

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

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



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

**May 19, 2024**

**Zoom**

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**PRESENT:**

**NATIONAL EXECUTIVE COMMITTEE**

Maria Frank	President
Heather Buzila	Past President
Tara Avery	Treasurer
Ellen Keeble	Director, Branches and Twigs
Ruth Pentinga	Director, Marketing and Communications
Suzanne Aubin	Director, Member Recruitment and Retention
Arija Berzitis	Director, Professional Standards
Błażej Szpakowicz	Director, Training and Development

**OTHERS**

Natasha Bood	Executive Director
Lori Perrie	Recording Secretary
Lianne Fontaine	Editors Manitoba

**REGRETS:**

Marcia Allyn Luke	Vice-President
Mina Holië	Secretary
Kaitlin Littlechild	Director, Publications
Leah Morrigan	Director, Volunteer Relations

**1. Call to Order**

Maria called the meeting to order at 1:02 p.m. EDT.

**2. Land Acknowledgement**

Maria read the land acknowledgement.

**3. Approval of Agenda**

MOVED BY Maria Frank

SECONDED BY Błażej Szpakowicz

that the NEC approves the agenda.

Carried

**4. Review of Outstanding Action Items from Previous Meetings**

**Item #1:** Length of directors' term & their roles and responsibilities. Heather informed us that Marcia is stepping down, which means no president for the upcoming 2024/2025 term. The NEC cannot function without the president. Recruiting a new president poses a challenge due to our bylaws that require the member having been on the NEC at least one year before taking the president role. Heather has planned to approach current and former NEC directors to gauge

interest. The NEC also lacks a vice-president, whose role can be filled from outside the NEC. Maria's term as president is concluding, and she will be transitioning to past president. Maria suggested reducing the president's term to one year to ease recruitment, proposing to delegate some tasks to the vice-president. If needed, Maria could temporarily continue as president. Ruth asked whether the term length will be a permanent change if reverted to one year. As Maria also suggested, Heather said that this will be up to the next new NEC, with potential reshuffling of the NEC directors' responsibilities such as overseeing specific committees and national positions.

**Item #2:** Content management and data retention period. This was discussed as part of the strategic plan and can be left to be dealt with later.

**Item #3:** Editors Canada 2025 Conference. Ellen discovered discrepancies regarding conference planning responsibilities outlined in the handbook versus actual non-involvement from branches and twigs members, who expressed interest in hosting. She asked whether identifying local conference chairs was the primary need from branches and twigs, seeking clarification on their commitment and physical locations. Heather emphasized the importance of having a designated chair if they intend to host. Ellen will inform branches and twigs to propose potential chairs, after which the national conference committee will proceed. Tara mentioned that Molly from Discover Halifax proposed Halifax as a potential conference location next year and offered assistance in setting up logistics for initial preparations. Tara also highlighted the need for clearer role delineation and communication for future conferences to avoid potential misunderstanding. Ellen will update interested members on the focus of finding committee chairs and their role and responsibilities.

**Item #4:** Quebec insurance task force. No update on recruiting task force members.

**Item #6:** Francophone conference for 2024. No update on budget allocation and approval.

**Item #8:** Certification exams in French & Edit Like a Pro for Francophones. Suzanne will address with her regular update.

**Item #10:** Branch/Twig Toolkits. To be ready by early next year.

## 5. Budget Update

Tara reported that the audit is finished, and the documents are uploaded in the file folder.

Natasha said that the results are what we expected. We have had the audit earlier than we had in the past. We can get it translated and sent out. Although we had a surplus of \$46,000 last year, we have a deficit of \$39,000 this year. Taking into account over the two years of financials in total, this difference still balances out. We have to keep an eye on it, going forward. A bit of a deficit was expected because of the new website and other projects.

## 6. Editors Manitoba

MOVED BY Maria Frank  
SECONDED BY Heather Buzila

that the NEC approves giving Lianne Fontaine a voice at the meeting.

Carried

Editors Manitoba has a study group. As *Edit Like a Pro* series is out now, they will be continuing with that. They will purchase the guide to focus on exercises. Then, they will get together, compare edits and look at the answer key together.

They also have social luncheons, where they get together and talk about their editing careers. This is a casual interaction.

The study groups are held in person, in Winnipeg. They used to meet at a library but have shifted to local cafes and restaurants. People preferred in-person meetings, since most of their work is done remotely but most members are in Winnipeg. As the city is smaller, even those who live on the outskirts can easily reach a central location in Winnipeg.

## 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 sent her update by email.

### b. Francophone updates

Suzanne shared that a past member, who has just renewed her membership, reached out to Arija and is passionate about the certification program in French. She is a certified editor and found out that the program has been dormant and that she has many ideas to get it running again.

Suzanne explained to this member that the logical steps would be to update the exam guideline first and then the exam. It would be easier for her to work on the certification program, because she already has the certification. She has a lot of ideas as to how to make it more interesting for people to get involved.

Suzanne doesn't expect much to happen during the summer. In terms of volunteers, this member has already known some people whom she will be able to recruit. Suzanne will discuss this with Arija, with Suzanne leading the French side of the certification program.

### c. Mentorship committee

No update.

#### **d. Member services/Volunteer management committees**

Member services were looking at providing the ISO plain language standards as a potential member benefit, but this will have to wait for the budget next year.

They were also looking at changing the language in some of the welcome emails that new members get. They were made aware that there would be a cost associated because of Findjoo and any translation required. The main concern is that there is a PDF attached in one of the emails, and some of the links don't work.

Suzanne shared that Gael reached out to say that some benefits are not up to date in the welcome email. Gael can reach out to the chair of member services, Emily. Ellen requested that any changes made to the welcome emails be sent to Ellen as well so that she can share with the branches and twigs. Ellen said that the PDF needs to be reviewed, because it contains the links from the old websites. It also needs to be updated with the new strategic plan.

#### **e. Certification**

The Certification Committee needs more volunteers. They only have one co-chair right now, and he is in his second year. They are behind the schedule for the English exams set up by the previous committee; they are at the beginning of setting the exams. There is an exam shepherd for copy editing; however, for stylistic, there is no shepherd. Arija has put her name in as stylistic shepherd. The stylistic exam has not yet been started.

#### **f. Standards committee**

The committee has signed off on the standards, which have reverted to the publications committee, preparing them for publication. They will be released at the AGM.

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

Everything is going well. They are still in the process of planning the second free webinar on certification for the year. They will be starting planning for the next webinar season, after the conference.

#### **h. Career builder committee**

No update.

#### **i. Student relations committee**

No update

#### **j. Nominations committee**

Heather updated earlier during the action items discussion. During the meeting, Heather heard that the person she had recruited for the Director of Volunteer Relations position has stepped back. She will need to recruit one again for that position.

## **k. Marketing and communications committee**

Ruth reported that Merel is stepping down as chair; someone has been found to replace her. A few volunteers have stepped off the committee, but a very enthusiastic new Francophone volunteer has joined. All the projects are on the go. The visual metaphors and ambassador programs have good energy behind them. The blog is running well, under Laura.

## **l. Executive director**

Natasha attended the Ottawa-Gatineau branch's AGM. They were concerned about filling their executive positions but ended up finding everyone needed, except for treasurer.

Tara shared that Editors BC had their AGM and did not fill all of their positions. Tara is taking over as chair, and they found someone for treasurer. The secretary role still needs to be filled.

## **9. Branches and Twigs**

Ellen is working with Editors Quebec to fill some of their executive positions.

As coming out of the last meeting and going into June, a big discussion point is as to how to transition and how to train the new executives. What came up were time-consuming tasks and challenges. In next meetings, Ellen is hoping to find out what people are already doing for transitioning and then to figure out how to centralize information and how to take the burden off around training new people.

Ellen is finishing up some web tutorials. She also has event kits and will get information to Michelle for people who want those.

### **a. Branch and twig procedures**

### **b. Branch and twig toolkits**

People are using the spreadsheet that Ellen built. The next tasks will be to make sure that it's accessible in both English and French and then to update the pieces that are available solely on the website. Ellen found that there used to be two directors in her position, and she will need to update the language around that in the toolkits.

## **10. Strategic Plan**

Heather shared that Patricia and Jao have been going over the feedback received from all of the sessions and that they have come up with a draft strategic plan with action items and objectives. The NEC met with them to go over this matter.

There will be a conference session about the strategic plan. There will also be a questionnaire going out to all the members so that they have a chance to comment on it. We won't be able to vote on this at the AGM; a special meeting will be scheduled for the members. Heather will have finished her term at the end of June but will continue to help with finishing up the strategic plan.



## **11. Conference**

Tara shared that everything is on track for now. People are up to date on their tasks. As of their last meeting, there were 106 paid registrants plus about 60 presenters. They are hoping for more registrants. The budget goal was for about 150 registrants. They were able to go ahead and book the videographer. Recordings will be available for about three months, and at this time, just for in-person attendees to view. They may also decide to sell the recorded conference afterwards.

Ellen asked if the recordings could later be turned into webinars. Błażej said that they could be adapted into a webinar but couldn't sell a conference session as a webinar, because of different contracts and procedures.

Maria asked whether the strategic plan session would be available afterwards. Tara is not sure. They are in the process of sending out emails to ensure that people are okay with being recorded. Conference attendees will be made aware of which sessions will or will not be recorded.

## **12. Dictionary Project**

Natasha shared that they are still meeting weekly, working on definitions and the framework for how they design their graphics. There is a new volunteer for social media. They are starting to work on the incorporation process so that they can operate as a separate organization.

## **13. Other Business**

No other business.

## **14. Next Meeting Sunday, June 9, 1:00-4:00 p.m. (ET)**

Q2 reports will be due at the June 9 meeting.

## **15. AGM Thursday, June 27, 6:30-8:30 p.m. (ET)**

## **16. Adjournment**

MOVED BY Maria Frank  
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 (May 19, 2024)**

**Zoom link:**

<https://us02web.zoom.us/j/88590868740?pwd=KzM2N3N6bmpOM0ttK3FWOVArSjV2UT09>

**Meeting ID: 885 9086 8740**

**Passcode: 868787**

**Attending:**

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

NEC documents in [Google Drive](#)

Sunday, May 19, 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 **(1:05 to 1:15) Mina**
5. Budget update **(1:15 to 1:30) Tara and Natasha**
6. Editors Manitoba **(1:30 to 1:50)**
7. Break **(1:50 to 1:55)**
8. Update on ongoing projects **(1:55 to 2:40) (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) Mentorship committee **Suzanne**
  - d) Member services/Volunteer management committees **Leah**

- e) Certification **Arija**
  - f) Standards committee **Arija**
  - g) Webinars/Training and development committee **Blazej**
  - h) Career Builder committee **Heather**
  - i) Student relations committee **Heather**
  - j) Nominations committee **Heather**
  - k) MarComm committee **Ruth**
  - l) Executive director **Natasha**
9. Branches and twigs **(2:40 to 2:55) Ellen**
- a. Branch and twig procedures
  - b. Branch and twig toolkits
10. Strategic plan **(3:05 to 3:20) Heather and Natasha**
11. Conference **(3:25 to 3:45) Tara**
- a. Future conferences
  - b. Francophone conference **Badou**
12. Dictionary project **(3:45 to 3:55) Heather, Marcia, and Natasha**
13. Other business **(3:55 to 4:00)**
14. Next meeting Sunday, June 9, 1:00–4:00 p.m. (ET)
- a. Q2 reports will be due at the June 9 meeting
15. AGM will be Thursday, June 27, 6:30–8:30 p.m. (ET)
16. Adjourn

## Appendix B – Action Items

#	Action Items 2023/2024	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
1	Length of directors' term & their roles and responsibilities: Reconsider the term length for president, vice-president and past president. Determine if the past president can become more of a consulting role. In addition, filling the secretary position is more pressing. Heather to check the bylaws to see if the recording secretary and secretary roles can be combined into one. Marcia to reach out to her contacts to see if anyone is willing to fill a one-year temporary term until the strategic planning is finished.	Current	Heather Buzila, Marcia Allyn Luke		Term length discussion on hold while we try to fill the role of president/VP for the upcoming year	May 19, 2024
2	Content management: Establish effective information management and workflow tracking mechanisms to ensure that the governance reports webpage is kept up-to-date. Data retention period?	Current	NEC directors, Natasha Bood	WIP; to add notes in the log where relevant, if info can be found. However, we don't seem to have old minutes in paper format.	Minutes up to date. Knowledge management is being discussed as part of the strategic plan.	May 19, 2024
3	Editors Canada 2025 conference: Try to determine the location well in advance for smooth transition from the current committee members to subsequent members. Ellen to send out an email to all branches & twigs to see if any of them are interested.	Current	Ellen Keeble	WIP	Ellen and Tara to work together to clarify	May 19, 2024
4	Quebec insurance task force: Recruit task force members	Current	Suzanne Aubin	Met with two new members via Zoom		Apr. 20, 2024
5	Publications Committee: Consider pricing adjustments for proofreading volume due to inflation and for bundle purchases.	Current	Kaitlin Littlechild	ELAP pricing proposal was discussed by NEC via email three weeks ago	Motion carried; new pricing structure will be in place.	May 19, 2024

#	Action Items 2023/2024	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
6	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	WIP, near completion	No update	May 19, 2024
7	VolunteerConnect: Leah to update the language used in the VolunteerConnect spreadsheet—from English only to bilingual to encourage more francophone members' participation	Current	Leah Morrigan	Standing by for our next meeting		Nov. 5, 2023
8	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	Very engaged, enthusiastic volunteer is willing to begin developing/updating standards with Suzanne's guidance and leadership.	May 19, 2024
9	Publications Committee: Look into what to start with the revision of Editing Canadian English (3rd Ed., 2015).	Current	Kaitlin Littlechild	Started & WIP	In progress	May 19, 2024
10	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	<a href="#">Branches and Twigs Info Hub</a> + website updates comin'	In progress	May 19, 2024
11	Reconsideration of the conference adviser position: Return back to the original model or eliminate this position due to potential redundancy	On Hold	NEC directors	Put on hold until the new strategic plan is completed		Apr. 21, 2024

#	Action Items 2023/2024	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
12	Webinars: <del>Look for additional webinar hosts as well as a way of doing live-captioning for accessibility for people attending live.</del> **Currently put on hold as no activity for about 10 months because of the other priorities**	On Hold	Błażej Szpakowicz, Training & Development Committee	No updates		Apr. 21, 2024
13	Career Builder document: Upload both English and French versions to the website.	Done	Heather Buzila, Michelle Ou	The French and English docs have been completed and sent to Michelle Ou to upload to the website. This can be marked as done.		Apr. 17, 2024

## Appendix C – Online Motions

Motion	Background	Opened	Closed	Moved By	Seconded By	Carried By	Abstain
To approve the discount for Editors Canada members offered by Hilary Cadman of Cadman Training Services	Hilary Cadman creates online courses for editors on various tools and add-ins to Word. She currently has arrangements with various editing societies (e.g., CIEP, IPEd and ACES) to offer a 25% discount on her courses, which she would also like to offer to Editors Canada members.	Apr. 25, 2024	Apr. 29, 2024	Heather Buzila	Suzanne Aubin	10	0
To approve the 2023 September meeting minutes for posting on the website		May 2, 2024	May 6, 2024	Mina Holië	Suzanne Aubin	9	0
To approve the 2023 October meeting minutes for posting on the website		May 2, 2024	May 6, 2024	Mina Holië	Heather Buzila	9	0
To approve the 2023 November meeting minutes for posting on the website		May 2, 2024	May 6, 2024	Mina Holië	Heather Buzila	9	0
To approve the 2024 January meeting minutes for posting on the website		May 2, 2024	May 6, 2024	Mina Holië	Heather Buzila	8	0
To approve the 2024 March meeting minutes for posting on the website		May 5, 2024	May 13, 2024	Mina Holië	Tara Avery	8	0

Motion	Background	Opened	Closed	Moved By	Seconded By	Carried By	Abstain
To grant permission to share the Editors Canada copyright agreement with the International Plain Language Federation and allow the International Plain Language Federation to use/adapt (with acknowledgment/credit) the Editors Canada copyright agreement, policy, and procedures	<p>Gael Spivak chairs an international committee with the International Plain Language Federation. The International Plain Language Federation has seen Editors Canada's copyright policy and procedures, which are publicly available, and they have asked to see Editors Canada's copyright agreement for volunteers as well. Because Editors Canada owns the copyright permission to that agreement, Gael is requesting permission to share it with the International Plain Language Federation.</p> <p>In addition, if the International Plain Language Federation likes the agreement, they might want to use/adapt our copyright documents (providing credit/acknowledgment to Editors Canada), so we would be providing that copyright approval as well.</p>	May 10, 2024	May 14, 2024	Maria Frank	Heather Buzila	6	2
<p>To approve the following member and non-member pricing structure for the ELAP volumes:</p> <ul style="list-style-type: none"> <li>• \$40 for members for a single volume</li> <li>• \$75 for members who buy both volumes together - <b>bundle price</b></li> <li>• \$45 for non-members for a single volume</li> <li>• \$85 for non-members who buy both volumes together - <b>bundle price</b></li> </ul> <p>It has been confirmed that the website can handle the above pricing structure.</p>	This topic was discussed among the NEC from March 24 to April 2, 2024.	May 14, 2024	May 17, 2024	Kaitlin Littlechild	Suzanne Aubin	9	0