

**Editors' Association of Canada/Association canadienne des réviseurs
Minutes of Executive Council Meeting
May 30–31, 2010**

**Day One
Sunday, May 30**

1. Call to order

The meeting was called to order at 4:45 p.m. on Sunday, May 30, in the Chicoutimi Room of the Hôtel Gouverneur Montréal Place Dupuis, Montreal. The president, Michelle Boulton, presided. Outgoing council members were present for agenda items 1 to 5. Incoming members were in attendance for agenda items 1 to 15 except as noted.

Attending:

Michelle Boulton	President
Greg Ioannou	Vice-president
Moira White	Past president
Sheila Mahoney (agenda items 1–10B, 13–15)	Treasurer and acting secretary
Jacqueline Dinsmore (agenda items 1–5, 10B–15)	Incoming member-at-large
Debra Roppolo	Member-at-large
Carolyne Roy	Incoming director of francophone affairs
Theresa Best	BC branch representative
Arden Ogg (agenda items 1–10B)	PP branch representative
Ursula Acton	SK branch representative
Ken Weinberg (agenda items 1–5)	Outgoing TO branch representative
Rachel Stuckey	Incoming TO branch representative
Beverly Ensom (agenda items 1–4)	Outgoing NCR branch representative
Christine LeBlanc	Incoming NCR branch representative
Roberto Blizzard (in place of Nancy Holland)	QAC branch representative
Carolyn L Burke (agenda items 1–4, 6–15)	Executive director
Michelle Ou	Recording secretary

Absent:

Mary Anne Carswell	Outgoing secretary
Barbara K. Adamski	Outgoing member-at-large

2. Approval of agenda

Motion: MOVED by Moira White, seconded by Greg Ioannou, to approve the agenda.
CARRIED.

3. Receipt of quarterly reports and business arising

Motion: MOVED by Moira White, seconded by Sheila Mahoney, to receive the quarterly reports. CARRIED.

Some discussions were deferred to agenda item 6B.

4. Review of action points

Action: Within a month of each quarterly meeting, Sheila Mahoney and Michelle Boulton will write a summary of the minutes. The summary will be provided to members through the *e-News Update*.

Noted: Sheila Mahoney will chair a subcommittee to review honoraria and volunteer remuneration.

Publications

Noted: The Publications Committee is in the early stages of forming a subcommittee to revise and find a new publisher for *Editing Canadian English*.

Noted: Freya Godard would like to be involved in revising *Editing Canadian English*.

Distance learning

Noted: The national executive council is making it a priority to find a Training and Development Committee chair.

Certification

Noted: The Certification Steering Committee is extremely grateful for the dedication and hard work of the association's Professional Development Coordinator, Communications Manager and Executive Director.

Noted: Moira White reported that invigilation is no longer a part of certification credential maintenance.

Professional Standards

Consensus: The national executive council agreed that the Professional Standards Committee should be kept in the loop about the publication of PES and have the opportunity to review proofs before print.

Action: Carolyne Roy will review *Principes directeurs* and report back at the Q3 meeting about whether it is due for revision.

Website

Action: Ken Weinberg, Michelle Boulton, Carolyn L Burke and Michelle Ou will take part in a Website Committee conference call within a month.

Action: Ken Weinberg will circulate an agenda for the Website Committee conference call.

Action: Theresa Best will report back to the BC branch that it needs to finish converting its branch pages.

List monitor

Action: Jacquie Dinsmore will ask Julia Cochrane to send the revised guidelines to national office for publishing in the Members' Area.

Action: Julia Cochrane, Michelle Ou, Debra Roppolo and Ken Weinberg will draft a message to members about new filtering controls for the English-language list.

Action: Michelle Ou and Michelle Boulton will draft a message for branch executives to let them know what the branch list is for.

Contract Collective

Greg Ioannou reported that Hélène Roulston declined the collective's co-chair position (she prefers to work on the bilingual bids).

Nominations

- Action:** Debra Roppolo, Michelle Boulton, Jacquie Dinsmore and Carolyn L Burke will hold a conference call to discuss updating the committee chair job descriptions.
- Action:** Michelle Boulton will send a summary of the *Editing EAC* discussion to the national executive council.

Francophone Affairs

- Action:** Carolyne Roy will draft a summary of the report on the Francophone Affairs Town Hall (Gatineau, March 2010).
- Action:** Sheila Mahoney will translate the summary into English and get it okayed by Carolyne Roy and Christine LeBlanc.
- Action:** The national office will post the report and summary on the website.
- Action:** Carolyne Roy will research organizations EAC could partner with.

4A. Financial statements (deferred to agenda item 6C)

4B. Acknowledgement of outgoing members

There was a round of applause for outgoing national executive council members Barbara K. Adamski, Mary Anne Carswell, Beverly Ensom and Ken Weinberg.

5. Adjournment

Motion: MOVED by Greg Ioannou to adjourn.

The meeting was adjourned at 5:58 p.m.

Day Two

Monday, May 31

6. Call to order

The meeting was called to order at 8:35 a.m. on Monday, May 31, in the Chicoutimi Room of the Hôtel Gouverneur Montréal Place Dupuis, Montreal. The president, Michelle Boulton, presided. Attending: see item 1 above.

6A. Orientation

National executive council members were given a brief overview of their roles, responsibilities, the email list, confidentiality guidelines, in-camera discussions, reporting responsibilities and instructions for submitting expense claims.

6B. Quarterly reports and action items (continued from agenda item 3)

The Publications Committee requested an increase in its budget for cover design (\$8,000), layout (\$15,000) and revision meetings and couriers, etc. (\$10,000). This is a stale request. The committee actually spent \$1,200 for covers and \$5,000 for layout.

6C. Financial statements (previously agenda item 4A)

Carolyn L Burke and Sheila Mahoney gave the national executive council an overview of EAC's budget. The association is still operating on the conservative budget.

Noted: Conference expenses are expected to come in under \$30,000.

Action: Carolyn L Burke and Sheila Mahoney will draft a half-year financial report for the national executive council at the end of June. The executive council will use this report to determine whether the association should switch to the optimistic budget approved in November 2009.

Council members also discussed how HST might affect association finances.

7. Overview of how the national executive council works

Discussed under agenda item 6A.

8. Setting meeting dates and locations for coming year

The executive council decided on the following dates and locations for council meetings in 2010-11.

- September 11–12: 100 km radius of Toronto
- November 20–21: Calgary
- February 26–27: Ottawa
- TBD: Vancouver

The national executive council also discussed hosting a think-tank session in conjunction with the September meeting weekend. Discussion focused on the feasibility of bringing key branch representatives together to provide a framework for how a new EAC branch structure might work.

Motion: MOVED by Sheila Mahoney, seconded by Moira White, to consider the addition of people to the September meeting based on budget considerations at the end of June. CARRIED.

9. Proofreading / exec reads

Motion: MOVED by Greg Ioannou, seconded by Arden Ogg, to give the communications manager some authority (to be defined) to determine what needs to be exec read and what does not, and that the communications manager draft a proposal for exec read guidelines to be submitted to the national executive council. CARRIED.

Action: Michelle Ou will draft the exec read guidelines.

Action: Michelle Ou will put out a call for proofreaders in the next e-news update.

Noted: National executive council exec reads should focus on reality checks for legal liabilities and marketing messaging—not proofreading.

10. In-house editors committee

Discussion focused on corporate membership (previously agenda item 11) and striking a committee to examine how to better serve in-house editors.

Action: Jacquie Dinsmore will contact Tom Vradenburg re: the corporate membership committee and the research he had previously done on the subject.

10A. Motion to sponsor Aboriginal Editors Initiative Working Group

The national executive council discussed sponsoring Harold Johnson and Rita Bouvier for EAC membership for a year. Harold and Rita are both Aboriginal editors who edit Aboriginal texts.

Motion: MOVED by Arden Ogg, seconded by Greg Ioannou, to confer membership for a year on these two candidates for the Aboriginal Editors Initiative Working Group. CARRIED.

Action: Arden Ogg will serve as liaison between EAC and the Aboriginal Editors Initiative Working Group.

10B. Division of member-at-large duties

The members-at-large agreed on the following division of responsibilities for 2010–11.

Jacquie Dinsmore

Conference
External Liaison
Forum Monitor
List Monitor
Marketing and Public Relations
Mediator
Member Communication
Membership
Newsletter
Online Job Tools
Website

Debra Roppolo

Certification Steering
Professional Standards
Publications
Training and Development

Noted: Carlyne Roy, as francophone affairs director, will be responsible for the Francophone Affairs Committee.

Noted: Greg Ioannou, vice-president, will remain responsible for the Contract Collective Committee, as one of his special projects.

10C. Appointment of representatives to external organizations

Motion: MOVED by Moira White, seconded by Christine LeBlanc, to appoint the following positions:

- EAC's director and delegate to the Book and Periodical Council: Stephanie Fysh
- EAC's delegate to the Book and Periodical Council: Carolyn L Burke
- EAC's delegate to Cultural Human Resources Council: Karen Virag
- EAC's delegate on behalf of CHRC to The Alliance of Sector Council's Working Group on Standards, Certification and Accreditation: Carolyn L Burke
- EAC's chair and delegate to Freedom of Expression Committee: Marg Anne Morrison

CARRIED.

10D. Appointment of committee chairs

Motion: MOVED by Moira White, seconded by Rachel Stuckey, to appoint the following positions:

- Certification Steering Committee Chair (interim): Krysia P. Lear
- Conference Committee Chair: Theresa Best
- Contract Collective: Alethea Spiridon
- Forum Monitor: Joanne Haskins
- Mediator: Michael Benedict
- Professional Standards Committee Chair: Jan Walter
- Website Committee Chair: Ken Weinberg

CARRIED.

Action: Theresa Best will ask Naomi Pauls to consider co-chairing the 2011 Conference Committee. If she accepts, Moira White will officially invite her.

Action: Moira White will find a co-chair for the Website Committee.

11. Corporate membership

Discussed under agenda item 10.

12. A plan for strategic planning***Certification***

Noted: Beginning with the 2010 certification administration, test takers will receive feedback about their test performance on their results letter.

Action: The branch representatives will ask their branches to facilitate a certification info session. Noted: There is one member of each branch on the Certification Steering Committee.

Conference

The national executive council discussed conference speaker honoraria and remuneration.

Discussion of making the recordings of conference sessions available for sale was deferred to the national executive council email list.

Professional Standards

Action: Carolyne Roy will speak to Louis Majeau about developing a French equivalent to *Meeting Professional Editorial Standards*.

Action: National executive council members will find their own action items in the strategic plan and report back in three weeks with list of things that are important enough to pursue in the next 12 months.

Further discussion about the strategic plan was deferred to the national executive council email list.

13. Editing EAC

Action: Greg Ioannou will flesh out the financial side of *Editing EAC*.

Action: Michelle Boulton will start the *Editing EAC* discussion with the branches and twigs.

Noted: Between the two of them, Michelle Boulton and Greg Ioannou will visit each of the branches between September and October 2010.

14. Other business

Tom Fairley Award Endowment

The national executive council discussed finding a major sponsor for the Tom Fairley Award. Discussion focused on looking beyond the book publishers to find a sponsor. The executive council also discussed developing a multi-category award that would honour winners for work on websites, plain language, etc., with no cash prize. Further discussion was deferred to the national executive council email list.

14A. Rebranding

Discussion tabled.

15. Adjournment

Motion: MOVED by Christine LeBlanc to adjourn.

The meeting was adjourned at 3:49 p.m.