



kind of event that was to be planned. Christine noted that they had been told they were expected to announce the theme at the closing event. This is how it happened for the 2011 conference, but generally in the past the theme was discussed with the NEC and/or an advisory committee (meaning no surprises). It was noted that historically the conference committee has had an advisory board to support them with the development of the conference. In future the theme of the upcoming conference will not be announced at the closing of the conference. The theme will be approved by an advisory committee before being announced publicly.” CARRIED with four abstentions.

**Action:** Carloyn L Burke will remove the in-camera minutes from the Q2 meeting from EAC records.

**Action:** Sheila Mahoney will move Debra Roppolo’s action item from the Q2 in-camera minutes into the regular minutes of this meeting.

### 5. Location of discussion and voting

**Action:** Debra Roppolo will launch a discussion on the NEC exec list about where voting and discussion (Interactive Voice, forums or somewhere else?) take place. A voting location will be chosen by the end of the month.

### 6. Quarterly reports and business arising

#### *Financial awareness of twigs*

**Action:** *Carolyn L Burke, Arden Ogg, Rachel Stuckey and Danielle Arbuckle will discuss how EAC can make twigs financially sensible and aware.*

**Action:** Carolyn L Burke, Greg Ioannou and Michelle Boulton will discuss how twig monies are allocated before the Q4 meeting.

#### *De-branching of Saskatchewan branch and beneficiary of current account funds*

**Motion:** MOVED by Sheila Mahoney, seconded by Michelle Boulton, that should Saskatchewan choose to de-branch and become a twig that branch finances be transferred to the twig’s virtual bank account and remain under twig control. CARRIED.

#### *Certification Steering Committee (CSC) volunteer resources*

**Action:** Sheila Mahoney will return to the CSC and ask them to prepare some information about the specific kinds of volunteer resources they need. Carolyn L Burke will review current resources to see whether any of them fit with the current mandate of the EAC.

#### *Approval of Kitchener/Waterloo/Guelph twig*

**Motion:** MOVED by Rachel Stuckey to approve the Kitchener/Waterloo/Guelph twig. This motion was CARRIED without a seconder.

### 7. Editor-in-Chief position for Active Voice (AV)/Voix active (VA)

**Motion:** MOVED by Rachel Stuckey, seconded by Sheila Mahoney, to create an Editor-in-Chief position for AV/VA.

Friendly amendment made by Michelle Boulton to amend the motion as follows: “...to oversee the two French and English language co-editors.” CARRIED.

## 8. Captus Press

**Action:** Kevin Burns will talk to Randy Hoffman, owner of Captus Press, to find out more information about where they currently stand.

## 9. Posting of volunteer, internship and other unpaid job opportunities

**Action:** Rachel Stuckey will post non-traditional job ads on the Toronto branch website. If any guidelines are developed for what constitutes an unpaid job, Rachel Stuckey will share them with NEC in the future.

## 10. “Computer Testing Task Force Recommendations” Report

**Motion:** MOVED by Jacquie Dinsmore, seconded by Adrienne Montgomerie, that NEC ask the Computer Testing task force to reform and organize a practical pilot test for the next copyediting certification test in November for two or three previously Certified Editors to write the test on the national office’s computers. CARRIED.

## 11. Committee Chair appointments

**Motion:** MOVED by Rachel Stuckey, seconded by Sheila Mahoney, to go in camera. CARRIED.

### [In-camera discussion 1]

**Motion:** MOVED by Sheila Mahoney, seconded by Melva McLean, to go out of camera. CARRIED.

**Motion:** MOVED by Sheila Mahoney, seconded by Michelle Boulton, to nominate the following committee chairs: Janice Dyer and Anne Brennan (Certification Steering Committee); Jan Walter (Standards Committee); Peter Rokia (Training and Development Committee); Beth McPhee and Anne Louise Mahoney (Co-Chairs, Publishing Committee); Lisa Manfield (Web Committee). CARRIED with one opposed.

**Motion:** MOVED by Debra Roppolo, seconded by Jackie Dinsmore, to appoint Michelle Boulton as the first Editor-in-Chief of AV/VA for a one-year term. CARRIED.

**Motion:** MOVED by Rachel Stuckey, seconded by Gael Spivak, to appoint Dina Theleritis as the chair of the volunteer relations committee. CARRIED.

## 12. Vacant chair positions

**Noted:** The Francophone and Member Services chair positions are still vacant.

**Motion:** MOVED by Rachel Stuckey, seconded by Michelle Boulton, to go in camera. CARRIED.

### [In-camera discussion 2]

**Motion:** MOVED by Michelle Boulton, seconded by Danielle Arbuckle, to go out of camera. CARRIED.

## 13. French certification

NEC discussed options for developing a French certification program, including: offering the same test in French with different examples; translating the test preparation documents but developing entirely new

tests; and offering certification based on a portfolio of work (similar to the Association of Translators and Interpreters of Ontario for certification of its translation members).

Certain NEC members feel that a French certification program could be launched within two years in light of the work that has already completed by the CSC committee for the English program. However, a lack of volunteerism among francophones is still a major obstacle. A suggestion was made to send a (bilingual) francophone to Vancouver to shadow the English certification test.

**Action:** Sandra Gravel will enlist the help of a francophone member to sit on the Certification Steering Committee.

#### **14. Strategic planning**

Lee Patterson joined the meeting.

NEC members discussed strategic planning of EAC. Members suggested carrying out focus groups and a survey. Through this process, it is important to communicate and dialogue with stakeholders outside of EAC, such as educational institutions, other related associations (writers' associations, Association of Translators and Interpreters of Ontario, etc.) and corporate/in-house editors. Michelle will launch focus groups based on her survey in October. Ask EAC membership for feedback and rewrite the organization's mandate based on this feedback. In particular, ask members why they joined and then why they continued to renew their membership over the years. This new mandate would be presented to members before the 2012 AGM.

As part of the organization's strategic planning, Michelle Boulton suggested developing a toolkit that showcases the organization's values, goals and overall mandate.

#### **15. Adjournment**

**Motion:** MOVED by Sheila Mahoney, seconded by Arden Ogg, to adjourn the meeting.  
CARRIED.

The meeting was adjourned at 4:51 p.m.

#### **Day Two**

**Sunday, September 11, 2011**

#### **16. Call to order**

The meeting was called to order at 8:35 a.m. on Sunday, September 11, in the Fairfield Room at Fairfield Inn and Suites in Winnipeg, Manitoba. Greg Ioannou chaired the meeting. Attending: see item 1 above.

#### **17. Strategic planning (Cont'd)**

NEC discussed some of the essential values that the EAC should promote, namely:

- To act as a source of vitality and inspiration
- To act with integrity
- To help editors achieve success and recognition in their work

Certain NEC members emphasized that these values are important to create the foundation upon which additional services can be established.

NEC brainstormed possible services that EAC could offer as well as partner and member benefits it could offer to attract new members and retain current ones. Suggestions included: offering software discounts; offering part of the conference as a virtual event; offering distance learning/webinars; offering arbitration; launching a proof-of-competency test; offering subscriptions to online dictionaries and style guides; offering concurrent/duel memberships in other like-minded organizations; offering bonus incentives (free seminars; free copies of previous versions of MPES or other resources, etc.); improving bilingual culture/French services; providing better support for jobs and employment to members (e.g. national awareness campaign with video in corporate sector about the need for editors, etc.); becoming known as stewards of language/usage in Canada; and offering university equivalency degrees.

NEC brainstormed about rewriting the EAC mandate as follows:

- Represent and promote the interests of editors and other language professionals in Canada and abroad.
- Establish and maintain high professional standards for language in Canada.
- Cooperate with other organizations in areas of common concern.
- Promote sound business and professional practices.
- Support connections between editors and other language professionals and foster sharing of information, tools and opportunities.

**Action:** Rachel Stuckey, Gael Spivak and Michelle Boulton will finalize the survey and interview questions for proposed strategic planning of EAC.

#### **18. Motions from the floor at the Annual General Meeting**

**Action:** Greg Ioannou will research whether it would be a constitutional or by-law matter to make a change to EAC constitution to set a deadline for members to provide advance notice of any motions that will be made from the floor at the AGM.

#### **19. Code of ethics survey**

**Action:** Create a survey on Survey Monkey using the questions developed by Melva McLean regarding a code of ethics for EAC and ask members to complete it.

#### **20. 2013 conference update**

NEC discussed the challenges involved with hosting the 2013 conference in Halifax. Members identified two main challenges: the affordability of the conference venue and a lack of volunteer support due to limited membership in the area. NEC members feel that with sufficient planning, partnerships and support, the conference could be a very successful event.

NEC members discussed some of the ways the organization could increase volunteer support and participation among non-members, including:

- Launching a school outreach program with local high schools, colleges and universities
- Suggesting and developing conference partnerships with industry-related organizations such as the Professional Writers Association of Canada (PWAC) and the Indexing Society of Canada (ISC)
- Promoting regional and international conferences with international industry-related organizations in cities like Chicago or Sydney

**Motion:** MOVED by Sheila Mahoney, seconded by Rachel Stuckey, to hold the 2013 conference in Halifax, Nova Scotia. CARRIED with one abstention.

**21. Adjournment**

**Motion:** MOVED by Debra Roppolo, seconded by Melva McLean, to adjourn the meeting.

The meeting was adjourned at 3:31 p.m.