



EDITORS
RÉVISEURS
CANADA

Reports

Directors

Q2, June 27, 2020

Zoom Meeting

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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
 - o 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: <ol style="list-style-type: none"> 1. Working with the International Plain Language Federation Standards Committee and the ISO Technical Committee 37. <p>Working on this Canadian translation standard that has kept editors from qualifying for govt contracts (the standard is now free online) http://publications.gc.ca/site/eng/9.840021/publication.html</p> <ol style="list-style-type: none"> 3. Helping the Indigenous Editors' Association by providing governance support. 	<ol style="list-style-type: none"> 1. 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). 2. First meeting was on June 11. Commenting on the first draft will happen between July 29 and August 30. 3. Waiting to hear about governance help they want. Likely on hold due to the pandemic.

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. 	<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, the francophone adviser.

	<ul style="list-style-type: none"> • Broaden reach geographically, with more local groups and more online benefits for remote groups. 	<ul style="list-style-type: none"> • Supervise the task force for improving access to member services. 	<ul style="list-style-type: none"> • La Vigne, a francophone version of the Vine, is launching in June.
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
 - o drafting interview questions
 - o 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 is 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?