheques as long as the association's financial statements are within 45 days of being current.
  7. Any transfers between accounts would need prior approval by email by two NEC signing officers.
- The NEC reserves the right to revoke the executive director's signing authority at any time and for any reason. **Carried** with 9 in favour and 4 abstentions by default.

Breanne MacDonald asked all NEC members to record their online votes rather than abstaining by not voting.

#### 10. **Review of NEC roles and responsibilities for 2015/16**

Anne Louise Mahoney reported that Emily Staniland had been overwhelmed with work and was willing to resign from NEC but would like to remain a member, on temporary leave. Discussion ensued of the Vice-President's role and of the possibility of redistributing some of the other positions. NEC ultimately

decided that Breanne MacDonald would take over the conference component of Training and Development while Gael Spivak would retain the training and development component and would also become Vice-President; Emily Staniland would take the position of Secretary, with Breanne MacDonald acting as Interim Secretary. Anne Louise Mahoney asked anyone feeling overwhelmed by their workload to let NEC know and ask for help.

Greg Ioannou suggested redefining the Past President's role. The Past President is responsible for Awards, but the role devolved to Sébastien Koch last year; Anne Louise Mahoney agreed to take over this job. The Past President is also responsible for the nominations committee; Greg suggested that this committee should function more formally.

NEC discussed adding the Secretary and the two Regional Directors to the nominations committee but Gael Spivak pointed out that this proposal contravened the by-law: a person planning to run for NEC again cannot serve on the committee; in addition, there must be a representative of each branch. It was decided that the Regional Directors should be advisors without sitting on the committee, and the Secretary would be responsible for the committee's paperwork but also would not serve on the committee.

Finally, Greg suggested adding external relations to the Past President's role, rather than make this area exclusively the ED's role; he suggested that Patrick Banville, Gael Spivak and he himself could be active in this regard. Gael suggested that the ED could focus on liaison with other EDs, while she and Greg could work with other organizations.

**Actions:** Anne Louise Mahoney to send a summary of NEC positions to members. Regional Directors to provide targeted summaries to their regions (branch chairs, etc.) and to encourage the branch chairs to forward the message to their own members.

#### 11. Confirming each person's role for 2015/16

Further to the changes discussed in point 10, the NEC positions are held as follows:

|                                       |                                   |
|---------------------------------------|-----------------------------------|
| President                             | Anne Louise Mahoney               |
| Vice-President                        | Gael Spivak                       |
| Treasurer                             | David Johansen                    |
| Secretary                             | Emily Staniland                   |
| Interim Secretary                     | Breanne MacDonald                 |
| Past President                        | Greg Ioannou                      |
| Director, Branches and Twigs – East   | Stacey Atkinson                   |
| Director, Branches and Twigs – West   | Margaret Shaw                     |
| Director, Communications              | Michelle van der Merwe            |
| Director, Francophone Affairs         | Marie-Christine Payette           |
| Director, Publications                | donalee Moulton                   |
| Director, Standards and Certification | Elizabeth d'Anjou                 |
| Directors, Training and Development   | Breanne MacDonald and Gael Spivak |
| Director, Volunteer Relations         | Patricia MacDonald                |

**Motion:** Moved by Margaret Shaw, seconded by Patricia MacDonald, that the NEC for 2015/16 be as presented above. **Carried.**

Editors Canada/Révisseurs Canada

National Executive Council Meeting (2015 Q3)

Saturday, September 19, and Sunday, September 20, 2015

Minutes - FINAL

## 12. Review of current finances and budget projections

David Johansen noted that he gets a monthly report from Patrick Banville based on the budget, showing revenue and expenditures to date. The approved budget had a surplus of \$28,000; this has not been reached, and revenues are approximately at breakeven. Membership revenues are down \$47,000, and certification revenue is also less than budgeted, although up from last year.

ECE3 sales have not been as high as projected, contributing to higher costs; there is still the possibility of bulk sales to schools, but projections are being kept low for the present. Anne Louise Mahoney reported that ECE3 is now available on Amazon, indicating that it is selling.

Patrick reported that the results of the *agrément* program are included in certification; the French-language program is doing very well and a third lab had to be booked to accommodate registrants: officially 70, unofficially 90, about half of whom are members. This makes up to some extent for the decreased revenue from certification but does not fully offset the decline due to the price difference. At the date of the meeting, 20 people had registered for certification and the total was expected to be approximately 40.

Overall, staffing costs have been higher than budgeted, offset by lower-than-budgeted costs for services. Patrick Banville said he expected to reach breakeven, or possibly a small loss. Cash flow is managed well. Depending on how certification shapes up, the deficit may be eliminated. Study guide sales are about the same as last year, predicting certification registration to be about the same as well.

Patrick said that he had changed Editors Canada's telecom provider and photocopier to cut office costs. He discussed capitalizing assets, as opposed to expensing them. NEC has never made use of capitalization; if the cash basis is used, it makes more sense to expense asset purchases.

**Action:** David Johansen to send a draft of next year's budget about a month before the November meeting.

## 13. Review of reimbursement guidelines and per diem

The NEC discussed the per diem allowance for NEC members travelling on Editors Canada business. Currently, the per diem is \$25, which is considered to be on the low side. There were also questions about which days it applies to. Patrick Banville reported that the per diem is based on overnight stays, rather than days; thus, it covers travel days and meeting days (for meals that are not provided at the meeting). Receipts are not needed. In addition, travel reimbursements can be given in advance of the travel, provided it has already been paid for. Marie-Christine Payette suggested that the expense policy be written down and distributed to NEC members.

Patrick noted that the per diem could be kept low and NEC members allowed to claim it whether they need it or not, or it could be raised, with the stipulation that people claim it only if needed. David Johansen suggested revisiting the issue at the budget meeting. A balance must be reached between the possibility that a low per diem rate may discourage members with fewer resources from joining the NEC and NEC members' responsibility to keep expenses low, given that they are managing Editors Canada's money.

**Action:** Per diem amount and rules to be discussed at the November NEC meeting.

#### 14. Executive reads

Anne Louise Mahoney reminded everyone to do their share of executive reads but noted that some people find it more difficult to do so due to full-time work or time zones.

#### 15. Managing internal NEC email and keeping in touch

Anne Louise Mahoney asked NEC members who will be unavailable to let the NEC know.

#### 16. Issues with editors.ca email addresses

Patrick Banville reported that the server issues had started in August. The effort to give users access to email necessitated taking firewalls down. The result was that Editors Canada server was hijacked and used for spamming; consequently, it was blacklisted by other servers. A lot of work was required to solve the situation. At present, Editors Canada is just renting server space, and the server is outdated and over its capacity.

The office server is also outdated. Patrick has been looking for a company to actively manage a virtual server; he has found one that would provide active management and also offer a 12-hour hotline for members with problems, which should reduce the time required to solve problems. He is waiting to be sure that the spamming problem has been resolved before making the move.

Breanne MacDonald and Stacey Atkinson reminded NEC that there have been problems for at least two years with sending and forwarding messages from editors.ca emails. Patrick Banville said he was not sure that a change of system would resolve all the issues mentioned. In fact, the entire IT infrastructure needs to be reviewed; the office system is based on UNIX and cannot be changed internally.

Greg Ioannou noted that Interactive Voice is a security hole. The forum is not used much—only for the job board and voting for meetings. He asked if it could be discontinued. It was agreed that Interactive Voice should be decommissioned and its functions moved elsewhere. Patrick Banville said that a communication plan would be needed for the people who use Interactive Voice. Greg also recommended that the \$200 fee for posting jobs be removed to encourage the posting of jobs.

**Motion:** Moved by Greg Ioannou, seconded by Anne Louise Mahoney, that the job posting fee be removed. **Carried.**

**Action:** NEC to inform the membership of the discontinuation of Interactive Voice.

#### 17. Governance documents that the NEC voted to adopt last year: update

**Action:** Anne Louise Mahoney to get the completed documents from Emily Staniland; documents to be proofed and translated.

#### 18. Governance documents that need to be done

a) *Partnership policy:* Gael Spivak pointed out that this policy was supposed to be updated but this has not happened; the policy is very old.

**Action:** Vice-President, Past President and Executive Director to examine and review the partnership policy.

b) *New transparency documents:* Gael Spivak said that a member is interested in having a transparency policy; she suggested sending the document to members and inviting discussion; the confidentiality policy could be sent as well and the membership could vote on it. NEC discussed whether the two



policies (transparency and confidentiality) could be combined into one, and considered the two types of policies that exist: member voted, which generally arise at the initiative of a member, and board voted. donalee Moulton suggested that NEC members look at the policy and suggest any changes before it is sent to the members. The draft should be ready for the next meeting.

**Action:** NEC members to examine the new policy.

c) *Privacy policy:* Patrick Banville said this policy should be examined to make sure it conforms with the changed legislation. This has been done and the policy is in compliance.

d) *Respect in the workplace policy:* donalee Moulton had proposed that Editors Canada formulate such a policy. NEC discussed what it should contain. Patrick Banville noted that all Ontario-based organizations must conform to the Ontario legislation in this respect, but some also have a formal policy. It was suggested that Editors Canada's specific policy might govern matters that are not set out in legislation. donalee Moulton pointed out that Editors Canada is a national association so Ontario legislation is not necessarily the best guide for the organization as a whole.

**Action:** Patrick Banville to send information on this issue for NEC members to consider.

e) *Social media policy:* **Action:** Michelle van der Merwe to review existing draft and send it out by the end of the month.

#### 19. **Prairie Provinces Branch: update and next steps**

Anne Louise Mahoney asked Greg Ioannou to provide a brief summary of decline of the Prairie Provinces Branch. About two years ago, PPB was losing members, becoming less active, and growing disaffected. Gael Spivak, Greg Ioannou and Jacquie Dinsmore went out to talk to the branch executive, which was exploring the possibility of leaving Editors Canada as it saw few benefits from PPB's affiliation with Editors Canada. A few months later, further discussions were held. Then there was a branch election, in which no one ran. The branch went on hiatus and all activity stopped, but the branch was not wound up. Since then, Emily Staniland has been administering it.

PPB has spent the money it brought in when it joined Editors Canada, so it cannot be refunded if the branch leaves. Other Alberta editors in Editors Canada have been talking about forming a Calgary twig. Anne Louise noted that a branch can be on hiatus for a year. PPB has 77 members, and we would not want them to leave. Margaret Shaw said she had talked to Michelle Boulton, who explained that, some years ago, PPB had been struggling and looking for a new governance model, possibly in the form of small groups (twigs) with an umbrella organization to support them. Several productive meetings were held, but Editors Canada was in the midst of restructuring and the then ED told the PPB executive that the proposed structure would not work. Michelle said that a way needs to be found to support PPB more than is currently the case. The creation of the Saskatchewan branch did not solve the problem.

In the view of Greg, among others, the branch never made sense conceptually; instead, it would make more sense to have smaller, more local groups (twigs). According to Margaret, the potential Calgary twig seems to be struggling a bit as it faces two challenges: leadership (currently three people are directing activities, all of whom are over-committed); and real-time discussion online, for which they need a good platform. Michelle van der Merwe suggested Adobe Connect, for which Editors Canada already has a licence.

The NEC discussed potential solutions to the issues raised, noting that the branch-and-twig structure that now exists essentially represents what PPB had originally asked for. Meanwhile, the members in Calgary should be made aware of the tools that Editors Canada provides to support new twigs. It is important that PPB members realize that the NEC is committed to helping them.

**Actions:** Margaret Shaw to contact PPB members and discuss the twig suggestion; Patrick Banville and Margaret Shaw to meet with Edmonton members.

## **20. Update from regional directors on branches and twigs**

Stacey Atkinson reported that the NCR branch would be interested in a joint executive meeting with Kingston and Montreal to discuss common issues affecting nearby branches and twigs; she will follow up on this point. She noticed that some branches and twigs are still using the old logo. Regarding marketing and social media, the LinkedIn group that was started for branch and twig leaders has seen no activity in the last two months.

Many branches and twigs have their own Facebook, Twitter, and blog pages, but they do not know what is being done elsewhere; more communication among branches and twigs would benefit everyone. Stacey suggested that executive webinars be provided to coach branch and twig executive members. She noted that Barbara Dylla had asked two questions on behalf of branches/twigs about the following issues: the role of Karen Schell vs. National office in branch and twig communication and administration, and the rollout of national webinars.

Patrick Banville suggested bringing communications back to the national office to reduce time lags; Karen's responsibility was always meant to be temporary in any case.

Margaret Shaw reported that the BC branch is doing well, with about 200 members; most meetings are in Vancouver, and attendance is respectable. The professional development program is going well. The branch chair is concerned about volunteer burnout related to the conference and wants to know how to get activities going in other cities. Gael Spivak pointed out that the conference committee need not recruit only from Vancouver; people can volunteer from elsewhere, by email.

Saskatchewan has about 30 members, 10 of whom are active; they are wondering why people do not come out, despite good events, and plan to follow up on the matter. They are considering offering incentives for volunteering. There was discussion of the various Facebook pages associated with Editors Canada.

## **21. Creating a welcome package for branch/twig coordinators**

Stacey Atkinson reported that there has been a request for an official welcome package for new coordinators. There was some discussion of the usefulness of the "Twig in a Box" files, which date from 2010. It was agreed that the available information should be compiled, updated and made available.

**Action:** Stacey Atkinson to find out what information exists already and make arrangements to share it nationally; this is to be done by May 2016.

## **22. Review of the terms "branch" and "twig" – move to using "chapter" or "local group"?**

Anne Louise Mahoney said that Editors Canada currently has six each branches and twigs. Is this distinction relevant? Maybe everything should simply be called a local group. Greg Ioannou mentioned the origin of the distinction: branches had their own bank accounts and earned money from seminars, whereas twigs had less financial autonomy. The expansion of online learning via webinars could lead to

Editors Canada/Révisseurs Canada

National Executive Council Meeting (2015 Q3)  
Saturday, September 19, and Sunday, September 20, 2015  
Minutes - FINAL

a change in the branch and twig structure.

### 23. Encouraging new local groups to start

Anne Louise Mahoney suggested that the Regional Directors could play a role in fostering the growth of new local groups. She also recommended forming a taskforce on branch and twig administration, financing and names. Its members should include at least one Regional Director (Margaret Shaw and possibly Stacey Atkinson), members of branch and twig executives, and a combination of experienced and new members. Heather Ebbs, Michelle Boulton and Vanessa Ricci-Thode were mentioned as possible taskforce members; David Johansen as Treasurer should also be involved.

**Actions:** Stacey Atkinson and Margaret Shaw to work on forming taskforce; Patrick Banville to find and distribute taskforce brief template.

### 24. Review of all existing committees, task forces and positions – simplify and have each set one or two key priorities for the year?

Anne Louise Mahoney presented the organization chart and asked if it can be restructured by NEC or if membership participation is required. Gael Spivak answered that, according to the constitution, NEC can appoint any committee; it can also dissolve any committee, including those struck by membership.

**Motion:** Moved by Margaret Shaw, seconded by Marie-Christine Payette, that the current Email and Mediator committees become volunteer positions. **Carried.** (Interactive Voice is to be dissolved in any case.)

**Action:** The holders of these positions must be informed of the dissolution of their committees; members to be informed of the new structure. The dissolution of Interactive Voice is to be postponed until a firm plan is in place concerning its fate.

Greg Ioannou questioned the need for the Social Media Committee, and Michelle van der Merwe said that it should fall under Communications and Marketing. She also said that the organization chart should be updated to show that marketing and communications are one committee, which is not responsible for awards. Elizabeth d'Anjou said that *agrément* should not be a subcommittee of CSC but should have equal status.

**Motion:** Moved by Elizabeth d'Anjou, seconded by Marie-Christine Payette, that the *Agrément* Committee become an independent committee parallel to CSC. **Carried.**

**Motion:** Moved by Greg Ioannou, seconded by Margaret Shaw, that the Standards Committee become a taskforce. Logic: The committee becomes active every five years, and is dormant in the meantime; there is no need for a standing committee. Elizabeth d'Anjou asked whether the change would affect the profile of standards in Editors Canada and make them less important; Greg replied that standards remain among the association's founding goals. **Carried.**

A question was raised about the Member Services Committee, which has not had a chair for several years. The original idea was to continue adding services each year (discounts, etc.). There was some discussion of benefits for in-house editors, possibly including information on typical salaries.

Greg Ioannou noted that some committees go dormant for years and become active when needed, such as Standards and PICA.

Anne Louise Mahoney said that committees should be simplified; each should have just one or two priorities per year. These priorities should be determined with each committee chair.

## 25. Discussion of issues/needs for committees

a) *Communications and Marketing Committee*: Michelle van der Merwe stated that this is a new committee, formed of a merger between the former Communications and Marketing committees. These two functions need to work together to be effective. Susan Chambers offered to co-chair the new committee; she has a lot of experience and skills. Ellen Keeble may also join the committee, and Anne Louise Mahoney knows another potential candidate. A combination of long-time and new members could be fruitful. Elizabeth d'Anjou asked about social media; Michelle said she would like to recruit one or more people who can help coordinate social media use.

**Action:** Branch executives to be contacted and strongly encouraged to have their communication and marketing people join the national committee.

b) *Training and Development Committee*: Gael Spivak said that this committee's focus is very large and includes liaison with educational institutions. She and Patricia MacDonald have recruited some student affiliates to work on this and they have been very active. Gael would like the T&D committee to focus on e-learning. She suggested splitting the committee into two: T&D and student relations.

**Motion:** Moved by Gael Spivak, seconded by Breanne MacDonald, that the Training and Development Committee be split into two committees: one for T&D and one for student relations, which will take over student and educational work. **Carried.**

c) *Create a committee for student affiliate initiatives/educational liaison*: This was covered in point 25b.

d) *Conference Committee*: Gael Spivak said that the conference theme and venue are the responsibilities of the committee to some extent, but NEC also has input; the conference handbook reads that it should "source and recommend" a venue; should it instead read "source and select"? What happens in case of disagreement? There was some discussion of how much autonomy committees should have to make their own decisions, the role of the ED in approving (and negotiating with) the proposed venue, and whether it is realistic to expect the new Conference Committee to announce the theme at the previous conference when they have only just been appointed.

e) *Committees in search of a chair or members*: Anne Louise Mahoney noted that the new Student Relations Committee will need a leader.

The Publications Committee needs to revise *Meeting Professional Editorial Standards*, but cannot do that until the new standards are ready. What role should the committee play this year, coming off ECE3? Possibly it could be involved in updating the online version of ECE3 or promoting sales, which have not been as high as had been hoped.

There was some discussion of whether *Active Voice* should be entrusted to the Publications Committee, whether Publications (or possibly Marketing and Communications) should be responsible for website content, or whether, alternatively, large publications should be entrusted to taskforces, since they are not ongoing publications.

Marie-Christine Payette noted that francophone members are complaining about the lack of social media content and publications in French. Should Publications be divided into subcommittees for French

and English? At present, there are no French publications other than study guides.

Anne Louise Mahoney said that the Member Services Committee needs a chair and asked for suggestions of names for various positions.

Breanne MacDonald and Patrick Banville raised the question of what services should be included in base membership; this is to be considered later.

f) *Keeping in touch with committees*: Anne Louise Mahoney asked the directors to keep in touch with committees regularly (about monthly). Margaret Shaw asked about conference calls with branch and twig executives; these can be set up with the office. Group meetings are usually held in connection with the conference.

g) *Review committee quarterly report template*: Anne Louise Mahoney reported that there are two different templates and people do not like using either one. In any case, either a single template should be chosen or the two should be combined. The general purpose is to provide accountability for committees. The reports provide valuable information that cannot be obtained otherwise and remind committee heads of tasks to be done. Breanne MacDonald mentioned the possibility of asking for monthly reports from committees to directors that the directors would then compile into quarterly reports.

**Action:** Gael Spivak to recommend a way to combine the two report templates into an improved single template.

## 26. Adjournment

The meeting adjourned at 17:07.

## SUNDAY, SEPTEMBER 20, 2015

### 27. Call to order

Anne Louise Mahoney called the meeting to order at 9:01.

### 28. Membership numbers

Anne Louise Mahoney said that Editors Canada has to consider what it offers members, how to retain them, etc. Patrick Banville reported that there are approximately 1,200 members, which is down from the peak of approximately 1,800 a few years ago. Membership has been declining by about 10% each year. The renewal rate has declined for the last few years (about 72% renewal per year) but this year was up a bit (79%).

Student membership has been rising and has been increasing as a proportion of new members; students accounted for about 30% of new members this year. The challenge is to calculate the conversion rate of students to full members, which has not yet been done. If a significant proportion of students become full members, it will eventually offset the current financial disadvantage caused by their lower fees.

### 29. Communicating with members

Anne Louise Mahoney led off the discussion by noting that members want to be kept up to date. A wide-ranging discussion ensued on the various tools that Editors Canada currently uses to communicate with members and to allow members to communicate with each other and with the NEC: these include

*Active Voice*, Interactive Voice, Facebook, LinkedIn, Twitter, blogs, the listserv, etc. The communication tools are highly fragmented: some 16 Facebook sites are associated in some way with Editors Canada, not all of which are active. There is no one place where all members post their comments on issues related to Editors Canada, which makes it more difficult to determine what people are saying.

Communication with members needs to be better planned; there was some feeling that an active, bilingual, moderated Editors Canada Facebook page, promoted to all members, could be a good solution. There was also some discussion of the possibility of online votes for issues that are too urgent to wait for the next AGM.

**Actions:** Regional Directors to contact their branches about the NEC meeting; Anne Louise Mahoney to craft messages to share with members.

### 30. Welcome package for new members, including a welcome video?

NEC discussed whether the welcome package should be physical or virtual and what it should contain. The consensus was that the package should be virtual, in the form of links to a page or pages on the website (or possibly to a new Facebook page); that will enable the information to be updated regularly.

As for contents, information should be provided both about Editors Canada nationally and about the new member's local branch or twig; to avoid fragmentation, local items could be add-ins to the national information package.

**Actions:** Patricia MacDonald to work on the national information package. Stacey Atkinson and Margaret Shaw to ask the branches and twigs what they are now doing to welcome new members, and to consider organizing a more structured branch and twig meeting at the next conference, where groups can share their deliverables.

### 31. Member retention

a) *Issue membership certificates to mark anniversaries?* Badges such as "10-year member" could be created for members' websites. Since some members lapse temporarily, this might be more complicated to administer than it appears.

**Action:** Patrick Banville to look into the technical aspects of administering a badge system.

b) *Make renewal notices more personal?* Renewal notices could be revised to sound more friendly.

**Action:** Anne Louise Mahoney to work with Michelle Ou to develop new renewal message.

c) *Send a "We're sorry to see you go" card when members do not renew?* This could be worth the effort but might depend on exit interviews.

d) *A year after membership lapses, invite members to rejoin?* This might also be worth doing but would depend on why a given member left; again, there could be a need for exit interviews.

### 32. Incentives for members: offering more value

a) *Webinars:* Anne Louise Mahoney said that value would be added if some webinars are included in the membership fee.

b) *Twitter chats:* Anne Louise Mahoney noted that ACES runs such chats; they are not difficult to organize, perhaps once a month, to promote upcoming seminars, etc. There was some discussion of whether it is feasible to organize Twitter chats and webinars simultaneously; it was determined that it is

possible.

Stacey Atkinson suggested that presenters of seminars could be asked to lead chats, with enough lead time to encourage registration, and Greg Ioannou noted that internal topics, such as certification, how to craft a directory entry, etc., would also be of value.

**Action:** Breanne MacDonald and Stacey Atkinson to launch Twitter chat program.

c) *National mentoring program:* Gael Spivak reported that the Toronto branch has a mentoring program; for some years, there have been suggestions that the program should be expanded nationally, as a benefit for new members in particular, but this has not happened. In the Toronto program, people register as mentors and mentees and are paired up. They talk once a week or so, in person, electronically or by phone; mentorship usually focuses on a specific issue. Pairing can be a challenge and many pairings fail.

Discussion continued on what members would expect of a mentoring program, and whether a formal program is even necessary. Margaret Shaw suggested fostering a culture of mentorship, to promote informal mentoring. It was suggested that the Twitter chat program mentioned in 32b would represent a possibility for mentoring, if senior members agree to host a chat on a certain topic at a certain time. The ED and the office staff could also do chats from time to time to talk about their roles.

**Actions:** Elizabeth d'Anjou to lead a Twitter chat on mentoring, after coaching from Stacey Atkinson. Patrick Banville to do an "Ask the ED" Twitter chat segment a few times a month. Anne Louise Mahoney to request information from ACES.

d) *Reduce the price for the online directory entries and/or create an Online Directory of Trainers (same cost as ODE)?* NEC discussed whether a listing in the ODE is too expensive and whether reducing the price would increase participation. Many members perceive listings to be too expensive; however, other people find the listings very inexpensive. There are also issues with usability; it is difficult to update listings.

At present, 379 people list in the directory; this represents about a third of the membership, but maybe half of the freelance members. Patrick Banville raised the possibility of incorporating listing into the membership fee as a regular service. However, given that a minority of the members list, others might not want to pay a higher membership fee to cover a service they do not use. Possibly, Editors Canada could offer different packages of bundled services, as a number of other organizations do.

The possibility of setting up an online directory of trainers was also discussed. People can already mention training in the ODE and might not want to maintain two profiles. However, a separate directory would make it easier for clients who are just looking for trainers and have not thought to consult the ODE.

e) *Create a new URL that directs people to the ODE (e.g., [findaneditor.ca](http://findaneditor.ca)/French equivalent) to make it more likely our members with listings will be found by people needing editors:* Editors Canada could create a "find an editor" redirect URL that would link directly to the ODE.

**Action:** Patrick Banville to arrange for a redirect.

f) *Discount on Canadian Oxford Dictionary online (via Editors Canada institutional subscription)?* Anne Louise Mahoney said that Katherine Barber suggested we get an institutional subscription to the online dictionary and offer it to members at a discount. Greg Ioannou suggested seeking a similar arrangement

with CP Style online, which is regularly updated; CP Caps and Spelling is essentially Canadian Oxford kept up to date. Stacey Atkinson suggested asking for an arrangement with Merriam Webster unabridged as well.

**Action:** Patrick Banville to look into group subscriptions to various resources.

g) *Promoting the listserv as a confidential place to ask questions or seek advice:* Anne Louise Mahoney wondered whether this function might now be taken up by the new Facebook page. Elizabeth d'Anjou reminded the group that not everyone uses Facebook and the listserv is still valuable to many people, even though use is declining.

### 33. Student affiliates

Gael Spivak provided background on the student affiliates program. It had been decided that someone should work on student affiliate issues, separate from the T&D committee. After the conference, Patricia MacDonald and Gael pulled together a group of students who had volunteered at the conference. The group has done a lot of work including planning a student brochure, forming a marketing plan, etc. Now they have some questions.

Question 1: How long does student membership last? The website says three years, but no limit is mentioned in the procedures document. NEC discussed various factors, including how long university editing programs generally last. It was agreed that student members should be tracked to find out how long they are taking. Once the information is available, a decision can be made.

**Action:** Patrick Banville to find out how long people are spending as student members.

Question 2: Students want to know what rights they have. There are benefits mentioned in the chart that are not mentioned in the procedure. Students cannot run for an elected position; can they serve as advisors? Elizabeth d'Anjou recommended that students not be allowed to hold an elected position; however, any member can volunteer and give advice.

Question 3: Receiving communications such as calls to meetings. Students get these messages but this is not listed as a benefit.

Question 4: Can students access the job board? This is not mentioned. Several people said that this should not be allowed, but when the job board is moved from Interactive Voice to the website, how can any member or affiliate be restricted from accessing it? Patrick Banville said that the security options must be examined. Stacey Atkinson recommended that student affiliates be given an entry-level package, without access to the job board.

**Action:** Patrick Banville to investigate security options for the new job board.

Question 5: Do students have access to the mediator? There was discussion of whether they might need mediation to deal with internship abuse. It was suggested that the mediator service should be only for working editors but that the student committee could put together document on internship guidelines. The student group is also working on a student section of the website. Elizabeth d'Anjou said she would be willing to work with the students on internship guidelines.

Question 6: Do students have the right to have editors.ca email addresses? Patrick Banville was not certain if they have this right now. The consensus was that they probably do not need an editors.ca address as they have university email addresses.



Question 7: Are students allowed to use the Editors Canada logo? The procedure does not say, and one student was able to get the logo, despite not being a member. Consensus: students should not be able to use the logo, but there could be a student affiliate logo. There could be a members' area and an affiliates' area of the website. Marie-Christine Payette suggested that access to the correct logos should be provided with registration and with renewal, along with explanations of the right to display them.

**Action:** Patrick Banville to control logo use.

#### 34. Volunteer directory – update

Patricia MacDonald reported that work on the directory essentially stopped in February 2014 due to rebranding. The committee had examined everything, made recommendations and changes, etc. Now they are hoping to get the project back on track.

**Action:** Directory committee to work with Patrick Banville on this project.

#### 35. Agrément – update

Patrick Banville reported that, as mentioned earlier, a third agrément session had been opened up as there were eight people on the waiting list who would otherwise have to wait two years. He suggested encouraging non-members who take tests (including certification) to join Editors Canada by offering them a discount on the first year's membership fee, within a limited window.

This led to discussion of whether membership should be linked to passing the test, rather than merely taking it. It was pointed out that there was never an intent to link certification to membership, which this would do. Consequently, Patrick's proposed program could raise some problematic issues. Instead, we should encourage non-members to join *before* taking test and then give them the members' discount.

#### 36. Certification tests – update

Elizabeth d'Anjou presented the requests of the Standards and Certification Steering committees. *Agrément* is now a separate committee, as was agreed in point 24.

The Standards Committee (to be changed to a standards taskforce) would like funding to hold a committee retreat. It would like to start now and have the standards voted on at the AGM. Patrick Banville noted that the projections provide for \$3,000 that has not yet been spent; there is a proposal for a larger amount next year. If they need more than that, they can liaise through Elizabeth d'Anjou.

Greg Ioannou asked whether information had been transmitted from one Standards chair to another; he recommended asking people to resubmit comments. Elizabeth said she would find out what happened. Greg asked about the makeup of the taskforce. Elizabeth recommended that it include people who have not been involved before, as well as maintaining some continuity. Anne Louise Mahoney noted that the group updating the standard editorial agreement will need to be put in contact with the Standards taskforce.

**Action:** Elizabeth d'Anjou to follow up with Standards taskforce and find out whether information has been passed on to new chair.

CSC wants help spreading word to branches and twigs that CSC members would like to visit them and present certification. The Regional Directors can help with this. Patrick Banville pointed out that there is no money in the budget for CSC travel, but that travel should not in fact be necessary, given that there

are CSC members from different regions.

**Action:** Elizabeth d’Anjou, Stacey Atkinson and Margaret Shaw to discuss request; Elizabeth d’Anjou to return to CSC with information and ask whether they need further help.

CSC also wants help from NEC members to promote certification, individually. Elizabeth d’Anjou provided background on CSC’s work, including its oversight of the proposed new test for proficiency. The survey of members did not commit to implementing a new test, but to exploring it. The majority of respondents voted in favour of the proposal. CSC members are not universally in favour of the proposed new test. Nevertheless, a subcommittee is developing a blueprint for such a test.

The concept still has problems that must be addressed. First, what is its relationship to Editors Canada’s standards? Is it permissible for the proposed new tests to test only for certain standards? If so, which ones? Will the Standards taskforce need to be involved with this issue? Second, a new program could have a serious impact on the existing certification program. Editors Canada certification is gaining ground and it would be undesirable to undermine it.

On the other hand, there seems to be some demand from clients, as well as editors, for more basic testing. NEC discussed these issues, and also terminology: should the references to “excellence” versus “proficiency” be retained? Would it be preferable to call the proposed new tests “entry-level” tests? CSC is wrestling with these concerns.

### **37. Publications – promoting ECE3**

Anne Louise Mahoney said she would like Caitlin Stewart to work on promoting ECE3 to avoid losing momentum.

### **38. Conference 2016**

Gael Spivak reported that the 2016 Conference Committee is on track. The venue should be confirmed very soon. The conference co-chairs have looked at 20 venues and visited 10, as well as consulting other people who have used their preferred location.

### **39. Conference 2017**

Gael Spivak said that the venue for the 2017 conference is problematic. Not many places in Ottawa have large enough rooms. The Conference Centre is the best place but it costs more than budgeted. Ottawa was chosen for the 2017 conference since 2017 is the 150th anniversary of Confederation, but this also means that locations are being booked very fast. In 2012, the Conference Centre cost \$2,000 more than the planned budget. David Johansen noted that, compared to the total budget, \$2,000 is not unreasonable.

**Action:** Patrick Banville and Breanne MacDonald to find out exactly how much the Conference Centre will cost; this or another venue to be booked as soon as possible.

### **40. Committee requests document (unresolved issues)**

Breanne MacDonald reported that CSC wants a secure platform for storing test questions; Elizabeth d’Anjou asked that this be arranged soon, as we may lose access to Ignite.

**Action:** Patrick Banville to look into the matter, which is tied into the overall IT upgrades.

CSC also wants members from eastern Canada and the prairies on the committee and has asked for help from the Regional Directors.

Volunteer Management—volunteer badge: Gael Spivak asked whether the term “volunteer” will continue to be used or “involved member.” Should the name of the badge be changed? Greg Ioannou suggested that the word “volunteer” has associations that do not apply to a professional association. Last year, \$500 was approved for the \$50 volunteer rewards; Patricia MacDonald asked for the money to be approved as a standing amount.

**Motion:** Moved by Elizabeth d’Anjou, seconded by donalee Moulton, that the Volunteer Management committee be granted \$500 for a random draw as part of its volunteer rewards program to recognize volunteers, until otherwise decided. **Carried.**

The draw is to be done in the fall.

Quebec/Atlantic Canada branch wants to know the decision on webinars. Anne Louise Mahoney said that the webinar program is in process and will be discussed later.

The Nova Scotia twig wants a summary of whom they should contact for what.

**Action:** Patrick Banville’s information to be added to the branch and twig package.

There was also a question about petty cash; each twig can administer petty cash as it decides.

There was discussion of a possible pre-certification webinar. Patrick Banville said it could be part of a primer for people who pay for a certification study guide—what to expect, how to start a study group, etc. Elizabeth d’Anjou emphasized that the webinar should not be presented as a task for CSC but as something they can help with; still, they would be keen to have a webinar, if they get technical help. Patrick agreed to help with this if he is given the content.

**Action:** Patrick Banville to consult with CSC about creating a pre-certification webinar.

#### 41. Website update

Patrick Banville said discussion is needed regarding which web pages to keep, and which to remove; there are about 3,000 pages. He suggested that page views and most recent access could be criteria for deciding on what to keep, but he needs further input. Old pages will be archived, not destroyed; the cost of archiving is minimal. Transparency items must be kept available even if people do not look at them often. The developer helped to plug the security holes but is now back working on the website.

The plan is to launch it for quality assessment in October; lots of volunteers are needed to try to “break” the beta site. The true launch would be in November. Anne Louise Mahoney said that Michelle Ou had suggested that the office staff go through the office pages, the branches through their pages, and the committees through theirs, to decide what to keep.

**Action:** Patrick Banville to propose criteria for page retention (time and page views); page “owners” to check and select their pages.

#### 42. Standard Freelance Editorial Agreement update

Anne Louise Mahoney said she had asked Mary Rose McLaughlin and Jennifer Marston to check the agreement and suggest updates; they will keep her posted during the fall.

#### 43. Strategic planning session for 2016–2020 plan

There was discussion of whether to hold a strategic planning session in November and, if so, whom to invite. It was agreed that a plan should be drafted in November and presented for voting at the AGM.

Anne Louise Mahoney asked for names of possible facilitators; this is to be decided later.

The NEC discussed the merits of holding the November meeting in Calgary, Ottawa or Halifax. For reasons of cost, it was decided that the meeting will be held in Ottawa, on November 29 and 30, plus either the Friday or the Monday for strategic planning. If feasible, the April meeting may be held in Halifax or Calgary.

#### **44. Awards: Karen Virag; John Eerkes-Medrano**

Anne Louise Mahoney said that there had been some discussion of creating awards in memory of Karen Virag and John Eerkes-Medrano. Greg Ioannou noted that John Eerkes-Medrano was known for mentoring many people; Elizabeth d'Anjou suggested naming the mentoring program after him. This proposal was agreed to without a motion.

Regarding the Karen Virag award, Greg Ioannou said that PPB members have already collected money.

**Action:** Anne Louise Mahoney to contact Anita Jenkins and find out what has been done about a Karen Virag award.

#### **45. Member survey**

A new member survey is planned for the spring. Anne Louise Mahoney stated that previous member surveys have been seen as overly long and complicated. Michelle van der Merwe reported that Susan Chambers has been working on the new draft of the survey; Michelle will review it and distribute it to NEC for consideration. She finds the draft still unduly long (about 60 questions). Susan has identified some areas for trimming but wants NEC agreement before she does so. It is important for the survey to be comparable to previous ones.

Regarding the deadline, Michelle said it would be desirable for the results to be available for the AGM. There was a suggestion that the survey be administered near tax time so members have their financial information handy. The response is usually very good compared to other surveys; last time it was 70%. donalee Moulton suggested offering a draw as an incentive for completion.

#### **46. Promotional video**

To be discussed at a later meeting.

#### **47. Facebook and LinkedIn groups**

Gael Spivak said she had been talking to Pamela Hewlett in Australia; the Facebook groups set up after the conference have not been very active. She has come up with some ideas to promote activity.

#### **48. Partnerships**

Partnerships with various relevant organizations have been suggested. For example, someone from Network of Translators in Education/Réseau des traducteurs et traductrices en éducation contacted Editors Canada regarding a partnership; Marie-Christine Payette asked them what they had in mind. As a small, non-profit group with its own discussion forum, etc., NTE would like a link on Editors Canada's website and would also like help with administrative tasks.

These are issues Editors Canada also faces, and it is not clear what benefit Editors Canada would receive in return. Patrick Banville says some kind of reciprocal agreement might be possible; Anne Louise Mahoney suggested that NTE members might be granted a conference discount as members of a

related organization. Some kind of branch-level relationship might also be feasible. Potential partners should be informed that our partnership policy is being reviewed.

Gael Spivak said that Editors Canada's partnership policy is outdated. Questions like those mentioned by Marie-Christine Payette in relation to NTE come up repeatedly.

**Action:** See point 18a.

#### 49. Other business

*Webinars:* Gael Spivak has been working on webinars with various committee chairs for several years, trying to get a program going. The short-term solution is to get discounts on other organizations' courses.

The T&D Committee has been stalled on choosing a platform, but Anne Louise Mahoney emphasized that they should focus on content, not technology. Greg Ioannou suggested finding out how ACES and EFA organize their webinars.

NEC discussed the possibility and financial implications of branches and twigs organizing their own webinars. The issue of whether national webinars would take money from the branches and twigs is to be examined as part of the overall relationship between NEC and the branches and twigs; a financial framework can be formulated if necessary. Meanwhile, any branch or twig that wishes to create a webinar of its own is welcome to do so.

**Actions:** Gael Spivak to ask the Training and Development Committee to focus on developing topics for webinars, setting aside the financial and technological issues. Stacey Atkinson and Margaret Shaw to encourage branches and twigs to create their own webinars or suggest topics to the T&D Committee.

*Certification preparation workshops:* Greg Ioannou said that Laura Poole of Copyediting.com has contacted us about offering certification preparation workshops, given that Editors Canada is not doing so. Would Editors Canada be comfortable partnering with a private, American company to do this? It was agreed that NEC is not interested in such a partnership at this time.

#### 50. Finalizing dates and locations of 2015/2016 NEC meetings

2015 Q4: November 29–30, 2015 (plus one day for strategic planning)

2016 Q1: April 9–10, 2016

2016 Q2: Monday, June 13, 2016 in Vancouver (following 2016 conference)

#### 51. Adjournment

**Motion:** Moved by Greg Ioannou, seconded by David Johansen, that the meeting be adjourned. **Carried.** The meeting adjourned at 14:50.

## Action Items Arising from Q3 Meeting

| #  | Action Item   | Person(s) Responsible                               | Due Date            |
|----|---|---|---------------------|
| 1  | Patrick to move forward with addressing server and email upgrades   | Patrick Banville                                    | in progress         |
| 2  | Anne Louise, with regional directors, to follow up with each branch and twig for names of signing officers  | Anne Louise Mahoney, Stacey Atkinson, Margaret Shaw | November 2015       |
| 3  | Review transparency policy and send any comments to donalee   | NEC   | November 2015       |
| 4  | donalee and Gael to review and edit policy before presenting to members at next AGM   | donalee Moulton, Gael Spivak                        | once comments rec'd |
| 5  | Confidentiality policy to be added to the website   | Anne Louise Mahoney?                                | in progress         |
| 6  | Existing confidentiality policy and new transparency policy to be voted on at next AGM  | Anne Louise Mahoney?                                | June 2016           |
| 7  | Patrick and donalee to circulate previous respect in the workplace material for NEC discussion  | Patrick Banville, donalee Moulton                   | Oct. 28             |
| 8  | Michelle to provide revisions to social media policy by end of September  | Michelle van der Merwe                              | Sept. 30            |
| 9  | Patrick to send Adobe Connect information to Margaret   | Patrick Banville                                    | ASAP                |
| 10 | Margaret to draft email and send to NEC for review re: contacting PPB members   | Margaret Shaw                                       | still required?     |
| 11 | Stacey to create inventory of branch/twig social media pages to assess what's working   | Stacey Atkinson                                     | November 2015       |
| 12 | Stacey and Margaret to work on creating a welcome package for branch/twig coordinators with aim to have complete (but regularly updated) package by May | Stacey Atkinson, Margaret Shaw                      | May 2016            |
| 13 | Gael to send NCR welcome presentation to Patrick, to be updated for National use  | Gael Spivak   | ASAP                |
| 14 | Create task force to review branch and twig administration  | Stacey Atkinson, Margaret Shaw                      | November 2015       |
| 15 | Patrick and Elizabeth to write a task force brief for the new standards task force  | Patrick Banville, Elizabeth d'Anjou                 | November 2015       |
| 16 | Michelle to combine committee descriptions to create one for the new communications & marketing committee   | Michelle van der Merwe                              | November 2015       |
| 17 | Regional directors to ask each branch/twig to ask one member to be on the communications & marketing committee  | Stacey Atkinson, Margaret Shaw                      | November 2015       |

|    |   |                                     |               |
|----|---|-------------------------------------|---------------|
| 18 | Elizabeth to approach Heather Ebbs about leading the branch/twig administration task force  | Elizabeth d'Anjou                   | November 2015 |
| 19 | Patrick to look at conversion rate from student to full membership  | Patrick Banville                    | November 2015 |
| 20 | Stacey to examine all the various social media groups and report next meeting   | Stacey Atkinson                     | November 2015 |
| 21 | Greg and Patrick to set up private Facebook group for members only  | Greg Ioannou, Patrick Banville      | DONE          |
| 22 | Anne Louise to contact Michelle Ou regarding updating the membership renewal email copy   | Anne Louise Mahoney                 | November 2015 |
| 23 | Breanne and Stacey to work on planning monthly twitter chats  | Breanne MacDonald, Stacey Atkinson  | ongoing       |
| 24 | Gael and Anne Louise to contact Joanna Odorwaz and Mary Anne Carswell about leading the national mentoring program                                      | Gael Spivak, Anne Louise Mahoney    | Done?         |
| 25 | Patrick to explore getting URLs (in English and French) that direct people seeking an editor to the Online Directory of Editors (e.g., findaneditor.ca) | Patrick Banville                    | DONE          |
| 26 | Patrick to contact Canadian Oxford and Merriam-Webster about institutional subscriptions  | Patrick Banville                    | November 2015 |
| 27 | Patrick to track how long members stay as student members   | Patrick Banville                    | November 2015 |
| 28 | Patrick to look into the technical aspects of administering a badge system  | Patrick Banville                    | November 2015 |
| 29 | Patrick to look into dividing the website into a member section and a student affiliate section and control of logo use                                 | Patrick Banville                    | November 2015 |
| 30 | Patricia to discuss next steps for the volunteer directory with Patrick   | Patricia MacDonald                  | November 2015 |
| 31 | Patrick and Breanne to look into booking 2017 conference venue  | Patrick Banville, Breanne MacDonald | ASAP          |
| 32 | Put out call for volunteers to QA the new beta website  |                                     | DONE          |
| 33 | Patrick to propose guidelines for keeping pages to transfer to new website  | Patrick Banville                    | November 2015 |
| 34 | Patrick to look into file storage for the CSC   | Patrick Banville                    | November 2015 |
| 35 | Michelle to send draft of new   | Michelle van der Merwe              | November 2015 |

Editors Canada/Révisseurs Canada

National Executive Council Meeting (2015 Q3)  
 Saturday, September 19, and Sunday, September 20, 2015  
 Minutes - FINAL

|    |   |   |                                 |
|----|---|---|---------------------------------|
|    | member survey to NEC for comments   |   |                                 |
| 36 | Greg, Gael and Patrick to update Partnership policy   | Gael Spivak, Greg Ioannou, Patrick Banville       | DONE                            |
| 37 | Breanne to correct minutes of June 15   | Breanne MacDonald                                 | DONE                            |
| 38 | Breanne to complete missing information in 2015 AGM minutes   | Breanne MacDonald                                 | DONE                            |
| 39 | Anne Louise to send a summary of meeting to members   | Anne Louise Mahoney                               | DONE                            |
| 40 | Regional directors to provide summary of meeting to branches/twigs  | Stacey Atkinson, Margaret Shaw                    | DONE                            |
| 41 | David to send a draft of next year's budget before the November meeting                                   | David Johansen                                    | Oct. 28                         |
| 42 | NEC to inform members of the discontinuation of Interactive Voice   | not assigned                                      | once alternatives decided upon? |
| 43 | Gael to recommend a way to combine the two report templates into an improved single template              | Gael Spivak                                       | before Q4 reports due?          |
| 44 | Elizabeth to follow up with Standards taskforce about whether information has been passed on to new chair | Elizabeth d'Anjou                                 | November 2015                   |
| 45 | Elizabeth, Stacey and Margaret to discuss CSC request re: visiting branches/twigs                         | Elizabeth d'Anjou, Stacey Atkinson, Margaret Shaw | November 2015                   |
| 46 | Anne Louise to contact Anita Jenkins to find out what has been done about a Karen Virag award             | Anne Louise Mahoney                               | November 2015                   |