

**Editors' Association of Canada/Association canadienne des réviseurs
Minutes of Executive Council Meeting
March 6-7, 2010**

**Day One
Saturday, March 6**

1. Call to order

The meeting was called to order at 8:35 a.m. on Saturday, March 6, in the Outaouais room of the Holiday Inn, Plaza la Chaudière, Gatineau. The president, Michelle Boulton, presided for items 1 to 10. The vice-president, Greg Ioannou, presided for items 11 to 18.

Attending:

Michelle Boulton (agenda items 1 to 10)	President
Greg Ioannou	Vice-president
Moira White	Past president
Sheila Mahoney	Treasurer/Acting secretary
Barbara K. Adamski	Member-at-large
Debra Roppolo	Member-at-large
Theresa Best	BC branch representative
Arden Ogg (agenda items 1 to 14)	PP branch representative
Ursula Acton	SK branch representative
Ken Weinberg	TO branch representative
Beverly Ensom (agenda items 1 to 14)	NCR branch representative
Nancy Holland	QAC branch representative
Carolyn L Burke (agenda items 1 to 14)	Executive director
Michelle Ou	Recording secretary

Guests

Christine LeBlanc (agenda items 1 to 14)	NCR branch chair
Carolyne Roy (agenda items 13 to 18)	Francophone town hall facilitator

2. Approval of agenda

Motion: MOVED by Nancy Holland, seconded by Sheila Mahoney, to approve the agenda. CARRIED.

3. Receipt of quarterly reports and business arising

Motion: MOVED Moira White, seconded by Arden Ogg, to receive the quarterly reports. CARRIED.

Prairie Provinces

Noted: Branches that need marketing materials should contact the national office to request promotional postcards.

Toronto

Noted: The Toronto branch published newsletters in February and March, and intends to publish an issue each month through June.

National Capital Region

Noted: Three-quarters of the branch executive will step down this year.

Conference

The Conference Committee requested additional funds for simultaneous interpretation.

Motion: MOVED by Beverly Ensom, seconded by Arden Ogg, to approve the expenditure of up to \$2,500 for simultaneous interpretation of the AGM, plus as much of the keynote and plenary sessions as necessary. CARRIED.

Action: The branch representatives will speak to as many francophone members as possible to determine which sessions should be interpreted.

Action: Debra Roppolo will ask the Conference Committee to find a francophone volunteer to record minutes at the AGM.

Motion: MOVED by Barbara K. Adamski, seconded by Debra Roppolo, to refund John Green's fees for the 2009 conference. CARRIED.

The national executive council struck a subcommittee to examine volunteer remuneration/honoraria. Sheila Mahoney (chair), Barbara K. Adamski, Carolyn L Burke and Arden Ogg volunteered to join the subcommittee.

Action: The remuneration/honoraria subcommittee will draft a proposal about volunteer remuneration/honoraria and submit it to the national executive council at the Q2 meeting.

Certification

The national executive council struck a subcommittee to examine certification maintenance requirements.

Noted: Moira White volunteered to join the certification maintenance requirements subcommittee.

Motion: MOVED by Greg Ioannou, seconded by Beverly Ensom, to approve the required expenditure to build an online roster of certified editors on the association website. CARRIED.

Noted: The online roster of certified editors is expected to cost \$200 to \$1,000.

List Monitor

Action: Debra Roppolo will ask Julia Cochrane to forward the revised list guidelines to Michelle Ou for posting on the website.

Action: Debra Roppolo will send Julia Cochrane the results of the national survey and ask her to explore the option of developing second email forum for chat.

Marketing and Public Relations

Action: Barbara K. Adamski will ask Anita Jenkins for more detail about the success stories the committee is requesting for *So, You Want to Be an Editor*.

Publications

Action: Carolyn L Burke will ask Melva McLean for more detail about the Publications Committee's request for an increased budget

Motion: MOVED by Greg Ioannou, seconded by Barbara K. Adamski, to approve an expenditure of \$1,200 plus licensing fees for cover design for the revised *Meeting Professional Editorial Standards, Certification Study Guides and Professional Editorial Standards*. CARRIED.

Training & Development

The national executive council discussed looking into Captus Press and Elluminate software to offer distance learning for remote members.

Website

The Website Committee requested that each branch be required to identify someone at the branch level to be in charge of its web content. Discussion focused on whether the national executive council has any authority over how the branches manage their own web pages.

Action: The branch representatives will ask each branch to review its web content.

Action: Barbara K. Adamski, as member-at-large, will let Anita Jenkins know that Ken Weinberg would like to speak with her about drafting a letter to the branches about the importance of keeping their web pages up to date.

4. Review of action points

Action: Michelle Boulton will write the Q4 report to members.

Action: Sheila Mahoney will write the Q1 report to members.

Action: Beverly Ensom and Moira White will invite Susan Davis to lead a session on making the most of your EAC membership at the 2010 conference.

Action: The national executive council will hold a 2011 conference leadership/volunteer track brainstorming session at its Q3 meeting.

Action: Carolyn L Burke will let Helena Aalto know about the national executive council's plans for a leadership/volunteer track at the 2011 conference.

Action: Theresa Best will let the BC branch executive know what the branch exec email list is for.

Discussion about developing a memorial page for deceased members was deferred to national executive council email list.

5. Certification

Discussed under agenda item 3.

6. EAC Contract Collective

Motion: MOVED by Greg Ioannou, seconded by Moira White, that the national executive council adopt the collective guidelines and strike a Contract Collective Committee. CARRIED.

Motion: MOVED by Moira White, seconded by Barbara K. Adamski, that Alethea Spiridon and a francophone member (to be named later) be appointed as co-chairs of the Contract Collective Committee. CARRIED.

- Action:** Greg will speak to H  l  ne Roulston about co-chairing the Contract Collective Committee.
- Noted:** The national executive council requested that EAC members be updated about the status of the Contract Collective’s activities.
- Noted:** The national executive council thanked Greg Ioannou, Alethea Spiridon, H  l  ne Roulston and Sheila Mahoney for their hard work on the Contract Collective.

7. Budget

Carolyn L Burke and Sheila Mahoney reported that 50% of membership payments are now being made online, which has resulted in an increase in transaction fees. The association operated at a loss for three years, but is showing signs of slow recovery. In 2009, the national office added \$9,000 to the reserves. EAC is still operating on the conservative budget set at the 2009Q4 meeting.

8. Succession planning (NEC and committee chairs for 2010–11)

- Noted:** Last year Maureen Nicholson and Michelle Boulton drafted committee chair job descriptions that were distributed to the committee chairs. The committee chairs were asked to revise the job descriptions.
- Action:** Michelle Boulton will send the draft committee chair job descriptions to Barbara K. Adamski and Debra Roppolo.
- Action:** Barbara K. Adamski and Debra Roppolo will ask the committee chairs about the status of the committee chair job description revisions.

9. Structural Review

Council members discussed adding a director of francophone affairs to the national executive council at the 2010 AGM.

- Motion:** MOVED by Theresa Best, to ask the membership’s permission at the AGM in May to install a director of francophone affairs on the national executive council. The motion was not seconded. MOTION WITHDRAWN.
- Motion:** MOVED by Greg Ioannou, seconded by Debra Roppolo, that for 2010–11, the roles of secretary and treasurer be combined and that the role of the secretary be replaced by a director of francophone affairs. Amended motion: “...and that the role of director of francophone affairs be added.” CARRIED.
- Noted:** The motion to combine the roles of secretary and treasurer and to add a director of francophone members must be taken to the membership at the AGM before the elections.

National executive council members suggested sending the proposal for national executive council reorganization to the committee chairs.

- Action:** Greg Ioannou will forward John Wilson’s contact info to Carolyn L Burke (re: francophone interns).

Branches and twigs

National executive council members discussed the existing branch structure, noting there are two existing twigs in the Toronto branch alone: Kingston and Kitchener/Waterloo. The Kingston group, which just held its first successful get-together in February, wants to hold monthly meetings. Each meeting costs \$20 for the venue rental.

Council members suggested combining the national executive council and branch structure reorganization proposals and sending them to a larger group of committee chairs, branch executives and notable members (e.g., former national executive council members, people involved in last restructuring) for review.

Action: Michelle Boulton and Sheila Mahoney will combine the two proposals into one proposal and submit it to the national executive council.

Schedule:

March 31, 2010 – Submit to NEC for review

April 6, 2010 – Submit to larger group for review

April 30, 2010 – Feedback from larger group

May 29, 2010 – Preview for membership at AGM

January 15, 2011 – Ready for translation

January 31, 2011 – Membership review

End of February 2011 – Referendum

Action: National executive council members will send suggestions for the larger group of people to review the proposal to Michelle Boulton.

Action: The branch representatives will ask the branches to reserve their September meetings to discuss organizational review and inform them they will receive the draft proposal in April.

Noted: EAC will need two budgets: one if the referendum succeeds and one if it fails.

10. Adjournment

Motion: MOVED by Nancy Holland to adjourn.

The meeting was adjourned at 4:28 p.m.

Day Two

Sunday, March 7, 2010

11. Call to order

The meeting was called to order at 8:30 a.m. on Saturday, March 6, in the Outaouais room of the Holiday Inn, Plaza la Chaudière, Gatineau. The vice-president, Greg Ioannou, presided.

Attending: see item 1 above.

Motion: MOVED by Greg Ioannou, seconded by Beverly Ensom, to offer condolences to Michelle Boulton and her family. CARRIED.

12. Survey results

Carolyn L Burke reported that approximately 25% of the membership completed the 2009 national survey (run by the national office in January 2010). Revisions to the 2010 survey will be made based on the feedback received from the 2009 survey.

Francophone members who completed the survey identified the following priorities:

- French sessions at conference;
- better representation of the editing profession and the association; and
- certification in French.

13. Exit survey

Diane Harms and other members have volunteered to develop an online exit survey. The goal for the survey is to allow EAC to discover new trends, and develop products and services that would be key to membership retention, and to allow continued promotion of EAC and its services.

Beverly Ensom reported that some members of the NCR executive are concerned about how data for lapsed members is used and asked for guidance about providing contact details for lapsed members to EAC special interest groups whose members are not on the branch executive.

Motion: MOVED by Beverly Ensom, seconded by Sheila Mahoney, that the national executive council authorize the national office to either consult a lawyer or consult other organizations that might be in a similar position, and who have already been advised by a lawyer, to ascertain whether we are contravening the privacy act by giving contact information to non-executive members or by contacting people whose membership has expired. Amended motion: “to ensure that we are in compliance with privacy legislation ... for the purposes of association business.” CARRIED.

Noted: The NCR francophone collective has requested that the membership application form be revised to add an opt-in to be contacted by volunteers.

Motion: MOVED by Moira White, seconded by Beverly Ensom, to go in camera. CARRIED.

[in-camera discussion 1]

Motion: MOVED by Sheila Mahoney, seconded by Theresa Best, that the national executive council allow membership and marketing information regarding francophones in the NCR branch to be provided to the francophone collective for the purposes of expanding their membership and providing services to francophones. MOTION WITHDRAWN

Motion: MOVED by Moira White, seconded by Arden Ogg, that the national executive council will allow the national office and branches to provide contact information to EAC members for authorized, specified association business.

Friendly amendment: “that the national executive council will allow the national office and the branches to provide the following to EAC members for authorized association business:

- a) members' and past members' contact info, and
- b) contact information of non-members who have participated in EAC events and activities."

Discussion:

Motion: MOVED by Beverly Ensom, seconded by Moira White, to give Christine LeBlanc and Carolyne Roy a voice at the meeting. CARRIED.

Motion: MOVED by Sheila Mahoney, seconded by Debra Roppolo, to go in camera. CARRIED.

[in-camera discussion 2]

The amendment was DEFEATED, with five opposed and four in favour. The original motion CARRIED, with two abstentions.

Beverly Ensom and Christine LeBlanc thanked the national executive council on behalf of the NCR branch

Motion: MOVED by Arden Ogg, seconded by Sheila Mahoney, that the national executive council allow contact information from francophone members in the NCR to be provided to the francophone collective for the purposes of expanding their membership and providing services to francophones. MOTION WITHDRAWN.

Motion: MOVED by Sheila Mahoney, seconded by Arden Ogg, that the requests for contact information from the Kingston, Simcoe, NCR francophones, Winnipeg, Halifax, and Newfoundland groups be approved. MOTION CARRIED with one abstention

Action: The national office will include a note in the next e-news update informing members they may be contacted by EAC volunteers if they live in one of the regions identified in the motion.

14. Francophone affairs town hall review

The association held a francophone affairs town hall in Gatineau on March 6. Representatives from the NCR francophone collective attended the town hall with a list of points of discussion that had been prepared ahead of time. Overall, the national executive council was happy with the productive discussion, but was disappointed in the turnout (21 people, including four francophones, one of whom was the facilitator).

Carolyne Roy, the facilitator for the town hall, reported that francophone members don't feel they receive the same level of service from the association as do anglophone members. Francophone members report feeling disconnected from the association, but they would like to feel included.

Francophone members in NCR would like to see EAC partner with universities that offer editing courses to receive discounted registration for EAC members. Greg Ioannou reported there is a partnership precedent between EAC and George Brown College.

Suggestions: Recruit university instructors for informal, non-teaching sessions, such as a 5 à 7. Partner with other branches to offer francophone seminars.

Negotiate discounts for members to attend sessions in exchange for free advertisements.
 Pay for speakers.
 Offer automatic student membership to people accepted in editing programs.
 Raise the profile of EAC, especially within the business community (i.e., people who hire editors).
 Improve networking opportunities for members to create a sense of belonging in the association

- Noted:** In Quebec, you can claim 4% of cost of professional development seminars (in addition to entire cost being deductible).
- Action:** Barbara K. Adamski, Christine LeBlanc and Carolyne Roy will draft a report to the membership. They will note there are a lot of commonalities between the concerns of francophone and anglophone members.
- Action:** Carolyn L Burke will send Christine LeBlanc and Carolyne Roy's contact info to Barbara K. Adamski.
- Action:** Sheila Mahoney will work with a member from the NCR francophone collective to develop and host a conference session on the issues identified at the francophone town hall.
- Noted:** Francophone members should identify the organizations EAC should partner with and volunteer to serve as delegates on their boards

Certification

At the francophone affairs town hall, francophone members in NCR suggested developing a certification program in French that is based on portfolio rather than testing.

- Motion:** MOVED by Beverly Ensom, seconded by Sheila Mahoney, to contact Carole Sigouin to take her up on her offer to create a francophone certification committee, and ask the committee to produce a report. CARRIED.
- Consensus:** The national executive council would like to hold another town hall in conjunction with the Montreal conference in May.
- Noted:** The national executive council thanked Carolyne Roy for facilitating the francophone town hall.

14A. The Oops Awards

- Motion:** MOVED by Ken Weinberg, seconded by Debra Roppolo, to give the coordinator of the Oops Awards complete autonomy in controlling the categories and criteria. Amended motion: "to give the coordinator of the Oops Awards autonomy in controlling categories and criteria." CARRIED.

14B. Newsletter

- Motion:** MOVED by Barbara K. Adamski, to go in camera. CARRIED.

The discussion went in camera without a seconder.

[in-camera discussion 3]

14C. Succession planning

National executive council members discussed recruiting chairs for the Francophone Affairs Committee and the Certification Steering Committee for 2010–11.

Action: Moira White will send an email to the national executive council asking for suggestions for committee chairs.

14D. Non-paying clients

A BC branch member contacted the branch treasurer to warn the membership about a non-paying client.

The discussion went in-camera without a motion.

[in-camera discussion 4]

15. Strategic planning

Action: Moira White will talk to Michelle Boulton and Maureen Nicholson about developing a list of accomplishments since the strategic plan was first developed

Action: Sheila Mahoney will develop a clear list of member services.

16. Other business**17. Council priorities for the next quarter**

- Newsletter
- Nominations
- Organizational review proposal
- Annual report

Noted: The national executive council agreed that national will pay for Theresa Best's travel expenses to attend the 2010 conference because she is the incoming conference committee chair.

18. Adjournment

Motion: MOVED by Sheila Mahoney to adjourn.

The meeting was adjourned at 2:05 p.m.