

Editors' Association of Canada
Association canadienne des réviseurs

National Executive Council
Meeting Minutes



EDITORS
RÉVISEURS
CANADA

February 15, 2026

Zoom

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PRESENT:

NATIONAL EXECUTIVE COUNCIL (NEC)

Kaitlin Littlechild	President
Alex Benarzi	Vice-President
Heather Buzila	Past President
Błażej Szpakowicz	Treasurer
Heather Buzila	Secretary
Nathan Wilkinson	Director, Branches and Twigs
Liana Tang	Director, Marketing and Communications
Suzanne Aubin	Director, Member Recruitment and Retention
Arija Berzitis	Director, Professional Standards
El Horner	Director, Publications
Greg Ioannou	Director, Training and Development
vacant	Director, Volunteer Relations

OTHERS

Karen Crosby, Editors Calgary
Maylon Gardner, member services committee

1. Call to Order

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

2. Land Acknowledgement

Kaitlin read the land acknowledgement.

3. Approval of Agenda

MOVED BY Greg Ioannou

SECONDED BY Błażej Szpakowicz

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 (Błażej Szpakowicz, Nathan Wilkinson): Discuss revising the formula that determines how much money is allocated to branches. Determine possible use of accumulated

surplus that is now internally restricted either to branches (\$144,817) or to twigs (\$43,102)

- Błażej Szpakowicz said that we have stopped putting money into branch and twig accounts until some of the accumulated surpluses have been used up. He consulted with the administrative director, and if the financial prediction for this year holds, Editors Canada will have an accumulated surplus and won't need to look into asking the branches and twigs for funds. If a major expense comes up this year or something unexpected happens, we may need to revisit this. But for now, this action item can be put on hold.
- #6 (Alex Benarzi, Suzanne Aubin): Create a new Francophone committee to take over from the translation group.
 - No update, but this action item needs to be addressed because there are only two volunteer translators actively taking translation projects right now.
 - Greg Ioannou suggested that we should consider returning to paid translation so there isn't a large burden put on a small number of volunteers.

5. Karen Crosby—Editors Calgary

MOVED BY Alex Benarzi

SECONDED BY Błażej Szpakowicz

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

Carried

Karen Crosby joined the meeting to discuss the mastermind program that Editors Calgary is running. The idea of the program is that everyone can learn from each other. The program is geared toward experienced editors; a lot of the webinars offered by Editors Canada are geared toward beginner or intermediate editors, so the mastermind program fills a gap and engages more experienced editors. The program runs over a 12-week period (5 sessions) and also includes three panel sessions. The initial plan was to have three groups of participants, but there was low registration in the fiction group, so only two groups were formed.

Karen conducted a pre-program survey to determine the participants' editorial skills and confidence, workflow and productivity, professional practice and business, and community and peer learning; she will be conducting the same survey at the end of the program to see if those skills have changed. All participants signed a participation and confidentiality agreement at the beginning of the program. Any work used in the program is used by permission of the author. Slack is used as a way of building community and as a place to share links, checklists, style sheets, etc. The program is currently at the midway point, and the facilitators have been receiving positive feedback from participants.

Greg Ioannou said that this seems like a program that could be used across the country in Editors Canada. Karen said that she developed this program so that it was clearly differentiated from the Editors Canada mentorship program. Mentorship is student driven in that the student determines what they'd like to be mentored in. The mastermind program is facilitator driven.

The mastermind program has been priced at a deep discount for Editors Canada members. This is to use up some of the twig's accumulated surplus and also to help with affordability for participants. Non-member pricing was \$400, and member pricing was \$120. Facilitators were paid for their work.

6. Budget Update

Błażej Szpakowicz said that Editors Canada has received preliminary year-end figures for last year. Some items have not yet been included in the figures, such as the webinar royalties, because those are dealt with in February. The goal is to have the audit take place in April. Last year, the NEC approved a \$77,000+ deficit, but it looks now that the deficit will be in the \$50,000 range. This is partly due to the change from an executive director to an administrative director. Membership and ODE revenue came in lower than expected, but webinars and publications brought in more than expected. The national accumulated surplus is down to about \$35,000 due to unexpected expenses occurring during the last couple of years.

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

El Horner said that the committee is continuing to look for an authenticity reader for the EDI handbook. The committee has also put together a proposal for a new series of exercises that will be coming to the NEC for approval. The exercises will focus on testing one editing skill per exercise. There's also been discussion about updating *Editing Canadian English* (ECE) and whether there is time to do that in the upcoming year. Greg Ioannou suggested that updating ECE might not be a good use of volunteer time because it takes a lot of work and the book may not get much use anymore. It may be better to update *Editorial Niches* instead because a lot of the information in ECE will not have changed.

b. Francophone updates

Suzanne Aubin hasn't heard from the francophone adviser about whether she is returning in her position for another year.

c. Member services/Volunteer management committees

MOVED BY Suzanne Aubin
SECONDED BY Alex Benarzi

that the NEC approves giving Maylon Gardner a voice at the meeting.

Carried

Maylon Gardner joined the meeting to discuss the draft strategic plan. She suggested that there should be an audio recording of the draft plan for accessibility reasons. Heather Buzila said that feedback is due on February 27, 2026, so there isn't time for an audio recording to be made by national and sent out to members. Maylon then asked if there could be a Zoom meeting where people could attend and hear the draft plan being read out loud. She said there are a few people who would be willing to volunteer to read the document over Zoom. This might be helpful for time management and to lessen the burden on members who already read so much during their workday. Greg Ioannou asked that the footnotes of the document be read as well. Suzanne Aubin said that we would need to check with Michelle Ou and Sara Abdul to see if they could support a Zoom meeting from the office side.

Maylon also wondered if we could share a summary document of the draft plan that was created by a member and has been posted on Discord. Alex Benarzi said that it might not be a good idea to summarize the document because summarizing is an editorial act. Greg said that the draft plan contains two summaries of itself, so it may not be necessary to summarize it—we could just share one of those summaries.

For updates from the member services committee, Suzanne reported that there is an offer of insurance for Quebec members from the Cooperators. The task force is working on this.

The Vine/La Vigne had good attendance at the meetings discussing the draft strategic plan. The member services committee is continuing to work on the revised welcome kit. Maylon has spoken to the chair of the student relations committee about creating a welcome kit for student affiliates. Maylon wants to do a review of the services that Editors Canada offers members to show the value of an Editors Canada membership, since membership numbers have been declining. She also wants to focus more on using Editors Canada's resources (i.e., Zoom) on providing social time for members that is more relaxed and not such a structured learning environment.

For volunteer management, the chair of the committee is working on updating the various volunteer handbooks by contacting committee chairs to verify information.

Suzanne has contacted 12 potential new volunteers since the last NEC meeting. She says that the response rate to these emails is not very high.

d. Certification

The certification steering committee (CSC) had their annual planning meeting. One committee member resigned, which leaves only three members on the committee. The committee downloaded the certification web pages from the Editors Canada website and found that there was a lot of outdated information on the pages, so this was corrected. The committee proposed running all four editing certification exams next year instead of just two. They are cleaning up the exam prep guides and working with the publications committee to make sure the information matches what is in the ELAP workbooks. The CSC worked with the publications committee to begin offering credential maintenance points for volunteering to write or review exercises in the ELAP workbooks.

Alex Benarzi asked if the switch to running four exams next year instead of two requires NEC approval. The current two-exams-per-year format is likely from before the exams were put online. Arija Berzitis said that if the switch is made to running four exams that they would likely need to be held over two days, due to volunteer requirements. Kaitlin Littlechild asked if there are enough volunteers to make running four exams feasible. Greg Ioannou said that the CSC reduced the exams to two per year years ago because running four exams each year wasn't possible with the amount of work that would need to be done. He said that running four exams a year with a smaller committee doesn't seem like it would work.

e. Standards committee

The committee wants to purchase the Plain Language Standard. They started reviewing the current standards and discussed whether the word "professional" was contentious and should be removed. There also needs to be a standard included that addresses AI.

f. Webinars/Training and development committee

No update.

g. Career builder committee

The Career Builder Hub is almost ready to launch.

h. Student relations committee

The committee is running a student social on March 1 based around an "ask an editor" format. The chair of the committee will be joining the next branch and twig chair meeting to discuss engaging more student affiliates.

i. Marketing and communications committee

The committee is working on the Editors' Day proposal. The committee would like to create a document with committee members' contact information for continuity and better communication. They also had some concerns about having more of a Francophone presence on the committee.

j. Mentorship committee

No updates.

k. Administrative director

The administrative director is working on the 2025 year-end financials with the bookkeeper. T-slips are in progress and will be sent out to all our suppliers before the deadline.

The office is switching to a new online phone system (QUO) that is significantly less expensive and provides more flexibility than our current system (this was recommended by our tech company).

Michelle Ou has mostly been working on awards, such as coordinating with Tom Fairley Award nominees to get their supporting documentation and admin fees in by Friday's deadline. She built template pages and created a training video for the career builder committee for the Career Builder Hub and worked with Suzanne Aubin on the Principes directeurs task force call for volunteers. The marketing and communications committee's survey on social media usage launched yesterday. Editors Canada worked with Université Laval's on sharing their survey of francophone language professionals.

Regarding the ODE, there is ongoing behind-the-scenes maintenance of the website/WordPress tweaks and continued monitoring of the ODE situation with Mango Innovation. The ODE is still having some issues; two profiles hadn't been showing up for a couple months and the search was having issues. Derrick has since fixed these and Editors Canada has offered the two members extensions on their listing.

The conference schedule is locked and should be announced sometime next week if all goes according to plan. Editors Canada has two additional room blocks that don't require us to sign on to pay for the rooms if they don't get filled. The rooms just get released in April. The conference committee is meeting with sponsors they haven't worked with before (including Writer's Trust and the Canadian Language Industry Association). We're at 29 registrations for the conference, but there are an additional 48 people who have started the registration process but haven't completed payment yet.

The office staff is working on redoing the certification page to go from columns to a list format. Sara Abdul is fixing the mentorship forms to make them clearer. We've also had significantly more mentorships at this point this year than we have in previous years. Editors Canada is going to be at the Toronto Indie Authors Festival again this year. We'll have members doing first-page edits, running our booth, and answering questions about editing on a panel. Sara has finalized this and recruited volunteers for it.

9. Branches and Twigs

There are two main issues affecting branches and twigs: difficulty engaging membership in activities, and difficulty recruiting and keeping volunteers. There has been one branch and twig chair meeting since the last NEC meeting, and Suzanne Aubin joined the meeting to discuss connecting with volunteers and using the VolunteerConnect spreadsheet. At that meeting, there was a request to think about how Editors Canada can support struggling twigs, since putting the work on active twigs (e.g., Editors Calgary supporting Editors Edmonton) is not feasible or fair to those volunteers doing work for the active twig. The chair of the Kingston twig is stepping down and there is no replacement for chair; Editors Ottawa-Gatineau has done some work with the Kingston twig and may be willing to step in to help the twig out. The chair of the Barrie twig is also leaving so that twig will be without a chair. The Branch and Twig Procedures document outlines the length of time that a branch or twig can go without a chair before the group is disbanded. However, the timeline outlined in this document is not always followed as strictly as it should be.

10. Revision to AGM Proxy Form

The NEC had discussed plain language revisions to the AGM proxy form in the fall, but that discussion was put on hold and never restarted. The main point of discussion in the fall was what the Editors Canada Bylaw indicates should be done if a member submits a proxy form to a proxy holder and doesn't indicate their voting wishes for all the motions on the form: Should the proxy holder vote as they see fit, or should the proxy holder abstain from voting?

Directors will discuss this matter over email.

11. Other Business

a) Paid translation versus volunteer translation

Greg Ioannou asked Błażej Szpakowicz to look at the budget to see if moving back to paid translation was an option.

b) Editors Canada statement on AI

Nathan Wilkinson, Błażej Szpakowicz, Arija Berzitis, and Liana Tang met to discuss creating an organizational statement on AI. There was agreement that the statement should include something about the ethical use of AI. There were differences of opinion on how long it should take to put out this statement and how much research should be conducted. They decided there needed to be some clarification on the scope of the task from the NEC.

Heather Buzila said that the Editorial Freelancers Association has approached Editors Canada about working together to create a joint statement on AI so it is consistent across organizations. The EFA has also approached ACES, CIEP, and other editorial organizations. The EFA is first surveying their members to see what members would like to see in the statement, so this might be a good first step for Editors Canada as well. The EFA is willing to share their survey questions with Editors Canada. Alex Benarzi thinks the Editors Canada group's efforts might be better served by creating a survey of membership rather than starting by writing a statement.

12. Next Meeting Sunday, March 22, 1:00-4:00 p.m. (ET)

Q1 reports will be due at the March 22 meeting.

13. Adjournment

MOVED BY Błażej Szpakowicz

SECONDED BY Liana Tang

that the meeting be adjourned.

Carried

Appendix A – Meeting Agenda

AGENDA / ORDRE DU JOUR
Editors' Association of Canada / Association canadienne des réviseurs
National executive council meeting (February 15, 2026)

Zoom link:

<https://us02web.zoom.us/j/85880878866?pwd=xfoYqZ50CpI9BaTTumhCYTIADKFAeh.1>

Meeting ID: 858 8087 8866

Passcode: 319399

Attending:

- NEC members
Karen Crosby

NEC documents in Google Drive

Sunday, February 15, 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. Guest - Karen Crosby (1:30 to 1:50)
6. Budget update (1:50 to 2:10) Blazej
7. Break (2:10 to 2:20)
8. Update on ongoing projects (2:20 to 2:50) (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 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

9. Branches and twigs (2:50 to 3:05) Nathan

10. Revision to AGM proxy form (3:05 to 3:15) Heather

11. Other Business

12. Next meeting Sunday, March 22, 1:00–4:00 p.m. (ET)

13. Adjourn

Appendix B – Action Items

1	Update the Directors' Handbook, specifically the section on staff.	Current	Kaitlin Littlechild, NEC		In progress	January 14, 2026
2	Write a statement on AI from Editors Canada.	Current	Nathan Wilkinson, Liana Tang, Błażej Szpakowicz, Arija Berzitis		EFA has asked if Editors Canada would consider a joint AI statement with them and other editorial organizations.	February 11, 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	February 23, 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 14, 2026
5	Discuss revising the formula that determines how much money is allocated to branches. Determine possible use of accumulated surplus that is now internally restricted either to branches (\$144,817) or to twigs (\$43,102)	Current	Błażej Szpakowicz, Nathan Wilkinson, NEC		Change to on hold. If the financial prediction for this year holds, Editors Canada will have an accumulated surplus and we won't need to look into asking the branches and twigs for funds. If a major expense comes up this year or something unexpected happens, we may need to revisit this.	February 23, 2026
6	Update and revise the French standards.	Current	Suzanne Aubin		Task force was announced February 12, 2026.	February 13, 2026
7	Create a new Francophone	Current	Alex Benarzi,	Contact the francophone	No update, but this action item needs to	January 14, 2026

	committee to take over from the translation group.		Suzanne Aubin	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.	be addressed because there are only two volunteer translators actively taking translation projects right now. Considering moving to paid translation.	
8	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	February 11, 2026
9	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	February 11, 2026
10	Draft a feedback form for outgoing volunteers.	Current	Suzanne Aubin		No update	January 14, 2026
11	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	February 12, 2026
12	VolunteerConnect: Examine current accessibility and	Current	Suzanne Aubin		No update	January 14, 2026

	usability, and update the system accordingly. First, a new task force to be formed.					
13	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.	Move to done.	February 13, 2026
14	Revision of Editors Canada's land acknowledgment: Update our current statement in consultation with Indigenous groups.	Current	Kaitlin Littlechild	Progress on IEA end (internal admin)	In progress	January 14, 2026
15	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
16	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 done yet	February 12, 2026
17	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.	See update for related task force	February 13, 2026

18	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
19	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	Work in progress by the Volunteer Management Committee		February 13, 2026
20	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	No update	February 9, 2025
21	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
22	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
23	Reconsideration of the conference adviser position: Return back to the original model or eliminate this position	On Hold	NEC directors	Put on hold until the new strategic plan is completed		April 21, 2024

	due to potential redundancy					
24	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	No updates		April 21, 2024
25	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
26	Create a student affiliate welcome kit.	Done	NEC, Member Services Committee			January 14, 2026
27	Finalize English version of Editors Canada Guidelines for Committee Chairs and National Position.	Done	NEC	Investigate if the Volunteer Management Committee has finalized the English version and if it has been voted on.		January 14, 2026
28	Define the duties of the privacy officer of the association	Done	Alex Benarzi	Reach out to Natasha Bood to see what the role typically involves.		January 14, 2026
29	Create a welcome kit for committee chairs to pass on information such as the availability of an Editors Canada Zoom account for meetings.	Done	Alex Benarzi	In progress. Close to being done.		January 14, 2026

30	Send a survey to membership about which social media platforms Editors Canada should be on.	Done	Liana Tang	Survey has gone through NEC exec read. Waiting for French translation to be completed before it is sent out to members.	Delete because the marketing and communications committee is handling this?	January 14, 2026
31	Send an email to membership to consult on changing the Awards and Scholarships Procedures.	Done	Michelle Ou, Natasha Bood, NEC directors	Consultation is underway.	No change needed based on survey results. Change to DONE.	January 9, 2026

Appendix C – Online Motions

Motion	Background	Opened	Closed	Moved By	Seconded By	Carried By	Abstain
That we approve the January 2026 meeting minutes for posting on the website.		January 22, 2026	January 25, 2026	Heather Buzila	Suzanne Aubin	7	1