

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

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**National Executive Council  
Meeting Minutes**



**EDITORS  
RÉVISEURS  
CANADA**

**January 11, 2026**

**Zoom**

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**PRESENT:**

**NATIONAL EXECUTIVE COUNCIL (NEC)**

Kaitlin Littlechild	President
Alex Benarzi	Vice-President
Heather Buzila	Past President and Secretary
Błażej Szpakowicz	Treasurer
Suzanne Aubin	Director, Member Recruitment and Retention
Arija Berzitis	Director, Professional Standards
Greg Ioannou	Director, Training and Development
Vacant	Director, Volunteer Relations

**OTHERS**

**REGRETS:**

Nathan Wilkinson	Director, Branches and Twigs
El Horner	Director, Publications
Liana Tang	Director, Marketing and Communications

**1. Call to Order**

Kaitlin Littlechild called the meeting to order at 1:04 p.m. EDT.

**2. Land Acknowledgement**

Kaitlin Littlechild read the land acknowledgement.

**3. Approval of Agenda**

MOVED BY Błażej Szpakowicz

SECONDED BY Alex Benarzi

that the NEC approves the agenda.

Carried

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

#3 (Liana Tang): Look for a more secure method of distributing webinar recordings; can look at what other editing associations do.

- No update.

#5 (NEC): Create a student affiliate welcome kit.

- Change to “done” because the member services committee is working on it.

#6 (Błażej Szpakowicz, Nathan Wilkinson): Discuss revising the formula that determines how much money is allocated to branches.

- Revise action item to read "Determine possible use of accumulated surplus that is now internally restricted either to branches (\$144,817) or to twigs (\$43,102)," based on e-mail from Błażej to Nathan, December 19, 2025.
- No update. Błażej explained that the premise of this action item is that not all branches and twigs are using their accumulated surpluses, so that money sits in the national bank account as internally restricted funds. If the branches and twigs aren't going to use their money, we should look at using that money at the national level for benefits for members. Błażej will work with Nathan and Natasha Bood to communicate this appropriately to branches and twigs.

#7 (Suzanne Aubin): Update and revise the French standards.

- No update.

#8 (NEC): Finalize English version of Editors Canada Guidelines for Committee Chairs and National Position.

- Change to "done" because volunteer management committee is working on it.

#9 (Alex Benarzi, Suzanne Aubin): Create a new Francophone committee to take over from the translation group.

- No update. No one from the existing translation group has stepped forward to take on coordinating that group. Suzanne Aubin has the names of the group members and will contact them directly regarding coordination duties. Suzanne will also contact the Editors Canada francophone adviser to see if she would take this on as one of her duties.

#10 (Alex Benarzi): Define the duties of the privacy officer of the association

- Alex created a document and sent it to the NEC for review. Change to "done."

#11 (Alex Benarzi): Create a welcome kit for committee chairs to pass on information such as the availability of an Editors Canada Zoom account for meetings.

- Change to "done" because this is being done by the member services committee.

#14 (Suzanne Aubin): Draft a feedback form for outgoing volunteers.

- No update.

#15 (Liana Tang): Send a survey to membership about which social media platforms Editors Canada should be on.

- Change to "done" because the marketing and communications committee is handling this.

#18 (Suzanne Aubin): VolunteerConnect: Examine current accessibility and usability, and update the system accordingly. First, a new task force to be formed.

- No update.

#19 (Arija Berzitis): Credential maintenance points for volunteers: Consider awarding extra points for certified editors who volunteer to help develop exercises (e.g., Edit Like a Pro series) toward their credential maintenance.

- No update.

#21 (Suzanne Aubin): Quebec insurance task force: Recruit task force members

- No update. Could be combined with the work the member services committee is doing.

## 5. Budget Update

No update at this time. Final quarterly reports will be available for the February NEC meeting.

## 6. 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

No updates.

### b. Francophone updates

Suzanne Aubin will speak with the francophone adviser to discuss which tasks the adviser could take on.

### c. Member services/Volunteer management committees

Member services had a meeting before the holidays. The volunteer management committee will be meeting soon to discuss which projects need to be taken on.

### d. Certification

A planning meeting is scheduled for the end of January. There has been no progress on marking the November 2025 exams, but that will begin shortly.

### e. Standards committee

The committee has decided to pivot from completing a glossary to beginning to review the standards to see if there is room for improvement.

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

Webinars for the end of 2025 were all presented successfully. Upcoming webinars for the beginning of 2026 are scheduled.

#### **g. Career builder committee**

Still waiting on the career builder hub on the website; it was supposed to launch in December but was delayed.

#### **h. Student relations committee**

The chair is doing well with engaging student affiliates.

#### **i. Marketing and communications committee**

No update.

#### **j. Mentorship committee**

No update.

#### **k. Executive director**

Financials and year-end results: Working on 2025 year-end financials with bookkeeper; will have an initial report for the next NEC meeting. Webinar sales in 2025 were \$17,000 over what we earned in 2024; this includes the training day event. Memberships for 2025 were on par with the previous year with 925 total memberships sold.

Communications (internal and external): The info@editors.ca inbox has been busy with questions about the ODE; we are still working through issues that come up one by one. The Calgary twig's mastermind project created a fair amount of administrative work on the staffing end, mostly answering questions from the twig, but all seems to be going well. There was lots of press coverage of the letter to the prime minister regarding Canadian English.

Conference: Minimal proposals for presenting sessions came through over the holiday, so Sara Abdul has been working hard to reach out to individuals and encourage them to create a proposal. We now have 37 proposals as of the end of the week. The conference hotel is offering a rate of only \$219 per night (savings of over \$150 per night), but we need to fill 35 rooms. Four of those will be taken by staff/keynotes, so we need to ensure 31 attendees use the conference hotel. Michelle Ou and Sara Abdul will be attending on behalf of the staff.

Michelle Ou is working on creating training for the Career Builder Hub site.

## **7. Branches and Twigs**

A branch and twig chairs meeting was held on January 7, 2026. Seven branch/twig chairs attended, representing five branches/twigs. Suzanne Aubin joined and presented on the

VolunteerConnect resource, which only one chair was aware of; this should start a conversation on improved use of it.

The February branch/twig meeting is planned to feature a discussion of student/university outreach, and Kavita Singh-Mohanlall from the student relations committee has said she will attend.

Over the break, there was an issue with funds that had been misallocated away from Editors Calgary, which they had budgeted for their mastermind program that begins Monday. Natasha Bood confirmed on Friday that the funds are now in Calgary's account.

Alex Benarzi commented that the process behind allocating money to the twigs need to be more transparent. This would help with planning more expensive endeavours. Twig chairs should ideally be sent quarterly updates on how much money they have available to them.

It appears that Editors Kingston will likely fold this year. Danielle Anderson will no longer be able to serve as chair; she says she will send out a final call for a volunteer to replace her, but none has been forthcoming so far. Editors Ottawa has been in touch with her to suggest joint events, so she plans to contact them about the possibility of the Kingston members being folded into the Ottawa branch, along the lines of what recently occurred with Edmonton and Calgary.

## 8. Other Business

- Alex Benarzi said the awards coordinator is recruiting judges for the Tom Fairley Award. The previous awards coordinator forwarded a list of names of possible judges to the current awards coordinator, but did not forward contact information because this is not allowed by Editors Canada policies. Alex would like the NEC to give permission to Michelle Ou to share contact information with the awards coordinator for the purpose of recruiting judges.

MOVED BY Greg Ioannou

SECONDED BY Alex Benarzi

that the NEC direct Michelle Ou to share the email contact information of past Editors Canada Awards judges with the chair of the Awards Committee, to support judge recruitment for the 2026 awards.

Carried

- Heather Buzila shared that based on member feedback, there will be no changes to the current Awards and Scholarships Procedures (i.e., no supporters will be required when nominating someone for a President's Award).
- Suzanne Aubin shared that the EDI committee is meeting this month about how to move forward without a chair with the Equity Fellowship coming up.
- Greg Ioannou mentioned that there has been a scam email sent around offering the sale of the Editors Canada member directory. Greg found that member information from 1998 can be found online fairly easily and wondered if we should be doing something to prevent that information from being archived. It's possible to email the Internet Archive and ask them not to archive something.
- Heather Buzila reported that she has received feedback from two people regarding the draft strategic plan. Hopefully there will be more feedback incoming before the deadline at the end of February.

## **9. Next Meeting Sunday, February 15, 1:00-4:00 p.m. (ET)**

## **10. Adjournment**

MOVED BY Greg Ioannou

SECONDED BY Błażej Szpakowicz

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 11, 2026)**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/88253715989?pwd=0lYtr02fQQtpUG7CF0TXbvcaSbfULs.>

1

**Meeting ID: 882 5371 5989**

**Passcode: 034567**

Attending:

- NEC members

NEC documents in [Google Drive](#)

Sunday, January 11, 2026

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)  
Heather
5. Budget update (1:30 to 1:50) Blazej
6. Update on ongoing projects (1:50 to 2:20) (include a brief overview of what your committee is currently working on, as well as any other info you'd like to discuss)
  - a) Publications committee El
  - b) Francophone updates Suzanne
  - c) Member services/Volunteer management committees Suzanne
  - d) Certification Arija
  - e) Standards committee Arija
  - f) Webinars/Training and development committee Greg
  - g) Career Builder committee Alex
  - h) Student relations committee Alex

- i) MarComm committee Liana
- j) Mentorship committee Suzanne
- k) Executive director Natasha

7. Break (2:20 to 2:30)

8. Branches and twigs (2:30 to 2:45) Nathan

9. Other Business

10. Next meeting February 15, 2026

11. Adjourn

## Appendix B – Action Items

Number	Action Item	Category	Person(s) Responsible	Previous Status (if applicable)	Current Status	Last Updated (date)
1	Update the Directors' Handbook, specifically the section on staff.	Current	Kaitlin Littlechild, NEC		No update (Kaitlin)	January 11, 2026
2	Write a statement on AI from Editors Canada.	Current	Nathan Wilkinson, Liana Tang, Błażej Szpakowicz, Arija Berzitis		No update	January 7, 2026
3	Look for a more secure method of distributing webinar recordings; can look at what other editing associations do.	Current	Liana Tang, NEC		No update	January 14, 2026
4	Create Editors Canada logo to indicate that people are on the translation committee as a way of recognizing translators.	Current	Kaitlin Littlechild, NEC		No update	January 11, 2026
5	Create a student affiliate welcome kit.	Current	NEC, Member Services Committee		Remove because the member services committee is working on it.	January 14, 2026
6	Discuss revising the formula that determines how much money is allocated to branches.	Current	Błażej Szpakowicz, Nathan Wilkinson, NEC	The branches currently have approximately \$144,000 restricted for them in the Editors Canada bank account, while the	Revise to "Determine possible use of accumulated surplus that is now internally restricted either to branches (\$144,817) or to	January 7, 2026

				association itself is having cashflow problems.	twigs (\$43,102)," based on e-mail from Błażej to Nathan, December 19, 2025?	
7	Update and revise the French standards.	Current	Suzanne Aubin	Task force has not been launched yet. Task force leader is in place.	No update	January 14, 2026
8	Finalize English version of Editors Canada Guidelines for Committee Chairs and National Position.	Current	NEC	Investigate if the Volunteer Management Committee has finalized the English version and if it has been voted on.	Remove because volunteer management is working on it.	January 14, 2026
9	Create a new Francophone committee to take over from the translation group.	Current	Alex Benarzi, Suzanne Aubin	Contact the francophone adviser to see if they will chair the committee. Committee could be composed of former translation group members. Suzanne Aubin will reach out to current translation group to get names of members to see if they would form the committee.	No update	January 14, 2026
10	Define the duties of the privacy officer of the association	Current	Alex Benarzi	Reach out to Natasha Bood to see what the	Change to DONE.	January 14, 2026

				role typically involves.		
11	Create a welcome kit for committee chairs to pass on information such as the availability of an Editors Canada Zoom account for meetings.	Current	Alex Benarzi	In progress. Close to being done.	Remove because this is being done by the member services committee.	January 14, 2026
12	Create an IT acceptable use policy and procedures (e.g., for safely and responsibly using Google Drive and shared platforms)	Current	Heather Buzila	To be included in the branch and twig toolkit and the upcoming committee welcome kit.	No update	January 7, 2026
13	Establish data retention period for reports, etc. on the website, including keeping past versions of documents for transparency. Create a policy and procedures for this.	Current	Heather Buzila	Check Canada Not-for-profit Corporations Act to see if it contains language about this already. Create an archive off of the website for older documents.	No update	January 7, 2026
14	Draft a feedback form for outgoing volunteers.	Current	Suzanne Aubin		No update	January 14, 2026
15	Send a survey to membership about which social media platforms Editors Canada should be on.	Current	Liana Tang	Survey has gone through NEC exec read. Waiting for French translation to be completed before it is sent out to members.	Remove because the marketing and communications committee is handling this.	January 14, 2026
16	Send an email to membership to consult on changing the Awards and	Current	Michelle Ou, Natasha Bood, NEC directors	Consultation is underway.	No change needed based on survey results. Change to DONE.	January 9, 2026

	Scholarships Procedures.					
17	Send the Publishing Committee's ELAP name-change proposal to the NEC for review.	Current	El Horner	Waiting for rebranding estimate from graphic designer; otherwise, the proposal is written.	In progress	January 9, 2026
18	VolunteerConnect: Examine current accessibility and usability, and update the system accordingly. First, a new task force to be formed.	Current	Suzanne Aubin		No update	January 14, 2026
19	Credential maintenance points for volunteers: Consider awarding extra points for certified editors who volunteer to help develop exercises (e.g., Edit Like a Pro series) toward their credential maintenance.	Current	Arija Berzitis	With the Publications Committee to flesh out the additional activities for credential maintenance.	No update	January 14, 2026
20	Revision of Editors Canada's land acknowledgment: Update our current statement in consultation with Indigenous groups.	Current	Kaitlin Littlechild	The person who was working on this at the IEA is no longer with the association, so Kaitlin Littlechild will take over getting this written.	Progress on IEA end (internal admin)	January 14, 2026
21	Quebec insurance task force: Recruit task force members	Current	Suzanne Aubin	Task force has been created with two members. Work in progress	No update	January 14, 2026

22	Publications Committee: Look into what to start with the revision of Editing Canadian English (3rd Ed., 2015)	Current	El Horner, Kaitlin Littlechild	Director in place. Can open discussion with publications when they are ready	not yet done	January 9, 2026
23	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.	On Hold	Suzanne Aubin	After the French standards have been updated, then we can proceed to the certification exams and study guides.		October 7, 2025
24	Look into possible funding to hire someone to manage Editors Canada's records.	On Hold	NEC directors, Natasha Bood	On hold until funding can be obtained		June 18, 2025
25	Create a French version of "Editors Canada Guidelines for Committee Chairs and National Positions" if we don't already have one in the NEC files.	On Hold	Suzanne Aubin	Finalize the English first before translating it.		October 7, 2025
26	Advocating for Editing discussion from conference - document to be sent out for discussion by email (request for discussion from Heather).	On Hold	Kaitlin Littlechild	Set aside for now		February 9, 2025

27	Volunteer awards: Start the process for an NEC vote to change the procedure for volunteer award nominations.	On Hold	Alex Benarzi, Ellen Keeble	On hold until member consultation is completed	This may be done by January 2026 meeting.	February 25, 2025
28	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 (check the bylaws to see if the recording secretary and secretary roles can be combined into one).	On Hold	NEC directors	Recording secretary and secretary roles have been combined. Other issues are put on hold until the new strategic plan is completed.		September 15, 2024
29	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		April 21, 2024
30	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	On Hold	Błażej Szpakowicz	No updates		April 21, 2024

	because of the other priorities**					
31	VolunteerConnect: Leah to update the language used in the VolunteerConnect spreadsheet—from English only to bilingual to encourage more francophone members' participation	On Hold	NEC directors	Standing by for our next meeting		November 5, 2023

## Appendix C – Online Motions

Motion	Background	Opened	Closed	Moved By	Seconded By	Carried By	Abstain
That we approve the November 2025 meeting minutes for posting on the website.		Dec. 11, 2025	Dec. 14, 2025	Heather Buzila	Greg Ioannou	9	0
That we approve Karen Crosby as a member of the honorary life membership evaluation committee.	Karen's term will last until the end of June 2028. This brings the committee up to its full membership for 2025.	Dec, 12, 2025	Dec. 16, 2025	Heather Buzila	Kaitlin Littlechild	7	1