

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

**National Executive Council**

**2016 Teleconference Meeting  
Minutes**

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January 28, 2016



**EDITORS  
RÉVISEURS  
CANADA**

Teleconference Meeting Minutes  
Editors' Association of Canada/  
Association canadienne des réviseurs  
National Executive Council  
January 28, 2016

**Present:**

Anne Louise Mahoney	President
Gael Spivak	Vice-President
Breanne MacDonald	Secretary
David Johansen	Treasurer
Greg Ioannou	Past President
Stacey Atkinson	Director, Branches and Twigs – East
Margaret Shaw	Director, Branches and Twigs – West
Marie-Christine Payette	Director, Francophone Affairs
Elizabeth d'Anjou	Director, Standards and Certification
Patricia MacDonald	Director, Volunteer Relations

Alexandra Peace                      Recording Secretary

**Absent:**

Emily Staniland	Director, Training and Development
Michelle van der Merwe	Director, Marketing and Communications
donalee Moulton	Director, Publications
Patrick Banville	Executive Director

**1. Welcome and roll call**

**2. Action Items from Q2, Q3, and Q4**

The status of all the items was examined/updated; some topics were discussed; and several new action items generated.

**Social Media Policy**

There was some discussion about whether this policy was needed, or whether the action item could be dropped. While it may not be needed for its initial intended purpose, it could be helpful to give to the person volunteering for the francophone social media position.

*ACTION: Gael will ask Stacey to review the social media policy and make it a guideline instead of a policy.*

### **Task Force on Branch/Twig Administration**

Margaret suggested that the task force will wait for a few webinars to run before starting the discussion about branch/twig administration.

*ACTION: Elizabeth will give the information about the Canadian Language Museum exhibit to Caitlin for the 2016 conference and Breanne for the 2017 conference.*

*ACTION: Gael to send list of scriptwriters from the ODE to Elizabeth.*

*ACTION: Anne Louise and Marie-Christine Payette will take the policy and procedure documents from the English certification, adapt and translate them, and send them on to the Agrément committee for approval.*

*ACTION: Gael to finish answering questions about the consultation policy, write it up, send to NEC for approval.*

*ACTION: Elizabeth to bring updated standards committee brief to NEC for vote.*

### **3. Conference 2017**

Breanne updated the NEC. One venue that the committee liked had been too expensive, but is coming back with a better deal. If that doesn't work out, the committee may be looking at venues in Gatineau.

### **4. Karen Virag Award**

Tamra Ross suggests that the awards committee plus the president serve as the judges. Anne Louise will send around a motion tomorrow for a vote.

### **5. Active Voice**

Anne Louise had been wondering what could be done to save on costs. Elizabeth suggested that Editors Canada just remind the members that they are able to opt out of the print edition.

### **6. Prairie Provinces Branch**

A survey was sent out to current and recently lapsed members with an excellent response rate. The predominant response about the future of the

branch was to establish several twigs across the region. Anne Louise is going to email all those surveyed to give them a quick summary and let them know what's happening. In addition, lots of people offered to volunteer, and Anne Louise and Margaret will contact the people who volunteered.

*ACTION: Anne Louise and Margaret to contact all the people from the PPB survey who volunteered.*

## **7. Margaret and Stacey's Volunteer Request**

Margaret is wondering if it was effective; are more volunteers needed; should the request go out again? Patricia reported that almost all the committees have enough volunteers now.

## **8. Adjournment**

### Action Items arising from Q2 (2015)

	Action Item	Person(s) Responsible	Due Date	Status (as of Jan. 28, 2016)
1.	Patrick Banville to look into how, why, and where the bookkeeping system for the branches is not working and suggest solutions.	Patrick Banville		ongoing  (reviewing alternative system to Sage)
2.	Bring the question of a partnered conference with ACES in Chicago in 2019 to the next quarterly meeting to discuss further.	NEC	April, 2016	on hold until  next quarterly meeting
3.	Moira White and Michelle Boulton to communicate with the Certification Steering Committee about the file sharing software.	Patrick		in progress (looking at specs for new software)

### Action Items arising from Q3 (2015)

4.	Michelle V. to provide revisions to social media policy. CHANGED	now Gael and Stacey		CHANGED
5.	Patrick to find Adobe Connect password.	Patrick		done
6.	Create task force to review branch and twig administration.	Stacey Margaret		on hold until  after some webinars have been run

7.	Patrick and Elizabeth to write a task force brief for the new standards task force.	Patrick Elizabeth		done
8.	Michelle to combine committee descriptions to create one for the new communications & marketing committee.	Michelle v.		ASAP
9.	Anne Louise to contact Michelle Ou regarding updating the membership renewal email copy.	Anne Louise Michelle Ou		on hold until after website launch
10.	Patrick and Breanne to look into booking 2017 conference venue.	Patrick Breanne		in progress
11.	NEC to inform members of the discontinuation of Interactive Voice.	not assigned		on hold until after website launch
12.	Anne Louise to keep in touch with Tamra Ross about a Karen Virag award.	Anne Louise		in progress

### Action Items arising from minutes of Q4, November, 2015

	Action Item	Person(s) Responsible	Due Date	Status
13.	Let membership know about iterative approach to website launch.	Michelle Ou	before site launches	on hold until just before website launch
14.	Anne Louise to contact Emily to see if the changes to training and development portfolio work for her.	Anne Louise	ASAP	done  Welcome back, Emily!
15.	Emily and Breanne to discuss AGM/online training.	Emily, Breanne	ASAP	in progress
16.	Useful to update comparison of different associations to see what the fees are and what benefits are offered.	member services committee (Patricia)	June, 2016	in progress
17.	Patrick will redo chart of accounts.	Patrick	ASAP	in progress  (will review with branches)
18.	Patrick to look into the Book Publishers Council membership.	Patrick	ASAP	done  (renews in April)
19.	Patrick to look into reducing credit card charges.	Patrick	ASAP	in progress  (looking at other payment providers)
20.	NEC to rethink branch/twig/national fee structure. DELETE			DELETE (repeat of #6 from above)
21.	Patrick to ask certification steering committee about budget discrepancy.	Patrick	ASAP	done
22.	Patrick to look into holding the June meeting before conference instead of after.	Patrick	ASAP	done (to be held June 9, 2016)

	Action Item	Person(s) Responsible	Due Date	Status
23.	Patrick to look into reducing NEC quarterly meeting fees and report back to the NEC.	Patrick	ASAP	in progress  (travel planner issued)
24. -	NEC members to contact Anne Louise with any suggested names for judges for the Tom Fairley Award (non-Editors Canada member; preferably in-house).	NEC	ASAP	done  The three judges are in place!
25.	Michelle v. to talk to marketing committee about getting publishers to know about Tom Fairley Award.	Michelle v.	ASAP	??
26.	Gael to send Tamra Ross (Awards) some documentation on how the committees/chairs/directors/NEC relate.	Gael	ASAP	done
27.	Patricia to talk to Tamra Ross (Awards) about volunteer recognition.	Patricia	ASAP	done
28.	Anne Louise to talk to Tamra Ross (Awards) about the task force documents.	Anne Louise	ASAP	done
29.	Patrick/Breanne to inform the conference committee when budget finalized.	Patrick Breanne	as soon as budget is finalized	done
30.	NEC to make suggestions for non-member speakers or networks to approach for conference 2016.	NEC	ASAP	done (draft schedule complete)
31.	Patrick to look into registering with British Columbia to access local funds for the conference.	Patrick	ASAP	??
32.	Patrick to send quarterly budget updates to Comité des affaires francophones.	Patrick	quarterly	done
33.	Patrick to send a website plan/timeline to communications and marketing to send out to all committees (Nancy Foran).	Patrick Michelle v.	ASAP	on hold until Patrick gets info from website developer



	Action Item	Person(s) Responsible	Due Date	Status
34.	Communications and marketing to assist Editors Ottawa-Gatineau with rebranding.	Michelle v.	ASAP	done
35.	Stacey to speak to Québec-Atlantic Canada branch about funding of publicity banner.	Stacey	ASAP	done
36.	Republicize the need for CSC members from eastern Canada and the prairies.	Margaret, Stacey and CSC committee	ASAP	done
37.	Stacey to talk to Nova Scotia twig about policies and procedures.	Stacey	ASAP	done
38.	Anne Louise will stay in communication with the PPB and update the NEC as necessary.	Anne Louise	as necessary	ongoing
39.	Margaret to be in contact with the Calgary twig.	Margaret	ASAP	in progress
40.	Stacey to visit the Kingston twig during a meeting for consultation.	Stacey	at next meeting	done
41.	donalee to ask PWAC about their activities in New Brunswick and discuss with Stacey.	donalee	in the new year	in progress
42.	Stacey to contact members out east by conference call to discuss issues.	Stacey	spring	ongoing
43.	Stacey will do a presentation on Editors Canada next time she is in the Maritimes.	Stacey	spring	ongoing
44.	Stacey and Margaret to prepare a support package/toolkit for the branch and twig administrators.	Stacey and Margaret	May	ongoing (table of contents complete and ready for input)
45.	The branches/twigs task force will regroup after the strategic planning session to assess what needs to be done next. DELETE	Margaret, Stacey, Elizabeth		DELETE (repeat of #6 from above)

	Action Item	Person(s) Responsible	Due Date	Status
46.	Patrick to look into what kind of discount Editors Canada can offer its members for publications and what difference that would make to the budget.	Patrick	ASAP	in progress
47.	Gael to pursue partnership opportunities and bring them back to the NEC.	Gael	ongoing	ongoing
48.	Gael to talk to Neil James from PLAIN, give him conference organization documents, and ask for a voluntary donation toward Lee d'Anjou Award.	Gael	ongoing	in progress (no response to sent email)
49.	Elizabeth to make sure the certification steering committee knows about membership in IPEd for certified Editors Canada members.	Elizabeth	ASAP	in progress
50.	Gael is discussing an agreement with ATIO (Association of Translators and Interpreters of Ontario) and will bring it to the NEC for approval.	Gael	April, 2016	in progress
51.	Elizabeth is going to look into the English language component of the Canadian Language Museum exhibit, and Marie-Christine will look into the French component.	Elizabeth Marie-Christine	ASAP	done
52.	Marie-Christine will go back to the Network of Translators in Education to talk about partnerships once the partnership policy and procedures have been translated.	Marie-Christine	after translation	in progress
53.	Gael to approach the Translation Bureau about participating in the advisory panel.	Gael	ASAP	done

	Action Item	Person(s) Responsible	Due Date	Status
54.	Patricia and Marie-Christine to talk about organizing the volunteer of the month interview in French.	Patricia Marie-Christine	ASAP	in progress
55.	Marie-Christine will contact Suzanne Aubin to ask for help in monitoring francophone social media.	Marie-Christine	ASAP	in progress
56.	Patricia to ask the member services committee to make an assessment of what services are offered and in which language and to find a francophone member to help out with this.	Patricia	ASAP	done
57.	Marie-Christine to keep the NEC informed about the francophone affairs marketing and communications plan.	Marie-Christine	ASAP	done
58.	Patrick to check on francophone website beta testers.	Patrick	ASAP	on hold until website issues resolved
59.	donalee to get publications committee to write up a page for the website with information that writers might want to know about editors/editing.	donalee	ASAP	in progress
60.	Elizabeth to ask James Harbeck about performing in a promotional video in both English and French.	Elizabeth	ASAP	in progress
61.	Anne Louise to consolidate the style guides on the Editors Canada website.	Anne Louise	ASAP	done
62.	Breanne will put the new style guide into Google docs.	Breanne	once updated	in progress
63.	Margaret to contact David Hedley about how to support the Calgary twig.	Margaret	ASAP	in progress (meeting scheduled for next week)

	Action Item	Person(s) Responsible	Due Date	Status
64.	Patrick to send an e-news message, letting members/twigs/branches know that the office is available to help twigs and branches.	Patrick	ASAP	done
65.	Michelle to have the new communications and marketing committee work on a plan for letting members know what membership benefits exist.	Michelle	ASAP	??
66.	Promotion of job board, post-launch.	Michelle Ou?	January	in progress (twitter, e-news) on hold (website) until after website launch
67.	Patrick to direct Michelle to include the two-year membership discount in the letter to members about the annual fee increase.	Patrick	before December 1, 2015	in progress
68.	Gael to look at the governance documentation about three-month notice for any change to member fees next round.	Gael	next year	on hold until next governance documentation review (2019)
69.	Patrick to find a new name for the ODE.	Patrick	ASAP	in progress
70.	Patrick/staff to look into the feasibility of creating a directory of trainers and report back to the NEC.	Patrick	ASAP	on hold until after website launch
71.	Patrick will talk to Michelle Ou about sending in-house job ads to the geographically pertinent branch/twig administrators directly.	Patrick	ongoing	ongoing (looking at how this is to be done)
72.	Michelle to direct the communications and marketing committee to organize information from the survey on rates and publish in a members-only part of the website.	Michelle	After 2016 member survey?	on hold until after the 2016 survey results are in

	Action Item	Person(s) Responsible	Due Date	Status
73.	Patrick (already working on a member badge) will also look into "member since" badges, certification badges, and so forth.	Patrick	April, 2016	on hold until after website launch
74.	Breanne and Patricia to talk about the 'Ask an Expert' idea, develop it, and bring it back to NEC.	Breanne Patricia	April, 2016	in progress (They are thinking!!) (Probably after website launch [and webinars are going!!].)
75.	Anne Louise to continue working on mentoring as a member benefit.	Elizabeth	April, 2016	DELETE (Not sure what this task was! ALM)
76.	Patrick and/or member services committee to look into discounts for Chicago online, Oxford English Dictionary online, Scientific Style and Format from the Council of Science Editors, books published by Profile Books, Lynda.com. Patricia to ask Suzanne Purkis about what other editing organizations offer.	Patrick Patricia	April, 2016	in progress (Patrick) in progress (volunteer management committee is checking into Lynda.com)
77.	Michelle will start a conversation on the committee chairs list, so that committee chairs know that there is a method of communication for them.	Michelle	ASAP	??
78.	Elizabeth will talk to certification committee to find a person to monitor the Facebook and LinkedIn certification groups.	Elizabeth	ASAP	done (Jeanne McKane)
79.	Patricia to continue working with the member services committee to develop a welcome package.	Patricia	ASAP	in progress
80.	Patrick will talk to Michelle Ou about adding an explanatory note about the importance of the membership directory.	Patrick	ASAP	done (promoted in e-news)

	Action Item	Person(s) Responsible	Due Date	Status
81.	Patrick will look into the implementation of badges that say 'members since X year.' DELETE	Patrick	post-launch	DELETE (repeat of #73 from above)
82.	Patrick to ask Michelle Ou to add anniversaries to the e-news updates.	Patrick	ASAP	done (not feasible because of how database set up)
83.	Patrick to look into sending a letter to members whose membership lapsed within six months.	Patrick	ASAP	in progress
84.	Greg and Elizabeth will look at the definitions for the Standard Freelance Editorial Agreement; when they are done, the definitions will be sent to Anne Louise.	Greg Elizabeth	ASAP	in progress (Greg will get something to Elizabeth by Monday)
85.	Gael to let the student affiliate committee know that they should feel free to recruit from any program that has an editing component.	Gael	ASAP	done
86.	Gael will talk to the committee about what information on internships to produce.	Gael	ASAP	done
87.	Gael and Patricia to talk about documents for the volunteer directory.	Gael Patricia	ASAP	done
88.	Marie-Christine to ask the Agrément committee to create policy and procedure documents. CHANGED	Marie-Christine	ASAP	CHANGED
89.	Elizabeth to work with the certification steering committee to move the foundations in editing project forward.	Elizabeth	ASAP	in progress (will be discussed next month)
90.	donalee to connect with Michelle Ou about sending out a request for Active Voice articles in the next e-news update.	donalee	ASAP	done

	Action Item	Person(s) Responsible	Due Date	Status
91.	donalee to connect Active Voice committee and conference chairs for articles for Active Voice.	donalee	ASAP	done
92.	Patricia to talk to Michelle about potential questions on volunteer experiences for the member survey.	Patricia Michelle v.	ASAP	done
93.	Marie-Christine to talk to Michelle about potential questions on francophone member benefits for the survey.	Marie-Christine Michelle v.	ASAP	in progress
94.	The NEC should have a look/review the member survey and send comments to Michelle v. by the end of December.	NEC Michelle v.	end of December	done
95.	NEC members to look at the consultation policy and get back to Gael with comments by December 8, 2015.	NEC Gael	December 8, 2015	done
96.	Gael and Anne Louise to then send the consultation policy out to the members for comments. CHANGED	Gael Anne Louise	January, 2016	done CHANGED
97.	Patrick will look at the new Personal Information Protection and Electronic Documents Act (PIPEDA) and report back to the NEC.	Patrick	April, 2016	??
98.	Patrick to read the documentation in the by-laws, discuss with the office staff, and report back to the NEC.	Patrick	April, 2016	??
99.	Michelle v. is working on the social media guidelines and will bring them back to the NEC. DELETE	Michelle v.	April, 2016	DELETE (same as #4)
100	Elizabeth will bring an updated standards committee brief to the NEC shortly. CHANGED	Elizabeth	December , 2015	done CHANGED

	Action Item	Person(s) Responsible	Due Date	Status
101.	Patrick and David to work on budget and resubmit to the NEC by email followed by a discussion within two weeks by conference call.	Patrick David	ASAP	done
102.	Gael to look at the wording in the governance documents on the membership fees. DELETE	Gael	next year	DELETE  (same as #68)
103.	Breanne to keep working on online training, with revenue to be shared in some form with branches and twigs.	Breanne	ASAP	ongoing
104.	Patrick to look into expenses for next meeting; check figures for Ottawa or Calgary and get back to NEC.	Patrick	ASAP	done