

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

**Special General Meeting
Minutes**



**EDITORS
RÉVISEURS
CANADA**

September 11, 2025

Zoom

Contents

- 1. Land Acknowledgement..... 2
- 2. Call to Order..... 2
- 3. Parliamentary 2
- 4. Motion: Approval of the Agenda..... 2
- 5. Appointments and Elections..... 3
 - a) For the 2025 auditor..... 3
 - b) For the national executive council (NEC) 3
 - c) For national committee chairs and national positions 4
 - d) For the honorary life membership evaluation committee..... 5
- 6. Motion: That we transition the role of executive director into the role of administrative director for a trial period of one year 6
- 7. President’s Awards..... 8
- 8. Other Business..... 9
- 9. Adjournment..... 10
- Appendix A - Meeting Agenda 11

PRESENT:

NATIONAL EXECUTIVE COUNCIL

Kaitlin Littlechild

Alex Benarzi

Heather Buzila

Suzanne Aubin

Błażej Szpakowicz

President

Vice-President

Secretary

Director of Member Recruitment and Retention

Treasurer

OTHERS

Gael Spivak

Michelle Ou

Parliamentarian

Senior Communications Manager

About 50 members

1. Land Acknowledgement

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

2. Call to Order

Kaitlin Littlechild called the meeting to order at 7:02 pm ET.

3. Parliamentarian

The Parliamentarian was Gael Spivak. President Kaitlin Littlechild stated that Gael's role is to advise Kaitlin when questions of procedure arise. Editors Canada uses *Robert's Rules of Order* for the special general meeting (SGM), along with the Editors Canada *Rules of Order Guide*. The Editors Canada bylaw states that meetings will be conducted according to *Robert's Rules of Order* section 3.09. Various policies, procedures and guidelines may come into play at the SGM.

4. Motion: Approval of the Agenda

MOVED BY Carolyn Brown

SECONDED BY Laura Bontje

that members approve the agenda.

Carried by 94% in favour.

5. Appointments and Elections

a) For the 2025 auditor

MOVED BY Błażej Szpakowicz
SECONDED BY Michelle Waitzman

that members approve the auditor for 2025: Hogg, Shain & Scheck.

Carried by 87% in favour.

b) For the national executive council (NEC)



For the national executive council / Pour le Conseil d'administration national

Candidates (for 2 years) / Candidats (pour 2 ans)

- Arija Berzitis (Editors/Réviseurs Toronto)
- Błażej Szpakowicz (Editors British Columbia/Réviseurs Colombie-Britannique)
- Elizabeth Horner (Editors/Réviseurs Québec)
- Heather Buzila (Editors/Réviseurs Edmonton)
- Kaitlin Littlechild (Editors Atlantic/Réviseurs Atlantique)



For the national executive council / Pour le Conseil d'administration national

Elected at the 2024 AGM for 2 years /
Élus à l'AGA de 2024 pour 2 ans

- Alex Benarzi (Editors/Réviseurs Calgary)
- Suzanne Aubin (Editors/Réviseurs Québec)

The current NEC directors above, who were elected at the 2024 AGM for two years, still have one more year, for 2025/2026.

Greg Ioannou nominated himself from the floor for the NEC.

c) For national committee chairs and national positions

These were voted on by the NEC at the June NEC meeting. We are still looking for chairs for the Volunteer Management Committee and the Agrément/Principes Committee.

- **Academic editing special interest group / Groupe d'intérêt spécial sur la révision universitaire** : Alex Benarzi (Editors/Réviseurs Calgary); Jenn Rossiter (Editors/Réviseurs Edmonton)
- **Awards / Prix** : Tom Vradenburg (Editors/Réviseurs Ottawa-Gatineau)
- **Career Builder / PromoCarrière** : Holly Vestad (Editors/Réviseurs Québec)
- **Certification** : Saleh Waziruddin (Editors/Réviseurs Hamilton-Halton)
- **Agrément / Principes** : vacant
- **Conference / Congrès** : Melanie Pitman (Editors Atlantic/Réviseurs Atlantique) and Jenn Tonna (Editors Atlantic/Réviseurs Atlantique)
- **Conference adviser / Conseillère du congrès** : Heather Buzila (Editors/Réviseurs Edmonton)
- **The Editors' Weekly / L'Hebdomadaire des réviseurs** : Zanne Klingenberg (Editors/Réviseurs Edmonton)
- **Equity, diversity and inclusion / Équité, diversité et inclusion** : Traci Williams (Editors/Réviseurs Québec)

- **Facebook group moderators / Modératrices du groupe Facebook** : Tara Penner (Editors British Columbia/Révisseurs Colombie-Britannique) and Lenore Hietkamp (Editors British Columbia/Révisseurs Colombie-Britannique)
- **Francophone adviser / Conseiller francophone** : Karine Marquis (Editors/Révisseurs Québec)
- **Forum monitor / Modératrice du forum** : Lauren Sawant (Editors/Révisseurs Toronto)
- **L'Hebdomadaire des réviseurs** : Gabrielle Balan (Editors/Révisseurs Barrie)
- **Marketing and communications / Marketing et des communications** : Gillian Burrows (Editors/Révisseurs Kitchener-Waterloo-Guelph)
- **Mediator / Médiatrice** : Monica Gill
- **Member services / Services aux membres** : Maylon Gardner (Editors British Columbia/Révisseurs Colombie-Britannique)
- **Mentorship / Mentorat** : Jenn Rossiter (Editors/Révisseurs Edmonton)
- **Publications** : Matthew Long (Editors/Révisseurs Toronto)
- **Standards / Normes** : Laura Seguin (Editors/Révisseurs Edmonton) and / et Greg Ioannou (Editors/Révisseurs Toronto)
- **Student relations / Relations avec les étudiants** : Kavita Singh-Mohanlall (Editors/Révisseurs Toronto)
- **Training and development / Perfectionnement professionnel** : Katherine Morton (Editors/Révisseurs Toronto)
- **Volunteer management / Gestion des bénévoles** : TBD

d) For the honorary life membership evaluation committee

These volunteers take three-year terms that rotate so that only two people will leave the committee at one time, and two new people will come on board. These were voted on at the June NEC meeting. We are still missing two volunteers to join the committee for 2025-2028.

Honorary life membership evaluation committee
Comité d'évaluation pour l'attribution du statut de
membre honoraire à vie

Person	Replace in what year
Kristine Buchholtz (term is done / mandat terminé)	2025
Anne Louise Mahoney (term is done / mandat terminé)	2025
Marianne Grier	2026
Roma Ilnyckyj	2026
Heather Buzila	2027
Taran Woloschuk	2027
New:	2028
New:	2028

6. Motion: That we transition the role of executive director into the role of administrative director for a trial period of one year

MOVED BY Heather Buzila
 SECONDED BY Maria Frank

that members approve the transition of the executive director role into the role of administrative director for a trial period of one year.

Carried with 60% in favour.

Discussion:

Heather Buzila said that the executive director, Natasha Bood, resigned immediately after the AGM in June. Her last day as the full-time executive director of Editors Canada was August 29, 2025. Near the end of July, Natasha sent a proposal to the HR committee in which she'd continue overseeing administrative and financial tasks as a part-time contractor, rather than staying on in a full-time position. During discussions between the HR committee and Natasha, it was determined that the administrative director's role would include the following tasks: advise the NEC on developing strategic, program and financial plans; participate in NEC discussions and meetings as required; manage the association's staff, including supervising employees, assigning staff duties, and administering payroll; administer the national finances, maintain accurate financial records,

and prepare an annual budget for review and approval by the NEC; and contract with suppliers. In order for the transition from executive director to administrative director to work smoothly, part of the executive director's current duties (related to membership and certification) would need to be completed by another person. The ideal solution to this would be for a current part-time staff person to increase to full-time hours and take these tasks into her portfolio. Benefits of this change include cost efficiency, retention of expertise, and allowing for the association to be more member driven. If this motion is carried, the switch from ED to AD would be for a trial period of one year. This trial period would allow us time to explore advantages and disadvantages and think of questions or concerns about the new trial model. It would give us time to explore what permanent changes would need to be made to association governance documents if we kept this model past the one-year mark or if we'd prefer to return to the ED model after the trial period.

Greg Ioannou asked if it was possible to move a friendly amendment from someone he has a proxy for. The amendment was to add the words "with a new person" at the end of the motion. Kaitlin Littlechild said that deciding who to hire for a position is not decided by members; it is decided by the HR committee. The parliamentarian said that if people are in favour of the motion but want a different person in the role, they may decide to vote against the motion.

Greg Ioannou said that the role of executive director is in our bylaws, and if we decide to keep the position after the one-year trial, that will cause other issues. He also said that the role of executive director is running the association and having a hand in strategic planning, while the role of administrative director is to carry out the day-to-day activities of running the association. But in the description of the administrative director roles that Heather Buzila spoke about, strategic planning was included.

Carolyn Brown said her concern is about the term "contractor." The CRA has a specific definition of "contractor." Editors Ottawa-Gatineau had some problems a few years ago because they had an executive administrator who was being paid without CPP and EI being deducted and without taxes being deducted—being treated as a contractor. The CRA said that the executive administrator was actually an employee, and the branch had to pay money retroactively to the executive administrator. Carolyn is worried that the role of administrative director here would fall into the same category as an employee. She said the office should talk to CRA because she thinks that this position needs to be an employee position, not a contract position. Michelle Waitzman said that since the person being hired as administrative director would have other clients, that would put her in the contract position. Stan Backs said he faced the same problem decades ago, and he had to incorporate and run it through his company.

Laura Edlund asked in the chat if the administrative director would be involved in the member consultation of the strategic plan. Heather Buzila said that the consultation would be run by a member of the NEC, who would be responsible for collecting feedback and incorporating it into the strategic plan.

Linda Jenkins asked in the chat what the difference is between an executive director and an administrative director. Heather Buzila said an executive director is a full-time employee of Editors Canada, and the administrative director would not have the same duties as an executive director. The executive director has more extensive duties, such as being the privacy officer of the association and being heavily involved in setting the strategic direction of the association. The administrative director focuses more on the day-to-day tasks, such as working with office staff, overseeing payroll and finances, working with the bookkeeper.

There was a question in the Q&A about whether we'd be a client of the administrative director's fractional management company. Heather Buzila said yes.

Gael Spivak asked if the role of privacy officer would go to a director if this change happened. Heather Buzila said yes, one of the directors would be taking over the duties of privacy officer, and that the HR committee was still discussing which director had the most capacity to take on these duties. Gael Spivak said that she was concerned because every time there is a discussion on Facebook about volunteers that people say they are overworked, so it sounds like no one would have capacity to take on the privacy officer's duties. Alex Benarzi said that, if this motion passed, it would be for a trial period so that we could see if any problems, such as people being unable to take on any extra duties, would crop up.

7. President's Awards

Suzanne Aubin (Editors/**Révisseurs** Québec)

Laura Bontje (Editors/**Révisseurs** Kitchener-Waterloo-Guelph)

Karen Crosby (Editors/**Révisseurs** Calgary)

Alex Elcombe (Editors/**Révisseurs** Toronto)

Joanne Haskins (Editors/**Révisseurs** Toronto)

Letitia Henville (Editors/**Révisseurs** Québec)

Emily Lam (Editors/**Révisseurs** Toronto)

Jackie Lewis (Editors/**Révisseurs** Calgary)

Matthew Long (Editors/**Révisseurs** Hamilton-Halton)



President's Awards / Prix de la présidence
Lee d'Anjou Volunteer of the Year Award /
Prix Lee-d'Anjou – Bénévole de l'année

Laura Bontje
(Editors/Réviseurs Kitchener-Waterloo-Guelph)

If you're looking for someone who has their finger on the pulse of the editing profession, look no further than Laura Bontje. For four years, she has worked on *The Editors' Weekly*, the official English-language blog of Editors Canada. For the last two of those years, she has served as its managing editor. *The Editors' Weekly* is known for producing quality content, and Laura is at the heart of its success. With an eye to seeking out great writers and to seeing the blog flourish, she puts a great amount of thought into curating articles that are topical for readers.

Si vous cherchez quelqu'un qui est bien au fait de ce qui se passe dans le monde de la révision professionnelle, vous n'avez qu'à penser à Laura Bontje. Elle collabore, depuis quatre ans, à *The Editors' Weekly*, le blogue officiel de Réviseurs Canada en langue anglaise. Ces deux dernières années, elle agit en tant que directrice de la rédaction. Le blogue *The Editors' Weekly* est reconnu pour la production de contenu de qualité et Laura est au cœur même de ce succès. En vue de trouver d'excellents auteur-e-s et de favoriser l'essor du blogue, elle choisit soigneusement les articles qui portent sur des sujets d'actualité pour le lectorat.

Laura Bontje thanked the nominators and everyone she has worked with over the years. She found a welcoming community in Editors Canada through all the roles she's filled. She encouraged people to volunteer for Editors Canada because it has been rewarding for her.

8. Other Business

Strategic Plan for 2025–2030: By mutual agreement of both movers, the two motions presented at the AGM regarding the strategic plan have been withdrawn, with the national executive council agreeing to send the current draft of the strategic plan for member consultation. / **Plan stratégique 2025–2030 : les deux personnes qui présentaient une motion à ce sujet ont convenu de les retirer; le conseil d'administration national distribuera le plan stratégique aux membres afin d'obtenir leur rétroaction.**

Consultation on Awards Procedures: The mover has withdrawn his motion regarding consultation on the Awards Procedures because the matter was settled at the April 2025 national executive council meeting; the procedures will go to members for consultation. / **Consultation au sujet des procédures pour la remise de prix : la personne qui présentait cette motion l'a retirée, car la question a été abordée lors de la réunion du conseil d'administration national en avril 2025 (document en anglais seulement). Les membres seront consultés à ce sujet.**

9. Adjournment

MOVED BY Greg Ioannou
SECONDED BY Tracey Nesbitt

that the meeting be adjourned.

Carried with 76% in favour.

Appendix A – Meeting Agenda

1. Land Acknowledgement
2. Call to Order
3. Parliamentary
4. Motion: Approval of the Agenda
5. Appointments and Elections
 - a. For the 2025 auditor
 - b. For the national executive council (NEC)
 - c. For national committee chairs and national positions
 - d. For the honorary life membership evaluation committee
6. Motion: That we transition the role of executive director into the role of administrative director for a trial period of one year.
7. President's Awards
8. Other business
9. Adjournment