

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

**National Executive Council
Meeting Minutes**



**EDITORS
RÉVISEURS
CANADA**

January 21, 2024

Zoom

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PRESENT:

NATIONAL EXECUTIVE COMMITTEE

Maria Frank	President
Heather Buzila	Past President
Tara Avery	Treasurer
Mina Holie	Secretary
Ruth Pentinga	Director, Marketing and Communications
Suzanne Aubin	Director, Member Recruitment and Retention
Kaitlin Littlechild	Director, Publications
Błażej Szpakowicz	Director, Training and Development

OTHERS

Natasha Bood	Executive Director
Lori Perrie	Recording Secretary
Karen Crosby	Co-Chair, Editors Calgary

REGRETS:

Marcia Allyn Luke	Vice-President
Ellen Keeble	Director, Branches and Twigs
Arija Berzitis	Director, Professional Standards
Leah Morrigan	Director, Volunteer Relations

1. Call to Order

Maria called the meeting to order at 1:03 p.m. EST.

2. Land Acknowledgement

Maria read the land acknowledgement.

3. Approval of Agenda

MOVED BY Maria Frank

SECONDED BY Suzanne Aubin

that the NEC approves the agenda.

Carried

4. Review of Outstanding Action Items from Previous Meetings

Item #1: Francophone conference for 2024. Budget approval and allocation might be needed. Suzanne shared that Badou answered the questions and sent a document. She will share with the NEC. It will need to be voted on.

Item #2: Editors Canada 2024 conference. To determine whether we will do the conference without a cap on upper limit and in a hybrid mode. Tara will address with her regular conference update.

Item #3: VolunteerConnect. Leah is absent. No update.

Item #5: Certification exams in French & Edit Like a Pro for Francophones. Suzanne will ask the board to vote on a task force to see if any members will step forward.

5. Editors Calgary

MOVED BY Maria Frank

SECONDED BY Suzanne Aubin

that the NEC approves giving Karen Crosby a voice at the meeting.

Carried

Karen Crosby, co-chair of Editors Calgary, shared that the Editors Calgary AGM is coming up on January 29. There are only a few registrants, but that is enough for quorum.

They send out a newsletter on the first Friday of every month.

They do one formal and one informal event per month. Guest speaker presentations, for example, would be a formal event. They have started a webinar club, where members and non-members who have purchased a webinar get together to watch together. People who receive the link to the meeting must show proof of purchase of that webinar. Webinars are chosen by member vote. The twig sends a code to members to subsidize the cost.

They do stet walks and “Coffee and Convos,” which is an informal, virtual gathering. Editors Calgary encompasses a wide geographical range, so they want to offer as many virtual opportunities as possible. They have a book club that meets every 6-8 weeks, one meeting in person and one meeting virtually.

At a previous meeting, Ellen asked on behalf of Karen if she could start a coaching series, specifically designed for new editors. They have a lot of new members, who are also new to editing, expressing a gap in trusting their skills. She wanted to start an “over your shoulder” coaching program, where samples of text would be sent out for participants to edit. Members would then come together in a meeting to review how they each edited and to share strategies. This had been voted down, because it was too similar to the existing mentorship program, and Karen would like to re-table it.

Heather and Tara shared that this might have been a little misrepresented at the previous meeting, where it had sounded more like the mentorship program. Karen said that she had been a mentor and that program is more mentee driven. What she is proposing would be more driven by Karen and other experienced editors. Other experienced editors might be interested in helping after seeing how Karen does it initially. She sees this as a way to help with the pervasive confidence/competence problem. This is to give new editors the opportunity to have someone more experienced to look over their work and to learn from one another. She said that this is

broadly applicable to any type of editing and to many branches and twigs. Karen sees the potential for growth, and if other editors wanted to host a session, they could get paid for that.

Tara said that it sounds more like how professional development seminars are held. It might be better presented as a proposal. This is a great idea as something that could be quite useful countrywide. She agrees that there is a confidence issue amongst new editors. Karen pointed out that, at one time, people would have had direct mentoring on the job. It would be great to give new editors an opportunity to share ideas, tools, etc.

Tara agreed that Karen has come up with a great idea, but because of the structure of things, there is still a conflict of interest. Heather said that she thinks it sounds like an excellent idea, but it could be seen as a conflict of interest. It is because the chair is getting paid if it is an ongoing program. Karen said that it needs to be ongoing to be effective and that she had been unable to find others to take it on.

Natasha agreed that Karen's idea is amazing, but from a nonprofit governance perspective, what comes up is the conflict-of-interest policy. Natasha re-stated that this is a great idea and that Karen's time is valuable. She suggested that Karen puts the program out as a proposal and looks for individuals who would like a contract to do the program; then, when Karen's time as chair is done, she can apply for the contract. Karen said that she had informally tried to do this and that nobody seemed to be interested. She also does not want to spend time setting it up and contacting people, for somebody else to get paid. Karen understood that, if she wants to do this, then she cannot be co-chair.

Heather suggested that Karen could start by giving one session, as a test, which might also get others interested in doing future sessions. It's only a conflict if it becomes an ongoing program where Karen is getting paid for all of the sessions. After the first one, Karen could reach out to others to see about alternating with other session leaders. As Tara pointed out, this could be like a pilot program. Karen wanted to run it through the twig so that she could subsidize costs for members, and it would be a member benefit.

Kaitlin added that, if it is being subsidized by twig funds, it limits reach. If Karen is looking to be compensated for her time, she could just remove it from the Editors Canada banner and operate privately. Karen pointed out that the twigs have money that they have been told to spend on members and that this is a way to add value to members. She perceives that Editors Canada is losing people because it's so expensive. Karen said that she will go back to the drawing board.

Tara pointed out that anything that the branches and twigs run is open to anyone in Editors Canada. Therefore, even when something is funded by one branch, everybody else is still welcome. She has seen a disconnect at times where people forget that we are a national organization.

Maria said that this is a great idea that members would really benefit from and that it is just logistics that need to be figured out.

6. Budget Update

Tara shared that the financial year is now over and that everything will be collected by the bookkeepers before the audit starts in February/March. Everything looks good moving into the new financial year.

Natasha said the bookkeepers are starting to work on the year-end tax slips. Sara is working with them on the royalties. It takes some time for all of the invoices and receivables for the end of the year to come through. By the March meeting, we will have a good idea where we ended up for the year.

a. Twig funding

Twig funding can be removed for next meeting's agenda.

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'd like to discuss.

a. Publishing committee

Kaitlin updated that the committee has met with the Standards Committee and MarComm Committee to work on their launch plans for the next ELAP and for the *Professional Editorial Standards*.

An approved version of the *Professional Editorial Standards* is now with their designer, with a tentative launch date of March 4. The first design is now back with the committee for review.

ELAP Structural are waiting on a final design element from their designer, and one exercise is still undergoing a few final changes. They are hoping to have that ready for final proofreading next month.

ELAP Copy Editing is up next, and they are starting to develop their work plan for that.

The work on the diversity web content had stalled. It needs a bit of a structural edit, and some writing work. They are looking for the right person to take that on and move forward.

The committee asked how these publications are priced—if that's something that they need to deal with, or if when it's done that gets handled by the national office. They asked about the pricing of the proofreading volume that they've already released—whether it should be adjusted for inflation, and whether bundle pricing for the two volumes is something that should be considered. They wonder overall how they push it across the finish line to get it on the website.

Natasha recommended that the committee put together a proposal for pricing and submit it to the NEC. To get onto the website, the committee can reach out to Michelle.

Ruth asked on behalf of Merel, from the MarComm Committee, if someone on the NEC would write an email to the membership on behalf of the NEC to announce this achievement of the update of the Professional Editorial Standards to our members. Heather suggested that Michelle Ou will take care of this and the Standards Committee would be communicating this. Maria will let Arija know, and Ruth will get in touch with the MarComm Committee.

b. Francophone updates

The task force brief for the insurance in Quebec has been translated. Suzanne will work with Michelle to get an announcement out about the task force, as she will need to recruit task force members.

c. Member services/Volunteer management committees

No update from Member Services.

Maria read an update from the Volunteer Management Committee. Their next featured volunteer profile is currently being written and will hopefully be in the next e-news, along with a short blurb from our social media person. They are currently updating VolunteerConnect to make it more linguistically inclusive, and they will soon put out calls for testimonial volunteers for their promo videos.

Volunteer Management had a question about a custom land acknowledgement to be used in two promotional videos that they are making. The current land acknowledgement is being looked at by the Equity, Diversity and Inclusion (EDI). Suzanne said that some members of the EDI would be attending a workshop on the subject of land acknowledgements, and they will reply after the workshop. The workshop is held by Editors BC and will be next weekend.

Suzanne sits on both of these committees and says that this can wait. Kaitlin will be happy to review and assist when the new land acknowledgement is drafted. Heather said that it will be voted on when it is ready.

d. Certification

Maria read Arija's update.

One of the co-chairs quit, after saying that he would be staying on until the end of June. There is one remaining co-chair. He is promoting webinars for each of the four exams, divided into two webinars in conjunction with Editors BC. Editors BC will provide four presenters, or presenters for each of the four exams, divided into two webinars. The webinar will include an introduction and discussion of how to approach the exams.

The idea is to orient people around the prep materials. Using webinars means that they don't need to keep finding presenters, as Editors BC has already been running study groups for a few years. This will also help to feed people into the Editors BC study groups, which also feed into the Editors Canada exams. Each presenter only has to worry about a mini-presentation and not develop the whole webinar.

e. Standards committee

Maria read an update from Arija.

Matthew Long, the co-chair, will give the designer the most recent file of the *Professional Editorial Standards*; it will take maximum one month to complete the design jobs. After design is complete, it will go to the proofreader, Standards Committee, and the volunteer who will do the concordance document. It will then go back to the designer, and back to the committee. The designer will check the accessibility. This will also be checked during proofreading.

They are anticipating a release date of no later than the end of February. They don't need membership approval to make the copy edit changes that they've made. They will run it by the NEC, then wait until the AGM to get approval of the final revisions.

f. Webinars/Training and development committee

Not much happened in December, though shortly after the last NEC meeting, they had the Black Friday sale. They bounced back nicely after sales dropped last year. In 2022, the sale earned \$9,409. In November 2023, sales were up to \$17,607. This is not quite as high as during the earlier stages of the pandemic, but it is still an improvement.

The new webinar season had been announced—starting in a few days and running through the end of May. There is one free webinar on the new plain language standards. They are also working with the MarComm Committee on promoting webinars. The full schedule for the rest of the business year is out. They have hosts in place for all of the webinars.

Not much new news for the next few months now that the webinars are running. Things are running smoothly.

g. Career builder committee

No update at this time.

h. Student relations committee

No update at this time.

Regarding the Nominating Committee, Heather has contacted the directors and chairs to see if they are staying on, and based on that, she will be able to determine who she needs to recruit. She will be contacting the branches and twigs to see if she can get volunteers to form the nominations committee itself. The past president is the chair of this committee and tries to get good representation from across the country for committee members. Then they email people to get all of the empty positions filled. Over the last couple of years, people relied heavily on the VolunteerConnect spreadsheet, which they will continue to use. Heather asked that if anyone knows anyone wanting to volunteer, the nominations committee is a good place to start, because it is a finite volunteer time – starting around mid-February until the end of April.

i. Website task force

The website is almost done. It is set to launch on January 29.

j. Marketing and Communications committee

There is a new proposal that Ruth will be sending out to the NEC for reading, feedback and thoughts. It has been narrowed down to promoting the training and development webinars on Instagram.

Ruth had a question from the committee: Will the new website be translated into French? The answer is that yes, it will.

The Ambassador program will come out to NEC for a motion to approve very soon.

The Visual Metaphors campaign is beginning.

Three new members joined the MarComm Committee recently.

Ruth is sending out a call for blog posts.

k. Mentorship committee

No update at this time.

l. Executive director

Natasha shared that the move was completed.

The new mailing address will be at a PO box address. Mail is still being forwarded.

Everything is in the new storage unit.

9. Branches and Twigs

a. Branch and twig procedures

b. Branch and twig toolkits

Maria read an update from Ellen.

They are focused on getting branches and twigs set up and trained on the new website. Many are realizing that existing content needs updating.

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

a. Implementation spreadsheet

Heather gave updates:

Line 6: Increasing the executives behind the scenes work. There are two blog posts left to be published: one on February 1 and another one later in the same month. These will be helpful for recruiting for NEC positions that need to be filled.

Line 7: Strategic plan will be covered later in the meeting.

Line 11: Website is launching on January 29.

Line 17: EDI Handbook. Kaitlin said that the web content now needs a bit of writing and structural editing help. They are having trouble finding the right person to take that on.

11. Strategic Plan

Heather shared that they met last week with the facilitator who will be working on drafting the new strategic plan. In December, Natasha emailed that the facilitator wanted a core group to work on the strategic plan. Heather asked Maria, Kaitlin and Suzanne; they agreed to be a part of that.

They met and started discussing a timeline and breaking it down into different groups of stakeholders they want to consult with. The first group will be the office staff, in February. The next group will be the NEC; the next NEC meeting will be used for discussion with the facilitator.

After meeting with NEC, there will be consultation with branches and twigs, around March. Then, it will go back to the working group, before going to members for consultation.

They are hoping to be able to vote on it at the AGM in June, because it needs to be voted on by members.

They started by talking about constraints and vulnerabilities.

Maria added that Patricia had suggested also meeting with Francophone members to ensure that their insights are included.

12. Conference

Tara reported that things are coming along well. One of two keynotes is confirmed, and for the other, they want to find somebody local.

Things are going through the contract stage for the designer, so they should have a logo soon.

They extended the call for proposals, as a reminder for people who wanted a bit more time to submit. The committee will then meet to settle on programming.

There are many good ideas for sponsorships.

They have people looking into hotel rates. SFU has a couple of hotels that have given them discount rates. Part of the problem is that there is new legislation regarding short-term rentals starting May 1.

13. Dictionary Project

Natasha shared that the agreement was signed and that they've paid their fee to Nelson. The announcement will go out early February.

Lots of work is still going on, working on the letter Q. The members are also looking at applying for a couple of grants that might be able to help with the project.

John is working with some Toronto Metropolitan University students to help push things along.

14. Next Meeting Sunday, February 18, 1:00-4:00 p.m. (ET)

This will be a strategic planning meeting.

The next regular meeting will be in March.

15. Adjournment

MOVED BY Błażej Szpakowicz

SECONDED BY Heather Buzila

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 (January 21, 2024)

Zoom link:

<https://us02web.zoom.us/j/84269108448?pwd=Y25aYTNMQWkvZUUxcDNmankvWlB6dz09>

Meeting ID: 842 6910 8448

Passcode: 828663

Attending:

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

NEC documents in [Google Drive](#)

Sunday, January 21, 2024
1:00 p.m. to 4:00 p.m. (ET)

1. Call to order **(1:00)**
2. Land acknowledgment
3. Approval of agenda
4. Review of [outstanding action items](#) from previous meetings **(1:15 to 1:30) Mina**
5. Editors Calgary **(1:30 to 1:50)**
6. Budget update **(1:50 to 2:10) Tara and Natasha**
 - a. Twig funding
7. Break **(2:10 to 2:15)**
8. Update on ongoing projects **(2:15 to 2:45) (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 updates **Suzanne and Badou**

- 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 **Ruth**
 - k) Mentorship committee **Suzanne**
 - l) Executive director **Natasha**
9. Branches and twigs **(2:45 to 3:00) Ellen**
- a. Branch and twig procedures
 - b. Branch and twig toolkits
10. Implementing the equity, diversity, and inclusion (EDI) [task force recommendations](#) **(3:00 to 3:10) Heather**
- a. [Implementation spreadsheet](#)
11. Strategic plan **(3:10 to 3:30) Heather**
12. Conference **(3:30 to 3:45) Tara**
- a. Francophone conference **Badou**
13. Dictionary project **(3:45 to 4:00) Marcia and Natasha**
14. Next meeting Sunday, February 18, 1:00–4:00 p.m. (ET)
15. Adjourn

Appendix B – Action Items

#	Action Items 2023/2024	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
1	Francophone conference for 2024: Budget approval and allocation might be needed. Suzanne to contact Badou as no budget request has been submitted.	Current	Suzanne Aubin		2024 budget prepared and sent to the NEC for review and approval	Jan. 21, 2024
2	Editors Canada 2024 conference: To determine if we will do the conference without a cap on upper limit and in a hybrid mode. While Sara is currently looking for an appropriate venue, this depends on how successful online sales from this year's conference were.	Current	Tara Avery, Sara Abdul	In progress; we have a venue, and we got an excellent deal on it. We have a date. Meetings with the committee start this week.	Will be updated during the regular meeting updates instead	Jan. 21, 2024
3	VolunteerConnect: Leah to update the language used in the VolunteerConnect spreadsheet—from English only to bilingual to encourage more francophone members' participation	Current	Leah Morigan	Standing by for our next meeting		Nov. 5, 2023
4	Forum for Francophone editors: To provide Francophone members some resources and a place to organize the information. Badou has offered to be a moderator. Heather to talk to Michelle Ou for the next step.	Current	Heather Buzila	Will put Badou in touch with Michelle Ou after this meeting to start getting this Google group set up.	Done	Jan. 19, 2024
5	Certification exams in French & Edit Like a Pro for Francophones: Prior to 2019, when the French exams were running, there was a study guide. We got a grant last year but are still looking for a person to help restart the French program. According to Suzanne, we have a member who has shown interest.	Current	Suzanne Aubin	No update yet	Plan to form a task force, but no update yet	Jan. 21, 2024
6	Publications Committee: Look into what to start with the revision of Editing Canadian English (3rd Ed., 2015).	Current	Kaitlin Littlechild, Heather Buzila	In progress - reviewing current volume	In progress	Jan. 21, 2024

#	Action Items 2023/2024	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
7	Career Builder document: Upload both English and French versions to the website.	Current	Heather Buzila, Michelle Ou	No update. Will email Michelle Ou to check.	Still waiting on Career Builder Committee	Jan. 19, 2024
8	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	Current situation will be updated during the meeting on Nov. 5.	Expected to launch on Jan. 29, 2024	Jan. 18, 2024
9	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	No update yet, still in progress, but NEC approval incoming	Same as previous, gonna add some stuff with the new website and add in new website links for relevant sections.	Jan. 20, 2024
10	Webinars: Look for additional webinar hosts as well as a way of doing live-captioning for accessibility for people attending live. **Currently put on hold as no activity for about 10 months because of the other priorities**	On Hold	Błażej Szpakowicz, Training & Development Committee, Caitlin Stewart	Same as before; still focusing on other tasks.	Same as before.	Jan. 20, 2024
11	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.	Done	NEC Directors, Natasha Bood	Tara will send out to the NEC for review this week.	Done - voted & approved	Nov. 26, 2023
12	National Office transition planning: As the office lease ends at the end of January 2024, Natasha is to sort out what is needed and what is to get rid of, and a small storage unit and PO Box would be needed. She will put a plan in place for discussion and send out for approval.	Past	Natasha Bood	Complete		Nov. 2, 2023

#	Action Items 2023/2024	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
13	EC Marketing Videos and Guidebooks (handbooks): 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.	Past	NEC Directors, Ruth Pentinga	Complete		Nov. 3, 2023
14	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. Suzanne to work on the French version.	Past	Lucy (editor), Beau, Ruth Pentinga, Maria Frank, Suzanne Aubin	Complete, for now		Nov. 3, 2023

Appendix C – Online Motions

Motion	Background	Opened	Closed	Moved By	Seconded By	Carried By	Abstain
To approve the setup of a Google group for Francophone editors	This group was recommended by the Francophone adviser and will give Francophone members of Editors Canada a forum for discussion if they prefer or require discussion in French.	Nov. 6, 2023	Nov. 9, 2023	Heather Buzila	Suzanne Aubin	11	0
To approve the proposed Editors Canada webinar refund policy and allow it to be posted on the association website and elsewhere, contingent on it being revised to explicitly clarify whether webinar recordings are eligible for refund as well as exchange	Our training and development manager has drafted the policy due to the absence of an official statement on how Editors Canada will treat webinar refund requests.	Nov. 9, 2023	Nov. 12, 2023	Błażej Szpakowicz	Suzanne Aubin	10	0
To approve up to \$7,000 to allow development on the Editors Canada website to proceed with Mango Innovation and Findjoo	Editors Canada has received invoices from the vendors to be paid for the completion of the new website. The funds will come from a portion of the CEBA loan forgiven and accumulated surplus from prior years.	Nov. 10, 2023	Nov. 13, 2023	Tara Avery	Heather Buzila	12	0
Dictionary Project (confidential)		Nov. 17, 2023	Nov. 20, 2023	Marcia Allyn Luke	Heather Buzila	9	1
To approve the visual metaphors proposal	This campaign proposal was reviewed by the NEC during the month of October. It is planned to go live in the spring.	Nov. 20, 2023	Nov. 23, 2023	Ruth Pentinga	Ellen Keeble	7	0
To raise Editors Canada membership fees by 2% as of March 1, 2024	We froze the prices of membership for 2023/2024. For 2024/2025, we propose raising fees by 2% (all types/periods of membership except transitional student membership). Per the guidelines, we have to provide 3-month notice. Ideally, we'll finalize this to notify them of the fee increase by December 1, 2023, so we can begin charging the increased fees.	Nov. 22, 2023	Nov. 26, 2023	Tara Avery	Błażej Szpakowicz	8	0

Motion	Background	Opened	Closed	Moved By	Seconded By	Carried By	Abstain
<p>To replace in the Editors Canada financial documentation</p> <p>"After three years, unspent revenues should be absorbed into the national accounts. This system was implemented on a trial basis in 2020 and should be evaluated annually. In the 2022 budget, all twigs were allocated the same amount as, due to the COVID-19 pandemic, the association hasn't had a normal year with in-person events since this new method was implemented. It may need to be re-evaluated as in-person events return"</p> <p>with the following phrasing:</p> <p>"Twigs cannot retain an accumulated surplus of more than three times their annual allotment in their virtual accounts. Those twigs currently holding balances of more than three times their annual allotment will be grandparented, but they will receive no additional funding until they use the money in their virtual accounts. In future, when requesting funding, twigs must submit their budget requests to the national treasurer by October 15th of each year."</p>	<p>The twig accounts (handled by the national office) are all sitting on surpluses. Ideally, we'd like to see the twigs spend this money before we add more funds to their accounts.</p> <p>Therefore, our executive director and the national treasurer propose changing the wording in the financial documentation. The statement in this documentation allows for changes, as the method was being trialed. The current wording is as follows:</p> <p>"Twigs have a wide range of activity levels and expenses, so in 2019 the method of funding them was changed. Instead of receiving a percentage of membership revenues (5.5%), the twigs are allocated a lump sum for the year based on (1) their projected expenses submitted to the NEC the previous fall or (2) the previous year's expenses. In addition, any revenues from events the twig holds and charges fees for will be retained by the twig. The twig can keep this money in "reserve" in their virtual account for up to three years to fund future events/activities for members. After three years, unspent revenues should be absorbed into the national accounts. This system was implemented on a trial basis in 2020 and should be evaluated annually. In the 2022 budget, all twigs were allocated the same amount as, due to the COVID-19 pandemic, the association hasn't had a normal year with in-person events since this new method was implemented. It may need to be re-evaluated as in-person events return."</p>	Nov. 22, 2023	Nov. 26, 2023	Tara Avery	Suzanne Aubin	10	0

Motion	Background	Opened	Closed	Moved By	Seconded By	Carried By	Abstain
To pay \$500 for a booth at the 2024 Translation Games	<p>Editors Canada sponsored the Games a few times in the past as a great opportunity to let students know about the association.</p> <p>In the past, we often offered student affiliate membership as a prize—some years it was a membership of 8, others it was of 4 and once it was of 1. Some years, Editors Canada chose to have a booth at the Games' networking event and its logo on the T-shirt, the guide and the website of the Games. We sold a few copies of Editing Canadian English and Editorial Niches at the booth.</p> <p>After discussion, a \$500 booth seemed to be a viable option for sponsorship. An Editors Canada member is going to be attending the Games and is willing to manage the booth for us at the event.</p>	Nov. 27, 2023	Nov. 29, 2023	Maria Frank	Kaitlin Littlechild	8	0
To approve the Editors Canada 2024 budget	The budget subcommittee met on November 21, 2023, and discussed the budget. The NEC has now approved the membership fee increase as of March 1, 2024.	Nov. 29, 2023	Dec. 3, 2023	Tara Avery	Maria Frank	7	1
To approve of spending \$2,100 plus any applicable taxes to fund a hardwall booth for the academic editing special interest group to attend the Congress of the Humanities and Social Sciences in Montreal from June 12 to 21, 2024	<p>This was discussed over email in late October, but the vote was put off until the 2024 budget was approved.</p> <p>For the event details, see a PDF copy SEA-2024-V8 (attached to Maria's email distributed to the NEC on December 12, 2023), which shows that the cost for a booth (Expo package 1) is \$2,100.</p> <p>The recently approved budget for 2024 has allocated \$8,000 for sponsorships of other organizations. The fees to sponsor this event would come out of this budget.</p>	Dec. 14, 2023	Dec. 18, 2023 Dec. 21, 2023 (extended)	Maria Frank	Suzanne Aubin	8	1

Motion	Background	Opened	Closed	Moved By	Seconded By	Carried By	Abstain
To approve the communications procedures for recognizing deceased members and former members	The national office requested that the NEC approve a standard way of recognizing deceased members and former members so that they know in advance how to handle requests when they come in from members. The communications procedure document (see the Word document attached to Heather's email sent to the NEC on Jan. 12, 2024) was created based on suggestions from the national office and examples of what has been tried before (sent for NEC discussion prior to this motion being made).	Jan. 15, 2024	Jan. 19, 2024	Heather Buzila	Suzanne Aubin	9	1