

Editors' Association of Canada
Association canadienne des réviseurs

Annual General Meeting Minutes

Zoom
June 26, 2021



EDITORS
RÉVISEURS
CANADA

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PRESENT:

NATIONAL EXECUTIVE COUNCIL

| | |
|-------------------|----------------|
| Heather Buzila | President |
| Breanne MacDonald | Vice-President |
| Caitlin Coote | Secretary |
| Michelle Waitzman | Treasurer |

OTHERS

| | |
|-------------------------|-------------------------------|
| Gael Spivak | Parliamentarian |
| Nicole Watkins Campbell | Volunteer Recording Secretary |

About 55 members

1. Call to order

Heather Buzila called the meeting to order at 3:32 p.m. and welcomed participants.

2. Parliamentarian

The Parliamentarian was Gael Spivak. President Heather Buzila told the meeting that Editors Canada uses Robert's Rules of Order for the annual general meeting, and the Editors Canada *Rules of Order Guide*. That guide says that meetings are to be conducted according to Robert's Rules of Order, and that other procedures and guidelines may come into play at the AGM.

3. Approval of agenda

MOVED BY Heather Buzila
SECONDED BY Andrew Wetmore

that members approve the agenda.

Carried. 93 % in favour

4. Approval of 2020 draft AGM minutes / Adoption de la version préliminaire du procès-verbal de l'AGA 2020

MOVED BY Heather Buzila
SECONDED BY Vicky Bell

that members approve the 2020 AGM minutes.

Carried. 85 % in favour

5. Approval of the 2020 annual report / Adoption du rapport annuel 2020

MOVED BY Heather Buzila
SECONDED BY Julia Cochrane

that members approve the 2020 annual report.

Carried. 96 % in favour

6. Approval of the 2020 auditor's report / Adoption du rapport d'audit 2020

MOVED BY Michelle Waitzman
SECONDED BY Marie-Christine Payette

that members approve the 2020 auditor's report.

Carried. 83 % in favour

A member asked about the 2021 virtual conference. Since it is part of 2021 financial information, it will be reported on at the 2022 AGM.

The treasurer Michelle Waitzman reported on the financial situation. In 2020, new financial policy and procedures gave everyone a common understanding of how to get things approved.

Editors Canada began using electronic payments in 2020. Young and Associates provide accounting after the retirement of the bookkeeper. Young and Associates specializes in accounting for non-profits. They introduced cloud-based accounting. Editors Canada no longer issues cheques; it now pays people electronically. People are being paid faster, and the association has better records.

Editors Canada also changed the way it funds twigs in 2020. Twigs now have a set budget instead of a share of membership revenue. Unfortunately, 2020 was not a good year to test the new system because they didn't get a chance to do the things twigs usually spend their budgets on. It could be 2022 before the association has a really good idea of how this new system works.

Highlights of 2020: Revenues were down in 2020. The conference was cancelled and other expenses dropped, including travel expenses and meeting room costs. Editors Canada ended up with a \$32,000 surplus. As well, the association received wage and rent subsidies, which helped a great deal, and Editors Canada ended its year with \$100,000 more revenue than expenses. This extra money will be used in part to fund the much-needed website work.



Highlights of 2020 / Faits saillants de 2020

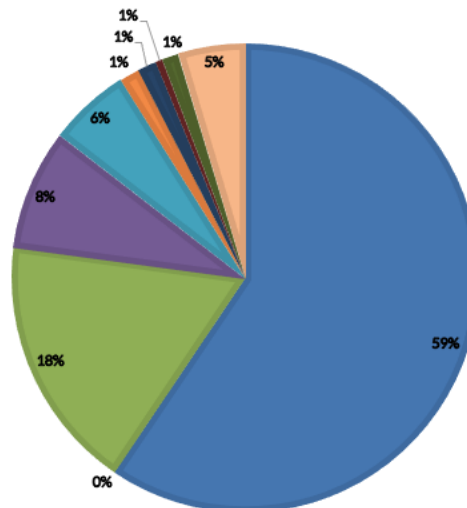
| Consolidated Revenue/Expenses / Revenus/dépenses consolidés | 2020 |
|-------------------------------------------------------------------------------------|-----------|
| Total revenues / Revenus totaux | \$459,907 |
| Total expenses / Dépenses totales | \$427,501 |
| Surplus / Surplus | \$32,406 |
| Surplus with government subsidies / Surplus avec subventions gouvernementales | \$100,358 |



Highlights of 2020 / Faits saillants de 2020

Revenue / Produits

- Membership fees / Droits d'adhésion
- Conference fees / Cachets de congrès
- Webinars / Webinaires
- Digital product sales / Ventes de produits numériques
- Publications
- Certification
- Interest and other / Intérêts et autres
- Awards / Prix
- Donations / Dons
- Branch and Twig revenues / Revenus des sections et ramifications



The main source of revenues was memberships and webinar fees. The treasurer thanked members for renewing memberships and attending webinars.

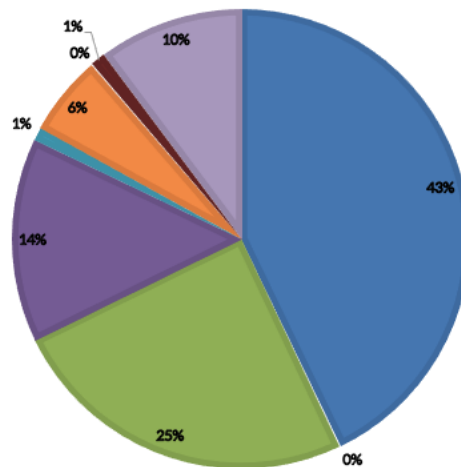
In 2020, Editors Canada spent more on staff than anything else, which is fairly typical. Legal fees seem high because our interim Executive Director's pay came out of professional fees, rather than staffing.



Highlights of 2020 / Faits saillants de 2020

Expenses / Charges

- Staffing / Dotation en personnel
- Conference / Congrès
- Professional fees / Honoraires professionnels
- Administration
- Travel and other event / Frais de déplacement et charges d'événements
- Rent / Loyer
- Printing and design / Imprimerie et conception
- Awards / Prix
- Branch and Twig expenses / Dépenses des sections et ramifications



Branches and twigs have always been part of accounting for the association's central office. Last year Editors Canada began including twigs in the audit. In detailed financial information attached to the annual report, a line called "internally restricted for branches" shows the money that was sitting in all of the branches' bank accounts. It's money that isn't in the national bank account.

Comments included kudos on Editors Canada's financially successful year.

7. Motion: That we revise the Confidentiality section of the Honorary Life Membership Procedures / Que nous révisions la section «

Confidentialité » des Procédures d'attribution du statut de membre honoraire à vie

MOVED BY Caitlin Coote

SECONDED BY Elizabeth McLaughlin

that members revise the Confidentiality section of the Honourary Life Membership Procedures.

Carried. 90 % in favour

A member asked why this motion was introduced. The response was that there was concern that if a nominee knew in advance of the nominations, the committee would feel pressured to approve their nomination.

8. Motion: That we make the outlined revisions (called resolutions) to the Affiliate Procedures/ Que nous fassions les révisions décrites (appelées résolutions) aux Procédures d'affiliation

MOVED BY Gael Spivak

SECONDED BY Greg Ioannou

that members approve the outlined revisions, called resolutions, to the Affiliate Procedures.

Carried. 80 % in favour

9. Motion: That we make the outlined revisions (called resolutions) to the Branch and Twig Policy / Que nous fassions les révisions décrites (appelées résolutions) à la Politique des sections et des ramifications

MOVED BY Gael Spivak

SECONDED BY Julia Cochrane

that members approve the outlined revisions, called resolutions, to the Branch and Twig Policy.

Carried. 86 % In favour

10. Motion: That we make the outlined revisions (called resolutions) to the Branch and Twig Procedures / Que nous fassions les révisions

décrites (appelées résolutions) aux Procédures des sections et des ramifications

MOVED BY Gael Spivak

SECONDED BY Anne Louise Mahoney

that members approve the outlined revisions, called resolutions, to the Branch and Twig Procedures.

Carried. 88 % In favour

11. Motion: That we make the outlined revisions (called resolutions) to the Confidentiality Policy / Que nous fassions les révisions décrites (appelées résolutions) à la Politique de confidentialité

MOVED BY Gael Spivak

SECONDED BY Karen MacDonald

that members approve the outlined revisions, called resolutions, to the Confidentiality Policy.

Carried. 90 % In favour

12. Motion: That we make the outlined revisions (called resolutions) to the Confidentiality Procedures / Que nous fassions les révisions décrites (appelées résolutions) aux Procédures de confidentialité

MOVED BY Gael Spivak

SECONDED BY Nancy Foran

that members approve the outlined revisions, called resolutions, to the Confidentiality Procedures.

Carried. 90 % In favour

13. Motion: That we make the outlined revisions (called resolutions) to the Consultation Policy / Que nous fassions les révisions décrites (appelées résolutions) à la Politique de consultation

MOVED BY Gael Spivak

SECONDED BY JJ Wilson

that members approve the outlined revisions, called resolutions, to the Consultation Policy.

Carried. 90 % in favour

14. Motion: That we make the outlined revisions (called resolutions) to the Membership Procedures / Que nous faisons les révisions décrites (appelées résolutions) aux Procédures d'adhésion

MOVED BY Gael Spivak

SECONDED BY Suzanne Aubin

That members approve the outlined revisions, called resolutions, to the Membership Procedures.

Carried. 92 % in favour

15. Motions from the floor / Motions sans avis

There were no motions from the floor.

16. Appointments and elections / Nominations et élections

MOVED BY Heather Buzila

SECONDED BY Andrew Wetmore

that members approve Hogg, Shain and Scheck as auditors for 2021.

Carried. 89 % in favour

A member raised a concern that two motions appeared to contradict each other. They will email Gael Spivak for clarification. If the two actually contradict each other, the motions will have to be raised again in the 2022 AGM because members have already voted on and passed the motions.

Nominations committee chair Gael Spivak gave some background on the nominations this year. First, members vote nominees as directors and NEC votes them into positions. Every year the committee invites members to nominate others or themselves to NEC director positions. The notifications are sent by email and social media and the Executive Director notifies branch and twig leaders that it is time to nominate NEC directors. This year, the committee directly contacted 50 nominees. The chair thanked the committee for their hard work, the people who agreed to stand for nomination, and those who were invited but weren't able to participate on the NEC for this year.

Candidates for National Executive Council for two years are:

- Maria Frank (Editors Edmonton)
- Błażej Szpakowicz (Editors BC)
- Kaitlin Littlechild (Editors Atlantic)
- Arija Berzitis (Editors Toronto)
- Marcia Allyn Luke (Editors Toronto)

- Leah Morrigan (Editors Toronto)

The committee chair asked for nominations from the floor.

The members listed above were acclaimed as NEC directors. There is still an opening on National Executive Council.

Elected at the 2020 AGM for two years are:

- Suzanne Bowness (Editors Toronto)
- Heather Buzila (Editors Edmonton)
- Anne Godlewski (Editors Kitchener-Waterloo-Guelph)
- Breanne MacDonald (Editors Hamilton-Halton)

Editors Canada thanks the following outgoing members of the National Executive Council for their time and dedication:

- Anne Brennan
- Caitlin Coote
- Janice Dyer
- Greg Ioannou
- Patricia MacDonald
- Berna Ozunal
- Gael Spivak
- Michelle Waitzman

National committee chairs and national positions

The members named below are nominees. The new National Executive Council will vote on them at its first meeting.

| Committee/Position | Name |
|---------------------------|---------------------------------------------------------------------------------------------|
| Awards | Zofia Laubitz (Editors Québec) |
| Career Builder | Sue Archer (Editors Kitchener-Waterloo Guelph) Lynne Melcombe (Editors British Columbia) |

| | |
|------------------------------------------------------|------------------------------------------------------------------------|
| Certification | Vicky Bell (Editors Ottawa-Gatineau) Jaime Miller (Editors Calgary) |
| Comité Agrément/Principes | vacant |
| Communications and marketing | Jillian Reiten (Editors Edmonton) |
| Conference | TBD |
| Conference adviser | Breanne MacDonald (Editors Hamilton-Halton) |
| The Editors' Weekly | Lucy Payette (Editors Manitoba) |
| Equity, diversity and inclusion adviser | Adebe DeRango-Adem (Editors Toronto) |
| Facebook group moderator | Joanne Haskins (Editors Toronto) Lenore Hietkamp (Editors BC) |
| Francophone adviser / Conseillère francophone : | Sylvie Collin (Réviseurs Québec) |
| List monitor | Nancy Wills (Editors Kingston) |
| Mediator | Jane Kidner (Editors Toronto) |
| Member services | Kathryn Willms (Editors Toronto) |
| Mentorship | Risha Gotlieb (Editors Toronto) |
| Publications | Paula Chiarcos (Editors KWG) Jona Rhica Mejico (Editors Toronto) |
| Standards committee | Berna Ozunal (Editors Toronto) |
| Student relations | Becky Noelle (Editors Calgary) |
| Training and development | Miriam Bergert (Editors Toronto) Greg Ioannou (Editors Toronto) |
| Volunteer management | Monica Laane-Fralick (Editors Kingston) |
| Task forces / Groupes de travail | |
| Equity, diversity and inclusion task force | Fazeela Jiwa (Editors Atlantic) |
| Insurance task force | Jenny Davies (Editors Saskatchewan) |
| Honorary life membership evaluation committee | |
| Person | Replace in what year |
| Nancy Flight | 2023 |

| | |
|-------------------------------|------|
| Maureen Nicholson | 2023 |
| Cathy McPhalen | 2022 |
| Marie-Christine Payette | 2022 |
| Heather Ebbs (term is done) | 2021 |
| Joanna Odrowaz (term is done) | 2021 |
| NEW: Lesley Cameron | 2024 |
| NEW: Jonathan Paterson | 2024 |

17. President's Awards / Prix de la présidence

| | |
|------------------------------------------------|------------------------------------------------------|
| Adriana Paradiso (Editors / Réviseurs Toronto) | Lina Scarpellini (Editors / Réviseurs Québec) |
| Agnès André (Editors / Réviseurs Québec) | Magalie Allard (Editors / Réviseurs Québec) |
| Anna Williams (Editors / Réviseurs Edmonton) | Marie-Christine Payette (Editors / Réviseurs Québec) |
| Annette Gingrich (Editors / Réviseurs BC) | Marilyn Boake (Editors / Réviseurs Calgary) |
| Becky Heaman (Editors / Réviseurs BC) | Myriam Gagnon (Editors / Réviseurs Québec) |
| Becky Noelle (Editors / Réviseurs Calgary) | Natalia Iwanek (Editors / Réviseurs Toronto) |
| Carmen Siu (Editors / Réviseurs Toronto) | Nicola Aquino (Editors / Réviseurs Atlantic) |
| Charlene Deck (Editors / Réviseurs Calgary) | Paul Neuviale (Editors / Réviseurs Toronto) |
| Ellen Keeble (Editors / Réviseurs Toronto) | Robin Larin (Editors / Réviseurs Hamilton-Halton) |
| Lenore Hietkamp (Editors / Réviseurs BC) | Sophie Pallotta (Editors / Réviseurs Québec) |

Lee d'Anjou Volunteer of the Year Award / Prix Lee-d'Anjou – Bénévole de l'année

Nancy Foran was nominated for her work with organizing and coordinating the translation group.

Heather Buzila thanked all volunteers for their work.

18. Certification / Certification

Editors Canada thanks the Certification committee for its work in creating and maintaining a world-class certification process. Editors Canada celebrates 15 years of certifying editors. Director of Professional Standards Berna Ozunal thanked the committee members for their hard work.

2020 Certified Stylistic Editors

- Robyn So
- Lindsey Hritzuk

2020 Certified Professional Editor (CPE)

- Lindsey Hritzuk

19. Other business / Divers (5:25)

There was no other business. Heather Buzila thanked Caitlin for running polls and Gael Spivak and Michelle Waitzman for speaking and office staff for running things behind the scenes.

20. Adjournment /Clôture

MOVED BY Greg Ioannou
SECONDED BY Gael Spivak

that the meeting be adjourned.

Carried. 96 % in favour

Appendix A – Agenda

1. Call to order / Ouverture
2. Parliamentarian / Assesseur-conseil: Gael Spivak
3. Approval of agenda / Adoption de l'ordre du jour
4. Approval of 2020 draft AGM minutes / Adoption de la version préliminaire du procès-verbal de l'AGA 2020
5. Approval of the 2020 annual report / Adoption du rapport annuel 2020
6. Approval of the 2020 auditor's report / Adoption du rapport d'audit 2020
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9. Motion: That we make the outlined revisions (called resolutions) to the *Branch and Twig Policy* / Que nous fassions les révisions décrites (appelées résolutions) à la *Politique des sections et des ramifications*
10. Motion: That we make the outlined revisions (called resolutions) to the *Branch and Twig Procedures* / Que nous fassions les révisions décrites (appelées résolutions) aux *Procédures des sections et des ramifications*
11. Motion: That we make the outlined revisions (called resolutions) to the *Confidentiality Policy* / Que nous fassions les révisions décrites (appelées résolutions) à la *Politique de confidentialité*
12. Motion: That we make the outlined revisions (called resolutions) to the *Confidentiality Procedures* / Que nous fassions les révisions décrites (appelées résolutions) aux *Procédures de confidentialité*
13. Motion: That we make the outlined revisions (called resolutions) to the *Consultation Policy* / Que nous fassions les révisions décrites (appelées résolutions) à la *Politique de consultation*
14. Motion: That we make the outlined revisions (called resolutions) to the *Membership Procedures* / Que nous fassions les révisions décrites (appelées résolutions) aux *Procédures d'adhésion*
15. Motions from the floor / Motions sans avis

16. Appointments and elections / Nominations et élections

17. President's Awards / Prix de la présidence

18. Certification / Certification

19. Other business / Divers

20. Adjournment / Clôture