



EDITORS
RÉVISEURS
CANADA

Reports

Directors

Q1, March 30 and 31, 2019

Montréal, Québec

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President, Gael Spivak

Quarterly report to national executive council for meeting of March 30–31, 2019 (Q1)

1. List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs)
 - student relations
 - 40th anniversary task force
 - equity statement (supporting Fazeela)

2. Note successes, accomplishments and challenges from the past quarter
 - Puttering away on a lot of files, including helping several directors and volunteers stay focused or helping them move their work along.
 - I've been involved in a lot of governance work: researching, reviewing, thinking.
 - Did a lot of communications on the updated Guidelines for Ethical Editing of Student Texts (University Affairs, university writing centres).
 - Drafted a partnership agreement with Peerwith (working with Marieke Krijnen and Greg Ioannou).
 - Connected with Canada's ISO TC 37 committee to discuss the international plain language standard. Introduced the person to the PLAIN and Clarity folks.

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

Strategic Priority	Outcome	Actions	Update
Communications and Marketing	Members are well-informed about the association. The website is inviting, and it accurately reflects the association.	<ul style="list-style-type: none"> • Provide better support to branches and twigs: spoke at two regional Zoom meetings (Feb) on governance • Forming a working group of members with programming skills to help the office update the website • Added warning info about suspicious client practices to the set-up page for the Online Directory of Editors (based on the revision done for the job board) 	<ul style="list-style-type: none"> • Like the orientation meeting, I recommend that this become an annual chat with branches and twigs. • Formed working group and handed it over to comms manager and comms director. They've updated a lot of stuff.

3. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities).
 - Support the VP with the task force to review the honorary life membership policy and procedures.

- Getting ready for the AGM.

4. Requests or questions for the national executive council

Nothing at this time.

Vice-President and Regional Director of Branches and Twigs, Heather Buzila

Quarterly report to national executive council for meeting of 2018–2019 Q1

1. List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs)
 - All branches and twigs
 - Honorary Life Membership (HLM) Task Force

2. Note successes, accomplishments and challenges from the past quarter
 - Recruited members for the Honorary Life Membership Task Force, which will meet for the first time in early April 2019
 - Completed revisions to the branch and twig toolkits and posted them online
 - Held Zoom meetings with all branches and twig to discuss governance and retaining members
 - Worked with branches and twigs to update local web pages on the Editors Canada website
 - Worked with branches and twigs to ensure accurate branding of Facebook and Twitter pages and to gather social media login information from interested branches and twigs to be saved at the national office to ensure easy transition between executive members

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

Strategic Priority	Outcome	Actions	Update
Represent Canada's Editors	Define what editing means . . . / Become the hub	<ul style="list-style-type: none"> • Educate colleagues about Editors Canada / Build awareness 	<ul style="list-style-type: none"> • I regularly discuss the benefits of being a member of Editors Canada with my fellow editors at work and encourage them to join and volunteer. I also promote webinars by forwarding the webinar schedule and individual registration emails to the editors in my department.
Bilingual and Diverse	Diverse	<ul style="list-style-type: none"> • Provide better resources and support for local groups 	<ul style="list-style-type: none"> • I continue to meet with the branches and twigs via Zoom and strive to respond to any questions and queries in a timely manner. I also make sure all necessary/relevant information is disseminated to the twigs and branches.

Strategic Priority	Outcome	Actions	Update
Innovative and Agile	Innovative / Agile	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> I use Zoom to schedule regular meetings with the branches and twigs in order to address any questions or concerns and “get things done.”
Communications and Marketing	Internal	<ul style="list-style-type: none"> Provide better support to branches and twigs Use social media better 	<ul style="list-style-type: none"> I meet and correspond with branches and twigs regularly via Zoom and email. I also meet one-on-one with twig coordinators/branch executive via Zoom when requested (e.g., Maxie from Editors KWG, Christine, Anna, and Lindsey from Editors Calgary) I use Twitter and Facebook to share posts from Editors Canada with my own network.
Membership: Increased and Engaged	Increased membership Engaged members	<ul style="list-style-type: none"> Allow this to happen organically . . . Various outcomes 	<ul style="list-style-type: none"> The topic of one of the branch and twig Zoom meetings was to brainstorm ways of recruiting and retaining members. I regularly discuss the benefits Editors Canada at my workplace; I attend my local twig meetings as often as I can; I interact on social media; I attend and vote at the AGM.

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

- Focus on completing the second round of updates to the branch and twig toolkits
- Work with other members of the NEC to identify other possible candidates for creating the toolkits video (or possibly make it myself)
- Organize the first meeting of the HLM task force and provide any guidance as necessary

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

None

Secretary, Breanne MacDonald

Quarterly report to national executive council for meeting of March 30–31

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)
 - conference committee
 - recording secretary
2. Note successes, accomplishments and challenges from the past quarter / Notez vos succès, vos réalisations et vos défis du dernier trimestre
 - A lot of my time has been focused on chairing the conference, which is on track (see conference committee report)
 - Continuing to set up online votes and work on minutes with recording secretary; we are almost caught up with these
 - Staying on top of NEC duties has been a challenge and will continue to be the closer we get to the conference

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	Outcome	Actions	Update
Represent Canada's Editors / Représenter les réviseurs du Canada			
Bilingual and Diverse / Bilinguisme et diversité	Broaden reach geographically, with more local groups and more online benefits for remote groups	<ul style="list-style-type: none">• Continue to book Zoom meetings for committees and branches/twigs; promote this as an option for branches/twigs to reach wider audience for their own meetings• Run the AGM including a livestream for members to participate remotely	<ul style="list-style-type: none">• This is an ongoing task• Call to meeting written; need to set up Zoom and confirm logistics

Strategic Priority	Outcome	Actions	Update
Innovative and Agile / Innovation et agilité			
Communications and Marketing / Communication et marketing			
Membership: Increased and Engaged / Membres plus nombreux et plus actifs	Help others by being a part of the community	<ul style="list-style-type: none"> Continue to facilitate Zoom meetings Provide online option for AGM 	<ul style="list-style-type: none"> This is an ongoing task Will happen this quarter

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).

- Chairing the conference and running the AGM
- Getting fully caught up on minutes and putting them all on the website

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, Anne Louise Mahoney

Quarterly report to national executive council for meeting of March 30–31, 2019

1. List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs)
 - External liaison
 - Nominating
 - Awards (interim only; usually VP oversees this committee)

2. Note successes, accomplishments and challenges from the past quarter
 - Creating a nomination form to replace the letter of nomination for the Tom Fairley award (so everyone provides the same information, in a fillable PDF)
 - Updating the Fairley award submission guidelines (based on input from previous judges) so judges receive what they need (and not extra materials) and so submissions are now electronic only (saves time and money – no more shipping boxes around the country)
 - Committee chair had to withdraw due to other demands
 - Nominating committee has started to work on recruiting for 2019–20 roles (NEC and committee chairs)

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

Strategic Priority	Outcome	Actions	Update
Represent Canada's Editors	Become the hub: the source of editors and the definitive representative of Canada's editors.	<ul style="list-style-type: none"> • Pursue partnerships that help us spread the word about what we do. 	<ul style="list-style-type: none"> • No update
Bilingual and Diverse	Work on a gradual shift in culture to be a truly bilingual association. Broaden appeal to all types of editors.	<ul style="list-style-type: none"> • Research organizations for francophone editors in Canada and reach out to them. • Connect with Indigenous editors and find ways to help each other. 	<ul style="list-style-type: none"> • No update • The Indigenous Editors' Association has selected an editor who will receive a free conference registration.

Strategic Priority	Outcome	Actions	Update
Innovative and Agile	Try new things. Get things done.	<ul style="list-style-type: none"> Be open-minded when new ideas come up, but also realistic. Be creative to offer new things while staying within our budget. 	<ul style="list-style-type: none"> The Indigenous Editors' Association has selected an editor who will receive a free conference registration.
Communications and Marketing	Our targeted communication activities reach potential members, clients and employers.	<ul style="list-style-type: none"> Figure out what we do well and where we can do better, given the resources we have available. Market our awards and scholarship more widely (especially on social media?) and increase donations. 	<ul style="list-style-type: none"> Tom Fairley award submissions are now electronic only, saving time and shipping costs. Ongoing.
Membership: Increased and Engaged	Increase engagement among members.	<ul style="list-style-type: none"> Use online tools (to keep the association present and relevant, and members engaged). 	<ul style="list-style-type: none"> Ongoing.

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

- Oversee the awards and scholarship nominations and judging processes
- Oversee the nominations process for the NEC/committees/national positions for the 2019-20 term: recruit more committee members and find more creative and effective ways to encourage nominations and engagement

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

Please help recruit members who would be a good fit on the NEC (encouraging people you know and respect to put their name forward makes a big difference).

Communications Director, Virginia St-Denis

Quarterly report to national executive council for meeting of March 30-31, 2019

1. List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs)
 - Communications and marketing committee (vacant)
 - *Active Voice* (Anne Louise Mahoney)
 - *Editors' Weekly* blog (Anna Williams)
 - Membership Survey (Susan Chambers)
 - Website Join section revisions update (Lisa Frenette)
2. Note successes, accomplishments and challenges from the past quarter
 - Drafted and implemented MarComm strategy for the Winter webinar flash sale.
 - Reviewed MarComm strategies for Guidelines for Ethical Editing of Graduate and Undergraduate Student Texts, Definitions of Editorial Skills, 2019 Conference, Certification copy editing only and *Edit Like a Pro*.
 - Recruited Lisa Frenette as project lead for revising the Website Join section.
 - Held the second quarterly Communications and Marketing Committee Zoom meeting to update progress on projects and plan timing for upcoming projects.
 - Reviewing updated national style guidelines, which Michelle Ou drafted by combining existing documents into one.
 - Recruiting a Communications and Marketing Committee chair has been difficult. However, a nomination came in with the call for NEC nominations and committee chairs.
 - Drafting membership recruitment and retention MarComm strategy.
3. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities)
 - Although subject to change based on the outcomes from the Q1 NEC meeting, continuing to work on the membership recruitment and retention MarComm strategy is expected to be my top priority.
 - Draft MarComm strategy for *From Contact to Contract* chapbook and webinars in general.
 - Review other MarComm strategies already in progress (mentioned above), as well as the Career Building project and Certification study guides.
 - Other priorities that arise during the Q1 NEC meeting.
4. Your own requests or questions for the national executive council (not your committees' requests, which are in their reports)

What is the process for confirming Janine Harker's self-nomination for the Communications and Marketing Committee chair?

Directrice des affaires francophones, Sandra Gravel

Planning document for the annual budget meeting of March 30–31, 2019

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)
 - Comité des affaires francophones, Nancy Foran
2. Note successes, accomplishments and challenges from the past quarter / Notez vos succès, vos réalisations et vos défis du dernier trimestre
 - Analyse du sondage au sujet des activités pour les membres francophones (terminé);
 - Création d' un comité organisateur – Colloque en français – 28 septembre 2019 (en cours);
 - Validation des Lignes directrices de révision pour étudiants (en cours).

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	Outcome	Actions
Represent Canada's Editors	Define what editing means and what it brings to the client. Become the authority on editing: certification, standards, training.	<ul style="list-style-type: none"> • Use training to promote the association. • Create some promotional videos. • Encourage members to provide content.
Bilingual and Diverse	Have a better balance of services for francophone members Work on a gradual shift in culture to be a truly bilingual association Broaden reach geographically, with more local groups and more online benefits for remote groups.	<ul style="list-style-type: none"> • Do a survey to identify needs of the francophone members in collaboration with Editors' Québec. • Hold a conference in French in 2019. • Have more webinars in French.
Innovative and Agile	Try new things; don't be afraid to fail. Come up with new courses, training, webinars.	<ul style="list-style-type: none"> • Explore the possibility of holding a conference in French. • Invite members to suggest new French content for courses, training and webinars. • Work closely with Editors' Québec Chair and the Director of training and development.

Strategic Priority	Outcome	Actions
Communications and Marketing	Members feel consulted on issues important to them. Our targeted communication activities reach potential members, clients and employers.	<ul style="list-style-type: none"> • Do a survey to identify needs of the francophone members in collaboration with Editor's Québec. • Plan for communication with potential members.
Membership: Increased and Engaged	Increased membership.	<ul style="list-style-type: none"> • Increase the association visibility in French on social media. Offer more French courses, trainings and webinars.

3. Priorities for the next quarter

- Préparation du colloque en français.

4. Requests or questions for the national executive council

Professional Standards Director, Tania Cheffins

Quarterly report to national executive council for meeting of March 30–31, 2019

1. List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs) / Énumérez les groupes ou les individus qui se rapportent à vous (comité, sous-comité, groupe de travail, postes au niveau national, section ou ramification)
 - Certification Steering Committee (CSC)
 - Comité Agrément/Principes (CAP)
 - Standards Communications Task Force
 - Foundational Skills Testing Committee

2. Note successes, accomplishments and challenges from the past quarter / Notez vos succès, vos réalisations et vos défis du dernier trimestre
 - Definitions are complete, posted, and announced
 - Thesis guidelines complete, posted, and announced
 - Discussed with CSC and NEC the plan for certification in 2019 and 2020; decided and announced that we will hold only one certification exam for 2019
 - Began Certification rethink; held brainstorming meeting and assigned responsibility for looking into different options to members of the CSC
 - Attended meeting to decide the future of the Standards Communications Task Force; TF likely to end this year and instead have a representative on the Communications Committee
 - Continuing to look for chair and committee for Foundations committee; have begun assigning tasks to volunteers (choosing which standards to test)

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	Outcome	Actions	Update
Represent Canada's Editors / Représenter les réviseurs du Canada	Become the authority on editing: certification, standards, training.	<ul style="list-style-type: none"> • Set up booths at events. • Develop and administer certification exams. • Develop and administer testing for foundational skills. 	<ul style="list-style-type: none"> • Support booths at events (our conference, ACES) that promote certification and standards. • Work on next steps for Foundations testing. • Participate in rethinking the certification program.

Strategic Priority	Outcome	Actions	Update
Bilingual and Diverse / Bilinguisme et diversité	Broaden reach geographically and offer services to editors outside of Canada.	<ul style="list-style-type: none"> Have our standards and certification recognized outside of the association. 	<ul style="list-style-type: none"> Support promotion and implementation of remote exam writing for certification.
Innovative and Agile / Innovation et agilité	Try new things; don't be afraid to fail.	<ul style="list-style-type: none"> Seek outside expertise, find out what other organizations are doing and build on other people's innovations. Work to change the culture to one of "How can we do this?" 	<ul style="list-style-type: none"> Work on next steps for Foundations testing. Participate in rethinking the certification program.
Communications and Marketing / Communication et marketing	Members feel consulted on issues important to them; members have effective communication channels.	<ul style="list-style-type: none"> Have a communications protocol for the NEC and committees. 	<ul style="list-style-type: none"> Implementation of MarComm plan for revised definitions, in anticipation of ratification at AGM.

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)

- Support Foundations Committee as it gets up and running.
- Support the Certification Steering Committee as it works on the rethink of the program.

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)

I'd very much appreciate help with finding members (and a chair) for the Foundations committee.

Training & Development Director, Berna Ozunal

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

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)
 - Training & development committee
 - Mentorship committee
2. Note successes, accomplishments and challenges from the past quarter / Notez vos succès, vos réalisations et vos défis du dernier trimestre

TRAINING & DEV. COMMITTEE

- Thanks to the efforts of the marketing team, T&D committee, and others, the webinar flash sale was a huge success
- Received feedback summary on webinars from T&D committee – will help inform how we move forward
- Primary challenge is finding new volunteers to help
- Also, a panic situation occurred when our T&D committee chair became temporarily unavailable—need better communication and planning for such events

MENTORSHIP COMMITTEE

- We now have two francophone mentors in Québec
- A few more mentorships started in the last quarter
- A few mentors have produced a webinar designed for mentors

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.

TRAINING & DEVELOPMENT COMMITTEE			
Strategic Priority	Outcome	Actions	Update
Represent Canada's Editors / Représenter les réviseurs du Canada	Become the authority on editing . . . Become the hub: the source of editors and the definitive representative of Canada's editors	"Microsite" – more exposure across social media –Easier to share, view and register	<ul style="list-style-type: none"> Consistently tweaking and improving the content to improve sharing experience on social media (for webinars)
Bilingual and Diverse / Bilinguisme et diversité	<ul style="list-style-type: none"> Offer all services in both languages Have a better balance of services for francophone members 	Develop more French webinars	<ul style="list-style-type: none"> We are offering a few French only webinars this season
	Broaden appeal to all types of editors	Offer more variety and more niche webinars	<ul style="list-style-type: none"> Have had webinars that focus on STEM editing, graphic novel proofreading, handling disturbing material; working to schedule webinars for editing "nomads," academic editing, sensitivity reading, and more
Membership: Increased and Engaged / Membres plus nombreux et plus actifs	<ul style="list-style-type: none"> Increase retention 	<ul style="list-style-type: none"> Free webinars as benefit of membership 	<ul style="list-style-type: none"> Working on one for May

MENTORSHIP COMMITTEE			
Strategic Priority	Outcome	Actions	Update
Represent Canada's Editors / Représenter les réviseurs du Canada	Become the authority on editing . . .	Provide mentoring as part of professional development.	<ul style="list-style-type: none"> • A few more mentorships started in the last quarter.
Bilingual and Diverse / Bilinguisme et diversité	Offer all services in both languages. Broaden reach geographically	Develop more French webinars	<ul style="list-style-type: none"> • We now have two francophone mentors in Québec
Innovative and Agile / Innovation et agilité	Don't keep revisiting old stuff.	Mentorship program is still growing.	<ul style="list-style-type: none"> • A few mentors have produced a webinar designed for mentors • We also need to get going on creating a similar webinar for mentees.
Communications and Marketing / Communication et marketing	Members have effective communication channels among themselves.	Continue to market the mentorship program through e-newsletters and The Editors' Weekly blog.	<ul style="list-style-type: none"> • The program continues to be marketed mostly through EC's e-newsletters. • A few articles have been written by mentors praising the program.
Membership: Increased and Engaged / Membres plus nombreux et plus actifs	Engaged members (particularly novice editors and senior editors).	<ul style="list-style-type: none"> • The program should attract members and increase membership value for novice editors and more experienced editors who want to mentor or branch out into other areas of editing. 	<ul style="list-style-type: none"> • Many of the mentees are novices and many of the mentors are senior, so we are helping to reach these members.

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

TRAINING & DEVELOPMENT

- Finalizing remaining webinars for this year and looking for new ones and new opportunities/ideas—special webinar events like panels, Q&As, etc.
- Starting a “rethink” we’ve discussed this before, but a more structured and formal webinar program and curriculum, where we decide what training we want to give and find people to deliver (vs. finding people to deliver what training they want to give)
- Finding volunteers
- Reviewing webinar feedback, finding areas for improvement, updating and tracking work
- MENTORSHIP

I think this needs a rethink as well—it’s been a couple years and the mentorships are few. . . . is there a way to improve or reimagine this program? There is an opportunity to be innovative here . . . Perhaps webinars for people looking for mentorships – a Q&A between senior and jr. editors. . . . speed mentoring through Zoom? not sure . . .

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

TRAINING & DEVELOPMENT

Nominate a webinar host for volunteer of the month

MENTORSHIP

None

Volunteer Relations Director, Patricia MacDonald

Quarterly report to national executive council for meeting of March 30–31, 2019

1. List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs)
 - Facebook group (members-only) monitor
 - Improving access to member services task force
 - Insurance task force
 - List monitor
 - Mediator
 - Member services committee
 - Translation group
 - Volunteer management committee

2. Note successes, accomplishments and challenges from the past quarter
 - Improving access to member services task force
 - The task force is developing its report and recommendations to the NEC. This has run longer than expected.
 - Insurance task force
 - The NEC has approved the task force's recommendation to move forward with phase II (researching insurance companies for a possible match).
 - Member services committee
 - The committee is working on updating the content of the website for in-house editors; French versions of the welcome kit and of some YouTube videos have been completed.
 - Translation group
 - Nancy Foran is the coordinator of the new translation group, reporting to me. We have five translators on hold and a process in place for applying for and assigning translations.
 - Volunteer management committee
 - The volunteer directory project is moving along nicely. The first draft of content has been completed.

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

Strategic Priority	Outcome	Actions	Update
<p>Represent Canada's Editors</p>	<ul style="list-style-type: none"> • Work on a gradual shift in culture to be a truly bilingual association. • Broaden reach geographically, with more local groups and more online benefits for remote groups. 	<ul style="list-style-type: none"> • Recruit francophone volunteers to make this happen. • Supervise the task force for improving access to member services. 	<ul style="list-style-type: none"> • The translation group is up and running! This will make committee translations much easier. • The task force will soon begin phase II, the research phase.
<p>Bilingual and Diverse</p>	<ul style="list-style-type: none"> • Have a better balance of services for francophone members. 	<ul style="list-style-type: none"> • Recruit francophone volunteers to make this happen. 	<ul style="list-style-type: none"> • Still working on it.
<p>Innovative and Agile</p>	<ul style="list-style-type: none"> • Try new things. 	<ul style="list-style-type: none"> • Help set up the 40th anniversary task force to research new and exciting ways we can celebrate this milestone. 	<ul style="list-style-type: none"> • My involvement with the task force is over.
<p>Communications and Marketing</p>	<ul style="list-style-type: none"> • Members are well-informed about the association. 	<ul style="list-style-type: none"> • Work with Michelle and Caitlin to revise welcome letter received from the office and the branch or twig. • Work with Michelle to revise other documents sent from the office. 	<ul style="list-style-type: none"> • The member services committee has finished putting the welcome kit together, and revising the welcome letter was part of that task. • Will get in touch with Michelle about this once things are more settled in the new office. • I have been posting job opportunities from Facebook to the listserv.

Strategic Priority	Outcome	Actions	Update
Membership: Increased and Engaged	<ul style="list-style-type: none"> Engaged members who volunteer. 	<ul style="list-style-type: none"> Work on recruiting new volunteers and retaining the old. 	<ul style="list-style-type: none"> An ongoing process! I was a resource for Cathy McPhalen as she developed a document for recruiting potential committee members.

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

- Work with the insurance task force as the members research insurance companies.
- Work with the improving access to member services task force to finish its proposal.
- Recruit more francophone volunteers.
- Find replacements for my two committee chairs.

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

Help with recruiting francophone volunteers. Suggestions are welcome!

Executive Director, John Yip-Chuck

Quarterly report to the national executive council for meeting of March 30 and 31, 2019

1. List the groups or individuals that report through you (committees, subcommittees, taskforces, national positions, branches, twigs)
 - National office staff

2. Note successes, accomplishments and challenges from the past quarter
 - Successfully moved the national office at the end of December with minimal disruption to member services. Staff integrated into new environment without significant down time in functionality.
 - Hired new part-time staff member to replace out-going staff.
 - Worked with treasurer and rest of NEC to finalize 2019 budget.
 - Worked with bookkeeper, treasurer, and outside accountant to prepare for 2018 audit.
 - Worked with website developer to fix some of the ODE and other technical bugs.
 - Finalized new subscription with Chicago Manual of Style and established new cross-promotion partnership with CMOS.
 - Worked with 40th anniversary committee chair to liaise with Freedom to Read Week for mutual promotion but didn't receive any significant member engagement. Doesn't look like this will pan out.

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

Strategic Priority	Outcome	Actions	Update
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"> • Educate human resources departments about Editors Canada. • Do presentations and use training to promote the association. 	<ul style="list-style-type: none"> • Attended government hiring information and networking event. Follow up with contacts to come.
Innovative and Agile / Innovation et agilité	Try new things, don't be afraid to fail.	<ul style="list-style-type: none"> • Work to change the culture to one of "How can we do this?" Build this into our thinking. 	<ul style="list-style-type: none"> • Recommend new pricing strategy for non-members. • Recommend investigating government contracts that can provide work for members.

Strategic Priority	Outcome	Actions	Update
Membership: Increased and Engaged / Membres plus nombreux et plus actifs	Increase membership and retention.	<ul style="list-style-type: none"> • Allow this to happen organically through the activities of the association and new services. 	<ul style="list-style-type: none"> • Recommend new pricing strategy for non-members. • Recommend investigating government contracts that can provide work for members.

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

- Work with auditor, treasurer, and bookkeeper to produce a smooth and efficient audit of 2018 books.
- Support new part-time staff member into her role with her committees and tasks.
- Ensure that new membership software, Findjoo, is working smoothly. Monitor fees and financials of new software compared to the past, and try to integrate all other shopping cart needs into new system.

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

- Nothing at this time