

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

**National Executive Council
2018 Q1 Meeting Minutes**

**Westin, Halifax, Nova Scotia
March 3rd and 4th, 2018**



**EDITORS
RÉVISEURS
CANADA**

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PRESENT:

Gael Spivak	President
Julia Cochrane	Vice-President
Anne Louise Mahoney	Past President
Carolyn Brown	Treasurer
Breanne MacDonald	Secretary
Stacey Atkinson	Director, Communications
Tania Cheffins	Director, Professional Standards
Greg Ioannou	Director, Publications
Berna Ozunal	Director, Training and Development
Patricia MacDonald	Director, Volunteer Relations
John Yip-Chuck	Executive Director
Alexandra Peace	Recording Secretary

REGRETS:

David Johansen	Regional Director, Branches and Twigs – East
Lisa Ng	Regional Director, Branches and Twigs – West
Nancy Foran	Interim Director, Francophone Affairs

1. Call to order

Gael Spivak called the meeting to order at 9:03 a.m. and invited directors to tweet during the meeting.

2. Emergency info

3. Approval of agenda (Appendix A)

MOVED BY Breanne MacDonald

SECONDED BY Julia Cochrane

that the agenda be accepted.

Carried

4. Reminder about guidance docs

- a) Strategic plan + parking lot notion
- b) Policies and procedures: privacy, consultation and confidentiality
<http://www.editors.ca/members/readup/constitution/index.html>
- c) Discuss in camera part of minutes (Appendix B)

MOVED BY Greg Ioannou
SECONDED BY Carolyn Brown

that the motions to move the meeting in camera appear at the end of the minutes in accordance with the decision in 2012 Q4.

Unanimous

- d) Nancy is available to answer questions about francophone ideas throughout the meetings.

5. Presentation on dictionary

6. Breakout groups

- a) Office priorities
- b) Dictionary

7. Reports and action items from breakout groups

- a) Office priorities

This group discussed various tasks that could be moved from being the responsibility of the office staff to someone else.

Action

NEC directors to work with their committees to discuss issues and possibly solve them before the committees have to go to the office.

Action

John Yip-Chuck to determine the cost of changing the website such that a volunteer could access and take over administering the job board.

Action

Breanne MacDonald to take over the booking of Zoom meetings.

Action

NEC directors to inform committee chairs, branches, and twigs that any requests for Zoom meeting bookings should be directed to Breanne MacDonald.

Action

Gael Spivak to talk to John Yip-Chuck about branches that are asking for office help (branch administrators should be doing this work, rather than national office).

Action

Breanne MacDonald to take over coordinating the production of the quarterly reports of directors, committees, and the twice-yearly reports (September and March) of the branches and twigs.

Action

John Yip-Chuck to work with staff to prioritize their office duties.

Action

Lisa Ng and David Johansen to work with branches and twigs to deal with any issues before they ask the office for help.

Action

Gael Spivak to develop an FAQ page for members that will go on the website to alleviate office staff time spent on answering commonly asked questions.

Action

John Yip-Chuck and Tania Cheffins to continue working with office staff to develop documentation on what office staff do for the certification steering committee.

b) Dictionary

Action

Stacey Atkinson to develop and test some calls to action and taglines for the dictionary project.

Action

Carolyn Brown to work with Stacey Atkinson on government grants for the dictionary project.

Action

Stacey Atkinson and Carolyn Brown to contact usito.com about any possible opportunities for collaboration.

8. Budget, 2017 and Q1 of 2018 (Appendix C)

Carolyn Brown presented a budget to the NEC. The association has been running a structural deficit for the past three years. There are two ways to tackle it: either stop doing some activities or make cuts across the board.

The NEC then discussed individual budget items, looking for places to cut.

Action

Anne Louise Mahoney to talk to Stacey Atkinson about fundraising for awards, possibly at the conference.

9. Meeting with Christine Beevis-Trickett of the Calgary twig via Zoom

Christine talked about her history with Editors Canada and about the Calgary twig. She is trying to recruit new co-coordinators.

There are about 80 members on the twig email list; according to John, there are 52 active Editors Canada members in Calgary. A core group of about a dozen attends the meetings.

10. Meeting with Nova Scotia twig

Margo Grant, Fazeela Jiwa, Paula Sarson, and Jamie Serran came in person to meet with the NEC and ask questions.

They and the NEC discussed ways to communicate with long-distance members, ideas for events, the fee structure, certification, and the ODE.

In addition, Alexandra Peace spoke about not having access to the non-members' list and the problems that arose because of this: not being able to send out info because staff too busy, not knowing who the information is going to and thus not tailoring it (to, for example, provincial sister societies). It should be noted that all the other twigs have their own non-members' list.

Action

John Yip-Chuck to direct Michelle Ou to change the Editors Canada website, Nova Scotia page, upon receipt of text from Editors Nova Scotia co-coordinators.

Action

John Yip-Chuck to discuss the status of the Editors Nova Scotia non-members' mailing list with Michelle Ou, and to possibly release it to Editors Nova Scotia.

Action

John Yip-Chuck to have ongoing conversations with Editors Nova Scotia about who will be responsible for event registration.

11. New business

a) AGM simultaneous interpretation (Appendix D)

Breanne MacDonald presented various possibilities for simultaneous translation at the AGM.

MOVED BY Breanne MacDonald

SECONDED BY Anne Louise Mahoney

that due to lack of demand, and as a cost-saving measure, Editors Canada will provide simultaneous interpretation, upon request, in advance, using a remote service, for the AGM only.

Unanimous

Action

Breanne MacDonald to advise Editors Canada members about needing to request simultaneous interpretation in advance for the AGM in the call-to-meeting notice.

b) Exit Interviews of Staff

MOVED BY Carolyn Brown

SECONDED BY Greg Ioannou

that Editors Canada offer departing employees a voluntary opportunity to do a confidential exit interview with the human resources committee member of their choice to improve workplace atmosphere and function.

Unanimous

Action

The chair of the human resources committee will contact departing staff to invite them to do a voluntary exit interview.

c) Generic email addresses after someone resigns

Action

NEC directors to inform the office of any changes in email addresses at turnover of the committee chairs.

Action

Anne Louise Mahoney (as chair of the nominations committee) to inform the office of any changes in email addresses at turnover of the national executive council.

Action

Patricia MacDonald to include in the past president's job description the task of informing the office staff of any changes in email addresses at turnover of the national executive council.

d) Action item list for committees

The NEC discussed the issues arising from committees not functioning. Although an action item list was suggested, it was decided that having a handbook (or operations manual) was a better vehicle.

12. Branches and twigs

(Lisa Ng attended this portion of the meeting through video-conferencing software [Zoom])

The regional directors had a Zoom meeting in February with branch and twig leaders at which they talked about office workload, joint viewing of webinars, promotional videos, and how to get branches to report activities to directors more effectively.

The branches will be asked to send minutes of their meetings to the regional directors.

Action

Carolyn Brown and John Yip-Chuck to write up an explanation about the difficulties in determining exact figures for the webinar income for branches and twigs, and about the new procedure of sending two cheques a year for this income—one based on an estimate, and the second an exact and final payment for the year.

Action

David Johansen and Lisa Ng to communicate with the twigs and branches about the new webinar payment system, based on information from Carolyn Brown and John Yip-Chuck.

Action

David Johansen, Lisa Ng, and Breanne MacDonald to coordinate on booking time (and room) for the branches and twigs to meet at the conference.

Action

John Yip-Chuck to generate an invoice in house for the transfer of \$500 for sponsorship of the conference and send a copy to Editors Edmonton.

13. Communications and marketing

Information on the following items can be found in the communications and marketing committee quarterly report.

- ◆ wall calendar update
- ◆ career infographic update
- ◆ membership survey summary report update
- ◆ website update
- ◆ Hire an Editor brochure update
- ◆ video strategy update

14. New business (continued)

a) Trademarks (Appendix E)

John Yip-Chuck raised the topic of trademarks with the NEC about suggested various items that the organization might think about making into a trademark.

After some discussion of the merits of applying for trademark for some or all of the list, the NEC decided to apply for trademark for one item per year because the risk is real, but not high (as far as anyone knows) and because there is a substantial cost involved.

MOVED BY Tania Cheffins

SECONDED BY Patricia MacDonald

that Editors Canada apply to register “certified professional editor” as a trademark in 2018.

Unanimous

Action

John Yip-Chuck to apply for registration of trademark for “certified professional editor.”

Action

NEC to review each year the list of possible trademarks to apply for.

15. Publications and products

a) committee chair: Greg

Action

Greg Ioannou to find a committee chair for publications.

b) chapbook: Greg

The chapbook (*From Contact to Contract*) is in the design phase, with Karina Sinclair leading the project. It is coming out as an ebook in time for the conference.

c) publication agreement: Greg

Action

Greg Ioannou to continue working on a publication agreement for people writing content for Editors Canada.

d) MPES: Anne Louise

The committee is working on it. Some content is being reused, but much new content is being created.

The NEC discussed the title. "Edit Like a Pro" seems like a cliché, but the NEC agreed that the old title (while of value because of longevity) doesn't explain what the document is, differentiate it from the test guides, or work to reach people outside the membership. Perhaps the old title (Meeting Professional Editorial Standards) can be retained as a subtitle.

e) document outlining guidelines to be used when editing theses

The committee is working on it.

16. Webinars

Berna Ozunal updated the NEC on the past year's webinar series. The committee intends to have a call-out for webinar speakers on the website, rather than once a year. At the moment, everything has to go through Caitlin in the office. Berna Ozunal is happy to take some of this on to help with the office workload.

The NEC discussed various ways of making the recorded webinars more easily available. They also discussed asking some of the people who gave highly rated webinars with low attendance whether it would be possible to waive the royalty and allow Editors Canada to give these webinars away as a benefit to members and to raise the profile of the organization and the instructor.

Action

Berna Ozunal to create a Google doc in the NEC folder to house ideas for webinars.

17. 40th Anniversary Task Force

Seven project management volunteers have applied to lead the project, and after an interview, one will be chosen (see item 20). Six people have volunteered to be on the committee.

Action

Gael Spivak to interview possible project managers for the 40th anniversary celebration project.

18. Conferences Breanne and John

a) 2018

The program looks good; it's almost done. More speakers have applied than there is room for. Registration will be opening soon.

There may be issues with the budget. There also seems to be challenges getting volunteers.

b) 2019

Breanne has been working on the venue and AV quotes, and things are coming along well.

This year will be the 35th anniversary of Freedom to Read Week.

Action

John Yip-Chuck to contact the Freedom to Read Week executive director to see about possibilities for promotion of our conference.

19. Committee and Director Requests

a) summary of requests from the reports Breanne (Appendix F)

Action

David Johansen to contact Editors Hamilton-Halton and reply to their questions.

Action

Gael Spivak to host an orientation session for branches and twigs, post-AGM.

Action

Gael Spivak and John Yip-Chuck to work on a governance poster to show incoming branch and twig coordinators what their responsibilities are and how communications work among various parts of the organization (on hold until there is more time).

Action

Lisa Ng and David Johansen to ask Margaret Shaw whether she would be willing to record a short video for new branch and twig coordinators, based on the new branch and twig toolkit.

Action

Berna Ozunal will continue working on a certificate for volunteers.

Action

David Johansen and Lisa Ng to talk to Editors KWG, suggesting that they chat with other twigs to get ideas for volunteer incentives.

Action

Gael Spivak to speak with Editors Québec about who is responsible for paying for or providing a banner with the new logo.

Action

Stacey Atkinson to communicate with Jennifer Foster of Editors Toronto about the production of the Hire an Editor brochure.

Action

Stacey Atkinson to connect Virginia St Denis with Editors Québec to help with changing the name of the Facebook page/group.

Action

Lisa Ng to talk to Editors Edmonton about watching webinars together: that they are welcome to watch free ones together (and that there may be more free ones becoming available), but they are not to share in watching webinars with a fee (both they and Editors Canada would lose money).

Action

Berna Ozunal to communicate with presenters who gave low-attendance, high-interest webinars to ask them whether they would agree to those webinars being offered free to members for specific times (for example, a month).

Action

Gael Spivak to ask David Johansen and Lisa Ng to communicate with branches and twigs about free webinars (particularly after more have been arranged).

Action

Stacey Atkinson and Berna Ozunal to work with Tamra Ross to enter metadata for webinars.

Action

Berna Ozunal to help the training and development committee get the surveys set up to summarize data for individual webinar evaluations rather than combined with all the other surveys.

Action

Berna Ozunal to let the training and development committee know that the Tips for a Successful Webinar ebook will not be translated.

Action

Berna Ozunal to help training and development and branch seminar leaders to arrive at a date by which the branch seminar topics and leaders are to be communicated to the webinar planners, who will then be free to plan webinars with no conflict.

Action

Patricia MacDonald to give Gael Spivak chapters of the volunteer handbook. After the handbook is completed, Patricia MacDonald will send for exec reads.

Action

Carolyn Brown, Anne Louise Mahoney, and Stacey Atkinson to discuss incentives for both new and renewing members and report back to the NEC.

- b) any more issues with the templates

Action

Breanne MacDonald to go through the quarterly reports to deal with any further reporting issues.

20. Project Management Institute

- a) Project management volunteers. Patricia is looking into it.

Wendy Barron found a program that trains project managers and requires them to have a project. Patricia MacDonald has been in touch with them and created project briefs (job ads) that outline what is needed by Editors Canada. After enough applications have been received, Gael Spivak will interview them and choose one. Part of Editors Canada's responsibilities include supervising the project leader and then writing a reference.

21. Freelance editorial agreement (contract) and definitions

a) contract (Appendix G)

Action

Julia Cochrane to write a blurb about the Standard Freelance Editorial Agreement (SFEA), outlining that it is ready for members to try out, that it is just the English version that has been updated, and that members should feel free to give feedback on it. Julia Cochrane to send the blurb to Michelle Ou and ask that the SFEA be placed on the website and members be sent the blurb about it.

b) editing definitions

These reside on the website and outline the different kinds of editing. They need to be updated soon to match the Standards.

Action

Tania Cheffins to take the lead on updating the editing definitions that are on the website to be consistent with the editorial standards. (Greg has some newer ones.)

22. NEC projects (Appendix H) and NEC priorities (Appendix I)

a) The two AGM motions have to go to members by about April 6 (in both languages).

i) students at the AGM (Appendix J)

ii) fees in the membership procedures (Appendix K)

b) Harassment policy (Appendix L) and procedure (Appendix M)

23. Review of outstanding action items from previous meetings (Appendix N)

Carolyn Brown reported on the analysis of storage software asked for by the CSC.

Action

Carolyn Brown, Tania Cheffins, and John Yip-Chuck to test the four software programs that Carolyn Brown has found to satisfy the requirements of the CSC for file sharing and storage.

24. Technology

a) IT issues

John Yip-Chuck updated the NEC on the status of the website. He has changed to a new web developer, as the previous one was working on the website part-time. They will be updating the security certificate.

John suggested that it is becoming urgent that Michelle Ou get a new computer.

b) Member365

Member365 is not working well. It does not do what was needed or what was advertised as being capable of doing. WildApricot does not have French capabilities. A lot of time has been lost, both in developing workarounds to deal with the unaddressed needs and in Caitlin Stewart's time in pouring all the data into Member365.

Nothing can really be done until conference is over (for registration) and another backup system is in place.

25. Office priorities

Office staff are stressed because of the amount of work they are expected to do with the time and resources given to them. Various members of the NEC offered to do jobs that the staff are doing now to help relieve the workload.

John Yip-Chuck has asked Michelle Ou and Caitlin Stewart to outline or list what they are working on at the moment so that he can help them prioritize.

26. Partnerships

Greg Ioannou mentioned that he has attempted to develop some partnerships but they are still in progress.

27. ODE

The online directory of editors (ODE) needs to be promoted and maintained, but this is on hold for the moment.

28. Hamilton-Halton twig

The meeting with Editors Hamilton-Halton did not take place, as there was some miscommunication about timing.

29. Nominations

The nominations committee is recruiting for the 2018/19 NEC and for committee chairs.

30. Continuity work

a) U of T practicum

Gael Spivak has contacted U of T several times, attempting to recruit students needing a practicum position. Unfortunately, no one seems interested, and Gael will stop pursuing this avenue.

b) Minutes indexing update

Alexandra Peace reported on the indexing of the minutes: Because she has been Editors Nova Scotia co-coordinator and recording secretary (and conference chair for ISC/SCI), she has not had time to work on this. However, in the future, once she has indexed a year or two, and developed a controlled vocabulary, Editors Canada should be able to recruit a number of volunteer indexers to work on previous years' minutes.

c) Documents in office

Anne Louise Mahoney mentioned that (especially if the office is moving) boxes in the board room need looking in, sorting for importance, and preserving. She has volunteered to do this, and Tania Cheffins suggested that a certification volunteer would also help.

31. Other business

a) Francophone issues

Finding francophones to work on association business—either translating, being on committees, or creating videos or webinars—is difficult.

The NEC discussed this and some of the following points were raised:

- ◆ Should there be a Francophone director?
- ◆ Should it be folded into the folders of every other director or committee chair?
- ◆ Should there be a diversity director to deal not only with Francophone affairs but also other issues, including accessibility?
- ◆ Could some time be spent at each meeting, bringing these particular issues to the forefront?
- ◆ Could the regional reps be champions of varied groups: francophones by Eastern rep and diversity and accessibility by Western rep?

b) Next meeting

A Zoom meeting of directors will be held in June for past term directors with invitations to upcoming directors.

32. In Camera Sessions

**MOVED BY Julia Cochrane
SECONDED BY Stacey Atkinson**

that the meeting go in camera.

Unanimous

**MOVED BY Stacey Atkinson
SECONDED BY Julia Cochrane**

that the meeting go out of camera.

Unanimous

33. Adjournment

**MOVED BY Julia Cochrane
SECONDED BY Stacey Atkinson**

that the meeting be adjourned.

Carried

Appendix A – Agenda

1. Call to order and invitation to Tweet during the meeting: #EditorsNEC and #RevisuersCAN
2. Emergency info
3. Approval of agenda
4. Reminder about guidance docs
5. Presentation (marketing)
6. Breakout groups
7. Reports and action items from breakout groups
8. Budget update
9. Meeting with Calgary twig
10. Meeting with Nova Scotia twig
11. New business
12. Branches and twigs
13. Comms and marketing
14. Publications and products
15. Webinars
16. 40th anniversary task force
17. Conferences
18. Reports
19. Project Management Institute
20. Freelance editorial agreement (contract) and definitions
21. Update on NEC projects and NEC priorities
22. Review of outstanding action items from previous meetings
23. Technology
24. Office priorities
25. Partnerships
26. ODE: improving it, promoting it
27. Meeting with Hamilton-Halton twig
28. Nominations for 2018/19 (NEC, committee chairs)
29. Continuity work
30. Other business
31. Adjourn

Appendix B – Placement of In Camera Sessions in the Minutes

Meeting	no in camera section	recorded where the vote occurred	recorded at the end of the session	
2011 Q1		x		
2011 Q2		x (2 times)		
2011 Q3		x (2 times)		
2011 Q4		x (3 times)		
2012 Q1		x (4 times)		
2012 Q2		x		
2012 Q3		x		
2012 Q4			x	"An in-camera item was added to the end of business to accommodate any confidential matters arising."
2013 Q1		x	x	
2013 Q2			x	
2013 Q3			x	
2013 Q4				no minutes on the website
2014 Q1			x	
2014 Q2			x	
2014 Q3			x	
2014 Q4			x	
2015 Q1	x			
2015 Q2	x			
2015 Q3	x			
2015 Q4	x			
2016 Q1		x (2 times)		
2016 Q2	x			two sets of the same minutes on the website
2016 Q3		x (2 times)		
2016 Q4	x			

Appendix C – Financial Update



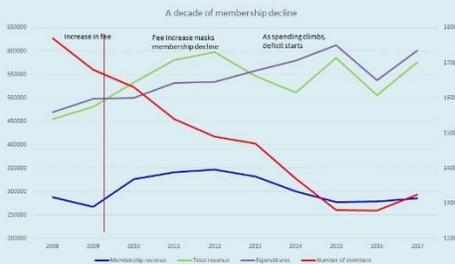
March budget and financial update 2018

- Key messages:
 - 2017 year-end shows we are still running deficits
 - Leads to cash flow crunch
 - I finally understand why this is happening

Income statement at December 31

2017 budget versus actuals			
	Budget	Actual	% difference
Revenue	\$586,440	\$575,785	98%
Expenses	\$606,473	\$600,714	99%
Deficit	-\$20,033	-\$24,929	124%

Why are we continuing to run deficits?



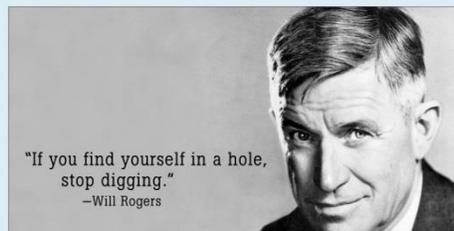
Why are we continuing to run deficits?

- Deficit is structural over past 3 years
- Spending over revenues by a consistent %
- We are budgeting fairly accurately
- Membership turnaround will take time
- Political will needed to stop running deficits

Effects of deficits

- Currently using twigs' money as a buffer
- Otherwise, need to cash in GIC
- One more deficit year and we have no reserve

Law of holes



Ways that work to tackle a deficit

- Stop doing some things that cost money
 - Optics are poor (unless you cut something seen as a frill or perq)
 - Keeps costs down over long term
- Across-the-board budget cuts
 - Shave a little off each activity
 - Or increase revenue by equal amount
 - Requires adherence to budget
 - Optics better
 - Tends to creep back up over long term

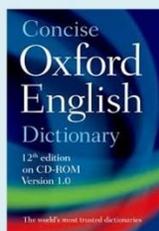
Ways that don't work



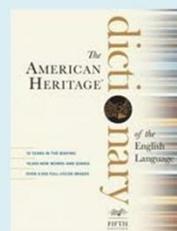
So, about the budget

- Budget for 2018 shows \$34,000 deficit
- Might as well pack up and go home
- Options to
 - Stop doing things that cost money
 - Make a 6% across-the-board cut
 - Both
- Not doing one of these is not an option
- What do you want to do?

So, about the budget



Descriptive



Prescriptive

So, about the budget

- Is our budget descriptive?
- It needs to be prescriptive
 - This is how much budget you have
 - And that's all
 - Sorry
- Follow spending closely (monthly)
- Work on budgets of committees and programs

Appendix D – Simultaneous Interpretation

Simultaneous Interpretation Options	(prices before tax, quotes for AGM only unless otherwise specified)		
Our usual interpreter	*for whole conference		
equipment	500	\$250 per day: FM transmitter, microphone, and 25 to 50 receivers and headsets.	
travel/accom/meals	1342	\$75 per diem, plus 3 nights hotel and flight (estimate)	
interpretation services	1300	\$650 per day	
	3142	TOTAL	
In-house AV company			
equipment	1122	for booth and 50 receivers for 1 day	
labour	136	would have to look into cost for just receivers	
*would need own interpreter		probably service charge on top of this	In-house AV plus local interpreter
	1258	TOTAL but need to provide interpreter	2419.56
Local Interpreter			own equipment plus local interpreter
travel	471.56	Calgary to Saskatoon	3661.56
interpretation services	690	full day rate, but only interpreting for AGM	
	1161.56	TOTAL but need to provide equipment	*local interpreter half day rate is \$390, and can do remotely, but would need AV setup
Purchasing own equipment			
equipment	2500	estimate, for transmitter,	

Simultaneous Interpretation Options	(prices before tax, quotes for AGM only unless otherwise specified)		
		microphone, and 10 receivers	
	2500	TOTAL but one-time cost for us	
Remote interpretation services	see Explanation of Services PDF, plus https://www.interprenet.net/remote-simultaneous-interpretation.htm		
Platform	250	half day rate, up to 5 users; \$1.75 per user after 5	
interpretation services	425	half day rate	
pre-event testing	150		
tech support	200		
	1025	TOTAL, but USD so no tax, but have conversion	
		*this option might also allow for Francophones to participate in Zoom meeting and listen to French through RSI platform	
		*option can also work with receivers/transmitter arranged through AV company, but would add to cost	

Appendix E– Trademark Possibilities

Costs

Canada: \$250 filing fee + \$200 registration fee (if approved)

US:

Term	Possible Conflicts	Pursue? Y/N
Editors Canada	NA	
Révisseurs Canada	NA	
Professional Editorial Standards	NA	
Active Voice	Already a registered trademark for a technology company - no conflict?	Y
La voix active	NA	
The Editors Weekly	NA	
Canada's national editorial association	NA	
L'association nationale des réviseurs du Canada	NA	
Online Directory of Editors	NA	
Editors Canada Certification	NA	
Certified Professional Editor	NA	
CPE	https://en.wikipedia.org/wiki/CPE http://cpe-toronto.ca/ http://www.cpestructural.ca/ Canadian Pet Expo Continuing Professional Education - many other conflicts	N
Certified Copy Editor	NA	
Certified Proofreader	NA	
Certified Structural and Stylistic Editor	NA	
Certified Stylistic Editor	NA	
Certified Structural Editor	NA	

Appendix F – Committee and Director Requests

President

- none at this time

Student Relations Committee

- none at this time

Vice President

- none at this time

Awards Committee

- none at this time

Past President

- none at this time

Secretary

- none at this time

Conference Committee

- none at this time

Communications

- none at this time

Communications and Marketing Committee

- We need to recruit more volunteers to serve as dedicated communications people for certification and conference committees (ideally it would be best to have people who already have some experience with these areas).

- We also need volunteers (or a system set up and run by volunteers) to help us identify and respond to communications and marketing gaps so we can move them up the priority list.

The Editors' Weekly

- none at this time

Director, East

- none at this time

Editors Hamilton-Halton

- Can we adjust the lexicon – ie calling ourselves Chapters instead of Twigs?

- How do we issue a receipt for those paying a drop-in fee to our meetings?

- We're putting this cash towards refreshments for our meetings, is this OK?

Editors Kingston

- Thanks for the Branch/Twig Toolkit! Suggestion: maybe make a brief orientation to it a topic for the twig phone call? Would be a shame for it to just gather dust.

Editors Kitchener-Waterloo-Guelph

- Q: Could you tell us what incentives we can offer people who volunteer their time?

Editors Ottawa-Gatineau
- report not submitted

Editors NL
- none at this time

Editors Nova Scotia
- Thank you for the financial statements. They are extremely helpful. However, Carolyn told us that we could get a statement for individual events so we could find out whether we gained or lost money on each event. John has sent us a detailed financial report, but we haven't had a chance to see if we can figure this specific information out for ourselves. We may be able to.

Révisseurs Québec
- Nous avons besoin de soutien pour trouver une solution afin de corriger le nom de notre page Facebook./We need assistance in order to find a way to rectify our Facebook page name.
- Nous serions reconnaissants si nous pouvions obtenir de l'aide pour imprimer une bannière au nouveau visuel de Révisseurs Canada pour nos stands./We would appreciate any assistance from Editors Canada to print a new visual header/logo for our booths.

Editors Toronto
- We as a branch/an executive would find regular (quarterly) updates of Editors Canada's webinar revenue very helpful, given our current precarious financial situation.
- As mentioned in our previous quarterly report, the big takeaway from the 2017 WOTS event was a need for current/targeted marketing materials (promo cards, for example, that provide contact details for Editors Canada, as well as each branch/twig, and explain the value of hiring an editor) for not only future WOTS booth visitors, but also for other Editors Canada events, whether at the local or national levels. We mentioned this need to David Johansen, who confirmed that the national office could take care of all aspects of this. We are wondering how this request is coming along, and when promo material may be available?
- Editors Toronto would like to find meaningful, cost-effective ways of partnering with National to offer networking/PD opportunities for our members and ways to promote membership.

Director, West
- none at this time

Editors British Columbia
- This is a repeat request from our last report: We know that we'll be getting webinar revenue once a year. Would it be possible for us to get monthly updates of how much revenue we'll be getting from that month's webinar? This will help us in budget planning.

Editors Calgary
- Nothing at this time, other than ongoing assistance with finances, web content and e-blasts (thank you).

Editors Edmonton
- While we understand the benefits to the twig of asking each member to register individually for webinars, we would like to start sharing webinars during meetings. For example, I registered for the webinar on estimating costs. I would like to share my copy of that webinar at a meeting. Are there any concerns about that practice? We're finding that our members are not registering for webinars, and we're hoping that by sharing a few at meetings, members will see how valuable the webinars are.
- Attendees at meetings are not always paid members of Editors Canada. Many state that it is because they don't feel they get value for the cost of the membership. We'd like to investigate

rebates for attendance at meetings and volunteer activities, to encourage attendees to join and to encourage members to become involved. Are there any concerns about this?

- To encourage members to attend the conference in Saskatchewan in 2018, we would like to look at subsidizing the cost for members who regularly attend meetings or who have volunteered for the conference. Are there any concerns with that idea?
- Are there any guidelines for how twigs can spend their money?
- How will answers to our questions be communicated to us?

Editors Manitoba

- none at this time

Editors Saskatchewan

- none at this time

Francophone Affairs

- report not submitted

Francophone Affairs Committee

- report not submitted

Publications

- report not submitted

Publications Committee

- report not submitted

Standards

- none at this time

Certification Steering Committee

- We continue to use a committee member's personal file-sharing system as a means of secure storage and transfer of certification files. We need to find an option for secure file-sharing that does not come from a committee member. Can Carolyn Brown resume work with Anne Brennan to resolve this?

Comité Agrément/Principes

- report not submitted

Training and Development

- One of the biggest problems is lack of Francophone volunteers and participation...other than reaching out to the branches there and specific individuals, what else can be done? What is the problem?

Training and Development Committee

- [see report for full description of issue] I advise the NEC to create the short tagline that will advertise the association on Google, a task that should fall to the NEC because of its strategic nature. The tag needs to be in a meta description tag in the site header. Ideally all major site pages, such as the training page, should also have a page description describing that page's content. I'm happy to help with the updates (I am a site developer). I see you have a Drupal-based site: the tags can be added directly to the site files, or through the dashboard in the Metatags module.
- Also, FYI: some committee members have noted it would be better if the webinar listings could be sorted by topic or otherwise displayed in a search-friendly manner. Is there a place to list suggested site updates?

- I recently did a report based on the webinar surveys. The current survey set up could be improved: it is very difficult to extract and compile the data because we are using one survey for every webinar we hold and the calculated summary data goes back to our first survey. It would be much better to have a new survey for each one so we can use SurveyMonkey tools to compile a report. A few brief notes from my report:

- Overall people find the Zoom software easy to use and reliable.
- The highest rated overall were: James Harbeck's Bad English (though we had very low enrolment on that one), Moira White's Summer Series, the WordPress webinar series, and Web Writing for the Government of Canada. The technical editing webinar was deemed too simplistic by some viewers.

- The vast majority of viewers (~94%) would attend or probably would attend another webinar

- Most say format does not matter but only 14 respondents would have preferred a given webinar be offered in person, compared to 57 who did not want an in-person option.

- Question: what is the status of the Tips for a Successful Webinar e-book we produced last year? I've been giving a draft version to hosts and they have provided really positive feedback. Will it be translated and distributed?

- I am concerned that we have twice had to reschedule an advertised webinar because members of the branches feel it conflicts with in-person presentations. I'm concerned that rescheduling after people have signed up and paid will have a negative impact on EC's reputation. Also, it's very stressful for hosts and presenters when we have already done considerable prep. I'm also concerned about losing good presenters or reserving certain sessions for only a tiny portion of the overall dues-paying membership. I would be happy to be part of the solution if there is an opportunity. The branches get some funds from webinar sales, no? Can we demonstrate the value to them? Can we take a stronger role in promoting their sessions? It seems the T&D committee should be aware of and involved in these sessions but we have no awareness of what T&D the branches are doing. I see a lot of room to improve this situation for everyone.

Mentorship Program Committee

- Please suggest francophone members for the committee and as mentors

Volunteer Relations

- Help with recruiting francophone volunteers. Suggestions are welcome!

- What is the best way to exec read the volunteer handbook? The committee wants to submit chapters as they are finished.

Member Services Committee

- Would it be possible to offer new members a discount on their first webinar? \$25 or 25%?

Volunteer Management Committee

- none at this time

Executive Director

- none at this time

Appendix G – Standard Freelance Editorial Agreement

Preamble

The Editors' Association of Canada (Editors Canada) developed this template for members to use when preparing agreements for editing services. The terms and conditions suggested here align with the recommendations and requirements of the *Professional Editorial Standards* (<http://www.editors.ca/publications/professional-editorial-standards>) and provide the basis for a successful working relationship between a client and an editor.

This template is not a complete agreement. It offers a framework with suggestions for drafting a document that reflects the agreement each editor should reach with a client about the work to be done. Some sections may not apply to a given situation. Editors will need to determine which clauses best reflect their needs and whether some clauses need to be added, modified, or removed to reflect the circumstances.

This template was developed for use in Canadian common law jurisdictions. The laws of other countries and the laws specific to the province of Quebec have not been considered.

Disclaimer

The information contained in this template is not legal advice and should not be treated as a substitute for advice from a legal professional. Editors Canada accepts no liability for documents created with this template.

Using the Template

This template has been prepared for use as a Microsoft Word document. Space for details is indicated by shaded Text Form Fields, for example, {write details here}. To add text, simply select the field and type. There is no limit to the amount of text you can add in each field. Suggestions for using the template, and additional or alternative clauses you may want to consider, are included in the document as "hidden text":

If you do not see a line of hidden text immediately above this paragraph (shown in small italic font), the following instructions will help you correct the problem.

You can control whether you see hidden text by changing Word's viewing options. You can control whether you print hidden text by changing Word's printing options. For instructions on how to do this, consult the Help files for your version of Word.

To use clauses suggested in the hidden text, change the style of the hidden text to Normal and number the paragraph or, if the style is available in your document, change the hidden text to Numbered Para. For instructions on using styles, consult the Help files for your version of Word.

You should delete any remaining hidden text before providing your client with a copy of the completed agreement.

Agreement for Editing Services

Parties

This Agreement is between {Name} (“Editor”), operating in the province/territory of {Province/Territory}, Canada, and {Name} (“Client”):

Editor

EDITOR NAME {Name}
1EDITOR ADDRESS {Address}
EDITOR TELEPHONE {Telephone}
EDITOR EMAIL {Email}

Client

2.
CLIENT NAME {Name}
CLIENT ADDRESS {Address}
CLIENT TELEPHONE {Telephone}
CLIENT EMAIL {Email}

The Parties agree as follows:

Effective Dates

1. This Agreement will begin on {Date} and continue until terminated, as provided in this Agreement.

3.

Statement of Work

4. Project Description

2. {Describe the project.}

Type of Editing and Work Plan

3. {Describe the type of editing required.}
4. The project {does/does not} include multiple drafts. The work plan is as follows: {description}.
5. The Editor will deliver the completed product to the Client by {method of delivery, e.g., email, Express Post, uploaded HTML} on or before {date}.

Place of Work and Meetings

6. {State where the work and meetings will take place.}

Changes and Additions

7. Any additions or changes to the project will modify the Statement of Work, may change the due date, and may be billed as additional work. Changes made to material that has already been submitted to the Editor for editing may be considered additional work.
8. The Editor will keep the Client informed of additional work that is required or recommended and request the Client's approval for any additional work, associated expenses, and change in the project deadline.
9. The Client and Editor agree that requests for additional work and renegotiated deadlines or fees will be in writing as described under Notice.

Deadline

10. The work plan requires that both the Client and the Editor meet the agreed milestones.
Adjustments to the work plan may be required if the agreed milestones are not met.

Delivery Details

- 8.
11. {Describe what you will be returning to your client and how.}
12. Inherent Qualities: Digital files may become corrupted or erased with improper use, and storage media (e.g., DVDs) may degrade over time. It is the Client's responsibility to ensure the safekeeping and stability of the files once the Editor has released them to the Client.

Financial Details

9.

Fees/Rate

13. The Editor's fees are \${{##.## per X}}, plus applicable taxes if the Client resides in Canada. Hourly time is billed {e.g., in quarter-hour segments}. The Client will pay the Editor as follows: {specify details, including payment terms and accepted methods of payment}.
14. Expenses: The Client {will/will not} reimburse the Editor for expenses incurred in fulfilling this agreement.

Expenses include {list the relevant expenses}Invoicing: The Editor will invoice the fees when the project is complete. All work, including {edits, drafts, notes, and research}, is the exclusive property of the Editor until the Client's account is paid in full. Once the Client pays all fees due under this Agreement, any copyright the Editor may have in the product developed under this Agreement will transfer to the Client.

16. Overdue Payments: The Client will pay the Editor within {#} days of receiving the Editor's invoice. Any payment after the due date is subject to late fees of {2}% per month ({26.8}% per year).

Other Terms and Conditions

Editor's Status

17. The Editor is an independent contractor. Nothing in this Agreement will be understood to create a partnership, joint venture or co-venture, agency, or employment relationship between the Client and the Editor.
18. At the option of the Editor, the Client may credit the Editor for the work developed under this Agreement.

Confidentiality and Non-Disclosure

19. The Client will provide all information that has a direct bearing on the successful outcome of the project and will inform the Editor in writing of any portion of the work or related information that is confidential. The Editor will hold in confidence and not disclose the confidential information to any third party, except with the Client's written consent or as required by law with prior notice to the Client.
20. The Editor will take all reasonable steps to safeguard and prevent the loss, destruction, or unauthorized access, use, or disclosure of the confidential information using a reasonable degree of care and no less than the same degree of care used to protect the Editor's own confidential information. The Editor will promptly return to the Client or destroy, as directed by the Client, confidential information and any other Client property requested by the Client at any time.
21. The Editor will not make any unauthorized use of any of the Client's trade secrets, confidential information, proprietary property, trademarks, or copyrighted materials.

12.

Use of Copyrighted Work

22. The Editor will endeavour to flag elements of a work that may require copyright permissions and, depending upon the terms specified in this Agreement, may assist the Client in obtaining the necessary permissions. However, unless otherwise specified in this Agreement, the Client accepts responsibility for complying with copyright laws and obtaining the necessary permission to use any elements of provided text, graphics, photos, music and song lyrics, designs, trademarks, or other created work to be included in the final product.

Warranties

23. Editing is a process of offering advice and suggestions to the Client. While the Editor will make every effort to identify and bring questionable material to the Client's attention, it is not possible to guarantee error-free content.
24. The Editor's responsibility is limited to notifying the Client of any suspected or unresolved issues within the edited work. The Client is responsible for accepting (or rejecting) the Editor's suggestions and resolving any issues identified by the Editor (e.g., suspected plagiarism).
25. Rejecting or disliking the Editor's suggestions is not a basis for refusing to pay the fees outlined in this Agreement.

Indemnity and Liability

26. The Editor will comply with all applicable laws in the course of performing the services.
27. The Client agrees to indemnify the Editor from any and all claims or demands, including legal fees, that arise out of any alleged libel, copyright infringement, or other legal or contractual issues created by the Client in writing, revising, publishing, or otherwise using the work.
28. Failure to Perform: If the Editor cannot perform the duties outlined in this Agreement for reasons beyond the Client's or Editor's control, the Editor will refund any amount paid by the Client for services not delivered (including any unearned portion/excluding any portion) of a deposit, if paid). The Client will not have any further liability with respect to the Agreement.
29. The Editor will not be liable for any amount in excess of the fees due under the Agreement. This limitation on liability also applies if information or materials are damaged or lost without fault on the part of the Editor.

Termination

30. This Agreement may be terminated by the Client or the Editor with at least {# hours' / # days'}¹⁵ notice. If the Agreement is terminated, the Client will pay the Editor, as specified under Financial Details, for work done and expenses incurred up to the date of termination. Subject to the terms for a deposit, any fees advanced will be credited against the amount due.
31. The provisions of this Agreement that by their nature are intended to extend beyond its termination will survive and remain in effect despite the completion of the services or the termination of the Agreement. This includes the sections of this Agreement required for its interpretation and enforcement.

16. Notice

32. Notice by one party to the other under or for the purposes of this Agreement (including for the purpose of modifying it) will be in writing and will be {personally delivered or sent by fax, email, or prepaid mail} to the address set out at the beginning of this Agreement.
33. Communications sent by prepaid mail will be considered to have been given and received on the fourth business day after the day of mailing. Communications by fax or email will be considered to have been given and received at the time of delivery or transmission if that¹⁷ delivery or transmission occurs prior to 4:00 p.m. on a business day, failing which the communication will be considered to have been given and received on the next business day. For the purposes of this Agreement, a business day means any weekday that is not a holiday.

Dispute Resolution

18.
34. The Client or the Editor may request that any dispute arising out of this Agreement be submitted to binding arbitration before a mutually agreed-upon arbitrator in accordance with the arbitration legislation of the governing province or territory. The arbitrator's decision or award will be final.

Applicable Law

- 35. This Agreement will be governed and interpreted in accordance with the laws of Canada and the province/territory of {province/territory}.
- 36. If any part of this Agreement is found to be unlawful, void, or for any reason unenforceable, it will be considered separate from this Agreement and will not affect the validity and enforceability of the remaining Agreement. If either the Client or the Editor waives a breach or default under this Agreement, the waiver will not apply to a repeat of the same breach or to a breach or default of another clause in the Agreement.

Modification of Agreement

- 37. Any modification of this Agreement must be in writing and acknowledged in writing by both the Client and the Editor.

19.

Signatures

- 38. The Client and the Editor each confirm that they have full power and authority to enter into this Agreement and acknowledge that their electronic signatures are sufficient proof of accepting the terms of this Agreement.

DATE: {Date}

Editor
{Editor's Name}

Client
{Client's Name}

Appendix H – Projects 2017–18

Project	Director	Lead volunteer	Due date	Status
Legal stuff				
Theses guidelines	Tania Tania	Elizabeth d'Anjou: standards part of the guidelines Mary Rykov and Virginia (Ginny) McGowan: the rest of the document	January 2018	<ul style="list-style-type: none"> Sorted it out at the Nov 2017 meeting. Tania is now the lead director. Expected in January 2018 but Mary and Ginny now say March-ish.
Freelance editorial agreement	Greg + Anne Louise (Gael will advise on revisions, consultations and next steps, Julie coordinating next steps)	Kaarina Stiff and Dawn Oosterhoff	spring 2018?	<ul style="list-style-type: none"> Reviewed by the plain language lawyer and sent back to Dawn and Kaarina in early December. Dawn sent it back to Julie, who shared it with the NEC (Feb). Will ask the NEC about next steps at March meeting.
Publication agreement	Greg	Berna	January 2018	<ul style="list-style-type: none"> Greg to review and plain language edit Then to the new PL lawyer
Branch toolkit	David and Lisa	n/a	mid-September	<ul style="list-style-type: none"> DONE!
Twig toolkit	David and Lisa	n/a	mid-September	<ul style="list-style-type: none"> DONE!
Publications				
ECE3 ebook edition	Greg	Andrea Hatley	n/a	<ul style="list-style-type: none"> DONE!
Definitions	? (tied to the agreement?)	Anne Louise will draft (Nov 2017)		with a volunteer?

Project	Director	Lead volunteer	Due date	Status
Dictionary	Greg (with John)			Moving along
MPES	Anne Louise (for Greg)	Elizabeth d'Anjou		Proceeding smoothly
Why use an editor? (page on our website)	Anne Louise	Georgina Montgomery	End of November	<ul style="list-style-type: none"> ● DONE!
Surveys				
Remote members survey	Patricia	Ginny McGowan		Jan/18: Patricia is trying to get in touch with Ginny
Student affiliate survey	Gael	Wendy Barron		<ul style="list-style-type: none"> ● DONE!
Francophone	Nancy			
Communications				
Videos	Anne Louise	James Harbeck		Stacey will be moving this along.
Videos	Gael Spivak	Karina Sinclair and Jennifer Albert		Stacey will be moving this along.
Finances				
Financial documentation	Carolyn Brown	None	Fall of 2017	<ul style="list-style-type: none"> ● These are both done, yes? ● Aug. 26: Outline completed ● Nov. 5: Underway, almost completed a draft
Signing officers procedures	Carolyn Brown	Carolyn Brown	Nov NEC meeting	<ul style="list-style-type: none"> ● DONE!

Appendix I – NEC Priorities: January to March 2018

Person	Task	Notes
Anne Louise	Finding award committee chair	With Julie; Jasmine is interested – need to follow up with her
	Definitions	This will start in Jan/Feb, but will take a few months to finish
	Talk to publications committee chair	This is moot now.
Greg	Dictionary	will discuss at meeting
	Publication agreement (from Nov action items)	
	Chapbook	Committee chair is waiting for your review
Berna	Solving issue of webinar host	
Breanne	Finalizing Q1 meeting details, room list, food order	DONE!
	Conference registration and live-streaming logistics	Should open this week; live-streaming will be test only
	Conference budget	Tracking the budget? I don't get the information to do this -- it would be done by the office/bookkeeper. From Gael: No, I mean making sure the chair is on budget. We don't know that??
	NEC minutes done and online	DONE!
	Start getting ready for the AGM	In progress
Carolyn	Contact Heritage re: meeting	
	Fee decrease: revising the policy	<ol style="list-style-type: none"> 1. Text to go to members to vote at AGM (it has to go to members way before the AGM): now done and in drive 2. Are we discussing this with members any more than that?

Person	Task	Notes
David and Lisa	Establish the proposed new twig in Barrie/Simcoe.	
	Continuous liaison with the branches and twigs	
Gael	Get student committee focused on contacting universities and upping their comms	The committee chair has now arranged for two members to do this work.
	40th anniversary task force: find leaders	Only three volunteers so far. Doing this with Anne Louise (and Patricia). We may have a volunteer project leader (Patricia will update us)
	Students attending AGM: Write the text to go to members to vote at AGM.	Drafted and sent to the NEC January 13.
	Remind branches and twig re: copyright on social media	Sent email January 9
	Get ready for March meeting	on-going in Jan/Feb, done
	President's Award	Call letter exec-read and with Michelle, January 24. Went out Jan 31.
John	Dictionary	<ul style="list-style-type: none"> - Contract negotiations - Potential partner recruitment - Crowdfunding campaign development
	Moving the office	<ul style="list-style-type: none"> - Location search ongoing - Move logistical planning
	Certification	<ul style="list-style-type: none"> - Credential maintenance system reboot
	MPES support	<ul style="list-style-type: none"> - Publishing partner investigation
	CMOS	<ul style="list-style-type: none"> - implementation
	Website audit	<ul style="list-style-type: none"> - Review independent findings and recommendations - Might need to replace current website developer

Person	Task	Notes
	HOLD - Harassment policy and procedures	Gael's notes: <ul style="list-style-type: none"> - It's been on hold through three EDs. This puts us at risk, I think. - We need to spend a couple of hours to just get this done. - Gael did and asked for comments by January 31.
	HOLD - Volunteer directory	- Investigate member365 capabilities after membership launch
Julie	Standard freelance editorial agreement	
	Start annual report	
Nancy	Finish the survey started in the fall.	
	Keep the lines of communications open with Benoit at Laval and reach out to Sylvie on the Quebec branch exec	
Patricia	Remote members	
	Help Julie find editors and a designer for the annual report	Amy Haagsma agreed to be the designer. From Anne Louise: I got a very strong response to a call for designers two years ago – 7 people were willing to do it. I ended up assigning all our design needs to those 7.
Stacey	calendar and career ladder	
	videos	
	member survey	
	blog technical issues	
Tania	Certification	Managing committee expectations with fewer staff hours
	Agrément	Ensure committee continues running without Sandra; find chair
	Theses guidelines	Volunteers are working on this project

Person	Task	Notes
Office	Member 365	Switching over and communicating this to members
	Leftover from the last list : Membership list and ODE	Contact info links do not work for some people; also if you search the list by full name, no results come up. John and Patricia will talk about.

Appendix J – Motion to invite student affiliates to the AGM every year

NOTE on timing

For motions at the AGM, for a normal year:

By early March (the instructions to members has to go out around March 27, with a deadline to submit motions around April 21)

For this year, it has to be bumped back by two weeks:

The instructions have to go out around March 6, with a deadline to submit motions around April 6

Motion

I move that members allow student affiliates (who are not members) to attend the Editors' Association of Canada (Editors Canada) annual general meeting (AGM) every year, so that the chair does not have to make a formal invitation each year.

Supporting statement

Editors Canada allows only members to attend its annual general meeting (AGM). Others may be invited to attend but the chair has to issue an invitation at the beginning of the meeting.

Our bylaw states this

3.06 Persons Entitled to be Present at Members' Meetings

The only persons entitled to be present at a meeting of members shall be members of the Association, the directors and the public accountant of the Association and such other persons who are entitled or required under any provision of the Act, articles or bylaws of the Association to be present at the meeting. Any other person may be admitted only on the invitation of the chair of the meeting or by resolution of the members.

Before the association's governance restructuring (which we did to comply with the Canada Not-for-profit Corporations Act), students were members, in the student membership category. We now have only one category of membership (with various fee levels). Students can choose to be members (at the member price) or student affiliates (at a significantly discounted price, with limited services and benefits).

The governance task forces overlooked that this would mean students could not come to the AGM without an invitation each year. The current national executive council thinks it is in the association's best interest to allow student affiliates to attend the AGM. To make this easier administratively, we would like the members to do a one-time vote, so we don't have to specially invite the student affiliates each year.

This will also allow us to send students the annual call-to-meeting email. They will not be able to vote at the meeting but they will get advance notice of the agenda and can plan to attend if they wish.

If you want to be reminded of why we have only one category of membership, see the documents on the [governance web page](#), in particular the one called EAC 2014 Governance Changes: FAQs.

Appendix K – Motion to allow NEC greater latitude in setting membership fees

Motion

I move that the current membership procedures regarding annual membership fees (as follows)

Annual fees will be raised by the cost of living on March 1 of each year, subject to other terms described here:

- The national executive council may increase membership fees by up to 5% once in any calendar year if the council determines that such an increase is necessary and justified.
- Any increase of more than 5% in a calendar year (which includes the annual cost of living increase) requires the approval of the membership at a national annual general meeting.
- Three months' written notice of any change in membership fees will be given.

Be amended as follows:

Annual fees *may be held at current levels or may be changed* on March 1 of each year, subject to other terms described here:

- The national executive council may increase membership fees by up to 5% *or may decrease fees* once in any calendar year if the council determines that *a change in fees* is necessary and justified. *Fee changes will be guided by changes in the Consumer Price Index, changes in costs to the association and services offered, and member feedback concerning reasonable levels of fees.*
- Any increase of more than 5% in a calendar year (which includes the annual cost of living increase) requires the approval of the membership at a national annual general meeting.
- Three months' written notice of any change in membership fees will be given.

Supporting statement

At its annual general meeting (AGM) in 2009, there was a motion from the floor to increase membership fees. There was concern at that time that the fees had been held at the same rate for many years, constraining the association's abilities to conduct programs, offer benefits, etc. as costs increased due to inflation.

Based on the passage of this motion, the membership procedures currently require the NEC to raise annual membership fees by cost of living each year, to a maximum of 5% increase. However, this precludes freezing or even lowering fees in a variety of circumstances.

The number of members has declined steadily year-over-year since 2008, due to several factors. In recent years, the decline appears to mirror the fee increases. As well, survey data and

anecdotal discussions indicate that some members are finding the fee high, and are unable or unwilling to pay it. However, the NEC is unable to freeze fees (or lower them) because of the procedure in place. This motion gives greater latitude to the NEC to increase fees by any amount up to 5%, to freeze fees, or even to decrease them if warranted.

This notice posted by Carolyn Brown, National Treasurer, to give members advance notice of this motion.

Appendix L – Workplace Harassment Policy

Editors' Association of Canada/Association canadienne des réviseurs
Workplace Harassment Policy

Effective date: **xxxxxx**

Policy purpose

The purpose of this policy is to provide staff, members and non-members of the Editors' Association of Canada/Association canadienne des réviseurs with a respectful and safe environment during all work and activities that the association sanctions.

Policy statement

The Editors' Association of Canada (Editors Canada) is committed to providing a work environment in which all workers and participants are treated with respect and dignity. The association will investigate harassment complaints from any person in the workplace, including staff, members, non-members, volunteers, vendors, contractors, other employers and members of the public.

Definitions used within this policy

“Activity or activities” mean any meeting, seminar or applicable gathering sanctioned by Editors Canada.

“Work” means any task or activity sanctioned by Editors Canada. This includes volunteer work that members do.

“Worker” means any staff, association member, non-member, volunteer, or other individual engaged in work or an activity sanctioned by Editors Canada.

“Workplace” means any physical or virtual (for example, online) environment in which one or more individuals are engaged in work or an activity sanctioned by Editors Canada.

“Workplace harassment” means improper conduct by an individual that is directed at and offensive to another individual in the workplace, including at any event or any location related to work, and that the individual knew or ought reasonably to have known would cause offence or harm.

- a) It comprises objectionable act(s), comment(s) or display(s) that demean, belittle, or cause personal humiliation or embarrassment, and any act of intimidation or threat.
- b) It also includes harassment within the meaning of the *Canadian Human Rights Act* (including harassment based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability and pardoned conviction).

“Workplace sexual harassment” means:

- a) engaging in a course of vexatious comment or conduct against a worker or participant in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- b) making a sexual solicitation or advance where the person making the solicitation or advance knows or ought reasonably to know that the solicitation or advance is unwelcome.

Applicability

This policy applies to all staff and members of Editors Canada and they will be held responsible by Editors Canada for not following it.

Staff and members are to be protected if they report an incident or participate in an investigation involving workplace harassment.

- a) They are not to be penalized or disciplined for either.
- b) They are not to experience reprisals (that go beyond direct penalty or discipline), including covert actions such as negative treatment, being bypassed for promotion, being shunned or excluded from office activities, “constructive dismissal.”

Responsibility

Editors Canada will comply with all relevant provisions of *Ontario’s Occupational Health and Safety Act*, and all applicable Canadian provincial and federal legislation.

Editors Canada may apply the association’s Bylaw No. 1 (2014), section 2.05: Discipline of Members, in cases where this policy is violated.

Contact information

Inquiries 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
1-866-266-3348 (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

The procedures for implementing this policy appear in the document *Workplace Harassment Procedures*.

Adapted from:

www.labour.gov.on.ca/english/hs/pubs/harassment/schedulec.php

www.labour.gov.on.ca/english/hs/pubs/wpvh/harassment.php

www.tbs-sct.gc.ca/psm-fpm/healthy-sain/prh/mibh-sjh-eng.asp

Appendix M – Workplace Harassment Procedures

Editors' Association of Canada/Association canadienne des réviseurs
Workplace Harassment Procedures
Effective date: xxxxxx

These are the procedures to implement the Editors' Association of Canada/Association canadienne des réviseurs *Workplace Harassment Policy*.

Definitions

The definitions in the Editors' Association of Canada (Editors Canada) *Workplace Harassment Policy* apply to this procedures document.

Note that the terms “work,” “worker” and “workplace apply to association staff, members and student affiliates.

Where can harassment occur?

The scope of the policy applies to worker behaviours in the workplace or at any location or any event related to work, including while

- on travel status,
- at a conference where the attendance is sponsored by Editors Canada,
- at training activities/sessions sponsored by Editors Canada, and
- at events, including social events, sponsored by Editors Canada.

What criteria have to be met to establish whether there was harassment?

Harassment is serious. To substantiate harassment allegations, it must be demonstrated that, according to the balance of probability, each of these has occurred.

- The respondent displayed an improper and offensive conduct, including objectionable acts, comments or displays, or acts of intimidation or threats, or acts, comments or displays in relation to a prohibited ground of discrimination under the *Canadian Human Rights Act*.
- The behaviour was directed at the complainant.
- The complainant was offended or harmed, including the feeling of being demeaned, belittled, personally humiliated or embarrassed, intimidated or threatened.

- The respondent knew or reasonably ought to have known that such behaviour would cause offence or harm.
- The behaviour occurred in the workplace or at any location or any event related to work, including while on travel status, at a conference where attendance is sponsored by the employer, at employer-sponsored training activities/information sessions and at employer-sponsored events, including social events.
- There was a series of incidents or one severe incident that had a lasting impact on the individual. Note that in the case of sexual harassment particularly, a single incident may be viewed to be more significant in circumstances when the relationship at work is one where the respondent has influence or power over you with regard to career advancement, performance review, absenteeism, day-to-day management of activities, work assignments and the carrying out of progressive disciplinary measures.

In order to make a finding of harassment, each of the above elements must be present. If even one of these elements cannot be proven, there will not likely be a finding of harassment.

Examples of what constitutes harassment when repeated or as one single severe event

- Preventing a person from expressing themselves: yelling at the person; threatening; constantly interrupting that person; prohibiting the person from speaking to others.
- Unwanted sexual advances which may or may not be accompanied by threats or explicit or implicit promises.
- Making rude, degrading or offensive remarks.
- Making gestures that seek to intimidate.
- Engaging in reprisals for having made a complaint under this procedure and its related policy.
- Discrediting the person by spreading malicious gossip or rumours, ridiculing them, humiliating them, calling into question their convictions or their private life, shouting abuse at them.
- Compelling the person to perform tasks that are inferior to their competencies that demean or belittle them, setting the person up for failure, name-calling in private or in front of others.

- Isolating the person by no longer talking to them, denying or ignoring their presence, distancing them from others.
- Destabilizing the person by making fun of their beliefs, values, political and/or religious choices, and mocking their weak points.
- Harassing a person based on a prohibited ground of discrimination (as described in the *Canadian Human Rights Act* and contained in the *Editors Canada Workplace Harassment Policy*).

Examples of what does not constitute harassment

- These are examples of the normal exercise of management’s right to manage (and therefore are the legitimate exercise of management’s authority):
 - the day-to-day managing of operations, performance at work or absenteeism
 - assigning tasks
 - performing reference checks
 - applying progressive discipline, up to and including termination

Note: While exercising normal managerial functions is not harassment, how such functions are exercised can risk giving rise to the potential for harassment or perceptions of harassment.

- Workplace conflict in itself does not constitute harassment but could turn into harassment if no steps are taken to resolve the conflict.
- Work-related stress in itself does not constitute harassment, but the accumulation of stress factors may increase the risk of harassment.
- Difficult conditions of employment, professional constraints and organizational changes do not constitute harassment.
- A single or isolated incident, such as an inappropriate remark or having an abrupt manner, does not constitute harassment.
- A social relationship welcomed by both individuals does not constitute harassment.
- Friendly gestures among co-workers, such as a pat on the back, do not constitute harassment.

Incidents must be specific

The person who lodges a harassment complaint must, in all cases, present *specific* information about the incidents, the dates, where things happened, and if there were any witnesses present. The complainant must say why they think the behaviour constitutes harassment.

Here are some examples:

Specific	Too vague
This person keeps on putting their hand on my shoulder when we interact, even after I told them I was uncomfortable with their gesture.	This person touches me and it gives me the creeps.
The person berated me in front of colleagues and left slamming the door. I felt humiliated and embarrassed. Person X was present when this happened and they felt very uncomfortable too.	They went on a rant and slammed the door in my face.

If you believe you have been harassed

If you believe that you have been harassed, you are encouraged to make it known to the other person as soon as possible in an attempt to resolve the problem. The earlier the problem is addressed and discussed, the better the chance of it being resolved and the inappropriate behaviour stopped.

If the problem is not resolved, or if you feel you cannot speak directly to the other person, you should notify the association executive director or one of the members of the national executive council with whom you are comfortable discussing the matter and who will treat the information confidentially, and follow up on the reported incidents or complaints in a timely manner. The executive director or the person on the national executive council with whom you have raised your concerns will investigate the allegations.

The goal is to have the complaint addressed objectively and investigated in an appropriate manner.

Information provided about an incident or about a complaint will not be disclosed except as necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

Investigating incidents and complaints

The person who investigates should not be involved in the incident and should not be under the direct control of the alleged harasser.

Some matters will not require a complicated investigation, while others might require more time. The length of time will depend on the nature of the circumstances and complexity of the incident or complaint. Some investigations may only take a few hours or days, while others may take longer (for example, up to 90 days). In exceptional cases, an investigation may take even longer.

In some rare cases, an external investigator may be called in to investigate (such as someone who specializes in workplace harassment investigations).

Investigations can be stressful for the person alleging harassment, the alleged harasser and even other workers. Investigations should therefore be done as quickly as possible, while allowing for sufficient time for a complete, thorough and fair investigation.

Some situations, such as those involving allegations of sexual harassment, may be more complex and need a rigorous investigation.

Stages in a more complex investigation typically include:

- a review of details of the incident or complaint, including any relevant documents;
- an interview or interviews with the worker alleging harassment;
- an interview or interviews with the alleged harasser, if they work for or are a member of Editors Canada;
- an interview or interviews with the alleged harasser, if they are not a worker or member of Editors Canada and if it is possible and appropriate;
- separate interviews with witnesses who can provide direct and relevant evidence to substantiate allegations of harassment;
- examination of relevant documents or other evidence that pertains to the investigation (such as emails, notes, photographs or videos);
- a decision about whether a complaint or incident is workplace harassment; and
- preparation of a report summarizing the incident or complaint, the steps taken during the investigation, the evidence gathered, findings and conclusions (such as whether workplace harassment occurred, did not occur, or that it was not possible to make a determination).

During the investigation, the person who complained about workplace harassment should be kept informed about the status of the investigation, as should the alleged harasser if they also work for the association or are a member/student affiliate.

Resolving the situation

The goal is to have the complaint addressed objectively and investigated in an appropriate and timely manner.

Depending on the complexity and severity of the situation, if a determination of harassment has been established, the investigator will attempt to end the harassment to the satisfaction of the person who raised the complaint so they can feel respected and safe in continuing their work with the association.

If a determination of harassment has been established, and the person who raised the complaint is not satisfied that they will be respected and safe in continuing their work with the association, the association may take further steps to remove the alleged harasser from future association work.

If a determination of harassment has been established, and the investigator believes that applicable laws may have been broken, the investigator will escalate the investigation to the appropriate legal authorities.

Workers should use the process set out in this procedure document to deal with their concerns about harassment, where possible.

A worker may also seek resolution of a workplace harassment incident or complaint outside of the association's internal investigation procedure. For example, a worker may:

- contact the Human Rights Legal Support Centre for help, or the Human Rights Tribunal of Ontario directly, to file an application to have their matter heard if the alleged harassment is based on one of the grounds prohibited under Ontario's Human Rights Code (or similar bodies and legislation in their home province); or
- seek to resolve harassment issues through civil litigation, depending on the circumstances.

Revisions

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

Adapted from:

www.labour.gov.on.ca/english/hs/pubs/harassment/schedulec.php

www.labour.gov.on.ca/english/hs/pubs/wpvh/harassment.php

www.tbs-sct.gc.ca/psm-fpfm/healthy-sain/prh/mibh-sjh-eng.asp

Appendix N – Action Items (as of end of Feb.)

	Action Item	Person (s) Responsible	Status
1.	Carolyn Brown to discuss membership fees with Frances Peck.	Carolyn Brown	
2.	Anne Louise Mahoney to find the top five stock photo companies, draft a letter, and bring it back to the NEC.	Anne Louise Mahoney	in progress aiming for May
3.	Anne Louise Mahoney to write up a document that lays out the new vision for the next editors of Active Voice/Voix active.	Anne Louise Mahoney	in progress for May
4.	Anne Louise Mahoney and Gael Spivak to make sure that Editors Canada partner organizations have links on their websites back to the job board and ODE, and that Editors Canada has links to their websites.	Anne Louise Mahoney Gael Spivak	<p>We actually have the info about the organizations on our discount page.</p> <p>And it's actually not that far in. It's under: Join>>Benefits of membership>>Discounts (it's the top item under discounts). Is chasing after all those orgs, and having them link to us, really a good use of our time (it is actually of value)?</p>

	Action Item	Person (s) Responsible	Status
5.	Someone? (Patricia MacDonald? Stacey Atkinson?) to find a project leader for the volunteer group that is working on cleaning up the website.	Stacey Atkinson	in progress This is slowly being worked on among Michelle Ou, Susan Chambers (chair of C&M committee) and others. There may even be a project leader by now (TBC).
6.	Stacey Atkinson ask local branches and twigs whether they have any videos created at the branch/twig level that national would be able to use.	Stacey Atkinson With help from: Lisa Ng David Johansen	in progress Stacey asked Lisa and David to ask branches and twigs about this during their next Zoom call/email. When ready, Stacey will provide the text. Lisa: Already asked branches during the Feb. Zoom meeting (also in the meeting summary sent). They don't have videos right now, but they are aware of this. We will talk to the twigs in the next Zoom meeting scheduled for March.
7.	Anne Louise Mahoney to speak to Stacey Atkinson and Michelle Ou about putting brand usage of organization name in the style guide.	Anne Louise Mahoney	in progress Style guide is still evolving; hoping to have it ready by Sept 2018. ALM

	Action Item	Person (s) Responsible	Status
8.	Gael Spivak to continue to speak to Karen Lutrell about setting up joint networking and training sessions with PWAC and RDG in Toronto.	Gael Spivak	Sent a second email Dec 3 and another in January.
9.	John Yip-Chuck to talk to the Freedom to Read people at the BPC about working together around the 35 th and 40 th anniversaries.	John Yip-Chuck	I thought Greg volunteered to make initial contact with a colleague, but I can as well.
10.	All NEC directors check in with your committee chairs and remind them that you need to see the reports before they go to the office to be published.	NEC	
11.	Michelle Ou to update the Hire an Editor brochure for use by Editors Toronto for WotS (Toronto).	(John Yip-Chuck) Michelle Ou	in progress Michelle is on top of this--she has the content and will look for a designer and printer. Not high priority since WOTS is Sept.
12.	John Yip-Chuck to talk to Editors Toronto about partnering on professional development events.	John Yip-Chuck	Tried previously and crashed and burned. Nothing since November meeting.
13.	Carolyn Brown to communicate with the certification steering committee about storage software.	Carolyn Brown	
14.	Berna Ozunal to clarify what is happening with the honorarium for the webinar hosts.	Berna Ozunal	
15.	NEC members to talk to their committees about the templates for the reports.	NEC	

	Action Item	Person (s) Responsible	Status
16.	Anne Louise Mahoney to look at the editing definitions on the website to see what needs doing.	Anne Louise Mahoney	in progress I have recruited one volunteer so far, and will look for more. Hope to do this project by end of 2018. ALM
17.	Tania Cheffins to work with Elizabeth d'Anjou on updating the thesis editing guidelines to match the standards; and to work with Ginny McGowan and Mary Rykov to update the content of the guidelines.	Tania Cheffins	Thesis editing guidelines updated to match PES 2016.
18.	Julia Cochrane to manage sharing the freelance editorial contract with the members.	Julia Cochrane	To do after NEC has one more look. Discussing at the meeting.
19.	Greg Ioannou to review the publication agreement, give it a plain language edit, and send it to the lawyer for review.	Greg Ioannou	
20.	Gael Spivak to work with Wendy Barron and Michelle Ou to send out student affiliate survey and report back to the NEC.	Gael Spivak	Results largely confirmed expectations. The chair will send an analysis of the results to the NEC.
21.	Nancy Foran to work on a francophone survey.	Nancy Foran	
22.	Anne Louise Mahoney talk to Sandra Gravel and Stacey Atkinson about French videos.	Anne Louise Mahoney	in progress Will do this in the spring.. ALM
23.	John Yip-Chuck to look into the searching of full names in the ODE.	John Yip-Chuck	?

	Action Item	Person (s) Responsible	Status
24.	Stacey Atkinson and Michelle Ou to launch the 2016 survey to members in March (formally read December).	Stacey Atkinson	in progress Once NEC votes to adopt the report, Michelle will post it online and let members know.
25.	Greg Ioannou to pair with Editors Toronto branch members to go into the schools and talk about editing and membership.	Greg Ioannou	

Action Items, Past

	Action Item	Person (s) Responsible	Status (as of Nov 5, 2017)	New Status
26.	Nancy Foran to talk to Kaarina Stiff about getting the connection with the Ottawa Francophone connection.	Nancy Foran	—	
27.	Nancy Foran to talk to Kaarina Stiff about helping with the start-up of a Francophone subgroup within Editors Ottawa group.	Nancy Foran	—	
28.	Berna Ozunal will ask the committee to change the name of the volunteer award.	Berna Ozunal	—	
29.	John Yip-Chuck to direct the office to look at QAC's request for more specific information about where new members hear about QAC/Editors Canada.	John Yip-Chuck	Breanne MacDonald to find out what this was and let John Yip-Chuck know.	I don't remember this or where I was supposed to look...

	Action Item	Person (s) Responsible	Status (as of Nov 5, 2017)	New Status
30.	Anne Louise Mahoney to pursue partnerships with Canadian Creative Writers and Writing Programs (http://www.ccwwp.ca), and Indexing Society of Canada / Société canadienne d'indexation (ISC/SCI).	Anne Louise Mahoney	in progress	in progress Waiting to hear back from CCWWP. For now, we will not partner with ISC/SCI.
31.	Nancy Foran to craft a survey for the francophone members and report back on the results to the NEC.	Nancy Foran	in progress Wrote it; comments back from Marie-Christine Payette; next step: to send to Sandra Gravel, Sylvie, the more involved members, then to NEC. Will provide a rough translation, no English survey, just edit for content.	
32.	Anne Louise Mahoney and Patricia MacDonald to create a job fair(ish) kind of thing for helping to find volunteers (possibly using the presentation from the 2013 conference).	Anne Louise Mahoney Patricia MacDonald	in progress	ongoing We've been doing this one volunteer role at a time. Nothing broader at this point. ALM
33.	Nancy Foran to send list of Francophone conferences to John Yip-Chuck.	Nancy Foran	in progress	
34.	Stacey Atkinson and John Yip-Chuck to follow up with Editors Canada's involvement in the Frankfurt Book Fair and report back to the NEC.	Stacey Atkinson John Yip-Chuck	ongoing No further updates at this time.	Haven't heard from them since last summer. JY

	Action Item	Person (s) Responsible	Status (as of Nov 5, 2017)	New Status
35.	Berna Ozunal to find out what the cost would be to hire someone to host and give tech support for the webinars.	Berna Ozunal	–	
36.	David Johansen and Lisa Ng should discuss with each individual branch and twig how and when the groups will inform the regional directors of their activities.	David Johansen Lisa Ng	in progress	in progress Branches agreed to send minutes to the directors. Will talk to twigs in March about this.
37.	Nancy Foran to look into the 2013 presentation on volunteers to help with recruitment of Francophone volunteers.	Nancy Foran	in progress	
38.	Nancy Foran to research the feasibility of a one-day conference for Francophones.	Nancy Foran	in progress Put in with mini-conferences: have one of the three be Francophone.	
39.	Anne Louise Mahoney and Patricia MacDonald to find volunteers for the mentorship committee, especially francophone volunteers.	Anne Louise Mahoney Patricia MacDonald	in progress	in progress We're working on this. ALM
40.	Anne Louise Mahoney to work with volunteers on the guidelines for ethical editing of theses over the summer.	Anne Louise Mahoney	now Tania Cheffins in progress	
41.	John Yip-Chuck to write up the business case (after the student surveys) about the foundations in editing and report back to the NEC send to Tania Cheffins for presentation to the NEC.	John Yip-Chuck Tania Cheffins	in progress Coming in winter 2018.	Certification committee developed some ideas on this at their Feb 2018 mtg. Info to come? JY
42.	John Yip-Chuck will research discount options for student affiliates and possible paths into full membership.	John Yip-Chuck	in progress	Thought Greg was taking care of this.

	Action Item	Person (s) Responsible	Status (as of Nov 5, 2017)	New Status
43.	John Yip-Chuck to ask the office to post reminders about job postings. CHANGED Patricia MacDonald to post reminders on the list about jobs on the job board.	John Yip-Chuck Patricia MacDonald	in progress	Ongoing.
44.	Patricia to continue working with the member services committee to develop a welcome package for new members.	Patricia MacDonald	in progress	in progress
45.	Carolyn Brown and John Yip-Chuck will assess the security needs, find options, cost options, and recommend a plan of action for file storage.	Carolyn Brown John Yip-Chuck	in progress all info collected, analysis underway	
46.	Anne Louise will take the policy and procedure documents, adapt and translate them, and send them on to Agrément committee.	Anne Louise	in progress	No news. ALM
47.	John Yip-Chuck 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.	John Yip-Chuck Gael Spivak		will be discussed and voted on at NEC meeting
48.	John Yip-Chuck and/or member services committee to look into discounts for Chicago online.	John Yip-Chuck Patricia MacDonald		CMOS live end of Feb 2018; announcement to members in early March

Action Items, On Hold

	Action Item	Person (s) Responsible	Status
49.	Breanne and Patricia to talk about the 'Ask an Expert' idea, develop it, and bring it back to NEC.	Breanne Patricia	on hold

	Action Item	Person (s) Responsible	Status
50.	John Yip-Chuck to develop “Member since XXXX” badges for each year that the organization has existed so that members can self-select their own.	John Yip-Chuck	on hold until summer. Very low on the priority list. Will try to get to late spring/summer. JY
51.	John Yip-Chuck to look into the feasibility of creating a directory of trainers and report back to the NEC.	John Yip-Chuck	on hold Need to sort out Member365 issues first or find a new system.
52.	John Yip-Chuck to look into the possibility of partnering with a French dictionary.	John Yip-Chuck	on hold until English dictionary is published/launched
53.	The NEC to take the Online Special General meeting minutes to membership for approving at next year’s AGM.	NEC	on hold until next AGM
54.	Gael Spivak to work on getting an intern to determine necessary tasks for continuity of organization. CHANGED	Gael Spivak	on hold (and not trying again) Gael will re-apply to U of T for the next semester.
55.	John Yip-Chuck to look into interac e-transfers to receive fees (instead of by credit card). CHANGED	John Yip-Chuck Greg Ioannou	on hold
56.	John Yip-Chuck will talk to Michelle Ou about sending in-house job ads to the geographically pertinent branch/twig administrators directly (through Drupal), and to have Caitlin Stewart do this on an individual basis in the interim.	John Yip-Chuck Michelle Ou	on hold Need to sort out Member365 issues first or find a new system.

	Action Item	Person (s) Responsible	Status
57.	John Yip-Chuck to direct the national office to let branch and twig administrators know about lapsed members.	John Yip-Chuck	on hold Need to sort out Member365 issues first or find a new system.
58.	John Yip-Chuck to investigate whether to have insurance as a member benefit. (lower on the list than increasing membership and revenue)	John Yip-Chuck	on hold
59.	Berna Ozuna and the publications committee to explore the possibility of publishing the chap book on Indigenous editing. CHANGED	Anne Louise Mahoney	on hold until Greg Younging's <i>The Elements of Indigenous Style</i> is published at end of February 2018. ALM
60.	John Yip-Chuck and Carolyn Brown to do a cost analysis of membership fees that includes people on reduced fees.	John Yip-Chuck Carolyn Brown	on hold
61.	Stacey Atkinson to come back to the NEC with a recommendation on how to proceed with member surveys.	Stacey Atkinson	on hold
62.	Patricia MacDonald and John Yip-Chuck to talk about the volunteer directory.	Patricia MacDonald John Yip-Chuck	Oh hold.
63.	Anne Louise Mahoney to generate ideas on providing professional development to Indigenous editors.	Anne Louise Mahoney	on hold until conference This is a long-term project. I'm hoping to connect with some Indigenous editors at the 2018 conference. ALM

	Action Item	Person (s) Responsible	Status
64.	Patricia MacDonald, John Yip-Chuck, and Michelle Ou to find someone to write a general information blurb about how/what/when/why to find insurance (errors and omissions and home-based business).	Patricia MacDonald John Yip-Chuck	on hold until after welcome kit complete Has not been assigned yet. The committee is focusing on the welcome kit.
65.	Michelle Ou will send out an announcement when the edit-your-own-volunteer-badges section of the new website is working.	John Yip-Chuck Michelle Ou	on hold Functionality in place but needs final testing before formal launch. There is a great deal of manual work that must be done by an admin (me or Caitlin) behind the scenes of the website before it can be tested and launched. I have not prioritized this. - Michelle
66.	John Yip-Chuck, Greg Ioannou, and Anne Louise Mahoney to work on the list of conferences that might be good for Editors Canada to attend, prioritize, and report back to the NEC.	John Yip-Chuck Greg Ioannou Anne Louise Mahoney	on hold Not sure where this is. Not much money available for this kind of venture right now. ALM
67.	John Yip-Chuck to investigate the possibility of a mini-conference put on by branches and twigs, supported by national office.	John Yip-Chuck	on hold Not sure when I can get to this. JY
68.	Patricia MacDonald to get members services committee to update the Canadian chart (comparing editing organizations).	Patricia MacDonald	on hold Not a priority right now, but on our list.

	Action Item	Person (s) Responsible	Status
69.	David Johansen to put brand usage of organization name in the branch and twig toolkit (or save for insertion in next version).	David Johansen	on hold Will do at next scheduled update

Action Items Done

	Action Item	Person (s) Responsible	Status
70.	Gael Spivak to update the signing officers' policy and procedure to be consistent with other policies and procedures.	Gael Spivak	Done and posted on website
71.	Breanne MacDonald to speak to conference committee to double check that the committee has enough volunteers from Edmonton for the Saskatchewan conference.	Breanne MacDonald	Done
72.	John Yip-Chuck to direct the office to inform the members of the fee increase by December 1.	John Yip-Chuck	Michelle did in November newsletter.
73.	Gael Spivak to enter annual report dates into the corporate calendar.	Gael Spivak	DONE. It was just this: "I have to put in some dates for the annual report. Not the detailed list, but some key dates."
74.	Gael Spivak to speak to someone (Pierrette Bruseau) in the HR department at work.	Gael Spivak	Pierrette Brousseau is an HR expert and editor. I connected her and Stacey in November.
75.	Stacey Atkinson and Michelle Ou to look for a project manager and designer to work on the eighteen-month wall calendar fund-raising initiative.	Stacey Atkinson Michelle Ou	Done

76.	Stacey Atkinson and Michelle Ou to look for a project manager and designer to work on the career-ladder with benefits infographic.	Stacey Atkinson Michelle Ou	Done
77.	John Yip-Chuck to contact the person at ATIO (Association of Translators and Interpreters of Ontario) who has been using Member365, and ask for some tips and tricks.	John Yip-Chuck	No luck.
78.	Breanne MacDonald to start looking at Halifax for venues.	Breanne MacDonald	DONE
79.	Anne Louise Mahoney to contact Grace Deutsch, who was active in initiating Freedom to Read, to see whether she is interested in being involved.	Anne Louise Mahoney	No longer needed. Delete. ALM
80.	Stacey Atkinson follow up on why Editors Weekly is not going to members emails.	Stacey Atkinson	Done
27.b	Stacey Atkinson to follow up on why it is so hard to comment on the Editors Weekly blogposts.	Stacey Atkinson.	Done
81.	Anne Louise Mahoney to send the translated branch and twig toolkit to David Johansen and Lisa Ng.	Anne Louise Mahoney	Done! ALM
82.	Lisa Ng and David Johansen to finalize the branch and twig toolkit and send to Michelle Ou for sending out.	Lisa Ng David Johansen	Done
83.	David Johansen to talk to Editors Québec about funding for the booth at OTTIAQ, and that there is no funding for a banner.	David Johansen	Done
84.	John Yip-Chuck to communicate with Editors British Columbia about the difficulties in providing monthly updates of webinar revenue.	John Yip-Chuck	Done.
85.	Lisa Ng to talk to Editors Calgary about the inadvisability of joint viewings of Editors Canada webinars (loss of fund to both Editors Canada and to Editors Calgary).	Lisa Ng	Done

86.	Gael Spivak to speak to Wendy Barron about the need for a student-focused brochure for the training and development committee.	Gael Spivak	DONE: It was actually about me telling the T+D committee that we have such a brochure, which I did.
87.	Patricia MacDonald will respond to member services about the request for discounts on webinars for new members.	Patricia MacDonald	Done.
88.	Michelle Ou to discuss Canadian anti-spam legislation compliant non-members lists with Editors Nova Scotia co-coordinators.	(John Yip-Chuck) Michelle Ou	Michelle covered this at the Nov meeting.
89.	Julia Cochrane to copy edit the freelance editorial agreement.	Julia Cochrane	Done
90.	John Yip-Chuck to sign the contract with the lawyer for general services.	John Yip-Chuck	Done
91.	Gael Spivak to speak to the lawyer specifically about reviewing the freelance editorial contract.	Gael Spivak	Done and sent to Kaarina and Dawn, who have now sent it back to Julie
92.	John Yip-Chuck to find out when the last subscription runs out, and report back to the NEC.	John Yip-Chuck	Done
93.	Michelle Ou develop a document to send to the institutional subscribers explaining the end of the ECE 3 subscription service, and the availability of the ebook.	(John Yip-Chuck) Michelle Ou	Done
94.	Anne Louise Mahoney to work with Georgina Montgomery who is going to adapt a blog post for use on the website page.	Anne Louise Mahoney	Done, translated and on the website! ALM
95.	Patricia MacDonald to work with Ginny McGowan, who is updating the remote members survey.	Patricia MacDonald	Done.
96.	Stacey Atkinson to take over getting the James Harbeck videos launched.	Stacey Atkinson	Done

97.	Stacey Atkinson to bring a summary of the 2016 membership survey to NEC to read.	Stacey Atkinson	Done
98.	Stacey Atkinson and Michelle Ou to discuss creation and production of brochures needed by Editors Toronto.	Stacey Atkinson	Done
99.	Gael Spivak to start discussion about the date and location of the next meeting.	Gael Spivak	done
100.	John Yip-Chuck to direct the office to remove the current mention of insurance on website.	John Yip-Chuck	
101.	Anne Louise Mahoney to find a volunteer translator for the survey going out to Editors Ottawa members.	Anne Louise Mahoney	Done and sent to Editors Ottawa-Gatineau. ALM
102.	David Johansen to get information on a survey that QAC ran to give to Editors Ottawa.	David Johansen	
103.	David Johansen to respond to Editors KWG query about a reduced member rate for newcomers.	David Johansen	
104.	Stacey Atkinson to create a one-page description of all the communications originating from the NEC.	Stacey Atkinson	
105.	Anne Louise Mahoney, Julia Cochrane, Michelle Ou, and Breanne MacDonald to create a list of places to send information about the Tom Fairley Award (as well as publishers). (Given the short timelines, we will have a direct mail campaign to around 100 book and magazine publishers, but will also ask members to share the award info with their employers/clients. ALM)	Anne Louise Mahoney Julia Cochrane Michelle Ou Breanne MacDonald	Done! Letters were sent to 75 book publishers and 25 magazine publishers in mid-January. No donations resulted, but a number of Tom Fairley award nominations came in from the targeted publishers. ALM
106.	Patricia MacDonald to find a volunteer to lead the project of updating the website content.	Patricia MacDonald	

107.	John Yip-Chuck to direct the office to find dead links on the website. CHANGED Julia Cochrane to start connecting links for conference handouts.	John Yip-Chuck Julia Cochrane	Done for 2013 to 2016. New list created on Google drive; Julie to scan when possible
108.	Stacey Atkinson and Michelle Ou to launch videos created by James Harbeck.	Stacey Atkinson Michelle Ou	
109.	Stacey Atkinson to take the NEC's suggestions about Active Voice/Voix active to the communications committee.	Stacey Atkinson	Done - shared with chair.
110.	Anne Louise Mahoney to find another chair for the awards committee.	Anne Louise Mahoney	Done. Melva McLean will chair until end of June. ALM
111.	David Johansen and Lisa Ng to organize Zoom meetings for the branches and twigs, either all together or in some smaller grouping – by type or by geographical region.	David Johansen Lisa Ng	Done Nationwide meeting held in November 2017. All-branch meeting in February 2018. All-twig meeting scheduled for March 2018.
112.	The NEC to allot one hour in the agenda at each quarterly meeting for attendance (either in person or by Zoom) of representatives from branches and twigs. (This access to the NEC should rotate through all the branches and twigs, giving them all the opportunity to meet with the NEC.)	Gael Spivak (Gael, I'll take this out next round.)	
113.	Breanne MacDonald to look into the pay-per-view streaming of conference sessions.	Breanne MacDonald	Can remove this -- will be doing test only
114.	John Yip-Chuck to inform members of timing of migration to new software (WildApricot).	John Yip-Chuck	DONE Wild Apricot abandoned for Member 365, launched in Jan 2018

115.	Stacey Atkinson to find editors for the revised version of Active Voice/Voix active.	Stacey Atkinson Anne Louise	I've added Anne Louise's name. She took this over and found editors for AV. DONE—ALM
116.	John Yip-Chuck and Carolyn Brown to investigate further possibilities for rental space including negotiating just one more year in the present location.	John Yip-Chuck Carolyn Brown	DONE National office? Still looking. Waiting to hear back from current landlord about staying month to month after March 31.
117.	The NEC to cancel the quarterly meeting that occurs at the conference (Q2, May 2018), but to consider reinstating it if finances improve.	NEC	
118.	Stacey Atkinson to gather a committee to work on Active Voice/Voix active that includes the regional blog editors.	Stacey Atkinson Anne Louise	I've added Anne Louise's name. She has formed a committee and is reaching out to regions. Update: we don't need a committee after all – we can just email the blog editors when planning each issue. ALM
119.	John Yip-Chuck to talk to Michelle Ou about how best to communicate this to the members and to the public.	John Yip-Chuck	Not sure what "this" is. Moot. to members about switch to Member365

<p>120.</p>	<p>Gael Spivak to speak to Tamra Ross (committee chair) about asking the instructor of “Starting a Freelance Career” whether it’s possible to move the webinar to avoid conflict with the Editors Ottawa–Gatineau seminar schedule.</p>	<p>Gael Spivak</p>	<p>Berna put the instructor and the branch chair in touch, to ask them to find a date for the webinar.</p>
<p>121.</p>	<p>Lisa Ng will follow up with Editors Manitoba, who have been having difficulty getting people to meetings and have not been submitting reports.</p>	<p>Lisa Ng</p>	<p>Received update after Q4 meeting from the twig. They were planning for new activities.</p>

Appendix O – File Sharing, Tracking and Storage

Software requirements document

Carolyn Brown

Ver. 1.0, dated Aug. 6, 2017

The Editors Canada Certification Committee requires software to store, share and track documents. This could also be useful to other operations within the association. The Certification Committee is currently using Egnyte, which Anne Brennan has access to, but there are several problems with continuing to use this platform: (1) It is not owned by or licensed by Editors Canada; (2) it is among the most expensive possible options and therefore, there is little chance that it will be owned or licensed by Editors Canada in future; (3) Editors Canada should have a software solution to maintain control of its own documents.

As well, Editors Canada is currently holding personal information about members (certification status, mentorship program, etc.) on unsecured Web-based platforms.

In discussion with Anne, Carolyn Brown established the following requirements for the certification committee:

Versioning

Solution must allow control and tracking of versions, preferably automatically

Users, rights and permissions

Total 40–50 people with specific permissions:

- Users may have access to some files but not to others

- Users may have read-only or read/write (edit) access to files

- Users may not have rights to delete files

There should be an administrator role to add and remove users, assign permissions and files, etc.

Communication

The software does not need to send notifications or requests to users; regular email is fine for this

However, notification from the software would be an asset

Secure file storage

Files should be stored securely, to prevent users seeing a file inadvertently or a hacker being able to hack into information; it is Editors Canada's responsibility to protect personal information (see below)

Files should be held in perpetuity, and there should be a way to download all files in case of discontinuation

There would personal information held in the system

- Candidates' names and contact information

- Candidates' applications for exams, success/failure records

Payment information

Would PIPEDA apply? I looked into the Act – Editors Canada is technically covered by PIPEDA, but provisions would kick in only if we are using our membership list for commercial purposes (i.e., buying and selling lists). Marketing to our own members might be interpreted as a commercial use – this is unclear. In any case, it is a good idea to follow PIPEDA requirements to safeguard members' personal information. See Appendix.

Software usability and maintenance

Software can be traditional client-server or “software as a service” (SaS, often Web- or cloud-based)

It should be fairly easy to access and maintain

Technical support should be readily available

Archiving

A method of archiving old files so they are not cluttering up the lists of files would be an asset, but not essential

Future needs

The committee is planning on creating a database of test questions (“test bank”). This requirement may be covered by this software or another solution, but this should be considered in the evaluation of potential software.

Current list of potential software or services

This list is not comprehensive; as well, I am including services that I already know to be unsuitable in order to document why they are unsuitable. Suggestions of other services to consider are welcome.

- Egnyte (for comparison)
- Google Drive
- Dropbox
- Liquid Files
- Sync
- E-Post
- pCloud
- box

Appendix: Editors Canada's responsibilities under federal privacy legislation (PIPEDA)

Use appropriate safeguards

Your responsibilities

- Protect personal information against loss or theft.
- Safeguard the information from unauthorized access, disclosure, copying, use or modification.
- Protect personal information regardless of the format in which it is held.

Note: PIPEDA does not specify particular security safeguards that must be used. Rather, the onus is on organizations to ensure that personal information is adequately protected.

How to fulfill these responsibilities

- Develop and implement a security policy to protect personal information.
- Use appropriate security safeguards to provide necessary protection:
 - physical measures (locked filing cabinets, restricting access to offices, alarm systems)
 - technological tools (passwords, encryption, firewalls)
 - organizational controls (security clearances, limiting access on a "need-to-know" basis, staff training, agreements).
- Ensure that you regularly review security safeguards to ensure they are up-to-date and known vulnerabilities have been addressed.
- Make your employees aware of the importance of maintaining the security and confidentiality of personal information.
- Ensure staff awareness by holding regular staff training on security safeguards.
- The following factors should be considered in selecting appropriate safeguards:
 - sensitivity of the information
 - amount of information
 - extent of distribution
 - format of the information (electronic, paper, etc.)
 - type of storage.
- Review and update security measures regularly.

From https://www.priv.gc.ca/en/privacy-topics/privacy-laws-in-canada/the-personal-information-protection-and-electronic-documents-act-pipeda/pipeda-compliance-help/guide_org/#s207

Software options summary

Carolyn Brown

Ver. 1.0, dated Feb. 28, 2018

This document provides follow-up to the requirements document and summarizes the findings from research into software options.

Common features

There are currently a wide variety of options for file sharing and storage. Most of these are based on or similar to industry-leading application Dropbox. That is, they offer:

- Sharing of files among those invited to shared folders
- File sync with users' desktops
- Permissions, authentication and authorization, and access controls
- An administration module for authorized administrators to add other users, grant permissions, etc.
- Cloud-based to avoid maintenance issues
- Security of documents to meet high international standards (for encryption, access, etc.)
- Ability to handle very large documents and provide a lot of storage – beyond what is often available on a typical office server
- Access from all major platforms: Windows, Mac, iOS mobile, Android mobile (apps)

In addition, some have:

- Version saving and restore for limited periods
- Ability to handle any type of file or a wide range of common file formats
- Guarantees of security for private information
- Collaboration features or document types, including commenting, etc.

Pricing

The pricing is normally based on usage (number of users, storage space, etc.). Some applications have a free entry level, like Dropbox does, but if we choose one of these, we should be ready for the eventuality that they will start charging. Pricing varies widely, so that's a factor in decision-making. Given the current situation, we cannot afford an expensive solution.

Solutions ruled out

In reviewing software, I cast the net wide, to address any solutions that Editors Canada users/members may be familiar with. I have ruled out several of these for the following reasons:

- Google Drive: The big problem with Google Drive for Editors Canada is a privacy problem – Google reserves the right to scan and view all files, which could violate Canadian privacy legislation
- Liquid Files: The strength of this solution is handling very large files. However, it needs to be run either on a server or Amazon's EC cloud, which entails very complex

configuration and extra cost. Essentially, this solution goes far beyond our requirements and is priced accordingly.

- ePost: This is Canada Post’s secure email solution. While some organizations use it to transfer and store files securely, this is not its intended function, and it doesn’t work well in this context. It does fulfil Canadian privacy and security requirements.
- Hightail: Really focused on sharing large files
- Just Cloud: Designed for back-up and storage, rather than sharing
- DropSend: Designed to send large files, not back-up, storage or sharing

Solutions that would probably provide all requirements (long list)

Solution	Cost
Egnyte Connect	Up to 25 users, US\$8/user/month
Dropbox	C\$17.50 per user per month
Sync	C\$5/user/month
pCloud	Basic is free; business US\$47.88 annually
box	C\$7/user/month
Citrix ShareFile	\$60/month for 5 employees, \$8/month for each extra person
SugarSync	Prohibitive
One Hub	US\$29.95 per month for 3 users, each additional user \$10/month
Open Drive	30 users, US\$360 annually (US\$1/user/month)
SpiderOak	Not indicated on website
Tresorit	US\$12/user/month

Solutions worth exploring further because they are cheap (short list)

- Sync
- pCloud
- box
- Open Drive

Appendix P – Online Motions, November 6, 2017 – March 4, 2018

<p>MOVED by Greg Ioannou SECONDED by Julia Cochrane</p> <p style="text-align: center;">THAT Editors' Canada add its support to Access Copyright's I Value Canadian Stories initiative.</p>	<p>All in favour: 13 Opposed: 0</p>	<p>Nov. 27, 2017</p>
<p>MOVED by Gael Spivak SECONDED by Greg Ioannou</p> <p style="text-align: center;">THAT that Editors Canada agree to the request from Helen Eby, of Rescate, to use the Professional Editorial Standards and the Principes directeurs en révision professionnelle as the basis for creating editorial standards for Spanish editors in the United States.</p>	<p>All in favour: 9 Opposed: 0</p>	<p>Nov. 27, 2017</p>
<p>MOVED by Gael Spivak SECONDED by Julia Cochrane</p> <p style="text-align: center;">THAT the national executive council approve and post (in the policy and procedure section of the website) the attached Branch Officers and Signing Officers Procedures.</p>	<p>All in favour: 9 Opposed: 0</p>	<p>Dec. 18, 2017</p>
<p>MOVED by David Johansen SECONDED by Gael Spivak</p> <p>THAT branches and twigs will, with immediate effect, be required to submit two reports a year, one for the September Q3 planning meeting and one for the Q1 meeting in March.</p>	<p>All in favour: 10 Opposed: 1</p>	<p>Dec. 18, 2017</p>

<p>MOVED by Gael Spivak SECONDED by Julia Cochrane</p> <p>THAT that the national executive council allow using PubLaunch as a crowdsourcing vehicle to raise money to publish a Canadian dictionary because of the following:</p> <ol style="list-style-type: none"> 1. It is the only Canadian company that has the technical capacity to handle such book publishing projects. <ol style="list-style-type: none"> a) It is designed for publishing books. b) Its clientele is connected to the book industry (which increases the likelihood of reaching donors). c) It is cheaper to use than other crowdfunding sites. d) It carries much less risk for Editors Canada than other crowdfunding sites. <ul style="list-style-type: none"> o We can go ahead with the project even if we don't meet the project funding goal.? o Other crowdfunding sites would require us to meet our goal (if we don't, the money is returned to the donors). 2. The association bylaw does not preclude directors receiving compensation for non-director activities. <p>"7.01 Non-remuneration Directors shall not be remunerated for their duties as directors or officers. Directors may be reimbursed for reasonable expenses incurred while performing such duties. Nothing herein contained shall be construed to preclude any Executive Council member from serving the Association in any other capacity and receiving compensation for so doing."</p> 3. The association's Conflict of Interest Policy allows for it. The policy states that "Conflict of interest exists where the activities of association members advance their own interests (or the interests of others with whom they have a familial, personal or business relationship) in a way that may be detrimental or potentially harmful to the normal operations, integrity or aims and objectives of the association." In the case of the dictionary, advancing the interests of PubLaunch, and the member who owns it, is not harmful to the association (and, in fact, using the company will contribute to the aims and objectives of the association, and has the potential to bring a profit to Editors Canada). Directors and branch executive members do sometimes get paid for providing a service to members that they have a specialization in, such as seminars or webinars. 4. The member who is part owner of PubLaunch will donate his portion of after-cost profits to Editors Canada, so the member will not make money from the project. 	<p>All in favour: 9 Opposed: 1</p> <p>Greg Ioannou would like it noted that he abstained from the discussion and from voting.</p> <p>Julia Cochrane would like it noted that she voted in opposition to this motion.</p>	<p>Jan. 22, 2018</p>
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<p>MOVED by Breanne MacDonald SECONDED by Gael Spivak</p> <p>THAT the NEC approve the November 2017 Q4 NEC meeting minutes.</p>	<p>All in favour: 12 Opposed: 0</p>	<p>Jan. 22, 2018</p>
<p>MOVED by Breanne MacDonald SECONDED by David Johansen</p> <p>THAT the 2019 conference be held in Halifax, Nova Scotia.</p>	<p>All in favour: 9 Opposed: 0</p>	<p>Jan. 29, 2018</p>
<p>MOVED by Stacey Atkinson SECONDED by Patricia MacDonald</p> <p>THAT we accept the 2016 Membership Survey: Highlights report and share it with the membership.</p>	<p>All in favour: 8 Opposed: 0</p>	<p>Feb. 12, 2018</p>
<p>MOVED by Tania Cheffins SECONDED by Patricia MacDonald</p> <p>THAT Anne Fonteneau be appointed as the chair of the Comité Agrément/Principes and that Melva McLean be appointed as the chair of the awards committee.</p>	<p>All in favour: 11 Opposed: 0</p>	<p>Feb. 12, 2018</p>

<p>MOVED by Tania Cheffins SECONDED by Anne Louise Mahoney</p> <p>THAT the NEC accept the following changes to the Thesis Editing Guidelines made by the Standards Communications Task Force:</p> <ul style="list-style-type: none"> - replaced the numbers of 2009 standards with corresponding numbers from the 2016 PES - replaced "EAC" with "Editors Canada" - added a new stylistic standard, C1, along with an additional line in the stylistic editing checklist for thesis supervisors to indicate if they do not want editors to improve paragraph construction -added a new proofreading standard, E7 	<p>All in favour: 10 Opposed: 0</p>	<p>Feb. 12, 2018</p>
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