

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

**National Executive Council
Meeting Minutes**



**EDITORS
RÉVISEURS
CANADA**

February 26, 2023

Zoom

Contents

- 1. Call to Order 3
- 2. Land Acknowledgement..... 3
- 3. Approval of Agenda 3
- 4. Introductions 4
 - a. New Director of Marketing and Communications..... 4
 - b. Francophone adviser 4
- 5. Review of Outstanding Action Items from Previous Meetings..... 4
- 6. Editors Barrie..... 5
- 7. Budget Update 6
 - a. Twig funding..... 6
- 8. Break (5 minutes)..... 7
- 9. Update on Ongoing Projects..... 7
 - a. Publishing committee 7
 - b. Francophone insurance..... 7
 - c. Member services/Volunteer management committees 7
 - i). Chair communication..... 7
 - d. Certification..... 7
 - e. Standards committee..... 8
 - f. Webinars/Training and development committee..... 8
 - g. Career builder committee 8
 - h. Student relations committee..... 8
 - i. Nominations committee:..... 8
 - j. Website task force 8
 - k. Marketing and communications 9

i). Handbooks.....	9
l. Mentorship committee.....	9
m. Executive director	9
10. Implementing the Equity, Diversity and Inclusion (EDI) Task Force Recommendations	9
a. Implementation spreadsheet.....	9
11. Branches and Twigs	10
a. Branch and twig procedures	10
b. Branch and twig toolkits	10
12. Dictionary Project.....	10
13. Conference.....	10
a. 2024 conference	11
14. Next Meeting March 19, 2023	11
15. Adjournment.....	11
Appendix A – Meeting Agenda.....	12
Appendix B – Action Items	14
Appendix C – Online Motions.....	18

PRESENT:

NATIONAL EXECUTIVE COMMITTEE

Maria Frank	President
Heather Buzila	Past President
Tara Avery	Treasurer
Mina Holië	Secretary
Ellen Keeble	Director, Branches and Twigs
Ruth Pentinga	Director, Marketing and Communications
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
Badou Bousso	Francophone Adviser
Jacqui Woods-Powell	Editors Barrie
Adrienne Huston	Editors Barrie

REGRETS:

Marcia Allyn Luke	Vice-President
Lori Perrie	Recording Secretary

1. Call to Order

Maria Frank called the meeting to order at 2:02 p.m. EDT.

2. Land Acknowledgement

Maria Frank did the land acknowledgement.

3. Approval of Agenda

MOVED BY Maria Frank

SECONDED BY Ellen Keeble

that the NEC approves the agenda.

Carried

4. Introductions

a. New Director of Marketing and Communications

MOVED BY Heather Buzila
SECONDED BY Maria Frank

that the NEC approves to appoint Ruth Pentinga as the new Director of Marketing and Communications.

Carried

Ruth briefly introduced herself. She studied editing at George Brown College. She was in volunteer management for 18 years. She is an itinerant preacher with the United Church.

b. Francophone adviser

Suzanne introduced the newly nominated Francophone Adviser, Badou Bousso.

Badou lives in the Gatineau area. He has been involved in languages for 25 years. He works as a translator; he is a content coordinator, and in his work, he touches on translation and editing. He is also involved in knowledge management. He is the Francophone chair of the Editors Canada Ottawa-Gatineau branch.

5. Review of Outstanding Action Items from Previous Meetings

Mina led the discussion done on the five items below.

Item #5: ELAP Structural Book's designer for a fee increase (NEC is currently voting on) – Kaitlin was absent at this point in the meeting, so it was skipped and addressed later during her update.

Item #16: Webinar accessibility (live-captioning) – Sara Abdul is replacing Caitlin as the new Training and Development Manager and has been in the position for about a week and a half. She is still new to the organization, so there is no update.

Item #18: Updates on the 2024 conference – Ellen has not yet heard anything back from Editors BC or Editors Calgary. Tara confirmed that Editors BC is still interested in hosting. Ellen will follow up with Editors BC and let Heather know.

Item #19: Draft of combined Branch/Twig Toolkits – No update yet.

Item #22: Insurance options for Quebec members – Suzanne reached out to Lenore on the Member Services Committee, and she is waiting to hear back.

6. Editors Barrie

Ellen welcomed Jacqui Woods-Powell and Adrienne Huston from Editors Barrie.

MOVED BY Ellen Keeble

SECONDED BY Heather Buzila

that the NEC approves giving Jacqui and Adrienne a voice at the meeting.

Carried

Jacqui and Adrienne joined the meeting to talk about Editors Barrie and their strengths and weaknesses. Jacqui shared that they have a strong executive with five consistent members, but they are having trouble getting additional members participating. They provide a welcoming environment and encourage members to participate. They have regular, monthly meetings to discuss ongoing plans, new initiatives and how to engage their community. They had an author Ted Barris speaker session as part of his national book launch; a group of about 28-30 people attended. They have an upcoming online meeting with a local writer Crystal Fletcher. They are working as a small team to keep the twig going and keep things creative.

Adrienne shared that they publish their events on social media; they have a twig Facebook group. They also use Eventbrite. They have had several enquiries for editing services. Last year, they started a newsletter; it is kept simple and modeled after the national Editors Canada newsletter. Their link to the national calendar is popular and encourages members to look at what is happening with other branches and twigs. They also have a lending library of books for editors. Jacqui is also actively engaged in helping out with the conference in Toronto.

Jacqui shared that, due to its unique geographical location (Barrie and further North), they are very disparate in terms of location and specialisms. There is not a lot of opportunities to meet in person. There is an opportunity with online meetings, but they recognize that they need members to run online events. They are trying to work on a mentorship plan to connect with members who are part of the twig. They have seen a reduction in member numbers.

They are seeking the NEC's feedback on how they should work on the growth of Editors Barrie. Tara shared that Editors BC has similar issues. When events were in person, things were Vancouver-centred, but the branch is for the entire province. Now as more is available online, they are trying to transition. Suzanne shared that they have a similar situation in Quebec, i.e. not everything is Montreal-centred. There are many members in Quebec City; for example, in the pre-pandemic time, they were ramping up many activities, perhaps more than in Montreal.

Ellen shared that the geographical issue is coming up more and more amongst the branches and twigs; this needs to be a broader discussion.

Ruth shared that giving people the opportunity to be engaged with their executives might be appealing to new members considering joining.

Tara highlighted the Editors BC Blue Pencil program and suggests that Editor Barrie could try connecting with libraries and schools.

7. Budget Update

Natasha had a meeting with an auditor and the bookkeeper to bring everyone together. They are really happy with all of the changes made in the last two years with bookkeeping, which keeps up to date with current auditing standards. They are starting to look at technology as to how we are using it and making sure it is safe. The audit will be done at the end of March/early April.

Natasha had just received the first draft from the bookkeeper of the 2022 yearend. There are lots of things that need to be tweaked before being sent out. The update will be shared at the next meeting. There is another surplus this year.

a. Twig funding

Ellen, Natasha and Tara had a meeting and discussed various options for twig funding; they decided to allocate funding to each twig according to budget requests, rather than just doling out lump sums. The twigs are all sitting on sizeable sums of money, and it needs to be reiterated that the money is there for them to spend. Money will not be taken back at this point.

The policy and procedures about such financial activity are lacking and so in need of re-evaluation. This needs to be made official somehow, i.e. in branch and twig procedures or at least with a motion. There are some documents in the NEC's treasurer folder, which were updated in June 2022, but nothing seems to be voted on. A new system for funding twigs was put into place shortly before the COVID-19 pandemic and so needs to be reevaluated, as there has not been a "normal" year since, i.e. with in-person events. None of the information written in the treasurer's folder is in the financial procedures.

Natasha said that this documentation should be in the financial procedures, but also where the twigs can easily access it, i.e. a reference in the branch and twig procedures. Heather said the financial procedures can be voted on by the NEC, but the branch and twig procedures must go to the AGM. Ellen can add this to the document already prepared to be voted on at the AGM.

Tara talked about the importance of having documentation from the branches and twigs and setting a budget when they are requesting funds. There is far too much money sitting collectively in the branch and twig virtual accounts. Member dues are sitting in this pile of unused money, and that could be going toward services, etc.

Tara will write something up for the financial procedures, share with Ellen and Natasha, then send to the NEC for review.

Ellen said there seems to be a knowledge gap with what chairs believe they are able to do. They need some more information and support. People want to do things right, and not get it wrong. They are also concerned about having a shortfall, and again, this just seems to require some communication. They should know that national wants them to spend the money and that is what the money is for.

This can go on the agenda for March.

Kaitlin and Arija (via phone call) joined the meeting during this discussion.

8. Break (5 minutes)

9. Update on Ongoing Projects

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 said that, to move the ELAP structural editing forward, they need to redo the contract with the designer. It's in the final stage of work to finish it up.

The diversity content of the website needs a bit of work to move that forward. The work is ongoing.

b. Francophone insurance

Nothing to add to what was covered in the action items.

c. Member services/Volunteer management committees

The Volunteer Management Committee is delighted to have Suzanne sit in on the meetings for French representation. They would like a French voice on the Member Services Committee as well.

The overview of national positions is almost ready and is just waiting for the EDI Mandate. Michelle Ou and Błażej have been helping with the webinar about volunteering.

The Forum: finishing up some instructions and mandates and will be finalized by the first of March, and the Member Services Committee will likely help out with the testing.

i). Chair communication

Leah had a message about communication with chairs. She pointed out that chairs are client, i.e. member-facing people, meaning that we are the face of Editors Canada. She said that it's really important that we communicate with each other with respect. Communication with members and volunteers is extremely important. Please keep it professional and respectful.

Leah has emailed the NEC about how to ask for volunteers.

d. Certification

Arija said that there has been some defection of volunteers. The co-chair stepped into the chair position without any direction, and this has been resolved. They need a co-chair and two exam shepherds – Arija will come up with a blurb for Leah. A current volunteer will step up as publications manager.

After the last two exams – stylistic and copy editing – one of the candidates felt that the prep guides/practice tests were out of date. Heather says that these have been updated fairly

recently, and the pass/fail rate was typical. Arija suggested that, if the practice tests were last updated in 2018, maybe it is time to update them again. The committee will check the questions before the next exam.

Once they find a co-chair, they will make a motion. The remaining co-chair is based in Portugal.

e. Standards committee

Arija will send a document to Maria to go out to the NEC.

f. Webinars/Training and development committee

Błażej shared that the new Training and Development Manager Sara Abdul has been in place for about a week and a half and is still settling in. They will have a proper committee meeting within the next few weeks; after that, Błażej will be able to offer more updates about the plans for the committee and the webinar program, including the volunteer video that Leah discussed. They will also be looking at using the webinars platform as a way to promote Editors Canada and its benefits.

g. Career builder committee

The Marketing and Communications Committee sent Heather a draft of the LinkedIn proposal. This is a joint proposal with the Career Builder Committee. Heather was sharing it with the NEC the following day. The Marketing and Communications Committee might attend the March meeting.

h. Student relations committee

No update.

i. Nominations committee:

They are reaching out to people for volunteers. The NEC will continue as is for next year, along with the addition of Ruth. For those whose terms are ending in June, they will need to be up for re-election again, but this is just a formality. Including the conference chair, five other chair positions are needing volunteers.

Suzanne added that the volunteer who is stepping forward to be the chair in Quebec might not remain after the local AGM.

Kaitlin shared that the remaining chair of Publications is stepping down, and the committee will no longer have any members by the end of June. Heather will look for new co-chairs and use Leah's recipe for looking for new volunteers.

j. Website task force

The interviews with potential web developers are complete. They are down to the top two choices.

k. Marketing and communications

This was covered in the Career Builder Committee update.

i). Handbooks

l. Mentorship committee

Suzanne sent an email to the committee asking for an update, with a reminder for a report next month.

Francophone update: Badou agreed to be the Francophone Adviser, and Suzanne agreed to help; she will contact Michelle to organize a meeting with Leah, Nancy, Badou, and herself, possibly with Sylvie, as well. There was discussion of Badou being French representation on the Members Committee. This will be added to the March meeting's agenda.

m. Executive director

Sara started in the role of Training and Development Manager and is doing very well. Heather reached out to welcome her and to make sure she was updated on the conference.

Natasha had been focused on bringing Sara in and working on tax slips.

Michelle asked Natasha to remind everyone to please take their turns doing exec reads.

Natasha had been helping out the Certification Committee; it had been a busy week. The volunteer who had to step up as chair has done great work. The committee needs new members. They were in the middle of exams and would be matching the numbers with the candidates so that they could get it audited.

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

a. Implementation spreadsheet

Line 3: Heather verified that Ellen is sharing the Workplace Harassment Policy with the branches and twigs.

Line 9: Update on partnerships – Heather sent a reminder email to BIPOC of Publishing in Canada, which has not yet heard back. For the partnership with the Indigenous Editors Association (IEA), Heather wrote a draft, Natasha reviewed it, and Heather sent it to her contact at the IEA. It will go to their board for review.

Line 17: The committee suggested seeing about scholarships and bursaries for EDI training, and they were talking about reaching out to the Association of Canadian Publishers, because they have a bursary for publishing organizations to pursue EDI training.

Line 19: Heather verified that EDI related activities are being supported at the branch and twig levels.

Heather created a draft mandate for the EDI committee. It had been reviewed by Gael Spivak, and it had been sent to Amber Riaz for review and to speak with Heather and Maria. They will meet, and once the mandate is decided on, it will be sent to the NEC for comment. It will then be voted on.

11. Branches and Twigs

a. Branch and twig procedures

Next steps will be for Ellen to amend the document and then send it to everybody to make sure it's all okay for the AGM voting purpose.

b. Branch and twig toolkits

Ellen is working on the toolkits. The policy piece should be done soon. She will also work on an event planning guide, creating one-page templates for different types of events. She will get input from others during Branch and Twig meetings. Ellen hopes that, by working on these documents, she will be able to make sure that everyone has the same information and that it reduces confusion around events, budget and requests for funding (as discussed in the budget update 7a).

12. Dictionary Project

In camera

MOVED BY Heather Buzila
SECONDED BY Maria Frank

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

Carried

Out of camera

MOVED BY Heather Buzila
SECONDED BY Maria Frank

that the NEC approves going out of camera.

Carried

13. Conference

Registration for the conference was to open up the next day. They were in the process of contacting speakers whose proposals they accepted.

There is some text up on the landing page of the Editors Canada website and also on PheedLoop, which is what they will be using for the programming content and recorded sessions.

Both keynote speakers are in place.

Sara, new Training and Development Manager, was introduced to the conference committee.

The committee's discussion done in the past weeks is as follows:

- Booking process with TMU's coordinator and cost allocation
- Conference logo done
- Second keynote speaker confirmed – unsure if the contract has been signed (nothing in the 2023 conference folder).
- Opening date for the conference registration – Feb. 26

MOVED BY Maria Frank

SECONDED BY Kaitlin Littlechild

that Editors Canada enters into an agreement with the Association of Registered Graphic Designers as proposed by the Association of Registered Graphic Designers.

Carried

This vote will be done every year instead of entering a permanent agreement with us.

a. 2024 conference

No updates provided yet.

14. Next Meeting March 19, 2023

Suzanne raised the question about whether Badou should attend the NEC meetings. Heather and Maria say that he is welcome to attend meetings, but it is not required.

Heather mentioned that the NEC previously voted against the use of Slack as a means of formal communication.

15. Adjournment

MOVED BY Leah Morrigan

SECONDED BY Tara Avery

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 (February 26, 2023)

Zoom link:

<https://us02web.zoom.us/j/83845557111?pwd=NXNmTlZkMGtnejFJbllaLzdLNWZGUT09>

Meeting ID: 838 4555 7111

Attending:

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

NEC documents in [Google Drive](#)

Sunday, February 26, 2023

2:00 p.m. to 5:00 p.m. (ET)

1. Call to order (2:00)
2. Land acknowledgment
3. Approval of agenda
4. Introductions (2:05 to 2:15)
 - a. New director of marketing and communications
 - b. Francophone adviser
5. Review of [outstanding action items](#) from previous meetings (2:15 to 2:30) Mina
6. Editors Barrie (2:30 to 2:50)
7. Budget update (2:50 to 3:20) Tara and Natasha
 - a. Twig funding
8. Break (3:20 to 3:25)

9. Update on ongoing projects (3:25 to 4:05) (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**
 - i) Chair communication
 - 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) Nominations committee **Heather**
 - j) Website task force **Tara**
 - k) MarComm committee **Heather**
 - i. Handbooks
 - l) Mentorship committee **Suzanne**
 - m) Executive director **Natasha**
10. Implementing the equity, diversity, and inclusion (EDI) [task force recommendations](#) (4:05 to 4:20) **Heather**
 - (a) [Implementation spreadsheet](#)
11. Branches and twigs (4:20 to 4:40) **Ellen**
 - (a) Branch and twig procedures
 - (b) Branch and twig toolkits
12. Dictionary project (4:40 to 4:50)
13. Conference (4:50 to 5:00) **Mina and Heather**
 - (a) 2024 conference
14. Next meeting March 19, 2023
15. Adjourn

Appendix B – Action Items

#	Action Items 2022/2023	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
3	Accumulated surplus in twigs' virtual accounts: To discuss and vote on the new twig funding model (provide a certain amount each year and return unspent funds after two years) at AGM	Current	NEC Directors, Natasha Bood	To be put on the agenda for the next NEC meeting in February; Natasha and Tara will discuss in coming weeks.	Documentation needed; Tara to draft financial procedures, share with Ellen and Natasha, and distribute a copy to the NEC for review	Feb. 26, 2023
4	Branches and Twigs Procedures: Update to include new information to address the issue of quorum as pointed out by Editors British Columbia.	Current	Ellen Keeble	People have the deadline of Tuesday January 31, 2023 to get further feedback in, but otherwise we seem to have reached consensus.	Done; consensus reached. Ready to prepare for wording for national AGM vote	Feb. 26, 2023
5	ELAP Structural Book: Copyedit, design, and finalize by early 2023. Look for a certified copy editor who could help.	Current	Kaitlin Littlechild	Work in progress of resolving a way of producing a contract with designers	At the final stage; need to redo the contract with designers	Feb. 26, 2023
6	Description of the role and responsibilities of Forum Monitor: Update the description to be voted on at AGM as a national position.	Current	Heather Buzila, Michelle Ou, Leah Morigan	Michelle Ou continues work on this.	Drafts are being created and will be sent for NEC review prior to a motion being made for the AGM.	Feb. 24, 2023
7	Career Builder document: Upload both English and French versions to the website.	Current	Heather Buzila, Michelle Ou	Work in progress	Reminded the committee, and they are going to check in with the translation group.	Feb. 24, 2023

#	Action Items 2022/2023	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
8	LinkedIn: Work with Michelle on its strategy.	Current	Heather Buzila, Career Builder Committee, Michelle Ou	I haven't heard anything yet from the Career Builder Committee.	LinkedIn strategy doc will be sent to the NEC after the February meeting; the MarCom chair (who is working on this with the Career Builder Committee) may join the March meeting to discuss.	Feb. 24, 2023
11	Editors Québec: Ellen to follow up with them to see if there is any update (e.g. new branch chair, compliance with the Branch and Twig policies and procedures, etc.).	Current	Ellen Keeble	Sylvie expects to have someone lined up/confirmed within the week.	DONE David Breme joins as chair!	Feb. 6, 2023
12	Website: Launch the new EC website that includes a new web style guide (in English & French) to be shared and adopted as universal across the Editors Canada website. End of life for the current website is November.	Current	Website Taskforce, Tara Avery, Natasha Bood	RFP narrowed down to six; Natasha, Tara, and the taskforce will be interviewing the top three of the picks.	Interviews are done and task force should be coming to NEC with their recommended proposal and budget	Feb. 24, 2023
14	EC Member Forum: Currently in the testing phase, this new forum will be on its own platform in Google Groups. There will be a French option; it will be tested after the English version has been through the testing phase. This is to replace the old email list. Natasha to follow up with Michelle.	Current	Leah Morrigan, Natasha Bood	Michelle Ou continues work on this.	Michelle is aiming to finalize by March 1	Feb. 24, 2023
16	Webinars: Look for additional webinar hosts as well as a way of doing live-captioning for accessibility for people attending live.	Current	Błażej Szpakowicz, Training & Development Committee, Caitlin Stewart	This will have to wait till Caitlin's successor is in place. We're at least covered for hosts through the end of the 2022–23 season.	Sara as a new manager joined Editors Canada; to follow up with her	Feb. 26, 2023

#	Action Items 2022/2023	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
18	2024 Conference: Michelle to prepare a document so that Ellen can discuss it with local branches and twigs.	Current	Michelle Ou, Ellen Keeble	Still haven't heard back; wondering if I should press?	To follow up with Editors BC	Feb. 26, 2023
19	Branch/Twig Toolkits: Anne (former Director of Branches and Twigs) to look over the toolkits and add updates. Heather to assist Anne and get the office's feedback on things she has flagged to be updated. Ellen to work on rewording. To be ready for early next year.	Current	Anne Godlewski, Heather Buzila, Ellen Keeble	Expect to have a main draft of combined toolkits, items added/flagged to be pulled out/moved within the week/early next week for review	Same as previous status because I got mega sick and haven't touched this.	Feb. 26, 2023
20	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 "execread" for the videos to make it official.	Current	NEC Directors	TBD as the director stepped down		Oct. 22, 2022
21	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 MarCom, Maria Frank	TBD as the director stepped down		Oct. 22, 2022
22	Heather to talk to Sylvie about insurance options for Quebec members, reviving current task force or establishing new task force of Francophone members. Suzanne to look at the information received for the creation of a task force.	Current	Heather Buzila, Suzanne Aubin	No update yet		Jan. 29, 2023
24	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	Include in updated branch/twig toolkits?		Sep. 9, 2022

#	Action Items 2022/2023	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
25	<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
26	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	To be discussed with Natasha & Breanne. On hold until conference is more underway.		Sep. 11, 2022

Appendix C – Online Motions

Motion	Background	Opened	Closed	Moved By	Seconded By	Carried By	Abstain
To close the Editors Canada LinkedIn group	<p>**Note that this group is not the same as the Editors Canada LinkedIn company page, which will stay active.**</p> <p>Link to the group: https://www.linkedin.com/groups/1858228/</p> <p>This LinkedIn group has been more or less inactive for many years, with one post every month or two and very little engagement, even though the group has almost 3,000 members. The group is not limited to Editors Canada members, and the moderators only keep out spammers.</p> <p>Recently, one of the moderators decided that she doesn't want to moderate the group anymore, and the other two moderators, when contacted about it, don't remember ever agreeing to be moderators and no longer want to be moderators.</p> <p>The group functions in the same way as the Editors Canada Members-Only Facebook group, which does get a lot of engagement and posts, so we would not be depriving members of a communication venue by closing it. Along with the difficulty in finding volunteers generally, the recommendation has been made to close the LinkedIn group.</p>	Jan. 31, 2023	Feb. 3, 2023	Heather Buzila	Suzanne Aubin	10	0
To approve the 2022 October meeting minutes for posting on the website		Feb. 2, 2023	Feb. 6, 2023	Mina Holië	Suzanne Aubin	8	0

Motion	Background	Opened	Closed	Moved By	Seconded By	Carried By	Abstain
To change the external liaison committee into a national position called the external liaison	The external liaison committee has not functioned as a committee since prior to 2014, at which point the executive director assumed the role of representing the association. Since then, the past president has begun filling the role. This change would prevent confusion among members (i.e., it would not be listed as a committee when it in fact does not function as a committee at present). Also, there is not enough external liaison work to keep a committee occupied. If circumstances change in the future, the NEC has the ability to vote for it to become a committee again.	Feb. 13, 2023	Feb. 16, 2023	Heather Buzila	Suzanne Aubin	10	0
To appoint Badou Bousso as the Editors Canada Francophone Adviser		Feb. 13, 2023	Feb. 16, 2023	Heather Buzila	Maria Frank	10	0