

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

**National Executive Council
Meeting Minutes**



**EDITORS
RÉVISEURS
CANADA**

October 22, 2022

Zoom

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PRESENT:

NATIONAL EXECUTIVE COMMITTEE

Maria Frank	President
Heather Buzila	Past President
Mina Holie	Secretary
Ellen Keeble	Director, Branches and Twigs
Suzanne Aubin	Director, Member Recruitment and Retention
Arija Berzitis	Director, Professional Standards
Kaitlin Littlechild	Director, Publications
Błażej Szpakowicz	Director, Training and Development
Leah Morrigan	Director, Volunteer Relations

OTHERS

Natasha Bood	Executive Director
Lori Perrie	Recording Secretary
Caitlin Stewart	Training and Development Manager
Maureen McGuigan	Branch Chair, Editors British Columbia

REGRETS:

Marcia Allyn Luke	Vice-President
Tara Avery	Treasurer

1. Call to Order

Maria Frank called the meeting to order at 1:01 p.m. EDT.

2. Land Acknowledgement

3. Approval of Agenda

MOVED BY Suzanne Aubin

SECONDED BY Ellen Keeble

that the NEC approves the agenda.

Carried

4. Budget Update

Natasha reports that there are no updated numbers for this meeting and that things are going along as they should. There will be a draft budget prepared by Tara for next year. We are still working on getting Maria and Tara officially added to the bank's signing authority.

a. Motion to move the Saskatchewan Branch funds to operating reserves

The Saskatchewan branch has closed as of the AGM last year. The bookkeepers are wondering where their accumulated funds should go. The general idea is that they could go to the operating reserves, i.e. rainy day funds. Funds amount to about \$16,000.

MOVED BY Błażej Szpakowicz

SECONDED BY Arija Berzitis

that the NEC approves the transfer of remaining funds from Editors Saskatchewan to the Editors Canada operating funds.

Carried

5. Review of Outstanding Action Items from Previous Meetings

- Item number 8 has been completed.
- Item number 4, update on EC marketing video and guidebooks, was last updated July 5.
 - Maria shares that Kristain let Heather and Maria know that she will be stepping down as Director of Marketing and Communications.
 - On Monday, Heather will start trying to recruit a replacement using the VolunteerConnect spreadsheet and the members only Facebook group; she will ask the office to send out a call for volunteers.
 - Item number 7, Editor's Weekly, is also on hold for the short term.
- Item number 9
 - Suzanne received a file from Heather and will need to look at the information received for the creation of a task force.
 - Heather's name can be kept on the item, as she will be available to help Suzanne if she needs it.

6. Editors British Columbia

(Proceed to 8. Update on Ongoing Projects due to the meeting running early; returned to the agenda at 1:34 p.m.)

MOVED BY Maria Frank

SECONDED BY Błażej Szpakowicz

that the NEC approves giving Maureen McGuigan a voice at the meeting.

Carried

The Editors BC member services chair had to step down at the end of last week. This situation brought up the issue of appointing a chair midyear. Upon review of the Volunteer Handbook, the

nomination policies and procedures, and the Branches and Twigs Toolkits, there is lack of clear direction on what needs to happen to make the appointment official for Branches and Twigs as the language in the bylaws and procedures refer to the NEC and national committees. There are also references to quorum under the current nominations procedures, which are specific to AGM voting. The question of quorum arose because there are co-chairs in many branches and twigs, so if a quorum is necessary to appoint someone to the position, would votes be counted per position or per member.

Heather responds that, in the absence of anything specific in the Branches and Twig procedures, they can treat it like they would on the NEC if they need to replace a director; once a new director is found, there would be a majority vote in the NEC to appoint them until a vote at the next AGM. If there are co-chairs, give one vote per person (not per position). Heather suggests that Ellen discuss with the branches and twigs chairs about their current policies and develop a procedure, which will need to be voted on by members at the next AGM.

Ellen asks for clarification about the issue of quorum. Regarding the vacancy of a director position, Heather mentions in looking at the by-law that a quorum of directors may fill that vacancy by spreading the vacant position's duties. Heather also shares that, as long as the majority of the directors are present, that's the quorum for holding the NEC meetings. She agrees with Ellen that this information needs to be filled into the procedures.

Maureen shares that Editors BC referenced the nominating procedures for the AGM, and the branch voted on the appointment; Maureen will check to ensure that they had enough people voting. The volunteer coordinator will hold two positions until the 2023 AGM.

Maureen shares that a member recently questioned the procedure for maintaining certification. Maureen refers to the email sent by the member. Last summer (July 2021) the member had a conversation with someone (perhaps the NEC but not sure, according to Maureen) about credential maintenance but did not hear back with clear direction. Half of this member's credentials are from before the new procedure came into effect while the other half were achieved afterward. Maureen asks if she has to remember to pay the renewal and how she goes about maintaining that.

Heather responds that, for credentials achieved before 2010, the member does not have to follow the credential maintenance procedures and does not have to pay the fee or submit the chart. For the ones after 2010, she would have to follow fee payments and chart. Natasha directs Maureen to send her an email with the name of the member.

Maureen updates that Editors BC could not have a budgeting discussion at this month's exec meeting, as the treasurer was away. She also updates on the success of the Blue Pencil series through the Vancouver public library, where editors are paired up with writers for a 30-minute editorial review session of their work, which has been very successful. They are trying to expand the program to include other libraries or other regions, so the program is not just Vancouver centric, to increase visibility across the province. They currently have an energetic committee, and their calendar is maintained and up-to-date with programming.

Heather asks Maureen for an update on membership numbers. Maureen shares that they are steady but have been going down a bit, though not significantly. There was a bump in numbers

through the pandemic, and they are now going back down to pre-pandemic numbers. This is a trend within and outside of Editors Canada.

7. Break (5 minutes)

8. Update on Ongoing Projects

Include a brief overview of what your committee is currently working on as well as any other info you would like to discuss.

a. Publishing committee

The ELAP Structural Book has one exercise that is being reviewed and another one that has the feedback being incorporated. This is all estimated to be done sometime in December. We are looking at early in the New Year for copy edit, layout and design, hoping to be ready to go early in 2023. We will be looking for a certified copy editor to help with that phase.

In the New Year, they will be reviewing the status of other volumes and starting on next logical one.

The Diversity Handbook is now becoming web content instead because it is evergreen content that needs constant updating. It is currently being edited into a web content format by one of the subcommittee members. That project is nearing completion.

b. Francophone insurance

Suzanne received the document about creating a task force from Heather. She will review the document before the next meeting and will contact Heather with questions.

c. Member services/Volunteer management committees

The Member Services Committee is still finding its legs. There are a new forum monitor and a new member news coordinator.

The Volunteer Management Committee is still revamping the Editors Canada overview. This is one of the very first impressions on people, and it currently looks like a working copy. The revamp will make it all nice and shiny and make Editors Canada look competent. It will be available on the website.

VolunteerConnect continues to be a great tool for everyone and is working well. Leah reminds everyone to keep postings updated. Success continues with volunteer callouts, and Leah sitting at the callouts is an effective strategy.

The Committee is waiting for Sylvie's document around how to manage English and French committees for more inclusiveness.

Suzanne asks whether the Editors Canada overview is being updated for French as well. It will be once it is edited, branded and voted on by NEC. Then it will be sent for translation.

Heather shares that we will have to work with the new Forum Monitor to update the description of what the Forum Monitor does and the Forum rules. It will need to be voted on at the AGM because it is a national position. Heather or Michelle Ou can help, and it will need to be ready in the spring.

d. Certification

The question went out to the NEC about going down from two tests to one test per year; this was a feeler and not a definite decision. Feedback from the NEC was conveyed to the Certification Committee. Certification has put it in a parking lot and is not acting on it at this point. There will be two exams going forward next year, but if too few people register for a single exam, it may not run.

The other question is whether or not we can offer a discounted rate for early bird pricing of an exam. The dates for the early bird time window aren't definite yet. The committee is thinking May or June to start regular registration, and they are open to suggestions. The early bird pricing could potentially be offered a month or two before registration is closed.

Heather says it sounds like a good idea; there is also early bird pricing offered for conference. It needs to be considered if it works for the budget. The early bird price could be as is now, and there could be an increase for non-early bird pricing.

Natasha points out that reducing from two exams to one exam might not be worthwhile, as most of the volunteer hours are put in ahead of time anyway. Arija says they had been under the gun at one point, with lack of volunteers, but without Uxpertise, people feel a bit more relaxed. There are new members and committee volunteers, and therefore things have improved vastly from a couple of months ago, as far as that committee is concerned.

Heather mentions that there might need to be a revision of the certification procedures in the Policies & Procedures around early bird pricing. That one would be voted on by just the NEC.

e. Standards committee

After a lot of upheaval, Arija reports that a final document of the new standards will be sent to directors later today. This will be a raw first draft. Arija will send the draft to the NEC members first, and then it will go for further polishing. Also in consideration of sending it to Gael Spivak, it will go to the members for feedback.

f. Webinars/Training and development committee

The committee met on October 13 to discuss the upcoming 2022-2023 season and the Black Friday sale.

The deadline for webinar proposals was at the end of September. There were 12 proposals, which are enough to keep webinars going until May, plus there are a couple more webinars not among the proposals.

Caitlin Stewart is keeping the pipeline open for submissions because they are a little on the low side. If anyone comes up with any webinar ideas in the next few months, they can still be

submitted via the original call for proposals. Just let Caitlin know if there is something there for her to look at.

Current topics include: book series, editing with graphic content, and updated versions of basic marketing related webinars. They are unofficially expecting lower attendance and income from the webinars because of burnout from everything being online.

The Black Friday sale will be in about a month or so; it will likely be for one week ending on Cyber Monday. Settled on 50% discount across the board with a focus on promoting offerings that are on sale for the first time. They have previously focused on last chance sales on expiring webinars, but there are no more of those this year because of the switch from 3-year to 5-year contracts 3 years ago.

As far as the webinar about sensitivity to Francophones, Sylvie is not interested in turning her document into a webinar herself. If Suzanne or anyone else has any ideas about what to do in that area, ideas are welcome.

On the topic of captioning webinars, Caitlin said that the captioning software that was used on last year's conference is not significantly better or worse than the software used on this year's conference, which means that the only option is someone typing captions live, but this is cost prohibitive.

Webinar hosts are still needed. Caitlin does have the recipe for VolunteerConnect. She has just been very busy. She will hopefully be able to complete and send to Leah shortly.

g. Career builder committee

Heather updates that the committee is in the process of updating the Career Builder document. The request came because the editing essentials test was not included in the original document. There was a query sent to the office about where it would fit in this document. It's been updated in English and has been sent to be translated into French. Once both the documents are back, they will be uploaded to the website.

The committee is still working with Michelle Ou on their LinkedIn strategy.

Ellen asks whether there will be print on demand for any of the brochures, etc. or will they be available by website only. Heather doesn't know specifically about Career Builder. She's not sure there will be the ability to format for the web since they are formatted for a printed and folded brochure. This question falls under the Marketing and Communications committee. Heather believes that the Career Builder document is not one that is meant to be printed, and it is only online.

h. Student relations committee

Heather reports that the Student Relations committee held a social not too long ago through the student affiliate Facebook group. They also updated their list of external editing courses. They are also working on their engagement in the Facebook group.

Maria asks for the number of student affiliates. Heather does not have numbers; Natasha will look this up.

i. Website task force

No update.

j. Marketing and communications

i). Handbooks

No update.

k. Mentorship committee

Suzanne received information from Heather and will be taking care of a follow-up today.

l. Executive director

Caitlin has been working really hard on the conference; she is worried about where we usually are at this time of year vs. where we are actually at, but they are in a good place.

Natasha updates on the website task force in Tara's absence. They have been having regular meetings and are working on an RFP process to get that out. Though the website was supposed to be done in November, considering the RFP for designing the website has not gone out, we are likely looking at a couple more months.

There is a bit of a lull of new members coming through. We recognize that inflation is affecting people's ability to afford things, and they are having to cut back. It is interesting to see the decline after the uptick of members during the pandemic. This is something that we have to think about, though we did budget for a decrease, as it was expected.

Ellen asks if we have ever thought about a payment plan for membership or splitting up payments. Natasha replies that the service being used to take memberships can't split payments automatically, though it can be done on a case-by-case basis if people write in to individually request it.

Heather asks if Tara and Natasha will be doing the budget subcommittee again this year. Natasha will ask Tara to set that up.

Leah asks about Google Groups and an update. Natasha will check with Michelle.

9. Implementing the Equity, Diversity, and Inclusion (EDI) Task Force Recommendations

a. Implementation spreadsheet

Heather has made a motion to update the nominations procedures (#2 on the Online Motions spreadsheet). They are working on a few things, i.e. the handbook, webinars, and the website task force. They have lots of things on the go. No one has any updates to add or mention at this time. Heather is focusing on her own task to update the spreadsheet.

10. Branches and Twigs

Ellen sent a link to share the minutes from the All Chairs Branches and Twigs meetings; two were held, and there was good attendance.

Discussion at the All Chairs meeting included information for following stock photo and national branding guidelines, MailChimp, leveraging the Google Calendar of events to cross promote events and build awareness for prospective members, registration platforms for events and branch/twig programming options.

Branch and Twig Toolkits: The branches and twigs are reviewing the toolkits. So far, there were no major objections to merging them into one document. Feedback so far indicates the toolkits are one more piece of an overwhelming amount of information chairs received when onboarding for the role.

In one of the All Chairs meetings, one member suggested offering a more personal approach to onboarding in the event circumstances require the previous chair to resign quickly.

Heather shares that branches used to have twigs under them, i.e. parent branches, but that there was a strong sentiment that they didn't want that. Ellen says that it wasn't a desire to have a parent branch oversee the twig but to help with onboarding and making sense of all the information.

Google Group Creation: The Branch and Twig email was converted into a Google Group to facilitate people retrieving Zoom codes.

VolunteerConnect: Ellen raised VolunteerConnect as an option for sourcing volunteers while some chairs indicated they were more inclined to find volunteers through their own means. More discussion might be necessary to help chairs recognize the benefits of using this tool and delegate sourcing volunteers. Leah points out that there is a tab on the spreadsheet that allows chairs to look through volunteers who have already signed up.

Google Calendar: Ellen is sourcing best practices for filling out the Google Calendar with events. So far, the main guideline raised was to place the branch or twig name at the beginning of the event title.

Registration Platforms: Finding a platform that adjusts for varied provincial sales taxes and monitors in real time how registration is going is top of mind for some chairs. Chairs were interested in learning more about the pilot project with Findjoo as a registration platform that Editors Ottawa-Gatineau is undertaking.

Branch/Twig Programming Options: Some chairs were interested in booking speakers while others were looking for some low maintenance events that would still draw people in. Ideas shared included: skill sharing and book clubs meetings. Editors Quebec raised that having a theme is critical for drawing people in. Chairs highlighted past programs that did well including: conscious and inclusive editing, and sensitivity reading. Particular speakers were also mentioned.

During the programming discussions, people wondered if it is possible to have evergreen topics like taxes that multiple branches/twigs could host together. An alternative would be to invite for

everyone (from all branches and twigs) to attend. Ellen is looking into ways to share topics or cross-promote events across branches and twigs

11. Dictionary Project

In camera

MOVED BY Maria Frank
SECONDED BY Heather Buzila

that the NEC approves going in camera to discuss the dictionary project.

Carried

Out of camera

MOVED BY Maria Frank
SECONDED BY Heather Buzila

that the NEC approves going out of camera.

Carried

12. Strategic Plan

Heather thanks everyone for responding to the email about the strategic plan. We need to finalize what we are doing with the strategic plan: if we will be moving forward with a different director leading the project or if we're okay with putting the project off until next year.

Speaking with Gael Spivak, we might want to continue on this year with the project if we were struggling with direction, our committees didn't know what to work on, or we were needing to solidify goals and the direction we want to follow as an organization. Heather does not see this as an issue and did not get the sense that anyone else had a concern.

Heather checks in with Mina to see whether she wants to continue and lead the project right now, then it can continue ahead this year, and if not, the majority is okay with postponing. Mina agrees with the majority.

Heather gets consensus that people are okay with putting this off until next year. Natasha will tell Michelle that it's okay to send something to members through the e-news.

If the branches and twigs ask, Ellen can let them know that, due to unforeseen circumstances, we have decided to push the strategic plan off until next year and that they can continue to refer to the existing strategic plan if they need direction.

Heather will still be around to lead the project for another year. She will aim for early September 2023.

13. Conference

MOVED BY Maria Frank

SECONDED BY Suzanne Aubin

that the NEC approves giving Caitlin Stewart a voice at the meeting.

Carried

Caitlin has previously shared the conference proposal. The basics are:

- The conference will be in person in downtown Toronto, at a university, rather than at a hotel.
- It will be scaled down slightly to account for fear of travel and for the venue size.
- There will be videography.
- We cannot do a hybrid conference for a number of reasons.
- Based on the feedback from the survey, this is the best way to accommodate the most people possible.

Heather asks Caitlin if she thinks there will be a concern with the lower cap on numbers.

- It is possible, though 150 people is not unheard of for us. It's a little low for Toronto, but it's roughly the number for the Saskatoon conference.
- Natasha points out that sometimes having a smaller venue can lead to more demand, and selling it out earlier, which is helpful for the next year.

We will be offering the ability to buy the online session.

- There will be a dedicated videographer in the biggest room.
- The other two rooms will have static cameras.
- The quote for three people doing fulltime videography is not in budget.
- All recordings will be sold together as Conference 2.0 while another option is to sell individually as webinars, or perhaps both options will be available.
- The complete online package will not likely be the same price as the in-person conference.

Kaitlin points out that, given economic upheaval with cost of living, we should consider that in-person travel might be out of the range for a large number of people. It is possible that we won't get the numbers in person.

- Based on the survey, people have an appetite for attending in person. This is why Toronto was chosen, and the cap is limited to 150.
- While the conference location is a central hub for those living in Toronto, it is a stretch for most of Canada, concerned that it will end up being Toronto only without national reach.
- Natasha points out that in Toronto there is a huge international airport with direct flights from all over Canada.
- It is where most members live, and it is the location where it is easiest to fly direct.

The plan is that, instead of having the food catered, people can go out; Leah points out that it's a very convenient location as there are lots of places to eat nearby.

Maria asks how long to get the conference sessions online; the turnaround will be a week or two, some post-production work will be done.

Arija asks about the date, which will be either June 10-11 or June 17-18. It will likely be held on the 10th/11th (as it's not on Father's Day).

Heather mentions that the plan is that the cost of the conference is the same as previous years, even without having food involved. Because of increased cost of living, the overall cost is the same as in previous years when food was included. There will likely be upset people, and they might complain. If you hear any grumbling, let the NEC know but don't respond on your own, and just be aware.

- Natasha adds that this year will be hard no matter what we do - location, online or in person, with food, or no food, etc. We just need to make a decision and move forward and learn from it. The feedback is not personal; you can't make everyone happy.
- Caitlin has received pushback, one of which is that there are fewer sessions, due to difficulty in getting speakers to travel, as well. There are 5 or 6 things that we will get pushback on.

MOVED BY Heather Buzila

SECONDED BY Suzanne Aubin

that we approve the proposal and the budget submitted by Caitlin Stewart to the NEC.

Carried

For next year's conference, Heather wants to avoid a situation where we're scrambling for the chair at last minute for next year.

- Usually, the conference location alternates between the East and the West.
- How viable is Vancouver? Is the cost more expensive? Maybe Calgary?
- Caitlin suggests that ideas can be sent to branches who would put their names forward as potential locations.

Maria asks if Ellen can send something to branches and twigs to see if there is any interest in hosting.

- This would be for 2024.
- Natasha says that Michelle can prepare a document for Ellen to send out.
- Branch and twig involvement will create buy-in, which will help the volunteer process.

Caitlin points out that it's been a while since anything was done in Québec because that one was cancelled, i.e. Montréal or Québec City.

- Heather says that, at this point, there is no branch chair for Quebec and that this is a concern from a governance perspective.
- Suzanne said at last annual meeting for the Québec branch, when meeting ended, she was under the impression that there would be co-chairs - one is a new person along with another member. There are English/French co-chairs.
- Heather asks Ellen to follow up with Québec to see if they have made any progress, because they are currently not in compliance the Branch and Twig policies and procedures.

Błażej agrees that the proposal for the next conference is the best option to please as many people as possible overall.

Maria wonders if there will be partnership with hotel and airline discounts.

- Leah asks if anyone has looked into options for hotels and accommodations, Airbnb, etc.
- Heather says that part of the proposal is that people can decide where they want to stay, though it might be nice to have recommended hotels, i.e. the Bond Hotel, the Chelsea Hotel, and also the university that will rent housing during the summer.
- Would be a good idea to put together a brochure of recommendations.
- The conference not being at a hotel creates more flexibility for different budgets.

14. Next Meeting November 19, 2022

Maria will be sending out some proposed dates for the 2023 meetings. There is discussion of best meeting times. People work during weekdays and have various commitments on the weekends, etc.

Maria will send out a poll with proposed dates in early November.

Heather reminds us that reports will be due in next meeting.

15. Adjourn

MOVED BY Błażej Szpakowicz

SECONDED BY Leah Morrigan

that the meeting be adjourned.

Carried

Appendix A – Meeting Agenda

AGENDA / ORDRE DU JOUR
Editors' Association of Canada / Association canadienne des réviseurs
National executive council meeting (October 22, 2022)

Zoom link:

<https://us02web.zoom.us/j/86571533131?pwd=MmZWanRkbVNjUmFKM0NSb2VkZU1EUT09>

Meeting ID: 865 7153 3131

Attending:

- NEC members
- Natasha Bood, executive director
- Lori Perrie, volunteer recording secretary

NEC documents in [Google Drive](#)

Saturday, October 22, 2022
1:00 p.m. to 4:00 p.m. (EDT)

1. Call to order (1:00)
2. Land acknowledgment
3. Approval of agenda
4. Budget update (1:00 to 1:15) Tara and Natasha
 - a. Motion to move Saskatchewan Branch funds to operating reserves
5. Review of [outstanding action items](#) from previous meetings (1:15 to 1:30) Mina
6. Editors British Columbia (1:30 to 1:50)
7. Break (1:50 to 1:55)
8. Update on ongoing projects (1:55 to 2:30) (include a brief overview of what your committee is currently working on, as well as any other info you'd like to discuss)
 - (a) Publishing committee Kaitlin
 - (b) Francophone insurance Suzanne
 - (c) Member services/Volunteer management committees Leah

- (d) Certification **Arija**
 - (e) Standards committee **Arija**
 - (f) Webinars/Training and development committee **Blazej**
 - (g) Career Builder committee **Heather**
 - (h) Student relations committee **Heather**
 - (i) Website task force **Tara**
 - (j) MarComm committee **Kristain**
 - i. Handbooks
 - (k) Mentorship committee **Suzanne**
 - (l) Executive director **Natasha**
9. Implementing the equity, diversity, and inclusion (EDI) [task force recommendations \(2:30 to 2:50\)](#) **Heather**
 - a. [Implementation spreadsheet](#)
10. Branches and twigs **(2:50 to 3:00) Ellen**
11. Dictionary project **(3:00 to 3:30) Heather, Marcia, and Natasha**
12. Strategic plan **(3:30 to 3:50) Heather**
13. Conference **(3:50 to 4:00) Mina**
14. Next meeting November 19, 2022
15. Adjourn

Appendix B – Action Items

#	Action Items 2022/2023	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
1	Signing Officers: Determine signing officers for next year and vote on these for the executive as well as the branches and twigs. Anne to share names with Maria and Heather (or Anne's replacement). Heather and Natasha to remain signing officers for the executive. Natasha to look for the exact wording for the bank.	Done	Director of Branches and Twigs, Heather Buzila, Maria Frank, Natasha Bood	COMPLETE	Done	Sep. 7, 2022
2	Conference: Breanne is looking into venues for the hybrid conference for 2023, late May or early June and will report back on her research over the summer. Toronto or GTA area likely. Dates will be confirmed once venue is determined. Breanne will let us know how many PheedLoop credits we have and when they expire in case anyone can use them.	Done	Breanne MacDonald/ Conference committee	COMPLETE	Done	Sep. 9, 2022
3	Executive Transition: Reminder for all outgoing directors to pass along information, duties, budget requests for Q3 and tasks to incoming directors. Also check in with committees, branches, and twigs to see if anyone needs help recruiting volunteers and let the executive, Michelle for e-news and Leah know so we can help. All incoming directors should touch base with their committees in July and August. Vote on incoming executive by email.	Done	NEC Directors	COMPLETE	Done	Sep. 9, 2022
4	EC Marketing Videos and Guidebooks: All directors to review and pass along feedback. Sue to reach out to Michelle to see if we need an "excread" for the videos to make it official.	Current	NEC Directors		TBD as the director stepped down	Oct. 22, 2022

#	Action Items 2022/2023	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
5	AGM Registration: Heather to ask Michelle Ou to add more reminders for registration in advance of the AGM and a bounce back or automated message after registration closes.	Done	Heather Buzila, Michelle Ou	COMPLETE	Done	Sep. 9, 2022
6	Recording Secretary: Urgently looking for a recording secretary. Pass along any names to Marcia.	Done	NEC Directors	COMPLETE	Done	Sep. 11, 2022
7	The Editor's Weekly: Would like to increase BIPOC contributions to the blog and frequency of EDI topics. Maria to add to the EDI spreadsheet.	Current	Lucy, Beau, Director of MarComm, Maria Frank	Spreadsheets updated	TBD as the director stepped down	Oct. 22, 2022
8	Reports: Streamline the report templates and the report requests. Provide a populated template as an example. Make sure directors know they need to request budget in Q3, or they won't receive any. Anne started working on this.	Current	Heather Buzila	In progress; planning to be done well in advance of date that Q4 reports are requested	Done	Oct. 22, 2022
9	Heather to talk to Sylvie about insurance options for Quebec members, reviving current task force or establishing new task force of Francophone members.	Current	Heather Buzila	Heather has received insurance policies from two Quebec members as examples. She will remove the personal information to share with EC. FILES SHARED WITH SUZANNE AUBIN FOR RESEARCH	In progress; Suzanne received the info from Heather	Oct. 22, 2022
10	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). HB to ask GS for more info on the original idea.	On Hold	Heather Buzila	From April Meeting	Include in updated branch/twig toolkits?	Sep. 9, 2022

#	Action Items 2022/2023	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
11	<p>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.</p> <p>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).</p>	On Hold	Suzanne Bowness		Budget Meeting 2022	May 14, 2022
12	Michelle Waitzman to talk to Breanne MacDonald (conference chair) and Heather Ross to discuss including membership fees at the conference.	On Hold	Michelle Waitzman, Heather Ross		On hold until 2021 conference. Not being pursued this year. Heather investigating several options. To be discussed with Natasha & Breanne.	
14	Arija Berzitis to have committee contact Michelle Ou about consistency between style guides.	Past	Arija Berzitis, Michelle Ou	from April meeting	Different style guides can be used as long as branding of Editors Canada is the same.	May 14, 2022
15	<p>Certification: Option of offering one exam in 2022. Lower number of candidates registering. Non-issue now for this year. Our discussion from February meeting 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>	Past	Natasha Bood		Done	Sep. 9, 2022

#	Action Items 2022/2023	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
16	<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>	Past	Natasha Bood, Michelle Ou		Done	Sep. 9, 2022

Appendix C – Online Motions

Motion	Background	Opened	Closed	Moved By	Seconded By	Carried By	Abstain
To close the Editors Canada office to observe the National Day for Truth and Reconciliation	Editors Canada office staff do not currently have September 30 as a day off. In observance of the National Day for Truth and Reconciliation, the HR committee requests that the Editors Canada office be closed on this day going forward.	Sep. 21, 2022	Sep. 25, 2022	Maria Frank	Heather Buzila	11	0
To approve changes to the application period for the Claudette Upton Scholarship	Michelle Ou identified that there was an issue with the Claudette Upton Scholarship timeline. The Awards and Scholarship Procedures that govern the awards say that for the scholarship "Application instructions are issued by the national office to association members, postsecondary institutions and other appropriate individuals and organizations in September each calendar year." The awards team moved this to January a few years ago to better align with the other national awards. In the revised procedures documentation, "September" was simply removed to remedy the issue.	Sep. 28, 2022	Oct. 2, 2022	Marcia Allyn Luke	Suzanne Aubin	11	0
To formally approve Sue Bowness and Maylon Gardner as co-chairs of the 2023 Editors Canada conference		Oct. 14, 2022	Oct. 18, 2022	Heather Buzila	Kaitlin Littlechild	11	0
To approve the revised quarterly reporting templates		Oct. 16, 2022	Oct. 19, 2022	Heather Buzila	Kaitlin Littlechild	10	0