

**Editors' Association of Canada**  
**Association canadienne des réviseurs**

**National Executive Council**  
**Meeting Minutes**

November 17 and 18, 2018  
Q4

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**DoubleTree Hilton**  
**Toronto, Ontario**



**EDITORS**  
**RÉVISEURS**  
**CANADA**

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**PRESENT:**

**NATIONAL EXECUTIVE COMMITTEE**

**Gael Spivak  
Anne Louise Mahoney  
Julia Cochrane  
Breanne MacDonald  
Heather Buzila  
Virginia St-Denis  
Sandra Gravel  
Tania Cheffins  
Greg Ioannou  
Berna Ozunal  
Patricia MacDonald**

**President  
Past President  
Treasurer  
Secretary  
Regional Director, Branches and Twigs  
Director, Communications  
Director, Francophone Affairs  
Director, Professional Standards  
Director, Publications  
Director, Training and Development  
Director, Volunteer Relations**

**OTHERS PRESENT**

**John Yip-Chuck  
Michelle Ou  
Alexandra Peace**

**Executive Director  
Senior Communications Manager  
Recording Secretary**

## 1. Call to order

Gael Spivak called the meeting to order at 9:02 am and invited directors to tweet during the meeting.

## 2. Emergency information

## 3. Approval of agenda (Appendix A)

MOVED BY Anne Louise Mahoney

SECONDED BY Julia Cochrane

that the agenda be approved.

Carried

## 4. Guidance documentation

- a. strategic plan and parking lot
- b. review of privacy, consultation, and confidentiality policies and procedures

<http://www.editors.ca/members/readup/constitution/index.html>

- c. use of acronyms and initialisms

For clarity, the use of acronyms and initialisms is discouraged.

## 5. Budget

- a. for 2019

John Yip-Chuck presented the 2019 draft budget. He noted that the revenue is not as high as in the past and, therefore, expenses need to be cut.

The NEC discussed this issue:

- conference expenses were reduced
- awards revenues and expenses were both reduced
- agrément revenue was increased

### *Action*

*Tania Cheffins to talk to Anne Fonteneau about the possibility of raising the price of the agrément tests.*

### *Action*

*Tania Cheffins to talk to Anne Fonteneau about updating the guides for agrément.*

## i. Certification

- Is there a possibility of not doing the certification exams next fall, but scheduling them for the first conference (2020) after that? The advantage of this is that it would give the committee a break from the yearly setting and marking of exams to get refreshed and look at the best way forward for certification.
- Would this give time and energy to develop foundations testing?
- Could only one exam be run a year? Would that help with the resource requirements?
  - Most people don't take two, or if they do then they don't pass. But, this would not reduce costs.
- If the next certification is run at the international conference, could the association find a partner (for example, George Brown or Editorial Freelancers' Association) that would open it up to a larger market?
- Does the committee have to meet in person?
  - If there will be any big changes in procedure, then yes; if continuing to run the exams in the same way, then perhaps not.
- Could the exams be made more international?
  - They already have been: exam takers have the option to use other national dictionaries, and any questions on copyright or other topics directly related to a particular country have been removed or changed.
- The idea of changing the timing of the exams needs to be taken to the committee.
- If a staff member continues to be dedicated to certification, then no real savings will be gained.
- Could the study guides be marketed for use as professional development?

### *Action*

*John Yip-Chuck to start a conversation with Tania Cheffins and others about the various possibilities for the future of certification.*

### *Action*

*Tania Cheffins to hold discussions with the certification steering committee: the idea of not doing exams next fall, but starting to do them at conferences (to allow the committee to take a break, step back, and re-evaluate the best future for certification).*

## ii. Membership Fees

The NEC discussed the various possibilities: increasing the fees, freezing them, or decreasing them. The idea of reducing the fees or freezing them assumes that enough more people would join, and thus the association would not lose money.

The NEC discussed this issue with the following questions and concerns:

- The association is getting lots of new people.
- Retention is a problem.
- Could the student fees be raised?
  - Not too far, maybe \$5. How about up to \$55?
- Is it possible to consider becoming an order (like for translators)?
  - This idea has been considered and rejected several times. And, the association would have to appeal to the government to be considered as, for example in Ontario, only certain professions are allowed on the list.

**MOVED BY Tania Cheffins**

**SECONDED BY Virginia St-Denis**

that the student affiliate fee be raised to \$54.95 annually.

Carried, one opposed.

## iii. Webinars

- Canada Council grant of \$50,000 is available for the creation of webinars; it would cover staff costs and speaker (development) fees.

*Action*

*Berna Ozunal and Greg Ioannou to discuss the Canada Council grants available to develop webinars.*

- Could there be a dedicated person looking at and for grants?
- French webinars presenters are needed; Sandra Gravel is already doing three.

*Action*

*Sandra Gravel to try to find other people to do webinars in French.*



- Webinar refunds need to be included as a line item in the budget, as there are always unforeseen circumstances.

#### iv. Active Voice

- The committee needs to get ads to pay for the print version by the end of the year, or no print version possible.

#### *Action*

*Virginia St-Denis to inform the editor of the national publication that the print edition can go ahead if the revenues match the total printing and distribution expenses.*

#### v. MPES

The NEC looked at the profit and loss statement submitted by the MPES subcommittee. In contrast, CSC study guides were produced for \$4200.

#### *Action*

*Greg Ioannou and John Yip-Chuck to discuss the MPES profit and loss statement with Elizabeth d'Anjou, particularly on similarities with the production of the CSC study guides.*

#### vi. NEC Travel and Meetings

Editors Canada has the use of a board room in the new facility. This, in conjunction with self-catering, would save \$2500 per meeting. Thus, for financial reasons, the NEC will have two of next year's meetings in Toronto to take advantage of the savings.

#### *Action*

*John Yip-Chuck to organize two of the meetings from the 2019-2020 budget in Toronto.*

Heather Buzila suggested that a single regional representative could cover all the branches and twigs. This would reduce the number of directors and thus save some travel funds.

The relevant documentation was examined that said that the NEC shall consist of between five and nineteen members. This idea will be considered by the nominating committee.

#### *Action*

*Anne Louise Mahoney as chair of the nominating committee to consider whether the two regional rep positions can be combined into one.*

#### vii. Administration

Michelle Ou left the room for the following discussion.

The NEC discussed various aspects of the staff and their hours and salaries.

#### *Action*

*Berna Ozunal to organize and coordinate a placement student from George Brown College to help out in the office.*

### viii. Marketing and Communication

- A large amount was set aside for attracting new members (from a few years ago).
- Now, however, much can be done through no-cost social media.

#### b. for 2018

John gave a general outline of the situation: the projection for revenue is about \$50,000 less than the actuals.

Expenses have been lowered considerably, but the association is still running a deficit. Revenue shortfalls are from various sections of the budget, including membership, certification, and moving expenses.

What can bring in some revenue in the next six weeks? ... GivingTuesday (for awards), webinars, publications.

#### *Action*

*Virginia St-Denis to work with Berna Ozunal to market webinars recordings in a flash sale: 50 percent off recordings from December 3 to 7, 2018.*

#### *Action*

*NEC directors to promote the flash sale by sharing the Editors Canada webinar recording flash sale on each of their personal social media accounts.*

#### *Action*

*Virginia St-Denis to send an email to the NEC directors reminding them to share the webinar recording flash sale.*

## 6. Budget, membership fees

### a. membership fee freeze

MOVED BY Anne Louise Mahoney  
SECONDED BY Berna Ozunal

that membership fees be increased by 2 percent to \$286, that the emeritus fees be increased to \$143, and the two-year membership be increased to \$544 as of March 1, 2019.

Unanimous

### b. lapsed members and 40th anniversary promotion

MOVED BY Virginia St-Denis  
SECONDED BY Julia Cochrane

that members who have been lapsed for between one and two years be offered a \$40 discount in honour of the 40<sup>th</sup> anniversary.

The NEC discussed this issue with the following comments:

- This is a good marketing tool.
- Can anything be done for current members?
  - No, keep the promotion just for lapsed members.

Unanimous

c. transitional fee for student affiliates

The new membership program is now able to implement the transitional fees for student affiliates.

*Action*

*John Yip-Chuck to implement the transitional fee for student affiliates as of January 1, 2019.*

d. reduced membership fee for people on social assistance

The following information came from IPEd in Australia:

- temporary leave, concessional renewal (concessional: discounts for seniors, students, and veterans)
- professional (\$180), associate (\$135), student (\$65), corporate, honorary life, retired, temporary leave, hardship (\$65), up to office
- and, they have a joining fee

The NEC discussed this issue:

- in favour: temporary leave could be from illness, parental leave
- against: it is a difficult year financially, would like to revisit in a couple of years
- temporary leave: offer no discount, so we are not no losing money, but this will help some people
- current challenge: based on the honour system
  - Could the new membership system handle it?
- emeritus status?

- This is more complicated ... would have to have members vote on t
- mechanism: Ask for a medical note? How do we avoid cheating? Who would decide if requests are legitimate? NEC? executive director?

*Action*

*Julia Cochrane and John Yip-Chuck to look into membership fees for people on disability or social assistance.*

e. admin fees for membership

Other organizations charge them to join and to change level. May not be a good idea for Editors Canada at a time when the association is trying to get more members.

## 7. New business

a. Foundational Skills Testing Committee

Janice Dyer is the new chair. The committee has two members, but wants a task force to find a computer program to do the test. They are still recruiting members.

There is no line item in the 2019 budget, but the committee will need some funds for the platform (software) and for integrating it into the website (for taking the multiple-choice tests at home, which is a different process than certification).

The committee still needs more members: a co-chair, three more members, plus members for the task force.

*Action*

*Tania Cheffins to bring the figures needed for the foundational skills testing committee in the 2019 budget to John Yip-Chuck.*

*Action*

*Tania Cheffins to help the foundational skills testing committee to find volunteers.*

b. international standards for plain language

Editors Canada has sent a letter of support. The group met in Montréal recently: they are planning to start in one country (Australia), make a proposal to technical committee number 37, then look for other countries to implement the standards.

**MOVED BY Greg Ioannou**

**SECONDED BY Berna Ozunal**

that the NEC appoint Gael Spivak to be Editors Canada's representative to approach the Standards Council of Canada to discuss the ISO technical committee number 37 and the international plain language standard.

Unanimous

*Action*

*Gael Spivak to speak to the SCC about the ISO technical committee #37 and the international plain language standard.*

c. office move

John Yip-Chuck outlined the schedule. The physical move will be December 21, 2018. Further moving will happen over the holidays when the office is usually closed, for the least inconvenience to members.

d. Simon Fraser University

Simon Fraser asked about getting the Editors Canada logo on the university's website.

*Action*

*John Yip-Chuck/Gael Spivak/Virginia St-Denis to look into getting the Editors Canada logo onto the Simon Fraser website. (on hold)*

e. fundraising task force (including grants)

The association needs someone to be looking for money ... need volunteers to look for grants and then to write them.

Names mentioned of people who may be experienced or willing to help include Letitia Henville, Stacey Atkinson, Amy Haagsma, Lynn Slobogian, and Virginia St-Denis.

*Action*

*Anne Louise Mahoney to form a committee to develop a plan to look into member retention, get grants, and find other means of fundraising.*

*Action*

*Sandra Gravel to look into the French side of fundraising/grants/webinar training and coordinate with Anne Louise Mahoney.*

f. membership recruitment and retention

The NEC discussed this with the item about fundraising.

## 8. Editors Barrie

Jacqui Woods Powell and JJ Wilson talked to the NEC about the twig and its beginnings, including speakers, fees for speaker nights, its connection with Georgian College, and students.

*Action*

*Heather Buzila to work with Editors Barrie to get the correct logo and get it placed on the Facebook page.*

*Action*

*Heather Buzila to include AGM agenda items for twigs in the next toolkit.*

## 9. Editors Hamilton-Halton

Karina Sinclair talked to the NEC about the twig and its governance structure, succession, program, and newsletters.

### *Action*

*Heather Buzila to include a permissions form in the toolkit to enable twigs and branches to stream and record events.*

## 10. Communications and marketing

### a. update

Several people involved in communications met and agreed on what the needs are for the association. They sent out a call for volunteers.

The project: the rebranded website was reskinned, but the content needs updating (4000 pages). A small group should work away at it.

### *Action*

*Anne Louise Mahoney to help Virginia St-Denis with the website updating project.*

### *Action*

*Sandra Gravel to help Virginia St-Denis with the French side of the website updating project.*

### b. membership survey

The NEC discussed this issue and made the following decisions:

- questions about values of the association will be combined in a survey and go out in time for strategic planning
- questions about rates will go out in a separate survey, in alternating years
- some questions will go out with membership renewal
- questions that are associated with specific committees will be done by those committees

### *Action*

*Virginia St-Denis to ask Susan Chambers for questions associated with values of the association in time to send out in the autumn of 2019.*

### c. Active Voice/Voix active

The national magazine committee recommended a name change to the publication to make it more bilingual: Voix Active Voice

The NEC responded to this request with the following comments:

- How would the new name be capitalized (as English and French have different capitalization rules)?
- The solution is not responding to a direct need.
- Problems with branding may occur.

*Action*

*Virginia St-Denis to speak to the managing editor of Active Voice/Voix active about the possible name change and let them know that there may be problems with branding and that the idea is not responding to a direct need.*

d. stock photo letter

A book listing stock photo companies will be used to find companies to send a letter to about increasing the diversity within the images.

This letter is currently being drafted. It will be reviewed by NEC, and relevant sections from the diversity statement will be added.

## 11. Technology

The migration from Member 365 to Findjoo (the new membership software) is well under way. The staff are targeting mid-December to switch over completely. Five business days' notice to the previous provider, Member365, is required. Most of the migration work will be done over the December/January holidays, when member traffic is slower.

The staff will first concentrate on membership transfer, and will then work on other sections (conference registration, webinars).

## 12. Mentorship committee

At the moment, two mentorships are active.

The NEC discussed this issue with the following questions and comments:

- Few mentees are being deemed eligible. Should the rules be changed?
- Should the communications be changed? Separate the information going out to mentors from that going out to mentees?
- The task force did rigorous research and had good reasons for setting the program up the way it is.
- Mentorship is open to members and student affiliates.

*Action*

*Berna Ozunal to deal with mentorship issues as follows:*

- *Change the communications (that is, separate call for mentees from call for mentors).*

- *Clarify the requirements for mentees (members/student affiliates).*
- *Find the proposal from Carolyn Brown, examine it to see if changes are needed, and if so, bring a recommendation for changes to the NEC for review.*

### **13. Honorary life membership policy and procedures**

For various portions of this section of the meeting, Greg Ioannou and Michelle Ou left the room.

The task force will be looking into many of the following issues.

#### **a. policy, confidentiality, financial implications, and volunteer recognition**

##### **i. policy**

The honorary life membership procedure is not member approved: it just needs approval from the NEC to be changed. The policy is member voted. This combination is generally accepted as best practice because policy drives the organization, but procedures are just an action list.

This situation can be changed (for example, the procedure could be changed so that it must be approved by the members).

##### **ii. confidentiality**

Confidentiality and privacy policies now state that discussions can be held in camera, but votes cannot be held in camera.

##### **iii. financial implications**

This needs to be looked at by the task force.

##### **iv. volunteer recognition**

There are, at present, numerous ways of recognizing volunteers, including the following:

- President's Award
- Lee d'Anjou Award
- listing in the annual report
- volunteer award of the month

The volunteer management committee is working on further ways of recognizing volunteers.

#### **b. task force brief**

The NEC had voted to have the awards committee take on the task force, however, the committee is already too busy and has no chair.



*Action*

*Gael Spivak to send the draft task force brief on honorary life membership policies and procedures to the NEC for consultation.*

*Action*

*Task force on honorary life membership to report to Heather Buzila as vice-president.*

## 14. Summary of requests from committee and director reports (Appendix B)

### Email between the NEC directors

The NEC had a discussion about the volume of email. Some people feel that there the volume is high and therefore don't answer when they just agree. Some people feel it's important to know what everyone is thinking on a topic, even if it is just to agree.

*Action*

*NEC directors (not the ED) to respond to email discussions, even if they just agree.*

### GivingTuesday:

This call for donations to the awards program could be more successful if NEC members boost the messages on their own social networks.

*Action*

*NEC directors to share information about GivingTuesday on their own networks.*

### Awards fees

Keep the fees the same to cover administrative costs: staff time.

### Conference (Appendix C)

The NEC reviewed and agreed to the proposed conference schedule.

### Standards

At the last ACES conference, professional standards had a display table. There is not enough money this year.

*Action*

*Breanne MacDonald to investigate a table and/or swag exchange with ACES.*

The task force is asking for a small amount of money from the budget to create some merchandise and to print a pamphlet version.

*Action*

*Tania Cheffins to speak to the standards task force and let them know that they can't print a pamphlet version of the standards: there is no money in the budget this year; it is already available on the website; branches and twigs can print their own.*

## Training and Development

The committee has concerns about the software that Editors Canada is using at the moment. Could the microsite be used for payment?

Membership, then conference, then webinars will be moved to the new membership database software gradually.

## 15. Mini-conference in French

Sandra Gravel checked with the writers' association and with Sylvie Collin (Editors Québec). The suggestion is to have it in Québec City.

Sandra will also contact Anne Fonteneau at Laval and a group of translators, editors, and writers.

Should it be held far away in time from the 2020 conference in Montréal?

The NEC discussed this and thought that it would be good to have it in fall 2019. Having it before the conference will create excitement for the bigger conference.

Cléo is the support person on staff; she could go to the mini-conference to represent the office.

*Action*

*Sandra Gravel to get any conference-type documents from Breanne MacDonald.*

*Action*

*Sandra Gravel to continue to develop plans for a Francophone mini-conference to be held in Québec City in the fall of 2019.*

## 16. Action items (Appendix D)

*Action*

*Berna Ozunal to contact Greg Ioannou about finding someone to create a free webinar about the chapbook From Contact to Contract.*

*Action*

*Tania Cheffins to send revised editing definitions back to NEC for approval (with background).*

*Action*

*Virginia St-Denis and Gael Spivak to work on the permission to reproduce copyrighted materials.*

## 17. Translation

The mandate for the translation procedure is in Appendix E.

Nancy Foran has volunteered to be the initial coordinator. Nancy will start recruiting members and start offering services in January.

The NEC discussed this proposal and the appended documents with the following comments and concerns:

- Great work.
- Turnaround times may be optimistic.
- Asking for a phone number may contravene privacy issues and should be optional.

### *Action*

*Sandra Gravel to check on turnaround times in the translation team mandate and to put "optional" beside the phone number on the form.*

## 18. Webinars

Berna Ozunal presented the new webinar website for discussion by the NEC.

### *Action*

*John Yip-Chuck to send his concerns about the new webinar website to Berna Ozunal.*

### *Action*

*Berna Ozunal to take suggestions from the NEC back to the website creator to make fixes and then send back to the NEC for review.*

The committee is attempting to offer quarterly freebies. Elizabeth d'Anjou will do a free recording in January.

### *Action*

*Berna Ozunal to contact ACES about promoting our webinars (ones we have that they don't.)*

## 19. Conferences

### a. Montréal 2020

Breanne recommends Le Sheraton Centre: dates are June 19–21, 2020.

### b. Halifax 2019

Sheree Fitch and Linden MacIntyre are the keynote speakers.

PheedLoop will not be used, as it is not bilingual.

The program will be simpler, with the bios on the website rather than in print.

## 20. Branches and twigs

Eastern twigs having trouble updating their page on the Editors Canada website.

### *Action*

*Heather Buzila to send an example of the kind of problem twigs are having in updating their page on the Editors Canada website to Michelle Ou to see what the issue is.*

Specific information that should be on the twig page on the Editors Canada website: coordinator names, contact info, social media buttons, link to own website or Facebook page. More information is possible, but not necessary.

### *Action*

*Heather Buzila to help all branches and twigs to have basic information (coordinator names, contact info, social media buttons, link to own site) on the pages of the Editors Canada website.*

### *Action*

*Heather Buzila to contact Mark Grill about new data from Québec on the list of institutions to do presentations.*

One branch wants to give away one hour with a mentor as a door prize and is wondering whether they could have a list of mentors in their area.

### *Action*

*Heather Buzila to get a list of mentors from Berna Ozunal for twigs to approach for a prize.*

One branch or twig was asking about paying for stock photos. The NEC suggested that there are lots of free sites.

### *Action*

*Heather Buzila to get a list of stock photos companies from Gael Spivak.*

One branch was wondering about the impact of a local group of SfEP. The NEC discussed this and suggested that the best course of action for the local Editors Canada branch is to keep on doing good work.

### a. Calgary twig

Someone has stepped forward to talk about being twig coordinator. Heather will have a meeting with them and the outgoing coordinator.

### b. social media accounts

Because of the issues with Editors Québec losing the original administrator of the Facebook page, it would be a good idea to have someone at the national office as an additional admin.

In the future, the national office will set up social media accounts.

c. knowledge of NEC and committees

*Action*

*Heather Buzila to develop a handover document to add to the toolkit.*

d. Facebook page used by Editors Nova Scotia

At present, only one twig exists in the Maritimes: Editors Nova Scotia. However, the Facebook page that Editors Nova Scotia uses to inform people about events is called Editors Maritimes.

The two problems are that there is no official section of Editors Canada called Editors Maritimes, and the page is not properly branded.

Solutions include the following:

- The name of the Facebook page becomes Editors Nova Scotia and is branded properly.
  - This will exclude editors in the other two Maritime provinces: PEI and NB.
- The Editors Nova Scotia co-coordinators stop using the Editors Maritimes Facebook page as an official Editors Canada page, remove staff access, and remove connection to Editors Canada.
  - Editors Nova Scotia can still promote events.
  - The name of the page will have to change to Maritime Editors, or Editors in the Maritimes.
- Editors Nova Scotia decides whether the name of the twig should be changed to Editors Maritimes.
  - This will raise the expectation of providing services all over the Maritimes.

*Action*

*Patricia MacDonald to take the issue of branding for the Editors Maritimes Facebook page to Editors Nova Scotia.*

**MOVED BY Greg Ioannou**

**SECONDED BY Tania Cheffins**

**that Janice Dyer be appointed chair of the Foundations Skills Testing Committee.**

Unanimous

## **21. NEC travel**

Is there a need to change the travel reimbursement procedures? Basic fare has changed such that there is no way to get a refund.

Is Editors Canada responsible for paying the fares if the person doesn't attend the meeting?

The risk of someone not being able to attend at the last minute is low, and the charge for that happening once in a while is less than paying the higher fees for everyone for each flight booking.

The NEC decided not to change the travel reimbursement procedures.

## 22. Publications

### a. update on *From Contact to Contract*

#### *Action*

*Greg Ioannou to follow up with Paula Chiarcos on the status of the publication From Contact to Contract.*

### b. planning other publications in the same series

#### *Action*

*Greg Ioannou and Gael Spivak to talk to co-chairs about planning and publishing future books.*

### c. update on Edit Like a Pro (ELAP)

Greg Ioannou looked into whether the company Publish XI would be of use to Editors Canada.

The company organizes content and makes it available for various users. The NEC discussed various groups of documents that might be suitable for setting up by Publish XI: MPES, webinars, standards, and so forth.

The NEC discussed using conference documentation for a trial project. It is easy to double up (that is, continue to do the usual way as a backup), great if it works, discrete annual project, and it's bilingual.

MOVED BY Breanne MacDonald

SECONDED BY Berna Ozunal

that Greg Ioannou explore with PublishXi the possibility of using their services to present the conference information in parallel with the existing procedures.

Unanimous

#### *Action*

*Greg Ioannou and Breanne MacDonald to explore the possibility of using the services of PublishXi to present the conference information in parallel with the existing approach.*

### d. dictionary

There are various ways of going forward with the project:

- stop working on it entirely
- go back to various publishers
- gather various free resources and create/update a dictionary

Two of the options require large inputs of time/energy and money. There are financial risks and risks to our reputation.

Therefore, the project will be put on hold for now.

## 23. Other business

The NEC discussed the fee for the Online Directory of Editors and when it was the last increased (September 2016).

The NEC discussed the difference between the mentorship proposal and the blurbs on the website. The proposal says members only, but the website says members and student affiliates.

### Motions

Resolutions arising from NEC email discussions are appended (Appendix F).

### In Camera Sessions

**MOVED BY Gael Spivak**  
**SECONDED BY Julia Cochrane**

that the meeting go in camera.

Carried

**MOVED BY Gael Spivak**  
**SECONDED BY Anne Louise Mahoney**

that the meeting go out of camera.

Carried

**MOVED BY Julia Cochrane**  
**SECONDED BY Anne Louise Mahoney**

that the meeting go in camera

Carried

**MOVED BY Anne Louise Mahoney**  
**SECONDED BY Heather Buzila**

that the meeting go out of camera.

Carried

## 24. Adjournment

MOVED BY Virginia St-Denis  
SECONDED BY Heather Buzila

that the meeting be adjourned.

Carried



# Appendix A- Agenda

1. Call to order and invitation to Tweet during the meeting: #EditorsNEC and #RevisuersCAN
2. Emergency info
3. Approval of agenda
4. Reminder about guidance docs
5. Budget, part 1
6. Budget, part 2
7. New business
8. Barrie twig
9. Hamilton-Halton twig
10. Communications and marketing
11. Technology
12. Mentorship committee
13. Honorary life membership policy and procedures
14. Reports
15. Mini-conference in French
16. Review of outstanding action items from previous meetings
17. Translation team
18. Webinars
19. Conferences
20. Branches and twigs
21. Using discount travel sites to book meeting flights: risks and benefits
22. Publications
23. Other business
24. Adjourn

# Appendix B – Requests Summary

## President

- Can we agree to a practice for NEC emails when we are consulting (when we want to make a decision together, even if it does not need a vote)?
  - o If we agree with a proposal, can we reply with a simple "I agree" (or similar)?
  - o I think it's better to get a bit more email than to not hear back at all.
  - o It's ambiguous if people don't reply. It can mean "Sure, no problem" or "I like this but I totally forgot about it after I read it" or "I haven't actually read this email."

## Student Relations Committee

- none at this time

## Vice-President

- position vacant at time of reports

## Awards Committee

- Please help promote our #GivingTuesday campaign on November 27 by sharing and retweeting on social media.
- Now that we are not shipping print submissions around the country, should we lower the entry fee? Or should we keep the same fee to cover other administrative costs (staff time)?

## Past President

- none at this time

## Secretary

- none at this time

## Conference Committee

- Please review and approve proposed session schedule/AGM time.

## Communications

- none at this time

## Communications and Marketing Committee

- We will need support for English to French translation of the membership survey to ensure the text is translated accurately and correctly.
- We seem to collect a lot of data from various sources, but is the data being translated into knowledge and collated into information in a timely manner that can be used for both for strategic planning and for tracking how well the organization is meeting its strategic goals (i.e., outcome measures)? These kind of activities (designing and managing surveys, translating data into information for planning purposes, defining and tracking outcomes, etc) are one of my superpowers (I have 10 years experience as an institutional research planning analyst), and I'd be happy to volunteer my skills as a survey coordinator who could provide support with these kinds of tasks.

## Director, East and West

- none at this time

## Francophone Affairs

- none at this time

**Francophone Affairs Committee**

- report not submitted

**Publications**

- report not submitted

**Publications Committee**

- ELAP will need some support from the national office.
  - The new format means that we're going to have to find a way to securely distribute electronic files online. We would like support from the office in figuring out how to do that and fulfilling orders if necessary. The attached P&L lists costs for these tasks.
  - We intend to push these books to schools that offer editing courses. We would like support from the office for this as well, although the specific details are TBD.
  - To make these books successful, we'll need to do a bit of a marketing push starting in November after the certification tests. We would appreciate office support and coordination with this.

**Standards**

- Elizabeth d'Anjou (Standards Communication Task Force) will be doing a presentation on standards and certification at ACES next year. Are we going to be a sponsor again this year (and/or otherwise support her)?

**Certification Steering Committee**

- none at this time

**Comité Agrément/Principes**

- none at this time

**Training and Development**

- Can we have a conversation about GiftTool vs. other payment methods where we can broaden types of payments accepted?

**Training and Development Committee**

- none at this time

**Mentorship Program Committee**

- Please suggest francophone members for the committee and as mentors (basically, a standing item)

**Volunteer Relations**

- Help with recruiting francophone volunteers. Suggestions are welcome!

**Member Services Committee**

- none at this time

**Volunteer Management Committee**

- none at this time

**Executive Director**

- none at this time

## Appendix C – Conference Schedule, Draft

SATURDAY	Room 1	Room 2	Room 3	Room 4	Room 5
8:00-8:45	Breakfast				
8:45-9:30	Opening Keynote				
9:30-9:45	Break				
9:45-10:45	Session 1				
10:45-11:00	Break				
11:00-12:00	Session 2				
12:00-1:00	Lunch				
1:00-2:00	Session 3				
2:00-2:15	Break				
2:15-3:15	Session 4				
3:15-3:30	Break				
3:30-5:30	AGM				
SUNDAY	Room 1	Room 2	Room 3	Room 4	Room 5
8:30-9:30	Breakfast				
9:30-10:30	Session 5				
10:30-10:45	Break				
10:45-11:45	Session 6				
11:45-1:00	Lunch				
1:00-2:00	Session 7				
2:00-2:15	Break				
2:15-3:15	Session 8				
3:15-3:30	Break				
3:30-4:30	Closing Keynote				

## Appendix D – Action Items

Action Items, from September 2018, Q3

	Action Item	Person (s) Responsible	Status as of November 15, 2018
1.	John Yip-Chuck to prioritize for the office staff the task of discovering who has and hasn't paid for credential maintenance and sending out the invoices.	John Yip-Chuck	in progress  Will begin after Nov certification exams
2.	Anne Louise Mahoney to go ahead with fundraising initiative for awards.	Anne Louise Mahoney	in progress  Giving Tuesday campaign will happen on Nov. 27, 2018. Michelle Ou has prepared all the messaging and having it translated.
3.	Heather Buzila to connect with Sara C., communicate information to other branches concerning paid employees versus contractors, and to report back to the NEC.	Heather Buzila	in progress  waiting to hear back from Sara about the CRA's findings
4.	John Yip-Chuck to set up membership fees for student affiliates to transition to membership according to the following schedule when the new membership database is in place: \$50 student affiliate fee \$100 for the first year after leaving their program \$200 for the second year after leaving their program full fee for membership in third year after leaving program	John Yip-Chuck	in progress  Just need to figure out efficient verification procedure.
5.	Patricia MacDonald to contact Sylvie Collin about getting the committee mandates on the website and keep Gael Spivak in the loop.	Patricia MacDonald	in progress  Contacted Sylvie.
6.	Heather Buzila to approach Editors Saskatchewan to see whether they would like to become a twig instead of a branch, and if they agree, help the process to happen.	Heather Buzila	in progress  no response from Editors Saskatchewan
7.	John Yip-Chuck to communicate to members the troubles with the last membership database and announce new system.	John Yip-Chuck	in progress  Timing for December launch.
8.	Virginia St-Denis to find out whether information from the career builder document got incorporated into the infographic and get back to Gael Spivak.	Virginia St-Denis	in progress

	<b>Action Item</b>	<b>Person (s) Responsible</b>	<b>Status as of November 15, 2018</b>
9.	Virginia St-Denis do an audit of communication channels: active voice, social media, emails, and so forth.	Virginia St-Denis	in progress
10.	Virginia St-Denis to coordinate a quarterly meeting of communication people on some of the various committees (certification, mentorship, conference, and so forth).	Virginia St-Denis	in progress
11.	Anne Louise Mahoney to contact the Indigenous Editors Circle about offering a free conference registration to an adviser from the Circle.	Anne Louise Mahoney	in progress  Contacted Rhonda Kronyk on Oct 8/18. She will speak to some members of the Indigenous Editors Circle and get back to me. This conversation could grow to include other professional development opportunities for Indigenous editors. ALM
12.	Virginia St-Denis and Berna Ozunal to create a marketing and communications plan for the Contact to Contract chapbook, possibly including a webinar.	Virginia St-Denis	in progress
13.	Virginia St-Denis to connect with the publication chair about marketing and communications for future chapbooks.	Virginia St-Denis	in progress
14.	Greg Ioannou to find the publication waiver for authors that was created but not used and the one that is being used and report back to the NEC.	Greg Ioannou	in progress  1. Gael sent two of them to Michelle Ou to manage exec read after the NEC meeting. The reprint and print permission forms. 2. We have to finish the other one (how much to charge for permission to reprint material from our publications). Gael said she'd help with that.
15.	Heather Buzila to work with Margaret Shaw to develop a small video about the toolkit for new branch and twig coordinators.	Heather Buzila	in progress  video outline and new toolkits sent to Margaret in early October—no response yet
16.	Patricia MacDonald to add the mandates of committees to the website page on committees.	Patricia MacDonald	in progress

	<b>Action Item</b>	<b>Person (s) Responsible</b>	<b>Status as of November 15, 2018</b>
17.	Berna Ozunal to talk with John Yip-Chuck about signatures (for contracts with webinar presenters), series discounts, and payment methods.	Berna Ozunal	in progress
18.	Tania Cheffins to get guidelines copyedited and formatted, post them to the website, inform members that feedback would be welcome.	Tania Cheffins	in progress
19.	John Yip-Chuck to find someone at the office and Tania Cheffins to find someone from the CSC committee to test storage software for the testing program(s) and to ask them whether video storage is also possible.	John Yip-Chuck	in progress

### Action Items, Past

	<b>Action Item</b>	<b>Person (s) Responsible</b>	<b>Status as of November 15, 2018</b>
20.	Heather Buzila to talk with Anne Louise Mahoney about possible twig sponsorship of the Karen Virag Award.	Heather Buzila Anne Louise Mahoney	in progress  This will now be part of the Giving Tuesday fundraising initiative. We will contact all branch and twig execs/leaders to invite them to donate. ALM
21.	John Yip-Chuck to get the email tags back on the bottom of the email list automatically.	John Yip-Chuck	in progress  will add to the FUSE task list
22.	John Yip-Chuck to communicate any changes made to the website to Patricia MacDonald so that they can be communicated to the membership.	John Yip-Chuck	
23.	John Yip-Chuck to contact the Freedom to Read Week executive director to see about possibilities for promotion of our conference.	John Yip-Chuck	in progress  John and Janine Harker of 40th anniv task force working on it.
24.	Berna Ozunal will continue working on a certificate for volunteers.  And, will change the name of it (as it conflicted with the national volunteer award).	Berna Ozunal	in progress

	<b>Action Item</b>	<b>Person (s) Responsible</b>	<b>Status as of November 15, 2018</b>
25.	Virginia St Denis to help Editors Québec with changing the name of the Facebook page/group.	Virginia St-Denis	in progress  appeal to Facebook because of name change
26.	Berna Ozunal to help the training and development committee get the surveys set up to summarize data for individual webinar evaluations rather than combined with all the other surveys.	Berna Ozunal	in progress
27.	Patricia MacDonald to give Gael Spivak chapters of the volunteer handbook. After the handbook is completed, Patricia MacDonald will send for exec reads.	Patricia MacDonald	No new chapters have been completed for review.
28.	Anne Louise Mahoney talk to Sandra Gravel and Stacey Atkinson about French videos.	Anne Louise Mahoney Sandra Gravel	in progress  All videos have been translated into French and text has been sent to Patricia for Karina to create the French versions. Sandra
29.	John Yip-Chuck to direct the office to look at Editors Québec's request for more specific information about where new members hear about Editors Québec/Editors Canada.  Editors Québec is focusing its marketing efforts on specific targets and would like to know which ones are effective.	John Yip-Chuck	in progress
30.	John Yip-Chuck to follow up with Editors Canada's involvement in the Frankfurt Book Fair and report back to the NEC.	John Yip-Chuck and Virginia St-Denis	in progress  Sara Caverly tried contacting them but has not heard back from them. Same comments in left column apply.
31.	John Yip-Chuck and JULIA COCHRANE to do a cost analysis of membership fees that includes people on reduced fees.	(John Yip-Chuck) Julia Cochrane	in progress
32.	Patricia MacDonald-ask the-task force to get information about how/what/when/why to find insurance (errors and omissions and home-based business).  CHANGED to task force	Patricia MacDonald	in progress



## Action Items, On Hold

	Action Item	Person (s) Responsible	Status
33.	Anne Louise Mahoney to speak to Stacey Atkinson and Michelle Ou about putting brand usage of organization name in the style guide.	Anne Louise Mahoney	on hold  Style guide is still evolving; I will touch base with Michelle Ou when she is back from holidays later in September. ALM  Michelle's plate is very full. ALM
34.	Sandra Gravel to translate the templates for the quarterly reports and the cover email and send to Breanne MacDonald for use each quarter.	Sandra Gravel	on hold  Done for Q4, will need to do for Q3 planning in summer.
35.	Gael Spivak to communicate the guidelines to the universities and what the guidelines mean and don't mean through the following means: ask Lenore Hietcamp and Elizabeth d'Anjou (quoted in University Affairs article) find list of office of research ethics at universities make a free webinar for students about the guidelines	Gael Spivak	on hold  will do this after they are online (keep this on the action item list)
36.	Breanne MacDonald to get ideas for Francophone partners for the international conference in 2020 from Sandra Gravel	Breanne MacDonald Sandra Gravel	on hold  until planning occurs for Conference 2020
37.	Breanne MacDonald to add line about "or join now and get member pricing" (to conference registration).	Breanne MacDonald	on hold  until January
38.	Breanne and Patricia to talk about the 'Ask an Expert' idea, develop it, and bring it back to NEC.	Breanne Patricia	on hold
39.	John Yip-Chuck to develop "Member since XXXX" badges for each year that the organization has existed so that members can self-select their own.	John Yip-Chuck	on hold  until summer. Very low on the priority list. Will try to get to late spring/summer. JY
40.	John Yip-Chuck to look into the feasibility of creating a directory of trainers and report back to the NEC.	John Yip-Chuck	on hold  Need to sort out Member365 issues first or find a new system.
41.	John Yip-Chuck to look into the possibility of partnering with a French dictionary.	John Yip-Chuck	on hold  until English dictionary is published/launched
42.	John Yip-Chuck will talk to Michelle Ou about sending in-house job ads to the geographically pertinent branch/twig administrators directly (through Drupal), and to have Caitlin Stewart do this on an individual basis in the interim.	John Yip-Chuck Michelle Ou	on hold  Need to sort out Member365 issues first or find a new system.

	Action Item	Person (s) Responsible	Status
43.	John Yip-Chuck to direct the national office to let branch and twig administrators know about lapsed members.	John Yip-Chuck	on hold  Need to sort out Member365 issues first or find a new system.
44.	Patricia MacDonald and John Yip-Chuck to talk about the volunteer directory.	Patricia MacDonald John Yip-Chuck	on hold
45.	Michelle Ou will send out an announcement when the edit-your-own-volunteer-badges section of the new website is working.	John Yip-Chuck Michelle Ou	on hold  There is a great deal of manual work that must be done by an admin (me or Caitlin) behind the scenes of the website before it can be tested and launched. I have not prioritized this. - Michelle
46.	John Yip-Chuck to investigate the possibility of a mini-conference put on by branches and twigs, supported by national office.	John Yip-Chuck	on hold  Not sure when I can get to this. JY
47.	Gael Spivak to develop an FAQ page for members that will go on the web site to alleviate office staff time spent on answering commonly asked questions.	Gael Spivak	on hold  Waiting for info from staff (I asked them in March)
48.	John Yip-Chuck to have ongoing conversations with Editors Nova Scotia about who will be responsible for event registration.	John Yip-Chuck	on hold  until next event
49.	NEC to review each year the list of possible trademarks to apply for.	NEC	on hold  until March, 2019
50.	Gael Spivak and John Yip-Chuck to work on a governance poster to show incoming branch and twig coordinators what their responsibilities are and how communications work among various parts of the organization (on hold until more time).	Gael Spivak John Yip-Chuck	on hold  John Y started but put on hold by other crises; will pick it up again later in the <b>summer</b> early fall
51.	John Yip-Chuck to discuss the status of the Editors Nova Scotia non-members mailing list with Michelle Ou, and to possibly release it to Editors Nova Scotia.	John Yip-Chuck	on hold  until Member 365 sorted out  part of a larger issue to do with the membership data base
52.	John Yip-Chuck to talk to Editors Toronto about partnering on professional development events.	John Yip-Chuck	on hold

	<b>Action Item</b>	<b>Person (s) Responsible</b>	<b>Status</b>
53.	Carolyn Brown, Tania Cheffins, John Yip-Chuck to test the four software programs that Carolyn Brown has found to satisfy the requirements of the CSC for file sharing and storage.	Carolyn Brown Tania Cheffins John Yip-Chuck	on hold  John Y--I won't have time for this until new staff is up to speed and new membership platform online. Anne Brennan on the CSC to test software (but not started yet)
54.	Virginia St-Denis to develop and test some calls to action and taglines for the dictionary project.	Virginia St-Denis	on hold  until dictionary project is up and running again
55.	Anne Louise Mahoney to find the top five stock photo companies, draft a letter, and bring it back to the NEC. Getty, Corbis, Shutterstock, iStock,	Anne Louise Mahoney  Virginia St-Denis	on hold  This is on hold until the book Photographers Market is released to obtain contact information for all stock photography agencies
56.	John Yip-Chuck to look for low-income, high interest webinars.	John Yip-Chuck	on hold  until John has more time
57.	John Yip-Chuck to organize two of the meetings from the 2019-2020 budget in Toronto.	John Yip-Chuck	on hold  until John starts organizing the next meetings
58.	John Yip-Chuck/Gael Spivak/Virginia St-Denis to look into getting the Editors Canada logo onto the Simon Fraser website.	John Yip-Chuck Gael Spivak Virginia St-Denis	on hold

**Action Items DONE**

	<b>Action Item</b>	<b>Person (s) Responsible</b>	<b>Status</b>
59.	Anne Louise Mahoney to take the NEC recommendations about the Oops Awards to James Harbeck and Michelle Ou.	Anne Louise Mahoney	DONE  Sent email to James on Oct 25/18.

	<b>Action Item</b>	<b>Person (s) Responsible</b>	<b>Status</b>
60.	John Yip-Chuck to check new membership database to see if there is already, or the possibility of having, a section on the registration form that talks about donations and has an easy way for members to donate.	John Yip-Chuck	DONE  Will be part of main membership form and separate donation page as well.
61.	Gael Spivak to communicate to Fazeela Jiwa that the motion for Fazeela to talk to members about a diversity statement passed.	Gael Spivak	DONE  (And it went out in the Oct e-news.) She will do some social media on Nov. Gael and Fazeela will work on a motion to go to members for the 2019 AGM.
62.	Heather Buzila to make sure that twigs and branches know about exit survey from the national office and that they can send out their own letters to lapsed members.	Heather Buzila	DONE
63.	Patricia MacDonald to send results from 2016 survey to Heather who will share with branches and twigs.	Patricia MacDonald	DONE
64.	John Yip-Chuck will check with the auditor to see if it can be moved up to getting the auditors report in time for the March executive meeting.	John Yip-Chuck	DONE  Will begin audit mid-March.
65.	Gael Spivak to put discussion of 40th anniversary promotion for lapsed members onto the agenda for the November meeting.	Gael Spivak	DONE
66.	Gael Spivak change email to committees (about going through their directors) as follows explanation (similar to the branches and twigs) gets added to the committee email for committees that have designated staff (conference, certification, and agreement)—only the chair should contact the designated staff.	Gael Spivak	DONE
67.	Sandra Gravel to work with Nancy Foran on setting up a system for formalizing the translation process.	Sandra Gravel	DONE
68.	Heather Buzila to discuss webinar sharing with all branches and twigs.	Heather Buzila	DONE
69.	John Yip-Chuck to get the communications inventory from Michelle Ou and send to Virginia St-Denis.	John Yip-Chuck	DONE
70.	Virginia St-Denis to let the national magazine committee know that the NEC has rejected their proposal.	Virginia St-Denis	DONE
71.	Breanne MacDonald to send Virginia St-Denis the conference ad rate.	Breanne MacDonald	DONE

	<b>Action Item</b>	<b>Person (s) Responsible</b>	<b>Status</b>
72.	Tania Cheffins to send certification communications plan to Virginia St-Denis.	Tania Cheffins	DONE
73.	Gael Spivak to tell Michelle Ou that she should publish information that is public (from the obituary) of anyone that comes to the attention of the membership and lets her know.	Gael Spivak	DONE
74.	Greg Ioannou and Gael Spivak to look at draft contract for Conference 2020 venue.	Greg Ioannou Gael Spivak	DONE
75.	Tania Cheffins to talk to CSC about holding exams at conferences (2019 and 2020).	Tania Cheffins	DONE  - to be discussed in-depth at the face-to-face in Feb.
76.	Patricia MacDonald to add BookNet and MagNet to the conferences table.	Patricia MacDonald	DONE
77.	Virginia St-Denis to work with Patricia MacDonald to update list of conferences and to communicate with conferences about swag exchange.	Virginia St-Denis	DONE
78.	Sandra Gravel to explore options to put on a mini-conference in French in Québec City.	Sandra Gravel	DONE  Waiting for answers from partners.
79.	Virginia St-Denis to keep in touch with John Yip-Chuck and Sara Caverley about Editors Canada participation in the Frankfurt Book Fair.	Virginia St-Denis	DONE  Virginia and Sara Caverley will receive webinar invites in late 2018 or early 2019 to begin the process
80.	Heather Buzila to make sure Editors Manitoba has reimbursement forms.	Heather Buzila	DONE
81.	Heather Buzila to follow up with Editors Manitoba about using MailChimp or using webmail addresses so that emails do not come from their personal accounts.	Heather Buzila	DONE
82.	John Yip-Chuck to send Editors Manitoba access to email on website.	John Yip-Chuck	DONE
83.	Gael Spivak to let the 40th anniversary task force know that the NEC accepted the proposal with the proviso that any activities are revenue neutral.	Gael Spivak	DONE
84.	Heather Buzila to talk to Editors Barrie about branding guidelines, logo, and reimbursement procedures.	Heather Buzila	DONE

	<b>Action Item</b>	<b>Person (s) Responsible</b>	<b>Status</b>
85.	Heather Buzila to talk to Editors Hamilton–Halton about website hosting: they can pay for their own site if they want to (like Editors Nova Scotia).	Heather Buzila	DONE
86.	Heather Buzila to talk to Editors Nova Scotia about their website.	Heather Buzila	DONE
87.	Heather Buzila to speak with Editors Kingston about the plans for a video on the toolkit (in response to their request for an orientation on the toolkit).	Heather Buzila	DONE
88.	Heather Buzila to organize quarterly meetings with twigs.	Heather Buzila	DONE first meetings scheduled for early November
89.	Heather Buzila to email branches and twigs after the quarterly NEC meetings with information specific to them that arose in the meeting.	Heather Buzila	DONE
90.	Heather Buzila to tell Editors Toronto that the brochure “Hire an Editor” will not be being printed (for financial reasons), but they can pick up some calendars to sell (they can buy them for \$20, sell for \$25).	Heather Buzila	DONE
91.	Heather Buzila to contact branches and twigs about updating the information on their pages on the main Editors Canada website.	Heather Buzila	DONE
92.	Breanne MacDonald to send letter about leadership difficulties in Editors Hamilton–Halton to Heather Buzila.	Breanne MacDonald	DONE
93.	Heather Buzila to talk to Editors Calgary about difficulties in finding someone to lead the twig.	Heather Buzila	DONE Calgary coordinator sent out a letter in early October stating her intentions to resign and asking for volunteers
94.	Heather Buzila to tell twigs and branches who are asking that John Yip-Chuck will be sending out quarterly financial updates again soon.	Heather Buzila	DONE
95.	Heather Buzila to respond to Editors Edmonton about spending money.	Heather Buzila	DONE
96.	NEC members to read the thesis guidelines (appended here) and respond by email.	NEC DIRECTORS	DONE
97.	Tania Cheffins talk to Sandra Gravel about the French equivalent of the thesis guidelines.	Tania Cheffins	DONE

	<b>Action Item</b>	<b>Person (s) Responsible</b>	<b>Status</b>
98.	Anne Louise Mahoney to help Tania Cheffins to find someone to help with the testing.	Anne Louise Mahoney	n/a  - not needed (checked with Tania). ALM
99.	Virginia St-Denis has a spreadsheet with all website tasks and volunteers and will organize them.	Virginia St-Denis	DONE
100.	Heather Buzila to confirm that information about twigs spending money is in the branch and twig toolkit.	Heather Buzila	DONE
101.	Breanne MacDonald to get quotes from airport hotels in both Toronto and Montréal.	Breanne MacDonald	DONE
102.	Patricia MacDonald to alert members about a remote-members' survey and then to send the survey out.	Patricia MacDonald	DONE
103.	Heather Buzila to let Editors Québec know that the national office will not be able to help with the funding of the booth.	Heather Buzila	DONE
104.	Gael Spivak to speak to Michelle Ou about volunteers who can work on website in August to help with getting it updated.	Gael Spivak	DONE  n/a  Virginia St-Denis has set up a spreadsheet.
105.	Heather Buzila to update the director information in the branch and twig toolkit.	Heather Buzila	DONE  Michelle Ou has reviewed the toolkits, and Anne Louise has found a translator. Translations received on Nov 13.
106.	John Yip-Chuck and Tania Cheffins to continue working with office staff to develop documentation on what office staff do for the certification steering committee.	John Yip-Chuck Tania Cheffins	DONE  Helena Aalto has created an up-to-date procedural manual that Cléo will maintain.
107.	Anne Louise will take the policy and procedure documents, adapt and translate them, and send them on to Agrément committee.  CHANGED	Sandra Gravel  Anne Louise Mahoney	n/a  These exist already and are on the Editors Canada website (French site only). ALM
108.	Sandra Gravel to work on a francophone survey.	Sandra Gravel	DONE  Survey is scheduled for November. Michelle Ou has it.

	<b>Action Item</b>	<b>Person (s) Responsible</b>	<b>Status</b>
109.	Anne Louise Mahoney to generate ideas on providing professional development to Indigenous editors.	Anne Louise Mahoney	n/a  - this will become part of my discussion with the Indigenous Editors Circle in item #34. ALM
110.	Tania Cheffins to develop a mandate for the Foundation Skills Test Committee and to find a chair.	Tania Cheffins	DONE
111.	Virginia St-Denis to add wall calendar winter holiday campaign to social media editorial calendar.	Virginia St-Denis	n/a  not going to reprint
112.	Anne Louise Mahoney and Wendy Barron to ask the awards committee asked to quantify the applicability criteria in the honorary lifetime policy and recommend best practices for the administering the three items in the responsibility section of the policy.	Anne Louise Mahoney  Wendy Barron	n/a  Awards committee is off to a slow start with existing work - I'm not sure it has the capacity to take this on. Perhaps a task force? ALM
113.	Greg Ioannou to talk to Elizabeth d'Anjou and Jessica Riches about publication of MPES and report back to NEC.	Greg Ioannou	n/a  remove, new action item
114.	Berna Ozunal to work with Elizabeth d'Anjou on the following possible webinars: benefits of membership, volunteering, getting the most out of conference, how to network at a meeting, how to get the most out of membership.	Berna Ozunal	DONE
115.	Tania Cheffins to work with Michelle Ou to get member feedback on the editing definitions and report back to the NEC.	Tania Cheffins	DONE
116.	Tania Cheffins to send needed changes on website for CSC to Virginia St-Denis.	Tania Cheffins	n/a  none needed at the moment
117.	Berna Ozunal to work with the mentorship committee to find a new chair, more committee members, and to work with Virginia St-Denis on promotion for the program.	Berna Ozunal	DONE
118.	Gael Spivak to talk to John Yip-Chuck about branches who are asking for office help (as the branch administrators should be doing this work rather than national office).	Gael Spivak	n/a
119.	Greg Ioannou to continue working on a publication agreement for people writing content for Editors Canada.	Greg Ioannou	DONE



	<b>Action Item</b>	<b>Person (s) Responsible</b>	<b>Status</b>
120.	Heather Buzila to communicate with branches and twigs about free webinars (particularly after more have been arranged).  NOW: new free webinars being created; Berna Ozunal to let Heather Buzila know when ready to share with branches and twigs	Heather Buzila  Berna Ozunal	DONE
121.	Carolyn Brown, Anne Louise Mahoney, and Stacey Atkinson to discuss incentives for both new and renewing members and report back to the NEC.	John Yip-Chuck	dealt with in meeting
122.	John Yip-Chuck to set up membership fees for student affiliates to transition to membership according to the following schedule when the new membership database is in place: \$50 student affiliate fee \$100 for the first year after leaving their program \$200 for the second year after leaving their program full fee for membership in third year after leaving program	John Yip-Chuck	DONE
123.	Heather Buzila to ask Margaret Shaw whether she would be willing to record a short video for new branch and twig coordinators, based on new branch and twig toolkit.  [The NEC thought this might be helpful as an adjunct to the new toolkit.]	Heather Buzila	DONE

# Appendix E – Editors Canada Translation and Editing Group Mandate

## **Context**

The national committees and directors often need translation services in order to ensure as many documents as possible are available in both of Editors Canada’s official languages. This is why the association is seeking to create a translation group.

## **Responsibilities**

The translation group will:

- translate texts from English to French and from French to English and provide copyediting and comparative editing services;
- be overseen and managed by a volunteer coordinator;
- will report to the director of volunteer relations.

The coordinator will:

- receive the requests for translations and assign them to a translator and editor and will return the translated and edited version of the document to the requester;
- will try as much as possible to pair newer translators with experienced editors and vice versa;
- oversee a recruitment campaign for new group members (translators and editors) once per year;
- check in with group members once per year to ensure they wish to continue being part of the translation group.

## **Forming the Translation Group (2018–19)**

To join the group, members must fill in the registration form (Annex A).

## **Translation Request**

To make a translation request, the director or committee chair must complete the request form (Annex B).

## **Request Turnaround Times (anticipated)**

- 1 to 1000 words: 1 week
- 1001 to 5000 words: 2 weeks
- 5001 to 10,000 words: 3 weeks
- 10,001 words and more: 3 weeks or more (depending on length)

## **Coordinator for 2018–19**

Nancy Foran

**Registration Form to join the Editors Canada’s Translation Team**

I \_\_\_\_\_ want to take part in the translation team.

Branch/Twig: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**I would like to volunteer for**

Translation: French to English \_\_\_\_\_ Years of experience: \_\_\_\_\_

Translation: English to French \_\_\_\_\_ Years of experience: \_\_\_\_\_

Comparative editing: French to English \_\_\_\_\_ Years of experience: \_\_\_\_\_

Comparative editing: English to French \_\_\_\_\_ Years of experience: \_\_\_\_\_

**Please indicate the length of document you are willing to take on:**

1 to 500 words \_\_\_\_\_

501 to 1000 words \_\_\_\_\_

1001 to 2000 words \_\_\_\_\_

2001 to 5000 words \_\_\_\_\_

5001 to 10 000 words \_\_\_\_\_

10 001 words or more \_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

### Translation Request Form for Editors Canada Translation Group

The Translation Group will be happy to translate your text. Here are the timelines that generally apply (as volunteers we cannot guarantee turnaround time; the group coordinator will contact you to confirm the delivery date as soon as possible):

- 1 to 1000 words: 1 week
- 1001 to 5000 words: 2 weeks
- 5001 to 10,000 words: 3 weeks
- 10,001 words or more: 3 weeks or more (depending on length)

**Please complete the following:**

1. Director, committee chair or task force chair: \_\_\_\_\_

\_\_\_\_\_

2. Contact name: \_\_\_\_\_

3. Email: \_\_\_\_\_

4. Phone: \_\_\_\_\_

5. Document title: \_\_\_\_\_

\_\_\_\_\_

6. Document's words count: \_\_\_\_\_

7. Requested deadline: \_\_\_\_\_

8. Special instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Appendix F – Motions from September 23 to November 17, 2018

<p><b>MOVED</b> by Tania Cheffins  <b>SECONDED</b> by Gael Spivak</p> <p>THAT the NEC accept the revised guidelines for editing student work, consisting of guidelines for editing graduate student work, guidelines for editing undergraduate student work, and a permission form that can be used by both undergraduate and graduate students and their professors or supervisors.</p>	<p>All in favour: 9  Opposed: 0</p>	<p>Nov.  5,  2018</p>
<p><b>MOVED</b> by Anne Louise Mahoney  <b>SECONDED</b> by Patricia MacDonald</p> <p>THAT Heather Buzila become interim vice-president for 2018-19, effective immediately, in addition to her role as director of branches and twigs.</p>	<p>All in favour: 10  Opposed: 0</p>	<p>Nov.  12,  2018</p>