

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

**National Executive Council
2019 Q2 Meeting Minutes**

**Online/Zoom
June 22, 2019**



**EDITORS
RÉVISEURS
CANADA**

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PRESENT:

National Executive Council

Gael Spivak	President
Heather Buzila	Vice-President, Regional Director
Anne Louise Mahoney	Past President
Julia Cochrane	Treasurer
Breanne MacDonald	Secretary
Virginia St-Denis	Director, Communications
Sandra Gravel	Director, Francophone Affairs
Tania Cheffins	Director, Professional Standards
Greg Ioannou	Director, Publications
Berna Ozunal	Director, Training and Development
Patricia MacDonald	Director, Volunteer Relations

NATIONAL EXECUTIVE COMMITTEE – INCOMING

Shauna Babiuk
Janice Dyer
Lynne Melcombe
Heather Ross
Anne Curry
Michelle Waitzman

Others

John Yip-Chuck	Executive Director
Alexandra Peace	Recording Secretary

1. Call to order

Gael Spivak called the meeting to order at 1 pm (EDT).

2. Approval of agenda (Appendix A)

MOVED BY Virginia St-Denis
SECONDED BY Heather Buzila

that the agenda be accepted.

Carried

3. Introductions and welcome to incoming directors

4. Budget

a. Update

John Yip-Chuck compared the year-to-date between 2018 and 2019. Some of the expenses in 2019 included those from the office move and from the conference. Some of the revenues came from conference and perhaps also webinars and memberships.

Fuller financial statements will be available at the end of the month.

b. Conversation with twigs

Heather Buzila hosted a roundtable at the conference to discuss possible changes to how twig financials are handled.

Action

Heather Buzila, John Yip-Chuck, and Virginia St-Denis to discuss centralizing the twig financials to the national office and how to deliver that message.

5. Action items (Appendix B)

Action

Berna Ozunal to check on getting French onto the webinars' subsite.

Action

Patricia MacDonald to inform Nancy Foran that the translation coordinator will report to the director of volunteer relations.

Action

John Yip-Chuck to review the data from the questions asked of members upon membership registration and present to NEC in September.

Action

Berna Ozunal to set up a document with resources for people who have to sign documents (for webinars) about using the capabilities in Acrobat.

6. Summary of report requests (Appendix C)

Awards Committee

- A member recently asked why the winners of the Tom Fairley award are not told ahead of time, so they can choose to attend the conference and banquet. Can the NEC consider this question next year? Here is some background information:

Until 2014, winners were not only told in advance, but their travel and accommodation were covered by the association as well. The finalists were not told the result, but the association hoped they would show up. (Nominators were informed if someone was a finalist, which meant they could figure out who the winner was.) This did not seem fair to some

people. In the end, the cost drove the change. In 2014, the winners weren't told ahead of time, no costs were covered and nobody knew in advance how they had placed. That has been the process since then.

The NEC discussed this issue and decided that the current procedure should stand.

Secretary

Should Breanne MacDonald continue to work on the conference 2021 RFP process, or should it fall to the incoming secretary?

The NEC is happy to have Breanne MacDonald continue with the 2021 RFP process.

7. Branches and twigs

Heather Buzila is trying to contact everyone to get updates ready for next coordinator, and she has created a yearly list of monthly tasks for the next director(s).

8. Office news

Findjoo, the new membership database is working, except for the very occasional glitch. Some members need a bit of help renewing. The office is still learning about various reports available.

9. New business

a. Website revision

Sophie Pallotta had been asked to revise the French pages of the website. She realized that the English pages also need revising. Some sections are too long and some are in the wrong place. She is willing to analyze the content, make recommendations to the NEC, and then to perform the revisions.

Action

Sandra Gravel to ask Sophie Pallotta to analyze the website (both English and French), to make recommendations, and to report to the NEC on what needs to be done. (NOTE: If the project goes ahead, Breanne MacDonald is happy to work with her on it if she needs help.)

b. Membership Fee Relief Policy and its Guidelines (Appendix D)

Action

Gael Spivak to get the Membership Fee Relief Policy and its Guidelines translated, put the documents in the policy and procedure area on the website, and write up a blurb to go in the e-news update.

c. Finding Work for Members, Task Force Brief (Appendix E)

This motion was initiated online, but discussed and voted on at the June 22, 2019 meeting.

MOVED BY Gael Spivak
SECONDED BY Greg Ioannou

that the NEC accept the attached task force brief on Finding Work for Members and refer the item to a task force as directed by the members at the 2019 annual general meeting.

The NEC discussed this and made suggestions about other people who could be approached to be on the task force.

Carried

10. Orientation for new directors

a. June 30 meeting

Action

Heather Buzila to let outgoing directors and recording secretary know what positions the incoming directors are taking.

b. Director handover

Action

All outgoing directors to meet with incoming directors to pass information about current issues.

c. Corporate calendar

Action

All outgoing directors to add any necessary items to the calendar.

11. NEC roles, committee chairs, and branch officer votes

a. 2019–2020 roles

The NEC roles will be determined in July.

b. Committees

i. awards committee (Appendix F)

MOVED BY Anne Louise Mahoney
SECONDED BY Greg Ioannou

that the Awards Committee be dissolved and the national position of Awards Coordinator be created.

The NEC discussed this issue with the following questions and concerns:

- the committee has never been very active; really just a one-person job

- suggestion that it be made a national position
- fundraising?
 - wasn't done, self-funded at this point
- coordinator to report to past president
- Anne Louise Mahoney said it was easy and fun!
- organize Giving Tuesday with the focus on awards

Carried

Action

Anne Louise Mahoney to create a document with information and procedures on how to run the Tom Fairley Award.

Action

Anne Louise Mahoney and Gael Spivak to fill the position of awards coordinator by September 1, 2019.

Action

Anne Louise Mahoney and Patricia MacDonald to create the description of the role of awards coordinator.

ii. Active Voice

The NEC discussed this issue with the following questions and concerns:

- This year had hoped to do a print edition, but no advertising money to be found for print.
- Two co-editors did a lot of work at the beginning, but became too busy. Anne Louise Mahoney and Aaron Dalton finished.
- Print edition is not practical anymore, it is expensive, not timely, not engaging.
- Editors Weekly already online.
- The association does not enough resources to have both.

Action

Virginia St-Denis to meet with Janine Harker and Anna Williams about putting the production of Active Voice on hold and report back to NEC.

c. Branch signing officers

Action

Heather Buzila to list the new signing officers of the branches.

12. March Q1 minutes

MOVED BY Breanne MacDonald

SECONDED BY Julia Cochrane

that the March Q1 minutes be approved.

Carried

13. Other business

a. Motions

Online motions arising from NEC email discussions and voted on between meetings, please see Appendix G.

b. Next meeting

John Yip-Chuck analyzed the costs of various locations for the NEC meetings, given the locations of the incoming NEC members. In short, the meetings are still cheaper to hold in Toronto, by about \$4000.

Action

Heather Buzila to set the date and location of the next NEC meeting.

c. Style sheet

Action

Virginia St-Denis to follow up on the status of the Editors Canada style sheet, get it put on the website, and do an e-news update.

d. Thanks to outgoing directors

Gael Spivak thanked the outgoing directors for their hard work over the past years, and the outgoing directors thanked Gael for her time and efforts.

14. Adjournment

MOVED BY Virginia St-Denis

SECONDED BY Heather Buzila

that the meeting be adjourned.

Carried

Appendix A – Agenda

AGENDA / ORDRE DU JOUR

Editors' Association of Canada / Association canadienne des réviseurs
National executive council meeting (June 22, 2019: Q2)

1. Call to order
2. Approval of agenda
3. Introductions and welcome to new directors.
4. Budget update (including conference numbers)
5. Review of outstanding action items from previous meetings
6. Update on any priority projects
7. Report requests
8. Branches and twigs
9. Office items
10. New business
11. Orientation for new directors
12. NEC roles, committee chairs and branch officer votes
13. Next meeting
14. Adjourn

Appendix B – Action Items

Action Items, Past Meetings

	Action Item	Person (s) Responsible	Status
1.	Greg Ioannou and Berna Ozunal to form a subcommittee (with John Yip-Chuck) to discuss building upon the webinar program (and to communicate with relevant branches and twigs in the process).	Greg Ioannou Berna Ozunal	in progress Met once, more to come.
2.	John Yip-Chuck to get a cost from web developers on the creation of a new website.	John Yip-Chuck	in progress
3.	Virginia St-Denis and Michelle Ou to use information about benefits in social media drives.	Virginia St-Denis Michelle Ou	in progress
4.	Virginia St-Denis to follow up with Jessica Riches to find out when publication of chapbook will occur.	Virginia St-Denis AND new director of publications	in progress
5.	Breanne MacDonald and Heather Buzila to work on video to accompany branch and twig toolkit.	Breanne MacDonald Heather Buzila	in progress
6.	John Yip-Chuck to apply for a trademark for the term 'Professional Editorial Standards.'	John Yip-Chuck	in progress
7.	John Yip-Chuck will monitor the change in ownership of Connected Technologies and report back to the NEC.	John Yip-Chuck	in progress
8.	Task force on honorary life membership policies to report to Heather Buzila as vice-president.	Heather Buzila	in progress Task force has held its first meeting and is now working.

	Action Item	Person (s) Responsible	Status
9.	NEC to review the idea of combining the east and west directors of branches and twigs into one director position in September after reviewing the relevant discussion in 2019 Q1, March minutes.	NEC Directors	in progress
10.	NEC directors to create a standards committee with the mandate to continually monitor the editing environment for new and revised standards and update the current standards accordingly.	NEC directors	on hold until new NEC takes over
11.	Sandra Gravel to try to find other people to do webinars in French.	Sandra Gravel	in progress
12.	Tania Cheffins to bring the figures needed for the foundational skills testing committee in the 2019 budget to John Yip-Chuck.	Tania Cheffins	This will come later from the Certification Steering Committee or the new director of standards.
13.	Berna Ozunal to deal with mentorship issues as follows: <ul style="list-style-type: none"> ▪ change the communications (that is, separate call for mentees from call for mentors) ▪ clarify the requirements for mentees consistent (members/student affiliates) ▪ find proposal from Carolyn Brown, examine it to see if changes necessary, and if so, bring a recommendation for changes to the NEC for review 	Berna Ozunal	in progress
14.	Berna Ozunal to contact Greg Ioannou about finding someone to create a free webinar about the chapbook <i>From Contact to Contract</i> .	Berna Ozunal Greg Ioannou	in progress Greg: The logical person (Karin Cather) is far too busy. Will ask around further.
15.	Heather Buzila to contact Mark Grill about new data from Québec on list of institutions to do presentations.	Heather Buzila	in progress Heather Buzila to try asking Robin Larin.

	Action Item	Person (s) Responsible	Status
16.	Greg Ioannou to follow up with Paula Chiarcos on status of <i>From Contact to Contract</i> .	Gael Spivak Greg Ioannou	in progress June: brought in a new volunteer (Mindy Fichter) to take the project over.
17.	Sandra Gravel to translate the templates for the quarterly reports and the cover email and send to Breanne MacDonald for use each quarter.	Sandra Gravel	in progress Will try to send the Q3 templates to translation group this week.
18.	Patricia MacDonald to add the mandates of committees to the website page on committees.	Patricia MacDonald	in progress The original is out for translation.
19.	Berna Ozunal will continue working on a certificate for volunteers. And, will change the name of it (as it conflicted with the national volunteer award).	Berna Ozunal	in progress
20.	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.	Berna Ozunal	in progress
21.	John Yip-Chuck to direct the office to look at Editors Québec's request for more specific information about where new members hear about Editors Québec/Editors Canada. Editors Québec is focusing its marketing efforts on specific targets and would like to know which ones are effective. Expanded: John will bring answers to all questions.	John Yip-Chuck	in progress Will bring report to September meeting on data from answers to questions asked of new and renewing members.
22.	Patricia MacDonald-ask the task force to get information about how/what/when/why to find insurance (errors and omissions and home-based business). CHANGED to task force	Patricia MacDonald	in progress

	Action Item	Person (s) Responsible	Status
23.	John Yip-Chuck to look into the feasibility of creating a directory of trainers and report back to the NEC.	John Yip-Chuck	in progress
24.	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	in progress
25.	John Yip-Chuck to direct the national office to let branch and twig administrators know about lapsed members.	John Yip-Chuck	in progress
26.	John Yip-Chuck to organize two of the meetings from the 2019–2020 budget in Toronto.	John Yip-Chuck	in progress

Action Items, On Hold

	Action Item	Person (s) Responsible	Status
27.	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
28.	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
29.	Patricia MacDonald and John Yip-Chuck to talk about the volunteer directory.	Patricia MacDonald John Yip-Chuck	on hold

	Action Item	Person (s) Responsible	Status
30.	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 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
31.	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
32.	Gael Spivak to develop an FAQ page for members that will go on the web site to alleviate office staff time spent on answering commonly asked questions.	Gael Spivak	on hold Waiting for info from staff (I asked them in March)
33.	John Yip-Chuck to have ongoing conversations with Editors Nova Scotia about who will be responsible for event registration.	John Yip-Chuck	on hold until next event
34.	NEC to review each year the list of possible trademarks to apply for.	NEC	on hold until March, 2020
35.	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 more time).	Gael Spivak John Yip-Chuck	on hold John Y started but put on hold by other crises; will pick it up again later in the summer early fall
36.	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.	John Yip-Chuck	on hold until Member 365 sorted out part of a larger issue to do with the membership data base
37.	John Yip-Chuck to talk to Editors Toronto about partnering on professional development events.	John Yip-Chuck	on hold

	Action Item	Person (s) Responsible	Status
38.	Carolyn Brown, Tania Cheffins, 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.	Carolyn Brown Tania Cheffins John Yip-Chuck	on hold John Y--I won't have time for this until new staff is up to speed and new membership platform online. Anne Brennan on the CSC to test software (but not started yet)
39.	Virginia St-Denis to develop and test some calls to action and taglines for the dictionary project.	Virginia St-Denis	on hold until dictionary project is up and running again
40.	John Yip-Chuck to look for low-income, high interest webinars.	John Yip-Chuck	on hold until John has more time
41.	John Yip-Chuck/Gael Spivak/Virginia St-Denis to look into getting the Editors Canada logo onto the Simon Fraser website.	John Yip-Chuck Gael Spivak Virginia St-Denis	on hold
42.	Virginia St-Denis to connect with the publication chair about marketing and communications for future chapbooks.	Virginia St-Denis	on hold until further chapbooks in progress
43.	John Yip-Chuck to find someone at the office and Tania Cheffins to find someone from the CSC committee to test storage software for the testing program(s) and to ask them whether video storage is also possible.	John Yip-Chuck	on hold
44.	NEC to review the idea of a 10% discount for a two-year renewal after reviewing the relevant discussion in minutes of 2019 Q1, March.	NEC Directors	on hold
45.	The new awards coordinator to develop and implement the communications for Giving Tuesday 2020.	Gael Spivak Awards Coordinator	on hold until September

	Action Item	Person (s) Responsible	Status
46.	Heather Buzila to contact Michelle Ou about setting up a new email address so that Editors Québec can gradually stop using the email address from QAC.	Heather Buzila	on hold Sylvie Collin wants to discuss this with her branch exec first. June 17: Still nothing from Sylvie

Action Items, DONE

	Action Item	Person (s) Responsible	Status
47.	Greg Ioannou to talk to Marion Soublière about getting government contracts.	Greg Ioannou	DONE
48.	Julia Cochrane to bring information about a possible need to restructure of branches and twigs to the AGM.	Julia Cochrane	n/a We decided not to do this.
49.	Breanne MacDonald and Greg Ioannou to organize round tables at conference to discuss key points of the Greg Ioannou's rethinking document.	Breanne MacDonald Greg Ioannou	DONE
50.	Greg Ioannou to clean up rethinking document, add notes from the NEC meeting (Q1), and get an exec read.	Greg Ioannou	DONE
51.	Greg Ioannou to summarize document into a two-page summary and send to members with a link to the longer document.	Greg Ioannou	DONE
52.	Breanne MacDonald to get conference promo to Heather Buzila, who will send out to branch and twig coordinators and ask them to email the members.	Breanne MacDonald Heather Buzila	DONE

	Action Item	Person (s) Responsible	Status
53.	Heather Buzila to speak to Michelle Ou and Anne Louise Mahoney about process of translation (in response to the AGM announcement).	Heather Buzila	DONE (after discussion with NEC and Nancy Foran)
54.	Virginia St-Denis to send document to NEC directors for review and to send any corrections two weeks after mailing.	Virginia St-Denis	DONE
55.	Virginia St-Denis to mail the draft style sheet to the NEC and to Bev Ensom for input.	Virginia St-Denis	DONE
56.	Patricia MacDonald to check with Nancy Foran to see if the procedure for getting a translation includes revising after translation.	Patricia MacDonald	DONE It does!
57.	Gael Spivak to let the ELAP subcommittee know that the distribution process for PDF and Word files already exists and should be used for ELAP.	Gael Spivak	DONE
58.	Anne Louise Mahoney and Patricia MacDonald to write the director description for the new position of member recruitment and retention.	Anne Louise Mahoney Patricia MacDonald	DONE
59.	Breanne MacDonald, Sandra Gravel, Virginia St-Denis, and John Yip-Chuck to help develop a website for the Francophone Mini-Conference.	Breanne MacDonald Sandra Gravel Virginia St-Denis John Yip-Chuck	DONE
60.	Breanne MacDonald and Sandra Gravel to discuss accommodation and travel discounts for the Francophone Mini-Conference.	Breanne MacDonald Sandra Gravel	DONE
61.	Gael Spivak to write a briefing note on fees for a possible hardship category.	Gael Spivak	DONE

	Action Item	Person (s) Responsible	Status
62.	Gael Spivak to update the treasurer's responsibilities in the NEC Roles and Responsibilities document.	Gael Spivak	DONE
63.	Breanne MacDonald to put a link to the webinars on the French page.	Breanne MacDonald	DONE
64.	Berna Ozunal and Greg Ioannou to discuss the Canada Council grants available to develop webinars	Berna Ozunal Greg Ioannou	DONE The next step (applications) in progress.
65.	Tania Cheffins to help the foundational skills testing committee to find volunteers.	Tania Cheffins	DONE Foundations committee rolled into the Certification Steering Committee.
66.	Heather Buzila to include AGM agenda items for twigs into the next toolkit.	Heather Buzila	DONE Toolkit additions are being translated
67.	Heather Buzila to include a permissions form in the toolkit to enable twigs and branches to stream and record events.	Heather Buzila	DONE Toolkit additions are being translated
68.	Heather Buzila to develop a handover document to add to the toolkit.	Heather Buzila	DONE Toolkit additions are being translated.
69.	Heather Buzila to connect with Sara C., communicate information to other branches concerning paid employees versus contractors, and to report back to the NEC.	Heather Buzila	DONE
70.	Heather Buzila to approach Editors Saskatchewan to see whether they would like to become a twig instead of a branch, and if they agree, help the process to happen. CHANGED	Heather Buzila Anne Louise Mahoney	n/a decided not to pursue

	Action Item	Person (s) Responsible	Status
71.	Berna Ozunal to get webinar promo information to Breanne MacDonald by July 12, 2019 (to go into the EFA conference program).	Berna Ozunal	n/a
72.	Patricia MacDonald to discuss translation coordinator succession with Nancy Foran. (Should the coordinator be a national position or should it go into the Francophone Adviser position?).	Patricia MacDonald	DONE Nancy suggests a national position or just a volunteer, still reporting to the director of volunteer relations. will report director of volunteer relations
73.	NEC directors to be thinking about the answers to the questions brought up by the conference chair about the 2020 international conference and be prepared to discuss them at the Q3 meeting in September, 2019.	NEC Directors	n/a
74.	Berna Ozunal to send the name, email address, and blurb to the Volunteer of the Month coordinator.	Berna Ozunal	DONE
75.	Sandra Gravel and Breanne MacDonald to work on coordinating and setting up registration for the Francophone Mini-Conference.	Sandra Gravel Breanne MacDonald	DONE (French conf.)
76.	Berna Ozunal to talk with John Yip-Chuck about signatures (for contracts with webinar presenters), series discounts, and payment methods.	Berna Ozunal	DONE DocuSign costs more money than it's worth;
77.	John Yip-Chuck to get the email tags back on the bottom of the email list automatically.	John Yip-Chuck	n/a Low priority; not enough flow of email anymore.

	Action Item	Person (s) Responsible	Status
78.	John Yip-Chuck to follow up with Editors Canada's involvement in the Frankfurt Book Fair and report back to the NEC.	John Yip-Chuck and Virginia St-Denis	n/a
79.	Breanne MacDonald to get ideas for Francophone partners for the international conference in 2020 from Sandra Gravel	Breanne MacDonald Sandra Gravel	DONE until planning occurs for Conference 2020
80.	Breanne MacDonald to add line about "or join now and get member pricing" (to conference registration).	Breanne MacDonald	DONE Didn't happen for this year, but we can do it for 2020. Breanne, what date should this come up?
81.	Breanne and Patricia to talk about the 'Ask an Expert' idea, develop it, and bring it back to NEC.	Breanne Patricia	n/a

Appendix C – Summary of Report Requests

President

- none at this time

Vice President

- none at this time

Past President

- I suggest that this committee be replaced with the role of awards coordinator, as there is little for a committee to do (and the committee has been mostly inactive for the past few years).
- Wishing the NEC all the best for next year!

Awards Committee

- A member recently asked why the winners of the Tom Fairley award are not told ahead of time, so they can choose to attend the conference and banquet. Can the NEC consider this question next year? Here is some background information:
Until 2014, winners were not only told in advance, but their travel and accommodation were covered by the association as well. The finalists were not told the result, but the association hoped they would show up. (Nominators were informed if someone was a finalist, which meant they could figure out who the winner was.) This did not seem fair to some people. In the end, the cost drove the change. In 2014, the winners weren't told ahead of time, no costs were covered and nobody knew in advance how they had placed. That has been the process since then.

Secretary

- Should I continue working on the 2021 RFP process or should this fall to the office or the incoming secretary?

Communications

- none at this time

Director, East and West

- none at this time

Francophone Affairs

- none at this time

Publications

- no report submitted

Standards

- none at this time

Training and Development

- none at this time

Volunteer Relations

- Help with recruiting francophone volunteers. Suggestions are welcome!

Executive Director

- none at this time

Appendix D – Briefing Memo on Membership Fee Relief for Members Encountering Catastrophic Illness or Disability

Prepared by: Gael Spivak, president
Date: 2019-05-05
Action: For decision

Purpose

For decision on providing two types of membership fee relief:

- temporary suspension of annual fees while a member has a catastrophic illness
- reduction of annual fees when a member develops a permanent disability that prevents them from working.

Relevance

This is relevant to one of the association's founding goals of looking out for each other.

Current situation

When a member becomes ill with a catastrophic illness, their situation may or may not be brought to the attention of the office or the directors. Someone then has to make a decision to bring it to the NEC.

In the case of members who develop permanent disabilities, they likely tend to just drift off from the community.

Background

The national executive council (NEC) has been talking about this for three years. We've been unable to come to a decision, mostly because of concerns about administering the fee relief. And there are fears that people will abuse it.

Key Considerations

Providing a respite from fees for members who develop a catastrophic illness will

- take the financial decision off the member's huge list of stresses and concerns
- keep the person connected to the editing community as they go through treatment

- create strong loyalty towards the association once the person is better

Providing a reduction of annual fees when a member develops a permanent disability that prevents them from working will

- allow the person to keep attending local meetings and be on the email forum and in the members-only Facebook group
- bring in some money (rather than no money if the member cannot renew their membership)

The probability of someone taking advantage of this is very low, and the NEC would always have the final say in granting it or not. Having a formal procedure in place gives the staff and the directors a place to start. The procedure will apply to current members.

The NEC will have to make decisions on eligibility.

- It's easier for the Institute of Professional Editors (IPEd – the Australian editors' association) to make the decision because they use "Commonwealth concession-card holders, which have strict criteria." This means they do not have to assess someone's income or circumstances to grant the relief.
- Editors Canada doesn't have that option, but we are not offering as wide a range of options as IPEd does.

Options

Option	Pros	Cons
Do nothing	Less work in the short term.	This will keep coming up from time to time (creates more work in the long run). Wastes time because the same questions keep being asked, over and over.
Put a procedure in place	The NEC will have clear instructions even after current directors are gone. It will encourage people to stay part of Editors Canada.	Someone will have to write a procedure.

Costs

It will not cost the association that much, if we limit it to catastrophic illness or permanent disability that prevents a member from working.

We can also stipulate that it will be available for individuals who have been members for at least one year.

There are short-term costs for both categories.

Catastrophic illness

- **The association will be putting certain members' fees on hold for a set time, so will lose money during that time.**
- **However, keeping the person in the association by helping them will likely make them more prone to staying long-term.**

Permanent disability that prevents them from working

- **The association will be getting a lower rate from these members.**
- **However, this will be better than getting no money at all from them.**

Risks

The only risk is people trying to take advantage of the relief. It is highly unlikely that this will happen and the NEC could say no to the person if they think this is happening. It's not a right that members are entitled to; it's a special consideration that the NEC can choose to extend to a member.

Recommendation

Given the payoff and the ethical aspects, I recommend that the NEC vote on doing this as a two-year trial run, with a scheduled evaluation after two years.

Next steps

If the NEC votes to adopt such a process, write the procedure and communicate the decision to staff and to members.

Appendix E – NEC task force brief: Finding Work for Members task force

NEC task force name	Finding Work for Members
NEC task force supervisor	Greg Ioannou
Task force leader	Lynne Melcombe
Task force members	<ul style="list-style-type: none"> ● Glenna Jenkins ● Robert Rodborne ● Robert Runte ● Holly Munn ● others?
Possible other contributors	<ul style="list-style-type: none"> ● Joanna Odrowaz
Date struck	June XX, 2019
Deadline	September??

Objective

State the intended result	<p>To explore the ramifications of this motion from the 2019 annual general meeting.</p> <p>I move that Editors Canada create a task force on finding work for members.</p> <p>That would include helping members to:</p> <ul style="list-style-type: none"> ● get work in various potential markets, including self-publishing and other writing markets, as well as from corporations and non-profits ● get onto government standing offers lists, and get work from those lists <p>It would also include trying to land government editorial contracts that meet both these criteria:</p> <ul style="list-style-type: none"> ● have budgets of over \$100,000 a year ● require the services of two or more editors
Summarize the project	<p>Phase 1: Research and recommendations</p> <p>Research</p> <ul style="list-style-type: none"> ● Is there any legal issue with a not-for-profit group helping members to find work? Look at the Canada Not-for-profit Corporations Act and the Canada Not-for-profit Corporations Regulations. ● Are any of these “agency” functions: the job board, the ODE, in-house seminars or any of the new approaches suggested in the Rethink document?

	<ul style="list-style-type: none"> ● Does this constitute a conflict of interest under the Editors Canada Conflict of Interest Policy (found on the policies and procedure page) or the legislation? ● Review the original supporting statement. ● Review the comments made at the AGM on the motion. ● Review the comments by members on the Rethink (the tab called “Connecting editors with people who need editing”). ● Does any part of this initiative conflict with the Editors Canada’s mandate? We actually do not have an official mandate but see the following: <ul style="list-style-type: none"> ● the “About the association” section of the annual reports ● the About section of the website ● the background on page 6 of the strategic plan ● What could be the ways these various markets are explored (the motion talks about four different markets). ● Who are the Editors Canada experts in these areas? <p>Recommendations</p> <ul style="list-style-type: none"> ● Make recommendations to the NEC on how to proceed. <p>Phase 2: Consultation</p> <p>Consult with members</p> <ul style="list-style-type: none"> ● Consult with members in multiple platforms (to reach as many members as possible, including long-time members who may not be on social media). ● Allow 30 days for consultation. <p>Recommendations</p> <ul style="list-style-type: none"> ● Make recommendations to the NEC on how to proceed.
<p>Strategic priorities from 2017–2021 plan</p>	<p>Represent Canadian Editors</p> <ul style="list-style-type: none"> ● “Become the hub: the source of editors and the definitive representative of Canada’s editors.” <p>Innovative and Agile:</p> <ul style="list-style-type: none"> ● “Seek outside expertise, find out what other organizations are doing and build on other people’s innovations.” ● “Agile <ul style="list-style-type: none"> ● Don’t keep revisiting old stuff. ● Get things done.” <p>Communications and Marketing</p> <ul style="list-style-type: none"> ● “Members feel consulted on issues important to them.”

Project Plan

Deliverable	
Describe the expected deliverable (a report, research, recruitment, etc.)	<p>Phase 1:</p> <ul style="list-style-type: none"> ● research and analysis of the current situation ● recommendations to the NEC <p>Phase 2</p> <ul style="list-style-type: none"> ● consult with members ● recommendations to the NEC
People	
Office staff	John Yip-Chuck
NEC members	Greg Ioannou and Lynne Melcombe
Related committees	
Other volunteer requirements	n/a
Describe ongoing involvement	n/a
Time and work required	
Budget	
Indicate if budget has been allotted	n/a
Estimate expenses required	n/a
Estimate expected revenues	n/a
Estimate on-going financial impact	none

Wrap-Up

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

Appendix F – Awards

Quarterly report to national executive council for meeting of June 22, 2019

1. Status update on actions from your committee plan for the year

Strategic Priority	Outcome	Actions	Update
Represent Canada’s Editors	Become the authority on editing	<ul style="list-style-type: none"> Build awareness through an annual mail-out to book and magazine publishers. 	<ul style="list-style-type: none"> Done (January)
Bilingual and Diverse	Broaden appeal to all types of editors.	<ul style="list-style-type: none"> Increase awareness of and submissions to our awards and scholarship among francophone members and student affiliates, as well as to non-members of diverse communities. 	<ul style="list-style-type: none"> Done (November)
Innovative and Agile	Try new things: don’t be afraid to fail.	<ul style="list-style-type: none"> Streamline the process for Fairley award nominations. Create a scoring guide for Claudette Upton Scholarship submissions. 	<ul style="list-style-type: none"> Done Done.
Communications and Marketing	Our targeted communication activities reach potential members, clients and employers.	<ul style="list-style-type: none"> Use social media better to communicate more widely about our awards. 	<ul style="list-style-type: none"> Done (and ongoing)
Membership: Increased and Engaged	Engaged members.	<ul style="list-style-type: none"> Members apply for awards. 	<ul style="list-style-type: none"> Done. We received a good number of submissions for each of our awards and the scholarship.

2. Priorities for the next quarter / Priorités pour le prochain trimestre

n/a

3. Requests or questions for the national executive council

A member recently asked why the winners of the Tom Fairley award are not told ahead of time, so they can choose to attend the conference and banquet. Can the NEC consider this question next year? Here is some background information:

Until 2014, winners were not only told in advance, but their travel and accommodation were covered by the association as well. The finalists were not told the result, but the association hoped they would show up. (Nominators were informed if someone was a finalist, which meant they could figure out who the winner was.) This did not seem fair to some people. In the end, the cost drove the change. In 2014, the winners weren't told ahead of time, no costs were covered and nobody knew in advance how they had placed. That has been the process since then.

4. How much money from your budget have you spent? Is everything on track?

- Funds for award prizes come from the office budget. Thanks to some regular as well as unexpected donations, the awards program seems to be self-sustaining this year.

Appendix G – Online Motions, March 29 – June 22, 2019

<p>MOVED by Sandra Gravel SECONDED by Gael Spivak</p> <p>THAT the francophone advisor should be a national position, reporting to the director of volunteer relations.</p>	<p>All in favour: 9 Opposed: 0</p>	<p>May 6, 2019</p>
<p>MOVED by Greg Ioannou SECONDED by Patricia MacDonald</p> <p>THAT the NEC appoint Breanne MacDonald and Gael Spivak as co-chairs of the 2020 Conference.</p>	<p>All in favour: 9 Opposed: 0</p>	<p>May 6, 2019</p>
<p>MOVED by Julia Cochrane SECONDED by Gael Spivak</p> <p>THAT the NEC accept the 2018 Auditor's Report.</p>	<p>All in favour: 10 Opposed: 0</p>	<p>May 13, 2019</p>
<p>MOVED by Gael Spivak SECONDED by Patricia MacDonald</p> <p>THAT the NEC adopt membership fee relief for members who encounter catastrophic illness or disability.</p> <ul style="list-style-type: none"> - This will be for a two-year trial run, with a scheduled evaluation after two years. - We will write a procedure document to manage it. 	<p>All in favour: 10 Opposed: 0</p>	<p>May 20, 2019</p>
<p>MOVED by Anne Louise Mahoney SECONDED by Patricia MacDonald</p> <p>THAT the NEC appoint these Editors Canada members to the following committee chair roles for 2019/20:</p> <ul style="list-style-type: none"> - communications and marketing: Janine Harker - member services: Alana Chalmers - volunteer management: Monica Laane-Fralick 	<p>All in favour: 11 Opposed: 0</p>	<p>May 20, 2019</p>
<p>MOVED by Gael Spivak SECONDED by Anne Louise Mahoney</p> <p>THAT the NEC appoint Robin Larin as the co-chair of the student relations committee, joining Mark Grill (current chair).</p>	<p>All in favour: 10 Opposed: 0</p>	<p>May 27, 2019</p>
<p>MOVED by Gael Spivak SECONDED by Patricia MacDonald</p> <p>THAT the NEC adopt the Membership Fee Relief Policy (Appendix H) and the Membership Fee Relief Guidelines (Appendix I), to implement the NEC motion that passed on May 20, 2019, on membership fee relief.</p>	<p>All in favour: 9 Opposed: 0</p>	<p>June 3, 2019</p>

Appendix H – Membership Fee Relief Policy

Effective date: June 2019

1. Policy purpose

The purpose of this policy is to provide relief to members who encounter extraordinary hardship so they can stay within the Editors' Association of Canada (Editors Canada) community.

2. Policy statement

Editors Canada will consider providing two types of membership fee relief for members:

- a temporary suspension of annual fees while a member has a catastrophic illness, or
- a reduction of annual fees when a member develops a permanent disability that prevents them from working.

3. Definitions used within this policy

“Member” means anyone who is a current member of Editors Canada.

4. Applicability

This policy applies to anyone who has been a member of Editors Canada for at least 12 months. It does not apply to student affiliates.

5. Responsibility

The executive director or a director will bring each case to the national executive council (NEC) for decision.

6. Contact information

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

info@editors.ca

www.editors.ca / www.reviseurs.ca

416 975-1379

1 866 226-3348 (toll-free)

7. 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 (and its guidelines) are in effect for a trial period of 2 years. After that, if the national executive council votes to extend them, they will be reviewed in the five-year review cycle for Editors Canada governance documents.

8. References

The guidelines for implementing this policy appear in the document **Guidelines: Membership Fee Relief**, available at www.editors.ca.

Appendix I – Guidelines: Membership Fee Relief

Effective date: June 2019

Purpose

These guidelines are to help implement the Membership Fee Relief Policy.

Fee reduction

Editors Canada will consider providing two types of membership fee relief for members:

- a temporary suspension of annual fees while a member has a catastrophic illness, or
- a reduction of annual fees when a member develops a permanent disability that prevents them from working.

These are two distinct categories, and the purpose of Editors Canada giving fee relief is different for each one.

- **Catastrophic illness:** provides some temporary psychological relief to a member.
- **Permanent disability that prevents a member from working:** provides continued community.

Temporary relief: catastrophic illness

Providing a respite from fees for members who develop a catastrophic illness will

- take the financial decision off the member's huge list of stresses and concerns, and
- keep the person connected to the editing community as they go through treatment.

Reduced fees: permanent disability

Providing reduced annual fees when a member develops a permanent disability that prevents them from working will

- allow the person to keep attending local meetings and be on the email forum and in the members-only Facebook group, and
- bring some money into the association (rather than no money, if the member cannot renew their membership).

Eligibility

Either option is available for people who have been members for at least 12 months.

Student affiliates are not eligible.

Decisions

Referral to the NEC may come in several ways, such as

- the affected member contacting the office (staff or the executive director) or a director (or former director)
- the affected member's branch or twig contacting the office or a director (or former director)
- a director bringing it to the NEC

The executive director or a director will bring each case to the national executive council (NEC) for decision. The NEC will vote on each case but the names will be redacted from the record of votes.

A doctor's letter is not required in either circumstance. (This type of information is often known to some members; it is rarely secret.)

Nonetheless, the executive director or director who brings a case to the NEC should ask the person if they want to remain anonymous to the NEC. The executive director and all directors must use great care in handling information that is considered personal.

The NEC will make each decision on a case-by-case basis. Editors Canada is not obligated to extend this fee relief to members.

Time frames and reductions

For catastrophic illness, the time frame is up to the NEC. Options that directors could grant include the following:

- a hold on fees for 6 months, not renewable
- a hold on fees for 6 months, renewable
- a hold on fees for 12 months, not renewable
- a hold on fees for 12 months, renewable for up to two years

A note should go on the person's file as soon as the NEC votes on it. This will extend the person's membership so that the timing of the renewal email is adjusted.

For permanent disability, the NEC will reduce the fee by the percentage it thinks is appropriate in each case.

Revisions

The guidelines and the Membership Fee Relief Policy are in effect for a trial period for 2 years (as of June 2019). After that, if the national executive council votes to extend them, they will be reviewed in the five-year review cycle for Editors Canada governance documents.

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