

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

**National Executive Council
Meeting Minutes**



**EDITORS
RÉVISEURS
CANADA**

May 31, 2026

Zoom

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PRESENT:

NATIONAL EXECUTIVE COUNCIL (NEC)

Kaitlin Littlechild	President
Alex Benarzi	Vice-President
Błażej Szpakowicz	Treasurer
Heather Buzila	Past President
Heather Buzila	Secretary
vacant	Director, Branches and Twigs
Suzanne Aubin	Director, Member Recruitment and Retention
Arija Berzitis	Director, Professional Standards
El Horner	Director, Publications
Suzanne Aubin	Director, Volunteer Relations

OTHERS

REGRETS:

Liana Tang	Director, Marketing and Communications
Greg Ioannou	Director, Training and Development

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 Alex Benarzi

SECONDED BY Suzanne Aubin

that the NEC approves the agenda.

Carried

4. Review of Outstanding Action Items from Previous Meetings

#1 (Alex Benarzi, NEC): Begin researching companies/individuals to facilitate the creation of a new strategic plan.

- Alex has been looking into different formats of strategic plans, some that offer more flexibility to reflect wide needs of Editors Canada members.
- Kaitlin Littlechild said that one of the motions for the 2026 AGM would have us locked in to having members write the strategic plan. There is an issue with this motion in that it requires the work of the strategic plan to be done by the end of 2026; this is a problem

because committees and the NEC don't meet during July and August, so the soonest the work could begin on the new plan would be September, which doesn't allow much time for writing and review. There is no objection to the motion itself, just the timeline. The solution could be to make a friendly amendment to change the timeline of the original motion. Kaitlin will reach out to the mover to see if they would be open to this.

#2 (Kaitlin Littlechild): Update the Directors' Handbook, specifically the section on staff.

- No update

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

- No update

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

- Suzanne put H el ene C ot e in touch with the member services committee because they had been approached by an insurance company who wanted to offer better rates for Editors Canada members, but Suzanne hasn't been involved beyond that. Otherwise, there is no update.

MOVED BY Alex Benarzi

SECONDED BY Suzanne Aubin

that the NEC gives Valerie Cober and Le ta Boucicat a voice at the meeting.

Carried

5. Budget Update

The draft auditor's report and the draft financial statements have been received. The association had a deficit of about \$58,000 in 2025, which is about \$20,000 less than what was originally forecast. At the end of 2025, the association had about \$50,000 of unrestricted funds saved up, about \$130,000 that was internally restricted for the branches, and about \$32,000 that was internally restricted for the twigs. A financial report on the second quarter of 2026 will be available in July.

The vote on the auditor's report by the NEC will take place online, once directors have had time to read the report.

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

A new director of publications has been recruited for the 2026-2027 term, and El Horner is setting up a time to meet with them for the handover.

The Editing with Respect handbook is ready to be launched after the exec read on the launch email is finished. The committee is finishing up copyediting and proofreading the ELAP copyediting guide. The new single exercises are in the troubleshooting phase after the proposal was approved by the NEC. The conversation about renaming the ELAP books is ongoing.

b. Francophone updates

The search continues for a new francophone adviser.

Regarding the French standards, the volunteers have received information about how the English standards were updated so that they have a roadmap for how to complete the work. Suzanne Aubin is unsure if work has begun on updating the French standards yet.

c. Member services/Volunteer management committees

Member services has been busy organizing the spring Discord party that happened about a month ago. There will be another Discord event in June, to be announced soon. Member services is also working on the Quebec insurance project. The committee is busy assessing the services offered to Editors Canada members and has found that people are not as aware of all the services as they should be; because of this, some services will need to be advertised to members to increase awareness. A survey was recently sent to the membership about the services offered to members and what services aren't used, as well as what other services members would like to see.

Suzanne Aubin has not yet found a volunteer to take over as member services committee chair.

The volunteer management committee hasn't met since the last NEC meeting in April. The handbook for committee chairs is up to date and is being reviewed by the committee members.

Suzanne is still looking for a volunteer to take over as director of volunteer relations.

Suzanne contacted ten potential volunteers during May.

d. Certification

The certification steering committee is still trying to find markers for the exams written in November 2025. The CSC is meeting next week, and the hope is to have the exams marked before the end of June. Arija Berzitis has offered to help mark exams. The CSC is also working on updating the exams for November 2026 and getting a promotional video made to discuss the next set of exams.

Alex Benarzi said that the CSC is currently only made up of three members, with the majority of work being done by two members. The CSC used to be a large committee, and certification is an important initiative for Editors Canada. There needs to be a push to increase awareness of the committee and to recruit certified editors to the committee. Arija said that the problem with recruiting volunteers for the CSC is that committee members

cannot write the exams for two years after they've been part of the committee, so there are people who don't want to volunteer for the committee because it would exclude them from writing exams. Suzanne Aubin suggested approaching people who are certified to volunteer on the committee. A possible fix for the committee is to compartmentalize the committee so that volunteers only have access to one "area" of certification, which wouldn't exclude them from taking other exams. Arija will propose these ideas to the CSC chair.

Leïta Boucicat shared her experience with writing an exam two years ago in which she wrote an exam in November and didn't get her results back until the end of August, which made her hesitant to write any other exams. The wait time, when it extends beyond March, is problematic because it means candidates are waiting for too long to get their results. It's also not professional because it means Editors Canada isn't holding up their end of the "contract" between the candidate and the association.

e. Standards committee

The standards committee is working on developing a statement on AI and editing.

f. Webinars/Training and development committee

No update.

g. Career builder committee

The committee is maintaining and updating the Career Builder Hub, as well as promoting the Hub. They are also working to improve the national job board by recruiting reputable institutions to submit job postings.

h. Student relations committee

There is a student social with speakers about how to network on and off social media coming in mid-June.

i. Marketing and communications committee

The committee is focusing on finishing previous initiatives, such as the Editors Day proposal. Blog posts are being reviewed in a timely manner. A new volunteer recently joined the committee.

j. Mentorship committee

No update.

k. Administrative director

Audit work has been completed, and the office has received the 2025 draft statements.

The office is receiving questions from people who have written the 2025 certification exams about results—there was a 20 percent increase in people writing the exams, and the results are delayed.

Michelle Ou is awaiting some information from NEC members so that she can move forward with the AGM call to meeting. The awards announcements went out early this week. Michelle is also working on launching the EDI handbook.

The conference went very smoothly—staff is recommending the association continue with a conference every other year, which allows for ample time to plan an event of this size with a volunteer committee. This also allows the association to present a virtual “Training Day” every other year along with the virtual francophone conference.

Sara Abdul is working on uploading and promoting the conference recordings in early June. She is working on compiling receipts/invoices and a report on how much the in-person conference has made this far.

Work is being done on a speed mentoring event upcoming this summer, date TBD.

Regarding the conference being held every two years, Alex Benarzi said that it would be nice to have a conference every year because people really come together at a conference, but there are lots of reasons why we should hold it every two years instead.

Błażej Szpakowicz said that even if we vote to hold the conference every two years, there’s no reason we couldn’t move back to annual conferences if the financial and volunteer situations improve.

Kaitlin Littlechild said that another advantage to holding the conference every two years is that it allows Editors Canada to hold virtual events in the off years, which may be more affordable for people.

MOVED BY Alex Benarzi

SECONDED BY Błażej Szpakowicz

that Editors Canada move to holding in-person conferences every two years and holding a virtual training day on alternating years.

Carried

7. Branches and Twigs

MOVED BY Heather Buzila

SECONDED BY Błażej Szpakowicz

that the meeting moves in camera.

Carried

MOVED BY Heather Buzila
SECONDED BY Błażej Szpakowicz

that the meeting moves out of camera.

Carried

The Kingston twig voted to dissolve the twig at their AGM in May. An email will go out to let former Kingston members know how to choose a new branch or twig since their former twig is no longer operating.

8. Other Business

Heather Buzila reported that she is meeting with two volunteers this week to discuss the secretary and recording secretary positions.

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

Q2 reports will be due at the June 14 meeting.

10. AGM Thursday, June 25, 7:00–9:00 p.m. (ET)

11. Adjournment

MOVED BY Błażej Szpakowicz
SECONDED BY Alex Benarzi

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 31, 2026)

Zoom link:

<https://us02web.zoom.us/j/89121506298?pwd=sEdBmaOm5HyCJT0wkDP9legZ8RT6PO.1>

Meeting ID: 891 2150 6298

Passcode: 501947

Dial by your location

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+1 587 328 1099 Canada

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+1 647 558 0588 Canada

+1 778 907 2071 Canada

+1 780 666 0144 Canada

+1 204 272 7920 Canada

Attendees:

- NEC members

NEC documents in Google Drive

Sunday, May 31, 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 **(1:05 to 1:15) Heather**
5. Budget update **(1:15 to 1:30) Blazej**
6. Update on ongoing projects **(1:30 to 2:15) (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 **EI**
 - 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 **Maria**
 - i. MarComm committee **Liana**
 - j. Mentorship committee **Suzanne**
 - k. Admin Director **Natasha**
-
- 7. Break **(2:15 to 2:25)**

 - 8. Branches and twigs **(2:25 to 2:35)**

 - 9. Other business

 - 10. Next meeting Sunday, June 14, 1:00–4:00 p.m. (ET)

 - 11. Adjourn

Appendix B – Action Items

Number	Action Item	Category	Person(s) Responsible	Previous Status (if applicable)	Current Status	Last Updated (date)
1	Begin researching companies/individuals to facilitate the creation of a new strategic plan.	Current	Alex Benarzi, NEC		A motion at the 2026 AGM may determine how the next strategic plan will be developed and written.	April 28, 2026
2	Update the Directors' Handbook, specifically the section on staff.	Current	Kaitlin Littlechild, NEC		No update	May 27, 2026
3	Write a statement on AI from Editors Canada.	Current	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
4	Look for a more secure method of distributing webinar recordings; can look at what other editing associations do.	Current	Liana Tang, NEC		No update	March 22, 2026
5	Create Editors Canada logo to indicate that people are on the translation committee as a way of recognizing translators.	Current	Kaitlin Littlechild, NEC	Was discussed at March and April 2026 NEC meetings. Ideas include an Editors Canada logo badge for translators, certificates of thank-you to volunteers each year, Editors Canada volunteer badges that	In progress	May 27, 2026

				people can use on their own websites, special recognition for lengths of time spent volunteering (e.g., 5 years of volunteering), volunteer shout-outs on social media that include a brief bio and the type of work that they do.		
6	Create a new Francophone committee to take over from the translation group.	Current	Alex Benarzi, Suzanne Aubin	This action item needs to be addressed because there are only two volunteer translators actively taking translation projects right now. Considering moving to paid translation.	No update	March 22, 2026
7	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	May 27, 2026
8	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	May 27, 2026

9	Draft a feedback form for outgoing volunteers.	Current	Suzanne Aubin		Draft sent to the NEC for feedback	May 27, 2026
10	VolunteerConnect: Examine current accessibility and usability, and update the system accordingly. First, a new task force to be formed.	Current	Suzanne Aubin		No update	March 22, 2026
11	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 and hiring)	No update	May 27, 2026
12	Quebec insurance task force: Recruit task force members	Current	Suzanne Aubin	Task force has been created with two members. Work in progress. Helene Côté (Qc branch co-chair) is working with Members Services on this topic.	No update	March 22, 2026
13	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	no update	May 27, 2026
14	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)	On Hold	Błażej Szpakowicz, NEC	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		February 23, 2026

				year or something unexpected happens, we may need to revisit this.		
15	Send the Publishing Committee's ELAP name-change proposal to the NEC for review.	On Hold	El Horner	Waiting for rebranding estimate from graphic designer; otherwise, the proposal is written.	in progress	May 27, 2026
16	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
17	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
18	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
19	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
20	Length of directors' term & their roles and responsibilities:	On Hold	NEC directors	Recording secretary and secretary roles		September 15, 2024

	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).			have been combined. Other issues are put on hold until the new strategic plan is completed.		
21	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
22	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
23	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
24	Discuss the use of the term "mastermind" in Editors Canada branch and twig programs.	Done	Arija Berzitis			March 22, 2026
25	Update and revise the French standards.	Done	Suzanne Aubin	Task force has been launched.		March 22, 2026

Appendix C – Online Motions

Motion	Background	Opened	Closed	Moved By	Seconded By	Carried By	Abstain
That we approve the April 2026 meeting minutes for posting on the website.		May 5, 2026	May 7, 2026	Heather Buzila	Suzanne Aubin	8	0
