

Editors' Association of Canada
Association canadienne des réviseurs

National Executive Council
Meeting Minutes

Zoom
April 25, 2021



EDITORS
RÉVISEURS
CANADA

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PRESENT:

NATIONAL EXECUTIVE COMMITTEE

Heather Buzila	President
Breanne MacDonald	Vice-President
Gael Spivak	Past President
Michelle Waitzman	Treasurer
Caitlin Coote	Secretary
Anne Godlewski	Director, Branches and Twigs
Suzanne Bowness	Director, Communications
Berna Ozunal	Director, Professional Standards
Anne Brennan	Director, Publications
Greg Ioannou	Director, Training and Development
Patricia MacDonald	Director, Volunteer Relations

OTHERS

Natasha Bood	Executive Director
Nicole Watkins Campbell	Volunteer Recording Secretary

1. Call to order

Heather Buzila called the meeting to order at 1:05 p.m.

2. Approval of agenda (Appendix A)

MOVED BY Anne Brennan

SECONDED BY Patricia MacDonald

that the agenda be approved.

Carried (9 yays)

3. Budget update (Appendixes B, C, D, E, F)

Natasha Bood reported that the bulk of the audit is complete. Regular audits are important, and it's best to have one set of books for the whole organization.

The Finance committee has met.

The books for last year are not closed yet, although Appendixes B, C and D contains preliminary data: adjustments are still being made, including refunds for last year's conference.

For 2021, the first quarterly reports are available as Appendixes E and F. Not all revenues are included yet, especially webinar and conference revenues. The office has applied for a Canadian rent subsidy.

Editors Canada did as well as it did in 2020 because we did well on income and saved on expenses, like meetings; the wage subsidy was a huge help. Membership held during 2020. Webinars did really well, especially during the Black Friday sale.

4. Move to CapitalTek and email issues

CapitalTek is now running its software and working for Editors Canada; Calligo (the previous server provider) has met with CapitalTek staff to make transition as smooth as possible for members. CapitalTek also offers a remote telephone system, which will save the office more money. It works from the computer system, like Skype, but the calls go the regular phone numbers.

Roundcube, the previous email software, was an older way of doing emails, and was creating problems. Editors Canada email boxes (for NEC directors, staff and some national positions) will be moved to G Suite. G Suite offers the Gmail service. Members' email boxes can't be moved because there are too many and it would be too expensive.

NEC directors raised the following points and questions:

- Email accounts were offered as a membership benefit, but the association can't offer them securely, and they have become a risk. If a user lost their emails, it could have a significant impact on their business, and they could blame Editors Canada.
- In order for Editors Canada to stop providing email accounts to members, NEC needs to vote. The association would provide email accounts only to directors, staff and national volunteer positions. There is a cost per mailbox. A lot of email is transitory, so not every director or position needs an email box.
- The Roundcube email accounts will still be available, but no one will provide tech support. Members can migrate their Editors Canada email address to another email provider and can forward email from their Editors.ca/Révisseurs.ca account to another account for some months. The association will send reminders to members to move their emails elsewhere.
- Editors Canada still also has some risk of liability if people use their Editors Canada email accounts to spam others. This is the reason for the proposal to stop offering email as a membership benefit. It will save money and avoid risk.
- Several organizations still offer Roundcube email service as a member option.

a. Vote on member email addresses

Moved by Heather Buzila

Seconded by Suzanne Bowness

that Editors Canada no longer offer Editors.ca/Révisseurs.ca email addresses as a member benefit.

Carried (11 yays)

Moved by Breanne MacDonald
Seconded by Greg Ioannou

That Editors Canada will not migrate members' Editors.ca/Révisseurs.ca mailboxes to G Suite and will instead offer forwarding services for a length of time to be determined.

NEC directors raised the following points and questions:

- The email accounts should become unavailable after a certain amount of time. There's no cost to forwarding the emails, just the liability. As well, continuing to forward email will create confusion for members about the availability of these email accounts.
- Members can set up their own email accounts. As well, we probably don't need to shut it off.

Because of the many unanswered questions about forwarding, an amendment was suggested to remove the reference to forwarding, and the directors who moved and seconded the motion agreed to this.

The new motion is:

That Editors Canada will not migrate members' Editors.ca/Révisseurs.ca mailboxes to G Suite.

Carried (11 yays)

Further discussion included:

- Any mentions of email accounts as a member benefit will be removed from the Editors Canada website.
- Members who use the email accounts need to be informed that the service is not fixed.
- The Marketing and Communications Committee could begin to develop communication about the change in the email account benefit for members, and should do so quickly. Natasha Bood will meet with Suzanne Bowness and Michelle Ou to begin talking about it.

5. Serving Francophone members better (Appendix G)

Sylvie Collin was not able to attend the meeting. Heather Buzila led NEC directors through the report at Appendix G, which is a list of suggestions of services that would likely appeal to francophone members. It includes resources that are only partly translated.

Action

For Greg Ioannou to check with Caitlin Stewart about the French webinar site.

Action

For Gael Spivak to contact the Equity, Diversity and Inclusion Task Force and EDI advisor to remind them that resources and documents need to be in English and French.

Blogs could also be made easier for francophone members to search and find. If Marketing and Communications had a list of French words that are common tags, that would be helpful. A specific tag for French posts would also be useful. Blog posts are not always translated into French.

Action

For Suzanne Bowness to contact Sylvie Collin for list of terms for blog post tags.

A director asked about changes the Online Directory of Editors to better meet the needs of francophone editors. The ODE needs a complete overhaul, which is part of the project to refresh the website, and this should become part of that work.

French members would like a French-members-only Facebook group. They can have this; they will administer it. The Québec branch was thinking about setting one up from the branch, but Patricia MacDonald suggested something that includes francophone editors more broadly. The national office staff will set it up and ensure that anyone who asks to join is actually an Editors Canada member.

The agrément group will not return to Editors Canada to set up the agrément exam again. They might form a new francophone editors group or look for another group to join. Sylvie Collin recommends Editors Canada position itself as the best group for francophone members to join. Most of it has to do with the agrément exam.

NEC directors raised the following points and questions:

- No one at Editors Canada has the expertise to administer the agrément exam, and no French volunteers are available to do this work, which is specialized.
- The workload to mark this exam was intense for volunteers; hiring someone is not sustainable.
- Editors Canada has been trying to solve this problem for two years. It might be time to focus on what the association can offer: for example, it may be the only organization offering editing webinars in French.
- If the exam generated revenue, perhaps that would cover the cost of Editors Canada hiring someone to administer and mark the exam. However, after a couple of years, many francophone editors would have taken certification, and it will no longer be a sustainable cost.
- A Foundations-level French-language exam might be sustainable if it were multiple choice on and online.
- The agrément group also wanted criteria for people to join Editors Canada.

- The agrément exam was more complicated than the Foundations exam. It was also less costly.
- If Editors Canada continues to offer French webinars for the next year, it might be able to get a grant to create and administer an agrément exam. Heritage Canada offers grants to start programs.

Heather Buzila will talk with Sylvie Collin about what the exam is like and then talk with the Certification Steering Committee co-chairs.

Action

Heather Buzila and Natasha Bood to look into another Heritage Canada grant for the agrément program. This work should begin by September or October.

Action

Heather Buzila to connect Sylvie and Certification Steering Committee to talk about a French exam similar to the English Foundations exam.

6. Branches and twigs

Anne Godlewski reported that since the email issue was communicated, branches and twigs haven't contacted her with questions or concerns.

Two twigs might merge. The Nova Scotia and Newfoundland and Labrador twigs may merge. They are taking the idea to their members and then will bring it to NEC if twig members agree. Everyone seems to be in favour of the twigs getting together.

7. Break

8. Action items (Appendix H)

Caitlin Coote led NEC directors through action items up to April 15. Appendix H is the updated list of action items.

9. Conference

Nearly 200 people have registered for the conference, and sponsors are still trickling in. Sponsorships have generated \$6000 in conference income (the goal was \$2500). The print on demand store is set up, and may remain set up for some time after the conference. Zoom backgrounds designed for conference registrants. Speakers have not registered. Breanne asked directors to retweet about the conference. Early bird registration closes Tuesday morning. Communication will now begin to target students, who would not be influenced by early pricing. We had budgeted \$105,000 in conference revenues. Expenses will be a bit less than budgeted because of uncertainty about the cost of the platform. The chairs are looking at offering French captioning for some English sessions; it's much less expensive than interpretation.

At the AGM, we have no one to nominate and vote on for the chair for the 2022 conference. It's difficult to recruit before knowing what could happen next year. Editors Canada usually

nominates conference chairs early to begin looking for a venue, but the 2022 venue is in place if it can be held in person; it will be online if we can't meet in person.

As well, the nominations committee has no nominations for the secretary role; members would normally vote on this role at the AGM. NEC might have to shift people around if no one is nominated for the secretary role; NEC needs a secretary.

10. Update on ongoing projects

a. Publishing Committee

The Proofreading book is now with the designer; it should be done in time for the conference. Volunteers are taking over *Editing Like a Pro*. The sub-committee working on the equity and inclusion handbook is concerned about the timing for offering the handbook because of concern expressed in Facebook groups. One member of colour has left because the committee had so many white people on it. Three people of colour are working behind the scenes, but are not clearly involved with the project. Members of the Equity, Diversity and Inclusion Task Force are interested in the project but can't make time to work on the committee.

Action

Anne Brennan to contact EDI advisor Adebé DeRango-Adem for suggestions of committee members to work on an equity and inclusion handbook.

One suggestion was to ask Iva Cheung to work on the committee.

Another suggestion was to make the task force's involvement more obvious. Its role is to provide recommendations, and it's best to go through the EDI advisor for suggestions.

Heather Buzila contacted Anne Brennan and CSC to have someone manage the booth at the ACES conference to promote publications and certification exams.

b. Insurance task force

Patricia MacDonald reported that there is no update.

She asked if the Membership Committee should contact new Editors Canada members just before the end of their first term to ask about their satisfaction? It might encourage them to stay with the organization if they were thinking about not renewing. This could be done quarterly and would not mean contacting a lot of people each time.

c. Certification [discount]

Berna Ozunal emailed the committee about the NEC's feedback on their request to offer 10 percent discounts to members who failed the exam as an incentive to them to rewrite it. The committee believes the goodwill gesture will make a difference. They found no record of their previous decision in the decision log. They would like to go ahead unless NEC feels it's not a good idea. Berna recommends they offer 15 percent, and the committee seems to have agreed with this.

Moved by: Berna Ozunal
Seconded by: Anne Brennan

that NEC accept CSC's proposal to offer a discount to rewrite a failed exam. This offer should be included in the letter telling them they've failed.

Carried (11 yays)

d. Transition to G Suite

This project is ongoing.

e. Webinars

Natasha Bood reported that Editors Canada has hired someone to coordinate webinars. The second posting brought a good number of candidates, and committee hired their first choice. Karel Malkoun is a French-speaking candidate who is a master's student and willing to work part time. She begins May 3.

Natasha will ask her to support the francophone conference.

f. Career Builder Committee

Gael Spivak reported that there is no update.

g. EDI task force

The Equity, Diversity and Inclusion Task Force is winding down in June, having completed the work they were asked to do. They will make some recommendations and might recommend another committee. They have been working closely with Adebé DeRango-Adem all along.

The Equity fellowships motion has passed, and Gael Spivak asked that NEC directors spread the word on social media. Adebé expressed concern that the time to apply was too short for this year, so Gael noted that it will need support from the directors to market it and asked them to mention that the timeline for applying is short.

h. Standards Committee

Berna Ozunal reported that the committee is continuing its work.

i. Website task force

Breanne MacDonald reported that she is looking for a leader for the task force. The task force is working on a survey for members about the website. It will be the first step in the project before their inventory of the current site. She asked NEC directors to send her name of potential task force leaders.

j. MarComm Committee

Suzanne Bowness reported on updates:

- The Hire an Editor Committee received good feedback on the campaign
- Marcomm
 - is implementing LinkedIn changes
 - found someone to look into having editors in libraries and schools and is now thinking about strategy
 - is working on raising the profile of awards
- Anyone with a project should let the committee know. The committee chair would like to speak briefly to NEC to promote their work.
- The committee is looking for a proofreader for the blog.
- The committee would like to change its name.

Moved by Suzanne Bowness
Second by Gael Spivak

That the Communications and Marketing Committee be renamed Marketing and Communications Committee.

Carried (11 yays)

Editors Canada has a crisis communications process in place. It might be in the Communications document now in the folder on Google Workspace.

Action

Suzanne Bowness to look at existing crisis communications guidance and assess and revitalize it, working with Michelle Ou.

11. ODE fee reduction for transitional members (Appendix I)

Heather Buzila reported that last year at AGM, the Student Relations Committee moved a proposal to reduce the Online Directory of Editors fee for students. They withdrew the motion at the AGM because of concern that the motion wasn't detailed enough. They did research and learned that respondents didn't actually want the fee reduction for students; they wanted a transitional rate for editors who have been members for less than two years.

This topic would no longer be under the responsibilities of the Student Relations Committee.

NEC directors raised the following points and questions:

- This proposal makes more sense than offering a discount to students. Might even help new members to stay on.
- Transitional members already get a break on membership fees. Editors should be listed in the ODE only if they are fully qualified members. Students should not have access.

- Students have access to the ODE because members voted in favour of it in 2014.
- There was a student badge on the ODE; but that functionality on the website is broken.
- As we overhaul the website, it's too soon to make this decision and see what this functionality would cost.
- Separate flags for students and beginner editors is a good idea, but we can't check the work of editors already listed in the ODE. Editors Canada doesn't guarantee the quality of members' work.
- It might be good to offer a badge for certified editors.

Action

Heather Buzila and Breanne MacDonald to discuss a reduced ODE fee for transitional members once the website task force is looking at the ODE.

12. Transferring ownership of Google Docs

Heather Buzila reminded NEC directors to transfer their files to NEC Google Workspace. Michelle Ou emailed NEC directors a process for doing this. Heather Buzila offered to help anyone having trouble with the process. The deadline for transferring files is in June.

13. Next meeting: Tuesday, May 25, 2021, 5 p.m. ET

14. Adjournment

MOVED BY Greg Ioannou

SECONDED BY Patricia MacDonald

that the meeting be adjourned.

Carried

Appendix A—Agenda

AGENDA / ORDRE DU JOUR
Editors' Association of Canada / Association canadienne des réviseurs
National executive council meeting (April 25, 2021)

Zoom link:

<https://us02web.zoom.us/j/88978665742?pwd=bWEwVXo4Qmo4L1JZV3FMSzRNVzZ4QT09>

Passcode:

966851

Attending:

- NEC members
- Natasha Bood, executive director
- Nicole Watkins Campbell, volunteer recording secretary

NEC documents in [Google Drive](#)

Sunday, April 25, 2021
1:00 pm to 4:00 pm ET

1. Call to order (1:00)
2. Approval of agenda
3. [Budget update](#) (1:00 to 1:10) Michelle W and Natasha
4. Move to CapitalTek and email issues (1:10 to 1:30) Natasha
 - a. Vote on member email addresses
5. [Serving Francophone members better](#) (1:30 to 2:10) Heather (and Sylvie Collin will attend)
6. Branches and twigs (2:10 to 2:25) Anne G.
7. Break (2:25 to 2:30)
8. [Action items](#) (current and past) (2:30 to 2:50) Caitlin
9. Conference (2:50 to 3:00) Heather and Breanne

10. Update on ongoing projects (3:00 to 3:30)

- a. Publishing Committee Anne B.
- b. Insurance task force Patricia

Certification [discount] Berna

- c. Transition to G Suite Natasha
- d. Webinars Greg
- e. Career Builder Committee Gael
- f. EDI task force Gael
- g. Standards Committee Berna
- h. Website task force Breanne
- i. MarComm Committee Sue

11. [ODE fee reduction for transitional members](#) (3:30 to 3:40) Heather

12. Transferring ownership of Google Docs (3:40 to 4:00) Natasha?

13. Next meeting: May 25, 2021

14. Adjournment

Appendix B—2021 Budget to Actual Comparison

Editors Canada 2021 Budget to Actual Comparison	2019 Actuals	2020 Budget	2020 Projected Year End as of April 16, 2021	2021 Budget	2021 Actuals Q1 * some revenue not allocated yet.	2021 Projected year end as of April 16, 2021	Notes
Revenue							
Twig Event Revenue							
Calgary	860	0	0	0			Why is this revenue not in budget for 2020?
Nova Scotia	395	0	0	0			"
Edmonton	4,037	0	0	0			"
Total Twig Event Revenue	5,292	0	0	0	0	0	
Award Funds							
Tom Fairley Award	1,475	3,750	1300	1500			Budget based on 2019 Actuals
Upton Scholarship	650	1,075	500	500			"
Virag Award	400	475	400	400			"
Total Award Funds	2,525	5,300	2,200	2,400	0	0	
Donations	1,787	0					2020 higher from people who decided to donate conference fee. Budget based on 2019 actuals and assumes a decrease due to COVID
Total Donations	1,787	0	8,119	1,500	105	0	
Other income (46400)							

Appendix C—Balance Sheet 2020

Editors Canada Balance Sheet As of December 31, 2020

	<u>Total</u>
Assets	
Current Assets	
Cash and Cash Equivalent	
10100 Term/GICs	10,716.91
10101 TERM/GIC 2	10,608.15
10250 TD Business Investor	10,106.29
11000 TD Chequing Account	121,646.44
11500 TD TWIG Chequing Account	0.00
11505 BC Branch Cash Accounts	
11506 BC Branch - TD Business Investor Savings	10,000.00
11507 BC Branch - TD Chequing	15,300.92
Total 11505 BC Branch Cash Accounts	\$ 25,300.92
11510 Quebec Branch Cash Accounts	
11511 Quebec Branch - RBC Chequing	8,486.76
11512 Quebec Branch - TERM Deposits - GIC	12,000.00
Total 11510 Quebec Branch Cash Accounts	\$ 20,486.76
11515 Ottawa-Gatineau Cash Accounts	
11516 Ottawa-Gatineau - TD Chequing	30,689.01
11517 Ottawa-Gatineau savings Account	5,026.71
Total 11515 Ottawa-Gatineau Cash Accounts	\$ 35,715.72
11520 Saskatchewan Cash Accounts	
11521 Sask. Branch - TCU Bank	16,361.79
Total 11520 Saskatchewan Cash Accounts	\$ 16,361.79
11525 Toronto Branch Cash Accounts	
11526 Toronto Branch - TD Bank	15,836.40
11527 Toronto Branch - Investment Account	3,030.64
11528 Toronto Branch - Petty Cash	97.30
11529 Toronto Branch - Cash Float - Meetings	115.00
Total 11525 Toronto Branch Cash Accounts	\$ 19,079.34
11600 11600 CLEARING ACCOUNTS	
11601 Gift Tool Clearing	0.00
11605 FindJoo Clearing	-231.58
Total 11600 11600 CLEARING ACCOUNTS	-\$ 231.58
12001 *Undeposited Funds	4,453.06

Total Cash and Cash Equivalent	\$ 274,243.80
Accounts Receivable (A/R)	
12000 Accounts Receivable	57,321.95
12005 BC Branch AR	3,170.98
12006 Quebec Branch AR	2,671.89
12007 Ottawa Gatineau Branch AR	999.44
12008 Toronto Branch - AR	3,883.86
12009 Saskatchewan Branch AR	389.95
Total Accounts Receivable (A/R)	\$ 68,438.07
10200 Petty Cash	200.00
12200 Accrued Receivables	0.00
12700 Prepaid Expenses	16,054.64
12701 Ottawa-Gatineau Prepaid Expenses	-184.75
15200 ECE Books Inventory	6,087.40
Total Current Assets	\$ 364,839.16
Total Assets	\$ 364,839.16
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
22000 Accounts Payable	22,982.00
22001 BC Branch AP	500.00
22002 Quebec Branch AP	-31.05
22003 Ottawa-Gatineau AP	219.72
22004 Toronto Branch AP	339.00
Total Accounts Payable (A/P)	\$ 24,009.67
Credit Card	
22040 TD CASH BACK VISA - exec dir	1,211.48
22050 TD Business VISA	0.00
22060 TD Cash Back VISA - interim	127.98
22070 TD Cash Back VISA - Michelle Ou	-13.33
22080 Ottawa-Gatineau - TD CC	760.77
22081 Ottawa-Gatineau CC Payable	-146.90
Total Credit Card	\$ 1,940.00
21000 Due to/(from) Branches	
21010 British Columbia Branch	0.00
21020 Prairie Province Branch	0.00
21030 Saskatchewan Branch	0.00
21040 Toronto Branch	0.00
21050 Ottawa Gatineau	0.00
21060 Quebec/Atlantic Cda Branch	0.00
Total 21000 Due to/(from) Branches	\$ 0.00

22012 Upton Scholarship fund	0.00
22015 Fairley Fund	0.00
22016 Virag Award Fund	6,408.00
22020 Deferred Membership Revenue	12,149.50
22021 Deferred Certification Revenue	0.00
22022 Deferred Webinar Revenue	0.00
22023 Deferred ODE Revenue	1,200.00
22024 Deferred Conference Revenue	0.00
22025 Deferred Pre-Conference revenue	885.00
22026 Deferred Conference Sponsorship	250.00
22027 Deferred Revenue - Other	5,115.93
23100 Receiver General Payable	0.00
24100 Payroll Liabilities	0.00
24200 Accrued Liabilities	18,009.21
25500 GST/HST Payable	15,886.66
25530 GST/QST Payable	-700.64
25550 PST Payable (BC)	0.00
25551 PST Payable (MB)	0.00
25552 PST Payable (ON)	0.00
25554 PST Payable (SK)	0.00
26000 Due to/(from) Twigs	0.00
26100 KWG Twig	0.00
26200 Hamilton-Halton Twig	0.00
26300 Kingston Twig	0.00
26400 Nova Scotia Twig	0.00
26500 Newfoundland and Labrador Twig	0.00
26600 Calgary Twig	0.00
26700 Manitoba Twig	0.00
26800 Edmonton Twig	0.00
26900 Barrie Twig	0.00
Total 26000 Due to/(from) Twigs	\$ 0.00
27000 OG - Current Liabilities	-586.35
27001 OG - GST/HST Owing	-361.00
27010 Toronto - GST Payable	-3,422.17
27011 Toronto - Payroll Liabilities	-0.03
Ministère du Revenu Suspense	0.00
Receiver General Suspense	0.00
Total Current Liabilities	\$ 80,783.78
Non-current Liabilities	
20000 BANK LOAN TERM LN PROC	40,000.00
Total Non-current Liabilities	\$ 40,000.00
Total Liabilities	\$ 120,783.78
Equity	

30000 Opening Balance Equity		0.00
30010 Unappropriated		0.00
35000 Branch Fund Balances		
35010 BC Branch - Unrestricted Net Assets		24,333.84
35020 Quebec Branch - Unrestricted Net Assets		24,070.16
35030 Ottawa-Gatineau - Unrestricted Net Assets		36,696.68
35040 Saskatchewan - Unrestricted Net Assets		15,519.38
35050 Toronto Branch - Unrestricted Net Assets		21,729.45
Total 35000 Branch Fund Balances	\$	122,349.51
36000 Twig Fund Balances		
36010 KWG Twig - Unrestricted Net Assets		2,830.10
36020 Hamilton-Halton Twig - Unrestricted Net Assets		2,581.18
36030 Kingston Twig - Unrestricted Net Assets		3,325.55
36040 Nova Scotia Twig - Unrestricted Net Assets		7,973.15
36050 Newfoundland & Lab Twig - Unrestricted Net Assets		365.49
36060 Calgary Twig - Unrestricted Net Assets		10,442.60
36070 Manitoba Twig - Unrestricted Net Assets		2,952.32
36080 Edmonton Twig - Unrestricted Net Assets		6,233.46
36090 Barrie Twig - Unrestricted Net Assets		689.44
Total 36000 Twig Fund Balances	\$	37,393.29
National - Unrestricted Net Assets		-39,307.53
Profit for the year		123,620.11
Total Equity	\$	244,055.38
Total Liabilities and Equity	\$	364,839.16

Thursday, Apr 08, 2021 12:47:01 PM GMT-7 - Accrual Basis

Appendix D—Income Statement 2020

Editors Canada Profit and Loss January - December 2020

	<u>Total</u>
INCOME	
42000 Award Funds	
42100 Tom Fairley award	1,300.00
42200 Upton Scholarship award	500.00
42300 Virag Award	400.00
	<u> \$</u>
Total 42000 Award Funds	2,200.00
43400 Donations	
43450 Individ, Business Contributions	8,119.19
	<u> \$</u>
Total 43400 Donations	8,119.19
44500 Government Grants	72,672.35
46400 Other Types of Income	428.23
46420 Bank rebate	235.00
46430 Miscellaneous Income	381.88
46470 Interest Income	593.96
	<u> \$</u>
Total 46400 Other Types of Income	1,639.07
47200 Program Income	
47215 Franco Affairs	287.44
47220 Certification Revenue	225.00
47230 Membership	274,120.53
47240 Mentorship program	1,349.00
47250 Online Directory of Editors	38,241.42
47260 Conference Revenue	40,772.01
47270 Conference Sponsorship	6,750.00
47280 Online Training - Webinars	82,572.69
	<u> \$</u>
Total 47200 Program Income	444,318.09
48200 Publication Income	2,883.89
48220 Test Prep Guides	7,045.00
48240 ECE and Niches	6,809.32
48250 Standards - general	3,931.00
48270 MPES/ELAP	2,560.00
	<u> \$</u>
Total 48200 Publication Income	23,229.21
	<u> \$</u>
Total Income	552,177.91
	<u> \$</u>
GROSS PROFIT	552,177.91

EXPENSES**60100 Salaries Benefits and Insurance**

60105 Regular Salaries	159,086.74
60110 EI	3,420.25
60120 CPP	7,588.15
60130 Employee Benefit	1,551.67
60150 Payroll Service Fee	823.03
60160 Tax Ben	0.00
60170 Long-term disability	-1,854.41
60180 Insurance - Liability, D and O	9,455.36

Total 60100 Salaries Benefits and Insurance **180,070.79**

60300 Awards and Grants

60310 Tom Fairley Award	3,000.00
60330 Upton Scholarship Award	1,000.00
60340 Virag Award	400.00

Total 60300 Awards and Grants **4,498.89**

60400 Branch Expenses

60410 British Columbia Branch	6,155.61
60430 Saskatchewan Branch	650.84
60440 Toronto Branch	7,112.28
60450 Ottawa Gatineau Branch	3,643.93
60460 Quebec Atlantic Branch	4,172.21

Total 60400 Branch Expenses **21,734.87**

60900 Twig Expenses

60910 NF and Lab Expense	150.00
60920 Hamilton Halton Expense	600.00
60930 KW and Guelph Expense	600.00
60940 Calgary Expense	1,800.00
60950 Kingston Expense	1,000.00
60960 Nova Scotia Expense	1,800.00
60970 Edmonton Expense	1,800.00
60980 Manitoba Expense	600.00
60990 Barrie Expense	250.00

Total 60900 Twig Expenses **8,600.00**

61000 Customer Management Fees

61010 GiftTool	2,255.40
61030 Findjoo	1,954.42

Total 61000 Customer Management Fees **4,209.82**

61100 C/C processing fees

61110 Mastercard MSP fees	1,230.23
61120 VISA MSP fees	2,208.95

61130 AMEX MSP Fees	293.82
61150 GBL MSP Fees	8,317.17
	<u>\$</u>
Total 61100 C/C processing fees	12,050.17
61200 Charges and Fees	50.00
61210 TD Monthly Plan Fee	350.00
61220 TD Merchant Solutions Fees	1,480.92
61230 TD Bank charge	574.67
61260 Square fees	78.76
	<u>\$</u>
Total 61200 Charges and Fees	2,534.35
62100 Contract Services	
62110 Accounting Fees	27,650.96
62130 Translation services	3,104.31
62140 Legal Fees	20,250.00
62160 Computer Consulting	14,467.94
62170 Professional Services	24,487.00
62180 Development and Design	405.43
62190 Mentor Services	515.24
	<u>\$</u>
Total 62100 Contract Services	90,880.88
62800 Facilities and Equipment	
62820 Facilities and venue rental	2,208.94
62840 Equip Rental and Maintenance	2,703.74
62860 Utilities	116.14
62870 Property Insurance	4,212.00
62890 Rent	24,027.28
	<u>\$</u>
Total 62800 Facilities and Equipment	33,268.10
63000 Conference Expenses	539.12
65000 Operations	
65020 Postage, Mailing and Courier	714.36
65030 Printing and Copying	576.30
65040 Office supplies and furniture	748.20
65050 Telephone, Telecommunications	2,303.21
65070 Web Apps and other software	9,169.34
65095 EAC National Office expense	350.92
	<u>\$</u>
Total 65000 Operations	13,862.33
65100 Other Types of Expenses	
65110 Event meals and catering	976.93
65120 Penalty and late fees	1,104.43
65130 Interest Expense - General	50.16
65150 Memberships and Dues	1,109.55
65160 Honoraria	4,456.18
65161 Royalties - Webinar Presenter	10,072.27

65170 Staff Development	31.47
65180 Parking	15.93
81000 Rounding	0.00
	<u> </u>
	\$
Total 65100 Other Types of Expenses	17,816.92
65195 Credit card charge back	121.86
65200 Travel Expense	
65210 Travel Fares	2,574.82
65220 Ground Transportaton	57.85
65230 Per Diem	240.00
65240 Accommodation	175.10
65250 Travel Parking	43.73
	<u> </u>
	\$
Total 65200 Travel Expense	3,091.50
65300 Marketing and Promotion	130.73
65310 Advertising Expenses	697.00
	<u> </u>
	\$
Total 65300 Marketing and Promotion	827.73
65400 Refund Expense	
65410 Membership Refund	638.95
65420 Webinar Refund	1,364.19
65470 Conference Refund	40,772.01
	<u> </u>
	\$
Total 65400 Refund Expense	42,775.15
Uncategorized Expense	0.00
	<u> </u>
	\$
Total Expenses	436,882.48
OTHER INCOME	
70000 BC Branch Revenue	
70001 BC Branch - Membership Revenue	6,588.24
70002 BC Branch - Pro-D Workshops	7,420.00
70003 BC Branch - Interest Income	256.47
70004 BC Branch - Misc. Income	509.15
	<u> </u>
	\$
Total 70000 BC Branch Revenue	14,773.86
71000 Quebec Branch Revenue	
71001 Quebec Branch - Transfer Pymnts Nat Office	5,425.73
71003 Quebec - Seminar Income	3,435.00
71005 Quebec - Interest Income	65.00
	<u> </u>
	\$
Total 71000 Quebec Branch Revenue	8,925.73
72000 Ottawa-Gatineau Income	
72001 Ottawa-Gatineau Transfers from National	4,122.28
72002 Ottawa-Gatineau Seminar Revenue	4,769.25
72003 Ottawa-Gatineau - Misc Income	19.00
72004 Ottawa-Gatineau - Interest Revenue	0.86
72005 Ottawa-Gatineau - Revenue - Other	-438.75
	<u> </u>
	\$
Total 72000 Ottawa-Gatineau Income	8,472.64

73000 Saskatchewan Branch Income	
73001 Sask - Transfer Pymts - National Office	1,401.91
73002 Sask - Bank Interest	7.90
	\$
Total 73000 Saskatchewan Branch Income	1,409.81
74000 Toronto Branch Income	
74001 Toronto Branch - Donations	372.33
74002 Toronto Branch - Investment Interest	9.11
74003 Toronto Branch - Membership Dues	8,694.90
74004 Toronto Branch - Programs/Donations	327.98
74005 Toronto Branch - Seminar Income	3,500.00
	\$
Total 74000 Toronto Branch Income	12,904.32
	\$
Total Other Income	46,486.36
OTHER EXPENSES	
90000 BC Branch Expenses	
90001 BC - Pro-D Workshop Speakers	2,635.00
90002 BC - Branch Co-ordinator	6,000.00
90003 BC - C/C Fees	626.05
90004 BC - Facilities and Venue Rental	708.65
90005 BC - Postage	258.49
90006 BC - Printing & Copying	33.17
90007 BC - Office Supplies	143.05
90008 BC - Event Meals and Catering	208.83
90009 BC - Speaker Gifts	294.08
90010 BC - Advertising Expenses	228.48
	\$
Total 90000 BC Branch Expenses	11,135.80
91000 Quebec Branch Expenses	
91001 QB - Networking Events	789.49
91002 QB - Accomodation and Travel	47.15
91003 QB - Catering	532.73
91004 QB - Online Reg Costs	97.49
91005 QB - Gifttool Fee	334.71
91006 QB - IATS Fee	96.00
91007 QB - Printing & Reproduction	172.26
91008 QB - Site Fees	699.20
91009 QB - Speaker Fees	1,966.75
91010 QB - Postage, Mail, Courier	271.31
91011 QB - Web Apps & Other Software	118.96
91012 QB - Bank Service Charges	333.17
91013 QB - Interest & Bank Charges	114.23
91014 QB - Branch Administrator	2,990.00
91015 QB - Branch AGM Expenses	172.46
91016 QB - Transfers to Nat Office	1,000.00

	\$
Total 91000 Quebec Branch Expenses	9,735.91
92000 Ottawa-Gatineau Expenses	
92001 OG - Subcontractors	3,000.00
92002 OG - Printing	178.65
92003 OG - Venue Rental	1,751.41
92004 OG - Subcontractors 2	180.00
92005 OG - Honorarium	430.25
92006 OG - Postage & Courier	5.00
92007 OG - Catering	475.91
92008 OG - Venue Rental 2	400.00
92009 OG - Bank Charges	56.48
92010 OG - Credit Card Charges	19.71
92011 OG - Gifttool/IATS Charges	627.30
92012 OG - Courier & Postage	396.00
92013 OG - Advertising & Promotions	236.96
92014 OG - Office Supplies	124.98
92015 OG - Executive Expenses	630.00
92016 OG - Executive Meeting	12.50
	\$
Total 92000 Ottawa-Gatineau Expenses	8,525.15
93000 Sask. Branch Expenses	
93001 SK - Postag	177.45
	\$
Total 93000 Sask. Branch Expenses	177.45
94000 Toronto Branch Expenses	
94010 Toronto - Communications	
94011 Toronto - Domains	48.00
94012 Toronto - Facebook Boosts	29.99
94013 Toronto - Mailchimp	154.38
94014 Toronto - Word on the Street	50.00
94015 Toronto - WordPress Plan	129.00
	\$
Total 94010 Toronto - Communications	411.37
94020 Toronto - Office Exp.	
94022 Toronto - Administrative Service	3,450.00
94023 Toronto - Bank service Charges	523.50
94024 Toronto - Postage & Delivery	167.50
	\$
Total 94020 Toronto - Office Exp.	4,141.00
94030 Toronto - PD-Seminar Exp	
94031 Toronto - Instructor Fees - Seminar	1,260.00
	\$
Total 94030 Toronto - PD-Seminar Exp	1,260.00
94040 Toronto - Program Expense	
94041 Toronto - Charitable donation	2,075.00
94042 Toronto - Speaker/Host	700.00

	\$
Total 94040 Toronto - Program Expense	<u>2,775.00</u>
	\$
Total 94000 Toronto Branch Expenses	<u>8,587.37</u>
	\$
Total Other Expenses	<u>38,161.68</u>
	\$
PROFIT	123,620.11

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Appendix E—Balance Sheet Q1 2021

Editors Canada Balance Sheet

As of March 31, 2021

	<u>Total</u>
Assets	
Current Assets	
Cash and Cash Equivalent	
10100 Term/GICs	10,716.91
10101 TERM/GIC 2	10,608.15
10250 TD Business Investor	10,109.56
11000 TD Chequing Account	225,251.67
11500 TD TWIG Chequing Account	0.00
11505 BC Branch Cash Accounts	
11506 BC Branch - TD Business Investor Savings	10,000.00
11507 BC Branch - TD Chequing	15,300.92
Total 11505 BC Branch Cash Accounts	\$ 25,300.92
11510 Quebec Branch Cash Accounts	
11511 Quebec Branch - RBC Chequing	8,486.76
11512 Quebec Branch - TERM Deposits - GIC	12,000.00
Total 11510 Quebec Branch Cash Accounts	\$ 20,486.76
11515 Ottawa-Gatineau Cash Accounts	
11516 Ottawa-Gatineau - TD Chequing	30,689.01
11517 Ottawa-Gatineau savings Account	5,026.71
Total 11515 Ottawa-Gatineau Cash Accounts	\$ 35,715.72
11520 Saskatchewan Cash Accounts	
11521 Sask. Branch - TCU Bank	16,361.79
Total 11520 Saskatchewan Cash Accounts	\$ 16,361.79
11525 Toronto Branch Cash Accounts	
11526 Toronto Branch - TD Bank	15,836.40
11527 Toronto Branch - Investment Account	3,030.64
11528 Toronto Branch - Petty Cash	97.30
11529 Toronto Branch - Cash Float - Meetings	115.00
Total 11525 Toronto Branch Cash Accounts	\$ 19,079.34
11600 11600 CLEARING ACCOUNTS	
11601 Gift Tool Clearing	-2,816.82
11605 FindJoo Clearing	-38,518.91
11606 Stripe Clearing	-20,548.48
Total 11600 11600 CLEARING ACCOUNTS	-\$ 61,884.21
PLCLCAD Plooto Clearing	0.00

12001 *Undeposited Funds		-2,394.71
Total Cash and Cash Equivalent	\$	309,351.90
Accounts Receivable (A/R)		
12000 Accounts Receivable		-80.45
12005 BC Branch AR		3,170.98
12006 Quebec Branch AR		2,671.89
12007 Ottawa Gatineau Branch AR		999.44
12008 Toronto Branch - AR		3,883.86
12009 Saskatchewan Branch AR		389.95
Total Accounts Receivable (A/R)	\$	11,035.67
10200 Petty Cash		200.00
12200 Accrued Receivables		0.00
12700 Prepaid Expenses		16,054.64
12701 Ottawa-Gatineau Prepaid Expenses		-184.75
15200 ECE Books Inventory		6,087.40
Total Current Assets	\$	342,544.86
Total Assets	\$	342,544.86
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable (A/P)		
22000 Accounts Payable		10,273.67
22001 BC Branch AP		500.00
22002 Quebec Branch AP		-31.05
22003 Ottawa-Gatineau AP		219.72
22004 Toronto Branch AP		339.00
Total Accounts Payable (A/P)	\$	11,301.34
Credit Card		
22040 TD CASH BACK VISA - exec dir		653.73
22050 TD Business VISA		0.00
22060 TD Cash Back VISA - interim		127.98
22070 TD Cash Back VISA - Michelle Ou		-13.33
22080 Ottawa-Gatineau - TD CC		760.77
22081 Ottawa-Gatineau CC Payable		-146.90
Total Credit Card	\$	1,382.25
21000 Due to/(from) Branches		
21010 British Columbia Branch		0.00
21020 Prairie Province Branch		0.00
21030 Saskatchewan Branch		0.00
21040 Toronto Branch		0.00
21050 Ottawa Gatineau		0.00
21060 Quebec/Atlantic Cda Branch		0.00

Total 21000 Due to/(from) Branches	\$	0.00
22012 Upton Scholarship fund		0.00
22015 Fairley Fund		0.00
22016 Virag Award Fund		6,408.00
22020 Deferred Membership Revenue		12,149.50
22021 Deferred Certification Revenue		0.00
22022 Deferred Webinar Revenue		0.00
22023 Deferred ODE Revenue		1,200.00
22024 Deferred Conference Revenue		0.00
22025 Deferred Pre-Conference revenue		885.00
22026 Deferred Conference Sponsorship		250.00
22027 Deferred Revenue - Other		5,115.93
23100 Receiver General Payable		0.00
24100 Payroll Liabilities		0.00
24200 Accrued Liabilities		17,157.35
25500 GST/HST Payable		1,621.71
25530 GST/QST Payable		788.89
25550 PST Payable (BC)		0.00
25551 PST Payable (MB)		0.00
25552 PST Payable (ON)		0.00
25554 PST Payable (SK)		0.00
26000 Due to/(from) Twigs		0.00
26100 KWG Twig		0.00
26200 Hamilton-Halton Twig		0.00
26300 Kingston Twig		0.00
26400 Nova Scotia Twig		0.00
26500 Newfoundland and Labrador Twig		0.00
26600 Calgary Twig		0.00
26700 Manitoba Twig		0.00
26800 Edmonton Twig		0.00
26900 Barrie Twig		0.00
Total 26000 Due to/(from) Twigs	\$	0.00
27000 OG - Current Liabilities		-586.35
27001 OG - GST/HST Owing		-361.00
27010 Toronto - GST Payable		-3,422.17
27011 Toronto - Payroll Liabilities		-0.03
Ministère du Revenu Suspense		-636.90
Receiver General Suspense		0.00
Total Current Liabilities	\$	53,253.52
Non-current Liabilities		
20000 BANK LOAN TERM LN PROC		60,000.00
Total Non-current Liabilities	\$	60,000.00
Total Liabilities	\$	113,253.52

Equity	
30000 Opening Balance Equity	0.00
30010 Unappropriated	0.00
35000 Branch Fund Balances	
35010 BC Branch - Unrestricted Net Assets	24,333.84
35020 Quebec Branch - Unrestricted Net Assets	24,070.16
35030 Ottawa-Gatineau - Unrestricted Net Assets	36,696.68
35040 Saskatchewan - Unrestricted Net Assets	15,519.38
35050 Toronto Branch - Unrestricted Net Assets	21,729.45
Total 35000 Branch Fund Balances	\$ 122,349.51
36000 Twig Fund Balances	
36010 KWG Twig - Unrestricted Net Assets	3,430.10
36020 Hamilton-Halton Twig - Unrestricted Net Assets	3,081.18
36030 Kingston Twig - Unrestricted Net Assets	4,126.35
36040 Nova Scotia Twig - Unrestricted Net Assets	9,723.15
36050 Newfoundland & Lab Twig - Unrestricted Net Assets	515.49
36060 Calgary Twig - Unrestricted Net Assets	12,242.60
36070 Manitoba Twig - Unrestricted Net Assets	3,552.32
36080 Edmonton Twig - Unrestricted Net Assets	6,233.46
36090 Barrie Twig - Unrestricted Net Assets	939.44
Total 36000 Twig Fund Balances	\$ 43,844.09
National - Unrestricted Net Assets	84,312.58
Profit for the year	-21,214.84
Total Equity	\$ 229,291.34
Total Liabilities and Equity	\$ 342,544.86

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Appendix F—Income Statement Q1 2021

Editors Canada Profit and Loss January - March, 2021

	<u>Total</u>
INCOME	
43400 Donations	
43450 Individ, Business Contributions	105.00
Total 43400 Donations	\$ 105.00
44500 Government Grants	8,328.00
46400 Other Types of Income	
46430 Miscellaneous Income	311.60
46470 Interest Income	3.27
Total 46400 Other Types of Income	\$ 314.87
47200 Program Income	
47230 Membership	55,385.55
47240 Mentorship program	475.00
47250 Online Directory of Editors	7,359.57
47260 Conference Revenue	800.00
47280 Online Training - Webinars	4,853.50
Total 47200 Program Income	\$ 68,873.62
48200 Publication Income	
48220 Test Prep Guides	1,260.00
48240 ECE and Niches	146.23
48250 Standards - general	1,840.00
Total 48200 Publication Income	\$ 3,246.23
Total Income	\$ 80,867.72
GROSS PROFIT	\$ 80,867.72
EXPENSES	
60100 Salaries Benefits and Insurance	
60105 Regular Salaries	39,084.25
60110 EI	864.55
60120 CPP	2,101.60
60130 Employee Benefit	2,947.11
60150 Payroll Service Fee	303.30
60160 Tax Ben	0.00
60170 Long-term disability	-470.85
Total 60100 Salaries Benefits and Insurance	\$ 44,829.96
60900 Twig Expenses	

60910 NF and Lab Expense		150.00
60920 Hamilton Halton Expense		600.00
60930 KW and Guelph Expense		600.00
60940 Calgary Expense		1,800.00
60950 Kingston Expense		1,000.00
60960 Nova Scotia Expense		1,800.00
60970 Edmonton Expense		1,875.00
60980 Manitoba Expense		600.00
60990 Barrie Expense		250.00
Total 60900 Twig Expenses	\$	8,675.00
61000 Customer Management Fees		
61010 GiftTool		309.26
61030 Findjoo		420.00
Total 61000 Customer Management Fees	\$	729.26
61100 C/C processing fees		
61110 Mastercard MSP fees		119.67
61120 VISA MSP fees		142.71
61130 AMEX MSP Fees		15.64
61150 GBL MSP Fees		2,381.03
Total 61100 C/C processing fees	\$	2,659.05
61200 Charges and Fees		50.00
61210 TD Monthly Plan Fee		0.00
61220 TD Merchant Solutions Fees		76.90
61230 TD Bank charge		116.14
Total 61200 Charges and Fees	\$	243.04
62100 Contract Services		
62110 Accounting Fees		9,315.70
62130 Translation services		743.20
62160 Computer Consulting		8,448.50
Total 62100 Contract Services	\$	18,507.40
62800 Facilities and Equipment		
62840 Equip Rental and Maintenance		620.42
62870 Property Insurance		-780.00
62890 Rent		5,974.22
Total 62800 Facilities and Equipment	\$	5,814.64
63000 Conference Expenses		10,883.00
65000 Operations		
65040 Office supplies and furniture		48.14
65050 Telephone, Telecommunications		824.88
65070 Web Apps and other software		5,627.47
Total 65000 Operations	\$	6,500.49
65100 Other Types of Expenses		

65150 Memberships and Dues		400.00
65160 Honoraria		2,059.50
65170 Staff Development		158.20
65190 Speaker gifts		25.00
Total 65100 Other Types of Expenses	\$	2,642.70
65300 Marketing and Promotion		294.34
65310 Advertising Expenses		266.68
Total 65300 Marketing and Promotion	\$	561.02
PLTRCAD Transaction Fee		37.00
Total Expenses	\$	102,082.56
PROFIT	-\$	21,214.84

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Appendix G—Serving Francophone Members Report

English follows

Mieux servir nos membres francophones

Réflexions en vrac

Les constats, réflexions et suggestions qui suivent résultent de commentaires reçus de membres et de discussions avec Patricia Macdonald, Agnès André et Nancy Foran.

Observations et commentaires reçus

Nous savons déjà que les francophones ont accès à moins d'outils et de services que les anglophones. La situation s'est améliorée dans les deux dernières années, mais cette amélioration n'est pas encore perçue. Plusieurs initiatives de Réviseurs Canada en français restent méconnues des membres. Plusieurs trouvent difficile de repérer les contenus en français et nos outils ne facilitent pas toujours les choses. Voici les principales difficultés rencontrées.

1. Ressources

Certaines ressources sont partiellement traduites. Cela contribue à la perception d'être mal servi en français ou à l'impression que les ressources sont produites pour les anglophones. À titre d'exemples :

- Les pages Web sur les webinaires;
- La page Web du blogue L'Hebdomadaire des réviseurs;
- La [liste de ressources en révision touchant le principe de l'inclusivité](#) : le titre et les sous-titres de la section sur les ressources en français n'ont pas été traduits.

Suggestion

Trouver une solution pour s'assurer que le matériel produit en français est adapté au contexte francophone et rédigé dans une forme acceptable pour l'auditoire visé. Pistes à explorer : établir des règles à respecter par les comités dans la production de matériel en français; les inclure dans le guide de style utilisé par l'équipe de traduction; former un comité d'approbation composé de francophones...

2. Blogue L'Hebdomadaire des réviseurs

La page du blogue offre des outils de recherche par mois et par auteur, mais pas par langue. Les seuls mots français mentionnés dans le nuage de mots-clés sont *rédaction*, *révision* et *traduction*. Or, ces mots, lorsqu'ils sont cliqués, ne donnent pas accès à tous les blogues en français. Ceux qui traitent d'autres sujets comme le réseautage ou le travail de pigiste, par exemple, n'apparaîtront pas dans les résultats de recherche. L'obtention d'une liste partielle des blogues en français renforce l'impression d'avoir accès à un contenu limité en comparaison avec les anglophones.

Suggestion

Ajouter un moteur de recherche par langue à la page du blogue L'Hebdomadaire des réviseurs. Une telle option permettrait aux francophones de trouver facilement toutes les publications en français.

3. Répertoire électronique des réviseurs

Le répertoire n'est pas du tout adapté à la réalité des réviseuses et réviseurs francophones. À titre d'exemples :

- Le formulaire d'inscription au répertoire est en anglais.
- Les listes déroulantes de la section « Skills, Experience and Interests » sont entièrement en anglais et ne reflètent pas les réalités de la révision en français.
- Les pages Web du répertoire sont partiellement traduites passant du français à l'anglais d'une phrase à l'autre.

Cette situation est particulièrement frustrante pour les membres francophones unilingues qui ont payé pour inscrire leur profil au répertoire.

Suggestion

Repenser entièrement le répertoire électronique des réviseurs avec une équipe formée de francophones et d'anglophones.

4. Page Facebook pour membres seulement

La difficulté à repérer des publications en français dans la multitude de discussions en anglais sur la page Facebook pour membres seulement rebute les francophones. Les visiteuses et les visiteurs occasionnels ont l'impression que ça se passe uniquement en anglais.

Suggestion

Créer une page Facebook pour membres seulement en français. Une telle page offrirait aux francophones un guichet unique où être informés de tous les outils et services en français à leur disposition. Elle servirait notamment à :

- Offrir un espace d'échanges en français;
- Annoncer les nouvelles de Réviseurs Canada en français;
- Faire connaître les outils et services existants;
- Informer les francophones hors Québec d'activités organisées par Réviseurs Québec auxquelles ils peuvent participer;
- Partager des offres d'emplois ou de mandats (et rappeler de consulter le tableau d'affichage des offres d'emploi).

Programme d'agrément en révision linguistique (PARL)

Le 15 mars 2021, un groupe de réviseuses et réviseurs francophones de la région de Québec a lancé un sondage intitulé « Avis sur la création d'une nouvelle entité des professionnelles et des professionnels de la révision linguistique ». Selon l'information que nous avons, ils auraient envoyé ce sondage à toutes les étudiantes et à tous les étudiants actuels et passés des programmes de rédaction et de révision de l'Université Laval. Ils souhaitent les consulter sur la pertinence de créer une nouvelle association ou de s'associer à une organisation existante. Le courriel mentionne que la mission de cette entité consisterait, entre autres, à promouvoir la révision professionnelle auprès des donneurs d'ouvrage. Nous savons d'autre part que ce groupe a l'intention de mettre sur pied un nouveau programme d'agrément.

Une des personnes à l'origine de cette initiative est une enseignante aimée et hautement respectée du programme en révision de l'Université Laval. Elle y enseigne plusieurs cours, dont des cours obligatoires. Conséquemment, elle est en contact avec toutes les étudiantes et tous les étudiants du programme. Elle est aussi auteure de plusieurs ouvrages dans ce domaine. Sa réputation et son poste la placent dans une position privilégiée pour recruter des membres.

Afin de positionner Réviseurs Canada comme étant LA référence en révision en français au Canada, l'association doit prendre rapidement des mesures pour :

- Promouvoir les principes directeurs en révision professionnelle;
- Offrir un programme de perfectionnement professionnel étoffé;
- Réinstaurer son programme d'agrément en révision linguistique.

D'autre part, il est très probable que le coût d'adhésion à la nouvelle association sera inférieur à celui de Réviseurs Canada. Nous devons réfléchir à des mesures incitatives pour attirer et retenir les membres francophones. Les rabais et autres avantages obtenus grâce à l'adhésion doivent clairement compenser un coût d'adhésion plus élevé.

5. Promouvoir les principes directeurs en révision professionnelle

La promotion des principes directeurs en révision professionnelle a été entreprise à l'occasion de rencontres avec des responsables de programme de rédaction et de révision dans les universités de la région de Montréal. Une initiative plus large et plus structurée se révélerait plus efficace pour assurer la notoriété de Réviseurs Canada.

6. Offrir un programme de perfectionnement professionnel étoffé

Le recrutement d'une personne à la coordination des webinaires en français répondra à ce défi. La priorité de la nouvelle association sera de mettre sur pied un programme d'agrément. Elle mettra donc du temps avant d'avoir les ressources pour offrir des activités de perfectionnement professionnel. Avec un programme varié de webinaires pertinents, Réviseurs Canada se positionnera comme la référence en formation continue pour les réviseuses et réviseurs.

7. Réinstaurer son programme d'agrément en révision linguistique

Le principal défi de Réviseurs Canada pour se positionner comme LA référence en révision en français concerne l'agrément. Pour réussir, nous devons :

- Proposer un programme d'agrément reconnu comme sérieux et fiable;
- Le mettre en place avant celui de la nouvelle association.

Nous ne sommes malheureusement pas en mesure de le faire en ce moment. Nous n'avons pas de membres qualifiés, disponibles et volontaires pour accepter ce mandat. Une solution possible consisterait à rémunérer une personne qualifiée pour mener à bien cette initiative. Il serait relativement facile de recruter des bénévoles pour l'appuyer dans cette tâche.

Cela implique que nous devons trouver les fonds pour le salaire de la personne recrutée. Il s'agirait d'un poste à temps partiel. Une équipe pourrait être formée afin de réfléchir aux différentes stratégies possibles pour concrétiser ce projet. Il existe peut-être une subvention applicable. Si le programme de webinaires connaît un grand succès, il pourrait couvrir ce salaire en plus de celui du coordonnateur ou de la coordonnatrice des webinaires. Nous pourrions envisager de lier le maintien du titre de réviseuse ou réviseur agréé à la participation à des activités de formation continue. Etc.

Serving our Francophone members better

Thoughts in bulk

The following findings, thoughts and suggestions are the result of comments received from members and discussions with Patricia Macdonald, Agnès André and Nancy Foran.

OBSERVATIONS AND COMMENTS RECEIVED

We already know that Francophones have access to fewer tools and services than Anglophones. The situation has improved in the last two years, but this improvement is not yet perceived. Many Editors Canada initiatives in French remain unknown to members. Many find it difficult to locate French content and our tools do not always make it easy. Here are the main difficulties encountered.

8. Resources

Some resources are partially translated. This contributes to the impression of being underserved in French or that the resources are produced for English speakers. For example:

- Webinars webpages;
- The Editors' Weekly blog webpage;
- The [document with editing resources related to inclusivity](#): the title and subtitles of the French resources section have not been translated.

Suggestion

Find a solution to ensure that materials produced in French are adapted to the Francophone context and produced in a form acceptable to the intended audience. Avenues to explore: establish rules for committees to follow when producing French materials; include them in the style guide used by the translation team; form an approval committee composed of Francophones...

9. Editors' Weekly Blog

The blog page offers search tools by month and by author, but not by language. The only French words that appear in the tag cloud are *rédaction*, *révision* and *traduction*. However, these words, when clicked, do not give access to all French blogs. Those that deal with other topics such as networking or freelance work, for example, will not appear in the search results. Getting a partial list of French blogs reinforces the impression of having access to limited content compared to English speakers.

Suggestion

Add a language search engine to the Editors' Weekly blog page. This would allow French speakers to easily find all French publications.

10. Online Directory of Editors

The directory is not at all adapted to the reality of Francophone editors. For example

- The directory registration form is in English.
- The drop-down lists in the “Skills, Experience and Interests” section are entirely in English and do not reflect the realities of French-language editing.
- The directory webpages are partially translated and switch from French to English from sentence to sentence.

This is particularly frustrating for unilingual French-speaking members who have paid to have their profile listed in the directory.

Suggestion

Completely redesign the Online Directory of Editors with a team of French and English speakers.

11. Facebook—Members-Only Private Group

Francophones are put off by the difficulty of finding French posts in the multitude of English discussions on the Facebook—Members-Only Private Group. Occasional visitors have the impression that it is only in English.

Suggestion

Create a Facebook—Members-Only Private Group in French. Such a page would provide Francophones with a one-stop shop for information on all the French-language tools and services available to them. It could be used to

- Provide a space for discussion in French;
- Announce news from Editors Canada in French;
- Publicize existing tools and services;
- Inform Francophones outside of Quebec of activities organized by Editors Québec in which they can participate;
- Share job offers or mandates (and remind users to look at those on the job board).

Programme d’agrément en révision linguistique (PARL)

On March 15, 2021, a group of francophone editors in the Quebec City area launched a survey entitled “*Avis sur la création d’une nouvelle entité des professionnelles et des professionnels de la révision linguistique*”. This could translate into “Opinion on the creation of a new entity for professional editors”. According to the information we have, they have sent this survey to all current and former students of the copywriting and editing programs at Laval University. They wish to consult them on the relevance of creating a new association or joining an existing one. The email mentions that the mission of this entity would be, among other things, to promote professional editing to clients. We also know that this group intends to develop a new accreditation program in French.

One of the people behind this initiative is a beloved and highly respected teacher in the editing program at Laval University. She teaches several courses there, including some required courses. As a result, she is in contact with all the students in the program. She is also the author of several books in this field. Her reputation and position put her in a prime position to recruit members.

To position Editors Canada as THE reference for French-language editing in Canada, the association must take prompt action to

- Promote the *Principes directeurs en révision professionnelle*;
- Offer an enhanced professional development program;
- Reinstate its *Programme d'agrément en révision linguistique*.

On the other hand, it is very likely that the cost of membership in the new association will be lower than that of Editors Canada. We will need to consider incentives to attract and retain French-speaking members. Discounts and other benefits of membership must clearly offset a higher cost of membership.

12. Promote the Principes directeurs en révision professionnelle

The promotion of the professional editing guidelines was undertaken through meetings with writing and editing programs at universities in the Montreal area. A broader, more structured initiative would be more effective in raising the profile of Editors Canada.

13. Offer an enhanced professional development program

The recruitment of a French webinar coordinator will address this challenge. The priority for the new association will be to develop an accreditation program. It will therefore take time before it has the resources to offer professional development activities. With a varied program of relevant webinars, Editors Canada will position itself as the reference for continuing education for editors.

14. Reinstate its Programme d'agrément en révision linguistique

The main challenge of Editors Canada to position itself as THE reference in French-language editing is accreditation. To succeed, we will have to:

- Propose an accreditation program recognized as serious and reliable;
- Put it in place before the new association launches its own.

Unfortunately, we are not currently able to do so. We do not have qualified, available, and willing members to accept this mandate. One possible solution would be to pay a qualified person to lead this initiative. It would be relatively easy to recruit volunteers to support them in this task.

This implies that we need to find the funds for the salary of the person recruited. This would be a part-time position. A team could be formed to think of different strategies to make this project happen.

There might be a grant available. If the webinar program is highly successful, it could cover this salary in addition to the webinar coordinator. We could consider tying the maintenance of the “réviseur agréé” designation to participation in continuing education activities. Etc.

Appendix H—Action Items

Action Items, Past Meetings

	Action Item	Person (s) Responsible	Previous Status	NEW STATUS
1.	Natasha Bood to look into the possibility of members paying their fees quarterly rather than all at once. March 21, 2021	Natasha Bood	Ongoing	
2.	Natasha Bood to look into the potential for Findjoo to handle promotional codes for any service. March 21, 2021	Natasha Bood	In progress	
3.	Berna Ozunal to let Certification Steering Committee know that they can explore the Institute of Professional Editors Limited (IPEd) model for exam invigilation. March 21, 2021	Berna Ozunal	Ongoing	
4.	Natasha Bood to look into the option to have quarterly recurring payments for membership. Feb. 21, 2021	Natasha Bood	Ongoing	
5.	Greg Ioannou, Michelle Waitzman and Natasha Bood to talk about possible Heritage Canada grant applications for May. Jan. 17, 2021	Greg Ioannou, Michelle Waitzman, Natasha Bood	In progress	
6.	Michelle Waitzman, Greg Ioannou, Natasha Bood to discuss adding applying for a grant from Heritage Canada for the French min-conference. (Sylvie Collins has to consider how it would work online). Jan. 17, 2021	Michelle Waitzman, Greg Ioannou, Natasha Bood	In progress	
7.	Anne Brennan to contact Berna Ozunal to see if the Certification Committee system has version control in the system they use for their work. Jan. 17, 2021	Anne Brennan	In progress	
8.	Anne Brennan to talk to Publications Committee about their budget for 2021. Sept. 27, 2020	Anne Brennan	In progress	In progress

	Action Item	Person (s) Responsible	Previous Status	NEW STATUS
9.	Berna Ozunal to talk with Anne Brennan about student critique of ELAP, proofreading publication.	Berna Ozunal	In progress	In progress
10.	Michelle Waitzman to email branches about importance of collecting HST.	Michelle Waitzman	Waiting on transition to new bookkeepers to get input from them re rules.	On hold/ In progress
11.	Heather Buzila to schedule Zoom meeting with Sylvie Collins and Gael Spivak on SQRP.	Heather Buzila	Emailed in June, and Sylvie hadn't heard anything new but is going to reach out to the SQRP. Will schedule meeting later in the summer.	In progress; Sylvie is contacting the former agrément committee members first before approaching SQRP.
12.	Michelle Waitzman to put together a package of financial information for branches and twigs.	Michelle Waitzman	In progress	In progress. Will send a 2020 update when available.
13.	Michelle Waitzman to contact Anne Godlewski to let them know they can share financial info package with the twigs and branches.	Michelle Waitzman	In progress	In progress. See above.
14.	Caitlin Coote to deal with mentorship issues as follows: - 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	Caitlin Coote		In progress
15.	NEC directors to record actions completed on the Rethink document.	NEC directors	Ongoing	In progress

	Action Item	Person (s) Responsible	Previous Status	NEW STATUS
16.	Heather Buzila to provide interim reports on the Rethink document and what has been done and by whom to the regional representatives.	Heather Buzila	In progress	In progress
17.	Heather Buzila to keep track of actions that have been taken on the Rethink document and by whom and present the results to the membership at the AGM.	Heather Buzila	In progress	In progress
18.	Natasha Bood, Breanne MacDonald, and Heather Ross to talk about getting the "Pathways to Success" infographic out to members. CHANGED TO Heather Buzila	Heather Buzila	In progress. Michelle Ou asked for input	Talked to Michelle Ou and I'll figure out how to include this in the 2021 conference swag bag.

Action Items, On Hold

	Action Item	Person (s) Responsible	Status
19.	Caitlin Coote to raise with Mentorship chair whether any mentors would be willing to mentor a diversity scholarship holder for free. Feb. 21, 2021	Caitlin Coote	On hold
20.	Gael and Greg to discuss writing an Editors Canada handbook based on the ISO standards and to keep Anne Brennan informed for Publications Committee. Oct. 25, 2020	Gael Spivak Greg Ioannou	On hold. The standard is not going to be adopted until after the summer.
21.	Patricia MacDonald to put out a call for a video volunteer. Sept. 5, 2020	Patricia MacDonald	On hold
22.	Anne Brennan to set up Zoom meeting with Breanne MacDonald and Greg Ioannou to talk about distributing ELAP as an ebook.	Anne Brennan	On hold

	Action Item	Person (s) Responsible	Status
23.	Greg Ioannou to ask Tamra Ross about having the student affiliate status on the ODE and also to change the Aboriginal to Indigenous.	Greg Ioannou	On hold
24.	Natasha Bood to give more detailed financial reports to the NEC directors quarterly.	Natasha Bood	On hold until new bookkeeper begins
25.	Natasha Bood to develop "Member since XXXX" badges for each year that the organization has existed so that members can self-select their own.	Natasha Bood	On hold. Very low on the priority list.
26.	Natasha Bood to look into the possibility of partnering with a French dictionary.	Natasha Bood	On hold until English dictionary is published/launched.
27.	Patricia MacDonald and Natasha Bood to talk about the volunteer directory.	Patricia MacDonald Natasha Bood	On hold. Volunteer spreadsheet being developed instead.
28.	Natasha Bood to investigate the possibility of a mini-conference put on by branches and twigs, supported by national office.	Natasha Bood	On hold
29.	NEC to review each year the list of possible trademarks to apply for.	NEC	On hold until March, 2020.
30.	Gael Spivak and Natasha Bood 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 Natasha Bood	On hold. John Y started; too many other priorities.
31.	Natasha Bood 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.	Natasha Bood	On hold until Member 365 sorted out. Part of a larger issue to do with the membership data base.
32.	Natasha Bood to talk to Editors Toronto about partnering on professional development events.	Natasha Bood	On hold

	Action Item	Person (s) Responsible	Status
33.	Sue Bowness to develop and test some calls to action and taglines for the dictionary project.	Sue Bowness	On hold until dictionary project is up and running again.
34.	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
35.	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.
36.	Editors Canada president to contact presidents of organizations with whom Editors Canada has partnerships.	Heather Buzila	On hold until new president takes office.
37.	Greg Ioannou to contact Tamra Ross about Drupal and our website.	Greg Ioannou	On hold. It will have budget impact.
38.	Michelle Waitzman to talk to Breanne MacDonald (conference chair) and Heather Ross to discuss including membership fees at the conference.	Michelle Waitzman Heather Ross	On hold until 2021 conference. Not being pursued this year. Heather R investigating several options.

Action Items, Done

	Action Item	Person (s) Responsible	Status
39.	Michelle Waitzman to schedule a financial sub-committee meeting. March 21, 2021	Michelle Waitzman	DONE
40.	Suzanne Bowness to talk with marcom committee to brainstorm and develop ways of connecting with libraries for association promotion. March 21, 2021	Suzanne Bowness	DONE

	Action Item	Person (s) Responsible	Status
41.	Breanne MacDonald to talk to Michelle Ou about communicating on the importance of nominating people for awards, especially the Karen Virag award. March 21, 2021	Breanne MacDonald	DONE
42.	Suzanne Bowness to go to Marcomm to brainstorm strategies on how to connect with other committees and document how to do a campaign and complete analysis afterward. Feb. 21, 2021	Suzanne Bowness	DONE
43.	Greg Ioannou to give Natasha Bood the phone number of the real estate agent that specialises in office sublets. Feb. 21, 2021	Greg Ioannou	DONE
44.	Greg Ioannou to contact Berna Ozunal about adding fiction editing standards to the profession editorial standards. Feb. 21, 2021	Greg Ioannou	DONE
45.	Greg Ioannou to find out the cost to pay instructors for three webinars. Feb. 21, 2021	Greg Ioannou	DONE
46.	Caitlin Coote to find out the cost for Editors Canada to pay for three mentorships. Feb. 21, 2021	Caitlin Coote	DONE
47.	Anne Brennan to talk to Anne Brennan about applying for a CIP number. Jan. 17, 2021	Anne Brennan	DONE
48.	Berna Ozunal to suggest that the Certification Steering Committee check their decision log to see why they previously decided against giving discounts and to reconsider the timing of offering a discount to editors who have failed an exam. March 21, 2021	Berna Ozunal	DONE

Appendix I—Student Relations Committee Report on ODE fees

The student relations committee has been gathering data to decide if we should resubmit our proposal from last year to decrease the cost of an ODE listing for student affiliates (SA).

We have done the following:

- Discussed it at length as a committee
- Compared Editors Canada student fees and discounts to other related associations
- Conducted a Facebook poll

We've concluded that an ODE discount for members in their two transition years may have a more beneficial impact than a discount for SAs, and may be more revenue-generating for Editors Canada.

As I imagine this idea would no longer fall within our committee's purview, could you suggest which area of the association we might share this with for consideration?

We have the results of a Facebook poll in which we asked SAs whether or not they have an ODE listing, and why. 30 did not, 17 did, but what we found most telling is that no one mentioned the cost. Also, a number of them mentioned they did not have a listing because they had not had time yet as finishing training, or did not yet feel ready to solicit work.

We also have this comparison of membership and directory fees:

<https://drive.google.com/file/d/1JfJbwloHQu9VC0fli7ckz1tqZNz7SqL2/view>

Appendix J—Online Motions

1.	<p>MOVED by Heather Buzila SECONDED by Greg Ioannou TO pay the national office staff (Natasha Bood, Michelle Ou, and Caitlin Stewart) a one-time lump-sum payment of \$1000 each to cover expenses incurred while being required to work from home.</p>	<p>In favour: 10</p>	<p>March 24, 2021</p>
<p>Background: The Editors Canada office staff have been working from home since March of 2020 because of the COVID-19 pandemic, and during that time, they have been using their own resources (internet, phone, computers, office supplies). Because of this, they have been incurring additional expenses without receiving any compensation to offset those expenses. The amount of \$1000 is proposed based on a rough estimate of half the cost of phone and internet for March to December 2020, as well as extra costs for having to purchase necessary office supplies.</p>			
	<p>MOVED by Gael Spivak SECONDED by Michelle Waitzman TO approve awarding three equity fellowships per year, with the following components.</p> <p>conference registration 3 webinars Editing Canadian English and Editorial Niches From Contact to Contract Certification Test Prep Guides (4) membership directory listing (ODE)</p> <p>This is option 3B on page 5 of the document called "<u>Equity Fellowship Options (for vote).</u>"</p>	<p>In favour: 10</p>	<p>March 24, 2021</p>
<p>Background</p> <p>The NEC has been thinking about creating some sort of equity scholarship or fellowship similar to the Claudette Upton scholarship for students. The Equity, Diversity and Inclusion task force recently asked for the same thing.</p> <p>Because awards are to be funded separately from the association's operating budget,</p>			

<p>the NEC looked at various options, including a cash award and many combinations of products.</p> <p>I am recommending option 3B for the following reasons:</p> <p>The actual cash going out from the association is \$245.00 per fellowship (so a total of \$735.00 per year), a cost that is sustainable over time.</p> <p>It provides more value for recipients: \$1209 worth of product per fellowship (a total of \$3629.64 per year).</p> <p>It's more stable than other options (it's not as dependent on volunteers).</p> <p>The background and the costing options for each set of options are in the "<u>Equity Fellowship Options (for vote)</u>" document.</p>		
<p>MOVED by Michelle Waitzman SECONDED by Greg Ioannou TO approve the Executive Director to enter into a contract for IT services with CapitalTEK, as outlined in the attached quotes.</p>	<p>In favour: 10</p>	<p>March 25, 2021</p>
<p>BACKGROUND: The IT company that Editors Canada has been using will cease to provide services to the association on March 31, 2021. CapitalTEK was identified as a supplier that could meet the association's needs at a reasonable monthly rate. There are additional costs associated with the initial setup. These are attached as a separate quote from the monthly services.</p> <p>The item on the setup quote about migrating email addresses to gmail will be reviewed and revised to migrate only a few core (mainly staff) addresses to begin with. Other association email accounts will be assessed to see what needs to be migrated.</p>		
<p>MOVED by Heather Buzila SECONDED by Gael Spivak THAT the office staff (Natasha Bood, Michelle Ou, and Caitlin Stewart) each be paid \$100 a month in 2021 to cover office expenses accumulated by working from home.</p>	<p>In favour: 9</p>	<p>April 14, 2021</p>
<p>BACKGROUND: A motion was passed to provide each staff member with \$1000 to cover working-from-home expenses from March 2020 to December 2020. Providing each staff member with \$100 per month in 2021 is in line with this 2020 amount. These funds will be used to offset the cost of expenses such as home internet usage, phone usage, and office supplies while the staff are working from home.</p>		

	<p>MOVED by Caitlin Coote SECONDED by Gael Spivak TO approve the January 17, 2021 NEC meeting minutes.</p>	In favour: 9	April 15, 2021
	<p>MOVED by Caitlin Coote SECONDED by Gael Spivak TO approve the February 21, 2021 NEC meeting minutes.</p>	In favour: 8	April 16, 2021
	<p>MOVED by Gael Spivak SECONDED by Heather Buzila THAT the NEC approve the attached text for the Awards Procedures, to administer the new Equity Fellowships.</p>	In favour: 9	April 19
<p>BACKGROUND: The NEC voted to create three Equity Fellowships each year. This required a process to be developed and written, to go into the Awards Procedures. The past president Gael Spivak wrote these procedures. They were also reviewed by the equity, diversity and inclusion task force and the equity, diversity and inclusion adviser.</p>			
	<p>MOVED by Caitlin Coote SECONDED by Patricia MacDonald TO approve the October 25, 2020 NEC meeting minutes.</p>	In favour: 8 Abstention: 1	April 21, 2021
	<p>MOVED by Caitlin Coote SECONDED by Michelle Waitzman TO approve the November 29, 2020 NEC meeting minutes.</p>	In favour: 9	April 21, 2021