

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

**National Executive Council**

**2016 Q2 Meeting Minutes**

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Coast Plaza Hotel, Vancouver  
June 9, 2016



**EDITORS  
RÉVISEURS  
CANADA**

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**PRESENT:**

|                         |  |
|-------------------------|--|
| Anne Louise Mahoney     | President                                    |
| Gael Spivak             | Vice-President                               |
| David Johansen          | Treasurer                                    |
| Breanne MacDonald       | Secretary/Director, Training and Development |
| Greg Ioannou            | Past President                               |
| Stacey Atkinson         | Regional Director, Branches and Twigs – East |
| Margaret Shaw           | Regional Director, Branches and Twigs – West |
| Michelle van der Merwe  | Director, Communications                     |
| Marie-Christine Payette | Director, Francophone Affairs                |
| donalee Moulton         | Director, Publications                       |
| Elizabeth d’Anjou       | Director, Standards and Certification        |
| Patricia MacDonald      | Director, Volunteer Relations                |
| <br>                    |  |
| Patrick Banville        | Executive Director                           |
| <br>                    |  |
| Alexandra Peace         | Recording Secretary                          |

**1. Call to order**

Anne Louise Mahoney called the meeting to order at 9:03 am, and invited directors to tweet during the meeting.

**2. Approval of agenda**

MOVED BY Margaret Shaw  
SECONDED BY Elizabeth d’Anjou  
that the agenda be approved.  
Carried

**3. New business**

MOVED BY Michelle van der Merwe  
SECONDED BY David Johansen  
that the NEC meeting be in camera.  
Carried

MOVED BY Margaret Shaw  
SECONDED BY David Johansen  
that the NEC meeting be out of camera.  
Carried

#### 4. Review of outstanding action items from previous meetings (Appendix A)

Patrick has reviewed the process, and will consult the branch and twig coordinators before implementation of a new way of **bookkeeping**.

Patrick to develop “Member since XXXX” badges for each year that the organization has existed so that members can self-select their own. (**Publicity**)

There are two items concerning **members who have left**. One of them is a letter to members who have left in the last two years (one-time event) outlining new changes in the organization and asking people to come back. This will go out after the new website is ready and should go out over the president’s signature. (**Membership**)

The other is an **automatic exit survey** (see NEC minutes from Q1–April, 2016 for a copy) that will go to members (on an ongoing basis) and ask for information on why they have left the organization. Patrick will be doing this after the database has been fixed.

#### **ACTION**

*Patricia to get member services to write a letter to members who have left in the last two years, outlining new changes in the organization and asking people to come back (to be done after website launch, and to go out from the president).*

#### **ACTION**

*Patrick to send information about the **Book and Periodical Council** meetings to Nancy Foran.*

Patrick has two different numbers for registration for last year’s conference, and this affects the numbers that he needs to work out money owed to the **Toronto branch**. He should use the lower number as the Toronto branch continued to sell registrations after the national office closed the registrations. The Toronto branch kept this money.

## 5. Finances: update on current financial picture

Patrick and David reported on the general trends of the finances: membership has not declined as much; cash flow up from conference revenue; webinars brought in more than expected. The next big expense is the website work, and the exact cost on that is unknown.

## 6. Financial audit for 2015 and auditor for 2016

The 2015 audit was slower than hoped for, but the cost for it was low. There were some issues with getting 2014 information from the branches. The timing caused some delay to getting the annual report out. The goal for next year is to get the draft audit ready for the March NEC meeting.

## 7. *Active Voice/Voix active* and Meeting Professional Editorial Standards (MPES)

### *Active Voice/Voix active*

Brooke Smith was unable to continue her duties as editor of the magazine and stepped down. Alexandra Peace has been asked to step in and has done so. She, Dawn Oosterhoff, layout and design, and Fabiola Fouron, French editor, have been working to get the magazine out.

There was some discussion about whether people who hadn't opted out of the print version would get an electronic version. It was decided that every member should get an electronic version, even if they will receive the print version as well.

The NEC discussed the future direction for the magazine. The members need to be consulted, and any change needs to be voted on. It was suggested that a small, temporary task force be struck with members from different sectors and should include a francophone and Michelle Ou.

### **ACTION**

*Anne Louise Mahoney and donalee Moulton to create an item for this issue of Active Voice/Voix active asking the members for their opinion on the future of the magazine.*

### **ACTION**

*Anne Louise Mahoney and donalee Moulton will write a brief for a small temporary task force to examine the future of Active Voice/Voix active. The task force will combine research (on cost-benefit analysis, format, magazine experience, and schedule) and input from the members and report back to the NEC.*

## **ACTION**

*Greg to find a new national magazine committee chair for 2016–17 (on hold).*

### **Meeting Professional Editorial Standards (MPES)**

Since standards are changing, these will also need to be changed. The study guides, different than MPES, also need to be changed. The standards committee (when asked whether both were still needed as separate documents) replied that the purposes are very different. Historically, CSC has been responsible for the study guides, and the publications committee has been responsible for MPES.

CSC is requesting a similar arrangement, that is, the publications committee to redo the MPES, though there is not the same timing issue that there is for the study guides.

Should there be a review of purpose for MPES? Although they make money (about \$5000/year), and people want training from their editing organization, it's a huge commitment from volunteers. The publications committee is quite small but mighty.

#### **8. (a) Review of committee requests; (b) online special meeting for PES; (c) making the Editors' Weekly editor a national position**

(a) Review of committee requests (Appendix C)

## **ACTION**

*Patricia MacDonald to speak to the [Facebook moderator](#) and explain that there are no statistics available or necessary to report.*

## **ACTION**

*Marie-Christine Payette to tell the [Québec-Atlantic branch](#) that they can pick their seminar topics, and that the webinar topics will not duplicate them.*

## **ACTION**

*Elizabeth d'Anjou to ask Lynn Slobogian (who has grant-writing experience) if she would be willing to help [CSC](#) out with finding grants and applying to them for updating the study guides to reflect the association's new branding, cover the updated standards, and be relevant for computer testing.*

## **ACTION**

*Elizabeth d'Anjou to give the [standards committee](#) feedback from NEC.*

**ACTION**

*Patrick to send out an update to branch and twig coordinators about what's happening with the **website** update (possibly at the same time as the bookkeeping update?).*

**ACTION**

*Someone to tell **Hamilton-Halton** that they can go ahead and make their own website and send them addresses of some examples.*

**ACTION**

*Patrick to be more specific when asking for reports from branches and twigs and referring to Q1 for clarity.*

**ACTION**

*Breanne MacDonald to speak with Margaret Shaw and Stacey Atkinson about communicating to branches and twigs that they should pick their own seminar topics, and that the **webinars** will not duplicate topics.*

**ACTION**

*Margaret Shaw to talk to Saskatchewan twig about their seminar topics.*

**ACTION**

*Stacey Atkinson to let **Nova Scotia twig** know that the transfer of co-coordinator can happen whenever they like.*

(c) making the **Editors' Weekly** editor a national position

MOVED BY Michelle van der Merwe

SECONDED BY Stacey Atkinson

that the Editors' Weekly editor become a national position.

Carried

**ACTION**

*Michelle van der Merwe to tell Anna Williams that the Editors' Weekly editor is now a national position.*

**ACTION**

*Patrick Banville to ask Sébastien Koch to update the committee page on the website to reflect that the Editors' Weekly editor is now a national position.*

(b) **online special meeting** for PES

Details on how and when this meeting will happen were outlined. Standards committee will have the content ready, but the NEC needs to be ready to take the vote to the members.

**ACTION**

*Elizabeth d'Anjou, Breanne MacDonald, and Patrick Banville will plan the fall special general meeting to vote on the standards, including picking a method and a date, having communications ready to announce to members, and getting francophone involvement.*

## **9. Toolkit for branches and twigs**

The toolkit has three components: table of contents, information for twigs, and information for branches (much repeated from twigs). The table of contents is complete, and though the deadline for writing the content for the twigs has passed, the writing is in progress, and when complete will be passed to the editor, Claire Wilkshire (NL).

## **10. National mentoring program**

The mentoring taskforce would like feedback from the NEC on their report (Appendix D).

The report talks about 'members,' but does not mention students ('affiliates'). The NEC should decide whether the program extends to students or not. The report should explain the rationale for a fee before it goes out to members.

**ACTION**

*NEC to give feedback to the mentoring taskforce on the report by Friday, June 17, 2016.*

MOVED BY Greg Ioannou  
SECONDED BY Elizabeth d'Anjou  
that the meeting go in camera.  
Carried

MOVED BY Michelle van der Merwe  
SECONDED BY Patricia MacDonald  
that the meeting be out of camera.  
Carried

## **11. Updated committee descriptions**

Patricia will be sending out updated descriptions after the conference and will ask for feedback.

### **ACTION**

*NEC to provide feedback on updated committee descriptions.*

## **12. Newly struck branch/twig/national review task force brief**

Elizabeth d'Anjou has finished writing the brief, it has been updated, finalized, and is attached (Appendix E).

### **ACTION**

*Margaret Shaw to inform members of the branch/twig roundtable meeting being held Friday, June 10, 2016 that the task force has been struck.*

MOVED BY Elizabeth d'Anjou

SECONDED BY Stacey Atkinson

that the branch/twig/national finance review task force be co-chaired by Margaret Shaw and David Johansen, and

that the task force brief be accepted with the following amendment: the recommendation could include no change to the current arrangement.

Carried

MOVED BY Elizabeth d'Anjou

SECONDED BY David Johansen

that the due date for the preliminary report from the newly struck branch/twig/national finance task force be changed from the end of July to the end of August.

Carried

## **13. Webinars**

Two have happened, with one more coming at the end of June. A French webinar is coming. More webinars are possibly coming in July on certification and agrément. Fall webinars will be planned shortly, and branches will be coordinated with on the topics.

Zoom, the technology used for the webinars, may also be used to connect remote members and for the communications committee meetings.

## 14. Conferences: 2017, 2018, 2019

The NEC discussed the theme that **Conference 2017** has picked out, Guardians of the Lexicon: A Confluence of Editors.

### ACTION

*Breanne MacDonald to give feedback from the NEC to the Conference 2017 co-chairs.*

Some possible locations for **Conference 2018** include Charlottetown, PEI; Fredericton, NB; and St. John's, NL. None of these locations has a lot of members nearby (needed for conference chair). The NEC discussed the possibility that there will be a smaller profit margin on the East Coast.

### ACTION

*Breanne MacDonald to float the idea of these three locations at the branch/twig roundtable tomorrow.*

The NEC discussed the possibility of **Conference 2019** being a part of an international conference in Chicago. How would Editors Canada be a part of it? Would Editors Canada have a separate national conference? Who would get the revenue from an international conference?

### ACTION

*Greg Ioannou to do a comparative analysis of having the Canadian national conference be combined or separate from the international conference in 2019.*

### ACTION

*The NEC to discuss Conference 2019 further at the next quarterly meeting, in September, 2016.*

## 15. Master corporate calendar for the office

### ACTION

*Gael Spivak and Anne Louise Mahoney to make a master calendar that includes what jobs have to be done at what times in the year, and by whom.*

## 16. Exit survey for members who do not renew

### ACTION

*Patrick to make sure that the automatic exit survey questionnaire gets added to the database.*

## 17. Continuity officer role (Appendix F)

### ACTION

*Gael Spivak to prepare job description(s) for the continuity officer role, including breaking it down into specific tasks.*

## 18. Partnerships

The NEC discussed various methods to offer discounts for conferences and webinars, including percent discounts, flat rates, and percent discounts up to a certain amount.

The discussion was widened to include certification. ACES has a certificate, and when the agreement was signed with them, Editors Canada certification was specifically excluded from the agreement.

Elizabeth d'Anjou in conversation with the ACES executive suggested that ACES members get \$75 off the cost of certification but not in the same year as a conference discount (that is, one discount per ACES member per year). It was not well received.

Elizabeth d'Anjou would like to offer \$75 discount off certification to ACES members. (This will continue the action item that is already listed.)

### **Society for Editors and Proofreaders (SfEP)**

Usually, they offer a discount to members of other relevant organizations. Editors Canada is looking to do something similar.

### ACTION

*Patrick Banville to redraft the agreement with SfEP and bring it back to the NEC.*

### **Institute of Professional Editors, Australia (IPEd) (Appendix G)**

### ACTION

*Patrick Banville to find other possible agreements that have been negotiated without an NEC vote.*

### ACTION

*Someone to let members know about the agreement with IPEd.*

### ACTION

*Elizabeth d'Anjou to let CSC know that IPEd recognizes Editors Canada certification.*

The president of Ordre des traducteurs, terminologues, et interprètes agréés du Québec (**OTTIAQ**) has been claiming that editors are not qualified to do comparative editing (and possibly any kind of editing). Sandra Gravel will be meeting with him to discuss this. The response to this should be national.

**ACTION**

*Patrick Banville will go to the meeting with Sandra Gravel and the person from Ordre des traducteurs, terminologues, et interprètes agréés du Québec (OTTIAQ).*

### **The Language Portal**

New automatic translation software (“Portage”) is being used by the federal government. In theory, this software is just to be used to communicate amongst government personnel. However, there is concern that the program will be used for external communications instead of hiring professionals.

**ACTION**

*Anne Louise Mahoney to work with Marie-Christine Payette and to write a letter on behalf of Editors Canada to the minister against the use of translation software instead of professionals.*

### **Portal Ambassador Program**

**ACTION**

*NEC to think about any other way that Editors Canada could contribute (other than the four blog posts a year already being contributed) to the Language Portal.*

## **19. Governance documents**

### **Privacy policy**

Some confusion arose: the act says that the privacy policy does not apply to not-for-profits except for commercial activities. The NEC discussed this, and decided that whether it officially applies or not, the organization should follow best practices and apply it. Our policy reflects the spirit of the law. This means that as Editors Canada collects personal information, people should be told why the information is being collected and how it will be used. Branches should also follow this policy.

### **Tom Fairley Award, Awards Procedures**

MOVED BY Anne Louise Mahoney

SECONDED BY Gael Spivak

that the Awards Procedures be revised such that the Tom Fairley award may have a maximum number of two runners-up.

Carried

**ACTION**

*Someone needs to revise the awards procedures to reflect the motion made.*

**Volunteer Guidelines** (Appendix H)

When the CSC began, they researched best practices and discovered that to ensure impartiality some people should receive monetary compensation. This isn't clear in the Volunteer Guidelines. NEC has also discussed previously the need for compensation for translation. Finally, the compensation for conference co-chairs is not for work done, but because of their duties, they are unable to participate (and so shouldn't have to pay for them). Gael Spivak has revised the procedures.

The bylaw says that directors don't get remunerated for their duties. Should this be extended to committee members? The NEC discussed this.

MOVED BY Gael Spivak

SECONDED BY Patricia MacDonald

that the NEC accept the volunteer guidelines as revised on June 9, 2016.

Carried

**Strategic Plan**

The NEC should be using the strategic plan to prioritize and guide plans for the coming year. Each director should be giving the strategic plan to their committee chairs as a guide.

**ACTION**

*Each director is to make sure that the committee chairs use the strategic plan when developing the work plan and budget for the year.*

**20. Taking a look back at 2015-16**

The directors spoke of things to be proud of ...

webinars, international conference, modernization of association, amalgamation of marketing and communication committees and finding chairs, general efforts to economize, a functional, mutually respectful executive, two new twigs in the western region, francophone efforts for conference, helping to move the CSC into a more forward-thinking era, revival of the member services committee, strategic plan, twitter chats, the tone of the association, the way the NEC works together.

**ACTION**

*Each director to fill out an end-of-year survey to see what worked well and what didn't.*

**21. Adjournment**

MOVED BY Elizabeth d'Anjou  
SECONDED BY David Johansen  
that the meeting be adjourned.

## Appendix A—Action Items

| <b>Action Items arising from Q2 (June 2015)</b> |   |                              |   |
|---|---|------------------------------|---|
|   | <b>Action Item</b>  | <b>Person(s) Responsible</b> | <b>Status, June 9, 2016</b>   |
| 1.  | Patrick Banville to look into how, why, and where the bookkeeping system for the branches is not working and suggest solutions. | Patrick Banville             | in progress<br><br>(Reviewed process. Will consult with branches for implementation.) |
| 2.  | Patrick to communicate with the Certification Steering Committee about the file sharing software.                               | Patrick                      | in progress   |

| <b>Action Items arising from Q4 (November, 2015)</b> |  |                              |   |
|--|--|------------------------------|---|
|  | <b>Action Item</b>   | <b>Person(s) Responsible</b> | <b>Status, June 9, 2016</b>   |
| 3.   | Stacey and Margaret to prepare a support package/toolkit for the branch and twig administrators. | Stacey and Margaret          | in progress<br><br>(first draft of twig toolkit is almost complete) |

## Action Items arising from Q4 (November, 2015)

|    | Action Item  | Person(s) Responsible          | Status, June 9, 2016 |
|----|--|--------------------------------|----------------------|
| 4. | <p>Patrick (already working on a member badge) will also look into “member since” badges, certification badges, and so forth.</p> <p>CHANGED</p> <p>Patrick to develop “Member since XXXX” badges for each year that the organization has existed so that members can self-select their own.</p>                               | Patrick                        |                      |
| 5. | <p>Patrick and/or member services committee to look into discounts for Chicago online, Oxford English Dictionary online, Scientific Style and Format from the Council of Science Editors, books published by Profile Books, Lynda.com.</p> <p>Patricia to ask Suzanne Purkis about what other editing organizations offer.</p> | <p>Patrick</p> <p>Patricia</p> | in progress          |

## Action Items arising from Q4 (November, 2015)

|    | Action Item  | Person(s) Responsible                     | Status, June 9, 2016 |
|----|--|---|----------------------|
| 6. | <p>Michelle will start a conversation on the committee chairs list, so that committee chairs know that there is a method of communication for them.</p> <p>CHANGED</p> <p>Gael Spivak to send an email about the privacy policy to branch and twig coordinators by July 1, 2016.</p> | <p><del>Michelle Ou</del></p> <p>Gael</p> |                      |
| 7. | <p>Patricia to continue working with the member services committee to develop a welcome package for new members.</p>   | Patricia                                  | in progress          |
| 8. | <p>Patrick to look into sending a letter to members whose membership lapsed within six months.</p> <p>CHANGED</p> <p>Patrick to contact someone who can help with database management, and when problems fixed, direct the office to start sending out the exit survey.</p>          | Patrick                                   |                      |

### Action Items arising from Q4 (November, 2015)

|    | Action Item  | Person(s) Responsible | Status, June 9, 2016 |
|----|--|-----------------------|----------------------|
| 9. | Greg and Elizabeth will look at the definitions for the Standard Freelance Editorial Agreement; when they are done, the definitions will be sent to Anne Louise. | Greg<br>Elizabeth     | in progress          |

### Action items arising from Q1, April 9–10, 2016

|     | Action Item  | Person(s) responsible   | Status, June 9, 2016                                       |
|-----|--|-------------------------|--|
| 10. | Elizabeth will have a more detailed conversation with ACES and the CSC, and will report back to the NEC. | Elizabeth               | in progress  |
| 11. | Patricia will send Michelle Ou the document comparing benefits of various organizations for formatting.  | Patricia<br>Michelle Ou | in progress<br>(Chair is recruiting a volunteer designer.) |
| 12. | Patrick to get in touch with James Harbeck to make a promotional video.                                  | Patrick                 | in progress<br>(Need to schedule shoot.)                   |

| <b>Action items arising from Q1, April 9–10, 2016</b> |   |                              |  |
|---|---|------------------------------|--|
|   | <b>Action Item</b>  | <b>Person(s) responsible</b> | <b>Status, June 9, 2016</b>  |
| 13.   | <p>Patricia to find a volunteer to create a fact sheet for writers, to be put on the website.</p> <p>CHANGED</p> <p>Gael has emails about this and will send them to Patricia.</p>  | <p>Patricia</p> <p>Gael</p>  |  |
| 14.   | <p>Patrick will put NEC meeting dates on the website and the dates that the quarterly reports are due.</p>  | Patrick                      | <p>ongoing</p> <p>(Will do once future meeting dates are set.)</p> |
| 15.   | <p>Patrick and Stacey will look into the Dropbox issues for the Nova Scotia twig.</p>   | Patrick and Stacey           | in progress  |
| 16.   | <p>Patrick will contact Brian Cardie at the Toronto branch and Sara Scharf to finalize 2015 conference accounting.</p> <p>CHANGED</p> <p>Patrick to send a cheque based on the lowest number of registrations (they already have the money for the difference).</p> | Patrick                      |  |

| <b>Action items arising from Q1, April 9–10, 2016</b> |   |                              |                             |
|---|---|------------------------------|-----------------------------|
|   | <b>Action Item</b>  | <b>Person(s) responsible</b> | <b>Status, June 9, 2016</b> |
| 17.   | Patrick to look into how to belong to a branch/twig (say Nova Scotia), but still get emails from another branch or twig (say Québec/Atlantic).<br><br>CHANGED<br><br>Patrick and Caitlin to look into this (database/mail chimp issue). | Patrick                      |                             |
| 18.   | Breanne will check out the various costs of the locations mentioned and bring the information back to the NEC for review at the June meeting (Q2).  | Breanne                      | In progress                 |
| 19.   | Patrick to draft a tentative agreement between SfEP and Editors Canada for review by the NEC.   | Patrick                      | in progress                 |
| 20.   | Gael, Greg, and Anne Louise to talk to the Translation Bureau in September about updating the Canadian Style.   | Gael<br>Greg<br>Anne Louise  | in progress                 |
| 21.   | Greg to talk to Peter Sokolowski to find out the name of the person working on an updated version of a Canadian dictionary.   | Greg                         | in progress                 |

| <b>Action items arising from Q1, April 9–10, 2016</b> |  |                                |  |
|---|--|--------------------------------|--|
|   | <b>Action Item</b>   | <b>Person(s) responsible</b>   | <b>Status, June 9, 2016</b>  |
| 22.   | Patrick to develop a respect in the workplace policy using templates from Gael and to keep working on a procedure for what to do if an employee is harassed. | Patrick                        | in progress  |
| 23.   | Marie-Christine could put the French Storify on the listserv.  | Marie-Christine                | in progress  |
| 24.   | Anne Louise to check with the awards committee chair about the Tom Fairley award requirements (broader than just books).                                     | Anne Louise                    | on hold until<br><b>JULY</b><br>(when the new mandate begins)  |
| 25.   | Anne Louise and Marie-Christine Payette will take the policy and procedure documents, adapt and translate them, and send them on to Agrément committee.      | Anne Louise<br>Marie-Christine | on hold<br>until <b>AUGUST</b><br><br>(French translations are done; will do this task by end of August.)                              |
| 26.   | Stacey to contact members out east by conference call to discuss issues.   | Stacey                         | on hold until<br><b>SEPTEMBER</b><br><br>(to include questions about remote member needs and task force questions (branch/twig admin)) |

| <b>Action items arising from Q1, April 9–10, 2016</b> |  |                              |   |
|---|--|------------------------------|---|
|   | <b>Action Item</b>   | <b>Person(s) responsible</b> | <b>Status, June 9, 2016</b>                                     |
| 27.   | The NEC to revisit renaming the ODE, possibly asking members if a new name is needed and if so, having a competition to generate a new name (September NEC meeting). | NEC                          | on hold until<br><b>SEPTEMBER</b>                               |
| 28.   | The NEC to review members' comments and discuss the future of the <i>Active Voice/Voix active</i> at the September executive meeting.                                | NEC                          | on hold until<br><b>SEPTEMBER</b>                               |
| 29.   | Breanne will put the new style guide into Google docs.   | Breanne                      | on hold until<br><b>SEPTEMBER</b><br><br>(with Michelle Ou)     |
| 30.   | Task force on branch/national relations to report to the NEC in September, 2016.   | Newly minted task force.     | on hold until<br><b>SEPTEMBER</b>                               |
| 31.   | Greg to find a new national magazine committee chair for 2016–17.  | Greg Ioannou                 | on hold until<br><br>decision made about future of Active Voice |

| <b>Action Items on Hold until Website Launch</b> |  |                              |   |
|--|--|------------------------------|---|
|  | <b>Action Item</b>   | <b>Person(s) Responsible</b> | <b>Status</b>   |
| 32.  | Anne Louise to contact Michelle Ou regarding updating the membership renewal email copy.   | Anne Louise<br>Michelle Ou   | on hold until<br><br>after website launch                     |
| 33.  | Let membership know about iterative approach to website launch.  | Michelle Ou                  | on hold until<br><br>just before website launch               |
| 34.  | Patrick to send a website plan/timeline to communications and marketing to send out to all committees (in particular, Nancy Foran was asking for one). | Patrick<br>Michelle v.       | on hold until<br><br>Patrick gets info from website developer |
| 35.  | Patrick to check on francophone website beta testers.  | Patrick                      | on hold until<br><br>website issues resolved                  |
| 36.  | Promotion of job board, post-launch.   | Michelle Ou?                 | on hold<br><br>(website) until<br><br>after website launch    |

| <b>Action Items on Hold until Website Launch</b> |  |                              |   |
|--|--|------------------------------|---|
|  | <b>Action Item</b>   | <b>Person(s) Responsible</b> | <b>Status</b>                             |
| 37.  | Patrick/staff to look into the feasibility of creating a directory of trainers and report back to the NEC.                           | Patrick                      | on hold until<br><br>after website launch |
| 38.  | Patrick will talk to Michelle Ou about sending in-house job ads to the geographically pertinent branch/twig administrators directly. | Patrick                      | on hold<br><br>until after website launch |
| 39.  | Breanne and Patricia to talk about the 'Ask an Expert' idea, develop it, and bring it back to NEC.                                   | Breanne<br>Patricia          | on hold<br><br>until after website launch |
| 40.  | Have a competition by members to rename the ODE.   | marketing and communication  | on hold<br><br>until after website launch |

## Action Items on Hold until **Website Launch**

|     | Action Item   | Person(s) Responsible | Status                                    |
|-----|---|-----------------------|---|
| 41. | Patricia to get member services to write a letter to members who have left in the last two years, outlining new changes in the organization and asking people to come back. | Patricia              | on hold<br><br>until after website launch |

## Action Items that are **DONE** as of June, 2016

|     | Action Item   | Person(s) Responsible    | Status  |
|-----|---|--------------------------|---|
| 42. | Margaret and Anne Louise will stay in communication with the PPB and update the NEC as necessary. | Margaret and Anne Louise | DONE<br><br>(Edmonton and Winnipeg are busy preparing to form twigs.) |
| 43. | Elizabeth to bring updated standards committee brief to NEC for vote.                             | Elizabeth                | DONE  |

## Action Items that are **DONE** as of June, 2016

|     | <b>Action Item</b>   | <b>Person(s) Responsible</b> | <b>Status</b>  |
|-----|--|------------------------------|--|
| 44. | Greg will find someone from the Toronto area with some experience in Editors Canada and invite them to attend the meetings of the BPC with Patrick.  | Greg                         | DONE<br><br>(Nancy Foran has agreed to do this.)   |
| 45. | Anne Louise to consult with Lynne Massey about the vote to dissolve the PPB and whether it can be post-dated.  | Anne Louise                  | DONE<br><br>Lynne suggests that the dissolution take effect on October 31, 2016. Patrick agrees. |
| 46. | Gael will look into the legality of holding the AGM out of the country.<br><br>I said this? Shouldn't we be asking our lawyer about this? I can write the email to send to our lawyer but if Lynne didn't know, I won't be able to know. | Gael                         | NA<br><br>Lynne already looked: has to be in Canada.   |
| 47. | Elizabeth will run the questions on the foundations in editing test by Susan Chambers (co-chair, communications and marketing committee).  | Elizabeth                    | DONE   |

## Action Items that are **DONE** as of June, 2016

|     | Action Item  | Person(s) Responsible | Status                            |
|-----|--|-----------------------|-----------------------------------|
| 48. | NEC to strike a task force (with chairs and specific complete membership to be determined) to reconsider the relationships between national organization and branches/twigs with particular focus on the division of revenues and expenses and on improving two-way communication. | NEC                   | DONE                              |
| 49. | Gael to contact Cheryl Stephens and Joe Kimball about plain language in the Justice Department.  | Gael                  | DONE<br><br>I can give an update. |
| 50. | The NEC should make any suggestions for a temporary (leading to a full two-year term) director of training and development to Greg.  | NEC                   | NA                                |
| 51. | Anne Louise to put a draft NEC exit survey together and bring to the NEC for review.   | Anne Louise           | DONE                              |

| <b>Action Items that are <b>DONE</b> as of June, 2016</b> |   |                                 |               |
|---|---|---------------------------------|---------------|
|   | <b>Action Item</b>  | <b>Person(s) Responsible</b>    | <b>Status</b> |
| 52.   | The director of publications will bring the request for creation of study guides (according to CSC's schedule) to the publications committee in June. | Director,<br>Publications       | N/A           |
| 53.   | Create task force to review branch and twig administration.   | Stacey<br>Margaret<br>Elizabeth | DONE          |

## Appendix B—Online Motions, April 11 – June 9, 2016

|  |  |                             |
|--|--|-----------------------------|
| <p>MOVED by Gael Spivak<br/>SECONDED by Marie-Christine Payette</p> <p style="text-align: center;">THAT the NEC approve a partnership with Australia's Institute of Professional Editors Limited (IPEd), as outlined in the attached agreement (Appendix G).</p> | <p>All in favour: 8<br/>Opposed:<br/>Abstained: 4</p>  | <p>May<br/>2,<br/>2016</p>  |
| <p>MOVED by Gael Spivak<br/>SECONDED by Patricia MacDonald</p> <p style="text-align: center;">THAT the NEC approve the revised Human Resources Policy (Appendix I).</p>  | <p>All in favour: 11<br/>Opposed:<br/>Abstained: 1</p> | <p>May<br/>16,<br/>2016</p> |
| <p>MOVED by donalee Moulton<br/>SECONDED by Gael Spivak</p> <p style="text-align: center;">THAT Karin Cather be confirmed as the Chair of Publications Committee.</p>  | <p>All in favour: 11<br/>Opposed:<br/>Abstained: 1</p> | <p>May<br/>16,<br/>2016</p> |

## Appendix C—Committee Requests Summary

### **No requests from**

Kingston Twig

List Monitor

Comité des affaires francophones

Student Relations Committee

Foundations of Editing

Editors Kitchener-Waterloo-Guelph

Conference Committee

Editors NL

Volunteer Management Committee

Awards Committee

Editors Saskatchewan

Communications and Marketing Committee

### **Editors British Columbia**

The issue with the bookkeeping software still needs to be fixed. Our treasurer will keep using our current system until this problem is solved. We would appreciate an update from national on the status of this issue.

### **Facebook Members-Only Group Moderator**

I ask for access to stats for the page regarding number of posts, or that the stats be forwarded to me quarterly, if NEC determines it is appropriate or helpful for me to include this info in my reports.

## Section Québec-Atlantique

Il serait utile de connaître les dates prévues pour les webinaires à l'horaire à l'automne. Il est hasardeux de planifier nos propres activités sans savoir si elles entreront en conflit avec celles du CAN.

## Certification Steering Committee

- We need help to find funding sources (internal or external) to cover the costs of updating the study guides, so that they will reflect the association's new branding, cover the updated standards, and be relevant for computer testing. Could the NEC help us locate new sources of funding?
- Please consider assuming responsibility for developing a secure protocol for file sharing, storage and transfer (Activity #6, above), since the need for this extends beyond the CSC to the entire organization.
- Please continue to help us promote the current certification program at the branch and twig levels, as well as to non-members of Editors Canada.
- Please continue to help us publicize the need for CSC members from eastern Canada and the Prairies.

## Editors Hamilton-Halton

- We are curious about the Editors Canada website and when the update will be complete. Members have commented on how outdated the site looks and how awkward it can be to navigate.
- Could we have our own website (something free, e.g. Wordpress) to create our own public facing presence for a blog, monthly link round up, etc?
- I am always confused by the reference to year in Q1. Does it mean calendar year? Our administrative year? National's administrative/fiscal year?
- We'd like to acknowledge the support and resources that National provide and to thank everyone who volunteers their time to make sure we can happen – locally and nationally!

## Mentoring Taskforce

Please review the recommendations report carefully and provide your feedback to the taskforce.

## **Editors Calgary**

More information on the webinar program and how it might impact local twigs and revenues (we have already had one workshop idea impacted by the scheduling of a webinar on the same topic at around the same time we had planned).

## **Professional Standards Taskforce**

To review the revised standards in the time frame that you will have.

## **Editors Nova Scotia**

- Please brief the regional services administrator more clearly about her responsibilities
- Please find a solution for the mailing-list-membership-list discrepancy described above.
- Please send regular financial updates. We have not received one since February.
- Please clarify the effective date of handover to a new co-coordinator.

## **Vice President**

Review the report from the mentoring taskforce.

## **Francophone Affairs Director**

Make sure there is money in the budget in November for the Annual Report to be translated in order to ensure members can see it in a timely manner prior to the conference.

## **Standards**

- NEC Review of Draft Revised Standards—Head's up: on or about June 10, the task force will be sending the NEC (presumably through me) the draft revised standards, requesting any feedback by June 27. This is a courtesy review to give the NEC an opportunity to see the proposed update in advance and to give any feedback in its role as directorship prior to sending them to the membership (the CSC and the publications committee will also be sent them). I'll collect any feedback and synthesize it to pass on.
- Think positive thoughts for Sandra & Patrick on June 16 when they meet with OTTIAQ.

- I welcome suggestions of
  - potential CSC members from the East
  - members who have experience/expertise in applying for a government grants

# Appendix D—Report from the National Mentoring Task Force

The Mentoring Taskforce chaired by Carolyn Brown recommends that Editors Canada establish a national mentorship program designed to help mentees gain editing knowledge and skills, attitudes and values in a flexible, responsive and transformational environment. The underlying concept is “a community of sharing.” This program will offer valuable professional development opportunities and support the recruitment and retention of members. All aspects of the program will be consistent with current Editors Canada standards and practices.

The program will be called the John Eerkes-Medrano Mentorship Program in honour of a recently deceased and long-time member of Editors Canada.

## Description of the Proposed Program

### Structure and design

The program will offer one-on-one mentor-mentee relationships for a limited time period (two months), with some flexibility to allow for time extensions – to a maximum of six months. The program will offer both face-to-face mentorships and distance mentorships based on phone calls, email and Skype, depending on the availability and preferences of the mentor and mentee. Face-to-face relationships are ideal, but a mentor best suited to the needs of a mentee (through his/her area of specialization, e.g., science editing, substantive editing, or experience) may be located in a different city or region. Other programs have shown that distance mentoring can be very successful. The program will be learner-driven and responsive to the mentees’ specific needs and preferences.

In addition, for advice on limited issues, or as a “first date” before establishing a two-month mentorship, the program will offer the option of a *two-hour café mentorship* (in the format of one or two meetings) at no charge. This may help meet the needs of many potential mentees and help longer mentorships succeed. As with longer-term mentorship, the café mentorship may be face-to-face or at a distance.

A code of conduct to guide mentoring relationships will be developed. The code will include information about the scope of the program, about appropriate expectations and boundaries, and confidentiality.

## **Scope and topics to be discussed**

A mentoring relationship may address career and business/freelance issues, juggling personal and professional responsibilities, dealing with co-workers and clients, approaches to editing problems, and discussion of particular editing issues/skills. The mentor might also refer the mentee to other professional development opportunities from Editors Canada or other organizations, including books, courses and workshops.

Coaching and confidence-building are an important part of mentorship. If the mentee is enrolled in an editing course, the mentor could offer guidance regarding assignments, taking care not to cross ethical lines in the degree of assistance provided. Mentors should follow the current Editors Canada Guidelines for Ethical Editing of Theses/Dissertations, adapting the advice to other assignments. It may be necessary to consult with the instructor about how much assistance is appropriate. If the mentee is taking courses, this issue should be included in the mentorship agreement (discussed below).

The proposed mentorship program is *not* intended to train people to become editors, or to assist mentees in finding work, for example, by providing job references or offering sub-contracts. Nor is it intended for people who are not planning a career in editing, for example, writers. And finally, the mentor will not offer advice to mentees about personal problems.

## **Qualifying to be a mentee or mentor**

An Editors Canada selection committee will be established to screen applicants and match mentees to mentors. The committee will have some discretionary authority regarding special requests and cases outside of the usual functioning of mentorship relationships.

Serving as a mentor and/or being mentored will be benefits of membership and therefore available to Editors Canada members only.

Those applying to be mentored will be required to present a minimum level of editing training and experience (for example, having completed at least two full-day editing workshops or an editing course, or having six months' employment as an editor, or having completed a few freelance editing assignments). The application process will be rigorous enough to adequately assess the potential mentee's commitment, interests and needs.

Mentors will tend to be senior editors who wish to share their knowledge and experience. However, young editors might also share their expertise in particular areas (such as social media) with older editors. Potential mentors will provide a CV to the selection committee and indicate their areas of expertise, what they are willing to help mentees with (or, conversely, what they are not willing to provide).

For a mentorship program to succeed, Editors Canada needs to “sell” potential mentors on serving in this role. Mentorship has many potential benefits for mentors: being a mentor helps editors consolidate knowledge, develop professionally, grow their network, and give back to their community. Mentors are recognized as leaders, and mentorship helps them improve their personal leadership and coaching style.

Generally speaking, it would be preferable if mentors have not had a previous professional relationship with the mentee (employer-employee, workplace colleague, client-freelancer). However, the selection committee will have authority to grant exceptions to this general rule, based on the facts of the case (length and extent of previous relationship, for example). If a professional relationship is formed during the mentorship period, the mentorship agreement will be terminated.

Persons selected to be mentors will be required to participate in an orientation that covers issues such as the role of a mentor, establishing a community of practice and sharing, defining boundaries, and taking steps if the relationship exceeds those boundaries. Mentorship will be defined in a culture of mutual assistance and support. Mentors should also have access to a person or several people who “mentor the mentors,” and/or a closed Facebook group where mentors can share their experiences and discuss their roles and challenges.

### **Mentorship agreements**

Once a mentee and mentor have been matched, they will jointly develop a written agreement stating what they want to accomplish, how often they will meet and the maximum number of hours they are committing to the project. A standard agreement will be offered that can be modified to meet the unique requirements for particular mentorships. This “living document,” which can be revised as the relationship evolves, will include an exit clause that allows for mentorships that are not working to be terminated.

### **Administering the program**

Editors Canada will survey members to estimate the level of demand for mentorship. Such a program can operate at various scales; it is important to understand the scale of the program, the supply of mentors and the level of demand from mentees, and to take steps accordingly.

If the demand is high, a completely volunteer-operated program (as the Toronto program was) will not be viable, and the program would need to involve paid staff in the national office. (The potential cost and involvement of national office staff is being discussed with the executive director.)

Administrative tasks may include recruiting and orienting mentors (likely by volunteers), maintaining web pages concerning the program (staff), registering mentees (possibly by staff), collecting fees and disbursing honorariums (staff), tracking mentorship relationships (likely by volunteers with staff assistance with software), and resolving issues that arise in mentoring relationships (likely by volunteers).

In order to ensure commitment to participation and discourage frivolous applications, the mentees will be required to pay a nominal fee — high enough to encourage commitment but low enough to avoid posing a barrier to participation — with the level to be determined and amended from time to time by the National Executive Council. Such a fee is to be allocated to administration costs and to a nominal honorarium for mentors. Mentors will be recognized in other ways as well, such as having their names published on the Editors Canada website. A scholarship fund might be created to support mentees who cannot afford to pay the fee.

If a mentorship relationship terminates early in the relationship (threshold date to be determined), fees and honorariums will be refunded/ reclaimed.

### **Rationale for the Proposed Program**

As directed by the national executive council, the Mentoring Taskforce developed a number of its recommendations with reference to experiences reported by the Toronto branch mentorship program. This program, started as a pilot in 2007, originally had a set schedule of three-month periods in the spring and the fall. It became clear that a rolling program with variable three-month periods agreed to by the mentor and mentee would work better, and that a time period of two months resulted in better levels of commitment. Two other problems emerged: 1) a number of would-be mentees did not have adequate training and experience backgrounds to begin a mentoring relationship, and 2) and many mentees did not uphold their original commitment to the relationship.

The Toronto branch offered free mentorships but found that many mentees “dropped out,” that is, they did not uphold their original commitment to the relationship. The taskforce concluded that charging a fee would help to ensure commitment on the part of the mentee and the mentor. At the same time, it was recognized that Editors Canada membership fees and other costs to members are already relatively high.

At the program’s apex, the Toronto branch served 40 mentees per year, but this number declined over time. Based on these numbers, the national program could have requests from approximately 140 mentees per year.

In addition to the Toronto program, speed mentoring sessions have been held at annual conferences and at meetings of several branches. These sessions have proven very successful and have attracted beginning editors to the association.

The taskforce also considered Editors Canada's experience with certification, which indicates that a new program can pose a large administrative burden that includes troubleshooting at all levels.

The taskforce studied other editor mentoring programs, particularly one offered by the Institute of Professional Editors in Australia (IPED), which has five levels of mentoring. For three months, IPED charges \$200, of which \$50 goes to administration and \$150 to the mentor.

Finally, the taskforce reviewed mentorship programs offered by these agencies or associations:

- Society for Editors and Proofreaders (United Kingdom)
- Canadian Food Inspection Agency
- Natural Sciences and Engineering Research Council
- American Copy Editors Society
- OpEd Project
- Canberra Society of Editors
- Queensland Writers Centre

Overall, the most successful programs appeared to be less formal and fairly flexible.

### **Alternative structures and designs for mentoring programs**

As noted above, the taskforce strongly supports brief, *two-hour café mentorship*. After some consideration, it also recommended limiting all types of mentorship to Editors Canada members and to experienced editors. However, the taskforce acknowledges that mentorship is a recruitment tool. There is a continuing demand for brief mentorship by those seeking information about a career in editing or about becoming a member of Editors Canada. Taskforce members saw these meetings as an activity best handled by a branch or twig as part of recruitment activities and not as part of a formal mentorship program.

The taskforce considered *long-term, project-oriented relationships* in which the mentee shadows or apprentices to the mentor. Many taskforce members have served as mentors for this type of mentorship. At this time, the taskforce is recommending launching the mentorship program *without* this type of mentorship, which should be further considered for addition to the program in future.

At this time, the taskforce does not recommend *group mentorships*, with one or two mentors and several mentees involved. Nor does it recommend *co-mentorship*, that is, a mentee having more than one mentor at the same time. However, these options may be considered further. Mentees will be encouraged to repeat the mentorship experience with different mentors if they are still seeking guidance.

## **Process**

The national executive council of Editors Canada established a Mentoring Taskforce in late 2015. The taskforce was charged with recommending a structure and guidelines for a national Editors Canada mentorship program based on the experience of the Toronto branch mentorship program, along with information available about other mentorship programs in other industries and other countries.

There was an exceptionally strong interest in this initiative, with 15 people volunteering to serve on the taskforce and two people from Australia asking to observe. Carolyn Brown served as chair, and the other members are Catherine Baudin, Kevin Burns, Carolyn Camilleri, Dave Ealey, Anita Jenkins, Juliann Krushen, Janet MacMillan, Ginny McGowan, Joanna Odrowaz, Louise St-André (resigned after second meeting), Isobel Stevenson, Rosemary Tanner (resigned after second meeting) and Ruth Wilson (resigned after first meeting); Joe Cotterchio-Milligan provided valuable input. The observers were Pamela Hewitt and Carolyn Leslie.

The taskforce has held four teleconference meetings to date: on January 19, February 16, April 12 and May 17.

## Appendix E—Branch/Twig/National Review Task Force Brief

|                           |   |
|---------------------------|---|
| <b>NEC Taskforce Name</b> | <b>Branch/Twig Finance Review Task Force</b>  |
| Reports to                | ?   |
| Taskforce Leaders         | ?   |
| Taskforce Members         | Patrick Banville, Greg Ioannou, Margaret Shaw, Stacey Atkinson, Breanne MacDonald, David Johansen<br>-- PLUS reps from branches and twigs TBD |
| Assigned Staff            | TBD by Patrick  |
| Date Struck               | May 2016  |
| Assigned Deadline         | July 31 2016 for preliminary report<br>may be extended for more work  |

### Objective

|                           |  |
|---------------------------|--|
| State the intended result | <p>A specific recommendation (or possibly two or three possibilities) regarding adjusting the current financial arrangement between Editors Canada and branches/twigs</p> <p>Also, to the extent that these are generated in the process, a list of any preliminary ideas for improving communication between Editors Canada and branches/twigs, and among the branches and twigs</p>  |
| Summarize the project     | <p>Task force members will meet electronically or in person in order to</p> <ul style="list-style-type: none"> <li>● Review the current financial arrangement</li> <li>● Identify what does and doesn't work about it in the current membership context, for the organization as a whole and at the branch/twig level</li> <li>● Consider possible better approaches &amp; explore their likely effects</li> <li>● Recommend one or more new arrangement(s) to the NEC</li> <li>● Include a suggested timetable and criteria for reviewing the new arrangement</li> <li>● Include a recommendation for dissolving, continuing, expanding, or redirecting the task force after the preliminary report</li> </ul> <p>While this task force has a mandate of specifically considering the financial arrangement, it is expected that other aspects of the</p> |

|  |  |
|--|--|
|  | <p>branch/twig/national relationship will come up during its work. Rather than lose any valuable information and ideas, the task force should also, as appropriate,</p> <ul style="list-style-type: none"> <li>Record ideas for improving communication between Editors Canada and branches/twigs and among the various branches and twigs, and communicate these to the NEC along with its report</li> </ul>  |
| <p>List related strategic goals/priorities</p> | <p><b>Related goals from the current strategic plan:</b></p> <ul style="list-style-type: none"> <li>We will support and facilitate services provided by branches and twigs</li> <li>We will maintain clear, open, transparent, and responsive communication with branches and twigs</li> </ul> <p><b>Related priorities from the proposed 2017–2021 strategic plan (to be voted on by members on June 11 2016):</b></p> <ul style="list-style-type: none"> <li>Editors Canada will embrace new ideas. (Innovative and Agile)</li> <li>Editors Canada will have effective and cohesive marketing and communication, externally and internally (between the national executive council and members, and among members). (Communications and Marketing)</li> </ul> <p><i>(Task force members are encouraged to read the details in the new strategic plan for these two priorities)</i></p> |

**PROJECT PLAN**

|  |  |
|--|--|
| <p><b>Deliverable</b></p>  |  |
| <p>Describe the expected deliverable (a report, research, recruitment, etc.)</p> | <p>A brief report with a proposal (or several options) for the NEC to consider regarding Editors Canada for adjusting (if necessary) the current financial arrangement between Editors Canada and branches/twigs</p> <p>Additionally, if possible: Some preliminary ideas for improving communication between Editors Canada and branches/twigs and among the branches and twigs</p> |
| <p><b>People</b></p>   |  |

|  |   |
|--|---|
| Office staff   | see above   |
| NEC members  | see above   |
| Related committees   | all branches; all twigs   |
| Other volunteer requirements   |   |
| Describe ongoing involvement   |   |
| <b>Time and work required</b>  |   |
| Define project phases.<br>Outline the tasks required at each phase.<br>Indicate contingencies.<br>Estimate the time involved and deadline.<br>Include ongoing resourcing requirements. | Initial meeting (electronic, or possibly in person at conference)<br>– June (2-3 hours for TF leaders to organize; 1-2 hours for TF members to take part)<br>Follow-up meetings or online discussion<br>– During July (2-4 hours)<br>Preliminary report – present to NEC for discussion<br>– July 31<br><br>Specific tasks to be determined by the task force, guided by the project summary above. |
| <b>BUDGET</b>  |   |
| Indicate if budget has been allotted   |   |
| Estimate expenses required   | \$100 (for conference calls, snacks at an in-person meeting, thank-you notes or tokens for branch/twig volunteers, etc.)  |
| Estimate expected revenues   | n/a   |
| Estimate on-going financial impact   |   |

**WRAP-UP**

|                                   |  |
|-----------------------------------|--|
| Summarize the project results     |  |
| Was the intended result achieved? |  |
| Was deliverable presented?        |  |

Phases and milestones

| When | What | Status |
|------|------|--------|
|      |      |        |
|      |      |        |
|      | •    |        |
|      |      |        |

## Appendix F—Report to Gael Spivak about the Continuity Officer (Alexandra Peace)

Gael Spivak brought the idea of a continuity officer to the NEC in the April 2016 quarterly meeting. She pointed the NEC to this information:

<https://lanaokerlund.com/2013/03/19/preserving-institutional-memory/>

Greg Ioannou connected Berna Ozunal and me, informing us that we were both interested in the work.

Berna and I chatted briefly about it by email; I explained that I was not interested in the whole role, just the indexing of the motions/minutes. Gael Spivak checked with the office and asked them for any historical organization information, which she then made available to Berna and me.

Gael Spivak, Berna Ozunal, and I had a skype meeting. We discussed the following:

- the role of continuity officer (as outlined in the information above)
- what responsibilities they might have (managing the people who are collecting and organizing the information)
- what information needs to be kept track of (motions/decisions/minutes, photographs, lists of executive members, history of the organization)
- where some of the information might be accessed (archives, Dropbox, flickr, website, senior members such as Greg Ioannou and Lee d'Anjou)
- who the information might be useful to (new executive members, anyone with a general interest in the organization)

After some discussion, the following conclusions were made:

- It may be more appropriate for the continuity officer to report to Berna, rather than Berna be the continuity officer, since it is possible that Berna will be on the executive next term.
- The job may need to be spread over a number of people. For example, while one person may be interested in the history of the organization, another may want to deal with photographs.
- I (Alex) would like to deal with the indexing of the motions/minutes.

Next steps: **find one or more people to perform the task(s) of a continuity officer**

In the meantime, I (Alex) will do the following:

- start creating the minutes in a fashion that makes it easier to gather the motions (and possibly the context) for indexing.
- start a running list of this year's motions similar to the separate list of action items that is available to the executive.
- collect last year's motions to include in the package for new executive members.
- index previous year's motions/minutes, starting with the most recent and working backwards.

Alexandra Peace

June 2016

## Appendix G—IPEd agreement

### Partnership Agreement: Training and Development (conferences, webinars, online training)

This is a partnership agreement between the Editors' Association of Canada (Editors Canada) and the Institute of Professional Editors Limited (IPEd).

This agreement allows the following:

- Members of Editors Canada can register for IPEd conferences, webinars and online training courses and other mutually agreed training and development services at the same price as IPEd members.
- Members of IPEd can register for Editors Canada conferences, webinars and online training courses and other mutually agreed training and development services at the same price as Editors Canada members.

### Limitations

- The registration rules of Editors Canada, including refund policies, will apply to any member of IPEd who registers for an Editors Canada conference, webinar or online training course.
- The registration rules of IPEd, including refund policies, will apply to any member of Editors Canada who registers for an IPEd conference, webinar or online training course.
- Neither organization is required to follow the other's policies and procedures in preparing and/or offering training and development services and courses.
- This agreement can be nullified by either organization after giving the other party a minimum of 45 days' notice.

### Signatures

Patrick Banville  
Executive Director  
Editors' Association of Canada  
Date: April xx, 2016

Margaret Telford  
Secretary  
Institute of Professional Editors Limited

# Appendix H—Volunteer Guidelines

## Revisions to the Volunteer Guidelines

### Volunteer compensation

Volunteer work within the association is normally not paid. However, volunteer assignments that meet certain criteria may be awarded honoraria or may have fees discounted or waived. Activities that may receive honoraria include the following:

- those where best practices indicate that honoraria demonstrate impartiality, security and confidentiality (such as certain certification duties or national award judges)
- those that require special expertise and significant commitment (such as translations of longer documents)

Activities that may warrant waiving fees are those where the volunteers performing the activity are, because of the nature of that activity, unable to participate in the paid service or event. For example, conference co-chairs are generally unable to take advantage of most of the events and services of the conference they are chairing, so they are not required to pay for this event they cannot access because of their responsibilities.

Under Bylaw No. 1 (2014), members of the national executive council and, by extension, members of national committees serve on the council and committees without remuneration. However, if an individual member of the national executive council or an individual member of a national committee performs a volunteer assignment that is in addition to his or her role within the council or committee, he or she may be eligible for an honorarium as a national volunteer, depending on the role performed (as outlined in paragraphs 1 and 2 of these guidelines).

The national executive council will aim to ensure fair allocation of honoraria, given the responsibility of the council for the ethical, legal and fiscal accountability of the association.

- The national executive council reviews all honorarium requests for national volunteers. If the requests are approved, they form part of the annual budget of the association.
- The volunteer leader of a volunteer assignment may request that the national office issue honoraria approved in the annual budget. The volunteer leader must report the names of the volunteers, a brief description of their assignments, the committee involved (if appropriate) and the amount of the honoraria.

- The volunteer leader of a volunteer assignment may not request that the national office issue an honorarium payable to herself or himself. This restriction applies even where honoraria for the volunteer assignment are approved in the annual budget.
- Where the volunteer leader of a volunteer assignment undertakes an assignment that is in addition to his or her role within the council or committee, the volunteer leader may submit a request to the national executive council for an honorarium payable to herself or himself. This review is intended to ensure that the volunteer leader of the volunteer assignment is not directly or indirectly profiting from his or her position.

Where honoraria are proposed for branch or twig volunteers, the honorarium requests

- are reviewed and approved by the branch executive,
- form part of the annual budget of the branch, and
- are reflected in the branch annual financial report to the national executive council.

Some volunteer assignments may be identified at their outset as eligible for in-kind compensation, including complimentary registration for the national conference or branch or twig seminars. Such in-kind compensation must be authorized by the national executive council, branch executive or twig coordinators and be fairly and consistently allocated.

### **Volunteer recognition**

The contributions of volunteers are regularly acknowledged by formal and informal recognition methods.

- Formal recognition is delivered consistently. Recognition may include a letter of appreciation and/or acknowledgement in the annual report.
- Informal recognition is delivered in a timely and appropriate manner.

The national executive council, branch executives, twig coordinators and all staff publicly acknowledge the efforts of association volunteers.

# Appendix I—Human Resources Policy

## Human Resources Policy

**Effective date: June 2016, last revised June 2016**

### **Policy purpose**

The purpose of this policy is to support the work of the association's paid staff and volunteers.

### **Policy statement**

The Editors' Association of Canada/Association canadienne des réviseurs is committed to providing paid staff and volunteers with the resources and work environment they need to meet their responsibilities, and to develop professionally and personally.

### **Definitions used within this policy**

n/a

### **Applicability**

This policy applies to paid staff and volunteers.

### **Responsibility**

As resources allow, the Editors' Association of Canada (Editors Canada) aims to provide appropriate education, training and mentoring to help staff and volunteers grow professionally and personally.

It supports reasonable deadlines, procedures and workloads to help staff and volunteers meet their responsibilities.

Staff and volunteers will receive objective, fair feedback on their work. Paid staff will receive annual reviews (at a minimum).

With prior approval, expenses incurred by national volunteers in the performance of their duties will be reimbursed in accordance with the document Volunteer Expense Reimbursement Procedures.

Expenses incurred by staff are approved by the association's executive director.

The association will comply with all relevant human resources and human rights legislation.

### **Contact information**

Enquiries about this policy should be directed to the national office of Editors Canada.

info@editors.ca

www.editors.ca / www.reviseurs.ca

416-975-1379

1-866-226-3348 (toll-free)

### **Authority**

This policy is issued under the authority of the members of Editors Canada.

Substantive revisions to this policy must be ratified by a vote of the association's national executive council.

This policy will be reviewed every five years.

### **References**

There are no additional guidelines for implementing this policy.

A related policy is the Editors Canada *Volunteer Policy*.