

Editors' Association of Canada
Association canadienne des réviseurs

Annual General Meeting Minutes

Zoom
June 18, 2022



EDITORS
RÉVISEURS
CANADA

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PRESENT:

NATIONAL EXECUTIVE COUNCIL

Heather Buzila

President

Maria Frank

Vice-President

Marcia Luke

Secretary

Breanne MacDonald

Treasurer

OTHERS

Gael Spivak

Parliamentarian

Michelle Ou

Senior Communications Manager

About 42 members

1. Land acknowledgement

Editors Canada respectfully acknowledges that we are on and work on the traditional lands of the Indigenous peoples, Inuit, First Nations and Metis, in what we now call Canada. We honour the ancestry, heritage and gifts of the Indigenous peoples, and give thanks to them. We encourage you to learn more about the Indigenous cultures, traditional territories, and effects of colonization in your region.

2. Call to order

Heather Buzila called the meeting to order at 3:32 p.m. and welcomed participants.

3. Parliamentarian

The Parliamentarian was Gael Spivak. President Heather Buzila told the meeting that Editors Canada uses *Robert's Rules of Order* for the annual general meeting, and the Editors Canada *Rules of Order Guide*. That guide says that meetings are to be conducted according to *Robert's Rules of Order*, and that other procedures and guidelines may come into play at the AGM.

4. Speakers from the floor

In order to speak during the meeting, please raise your hand in Zoom. Once it is your turn to speak, the secretary will promote you to panelist to speak and then demote you back to attendee when finished. There is a transition during which it may look like you have exited Zoom, please be patient. The chat has been limited to only messaging hosts and panelists. If you have a technical issue, you can use the Q&A or raise your hand and wait to speak.

5. Motion #1: Approval of agenda

MOVED BY Heather Buzila
SECONDED BY Michelle Waitzman

that members approve the agenda.

Carried. 100% in favour

6. Motion #2: Approval of 2021 draft AGM minutes / Adoption de la version préliminaire du procès-verbal de l'AGA 2021

MOVED BY Heather Buzila
SECONDED BY Lesley Cameron

that members approve the 2021 AGM minutes.

Friendly amendment: Gael Spivak has recommended the addition of motion details and background to an appendix in the minutes for future reference. Greg Ioannou shared that this is typically called a "friendly amendment".

Members approve the 2021 draft AGM minutes as amended.

Carried. 83% in favour

7. Motion #3: Approval of the 2021 annual report / Adoption du rapport annuel 2021

MOVED BY Heather Buzila
SECONDED BY Greg Ioannou

that members approve the 2021 annual report.

Carried. 84% in favour

8. Motion #4: Approval of the 2021 auditor's report / Adoption du rapport d'audit 2021

MOVED BY Breanne MacDonald
SECONDED BY Marie-Christine Payette

that members approve the 2021 auditor's report.

Carried. 81% in favour

Breanne noted there are a couple of typos that will be corrected for the final version (date change/year, 8 twigs instead of 9).

The treasurer Breanne MacDonald reported on the financial situation. Overall, we had a good year resulting in a surplus.

All of the branches have moved their bookkeeping to Young and Associates, having everyone use the same reporting structure made the audit go very smoothly. Conference was moved to a virtual conference due to the pandemic and it was very successful, especially following the cancelled conference in 2020. We had over 300 registrations which is a really good year for us. Helped to boost our revenue for the year. Membership numbers were up a bit as well.

Received a Canadian heritage grant which allowed us to hire a contractor to help us build up our French webinar program last year. We continue to receive other grants to help maintain office space and staff salaries. Our reserves were depleted after a few years of being behind, so a good year means that we can build up our reserves and plan for a hybrid conference event for 2023.

Our biggest source of revenue continues to be membership, followed by conference and webinars which all did well last year. Expenses were also up from 2020 but that's because there were no conference expenses in 2020. Our biggest expense is staffing, which is normal and other expenses are as expected. Many expenses are down because we are holding virtual events rather than in person during the pandemic.

Question: What do professional fees cover? Cover things like our auditor, bookkeeping, any service that wouldn't be handled by staff.



Highlights of 2021 / Faits saillants de 2021

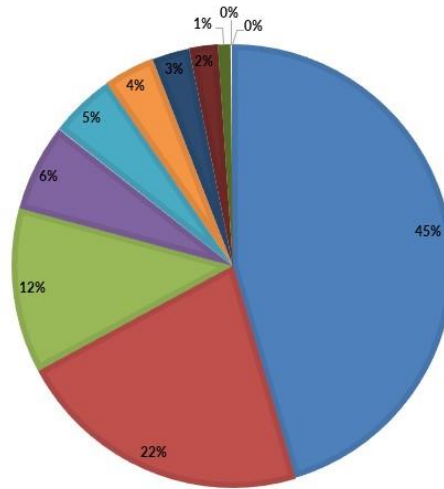
Consolidated Revenue/Expenses / Revenus/dépenses consolidés		2021
Total revenues / Revenus totaux		\$616,543
Total expenses / Dépenses totales		\$491,642
Surplus / Surplus		\$124,901
Surplus with government subsidies / Surplus avec subventions gouvernementales		\$150,204



Highlights of 2021 / Faits saillants de 2021

Revenue / Produits

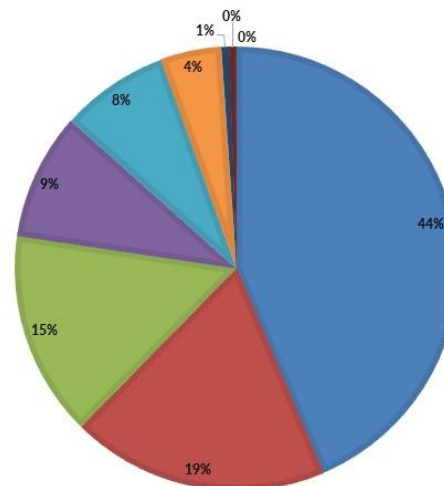
- Membership fees / Droits d'adhésion
- Conference fees / Cachets de congrès
- Webinars / Webinaires
- Digital product sales / Ventes de produits numériques
- Branch and Twig revenues / Revenus des sections et ramifications
- Publications
- Government grants / Subventions gouvernementales
- Certification
- Interest and other / Intérêts et autres
- Awards / Prix
- Donations / Dons



Highlights of 2021 / Faits saillants de 2021

Expenses / Charges

- Staffing / Dotation en personnel
- Professional fees / Honoraires professionnels
- Administration
- Conference / Congrès
- Branch and Twig expenses / Dépenses des sections et ramifications
- Rent / Loyer
- Awards / Prix
- Printing and design / Imprimerie et conception



9. Motion #5: That members formally ratify the Guidelines for Ethical Editing of Student Texts, which were updated in 2018 but not voted on by members / Que les membres ratifient officiellement les *Guidelines for Ethical Editing of Student Texts*, lesquelles ont été mises à jour en 2018, sans avoir fait l'objet d'un vote des membres

MOVED BY Gael Spivak
SECONDED BY Marcia Luke

that members formally ratify the Guidelines for Ethical Editing of Student Texts.

Carried. 86% in favour

NOTE: Some of these motions have already been moved and seconded, this is allowed by Robert's Rules of Order as long as the motion has previously been distributed in writing, Section 4.15F. For motions 5, 6 and 7, these motions are being made because the National Executive Council of Editors Canada inadvertently voted on issues that had previously been voted on by members when instead the issues should have gone back to members for voting. Gail Spivak discovered these errors when compiling the decision log of all decisions made at past AGMs.

10. Motion #6: That members formally ratify the Agreement Template for Editing Services (former name: Standard Freelance Editorial Agreement), which was updated in 2018 but not voted on by members / Que les membres ratifient officiellement le contrat type *Agreement Template for Editing Services* (ancienne appellation : *Standard Freelance Editorial Agreement*), qui a été mis à jour en 2018, sans avoir été soumis au vote des membres

MOVED BY Gael Spivak
SECONDED BY Marcia Luke

that members formally ratify the Agreement Template for Editing Services.

Carried. 89% in favour

11. Motion #7: That members formally ratify the 2019 decision of the national executive council (NEC) to eliminate the position of francophone affairs director and replace it with the position of the francophone advisor / Que les membres ratifient officiellement la décision de 2019 du Conseil d'administration national (CAN) de supprimer le poste de directeur ou de directrice des affaires

francophones et de le remplacer par le poste de conseiller ou de conseillère francophone

MOVED BY Gael Spivak

SECONDED BY Marcia Luke

that members formally ratify the 2019 decision of the national executive council (NEC) to eliminate the position of francophone affairs director and replace it with the position of the francophone advisor.

Carried. 84% In favour

Question: What is the background for this decision? There was a survey done by the francophone affairs director with all francophone members. The results of this survey showed that the francophone membership supported this initiative.

Question: Was it a paid position? No, the only positions that are paid are staff positions. This is a volunteer position.

Question: Was it voted on by members? It should have been voted on by members but was not. That's why we are voting now. The members voted to create the position initially, so the error was that only the NEC voted on changing the position.

Question: Why is this not a voting position? Because it's not a director position or national position, national positions don't vote on the NEC. Francophone advisor position would be better able to bring the issues to the NEC while still being close to the francophone membership. Was brought to the NEC by the francophone membership. Concerned about the way the messaging to francophone members was always coming from one person, creating silos. Lack of exposure to the rest of the organization. All committees and positions should be concerned with francophone affairs. Difficulty recruiting for a committee/director, all of the work on the NEC happens in English, it's tiring working primarily in English for those individuals. Champion the idea of a counsellor that everyone can go to, but that doesn't have an overwhelming amount of responsibility. Then the translation and editing group was created to increase the bilingualism of the entire organization.

12. Motion #8: That the Editors Saskatchewan branch be dissolved in accordance with Editors Canada's Branches and Twigs Procedures / Que la section Réviseurs Saskatchewan soit dissoute conformément aux *Procédures des sections et des ramifications* de Réviseurs Canada

MOVED BY Nadine Coderre

SECONDED BY Marcia Luke

that the Editors Saskatchewan branch be dissolved.

Carried. 89% In favour

Question: Why is it being dissolved? Saskatchewan has struggled to have the required number of members and executive positions. Right now, the required number of members to be a branch is

30 and there are only 20 members presently. They have struggled for 2 years to reach the minimum. They've also struggled to fill the executive positions. In 2020, they were given one year to form full executive and managed to recruit 6 but haven't been able to increase the membership and are now unable to find the minimum of 4 volunteers to step into the executive.

Question: Have they considered becoming a twig? They have not requested to become a twig. The members will have the opportunity to transition their membership to another branch or twig.

13. Motions from the floor / Motions sans avis

There were no motions from the floor.

14. Motion #9: Appointments and elections / Nominations et élections

MOVED BY Breanne MacDonald

SECONDED BY Patricia MacDonald

that members approve the auditor for 2022, Hogg, Shain & Scheck.

Carried. 88% in favour

Question: How long has this firm been the auditor? They have been auditing since 2016.

Question: Must we be audited every year? Yes, it's under the Canada Not for Profit Corporations Act. It's legally required.

Heather thanked the members of the nominations committee. Heather has been acting and past president this year. Heather was in charge of the nominations committee. Call for nominations was communicated to the membership, and the committee contacted 34 candidates. Heather thanked all of the members who considered letting their names stand but were unable at this time.

Candidates for National Executive Council for two years are:

- Heather Buzila (Editors Edmonton)
- Kristain Oliveira-Barnes (Editors British Columbia)
- Ellen Keeble (Editors Toronto)
- Tara Avery (Editors British Columbia)
- Suzanne Aubin (Revisers Quebec)
- Mina Holie (Editors Calgary)

Elected at the 2021 AGM for two years are:

- Maria Frank (Editors Edmonton)

- Błażej Szpakowicz (Editors British Columbia)
- Kaitlin Littlechild (Editors Atlantic)
- Arija Berzitis (Editors Toronto)
- Marcia Allyn Luke (Editors Toronto)
- Leah Morrigan (Editors Toronto)

Editors Canada thanks the following outgoing members of the National Executive Council for their time and dedication:

- Breanne MacDonald
- Sue Bowness
- Anne Godlewski

The committee chair asked for nominations from the floor for the national executive council.

National committee chairs and national positions

The members named below are nominees. The new National Executive Council will vote on them at its first meeting.

Committee/Position	Name
Awards	Monica Laane-Fralick (Editors Kingston)
Career Builder	Glenna Jenkins (Editors Atlantic) Lynne Melcombe (Editors British Columbia)
Certification	Sarah Robins (Editors British Columbia) Jaime Miller (Editors Calgary)
Comité Agrément/Principes	vacant
Communications and marketing	Merel Elsinga (Editors British Columbia)
Conference	TBD
Conference adviser	Breanne MacDonald (Editors Hamilton-Halton)
The Editors' Weekly	Beau Brock (Editors Ottawa-Gatineau) Kathryn Nogue (Editors Saskatchewan)
Equity, diversity and inclusion adviser	Amber Riaz (Editors British Columbia)

Facebook group moderator	Joanne Haskins (Editors Toronto) Lenore Hietkamp (Editors British Columbia)
Francophone adviser / Conseillère francophone :	Sylvie Collin (Réviseurs Québec)
List monitor	vacant
Mediator	Jane Kidner (Editors Toronto)
Member services	Lenore Hietkamp (Editors British Columbia)
Mentorship	Risha Gotlieb (Editors Toronto)
Publications	Paula Chiarcos (Editors KWG) Josephine Mo (Editors Toronto)
Standards committee	Berna Ozunal (Editors Toronto)
Student relations	Michelle Noble (Editors Hamilton-Halton)
Training and development	Greg Ioannou (Editors Toronto)
Volunteer management	Ren Baron (Editors Toronto)

Honorary life membership evaluation committee

Person	Replace in what year
Nancy Flight	2023
Maureen Nicholson	2023
Cathy McPhalen (term is done)	2022
Marie-Christine Payette (term is done)	2022
Lesley Cameron	2024
Jonathan Paterson	2024
NEW: Kristine Buchholtz	2025
NEW: Anne Louise Mahoney	2025

15. President's Awards / Prix de la présidence

Natalia Iwanek (Editors Toronto)

Fazeela Jiwa (Editors Atlantic)

Amber Riaz (Editors British Columbia)

Jess Shulman (Editors Toronto)

Vicky Bell (Editors Ottawa-Gatineau)

Lee d'Anjou Volunteer of the Year Award / Prix Lee-d'Anjou – Bénévole de l'année

Patricia MacDonald (Editors Atlantic): Patricia was nominated for her work on various conference committees, the national executive council, and task forces, as well as her contributions to many programs and products, including the Editors' Vine, revising the volunteer and committee handbooks, and the VolunteerConnect spreadsheet.

Patricia a été sélectionnée pour le travail qu'elle a effectué dans différents comités du congrès, au Conseil d'administration national et dans des groupes de travail, ainsi que pour ses contributions à plusieurs programmes et produits, notamment la Vigne des réviseurs, la révision des manuels des bénévoles et des comités, et le répertoire ConnexionsBénévoles.

16. Certification / Certification

Editors Canada is pleased to announce that 9 editors have earned new professional certifications. This year, Editors Canada recognizes 6 new certified proofreaders and 4 new certified structural editors.

Since the launch of its landmark professional certification program in 2006, Editors Canada has awarded 301 certifications to 137 professional editors.

Réviseurs Canada a le plaisir d'annoncer que 9 réviseurs ont obtenu de nouveaux titres professionnels. Cette année, Réviseurs Canada accorde le titre de Certified Proofreader à 6 nouvelles personnes et celui de Certified Structural Editors à 4 nouvelles personnes.

Depuis le lancement de son programme professionnel Certification en 2006, Réviseurs Canada a décerné 301 titres professionnels à 137 réviseurs professionnels.

2021 Certified Proofreaders

- Beau Brock
- Janis Cleugh
- Julie Duncan-Taylor
- Jesse Marchand
- Ashley Rains
- Shelley Svidal

2021 Certified Structural Editors

- Amy Allen
- Maureen Nicholson

- Ashley Rains
- Wendy Theodore

17. Other business / Divers

There was no other business.

Heather thanks all of the volunteers and members that she has had the opportunity to work with!

18. Adjournment /Clôture

MOVED BY Greg Ioannou

SECONDED BY Suzanne Aubin

that the meeting be adjourned.

Carried. 97% in favour

Appendix A – Agenda

1. Call to order / Ouverture (3:30)
2. Parliamentarian / Assesseur-conseil (3:31) Gael Spivak
3. Approval of agenda / Adoption de l'ordre du jour (3:33)
4. Approval of 2021 draft AGM minutes / Adoption de la version préliminaire du procès-verbal de l'AGA 2021 (3:35)
5. Approval of the 2021 annual report / Adoption du rapport annuel 2021 (3:40)
6. Approval of the 2021 auditor's report / Adoption du rapport d'audit 2021 (3:45)
7. Motion: That members formally ratify the Guidelines for Ethical Editing of Student Texts, which were updated in 2018 but not voted on by members / Motion : Que les membres ratifient officiellement les *Guidelines for Ethical Editing of Student Texts*, lesquelles ont été mises à jour en 2018, sans avoir fait l'objet d'un vote des membres (3:50)
8. Motion: That members formally ratify the Agreement Template for Editing Services (former name: Standard Freelance Editorial Agreement), which was updated in 2018 but not voted on by members / Motion : Que les membres ratifient officiellement le contrat type *Agreement Template for Editing Services* (ancienne appellation : *Standard Freelance Editorial Agreement*), qui a été mis à jour en 2018, sans avoir été soumis au vote des membres (3:55)
9. Motion: That members formally ratify the 2019 decision of the national executive council (NEC) to eliminate the position of francophone affairs director and replace it with the position of the francophone adviser / Motion : Que les membres ratifient officiellement la décision de 2019 du Conseil d'administration national (CAN) de supprimer le poste de directeur ou de directrice des affaires francophones et de le remplacer par le poste de conseiller ou de conseillère francophone (4:00)
10. Motion: That the Editors Saskatchewan branch be dissolved in accordance with Editors Canada's *Branches and Twigs Procedures* / Motion : Que la section Réviseurs Saskatchewan soit dissoute conformément aux *Procédures des sections et des ramifications* de Réviseurs Canada (4:05)
11. Motions from the floor / Motions sans avis (4:10)
12. Appointments and elections / Nominations et élections (4:15)
13. President's Awards / Prix de la présidence (4:40)
14. Certification / Certification (4:50)
15. Other business / Divers (5:00)

16. Adjournment / Clôture (5:05)

<https://www.editors.ca/members/your-editors-canada/agm/annual-general-meeting-2022>