



**EDITORS
RÉVISEURS
CANADA**

Reports

Directors

Q2, June 22, 2019

Zoom, Online

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President, Gael Spivak

Quarterly report to national executive council for meeting of June 22, 2019 (Q2)

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

- student relations
- 40th anniversary task force

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

- Prepared for AGM, including the Editors Canada AGM Rules of Order Guide 2019.
- Co-presented a conference session on the revised Guidelines for Ethical Editing of Student Texts.
- Drafted a memo for decision: providing membership fee relief, as well as the policy and guideline document to implement it.
- Joined the ISO TC 37 committee to help with the international plain language standard.

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

n/a

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

- Support the incoming president.
- Do the orientation for new NEC members.
- Get the written information on the awards processes, which the past-president said she'd work on with the communications manager (in June or July, I think).

4. Requests or questions for the national executive council

- Nothing at this time.

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

Quarterly report to national executive council for meeting of 2018-2019 Q2

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

- Completed a second revision to the branch and twig toolkits, which are currently out being translated
- Held a branch and twig meeting at the conference in Halifax (with Zoom option)

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.
Innovative and Agile	Innovative / Agile	●	● 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 use Twitter and Facebook to share posts from Editors Canada with my own network.
Membership: Increased and Engaged	<p>Increased membership</p> <p>Engaged members</p>	<ul style="list-style-type: none"> ● Allow this to happen organically... ● Various outcomes 	<ul style="list-style-type: none"> ● 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

- Complete a Google Doc of meeting ideas for branches and twigs to access and add to/revise as needed
- Record an introductory video for the branch and twig toolkits
- Create a schedule of tasks for incoming branch and twig directors

4. Your own requests or questions for the national executive council.

- None

Past president, Anne Louise Mahoney

Quarterly report to national executive council for meeting of June 22, 2019

1. List the groups or individuals that report through you

- External liaison
- Nominating
- Awards (interim)
- National magazine committee (interim)

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

- Recruited three people to serve on the nominating committee: oversaw the recruitment process: the result was a mix of new and returning NEC members and committee chairs/national positions for 2019-20
- Coordinated the process for the Tom Fairley award, the Karen Virag Award and the Claudette Upton Scholarship: recruited judges, provided the materials they needed (all materials were online only), organized and chaired teleconferences for the judges to discuss submissions and choose the winners
- Assumed responsibility for finishing the editorial and production process for the spring/ summer 2019 issue of *Active Voice/Voix active* when the co-editors and managing editor withdrew

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

Strategic Priority	Outcome	Actions	Update
Bilingual and Diverse	Broaden appeal to all types of editors.	<ul style="list-style-type: none">● Connect with Indigenous editors and find ways to help each other.	<ul style="list-style-type: none">● An Indigenous Editors received a free registration for the 2019 conference.
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.	<ul style="list-style-type: none">● Tom Fairley award submissions are now electronic only, saving time and shipping costs.

3. State priorities for the next quarter: n/a

4. Your own requests or questions for the national executive council

- I suggest that this committee be replaced with the role of awards coordinator, as there is little for a committee to do (and the committee has been mostly inactive for the past few years).
- Wishing the NEC all the best for next year!

Secretary, Breanne MacDonald

Quarterly report to national executive council for meeting of June 22

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

- Conference weekend was successful and budget, though not as much profit as originally estimated, is better than originally feared (though still awaiting final tally from bookkeeper).
- Continuing to set up online votes and work on minutes with recording secretary; this went on the back burner in the weeks leading up to the conference but plan is to catch up before my term ends.
- Successfully ran the AGM online, though have learned that improvements can be made, particularly with the need for an election this year and possibly finding a second person to run the online component so the secretary can focus on the in-person aspects of the meeting.

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 the incoming secretary and creation of SOPs for secretary duties
- Getting fully caught up on minutes and putting them all on the website (Q3, Q4, Q1, Q2)

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)

- Should I continue working on the 2021 RFP process or should this fall to the office or the incoming secretary?

Communications Director, Virginia St-Denis

Quarterly report to national executive council for meeting of June 22, 2019 (Q2)

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

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

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

- I have a communications and marketing committee chair!
- Finished updating the national style guideline.
- Work on the *Edit Like a Pro* MarComm strategy has been difficult to nail down. Release date is still unknown.
- Work on the *From Contract to Contract* chapbook MarComm strategy has been difficult to nail down. Release date is still unknown.

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

- Hand over communications and marketing committee chair responsibilities to Janine Harker.
- Continue working on the membership recruitment and retention MarComm strategy, adding input from Heather Ross (TBC).
- Continue working on the *From Contact to Contract* chapbook MarComm strategy.
- Continue supporting the *Edit Like a Pro* MarComm strategy.
- Work on or have Janine assign a MarComm strategy for the webinars in general.
- With Janine, review other MarComm strategies already in progress (mentioned above), as well as the Career Building project and Certification study guides.

4. Requests or questions for the national executive council

- Nothing at this time.

Directrice des affaires francophones, **Sandra Gravel**

Document for the meeting of June 22, 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

- Congrès en français – 28 septembre 2019 (en cours);
- Validation des Lignes directrices de révision pour étudiants (en cours).

3. Priorities for the next quarter

None. This is my last report as Director of Francophone Affairs ☺

4. Requests or questions for the national executive council

Professional Standards Director, Tania Cheffins

Quarterly report to national executive council for meeting of June 22, 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)
- Foundational Skills Testing: Now a subcommittee under the CSC
- Foundations Testing Platform Task Force

2. Note successes, accomplishments and challenges from the past quarter / Notez vos succès, vos réalisations et vos défis du dernier trimestre

- Merged the Foundations committee with the CSC
- Got Foundations subcommittee up and running (selected members, organized first meeting to develop a plan)
- Recruited volunteers for the Foundations Testing Platform Task Force and organized first meeting to develop a plan
- Continued to support the CSC with the Certification rethink
- Definitions were ratified at the AGM (and have been updated on the web to indicate they have been approved)

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.

			<ul style="list-style-type: none"> ● Get the new Standards Committee up and running
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.

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)

This will be for the new director:

- Support Foundations subcommittee and testing platform task force.
- Support the Certification Steering Committee as it works on the rethink of the program.
- Get the Standards Committee that was voted on at the March meeting up and running: write mandate, recruit members ("...create a standards committee with the mandate to continually monitor the editing environment for new and revised standards and update the current standards accordingly").

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)

- n/a

Volunteer Relations Director, Patricia MacDonald

Quarterly report to national executive council for meeting of June 22, 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 task force is starting to move forward with phase II (researching insurance companies for a possible match).

Member services committee

- I recruited a new chair for September. The outgoing chair will stay until this time and then move to the committee.

Translation group

- Several requests have come in for the new translation group. Nancy Foran has updated the translation forms.

Volunteer management committee

- I recruited a new chair for July.

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	<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 is beginning phase II, the research phase.
Bilingual and Diverse	<ul style="list-style-type: none"> ● Have a better balance of services for francophone members. 	<ul style="list-style-type: none"> ● Recruit francophone volunteers to make this happen. 	<ul style="list-style-type: none"> ● Still working on it.
Innovative and Agile	<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. ● I took notes for one of the rethink roundtables at the conference.
Communications and Marketing	<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.
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.

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!

Training & Development, Berna Ozunal

Quarterly report to national executive council for meeting of June 22, 2019

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

- Training and development committee
- Mentorship committee

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

Training and Development

The future

- Efforts are being made by volunteer recruiters to find more committee members for training & development
- We had a meeting with T&D committee members, office staff, and other directors to discuss next steps and how to best move forward and develop the program
- Roundtable at conference also echoed some of what we discussed, to very quickly summarize some of the key ideas:
 - prepare video/webinar training materials for webinar delivery to help potential presenters
 - create a curriculum, and find presenters/instructors to deliver curriculum
 - cover PES and adhere to standards more, bring back fundamentals and popular basics
 - provide education to editors and communication professionals at all stages of careers, beginner to advanced
 - educate others about what editors do – informational free webinar for employers, designers, writers, authors, &c.
 - offer free webinar recordings if possible to members as perk of membership / explore other tech platforms to make this easier for office – should move away from Dropbox

Two webinars were added

- One in May on plain language for web and a series in August on academic editing and integrity

Webinar revenues

- Seem to be pretty good—information I have is ~\$30K from Jan. to April 2019

Mentorship

- Only one request for mentorship in the last quarter
- 3. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities)**
 - Gather documents and create summary for new dir. of training
 - Follow up on negotiations that stalled for several webinars and create list for new T&D director.
 - Analyse feedback from webinars.
 - 4. Your own requests or questions for the national executive council (not your committees' requests, which are in their reports)**
 - None at this time.

Executive Director, John Yip-Chuck

Quarterly report to the national executive council for meeting of June 22, 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

- Supported new part-time staff member with integration into office workflow with certification, membership, and agreement duties.
- Worked with independent auditor on 2018 year-end audit and financial statements for annual report.
- Supported conference 2019 committee to prepare for June conference.

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"> ● Preparing to attend Administrative Professionals Conference in June. ● Worked with TO branch to coordinate promotional efforts at the above event. ● Created new promotional flyer to support the above event and to use with other businesses and organizations.
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. Still under investigation.

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

- Perform post-conference financial assessment.
- Analyse financial performance of first six months and report to NEC, committees, and branches and twigs.
- Update new directors, committee chairs, and branch and twig representatives of national office administrative features.
- 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.
- Update corporate and banking information with new directors and signing officer information.
- Prepare for September planning meeting and early budgeting.

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

- Nothing at this time