

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

National Executive Council **Meeting Minutes** **Q3**

Toronto, Ontario
September 21 and 22, 2019



EDITORS
RÉVISEURS
CANADA

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PRESENT:

Heather Buzila	President
Lynne Melcombe	Vice-President
Gael Spivak	Past President
Michelle Waitzman	Treasurer
Janice Dyer	Secretary
Anne Curry	Regional Director, Branches and Twigs – East
Shauna Babiuk	Regional Director, Branches and Twigs – West
Virginia St-Denis	Director, Communications
Heather Ross	Director, Member Recruitment and Retention
Berna Ozunal	Director, Professional Standards
Anne Brennan	Director, Publications
Greg Ioannou	Director, Training and Development
Patricia MacDonald	Director, Volunteer Relations
John Yip-Chuck	Executive Director
Michelle Ou	Senior Communications Manager
Alexandra Peace	Recording Secretary

1. Call to order

Heather Buzila called the meeting to order at 9 am, and invited directors to tweet during the meeting.

2. Emergency info

3. Approval of agenda (Appendix A)

MOVED BY Lynne Melcombe

SECONDED BY Gael Spivak

that the agenda be accepted.

Carried

4. Introductions

5. Review of NEC roles

Heather Buzila discussed the following information and documentation:

- roles of president, secretary, recording secretary, executive director, directors in general
- voting procedures

- strategic plan and reasons for referring to it (Appendix B)
- policies and procedures on privacy, consultation, and confidentiality

6. New business

a. Using Slack to cut down on email (Appendix C)

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

- Would it make it easier to keep track of discussion details?
- Would it be too overwhelming? Could this be reduced by mail filtering?
- Would it be a way of archiving the material?
- What are the confidentiality issues?
- Berna and Virginia spoke about channels and private conversations, groups, and topics.
- What are the archiving capabilities? How long will the messages remain?
- Will the government allow access to Slack?
- A review of Slack suggests that it was good for shallow conversations, but not so much for in-depth discussions.
- Could get a review from the groups already using it. (Publications)

Action

Anne Brennan to speak with the publications committee, get a review of Slack from them, and bring it back to the NEC.

b. Auto replies/out-of-office replies from national office, branches, twigs

If emails are forwarded or the response is delayed, people may think they're being ignored.

Action

NEC directors to ask committees, branches, and twigs to reply to the person originating an email as well as forwarding in a timely manner.

c. Indexing previous meeting minutes

It's hard to search the minutes to look up what decisions have been previously made.

Action

Gael Spivak to look for past archives (ask Ruth Pincoe about the ones stored at McMaster University; ask Lee d'Anjou about the list of early motions) and to search for editors who are also indexers and who might be willing to index the minutes.

d. Association of Canadian Publishers' initiative

MOVED BY Greg Ioannou

SECONDED BY Virginia St-Denis

that the NEC authorize Berna Ozunal to discuss and investigate the pros and cons of the Association of Canadian Publishers' new initiative and report back to the NEC.

Carried

Action

Berna Ozunal to investigate and discuss the pros and cons of ACP's new initiative and report back to the NEC.

e. Simon Fraser University (SFU)

SFU would like to base their courses on Editors Canada standards and are interested in being featured on our website. SFU suggested that they would pay for each of their students to have an affiliate membership at a rate of 50% of the regular student affiliate fee.

In exchange, they are asking that we include their logo on our website. The NEC agreed that a page could be set up on our website that shows the three or four educational institutions that use our standards, including logos.

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

- Why not just have the info on the page where the standards are?
 - SFU wants us to promote them; having a separate page listing all the schools using the standards may be an incentive to get other schools to adhere to the standards.
- Which students? Full time or part time?
 - Students only need to be taking a single editing course to pay student affiliate membership fee.
- We would be getting money for people who might not know about the organization or who don't have enough money to join.
- Editors Canada would have to work hard to retain them.
 - This is what the student relations committee would work on.
- What extra resources will be needed if we are adding 500 student affiliates?
 - Not sure, but the revenues will offset this.

- Editors Canada could then go to other post-secondary schools, suggesting that they base their courses on the standards as well.
- Having more members gives us more clout when asking businesses for sponsorship.

MOVED BY Heather Buzila
 SECONDED BY Anne Brennan

that Gael Spivak negotiate a student affiliate partnership between SFU and Editors Canada.

Carried

Action

Gael Spivak to negotiate a student affiliate partnership between Simon Fraser University and Editors Canada.

f. Partnerships

An NEC member contacted a partner organization, but with the volunteer turnover, their president didn't know about the partnership with Editors Canada. It was suggested that the president of Editors Canada contact the presidents of the partner organizations each year.

Gael Spivak has uploaded all the signed partnerships and has entered the task in the corporate calendar.

Action

Heather Buzila to contact presidents of organizations with whom Editors Canada has partnerships.

Action

Editors Canada president to contact presidents of organizations with whom Editors Canada has partnerships.

g. Partnership with the Editorial Arts Academy

Based in Vermont, the Editorial Arts Academy has asked if they can base their curriculum on Editors Canada standards. They would like to advertise that they are using our standards, and they would like some kind of acknowledgement on our website.

They are offering to promote our webinars to their students: "We don't cover these topics, but Editors Canada does." They also offered their instructors to be presenters for our webinars.

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

- Editors Canada could put Editorial Arts Academy on the website page (with SFU) that lists places using the standards.
- How are they using our standards? Editors Canada can't be seen to be accrediting them.

- This already works within our partnership guidelines; the agreement already says that Editors Canada is not accrediting the partner.
- The Editors Canada brand could be degraded if they are not accurately following the standards.
 - The risk is not zero, but it is small, and the NEC could follow up if someone complains.

Action

Gael Spivak to draft the text for a page to advertise the organizations that are using our standards.

MOVED BY Heather Buzila
 SECONDED BY Shauna Babiuk

that Greg Ioannou negotiate a partnership agreement with the Editorial Arts Academy.

Carried

Action

Greg Ioannou to negotiate a partnership agreement with the Editorial Arts Academy.

7. Certification

CSC has signed up with Sync, a secure file-storage system. The committee will gradually move the documents over from Anne Brennan’s personal account to the official account with Sync.

Action

Berna Ozunal to ask CSC to email Anne Brennan once all the files are moved out of her storage account.

8. File-sharing system

Virginia St-Denis has gathered information on various file-sharing platforms (Appendix D) and written a briefing memo on the subject (Appendix E)

TechSoup allows lowered pricing for registered non-profit. Editors Canada is already registered. The file-sharing systems that Virginia St-Denis investigated are expensive. Could Editors Canada purchase one through TechSoup?

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

- Google docs strips Word styling.
 - Virginia St-Denis suggests that Google Docs has changed and that documents are now able to be saved in a Word format.
- Is version control possible?

- The need for an organization-wide file-sharing system is for continuity in the organization, so that documents, information, templates, and so forth are all in one place and don't leave with an individual.
- A current subscription for Dropbox is \$700.
- Recorded webinars go through Dropbox.

Action

Virginia St-Denis to continue to investigate file-sharing capabilities for the organization.

Action

NEC directors to ask their committees what software they are using for file sharing (Google docs, Dropbox, and so forth) and report back to the NEC.

9. One-day workshop for non-editors

John Yip-Chuck went to a conference in June of administrative professionals (e.g., executive assistants). He went to give Editors Canada a presence and to highlight our offerings and webinars.

It would be good to build a stock seminar day for people like this, who have to write and edit as part of their job. See the email from John Yip-Chuck (Appendix F).

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

- Editors Ottawa-Gatineau and Editors Toronto already have something like this.
- Could this be created by a combination of the national office and the branches and twigs?
- We already have webinars aimed at authors. Could this be further developed?
- Lynne Melcombe does a workshop on how to work with editors, from an hour to a morning. Could be adapted for various groups; she has been giving it to self-publishing authors.

Action

Greg Ioannou to talk to Lynne Melcombe about creating a webinar aimed at authors.

Action

John Yip-Chuck to talk to Anne Curry and Shauna Babiuk and/or branches and gather information about presentations to non-editors that branches have already created.

10. Financials (Appendix G)

Editors Canada is running a bigger deficit than at this time last year. However, if we bring in the same amount in the next four months as last year, and if we hold expenses, then there will be less of a deficit.

Much of the income in the last four months of the last fiscal year came from webinars and recordings.

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

- What happened in 2012?
- Rebranding happened in 2014; it created expenses without revenues.
- Everyone should look in their own area to see how to boost income.
- Could the association increase prices for non-members?
- Could the national office ask the twigs for money/debt forgiveness for money from webinars, not from money that they have raised themselves?
- Don't take all the money from the twigs, as they want to have a certain cushion to be able to bring in an expensive speaker and not lose money.
- Could the twigs forgive the webinar transfer money owed to them?
- Webinar admin costs have not been calculated in. The national office hasn't been taking staff time into account when sharing webinar profits.
- Could some money be saved by merging branch financials with national (could save on bookkeeping)?

Action

Michelle Waitzman to speak to the people on the NEC who work in literature (to help with Canada Council grants).

Action

Anne Curry and Shauna Babiuk to find out from branches what paid financial software they are using and whether they are paying someone to do the branch financials.

Action

Michelle Waitzman and John Yip-Chuck to pursue ideas from the accountant about keeping office expenses down.

Action

Each NEC director should examine their own area for ways to bring in more money and decrease expenses and report back to the NEC.

Action

John Yip-Chuck to get budget numbers from branches to merge with national.

Action

Heather Buzila, Anne Curry, Shauna Babiuk, Michelle Waitzman, and John Yip-Chuck to speak to the branches and twigs and pursue a new branch/twig financial formulation (including possibly forgiving the national office some part of the income from past year's webinars).

11. Revision to Branch Signing Officers and Signing Officers Procedures

It was noted that the Branch Signing Officers and Signing Officers Procedures were out of date with current practice. A number of changes were suggested and discussed.

MOVED BY Greg Ioannou

SECONDED BY Lynne Melcombe

that the Branch Signing Officers and Signing Officers Procedures be amended as follows

- Under signing authorities
 - delete item #1
 - under item #2, delete "once the report is approved"
 - under item #2, delete a, b

Carried

Action

Gael Spivak to amend the Branch Signing Officers and Signing Officers Procedures as follows: under signing authorities, delete item #1; under item #2, delete "once the report is approved"; under item #2, delete a and b.

12. Meeting with Kitchener-Waterloo-Guelph twig

Maxie spoke about the history of Editors Kitchener-Waterloo-Guelph over the past three years. She mentioned that about half the membership meet in person and about half online. They hold meetings in various locations on varied topics.

They are experiencing several challenges:

- People are saying that they are Editors Canada members, but aren't.
- There is no headnote to the ODE that explains that it is a partial list of members. This means that people outside the association cannot verify who is actually a member.
- Retention of people who get in-house work is a problem.
 - Virginia St-Denis and Heather Ross are working on membership retention.
 - There is a space for in-house people on the website.

13. Portfolios under Director of Membership Recruitment and Retention

Action

Heather Ross to gradually take over responsibility for mediator, insurance task force, and the members services committee from Patricia MacDonald.

Action

Heather Buzila to work with Anne Brennan to update the organizational chart.

14. Communications and Marketing

a. Giving Tuesday

Janine Harker is taking the lead on this project and has brought a plan to Virginia and Michelle.

b. Active Voice (Appendix H)

The NEC discussed the report by Virginia St-Denis. Although some members still would like to have a print version, they are in the minority, and the cost is prohibitive, thus, the publication of *Active Voice* is suspended until further notice.

c. Marketing webinars/flash sale

Editors Canada has webinars for which the contracts are expiring. Virginia St-Denis suggested that Editors Canada hold a webinar flash sale every year for those webinars that are expiring. People will get to know about the flash sale, but won't know which ones will be chosen for the sale.

The sale would last a set number of days every year.

Action

Virginia St-Denis to work with Greg Ioannou on a webinar flash sale.

d. Grants and fundraising

Michelle Waitzman is still working on a Canada Council grant; she has spoken with Stacey Atkinson who has tried in the past.

Getting a grant involves a two-part system. You have to get the organization into the system, then you have to apply for specific grant. Editors Canada can't seem to get into the system. It's possible that Editors Canada could partner with another organization that is already part of the system.

Heritage Canada is worth trying again, as they have changed their criteria.

Action

Greg Ioannou and Gael Spivak to look into Heritage Canada grants again.

Action

Michelle Waitzman to keep working on Canada Council grants.

15. Meeting with Toronto branch

Catherine Dorton and Rochelle Jobard, the co-chairs of Editors Toronto, joined the NEC meeting..

They offered the following news about Editors Toronto:

- About half of the executive is new.
- They can't afford to keep the branch administrator, who is retiring and plans to leave when convenient for the branch.
- Could the national office take over the bookkeeping?
- At the moment, the branch administrator deals with communications to members, the bookkeeping, and the website.
- They have a volunteer taking over the website.

Action

Michelle Waitzman and John Yip-Chuck to discuss bookkeeping/finance issue (Brian retiring, possible move of bookkeeping into national office) with Editors Toronto.

Editors Toronto faces the following challenges:

- It has been difficult to find another seminars chair. This person would organize in-house training sessions.
- They have been raising money through raffles for speakers.
- They would like to run seminars for in-house people and for non-editors.

Action

Anne Curry to help Editors Toronto contact Editors Ottawa-Gatineau to get information on their in-house seminar program.

16. Board of Editors in the Life Sciences (BELS)

BELS would like to run one of their exams at the Editors Canada Conference 2020.

MOVED BY Greg Ioannou
SECONDED BY Gael Spivak

that Editors Canada allow the BELS certification exam to take place at the 2020 conference.

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

- If it is happening, then some people will come to conference who might not otherwise.
- Editors Canada is not running an exam at the conference because resources needed to run both the conference and a certification test are too high.
- Is this a competing exam? No, it is very specialized; some people have both.

- Conference and certification committees know about it and are okay.

Carried

Action

Gael Spivak to communicate with BELS about holding their exam at Conference 2020.

17. Foundations

Action

Berna Ozunal to bring more information about the Foundations test, including launch date and costs to the NEC.

18. Comparative test

Currently, no one is passing the comparative test, which is the second of the two agrément tests. However, only about nine people have taken it.

Would it be a good idea to mention how experienced an editor you have to be to take the test?

Action

Berna Ozunal to suggest to Agrément that they make a recommendation to potential candidates about the number of years of experience they should have before taking the test.

19. Honorary lifetime membership task force

Lynne Melcombe reported on the progress of the task force (Appendix I).

The task force has created a rubric with criteria for excellent or outstanding contributions to the society. This rubric would be used to determine if potential candidates should be given honorary lifetime membership.

The NEC discussed the various parts of the rubric with the following questions and concerns:

- The criteria include both the breadth and depth of a person's contribution.
- Is the committee following the task force brief?
 - Two points were about criteria, one was about best practices for administering the administrative section of the policy.

20. Committees

The committees are all fairly well populated, and they all have chairs. See Appendix J for a list.

Sandra Gravel will be actively recruiting a Francophone adviser and for four committees looking for Francophone members.

21. Conferences

a. Conference 2019

Both revenues and expenses were under budget. The conference was profitable, but not as much as budgeted for.

b. Francophone conference

The one-day conference will be held Saturday, September 28. It may reach budgeted revenue.

The organizers are aiming for ~100 attendees.

c. Conference 2020

The organizers are in negotiations with the keynote and closing speakers. They still need volunteers for the vendor fair, sponsorship, and more speaker coordinators.

They hope to open registration early. About 30 organizations have been invited to partner with Editors Canada.

Action

Greg Ioannou/Gael Spivak to speak to Breanne MacDonald and Michelle Waitzman about the sponsorship package.

d. Conference 2021 (Appendix K)

The NEC discussed the report on location for this conference.

MOVED BY Greg Ioannou
SECONDED BY Virginia St-Denis

that Conference 2021 be held in Edmonton, Alberta.

Discussion

- The conference has been held in Vancouver three times already.
- Edmonton has an active twig with about 70 members.
- Only one conference has been held in Edmonton.
- The president is from Edmonton.

Carried

Action

Shauna Babiuk to find out the responsibilities in hosting a conference and talk to the local twig about it.

Action

Janice Dyer to liaise with Breanne MacDonald and Shauna Babiuk and find a conference chair for 2021.

Should a new position of conference chair be created that provides continuity?

22. Indigenous Editors Association

The Indigenous Editors Association were seeking a Canada Council grant to rebuild the IEA and asked for support from Editors Canada.

Gael Spivak has offered to help them with governance documents.

Editors Canada gave a scholarship to an Indigenous editor at the conference held in Halifax. Should Editors Canada continue with a complimentary conference registration?

MOVED BY Heather Buzila
SECONDED BY Janice Dyer

that the Editors Canada continue to offer one complimentary conference registration and banquet ticket to a member of the Indigenous Editors Association.

Carried

Action

Janice Dyer to contact the Indigenous Editors Association when registration opens to make an offer of one complimentary conference registration.

23. Branches and Twigs

Action

Shauna Babiuk will get contact information for Arden Ogg and pass it on to the Manitoba branch.

Editors Saskatchewan

Michelle Boulton is interim chair of the Saskatchewan branch, but there is no one on the executive. They held an AGM, but no one was willing to stand. Michelle wants to stand down.

Editors Saskatchewan only has fourteen members.

If they would like to become a twig—with less responsibilities—then the dissolution of the branch needs to be voted on at the AGM in 2020.

If they don't make the move to become a twig and they don't fulfill the responsibilities of a branch, then a motion to dissolve the branch will go forward in 2021.

Action

Shauna Babiuk to contact Editors Saskatchewan and ask whether they would like to become a twig with the following information: a) If they want to become a twig, a motion will need to be made at the

AGM in 2020 for the dissolution of the branch. b) If they don't want to do that, then they have one more year to meet the requirements of being a branch.

Reporting templates

Twigs and branches don't have to do an annual plan if they don't want to. There are different templates to use for reporting depending on whether they have a plan or not.

Committees should have a plan for the year and should therefore fill out the planning template.

Action

Shauna Babiuk and Anne Curry to contact Gael Spivak to set up a meeting for branches and twigs to learn about governance.

Regional representatives

Anne Curry and Shauna Babiuk will be posting a schedule of branch and twig meetings.

It is important that information goes through Anne and Shauna so they can start to answer any questions that might arise.

Action

John Yip-Chuck to cc the regional directors when a branch or twig contacts the office directly.

Action

Shauna Babiuk and Anne Curry to make changes to the toolkit, send it to the NEC for review, then to translation.

Virtual twig

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

- Michelle Ou suggested providing some support for the people who live outside of the city centres.
- Could it be a special interest group? These are now possible with technology.
- What about Facebook groups?
 - Gael Spivak has set up many Facebook groups. They become a burden. They need leaders or administrators, and without them, the group becomes dormant.
- A task force is looking into this and will be reporting on it.
- How do we define the group? If it is called a branch or twig, then it will have to follow the procedures laid out for them. Best to call them a different name.
- Zoom meetings could be held at a regular time. Who gets to go ... should there be geographical limitations?

Action

Patricia MacDonald to check in with the Improving Access to Member Services on their progress, specifically about their idea of a virtual meeting group and report to the NEC.

24. Mentoring

The committee has organized two mentorships this year. Students want mentorships but are not eligible with the current criteria. The mentorship committee needs to revise the criteria.

Action

Greg Ioannou will write an email, cc'ing Heather Buzila, directing the mentorship committee to implement the criteria as outlined in the task force proposal and the committee description.

25. Reports (Appendix L)

The student relations committee note that both the brochure "15 Reasons" and the website are not as welcoming as they could be for students.

Virginia St-Denis and Michelle Ou have been talking about updating the "15 reasons." At the moment it has the same text as from 2011.

Action

Gael Spivak to talk to the Student Relations Committee about the cost of updating the website.

Action

Gael Spivak to get information on what is needed to create videos and check with Michelle Waitzman.

Action

Gael Spivak to provide information on video requirements to Heather Ross.

Action

Heather Ross to ask member services chair to put a call out for a volunteer to create videos.

Action

Michelle Waitzman to talk to Breanne MacDonald (conference chair) and Heather Ross to discuss including a one-year membership for non-members in the full price of the conference.

MOVED BY Heather Buzila

SECONDED BY Anne Brennan

that Elizabeth d'Anjou be given voice at the NEC meeting to speak to the issue of the Editors Kingston AGM and to the publication of *Edit Like a Pro*.

Carried

Elizabeth d'Anjou from the Editors Kingston asked whether twigs have to follow the timing restriction for AGMs. Twigs have no financial responsibilities and have a much smaller group. In Kingston especially, most members are part of the university community and AGM time conflicts with their busiest time of year. Could the policies and procedures be revised to allow for flexibility in the timing of the AGM?

Gael Spivak will be updating all the association policies and procedures in the next year or so; perhaps the branch and twig policies and procedures could be revised at this time.

Action

Gael Spivak to look at the revision of Branch and Twig policies and procedures with respect to changing the time of year that they are required to hold their AGM.

Action

Anne Curry to take info back to Editors Kingston about possibly having their AGM earlier in the year.

Action

Regional directors to check in with the twig coordinators about their AGMs. (When are they taking place and are there any other issues?)

Action

Anne Curry to deal with the Editors Ottawa-Gatineau request regarding the reply-all email issue.

Anne Curry has already dealt with most of the other requests.

Action

Janice Dyer to emphasize the use of the raise hand and chat functions for online attendees at the AGM.

26. Publications

MOVED BY Anne Brennan

SECONDED BY Anne Curry

that Jessica Riches be given a voice in the discussion on publications.

Carried

Anne Brennan reported that the projects she is working on include the following:

- Edit Like a Pro (ELAP)
- *From Contact to Contract*
- Editing Canadian English (ECE) and Niches

She also has the following tasks:

- Create a central repository for all publication files (there doesn't seem to be one and there should be).
- Find someone to convert the chap books to ebooks.

ELAP is replacing the old Meeting Professional Editorials Standards.

Elizabeth d'Anjou spoke about ELAP, with the following points:

- ELAP will be using PDF files and live Word files.
- ELAP is an update of the workbooks and answers, NOT the study guides. Part of the reason for the name change and rebranding is to distinguish the workbooks from the study guides.
- Meeting Professional Editorial Standards had been available in print, with about 100–150 pages, loose-leaf, with an intro, scenario, answer, and a discussion of the answer.
- The committee is aware that the updated version needs to be in electronic form, with the exercises as live files to make it as realistic as possible.
- The editor can print it off, like a booklet, and it is also available for editing on-screen.
- The exercises come with a scenario and a sample answer done with a variety of approaches (Adobe tools, stamps, hand mark-up). Answers are live; the editor can click on comments, arrange them by date, and so forth. This will be central to the branding.
- Because these are real live exercises, distributing and protecting them is a challenge. If you make files much more protected, they are much less usable. Solutions are available that would make the documents difficult, but not impossible, to copy, including passwords, watermarks, and individual identification names and numbers. However, these solutions make it more difficult for the editor who has purchased the material.
- Because of the difficulties with protection, the committee is recommending that copyright notices go on every page, with additional reminders on the copyright page.
- ELAP can be sold the same way as the certification study guide. With the new membership database, there can be a link for a download; it doesn't have to go through Dropbox.

The NEC discussed the issue of copyright protection of the documents with the following questions and concerns:

- The material that has been developed by Editors Canada will be going into classroom situations where people will share. Two watermarks could be placed on the documents, one hidden. The hidden one could have an identifying number. Editors Canada would ask the teachers using the material to let Editors Canada to know if they find students copying.
 - The watermark method wouldn't prevent copying, and the files wouldn't be passed into the teachers as answer keys are provided (so the teachers may not know that the files are being copied).
 - There may be a different set-up for selling the materials to classrooms.
- Greg Ioannou distributed a sample page to show that this could be done without making the exercise unusable in any way. He offered to show Jessica Riches how to

implement the watermarks. The identifying number is in both the visible and the hidden watermarks.

- There doesn't seem to be a method that will actually prevent people from making a copy, but providing a deterrent will make it undesirable, making people think twice about doing it.
- Can watermarks only work with pdfs? Or can they be placed on Word documents?
- A specific class could get a specific code, thus, if there are twenty people in the class, and only ten copies are purchased, it would suggest that copying is happening.
- Could student affiliates get a price discount?
- How does a watermark affect usability?
 - It wouldn't affect the booklet, but may affect the proofreading exercise, and it affects the design and schedule.
- Some buyers may be offended by the assumption (use of watermark) that the buyer is a pirate.
- The most likely parts to be pirated are the scenarios and discussion parts of the volumes. The proofreading volume consists mostly of PDF files, with some Word files, while the other volumes will be more heavily dependent on Word files.
- Why has watermarking not been done with the study guides? What is different about them?
 - The study guides are not currently protected.
- What would the process be?
 - The files would be managed by office. Once someone orders and pays, they would be emailed the material with an individualized hidden watermark.

MOVED BY Virginia St-Denis

SECONDED BY Greg Ioannou

that ELAP include watermark protection (size, placement, number, and density at the discretion of the committee) to help protect copyright and proceed to production and distribution.

In favour: 10; Abstentions: 2

Carried

Action

Anne Brennan to work with Greg Ioannou to help the ELAP with watermarks and production.

MOVED BY Greg Ioannou
SECONDED BY Virginia St-Denis

that the Director of Certification ask the CSC to reinstate copyright protection on the study guides.

In favour: 11; Abstention 1

Carried

Action

Berna Ozunal to ask the certification steering committee to reinstate copyright protection on the study guides.

27. Rethink

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

- Comments are still coming in, and Gael Spivak is keeping track of them.
- Is there a deadline? Some things have been achieved now, but it's really an ongoing project.
- Editors Ottawa-Gatineau is asking for an explanation of the process and a deadline.
- The next strategic plan will start to be created next spring. The rethink may feed into this.
- Some things may be implemented quickly; some things may not be able to be implemented.
- Greg Ioannou has started implementing some of the webinar suggestions.

Action

NEC directors to look through the Rethink comments and report back to the NEC on potential plans that could be implemented, keeping in mind budgetary deadlines for 2020 (to be discussed at the November meeting).

Action

Heather Buzila, Gael Spivak, and Lynne Melcombe to look at the Rethink comments to find those not easily assigned to individual directors.

28. Action items

See Appendix M.

29. Technology

John Yip-Chuck reported that revamping the website will cost ~\$60,000.

Editors Canada is working with two suppliers right now, but eventually all work will be supplied by one local company.

Action

John Yip-Chuck to send a list of items to be fixed on the website to Virginia St-Denis as they come up.

Action

Virginia St-Denis to contact Sandra Gravel and Sophie Pallota about working on the French part of the website.

Action

Greg Ioannou to ask Tamra Ross about having the student affiliate status on the ODE and also to change Aboriginal to Indigenous.

30. Other business

Online Motions

Motions that have taken place online since the last meeting can be found in Appendix N.

In camera motions

MOVED BY Greg Ioannou SECONDED BY Virginia St-Denis that the meeting go in camera. Carried	MOVED BY Greg Ioannou SECONDED BY Anne Brennan that the meeting go out of camera. Carried
MOVED BY Greg Ioannou SECONDED BY Heather Buzila that the NEC go in camera. Carried	MOVED BY Anne Curry SECONDED BY Greg Ioannou that the NEC meeting come out of camera Carried

Insurance Task Force

They have been researching different companies to find one that will take on Editors Canada members.

One company offered to broker for us to find companies for members as needed.

Lynne Melcombe spoke of an insurance company that might work.

Action

Lynne Melcombe to send the name of the insurance company to Patricia MacDonald and Heather Ross.

Finding Work for Members Task Force

The brief provided a list of documents to search. After reviewing them all, the task force discovered nothing in any of the material that would preclude going forward with finding work for members. There are some concerns, but all could be worked with.

The whole committee was unanimous, including the people initially opposed, that there was nothing in legislation or in Editors Canada documents to prevent the committee from moving forward into phase two.

Action

John Yip-Chuck to send articles of incorporation to Lynne Melcombe.

MOVED BY Greg Ioannou

SECONDED BY Michelle Waitzman

that the Finding Work for Members Task Force go ahead with phase two of the brief, including completing the matrix of markets and developing a draft survey to find out what type of help members would like in finding work.

Carried

Action

Greg Ioannou will work with the Finding Work for Members task force to draft a survey to bring to the November NEC meeting.

Action

Lynne Melcombe to keep Heather Ross in the loop on the survey (from the Finding Work for Members task force).

Action

Lynne Melcombe and Gael Spivak to communicate the results of phase one of the Finding Work for Members task force to the members before the survey goes out.

Meetings

Could the NEC meet by Zoom rather than face to face?

There are too many people on the call. It has been tried, but action items didn't get done and productivity went down.

31. Next meeting

November 16 and 17, 2019, in Ottawa, Ontario

32. Adjournment

MOVED BY Greg Ioannou

SECONDED BY Heather Buzila

that the meeting be adjourned.

Carried

Appendix A – Agenda

1. Call to order
2. Emergency info
3. Approval of agenda
4. Introductions
5. Review of roles
6. New business
7. Certification
8. Portfolios under Director of Membership Recruitment and Retention
9. One-day workshop for non-editors
10. Financials
11. Revision to Branch Signing Officers and Signing Officers Procedures
12. Meeting with Kitchener-Waterloo-Guelph twig
13. Membership recruitment and retention
14. Communications and marketing
15. Meeting with Toronto branch
16. Honorary lifetime membership task force
17. Committees
18. Conferences
19. Indigenous Editors Association
20. Branches and twigs
21. Mentoring
22. Reports
23. Publications
24. Rethink
25. Action items
26. Technology
27. Other business
28. Adjourn

Appendix B – Benefits of a Strategic Plan

A strategic plan helps an organization stay focused on agreed-upon goals.

- The strategic priorities tell us where to focus.
- The outcomes tell us what we expect to see happen.
- The actions tell us how to get there.

These plans are usually prepared by a trained facilitator. A skilled facilitator makes sure that the typical steps in creating a strategic plan are followed. They also make sure that no one point of view gains control of the discussion.

Most strategic planning works on a three-year cycle (to keep up to date with social and technological change) but due to the expense, Editors Canada is on a five-year cycle.

A good methodology will include gaining as much input as possible before and at the planning session, while still having a manageable amount of information and a manageable number of participants. This means

- interviewing people who represent diversity across the association: different locations, languages, length of membership and status (member or affiliate);
- inviting some local members to attend the planning session, also selected for the diversity they represent; and
- including the entire national executive council and the executive director in the planning session.

Appendix C – Slack Summary

<https://slack.com/intl/en-ca/>

- Organize conversations
- Share files and documents
- Find everything in the archive
- Integrate other tools
- Video chats

BENEFITS OF USING SLACK

- All chats, channels (topics of conversation or interest), and files in one place
- Multiple people can be talking on different channels about different things
- Simply unsubscribe to the channel if you no longer want to be part of the conversation (rather than sending people emails asking them to drop you)
- App for smartphones
- Also has option to video chat
- Free if we get in as nonprofit and have less than 250 ppl using it
- Conversations are private

Watch demo here:

<https://slackdemo.com/?vst=.f24iq795o2umollj36y4261uo>

Apply for charitable status:

<https://nectestworkspace.slack.com/nonprofit>

COST

As a nonprofit, it's free for up to 250 people. After that, it's 85% off the regular rate (then becomes unlikely for us) $\$6.67 - 85\% = \sim \1 per person per month (if paid annually).

I've created a free workspace and have invited you to join.

There are up to 10 integrations on this plan, so we can test a handful. They have over 1,500 applications - [check them out!](#)

Categories

Bots
Analytics
Communication
Customer Support
Design
Developer Tools
File Management
Health & Wellness
HR & Team Culture
Marketing
Office Management
Finance
Productivity
Project Management
Sales
Security & Compliance
Social & Fun
Travel
Voice & Video
Media & News

More information:

- [Slack Guides](#): includes Getting Started on Slack
- [Slack Sessions \(recorded webinars\)](#): including 'Getting to Know Slack'
- [Slack Online Demo](#)
- [The Business Value of Slack](#)
- [Customer Stories & Testimonials](#)
- [charity:water Customer Video](#)
- [DoSomething.org Customer Story](#)

Customer Experience team: feedback@slack.com

Appendix D – File-Sharing Platforms

Editors Canada and its committees use various file-sharing platforms. This creates a disconnect between the committees. Some of these platforms have been set up by individual volunteers and members, which can create a problem when that person is no longer on that committee, or worse, is no longer a member.

A national association should use one system that connects the different components together. This is part of succession planning to ensure a smooth transition from one year to the next. This is also part of risk management to ensure important corporate information, resources, and history are not lost.

- Volunteer list, including NEC, has 92 names and multiple vacancies
- 4 staff

For round estimate numbers, I have used 100 users, which would be conservative.

Google for Nonprofits

<https://www.google.com/nonprofits/offerings/apps-for-nonprofits/#/>

G Suite for Nonprofits provides access to G Suite Basic , using your domain, at no charge.

G Suite is a set of integrated apps that let organizations use their own domain and be more productive, collaborative, and secure. With popular tools like Gmail, Calendar, and Docs, employees can work from anywhere, on any device, and focus their time on making an impact.

<https://gsuite.google.com/compare-editions/>

	Basic	Business	Enterprise
Cost per user per month	\$6	\$12	Call Us
Product Suite			
Intelligent office suite	✓	✓	✓
Secure cloud-based file storage per user	30 GB	Unlimited	Unlimited
Access across devices (computer, phone, or tablet)	✓	✓	✓
Works without an Internet connection	✓	✓	✓
Compatible with Microsoft Office	✓	✓	✓
Centralized admin console	✓	✓	✓
Vault for retention and eDiscovery		✓	✓
Advanced enterprise control and customization			✓
Access transparency			✓
Designed for Work			
Ad-free experience	✓	✓	✓
Mobile device management	✓	✓	✓
Easy-to-use migration tools	✓	✓	✓
24/7 support by phone, email, and online	✓	✓	✓
Data regions		✓	✓
Secure by design			
99.9% uptime guarantee	✓	✓	✓

Enterprise certifications and compliance	✓	✓	✓
Cloud Identity Premium			✓
OAuth apps whitelisting	✓	✓	✓
Advanced Data Loss Prevention for Gmail and Drive			✓
Security center			✓
Alert Center	✓	✓	✓
Open and Extensible			
G Suite Marketplace with hundreds of business apps	✓	✓	✓
APIs and Admin SDK for extending functionality	✓	✓	✓
App Maker for building custom apps		✓	✓
Analyze Gmail logs in BigQuery			✓
Gmail			
Enhanced productivity & intelligence	✓	✓	✓
Preview attachments	✓	✓	✓
Delegation	✓	✓	✓
Email receipts	✓	✓	✓
Recover messages for up to 30 days after they're deleted	✓	✓	✓
Global spam settings with compliance filters	✓	✓	✓
Maximum recipients per message, user, or day	✓	✓	✓
Attachment size limit	✓	✓	✓
Email retention	✓	✓	✓
Outbound footer (legal)	✓	✓	✓
Catch-all address	✓	✓	✓
Create aliases	✓	✓	✓
Secure by design			
Data loss protection (DLP) for Gmail			✓
S/MIME Encryption			✓
TLS server-to-server encryption	✓	✓	✓
Content management filters & custom policies	✓	✓	✓
Open and Extensible			
G Suite Sync for Microsoft Outlook (GSSMO)	✓	✓	✓
Powerful APIs to help administer and manage user accounts	✓	✓	✓
Integration with third-party archiving tools (exchange journaling)			✓
Hangouts Meet			
Maximum number of participants	25	50	100
Native apps for Android and iOS	✓	✓	✓
Presentations	✓	✓	✓
External participants	✓	✓	✓
Record meetings and save them to Drive			✓

Dial in, by dialing into a US phone number	✓	✓	✓
Dial in, by dialing into an international phone number			✓
Live streaming			100,000
Chromebox for meetings [Hangouts Meet hardware]		Additional license for all	

<https://support.google.com/nonprofits/answer/1614581?hl=en>

Program benefits

Google for Nonprofits offers eligible organizations access to Google products and tools that can help nonprofits find new donors and volunteers, work more efficiently, and get supporters to take action. Google for Nonprofits provides access to the following Google products:

G Suite for Nonprofits

Enable your teams to collaborate, iterate, and innovate together, from anywhere, in real time, with our cloud-based productivity suite.

- Stay in touch with volunteers, supporters, and your community with unlimited email addresses at your custom domain via Gmail.
- Keep everyone on the same page with Google Docs – create and edit grant proposals, meeting agendas, and more in real time from anywhere.
- Keep schedules organized and appointments updated with Google Calendar.
- Make sure everyone stays connected with Google Hangouts that host up to 25 participants.
- Access your Google Docs, Sheets, Forms, and Slides from any device, any time with 30GB of storage space per user across Gmail and Google Drive.
- Get 24/7 support by phone, chat, and email in case you have any questions along the way.

Google Ad Grants

Receive in-kind advertising for your nonprofit through Google Search and increase awareness worldwide.

- Reach new advocates for your cause and save resources for what matters most by running text ads on Google Search results with monthly in-kind advertising budgets.
- Track online donations, newsletter signups, and volunteer registrations to stay aware of those who drive your organization forward.

YouTube Nonprofit Program

Share your nonprofit videos through YouTube to better connect with supporters, volunteers, and donors.

- Make it simple for users to visit your website, give their support, and learn more about your nonprofit with Link Anywhere Cards.
- Get access to state-of-the-art production studios at YouTube Spaces around the world.
- Get technical issues resolved quickly and spend more time on your mission with dedicated email support.

Google Earth and Maps

Bring your nonprofit’s story to life with custom maps and global location data.

- Display community or donor location data on a Google Map with Google Maps Platform.
- Get Google Maps Platform credit to apply toward your usage.
- Get additional Google Mapping tools.

https://support.google.com/nonprofits/answer/3215869?hl=en&ref_topic=3247288

Eligibility guidelines

To be eligible to participate in Google for Nonprofits, an organization must:

- Be registered as a charitable organization in one of the countries listed below. All organizations must be verified as a nonprofit organization by TechSoup or the local TechSoup partner. See country-specific eligibility details below.

Not be:

- A governmental entity or organization
- A hospital or health care organization
- A school, academic institution, or university (philanthropic arms of educational organizations are eligible). To learn more about Google's programs for educational institutions, visit Google for Education.

Meet the detailed requirements in its country:

Canada

- Organizations must be currently registered with TechSoup Canada, TechSoup Global's regional arm.
- Organizations must be Canadian Charities registered with the Canada Revenue Agency (CRA), **Canadian Federal Non-profits registered with Innovation, Science and Economic Development Canada (ISED)**, or Canadian Provincial Non-profits registered with their corresponding provinces or territories.

Drive Enterprise

https://cloud.google.com/drive-enterprise/?utm_source=driveforwork&utm_medium=et&utm_content=learnmore&hl=en

Drive Enterprise pricing is based on active users and storage used per month — so you never pay for capacity you don't need.

\$8/active user/month (for most companies, less than 70% of 100 employees are active monthly users) + \$1 per 25 GB (10 GB is about 50,000 files)

- Works seamlessly with Microsoft Office files
- Includes Google Docs, Sheets, and Slides - stored for free
- No storage limits, only pay for active users
- 24/7 phone and email support
- Enterprise-grade security tools

Total cost would be \$600/month (\$7,200/year) for 10 GB/month

Dropbox

<https://www.dropbox.com/>

Nonprofits

The website says they have volume discounts as well as discounts for nonprofits and educational institutions. When I contacted their sales team for more information, this is what I was told.

“Based on what you have said to me I would recommend our Dropbox Business Advanced plan. This plan starts at \$20 per user per month, but with a 30% discount for the non-profit added to that as well.” (\$1,400/month or \$16,800/year)

“We do have an alternative plan, which is our Standard Business plan. this plan with the non-profit discount puts you at about \$8.75 per user per month.” (\$612.50/month or **\$7,350/year**)

Standard

CA\$17.50/ user / month, starting at 3 users

- Easy-to-use sharing and collaboration tools
- 3 TB (3,072 GB) of space
- 120 days of file recovery
- 256-bit AES and SSL/TLS encryption
- Smart Sync
- Dropbox Paper admin tools
- Office 365 integration
- Admin console and audit log
- Granular sharing permissions
- User and company-managed groups
- Remote device wipe
- Enable two-factor authentication (2FA)
- Unlimited API access to security and productivity platform partners
- 1 million API calls/month for data transport partners
- Live chat support

Total cost would be about \$1,750/month (\$21,000/year) for 3TB of space

Advanced

CA\$27.50/ user / month, starting at 3 users

- Everything in Standard
- As much space as needed
- Advanced admin controls
- Dropbox Showcase
- Tiered admin roles
- File event tracking
- Advanced user management tools
- Invite enforcement
- Domain verification
- Single sign on (SSO) integration
- Device approvals
- Business hours phone support

Enterprise

Contact for pricing

- Everything in Advanced
- Account Capture
- Network control
- Enterprise mobility management (EMM) support

- Domain Insights
- Advanced training for end users and admins
- 24/7 phone support
- Customizable solutions
- Individualized support to help admins manage at scale

Microsoft OneDrive

Office 365 Nonprofit Business Essentials

<https://www.microsoft.com/en-us/microsoft-365/nonprofit/office-365-nonprofit-plans-and-pricing?&activetab=tab:primaryr1>

Eligibility

<https://www.microsoft.com/en-us/nonprofits/eligibility>

Ineligible organizations include, without limitation:

Professional, commerce and trade associations;

OneDrive for Business Plan 1

CAD\$6.40 user/month (annual commitment)

<https://onedrive.live.com/about/en-ca/>

- 1 TB of OneDrive storage per user
- Store files up to 15 GB in size
- Share files securely inside or outside your organization
- Desktop and browser-based experiences
- Sync local copies of files or folders for offline viewing and editing on Mac or PC
- Create and edit Word, OneNote, PowerPoint, and Excel documents from a browser at Office.com
- Move and manage files between OneDrive and SharePoint
- Built-in search and discovery tools to help you find the most relevant files
- Access files from anywhere with OneDrive mobile apps for Android™, iOS and Windows
- FastTrack deployment support with purchase of 50+ seats at no extra cost
- 24/7 phone and web support
- Licensed for commercial use

Total cost would be \$640/month (\$7,680/year) for 100 TB

OneDrive for Business Plan 2

CAD\$12.80 user/month (annual commitment)

- Unlimited personal cloud storage Tooltip with information about unlimited personal cloud storage
- Advanced data-loss prevention to identify, monitor, and protect sensitive information
- In-Place Holds to preserve deleted and edited documents for eDiscovery

Office 365 Business Premium

CAD \$16.00 /user/month (annual commitment)

- Includes all Microsoft software (i.e., Word, Excel, Outlook, etc.) and services (i.e., Exchange, SharePoint, etc.)
- Inform and engage employees with a SharePoint intranet, and connect teams to content, expertise, and processes with SharePoint team sites
- Business-class email hosting with 50 GB mailbox
- Custom email domain addresses (name@yourcompany.com)
- Desktop versions of Office applications: Outlook, Word, Excel, PowerPoint, OneNote, plus Access and Publisher for PC only
- Web versions of Outlook, Word, Excel, and PowerPoint
- One license covers 5 PCs or Macs, 5 phones, and 5 tablets per user Tooltip with information about operating system requirements
- Host unlimited HD video conferencing meetings for up to 250 people Tooltip about system compatibility
- Get a hub for teamwork with Microsoft Teams
- Let customers schedule appointments online with Microsoft Bookings
- Manage tasks and teamwork with Microsoft Planner
- Collaborate across departments and locations with Yammer
- Maximum number of users: 300
- FastTrack deployment support with purchase of 50+ seats at no extra cost
- 24/7 phone and web support
- Licensed for commercial use

Reviews

<https://www.cloudwards.net/dropbox-vs-google-drive-vs-onedrive>

Best of The Big Three: Dropbox vs Google Drive vs OneDrive

By Joseph Gildred (Last Updated: 07 Aug'18)

The Verdict

Dropbox and Google Drive managed two first place finishes, while OneDrive only had one. OneDrive had four second place and no third place finishes, though. Dropbox finished last twice and Google Drive three times.

The table below tallies our votes. Remember, a first place finish receives two points, second place one point and third place no points.

Categories:	Dropbox:	Google Drive:	OneDrive:
Pricing and Storage	Third	First	Second
File Sync	First	Third	Second
File Sharing	Second	Third	First
Cloud Apps	Third	First	Second
Security	First	Third	Second
Total Points:	5 points	4 points	6 points

The race is close, with OneDrive nosing out the others for a victory with six points, Dropbox finishing with five points and Google Drive coming in last with four.

Picking between Dropbox, OneDrive and Google Drive ultimately depends on what you need from a cloud storage provider and what you're willing to put up with to get it.

OneDrive's greatest weakness is by far the absence of at-rest encryption for home consumers. If you can overlook that, it's the best of the bunch. If you can't, Dropbox is a better choice, though it comes at a cost that many will find unpalatable and doesn't have as many apps as Google Drive or OneDrive. For collaboration, Google Drive is the best of the three. Its rebranding as Google One and increased storage capacities should boost its already-considerable active user figures. For the record, we use Google Drive here at Cloudwards.net for producing content, in part, because it's so convenient. The downside is privacy, which is why we also use pCloud.

In a nutshell, we're declaring OneDrive the winner, but with the disclaimer that it isn't the best choice for everyone. Feel free to share your thoughts on the subject below, and thanks for reading.

Final Winner: OneDrive (Six Points)

Runner-Up: Dropbox (Five Points)

Third Place: Google Drive (Four points)

<https://hosting.review/ca/comparison/dropbox-vs-google-drive-vs-onedrive/>

Dropbox vs Google Drive vs OneDrive: Which Cloud Storage Wins?

Last updated: 2019 August 5th by Dani Nolan

Dropbox vs Google Drive vs OneDrive: Google Tops The Chart

When choosing between Google Drive vs OneDrive vs Dropbox, Google Drive stands out for its impressive 15 GB of free storage and relatively cheap paid plans. Its app integrations, and especially the simultaneous editing available in Google's native office apps, make it the best cloud storage platform for collaborating in small teams.

Plus, while the ability to share files is more limited than with Dropbox or OneDrive, the ubiquity of Google products means that you won't have much trouble sending files to friends, family, and coworkers.

In this case, OneDrive offers a less expensive option than Dropbox for Microsoft users, but little support for Linux operating systems. While Dropbox is the most expensive of the three providers, its robust file sharing, desktop syncing, and app integrations make it a strong contender as a cloud storage provider.

<https://www.dailydot.com/debug/google-drive-vs-onedrive-vs-dropbox/>

Google Drive vs OneDrive vs Dropbox: Which cloud service deserves your data?

John-Michael Bond— 2018-08-18 05:30 am | Last updated 2018-08-23 04:49 pm

Google Drive vs OneDrive vs Dropbox: The best overall service

Dropbox

OneDrive is a great service, and Google Drive is invaluable thanks to its connection to Google apps like Docs. However, when you're looking for the best possible cloud storage service, Dropbox beats them all. Its desktop app is easy to install and syncs faster than the competition, while its mobile apps offer the best document scanning and third-party app support out there. Dropbox already works with a huge number of apps you probably already have on your mobile device, and permissions control lets you easily pick which ones get access.

Users on a budget can easily bulk up their available Dropbox storage by getting friends to sign up or utilizing one of Dropbox's data bonus options. Its 1TB Plus plan is a killer deal, available for just under \$100 if you buy a year at a time. When it comes time to invest in some cloud storage we recommend Dropbox, but go ahead and make yourself free OneDrive and Google Drive accounts while you're at it. You never know when you'll need a spare few gigs of storage somewhere online.

<https://www.androidcentral.com/google-drive-vs-dropbox-which-best-file-storage-solution>

Google Drive vs. *Dropbox: Which is the best file storage solution in 2019?*

NICOLE JOHNSTON 24 Aug 2019

Final Thoughts

Both Google Drive and Dropbox work well for storing files in the cloud rather than on your device. Each has mobile apps available so you can access documents both from your desktop and cell phone. Google Drive gives you more space with its free account compared to Dropbox and while both let you pay additional storage Dropbox's maximum is 3TB while Google Drive's is 30TB.

Dropbox does follow and sync changes made to files quicker than Google Drive. This is because Dropbox uses a block-syncing method that only syncs changes made. Google, on the other hand, downloads and reloads the entire document and its changes, so sometimes there is a delay when trying to access these changes from another device.

Google Drive ultimately is our top pick for the best online storage because of the amount of storage you get and the additional features and apps you can access including office programs, like Docs and Sheets, and quick links to services like YouTube and Maps.

Appendix E – Briefing Memo

To: National Executive Council
Subject: File-sharing platforms
Prepared by: Virginia St-Denis, with files from Carolyn Brown and Vicky Bell
Date: For the meeting of September 21-22, 2019
Action: For discussion and decision

1. Purpose

While the national executive council has a Google Drive set up by secretary@editors.ca, many committees have their own systems set up by individual members and volunteers. For example, the Google Drive used by the volunteer webmasters was set up by vstdenis@gmail.com. This situation creates a succession planning problem when the individual volunteer is no longer a member of that committee, or worse, no longer a member of the association.

This briefing memo provides a brief overview of options for file-sharing platforms and a recommended solution for the NEC's discussion and possible approval to move forward in a more secure way.

2. Background

With the recent change in NEC and committee chairs, I discovered the above problem when I started transferring information as interim chair of the communications and marketing committee to the new committee chair. After discussing the matter with various people, it was revealed that other committees were experiencing similar problems.

To have a smooth transition from one year to the next, from one director or committee to the next, a national system could be in place. This would reduce the risk of the national organization losing important corporate information, resources, and history.

3. Key Considerations

Most platforms base their fees on the number of users and the amount of storage space. With nearly 100 volunteers listed on the national executive council, national committees, and national positions, with a few positions still vacant, as well as the four staff in the national office, cost is a major consideration.

Having a national file-sharing system would require national staff to set up and grant permissions for different users to access different folders. For example, only members of the NEC, staff, and recording secretary would have access to the NEC folder. This would require staff time once a year in June (after the conference) or July.

Staff would not be responsible for populating the file-sharing system with materials. This would be the responsibility of each committee.

Some committees already have systems in place, and some may resist the change as being a form of oversight. Messaging about any possible change should reassure committees that neither the NEC nor

staff would interfere in their day-to-day operations, but the NEC could retain its approval authority as it currently exists.

4. Options

1. box	2. CITRIX Sharefile
3. Dropbox	4. Dropsend
5. eFile Cabinet: Rubex	6. Egnyte Connect
7. e-Post Connect	8. Google Drive
9. Hightail	10. Justcloud
11. LiquidFiles	12. Microsoft OneDrive
13. Onehub	14. OpenDrive
15. pCloud	16. SpiderOak
17. SugarSync	18. Sync
19. Tresorit	20.

In a separate project, the certification standing committee has prepared an [Google Sheet](#) comparing the following file-share platform options:

The committee also provided a [file storage summary](#) of their findings. Both of these documents specifically focus on certification’s requirements.

This briefing memo focuses on the research I did of [the big three file-sharing platforms](#) (Dropbox, Google Drive, and Microsoft OneDrive) in search of a solution that would benefit the association as a whole.

5. Costs

Although Microsoft does offer Office 365 Nonprofit Business Essentials, Editors Canada does not qualify as it is a professional association. Without that, the cost for the basic plan is CAD\$6.40/user/month (annual commitment). Total cost would be \$640/month (**\$7,680/year**) for 100 TB

The Dropbox website says they have volume discounts as well as discounts for nonprofits and educational institutions. When I contacted their sales team for more information, this is what I was told.

“Based on what you have said to me I would recommend our Dropbox Business Advanced plan. This plan starts at \$20 per user per month, but with a 30% discount for the non-profit added to that as well.” (\$1,400/month or **\$16,800/year**)

“We do have an alternative plan, which is our Standard Business plan. this plan with the non-profit discount puts you at about \$8.75 per user per month.” (\$612.50/month or **\$7,350/year**)

G Suite for Nonprofits (which includes Google Drive) provides access to G Suite Basic , using your domain, **at no charge**. To be eligible to participate in Google for Nonprofits, an organization must:

- Be registered as a charitable organization in one of the countries listed below. All organizations must be verified as a nonprofit organization by TechSoup or the local TechSoup partner. See country-specific eligibility details below.

Not be:

- A governmental entity or organization
- A hospital or health care organization
- A school, academic institution, or university (philanthropic arms of educational organizations are eligible). To learn more about Google's programs for educational institutions, visit Google for Education.
- Meet the detailed requirements in its country:

Canada

- Organizations must be currently registered with TechSoup Canada, TechSoup Global's regional arm.
- Organizations must be Canadian Charities registered with the Canada Revenue Agency (CRA), Canadian Federal Non-profits registered with Innovation, Science and Economic Development Canada (ISED), or Canadian Provincial Non-profits registered with their corresponding provinces or territories.

6. Risks

The certification standing committee raises concern about privacy of files being stored in American servers. This is also a concern for the Government of Canada, which only uses Canadian servers. OneDrive is the only one of the three major options that has servers in Canada. It is uncertain how much of a risk this would be for the association as a whole.

7. Stakeholders and Consultations

Directors should talk with their committees and national position direct reports about using a national system for file sharing. While sharing the benefits to risk management and a unified system across the national association, input should be encouraged to ensure any concerns are addressed to the benefit of the national association.

An application would need to be filled out with TechSoup Canada to confirm eligibility.

8. Recommendation

The NEC should continue to investigate using Google Drive in the G Suite for Nonprofits as it is the only option Editors Canada would be able to afford as a national file-sharing platform. This would include filling out an application through [TechSoup Canada](#).

Committee chairs and volunteers in national positions should be consulted about the possible move to a national file-sharing system.

9. Next Steps

The NEC should discuss this issue at this meeting and, if agreed, make a motion to proceed with the recommendation or another direction.

If the recommendation is approved by the NEC, directors would talk with their committees and volunteers in national positions to report to them about the possible change. This could be done in October.

If approved, I or the national staff should submit an application to TechSoup Canada to confirm eligibility. This could be done in October.

The NEC and any (hopefully all) committees that agree to take part could start using the system in November or December.

Appendix F – One-Day Workshop for Non-Editors

Attending the Admin Professionals conference has spurred an idea I would like to propose for consideration by the task force for finding members work.

I would like to suggest developing a one-day workshop for admin assistants and partner with the Association of Administrative Professionals (AAP www.canadianadmin.ca) to deliver the course to their members.

Let's call this course "Editors Canada Office Communications Basics" (working title, can be changed).

Goals/purposes in creating this course:

1. To provide Editors Canada members across the country paid work opportunities.
2. To generate revenue for Editors Canada.
3. To raise brand awareness of Editors Canada with a new group of professionals and their networks and organizations.
4. To promote Editors Canada standards through universities and colleges.
5. To reach new audiences and international groups.

The AAP already has ties with 31 universities and colleges where they offer their Canadian Certified Administrative Professional (CCAP) Program (<https://canadianadmin.ca/qaa-designation/educational-partners/>). We could investigate piggy-backing our workshop as part of their program or provide it independently through their education partner institutions.

Possible configuration of the Editors Canada Office Communications Basics course:

- One-day workshop consisting of six 50-minute modules covering a number of basic office communications fundamentals—refresher-level basics—(number and length of modules to be determined)
- Offered as in-person workshop.
- The curriculum for each module is standardized by Editors Canada (by special task force or committee) and taught by local Editors Canada members who specialize or are comfortable in those areas.

- Possible modules could include (suggestions only, to be determined by task force or committee, could be new or adapted from existing webinars)
 - Punctuation
 - Grammar
 - Plain-language
 - Creating a style guide for your organization
 - Introduction to Microsoft Word styles
 - 10 graphic design tips for non-designers
- One or more 50-minute modules to be taught by local Editors Canada members.
- Instructors (Editors Canada members) are paid \$120 per 50-minute module
- Workshop coverage is basic in nature—introductory or refresher level—but could be a good vehicle to promote more in-depth Editors Canada webinars or in-house seminars.
- Suggested enrolment fee: \$484 per person for the full-day course (includes course materials and lunch)

Editors Canada, the AAP, and the specific educational institution where each workshop is held share the costs and profit. (Financial models to be determined and negotiated.)

And this is just one group for whom we could develop a one-day basic office workshop. We could also develop workshops for professional engineers, accountants, psychologists, etc.—any group that creates a lot of documents—and partner with their governing associations.

I spoke briefly with the president of the AAP and she was very interested in investigating ways our two associations could work together, especially with regard to professional training of their people. It is a small but growing organization and they also have ties to larger international partners.

Is this an idea the task force could investigate? I'd be willing to take part in the task force and I could initiate discussions with the AAP. What do you think.

John

Appendix G – Financial Update



EDITORS
RÉVISEURS
CANADA

Financial Update
September 2019

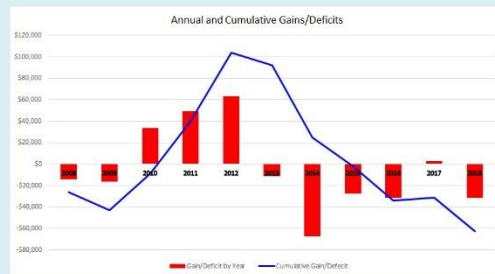
Current status:



The auditor's message:

If the association continues to run
deficits, it will
“not exist for much longer”

How did it come to this?



2012 to 2018: **-\$165,000**

What can we do?

a)



b)



How can we boost income?

- More members (additional membership categories like bulk corporate rate?)
- Higher prices for non-members (conference, certification, webinars), possibly with “membership-included” offers
- Work with branches to maximize the in-house seminar offerings
- Sell more digital publications
- Get more grants
- Find sponsors for events/awards
- More participation in conferences, seminars, webinars, certification, agrément, mentorship etc.
- Other ideas?

How can we reduce costs?

- Reduce payments to twigs and branches for webinars
- Look for ways to save on meeting travel/facilities costs
- Reduce paid hours for part-time staff/professionals
- Reduce the number of platforms and services we use, or have the twigs/branches piggyback on the same ones to make them more cost-effective
- Reduce the services we offer that cost money
- Other ideas?

Branch and Twig Finances: Rethink



Twigs

- Currently keeping their unused money for them as a "debt"
- Total amount held for twigs around \$54,000
- Paying twigs a share of memberships plus share of webinars
- Raise their own revenues from events
- Most twigs don't seem to need the amount we're providing

Twigs

1. Can we ask them to let us use the \$54,000 "debt" to pay down our deficit?
2. Can we discuss changing the way they are allocated money so that we provide what they need, not an amount based on a formula with no connection to their actual expenses?

Branches

- Have their own bank accounts, books and treasurers
- Pay GST/HST in some cases
- Often pay someone to help with bookkeeping/admin and/or pay for accounting software
- Keep reserves in their own accounts that don't count toward association assets (so they don't help to reduce the deficit)

Branches

1. If twigs are asked to return their reserves to national office (i.e., forgive the debt), should branches be asked to do something similar?
2. Should branch finances be managed by national office?
 - a. Could prevent (potentially disastrous) problems with the CRA due to inconsistent GST filing or other tax issues
 - b. May reduce overall expenses by having one paid bookkeeper on one software system instead of each branch and national paying for separate ones
 - c. Branch treasurers would have simpler reporting responsibilities
 - d. Branches could still make their own budgets, but not have to do the extra work

From the Branches section of the by-law:

8.01 Formation and Function

The Association may establish or dissolve branches within Canada as the membership may determine by special resolution. Branches shall have the power to carry out local programs consistent with the purposes and policies of the Association, and under the direction of the Executive Council. Members of the Association may choose which branch to join.

8.02 Branch Executive

A branch executive, elected annually by members of the branch, shall have management and supervision over all the affairs of the branch, subject to any limitations contained in Association policies and as otherwise determined by the Executive Council from time to time. The branch executive shall consist of at least four members performing, at a minimum, the functions of chair, treasurer, secretary and marketing/public relations. The branch shall at all times be accountable to the Association's Executive Council.

Appendix H – Future of Active Voice

Editors Canada has two blogs: *The Editors' Weekly* and *Active Voice*. With reduced financial and volunteer resources, concern has been raised about the need and ability to maintain both.

Background

The cost of printing and distributing a print magazine has become financially unviable for many organizations, including Editors Canada. In recent years, *Active Voice* was printed and posted online as a PDF. The PDF version of *Active Voice* was converted to a blog format with the [winter 2018 edition](#). Because of financial constraints, the 2018 and 2019 editions of *Active Voice* were online only in the blog format.

The Editors' Weekly blog was launched in [November 2012](#). *Active Voice* followed the example set by the existing blog. A subdomain ([ActiveVoice.Editors.ca](#) instead of [blog.Editors.ca](#)) was set up using WordPress.

Both co-editors of *Active Voice* from the spring/summer 2019 edition have stepped down from the position. The director who handled the magazine for the last two years is no longer a director. There are no policies, procedures, or other documentation about how to create an issue. There is no files-sharing system to see what was done for past issues. The only corporate knowledge and history rests with Michelle Ou, invoices in the national office, and the final product online. All of these make it difficult for a volunteer to take over production of *Active Voice*.

Considerations

1. Differentiating the two: Purpose

In 2016, Editors Canada conducted a membership survey. There was no mention of *The Editors' Weekly* in the survey results. The only mention of *Active Voice* was that it was among the least cited platform for survey participants to connect with other members. Only 3% (3 out of 115) of respondents said they connected with others through it.

A mission-type statement for *The Editors' Weekly* is provided in its guidelines document.

Our goal is to feature both new and seasoned editorial perspectives and encourage thought leadership in our profession from both within and outside of the association. Our readership will be current and potential members, as well as existing and potential editorial clients. Through this online forum, we wish to present **interesting and informative content** that is **thought provoking** and demonstrates a high level of integrity and experience.

While *Active Voice* does not appear to have a similar mission-type statement, some guidance can be taken from an *Active Voice*-specific survey that was conducted in April 2017. Of the 164 respondents, 82.72% (134) said one of the main purposes of the magazine was an **information source** for members, 37.90% (100) said an **educational tool** for editors, and 44.44% (72) said a **tangible member benefit**. While each publication is a source of interesting and informative content, neither is a formal educational tool beyond sharing information. *Active Voice* can no longer be considered a tangible member benefit as it is freely accessible online, as is *The Editors' Weekly*.

There isn't a clear distinction between the purpose or form of the two blogs.

2. Differentiating the two: Audience

Although Google Analytics is providing useful website data for *The Editors' Weekly*, it is not for *Active Voice*. The only comparable website data available is that *Active Voice* has 22 approved comments on 55 posts (average 0.4 comments per post), while *The Editors' Weekly* has 1,704 approved comments on 371 posts (average 4.6 comments per post). This shows that readers are 11 times more engaged with the blog's content than with the magazine's content.

Some insights can be found in social media statistics for posts related to the two publications. This is a poor proxy for website data, but it is the only data we have available. As well, *The Editors' Weekly* social media posts were fresh, while the *Active Voice* posts were repeats of early June. This makes the proxy even weaker.

The Editors' Weekly social media stats

Post	Facebook			Twitter		
	Reach	Engagement	Engagement rate	Reach	Engagement	Engagement rate
Sept. 3	1,295	13 likes 1 comment 4 shares 20 link clicks 14 other clicks	3%	529	3 retweets 3 likes 2 link clicks 1 details expanded	1.7%
Aug. 27	1,068	7 likes 2 wows 2 angry 16 comments 2 shares 43 link clicks 117 other clicks	8%	451	3 link clicks 2 details expanded	1.1%
Aug. 20	1,223	37 likes 5 loves 7 comments 3 shares 74 link clicks 85 other clicks	11%	608	9 link clicks 6 likes 2 retweets	2.8%
Aug. 6	679	4 likes 1 share 24 link clicks 7 other clicks 1 hide post	4%	517	4 link clicks 3 likes 2 profile clicks 1 retweet 1 reply	2.1%
July 30	972	18 likes 3 loves 12 comments 2 shares 26 link clicks 67 other clicks	6%	562	20 link clicks 4 details expanded 3 likes 1 retweet 1 reply 1 profile click	5.3%

Facebook had a combined reach of 5,237 and 187 link clicks for an average of 3.6% of followers going to the subdomain website.

Twitter had a combined reach of 2,667 and 38 link clicks for an average of 1.4%

Active Voice social media stats

Post	Facebook			Twitter		
	Reach	Engagement	Engagement rate	Reach	Engagement	Engagement rate
General English	488	6 likes 3 shares 2 photo clicks 7 link clicks 22 other clicks	5%	518	3 retweets 2 likes 2 media clicks 1 link click	1.5%
Lee d'Anjou	1,006	55 likes 22 loves 8 comments 5 shares 39 link clicks 51 other clicks 1 hide post	11%	558	31 media engagements 9 likes 5 details expanded 3 retweets 3 link clicks 1 profile click	9.3%
Elizabeth d'Anjou	503	3 likes 2 photo clicks 8 link clicks 4 other clicks	3%	764	11 media clicks 6 link clicks 5 details expanded 4 likes 2 retweets 1 profile click	3.8%
Letitia Henville	377	6 likes 1 share 2 other clicks	2%	480	5 likes 3 link clicks 1 retweet	1.9%
Heather Ebbs	600	7 likes 3 comments 1 share 11 photo clicks 4 link clicks 22 other clicks 1 hide post	5%	270	1 like	0.4%

Facebook had a combined reach of 2,974 and 58 link clicks for an average of 1.95% of followers going to the subdomain website.

Twitter had a combined reach of 2,590 and 10 link clicks for an average of 0.4%

Among all tweets across all of Twitter in 2018, the average engagement rate (likes, link clicks, shares, comments, etc. ÷ impressions) was 0.046%. For non-profit organizations, it was 0.055%. Among all post

across all of Facebook in 2018, the average engagement rate was 0.16%. For non-profit organizations, it was 0.17%. While both publications (and Editors Canada as a whole) well exceed these averages, the social media link clicks for *Active Voice* is about half of those for *The Editors' Weekly*.

Recommendation

With limited financial and volunteer resources, with continuing difficulties producing *Active Voice*, with an already successful blog, and without a need for two blogs, I recommend merging *Active Voice* into *The Editors' Weekly*.

1. Merger

The Editors' Weekly has a broad readership (763 followers and 1,961 unique website visitors since Aug. 18), reaching outside of the association (only 40.8% are in Canada, 32.0% are in the United States). Some of what *Active Voice* offered could be moved to the existing blog.

Blog Editor Anna Williams and I agree that *The Editors' Weekly* should not be a promotional channel for the association as that would turn off readers. Promotional pieces should be kept to the e-news and social media. However, if the association has news that would be of interest to the larger editing community (members and non-members) and would be covered by a third-party publisher, those types of articles could be posted. For example, the blog reviews books from other publishers and could review the association's publications. Karen Virag and Tom Fairly awards, and Claudette Upton Scholarship recipients have already been profiled.

Active Voice has allowed for the development of themes. The same can be said for *The Editors' Weekly* with regular blog posts for Editors Canada's 40th anniversary, in-house editors, Inner Editors, Wasted Words, etc. I asked about having a guest editor organize a week's worth of posts for a theme week. Anna had an author publish four blog posts in two weeks. Readers complained that it was too much on the same topic. She recommends following a schedule of one post every month or two.

2. French content

Anna would like to have a guest editor solicit French content for at least once every other month, if not monthly. Alternatively, translating one post every other month may be helpful for Francophone members. The new translation service could make that easier to do now than it was in the past.

3. New content

Anna, Michelle Ou, Janine Harker (chair of the communications and marketing committee), and I are considering if and how to approach branches and twigs about sharing their social media better, allowing national to share their stories and their successes with other branches and twigs. This could include sharing blog posts from *West Coast Editor* (BC), *BoldFace* (Toronto), and *Capital Letters* (Ottawa). (*Ampersand* [Quebec] hasn't published since 2014.) Anna mentioned that the branch blogs mostly focus on local events and opportunities, which may not be of interest to a wider audience. However, might it be interesting to ask the branches and twigs to share their professional development plans for the year? What common themes are being discussed and challenges being faced by the branches and twigs that the branches and twigs be asked about their internal best practices? Could the Shauna Babiuk and Anne Curry, as the regional directors, help facilitate this?

These are all part of a rethink of Editors Canada's blogs. No decisions have been made.

Motion

With limited financial and volunteer resources, with continuing difficulties producing *Active Voice*, with an already successful blog, and without the need for two blogs, I move that *Active Voice* be merged into *The Editors' Weekly*.

As this is a substantive revision to the Affiliate Procedures and Membership Procedures (both groups are to receive a free subscription to *Active Voice*), I also move that this motion be put to a vote at the 2020 annual general meeting of members.

Appendix I – Honorary Life Membership Task Force

Members: Letitia Henville, Cathy McPhalen, Lynne Melcombe, Jim Taylor, Joanna Odrowaz

Quarterly report to national executive council for meeting of September 2019

Taskforce delivery date: Not specified

1. Status update on activities from your taskforce’s plan for this year, based on your taskforce brief.

- Completed: Discussion of Wendy Barron’s research on what other organizations do, which has guided task force thinking on who should be eligible, for what types of contributions, and how they might best be selected
- Completed: Gathering of sample rubrics used in other types of review processes and competitions to adjudicate candidates
- In process and close to completion: Devise a rubric for adjudicating candidates for honorary life membership in Editors Canada, defining categories and the levels of contributions within those categories that would indicate an outstanding candidate

2. Priorities for the next quarter

- Complete the rubric for adjudicating candidates for Editors Canada honorary life membership
- Continue discussions on a recommended process and procedures for identifying or proposing candidates
- Continue discussions on a recommended process and procedures for adjudicating candidates

3. Requests or questions for the national executive council

- None at this time

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

n/a

Appendix J – 2019–20 National Committees, Positions, and Task Forces

Awards

Director: Gael Spivak	
Coordinator: Lesley Cameron	

Certification

Director: Berna Ozunal	
Co-chair: Vicky Bell	
Co-chair: Jess Shulman	Editors Toronto
Jaime Miller	
Sarah Robins	
Amy Verbitzky	

Comité Agrément/Principes

Director: Berna Ozunal	
Chair: Anne Fonteneau	Réviseurs Québec
Benoit Arsenault	Réviseurs Québec
Catherine Baudin	
Anissa Bouyahi	Réviseurs Québec

Communications and marketing

Director: Virginia St-Denis	Editors Ottawa–Gatineau
Chair: Janine Harker	
Actively seeking new volunteers	

Conference

Chair: Breanne MacDonald	Editors Hamilton–Halton
Chair: Gael Spivak	Editors Ottawa–Gatineau

Billeting coordinator	Erin Secord
Communications	Suzanne Purkis
Conference Buddies	Leslie Lapides
Local experience	Traci Williams Sophie Pallotta will provide some copy
Photographers	Virginia St-Denis
Print program coordinator	Breanne MacDonald
Session hosts	Needed?
Speakers	Jahleen Turnbull-Sousa
Speed mentoring	Diana Byron
Social media	Alison Chase
Sponsorship	
Vendor Fair	
Volunteer coordinator	Patricia MacDonald
Website	Raya Morrison
Other committee members	Greg Ioannou

The Editors' Weekly (blog)

Director: Virginia St-Denis	
Chair: Anna Williams	Editors Edmonton
Virginia St-Denis (temporary copy editor)	

Facebook group moderators

Director: Patricia MacDonald	
Position: Joanne Haskins	Editors Toronto
Co-moderator: Lenore Hietkamp	Editors British Columbia

Francophone adviser

Director:	
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Position:	
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List monitor

Director: Patricia MacDonald	
Position: Nancy Wills	Editors Kingston

Mediator

Director:	
Position: Suzanne Purkis	Editors Ottawa-Gatineau

Member services

Director: Heather Ross	Editors BC
Chair: Alana Chalmers	Editors Toronto
Aaron Dalton	Editors Calgary
Leslie Lapidés	Editors Toronto
Sara Promslow	Editors Toronto

Mentorship committee

Director: Greg Ioannou	
Chair: Risha Gotlieb	Editors Toronto
Carolyn Brown	Editors Ottawa-Gatineau
Kevin Burns	Editors Ottawa-Gatineau
Anita Jenkins	
Trish Morgan	
Eva van Emden	

National magazine (*Active Voice*)

Director: Virginia St-Denis	
Chair: Anne Boudreault	not responding to V's emails

Publications

Director: Anne Brennan	
Co-chair: Paula Chiarcos	Editors Toronto
Co-chair: Jessica Riches	
Michael Bedford	
Karin Cather	Editors Toronto
Elizabeth d'Anjou	
Jennifer Dinsmore	
Fabiola Fouron	
Leslie Lapidés	Editors Toronto
Tilman Lewis	
Karina Sinclair	

Student relations

Director: Gael Spivak	
Co-chair: Mark Grill	Editors British Columbia
Co-chair: Robin Larin	
Charlene Deck	
Becky Heaman	
Ann Kennedy	Editors Toronto
Becky Noelle	

Training and development

Director: Greg Ioannou	
Chair: Tamra Ross	Editors Edmonton
Michele Litster	Editors Barrie
Miriam Bergeret	

Linda Dessau	
Kim MacDonald	
Blazej Szpakowicz	Editors British Columbia

Volunteer management

Director: Patricia MacDonald	Editors Nova Scotia
Monica Laane-Fralick	Editors Kingston
Robin Larin (VOTM coordinator)	
Marina Demitriou	
Lawrence Karol	
Cathy MacPhalen	
Susan Mayse	
Melissa Venditti	Editors Toronto

40th anniversary task force

Director: Gael Spivak	Editors Ottawa-Gatineau
Chair: Janine Harker	Editors Toronto
Sarah Boon	Editors British Columbia
Heather Buzila	Editors Edmonton
Lisa Frenette	Editors Toronto
Glenna Jenkins	Editors Nova Scotia
Breanne MacDonald	Editors Hamilton-Halton
Jaye Marsh	Editors Toronto
Robin Marwick	Editors Toronto
Leigh Patterson	Editors Manitoba
Paula Sarson	Editors Nova Scotia
Carolyn Wilker	Editors Kitchener-Waterloo-Guelph

Improving access to member services task force

Director: Patricia MacDonald	Editors Nova Scotia
Chair: Valérie Pominville	
Paula Chiarcos	
Kathy Davidson	Editors British Columbia
Joanne Haskins	Editors Toronto
Pamela Hewitt	Editors Toronto
Ann Kennedy	Editors Toronto
Virginia McGowan	Editors Nova Scotia
Rica Night	Editors Toronto
Carol Rigby	
Lucie Wright	
Feedback: Elizabeth d'Anjou, Marg Gilks, Tim Green	

Insurance task force

Director: Patricia MacDonald	Editors Nova Scotia
Chair: Zoe Waller	
Jessica Carey	Editors Manitoba
Rachel Gendron	
Anastasia Ledwon	Editors British Columbia

Standards communication task force

Director: Berna Ozunal	Editors Toronto
Chair: Amy Brown	Editors Toronto
Shelley Egan	
MPES sub-committee	
Chair: Jessica Riches	
Elizabeth d'Anjou	

Jennifer Dinsmore	
Leslie Lapidés	
Tilman Lewis	
Florene Ypma	

Honorary lifetime membership task force

Director: Heather Buzila	Editors Edmonton
Letitia Henville	
Cathy McPhalen	
Jim Taylor	
Lynne Melcombe	
Joanna Odrowaz	

Appendix K – 2021 Conference Cities

- Have received proposals from hotels in Victoria, Kelowna and Edmonton
- Victoria is pretty expensive
- Edmonton is more affordable in terms of guestroom rates and venue costs; one location in Kelowna is comparable to Edmonton (the other is \$300+ a night)
- See pros/cons for each city below

Edmonton vs. Calgary:

- Have only received proposals from Edmonton, but am told Calgary will be more expensive
- We have more members in the Edmonton twig by almost double
- Of the two, I think Edmonton is the better option, but can look into Calgary if the NEC wants me to

PROS/CONS

Edmonton

- Can keep guestroom rate under \$200
- More direct flights into the city
- Not as big a tourist draw? Though proximity to Rockies is a factor
- Fewer members in the area
- Low food and beverage commitment (\$25,000)
- More venue options to look at so more negotiating power

Kelowna

- Guestroom rate will be \$175 or \$300+ depending on venue (only 2 options)
- Food and beverage commitment similar to Edmonton, but not much negotiating power
- Fewer direct flights so not as easy to get to
- More scenic city and more attractive tourist destination?
- More members in BC (but how many in the area?)

Victoria

- Guestroom rate will be \$220-300 depending on venue (only 2 options)
- Much higher food and beverage commitment (\$30,000-40,000)
- Fewer direct flights so not as easy to get to
- More scenic city and more attractive tourist destination?
- More members in BC (but how many on the island?)

Next Steps:

- Need to choose a city. Victoria is likely too expensive and there's only one viable option in Kelowna; Edmonton is probably the best bet unless Kelowna is that much more of a draw?

- Should check in with the local branch/twig to make sure they are okay with hosting (can Shauna do this?)
- Have to narrow proposal list down and start negotiating with hotels
- Can we afford to send Caitlin and/or Breanne to do site visits? Is there someone local who is willing/able to do it? (Need to weigh cost of travel vs. having the experience of the person doing the visits)

FOR THE NEC:

- Please either vote on a city or provide direction for further research
- If a city is chosen, please decide if it's worth the cost to send Caitlin and/or Breanne to the city for site visits.

Appendix L – Quarterly Reports – Requests Summary

President

- N/A

Student Relations Committee

- A couple of new committee members wanted to discuss the “15 reasons to join Editors Canada” node on the website at our two most recent meetings. One of them went through the points one by one to show how few of them she felt apply to students. I think the point is that Editors Canada wants to recruit more student affiliates, with the hope that they will become full members, but the message found in “Benefits of membership” on the website isn’t directed at students.
- I realize that there is a separate section for student affiliates, but these committee members may feel that, when people come to the Editors Canada website, they click to read about memberships and see that node. (Additionally, some committee members also wish to raise the issue of memberships and where students do and should fit in, which will be addressed in a document currently being produced for the “Rethinking Editors Canada” project.)
- Given that roughly 20% of Editors Canada “members” are student affiliates, some committee members feel that students should be acknowledged and see themselves reflected in Editors Canada’s main messages.

40th Anniversary Task Force

- N/A

Vice-President

-

Awards Committee

-

Past President

- Do you know anyone who can do videos, like the ones we have now (images, not live people). The definitions one needs to be updated and there are other ones that people are asking about (the student one in particular). The volunteer who did the other ones is unable to continue with the project.

Secretary

- N/A

Conference Committee

- N/A

Treasurer

- Discuss changes to branch and twig funding formulas recommended by the auditor
- Decide on proposed pricing strategies to be discussed in Q3 meeting
- Approach 2020 budget extremely conservatively; we can't afford to fall short
- Can we look for an outside awards sponsor? As we look to highlight the value of membership, it seems counterproductive to ask our members to fund the awards.
- Identify other possible revenue generators: grants, sponsorships, etc.
- Identify places where we can reduce spending until we are in a better position.
- Explore initiatives where we can partner with other organizations or piggyback on their agreements or activities.

Communications

- N/A

Communications and Marketing Committee

- N/A

Director, Branches and Twigs East

- When will branches and twigs be advised of the current financial situation of the association? Who will share the information and how? What is the role of regional directors in this?
- Could regional directors organize regular virtual meetings for twig or branch members who live far from the usual meeting places, or should such members transfer to a virtual twig if one is formed?

Editors Barrie

- Would it be possible to provide a schedule (dates only) of online meetings for at least a six-month period? A schedule would help with planning at a twig level and beyond.
- Not a question, but sincere thanks to our nominators for the President's Award 2019. Receiving the award was an honour.

Editors Hamilton-Halton

- N/A

Editors Kingston

- Please consider revisiting the requirement for twigs and branches to hold their AGMs before the national AGM. Spring seems to be THE busiest time for our membership (maybe because Kingston is a university town), and we can barely get six people to come out to dinner. Could the twigs (and branches, if need be) be allowed to have their major yearly meeting at the time that works best for them? Kingston's situation is so different from a branch that has hundreds of members.
- We appreciate all the information and support we've received from the national executive.
- We extend a sincere thank you to Heather for being such an attentive regional director.
- It would be good to meet the new Director for the Eastern Region on a teleconference, and we're sure that she intends to organize this.

Editors Kitchener-Waterloo-Guelph

-

Editors Ottawa–Gatineau

- Can the reply-all setting be disabled from the email distribution list?

Editors NL

- N/A

Editors Nova Scotia

- N/A

Révisseurs Québec

- **Request for assistance in promoting a seminar:** Editors Québec (EQ) is planning a French seminar in collaboration with the Network of Translators in Education (NTE). The training about self-editing will be held in Ottawa and simultaneously broadcast online. We wish this way to reach out to our members living in regions or outside the province. In order to do so, we would hope for the National Executive Council (NEC) and for the Head Office assistance. We will provide you with an announcement to be included in the next Editors Canada (EC) newsletter. We would also like to know if it would be possible for EC to publish the info on its social media pages.
- **MailChimp lists Fix required:** it seems that the MailChimp lists that we get for our email blasts are erroneous. I formerly used to receive all emails sent by our administrator to our members. Not lately. I never got the last two ones sent in August, neither in my inbox nor in the spam folder. Other people did receive them though. Consequently, the lists must be incomplete. Unfortunately, we have no way of knowing how many others are just like me missing from the lists.
- **Email language Fix required:** last March, I reported that some Francophone members were receiving emails in English from Editors Canada. One of them, Line Gosselin, has told me that it has since been fixed. But, on May 6, I received the email reminding me to renew my membership... in English.
- **Additional info desired:** we totally understand the need to protect our members' personal data. Consequently, it is fine not to find their address and phone number in the member lists we receive. However, there is some information that we wish to keep getting. Here's which ones and why.

First joined date: we used to send a "welcome to the Québec Branch" email to new members. This email provided useful information regarding our branch: link to our Facebook page, next event announcement, etc. Not knowing when members have first joined makes it impossible for us to differentiate between new adhesions and renewals.

Postal code: unlike other branches, our members are scattered over a large territory. Knowing their postal codes allows us to assess their concentration per region, the distribution of the Anglophones, etc. We can then better decide on the pertinence of holding a seminar in a particular city. We can contact members of a specific region to find volunteers to present the association to students at a local university. So on and so forth.

- **Links to news releases:** on August 22, we received a news release advertising EC's new partnership with Peerwith. We would like to let our Facebook readers know about it. We wish to inform our followers of the benefits they would get from joining our association. In order to do so, we would need to provide them with a link to the entire news release. Can we expect it to be posted on EC's website in the Media > News releases section?
- **Items to consider in order to improve the website:** first, I am totally aware that we do not have the means to improve the website at this moment. Therefore the following observations are meant to be taken into account whenever we will be able to do so. I have been advertising the Québec City conference on social media and I have received many enquiries as how to find the details about the event (program, fees, registration, etc.). People would use the provided link to access the conference web page. Once on the page, they would fail to notice the menu on the left. I must confess that I have had the same problem. For some reason, this menu doesn't seem to grab the Internet users' attention. The visuals need to be improved.

Also, the page is not responsive: the left menu doesn't show on smartphones. Going forward, this will become an issue as more and more people surf the Net on their cell phones, not on computers. Soon, search engine robots won't even consider non-responsive websites. As a result, they won't be referenced anymore.

- **Suggestion for the next AGM:** the confirmation email for the AGM specifically stated that participants should not use the chat function to comment on motions. They had to use the Raise Hand function to do so. But, as we know, people don't read... Therefore, online attendees did use the chat and, by doing so, created distractions. Consequently, people were losing the thread of the discussions, and missing some explanations provided by the chair. Undue frustration and even more chatting ensued. Breanne had a hard time keeping up with the chaotic comments on top of her other duties.

In light of this experience, I recommend that the online participation rules and their purpose be reminded to all at the beginning of each AGM. Members in presence share their opinions in regard to the motions being discussed with the whole assembly. As a matter of fairness, online attendees should do the same. And this can only be achieved by using the Raise Hand function.

Editors Toronto

- N/A

Director, Branches and Twigs West

- What recommendations do we have for the Saskatchewan Branch as they continue to struggle with numbers and having any kind of executive? Do we pursue those recommendations?
- Can future planning templates be updated with clearer instructions? Can we provide samples for those who have never contributed?

Editors British Columbia

- N/A

Editors Calgary

- N/A

Editors Edmonton

- N/A

Editors Manitoba

-

Editors Saskatchewan

-

Member Recruitment and Retention

- N/A

Publications

- N/A

Publications Committee

- N/A

Standards

- BELS Board of Editors in the Life Sciences (BELS) want to offer their exam at our 2020 conference
- Discuss price of foundations test (a one-hour multiple choice test)
- From Comité agrément et principes: Given the fact that no candidate has passed the certification exam with comparative examination certification since it took the form of a real text, the CAP wonders about the admission requirements candidates. Currently, for the general review, the only requirement is to pay the amount provided by the CAB. Is it reasonable?

Certification Steering Committee

- Please review and respond to file-sharing recommendations.
- Discuss (and/or vote on) the BELS request to hold their exam at our 2020 conference.

Comité Agrément/Principes

- Given the fact that no candidate has passed the certification exam with comparative examination certification since it took the form of a real text, the CAP wonders about the admission requirements candidates. Currently, for the general review, the only requirement is to pay the amount provided by the CAB. Is it reasonable?

Training and Development

-

Training and Development Committee

- N/A

Mentorship Program Committee

- Please suggest Francophone members for the committee and as mentors.

Volunteer Relations

- N/A

Member Services Committee

- N/A

Volunteer Management Committee

- N/A

Member Insurance Task Force

-

Executive Director

- N/A

Honorary Life Membership Task Force

- N/A

Finding Work for Members Task Force

- We need to see articles of incorporation to properly research legal aspects and conflict of interest
- We'd like any input you might provide on what to include in/exclude from the survey to ensure we're staying on track

Appendix M – Action Items

Action Items, Current

	Action Item	Person (s) Responsible	Status
1.	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.	Berna Ozunal	
2.	CSC to bring the figures needed for the foundational skills testing committee in the 2019 budget to John Yip-Chuck.	Berna Ozunal	
3.	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.	Heather Buzila Virginia St-Denis John Yip-Chuck	In progress. Further discussion is needed with the new NEC members after the call with the auditor
4.	Berna Ozunal to check on getting French onto the webinars subsite.	Greg Ioannou	In progress
5.	Berna Ozunal to set up a document with resources for people who have to sign documents (for webinars) about using the capabilities in Acrobat.	Greg Ioannou	
6.	All outgoing directors to add any necessary items to the calendar. This should be that they are to ACT on any handover items in the corp calendar (including info for the 2019 annual report).	NEC Directors	DONE
7.	Anne Louise Mahoney and Patricia MacDonald to create the description of the role of awards coordinator.	Anne Louise Mahoney Patricia MacDonald	In progress First draft sent to NEC for comments on June 25, 2019

	Action Item	Person (s) Responsible	Status
8.	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.	Virginia St-Denis	In progress. See report in for the Q3 meeting and discussion there.
9.	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.	Virginia St-Denis	In progress I followed up on Sept. 5 (thanks for the reminder, Janice)

Action Items, Past Meetings

	Action Item	Person (s) Responsible	Status as of June 22, 2019	NEW STATUS
10.	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.	In progress Still to communicate with branches and twigs (which b and t are still holding seminars)
11.	Virginia St-Denis and Michelle Ou to use information about benefits in social media drives.	Virginia St-Denis Michelle Ou	in progress	In progress Awaiting confirmation from Heather Ross, the new director of membership recruitment and retention
12.	Virginia St-Denis to follow up with Jessica Riches to find out when publication of chapbook will occur. CHANGED TO ANNE BRENNAN	Virginia St-Denis AND Anne Brennan	in progress	In progress Now with Anne Brennan
13.	Breanne MacDonald and Heather Buzila to work on video to accompany branch and twig toolkit.	Breanne MacDonald Heather Buzila	in progress	In progress (Heather) Still procrastinating...

	Action Item	Person (s) Responsible	Status as of June 22, 2019	NEW STATUS
14.	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	DONE
15.	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	Greg Ioannou	In progress
16.	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.	
17.	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.	..delete Delete? Gael and I have been discussing this, and Gael has brought it up with Mark and Robin, with no results yet.
18.	Greg Ioannou to follow up with Paula Chiarcos on status of <i>From Contact to Contract</i> . CHANGED TO ANNE BRENNAN	Gael Spivak Greg Ioannou	in progress June: brought in a new volunteer (Mindy Fichter) to take the project over.	
19.	Patricia MacDonald to add the mandates of committees to the website page on committees.	Patricia MacDonald	in progress The original is out for translation.	In progress

	Action Item	Person (s) Responsible	Status as of June 22, 2019	NEW STATUS
20.	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	n/a
21.	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.	Greg Ioannou	in progress	In progress Assigned to a volunteer on committee
22.	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 on data from answers to questions asked of new and renewing members.	Anne Curry to send info to Editors Québec John Yip-Chuck to double check that emails about volunteers are going to director of volunteer
23.	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	In progress
24.	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	In progress need a list of trainer attributes
25.	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	Change to volunteer under Patricia MacDonald
26.	John Yip-Chuck to direct the national office to let branch and twig administrators know about lapsed members.	John Yip-Chuck	in progress	In progress will begin in September
27.	John Yip-Chuck will monitor the change in ownership of Connected Technologies and report back to the NEC.	John Yip-Chuck	In progress	In progress nothing troubling to report at this point

Action Items, On Hold

	Action Item	Person (s) Responsible	Status
28.	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 Very low on the priority list. Will try to get to in December. JY
29.	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
30.	Patricia MacDonald and John Yip-Chuck to talk about the volunteer directory.	Patricia MacDonald John Yip-Chuck	on hold possibly tie into directory of trainers?
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) I don't think this will go forward. Remove?
33.	John Yip-Chuck to have ongoing conversations with Editors Nova Scotia about who will be responsible for event registration.	John Yip-Chuck	n/a 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; too many other priorities

	Action Item	Person (s) Responsible	Status
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
38.	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
39.	John Yip-Chuck to look for low-income, high interest webinars.	John Yip-Chuck	n/a John Y: This never made sense to me. People don't NOT buy webinars because of their price. They don't buy them because they are not interested in them. Let's work on better webinars and better promotion. Flash sale is also working.
40.	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	In progress
41.	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
42.	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
43.	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
44.	Awards coordinator should initiate and work with Michelle Ou on Giving Tuesday 2019.	Gael Spivak	DONE We have an awards coordinator now (Lesley Cameron). I connected Lesley with Michelle on this. Copied Virginia.
45.	Patricia MacDonald to inform Nancy Foran that the translation coordinator will report to the director of volunteer relations.	Patricia MacDonald	DONE
46.	Sandra Gravel to ask Sophie Pallota 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 will work with her on it.)	Sandra Gravel	DONE Done on June 22. Sophie has accepted and will be contacting Breanne.
47.	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.	Gael Spivak	DONE All done (every step of this).
48.	Heather Buzila to let outgoing directors and recording secretary know what positions the incoming directors are taking.	Heather Buzila	DONE
49.	Anne Louise Mahoney to create a document with information and procedures on how to run the Tom Fairley Award.	Anne Louise Mahoney	DONE
50.	Anne Louise Mahoney and Gael Spivak to fill the position of awards coordinator by September 1, 2019.	Anne Louise Mahoney Gael Spivak	DONE
51.	Heather Buzila to list the new signing officers of the branches.	Heather Buzila	DONE
52.	Heather Buzila to set the date and location of the next NEC meeting.	Heather Buzila	DONE

53.	John Yip-Chuck to apply for a trademark for the term 'Professional Editorial Standards.'	John Yip-Chuck	DONE completed July 10, 2019
54.	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	DONE!!! New storage platform Sync online Sept/19; CSC will transfer files to it by the end of the year and work from it exclusively thereafter.
55.	John Yip-Chuck to get a cost from web developers on the creation of a new website.	John Yip-Chuck	DONE approx. \$62,000 in total with initial planning costs of \$10,000
56.	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	DONE
57.	John Yip-Chuck to organize two of the meetings from the 2019-2020 budget in Toronto.	John Yip-Chuck	DONE second meeting changed to Ottawa as per NEC
58.	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	DONE Members can now update their own volunteer activity as of Sept/19. Michelle to send out notice in Oct e-news update.
59.	Task force on honorary life membership policies to report to Heather Buzila as vice-president.	Heather Buzila	DONE

Appendix N – Online Motions, June 22 – September 14, 2019

Motion	Vote	Date
<p>MOVED by Heather Buzila SECONDED by Gael Spivak</p> <p> THAT the NEC appoint directors to the following positions for the 2019-2020 NEC:</p> <p> President: Heather Buzila Vice-president: Lynne Melcombe Treasurer: Michelle Waitzman Secretary: Janice Dyer Past president: Gael Spivak Regional director of branches and twigs – west: Shauna Babiuk Regional director of branches and twigs – east: Anne Curry Communications and marketing: Virginia St-Denis Member recruitment and retention: _Heather Ross Professional standards: Berna Ozunal Publications: Anne Brennan Training and development: Greg Ioannou Volunteer relations: Patricia MacDonald</p>	<p>All in favour: 9 Opposed: 0</p>	<p>June 27, 2019</p>
<p>MOVED BY Breanne MacDonald SECONDED BY Gael Spivak</p> <p> that the NEC approve the Q2 meeting minutes.</p>	<p>All in favour: 9 Opposed:</p>	<p>July 2, 2019</p>
<p>MOVED BY Gael Spivak SECONDED BY Greg Ioannou</p> <p> that the NEC give the following, from July 2019 to September 2020:</p> <ul style="list-style-type: none"> ▪ the executive director a voice (but not a vote) at NEC meetings and in NEC discussions on the email list ▪ other staff a voice (but not a vote) at NEC meetings they attend 	<p>All in favour: 13 Opposed:</p>	<p>July 15, 2019</p>

Motion	Vote	Date
<p>MOVED BY Gael Spivak SECONDED BY Patricia MacDonald</p> <p>that the NEC appoint Lesley Cameron to be the awards coordinator (a national position) for the 2019–20 awards cycle.</p> <p>For background and information on this vote, please see Background #1.</p>	<p>All in favour:</p> <p>Opposed:</p>	<p>July 23, 2019</p>
<p>MOVED BY Michelle Waitzman SECONDED BY Heather Buzila</p> <p>that the following people be approved as signing officers for Editors Canada for the 2019–20 year. (Signing officers must be approved by the NEC, and must include the Executive Director and the Treasurer.)</p> <ul style="list-style-type: none"> ▪ John Yip-Chuck, Executive Director ▪ Michelle Waitzman, Treasurer ▪ Greg Ioannou, Director ▪ Berna Ozunal, Director 	<p>All in favour: 12</p> <p>Opposed:</p>	<p>August 12, 2019</p>

Motion	Vote	Date
<p>MOVED BY Michelle Waitzman SECONDED BY Greg Ioannou</p> <p>that the following people be approved as branch signing officers for Editors Canada for the 2019–2020 year.</p> <p>Editors British Columbia</p> <p>Jesse Marchand, chair Marianne Grier, past chair Tiffany Sloan, treasurer</p> <p>Editors Ottawa–Gatineau</p> <p>Lindsey McDonald, treasurer Sara Caverley, chair</p> <p>Editors Québec</p> <p>Dominique Gaucher, treasurer Karen Schell, administrator</p> <p>Editors Saskatchewan</p> <p>Michelle Boulton, interim treasurer</p> <p>Editors Toronto</p> <p>Catherine Dorton, co-chair Indu Singh, vice-chair Golnaz Farhat, treasurer Arija Berzitis, secretary</p>	<p>All in favour: 11</p> <p>Opposed:</p>	<p>August 12, 2019</p>
<p>MOVED BY Gael Spivak SECONDED BY Patricia MacDonald</p> <p>that the NEC adopt the Directors Handbook and that it be reviewed for updates every May (before the new directors join).</p> <p>For background and information on this vote, please see Background #2.</p>		

Motion	Vote	Date
MOVED BY Virginia St-Denis SECONDED BY Greg Ioannou that contact information for past award recipients be released by the communications manager to the communications and marketing committee chair for the Giving Tuesday fundraising campaign.	All in favour: 11	August 23, 2019

Background #1

The NEC recently abolished the awards committee and replaced it with an awards coordinator position. This is a national position and it reports to the past president. The person will coordinate all of the work on Editors Canada awards (except the Lee d'Anjou Volunteer of the Year Award and President's Award for Volunteer Service) for the award cycle that goes from September to June.

Background #2

Much of the orientation information for directors was not written down. To preserve this corporate memory, past president Gael Spivak wrote the Directors Handbook. Much of it links out to other established documents and areas of the website, to minimize the need to re-write material that would otherwise become dated over time.