

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

**National Executive Council
Meeting Minutes
Q2**

By Zoom
June 27, 2020



**EDITORS
RÉVISEURS
CANADA**

Contents

- Contents2
- 1. Call to order..... 4**
- 2. Approval of agenda (Appendix A) 4**
- 3. Introduction of New Members 4**
 - a) No vote yet but observe. 4
 - b) Can ask questions. 4
- 4. Budget update 4**
- 5. Review of outstanding action items from previous meetings (Appendix B)..... 5**
 - a) Reminder for outgoing directors to pass along any tasks to incoming directors 5
- 6. Update on any priority projects..... 5**
 - a) ELAP 5
 - b) Insurance task force..... 6
 - c) Simon Fraser agreement..... 6
 - d) G Suite for Non-Profits; moving files into Google Drive 6
 - e) Implementation of Copyright Policy and Procedures..... 6
- 7. Report requests (Appendix C)..... 7**
- 8. Branches and twigs..... 7**
- 9. Office items 8**
- 10. New business..... 8**
 - a) Webinars created from conference sessions 8
 - b) Online mini conference? 8
- 11. Orientation for new directors 9**
 - a) set up meeting..... 9
 - b) director handover: important 9
 - c) don't forget the corporate calendar 9
- 12. NEC roles, committee chairs and branch officer votes 9**
 - a) 2020–21 national executive council roles: do by email vote later 9

b) Committees: vote on these later, too (Appendix F)	9
c) Reminder about branch signing officers and branch officers. See the instructions on line 169 of the corporate calendar.....	9
i) The linked doc will need to be updated for 2020–21 (new version to go in 2020–21 folder and all the branches should have done their AGMs by June, as per the Branch Officers and Signing Officers Procedures (see our bylaw, policy and procedure page).....	9
13. Next meeting.....	9
a) Poll to schedule new meeting dates and decide frequency/topics of meetings in mid-July when the new NEC is in place.	9
14. Adjourn	10
Appendix A – Agenda	11
Appendix B – Action Items	12
Appendix C – Requests Summary	23
Appendix D—Committee Reports.....	24
Appendix E—Director Reports.....	36
Appendix F – Chair Candidates for Motion	49
Appendix G—Online/Zoom Motions, March 11–June 24, 2020.....	51

PRESENT:

NATIONAL EXECUTIVE COMMITTEE

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

OTHERS

Natasha Bood	Executive Director
Nicole Watkins Campbell	Recording Secretary

1. Call to order

Heather Buzila called the meeting to order at 2:02 p.m., and invited directors to tweet during the meeting.

2. Approval of agenda (Appendix A)

MOVED BY Greg Ioannou

SECONDED BY Patricia MacDonald

that the agenda be approved.

Passed. All.

3. Introduction of New Members

a) **No vote yet but observe.**

b) **Can ask questions.**

New directors Suzanne Bowness and Anne Godlewski attended.

4. Budget update

The Covid-19 pandemic and other changes meant that the update process fell behind. As well, Editors' Canada's bookkeeper wants to retire; she will stay until we find another bookkeeper. Budgeting processes are different from Quickbooks, and those gaps are being resolved.

Michelle and Natasha reported that actual results for the first quarter show conference expenses and revenue both down. Editors Canada received the Canadian wage subsidy for employees, which helped to reduce losses. Funds from memberships dropped about \$5,000. Webinar revenue was on track.

The plan is to replace the bookkeepers with a service to cut back on administrative costs. It will automate processes for invoices and expenses and will free staff time from printing invoices, cheques, etc.

5. Review of outstanding action items from previous meetings (Appendix B)

a) Reminder for outgoing directors to pass along any tasks to incoming directors

Action

PM directors in charge of task forces to email list of leaders to Natasha Bood.

NEC discussed the following questions:

- Whether it would be possible to have more frequent financial reporting. This will have to wait until new bookkeeping arrangements are in place.
- On the departure of francophone members who were on the Agrément committee: Sylvie doesn't know what the former members are doing. Heather Buzila and Gael Spivak will stay in touch with Sylvie for updates.

6. Update on any priority projects

a) ELAP

Directors discussed updating Editing Like A Pro. Editors Canada planned to update the standards this year.

- The books are used in editing courses, and editing students could update them and user-test the updates. It would help students learn about the standards. Doing this might require aligning the standards with George Brown College's curriculum.
- This might cause a loss of revenue, although it was thought that students are not buying their own copies of the standards.
- The standards have been scheduled to be reviewed every five years. Sometimes standards are out of date by the time publications are produced.
- Reviewing every five years might not be flexible enough to keep the standards up-to-date; they might need to be reviewed continuously.

Action

Berna Ozunal to talk with Anne Brennan about student critique of Editing Like a Pro.

Action

Anne Brennan to set up Zoom meeting with Breanne MacDonald and Greg Ioannou to talk about distributing Editing Like a Pro as an ebook.

b) Insurance task force

Heather Ross reported she believed she had a volunteer to lead the task force: Jenny Davies.

National office is working on a document to describe options for freelancers to have business insurance. An update will follow.

c) Simon Fraser agreement

Heather Ross reported that this agreement is not going forward.

Gael Spivak reported she will now approach Queens. Concern about the Queen's editing program was raised – that it might be out of date; that it is not a full-time program; that it doesn't give students grades or a transcript, just a pass or fail.

Negotiating deals with university editing programs is a lot of work. The question of value for time was raised. However Humber and Centennial were raised as possibly worth time and effort.

Action

Greg Ioannou to approach Centennial and Humber colleges about interest in partnering with Editors Canada for their students.

Action

Janice Dyer to check minutes for motion on changing schools interested in partnerships with Editors Canada.

d) G Suite for Non-Profits; moving files into Google Drive

Natasha Bood reported that National Office has begun migrating files to Google Drive. One branch has a full email box and will need time to migrate.

Action

Heather Buzila to talk with Natasha Bood about why to use Google drive and how to move forward.

e) Implementation of Copyright Policy and Procedures

The copyright policies and procedure will go in an enews update. The policy and procedure are translated I've tested docuSign. Patricia MacDonald put together the first list of people who will sign documents: NEC and committee chairs, then branches and twigs will get an email from DocuSign.

7. Report requests (Appendix C)

Directors discussed adding plain language into the editing standards. Gael Spivak is on the International Standard Organization committee creating plain language standards. She said Editors Canada doesn't need to do this now—it will be done next year. Greg Ioannou said that the Association of Canadian publishers wanted to work with Editors Canada on accessibility standards.

CSC is looking into automating testing; they want to proctor exams remotely to save money. Many professional organizations are trying remote proctoring—medical exams, etc. NEC directors discussed their comfort with the idea of using remote proctoring for all future exams.

Remote proctoring will make it easier for people in less-populated communities to write certification exams—they won't have to travel to larger centres.

Details on remote proctoring are in CSC's Committee Report in Appendix D.

MOVED BY Greg Ioannou

SECONDED BY Anne Brennan

to let CSC use remote proctoring for November 2020 and then to assess it for future exams. They must work within their budget.

NEC discussed the following points:

- Remote proctoring saves money by reducing rental fees for physical locations and in-person proctors and an office position. Some companies have a big up-front fee, but it is a one-time fee to set up the system.
- In addition to helping attract more people to testing, this will improve our credibility: we are keeping up technologically, we're forward-looking. It's a benefit.
- A lot of time in the office is spent booking rooms and proctors. We will save that time. And more people will take exams if they don't have to travel.

Vote: passed.

Action

Berna Ozunal to let CSC know that because the vote for online proctoring has passed, the committee should no longer book in-person exams.

8. Branches and twigs

Details are in the Director Reports, Appendix E. Directors discussed:

- Saskatchewan Branch has recreated their executive team. They thanked NEC for extending their timeline; it allowed them to remain a branch.

- Centralized bookkeeping is now available for branches. This was raised in the fall, and branches pushed back on the basis that centralized bookkeeping might create bookkeeping delays.
- Some branches are still not collecting HST correctly. This needs to be ramped up as an official request from the treasurer; the branches are not motivated by prompting from the branches representatives.

Action

Michelle Waitzman to email branches about importance of collecting HST.

- Michelle Waitzman addressed the branches’ concerns about central bookkeeping, saying that for auditing proposes, branches keep their own books. They are being asked to input to Quickbooks centrally so that amounts are entered consistently. NEC is not taking their bank accounts out of their hands.
- Michelle Waitzman also spoke about branches’ GST collection: The auditors’ concerns are that Editors Canada and its branches have the same **GST account**. Branches, other than Ottawa, can pay their own GST/HST if they want to. Their size and incomes mean they have that options. Ottawa is the only branch with income over the \$50,000 a year threshold for paying GST/HST.
- Branches are happy with the regular membership lists. They thank Natasha Bood for taking care of this and the quarterly financial statements. Editors Canada also needs to also take care of financial reports for twigs. Twigs have been directed to collect membership payments.
- Branches and twigs are holding meetings via zoom through the pandemic. They have their own Zoom accts. Anne and Shauna are offering to hold Zoom meeting with the incoming director to help them prepare for the role.
- Handbook – so many things were changing, but they were changing while we were talking about it. We put it off until final decisions could be made, for example, how branches and twigs need to deal with finances.

9. Office items

There were no office items.

10. New business

a) Webinars created from conference sessions

Greg Ioannou reported that over next three months, webinars will be developed based on conference sessions, including one on Spanish English with the Spanish editors association and five or six requested by the Finding Work Task Force. These could be ready this fall.

b) Online mini conference?

11. Orientation for new directors

Gael Spivak and Heather Ross will contact new directors about orientation.

- a) set up meeting
- b) director handover: important
- c) don't forget the corporate calendar

12. NEC roles, committee chairs and branch officer votes

- a) 2020–21 national executive council roles: do by email vote later
- b) [Committees](#): vote on these later, too (Appendix F)
- c) Reminder about branch signing officers and [branch officers](#). See the instructions on line 169 of the [corporate calendar](#).

Michelle Waitzman needs two signing officers from each branch by end of July.

- i) The linked doc will need to be updated for 2020–21 (new version to go in 2020–21 folder and all the branches should have done their AGMs by June, as per the Branch Officers and Signing Officers Procedures (see our [bylaw, policy and procedure](#) page).

13. Next meeting

- a) Poll to schedule new meeting dates and decide frequency/topics of meetings in mid-July when the new NEC is in place.

Coming meetings will be over Zoom. Outgoing directors are asked to share info with new incoming directors.

MOVED BY Greg Ioannou

SECONDED BY Heather Buzila

that the outgoing directors be thanked for their work.

Passed. All.

14. Adjourn

4:13 p.m.

Appendix A – Agenda

Attending:

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

1. Call to order
2. Approval of agenda
3. Introductions and welcome to new directors
4. Budget update
5. Review of outstanding action items from previous meetings
6. Update on any priority projects
7. Report requests
8. Branches and twigs
9. Office items
10. New business
11. Orientation for new directors
12. NEC roles, committee chairs and branch officer votes
13. Next meeting
14. Adjourn

Appendix B – Action Items

Action Items, Current

	Action Item	Person (s) Responsible	Status
1.	Directors in charge of task forces to email list of leaders to Natasha Bood.	NEC Directors	DONE (Patricia sent list to Natasha)
2.	Berna Ozunal to talk with Anne Brennan about student critique of ELAP.	Berna Ozunal	
3.	Anne Brennan to set up Zoom meeting with Breanne MacDonald and Greg Ioannou to talk about distributing ELAP as an ebook.	Anne Brennan	
4.	Greg Ioannou to approach Centennial and Humber colleges about partnering with Editors Canada for their students.	Greg Ioannou	
5.	Janice Dyer to check minutes for motion on changing schools interested in partnerships with Editors Canada.	Janice Dyer	
6.	Heather Buzila to talk with Natasha Bood about why to use Google Drive and how to move forward.	Heather Buzila	
7.	Berna Ozunal to let CSC know that because the vote for online proctoring has passed, the committee should no longer book in-person exams.	Berna Ozunal	
8.	Michelle Waitzman to email branches about importance of collecting HST.	Michelle Waitzman	

Action Items, Past Meetings

	Action Item	Person (s) Responsible	Previous Status	New Status
9.	Heather Buzila to set up discussion for meeting timing and format.	Heather Buzila	Will schedule for July when new NEC is in place	In progress
10.	Heather Buzila to schedule Zoom meeting with Sylvie Collins and Gail 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	In progress

			later in the summer.	
11.	Anne to communicate with Michelle Ou on the files for <i>Editing Canadian English</i> and <i>Editorial Niches</i> .	Anne Brennan		In progress
12.	Lucy White to find contract with Captus and termination letter.	Executive Director	In progress	I have not found the letter, but I have confirmed with Captus that our contract was terminated in Fall 2019
13.	Anne Brennan to talk to Gael Spivak on how new plain language standard might tie into a handbook.	Anne Brennan		In progress
14.	Breanne MacDonald to look into website with Michelle Ou this summer.	Breanne MacDonald		In progress
15.	Michelle Waitzman to put together a package of financial information for branches and twigs.	Michelle Waitzman		In progress. Worked with Anne C on twig info in May. Behind on other stuff because of audit/ED transition/office closure
16.	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 See above
17.	Heather Buzila to talk with ED to ask for year-to-date statements.	Heather Buzila		In progress
18.	Heather Buzila to connect the student relations committee and	Heather Buzila	Emailed both parties to connect	In progress

	the Calgary Twig to look into speaking at Mount Royal College.		them but didn't hear back	
19.	Anne Brennan to follow up with Jessica Riches to find out when publication of chapbook will occur.	Anne Brennan	Paula Chiarcos and Jessica Riches have a draft copy of the MarComm strategy and are updating it before implementation.	In progress
20.	Janice Dyer 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	Janice Dyer		In progress
21.	Anne Brennan to follow up with Paula Chiarcos on status of From Contact to Contract.	Anne Brennan	Anne has a call scheduled with Paula to discuss this.	In progress
22.	Natasha Bood to direct the national office to let branch and twig administrators know about lapsed members.	Natasha Bood	Will begin in September	Ongoing
23.	NEC directors to record actions completed on the rethink document.	NEC directors	Ongoing	Ongoing
24.	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	Ongoing
25.	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	Ongoing

26.	Anne Brennan to find the contract for the design and production for ELAP.	Anne Brennan		
27.	Anne Brennan to investigate the distribution plan for ELAP including the possibility of using UBC (who distribute ECE 3).	Anne Brennan	In progress	
28.	Natasha Bood, Breanne MacDonald, and Heather Ross to talk about getting the pathways to success infographic out to members.	Natasha Bood Breanne MacDonald Heather Ross	in progress. Michelle Ou asked for input	
29.	Gael Spivak to look for past archives (ask Ruth Pincoe about the ones stored at McMaster University; ask Lee d'Anjou about the list of early motions) and to search for editors who are also indexers and who might be willing to index the minutes.	Gael Spivak	in progress Received the past AGM minutes (and Michelle Ou put them on the website) and Gael found an indexer. Checked in with her March 8/20 and she now has time to start the project. We originally wanted to index the NEC minutes but that seems out of reach now.	In progress (this will take a long time; almost 30 years of minutes) The indexer has confirmed she has started work.
30.	Greg Ioannou to negotiate a partnership agreement with the Editorial Arts Academy.	Greg Ioannou	in progress	In progress
31.	Greg Ioannou and Gael Spivak to look into Heritage Canada grants again.	Greg Ioannou Gael Spivak	in progress	In progress: reapplied July 2020
32.	Natasha Bood to find out the host responsibilities in hosting a conference and talk to local twig about it.	Natasha Bood	in progress Spoke with Breanne M. regarding host responsibilities. Will talk to local twig at a later date.	In progress New director to follow up.

33.	Heather Ross to ask member services chair to put a call out video volunteer.	Heather Ross	in progress. Video nearly complete; vol'teer to fix two issues.	
34.	Anne Brennan to work with Greg Ioannou to help the ELAP with watermarks and production.	Anne Brennan Greg Ioannou	In progress Jessica Riches meeting with a member of Greg's team.	
35.	Sue Bowness to contact Sandra Gravel and Sophie Pallota about working on the French part of the website.	Sue Bowness	In progress Still to contact Sophie Pallota	
36.	NEC directors to create a standards committee with the mandate to continually monitor the editing environment for new and revised standards and update the current standards accordingly.	Berna Ozunal	In progress Berna wants to chair committee (after NEC term).	In progress
37.	Greg Ioannou to check on getting French onto the webinars subsite.	Greg Ioannou	In progress	
38.	Greg Ioannou to set up a document with resources for people who have to sign documents (for webinars) about using the capabilities in Acrobat.	Greg Ioannou	in progress	
39.	Greg Ioannou and Berna Ozunal to form a subcommittee (with Natasha Bood) to discuss building upon the webinar program (and to communicate with relevant branches and twigs in the process).	Greg Ioannou	In progress Still to communicate with branches and twigs (which are still holding seminars?)	
40.	Sue Bowness and Michelle Ou to use information about benefits in social media drives.	Sue Bowness Michelle Ou	In progress MarComm plan moving forward in new year, once other comms priorities are taken care of	
41.	Insurance Task Force to get information about how/what/when/why to find insurance (errors and omissions and home-based business).	Insurance Task Force	in progress Heather Ross	

Action Items, On Hold

	Action Item	Person (s) Responsible	Status
42.	Natasha Bood to give more detailed financial reports to the NEC directors quarterly.	Natasha Bood	On hold until new bookkeeper begins
43.	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.
44.	Natasha Bood to look into the possibility of partnering with a French dictionary.	Natasha Bood	on hold until English dictionary is published/launched
45.	Patricia MacDonald and Natasha Bood to talk about the volunteer directory.	Patricia MacDonald Natasha Bood	Volunteer spreadsheet being developed instead
46.	Natasha Bood to investigate the possibility of a mini-conference put on by branches and twigs, supported by national office.	Natasha Bood	on hold
47.	NEC to review each year the list of possible trademarks to apply for.	NEC	on hold until March, 2020
48.	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
49.	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
50.	Natasha Bood to talk to Editors Toronto about partnering on professional development events.	Natasha Bood	on hold
51.	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

52.	Sue Bowness to connect with the publication chair about marketing and communications for future chapbooks.	Sue Bowness	on hold until further chapbooks in progress
53.	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
54.	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
55.	Editors Canada president to contact presidents of organizations with whom Editors Canada has partnerships.	Heather Buzila	on hold until new president takes office
56.	Gael Spivak to look at the revision of Branch and Twig policies and procedures with respect to changing the time of year that they are required to hold their AGM.	Gael Spivak	on hold until examination of all policies and procedures for revision
57.	Greg Ioannou to contact Tamra Ross about Drupal and our website.	Greg Ioannou	On hold. It will have budget impact.
58.	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 Conference 2021 Not being pursued this year. Heather R investigating several options.
59.	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

Action items, Done

60.	Heather Buzila to add into corporate calendar twice a year to remind directors to remind committees about file storage.	Heather Buzila	DONE
61.	Heather Buzila to tell student relations committee can't reduce fee now. Policy gives them ODE listing at full price. Would have to go to AGM to fix.	Heather Buzila	DONE
62.	Lucy White to find office lease contract: terms and penalty to break contract early.	Executive Director	DONE. Looked at subletting so

			we're not stuck until 2024. Might use a broker.
63.	Heather Ross to speak with Berna Ozunal and Tania Cheffins about insurance task force.	Heather Ross	DONE. Tania declined to take on the lead and Berna shared info.
64.	Berna Ozunal to tell Certification Steering Committee to go ahead with changes to Part A of the certification exam.	Berna Ozunal	DONE
65.	Patricia MacDonald to talk to Virginia St-Denis about finding volunteers for marketing committee.	Patricia MacDonald	DONE
66.	Anne Curry and Shauna Babiuk to meet with ED to talk about ensuring membership lists are accurate, ensuring branches and twigs have that information, and setting a schedule for sharing the lists.	Anne Curry Shauna Babiuk	DONE
67.	Heather Buzila to add hyperlinks to Rethink update.	Heather Buzila	DONE
68.	Breanne MacDonald to work with Michelle Waitzman to set up folder for financial information.	Breanne MacDonald	DONE
69.	Anne Curry to follow up with Quebec branch for copy of bilingual flyer to promote three ways to hire and editor; Virginia St-Denis would like to be able to share it with the rest of the association.	Anne Curry	DONE Shared with branches and twigs too.
70.	Anne Curry to provide Michelle Waitzman with more detail on request for financial policy information.	Anne Curry	DONE
71.	Patricia MacDonald to talk to Monica Laane-Fralick about her request in the volunteer management committee meeting report.	Patricia MacDonald	DONE
72.	Janice Dyer to ask Sylvie Collins for a francophone report before each meeting.	Janice Dyer	DONE
73.	Greg Ioannou to look at the webinar presentation manual, cut it back to a more reasonable size and send it to volunteer translation group.	Greg Ioannou	DONE
74.	Executive Director to add task force leaders to committee email list.	Executive Director	DONE
75.	Directors to let task force leaders know they're being added to committee email list. Janice will send task force reporting template to them when it's time to submit committee reports.	NEC Directors	DONE
76.	Directors to read social media document over next two weeks and give feedback to Virginia St-Denis to brainstorm one-on-one.	NEC Directors	DONE
77.	Gael Spivak to get copyright policy translated.	Gael Spivak	DONE

78.	Virginia St-Denis to look at what MCC does for document and text of their confidentiality and code of conduct agreements.	Virginia St-Denis	DONE
79.	Greg Ioannou and Caitlin Stewart to look into Docu-sign Nonprofit for webinars and copyright forms.	Greg Ioannou	DONE
80.	Berna Ozunal to talk to Certification Steering Committee about their confidentiality form and how they track the forms.	Berna Ozunal	DONE
81.	Anne Curry and Shauna Babiuk to take the interim report on the Rethink document to the next meeting of the branches and twigs.	Anne Curry Shauna Babiuk	DONE
82.	Virginia St-Denis to update the <i>15 Reasons</i> and <i>Hire an Editor</i> brochures. https://www.editors.ca/hire/what-can-professional-editor-do-you	Virginia St-Denis	DONE
83.	Virginia St-Denis to work with Janice Dyer on communicating the availability of the mentorship program to the student affiliates.	Virginia St-Denis Janice Dyer	DONE
84.	Anne Curry to look for examples of financial policies in other organizations and report back to the treasurer.	Anne Curry	DONE
85.	Anne Curry and Shauna Babiuk to link up Editors Toronto, BC, and Ottawa–Gatineau who are all interested in putting on seminars for non-editors.	Anne Curry Shauna Babiuk	DONE but new director could follow up again
86.	Berna Ozunal to investigate and discuss the pros and cons of ACP's (Association of Canadian Publishers) new initiative and report back to the NEC.	Berna Ozunal	DONE
87.	Gael Spivak to draft the text for a page to advertise the organizations that are using our standards. Useful if we get a partnership with SFU or Queen's.	Gael Spivak	DONE
88.	Berna Ozunal ask CSC to email Anne Brennan once all the files are moved out of her storage account.	Berna Ozunal Anne Brennan	DONE
89.	Janice Dyer to liaise with Breanne MacDonald and Shauna Babiuk and find a conference chair for 2021.	Janice Dyer Shauna Babiuk	DONE
90.	Berna Ozunal to ask the certification steering committee to reinstate copyright protection on the study guides.	Berna Ozunal	DONE ICSC is fine with copyright protection
91.	Natasha Bood to send a list of items to be fixed on the website to Virginia St-Denis as they come up.	Natasha Bood	DONE
92.	Janice Dyer to emphasize the correct use of the raise hand and chat functions for online attendees at the AGM.	Janice Dyer	DONE

93.	Shauna Babiuk and Anne Curry to discuss with Michelle Waitzman and John Yip-Chuck what details from the financial statements can be shared with branches and twigs.	Shauna Babiuk Anne Curry Michelle Waitzman John Yip-Chuck	DONE
94.	Virginia St-Denis to work with Greg Ioannou on a webinar flash sale.	Virginia St-Denis Greg Ioannou	DONE
95.	Breanne MacDonald and Anne Brennan to talk about promoting the handbook at the conference.	Breanne MacDonald	N/A
96.	HR Committee to talk with office staff about the possibility of other office locations vs working remotely.	Heather Buzila	N/A We won't move without talking with staff first.
97.	Shauna Babiuk to follow up with NEC regarding BC branch's request for talking with provincial MLAs about Editors Canada.	Shauna Babiuk	N/A, cancelled
98.	Breanne MacDonald look into the cost of livestreaming the conference.	Breanne MacDonald	N/A
99.	Gael Spivak to approach Queen's University about student affiliate partnership.	Gael Spivak	N/A Directors seem to not want this now.
100.	Virginia St-Denis to ask Anna Williams about whether it would be possible to combine blog posts into a chapbook and whether copyright contracts exist for the posts.	Virginia St-Denis	N/A Editors Canada does not own copyright on these posts
101.	Gael Spivak and Natasha Bood to complete the collaboration agreement between SFU and Editors Canada and fulfill any requirements arising out of the agreement.	Gael Spivak Natasha Bood	N/A This project is dead.
102.	John Yip-Chuck/Gael Spivak/Virginia St-Denis to look into getting the Editors Canada logo onto the Simon Fraser website.	Natasha Bood Gael Spivak Virginia St-Denis	N/A Was tied to the agreement, which doesn't exist now.
103.	Janice Dyer to contact the francophone adviser, Sylvie Collin, and Patricia MacDonald about finding a francophone member for the Mentorship Program Committee.	Janice Dyer Patricia MacDonald	DONE
104.	Heather Ross about sending in-house job ads to the geographically pertinent branch/twig administrators directly (through Drupal), and to have Caitlin Stewart do this on an individual basis in the interim.	Natasha Bood Michelle Ou Heather Ross	DONE
105.	Natasha Bood to check that the organization has the highest level of access and can't be locked out of Sync.	Natasha Bood	DONE

106.	Breanne MacDonald and Virginia St-Denis to work on sorting out access to organization-wide Google Drive.	Breanne MacDonald Virginia St-Denis	DONE
107.	Patricia MacDonald to check in with the Improving Access to Member Services on their progress and specifically about their idea of a virtual meeting group.	Patricia MacDonald	DONE. Group has started.
108.	Michelle Waitzman and Natasha Bood to pursue ideas from the accountant about keeping office expenses down.	Michelle Waitzman Natasha Bood	DONE

Appendix C – Requests Summary

2020 Q1 Meeting – Quarterly Reports – Requests Summary

Past President

- This was work I did from November to January: I found someone to do a new video (for the students). I don't know if the person who did the video will continue with this work, though. I handed this over to member services in January. The last email I have is January 21, 2020

Director, Branches and Twigs East

- During the winter of 2020, I requested that the interim executive director ensure that up-to-date financial reports be prepared for twigs. After the Q1 NEC meeting, the treasurer provided information about twig budgets and reserves, and Shauna and I transmitted this information to twig coordinators. I renewed the request for financial reports with the new executive director, but twigs have still not received financial reports. Coordinators need a precise understanding of where their twig stands financially.

Standards

STANDARDS COMMITTEE

- Plain language and accessibility standards —
 - Do we need to discuss whether or not we will integrate these into Professional Editorial Standards?
 - Do we need to send out a questionnaire to members? Your thoughts?
 - Shall I try and form an alliance with Canadian members/founders of Plain Language Association International (PLAIN) guidance and to see if they want to co-produce the standards? Similarly, should I contact anyone in particular to see if they want to coproduce accessibility standards with us?
- We need more volunteers on the Standards committee (we only have 2 volunteers right now that I know of)
- *Edit Like a Pro* (formerly *Meeting Professional Editorial Standards*) — can we get an update on scheduled publication of four volumes?

Certification Steering Committee

- If it hasn't already done so before the quarterly meeting, we'd like to ask the NEC to vote on the proposal to switch to remote proctoring of the professional certification exams, providing our trial is successful. Please review the report in Appendix 1 (the Executive Summary and Cost Comparison sections are probably most salient!).

Appendix D—Committee Reports

Contents 2

Certification, Vicky Bell and Jess Shulman 3

Communications and Marketing Committee, Janine Harker 8

Certification, Vicky Bell and Jess Shulman

Certification Steering Committee: Vicky Bell and Jess Shulman Quarterly report to national executive council for meeting of June 27, 2020

1. Status update on actions from your committee plan for the year

- **Develop and administer the professional certification exams**
 - We're currently wrapping up the 2019 Copy-Editing professional certification exam. Getting the results audited and sent out to candidates was delayed owing to the pandemic, but we've since been able to work with Natasha Bood to carry out the audit. We had hoped the auditing would be finished in the first week of June, but unfortunately it seems it will take a while longer. Once it's complete (hopefully before the month is out), Natasha and other office staff will help us send out the results letters to candidates. Ideally, we'd be able to announce the names of successful candidates at the Editors Canada AGM, but if we can't, we will announce them separately.
 - The development of the 2020 Stylistic Editing professional certification exam is well under way; the exam has been created and has just been returned from the external reviewer, with her comments.
 - At present we're moving forward with administering the exam in mid-November. We plan to review the situation closer to exam time and take physical distancing measures into account as necessary, but we may be able to implement new technology that will allow us to proctor the exam remotely, which would do away with the need for a physical site altogether. For more information, see first bullet in the next section, and Appendix 1.
- **“Rethinking” the professional certification program**

We've continued the “rethink” or “refresh” process that we began in 2019, focusing on 4 main areas:

 - New technology for administering the exams, to save costs (e.g., renting physical site; shipping), maintain security and increase convenience for candidates. In March and April, we viewed demos from 3 companies that provide remote exam proctoring services and have drawn up a report to examine costs and benefits (please see report in Appendix 1). Two of the companies look promising and we have approached them about running a pilot exam via remote proctoring, to check that it meets the needs of the CSC. Whether we move forward with this is currently pending a vote by the NEC, and on whether the pilot is successful. It also depends on the cost of running such a pilot. Here is the latest update as of 15 June:
 - Proctortrack: At time of writing, this company has not yet responded to our request to run a trial or dummy exam at free or low cost.

- Prometric: Has responded. The company cannot offer us a free or low-cost trial, but has offered to set up the exam for us on a 1-year contract. Note that we would have to pay the USD3400 set-up fee (see Cost Comparison section in Appendix 1) and the per-candidate fee of USD70 (approximately). We need to discuss whether it's too risky to outlay such an amount with no guarantee that this technology will suit our needs – in an already bad financial year.
- New and/or streamlined test-setting procedures, again to save costs and efficiently use material we already have in our test bank: We've come up with a 2-year schedule for writing exam questions for each area and reusing older exam questions, to reduce the burden on test setters. We plan to implement this from 2021.
- Initiating the new Foundational Skills test: We've begun writing multiple-choice questions to populate the Foundations test bank.
- Contract "office person": We drew up a proposal for a contract person to help the CSC with tasks that it couldn't do itself, to maintain confidentiality. The proposal was accepted by the NEC, but Natasha and the office feel they can handle these tasks for us, at least for 2020.
- **Foundational skills testing**
 - This is an all-hands-on-deck process, to establish a large enough bank of questions before launching the Foundational Skills Test (tentatively later this year).
- **Communications and marketing**
 - We've continued to liaise with Michelle Ou to include relevant news in the monthly, association-wide e-news update
 - We needed to communicate the COVID-19–related delay in sending out results of the 2019 Copy Editing exam. The office sent out a note to registered candidates on our behalf, and we added text to the Certification page on the website.
 - We'll need to initiate a launch plan and marketing plan for Foundations.

2. **Priorities for the next quarter**

- Stylistic Editing exam: To finalize the exam for piloting in September. The next step will be implementing any changes suggested by the external reviewer, then sending it for proofreading.
- Foundational skills test: To continue to populate the test bank before launching the program later this year (date to be determined).
- Remote proctoring: If the NEC votes that this is viable, we plan to pilot a dummy exam via one or two remote proctoring companies, preferably at no or low cost (trial price), and if successful, look to using this technology when we administer the pilot (September) and real Stylistic Editing exams (November).

3. **Requests or questions for the national executive council**

- If it hasn't already done so before the quarterly meeting, we'd like to ask the NEC to vote on the proposal to switch to remote proctoring of the professional certification exams, providing our trial is successful. Please review the report in Appendix 1 (the Executive Summary and Cost Comparison sections are probably most salient!).

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

Office to complete

Appendix 1: Remote Proctoring Solutions

Executive Summary

Given both a need to develop the professional certification program and take possible physical distancing measures into account in the future, the Certification Steering Committee has investigated using a technology known as remote proctoring to run its professional certification exams. We compared remote proctoring against a) our current onsite exam process and b) the option we offer to some candidates, to write the exam in a remote location (our “remote option”). We found that our “remote option” is extremely cost-effective for us, but places a large burden on candidates to find their own suitable exam location and in-person proctor, and on Editors Canada office staff, who have to approve applications. We also found that two proctoring companies, Prometric and Proctortrack, seem to offer a convenient, cost-effective solution for candidates to write the exam in their own homes, without the CSC needing to book a physical exam site or find or pay (in the form of honoraria) in-person proctors. Providing that the NEC approves a potential switch to remote proctoring, and providing that we can run a successful pilot exam through Prometric or Proctortrack or both, we may be able to run the Stylistic Editing certification exam via remote proctoring in November 2020.

Overview

As part of its “Rethink” process, in 2019 the Certification Steering Committee (CSC) began exploring alternative ways to offer the professional certification exams, with the aim of reducing costs, expanding the reach of the program, and making the exam process more convenient for candidates.

Part of this process was to look at technology that is available for offering exams. This report deals specifically with the concept of remote proctoring, an online service that emulates the role of an on-site proctor to confirm the identity of an exam-taker and safeguard the integrity of an exam. Remote proctoring is done over the Internet, via artificial intelligence (AI) or by a human agent.

This report provides an overview of the features, pros and cons of 3 remote proctoring companies that the CSC approached in March and April 2020, cost comparisons with our current processes, and suggestions for next steps, should Editors Canada and the CSC decide to pursue the path of remote proctoring for the professional certification exams.

What Is Remote Proctoring?

Remote proctoring is an online service that replaces an on-site proctor for an exam. Candidates write the exam on their own computers, in a location of their choice (for example, in their home or any quiet location), over the Internet. They must have Internet access, a webcam and microphone.

Via the Internet, a proctor (sometimes human; sometimes an AI agent, depending on the program level purchased) in a remote location ensures the security of the exam by confirming the identity of the exam-taker and monitoring the candidate while the exam is in progress.

Here’s an overview of how a remote-proctored exam works:

- Usually the exam is run on proprietary software that locks down other applications and browsers, to prevent cheating. A representative from Editors Canada (not a member of the CSC, to preserve confidentiality) would have to set up the exam in advance through the platform,

adding the candidate's student number, associated email address, and date and start time of the exam.

- On exam day, candidates log on to the software application via a link sent to them by system email.
- Ten to fifteen minutes before the exam is scheduled to begin, candidates run through a security pre-check in which they have to verify their identity, usually by showing ID with a photo that matches the image of the person the proctor sees via the candidate's webcam. The security of the exam location is also checked: candidates show the proctor their physical environment. The proctor checks candidates' hair, glasses, pockets, collars, and so on. Apps and programs on the candidate's computer are also closed.
- Once the exam begins, any changes in the environment (a phone being raised to the screen; someone else entering; conversation; someone replacing the candidate; even the candidate's eyes looking away at the screen to check unapproved notes; programs or browser tabs being opened on the candidate's computer) are flagged. Depending on the level of service purchased, the exam may be paused here while the remote proctor checks the event and decides whether it constitutes cheating or not, or the event might be reviewed later via recording.

Advantages of remote proctoring

- If COVID-19-related physical distancing and travel bans continue into (or resume in) November, the ability to be less reliant on physical sites and offer the exam to candidates in their own homes may offer an advantage:
 - The CSC may have trouble even booking computer labs, and/or finding labs that offer enough space (with desks set far enough apart) to meet physical-distancing needs. Remote proctoring addresses that concern.
 - For candidates who live more than 300 km away from an official exam location and/or find it difficult to access an exam location, the CSC does currently offer an option to write the exam remotely (the "remote option"; more on this below), but in the current setup, candidates must still find another physical location in which to write and a person to act as their in-person proctor. Physical distancing could cause complications for this for candidates.
- Our current remote option may see a surge in popularity. With the remote option as it currently operates, the Editors Canada office person has to approve all applications to ensure they fulfill our requirements with respect to proctor and exam location (see <https://www.editors.ca/professional-development/certification>). Because remote proctoring replaces the proctor and thoroughly checks the physical location, this burden would be removed for the office person.
- Remote proctoring allows candidates to write exams from the comfort of their own home (if desired; or other location of choice), on a computer they're comfortable with: this offers them an advantage over using an unknown computer at a lab.
- Some remote proctoring services are more cost-effective on a per-candidate basis than renting a computer lab and paying honoraria to onsite proctors. The cost can be factored into the exam fee. Please see the Cost Comparison section.
- Remote proctoring might even offer more advanced security than an onsite, human-proctored process, with identity verification; tracking eye and mouse movements; biometric scan; scanning the room where the candidate is writing. In our current setup in a physical site, one or two proctors are trying to watch many candidates.
- Many remote proctoring companies offer recording, which allows for post-analysis and intervention (if we suspect cheating but can't prove it at the time, playback of the recording

could provide proof), and perhaps tracking of candidate practices over time, with a view to improving the process.

- Remote proctoring can be offered asynchronously, if that is an option we ever wish to consider, for on-demand exams.

Disadvantages of remote proctoring

- The more we are willing to pay for remote proctoring, the better and more secure the service (human proctors versus AI, etc.). If we go for the cheapest option, are we sacrificing integrity of the exam?
- If tech issues arise for candidates, remote proctors may not have know-how to deal with them (computers aren't standardized). In an Editors Canada–rented computer lab, technicians are onsite to help.
- Speed or power of candidates' computers and Internet connections may differ, offering unfair advantage to some (but this would be the case for any candidate writing remotely, too — the quality of computer used by a remote candidate may not be the same as an Editors Canada–rented lab in Toronto, for example).
- Despite claims that the security of remote proctoring monitoring is robust, candidates may still be able to find ways to cheat: downloads, screenshots. If we decide to move forward with pilot testing, we should try to beat the system.
- The practice might feel intrusive to candidates; being “watched” (then again, they are watched during an in-person exam as well). Are there privacy concerns with recording a candidate's living space? We would need to check legislation for Canada.
- It might raise the stress level of candidates even further.
- We already have our remote policy set up. Perhaps this is sufficient for our needs.

Select Remote Proctoring Services

In March and April 2020, the following 3 companies gave demos of their remote proctoring solutions to members of the CSC.

ProctorU

<https://www.proctoru.com/services>

ProctorU is a large, US-based company that offers remote proctoring to many universities and institutions, via auto proctoring (using artificial intelligence) and live, human proctors, depending on the package purchased. ProctorU has built its own test delivery system that plugs into an institution's learning management system (LMS) or other platform, such as Moodle, Test.com or Exam Builder (it is not a standalone program). ProctorU runs on Chrome or Firefox and can allow for certain websites to be whitelisted (which would be useful if down the road, we want to allow candidates to access online dictionaries and style guides).

The demo provided by the company was slick and gave an excellent overview of how remote proctoring works. This was the most professional company of the three we talked to. However, ProctorU is **likely not suitable** for the CSC's needs, for the following reasons:

- It is too expensive for us: at its lowest, discounted rate for its most basic level of service (Record+), ProctorU charges about USD 150 to 200 per candidate. This is too high, even offset against our current costs of renting computer labs and paying honoraria. In addition, the

company charges a substantial set-up fee: currently, it is USD 4500 as a “COVID-19 special” (offered to institutions that need to move their exams online), but that will increase in the near future.

- The company requires a minimum number of 200 candidates per exam (their usual number is around 500 candidates per exam). Currently, about 30 candidates register for our professional certification exams, in a good year. It was clear that our low number of candidates made ProctorU less interested in taking us on as a client, and would also push up the cost further.
- ProctorU’s exam platform operates as part of a plug-in to an existing learning management system (LMS), such as many universities already have, but we do not. We also don’t have the funds or need to purchase such a system, or the technical know-how to design and set up our own LMS via Moodle, for example.

Prometric

Prometric is a US-based company that works with clients of all sizes. It offers a few levels of service, using varying combinations of AI and human proctoring (the most expensive option, for very sensitive exams, uses exclusively human proctors). It has its own test system that is standalone: a browser plug-in that can be used on any computer. Prometric cannot whitelist sites; other browsers, tabs and software are locked down during the exam.

Prometric **seems suitable** for the CSC’s needs, owing to the following:

- Cost: this is the “middle” option of the 3 companies that provided demos for us. The estimate was USD 68 to 70 per candidate. There is a high, one-time set-up fee of USD 3400, however.
- Customer service: The company has 3 decades of experience. We found Prometric to be responsive and enthusiastic, with an attitude that indicated they would be happy to work with us and could adapt their system to our needs.
- Running an exam on Word did not seem to be an issue; they have other clients who run exams in the same way. They also work with other editing certification organizations (the American Medical Writers Association: AMWA. However, I suspect AMWA may use Prometric for multiple-choice exams only).
- We asked whether medically necessary devices, such as hearing aids and insulin pumps, would be allowed; Prometric confirmed this would be OK, as long as approved by us in advance as an accommodation. Unfortunately we did not check this with the other 2 companies, but could confirm.

Proctortrack

Proctortrack is US- and India-based, run by Verificent Technologies. It offers a stand-alone platform or can plug into an LMS. It has 4 levels of proctoring, ranging from AI only to a combination of human and AI:

1. ProctorLock: This most basic level provides some security and monitoring. During the exam, it locks down the browser and monitors the computer, and offers ID verification and local, continuous facial verification. Candidates can’t take screenshots; no copy-pasting is the default. Secondary browsers are not allowed.
2. ProctorAuto: More robust than level 1. The exam session is recorded and uploaded for processing. Behavioural risk is monitored — any screenshots using a cell phone, people walking

into the room, and so on. Infractions are flagged and a report is generated, which is sent to the client (CSC). Results are available in 3 hours.

3. Proctortrack QA: This level is mostly for higher-volume tests. A manual round of QA is applied after remote proctoring; human checks for any infractions or false flags helps to improve accuracy.
4. ProctorLive AI: This level is best for high-stakes exams in which live proctors are mandated. A live proctor is coupled with an AI proctor in real time.

Proctortrack is **very suitable** for the CSC's needs in the following ways:

- Cost: After discussion with the Proctortrack reps, we felt level 2 or 3 would be right for us – probably level 2, as level 3 is for higher-volume exams. The cost ranges from a very reasonable USD 8 per exam to USD16 per exam (level 2 is USD10 per exam; level 3 is USD 14 per exam). The set-up fee is currently a one-off USD 1000; this may have been a “COVID-19 special” and could increase, but is still much cheaper than the other 2 options.
- Customer service: Our discussion was honest, enthusiastic and open, and the company representatives asked great questions, trying to figure out what we would need and how they could help. They were confident that they could run the exam in Word, as is our usual practice.
- They do not require a minimum number of candidates. They would set up CSC as a “one-off cohort,” probably giving us a bulk number of licenses that we just distribute to candidates. We would have to use the licenses within a 1-year span and pre-pay for the licenses plus setup. If we needed more, we'd contact them to subscribe to additional licenses.

Cost Comparison

Tables 1 and 2 below compare expenses versus income for the available exam options:

- Onsite exam with in-person proctor, which at present is the most common way for a candidate to take the EC professional certification exam
- Our current “remote option” for candidates farther than 300 km from an onsite exam centre
- Each of the 3 proposed remote proctoring options — ProctorU, Prometric, and Proctortrack.

The costs are calculated per candidate, assuming that 30 candidates register to take an exam in a given year; in reality, this number could be higher or lower, but here we'll use 30, as we've previously calculated 30 to be the minimum number of candidates we need to break even, at a fee of \$450 per exam.

Table 1 shows a cost comparison in year 1 of an exam, incorporating the set-up fee for each remote proctoring company, which will fall away in subsequent years that the exam is offered.

Table 1: Cost comparison for various exam proctoring options, first year of exam*

Costs†	On-site exam with in-person proctor	Current remote exam option	ProctorU	Prometric	Proctortrack
Total earned per candidate (exam fee)‡	450.00	450.00	450.00	450.00	450.00
Per-candidate fee or honorarium for proctoring§	5.00	0.00	280.00	98.00	10.00
Proctoring service set-up cost per candidate (n = 30)¶	0.00	0.00	210.00	158.67	46.67
Facility rental cost per candidate (est.)**	66.67	0.00	0.00	0.00	0.00
Postage, mail and couriers††	16.67	16.67	0.00	0.00	0.00
Total cost per candidate	88.33	16.67	490.00	256.67	56.67
We earn:	361.67	433.33	-40.00	193.33	393.33

*Assumed number of candidates in all 3 exam centres: 30. Excludes all costs beyond the “exam day” process (i.e., excludes honoraria for test setters, markers and marking analyst). We've specified that this is the first year of an exam, because for each remote proctoring option, the setup fee is one time only..

†Canadian dollars. All US dollar amounts have been converted to Canadian dollars at the exchange rate in May 2020 of 1 USD = 1.40 CAD.

‡Exam fee for members is CAD 450. The fee for non-members is CAD 550. We have used the minimum.

§We offer an honorarium of CAD 25 to each in-person proctor. Two proctors at each of the 3 venues = 6 x CAD 25. Divided by 30 = CAD5. Also note that the per-candidate fee is an estimate after discussion with each company; the exact fee is to be determined.

¶Set-up fee has been calculated on a per-candidate basis; i.e., the estimate provided by each company, divided by 30. But again, note that for each remote proctoring option, the setup fee is one time only and in subsequent years, this row would fall away.

**The budgeted total rental fee for computer labs in 3 cities is approximately CAD 2000. Divided by 30 candidates = about CAD 67 per candidate (cost per candidate increases if fewer than 30 candidates write the exam in an onsite location).

††Current system is to mail USB keys to exam centres and remote candidates and receive them back by mail at the EAC office. We have CAD 500 budgeted for this line item. CAD 500 divided by 30 candidates = CAD 16 per candidate. However, note that we hope to reduce costs by using the CSC’s file storage platform, Sync.com, which would drop this cost to almost 0. We need to experiment with this and whether it is secure enough, but it seems we can create private user folders to which candidates can upload their completed exams. This line item falls away with the remote proctoring platforms, because each offers a way to upload the exam.

Table 2: Cost comparison for various exam proctoring options, subsequent years of exam*

Costs†	On-site exam with in-person proctor	Current remote exam option	ProctorU	Prometric	Proctortrack
Total earned per candidate (exam fee)‡	450.00	450.00	450.00	450.00	450.00
Per-candidate fee or honorarium for proctoring§	5.00	0.00	280.00	98.00	10.00
Facility rental cost per candidate (est.)¶	66.67	0.00	0.00	0.00	0.00
Postage, mail and couriers**	16.67	16.67	0.00	0.00	0.00
Total cost per candidate	88.33	16.67	280.00	98.00	10.00
We earn:	361.67	433.33	170.00	352.00	440.00

* Assumed number of candidates in all 3 exam centres: 30. Excludes all costs beyond the “exam day” process (i.e., excludes honoraria for test setters, markers and marking analyst). Set-up cost for each remote option company has fallen away.

†Converted to Canadian dollars; exchange rate as of May 2020: 1 USD = 1.40 CAD.

‡Exam fee for members is CAD450. The fee for non-members is CAD 550. We have used the minimum.

§We offer an honorarium of CAD25 to each in-person proctor. Two proctors at each venue = 6 x CAD25. Divided by 30 = CAD5. Fee per candidate is still estimated; we would need to obtain exact cost from each company.

¶The budgeted total rental fee for computer labs in 3 cities is approximately CAD 2000. Divided by 30 candidates = about CAD67 per candidate (cost per candidate increases if fewer than 30 candidates write the exam in an onsite location).

**Current system is to mail USB keys to exam centres and remote candidates and receive them back by mail at the EAC office. We have CAD 500 budgeted for this line item. CAD 500 / 30 candidates = CAD 16 per candidate. But note that we hope to reduce costs by using the CSC’s file storage platform, Sync.com, which would drop this cost to almost 0. We need to experiment with this, and whether it is secure enough, but it seems we can create private user folders to which candidates can upload their completed exams. This line item falls away with the remote proctoring platforms, because each offers a way to upload the exam.

Discussion

Table 1 shows that our current “remote option” for writing the exam is the most profitable for us on a cost-per-candidate basis, but in subsequent years, once the setup fee no longer applies, Table 2 shows that Proctortrack moves into the lead (again with the caveat that the setup and per-candidate fees are estimates only).

However, with the remote option, it is onerous for the candidate to find a suitable location and proctor, and it is onerous for Editors Canada’s “office person,” who has to review each application and approve or decline it. If declined, we run the risk of losing that candidate altogether. All of the remote proctoring options remove this burden for both sides.

Our usual process — holding the exam in a computer lab with an onsite proctor — is currently quite cost-effective. However, this may change in the future: will social-distancing measures mean that we can fit fewer candidates into onsite exam centres and will costs rise accordingly because we need a bigger space? Will candidates be willing to attend onsite exam centres? We may see an uptick in the applications for writing the exam remotely.

Suggested Next Steps

- Going forward, we could simply move all exams to a remote policy basis: candidates have to find their own exam location and proctor. This would save us significant costs, as we don't provide honoraria to candidates' own proctors. We could then have all candidates upload their exams to us via Sync. However, assessing and approving the applications is onerous on the "office person". Perhaps could review the current requirements to see whether there are ways to mitigate this.
- Pilot remote proctoring in November 2020: We contact both (or either) Prometric or Proctortrack to arrange for some pilot testers to write the exam via remote proctoring. Note that there may be a cost to this — for the pilot process, would either company be willing to let us run the pilot test for a few pilot candidates at low to no cost? (No set-up fee, for example.)
 - If the pilot is satisfactory to pilot candidates and the committee, the exam could be offered to all candidates via remote proctoring in 2021 (for years when Proofreading is not offered).
 - Alternatively, remote proctoring could be offered only to candidates who wish to take advantage of the current remote option, saving candidates the hassle of having to find an appropriate exam location, and the "office person" the hassle of having to approve it. The cost for writing the exam remotely could be adjusted accordingly.

Communications and Marketing Committee, Janine Harker

Quarterly report to national executive council for meeting of June 27, 2020 / Rapport trimestriel en vue de la réunion du conseil d'administration national du 27 juin, 2020

1. Status update on actions from your committee plan for the year / Mise à jour du plan d'activité de votre comité pour l'année

Strategic Priority / Priorité stratégique	Outcome (in the strategic plan) / Résultat (dans le Plan stratégique)	Actions (from the list in the plan or others that you have determined will meet the intended outcomes) / Mesures (à partir de la liste du plan ou d'autres actions que vous avez retenues pour atteindre vos objectifs)	Update (what you have done to advance those actions) / Mise à jour (les progrès que vous avez faits)

<p>Represent Canada's Editors / Représenter les réviseurs du Canada</p>	<p>Strategic plan outcomes:</p> <ul style="list-style-type: none"> • Become the authority on editing: certification, standards, training. <p>Committee workplan objective:</p> <ul style="list-style-type: none"> • Maintain momentum on recurring or in-progress MarComm strategies aimed at highlighting Editors Canada's professional development tools and opportunities. 	<ul style="list-style-type: none"> • The Communications and Marketing Committee will continue to support the development and implementation of MarComm strategies that are planned or in progress for several Editors Canada professional development tools and opportunities. • The committee will strive, where possible, to ensure consistent messaging and approaches among these initiatives so that they collectively contribute to the objective of highlighting Editors Canada as a source for professional development. 	<ul style="list-style-type: none"> • In Q2, the Committee began work on a MarComm social media toolkit for use by branch and twig volunteers and the national office. Three volunteers were recruited to assist with the project. • In Q2, the Committee provided visual social media boosters to draw attention to the revised Mentorship program. The Mentorship Committee declined to proceed with the offered samples, and indicated that they would look at taking a different approach.
<p>Communications and Marketing / Communications et marketing</p>	<p>Strategic plan outcomes:</p> <ul style="list-style-type: none"> • <i>Internal:</i> Members have effective communications channels among themselves. • <i>Internal:</i> Members are well-informed about the association. • <i>External:</i> Our targeted communication activities reach potential members, clients and employers <p>Committee workplan objectives:</p> <ul style="list-style-type: none"> • Enable Editors Canada to more effectively promote the value of 	<p>Each element of Editors Canada—national, branch, or twig—has some form of communications and marketing (MarComm) process in place, but there is wide variability in how effectively these processes are employed. Through greater coordination and consistency among these elements, Editors Canada has opportunities to more effectively market and communicate the value of membership to existing and potential members. The following activities are proposed in support of this objective:</p> <ul style="list-style-type: none"> • <i>Develop an evergreen MarComm calendar</i> 	<ul style="list-style-type: none"> • Same as above. Development of the social media toolkit is paused pending direction from the incoming Director of Communications and the incoming Chair of the Communications and Marketing Committee.

	membership by building skill sets and consistency among communications and marketing efforts.	<ul style="list-style-type: none"> • <i>Develop a set of shared MarComm tools and resources for use by national, branch and twig volunteers</i> 	
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2. Priorities for the next quarter / Priorités pour le prochain trimestre

- These will be determined by the incoming committee chair. To note, the impacts of COVID-19 on members’ personal and professional lives may impact the direction of this committee in the coming year, particularly in the context of the following:
 - Donation fatigue (could impact Giving Tuesday, for example)
 - Reduced work opportunities for members, leading to potential income constraints
 - Limited opportunities for in-person social or professional development events
 - “Competition” from other editorial organizations that are offering free webinars or other incentives to boost membership

3. Requests or questions for the national executive council / Demandes ou questions pour le conseil d’administration national

- N/A

4. How much money from your budget have you spent? Is everything on track? / Combien d’argent de votre budget avez-vous dépensé? Est-ce que tout va bien de ce côté?

- N/A

Appendix E—Director Reports

<u>Contents</u>	<u>2</u>
<u>President, Heather Buzila</u>	<u>4</u>
<u>Vice President, Breanne MacDonald</u>	<u>3</u>
<u>Past President, Gael Spivak</u>	<u>5</u>
<u>Treasurer, Michelle Waitzman</u>	<u>7</u>
<u>Secretary, Janice Dyer</u>	<u>8</u>
<u>Regional Director of Branches and Twigs (West), Shauna Babiuk</u>	<u>9</u>
<u>Director of Branches and Twigs (East), Anne Curry</u>	<u>11</u>
<u>Director of Communications and Marketing, Virginia St-Denis</u>	<u>12</u>
<u>Volunteer Relations Director, Patricia MacDonald</u>	<u>13</u>
<u>Member Recruitment and Retention, Heather Ross</u>	<u>15</u>
<u>Professional Standards, Berna Ozunal</u>	<u>16</u>

President, Heather Buzila

Quarterly report to national executive council for meeting of June 27, 2020

1. List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs)

- Human Resources Committee
- Student Relations Committee

2. Note successes, accomplishments and challenges from the past quarter

- Worked with the NEC to handle the fallout of the COVID-19 pandemic and subsequent conference cancellation
- Worked to help the new executive director settle into her new role
- Summarized the progress made in the Rethink document
- Planned the 2020 AGM in conjunction with staff and other directors
- Worked with the office staff to set up a Zoom account for branches and twigs

3. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities)

- Work with the past president to run an orientation for the new NEC directors
- Plan the new format and schedule for NEC meetings in 2020/2021
- Begin working with the conference adviser as chair of the 2021 conference committee
- Work with the director of professional standards and the francophone adviser to determine the future direction of the French certification program

- Work with the director of publications as needed to finalize the first two volumes of Edit Like a Pro
- Work with the executive director to complete the work of the insurance task force

4. Your own requests or questions for the national executive council (not your committees' requests, which are in their reports)

- None

Vice President, Breanne MacDonald

1. List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs) / Énumérez les groupes ou les individus qui se rapportent à vous (comité, sous-comité, groupe de travail, postes au niveau national, section ou ramification)

- Awards coordinator

2. Note successes, accomplishments and challenges from the past quarter

- For Awards, winners have been selected and notified, and press releases/announcement is being prepared. With the cancellation of the conference, only an announcement will be done this year and winners may be presented at next year's conference.
- Annual report is complete and was sent out to members, though it was delayed due to the auditor's report.

3. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities / Priorités pour le prochain trimestre (vos priorités à titre de directeur ou directrice et non pas les priorités de vos comités ou régions)

- Help with running the online portion of the AGM.
- As conference advisor, start looking at planning next year's conference and considerations for 2022.
- Help support the incoming awards coordinator.
- Continue supporting the president.

4. Your own requests or questions for the national executive council (not your committees' requests, which are in their reports / Demandes ou questions pour le conseil d'administration national (pas celles de vos comités, car elles sont dans leurs rapports)

- None at this time

Past President, Gael Spivak

Quarterly report to national executive council for meeting of June 27, 2020

1. List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs)

- nominating committee
- implementation of the Statement of Equity, Diversity, and Inclusion

2. Note successes, accomplishments and challenges from the past quarter

- Governance work
 - Have got the copyright policy and procedure ready to launch.
 - Supported the president in some of her tasks.
 - Gave governance advice to other directors (on elections at the branch and national level, on meetings, and on motions and general transparency).
- Equity, Diversity, and Inclusion
 - Was able to get Fazeela Jiwa back on board to do the second half of this project (implementing the statement that was voted on at the 2019 AGM).

Status update on any activities you, as director, want to accomplish

Strategic Priority / Priorité stratégique	Outcome / Résultat	Actions / Mesures	Update
Represent Canada's Editors / Représenter les réviseurs du Canada	Become the hub: the source of editors and the definitive representative of Canada's editors.	<ul style="list-style-type: none"> • Find synergy with other organizations: <ul style="list-style-type: none"> Working with the International Plain Language Federation Standards Committee and the ISO Technical Committee 37. Working on this Canadian translation standard that has kept editors from qualifying for govt contracts (the standard is now online) http://publications.gc.ca/site/eng/9.840021/publication.html Helping the Indigenous Editors' Association by providing governance support. 	<p>in progress. I've commented on three drafts. I've also been asked to be the official editor for the drafts. The ISO meeting for this is on June 24, via Zoom (I will be going).</p> <p>First meeting was on June 11. Commenting on the first draft will happen between July 29 and August 30.</p> <p>3. Waiting to hear about governance help they want. Likely</p>

			on hold due to the pandemic.
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3. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities)

- Roll out the copyright stuff.
- Start a process for member review of all our policies and procedures. They should be reviewed every five years. This hasn't been done since most of them were re-done in 2013 to 2014.
- If the new honorary life membership policy and procedure pass a member vote at the AGM, work with the awards coordinator to find six people for the selection committee.

4. Your own requests or questions for the national executive council (not your committees' requests, which are in their reports)

- What happened to this:
 - This was work I did from November to January: I found someone to do a new video (for the students). I don't know if the person who did the video will continue with this work, though. I handed this over to member services in January. The last email I have is January 21, 2020.

Treasurer, Michelle Waitzman

Q2 activities and focus:

Briefed the incoming ED to explain the association's financial practices and policies, financial structure (with branches and twigs), current financial situation, areas of concern, etc.

Worked with auditors, branch executives and bookkeeper to gather necessary documentation for the consolidated audit and answer questions.

- A lot of this would have been done by the ED in other circumstances, but because of the transition from John to Lucy to Natasha, there was nobody for the auditors to consult who had been in place during 2019.
- Financial statements were discussed and approved at the NEC meeting (online) on June 6.

Investigated whether we can get out of our office lease early and move staff to a remote work environment if they are happy to do so.

- Our lease doesn't have an early termination clause. However, we can ask the landlord to look for a new tenant or try to find someone to sublet to. If we can't do that we will be locked in until early 2024.

With ED, assessed government support available to offset losses in revenue due to COVID-19 and helped to ensure we applied for applicable programs.

With ED, began planning to transition our bookkeeping from the current contractor.

- Lois is retiring and we are hoping to move to a service that specializes in non-profits. This should help reduce both audit expenses and bookkeeping costs. It should also open up the possibility of centralizing bookkeeping for the branches.

With ED, began looking for ways to reduce administrative work required for financial transactions and transition away from using cheques.

- Cheques became problematic when the office closed, since getting multiple signatures would require using couriers and many vendors were not at their office locations to receive cheques.
- ED set up electronic payments from our bank account, and we established a temporary system for approving the payments using Google docs (which the NEC voted on in March). We have started looking into software platforms that facilitate multiple approvals with better security.
- We are also looking at tools to better integrate our e-commerce (memberships, webinars, publications etc.), banking, and bookkeeping. We should be able to reduce or eliminate manual entry of most transactions into Quickbooks and manual preparation of invoices, as well as printing and mailing cheques. This should reduce bookkeeping costs and free up more time for both Natasha and Caitlin.

Secretary, Janice Dyer

1. List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs)

- Conference committee
- Mentoring committee

2. Note successes, accomplishments and challenges from the past quarter

Conference Committee:

As of June 9, 2020,

- Total conference funds received: \$54,329; Total Refunded: \$32,950; Prepay 2021: \$5,079; Donations: \$1,264
- Total to be refunded: \$15,036 (Paid by cheque \$5,022 and offered to wait \$10,014)

Mentoring Committee:

- Collaborating with Student Relations Committee to run a contest with a Level 1 mentorship arrangement as a prize
- The contest will run in September or October

3. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities)

- Mentoring committee: continue working with mentoring committee and student relations committee to encourage participation of student affiliates and expand the program

4. Your own requests or questions for the national executive council (not your committees' requests, which are in their reports)

N/A

Regional Director of Branches and Twigs (West), Shauna Babiuk

1. List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs).

- Editors British Columbia (branch)
- Editors Saskatchewan (branch)
- Editors Calgary (twig)
- Editors Edmonton (twig)
- Editors Manitoba (twig)

2. Note successes, accomplishments and challenges from the past quarter

- Hosted quarterly branch and twig meeting via Zoom on April 18 with regional director east. Sixteen chairs and coordinators attended from across the country. Very successful and memorable—both professionally and personally. Meeting summary notes distributed to all chairs and coordinators (participants and those unable to attend).
- Coordinated with treasurer and branch executives to provide follow-up information to auditors in a timely manner.
- Provided information to executive director to communicate membership list requirements of branches and twigs; everyone pleased with the information and delivery since new executive director has taken over.
- Regularly communicated with branch and twig chairs and coordinators (jointly with regional director east) regarding updates, reminders, and requests and relayed information to directors, committee chairs, national office accordingly.
- Promptly responded to questions or dealt with concerns from twig coordinators and branch chairs/exec.
- Successfully lobbied with regional director east to have national consider and subsequently create Zoom account exclusively for branch and twig use, easing office staff workload and allowing access to additional features for meetings.
- Continued positive and open working relationships with branch and twig chairs/coordinators/executive members, committee chairs, NEC, and national office staff.
- Work still needs to be done on branch and twig toolkits because several updates could not be finalized at this time (e.g., financials) and we (regional director east and I) felt it was not efficient to make changes.
- Twigs need updated financials. More clarification is needed regarding twig monies. Guidance is necessary for budget expectations and future planning.

Status update on any activities you, as director, want to accomplish, outside of supporting your committee(s)

- This past quarter, additional activities were difficult to pursue due to COVID-19.

3. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities).

Suggested priorities for the incoming director:

- Follow up on any outstanding action items.

- Update outstanding new contact information for branch and twig exec/coordinators/webmasters.
- Work with executive director/treasurer to provide financial information and guidance to twigs.
- Update branch and twig toolkits.
- Ensure branches and twigs are receiving regular monthly membership lists.
- Follow up with status of Saskatchewan branch. Communicate details to the NEC.
- Meet quarterly with branch chairs/twig coordinators.

4. Your own requests or questions for the national executive council (not your committees' requests, which are in their reports.

- N/A

Director of Branches and Twigs (East), Anne Curry

1. List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs)

- 3 branches (Ottawa-Gatineau, Québec, Toronto)
- 6 twigs (Barrie, Hamilton-Halton, Kingston, Kitchener-Waterloo-Guelph, Newfoundland and Labrador, Nova Scotia)

2. Note successes, accomplishments and challenges from the past quarter

- With regional director (west), met with branches and twigs on April 18 via Zoom. As usual, we produced and distributed a detailed meeting summary to branch chairs and twig coordinators after the meeting.
- With regional director (west), regularly communicated with branch chairs and twig coordinators regarding updates, reminders and requests for information and relayed answers and feedback to directors and/or national office.
- Answered questions or dealt with concerns from twig coordinators and branch chairs.
- Beginning in Q1, provided unofficial French translations of communications with branches and twigs.
- With treasurer and regional director west, facilitated the participation of branches in the association's audit process for the first time.
- The recently appointed executive director has provided regular membership updates to branches and twigs. Thank you, Natasha.
- Relayed questions and concerns from branch chairs and twig coordinators to the NEC or the national office, often jointly with regional director (west). One result was the setting up a separate Zoom account for branches and twigs, which allowed them to use more features of the Zoom platform and reduced the time that national staff spent on scheduling meetings.
- During the winter of 2020, I requested that the interim executive director ensure that up-to-date financial reports be prepared for twigs. After the Q1 NEC meeting, the treasurer provided information about twig budgets and reserves, and Shauna and I transmitted this information to twig coordinators. I renewed the request for financial reports with the new executive director, but twigs have still not received financial reports. Coordinators need a precise understanding of where their twig stands financially.

Suggested priorities for the next director of branches and twigs

- Follow up on requests made and concerns expressed by branch chairs and twig coordinators.
- Meet quarterly with branch chairs and twig coordinators
- Ensure that branches and twig receive regular updates on membership.
- Ensure that twigs receive regular updates on their financial status (budget and reserve).
- Update the branch and twig toolkits

Director of Communications and Marketing, Virginia St-Denis

1. List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs)

- Communications and marketing committee (Janine Harker)
- Editors' Weekly blog (Anna Williams)
- Membership Survey (Susan Chambers)
- Active Voice (dormant)

2. Note successes, accomplishments and challenges from the past quarter

- Finished the general webinar marketing and communications strategy and sent it to the webinar social media volunteers to implement.
- Continued working on the development of the membership recruitment and retention marketing and communications strategy.

3. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities)

- Finish membership recruitment and retention strategy.
- Hand over communications and marketing director responsibilities to the new director.

4. Requests or questions for the national executive council

- Nothing at this time.

Volunteer Relations Director, Patricia MacDonald

1. List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs)

- Facebook group (members-only) monitor

- Francophone adviser
- Improving access to member services task force
- List monitor
- Translation group
- The Vine
- Volunteer management committee

2. Note successes, accomplishments and challenges from the past quarter

The Facebook group monitor deleted 160 group members who are no longer Editors Canada members. We need to find a way to make it easy to identify lapsed members so they can be removed from this private group.

Sylvie Collin, the francophone adviser, is starting a recruiting blitz in mid-June to find francophone members for the national committees.

The improving access to member services task force has launched the Editors’ Vine, our virtual group. Meetings have been held in March, April, and June. Attendance has been good, and feedback has been positive.

The volunteer handbook and committee book are both out for design but taking longer than expected.

I’m continuing to contact members who indicate they are interested in volunteering during the join/renew process (new volunteers only). Sylvie Collin is contacting francophone members.

Status update on any activities you, as director, want to accomplish, outside of supporting your committee(s)

Strategic Priority	Outcome (in the strategic plan)	Actions (from the list in the plan or others that you have determined will meet the intended outcomes)	Update (what you have done to advance those actions)
Represent Canada’s Editors	<ul style="list-style-type: none"> • Work on a gradual shift in culture to be a truly bilingual association. • Broaden reach geographically, with more local groups and 	<ul style="list-style-type: none"> • Recruit francophone volunteers to make this happen. • Supervise the task force for improving access to member services. 	<ul style="list-style-type: none"> • I am forwarding potential francophone volunteers to Sylvie Collin, the francophone adviser. • La Vigne, a francophone version of the Vine, is launching in June.

	more online benefits for remote groups.		
Bilingual and Diverse	<ul style="list-style-type: none"> Have a better balance of services for francophone members. 	<ul style="list-style-type: none"> Recruit francophone volunteers to make this happen. 	<ul style="list-style-type: none"> I am forwarding potential francophone volunteers to Sylvie Collin for follow-up.
Membership: Increased and Engaged	<ul style="list-style-type: none"> Engaged members who volunteer. 	<ul style="list-style-type: none"> Work on recruiting new volunteers and retaining the old. 	<ul style="list-style-type: none"> The overview of national committees is now up on the website. I am following up with potential volunteers as I receive email notification of interest.

3. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities)

- Work with the improving access to member services task force to develop programming for the fall.
- Finish the volunteer handbook and committee book.
- Provide volunteer lists for Caitlin so she can start sending out the copyright assignment forms.
- Further develop and maintain a Google doc of volunteer opportunities.

4. Your own requests or questions for the national executive council (not your committees' requests, which are in their reports / Demandes ou questions pour le conseil d'administration national (pas celles de vos comités, car elles sont dans leurs rapports))

- Nothing at this time.

Member Recruitment and Retention, Heather Ross

Member Services Committee

Welcome Kit

- Career Builder link has been integrated into the Welcome Kit
- the Welcome Kit is due for review; information about The Vine will be added

Member benefits comparison chart

- has undergone an annual review & update; updates have been submitted for translation

New in-house webpage

- the in-house members page on the Editors Canada website has been updated and will be published and was published in April

15 Reasons to Join Editors Canada brochure

- currently with the committee for updating and shortening so that it will fit on a single sheet

Member research interview project

- the committee working on the first stage of this project as outlined and discussed at the Q1 meeting, including
 - drafting interview questions
 - working out options for recruiting a small group of representative members for initial interviews

How do other organizations do member recruitment and retention?

Contacting other organizations, as requested at the Q1 2020 meetings is underway. Alana Chalmers talked to ACES Executive Director about how they manage member retention and recruitment. They're gathering data this year and reviewing all of their member services. Alana will keep in touch with them about their member projects.

Insurance Task Force

work of the insurance task force has been stalled without a lead/co-lead; Natasha is reviewing the existing material

Professional Standards, Berna Ozunal.

1. List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs) / Énumérez les groupes ou les individus qui se rapportent à vous (comité, sous-comité, groupe de travail, postes au niveau national, section ou ramification)

- Certification Steering Committee (CSC)
- Standards Committee (to begin work soon)

2. Note successes, accomplishments and challenges from the past quarter

CSC Successes

- We've gained two new volunteers on the committee; these individuals are much needed and have been making valuable contributions to the work of the committee
- Decided on and received approval to use particular software for Foundations examinations and the CSC has begun populating a question bank
- Began creating a "code" and agreement for professional conduct for volunteer invigilators; after reviewing the first draft, it was agreed that it needs to be expanded given the move towards remote proctoring

CSC Challenges

- Changes in office staff and continuity issues in terms of required support for CSC
- COVID-19-related delay of the audit of the 2019 copy editing certification exam results
- COVID-19 has been a challenge in terms of office closures and trying to plan Stylistic examination in the fall and related communications to members

Status update on any activities you, as director, want to accomplish, outside of supporting your committee(s) / Mise à jour des activités que vous, à titre de directeur ou directrice, voulez accomplir en dehors du soutien que vous offrez à vos comités.

Strategic Priority / Priorité stratégique	Outcome (in the strategic plan) / Résultat (dans le Plan stratégique)	Actions (from the list in the plan or others that you have determined will meet the intended outcomes) / Mesures (à partir de la liste du plan ou d'autres actions que vous avez retenues pour atteindre vos objectifs)	Update (what you have done to advance those actions) / Mise à jour (les progrès que vous avez faits)
Represent Canada's Editors / Représenter les réviseurs du Canada	Define what editing means and what it brings to the client.	Developing the foundations testing helps achieve this outcome	• Creation of foundations tests and ongoing population of test bank

Innovative and Agile / Innovation et agilité	Try new things; don't be afraid to fail.	<ul style="list-style-type: none"> Remote proctoring is a new step, one that is aligned with current pandemic restrictions and a need to offer certification to individuals who do not live near large urban centres (or even in Canada) 	<ul style="list-style-type: none"> Remote proctoring is being explored carefully by the CSC, as many security, integrity, and cost issues must be resolved to everyone's satisfaction
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3. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities / Priorités pour le prochain trimestre (vos priorités à titre de directeur ou directrice et non pas les priorités de vos comités ou régions)
 - Assemble the Standards Committee and begin work
 - Continue to support the CSC and act as liaison with office and NEC

4. Your own requests or questions for the national executive council (not your committees' requests, which are in their reports / Demandes ou questions pour le conseil d'administration national (pas celles de vos comités, car elles sont dans leurs rapports)

STANDARDS COMMITTEE

 - Plain language and accessibility standards —
 - Do we need to discuss whether or not we will integrate these into Professional Editorial Standards?
 - Do we need to send out a questionnaire to members? Your thoughts?
 - Shall I try and form an alliance with Canadian members/founders of Plain Language Association International (PLAIN) guidance and to see if they want to co-produce the standards? Similarly, should I contact anyone in particular to see if they want to coproduce accessibility standards with us?
 - We need more volunteers on the Standards committee (we only have 2 volunteers right now that I know of)
 - *Edit Like a Pro* (formerly *Meeting Professional Editorial Standards*) — can we get an update on scheduled publication of four volumes?

Appendix F — Chair Candidates for Motion

Chair candidates for a motion

Awards / Prix : Zofia Laubitz (Editors Québec)

Certification : Jess Shulman (Editors Toronto branch) and/et Vicky Bell (Editors Ottawa-Gatineau)

Comité Agrément/Principes : vacant

Communications and marketing / Communications et marketing: Myingthungo Shitio (Editors Toronto)

Conference / Congrès : Heather Buzila (Editors Edmonton)

The Editors' Weekly / L'Hebdomadaire des réviseurs : Lucy Payette (Editors Manitoba)

Facebook group moderator / Modératrice du groupe Facebook :
Joanne Haskins (Editors Toronto) and Lenore Hietkamp (Editors BC)

Francophone adviser / Conseillère francophone : Sylvie Collin (Réviseurs Québec)

Helping members prepare for work opportunities: Lynne Melcombe may be interested

List monitor / Modératrice du forum : Nancy Wills

Mediator / Médiatrice : Jane Kidner (Editors Toronto)

Member services / Services aux membres : Alana Chalmers (Editors Toronto)

Mentorship / Groupe de travail sur le mentorat : Risha Gotlieb (Editors Toronto)

National magazine / Revue nationale : vacant

Publications : Paula Chiarcos (Editors Kitchener-Waterloo-Guelph) and/et Jessica Riches (Editors Toronto)

Representative on Freedom of Expression Committee / Représentante de Réviseurs Canada, Comité de la liberté d'expression : Marg Anne Morrison (Editors Toronto)

Standards committee / Comité des normes : Berna Ozunal (Editors Toronto)

Student relations / Relations avec les étudiants : Annette Gingrich (Editors British Columbia)

Training and development / Perfectionnement professionnel : Tamra Ross (Editors Calgary)

Volunteer management / Gestion des bénévoles : Monica Laane-Fralick (Editors Kingston)

Appendix G—Online/Zoom Motions, March 11– June 24, 2020

<p>MOVED by Breanne MacDonald THAT we cancel the 2020 conference due to COVID-19. SECONDED by Gael Spivak</p>	<p>All in favour: 13</p>	<p>March 22, 2020 Zoom meeting</p>
<p>MOVED by Michelle Waitzman SECONDED by Greg Ioannou THAT the signing officers be permitted to approve electronic payments by email after reviewing the amounts and payees, in lieu of signing cheques, otherwise following the Signing Officers Procedure.</p> <p>Background: While the national office is closed during the COVID-19 public health emergency, Editors Canada can't do cheque runs nor can the office arrange the second signature (from an NEC signing officer) quickly and safely,. in addition, many of the association's vendors aren't at their offices to receive cheques. This motion proposes temporarily modifying the Signing Officers Procedures to fit the current reality, as follows: The executive director (ED) receives invoices and forwards copies to the bookkeeper. The bookkeeper puts them into a spreadsheet, and notes which ones will be paid by credit card and which by EFT (bank transfer).The bookkeeper sends the spreadsheet to the ED and the NEC signing officers (Michelle, Greg, Berna) for approval. One NEC signing officer plus the ED need to approve by email, and the ED will then initiate the EFT payments and track the confirmation numbers from the bank for audit purposes (to prove who we paid, how much, and when). If there is an amount over \$5000 to pay, two NEC signing officers need to approve it.</p>	<p>All in favour: 12 Opposed:</p>	<p>March 30, 2020</p>
<p>MOVED by Heather Buzila, SECONDED by Patricia MacDonald, THAT we allow a three-month grace period for membership renewals that are due between April 1, 2020, and September 1, 2020, with the caveats that we ask members to take advantage of this grace period only if they need it and that the original renewal date remains the same for the following year. This would be available to all members renewing during this time period but would only be put into effect if a member specifically requests it. The NEC will evaluate this decision and its outcome in September and determine what next steps are appropriate.</p> <p>Background:</p>	<p>All in favour: 11 Opposed:</p>	<p>April 13, 2020</p>

<p>In light of the difficult economic times caused by the COVID-19 pandemic, some editors may be experiencing financial hardship. By allowing a grace period of three months for all membership renewals, the office will be able to process members' needs for financial relief without the NEC having to vote on each request that might come to the NEC. It will also be much easier logistically for the office to have a blanket three-month period.</p> <p>The NEC will let members know that we are giving them a three-month grace period and will lay out the terms (for example, that the renewal date is from their original renewal date and not from when they pay). The NEC will ask all members who can renew on time to do so, laying out the financial implications of everyone taking this grace period if they do not need to.</p>		
<p>MOVED by Gael Spivak, SECONDED by Michelle Waitzman, THAT the NEC appoint Marie-Christine Gilbert as co-chair of the training and development committee, to develop a French webinar program. She has a very strong background in research and publications, as well as editing.</p> <p>Background: Marie-Christine Gilbert self-nominated to be a committee chair. After discussion with the NEC and with the candidate, we think the best place for her skills is the training and development committee, specifically to develop a French webinar program.</p>	<p>All in favour: 11 Opposed:</p>	<p>April 13, 2020</p>
<p>MOVED by Michelle Waitzman SECONDED by Anne Brennan THAT the NEC instruct the Executive Director to apply for a \$40,000 Canada Emergency Business Account loan on behalf of Editors Canada, of which 25% (up to \$10,000) may be used to support operating expenses as needed and 75% (up to \$30,000) will be retained to pay back the repayable portion of the loan. Express permission from the NEC, ratified by a further vote, will be required before any of the remaining 75% may be used.</p> <p>Background: The federal government is supporting small businesses during the COVID-19 pandemic by offering government-guaranteed interest-free loans of up to \$40,000. If 75% of the amount received is repaid by the deadline (December 31, 2022) the other 25% does not need to be repaid. Editors Canada is in need of cash flow to make up for lost revenue due to the cancellation of the 2020 conference and the expected drop in membership revenue resulting from</p>	<p>All in favour: 13 Opposed:</p>	<p>April 20, 2020</p>

<p>the pandemic.</p> <p>Additional info on the CEBA program (not for inclusion in the motion): To ensure that small businesses have access to the capital they need to see them through the current challenges, the Government of Canada has launched the new Canada Emergency Business Account, which has been implemented by eligible financial institutions in cooperation with Export Development Canada (EDC). This \$25 billion program provides interest-free loans of up to \$40,000 to small businesses and not-for-profits, to help cover their operating costs during a period where their revenues have been temporarily reduced, due to the economic impacts of the COVID-19 virus. This will better position them to quickly return to providing services to their communities and creating employment. Repaying the balance of the loan on or before December 31, 2022 will result in loan forgiveness of 25 percent (up to \$10,000). The funds from this loan shall only be used by the Borrower to pay non-deferrable operating expenses of the Borrower including, without limitation, payroll, rent, utilities, insurance, property tax and regularly scheduled debt service, and may not be used to fund any payments or expenses such as prepayment/refinancing of existing indebtedness, payments of dividends, distributions and increases in management compensation.</p>		
<p>MOVED by Breanne MacDonald SECONDED by Gael Spivak THAT the NEC appoint Heather Buzila as the 2021 conference chair.</p>	<p>All in favour: 13</p>	<p>April 23, 2020</p>
<p>MOVED by Janice Dyer SECONDED by Gael Spivak THAT the NEC approve the 2020 Q1 meeting minutes.</p>	<p>All in favour: 11 Opposed:</p>	<p>June 5, 2020</p>
<p>Via Zoom MOVED by Greg Ioannou SECONDED by Michelle Waitzman THAT the NEC approve the 2019 financial statements.</p>	<p>All in favour: 13</p>	<p>June 6, 2020</p>
<p>MOVED by Michele Waitzman SECONDED by Greg Ioannou THAT the NEC approve the 2020 budget, dated March 25, 2020. BACKGROUND: The 2020 budget was revised to reflect the cancellation of the International Editors Conference due to COVID-19 travel restrictions. Although the NEC should not normally approve a deficit budget, the unique circumstances surrounding a pandemic require us to start from an</p>	<p>12 votes in favour 1 vote opposed</p>	<p>June 24</p>

<p>assumption of a deficit and work to mitigate it as much as possible. Budget: https://docs.google.com/spreadsheets/d/1Px55WpCGi4SGCUBKck48G6mi-zKoduCcnZ-MsaPYj3A/edit#gid=2090723209</p>		
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