

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

**National Executive Council**  
**Meeting Minutes**  
**Q 2**

---

Zoom  
June 27, 2021



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

# Contents

- 1. Call to order..... 6
- 2. Approval of agenda (Appendix A) ..... 6
- 3. Introductions and welcome to new directors. .... 6
  - a. No vote yet but observe..... 6
  - b. Can ask questions..... 6
- 4. Budget update ..... 7
- 5. Review of outstanding action items from previous meetings (Appendix B)..... 7
  - a. Reminder for outgoing directors to pass along any tasks to incoming directors..... 7
- 6. Quill and Quire quote on dictionary project..... 7
- 7. Update on ongoing projects ..... 8
  - a. Publishing committee ..... 8
  - b. Insurance task force..... 8
  - c. Member Services/Volunteer Relations committees ..... 8
  - d. Certification ..... 8
  - e. Standards committee..... 9
  - f. Webinars/Training and development committee..... 9
  - g. Career Builder committee ..... 9
  - h. EDI task force (Appendix C)..... 9
  - i. Website task force ..... 9
  - j. MarComm committee..... 9
  - k. Mentorship committee..... 9
  - l. Student relations committee ..... 9
- 8. Update on IT migration, G Suite, and member email end-of-life ..... 9

a.	Reminder for all directors to move their Google Drive files into the shared drive ASAP if you haven't already.....	9
9.	Break.....	10
10.	Reports and requests (Appendix D, E, F).....	10
a.	Concerns expressed in the Publications committee report about not paying volunteers.....	12
b.	Concerns about Standards Committee report.....	13
11.	Branches and twigs.....	13
12.	Conference.....	13
13.	Orientation for new directors.....	13
a.	Set up meeting (will email new directors in early July).....	13
b.	Director handover: important.....	13
c.	Don't forget the corporate calendar.....	14
14.	Vote on new committee chairs (Appendix G).....	14
15.	NEC roles, committee chairs and branch officer votes.....	14
a.	2020–21 national executive council roles: do by email vote in July.....	14
b.	Reminder about branch signing officers and branch officers.....	14
i.	The linked doc will need to be updated for 2021–22 (new version to go in 2021–22 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). .....	14
16.	Thank you to outgoing directors.....	14
17.	Next meeting.....	14
a.	Will send out a poll to schedule new meeting dates in mid-July when the new NEC is in place. ....	14
18.	Adjournment.....	15
a.	In camera sessions.....	15
	Appendix A—Agenda.....	16
	Appendix B—Outstanding Action Items.....	17

Action Items, Past Meetings.....	17
Action Items, On Hold .....	18
Action Items, Done .....	19
Appendix C—EDI Task Force Letter .....	21
1. Diversify the NEC. ....	22
3. Prioritize creating an equitable and accessible website and ODE. ....	23
4. Increase EDI-related webinar offerings. ....	23
5. Offer anti-racism/anti-oppression/unconscious bias training to people in leadership roles.....	24
6. Support EDI-related activities at the branch and twig level.....	24
7. When issuing statements of solidarity, for example on Indigenous solidarity, followup with concrete action to demonstrate commitment to equity.....	24
8. Ensure the accessibility of all Editors Canada events with consultation from disability, neurodiverse, and/or chronically ill communities.....	24
9. Ensure accessibility for non-English speakers.....	25
APPENDIX: Detailed Summary of EDI Survey .....	26
Appendix D—Report Requests.....	30
Appendix E—Director Reports .....	31
Appendix F—Committee and Task Force Reports .....	46
Appendix G—Vote on New Committee Chairs .....	68
Appendix H—Online Motions.....	72

**PRESENT:**

**NATIONAL EXECUTIVE COMMITTEE**

Heather Buzila	President
Breanne MacDonald	Vice-President (outgoing)
Gael Spivak	Past President (outgoing)
Michelle Waitzman	Treasurer (outgoing)
Caitlin Coote	Secretary (outgoing)
Anne Godlewski	Director, Branches and Twigs
Suzanne Bowness	Director, Communications
Berna Ozunal	Director, Professional Standards (outgoing)
Anne Brennan	Director, Publications (outgoing)
Greg Ioannou	Director, Training and Development (outgoing)
Patricia MacDonald	Director, Volunteer Relations (outgoing)
Maria Frank	Incoming Vice-President
Błażej Szpakowicz	Incoming Director, Training and Development
Kaitlin Littlechild	Incoming Director, Publications
Leah Morrigan	Incoming Director, Volunteer Relations
Arija Berzitis	Incoming Director, Professional Standards

**OTHERS**

Natasha Bood	Executive Director
Nicole Watkins Campbell	Volunteer Recording Secretary

**1. Call to order**

Heather Buzila called the meeting to order at 1:03 p.m.

**2. Approval of agenda (Appendix A)**

MOVED BY Caitlin Coote

SECONDED BY Patricia MacDonald

that National Executive Council approve the agenda.

Carried

**3. Introductions and welcome to new directors.**

a. No vote yet but observe.

b. Can ask questions.

MOVED BY Heather Buzila  
SECONDED BY Gael Spivak

that NEC give incoming directors voice at meeting.

Carried

President Heather Buzila welcomed the new directors and thanked them for attending the meeting. She noted that they are observers in the meeting, and that while they can ask questions, they have no vote until July. They were all acclaimed as directors at the June 26 AGM. She also asked that all directors note in the chat that they would like to ask a question or make a comment.

All directors introduced themselves.

#### **4. Budget update**

Editors Canada has a surplus of \$100,000, some of which is in branch accounts. The audit process showed that having separate bank accounts for branches is costing the organization money and putting it at risk of GST audit. Over this coming year, we will move branches to the organization's accounts, hoping to have the process complete by the end of 2021. Young and Associates is looking into which branches owe sales and payroll taxes.

The association's office space is vacant now that staff are working from home, which will save some money if someone sublets the space. The question was raised whether there is any risk associated with having staff working at home and any insurance costs and legal responsibilities.

**Action**

*Natasha Bood to find someone to sublet the Editors Canada office space in Toronto.*

**Action**

*Natasha Bood to look into liability insurance for staff because they now work from home.*

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

- a. Reminder for outgoing directors to pass along any tasks to incoming directors**

#### **6. Quill and Quire quote on dictionary project**

NEC directors raised the following points and questions:

An editor at Nightwood Editions (which publishes the *Quill and Quire*) asked Heather Buzila about the impact on editors in Canada of having no up-to-date Canadian dictionary. She also asked if Editors Canada is still looking into encouraging publishers to create a version of a Canadian dictionary.

Greg Ioannou reported that there were five English Canadian dictionaries at one time and they competed each other out of business. Four are still printed, but only the 2004 editions. No publisher is interested in creating an up-to-date Canadian dictionary. Editors Canada discussed the

topic for years; got written proposal from Oxford and Nelson, and Editors Canada would have lost a lot of money under those proposals. Editors Canada applied for a Heritage Canada grant in 2017, but the project was rejected because it was unilingual. Granting agencies and private funders are not interested. One dictionary is still in play. The rights to the Penguin Canadian belong to an elderly woman. Penguin no longer has a dictionaries project, so it would be an orphan project.

A director spoke in favour of the quote, but wanted a stronger closing sentence. A lot of work has been done. Editors Canada keeps taking criticism about this, but the association has been trying to fix it.

One director wanted to add something about Editors Canada's ongoing interest in this project.

Another director focussed on the point that editors have lost a Canadian dictionary and wanted the answer to focus on that.

## **7. Update on ongoing projects**

### **a. Publishing committee**

Anne Brennan reported that *Edit Like a Pro's* Proofreading volume is complete. The next volume to be completed is Structural. It is already about 80 percent complete. Two new volunteers are willing to chair the ELAP subcommittee, but they want to be mentored in project management. They will find volunteers to complete the new volume. One will also cochair the Handbook subcommittee with Paula Chiarcos. The Proofreading files are with office staff to be added to Findjoo to be sold. It should be ready in a week or so.

The subcommittee working on the *No Reader Left Behind* handbook on editing to ensure equity, inclusion and diversity is being criticized because the subcommittee has no members of visible minorities. When the subcommittee asks for volunteers, they are being criticized for tokenism. The EDI advisor has been involved through the process.

### **b. Insurance task force**

Patricia MacDonald reported that she is still looking for a new task force leader.

### **c. Member Services/Volunteer Relations committees**

Patricia MacDonald reported that Member Services committee is trying to engage members on the Editors Canada Facebook group. Volunteer Relations is waiting for their new director before planning new projects for the coming year.

### **d. Certification**

The committee has done searched extensively for a way to deliver exams remotely—the need for a track changes component and for participants to find their own invigilators have created difficulty.

The committee discovered Uxpertise, which seems to be able to accommodate a small number of exam-takers and to meet all Editors Canada's other needs. They need a special initial deposit, which requires a vote. Directors will vote online after this meeting.

**e. Standards committee**

Discussed at 9. Report requests.

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

The committee is looking for well-known authors to offer webinars. Michael Redhill will give a three-part webinar on editing poetry.

**g. Career Builder committee**

This will be discussed at 9. Report requests.

**h. EDI task force (Appendix C)**

Gael Spivak reported that the task force has concluded its work. She suggested finding a way to highlight the EDI task force's final report and accomplishments in a separate newsletter post, for example. The letter is also included in these minutes as Appendix E.

**i. Website task force**

Breanne MacDonald reported that the task force has been busy bringing a new task force leader on the team. They are meeting over the summer. The new target date for the member survey is September.

**j. MarComm committee**

Suzanne Bowness reminded new directors that the committee promotes the work of Editors Canada and can help them communicate about their committees' work. The committee is reviewing its standards and crisis communications over the summer.

**k. Mentorship committee**

Caitlin Coote reported that all is going well with the Mentorship Committee. Details appear in these minutes at 9. Report requests.

**l. Student relations committee**

Heather Buzila reported that all is going well with the Student Relations Committee.

**8. Update on IT migration, G Suite, and member email end-of-life**

**a. Reminder for all directors to move their Google Drive files into the shared drive ASAP if you haven't already**



The member email service has now been ended. The communication was well done and members received this big change well.

Nearly all Editors Canada committees now have their files on G Suite. The next big step is to move office files off a physical office server and onto G Suite. G Suite offers a secure workspace for not-for-profit organizations. This move will remove the need for staff to use VPN, which slowed down their work considerably.

Website repairs are happening quickly with the new company and Natasha Bood responded to questions online.

**Action**

*Natasha Bood to come up with solution for NEC mailing lists and branch and twig mailing lists on G Suite.*

## 9. Break

## 10. Reports and requests (Appendix D, E, F)

The Certification Steering committee is looking for funding for a new certification platform: the new NEC will make a decision about the committee's request for funding for Uxpertise. An online vote will take place in July.

The MarCom committee will ask the senior communications manager to help with LinkedIn analytics.

The Mentorship committee is looking for committee members and volunteers to be mentors. A blog post on mentorship and connection with the Student Relations committee will also generate interest.

The Standards committee wants permission to send a stylistics poll to NEC for approval. NEC will set this request aside for now.

**Action**

*Heather Buzila to ask incoming secretary to let Mentorship committee know that they can use Volunteer Connect documents and advertise for volunteers in enews and on the members-only Facebook page. In general, the committee chairs find volunteers for committees.*

**Action**

*Heather Buzila to talk with incoming secretary to talk about ways to support the Mentorship committee.*

The website task force asked what services are hosted locally and what are located in the cloud. A staff member will begin sitting on the task force.

**Action**

*Breanne MacDonald to put Natasha Bood and website task force leader in touch to discuss IT services.*

Gael Spivak reported on the Career Builder committee and their survey of in-house editors. Their work was based on roundtables for in-house editors at the 2016, 2017, and 2018 conferences.

Some people have been working on projects and actions that came out of those roundtable meetings. A lot of work has already been done: people took notes at those roundtables and developed action items. The Career Builder committee should see that work before doing their new survey. As well, the web page dedicated to in-house editors came out of that work.

**Action**

*Heather Buzila to continue work on the project to index NEC and AGM minutes.*

Gael Spivak has created a tracking sheet on policy changes after members voted on them at the AGM, and they are being translated. All policies have now been reviewed and approved, whether they were changed or not; all policies should now have the June 2021 date.

Directors discussed developing a log of decisions members make at AGMs so that they can't be overturned. The Certification Steering committee has a decision log to prevent revisiting decisions needlessly. They indexed the decisions, noting who made them and the reasons for the decisions. If a decision was overturned, they left it in the log, but struck it through to show what happened. The Publications Committee now also uses a decision log. New directors face the concern that they don't always know what they cannot do; with turnover of directors, the NEC loses knowledge of past decisions. In the long run, having a decision log is more efficient than searching old minutes for decisions. A template decision log would be useful for committees as a starting point.

**Action**

*Heather Buzila to investigate idea of using a decision log for NEC and committees.*

The Treasurer and Volunteer Relations committee want to discuss having a budget for The Vine. The Vine has been having trouble recruiting people to speak because speakers want to be compensated. Branches and twigs have small budgets to pay speakers. The task force that created The Vine intended that it would not cost the association. But because branches and twigs pay speakers, perhaps The Vine should also have a budget for this.

The Treasurer said it was to be a no-cost project, but branches and twigs are paying a nominal fee to speakers. They could have a budget like the branches and twigs. It could be smaller since no one has to travel to speak. A director suggested The Vine could ask for donations to help pay for speakers. Editors Toronto asks people attending free events to make a donation to help cover the cost of a speaker. The Vine could set up a way to do this.

MOVED BY Greg Ioannou

SECONDED BY Patricia MacDonald

that The Vine/la Vigne be allocated the same annual budget as the twigs get.

NEC directors raised the following points and questions:

The Vine /la Vigne are separate projects. The Vine meets more frequently than twigs; they could have twice as many speakers as twigs. It could get expensive. A flat budget might not serve them well.

Twigs don't get a set amount for speakers. The motion should be less specific on this point.

The Vine doesn't have a speaker every month; they just want to be able to offer an incentive for higher-profile speakers.

There could be a market for recordings of guest speakers. If we recorded some of the Vine sessions, other organizations or people who teach might be interested in using the videos in their courses.

A director proposed amending the motion to make it less specific, for example, just "allocate a budget." The mover and seconder agreed to the amendment. They also decided not to set a budget amount.

MOVED BY Greg Ioannou  
SECONDED BY Patricia MacDonald

that The Vine/la Vigne be allocated a budget.

Carried. All in favour.

**Action**

*Patricia MacDonald to ask the task force for The Vine and la Vigne to put propose a budget for their work.*

They can submit a budget request for 2022.

Patricia MacDonald reported that the task force has completed its work and asked if they needed a motion to dissolve. The EDI task force is simply dissolving now that they have completed their work.

A director asked if there were plans to develop a new strategic plan. It would cost \$10,000 to do this work, and it requires that the full NEC be together in one room to do it. When the current plan ended, it wasn't the right time financially to spend the money. Then the pandemic made in-person meetings impossible for a national committee, and NEC decided to continue operating without a new strategic plan.

The Rethink project came out of the end of the strategic plan.

**Action**

*Heather Buzila to look at how to develop a new strategic plan.*

**a. Concerns expressed in the Publications committee report about not paying volunteers**

Editors Canada runs on volunteers, and volunteers are not paid. The volunteer procedure talks about honoraria for specific tasks and criteria are detailed. This situation is rare. Anne Brennan reported that the member who wrote the Publications committee report didn't bring a request forward to NEC because Anne addressed the question directly. The member also wanted volunteers to receive publications for free, which Anne also addressed: publications raise revenue for Editors Canada, and are not given in return for volunteer service.

## **b. Concerns about Standards Committee report**

The Standards committee proposes re-examining and revising the 2016 Professional editorial standards. Greg Ioannou responds: ReThink starts with standards. When Editors Canada began, people were vague about what copyediting was. The association built standards and a process for certifying editors. University training programs use our standards. A dynamic has grown up that if we have a new standard, we will create certification around it, adding to workload of other volunteers. It leads to updating current standards and impedes the development of new ones. We could have a standard for sensitivity editing; but we can't develop one if we need to draft a formal standard and certification as well. The 2016 update to the standards, they were not substantial enough.

Berna Ozunal reported that there is room to update the standards. The committee likes the standards as they are. Sensitivity editing needs to be included in this edition. Standards have also been proposed for fiction and triage editing. In the fall, the committee was excited about several things, but was losing focus, and standards work is slow-going. The committee is open to new ideas.

Greg Ioannou suggested a plain language rewrite of the standards and a standard for plain language. New standards open new opportunities for webinars and training.

We need to preserve the core standards. The Certification Steering committee doesn't want those changed. But it sounds like there is capacity for new standards.

## **11. Branches and twigs**

Editors Nova Scotia and Editors Newfoundland and Labrador have merged into Editors Atlantic. Editors Edmonton has made no progress on a new chair. Editors Kitchener-Waterloo-Guelph has a new chair.

Anne will ask branches to find out who signing officers are for the new NEC to vote on in July.

## **12. Conference**

The conference went smoothly. More than 300 people registered, and 361 participated, including vendors and sponsors.

The committee budgeted for a \$50,000 surplus. When accounts are complete, Editors Canada will likely have earned closer to \$75,000 because of reduced conference costs. Breanne MacDonald and Heather Buzila are talking to a possible new conference chair.

## **13. Orientation for new directors**

- a. Set up meeting (will email new directors in early July)**
- b. Director handover: important**

If current directors have important information, they should give it to Heather Buzila, who will pass it on to new directors when they are named.

**c. Don't forget the corporate calendar**

Heather Buzila informed new directors that National Executive Council uses a corporate calendar, which they will learn more about at their orientation.

**14. Vote on new committee chairs (Appendix G)**

Directors voted on the names of national committee chair nominees listed in Appendix G.

MOVED BY Heather Buzila

SECONDED BY Berna Ozunal

that the National Executive Council approve all committee chairs and co-chairs for 2021-2022.

Carried. All in favour

Directors voted on the two new nominees for Honourary Life Evaluation committee.

MOVED BY Heather Buzila

SECONDED BY Anne Brennan

that NEC approve two new members of the Honorary Life Evaluation committee.

Carried

**15. NEC roles, committee chairs and branch officer votes**

a. 2020-21 national executive council roles: do by email vote in July

b. Reminder about branch signing officers and branch officers.

i. The linked doc will need to be updated for 2021-22 (new version to go in 2021-22 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).

**16. Thank you to outgoing directors**

Heather Buzila thanked all outgoing directors for their time and hard work. She especially thanked Gael Spivak and Greg Ioannou and Patricia MacDonald for their long years of leadership.

**17. Next meeting**

a. Will send out a poll to schedule new meeting dates in mid-July when the new NEC is in place.

## 18. Adjournment

MOVED BY Greg Ioannou  
SECONDED BY Patricia MacDonald

that the meeting be adjourned.

Carried

### a. In camera sessions

---

---

MOVED BY Greg Ioannou  
SECONDED BY PATRICIA MACDONALD

that the meeting go in camera.

Carried

MOVED BY Greg Ioannou  
SECONDED BY PATRICIA MACDONALD

that the meeting go out of camera.

Carried

---

# Appendix A—Agenda

Call to order

Approval of agenda

Introductions and welcome to new directors.

[Budget update](#)

Review of outstanding action items from previous meetings

Update on ongoing projects

Update on IT migration, G Suite, and member email end-of-life

Break

Report requests

Branches and twigs

Conference

Orientation for new directors

Vote on new [committee chairs](#)

NEC roles, committee chairs and branch officer votes

Thank you to outgoing directors

Next meeting

Adjournment

## Appendix B—Outstanding Action Items

### Action Items, Past Meetings

	Action Item	Person (s) Responsible	Previous Status	NEW STATUS
1.	For Greg Ioannou to check with Caitlin Stewart about the French webinar site. April 25, 2021 CHANGED TO BŁAŻEJ SZPAKOWICZ	Błażej Szpakowicz	In progress	In progress
2.	For Suzanne Bowness to contact Sylvie Collin for list of terms for blog post tags. April 25, 2021	Suzanne Bowness	In progress	In progress
3.	Heather Buzila and Natasha Bood to look into another Heritage Canada grant for the agrément program. Need to start this work by September or October. April 25, 2021	Heather Buzila	In progress	Waiting until September
4.	Suzanne Bowness to look at existing crisis comms guidance and assess and revitalize it, working with Michelle Ou. April 25, 2021	Suzanne Bowness	In progress	
5.	Heather Buzila and Breanne MacDonald to discuss a reduced ODE fee for transitional members once the website task force is looking in the ODE. April 25, 2021	Heather Buzila	In progress	
6.	Natasha Bood to talk about possible Heritage Canada grant applications for May. Jan. 17, 2021 CHANGED TO NATASHA BOOD	Natasha Bood	In progress	Nothing for May. Next application round in the fall.
7.	Natasha Bood to discuss applying for a grant from Heritage Canada for the French mini-conference. (Sylvie Collin has to consider how it would work online). Jan. 17, 2021 CHANGED TO NATASHA BOOD	Natasha Bood	In progress	In progress
8.	Berna Ozunal to talk with Anne Brennan about student critique of ELAP, proofreading publication. Changed to Structural editing CHANGED TO ARIJA BERZITIS	Arija Berzitis	In progress	In progress



9.	Natasha Bood to email branches about importance of collecting HST. CHANGED TO NATASHA BOOD	Michelle Waitzman/Natasha Bood	Natasha to discuss with bookkeepers.	On hold/ In progress
10.	Caitlin Coote 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	Caitlin Coote		In progress. CC to send info to new NEC Director for Mentorship Committee

### Action Items, On Hold

	Action Item	Person (s) Responsible	Status
11.	Anne Brennan to set up Zoom meeting with Breanne MacDonald and Greg Ioannou to talk about distributing ELAP as an ebook.	Anne Brennan	On hold
12.	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
13.	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.
14.	Natasha Bood to look into the possibility of partnering with a French dictionary.	Natasha Bood	On hold until English dictionary is published/launched.
15.	Natasha Bood to investigate the possibility of a mini-conference put on by branches and twigs, supported by national office.	Natasha Bood	On hold
16.	NEC to review each year the list of possible trademarks to apply for.	NEC Directors	On hold until March, 2020.
17.	Gael Spivak and Natasha Bood to work on a governance poster to show incoming branch and twig coordinators what their	Gael Spivak Natasha Bood	On hold. John Y started; too many other priorities.

	responsibilities are and how communications work among various parts of the organization (on hold until more time).		
18.	Natasha Bood to talk to Editors Toronto about partnering on professional development events.	Natasha Bood	On hold
19.	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.
20.	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
21.	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.
22.	Editors Canada president to contact presidents of organizations with whom Editors Canada has partnerships.	Heather Buzila	On hold until new president takes office.
23.	Greg Ioannou to contact Tamra Ross about Drupal and our website.	Greg Ioannou	On hold. It will have budget impact.
24.	Michelle Waitzman to talk to Breanne MacDonald (conference chair) and Heather Ross to discuss including membership fees at the conference.	Michelle Waitzman Heather Ross	On hold until 2021 conference. Not being pursued this year. Heather R investigating several options.

### Action Items, Done

	<b>Action Item</b>	<b>Person (s) Responsible</b>	<b>Status</b>
25.	Berna Ozunal to let Certification Steering Committee know that they can explore the Institute of Professional Editors Limited (IPEd) model for exam invigilation. March 21, 2021	Berna Ozunal	DONE

26.	Anne Brennan to contact Berna Ozunal to see if the Certification Committee system has version control in the system they use for their work. Jan. 17, 2021	Anne Brennan	DONE
27.	Heather Buzila to schedule Zoom meeting with Sylvie Collin and Gael Spivak on SQRP.	Heather Buzila	DONE
28.	Michelle Waitzman to put together a package of financial information for branches and twigs.	Michelle Waitzman	REMOVED
29.	Michelle Waitzman to contact Anne Godlewski to let them know they can share financial info package with the twigs and branches.	Michelle Waitzman	DONE
30.	Anne Brennan to talk to Publications Committee about their budget for 2021. Sept. 27, 2020	Anne Brennan	REMOVED

# Appendix C—EDI Task Force Letter

June 18, 2021

To the members of Editors Canada’s National Executive Council (NEC),

Please accept this letter as the final deliverable of the Editors Canada Equity, Diversity, and Inclusion (EDI) Task Force. Over the past year, we have identified several key areas that the NEC can address in order to improve EDI in our organization. Our recommendations are informed by our lived experiences, observations of the editing industry in Canada, research of other organizations and current best practices, extensive conversations, as well as the EDI survey we sent to members asking them to reflect on EDI-related issues.

Though the task force was created with the goal of providing recommendations to the NEC for how to implement the Statement on Equity, Diversity, and Inclusion, many of our initial recommendations came to fruition throughout the year, and the NEC has been working toward increasing equity in the organization at the same time. Following is a summary of these accomplishments:

- 1) We created and completed a member survey, and the results were used to support our recommendations for the equity fellowship, changes to the ODE from an equity perspective, and this recommendation letter.
- 2) The Equity Adviser role was created, and this person has been collaborating with the EDI task force.
- 3) We asked for a new web page for EDI; this request was approved, and the web page was drafted, translated, and launched on the Editors Canada website.
- 4) As part of this web page, student affiliates and the EDI task force created, disseminated, and posted an incredible, living resource list on language equity. This list was updated as new resources came to our attention, and members have been able to add resources by emailing [equity@editors.ca](mailto:equity@editors.ca). Once we dissolve, the list will have to be updated by someone else.
- 5) We approached specific people to propose webinars or conference presentations on “diverse” topics.
- 6) Editors Canada made a public statement on anti-Black racism following global uprisings against anti-Black racism in summer 2020.
- 7) We collaborated with the Career Builder Committee to recommend equity-based changes to the ODE, supported by relevant results from our survey.
- 8) We recommended a yearly Equity Fellowship with several options to NEC; it was approved, and the first fellowship will be awarded this year.

In our further recommendations below, we have used relevant information from the membersurvey to emphasize that each recommendation from the EDI task force was reflected in the survey data we gathered. To contextualize these recommendations, at the end of this letter you will find a detailed summary of our survey results and some comments we thought were important. Overall, the survey clearly shows that membership and the NEC are not diverse, so diverse voices (including Francophones) are not represented either within leadership or within various levels of membership. Demographically speaking, the survey told us that Editors Canada has more members than student affiliates; there are more cisgender and heterosexual white women in Editors Canada than those that identify as trans, nonbinary, or queer; and more members work as freelance rather than in-house. The recommendations included below will help the NEC identify concrete ways to address matters of equity, diversity, and inclusion.

## **1. Diversify the NEC.**

The organization must make diversifying its leadership a priority, without falling into the trap of tokenizing members in leadership roles that are from non-dominant communities. Some concrete ways to do this are:

- Highlight and bring to the forefront Editors Canada's existing anti-harassment policy. Members are uncertain of its existence and how it is implemented, and as such may decline leadership positions, or even avoid coming to events, thinking they will be vulnerable to attack, especially if they are from a non-dominant background.
- Institute term limits on executive positions.
- Increase the transparency of the NEC's role within the organization especially as it relates to twigs and branches.
- Increase the visibility of the executive's behind-the-scenes work so people know which skills are needed to fulfill NEC-related duties, increasing the chances of people volunteering for those roles.
- As the NEC prepares its strategic plan for 2022–2026, it must incorporate equity and inclusivity, not just bilingualism and diversity, in concrete ways. Please see the definitions of equity in the Statement on EDI and incorporate those definitions in the strategic priorities for the next cycle.

These recommendations should improve the profile of the NEC overall and, over time, help attract editors from a variety of communities to the executive.

## **2. Create partnerships with organizations that promote diversity in publishing/editing.**

The NEC should dedicate time and financial resources to establishing strategic partnerships with organizations in the publishing industry specifically dedicated to diversity and inclusion work, such as BIPOC of Publishing in Canada or the Indigenous Editors Association. Editors Canada has members that are already part of these organizations; the NEC could consider approaching these members with suggestions for how to build relationships between organizations.

Our survey results have shown clearly that the NEC and Editors Canada are not diverse (see, for example, the summary of the ethnic/racial makeup of the respondents included below), but there is a clear appetite for diversity in both the membership and the leadership, including an acknowledgement of sexism, racism, ableism, and ageism within the organization. Reaching out to a broader base, raising Editors Canada's profile in the publishing industry, and actively recruiting members from diverse areas, including at the student level, will all help demonstrate the organization's commitment to EDI.

### **3. Prioritize creating an equitable and accessible website and ODE.**

Because many of Editors Canada's members are freelancers, they rely on marketing measures like the ODE to find work. For our detailed recommendations on how to change the ODE from an equity perspective, please see [our letter to the Career-Builder Committee](#). Regarding the website, many survey comments and conversations with members have noted it is hard to navigate and is often unclear.

Specifically, the

EDI-related resources are quite hard to find. Highlighting the organization's EDI work on the website, including the amazing list of resources compiled by student affiliates and members, will, in turn, make Editors Canada more accessible to non-dominant people and those who are looking to learn more about equity. In terms of accessibility for both the website and the ODE, we suggest the use of plain design, including graphics.

### **4. Increase EDI-related webinar offerings.**

One of Editors Canada's primary mandates is to provide quality and relevant professional development opportunities for members. While the branches and twigs plan and deliver their own professional development programs, the NEC runs the webinar program, and there is a lot of room for growth here in terms of EDI.

First, the webinar presenters need to come from a wider range of communities. Second, there need to be more diverse webinar topics. We understand that presenters are not selected, but rather submit proposals for webinars. However, the NEC may consider changing this approach and proactively recruiting presenters working on EDI issues by identifying specific topics like "editing for inclusive language" or "working with multilingual clients" rather than asking people who may look "different" to develop webinars from scratch. In other words, the NEC should look for EDI-related topics, and dedicate time and resources to finding experts who are already completing this type of work. If Editors Canada does not have members already with expertise in EDI-related topics, then establishing partnerships with organizations like ACES and CIEP and "borrowing" presenters is a strategic way to address this.

We want to note that the 2021 conference did a great job of prioritizing accessibility and diversity.

**5. Offer anti-racism/anti-oppression/unconscious bias training to people in leadership roles.**

In any organization, much depends on the tone from the top, and educating and equipping our leadership to understand issues of power and oppression is vital to creating a better organization. Ongoing anti-oppression/anti-bias, and unconscious bias training and practice for leadership will support modelling, facilitating, and nurturing respectful conversations between members and non-members on public platforms or in closed meetings, and if members see anti-oppressive communication as the baseline, they will be much more inclined to participate, especially if they are from non-dominant groups.

Editors Canada should offer this training free of cost and require all members of the NEC and branch and twig executives to complete it. The Association of Canadian Publishers had offered a 75% bursary for publishing organizations to pursue this training; perhaps the NEC could approach the ACP with a request for similar funding since so many of our members work in publishing.

**6. Support EDI-related activities at the branch and twig level.**

Much of the organization's work and relationship-building occurs at the local level, and the NEC should provide EDI-related support to branches and twigs. One way to do this would be to update the handbook on twigs and branches to include some anti-oppression frameworks, such as how to do a land acknowledgment before beginning a meeting, how and why to use pronouns, how to build a more diverse branch meeting and professional development program, and how to ensure branch meetings and events are fully accessible in both physical and digital spaces. The NEC can also support grassroots-level initiatives, to encourage local branches and twigs to establish partnerships with independent publishers and publishing programs and writing communities with a focus on EDI. Even something as simple as using the National E-News to amplify diversity-focused events like the FOLD festival will help.

**7. When issuing statements of solidarity, for example on Indigenous solidarity, follow up with concrete action to demonstrate commitment to equity.**

We suggest reaching out to other editorial organizations or community activists and volunteers who are committed to matters of equity, accessibility, and diversity to establish connections. Concrete actions will come from these relationships and should be community focused.

**8. Ensure the accessibility of all Editors Canada events with consultation from disability, neurodiverse, and/or chronically ill communities.**

This includes, but is not limited to, providing closed captioning, live descriptions, interpretation, and plain graphics and design principles, where possible. Many comments

and communications from members have asked Editors Canada to keep an online format option for all events after the COVID-19 pandemic ends to provide an accessible space for all editors, while also ensuring that physical spaces are fully accessible. Offer accessibility information prior to the event in the regular communications about the events.

## 9. Ensure accessibility for non-English speakers.

In addition, simultaneous interpretation and translation services at online events should be provided for Editors Canada Francophone members. We would like to note that the survey showed Editors Canada members edit in languages other than French and English, but we realize that simultaneous interpretation in more than one language would be difficult. However, ASL (and QSL) and Indigenous languages should be prioritized next. Francophone members also commented that they hope to see certification exams offered in French.

In closing, we want to emphasize that these recommendations to the NEC are not meant to be completed within any short amount of time. We hope to see Editors Canada pursue equity as a core value of the organization. We understand that increasing equity within Editors Canada cannot be “done” even after finishing up with this list of recommendations. These recommendations will support making equity an ongoing priority of Editors Canada, and if this is achieved, it will itself lead to more and evolving recommendations from leadership on how to make the organization more welcoming to diverse members.

We are available until the end of August 2021 to converse about everything written here.

Sincerely,

Alicia Chantal (she/her), Editors Canada member and coordinator, Edmonton twig Roma

Ilnyckyj (she/her), Editors Canada member

Natalia Iwanek (she/her), Editors Canada student affiliate

Fazeela Jiwa (she/her), Editors Canada member

Amber Riaz (she/her), Editors Canada member

\*We want to note that Sarah King, a student affiliate, has been an integral part of our work on this task force, but was not available to sign off on this letter.



## APPENDIX: Detailed Summary of EDI Survey

We received a total of 206 responses to the survey. We were looking for demographic data as it relates to EDI issues, as well as opinions of the membership on how Editors Canada and the NEC can take concrete steps to make Editors Canada more inclusive.

On the demographic questions, we began with a breakdown of how the respondents were related to Editors Canada: 150 respondents were members of Editors Canada, 24 were student affiliates, and 13 chose not to answer the question about membership status. Responses to the race/ethnicity question on the survey yielded the following answers: 177 respondents answered the question, and 33 skipped it. Of those, 153 respondents chose "white", and 10 chose not to answer (other responses were statistically insignificant). On the question about whether the respondents were unilingual, bilingual, or multilingual, there were 178 responses (29 skipped): 93 respondents indicated unilingual, 61 bilingual, and 24 multilingual. When asked whether respondents had any specific disabilities that affected their work, 177 responses were received (30 skipped). Of those, 28 chose "yes," 143 chose "no," and 6 chose "prefer not to answer." According to the responses received, there are 138 freelancers, and 12 respondents who chose "a combination of freelance, in-house, retired etc." To the question that asked if members see Editors Canada as inclusive, 60 respondents agreed strongly, 55 agreed somewhat, 14 disagreed somewhat, and 2 disagreed strongly. In response to the question of whether EDI-related issues should be prioritized by Editors Canada, 173 answered; of these, 43 chose "agree strongly," 57 chose "agree somewhat," and 50 chose "neutral" as the response.

General comments included in the survey indicate, however, that respondents generally see the NEC and the membership as non-inclusive. Some of these comments are included here:

Comments on the statement "NEC represents my interests":

- "They don't provide a lot of services for students that are free."
- "I feel like there is a bias against newer editors and those still learning the profession, especially when it comes to communications and events. I am also disappointed that there are only nonfiction options for the certification exams. I would love to study for and take the exams to improve my professional profile, but I work primarily with fiction. This means that the exams will be harder for me because I can't work with the material I'm used to working with and that the certification will mean less to me and my clients because it does not prove anything about the skills I use in my everyday work."
- "Not much is done for francophones; many other members don't seem to care about services to Francophones; have heard a really aggressive comment about bilingual communications from one member in a meeting once (quite a while ago, I've almost stopped going to local events after that), and no one seemed shocked or even uncomfortable -- if they did, they didn't say anything. The facilitator did

not remind the person that the association had members in both official languages with equal rights.”

- “Professional development and advocacy for editors are the organizational roles I paid a substantial amount to sign up for--not political activism.”

Comments on the statement “Branch/Twig leadership represents my interests”:

- “For the same reasons listed above. This is a diverse province and membership (well, at least in terms of rural-urban membership) but not on the board. See all the questions noted above, though not regarding the last issue about cliqueiness. The local board has new and different people on it fairly regularly.”
- “There is very little representation of diverse folk at the Branch level, which leads to a uniformity of perspective and tokenism which then prevents diversity at all levels.”

Ninety-nine people answered the question about what EDI issues need to be addressed by Editors Canada. Of the 99 comments, 15 comments talked about the need to provide resources that include mentorship and training, and the development of resources focused on EDI issues. Ten comments also mentioned that the respondent enjoys the virtual meetings and would like those to continue. Seven comments talked about the need to update the website and to add more EDI-related options to the ODE. Multiple comments focused on different EDI-related issues. These comments will be highlighted below, as they have helped inform our work on this taskforce.

Q. What could Editors Canada do to make you feel more included and represented within the organization? Please add any specific suggestions here:

- “Making meetings, workshops, and conferences more accessible to people of low socioeconomic status (e.g., more online meetings and networking opportunities instead of meeting in a physical location or free workshops). More volunteer or work opportunities for new editors.”
- “Address writing about queerness in webinars/events.”
- “Ensure Francophone members have a voice and are considered as well as their needs in every decision that is being taken, project that is being done. / S'assurer que les membres francophones ont une voix et qu'on tient compte d'eux et de leurs besoins dans chaque décision qui est prise, projet qui est réalisé.”
- “I'd like to see speakers from more diverse backgrounds at Editors Canada events. I'm often the only non-white face in the entire room. I'm sure that there are several people in the language and literary worlds that have their own Canadian and non-Canadian perspectives to bear; I would love to know more about their voices and influence on language and the written word. We may be Canadian, but let's recognize that we may have different Englishes -- different, but equally valid.”

- “Less formal and more friendly communications and a better website.”
- “I'm a cis white woman, so I feel very welcome! I'm not implying that others don't, only that I can't speak to inclusivity within EC. My biggest challenge is letting people know I'm available for work! (I do have a listing in the directory, but I'm a freelance book editor, and 90% of my clients are American).”
- “Create resources that address EDI issues, and provide support to different identities. Make EDI a visible priority within the organization and invest real money into the organization so the website, the various groups and branches are all accessible and welcoming; raise the profile of editing as a profession in underrepresented groups so more diverse identities are actively recruited.”
- “Some of the questions in this survey focus on discrimination. I'd like the organization to aim inclusiveness that goes beyond not discriminating and works on making our organization and events welcoming and accessible to the widest range of people possible. There's a difference between saying ‘Everyone is welcome’ which in practice means ‘You can come if you can fit yourself in with us’ and actually trying to find out what people need to feel comfortable at your event. 1. I think Editors Canada should have anti-harassment policies in place at all in-person and online events. These policies will state what behaviour is unacceptable, what to do (who to tell) if someone does behave this way, and what penalties will apply to that person (up to and including removing them from the event and barring them from future ones or notifying the police if the behaviour is criminal). The policy should be emailed to every member and mentioned in every event registration. Events should probably have designated attendees who can be contacted by anyone who is being harassed or made to feel unsafe. Many gaming and science fiction conferences are implementing these kinds of anti-harassment policies and processes, and I think some of them could serve as models for what we might try to adopt. 2. We should add registries for LGBTQ, BIPOC, and Indigenous editors to the ODE. Or at least add those as searchable categories in the ODE profiles. This will serve clients who are looking for editors with these identities and it will serve those editors professionally. I also think it will make Editors Canada more welcoming by acknowledging the \*existence\* and special skills of these groups of people. Note the Association of Canadian Publishers’s Book Publishing Freelancers from Diverse Communities Database: <https://publishers.ca/diverse-freelancersdatabase/> 3. Add at least one or two webinars per year on inclusive language, editing to remove bias, nonviolent communication, and similar topics. The American Copy Editors Society and Poynter News University offer a lot of courses that have to do with social justice, equity, and diversity issues, so they could be a source of ideas and instructors. 4. Include blog posts on the Editors’ Weekly by a diverse range of authors covering topics related to inclusiveness. 5. Keep the lower student fee program, as that helps get a wider range of people involved, even if only for shorter terms. 6. Perhaps explore reciprocal membership benefits with other groups (the indigenous editors’ group for starters) so that we

can attract people from at least slightly different professional profiles to our events. Maybe we could attract some people from news media, film, writing, to some of our events. Keep looking for ways to make contact with people who edit, but not in the traditional publishing industry. 7. Actually this should be at the top of the list: find disabled, LGBT, BIPOC, and Indigenous people and ask them what they need and what would make them come to our events. 8. Offer scholarships for equity-seeking groups to be members and participate in Editors Canada events. 9. Make special efforts to find and hire members of equity-seeking groups to speak at the conference and do presentations. 10. Add a field for people to identify their pronouns ("she/her" etc.) to the ODE. See if a pronoun field can be added to a person's name on video conferencing meetings. Encourage moderators and instructors in videoconferencing meetings to announce their pronouns. Finally, even though I personally am not targeted for my identity, I still feel safer when dealing with organizations that show commitment to inclusiveness. I think inclusiveness and removing barriers benefits everyone."

- "Perhaps Editors Canada could make inroads in LGBTQ+ and visible/ethnic/cultural minority communities to ensure individuals in these communities know about the organization and feel like they can contribute to the organization because of their background."
- "Spend more time and effort on professional development and advocacy than activism. Update the website. Lobby for a new Cdn dictionary. Offer more webinars and other training resources."
- "Overall, I think EC does a great job with Webinars, certification, mentorship, and other training. My challenge, as a new freelancer, is getting work, so more information and help with that would be great."
- "Put EDI resources front row & centre on the website."
- Offrir les mêmes informations et services en anglais et en français, car tous les membres paient le même prix.
- Trouver plus d'occasions de dialogue entre côté francophone et anglophone - mettre en place un examen pour l'agrément du côté francophone
- Organiser à nouveau l'examen d'agrément en français

# Appendix D—Report Requests

## Report requests

### Certification committee

- Can we work with Natasha Bood to sign a contract with Uxpertise, a Montreal-based testing/remote proctoring company, to administer the 2021 Proofreading and Structural Editing exams?

### MarComm committee

- For the LinkedIn updates, we will be looking for help from the Senior Communications Manager to understand the analytics, at least initially. We will also likely be looking for assurance that we're on the right track with the updates.

### Mentorship committee

- Please suggest members for the committee and as mentors.

### Standards committee

- Permission to send a Stylistic poll to EC members (to be reviewed by NEC when it's ready)

### Website task force

- It would be helpful to know what web services are maintained monthly and what support those services offer (ie, web developer, Findjoo, IT services, hosting, etc). This will help the task force break down website needs that will add to our budget versus website needs that will be covered by our current service providers.

### Past president

- I'd like to talk briefly at the meeting about the upcoming survey the career builder committee is doing for in-house editors, and the work that was done based on the roundtables for in-house editors at the 2016, 2017 and 2018 conferences.
- I'd also like to talk about the project to index the minutes (NEC and AGM). Can we keep it on the action item list, so it does not get forgotten?
- I have a question about updates to the governance docs after the AGM (about dates).

### Treasurer

- Discuss whether to allocate a budget to the Editors' Vine next year to put them on equal footing with twigs.

### Volunteer relations

- I would like to request a small budget for the Vine/la Vigne so they have money to pay speakers, as needed.
- I would like to thank outgoing longtime NEC members Gael Spivak and Greg Ioannou for their leadership and service to the NEC and Editors Canada.

# Appendix E—Director Reports

## Contents

<i>President, Heather Buzila</i>	2
<i>Vice-President, Breanne MacDonald</i>	4
<i>Past President, Gael Spivak</i>	5
<i>Treasurer, Michelle Waitzman</i>	6
<i>Secretary, Caitlin Coote</i>	8
<i>National Director for Branches and Twigs, Anne Godlewski</i>	9
<i>Communications Director, Suzanne (Sue) Bowness</i>	10
<i>Professional Standards Director, Berna Ozunal</i>	11
<i>Publications Director, Anne Brennan</i>	12
<i>Training and Development Director, Greg Ioannou</i>	14
<i>Volunteer Relations Director, Patricia MacDonald</i>	15

## President, Heather Buzila

1. List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs)
  - Student relations committee
  - Francophone adviser
  - HR committee
  
2. Note successes, accomplishments and challenges from the past quarter
  - Supported other directors as needed
  - Helped the Francophone adviser facilitate a partnership agreement with OTTIAQ
  - Provided a letter of support to the Indigenous Editors' Association for their Canada Council for the Arts grant application
  - Connected with all President's Award winners and wrote letters of congratulations
  - Chaired the 2021 AGM
  - As conference chair, helped to plan and execute a very successful conference

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	Become the hub	<ul style="list-style-type: none"> <li>● Continue to promote awareness of Editors Canada among my colleagues through my work as well as through my duties as NEC president</li> </ul>	<ul style="list-style-type: none"> <li>● I continue to promote Editors Canada with my colleagues by forwarding webinar announcements and info about branch/twig events. I also forwarded emails about the conference to my colleagues, and three of them signed up for the conference.</li> </ul>
Bilingual and Diverse	Bilingual	<ul style="list-style-type: none"> <li>● Work with the francophone adviser to make membership in Editors Canada more valuable for francophone members.</li> <li>● Work with the translation team for translation of meeting agendas and other documents</li> </ul>	<ul style="list-style-type: none"> <li>● I continue to work with the francophone adviser as requested.</li> <li>● I continue to work with the translation team on a regular basis.</li> </ul>

Innovative and Agile	Try new things	<ul style="list-style-type: none"> <li>Continue planning the 2021 virtual conference</li> <li>Continue planning monthly virtual NEC meetings via Zoom</li> </ul>	<ul style="list-style-type: none"> <li>The conference was held on June 12 and 13 and was a huge success.</li> <li>We continue to hold NEC meetings via Zoom, and I am continuously trying to find ways to streamline the agenda while still covering all necessary topics.</li> </ul>
Communications and Marketing	Internal	<ul style="list-style-type: none"> <li>Provide meeting updates each month in the e-news to promote transparency</li> <li>Invite twigs and branches to attend monthly NEC meetings via Zoom</li> </ul>	<ul style="list-style-type: none"> <li>I continue to provide updates to members on the monthly NEC meetings via the e-news.</li> <li>The Newfoundland and Labrador and Nova Scotia twigs (now merged into the Atlantic twig) attended the May NEC meeting. I've sketched out which branches and twigs to invite when we resume NEC meetings in September.</li> </ul>
Membership: Increased and Engaged	Increased membership	<ul style="list-style-type: none"> <li>Continue working with the student relations committee to reach more possible student affiliate members</li> </ul>	<ul style="list-style-type: none"> <li>I continue to provide support to the student relations committee when required.</li> </ul>

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

- Write a final summary of the Rethink accomplishments to send to members in an e-news update
- Organize the new director orientation and complete various tasks when the NEC changes over
- Plan dates for NEC meetings from September to December 2021
- Provide support to directors and committees as needed

**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
  - Website taskforce
2. **Note successes, accomplishments and challenges from the past quarter**
  - As conference advisor, supported a successful 2021 conference.
  - Provided support to the president as needed.
  - Provided support to the awards coordinator as needed.
  - Recruited a new leader for the website taskforce.
  - Completed the 2020 annual report.

Awards Coordinator:

- Winners were chosen and will be announced by press release.
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)**
    - As conference adviser, recruit a chair for the 2022 conference.
    - Provide training/support for incoming VP.
    - Transition to Treasurer's role.
  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

1. **List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs)**
  - equity, diversity and inclusion task force
  - career builder committee
  
2. **Note successes, accomplishments and challenges from the past quarter**
  - Got the equity fellowship launched: managed the options memo, the motion, the procedures, and some communications.
  - Started the copyright form rolling again, with Caitlin Stewart and Patricia MacDonald, after Sue Bowness finished managing the revisions.
  - I've been exec reading (along with Sue Bowness and Anne Brennan) the weekly blog posts. Have forgotten to mention that.
  
3. **State priorities for the next quarter (your priorities as director, not your committees' or region's priorities)**
  - NONE: This is my last NEC meeting. After ten years!
  - Will continue with this work, though:
    - Revise the policies and procedures after the AGM vote. They will all need to be updated and I imagine that will fall to me (20 for a member vote at the AGM and 15 for the NEC)
    - Participate in meetings on reviewing comments on the Canadian General Standards Board translation standard.
    - Will remain the association's governance expert (remember the vote we had on this last year, and Editors Canada buying me the latest edition of *Robert's Rules of Order* to help with that).
  
4. **Your own requests or questions for the national executive council (not your committees' requests, which are in their reports)**
  - I'd like to talk briefly at the meeting about the upcoming survey the career builder committee is doing for in-house editors, and the work that was done based on the roundtables for in-house editors at the 2016, 2017 and 2018 conferences.
  - I'd also like to talk about the project to index the minutes (NEC and AGM). Can we keep it on the action item list, so it does not get forgotten?
  - I have a question about updates to the governance docs after the AGM (about dates).

## Treasurer, Michelle Waitzman

- 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)
  - n/a
- Note successes, accomplishments and challenges from the past quarter
  - 2020 audit finalized
  - Participated in pre-AGM meeting with Ottawa branch exec to discuss their concerns

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	Become the authority on editing: certification, standards, training.	<ul style="list-style-type: none"> <li>Help Editors Toronto develop seminars for non-editors</li> <li>Be a speed mentor at the virtual conference</li> </ul>	<ul style="list-style-type: none"> <li>Ran pilot for Editors Toronto online course</li> <li>Mentored three attendees during the conference</li> </ul>
Bilingual and Diverse / Bilinguisme et diversité		<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Innovative and Agile / Innovation et agilité	-Come up with new courses, training, webinars. -Don't proceed haphazardly, but use the right tool for the right job.	<ul style="list-style-type: none"> <li>Creating client relations webinar for freelance editors</li> <li>Support transition of branches to centralized bookkeeping</li> </ul>	<ul style="list-style-type: none"> <li>Presented webinar in May</li> <li>Helped branch and twig execs with questions about new payment systems for honoraria</li> <li>Met online with Ottawa exec to talk about why centralized bookkeeping is important</li> </ul>

Communications and Marketing / Communication et marketing	Our targeted communication activities reach potential members, clients and employers.	<ul style="list-style-type: none"> <li>• Share information about upcoming webinars and the conference on social media</li> <li>• Arrange for CFG to advertise the conference to their members</li> </ul>	<ul style="list-style-type: none"> <li>• CFG included a message about getting the partner rate for our conference in an email update to all members.</li> </ul>
Membership: Increased and Engaged / Membres plus nombreux et plus actifs	Engaged members	<ul style="list-style-type: none"> <li>• Participate in Toronto branch meetings and other events</li> </ul>	<ul style="list-style-type: none"> <li>• Attended Toronto branch AGM</li> <li>• Engaged with attendees at virtual conference using networking tools on the platform</li> </ul>

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)**
  - Handover to new treasurer
  
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)**
  - Discuss whether to allocate a budget to the Editors' Vine next year to put them on equal footing with twigs.

## Secretary, Caitlin Coote

1. **List the groups or individuals that report through you / Énumérez les groupes ou les individus qui se rapportent à vous**
  - Conference committee
  - Mentoring committee
2. **Note successes, accomplishments and challenges from the past quarter**
  - Worked with Recording Secretary to resolve issues with and prepare minutes for the 2020 annual report
3. **State priorities for the next quarter / Priorités pour le prochain trimestre**
  - None; this will be my last meeting
  - Provide assistance to new secretary if necessary
4. **Your own requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national**
  - None at this time

## National Director for Branches and Twigs, Anne Godlewski

### Communications Director, Suzanne (Sue) Bowness

1. **List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs)**
  - Communications and marketing committee (Jillian Reiten)
  - Editors' Weekly blog (Lucy Payette)
2. **Note successes, accomplishments and challenges from the past quarter**
  - I have supported the new Marcom committee chair get volunteers in place and attended bi/monthly meetings, volunteered for high-level projects such as reviewing comms plans
  - I have invited NEC to connect with me about Marcom needs on their committees, passing along projects including outreach to library/schools and crisis comms review
  - The Marcom committee continues to work on its social media guide already in progress, new how-to communications guide, the Adwords campaign, implementing LinkedIn campaign (with Career Builders)
3. **I continue to liaise with the blog and serve on exec read subcommittee, connected the blog volunteers with the Marcom committee for greater possible collaboration State priorities for the next quarter (your priorities as director, not your committees' or region's priorities)**
  - Review big picture comms including crisis comms, to create how-to guides that will promote greater continuity on Marcom and greater consistency for other committees that want to do their own comms
  - Review and possibly revise crisis communications guidelines
  - Develop a subsequent Editor promotion campaign
  - Continue to support Marcom committee as it moves ahead with new ideas
4. **Requests or questions for the national executive council**
  - Nothing at this time.

## Professional Standards Director, Berna Ozunal

### Publications Director, Anne Brennan

#### 1. Groups and individuals who report through me

- Publications Committee, co-chaired by Paula Chiarcos and Josephine Mo.
  - *ELAP* Subcommittee, co-chaired by Josephine Mo and Jona Rhica Mejico.
  - Handbook Subcommittee, chaired by Paula Chiarcos.

#### 2. Successes and challenges during the past quarter

##### *Successes*

- Finished producing *Edit Like a Pro: Proofreading*, and sent it to Michelle and Natasha for publication. Woohoo!
- Recruited and oriented two co-chairs (Josephine Mo and Jona Rhica Mejico) for the *ELAP* Subcommittee.
- Recruited a second co-chair (Josephine Mo) for the Publications Committee.
- I've given Josephine and Jona Rhica an orientation to Egnyte, explained the purpose, history, and status of *ELAP*, and encouraged them to look through the files.

##### *Challenges*

- The Handbook Subcommittee is experiencing pushback about who should participate in creating *No Reader Left Behind: Writing and Editing for Equality, Diversity, and Inclusion*.

Some people are criticizing the subcommittee for comprising too many middle-aged, middle-class white women.

Other people are critical of the fact that the subcommittee is trying to recruit members of visible minorities, calling it tokenism.

As a result, Paula is feeling that this is not a good time, politically, to produce a handbook on this topic. I have reassured her that this is exactly the right time, but she seems unconvinced, and will require continuing encouragement.

- The two people who will co-chair the *ELAP* Subcommittee have limited project management experience, and require mentoring. I have agreed to continue to mentor them. However, they will probably need the new publication director's help in finding appropriate volunteers.

#### 3. Status update on activities I wish to accomplish, outside of supporting my committee and subcommittees

- Now that the proofreading volume of *ELAP* is done, I am beginning to sort through the files for the structural editing volume to see what needs to be done.

- I have told Josephine and Jona Rhica that I will continue to mentor them after I leave the NEC, though I will not do the actual work of producing the structural editing volume.
- For now, we will continue to use Egnyte to share and store the *ELAP* files as we work on the volumes. As each volume is completed, we will transfer the finished files (together with whatever native files will be needed for future updates) to the Google Drive.

#### **4. Priorities for the next quarter**

- Resume the work on *Edit Like a Pro: Structural Editing* that was interrupted two years ago.
- Orient and pass files and responsibility to the new director of publications.

#### **5. Requests and questions for the National Executive Council**

##### ***Requests***

- None.

##### ***Questions***

- None.



## Training and Development Director, Greg Ioannou

### 1. Collaboration between Webinar Committee and Student Relations Committee

After speaking with Becky Noelle, incoming chair of the student relations committee, the training and development committee has begun a collaboration with the student relations committee. Our new co-chair, Miriam Bergeret, will act as liaison between both committees and will spearhead a joint project to organize a virtual monthly book club for student affiliates. The virtual club will meet online once a month via zoom to discuss books written about editing and writing to improve members' knowledge of editing and of the profession and industry as a whole while simultaneously fostering connections between members. So far, at least 15 student affiliates are interested in joining. If the book club becomes a success, we can think about bringing in authors, and potentially their editors, to discuss their books with the club.

### 2. New webinar directions

We're moving in several new directions:

- "diverse" topics and presenters (See EDI taskforce letter to NEC)
- adding French webinars
- webinars from related organizations and college programs (e.g., How editors can help feature writers, possibly given in conjunction with Magazines Canada.)
- Specialized topics of interest to specific small groups of editors (e.g., Editing when you have a concussion, presented by a registered concussion therapist)

## Volunteer Relations Director, Patricia 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)

- Facebook group (members-only) monitor
- Improving access to member services task force
- Insurance task force
- List monitor
- Mediator
- Member services committee
- Translation group
- The Vine
- Volunteer management committee

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

- The leader of the insurance task force has stepped down. I've been searching for a replacement.
- The mediator successfully resolved a case in which a member was having trouble receiving final payment.
- The members of the translation group received the President's Award for Volunteer Service, and group supervisor Nancy Foran received the Lee d'Anjou Volunteer of the Year Award. Congratulations on this well-deserved recognition.
- The Vine/la Vigne has submitted its report to the NEC. This completes the duties of the improving access to member services task force. I'm very proud of this new member service and look forward to seeing it grow.
- The volunteer spreadsheet (VolunteerConnect, the replacement for the volunteer directory) has gone live and is being used by members.
- 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	Actions	Update
--------------------	---------	---------	--------

	(in the strategic plan)	(from the list in the plan or others that you have determined will meet the intended outcomes)	(what you have done to advance those actions)
Represent Canada's Editors	<ul style="list-style-type: none"> <li>• Work on a gradual shift in culture to be a truly bilingual association.</li> <li>• Broaden reach geographically, with more local groups and more online benefits for remote groups.</li> </ul>	<ul style="list-style-type: none"> <li>• Recruit francophone volunteers to make this happen.</li> <li>• Supervise the task force for improving access to member services.</li> </ul>	<ul style="list-style-type: none"> <li>• I am forwarding potential francophone volunteers to Sylvie Collin, the francophone adviser.</li> <li>• La Vigne, a francophone version of the Vine, is growing and working to improving its offerings for francophone members.</li> </ul>
Bilingual and Diverse	<ul style="list-style-type: none"> <li>• Have a better balance of services for francophone members.</li> </ul>	<ul style="list-style-type: none"> <li>• Recruit francophone volunteers to make this happen.</li> </ul>	<ul style="list-style-type: none"> <li>• I am forwarding potential francophone volunteers to Sylvie Collin for follow-up.</li> <li>• The new volunteer database has bilingual features.</li> </ul>
Membership: Increased and Engaged	<ul style="list-style-type: none"> <li>• Engaged members who volunteer.</li> </ul>	<ul style="list-style-type: none"> <li>• Work on recruiting new volunteers and retaining the old.</li> </ul>	<ul style="list-style-type: none"> <li>• I am following up with potential volunteers as I receive email notification of interest.</li> </ul>

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

- Work with the incoming director of volunteer relations as she transitions into this position.
- Coordinate obtaining contact information for the copyright assignment forms, something I will continue to do after I leave the NEC.

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

- I would like to request a small budget for the Vine/la Vigne so they have money to pay speakers, as needed.
- I would like to thank outgoing longtime NEC members Gael Spivak and Greg Ioannou for their leadership and service to the NEC and Editors Canada.



# Appendix F—Committee and Task Force Reports

## Contents

<i>Certification Steering Committee: Vicky Bell, Jaime Miller (co-chairs)</i>	2
<i>Conference Committee, Heather Buzila</i>	6
<i>Equity, Diversity and Inclusion (EDI) Taskforce</i>	7
<i>Francophone Adviser / Conseillère francophone</i>	8
<i>Marketing and Communications Committee</i>	12
<i>Mentorship Program Committee, Risha Gotlieb, Chair</i>	13
<i>Member Services</i>	15
<i>Publications Committee, Submitted by Paula Chiarcos</i>	17
<i>Standards Committee (co-chairs Berna Ozunal and Betsy Wentzel)</i>	19
<i>Student Relations Committee</i>	20
<i>Website Task Force, / Groupe de travail sur le site Web</i>	22

## Certification Steering Committee: Vicky Bell, Jaime Miller (co-chairs)

### 1. Status update on actions from your committee plan for the year / Mise à jour des activités planifiées par votre comité pour l'année

- Develop and administer the professional certification exams
  - In February and March, the exam-setting teams met over Zoom to write the 2021 Structural Editing and Proofreading exams. They followed the new procedure (which developed out of our “Rethink” process) of reusing past exam questions and “cloning” them (using a previous exam only once), to make better use of the effort involved in creating and testing each one. The exams have now been through chair review and external review.
  - The auditors completed the audit of the 2020 stylistic editing exam marks, and we’ve received the names of the 2 successful candidates. Michelle Ou has been working on a press release and on our behalf, Heather Buzila will acknowledge the new certified editors at the AGM later in June, as well.
  - 2021 Proofreading exam: as we transition the Proofreading exam from paper to PDF format, we ran a survey of working proofreaders to get their thoughts on markup preferences: we were debating whether to allow the use of imported proofreading “stamps” in the exam, or go with Adobe’s built-in annotation tools. About 95% of respondents said they use annotation tools in Adobe Acrobat, versus about 9% who replied that they use imported stamps. This helped us to decide to require the use of the annotation tools in the exam. We’ll create instructions for using Adobe and annotation tools, for the candidates.
  - Addenda to Structural and Proofreading *Test Prep Guides*: Two CSC members (Jaime Miller and Amy Jenkins) are working on creating “addenda” to the existing *Test Prep Guides*, with revised instructions and additional Part A questions in the revised format (multiple-choice and matching questions), to give candidates and purchasers of the *Test Prep Guides* more options for exam practice.
  - We implemented a “goodwill” discount for candidates who fail the certification exam, to encourage them to sit the exam again.
- Foundational Skills test
  - The program is making great progress (launch date still to be determined). Test questions have been written and entered into the ProProfs testing platform, and our Foundations lead, Sarah Robins, is working with a group of volunteers to vet the questions.
- Credential maintenance
  - This program lapsed over the last couple of years, and several certified editors now owe credential maintenance fees. One of our members, Chris Cameron, has started tackling the project to figure out where we stand and how to update it, with Natasha Bood’s help.
- “Rethink 2019”:
  - One of our big projects for the 2-year “rethink process” was to find an alternative way to offer the exams (moving away from onsite locations, given the cost of these, the pandemic, and our general desire to expand the reach of the exam and accessibility for candidates). After significant time spent reviewing exam-hosting and proctoring companies, and considering the idea of proctoring the exams ourselves over Zoom, we think we might have found a partner: Montreal-based Uxpertise. Please see section 3 for our request, and more details!

## 2. Priorities for the next quarter / Priorités pour le prochain trimestre

- Administering the 2021 exams
  - Work will continue to get the Structural and Proofreading exams ready for administration in November. The next step is to have the exams laid out. Unfortunately, we've just learned that our long-time layout person, Merv Walker, has had to bow out, so we need to find a new graphic designer for the Proofreading exam. Both exams will be proofread; volunteer proofreaders have been recruited for this.
  - Proctoring/invigilating: If our request to sign a contract with Uxpertise is approved (see section 3), we'll work with the company to get our exam onto their platform, undergo the training they offer, and practise the exam before piloting. We'll also have to develop instructions for candidates.
- Credential maintenance
  - We'll keep working to update the credential maintenance program, with the help of the office (once the conference and AGM are over). We hope to automate tracking and payment.
- Foundational Skills Test
  - Work will continue on finalizing the questions, with a view to launching this year.
  - We will need to develop a communications plan for when the launch date is known.
- File storage: We need to decide whether to transition off our existing file storage platform, Sync, and instead use the association's Google Drive account. Is it secure enough for people external to the CSC (pilot testers and marking analyst, for example) to use for downloading and uploading files? Our Sync annual fee will be due in September, so we need to decide by then.
- Auditing: We are looking in to the possibility of changing our auditing process, perhaps moving away from using an external auditing company to audit our exam marks, as it is slow and cumbersome and could likely be covered internally within Editors Canada (such as asking the treasurer and president to check the marks are correct?). This would save about \$1,000 every year. However, we need to think through whether this affects the integrity of the exams.
- Vicky Bell's term as co-chair will end in February 2022, and Sarah Robins has agreed to take on the co-chair role with Jaime Miller. We'll start looping her in to correspondence to give her a feel for the role.

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

- We're writing to ask whether we can work with Natasha Bood to sign a contract with Uxpertise, a Montreal-based testing/remote proctoring company, to administer the 2021 Proofreading and Structural Editing exams. Here are some more details, and there are further details in the Uxpertise proposal for Editors Canada (PDF file):
  - The CSC spent literally years trying to find a way to move the exam to a fully online experience (as mentioned in the previous quarterly report, the method we used for the 2020 administration – requiring candidates to find their own invigilator and exam venue – was not overly popular). It was tricky: we looked into dozens of companies and found that either we could not meet their required minimum number of candidates, or our exam format was incompatible with their software platform.

- One of the last companies we approached was Uxpertise, based in Montreal: <https://uxpertise.ca/en/> We explained our issues to them and found them responsive and thoughtful. They went away and experimented, and while our exam is not completely compatible with their usual platform, they came back with a workaround (more detail below). They gave us a demo this week, and their system seems intuitive, clean, and easy to use for both candidates and exam administrators.
- They have no minimum required number of users. We can run it with 11 candidates (the 2020 number) or, should we be so lucky, 200!
- The pricing seems reasonable. Please see the accompanying proposal PDF from Uxpertise. You'll see they've provided two tiers of pricing: we'd be making use of the "Uxpertise XP with limited use of uxpertise LMS [learning management software]", which is their workaround for us. However, they wanted to send us both pricing tiers because they also offer the option to run webinars and other training through their LMS, which could be interesting to Editors Canada at some point in the future. Here's a summary of their cost proposal:
  - A licence fee of \$1500 (Canadian) per year, which covers BOTH exams).
  - The per-candidate cost is around \$28 (\$18 for the first hour of the exam, \$5 for each hour thereafter = \$28 for our 3-hour exam).
  - The licence fee should be more than covered in the CSC current budget because we'll be able to get rid of the onsite location cost (currently around \$800 per year) and, if we are able to reconsider the current auditing process, we will save another \$1,000. We're also strongly considering moving away from Sync and instead using Google Drive for the CSC files, which would save \$600 USD per year.
- Con: Uxpertise is unable to allow us to trial the process ourselves before we sign the contract, because it takes work and money to set up our exam. This is the case with most companies we've talked to, unfortunately! So by signing the contract, we'd be taking a leap of faith. However, from what they've shown us, their solution will do what we need it to do, and they offer 2 hours of training and unlimited support.
- Brief description of their proposed workaround:
  - It's a hybrid between remote proctoring, traditional exam platform, and "whitelisting app" technology.
  - Traditional exam companies build the exam into their proprietary platform, which was problematic for us because it meant no one was able to offer the track changes and comments functionality we need for our Word- and PDF-format exam (the most effective way to test editing skills).
  - Uxpertise proposes running the security check and video-recording aspects through their exam platform, but then switching to technology that allows us to whitelist what apps are allowed to run on the candidates' computer – just Word or just Adobe, for example, depending on the exam.
  - They provide remote proctoring that is another hybrid: artificial intelligence, with human review. A proctor does NOT watch the candidates throughout the exam, but a security check of the candidate's ID and room is performed before the exam begins, and the exam session is recorded. At the end of the exam, a real person checks the recording and flags any issues. This option seems favourable because a) it brings the cost



down (human proctors are expensive) and b) it feels less intrusive for candidates than being watched through a web cam while they're writing the exam, while still safeguarding security.

**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?**

- We're not sure we received our budget numbers in 2020! Apologies if we missed it, though. But according to older budgets, we believe so far, we're within our budget. We've processed honoraria invoices from the members of our exam-setting teams, and paid for the auditor to check the exam results.

Our next expense will have to be the layout of the Proofreading exam. Last year, we were able to skip this – setting up the Word documents ourselves – but in 2021, we will need to pay for a designer. In previous years, I think we've had \$1,000 in the budget for this? Could the NEC or office confirm?

## Conference Committee, Heather Buzila

1. **Status update on actions from your committee plan for the year**
  - Conference took place on June 12 and 13 and was a great success
  - Wrap-up meeting with Redstone was held on June 23, and they provided us with a post-event report
  - Conference session recordings were made available for attendees a week after the conference and will be available until September 30
  - Thank-yous were sent to all speakers, keynotes, and volunteers
  
2. **Priorities for the next quarter**
  - Ensure any outstanding invoices have been paid
  - Begin planning for the 2022 conference in Edmonton and find a new chair
  
3. **Requests or questions for the national executive council**
  - None
  
4. **How much money from your budget have you spent? Is everything on track?**
  - We have come in under budget and have made more revenue than expected.

## Equity, Diversity and Inclusion (EDI) Taskforce

Taskforce delivery date: August 31, 2021/Fin des travaux du groupe de travail: 31 août 2021

1. **Status update on any activities from your taskforce's plan for this year, based on your taskforce brief / Mise à jour des activités de votre groupe de travail pour cette année en vous référant au mandat de votre groupe de travail.**
  - We have completed the analysis of our EDI survey data and have used this information to inform three core goals of this task force: recommendations to the NEC for an equity fellowship (submitted last quarter and implemented by the NEC end of April), recommendations to the Career-Builder Committee on equity-focused updates to the ODE, and final recommendations to the NEC on implementing the organization's EDI statement
  - On May 12, we sent a detailed letter to the Career-Builder Committee on equity-focused updates to the ODE
  - We advised the conference committee on protocols for Indigenous keynote speakers and land acknowledgements
  - We advised the NEC on language about disability related to the equity fellowship
  - We revised the inclusivity-related editing resources doc with updated French translations
  - We communicated with members regarding a suggested complaint process and folded this conversation into our final recommendation letter to the NEC
  - We worked very hard on our final recommendation letter!
  
2. **Priorities for the next quarter / Priorités pour le prochain trimestre**
  - Finish and submit our final recommendation letter, supported by data from our EDI survey
  - Be available for questions or conversation from the NEC about suggestions in this letter
  - Dissolve as a task force on Aug 31, 2021
  
3. **Requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national**
  - None
  
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?**

We have no budget.

## Francophone Adviser / Conseillère francophone

### 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 / Résultat	Actions / Mesures	Update / Mise à jour
Represent Canada's Editors /  Représenter les réviseurs du Canada	Become the authority on editing: certification, standards, training. / Être la référence en révision : agrément, normes, formation.	<ul style="list-style-type: none"> <li>Explore with the national directors concerned the possibility to take back the certification in French. / Discuter avec les directeurs nationaux concernés la possibilité de se réappropriier le programme d'agrément en français.</li> </ul>	<ul style="list-style-type: none"> <li>The issue has been discussed. For the time being, this matter remains pending. / Le sujet a été discuté avec la direction. Pour le moment, ce dossier reste en suspens.</li> </ul>
Bilingual and Diverse / Bilinguisme et diversité	Offer all services in both languages. / Offrir tous les services dans les deux langues officielles.	<ul style="list-style-type: none"> <li>Collaborate in the adaptation of documents to the reality of Francophones. / Collaborer à l'adaptation de documents à la réalité des francophones.</li> </ul>	<ul style="list-style-type: none"> <li>Adaptation and editing of the welcome kit in French (in progress). / Adaptation et révision du kit de bienvenue en français (en cours).</li> </ul>
	Have a better balance of services for francophone members. / Parvenir à équilibrer les services offerts aux membres francophones.	<ul style="list-style-type: none"> <li>Organize the second editors' conference in French for fall 2021. / Organiser le deuxième congrès des réviseurs en français pour l'automne 2021.</li> </ul>	<ul style="list-style-type: none"> <li>Action plan in progress with a slight delay on the original schedule. Nine of the eleven speakers have already been recruited. / Plan d'action en cours avec un léger retard sur le calendrier original. Neuf des onze conférencier·e·s ont été recruté·e·s.</li> </ul>

		<ul style="list-style-type: none"> <li>● Make recommendations to improve the customer experience for French-speaking members of the association. / Soumettre des recommandations pour améliorer « l'expérience client » des membres francophones de l'association.</li> </ul>	<ul style="list-style-type: none"> <li>● Recommendations to better serve our francophone members were communicated to the NEC in late March. / Des recommandations pour mieux servir nos membres francophones ont été communiquées au CAN à la fin mars.</li> <li>● Recommendations for adapting the Editors' Weekly blog for French-speaking readers were forwarded to Communications Director Suzanne Bowness. / Des recommandations pour l'adaptation du blogue L'Hebdomadaire des réviseurs au lectorat francophone ont été transmises à la directrice des communications, Suzanne Bowness.</li> <li>● The title and subtitles of the French section in the document with editing resources related to inclusivity have been translated. / Le titre et les sous-titres de la section en français de la liste de ressources en révision touchant le principe de l'inclusivité ont été traduits.</li> <li>● A French members-only Facebook page has been created. It now has 30 members.</li> </ul>
--	--	---	---

			<p>/ Une page Facebook en français pour membres seulement a été créée. Elle compte maintenant 30 membres.</p> <ul style="list-style-type: none"> <li>• Collaboration with the French Webinar Coordinator to create an extensive training program. / Collaboration avec la coordonnatrice des webinaires en français pour la création d'un programme de formation étoffé.</li> </ul>
	<p>Work on a gradual shift in culture to be a truly bilingual association. / Changer progressivement les mentalités pour devenir une association vraiment bilingue.</p>	<ul style="list-style-type: none"> <li>• Meet virtually all Francophones who indicate their interest in becoming a volunteer in their Findjoo membership form. / Rencontrer virtuellement tous les francophones qui indiquent leur intérêt à devenir bénévoles dans leur formulaire d'adhésion Findjoo.</li> <li>• Assess the main challenges or the needs for support French speakers may encounter when they sit on committees led in English. / Évaluer les principaux défis ou les besoins de soutien que les francophones peuvent rencontrer lorsqu'ils siègent à des comités dirigés en anglais.</li> </ul>	<ul style="list-style-type: none"> <li>• Since the last report, three people have been contacted: two were met virtually; one did not respond / Depuis le dernier rapport, trois personnes ont été contactées : deux ont été rencontrées virtuellement; une n'a pas répondu.</li> <li>• Nothing yet. / Rien pour le moment.</li> </ul>

<p>Membership: Increased and Engaged / Membres plus nombreux et plus actifs</p>	<p>Engaged members. / Les membres participent activement à la vie associative.</p>	<ul style="list-style-type: none"> <li>● Help Francophones who indicate their interest in becoming a volunteer on their membership form to find a mandate that suits them. / Aider les francophones qui indiquent leur intérêt à devenir bénévole dans leur formulaire d'adhésion à trouver un mandat qui leur convient.</li> </ul>	<ul style="list-style-type: none"> <li>● Since the last report, both of the individuals I have met with have chosen to volunteer at the branch level because of their lack of fluency in English. / Depuis le dernier rapport, les deux personnes rencontrées ont choisi de s'investir au niveau de la section en raison de leur manque d'aisance en anglais.</li> </ul>
---	--	---	--

## 2. Priorities for the next quarter / Priorités pour le prochain trimestre

- Finalize the 2<sup>e</sup> Conférence des langagiers et langagières program, launch the communication plan and open registration in mid-July 2021. / Finaliser le programme de la 2<sup>e</sup> Conférence des langagiers et langagières, lancer le plan de communication et ouvrir les inscriptions à la mi-juillet 2021.
- Finalize our partnership renewal offer with the Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ). / Finaliser notre offre de renouvellement de partenariat avec l'Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ).
- Finalize the adaptation and editing of the welcome kit in French. / Terminer l'adaptation et la révision du kit de bienvenue en français.
- Keep recruiting French-speaking volunteers for the national committees. / Poursuivre le recrutement de volontaires francophones pour les comités nationaux.

## 3. Requests or questions for the national executive council / Demandes ou questions pour le Conseil d'administration national

- None at the moment. / Aucune pour le moment.

## 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?

- The budget for the conference in French has been submitted to the National Executive Council and approved. No expenses have been incurred yet. / Le budget de la conférence en français a été soumis au Conseil d'administration national et approuvé. Aucune dépense n'a encore été engagée.

## Marketing and Communications Committee

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

- a. Our main effort continues to be increasing the value of the committee. To achieve this, we have focused on liaising with other committees; worked at establishing the committee as a resource for the association, committees, and branches; and tried to improve consistency of our efforts and messaging. One small step in this direction was to formally change the name to the Marketing and Communications Committee, so that MarComm references are correct. This work will be ongoing until the committee is thought of across the association whenever a message needs to be broadcast, whether it be internally or externally.
- b. Many thanks must go to Virginia St-Denis for her work on the Hire an Editor social media campaign. She updated the campaign and worked with staff to get the messages loaded on the different social media channels. She has followed up with a report on the analytics, which I expect will be interpreted after the conference and AGM. Once the results are analyzed, it should give us an idea of where to take things next (i.e., whether we run another campaign in the future or zero in on a specific message or audience).
- c. The Google AdGrants project is ongoing. The committee members working on the project are building the initial ad campaigns, which takes a bit more effort upfront to become familiar with the interface and program. For now, the strategy will focus primarily on building the membership. Depending on the success of the campaign, we may expand the marketing to promote hiring professional editors and other goals.
- d. The LinkedIn proposal was approved this quarter. A representative from MarComm and a representative from the Career Builder committee, along with the EC Senior Communications Manager, have been working together to plan out making the updates to optimize EC's LinkedIn profile. Over the summer, we expect to start making changes and updates to the profile.
- e. We have two volunteers working on a plan to conduct outreach with libraries and post-secondary institutions to promote editing as a trade, the work that editors do, and the association. I expect a proposal to put to the NEC not before the fall.

### 2. Priorities for the next quarter

- Continue with establishing the value of MarComm
- Build a Google AdGrants campaign
- Initial updates to the LinkedIn profile

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

- For the LinkedIn updates, we will be looking for help from the Senior Communications Manager to understand the analytics, at least initially. We will also likely be looking for assurance that we're on the right track with the updates.

### 4. How much money from your budget have you spent? Is everything on track? No money spent.



## Mentorship Program Committee, Risha Gotlieb, Chair

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

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 / Représenter les réviseurs du Canada	Become the authority on editing	<ul style="list-style-type: none"> <li>Provide mentoring (part of professional development)</li> </ul>	<ul style="list-style-type: none"> <li>Expanded the scope of the mentorship program, offering two levels of mentorship, which has drawn many new mentees.</li> <li>This past quarter has been busy; we received several applications and matched them up with mentors.</li> </ul>
Bilingual and Diverse / Bilinguisme et diversité	Offer all services in both languages. Broaden reach geographically.	<ul style="list-style-type: none"> <li>Ensure francophone representation on the committee and among mentors.</li> <li>Offer mentorship at a distance (Online or by telephone).</li> </ul>	<ul style="list-style-type: none"> <li>We have at least four francophone mentors in Quebec.</li> </ul>
Innovative and Agile / Innovation et agilité	Don't keep revisiting old stuff.	<ul style="list-style-type: none"> <li>Mentorship program is still growing. Take advantage of projects that come up quickly.</li> </ul>	<ul style="list-style-type: none"> <li>Some of the committee members have produced a webinar designed for mentors, with Tamra Ross as moderator, but it continues to be in limbo. We need to question whether there is a need for it.</li> </ul>
Communications and Marketing / Communication et marketing	Members have effective communication channels among themselves. /	<ul style="list-style-type: none"> <li>Continue to market the mentorship program both through e-newsletters and The Editors' Weekly blog.</li> </ul>	<ul style="list-style-type: none"> <li>The program is currently marketed mostly through e-newsletters.</li> <li>Last year a few articles were published in the Weekly blog.</li> </ul>
Membership: Increased and Engaged	Engaged members (particularly novice editors)	<ul style="list-style-type: none"> <li>The program should attract members and increase membership value for novice editors</li> </ul>	<ul style="list-style-type: none"> <li>Many of the mentees are novices and many of the mentors are senior, so we</li> </ul>

	and senior editors).	and more experienced editors who want to mentor or branch out into other areas of editing.	are definitely helping to reach these members.
--	----------------------	--	--

**2. Priorities for the next quarter :**

- It would be nice to have one new experienced editor to serve on the mentorship committee to replace Anita Jenkins, who retired.
- We need to examine whether there is in fact a need for delivering mentor training.
- We will continue market the program; so far the best marketing has been through the monthly news distribution to EC members.
- We could send out a survey to members to get feedback on the program and find out a little about their specific mentorship needs.

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

- Please suggest members for the committee and as mentors.

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

To date we have spent little, but also made little. We are on track with our budget for the year. We need a greater number of mentorships to generate more revenue toward office costs.

## Member Services

### 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)
Represent Canada's Editors /  Représenter les réviseurs du Canada	Become the authority on editing:  certification, standards, training.	<ul style="list-style-type: none"> <li>Encourage members to provide content.</li> </ul>	<ul style="list-style-type: none"> <li>New in-house editor article published in <i>Editors Weekly</i> (May 2021)</li> </ul>
Bilingual and Diverse / Bilinguisme et diversité	Have a better balance of services for  francophone members.	<ul style="list-style-type: none"> <li>Provide references in French.</li> </ul>	<ul style="list-style-type: none"> <li>Worked with translation group to adapt the references section in the Welcome Kit for a bilingual audience. [In final stages of translation]</li> </ul>
Innovative and Agile / Innovation et agilité	Innovative.	<ul style="list-style-type: none"> <li>Work to change the culture to one of "How can we do this?" Build this into our thinking.</li> </ul>	<ul style="list-style-type: none"> <li>Send an email to people who are coming to the end of their first year to see if we met their expectations and if they are renewing. Gives us a touchpoint to try to retain members before they leave. [timing depends on office workload]</li> </ul>

<p>Communications and Marketing / Communication et marketing</p>	<p>Members have effective communication channels among themselves.</p>	<ul style="list-style-type: none"> <li>● Use social media better</li> </ul>	<ul style="list-style-type: none"> <li>● Posting chat starters in the in-house editors Facebook group to generate discussion but also learn about the member services they use. [launching this summer]</li> </ul>
<p>Membership: Increased and Engaged / Membres plus nombreux et plus actifs</p>	<p>Contribute to a publication.</p>	<ul style="list-style-type: none"> <li>● Create a welcome package with more on member benefits, including volunteering.</li> </ul>	<ul style="list-style-type: none"> <li>● Revised the welcome new member emails to chunk information. This means members learn about their member benefits over a period of time rather than all at once. [timing depends on office workload]</li> <li>● Contacted CP to negotiate a preferred rate. Members were surveyed about their interest in May.</li> </ul>

**2. Priorities for the next quarter / Priorités pour le prochain trimestre**

- Monitor engagement in the in-house Facebook group
- Launch revised welcome emails
- Publish updated Welcome Kit in English & French
- Launch the member services survey in September 2021

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

- 

**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

## Publications Committee, Submitted by Paula Chiarcos

### 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)
Represent Canada's Editors / Représenter les réviseurs du Canada	Define what editing means and what it brings to the client.	<ul style="list-style-type: none"> <li>• Become the authority on editing: certification, standards, training.</li> </ul>	<ul style="list-style-type: none"> <li>• The handbook committee for Editing for Diversity and Inclusiveness project met in March. Please see detailed notes below.</li> </ul>
Bilingual and Diverse / Bilinguisme et diversité	Broaden appeal to all types of editors.	<ul style="list-style-type: none"> <li>• Provide useful publications to support editors locally and remotely.</li> </ul>	<ul style="list-style-type: none"> <li>• See below.</li> </ul>
Innovative and Agile / Innovation et agilité	Get things done.	<ul style="list-style-type: none"> <li>• Keep regular contact with committee members and volunteers.</li> <li>• Improve efficiency and organization.</li> </ul>	<ul style="list-style-type: none"> <li>• The committee was approached by a member concerned that there is no payment for intense work for EC, such as writing or editing parts of our publications. The member also suggested that if there isn't payment, these publications should be free to all members.</li> </ul>
Communications and Marketing / Communication et marketing	Our targeted communicati on activities reach potential members, clients and employers.	<ul style="list-style-type: none"> <li>• Plan for communicating with potential members, clients (employers) and related partner organizations</li> <li>• Identify gaps, such as industries where we have a low profile.</li> </ul>	<ul style="list-style-type: none"> <li>• No action this quarter.</li> </ul>

Membership: Increased and Engaged / Membres plus nombreux et plus actifs	Help others by being part of the community.	<ul style="list-style-type: none"> <li>Engage membership.</li> <li>Support members with little or no experience.</li> </ul>	<ul style="list-style-type: none"> <li>See below.</li> </ul>
--	---	---	--

## 2. Priorities for the next quarter / Priorités pour le prochain trimestre

- Continue to progress with the Editing for Diversity and Inclusiveness handbook project. The idea is to increase editors' awareness of bias and lack of diversity in published works and ultimately to increase inclusion within the industry. There was a call for volunteers, and I also contacted the EDI task force. We held three meetings and created a draft outline. Over the past few months, I've heard some concerns from a few people:
  - Some are upset that EC doesn't pay its volunteers for this kind of work. And there was some discussion of burnout. I agreed to bring this concern to the NEC.
  - Some people were offended by my looking for input from writers and editors from marginalized communities.

An email was sent explaining that we want as many voices as possible on this project, and everyone is welcome; however, many on the committee feel a lot of those voices should come from communities where people have felt left out or misrepresented. Our goal is to produce a great book that will help people and that will support a more inclusive publishing industry.

- We have finally finished *Edit Like a Pro: Proofreading*. Now we need to market it.
- We need to resume the interrupted work on *Edit Like a Pro: Structural Editing*.
- We need to continue marketing *From Contact to Contract*.

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

- None at this time.

## 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?

- The ELAP designer has invoiced us for \$1,000 to complete the proofreading volume.

## Standards Committee (co-chairs Berna Ozunal and Betsy Wentzel)

1. **Status update on actions from your committee plan for the year / Mise à jour des activités planifiées par votre comité pour l'année**
  - **Create a tracking plan and decision log as a result of the discussion with the publications and certification steering committee (CSC) representatives concerning their needs in relation to Professional Editorial Standards (PES)**
    - Extensive discussion and creation of a decision log for any changes to the PES
    - Extensive discussion of the need for and creation of a glossary for the PES
    - Extensive discussion of a tracking system. All participants contributed ideas and a decision was made to adopt a tracking system for edits and changes to the PES
  - **Movement forward with the committee's priorities**
    - A line-by-line review of the current PES and making proposed revisions and recommendations continues with careful, considered discussion.
    - Committee membership has expanded to include a new member, Letitia Henville. Another member has become inactive so we remain a 7-member committee.
    - We meet once a month for 90 minutes.
    - Currently reviewing the Fundamentals section
  - **Continue to re-examine and propose revisions PES 2016 as necessary**
    - The section on Stylistic Editing continues to be discussed and its place in the PES considered.
    - A proposed poll for EC members concerning the Stylistic has been discussed
    - A Frequently Asked Question section has been suggested and the committee believes that would be a helpful tool. This FAQ section would be better as a reference/resource rather than in the PES
    - The need to integrate conscious language in all sections vs in its own, separate section was agreed by all committee members
2. **Priorities for the next quarter / Priorités pour le prochain trimestre**
  - Doing a line-by-line review of the current PES and making proposed revisions and recommendations
  - Continue using the new tracking log and decision log for this committee
  - Continue recording items for the glossary
  - Create a poll regarding EC members' views on the Stylistic editing section of the PES
3. **Requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national**
  - Permission to send a Stylistic poll to EC members (to be reviewed by NEC when it's ready)
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

## Student Relations Committee

### 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)
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"> <li>Maintain the renewed engagement on our Facebook page by continuing to provide stimulating information, encourage discussion, and award periodic prizes for engaged participation</li> </ul>	<ul style="list-style-type: none"> <li>Continued with engaging Facebook discussions and contests</li> </ul>
Bilingual and Diverse / Bilinguisme et diversité	Offer all services in both languages.	<ul style="list-style-type: none"> <li>No new actions</li> </ul>	<ul style="list-style-type: none"> <li>No new actions</li> </ul>
Innovative and Agile / Innovation et agilité	Try new things; don't be afraid to fail.	<ul style="list-style-type: none"> <li>Continue to invent creative ways to engage people and encourage participation in Editors Canada opportunities</li> </ul>	<ul style="list-style-type: none"> <li>Held another online social for members of our Facebook group</li> </ul>
Communications and Marketing / Communication et marketing	(Student affiliates) are well-informed about the association, and have an effective communication channel.	<ul style="list-style-type: none"> <li>Maintain the renewed engagement on our Facebook page by continuing to provide stimulating information, encourage discussion, and award periodic prizes for engaged participation</li> <li>Connect with the marketing communications committee</li> </ul>	<ul style="list-style-type: none"> <li>Continued with engaging Facebook discussions, contests, and socials</li> <li>Continued discussions with a member of the marketing communications committee to inform them about our work, and to discuss ideas to increase visibility and connection</li> </ul>



<p>Membership: Increased and Engaged / Membres plus nombreux et plus actifs</p>	<p>Increase our membership to 2,000 (members and affiliates).</p>	<ul style="list-style-type: none"> <li>● Allow this to happen organically through the activities of Editors Canada</li> </ul>	<ul style="list-style-type: none"> <li>● The number of student affiliates has held steady at 293 since last quarter.</li> </ul>
---	---	---	---

**2. Priorities for the next quarter / Priorités pour le prochain trimestre**

- Continue to meaningfully engage with student affiliates via our Facebook page and related activities
- Work with other Editors Canada committees on association goals

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

- No requests or questions

**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?**

We have spent \$25 of our \$100 budget; yes, we are on track.

## **Website Task Force, / Groupe de travail sur le site Web**

Taskforce delivery date: November 2022

/ Fin des travaux du groupe de travail : novembre 2022

- 1. Status update on any activities from your taskforce's plan for this year, based on your taskforce brief / Mise à jour des activités de votre groupe de travail pour cette année en vous référant au mandat de votre groupe de travail.**
  - Needs assessment completed
  - Webmaster survey completed
  - Members survey development started
  
- 2. Priorities for the next quarter / Priorités pour le prochain trimestre**
  - Finish members survey
  - Translate members survey
  - Begin content organization and sitemap tasks
  
- 3. Requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national**
  - It would be helpful to know what web services are maintained monthly and what support those services offer (ie, web developer, Findjoo, IT services, hosting, etc). This will help the task force break down website needs that will add to our budget versus website needs that will be covered by our current service providers.
  
- 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 G—Vote on New Committee Chairs

## Confirmed chairs 2021–22

### Awards coordinator

Person	Staying?
Coordinator: Zofia Laubitz	YES

### Career Builder

Person	Staying?
Lynne Melcombe	YES
Sue Archer	YES

### Certification

Person	Staying?
Co-chair: Vicky Bell	1 more year
Co-chair: Jaime Miller	NEW.

### Comité Agrément/Principes

Person	Who is contacting?	Email sent	Staying?
There is no one			

### Communications and marketing

Person	Staying?
Chair: Jillian Reiten	YES

### Conference advisor

Person	Staying?
Breanne MacDonald	YES

### The Editors' Weekly (blog)

Person	Staying?
Chair: Lucy Payette	YES

**Equity, diversity and inclusion adviser**

Person	Staying?
Adebe DeRango-Adem	YES

**Facebook group moderators**

Person	Staying?
Position: Joanne Haskins	YES
Co-moderator: Lenore Hietkamp	YES

**Francophone adviser**

Person	Staying?
Position: Sylvie Collin	YES

**List monitor**

Person	Staying?
Position: Nancy Wills	YES

**Mediator**

Person	Staying?
Position: Jane Kidner, Toronto	YES

**Member services**

Person	Staying?
Chair: Kathryn Willms	NEW

**Mentorship committee**

Person	Staying?
Chair: Risha Gotlieb	YES

**Publications**

Person	Staying?
Co-chair: Paula Chiarcos	Yes
Co-chair: Josephine Mo	NEW

### The Editors' Vine / La Vigne

Person	Staying?
Nicola Aquino (Editors' Vine)	Yes
Lenore Hietkamp (Editors' Vine)	Yes
Badou Bousso (La Vigne)	Yes

### Standards

Person	Staying?
Co-chair: Berna Ozunal	YES
Co-chair: Betsy Wentzel	NEW

### Student relations

Person	Staying?
Chair: Becky Noelle	NEW

### Training and development

Person	Yes or No?
Miriam Bergert	NEW
Greg Ioannou	NEW

### Volunteer management

Person	Staying?
Monica Laane-Fralick	YES

### Honorary Life Membership evaluation committee

#### NOTE:

Two people are replaced each year, for a two-year term.

Person	Who is contacting?	Email sent	Replace in what year
Nancy Flight			2023
Maureen Nicholson			2023
Cathy McPhalen			2022
Marie-Christine Payette			2022
Heather Ebbs	will be replaced		2021
Joanna Odrowaz	will be replaced		2021
NEW: Lesley Cameron		NO FORM	2024
NEW: Jonathan Paterson		NO FORM	2024

**TASK FORCES**

**Equity, diversity and inclusion**

Person	Staying?
Task force leader: Fazeela	n/a: work is on-going but may end in June/July 2020

**Insurance task force**

Person	Staying?
Task force leader: Jenny Davies	n/a: work is on-going

## Appendix H—Online Motions

	Motion	Vote	Date
	<p>MOVED by Heather Buzila  SECONDED by Maria Frank  <b>To approve the following NEC director positions for 2021-2022:</b>  President: Heather Buzila  Vice president: Maria Frank  Treasurer: Breanne MacDonald  Secretary: Marcia Allyn Luke  Marketing and communications: Sue Bowness  Branches and twigs: Anne Godlewski  Training and development: Blazej Szpakowicz  Publications: Kaitlin Littlechild  Standards: Arija Berzitis  Volunteer relations: Leah Morrigan</p>	Carried with 9 in favour	July 9, 2021
	<p>MOVED by Heather Buzila  SECONDED by Maria Frank  <b>To approve that the NEC give the following, from July 2021 to September 2022:</b>  - the executive director a voice at NEC meetings and in NEC discussions on the email list - other staff a voice at NEC meetings they attend</p>	Carried with 8 in favour	July 9, 2021
	<p>MOVED by Heather Buzila  SECONDED by Maria Frank  <b>To approve the partnership agreement (attached in English and French) with Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ).</b></p>	Carried with 8 in favour	July 12, 2021
	<p><b>BACKGROUND:</b>  The Editors Canada Francophone adviser, Sylvie Collin, has been working with OTTIAQ to come up with a partnership agreement between our two associations. The NEC was presented with the draft agreement between Editors Canada and OTTIAQ in mid-June and made comments and suggested revisions at that time. Sylvie Collin then took our suggestions back to OTTIAQ and has now come back with the revised agreement, signed by OTTIAQ, for our approval and then to be signed by Natasha Bood, as executive director.  (see attachments)</p>		



	Motion	Vote	Date
	MOVED by Heather Buzila SECONDED by Maria Frank <b>To approve the appointment of Breanne MacDonald and Heather Buzila as national signing officers for 2021-2022.</b>	Carried with 10 in favour	July 12, 2021
	MOVED by Heather Buzila SECONDED by Breanne MacDonald <b>To approve the one-time custom development fee of \$4000 CAD with Uxpertise to allow the certification steering committee to proceed with remote proctoring.</b>	Carried with 7 in favour, 1 abstaining	July 16, 2021
<p>BACKGROUND            (See attached initial proposal.)            Rationale from Uxpertise for the one-time fee:</p> <ol style="list-style-type: none"> <li>1. This feature will create a new type of question for documents which currently does not exist. It will ensure that the candidate only receives their exam documents at the time of doing the exam. Furthermore, it would secure and lock in the document provided in the exam results. The initial work around was not in an exam format; the file would need to be provided to each candidate manually, and the candidate would be able to complete that file and upload it to their file directory. There are many issues with that: the file directory enables users to download, upload, delete and modify documents at any time, the document would not be able to be graded within our system, the user would need to navigate within the LMS to drop the file. In order to have an optimal user experience, in a true exam format, and secure results, this feature would need to be added. Once added though it will always be there and available to the CSC. By creating a seamless exam process, it will enable you to expand your market easily.</li> <li>2. The custom development fee of \$4000 would be a one-time fee which would be payable upfront. It would cover only the custom development.</li> <li>3. The total fee would be the annual license + custom development fee + exam fees. So the minimum for year one if we don't count the exam fee, would be \$5500. For year 2, you would only need to renew the license of \$1500 and pay the exam fees.</li> </ol>			

	<b>Motion</b>	<b>Vote</b>	<b>Date</b>
	<p>MOVED by Anne Godlewski  SECONDED by Heather Buzila  <b>To approve the following people as branch signing officers for 2021-2022:</b>  British Columbia: Liz Warwick, Tania Cheffins  Ottawa-Gatineau: Sara Caverley, Carolyn Brown  Saskatchewan: Christina Desnoyers, Graham Wall, Nadine Coderre (as of August 2021), Kelly Laycock (as of August 2021)  Toronto: Amanda Clarke, Arija Berzitis, Jona Rhica Mejico  Quebec: Sylvie Collin, Nathalie Fortin</p>	Carried with 8 in favour	July 30, 2021
	<p>MOVED by Heather Buzila  SECONDED by Anne Godlewski  <b>To approve that we close the Editors Canada Flickr account.</b></p>	Carried with 8 in favour	August 10, 2021
<p><b>BACKGROUND</b>  All photos/folders from the association's Flickr account have now been successfully migrated to the association's Google Photos account and can be accessed through the Editors Canada website. Since the Flickr account costs \$8.99 USD per month and the Google Photos account is included in our G Suite for Non-Profits account (which we are now using for many Editors Canada services), closing the Flickr account would save the association some money. The captions on the photos did not port over from Flickr to Google Photos; however, adding the captions would be immensely time consuming (and we'd need to find a volunteer to do it or pay someone), and captions were not consistently added to the Flickr photos originally anyway, so not adding the captions to any relevant photos seems to be the best decision.</p>			
	<p>MOVED by Breanne MacDonald  SECONDED by Heather Buzila  <b>To approve Aerin Caley and Bobbi-Sue Menard as co-chairs for the 2022 Editors Canada conference.</b></p>	Carried with 7 in favour	August 19, 2021
	<p>MOVED by Heather Buzila  SECONDED by Maria Frank  <b>To approve that we ask Findjoo to custom build a way to send the new series of welcome emails that new members will receive.</b></p>	Carried with 8 in favour	August 23, 2021
<p><b>Background:</b>  This series of emails will be sent instead of the one long welcome email that new members currently receive. Asking Findjoo to custom build this into our database will cost a one-time fee of \$300, but this will allow Findjoo to automatically send the emails at specific intervals and can be integrated into our new website.</p>			

	<b>Motion</b>	<b>Vote</b>	<b>Date</b>
	<p>MOVED by Marcia Luke            SECONDED by Heather Buzila  <b>To approve the April 25, 2021 NEC meeting minutes (see attached).</b></p>	Carried with 8 in favour	September 1, 2021
	<p>MOVED by Breanne MacDonald            SECONDED by Maria Frank  <b>To approve Sarah Miller as a third co-chair for the 2022 Editors Canada conference.</b>            BACKGROUND: We have a third person who would like to be a conference chair this year, and given the uncertainty and potential extra work, it certainly won't hurt. Both of the current co-chairs agree.</p>	Carried with 7 in favour	September 1, 2021
	<p>MOVED by Heather Buzila            SECONDED by Anne Godlewski  <b>To approve revisions to the Volunteer Expense Reimbursement Procedures as follows:</b>            Under section 3.2: Reimbursement forms:            Under the heading "Submissions by post," delete the second bullet point, "If all expenses were paid electronically, the form and PDF copies of receipts may be submitted by email to the national office," and move it to under the heading "Submissions by email."</p> <p><b>The revised text would be as follows:</b>            For submission by post            Complete the Expense Reimbursement form, attach all receipts and mail them to the national office. Original receipts must be provided.            • If a purchase was made electronically, a printed copy of the receipt must be included.            For submissions by email            Complete the Expense Reimbursement form, scan all receipts and email them to the national office. Scans of original receipts must be provided.            • If all expenses were paid electronically, the form and PDF copies of receipts may be submitted by email to the national office.</p>	Carried with 7 in favour	September 13, 2021
	<p><b>Background:</b>            This revision was suggested during translation to avoid confusion.</p>		