

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

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

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Zoom  
March 6, 2022



**EDITORS**  
**RÉVISEURS**  
**CANADA**

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**PRESENT:**

**NATIONAL EXECUTIVE COMMITTEE**

Heather Buzila	President
Maria Frank	Vice-President
Breanne MacDonald	Treasurer
Suzanne Bowness	Director, Communications
Anne Godlewski	Director, Branches and Twigs
Błażej Szpakowicz	Director, Training and Development
Kaitlin Littlechild	Director, Publications
Leah Morrigan	Director, Volunteer Relations

**OTHERS**

Natasha Bood	Executive Director
Tanya Guenther	Volunteer Recording Secretary
Amanda Feeney	

**REGRETS**

Marcia Allyn Luke	Secretary
Arija Berzitis	Director, Professional Standards

**1. Call to order**

Heather Buzila called the meeting to order at 2:03 p.m. EST.

**2. Approval of agenda**

MOVED BY Sue Bowness

SECONDED BY Leah Morrigan

that **agenda be adopted as circulated.**

Carried unanimously.

**3. Budget Update**

- Audit is scheduled for the 1<sup>st</sup> week of April.
- Early projection is \$70,000 surplus for 2021. Original budget was for break even. Surplus includes rent subsidy, wage subsidy and increased conference income. Audit process has been much smoother than previous years. T-slips went out last week and royalty payments for webinars will go out soon.

## 4. Review of outstanding action items from previous meetings

Deferred to next meeting to allow more time to discuss the other longer items on the agenda. There were no objections.

## 5. Q1 Report Requests

Breanne reviewed the report requests.

### Mentorship committee:

- Pull highlights from the committee reports, but leave out budget requests and French.

### Kingston

- Thanks to national for support

### Manitoba:

- Query about ELaP guides? Recommend keep using MPES copy editing for now. In progress.

### Saskatchewan:

- Numbers are below what constitutes a branch, will they be required to transition to a twig and what would that look like?

**Action: Heather will look back to March 2020 minutes and get back to Anne.**

- Unclear if minimum is only for forming branch/twig or if there is a minimum number required to remain a branch/twig.

### Editors Weekly:

- More research about payment for blog posts.

**Action: Sue to get back to Lucy about past discussion from February meeting, and get more details on what the ask is.**

- After AGM a new EDI advisor will be starting and we could possibly ask her to write for the blog. (Amber from the EDI task force).

### Standards & Certification:

- Open staff work space to allow EC members to discuss draft and revision. We've agreed to open up a Slack workspace at some point to allow EC members a chance to discuss and debate our first draft of revisions, provided NEC is agreeable with this approach.

### Certification:

- Option of offering one exam in 2022. Lower number of candidates registering. Non-issue now for this year. Our discussion from February meeting was shared with them. The procedure says they will have one or more.

**Action: Natasha to share the policy with the CSC.**

## 6. List Moderator Position

Discussion held about the List Moderation Position and whether to fill it as we do not currently have a list serve to moderate.

Options discussed included:

- Have the Member Services Committee provide a recommendation. The chair has stepped down and currently the committee is looking for a new chair. Perhaps the new chair could look at options and make a recommendation?
- Slack, Facebook, and Discord have been discussed by members.
- An email listserv, like we had previously, is not as easy to set up.
- Forum would be another option.
- Could the person who takes on this position be involved in consideration options and making a recommendation?
- Could be challenging to find a volunteer.

**Action: Natasha will ask Michelle to research options and bring back to NEC for decision. (Slack and Google Groups).**

**List Moderation Position:** Need to have someone to review the posts and keep an eye on any issues, or inappropriate discussions. May want to wait until we decide on what platform before we make an appointment.

## 7. Kitchener-Waterloo-Guelph Twig (Amanda Feeney and Maggie Morris)

MOVED BY Heather Buzila

SECONDED BY Anne Godlewski

That Amanda Feeney and Maggie Morris be given voice at the meeting.

Carried unanimously.

Twig updates:

- Goal to maintain or increase engagement during Covid-19.
- Sent out membership survey (50 members and received 50% response rate).

- Looked at what members wanted in terms of education, socializing.
- Difficult to get attendance. Twig is spread over geographic area. Prior to covid would get about 12 people attending. Significant drop during COVID.
  - September 2021: Outdoor social at riverside park. 7 attendees with 2 new.
  - October 2021: Online event: editing experiences, 45 registered (10 from KWG)
  - November 2021: Online social with 6 attendees.
  - December 2021: Break due to feedback
  - January 2022: Book club meeting. 5 attendees
  - February 2022: Moved to March meeting to attract more attendees.
  - March 2022: Planning online skills sharing event about Adobe
  - April 2022: Event on the need for diversity and inclusion awareness in editing.
  - May 2022: Hold AGM and stet walk.
  - June 2022: Outdoor social
- Budget:
 

Revenue of \$679.36 in event feeds and honoraria since September 2021. Plan to spend \$500 for diversity and inclusion event. Current balance \$3366.03.

  - No member questions for the NEC at this time.

Question from NEC:

- How are you finding filling volunteer roles?
 

Have not started yet. It is always the elephant in the room. Hoping to get someone newer to the twig or in their career to take it on. Would like to have one co-chair who has been doing it for a while and the other can learn the ropes. There is also support available from the past co-chairs.

## 8. Break 10 minutes

## 9. Update on ongoing projects

### a. Publishing committee Kaitlin

Last meeting shared confusion about diversity handbook. A more streamlined outline has been developed and work is progressing. Subcommittee talking about how to publish and promote.

Edit like a pro structural: looking at editors to work on it. Making progress.

### b. Insurance task force Leah

#### i. Apollo insurance meeting recap and brochure

Met with apollo rep and information was provide prior to the meeting to all NEC members.

MOVED BY Heather Buzila  
SECONDED BY Anne

that we move forward with Apollo Insurance to provide professional liability insurance options for our members.

Carried.

Discussion included:

- What is in it for them? What is the association's commitment?
  - They get access to our members who will want to buy insurance at a great rate. Benefit of accessing and direct advertising to our 1200 members.
  - Editors CA will receive a percentage of sales to members.
  - There is no direct cost to Editors CA.
- What about the coverage and amounts?
  - Everything is online and approval is immediate. You select the coverage you want. Hard for them to provide a range as it is very specific based on the individual.
  - Seems very flexible with lots of choices online. Options to play with the quote to find something that works for your budget.
  - Would like more info, by the work type. Is it comparable to others? Now government and universities are requiring personal liability coverage for bidding on contracts.
  - The Task Force did a comparison with different companies. Many wanted a minimum guaranteed number of people who would buy the insurance. This was the one company that was flexible for the numbers of members purchasing. Costs were comparable to other companies. This was the company recommended by the task force.
  - It is of concern that this company is not able to provide coverage for Quebec.
  - **Action: Heather to talk to Sylvie about insurance options for Quebec members, reviving current task force or establishing new task force of Francophone members.**

**c. Member services/Volunteer management committees**

- Member services is on hold after losing their chair.



- Going to check in with Oxford about our dictionary description, very slow to get a response.

#### d. Volunteer Connect

- Volunteer connect spreadsheet launched. Update your volunteer jobs that are needed. If you are looking for specific skills you might find someone listed.
- Changes have been made to be as bilingual as possible Titles are now in English and French. A language component has been added to each tab.

#### e. Certification

- Sarah Robbins was voted in as co-chair.
- Last meeting February 23 and was 4 to 5 hours.
- Committee has challenges getting volunteers (exam setting)
- Moving forward with 2 exams on Saturday November 19, 2022, copy editing and stylistic editing.
- Suggestion to committee to look at volunteer connect spreadsheet, either search for volunteers or add request for volunteers.

#### f. Standards committee

- No updates from this month.
- Next month begin on Stylistic.
- Completed structural this month.
- Proofreading yet to be started.
- Question: One test is set at 80% for passing and one is at 60%. Is it standard for one to be set so low?
  - The exam writers did not typically achieve higher than 70. They didn't want everybody to fail. It is still under discussion.
  - Question why to be set so low when recommendation is to be average 80%. Are we dropping the bar too low? Is it an issue with the test? Or is it that the candidates do not have the skills to pass?
  - Could have been technical issues as well. The person with the highest score didn't finish exam.
  - **Action: Arija to bring forward concerns to the committee.**

**g. Webinars/Training and development committee**

- Update on contact with FOLD: did get through to the director of FOLD. She provided a few names of presenters for FOLD on editing. Provided us with a few places for advertising to get more diverse presenters when we are looking. They have a job posting page, a diverse Canadian writers Facebook group where we can advertise proposals. Their main tactic for finding presenters is to keep an ear on the group, eye on social media and see who is interesting, contact authors of interest directly.
- No other updates. Looking for an emergency back up host, it was just that one particular session that needed a back up. Have enough hosts and presenters at this time.

**h. Career Builder committee**

No updates for this meeting.

**i. Student relations committee**

No updates for this meeting.

**j. Website task force**

- Going well. Committee meets next week.
- Survey is planning to go out soon. Survey was approved in September and it was held up in translation.
- Site map should be done soon. Volunteers are working on getting content ready for porting over (copy and paste into a Google doc and add SEO, etc.) and there are many pages to be done. At the next meeting will talk about French version with the committee.
- Once the survey results are back, we will reach out to developers for costing. Aim is to have a developer signed on by June/July.

**k. MarComm committee**

- Video interviews are being recoded
- Ambassador list is slowly growing with repeat calls. Looking to approach schools in areas with ambassadors.
- Do we need exec approval for the emails? May want to do an exec read before sending out? Once the text is approved can do minor edits without going back to exec for another read.

- AdWord project: discussion of the percentage of AdWords in English and French.
- Campaign is moving forward. Looking at a launch for June/summer. Proposal will be created and shared with Michelle to help create actual copies.
- Foundations (editing essentials) currently in executive read. Model for our launches going forward. Next one in the queue will be proofreading.
- LinkedIn page is being worked on by a volunteer.
- Reaching out to conference committee. We are ready when they are in terms of marketing and we are happy to help.
- Other projects: Creating guide for developing surveys, Francophone volunteer to help Francophone volunteers navigate association, marketing guidelines and helpers for the committee.

#### **I. Mentorship committee**

No updates.

### **10. Webinar Royalty Payment Analysis**

- It does to financial sense to keep royalty payments as they are right now.
- Some were \$3.51 some up to \$400 with an average of \$86.
- It is a fair amount of work each year to collect the information. The turnover of the bookkeeper also made it more of a challenge. We now have a main contact for webinars and are firming up our process.
- As we include the royalty in the contracts and changing would be difficult.
- **Recommendation is to improve internal systems and continue as we are with the royalty payments.**

### **11. Discussion: New French Editing Association**

#### **a. Information Document**

- It has been brought to our attention that Societe quebecoise de la redaction professionnelle (SQRP) is looking to offer memberships for editors.
- Gail Spivak has offered to come to the April meeting to share her thoughts on the association being bilingual .

- Editors Canada has been bilingual since the beginning. There has never been a formal motion but it has always been a part of the association.
- The association is not governed by official languages act as a not-for profit.
- Concern is that the SQRP membership fee for French editors is significantly lower than our members fees. We have a reciprocal agreement that offers member rates to our partners members. This could be a financial impact to the association.
- Our French certification is in the process of seeking a Heritage Canada grant to upgrade that program.
- Proposal: for the time being that we don't do anything, remain status quo.

**Action: Heather will write a letter to SQRP to thank them for letting us know and reminding them of our partnership agreement.**

**Action: Invite Gail to attend the April meeting and provide more information.**

d'agrement Exam:

- We do have copy right to the exam. It was set to be offered in November 2019 and ran into challenges getting the study guide out. Before the exam was set to run, the entire committee stepped down and we were not able to hold the exam. We do have the 2019 study guide files and exam files. They would need to be updated.

## 12. Implementing EDI

- Reviewed spreadsheet.
- Blog post on harassment. Lucy has someone line lined up.
- Heather: Amber Riaz taking over as EDI advisor after AGM.

## 13. Branches and Twigs

- Saskatchewan is asking if they need to vote if they want to change to a virtual bank account, like a twig. The exec and members have no objections. Discussed and feel okay with this being an executive and does not need to go to member vote.
- Edmonton did not submit a report this month. Understand things are moving along, chair attended the fall chairs meeting. Sounds like they are moving along. No response for report request.
- Calgary sent out their newsletter and are including Edmonton events.

- Hamilton/Halton: Report they are struggling to find new executive members for next year. Are they aware they need 2 coordinators? They usually have a full branch executive

**Action: Anne: will get in touch with them.**

## **14. Conference**

- Registration is now open.
- Confirming speakers.
- Looking for our 2<sup>nd</sup> keynote.
- Most speaker spots are filled with a few more to fill.

## **15. Next meeting**

a. **April 3, 2022, from 2 p.m. to 5 p.m. EST**

**16. AGM: Saturday, June 18, 2022, from 3:30 p.m. to 5:30 p.m. EST**

**17. Adjournment at 4:47 p.m. EST**

MOVED BY Blajez Szpakowicz  
SECONDED BY Leah Morrigan

that the meeting be adjourned.

Carried unanimously.

# Appendix A – Agenda

1. Call to order (2:00)
2. Approval of agenda
3. Budget update (2:00 to 2:10) Breanne and Natasha
4. Review of outstanding action items from previous meetings (2:10 to 2:20) Marcia
5. Q1 report requests (2:20 to 2:50) Marcia
6. List moderator position (2:50 to 3:00) Heather
7. Kitchener-Waterloo-Guelph twig (Amanda Feeney and Maggie Morris) (3:00 to 3:20)
8. Break (3:20 to 3:30)
9. Update on ongoing projects (3:30 to 4:00)
  - a. Publishing committee Kaitlin
  - b. Insurance task force Leah
    - i. Apollo insurance meeting recap and brochure
  - c. Member services/Volunteer management committees Leah
    - i. VolunteerConnect
  - d. Certification Arija
  - e. Standards committee Arija
  - f. Webinars/Training and development committee Blazej
  - g. Career Builder committee Heather
  - h. Student relations committee Heather
  - i. Website task force Breanne
  - j. MarComm committee Sue
  - k. Mentorship committee Marcia
10. Webinar royalty payment analysis (4:00 to 4:10) Natasha
11. Discussion re: new French editing association (4:10 to 4:30) Heather

- a. Information document
12. Implementing the equity, diversity, and inclusion (EDI) task force recommendations (4:30 to 4:40) Maria
    - a. Implementation spreadsheet
  13. Branches and twigs (4:40 to 4:50) Anne
  14. Conference (4:50 to 5:00) Breanne
  15. Next meeting
    - a. April 3, 2022, 2:00 pm to 5:00 pm EST
  16. AGM will be Saturday, June 18, 3:30 pm to 5:30 pm EDT
  17. Adjourn

## Appendix B – Action Items

### Action Items, Current

	<b>Action Item</b>	<b>Person (s) Responsible</b>	<b>Status</b>
1.	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.	Heather Buzila	In progress; to discuss at April 2022 meeting
2.	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).	Heather Buzila	Discuss at April 2022 meeting

### Action Items, Past Meetings

	<b>Action Item</b>	<b>Person (s) Responsible</b>	<b>Previous Status</b>	<b>NEW STATUS</b>
3.	Natasha Bood to find someone to sublet the Editors Canada office space in Toronto. June 27, 2021	Natasha Bood	In progress Leah helped connect me to a broker. It's too small of a space for him to be interested in taking on as a listing, but he is going to connect me with a couple of less established brokers who might be interested. I've followed up a couple of times, but they haven't gotten back to me.	In progress - working to create an ad to try to sublet the space without a broker.
4.	Heather Buzila to continue work on the project to index NEC and AGM minutes. June 27, 2021	Heather Buzila	Index still in progress(?)	In progress. Indexer working on it.
5.	Heather Buzila to look at how to develop a new strategic plan. June 27, 2021	Heather Buzila	In progress	In progress; I'm meeting



				with Gael Spivak at the end of March 2022 to get more information about this.
6.	Suzanne Bowness to look at existing crisis comms guidance and assess and revitalize it, working with Michelle Ou. April 25, 2021	Suzanne Bowness	In progress	In progress

### Action Items, On Hold

	Action Item	Person (s) Responsible	Status
7.	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
8.	Heather Buzila and Marcia Allyn Luke to review on-hold action items to remove old items. Nov. 21, 2021	Heather Buzila, Marcia Allyn Luke	Done
9.	For Suzanne Bowness to contact Sylvie Collin for list of terms for blog post tags. April 25, 2021	Suzanne Bowness	Done
10.	Heather Buzila to look into Certification policy and process to see if who audits exam marks is listed and who has to vote on changing it. Sept. 19, 2021	Heather Buzila	DONE
11.	Heather Buzila to talk with Michelle Ou about communications about the difference between ELAP and text preparation guides. Sept. 19, 2021	Heather Buzila	DONE
12.	Heather Buzila to look into past NEC minutes about student critiques of ELAP and to connect with Arika Berzitis about what she	Heather Buzila	DONE

	found. Sept. 19, 2021		
13.	Heather Buzila to ask incoming secretary to let Mentorship committee know that they can use Volunteer Connect documents and advertise for volunteers in enews and on the members-only Facebook page. In general, the committee chairs find volunteers for committees. June 27, 2021	Heather Buzila Marcia Allyn Luke	DONE
14.	Heather Buzila to talk with incoming secretary to talk about ways to support the Mentorship Committee. June 27, 2021	Heather Buzila Marcia Allyn Luke	DONE
15.	Heather Buzila and Natasha Bood to look into another Heritage Canada grant for the agrément program. Need to start this work by September or October. April 25, 2021	Heather Buzila	DONE
16.	Natasha Bood to talk about possible Heritage Canada grant applications for May. Jan. 17, 2021	Natasha Bood	DONE
17.	Marcia Allyn Luke 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.	Marcia Allyn Luke	DONE

## Appendix C – Online Motions

**24. To approve adoption of the following text as the official land acknowledgment for Editors Canada.**

Editors Canada respectfully acknowledges that we are on and work on the traditional lands of the Indigenous Peoples (Inuit, First Nations, Métis) in what we now call Canada. We honour the ancestry, heritage, and gifts of the Indigenous Peoples and give thanks to them.

Opened February 19, 2022

MOVED by Blazej Szpakowicz

SECONDED by Heather Buzila

Carried with 7 in favour

Closed February 22, 2022

**25. To appoint Sarah Robins as the new co-chair of the Certification Steering Committee.**

Opened February 28, 2022

MOVED by Heather Buzila

SECONDED by Anne Godlewski

Carried with 8 in favour

Closed March 3, 2022