

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

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

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Zoom  
April 3, 2022



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

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**PRESENT:**

**NATIONAL EXECUTIVE COMMITTEE**

Heather Buzila	President
Breanne MacDonald	Treasurer
Anne Godlewski	Director, Branches and Twigs
Błażej Szpakowicz	Director, Training and Development
Kaitlin Littlechild	Director, Publications
Arija Berzitis	Director, Professional Standards
Leah Morigan	Director, Volunteer Relations

**OTHERS**

Natasha Bood	Executive Director
Nicole Watkins Campbell	Volunteer Recording Secretary
Gael Spivak	

**REGRETS**

Marcia Luke	Secretary
Suzanne Bowness	Director, Communications
Maria Frank	Vice-President

**1. Call to order**

Heather Buzila called the meeting to order at 2:07 p.m.

**2. Approval of agenda**

MOVED BY Błażej Szpakowicz  
SECONDED BY Leah Morigan

that NEC approve the agenda.

Carried

**3. SQRP/Editors Canada Francophone services**

MOVED BY Heather Buzila  
SECONDED BY Kaitlin Littlechild

that NEC give Gael Spivak voice in the meeting.

Carried

Gael Spivak joined the meeting to discuss the governance implications of Editors Canada no longer offering services to francophone editors (partnered with SQRP so that they can provide services to francophone editors).

Editors Canada has a partnership agreement with an umbrella organization of French-language professionals. In French-speaking Canada, translators, not editors, are considered the top language professionals, and they use different standards from editors.

If Editors Canada were to stop providing services to francophone editors, the membership would have to vote on a motion at an AGM. NEC would have to consult extensively with members. The change would cost the association members. Bilingual editors have said they prefer to belong to a bilingual association rather than unilingual organizations.

Natasha Bood said it will be the end of April before Editors Canada learns if it gets a 2022 federal grant on Agrément.

If the francophone editors move to SQRP, the impact on Editors Canada's offerings would depend on how many volunteers we had left. Only a small number of editors would likely move, but if some of them are key volunteers, it would be hard to say how Editors Canada would serve other francophone editors remaining in the association.

#### **4. Budget update**

The Executive Director reported that the accountants are preparing to audit Editors Canada's books on Monday. This will be the association's first year with all branches included in the financial statements. Initial results show the association having a healthy surplus. There has been a good increase in memberships, especially in two-year memberships and the conference did better financially than anticipated. Government support also helped.

First quarter results will soon be available. Much of the work during this quarter has been to prepare for tax payments and end-of-year auditing.

#### **5. Review of outstanding action items from previous meetings**

The one action item from the previous meeting was the strategic plan: Heather Buzila met with Gael Spivak and learned that holding a strategic planning meeting is less expensive than previously thought. Heather Buzila will look into it in September.

A governance item on list of on-hold items is a governance flow chart that could be a quick-look guide for branches and twigs and NEC to remind everyone of the reporting lines. Does NEC want to create a governance chart separate from an organization chart?

The organization chart on the website shows committees and task forces and who they report to and who in the national office supports them. This would outline roles and reporting relationships. It might fit in the branch and twig toolkits.

##### **Action**

*Heather Buzila to look into making the governance chart a contact chart; Heather Buzila to ask Gael Spivak for more information on the original idea.*

#### **6. Editors British Columbia (Liz Warwick)**

## 7. Break

## 8. Update on ongoing projects

### a. Publishing committee

The committee is working on the Editing Like a Pro structural book. It has new volunteers. The diversity handbook is in progress.

### b. Insurance task force

The task force has hit a small issue: The association can't offer professional liability insurance to Quebec members. Heather Buzila spoke to Sylvie Collin who thinks pursuing this is a good idea. A francophone member may be joining in the new NEC, and they could look into insurance in Quebec. In the past year, two Editors Canada members in Quebec have purchased professional liability insurance.

### c. Member services/Volunteer management committees

The task force has a new chair: Lenore Heitkamp. Once she is in place, she can begin working on a chat channel for members. The *CP Style* guide discount offering is for a minimum number of users, not for individual members. Editors Canada-wide access to caps and spelling would cost \$6400. It should be part of the budget discussion. The subscription to the OED will have to also be part of the 2023 budget discussion.

Volunteer Connect updates are now working well. The committee is considering having Sylvie Collin at a Volunteer Management committee meeting. Heather Buzila found several volunteers from the Volunteer Connect spreadsheet.

### d. Certification

The Certification Standards committee has found that their style guide for exam questions is different from the Editors Canada style. It might also be slightly out of date. The committee uses a serial comma in exam questions (contrary to the latest *CP Style*). A committee volunteer will look through the CSC style guide to see if there are any other discrepancies from Editors Canada style. Directors expressed concern about how inconsistency could affect exam takers. Exam takers can follow any style guide they choose.

#### **Action**

*Arija Berzitis to have the Certification Steering committee contact Michelle Ou about consistency between their internal style guide and Editing Canadian English.*

### e. Standards committee

The Standards Committee chair (Berna Ozunal) hopes to take rough notes from this year's committee meetings and put them into an order and language that can be easily understood and then sent to Gail Spivak, who has agreed on a rewrite with plain language in mind on each of Professional Editorial Standards that include Fundamentals of Editing, Structural Editing, Stylistic

Editing, and Copy Editing. We are not at the point of having rough notes yet on Proofreading, which should be covered at our May meeting.

#### **f. Webinars/Training and development committee**

Progress is ongoing. Webinars are proceeding with only very minor issues or concerns. A question has arisen about giving students reduced pricing for francophone webinars, especially for webinars about basic skills.

This might affect contracts for webinar presenters, some of which are five years. Some of the francophone webinars have been really popular; others have been a challenge to sell.

#### **g. Career Builder committee**

No update.

#### **h. Student relations committee**

The committee has seen some turnover. A committee member has agreed to temporarily chair until the end of June and a new volunteer can be recruited.

#### **i. Website task force**

The task force is still adding content to word documents for the new site. A website survey has gone to members and non-members. This is the beginning of a needs assessment and required for a request for proposals for a new developer.

#### **j. Mentorship committee**

The committee has a tentative volunteer to join the committee

### **9. Member communication options (Appendix C)**

At last meeting Natasha Bood asked Michelle Ou to compare three platforms for communication among members: Google Groups, Slack and Discord. Her resulting spreadsheet is linked in the agenda. Google Groups would be free. Slack is free with limited features. Discord is free.

Slack and Discord concerns: harder to moderate comments. These platforms might require more intensive moderation. Anyone wanting to use either platform also use apps on a user's phone, although both offer website versions. With Discord, it would be harder to monitor for direct messages sent to individual members.

Google Groups will be easiest to moderate and use and it's free. Allows organizations to set up a number of groups. Members would have to opt into a group. One branch leader asked if a discussion group that included non-members could be set up.

MOVED BY Heather Buzila  
SECONDED BY Anne Godlewski

that Editors Canada use Google Groups as a new member communication platform to replace the now-defunct email listserv.

Carried, unanimous (8 in favour)

One director spoke in favour of Google Groups based on use of Discord for gaming chats. Only Google users can use Google Groups, a possible benefit of using Slack or Discord (to avoid Google products). Would this be an issue for members? Users wouldn't need a Gmail address, just to sign up for Google Groups, which users have to do on any of these platforms.

Leah Morrigan to ask committees if they would like to use Google Groups instead. This will be an official communications platform for members.

## **10. Discount on two-year memberships (Appendix D)**

This was an action item that had been put on hold but is still a relevant idea. Now, members who renew for two years save 5 per cent on the second year. The proposal is to reduce the second year's membership fee by 10 per cent to increase the number of people renewing. Every year, the number of two-year memberships is growing even without increasing the discount. There is a small cost to the organization in administering this discount. The benefit to the organization of offering a discount is that it increases cash flow for the organization. The benefit is not as important right now. It might make more sense to have the additional money from a smaller membership fee reduction. As a member benefit, it already serves members reasonably well.

This idea is to be removed from the action items for now. It can be reraised at any time.

## **11. Implementing the equity, diversity, and inclusion (EDI) task force recommendations**

### **a. Implementation spreadsheet updates**

## **12. Branches and twigs**

Editors Edmonton's chair has stepped down. The twig needs a new chair. Editors Hamilton-Halton has two members who have expressed interest in chairing the twig. Editors Kingston may also have two new chairs after their AGM.

Would it be possible to thank volunteers for service without paying them? Some branches and twigs buy gift cards for chairs who are leaving. They have control over their budgets. Bylaws prevent paying for volunteer service in any way. We have national awards for outstanding volunteer service. Even gift cards from national office to all branches and twigs would become too expensive very quickly. Twigs would have less latitude to reward volunteers because they have smaller budgets, but they do have their own budgets. They may not be aware of how much latitude they have to decide how to spend their budgets. Editors Canada is heavily run by volunteers, so if we have so much



work that it is too much for volunteers, perhaps it's time to consider hiring people to do projects or roles. In a virtual world, do we need so many branches and twigs? Would that prevent duplication of effort among volunteers? We might need to think about how well we do that.

### **13. Conference**

Conference planning continues. There is room for six more speakers for the conference. The conference committee still needs a second keynote speaker. People are registering; there should be a big wave at the end of April. The schedule should be up before then.

At the next meeting, NEC will discuss venue for 2023 conference.

### **14. Next meeting**

- a. **May 15, 2022, 2:00 pm to 5:00 pm EDT**
- b. **Q2 reports will be due at the June 26 meeting**

### **15. 2022 AGM date**

The 2022 annual general meeting will take place Saturday, June 18, 3:30 pm to 5:30 pm EDT. The president, VP, treasurer, secretary, and recording secretary need to be at the meeting. Directors are encouraged but do not need to be at the annual general meeting.

### **16. Adjournment**

MOVED BY Błażej Szpakowicz  
SECONDED BY Leah Morrigan

that the meeting be adjourned.

Carried

# Appendix A –Agenda

Sunday, April 3, 2022

2:00 pm to 5:00 pm EDT

1. Call to order
2. Approval of agenda
3. SQRP/Editors Canada Francophone services (Gael Spivak)
4. Budget update
5. Review of outstanding action items from previous meetings
6. BC branch (Liz Warwick)
7. Break
8. Update on ongoing projects
  - a. Publishing committee
  - b. Insurance task force
  - c. Member services/Volunteer management committees
  - d. Certification
  - e. Standards committee
  - f. Webinars/Training and development committee
  - g. Career Builder committee
  - h. Student relations committee
  - i. Website task force
  - j. MarComm committee
  - k. Mentorship committee
9. Member communication options
10. Discount on two-year memberships
11. Implementing the equity, diversity, and inclusion (EDI) task force recommendations
  - a. Implementation spreadsheet

12. Branches and twigs

13. Conference

14. Next meeting

- a. May 15, 2022, 2:00 pm to 5:00 pm EDT
- b. Q2 reports will be due at the June 26 meeting

15. AGM will be Saturday, June 18, 3:30 pm to 5:30 pm EDT

16. Adjournment

## Appendix B – Member Communication Options

### Editors Canada Mailman (email list) alternatives

Platform	Cost	How it works	Pros	Cons
Google Groups	<ul style="list-style-type: none"> <li>Free; included with Google Workspace for Nonprofits</li> </ul>	<ul style="list-style-type: none"> <li>Works like both an email list and a website forum</li> </ul>	<ul style="list-style-type: none"> <li>Unlimited subscribers</li> <li>Some tech support available from Google and CapitalTEK</li> <li>Email and website platforms; subscribed individuals can choose to receive emails, or they can participate via the group web page where conversations are threaded and archived</li> <li>Collaborative; can share Google calendars, documents, etc. (note: attachments were disabled for the member email lists)</li> </ul>	<ul style="list-style-type: none"> <li>Subscribers who use a non-Google account will not be able to use the website platform (must be logged in to Google to see it)</li> <li>Will need to build a tracking system (e.g., in Google) so we know what email address members are using to sign up, so the national office staff can unsubscribe members when they lapse (true of every platform)</li> <li>Some people have concerns about Google and privacy</li> </ul>
Slack	<ul style="list-style-type: none"> <li>Free (limited) version</li> </ul> <p>Non-profit discounts:</p> <ul style="list-style-type: none"> <li>Pro version is available for free for up to 250 members</li> <li>85% discount for organizations with &gt; 250 members</li> </ul>	<ul style="list-style-type: none"> <li>Available as desktop and phone apps and via website</li> <li>Works like a chat room, enabling teams to communicate in groups or in private one-on-one conversations</li> </ul>	<ul style="list-style-type: none"> <li>Free version displays the most recent 10,000 messages and limits the number of third-party apps that can be integrated</li> <li>Pro version displays unlimited messages</li> <li>Collaborative; can share documents, etc. (note: attachments were disabled for the member email lists)</li> <li>Free version comes with 5 GB of file storage per user</li> </ul>	<ul style="list-style-type: none"> <li>Unless you use Slack only through the website, you'll have to install an app on your phone or computer to use it</li> <li>Communication with guest account users not available to free Slack users; must have pro Slack plan to get this feature</li> <li>Slack free plan will store a total of 10,000 most recent messages exchanged by entire team. It may sound</li> </ul>

	<ul style="list-style-type: none"> <li>• Pro price (before discounts) starts at US \$6.67 per person, per month</li> </ul>	<ul style="list-style-type: none"> <li>• Slack and Discord are similar. In addition to the pros and cons, Style</li> </ul>	<ul style="list-style-type: none"> <li>• Pro version 10 GB file storage</li> <li>• Pro version comes with some tech support</li> <li>• Real-time collaboration: individual team members are notified right away when they receive a message—whether it’s a private one-on-one message or a group message—so they can respond right away</li> <li>• Some committees are already using personal Slack accounts for their work so they’re familiar with how it works</li> </ul>	<p>like a lot but could be it insufficient if committees start using it as well.</p> <ul style="list-style-type: none"> <li>• Conversation history is clunky</li> <li>• Possibly higher learning curve than Google Groups</li> <li>• Free version does not include tech support (i.e., this would become a national office responsibility)</li> <li>• Some people may find real-time collaboration and private messaging intrusive</li> <li>• Will need to build a tracking system (e.g., in Google) so we know what email address members are using to sign up, so the national office staff can unsubscribe members when they lapse (true of every platform)</li> </ul>
Discord	<ul style="list-style-type: none"> <li>• Free</li> </ul>	<ul style="list-style-type: none"> <li>• Available as desktop and phone apps and via website</li> <li>• Works as a chat room, instant messaging and VOIP/video platform</li> <li>• Slack and Discord are similar. In</li> </ul>	<ul style="list-style-type: none"> <li>• Some people probably use this in their personal lives and are already familiar with it as Discord is primarily a gaming instant messaging platform</li> </ul>	<ul style="list-style-type: none"> <li>• Unless you use Discord only through the website, you’ll have to install an app on your phone or computer to use it</li> <li>• Possibly higher learning curve than Google Groups</li> <li>• Same as Slack: no tech support, people might find the instant messaging intrusive</li> </ul>

		addition to the pros and cons, <a href="#">check out this website</a> .		<ul style="list-style-type: none"><li>• There is also a large voice and video call component that might not be possible to disable</li><li>• We would have very little control over Discord. For example, we would struggle to access DMs if one member was harassing another. Discord is closer to being a public website.</li><li>• Will need to build a tracking system (e.g., in Google) so we know what email address members are using to sign up, so the national office staff can unsubscribe members when they lapse (true of every platform)</li></ul>
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# Appendix C – Two-year Memberships

## **Discussion on 10% discount on two-year memberships from 2019 Q1 meeting**

Multiple-year membership fee discount

A two-year discount of 5% is not particularly enticing. Could that be increased to 10%?

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

- Credit cards take a transaction fee of 1.5 – 2.5%, so some savings could be recouped.
- A larger percentage is more noticeable and easier to market.
- For people who can't renew because they can't afford to pay for multiple years, 10% may not make any difference.
- Will people who just renewed at 5% be upset at not getting a better discount?
- Does the organization need to give three months' notice? No, as it is a discount and not a fee change.
- This would give a discount to members who will renew regardless.
- Focusing on providing more effective services may have better results of member retention than reducing fees.
- This idea is but one of many that may help; the organization needs to come in different ways to different people who have different motivations.

## Appendix D – Action Items

Action Items 2021-2022	Category	Person(s) Responsible	Previous Status (if applicable)	Current Status	Last Updated (date)
Gael Spivak and Natasha Bood 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).	Current	Heather Buzila		Discuss at April 2022 meeting	April 6, 2022
NEC to review the idea of a 10% discount for a two-year renewal after reviewing the relevant discussion in minutes of 2019 Q1, March.	Current	Heather Buzila		In progress; to discuss at April 2022 meeting	April 6, 2022
The Editor's Weekly: More research about payment for blog posts. Sue to get back to Lucy about or past discussion from February meeting and get more details on what the ask is.  After AGM a new EDI advisor will be starting, and we could possibly ask her to write for the blog. (Amber from the EDI task force).	Current	Suzanne Bowness			April 6, 2022
Certification: Option of offering one exam in 2022. Lower number of candidates registering. Non-issue now for this year. Our discussion from February meeting	Done	Natasha Bood		Done - there will be 2 exams in 2022	March 30, 2022



<p>was shared with them. The procedure says they will have one or more.</p> <p>Natasha to share the policy of one or more.</p>					
<p>Discussion held about the List Moderation Position and whether to fill it as we do not currently have a list serve to moderate. Natasha will ask Michelle to research options and bring back to NEC for decision. (Slack and Google Groups).</p> <p>List Moderation Position: Need to have someone to review the posts and keep an eye on any issues, or inappropriate discussions. May want to wait until we decide on what platform before we make an appointment.</p>	Done	Natasha Bood, Michelle Ou		Done - options were sent to NEC for decision	March 30, 2022
<p>For Suzanne Bowness to contact Sylvie Collin for list of terms for blog post tags. April 25, 2021</p>	Done	Suzanne Bowness		Done	
<p>Hamilton/Halton: Report they are struggling to find new executive members for next year. Are they aware they need 2 coordinators? They usually have a full branch executive.</p>	Done	Anne Godlewski		Done. For the record: The Hamilton-Halton twig raised this concern in their Q3 report (Sept 2021), not in the Q1. I believe this was a side question that came up related	April 6, 2022

Anne: will get in touch with them.				to the discussion regarding the question raised by the SK branch (action item #1).	
Heather Buzila and Marcia Allyn Luke to review on-hold action items to remove old items. Nov. 21, 2021	Done	Heather Buzila, Marcia Allyn Luke		Done	
Heather Buzila and Natasha Bood to look into another Heritage Canada grant for the agrément program. Need to start this work by September or October. April 25, 2021	Done	Heather Buzila		DONE	
Heather Buzila to ask incoming secretary to let Mentorship committee know that they can use Volunteer Connect documents and advertise for volunteers in enews and on the members-only Facebook page. In general, the committee chairs find volunteers for committees. June 27, 2021	Done	Heather Buzila Marcia Allyn Luke		DONE	
Heather Buzila to look into Certification policy and process to see if who audits exam marks is listed and who has to vote on changing it. Sept. 19, 2021	Done	Heather Buzila		DONE	
Heather Buzila to look into past NEC minutes about student critiques of ELAP and to connect with Arija Berzitis about what she found. Sept. 19, 2021	Done	Heather Buzila		DONE	

Heather Buzila to talk with incoming secretary to talk about ways to support the Mentorship Committee. June 27, 2021	Done	Heather Buzila Marcia Allyn Luke		DONE	
Heather Buzila to talk with Michelle Ou about communications about the difference between ELAP and text preparation guides. Sept. 19, 2021	Done	Heather Buzila		DONE	
Heather to talk to Sylvie about insurance options for Quebec members, reviving current task force or establishing new task force of Francophone members.	Done	Heather Buzila		Done. One of the new directors for 2022-2024 is Francophone, and Sylvie suggested we wait and ask her to look into this.	April 6, 2022
Marcia Allyn Luke 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 consistent (members/student affiliates) - find proposal from Carolyn Brown, examine it to see if changes necessary, and if so, bring a recommendation for changes to the NEC for review.	Done	Marcia Allyn Luke		DONE	
Natasha Bood to talk about possible Heritage Canada grant	Done	Natasha Bood		DONE	

applications for May. Jan. 17, 2021					
New French Editing Association: for the time being that we don't do anything, remain status quo.  Heather will write a letter to SQRP to thank them for letting us know and reminding them of our partnership agreement. Invite Gail to attend the April meeting and provide more information.	Done	Heather Buzila		Done	April 6, 2022
Saskatchewan numbers are below what constitutes a branch, will they require to transition to a twig and what would that look like? Heather will look back to March 2020 minutes and get back to Anne.  Unclear if minimum is only for forming branch/twig or if there is a minimum number required to remain a branch/twig.	Done	Heather Buzila, Anne Godlewski		Done	April 6, 2022
Standards Committee: One test is set at 80% for passing and one is at 60%. Is it standard for one to be set so low?  Arija to bring forward concerns to the committee.	Done	Arija Berzitis		Done	April 6, 2022
Michelle Waitzman to talk to Breanne MacDonald	On Hold	Michelle Waitzman		On hold until 2021 conference. Not being	

(conference chair) and Heather Ross to discuss including membership fees at the conference.		Heather Ross		pursued this year. Heather R investigating several options.	
Heather Buzila to continue work on the project to index NEC and AGM minutes. June 27, 2021	Past	Heather Buzila	Index still in progress(?)	In progress. Indexer working on it.	
Heather Buzila to look at how to develop a new strategic plan. June 27, 2021	Past	Heather Buzila	In progress	In progress; I've met with Gael Spivak and have a plan to begin working on this in September.	March 29, 2022
Natasha Bood to find someone to sublet the Editors Canada office space in Toronto. June 27, 2021	Past	Natasha Bood	In progress Leah helped connect me to a broker. It's too small of a space for him to be interested in taking on as a listing, but he is going to connect me with a couple of less established brokers who might be interested. I've followed up a couple of times, but they haven't gotten back to me. In progress - working to create an ad to try to sublet the space without a broker.	The space has been listed on spacelist (an office rental site). We haven't had any inquiries about the space as of yet.	March 20, 2022
Suzanne Bowness to look at existing crisis comms guidance and assess and revitalize it, working with Michelle Ou. April 25, 2021	Past	Suzanne Bowness	In progress	In progress	

## Appendix E - Online Motions

Motion:	Background:	Date Passed:	Vote:
<p>MOVED BY Heather Buzila</p> <p>SECONDED BY Anne Godlewski</p> <p>that we appoint S. Robin Larin as chair of the student relations committee.</p>	<p>Becky Noelle has had to step down as chair of the committee effective immediately due to an urgent family situation. Robin has agreed to chair the committee until a new chair begins after the AGM.</p>	<p>March 20, 2022</p>	<p>Passed</p> <p>10 in favour</p>
<p>MOVED BY Leah Morigan</p> <p>SECONDED BY Heather Buzila</p> <p>that we appoint Lenore Hietkamp as the new member services chair.</p>	<p>I have found an excellent candidate for the volunteer services committee chair. Lenore Hietkamp, co-facilitator of the Editor's Vine and long-time editor, would like to step up for the job. She has my full support.</p>	<p>March 20, 2022</p>	<p>Passed</p> <p>10 in favour</p>
<p>MOVED BY Heather Buzila</p> <p>SECONDED BY Anne Godlewski</p> <p>that we approve the attached position description for the managing editor of the Editors' Weekly blog.</p>	<p>The 2022 nominations committee realized there was no official position description for the blog editor while they were trying to recruit for the position. The attached description is a summary of a more detailed operational document provided by the current blog editor.</p>	<p>March 25, 2022</p>	<p>Passed</p> <p>8 in favour</p>
<p>MOVED BY Maria Frank</p> <p>SECONDED BY Heather Buzila</p> <p>To change the stated requirements for the Claudette Upton Scholarship application as follows:</p> <p>Original: Application packages must</p>	<p>We have had a couple of applicants ask this year whether they could apply for this scholarship using a reference letter from their mentor rather than from one of their course instructors. The rationale given in both cases was that their mentors are more familiar with their work and could give a</p>	<p>April 1, 2022</p>	<p>Passed</p> <p>7 in favour</p>

<p>include the following documentation:</p> <ul style="list-style-type: none"> <li>• a reference letter from an instructor in the applicant's course or program</li> <li>• a resumé (two pages maximum) describing the applicant's education and work history</li> <li>• a 300-word statement in response to a topic determined each year by the coordinating committee</li> </ul> <p>Revised:</p> <p>Application packages must include the following documentation:</p> <ul style="list-style-type: none"> <li>• a reference letter from an instructor in the applicant's course or program, or from a professional mentor</li> <li>• a resumé (two pages maximum) describing the applicant's education and work history</li> <li>• a 300-word statement in response to a topic determined each year by the coordinating committee</li> </ul>	<p>more accurate reference than their instructors could. We've been handling these requests on a case-by-case basis, but a change in wording might remove ambiguity for future applicants. This change has been approved by the awards coordinator and the senior communications manager.</p>		
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