

Editors' Association of Canada
Association canadienne des réviseurs

National Executive Council
Meeting Minutes

Zoom
March 21, 2021



EDITORS
RÉVISEURS
CANADA

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PRESENT:

NATIONAL EXECUTIVE COMMITTEE

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

OTHERS

Natasha Bood	Executive Director
Nicole Watkins Campbell	Volunteer Recording Secretary

1. Call to order

Heather Buzila called the meeting to order at 1:02 p.m.

2. Approval of agenda (Appendix A)

MOVED BY Patricia MacDonald
SECONDED BY Michelle Waitzman

that the agenda be approved.

Carried

Heather Buzila asked directors to talk with committee chairs about adding items to the agenda. NEC needs a couple of weeks to consider putting items on the NEC agenda. Heather Buzila will remind directors to check with committees if they want anything discussed at NEC meetings.

3. Budget update (Appendixes B, C)

Editors Canada appears to have made a profit in 2020. It lost little member revenue; made good webinar and publication revenue; lost conference revenue; but made up the difference with the wage subsidy. The current appearance of profit will likely change, but the year should end with Editors Canada in positive revenue position.

Branches have been paid for their member revenue, and royalties are paid. HST is caught up. Conference revenue might change. Some people deferred conference payments from 2020 to 2021, and want to be paid back because 2021 is so much less expensive.

NEC directors discussed:

- investing reserves rather than holding them in the chequing account might generate interest.
- the possibility of getting more up-to-date financial reports: the goal should be to provide quarterly reports, and we will aim to provide that a week before each NEC meeting.
- the November budget— it was based on incorrect assumptions. We should have another financial committee meeting. The assumptions in November were based on five years of financial difficulty. We have made some substantial improvement, and we could review those assumptions.

Action

Michelle Waitzman to schedule a financial sub-committee meeting.

Discussions with Young and Associates have begun on moving some branches' bookkeeping services to them, notably Toronto. The question of price is part of the discussion; it will at least be cheaper for Toronto.

4. Reports and requests (Appendixes D, E, F, G, H)

NEC voted on several motions online. Appendix I includes all online motions since November 2019.

Sylvie Collin has concerns that Editors Canada has francophone committee members she is not aware of. Heather Buzila told her we have only francophone committee members that Sylvie recruited. Patricia MacDonald has asked committees about their francophone members. Heather Buzila will email Sylvie again to ensure there is clarity about this.

Soon, every branch will be able to offer direct deposit to people paying for branch services and events.

Long-term membership strategy: NEC expects to have a full slate of directors for this year, including for the Membership Director role. Editors BC is concerned about short-term memberships: they lose members after just one year and believe that other branches don't have this problem. Natasha Bood reported that members often come for just one year, and branches across the country face this issue. Editors Canada might be able to entice people to stay after one year or to find out why they leave after one year. There are opportunities there. About a third of new members stay for a year or two; some try editing and find it wasn't for them; or find a job and feel they no longer need the association.

Action

Anne Godlewski to contact branches and twigs to let them know that about a third of members leave after one year across the country.

Action

Patricia MacDonald (Director of Volunteer Relations) to ask Member Services committee to develop an email for members approaching their first renewal date to gauge their satisfaction and intentions about renewing.

Kitchener-Waterloo-Guelph asked about their twig status and funds if they cannot find coordinators for 2021–22. Anne Godlewski will let them know the twig could be dissolved. Both coordinators are stepping down. They know they need to hold only four meetings, including social meetings and that it would be better to keep the twig. Heather Buzila has a template message for recruiting new coordinators and will send it to Anne Godlewski.

Editors Manitoba asked if the copy editing standards will be updated and what study resources NEC would recommend. The copy editing publication is to be updated, but the timing is unknown. The current copy editing exercises are excellent although standards are a bit out of date. Study resources are listed on the website under [More Study Options](#). A lot of the publications in the list could be available at libraries.

Editors Manitoba also asked if membership fees can be paid quarterly.

Action

Natasha Bood to look into the possibility of members paying their fees quarterly rather than all at once.

Editors Barrie asked if Editors Canada will revive its online calendar of events. It will be on Google Workspace. It is not clear yet if it could be accessible to all members on the website. A link might be able to be placed on the website. Breanne MacDonald has added it to the list for the website redesign.

Certification Steering Committee wants to confirm that NEC support them in offering the proofreading exam onscreen. The Proofreading book is nearly finished and all exercises are electronic. Australia's Institute of Professional Editors Limited (IPEd) has a model for one-on-one invigilating.

Action

Berna Ozunal to let Certification Steering Committee know that they can explore the Institute of Professional Editors Limited (IPEd) model for exam invigilation.

Certification Steering Committee asked if Editors Canada could offer a 10% discount on future exams to those who fail a certification exam. NEC directors agreed the intention is good, discussed offering a promotional code instead (to make it easier to administer), suggested a 15% discount to better cover the cost of taxes an exam participant would pay, and questioned why the committee suggested a discount rather than a promo code.

Action

Natasha Bood to look into the potential for Findjoo to handle promotional codes for any service.

Action

Berna Ozunal to suggest that the Certification Steering Committee check their decision log to see why they previously decided against giving discounts and to reconsider the timing of offering a discount to editors who have failed an exam.

Member Services Committee asked about the timing of the next member survey and the possibility of adding questions. The survey is now in process; this isn't a good time to add questions, but member surveys happen fairly often. Patricia MacDonald will let them know they should consider their questions for a later member survey or through a survey of their own.

5. Ongoing tech issues

Over the past few weeks, Editors Canada members have been having problems with their Editors Canada email accounts and with other technical issues. The association's tech support company, Calligo, is dropping Editors Canada as a client at the end of March because of the association's small size. The 1,200 email accounts cannot be migrated to a new email system because of the high cost. Editors Canada can offer members a long transition time from Editors Canada email and email forwarding.

Another company is putting together a quote for future work.

Editors Canada will communicate with members to express concern, because some members run their businesses using their Editors Canada email account.

Editors Canada should also reconsider offering email addresses to members as a benefit because of the risk.

6. Equity, diversity, and inclusion fellowship

NEC directors discussed options for offering Equity, Diversity and Inclusion fellowships to members. The task force asked for free or discounted books or training for certification or discounted exam fees. Editors Canada doesn't offer certification training other than books. Certification test prep guides could be emailed because they are pdfs. The books are on Amazon. Directors discussed the costs of making these offers and found they didn't have all the information needed.

NEC directors will vote on the question online after this meeting.

7. Barrie twig (JJ Wilson and Jacqui Woods-Powell)

Anne Godlewski took over as meeting chair for this portion of the meeting.

Moved BY Anne Godlewski

Seconded by: Gael Spivak

That NEC give JJ Wilson and Jacqui Woods -Powell, co-chairs of the Barrie Twig voice in the meeting.

Carried

NEC directors introduced themselves.

They looked to NEC to advise on how to meet members' interests in a way that complements the work of national Editors Canada. Suggestions: advertise beyond the twig with non-members in your community or Editors Canada members as a whole. NEC directors with recommendations

can send them to Anne Godlewski, who will pass them along. JJ and Jacqui said that NEC and the national office staff have been supportive over the past few years.

8. Library editor in residence

Aurora Public Library asked Greg Ioannou to be editor-in-residence this summer. It is becoming a great way to promote editors, specifically to writers. A seminar or writing query letters drew good audience of 120 writers. It promotes the association, the profession, and creates a little income. It's worth promoting to the Canadian Library Association.

Action

Suzanne Bowness to talk with marcom committee to brainstorm and develop ways of connecting with libraries for association promotion.

9. Break

10. Action items, current and past, (Appendix E)

Not much has changed; this will be on the next meeting's agenda.

11. Conference

a. Discuss collecting session/conference feedback

Conference planning is going well. The committee is now organizing the vendor fair, speed mentoring, and session hosts. Email blasts are coming out to encourage registration, which is often successful.

Breanne asked NEC to consider collecting session and conference feedback. In past conferences, the survey tool for session feedback hasn't been seen as useful.

NEC directors discussed:

- Does Editors Canada need to collect this feedback?
- People should have the opportunity to express their opinion if they want to. But this work shouldn't be a priority. Could there be an email address for participants to provide feedback on the conference?
- This isn't the same as overall conference evaluation, but session evaluation. Could just add a couple of questions to current conference feedback tool.
- In past, session feedback has been superficial, not necessarily appropriate, and not useful. Heather Buzila and Caitlin Stewart will discuss changing the type of feedback collected.

b. Swapping sponsorships with ACES

Editors Canada has swapped sponsorships with ACES at past conferences. Michelle Ou wants to know if there are services or products NEC wanted listed in information sent to ACES. Directors

talked about marketing the upcoming Editors Canada conference, certification, publications and ELAP.

Further on the conference, 54 people have registered, and the sponsorship goal has been surpassed.

12. Branches and twigs

Anne Godlewski has received questions about server issues, but also notes of appreciation of the association's leadership on the server issues. All other information is in the reports in Appendixes G and H.

13. Update on ongoing projects

a. Publishing Committee

The subcommittee has made good progress on a handbook on Equity, diversity and inclusion. They are working on the Proofreading volume of ELAP. Anne has the ISBN and CIP in hand; Anne is cleaning up small errors found in proofreading.

Anne can't do this kind of detailed work on the Structural Editing book. She's looking for an experienced volunteer, but most volunteers are looking for this kind of experience; they don't yet have it. The deadline for the Structural Editing book is not confirmed.

Anne will coordinate with Gael and the Nomination Committee on finding a chair for this committee.

b. Insurance task force

The updates are in the task force's report. The committee has spoken to someone who might have a solid insurance offer.

c. Certification

Updates are in the committee report.

d. Transition to G Suite

Only a couple more branches and twigs remain to be added.

e. Webinars

Webinar work and planning are going well.

f. Career Builder Committee

The committee approached Suzanne Bowness and will talk with staff about questions related to Editors Canada's official LinkedIn page. Sue will circulate the proposal after the meeting.

g. Standards Committee

Updates are in the committee's report.

h. Website task force

The task force hopes to do a short survey of members about what works and doesn't work on the website.

14. Awards presentation

a. Discuss suggestions from conference committee about format

There have been no nominations for the Karen Virag award. Directors talked about options, including using last year's nominees. Further communication with members about the importance of nominating people for awards should take place. Michelle Ou can reach out to the Marcom committee if she needs some support.

Action

Breanne MacDonald to talk to Michelle Ou about communicating on the importance of nominating people for awards, especially the Karen Virag award.

Regarding the presentation of awards: the Conference Committee discussed having an awards presentation at the conference. The problem is that people would have to pay to watch the awards ceremony. The committee proposes a separate event and wine and cheese to recognize last year's and this year's winners and the President's Award. It could be held during the conference weekend and shared outside the conference platform. It could take place on Friday night before the conference—this could help avoid conference participants getting screen fatigue. They want a way to do it that allows the winners to talk to real people.

Suggestions:

- simply issue a press release and email the certificates
- present during the AGM; time could be a problem with all the amendments to policies and procedures. Procedures documents say awards are given during conference. Cannot do it this year because of pandemic.

The decision is to present awards during the conference but not on the conference platform.

Suzanne Bowness reported that the copyright policy is now complete. She asked for direction on the next step. It should be posted to the website. Editors Canada will have to start getting committee content providers to sign the new contract. Caitlyn Stewart will help. Volunteers will sign their copyright agreement with Editors Canada on Docusign.

Sue will email new versions to Michelle and let Gael and Trish know when it's ready.

15. Transferring ownership of Google Docs

Michelle Ou is working on the best way to transfer ownership of individual docs, like the meetings agenda, to the association. She has some options that will be circulated to NEC in the coming weeks.

16. Next meeting

April 25, 2021

17. Adjournment

MOVED BY Greg Ioannou
SECONDED BY Anne Brennan

that the meeting be adjourned.

Carried

18.

a. In camera sessions

MOVED BY Greg Ioannou
SECONDED BY Anne Brennan

that the meeting go in camera.

Carried

MOVED BY Greg Ioannou
SECONDED BY Anne Brennan

that the meeting go out of camera.

Carried

Appendix A—Agenda

1. Call to order
2. Approval of agenda
3. [Budget update](#)
4. Reports and requests
5. Ongoing tech issues
6. Equity, diversity, and inclusion fellowship
7. Barrie twig (JJ Wilson and Jacqui Woods-Powell)
8. Library editor in residence
9. Break
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11. Conference
 - a. Discuss collecting session/conference feedback
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 - h. Website task force

14. Awards presentation

- a. Discuss suggestions from conference committee about format

15. ****If time**** Transferring ownership of Google Docs

16. Next meeting: April 25, 2021

17. Adjournment

Appendix B—Balance Sheet

Editors Canada
Balance Sheet
As of December 31, 2020

	Total			
	As of Dec 31, 2020	As of Dec 31, 2019 (PY)	Change	% Change
Assets				
Current Assets				
Cash and Cash Equivalent				
10100 Term/GICs	10,716.91	20,869.00	-10,152.09	-48.65%
10101 TERM/GIC 2	10,608.15		10,608.15	
10250 TD Business Investor	10,106.29	10,080.41	25.88	0.26%
11000 TD Chequing Account	121,009.12	1,736.51	119,272.61	6868.52%
11500 TD TWIG Chequing				
Account	0.00	4.12	-4.12	-100.00%
11505 BC Branch Cash Accounts			0.00	
11506 BC Branch - TD Business				
Investor Savings	10,000.00		10,000.00	
11507 BC Branch - TD Chequing	15,300.92		15,300.92	
Total 11505 BC Branch Cash				
Accounts	\$ 25,300.92	\$ 0.00	\$ 25,300.92	
11510 Quebec Branch Cash				
Accounts			0.00	
11511 Quebec Branch - RBC				
Chequing	8,486.76		8,486.76	
11512 Quebec Branch - TERM				
Deposits - GIC	12,000.00		12,000.00	
Total 11510 Quebec Branch Cash				
Accounts	\$ 0,486.76	\$ 0.00	\$ 20,486.76	
11515 Ottawa-Gatineau Cash				
Accounts			0.00	
11516 Ottawa-Gatineau - TD				
Chequing	30,689.01		30,689.01	
11517 Ottawa-Gatineau savings				
Account	5,026.71		5,026.71	
Total 11515 Ottawa-Gatineau				
Cash Accounts	\$ 35,715.72	\$ 0.00	\$ 35,715.72	
11520 Saskatchewan Cash				
Accounts			0.00	
11521 Sask. Branch - TCU Bank	16,361.79		16,361.79	
Total 11520 Saskatchewan Cash				
Accounts	\$ 16,361.79	\$ 0.00	\$ 16,361.79	
11525 Toronto Branch Cash				
Accounts			0.00	

11526 Toronto Branch - TD				
Bank	15,836.40		15,836.40	
11527 Toronto Branch -				
Investment Account	3,030.64		3,030.64	
11528 Toronto Branch - Petty				
Cash	97.30		97.30	
11529 Toronto Branch - Cash				
Float - Meetings	115.00		115.00	
Total 11525 Toronto Branch Cash				
Accounts	\$ 19,079.34	\$ 0.00	\$ 19,079.34	
11600 11600 CLEARING				0.00
ACCOUNTS				
11601 Gift Tool Clearing	0.00		0.00	
11605 FindJoo Clearing	-231.58		-231.58	
Total 11600 11600 CLEARING				
ACCOUNTS	-\$ 231.58	\$ 0.00	-\$ 231.58	
12001 *Undeposited Funds	4,203.06	1,055.01	3,148.05	298.39%
Total Cash and Cash Equivalent	\$ 273,356.48	\$ 33,745.05	\$ 239,611.43	710.06%
Accounts Receivable (A/R)				
12000 Accounts Receivable	48,289.41	2,841.54	45,447.87	1599.41%
12005 BC Branch AR	55.00		55.00	
12006 Quebec Branch AR	590.76		590.76	
12007 Ottawa Gatineau Branch				
AR	-558.75		-558.75	
12008 Toronto Branch - AR	396.50		396.50	
Total Accounts Receivable (A/R)	\$ 48,772.92	\$ 2,841.54	\$ 45,931.38	1616.43%
10200 Petty Cash	200.00	200.00	0.00	0.00%
12200 Accrued Receivables	0.00	6,041.27	-6,041.27	-100.00%
12700 Prepaid Expenses	16,656.48	6,378.74	10,277.74	161.12%
12701 Ottawa-Gatineau Prepaid				
Expenses	-184.75		-184.75	
15200 ECE Books Inventory	6,087.40	6,087.40	0.00	0.00%
Total Current Assets	\$ 344,888.53	\$ 55,294.00	\$ 289,594.53	523.74%
Total Assets	\$ 344,888.53	\$ 55,294.00	\$ 289,594.53	523.74%
Liabilities and Equity				
Liabilities				
Current Liabilities				
Accounts Payable (A/P)				
22000 Accounts Payable	21,616.10	12,016.52	9,599.58	79.89%
22001 BC Branch AP	500.00		500.00	
22002 Quebec Branch AP	-31.05		-31.05	
22003 Ottawa-Gatineau AP	219.72		219.72	
22004 Toronto Branch AP	339.00		339.00	
Total Accounts Payable (A/P)	\$ 22,643.77	\$ 12,016.52	\$ 10,627.25	88.44%
Credit Card				
22040 TD CASH BACK VISA -				
exec dir	1,211.48		1,211.48	

22050 TD Business VISA	0.00	1,338.96	-1,338.96	-100.00%
22060 TD Cash Back VISA - interim	127.98		127.98	
22070 TD Cash Back VISA - Michelle Ou	-13.33		-13.33	
22080 Ottawa-Gatineau - TD CC	760.77		760.77	
22081 Ottawa-Gatineau CC Payable	-146.90		-146.90	
Total Credit Card	\$ 1,940.00	\$ 1,338.96	\$ 601.04	44.89%
21000 Due to/(from) Branches			0.00	
21010 British Columbia Branch	0.00	432.63	-432.63	-100.00%
21020 Prairie Province Branch	0.00	0.00	0.00	
21030 Saskatchewan Branch	0.00	62.92	-62.92	-100.00%
21040 Toronto Branch	0.00	543.27	-543.27	-100.00%
21050 Ottawa Gatineau	0.00	586.35	-586.35	-100.00%
21060 Quebec/Atlantic Cda Branch	0.00	433.16	-433.16	-100.00%
Total 21000 Due to/(from) Branches	\$ 0.00	\$ 2,058.33	-\$ 2,058.33	-100.00%
22012 Upton Scholarship fund	0.00	0.00	0.00	
22015 Fairley Fund	0.00	0.00	0.00	
22016 Virag Award Fund	6,408.00	6,408.00	0.00	0.00%
22020 Deferred Membership Revenue	7,277.00	10,834.55	-3,557.55	-32.84%
22021 Deferred Certification Revenue	0.00	0.00	0.00	
22022 Deferred Webinar Revenue	0.00	0.00	0.00	
22023 Deferred ODE Revenue	640.00	1,520.00	-880.00	-57.89%
22024 Deferred Conference Revenue	0.00	9,950.00	-9,950.00	-100.00%
22025 Deferred Pre-Conference revenue	885.00	225.00	660.00	293.33%
22026 Deferred Conference Sponsorship	250.00		250.00	
23100 Receiver General Payable	0.00	0.00	0.00	
24100 Payroll Liabilities	0.00	0.00	0.00	
24200 Accrued Liabilities	10,072.27	8,687.29	1,384.98	15.94%
25500 GST/HST Payable	15,991.23	23.59	15,967.64	67688.17%
25530 GST/QST Payable	-636.90	0.00	-636.90	
25550 PST Payable (BC)	0.00		0.00	
25551 PST Payable (MB)	0.00	0.00	0.00	
25552 PST Payable (ON)	0.00	0.00	0.00	
25554 PST Payable (SK)	0.00	0.00	0.00	
26000 Due to/(from) Twigs	0.00	0.00	0.00	
26100 KWG Twig	0.00	2,630.10	-2,630.10	-100.00%
26200 Hamilton-Halton Twig	0.00	2,218.34	-2,218.34	-100.00%
26300 Kingston Twig	0.00	2,600.43	-2,600.43	-100.00%

26400 Nova Scotia Twig	0.00	7,144.36	-7,144.36	-100.00%
26500 Newfoundland and Labrador Twig	0.00	215.49	-215.49	-100.00%
26600 Calgary Twig	0.00	9,401.22	-9,401.22	-100.00%
26700 Manitoba Twig	0.00	2,352.32	-2,352.32	-100.00%
26800 Edmonton Twig	0.00	4,749.21	-4,749.21	-100.00%
26900 Barrie Twig	0.00	439.44	-439.44	-100.00%
Total 26000 Due to/(from) Twigs	\$ 0.00	\$ 31,750.91	-\$ 31,750.91	-100.00%
27000 OG - Current Liabilities	-586.35		-586.35	
27001 OG - GST/HST Owing	-361.00		-361.00	
27010 Toronto - GST Payable	-3,422.17		-3,422.17	
27011 Toronto - Payroll Liabilities	-0.03		-0.03	
Ministère du Revenu Suspense	0.00	1,551.04	-1,551.04	-100.00%
Receiver General Suspense	0.00	8,237.34	-8,237.34	-100.00%
Total Current Liabilities	\$ 61,100.82	\$ 94,601.53	-\$ 33,500.71	-35.41%
Non-current Liabilities				
20000 BANK LOAN TERM LN				
PROC	40,000.00		40,000.00	
Total Non-current Liabilities	\$ 40,000.00	\$ 0.00	\$ 40,000.00	
Total Liabilities	\$ 101,100.82	\$ 94,601.53	\$ 6,499.29	6.87%
Equity				
30000 Opening Balance Equity	0.00	-14,623.93	14,623.93	100.00%
30010 Unappropriated	0.00	0.00	0.00	
35000 Branch Fund Balances			0.00	
35010 BC Branch - Unrestricted				
Net Assets	24,333.84		24,333.84	
35020 Quebec Branch - Unrestricted Net Assets	24,070.16		24,070.16	
35030 Ottawa-Gatineau - Unrestricted Net Assets	36,696.68		36,696.68	
35040 Saskatchewan - Unrestricted Net Assets	15,519.38		15,519.38	
35050 Toronto Branch - Unrestricted Net Assets	21,729.45		21,729.45	
Total 35000 Branch Fund Balances	\$ 122,349.51	\$ 0.00	\$ 122,349.51	
36000 Twig Fund Balances			0.00	
36010 KWG Twig - Unrestricted				
Net Assets	2,830.10		2,830.10	
36020 Hamilton-Halton Twig - Unrestricted Net Assets	2,818.34		2,818.34	
36030 Kingston Twig - Unrestricted Net Assets	3,325.55		3,325.55	
36040 Nova Scotia Twig - Unrestricted Net Assets	7,973.15		7,973.15	
36050 Newfoundland & Lab Twig - Unrestricted Net Assets	365.49		365.49	
36060 Calgary Twig - Unrestricted Net Assets	10,442.60		10,442.60	

36070 Manitoba Twig - Unrestricted Net Assets	2,952.32		2,952.32	
36080 Edmonton Twig - Unrestricted Net Assets	6,233.46		6,233.46	
36090 Barrie Twig - Unrestricted Net Assets	689.44		689.44	
Total 36000 Twig Fund Balances	\$ 37,630.45	\$ 0.00	\$ 37,630.45	
National - Unrestricted Net Assets	-39,307.53	-48,122.56	8,815.03	18.32%
Profit for the year	123,115.28	23,438.96	99,676.32	425.26%
Total Equity	\$ 243,787.71	-\$ 39,307.53	\$ 283,095.24	720.21%
Total Liabilities and Equity	\$ 344,888.53	\$ 55,294.00	\$ 289,594.53	523.74%

Thursday, Mar 18, 2021 02:15:20 PM GMT-7 - Accrual Basis

Appendix C—Profit and Loss

Editors Canada Profit and Loss Comparison

January - December 2020

	Total			
	Jan - Dec 2020	Jan - Dec 2019 (PY)	Change	% Change
INCOME				
41800 TWIG Event Revenue			0.00	
41840 Calgary Event Revenue		0.00	0.00	
41860 Nova Scotia Event Revenue		0.44	-0.44	-100.00%
41870 Edmonton Event Revenue		0.00	0.00	
			-\$	
Total 41800 TWIG Event Revenue	\$ 0.00	\$ 0.44	0.44	-100.00%
42000 Award Funds			0.00	
42100 Tom Fairley award	1,300.00	1,475.00	-175.00	-11.86%
42200 Upton Scholarship award	250.00	650.00	-400.00	-61.54%
42300 Virag Award	400.00	400.00	0.00	0.00%
			-\$	
Total 42000 Award Funds	\$ 1,950.00	\$ 2,525.00	575.00	-22.77%
43400 Donations			0.00	
43450 Individ, Business Contributions	8,119.19	1,787.00	6,332.19	354.35%
			\$	
Total 43400 Donations	\$ 8,119.19	\$ 1,787.00	6,332.19	354.35%
44500 Government Grants	68,835.41		68,835.41	
46400 Other Types of Income	428.23		428.23	
46420 Bank rebate	235.00	156.00	79.00	50.64%
46430 Miscellaneous Income	-255.44	3,860.75	-4,116.19	-106.62%
46470 Interest Income	593.96	45.58	548.38	1203.12%
			-\$	
Total 46400 Other Types of Income	\$ 1,001.75	\$ 4,062.33	3,060.58	-75.34%
47200 Program Income			0.00	
47210 Agreement Principes		9,000.00	-9,000.00	-100.00%
47215 Franco Affairs	287.44	17,039.38	-16,751.94	-98.31%
47220 Certification Revenue	225.00	17,100.00	-16,875.00	-98.68%
47230 Membership	278,993.03	277,872.59	1,120.44	0.40%
47240 Mentorship program	1,349.00	50.00	1,299.00	2598.00%
47250 Online Directory of Editors	38,801.42	41,994.12	-3,192.70	-7.60%
47260 Conference Revenue	40,772.01	74,096.00	-33,323.99	-44.97%
47270 Conference Sponsorship	6,750.00	1,300.00	5,450.00	419.23%
47280 Online Training - Webinars	82,572.69	74,473.90	8,098.79	10.87%
47290 Pre-conference revenue		9,670.00	-9,670.00	-100.00%
			-\$	
Total 47200 Program Income	\$ 449,750.59	\$ 522,595.99	72,845.40	-13.94%

48200 Publication Income	2,883.89	2,874.37	9.52	0.33%
48210 Calendar magnets etc		50.00	-50.00	-100.00%
48220 Test Prep Guides	7,045.00	9,307.20	-2,262.20	-24.31%
48240 ECE and Niches	6,729.65	8,925.55	-2,195.90	-24.60%
48250 Standards - general	3,931.00		3,931.00	
48270 MPES/ELAP	2,560.00	3,859.87	-1,299.87	-33.68%
			-\$	
Total 48200 Publication Income	\$ 23,149.54	\$ 25,016.99	1,867.45	-7.46%
49000 Debt forgiveness		20,446.00	-20,446.00	-100.00%
			-\$	
Total Income	\$ 552,806.48	\$ 576,433.75	23,627.27	-4.10%
			-\$	
GROSS PROFIT	\$ 552,806.48	\$ 576,433.75	23,627.27	-4.10%
EXPENSES				
60100 Salaries Benefits and Insurance			0.00	
60105 Regular Salaries	159,086.74	175,758.00	-16,671.26	-9.49%
60110 EI	3,420.25	3,248.39	171.86	5.29%
60120 CPP	7,588.15	7,291.29	296.86	4.07%
60130 Employee Benefit	1,551.67		1,551.67	
60140 Professional Development		405.00	-405.00	-100.00%
60150 Payroll Service Fee	823.03	804.30	18.73	2.33%
60160 Tax Ben	0.00	0.00	0.00	
60170 Long-term disability	-1,854.41	-2,256.77	402.36	17.83%
60180 Insurance - Liability, D and O	9,455.36	12,506.47	-3,051.11	-24.40%
			-\$	
Total 60100 Salaries Benefits and Insurance	\$ 180,070.79	\$ 197,756.68	17,685.89	-8.94%
60300 Awards and Grants	98.89		98.89	
60310 Tom Fairley Award	3,000.00	3,000.00	0.00	0.00%
60330 Upton Scholarship Award	1,000.00	1,000.00	0.00	0.00%
60340 Virag Award	400.00	400.00	0.00	0.00%
			\$	
Total 60300 Awards and Grants	\$ 4,498.89	\$ 4,400.00	98.89	2.25%
60400 Branch Expenses			0.00	
60410 British Columbia Branch	6,155.61	5,721.77	433.84	7.58%
60430 Saskatchewan Branch	6,219.33	772.57	5,446.76	705.02%
60440 Toronto Branch	3,624.92	9,539.54	-5,914.62	-62.00%
60450 Ottawa Gatineau Branch	3,643.93	5,672.60	-2,028.67	-35.76%
60460 Quebec Atlantic Branch	2,091.08	4,139.58	-2,048.50	-49.49%
			-\$	
Total 60400 Branch Expenses	\$ 21,734.87	\$ 25,846.06	4,111.19	-15.91%
60900 Twig Expenses			0.00	
60910 NF and Lab Expense	150.00	58.08	91.92	158.26%
60920 Hamilton Halton Expense	600.00	374.63	225.37	60.16%
60930 KW and Guelph Expense	600.00	508.02	91.98	18.11%
60940 Calgary Expense	1,800.00	598.34	1,201.66	200.83%

60950 Kingston Expense	1,000.00	152.19	847.81	557.07%
60960 Nova Scotia Expense	1,800.00	604.03	1,195.97	198.00%
60970 Edmonton Expense	1,800.00	721.71	1,078.29	149.41%
60980 Manitoba Expense	600.00	243.64	356.36	146.26%
60990 Barrie Expense	250.00	147.06	102.94	70.00%
Total 60900 Twig Expenses	\$ 8,600.00	\$ 3,407.70	5,192.30	152.37%
61000 Customer Management Fees			0.00	
61010 GiftTool	2,255.40	2,938.59	-683.19	-23.25%
61020 Member365/Pixel Era		3,459.10	-3,459.10	-100.00%
61030 Findjoo	1,954.42	1,978.36	-23.94	-1.21%
Total 61000 Customer Management Fees	\$ 4,209.82	\$ 8,376.05	4,166.23	-49.74%
61100 C/C processing fees			0.00	
61110 Mastercard MSP fees	1,230.23	1,726.02	-495.79	-28.72%
61120 VISA MSP fees	2,208.95	3,676.73	-1,467.78	-39.92%
61130 AMEX MSP Fees	293.82	371.09	-77.27	-20.82%
61150 GBL MSP Fees	8,317.17	6,637.29	1,679.88	25.31%
Total 61100 C/C processing fees	\$ 12,050.17	\$ 12,411.13	360.96	-2.91%
61200 Charges and Fees	50.00		50.00	
61210 TD Monthly Plan Fee	350.00	696.00	-346.00	-49.71%
61220 TD Merchant Solutions Fees	1,480.92	1,317.17	163.75	12.43%
61230 TD Bank charge	574.67	83.25	491.42	590.29%
61240 TD Bank error		40.07	-40.07	-100.00%
61250 TD VISA Annual Fees		149.00	-149.00	-100.00%
61260 Square fees	78.76	13.05	65.71	503.52%
Total 61200 Charges and Fees	\$ 2,534.35	\$ 2,298.54	235.81	10.26%
62100 Contract Services			0.00	
62110 Accounting Fees	27,650.96	19,106.50	8,544.46	44.72%
62130 Translation services	3,104.31	9,112.95	-6,008.64	-65.94%
62140 Legal Fees	20,250.00	11,380.00	8,870.00	77.94%
62150 Project Services		14,179.00	-14,179.00	-100.00%
62160 Computer Consulting	14,467.94	26,372.24	-11,904.30	-45.14%
62170 Professional Services	24,487.00		24,487.00	
62180 Development and Design	405.43	5,868.65	-5,463.22	-93.09%
62190 Mentor Services	515.24	200.00	315.24	157.62%
Total 62100 Contract Services	\$ 90,880.88	\$ 86,219.34	4,661.54	5.41%
62800 Facilities and Equipment			0.00	
62820 Facilities and venue rental	2,208.94	20,111.61	-17,902.67	-89.02%
62840 Equip Rental and Maintenance	2,339.06	1,891.37	447.69	23.67%
62860 Utilities	116.14	380.14	-264.00	-69.45%
62870 Property Insurance	4,212.00	4,096.44	115.56	2.82%

62890 Rent	24,027.28	16,569.12	7,458.16	45.01%
			-	
Total 62800 Facilities and Equipment	\$ 32,903.42	\$ 43,048.68	10,145.26	-23.57%
63000 Conference Expenses	539.12	57,954.63	-57,415.51	-99.07%
64000 Franco Affairs Expenses		9,309.12	-9,309.12	-100.00%
65000 Operations			0.00	
65020 Postage, Mailing and Courier	714.36	2,274.57	-1,560.21	-68.59%
65030 Printing and Copying	576.30		576.30	
65040 Office supplies and furniture	748.20	981.64	-233.44	-23.78%
65050 Telephone, Telecommunications	2,303.21	3,197.99	-894.78	-27.98%
65070 Web Apps and other software	9,169.34	7,634.20	1,535.14	20.11%
65080 External Printing		3,961.42	-3,961.42	-100.00%
65090 Moving expenses		1,143.00	-1,143.00	-100.00%
65095 EAC National Office expense	350.92		350.92	
			-	
Total 65000 Operations	\$ 13,862.33	\$ 19,192.82	5,330.49	-27.77%
65100 Other Types of Expenses			0.00	
65110 Event meals and catering	976.93	1,521.94	-545.01	-35.81%
65120 Penalty and late fees	1,104.43		1,104.43	
65130 Interest Expense - General	50.16		50.16	
65150 Memberships and Dues	1,109.55	1,350.08	-240.53	-17.82%
65160 Honoraria	4,456.18	34,552.22	-30,096.04	-87.10%
65161 Royalties - Webinar Presenter	10,072.27		10,072.27	
65170 Staff Development	31.47		31.47	
65180 Parking	15.93	3,022.56	-3,006.63	-99.47%
81000 Rounding	0.00	-0.75	0.75	100.00%
			-	
Total 65100 Other Types of Expenses	\$ 17,816.92	\$ 40,446.05	22,629.13	-55.95%
65195 Credit card charge back	121.86		121.86	
65200 Travel Expense			0.00	
65210 Travel Fares	2,574.82	19,438.00	-16,863.18	-86.75%
65220 Ground Transportaton	57.85	2,113.55	-2,055.70	-97.26%
65230 Per Diem	240.00	2,088.23	-1,848.23	-88.51%
65240 Accommodation	175.10		175.10	
65250 Travel Parking	43.73	551.60	-507.87	-92.07%
65260 Travel meals and entertainment		141.20	-141.20	-100.00%
			-	
Total 65200 Travel Expense	\$ 3,091.50	\$ 24,332.58	21,241.08	-87.29%
65300 Marketing and Promotion	130.73	554.59	-423.86	-76.43%
65310 Advertising Expenses	697.00	3,210.00	-2,513.00	-78.29%
			-	
Total 65300 Marketing and Promotion	\$ 827.73	\$ 3,764.59	2,936.86	-78.01%
65400 Refund Expense			0.00	
65410 Membership Refund	638.95	1,845.00	-1,206.05	-65.37%
65420 Webinar Refund	1,364.19	616.37	747.82	121.33%

65440 Certification Refund		475.00	-475.00	-100.00%
65460 Agreements Refund		9,300.00	-9,300.00	-100.00%
65470 Conference Refund	31,637.48	1,729.20	29,908.28	1729.60%
65480 ODE Refund		240.00	-240.00	-100.00%
65490 Pre-conference Event Refund		200.00	-200.00	-100.00%
			\$	
Total 65400 Refund Expense	\$ 33,640.62	\$ 14,405.57	19,235.05	133.53%
Reconciliation Discrepancies		-174.75	174.75	100.00%
Uncategorized Expense	0.00		0.00	
			-\$	
Total Expenses	\$ 427,383.27	\$ 552,994.79	125,611.52	-22.71%
OTHER INCOME				
70000 BC Branch Revenue			0.00	
70001 BC Branch - Membership Revenue	3,417.26		3,417.26	
70002 BC Branch - Pro-D Workshops	7,475.00		7,475.00	
70003 BC Branch - Interest Income	256.47		256.47	
70004 BC Branch - Misc. Income	509.15		509.15	
			\$	
Total 70000 BC Branch Revenue	\$ 11,657.88	\$ 0.00	11,657.88	
71000 Quebec Branch Revenue			0.00	
71001 Quebec Branch - Transfer Pymnts Nat Office	3,344.60		3,344.60	
71003 Quebec - Seminar Income	3,435.00		3,435.00	
71005 Quebec - Interest Income	65.00		65.00	
			\$	
Total 71000 Quebec Branch Revenue	\$ 6,844.60	\$ 0.00	6,844.60	
72000 Ottawa-Gatineau Income			0.00	
72001 Ottawa-Gatineau Transfers from National	2,564.09		2,564.09	
72002 Ottawa-Gatineau Seminar Revenue	4,769.25		4,769.25	
72003 Ottawa-Gatineau - Misc Income	19.00		19.00	
72004 Ottawa-Gatineau - Interest Revenue	0.86		0.86	
72005 Ottawa-Gatineau - Revenue - Other	-438.75		-438.75	
			\$	
Total 72000 Ottawa-Gatineau Income	\$ 6,914.45	\$ 0.00	6,914.45	
73000 Saskatchewan Branch Income			0.00	
73001 Sask - Transfer Pymts - National Office	1,011.96		1,011.96	
73002 Sask - Bank Interest	7.90		7.90	
			\$	
Total 73000 Saskatchewan Branch Income	\$ 1,019.86	\$ 0.00	1,019.86	
74000 Toronto Branch Income			0.00	
74001 Toronto Branch - Donations	372.33		372.33	
74002 Toronto Branch - Investment Interest	9.11		9.11	
74003 Toronto Branch - Membership Dues	5,207.54		5,207.54	
74004 Toronto Branch - Programs/Donations	327.98		327.98	
74005 Toronto Branch - Seminar Income	3,500.00		3,500.00	
			\$	
Total 74000 Toronto Branch Income	\$ 9,416.96	\$ 0.00	9,416.96	

Total Other Income	\$ 35,853.75	\$ 0.00	\$ 35,853.75
OTHER EXPENSES			
90000 BC Branch Expenses			0.00
90001 BC - Pro-D Workshop Speakers	2,635.00		2,635.00
90002 BC - Branch Co-ordinator	6,000.00		6,000.00
90003 BC - C/C Fees	626.05		626.05
90004 BC - Facilities and Venue Rental	708.65		708.65
90005 BC - Postage	258.49		258.49
90006 BC - Printing & Copying	33.17		33.17
90007 BC - Office Supplies	143.05		143.05
90008 BC - Event Meals and Catering	208.83		208.83
90009 BC - Speaker Gifts	294.08		294.08
90010 BC - Advertising Expenses	228.48		228.48
Total 90000 BC Branch Expenses	\$ 11,135.80	\$ 0.00	\$ 11,135.80
91000 Quebec Branch Expenses			0.00
91001 QB - Networking Events	789.49		789.49
91002 QB - Accomodation and Travel	47.15		47.15
91003 QB - Catering	532.73		532.73
91004 QB - Online Reg Costs	97.49		97.49
91005 QB - Gifftool Fee	334.71		334.71
91006 QB - IATS Fee	96.00		96.00
91007 QB - Printing & Reproduction	172.26		172.26
91008 QB - Site Fees	699.20		699.20
91009 QB - Speaker Fees	1,966.75		1,966.75
91010 QB - Postage, Mail, Courier	271.31		271.31
91011 QB - Web Apps & Other Software	118.96		118.96
91012 QB - Bank Service Charges	333.17		333.17
91013 QB - Interest & Bank Charges	114.23		114.23
91014 QB - Branch Administrator	2,990.00		2,990.00
91015 QB - Branch AGM Expenses	172.46		172.46
91016 QB - Transfers to Nat Office	1,000.00		1,000.00
Total 91000 Quebec Branch Expenses	\$ 9,735.91	\$ 0.00	\$ 9,735.91
92000 Ottawa-Gatineau Expenses			0.00
92001 OG - Subcontractors	3,000.00		3,000.00
92002 OG - Printing	178.65		178.65
92003 OG - Venue Rental	1,751.41		1,751.41
92004 OG - Subcontractors 2	180.00		180.00
92005 OG - Honorarium	430.25		430.25
92006 OG - Postage & Courier	5.00		5.00
92007 OG - Catering	475.91		475.91

92008 OG - Venue Rental 2	400.00		400.00
92009 OG - Bank Charges	56.48		56.48
92010 OG - Credit Card Charges	19.71		19.71
92011 OG - Giftool/IATS Charges	627.30		627.30
92012 OG - Courier & Postage	396.00		396.00
92013 OG - Advertising & Promotions	236.96		236.96
92014 OG - Office Supplies	124.98		124.98
92015 OG - Executive Expenses	630.00		630.00
92016 OG - Executive Meeting	12.50		12.50
			\$
Total 92000 Ottawa-Gatineau Expenses	\$ 8,525.15	\$ 0.00	8,525.15
93000 Sask. Branch Expenses			0.00
93001 SK - Postag	177.45		177.45
			\$
Total 93000 Sask. Branch Expenses	\$ 177.45	\$ 0.00	177.45
94000 Toronto Branch Expenses			0.00
94010 Toronto - Communications			0.00
94011 Toronto - Domains	48.00		48.00
94012 Toronto - Facebook Boosts	29.99		29.99
94013 Toronto - Mailchimp	154.38		154.38
94014 Toronto - Word on the Street	50.00		50.00
94015 Toronto - WordPress Plan	129.00		129.00
			\$
Total 94010 Toronto - Communications	\$ 411.37	\$ 0.00	411.37
94020 Toronto - Office Exp.			0.00
94022 Toronto - Administrative Service	3,450.00		3,450.00
94023 Toronto - Bank service Charges	523.50		523.50
94024 Toronto - Postage & Delivery	167.50		167.50
			\$
Total 94020 Toronto - Office Exp.	\$ 4,141.00	\$ 0.00	4,141.00
94030 Toronto - PD-Seminar Exp			0.00
94031 Toronto - Instructor Fees - Seminar	1,260.00		1,260.00
			\$
Total 94030 Toronto - PD-Seminar Exp	\$ 1,260.00	\$ 0.00	1,260.00
94040 Toronto - Program Expense			0.00
94041 Toronto - Charitable donation	2,075.00		2,075.00
94042 Toronto - Speaker/Host	700.00		700.00
			\$
Total 94040 Toronto - Program Expense	\$ 2,775.00	\$ 0.00	2,775.00
			\$
Total 94000 Toronto Branch Expenses	\$ 8,587.37	\$ 0.00	8,587.37
			\$
Total Other Expenses	\$ 38,161.68	\$ 0.00	38,161.68
			\$
PROFIT	\$ 123,115.28	\$ 23,438.96	99,676.32
			425.26%

Thursday, Mar 18, 2021 02:15:50 PM GMT-7 - Accrual Basis

Appendix D—Reports and Requests

2021 Q1 Meeting – Quarterly Reports – Requests Summary

President

- None

Student Relations Committee

- no requests or questions

Francophone Adviser

- I still have no way of knowing if there are Francophones on the national committees and who they are. Without this information, it is impossible to assess their challenges and support needs. It also makes it difficult to focus recruitment efforts towards committees where Francophones are not yet represented. / Je n'ai toujours aucun moyen de savoir s'il y a des francophones présents dans les comités nationaux et qui ils sont. Sans cette information, il est impossible d'évaluer leurs défis et leurs besoins de soutien. Il est aussi difficile d'orienter le recrutement vers les comités où les francophones ne sont pas encore représentés.

Vice President

- None at this time

Website Task Force

- None at this point, we just started on Feb 4. / Aucune à ce stade, nous avons commencé seulement le 4 février dernier.

Past President

- none

Equity, Diversity and Inclusion Task Force

- None.

Career Builder Committee

- (none in report)

Treasurer

- None

Secretary

- None at this time

Conference Committee

- None

Mentoring Committee

- Please suggest members for the committee and as mentors.

Director of Branches and Twigs

- None at this time

Editors Quebec/Réviseurs Québec

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

Editors Ottawa-Gatineau

- None

Editors Toronto

- We still didn't receive the direct deposit for membership fees from July 2020 onward. When will this be corrected?

Editors British Columbia

- Would like to know long-term strategy for membership, particularly around "churn" and if National is hearing from other chapters that the move online has helped increase or stabilize membership.

Editors Saskatchewan

- None

Editors Hamilton-Halton

- We would like to receive more regular communication on our budget. We have not received any information about our budget this year.

Editors Newfoundland and Labrador

- None at this time.

Editors Kitchener-Waterloo-Guelph

- What will happen to the twig's status and funds if we cannot find coordinators for the 2021-2022 year?

Editors Calgary

- None

Editors Kingston

- None at this time.

Editors Edmonton

- None at this time.

Editors Manitoba

- Are there plans to update *Meeting Professional Editorial Standards: Copy Editing*?
- Do you personally recommend any practice/study material? Including material that is free/inexpensive?
- I did ask this at the February 21 meeting, but just wanted to inquire again if it's possible to pay membership fees quarterly.

Editors Nova Scotia

- Thank you for your tireless efforts!

Editors Barrie

- Will Editors Canada be reviving the online Calendar for events?

Director, Communications

- Nothing at this time.

Marketing and Communications Committee

- none at this time.

Director, Professional Standards

- none at this time.

Standards Committee

- None at this time

Certification Steering Committee

- Please confirm that the NEC would be on board with us offering the proofreading exam on-screen, likely in PDF format. As we move away (out of necessity!) from administering the exam on paper at a physical exam site, PDF would allow us to lay out a passage and ask candidates to mark it up, using either Adobe tools or stamps—to be discussed. (We could probably create a fillable PDF for the multiple-choice and matching questions in Part A. ... Also to be discussed!)
- We're having a lot of difficulty finding companies that can adapt our exams for online testing, or that will offer remote proctoring for such a small group (at this stage, we're too "small potatoes"!). As mentioned in section 2, we're therefore considering following the Australian IPED model, which involves having volunteers invigilate candidates one on one over Zoom (instead of in a physical location). IPED has come up with a detailed and rigorous model that we could follow. Would the NEC be in support of us pursuing that? We can send more details, as needed.
- (Apologies if we've previously asked the NEC about this, but we don't believe we have!) On and off over the last couple of years, and again at our February CSC meeting, we've discussed the idea of offering a 10% discount, for one future exam, to all candidates who fail a certification exam. We would put the offer in the results letter that goes out to the candidate. Would the NEC be in support of that? The committee (along with Natasha) feel it would show goodwill, act as an encouragement, and possibly help with uptake of future exams (and therefore more revenue). To expand on the last point: we don't mean it as an inappropriate "up-selling" tactic—we're just cognizant of the fact that the exam is expensive, so few people pass, and we're supposed to be helping people become certified (rather than blocking or punishing them), and it can be very dispiriting to fail.

Director, Publications

- None.

Publications Committee

- None.

Director, Volunteer Relations

- Nothing at this time.

Improving Access to Member Services Taskforce

- None at this time.

Insurance Task Force

- none at this time.

Member Services Committee

- Will there be a member survey coming out soon? Could we add questions about member services?

Volunteer Management Committee

- None

Appendix E—Directors' Reports

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President, Heather Buzila

1. List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs)
 - Student relations committee
 - HR committee
 - Francophone adviser

2. Note successes, accomplishments and challenges from the past quarter
 - Supported other directors and committees as necessary.
 - In my role as conference chair, held meetings with the committee volunteers, recruited two keynote speakers, reached out to partners, worked with the programming volunteers to plan the session schedule, decided on a platform for the conference, worked with the conference adviser on sponsorship.

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"> • Continue to promote awareness of Editors Canada among my colleagues through my work as well as through my duties as NEC president 	<ul style="list-style-type: none"> • I continue to promote Editors Canada with my colleagues by forwarding webinar announcements and info about branch/twig events. I also forward emails about the conference to my colleagues.
Bilingual and Diverse	Bilingual	<ul style="list-style-type: none"> • Work with the francophone adviser to make membership in Editors Canada more valuable for francophone members. • Work with the translation team for translation of meeting agendas and other documents 	<ul style="list-style-type: none"> • I continue to work with the francophone adviser as requested. • I continue to work with the translation team and have recently connected with them about translating conference documents
Innovative and Agile	Try new things	<ul style="list-style-type: none"> • Continue planning the 2021 virtual conference 	<ul style="list-style-type: none"> • Along with the national conference adviser, I continue to

		<ul style="list-style-type: none"> Continue planning monthly virtual NEC meetings via Zoom 	<p>plan the 2021 virtual conference.</p> <ul style="list-style-type: none"> 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.
Communications and Marketing	Internal	<ul style="list-style-type: none"> Provide meeting updates each month in the e-news to promote transparency Invite twigs and branches to attend monthly NEC meetings via Zoom 	<ul style="list-style-type: none"> I continue to provide updates to members on the monthly NEC meetings via the e-news. The Saskatchewan branch attended the November 2020 meeting; the Manitoba twig attended the February 2021 meeting; the Barrie twig is scheduled to attend the March 2021 meeting
Membership: Increased and Engaged	Increased membership	<ul style="list-style-type: none"> Continue working with the student relations committee to reach more possible student affiliate members 	<ul style="list-style-type: none"> I continue to provide support to the student relations committee when required.

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

- Work on agenda and other items for the AGM
- Continue to provide updates to members about NEC meetings via the monthly e-news
- Continue my work as conference chair
- 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, continued to support the 2021 conference committee, including opening registration and working on the virtual platform backend.
 - Provided support to the president as needed.
 - Provided support to the awards coordinator as needed.
 - Recruited volunteers and a leader for the website taskforce and got them started on the project.
 - Began work on the 2020 annual report.

Awards Coordinator:

- The Fairley judges have started work assessing the candidates' packages. Their Zoom meeting to decide on a winner is scheduled for late April.
 - There were no nominations for the Virag award. The judges were notified and will be kept in mind for future judging mandates.
 - The judges for the Upton scholarship have been recruited and will receive access to the files once the application deadline has passed (early April).
- 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)**
 - Continue to support the conference committee, including sponsorship and platform support.
 - Continue to provide any support to awards coordinator and president as needed.
 - Continue to work with the website taskforce as this project gets underway.
 - Finish the annual report.
 - 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**
 - Helped the equity, diversity and inclusion task force with various communications work, including their survey and their webpage.
 - Wrote the options memo for creating an equity fellowship program.
 - Wrote 35 motions to update all our policies and procedures after the governance review. (20 for a member vote at the AGM and 15 for the NEC: consolidated into blanket motions to make the votes go more smoothly)
 - Revised the partnership agreement with ACES, who wanted to remove their free-to-member webinars from our agreement with them (Chartered Institute of Editing and Proofreading).
 - Was asked to chair the International Plain Language Federation committee on standard localization and implementation (for the ISO plain language standard).

3. **State priorities for the next quarter (your priorities as director, not your committees' or region's priorities)**
 - Participate in meetings on reviewing comments on the Canadian General Standards Board translation standard.
 - Start getting copyright forms signed again.
 - Support the equity, diversity and inclusion task force and adviser, including launching the fellowship.
 - Work with my nominations committee on finding directors and committee chairs.

4. **Your own requests or questions for the national executive council (not your committees' requests, which are in their reports)**
 - none

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
 - Advising Toronto Branch on bookkeeping issues
 - Announcing new financial policy and procedures in E-News

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"> Help Editors Toronto develop seminars for non-editors Offer to be a speed mentor at the virtual conference 	<ul style="list-style-type: none"> Hoping to move forward with detailed planning for online course for non-editors in late March/April
Bilingual and Diverse / Bilinguisme et diversité	Offer all services in both languages.	<ul style="list-style-type: none"> Ensure that new financial policy and procedure are clear and consistent in both languages. 	<ul style="list-style-type: none"> Reviewed translations and worked with Nancy Foran to tweak the French.
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"> Creating client relations webinar for freelance editors Support Toronto branch's desire to move to centralized bookkeeping as soon as practical. 	<ul style="list-style-type: none"> Presenting webinar in May

Communications and Marketing / Communication et marketing	<ul style="list-style-type: none"> • Members feel consulted on issues important to them. • Members are well-informed about the association. 	<ul style="list-style-type: none"> • Available to answer questions about new financial policy and procedures. • Will provide assistance with audit as needed 	<ul style="list-style-type: none"> • Expect questions to come in once announcement is made • Audit to begin in April
Membership: Increased and Engaged / Membres plus nombreux et plus actifs	Engaged members.	<ul style="list-style-type: none"> • Participate in Toronto branch meetings when possible • Engage on social media 	<ul style="list-style-type: none"> • Ongoing participation as time allows.

- 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 ED, bookkeepers and auditors throughout audit
 - Review 2020 full-year results and discuss implications with ED, present to NEC any changes needed to 2021 plans
 - Review Q1 2021 activity and flag any areas where we seem to be overspending or underperforming
- 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

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**
 - Assumed office from predecessor
3. **State priorities for the next quarter / Priorités pour le prochain trimestre**
 - Work with conference committee and members to prepare for the AGM
 - Review leftover documentation from predecessor for any further actions that need to be taken
4. **Your own requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national**
 - None at this time

Director of 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)
 - Membership Survey (Susan Chambers)
2. **Note successes, accomplishments and challenges from the past quarter**
 - I have supported the new Marcom committee chair get volunteers in place and connected with projects on various committees, moving to a bi/monthly meeting
 - I have completed the copyright policy and procedure documents, reviewed with experts and arranged for French translation
 - I have continued to connect volunteers as liaisons with various committees and invited NEC to connect with me about Marcom needs on their committees
 - The Marcom committee continues to work on its social media guide already in progress, the Adwords campaign, a new LinkedIn campaign (with Career Builders) and a renewed Hire an Editor campaign for March
 - 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
3. **State priorities for the next quarter (your priorities as director, not your committees' or region's priorities)**
 - Launch, promote and monitor the March "Hire an Editor" campaign
 - Help finish social media guide, launch LinkedIn revamp
 - Develop a subsequent Editor promotion campaign
 - Support other committee projects including
 - Social media campaigns to reach out and promote editors in various groups: students, self-publishers
 - Career Builder, Publications, Conference committee promotion
 - 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

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

1. Standards committee
2. Certification steering committee (CSC)

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

- new co-chair announced
- multicommittee meeting with CSC and publications took place in February
- work began to review the current Professional Editorial Standards

CSC

- Marking and auditing of the 2020 certification exam took place
- Rethink initiative concluded in February 2021; back to offering two exams per year in 2021
- Work on Foundational Skills testing will be piloted by editing students

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

Standards committee

- continuing to liaise between publications and CSC as we work through the standards and follow through on standards labelling and versioning system
- implement a decision log
- explore tools and practices that can help the committee with their work

CSC

- explore the Australian IPED model of having volunteers invigilate candidates on Zoom and explore other options
- connect with Training and Development to see if we can present certification prep exams in the fall leading up to November (structural editing and proofreading specifically)

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

Publications Director, Anne Brennan

1. Groups and individuals who report through me

- Publications Committee, chaired by Paula Chiarcos
 - ELAP Subcommittee, no chair
 - Handbook Subcommittee, chaired by Paula Chiarcos

2. Successes and challenges during the past quarter

Successes

- The Handbook Subcommittee has made good progress in developing a handbook about editing for diversity and inclusion. They meet regularly and appear productive.
- I have *Edit Like a Pro: Proofreading* nearly ready for sale. Am awaiting an ISBN. Library and Archives Canada won't issue a CIP number without an ISBN. Am also figuring out how to get a DOI.

Challenges

- The one loose end in *Edit Like a Pro: Proofreading* is the permissions to use external content for some of the exercises. I'm still trying to track them down.
- Despite assuring me that she would sort out the files for *Edit Like a Pro: Structural Editing* and figure out what we need to do next, the ELAP volunteer has not begun the task. I will therefore do this myself.

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

- None.

4. Priorities for the next quarter

- Publish and market *Edit Like a Pro: Proofreading*.
- Market *From Contact to Contract: How Editors Get Clients*.
- Continue to develop the handbook on editing for diversity and inclusion.

5. Requests and questions for the National Executive Council

Requests

- None.

Questions

- None.

Director of Training and Development, Greg Ioannou

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 members-only Facebook group has surpassed 500 members! :^)
 - The report to the NEC regarding the Vine/la Vigne has been delayed, but it will be completed this quarter. The task force will soon be disbanded.
 - The insurance task force had a phone meeting with Livelii, a new company that is developing products specifically for the self-employed, working primarily with Great West Life. They will put together a proposal for us over the next few months.
 - The mediator has had no requests.
 - Member services has almost completed updating the welcome letter, breaking it into a series of emails to avoid the information dump of one large email. The committee is working on a welcome back letter for former members who have re-joined.
 - The translation group is handling a significant volume of requests but the work is moving along smoothly.
 - The volunteer spreadsheet (VolunteerConnect, the replacement for the volunteer directory) is almost complete and will soon go live.

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

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

Strategic Priority	Outcome (in the strategic plan)	Actions (from the list in the plan or others that you have determined will meet the intended outcomes)	Update (what you have done to advance those actions)
Represent Canada's Editors	<ul style="list-style-type: none"> • Work on a gradual shift in culture to be a truly bilingual association. • Broaden reach geographically, with more local groups and 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"> • I am forwarding potential francophone volunteers to Sylvie Collin, the francophone adviser. • La Vigne, a francophone version of the Vine, is growing and working to improving its offerings for francophone members.
Bilingual and Diverse	<ul style="list-style-type: none"> • Have a better balance of services for francophone members. 	<ul style="list-style-type: none"> • Recruit francophone volunteers to make this happen. 	<ul style="list-style-type: none"> • I am forwarding potential francophone volunteers to Sylvie Collin for follow-up. • The new volunteer database has bilingual features.
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"> • I am following up with potential volunteers as I receive email notification of interest. • I am helping the nominations committee in its search to fill vacant director and committee chair positions.

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

- Work with the improving access to member services task force as they prepare their report for the NEC.
 - Launch VolunteerConnect, the Google doc of volunteer opportunities.
 - Coordinate obtaining contact information for the copyright assignment forms.
 - Help with the nominations committee, especially to find a new director of volunteer relations.
- 4. Your own requests or questions for the national executive council (not your committees' requests, which are in their reports.**
- Nothing at this time.

Appendix F—Committee and Task Force Reports

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Certification Steering Committee: Vicky Bell, Jess Shulman (outgoing co-chair), Jaime Miller (incoming co-chair)

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 November 2020, we successfully administered the Stylistic Editing exam to 11 candidates, all of whom took the exam remotely. This was the first year we offered the exam on a “remote only” basis, given the pandemic (we did not use exam centres; we asked candidates to find their own exam writing location and invigilator). The “remote option” proceeded successfully, but there were complaints from some candidates; see section 2.
 - Marking has been completed: 2 candidates passed. We’re now waiting for the auditor to verify the results, and then can issue pass/fail letters to candidates.
- **“Rethinking” the professional certification program**
 - The “rethink” program (2019-2020) mostly wrapped up with our February 2021 meeting, but we’ll continue to work on several of the projects and developments that came out of the process. We’re now back into our regular exam administration cycle, offering 2 exams per year. We’ve established a rotating schedule for reusing past exams, using them as a starting point and “cloning” them (one time per exam) to make better use of the effort involved in creating/testing each one.
- **Communications and marketing**
 - We’ve continued to liaise with Michelle Ou to include relevant news in the monthly, association-wide e-news update.

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

- **Administering 2021 exams**
 - We will offer the Proofreading and Structural Editing exams in 2021. The Structural Editing exam-setting team of volunteers sat down to create the 2021 exam in late February, and the Proofreading exam-setting team will meet later in March.
 - Online proctoring for certification exams: Candidate feedback after the Stylistic Editing exam indicates that our 2020 “remote option only” (whereby candidates had to find their own invigilator and exam venue) was not popular. Over the next quarter, we’re increasing our efforts to find a way to offer the exam fully online in 2021, perhaps using remote proctoring volunteers over Zoom (IPED in Australia used this option in 2020).
 - Moving the Proofreading exam to PDF format: In past years, this exam has been written on paper, which is not an ideal option currently! We’ve created a task force to look into best practices for proofreading using PDF and tools for markup, and plan to survey working proofreaders.
- **Foundational Skills test**
 - This is progressing well: we have a bank of questions ready and our Foundations task force is about to pilot the test with a group of Centennial College editing students. At present, we anticipate being able to launch in spring or summer of 2021.
- **Addenda to the *Exam Preparation Guides***
 - Last year, we created an addendum for the *Stylistic Exam Preparation Guide* to help candidates understand the changes to Part A of the exams (now multiple-choice and

matching questions only) and provide additional example questions. Next quarter, we need to issue similar addenda for the Structural and Proofreading exam guides.

- **Credential maintenance program**
 - One of our committee members will continue to work with the office to get credential maintenance back on track for 2021.
- **Communications and marketing**
 - Develop a communications plan for Foundations
 - Put out the national release about our newly certified editors
 - We'd like to survey working proofreaders about best practices for proofreading on PDF

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

- Please confirm that the NEC would be on board with us offering the proofreading exam on-screen, likely in PDF format. As we move away (out of necessity!) from administering the exam on paper at a physical exam site, PDF would allow us to lay out a passage and ask candidates to mark it up, using either Adobe tools or stamps—to be discussed. (We could probably create a fillable PDF for the multiple-choice and matching questions in Part A. ... Also to be discussed!)
- We're having a lot of difficulty finding companies that can adapt our exams for online testing, or that will offer remote proctoring for such a small group (at this stage, we're too "small potatoes"!). As mentioned in section 2, we're therefore considering following the Australian IPED model, which involves having volunteers invigilate candidates one on one over Zoom (instead of in a physical location). IPED has come up with a detailed and rigorous model that we could follow. Would the NEC be in support of us pursuing that? We can send more details, as needed.
- (Apologies if we've previously asked the NEC about this, but we don't believe we have!) On and off over the last couple of years, and again at our February CSC meeting, we've discussed the idea of offering a 10% discount, for one future exam, to all candidates who fail a certification exam. We would put the offer in the results letter that goes out to the candidate. Would the NEC be in support of that? The committee (along with Natasha) feel it would show goodwill, act as an encouragement, and possibly help with uptake of future exams (and therefore more revenue). To expand on the last point: we don't mean it as an inappropriate "up-selling" tactic—we're just cognizant of the fact that the exam is expensive, so few people pass, and we're supposed to be helping people become certified (rather than blocking or punishing them), and it can be very dispiriting to fail.

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?

Natasha?

Conference 2021, Heather Buzila

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

- Conference website is up and running; speakers have been added and registration is open.
- Session schedule has been created; keynote speakers have been confirmed.
- We are working with Redstone on sponsorship.
- We are almost ready to submit a grant proposal to Heritage Canada to cover simultaneous interpretation of some sessions into French.
- Partner organizations have been emailed, and they are promoting the conference to their networks.
- Social media posts are being made at least twice a week.

2. Priorities for the next quarter

- Finalize sponsorship and begin contacting people.
- Continue working with Redstone on various tasks, including gamification.
- Continue promotion on social media and with standalone emails.
- Work on online vendor fair/swag bag.

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 are on track with the budget we submitted.

Member Services, Alana Chalmers

5. 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"> Encourage members to provide content. 	<ul style="list-style-type: none"> Support the in-house series in Editors Weekly by contributing articles and recruiting authors.
Bilingual and Diverse / Bilinguisme et diversité	Have a better balance of services for francophone members.	<ul style="list-style-type: none"> Provide references in French. 	<ul style="list-style-type: none"> Work with translation group to adapt the Fee Comparison Guide for a bilingual audience. Work with translation group to adapt the references section in the Welcome Kit for a bilingual audience.
Innovative and Agile / Innovation et agilité	Innovative.	<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"> Look for alternate ways to recruit members to talk about their services.
Communications and Marketing / Communication et marketing	Members have effective communicatio n channels among themselves.	<ul style="list-style-type: none"> Use social media better 	<ul style="list-style-type: none"> Drafting a series of chat starter questions to post in the in-house group on Facebook.
Membership: Increased and Engaged / Membres plus nombreux et plus actifs	Contribute to a publication.	<ul style="list-style-type: none"> Create a welcome package with more on member benefits, including volunteering. 	<ul style="list-style-type: none"> Proposing revisions to the new and renewing members emails to make the volume of information more manageable and to welcome back lapsed

- 6. Priorities for the next quarter / Priorités pour le prochain trimestre**
 - Increase member engagement with in-house Facebook group by regularly posting chat starters.
 - Revise welcome emails
 - Publish French version of fee comparison chart.
- 7. Requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national**
 - Will there be a member survey coming out soon? Could we add questions about member services?
- 8. 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

Mentorship Program Committee, Risha Gotlieb

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"> Provide mentoring (part of professional development) 	<ul style="list-style-type: none"> We've expanded the scope of the mentorship program, offering two levels of mentorship, and it has drawn new mentees. Several new mentorships have started in this last quarter.
Bilingual and Diverse / Bilinguisme et diversité	Offer all services in both languages. Broaden reach geographically.	<ul style="list-style-type: none"> Ensure francophone representation on the committee and among mentors. Offer mentorship at a distance (Online or by telephone). 	<ul style="list-style-type: none"> We received another Francophone mentor application, which now brings the total of francophone mentors in Quebec to four.
Innovative and Agile / Innovation et agilité	Don't keep revisiting old stuff.	<ul style="list-style-type: none"> Mentorship program is still growing. Take advantage of projects that come up quickly. 	<ul style="list-style-type: none"> Since the webinar designed for mentors, with Tamra Ross as moderator, it continues to be in limbo, we may question whether there is in fact a need for it.
Communications and Marketing / Communication et marketing	Members have effective communication channels among themselves. /	<ul style="list-style-type: none"> Continue to market the mentorship program both through e-newsletters and The Editors' Weekly blog. 	<ul style="list-style-type: none"> The program is currently marketed mostly through e-newsletters. Last year a few articles were published in the Weekly blog.
Membership: Increased and Engaged	Engaged members (particularly novice editors)	<ul style="list-style-type: none"> The program should attract members and increase membership value for novice editors and more experienced editors who 	<ul style="list-style-type: none"> Many of the mentees are novices and many of the mentors are senior, so we are definitely helping to reach these members.

	and senior editors).	want to mentor or branch out into other areas of editing.	
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1. Priorities for the next quarter :

- It would be nice to get a new member to serve on the mentorship committee to replace Anita Jenkins, who retired.
- We need to get going on delivering mentor training via webinars.
- We need to find more ways to market the program, including at the annual EC conference.
- Send out a survey to members in order to get feedback on the program and also find out what their specific mentorship needs are.

2. Requests or questions for the national executive council

- Please suggest members for the committee and as mentors.

3. 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.

Student Relations Committee, Annette Gingrich

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"> Maintain the renewed engagement on our Facebook page by continuing to provide stimulating information, encourage discussion, and award periodic prizes for engaged participation 	<ul style="list-style-type: none"> Continued with engaging Facebook discussions and contests
Bilingual and Diverse / Bilinguisme et diversité	Offer all services in both languages.	<ul style="list-style-type: none"> Support the completion and posting of a French language version of the student affiliate benefits video on the Editors Canada site and on YouTube 	<ul style="list-style-type: none"> Completed
Innovative and Agile / Innovation et agilité	Try new things; don't be afraid to fail.	<ul style="list-style-type: none"> Continue to invent creative ways to engage people and encourage participation in Editors Canada opportunities 	<ul style="list-style-type: none"> Held two informal online socials for our Facebook group members, with plans for a third in March
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"> Maintain the renewed engagement on our Facebook page by continuing to provide stimulating information, encourage discussion, and award periodic 	<ul style="list-style-type: none"> Continued with engaging Facebook discussions, contests, and socials

		prizes for engaged participation <ul style="list-style-type: none"> • Connect with the Marketing Communications Committee 	<ul style="list-style-type: none"> • Met with a member of the Marketing Communications Committee to inform them about our work, and to discuss ideas to increase visibility
Membership: Increased and Engaged / Membres plus nombreux et plus actifs	Increase our membership to 2,000 (members and affiliates).	<ul style="list-style-type: none"> • Allow this to happen organically through the activities of Editors Canada 	<ul style="list-style-type: none"> • (Student affiliates continue to increase, from 216 in August 2020 to 293 to date.)

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 not spent any money yet; everything is on track.

Volunteer Management Committee, Monica Laane-Fralick

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"> Continue to advertise open volunteer positions and the benefits of volunteering on social media platforms and in the e-news update. 	Currently looking for volunteer to replace the first one, to write up and post the benefits of volunteering and direct members to our volunteer resources on the website.
Bilingual and Diverse / Bilinguisme et diversité	Have a better balance of services for francophone members. Broaden appeal to all types of editors.	<ul style="list-style-type: none"> Involve francophone members and student members from across the country; expand student outreach to specifically include francophone students. Set up directory for special-interest groups in the new volunteer "directory" that is planned. 	<ul style="list-style-type: none"> Will work more closely with Editors Québec to post open volunteer positions, as well as post the benefits as outlined above on their social media outlets. Volunteer "directory", called VolunteerConnect is in the works, a section for special interest groups can be added.
Innovative and Agile / Innovation et agilité	Try new things; do not be afraid to fail and get things done by starting with the goals most easily achieved. Use the right tool for the right job to accomplish this.	<ul style="list-style-type: none"> Seek ways to connect volunteers with open positions. Take advantage of projects that come up and connect volunteers quickly. 	<p>VolunteerConnect is a new directory where:</p> <ul style="list-style-type: none"> members can post open positions; members can look for open positions; and members can list their skills and interests. <p>This document will help positions get filled much more quickly and give volunteers a good sense of what is involved in each position or task.</p>
Communications and Marketing / Communication et marketing	Members are well-informed about the association.	<ul style="list-style-type: none"> Improve the website by having the volunteer list available and have open communication between 	<ul style="list-style-type: none"> Currently working on getting our VolunteerConnect

	<p>Our targeted communication activities reach members.</p> <p>Members have effective communication channels among themselves.</p>	<p>volunteer management and all members.</p> <ul style="list-style-type: none"> Better support to branches and twigs to inform of volunteer opportunities and benefits of volunteering. Social media presence maintained with volunteer needs, posts, recognition. 	<p>document accessible to all members.</p> <ul style="list-style-type: none"> All branches and twigs will be able to utilize this document. Continue to maintain social media presence.
<p>Membership: Increased and Engaged / Membres plus nombreux et plus actifs</p>	<ul style="list-style-type: none"> Increase retention. Volunteer (with upward progression or not). Talk about Editors Canada to others. Interact on social media. Reach out to the non-engaged; ask for help/contributions. 	<ul style="list-style-type: none"> Continue with the Featured Volunteer program. Let others know about Editors Canada and the benefits of volunteering. Improve the volunteer experience by ensuring that volunteers are matched with projects quickly and effectively and are given all the tools needed to succeed. Request contribution from non-engaged volunteers for projects that interest them and ask them for ideas for new projects to help the organization move forward. 	<ul style="list-style-type: none"> Featured Volunteer recognition program continues. Have looked at other editing organizations to determine if we are lacking in our volunteer structure (we are not, in many cases, we are better). Volunteer experience will be improved by the implementation of VolunteerConnect. Updated versions of the Volunteer Handbook and the Committee Book were completed and are available on the website.

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

- Have the VolunteerConnect easily accessible to all members.
- Recruit another volunteer to write posts for social media and e-news on the benefits of volunteering, while directing them to the Volunteer Resources on our website.

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

- None

11. 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?

I have not had a budget in the past.

Francophone Adviser, Sylvie Collin / Conseillère francophone, Sylvie Collin

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. / Être la référence en révision : agrément, normes, formation.	<ul style="list-style-type: none"> 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 réapproprier le programme d'agrément en français. 	<ul style="list-style-type: none"> The discussion with national directors took place. The former members of the Agrément Committee have been contacted to find out their position about it. On February 17, 2021, they definitively declined our offer to rejoin the ranks of EC. / La discussion avec les directeurs nationaux a eu lieu. Les ex-membres du comité d'agrément ont été contactés pour connaître leur ouverture à cette idée. Le 17 février 2021, ils ont définitivement décliné notre offre de réintégrer les rangs de RC.
Bilingual and Diverse / Bilinguisme et diversité	Offer all services in both languages. / Offrir tous les services dans les deux	<ul style="list-style-type: none"> Collaborate in the adaptation of documents to the reality of Francophones. / Collaborer à l'adaptation de documents à la réalité des francophones. 	<ul style="list-style-type: none"> Finalization of the adaptation of the "Becoming a student affiliate of Editors Canada" video content to the francophone context and lingo. /

	langues officielles.		<p>Finalisation de l'adaptation du contenu de la vidéo « Devenir étudiante ou étudiant affilié à Réviseurs Canada ».</p> <ul style="list-style-type: none"> • Collaboration with the Volunteer Management, the Members Services and the Nominating committees to edit and adapt various forms and documents in French. / Collaboration avec le comité de gestion des bénévoles, le comité des candidatures et le comité des services aux membres pour la révision et l'adaptation de divers formulaires et documents en français.
	Have a better balance of services for francophone members. / Parvenir à équilibrer les services offerts aux membres francophones .	<ul style="list-style-type: none"> • Organize the second editors' conference in French for fall 2021. / Organiser le deuxième congrès des réviseurs en français pour l'automne 2021. 	<ul style="list-style-type: none"> • Three volunteers have been recruited to form the conference organizing committee. / Trois bénévoles ont été recrutées pour former le comité organisateur du congrès. • Action plan in progress. / Plan d'action en cours.
	Work on a gradual shift in culture to be a truly bilingual association. / Changer progressivement les mentalités	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Since the last report, seven people have been contacted, six have been met virtually. / Depuis le dernier rapport, sept personnes ont été contactées; six ont été rencontrées virtuellement.

	pour devenir une association vraiment bilingue.	leur formulaire d'adhésion Findjoo. <ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Nothing yet. / Rien pour le moment.
Membership: Increased and Engaged / Membres plus nombreux et plus actifs	Engaged members. / Les membres participent activement à la vie associative.	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Since the last report, one volunteer was referred to The Editors' Weekly and the Communications and Marketing Committee; a second one has joined the French conference organizing committee; two have chosen to get involved at the branch level; and two others have no longer time for volunteering. / Depuis le dernier rapport, une bénévole a été orientée vers L'Hebdomadaire des réviseurs et le comité des communications et du marketing; une deuxième a rejoint le comité d'organisation de la conférence en français; deux ont choisi de s'impliquer au niveau de la section; et deux n'ont plus de temps à consacrer au bénévolat.

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

- Finalize the Conférence des langagiers 2021 program, launch the communication plan and open registration by June 2021. / Finaliser le programme de la Conférence des langagiers 2021, lancer le plan de communication et ouvrir les inscriptions d'ici juin 2021.
- Follow up on our partnership renewal offer with the Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ). / Assurer le suivi de notre offre de renouvellement de partenariat avec l'Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ).
- Submit 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.
- Find more French-speaking volunteers for the national committees. / Trouver plus 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

- I still have no way of knowing if there are Francophones on the national committees and who they are. Without this information, it is impossible to assess their challenges and support needs. It also makes it difficult to focus recruitment efforts towards committees where Francophones are not yet represented. / Je n'ai toujours aucun moyen de savoir s'il y a des francophones présents dans les comités nationaux et qui ils sont. Sans cette information, il est impossible d'évaluer leurs défis et leurs besoins de soutien. Il est aussi difficile d'orienter le recrutement vers les comités où les francophones ne sont pas encore représentés.

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 organizing committee has submitted the budget for the conference in French to the management. Awaiting approval. We have retained the services of a graphic designer at an estimated cost of \$650 plus taxes. / Le comité d'organisation a soumis le budget de la conférence en français à la direction. En attente de son approbation. Nous avons retenu les services d'une graphiste au coût estimé de 650 \$ plus taxes.

Improving Access to Members Task Force, Valérie Pominville

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.**
 - A satisfaction survey has been conducted among members (both attendees and non-attendees) of the virtual group The Vine (November 2020) and La vigne (January 2021) which led to interesting findings.
 - The members of The Vine are still meeting the first Thursday and Saturday of the month (unless there's a holiday involved) whereas La vigne meets alternatively the third Wednesday or Friday of the month to answer the members' needs.
 - The sessions are now of a 90-minute duration for both groups to enable a theoretical oral presentation on an editing-related topic (e.i.: style guides, plain language, etc.) and networking time.
 - The discussed topics have been chosen upon members' recommendations and are meant to be suitable for both in-house and freelance editors. As requested by members, there will be more similarities between the topics covered by both virtual groups.
 - The virtual meetings will remain a live-streaming event to avoid private life respect/confidentiality issues.
2. **Priorities for the next quarter / Priorités pour le prochain trimestre**
 - Putting into place some recommendations (as cited above) to improve both the attendance rate of members as well as gaining new ones.
 - Submitting a report to the NEC.
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?**
 - All activities being held are free, so our virtual groups don't need a budget.

Standards Committee, Berna Ozunal

1. **Status update on actions from your committee plan for the year / Mise à jour des activités planifiées par votre comité pour l'année**
 - **Meet with publications and certification steering committee (CSC) representatives to determine their needs in relation to Professional Editorial Standards (PES)**
 - A Zoom meeting was held on Saturday, Feb. 13
 - CSC and publications representatives noted that they are happy with the current standards
 - Agreed that PES as well as CSC examinations and publications are moving to an all-digital format so the standards committee's mandate to continually monitor the standards and update them as necessary could work in that context
 - From the minutes of that meeting: *"Therefore, the Publications Committee and the Certification Steering Committee would need to be aware which standard (for example, B.1) was being modified, with a clear system to track the changes. The representatives will amend the decision logs for both committees to require careful tracking of the Standards in their materials."*
 - **Determine committee's priorities and direction**
 - Betsy has volunteered to co-chair the committee with Berna
 - The 7-member committee unanimously agreed that the first order of business is carefully doing a line-by-line review of the current PES and making proposed revisions and recommendations
 - **Re-examine and propose revisions PES 2016 as necessary**
 - This work is now underway and expected to take 6-8 months
 - So far there have been some very fruitful conversations and great recommendations that we hope will improve the PES
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
 - Start a decision log for this committee
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?**
 - not applicable

Career Builder Committee, Lynne Melcombe, Sue Archer

Members: Glenna Jenkins, Becky Heaman, Cathy McPhalen, Erika Pappas, Jodie McGuffin, Meaghan Steeves, Rosemary Mantini

- Two members, Robert Rodbourne and Marion Soublière, have left the committee. Tried using ClickUp to track projects but it didn't work well for our purposes. In the New Year, we shifted from weekly to bi-weekly meetings. On alternating weeks, sub-groups sometimes use the Zoom time slot for their meetings.

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	Outcome	Actions	Update
Represent Canada's Editors / Représenter les réviseurs du Canada	Become the hub : the source of editors and the definitive representative of Canada's editors.	<ul style="list-style-type: none"> • ODE : Develop blog post and updated webinar : this remained on hold pending a poll of members on ODE. • Establish an ODE focus group and perform a gap analysis on usability and value. Identify any short-term improvements that can be made within the existing tool. • Develop blog post on Peerwith. Stay in touch with Peerwith re tapping into expertise in future. Explore funding sources for website update of which ODE would be a part. 	<ul style="list-style-type: none"> • Poll question is being developed to go out in newsletter by June. • Created ODE sub-group. Developed draft plan of short-term improvements. Will present to CB committee March 22 for discussion and approval. • Published blog post on Peerwith. Peerwith rep will present at 2021 conference. Established contact with website committee re ODE portion of website update.
Represent Canada's Editors / Représenter les réviseurs du Canada	Become the hub : the source of editors and the definitive representative of Canada's editors.	<ul style="list-style-type: none"> • Find Work website area: Presented proposal to NEC and received permission to control Find Work/Career Builder website area. Progress on implementing changes to FW/CB on hold pending decisions re logistics of back-end access. • Establish contact with website committee. 	<ul style="list-style-type: none"> • Working with office on logistics of back-end access to FW/CB page. • Working with website committee to ensure committees are working together, not at crossed purposes.
Represent Canada's Editors / Représenter les réviseurs du Canada	Become the hub : the source of editors and the definitive representative	<ul style="list-style-type: none"> • National Job Board : Raise the profile of the board by recruiting members to examine and post opportunities for other members. 	<ul style="list-style-type: none"> • Tabled to future quarter but follow up on speaking with website liaison ASAP.

	of Canada's editors.	<ul style="list-style-type: none"> • Speak to website committee liaison about ensuring Job Board is more prominently placed on new website. 	
Bilingual and Diverse / Bilinguisme et diversité	Diverse - Broaden appeal to all types of editors.	<ul style="list-style-type: none"> • Career Paths : Address the needs of all member types (student, in-house, freelancer, expert, part-timer, generalist, industry specialist) in all of our initiatives. In particular for this year, develop additional content as needed for government, academia, and self-publishing, in coordination with other committees. 	<ul style="list-style-type: none"> • Completed poll re different member types and published highlights. • Reviewed existing materials on needs of in-house editors. Discussed how to meet needs best. Preparing member poll on needs of in-house editors. • Submitted 4 ideas to conference committee of which 3 were chosen: working with self-publishing authors, Peerwith presentation re: working with academics, and presentation of Career Builder work.
Bilingual and Diverse / Bilinguisme et diversité	Diverse - Broaden appeal to all types of editors.	<ul style="list-style-type: none"> • Francophone members: Advertise opportunities for Francophone member participation on the French members list. 	<ul style="list-style-type: none"> • Tabled to future quarter.
Innovative and Agile / Innovation et agilité	Innovative – Try new things; don't be afraid to fail.	<ul style="list-style-type: none"> • Enhanced Platforms: Develop a long-term plan for improvements that would require investment, such as the establishment of a database and the use of appropriate technology that stores and analyzes data. 	<ul style="list-style-type: none"> • Liaising with website committee. • Drafted ODE plan for committee discussion March 22. • Drafted detailed, step-by-step plan for improving EC LinkedIn presence.
Innovative and Agile / Innovation et agilité	Agile – Get things done.	<ul style="list-style-type: none"> • Website updates : Received permission to work directly on Finding Work/Career Builder page of website. 	<ul style="list-style-type: none"> • Working out back-end logistics with office. • Liaising with website committee. • Working on short-term ODE fixes.
Innovative and Agile / Innovation et agilité	Agile – Get things done.	<ul style="list-style-type: none"> • Collaboration : Set everyone up to update their own ClickUp pages. • Consult with marcom committee on areas of overlap. 	<ul style="list-style-type: none"> • No one used it. More complicated than we need. Tabled this for a while. May switch to Trello, which is simpler. • Consulted with marcom re LinkedIn.

			<ul style="list-style-type: none"> • Provided volunteer committee with completed survey.
Communications and Marketing / Communications et marketing	Internal : Members feel consulted on issues important to them.	<ul style="list-style-type: none"> • Member survey : Publish results of fall newsletter polls. • Develop topics for poll questions going forward. • Develop survey for members to complete when they join/renew. 	<ul style="list-style-type: none"> • Published results of fall polls in December newsletter. • Developing poll re what EC can do better for in-house members. • Moved poll to EC Survey Monkey account. • Drafted questions for demographic survey when people join and renew.
Communications and Marketing / Communications et marketing	Internal : Members are well informed about the association.	<ul style="list-style-type: none"> • Career Resources : Connect with other committees on their plans to roll out resources. • Submit ideas to conference committee for presentations/panels representing the work of our committee in helping members find work. 	<ul style="list-style-type: none"> • Liaised with website committee, marcom committee, equity and diversity committee. • Submitted 4 ideas to conference committee of which 3 were chosen: working with self-publishing authors, Peerwith presentation re: working with academics, and presentation of Career Builder work.
Communications and Marketing / Communications et marketing	Internal : Members have effective communication channels between themselves.	<ul style="list-style-type: none"> • Collaboration: Set everyone up to update their own ClickUp pages. 	<ul style="list-style-type: none"> • No one used it. More complicated than we need. Tabled this for a while. May switch to Trello, which is simpler.
Communications and Marketing / Communications et marketing	External : The website is inviting, and it accurately reflects the association.	<ul style="list-style-type: none"> • Website Structure : Assess the website main page structure to identify opportunities to focus more on work and career resources. • Website Content : Assess the public website for opportunities to highlight snippets of member career resources and showcase them as a reason to purchase membership. 	<ul style="list-style-type: none"> • Tabled to future quarter.
Communications and Marketing / Communications et marketing	External : Our targeted communication activities reach	<ul style="list-style-type: none"> • Linked In : Revitalize Editors Canada's presence on Linked In by creating new content and sharing existing content 	<ul style="list-style-type: none"> • Developed a step-by-step plan for improving EC's LinkedIn presence and educating members

	potential members, clients and employers.	<p>aimed at building our brand with employers.</p> <ul style="list-style-type: none"> • Coordinate this with the national office and the communications and marketing committee. 	<p>on how they can do the same while looping in with EC page.</p> <ul style="list-style-type: none"> • Plan is designed so it can be assessed each quarter. • Submitted to marcom for comment on how best to implement.
Communications and Marketing / Communications et marketing	External : Our targeted communication activities reach potential members, clients and employers.	<ul style="list-style-type: none"> • Education outreach: Collaborate with the Student Relations Committee on their outreach plan to educational institutions. • Submit ideas to conference committee for presentations/panels representing the work of our committee in helping members find work. 	<ul style="list-style-type: none"> • Tabled to future quarter. • Submitted 4 ideas to conference committee of which 3 were chosen: working with self-publishing authors, Peerwith presentation re: working with academics, and presentation of Career Builder work.
Membership: Increased and Engaged / Membres plus nombreux et plus actifs	Increased membership and membership retention.	<ul style="list-style-type: none"> • Communication Plan: Ongoing communication of our initiatives and their value for our membership through various channels. • Participate in other branch/twig meetings about what CB is doing and what it hopes to do in future. 	<ul style="list-style-type: none"> • Polls in Oct/Nov newsletters with results in Dec. More polls in 2021. Tying polls in with other work, ours or others'. Offering tips to build awareness of EC services with each poll. • Presenting 3 sessions at conference: most pertinent presentation will describe work already done. Other 2 will focus on 2 areas we've focused on this year: working with self-publishing authors, Peerwith presentation re: working with academics. • Liaised with website committee, marcom committee, equity and diversity committee, volunteer committee, and student affiliate committee. • Developed presentation on CB committee and presented it at Vine meetings.
Membership: Increased and	Engaged members, who	<ul style="list-style-type: none"> • External Outreach : Develop a list of members who have 	<ul style="list-style-type: none"> • Tabled to future quarter.

Engaged / Membres plus nombreux et plus actifs	do the following : Talk about Editors Canada to others.	relationships with other institutions by consulting with branches and twigs. <ul style="list-style-type: none"> • Draft letter of introduction to educational and editing-adjacent organizations. • Create a step-by-step plan for outreach to educational and editing-adjacent organizations. • Analyze SEO on existing website re how well it currently attracts target audiences. 	<ul style="list-style-type: none"> • Drafted letter. Decided it was premature. Tabled to future quarter. • Drafted step-by-step plan for outreach plan to educational and editing-adjacent organizations. • Analyzed EC website SEO and presented detailed report. Identified a lot of broken backlinks and discussed how to deal with these on ongoing basis. Identified list of organic keywords to use in future blogs, social media posts.
Membership: Increased and Engaged / Membres plus nombreux et plus actifs	Engaged members, who do the following : Interact on social media.	<ul style="list-style-type: none"> • Networking : Promote list of editing experts (ie., EC members) to follow on social media. • Liaise with other committees to ensure we're working in the same direction and minimize overlap. 	<ul style="list-style-type: none"> • Published list in enews. • Post list on website, keep it up to date, promote periodically through newsletter. • Liaised with website, marcom, equity/diversity, volunteer, and student affiliate committees.
Membership: Increased and Engaged / Membres plus nombreux et plus actifs	Engaged members, who do the following : Help others by being a part of the community.	<ul style="list-style-type: none"> • Community Connection : Advertise ongoing opportunities to work on our initiatives through Branches and Twigs. Encourage the use of member non-editing skills such as user experience, SEO, and industry expertise. • Industry Networking: Assess the opportunity to create virtual Editors Canada industry networking groups on government, academia, and self-publishing. 	<ul style="list-style-type: none"> • Tabled to future quarter.
Membership: Increased and Engaged / Membres plus nombreux et plus actifs	Engaged members, who do the following : Complete the member survey.	<ul style="list-style-type: none"> • Member survey : Ensure survey is relevant and aligned with any other planned surveys to encourage broad participation. 	<ul style="list-style-type: none"> • In progress.

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

- Platforms and Tools: Develop/run poll on ODE use. Develop plan to improve ODE on existing website (in progress) and implement. Develop blog post on ODE use.
- Career Path: Begin implementing new subsite design and functionality (Erika to be webmaster).
- Networking: Begin implementing LinkedIn strategy in coordination with other committees and National Office.
- External Outreach: Begin implementing strategy for external outreach in coordination with other committees and National Office
- Member Survey: Conduct polls on a) in-house editor needs and b) ways to improve ODE now. Continue working on other survey methods (membership renewal survey, formal survey).
- Conference: Present sessions on Career Builder Committee, working with self-publishing authors, working with academic authors through Peerwith.

3. 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

Equity, Diversity and Inclusion Taskforce

Taskforce delivery date: August 31, 2021

/ Fin des travaux du groupe de travail :

- 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.**
 - On January 25, we submitted text for the EDI page on the Editors Canada website, including pictures of all taskforce members. The text has been approved and is currently being translated.
 - On January 26, 2021, the EDI survey was sent to all members.
 - In mid-February, we received the results of the survey and are currently working to analyze the raw data.
 - On February 21, we submitted a letter to the NEC with recommendations for an Equity Fellowship. With this letter, we included results from the EDI survey that illustrate why the organization should create this fellowship. We wrote these recommendations in collaboration with Editors Canada's Equity Adviser, Adebé Derango-Adem. We received some feedback on our recommendations and made some adjustments.

- 2. Priorities for the next quarter / Priorités pour le prochain trimestre**
 - Complete our analysis of the survey results.
 - Make recommendations to the career builder committee for changes to make to the ODE, based on survey results.
 - Provide further recommendations to the NEC based on the survey results.

- 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.

Insurance Task Force

- 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.**
 - The insurance task force is still investigating options for a life and health insurance plan. We are currently working with Livelii to develop a plan and are still looking into the Writers' Coalition plan.
- 2. Priorities for the next quarter / Priorités pour le prochain trimestre**
 - Continuing our work with Livelii to get quotes for the life/disability and health plans
- 3. List your anticipated expenses for the next year, and your anticipated income, if any / Enumérer vos dépenses prévues pour l'année prochaine et vos revenus prévus, le cas échéant**
 - n/a
- 4. Requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national**

None at this time
- 5. 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?**

I don't think that we have or need a budget, getting quotes should be free.

Website Task Force, Magalie Allard/ Groupe de travail du site web, Magalie Allard

Taskforce delivery date: November 2022

/ Fin des travaux du groupe de travail : novembre 2022

- 1. Status update on any activities from your task force's plan for this year, based on your task force brief. / Mise à jour des activités de votre groupe de travail pour cette année en vous référant au mandat de votre groupe de travail.**
 - Phase 1 of the task force is Research and recommendations. / La phase 1 du groupe de travail est Recherche et recommandations.
 - Task force is going to prepare a needs assessment report. / Le groupe de travail produira un rapport d'évaluation des besoins.
 - Task force is also going to research options and prepare a recommendations report based on the results of the needs assessment report. / Le groupe de travail fera aussi des recherches sur les options possibles et produira un rapport de recommandations basé sur le résultat du rapport d'évaluation des besoins.

- 2. Priorities for the next quarter / Priorités pour le prochain trimestre**
 - Interview current Editors Canada website webmasters. / Interviewer les administrateurs actuels du site web de Réviseurs Canada.
 - Inventory current website. / Faire l'inventaire du site web actuel.
 - Prepare needs assessment report. / Produire le rapport d'évaluation des besoins.

- 3. Requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national**
 - None at this point, we just started on Feb 4. / Aucune à ce stade, nous avons commencé seulement le 4 février dernier.

- 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?**
 - No budget has been allocated at this point, and one of the objectives of Phase 1 is to define a budget and present it to the NEC. / Aucun budget n'a été alloué à ce stade, et l'un des objectifs de la Phase 1 est de définir un budget et de le présenter au CAN.

Marketing and Communications Committee

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

- New committee Chair appointed in January 2021
- A number of new volunteers have signed up for the committee, making the committee feel somewhat revived after our membership had dropped at the end of 2020
- The Google AdGrants proposal was accepted by the NEC. We have appointed a committee member to execute the plan, and they have two additional volunteers to help. 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.
- The LinkedIn sub-committee (under the Career Builder committee) drafted a proposal for the NEC, which will be briefed to the NEC on March 21. If approved, execution will start immediately to revamp and optimize the EC LinkedIn page
- A focus of the committee has been appointing committee members as liaisons to other committees to support their efforts, as we see this as being key for consistency of message and helpful for economy of effort. We currently have liaisons with the Conference Committee, Student Relations Committee, Publications Committee, and the website redevelopment task force. We recently welcomed representation for the Editors' Weekly at our monthly meetings for any mutual crossover support we can offer.

2. Priorities for the next quarter

- Run the "Hire an Editor" campaign to promote hiring professional editors, from March 22 to April 2
- Implement the Google AdGrants plan as proposed and monitor the analytics to determine if it's working and how it needs to be adjusted
- Get the LinkedIn strategy approved and start the implementation
- Continue integration with other committees

3. Requests or questions for the national executive council.

- None at this time.

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

- No money spent

Appendix G—Branch Reports

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Editors Québec, Réviseurs Québec

4. 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. / Être le carrefour : l'endroit où trouver des professionnels de la révision et l'éminente représentante des réviseurs du Canada.	<ul style="list-style-type: none"> Organize a networking event to build bridges between potential clients (ACGL*) and members of EC. / Organisation d'un événement de réseautage express permettant de tisser des ponts entre des donneurs d'ouvrages (ACGL*) et les membres de RC. 	<ul style="list-style-type: none"> The event did not take place because of COVID-19. / L'événement n'a pas eu lieu en raison de la COVID-19.
		<ul style="list-style-type: none"> Promote EC to publishers at their booths at the Salon du Livre in Montreal (SLM). / Promotion de RC auprès des éditeurs à leurs stands du Salon du livre de Montréal (SLM). 	<ul style="list-style-type: none"> The event did not take place because of COVID-19. / L'événement n'a pas eu lieu en raison de la COVID-19.
Bilingual and Diverse / Bilinguisme et diversité	Bilingual/Bilinguis me Offer all services in both languages. / Offrir tous les services dans les deux langues officielles.	<ul style="list-style-type: none"> Keep providing all documents and communications in both languages. / Maintien de la production de tous nos documents et de toutes nos communications dans les deux langues. 	<ul style="list-style-type: none"> On an ongoing basis / En continu
		<ul style="list-style-type: none"> In winter and spring 2021, organize one seminar in English and 	<ul style="list-style-type: none"> We have refrained from organizing seminars because

		one in French. / À l'hiver et au printemps 2021, organisation d'un séminaire en français et d'un en anglais.	of the health rules in place. / Nous avons renoncé à organiser des séminaires en raison des mesures sanitaires en vigueur.
	Diverse/Diversité Broaden reach geographically. / Élargir notre portée géographique	<ul style="list-style-type: none"> Organize two virtual networking events. / Organisation de deux activités de réseautage en ligne. 	<ul style="list-style-type: none"> We organized six online networking events. Three more are planned between now and June. / Nous avons organisé six activités de réseautage en ligne. Trois autres sont prévues d'ici le mois de juin.
Communications and Marketing / Communication et marketing	Our targeted communication activities reach potential members, clients and employers. / Les activités de communication ciblées touchent les membres potentiels, les clients et les employeurs.	<ul style="list-style-type: none"> Reach out to our contact people at universities to assess the possibility to hold presentations to students. / Contact de nos personnes-ressources dans les universités pour vérifier la possibilité de tenir des présentations aux étudiants. 	<ul style="list-style-type: none"> This activity could not take place due to the pandemic. / Cette activité n'a pas pu avoir lieu en raison de la pandémie.
		<ul style="list-style-type: none"> Promote branch and national services and events through Facebook, Twitter and LinkedIn. / Promotion des activités de la section lors des séminaires et rencontres de réseautage. 	<ul style="list-style-type: none"> It was not possible due to lack of volunteers to take care of it. / Cela n'a pas été possible en raison de l'absence de volontaires pour s'en occuper. A first meeting was held to establish a plan. Still looking for volunteers to implement it. / Une première réunion a eu lieu pour établir un plan. On cherche encore des

			volontaires pour le mettre en œuvre.
Membership: Increased and Engaged / Membres plus nombreux et plus actifs	Engaged members, who do some of the following: <ul style="list-style-type: none"> • Volunteer (with upward progression or not). Les membres participent activement à la vie associative, notamment lorsqu'ils : <ul style="list-style-type: none"> • sont bénévoles (qu'il y ait ou non une progression) 	<ul style="list-style-type: none"> • Personalized contact with each potential volunteer to direct them to the tasks that best suit them. / Contact personnalisé avec chaque bénévole potentiel pour l'aiguiller vers les tâches qui lui conviennent. 	<ul style="list-style-type: none"> • Since September 2020, 16 people have been contacted. Of this number, 6 have agreed to contribute to the branch's activities for ad hoc tasks. / Depuis septembre 2020, 16 personnes ont été contactées. De ce nombre, 6 ont accepté de contribuer aux activités de la section pour des tâches ponctuelles.

*** Association des conseils en gestion linguistique**

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

- Migrate our files to Google Workplace. / Transférer nos dossiers vers Google Workplace.
- Prepare the next AGM. / Préparer la prochaine AGA.
- Find a new secretary for the branch. / Trouver un nouveau ou une nouvelle secrétaire pour la section.
- Find volunteers to implement our communication plan on social media. / Trouver des volontaires pour mettre en œuvre notre plan de communication sur les réseaux sociaux.

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

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

7. 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?

- From September 1, 2020 to January 31, 2021, we spent \$2,161.90 and generated income of \$2,091.08 for an ending balance of \$7,574.76. / Du 1er septembre 2020 au 31 janvier 2021, nous avons dépensé 2161,90 \$ et généré un revenu de 2091,08 \$ pour un solde de clôture de 7574,76 \$.
- The branch's financial reserves will allow us to cover all of our recurring expenses without any problem. / Les réserves financières de la section nous permettront d'assumer toutes nos dépenses récurrentes sans problème.

Ottawa-Gatineau

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

Continuing to offer monthly programming on Zoom, transition to online seminars.

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

Depending on the commitments we can get from the instructors, the tentative schedule is to offer 3-4 seminars in April-June on likely topics of: Academic Editing, Technical Editing, Effective Procedures, and Plain Language.

Plan June AGM

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

None

- **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 budgeted \$19,083 for 2021 expenses and \$26,400 for 2021 revenues. At March 10, we have incurred only \$154 in expenses, but have no revenues. These low figures are because our seminar program is in hiatus until April, when we expect to start incurring more expenses and bringing in revenues.

Editors Toronto/ Catherine Dorton and Raya P. Morrison (co-chairs)

- **Status update on actions from your committee plan for the year / Mise à jour des activités prévues par votre comité pour l'année.**
 - We are in the copyediting stage for our detailed branch process/procedures document that will assist transition and onboarding for new branch executive members.
 - We have finalized the list of programs till the end of this term and are looking ahead to next term starting in September.
 - We are working on a proprietary online seminar/course that we will be able to deliver to potential customers quarterly.
 - Our *BoldFace* (blog) editor-in-chief has confirmed that she has a solid base of volunteers to work with, and she continues to reach out to potential volunteers.
- **Priorities for the next quarter / Priorités pour le prochain trimestre**
 - Successfully approach and recruit potential new executive members for the branch.
 - Review and revise onboarding and voting documents.
 - Roll out the proves/procedures document to the whole executive group.
 - Test-run the seminar to unearth and smooth out potential pain points.
 - Discuss and plan for potential bookkeeping merger with Editors Canada.
 - Discuss and finalize the plan for transition to in-person events for next term.
 - Move Editors Toronto documents to the Editors Canada Google Workspace
- **Requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national**
 - We still didn't receive the direct deposit for membership fees from July 2020 onward. When will this be corrected?
- **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?**

Our budget shows a deficit right now as we didn't hold a program meeting in January. However, we had a successful program in February and have recuperated the ticketing costs on top of paying for the speaker (see below).

	Actuals Jan 2021	Budget Jan 2021
Ordinary Income/Expense		
Income		
Interest On Investments	0.00	1.00
Membership Dues	0.00	466.67
Programs/Donations	0.00	62.50
Seminar Income	0.00	0.00
Total Income	0.00	530.17
Expense		
Communications		
Domains	0.00	0.00
Facebook boosts	0.00	12.00
Mailchimp	19.25	15.00
WordPress Plan	0.00	0.00
WOTS	0.00	0.00
Total Communications	19.25	27.00
Office Expenses		
Administrative Service	250.00	250.00
Bank Service Charges	42.00	42.00
Branch Fees	0.00	0.00
Office Supplies	68.56	18.75
Postage and Delivery (Postage and Delivery)	0.00	0.00
Total Office Expenses	360.56	310.75
PD-Seminar Expenses		
Instructors Fees - Seminars	0.00	0.00
Seminar development	0.00	0.00
Total PD-Seminar Expenses	0.00	0.00
Program Expense		
Facility Rent - Programs	0.00	0.00
Meeting food & beverages	0.00	0.00
Prizes/Incidentals (Prizes/Incidentals)	0.00	0.00
Speaker/Host	0.00	150.00
Ticketing Fees	0.00	20.00
Total Program Expense	0.00	170.00
Total Expense	379.81	507.75
Net Ordinary Income	(379.81)	22.42
Other Income/Expense		
Other Income		
Other Income (Other Income)	0.00	0.00
Total Other Income	0.00	0.00
Net Other Income	0.00	0.00
Net Income	(379.81)	22.42

Editors BC

- **Status update on actions from your committee plan for the year / Mise à jour des activités prévues par votre comité pour l'année.**
 - Continuing our monthly branch meetings and professional development sessions (approx. 5 per year) online via Zoom. The online format has increased attendance for both meetings and PD.
 - Raise the branch profile through participation in online events – we've now set up free "Blue Pencil" editing sessions through the Vancouver Public Library, something that was done in-person last year and was very popular.
 - Stabilize membership numbers – we're seeing quite a bit of churn, with new members joining but just as many leaving. To encourage students to join as members once they enter the workforce, we'll be holding a networking event for students in May. We're also going to analyse our membership numbers later in the year in light of our move to online programming. We're hearing from members outside the Metro Vancouver area that they are more engaged than ever with the branch because of the Zoom format.
- **Priorities for the next quarter / Priorités pour le prochain trimestre**
 - Finish the review and rewrite of our chapter handbook, incorporating items such as the privacy policy and the need for email opt-out language.
 - Move from Dropbox to Google Workspace - as part of this, we'll be consolidating files and evaluating keeping files from a privacy perspective
 - Continue to build relationships with members and potential members, particularly through online networking sessions held at the end of each branch meeting.
- **Requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national**
 - Would like to know long-term strategy for membership, particularly around "churn" and if National is hearing from other chapters that the move online has helped increase or stabilize membership.
- **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?**

Despite projections in 2020 showing a deficit for the branch, we ended the year with a small surplus (\$522). We have voted on a 2021 budget that shows a surplus of \$1400 thanks to reduced costs associated with branch meetings and professional development.

We are on track with our spending and don't anticipate any deficits this year.

Editors Saskatchewan

- **Status update on actions from your committee plan for the year**
 - We held a members zoom meeting.
 - Two executive members resigned: chair, Diana Pfeifer and membership, **Karin Peterson**
 - Perry Millar has agreed to sit as acting chair until the end of May. Christine Desnoyer agreed to be the membership / secretary.
 - We have contacted two Regina editors who are considering coming on to the executive at our AGM in May.
 - Michelle Boulton presented a one-hour webinar on estimating On February 26. It was well received and well attended (30 people, SK members and other editors across Canada).
 - We published a newsletter at the end of February.
- **Priorities for the next quarter**
 - To hold a virtual meeting of members
 - To hold a virtual AGM
 - To discuss how to promote PD and other activities in the on-going COVID restrictions.
 - To fill executive positions on the branch board
- **Requests or questions for the national executive council**
 - None
- **How much money from your budget have you spent? Is everything on track?**
 - Beyond the cost associated with our post office box (\$181.65) we have not spent money from our budget. Everything is on track.

Appendix H—Twig Reports

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Editors Hamilton–Halton, Laura Van Alphen and Robin Larin

5. **Status update on actions from your branch/twig plan for the year / Mise à jour des mesures du plan de la section ou de la ramification pour l'année**
 - We continue to hold meetings on Zoom and this has allowed us to bring in speakers from outside of the Hamilton area.
 - In January, we held a successful Saturday workshop on indexing with Stephen Ullstrom, who joined us from Edmonton via Zoom. This session was attended by approximately 40 members.
 - We also held another group-led session to discuss editing programs and continuing education in February. Although we were able to work through the topic, the roundtable format did not work as well in a Zoom format.
 - We plan to continue regular Mailchimp e-newsletters, as well as using our e-newsletter platform and Facebook page to send out meeting reminders and local job postings.
6. **Priorities for the next quarter / Priorités pour le prochain trimestre**
 - To extensively promote our April meeting, which will feature a conversation between author Kazim Ali and editor Rhonda Kronyk, who worked together on Kazim's latest non-fiction book.
 - To include other twigs and branches in all relevant workshops, and promote virtual sessions by other twigs and branches.
7. **List your anticipated expenses for the next year, and your anticipated income, if any / Enumérer vos dépenses prévues pour l'année prochaine et vos revenus prévus, le cas échéant**
 - We no longer have the expense of renting a meeting room or providing small refreshments, as meetings will be taking place on Zoom
 - We paid our January speaker \$100 (which is being reimbursed through our budget).
 - We will be raffling a copy of Kazim Ali's book during our workshop.
8. **Requests or questions for the national executive council / Demandes ou questions pour le Conseil d'administration national**
 - We would like to receive more regular communication on our budget. We have not received any information about our budget this year.
9. **How much money from your budget have you spent? Is everything on track? / Quel montant de votre budget avez-vous dépensé? Est-ce que tout se passe comme prévu?**
 - We have only spent \$100 this quarter on a speaker honorarium.
 - In previous years, our location rental was by far our greatest expense. As we will not have this expense for the immediate future, we do not anticipate spending much of our budget.

Editors Newfoundland and Labrador

- **Status update on actions from your committee plan for the year / Mise à jour des activités prévues par votre comité pour l'année.**
 - We are keeping low-key this year.
 - We have a twig meeting March 3 (zoom) and will do another in April (AGM) and hope to be able to resume in-person session in the fall.
- **Priorities for the next quarter / Priorités pour le prochain trimestre**
 - Actually get 5 people to commit to a meeting (currently at 4 for March 3)
 - Find a new co-coordinator for the Twig, to take the place of Sandy Newton
- **Requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national**
 - None at this time
- **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 no money in 2021.

Editors Canada, Kitchener–Waterloo–Guelph

- Status update on actions from your committee plan for the year / Mise à jour des activités prévues par votre comité pour l'année.
 - **February 1, 2021, to the present**
 - The twig coordinators (Maggie and Maxie) mutually agreed to pause twig events due to the pandemic and lockdown. As the only current volunteers with the twig, the “pandemic tax” of lockdown is currently incompatible with volunteer work.
 - An email was sent to the twig on February 1, 2021.
 - All feedback from the twig was supportive and some feedback indicated that twig members are also struggling due to the pandemic and finding it hard to commit to a Zoom meeting after a day of work online.
 - **Goals for [date TBD] to the end of June, 2021**
 - PD events
 - Networking events
- Priorities for the next quarter / Priorités pour le prochain trimestre
 - Restart twig events
 - Find coordinators for 2021–2022
 - Maxie (outgoing 4 years) and Maggie (1 year) are unable to continue after this year.
- Requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national
 - What will happen to the twig's status and funds if we cannot find coordinators for the 2021–2022 year?
- 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?

Funds held by national	Funds used in 2020–2021	Funds gained in 2020–2021
Approx. \$2000	\$200 speaker honorarium for a Plain Language for Editors workshop (It was excellent!)	\$75.87 (total minus expenses)

Calgary Twig

- 1. Status update on actions from your committee plan for the year / Mise à jour des activités prévues par votre comité pour l'année.**
 - New chairs were elected at the January AGM — Karen Crosby, Brenna Bailey-Davies, and Trisha Loehr are now the Chair Triforce
 - We have reignited a monthly email newsletter (Twig Talk), social media content, and monthly zoom events
 - We held our first zoom event with a guest speaker on Tax Strategies on February 25, 2021 with approximately 20 attendees from branches/twigs across Canada

- 2. Priorities for the next quarter / Priorités pour le prochain trimestre**
 - Hold monthly zoom events
 - March: a guest speaker on library resources from the Calgary Public Library
 - April: a guest presenter on yoga for productivity
 - May: a presentation from University of Calgary's 2021 Writer in Residence
 - Revise/update blog website
 - Launch monthly profiles of Calgary Twig members on our blog

- 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?**
 - None

Kingston Twig

Coordinators: Nancy Wills, Stephanie Stone

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

We don't have a committee plan. This is a status update from our Q3 2020 report.

- As of January, we have 16 members and 2 student affiliates. This is a higher number than we've seen in recent years.
- We held monthly meetings from September to December 2020 and in January and February 2021. In September, we met in a local park, while the rest of the meetings were held over Zoom.
 - September – “Complementary Pairs” and “Back to the Future.” We discussed why one word is considered obscure when its opposite is very common. Then, what is the prognosis for our work/business after six months in a pandemic?
 - October – Film editing. A Kingston filmmaker and emeritus professor from Queen's Department of Film and Media described the elements of cinematography, the job of a film editor, and comparisons between editing film and editing print.
 - November – “Diversity and Inclusion.” We discussed a number of questions and issues on this topic. Thanks to the equity, diversity, and inclusion coordinator for providing a list of resources.
 - December – Holiday Social and Kahoot! Quiz.
 - January – Scholarly Editing Panel – Two members and one non-member sat on the panel, and a non-member moderated.
 - February – “Taxes and Other Issues for Small Business.” The speaker, the owner of a small tax-preparation and bookkeeping firm, had to cancel, but the attendees, all but one of whom ran their own editing business, shared their experience and advice.
- We've struggled to come up with ideas for meetings and speakers, and attendance is sometimes low.
- At our AGM in June 2020, we'd agreed to devolve some of the coordinators' tasks to the membership to reduce the workload and involve more members in running the group. However, no members have volunteered to (help) plan meetings despite the fact that we've sent out a request and approached a few of them with specific requests and ideas.
- We've added some members to our Google Group; many don't have a Google account.

2. Priorities for the next quarter

- Come up with ideas for the March, April, and May meetings.
- Hold an AGM in May.
- June is normally a social gathering for drinks or dinner; hopefully, getting together in person will be possible again this year.
- Complete the transition from the twig's Dropbox account to Google Workspace.

- Discuss ways to better engage our members – for example, perhaps by using Facebook and Twitter rather than email.

3. Requests or questions for the national executive council

- None at this time.

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

Since our Q3 2020 report:

- We've spent \$160 on gift certificates for our one speaker and the participants of the scholarly editing panel as well as for stamps.
- We retain \$26 in petty cash from fees paid by non-members at in-person meetings.
- We've generated no other income because this is our only income source.
- Everything is on track.

Edmonton Twig, Alicia Chantal & Rhonda Kronyk

- **Status update on actions from your committee plan for the year / Mise à jour des activités prévues par votre comité pour l'année.**
 - Hosted 5 professional development and social events from October 2020 through February 2021 (all via Zoom):
 - October 22 – “Launch into 2021: Design the Future of Your Work – The New Basics: Tools, Rules, and Hacks” (members & non-members event)
 - November 26 – “Leveraging Networking and Collaboration into Job Opportunities” (panel discussion co-hosted with Editors Calgary & Editors BC; local members event)
 - December 3 – “Launch into 2021: Design the Future of Your Work – Calming the Feast and Famine Cycle” (members & non-members event)
 - January 14 – “Launch into 2021: Design the Future of Your Work – Bulletproofing: Planning for Disruptions & Abundance” (members & non-members event)
 - February 11 – “Return of: Words of Our Own” (social event where editors discussed topics and shared work they'd written themselves; local member event)
 - Built community relationships by speaking at the Writers' Guild of Alberta's annual kick-off in September to promote Editors Edmonton/Editors Canada.
 - Communicated with twig members via newsletter to promote events and information about the twig; also forwarded job postings and twig/branch event opportunities from across the country as appropriate.
- **Priorities for the next quarter / Priorités pour le prochain trimestre**
 - Host 3 social, professional development, and/or administrative events:
 - March 16 – Guest speaker (Lisa Gaglione) “Take Care of Your Body While It Takes Care of Business: Yoga and Meditation for Editors”
 - April 15 – Guest speaker (Naheyawin) Office hours-style follow up to “Launch into 2021: Design the Future of Your Work” series (Title TBD)
 - May – Annual General Meeting (AGM) and social
 - Continue sending newsletters to members with promotional news and to help us stay connected when we cannot meet in person.
 - Recruit 2 new coordinators for the Edmonton twig to replace Alicia and Rhonda when their terms end in June 2021.
- **Requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national**
 - None at this time.
- **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 submitted a request on February 19, 2021 to pay our “Launch into 2021” series presenter (Naheyawin) \$1,890.00 for facilitation that concluded in January 2021. That amount was what we anticipated for the event at the start of the year; so far, everything is on track and we anticipate it will stay that way.

Editors Manitoba

- **Status update on actions from your committee plan for the year / Mise à jour des activités prévues par votre comité pour l'année.**
 - Lesley Peterson stepped down as co-coordinator. Lianne Fontaine is the only remaining volunteer for Editors Manitoba.
 - After speaking with the NEC over their last Zoom meeting on February 21, Editors MB will continue to offer study sessions and not offer seminar-style meetings, due to lack of volunteers.
 - Reached out to a former member of the (now dissolved) Manitoba Editors' Association on February 23 to inquire if former MEA members would be interested in EC study sessions. Did not receive a reply.
- **Priorities for the next quarter / Priorités pour le prochain trimestre**
 - Find more practice material for study sessions. The group has almost finished with *Meeting Professional Editorial Standards: Copy Editing*, and may start *Proofreading*, depending if members want to pay for another publication. The advantage of this publication is that it includes an answer key, as opposed to text found elsewhere.
 - Continue meeting over Zoom, due to pandemic.
- **Requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national**
 - Are there plans to update *Meeting Professional Editorial Standards: Copy Editing*?
 - Do you personally recommend any practice/study material? Including material that is free/inexpensive?
 - I did ask this at the February 21 meeting, but just wanted to inquire again if it's possible to pay membership fees quarterly.
- **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 did not spend any money. Everything is therefore on track.

Nova Scotia Twig Q1 2021 Report

- **Status update on actions from your committee plan for the year**
 - As of December 31, 2020, our membership stands at 44 people in Nova Scotia, New Brunswick and Prince Edward Island.
 - We have hosted monthly professional development presentations on Zoom.
 - Our January presentation, Tax Tips for Small Businesses, presented by a CRA representative, was also offered to our Toronto comrades.
 - Annapolis Valley members have been able to continue meeting for monthly lunches, albeit with COVID-19 distancing restrictions.
 - We continue to issue a monthly newsletter, Twig Talk, which is distributed via members' email and posted on our website.

- **Priorities for the next quarter**
 - Three more professional development sessions are planned on incorporating Indigenous language and terminology (March); changing terminology and Indigenous style (April); and mentoring (May).
 - One or two social events, either online or in person.
 - Get the twig email up and running.
 - Establish a Google workspace for the twig.

- **Requests or questions for the national executive council**
 - Thank you for your tireless efforts!

- **How much money from your budget have you spent?**
 - February - \$50 as an honorarium to our Toronto speaker
 - March - \$20 for postage to mail our gift books to online facilitators
 - (April will incur another \$50 honorarium for our speaker who is in New Brunswick)

Editors Barrie: JJ Wilson, Jacqui Woods-Powell, John Challis, Doug Landsborough

- **Status update on actions from your committee plan for the year**

Streamline our program for either members or members plus the interested public.

- March member meeting (workshop – members want to learn skills/info?)
- April open meeting (event)
- May – AGM
- June summer solstice (social get-together)
- September member meeting (workshop)
- October open meeting (event)
- December winter solstice (social get-together)

We will shift our focus to either meeting specific member needs or appeal to a wider general public audience.

Our Twig is loosely tied to Georgian College's schedule. Collectively, we have agreed to hold a summer hiatus when many students are not around.

- **Priorities for the next quarter**

Optimizing the ODE is our next member workshop. Greg Iannou has agreed to deliver this session for us. We need to advertise this session within the Editors Canada community to help promote knowledge and awareness of what EB (or EC) can do for you.

We also hope to populate our Google Drive with our archival documents.

3. Requests or questions for the national executive council

Will Editors Canada be reviving the online Calendar for events?

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

We have spent very little this past year. Jacqui Woods-Powell has written three (personal) cheques as honouraria to our three guest speakers last month and she will be seeking compensation for them. This is our only expense for the year - \$75.00

Appendix I—Online Motions

Nov. 18, 2019 to March 21, 2021

	<p>MOVED by Heather Buzila SECONDED by Michelle Waitzman</p> <p style="padding-left: 40px;">THAT the NEC approve the proposal by the Foundations Testing Task Force to purchase ProProfs Quiz Maker.</p>	<p>All in favour: 12</p> <p>Opposed:</p>	<p>November 29, 2019</p>
	<p>MOVED by Michelle Waitzman SECONDED by Greg Ioannou</p> <p style="padding-left: 40px;">THAT the membership fees be increased by 2% as of March 1, 2020 to \$292 for regular members (\$555 for 2 years) and \$146 for emeritus members, and that the student and transitional fees be maintained at \$54.95 for students, \$100 for transitional year one, and \$200 for transitional year two.</p>	<p>All in favour: 12</p> <p>Opposed:</p>	<p>December 9, 2019</p>
	<p>MOVED by Patricia MacDonald SECONDED by Anne Brennan</p> <p style="padding-left: 40px;">THAT the NEC appoint Annette Gingrich to be co-chair of the student relations committee.</p>	<p>All in favour: 12</p> <p>Opposed:</p>	<p>January 6, 2020</p>
	<p>MOVED by Janice Dyer SECONDED by Patricia MacDonald</p> <p style="padding-left: 40px;">THAT the NEC approve the Q4 meeting minutes</p>	<p>All in favour: 8</p> <p>Opposed:</p>	<p>January 17, 2020</p>

	<p>MOVED by Patricia MacDonald SECONDED by Anne Curry</p> <p>THAT the NEC approve the development of a virtual group, as proposed by the improving access to services for remote members task force.</p>	<p>All in favour: 11</p> <p>Opposed:</p>	<p>January 31, 2020</p>
	<p>MOVED by Gael Spivak SECONDED by Greg Ioannou</p> <p>THAT the NEC approve and then implement three new governance documents to protect the interests of Editors Canada and its on-going projects. These are:</p> <ul style="list-style-type: none"> • the Copyright Policy • the Copyright Procedure • the Copyright Assignment Form 	<p>All in favour: 11</p>	<p>February 24, 2020</p>
<p>Background: While reading a copyright blog, Gael Spivak discovered that works created by volunteers can be considered to belong to the volunteers instead of an association. To protect the interests of the association, the national executive council is closing that gap by putting a new policy and procedure into place. As part of this new process, volunteers will now sign a form that assigns copyright to the association. This form also protects volunteers who want to refer to and showcase the works they created as a volunteer.</p>			
	<p>MOVED by Janice Dyer SECONDED by Greg Ioannou</p> <p>THAT the NEC approve the 2019 AGM meeting minutes</p>	<p>All in favour: 10</p>	<p>March 9, 2020</p>
	<p>MOVED by Breanne MacDonald SECONDED by Gael Spivak</p> <p>THAT we cancel the 2020 conference due to COVID-19.</p>	<p>All in favour: 13</p>	<p>March 22, 2020 Zoom meeting</p>

	<p>MOVED by Michelle Waitzman SECONDED by Greg Ioannou</p> <p>THAT the signing officers be permitted to approve electronic payments by email after reviewing the amounts and payees, in lieu of signing cheques, otherwise following the Signing Officers Procedure.</p>	<p>All in favour: 12</p> <p>Opposed:</p>	<p>March 30, 2020</p>
<p>Background: While the national office is closed during the COVID-19 public health emergency, Editors Canada can't do cheque runs nor can the office arrange the second signature (from an NEC signing officer) quickly and safely, in addition, many of the association's vendors aren't at their offices to receive cheques. This motion proposes temporarily modifying the Signing Officers Procedures to fit the current reality, as follows: The executive director (ED) receives invoices and forwards copies to the bookkeeper. The bookkeeper puts them into a spreadsheet, and notes which ones will be paid by credit card and which by EFT (bank transfer). The bookkeeper sends the spreadsheet to the ED and the NEC signing officers (Michelle, Greg, Berna) for approval. One NEC signing officer plus the ED need to approve by email, and the ED will then initiate the EFT payments and track the confirmation numbers from the bank for audit purposes (to prove who we paid, how much, and when). If there is an amount over \$5000 to pay, two NEC signing officers need to approve it.</p>			
	<p>MOVED by Heather Buzila SECONDED by Patricia MacDonald</p> <p>THAT we allow a three-month grace period for membership renewals that are due between April 1, 2020, and September 1, 2020, with the caveats that we ask members to take advantage of this grace period only if they need it and that the original renewal date remains the same for the following year. This would be available to all members renewing during this time period but would only be put into effect if a member specifically requests it. The NEC will evaluate this decision and its outcome in September and determine what next steps are appropriate.</p>	<p>All in favour: 11</p> <p>Opposed:</p>	<p>April 13, 2020</p>
<p>Background: In light of the difficult economic times caused by the COVID-19 pandemic, some editors may be experiencing financial hardship. By allowing a grace period of three months for all membership renewals, the office will be able to process members' needs for financial relief without the NEC having to vote on each request that might</p>			

<p>come to the NEC. It will also be much easier logistically for the office to have a blanket three-month period.</p> <p>The NEC will let members know that we are giving them a three-month grace period and will lay out the terms (for example, that the renewal date is from their original renewal date and not from when they pay). The NEC will ask all members who can renew on time to do so, laying out the financial implications of everyone taking this grace period if they do not need to.</p>			
<p>MOVED by Gael Spivak SECONDED by Michelle Waitzman,</p> <p> THAT the NEC appoint Marie-Christine Gilbert as co-chair of the training and development committee, to develop a French webinar program. She has a very strong background in research and publications, as well as editing.</p>		<p>All in favour: 11</p> <p>Opposed:</p>	<p>April 13, 2020</p>
<p>Background: Marie-Christine Gilbert self-nominated to be a committee chair. After discussion with the NEC and with the candidate, we think the best place for her skills is the training and development committee, specifically to develop a French webinar program.</p>			
<p>MOVED by Michelle Waitzman SECONDED by Anne Brennan</p> <p> THAT the NEC instruct the Executive Director to apply for a \$40,000 Canada Emergency Business Account loan on behalf of Editors Canada, of which 25% (up to \$10,000) may be used to support operating expenses as needed and 75% (up to \$30,000) will be retained to pay back the repayable portion of the loan. Express permission from the NEC, ratified by a further vote, will be required before any of the remaining 75% may be used.</p>		<p>All in favour: 13</p> <p>Opposed:</p>	<p>April 20, 2020</p>
<p>Background: The federal government is supporting small businesses during the COVID-19 pandemic by offering government-guaranteed interest-free loans of up to \$40,000. If 75% of the amount received is repaid by the deadline (December 31, 2022) the other 25% does not need to be repaid. Editors Canada is in need of cash flow to make up for lost revenue due to the cancellation of the 2020 conference and the expected drop in membership revenue resulting from the pandemic.</p>			

	<p>Additional info on the CEBA program (not for inclusion in the motion): To ensure that small businesses have access to the capital they need to see them through the current challenges, the Government of Canada has launched the new Canada Emergency Business Account, which has been implemented by eligible financial institutions in cooperation with Export Development Canada (EDC). This \$25 billion program provides interest-free loans of up to \$40,000 to small businesses and not-for-profits, to help cover their operating costs during a period where their revenues have been temporarily reduced, due to the economic impacts of the COVID-19 virus. This will better position them to quickly return to providing services to their communities and creating employment. Repaying the balance of the loan on or before December 31, 2022 will result in loan forgiveness of 25 percent (up to \$10,000). The funds from this loan shall only be used by the Borrower to pay non-deferrable operating expenses of the Borrower including, without limitation, payroll, rent, utilities, insurance, property tax and regularly scheduled debt service, and may not be used to fund any payments or expenses such as prepayment/refinancing of existing indebtedness, payments of dividends, distributions and increases in management compensation.</p>		
	<p>MOVED by Breanne MacDonald SECONDED by Gael Spivak</p> <p> THAT the NEC appoint Heather Buzila as the 2021 conference chair.</p>	<p>All in favour: 13</p>	<p>April 23, 2020</p>
	<p>MOVED by Janice Dyer SECONDED by Gael Spivak</p> <p> THAT the NEC approve the 2020 Q1 meeting minutes.</p>	<p>All in favour: 11</p> <p>Opposed:</p>	<p>June 5, 2020</p>
	<p>Via Zoom MOVED by Greg Ioannou SECONDED by Michelle Waitzman</p> <p> THAT the NEC approve the 2019 financial statements.</p>	<p>All in favour: 13</p>	<p>June 6, 2020</p>
	<p>MOVED by Breanne MacDonald SECONDED by Gael Spivak</p> <p> THAT we cancel the 2020 conference due to COVID-19.</p>	<p>All in favour: 13</p>	<p>March 22, 2020 Zoom meeting</p>

	<p>MOVED by Gael Spivak SECONDED by Michelle Waitzman</p> <p>THAT the national executive council approve renewing the attached partnership agreement with the Institute of Editing and Proofreading (CIEP), with the following two changes to the document:</p> <ul style="list-style-type: none"> - adding the Editors Canada logo - correcting the Editors Canada name so that it shows the legal name and and the short name: Editors Association of Canada (Editors Canada) 	<p>All in favour: 11</p>	<p>July 13, 2020</p>
	<p>MOVED by Gael Spivak SECONDED by Heather Buzila</p> <p>THAT the national executive council appoint the people in the attached list to hold committee chairs and national positions for the 2020-21 term.</p>	<p>All in favour: 11</p> <p>Opposed:</p>	<p>July 13, 2020</p>

	<p>MOVED by Heather Buzila SECONDED by Michelle Waitzman</p> <p>THAT the NEC appoint the directors to the following portfolios: Heather Buzila: president Breanne MacDonald: vice president Gael Spivak: past president Michelle Waitzman: treasurer Janice Dyer: secretary Anne Godlewski: director of branches and twigs Sue Bowness: director of marketing and communications Berna Ozunal: director of professional standards Anne Brennan: director of publications Greg Ioannou: director of training and development Patricia MacDonald: director of volunteer relations</p>	<p>All in favour: 10</p>	<p>July 15, 2020</p>
	<p>MOVED by Heather Buzila SECONDED by Gael Spivak</p> <p>THAT the NEC give the following, from July 2020 to September 2021:- 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>	<p>All in favour: 10</p>	<p>July 15, 2020</p>

	<p>MOVED by Michelle Waitzman SECONDED by Gael Spivak</p> <p> THAT the following people be approved as signing officers for Editors Canada for the 2020-21 year.</p> <p> Natasha Bood, executive director</p> <p> Michelle Waitzman, treasurer</p> <p> Greg Ioannou, director</p> <p> Berna Ozunal, director</p>	<p>All in favour: 10</p>	<p>July 16, 2020</p>
<p>Background: Signing officers must be approved by the NEC, and must include the executive director and the treasurer. A separate vote for branch officers will follow. For further information, the signing officers and branch officers procedures can be found here: https://www.editors.ca/sites/default/files/branch_officers_and_signing_officers_procedures_nec_revised_september_2019.pdf</p>			
	<p>MOVED by Michelle Waitzman SECONDED by Gael Spivak</p> <p> THAT the following people be approved as branch signing officers for Editors Canada for the 2020-21 year. British Columbia: Chair – Liz Warwick Treasurer – Tania Cheffins</p> <p> Ottawa-Gatineau: Carolyn Brown—treasurer Sara Caverley—chair</p> <p> Quebec: Nelly Ky—treasurer, Dominique Gaucher—secretary Karen Schell—administrator</p> <p> Saskatchewan: Diana Pfeifer—chair. Michelle Boulton—treasurer</p> <p> Toronto: Catherine Dorton—co-chair, Indu Singh—treasurer, Arija Berzitis—secretary</p>	<p>All in favour: 10</p>	<p>July 16, 2020</p>
<p>Background: Because branches manage their own accounts, each branch must have at least one officer who has signing authority on the branch bank account. The procedures do not specify a maximum number of branch officers or require a person in a specific role on the branch executive to be a branch officer.</p>			

	<p>MOVED by Gael Spivak SECONDED by Patricia MacDonald</p> <p> THAT the NEC appoint Sue Archer as co-chair (along with Lynne Melcombe) of the Career Builder Committee.</p>	<p>All in favour: 8</p>	<p>July 24, 2020</p>
	<p>MOVED by Gael Spivak SECONDED by Heather Buzila</p> <p> THAT the national executive council approve renewing the attached partnership agreement with the Institute of Editing and Proofreading (CIEP), with the following two changes to the document:</p> <ul style="list-style-type: none"> - adding the Editors Canada logo - correcting the Editors Canada name so that it shows the legal name and the short name: Editors Association of Canada (Editors Canada) 	<p>All in favour: 8</p>	<p>July 31, 2020</p>

	<p>MOVED by Gael Spivak SECONDED by Greg Ioannou</p> <p>THAT the national executive council create a formal partnership with the Spanish Editors Association (SEA) in the United States. The partnership agreement will be like all the other ones Editors Canada has with various editing associations around the world.</p> <p>It will have the following three components.</p> <ol style="list-style-type: none"> 1. It will describe an exchange of member rates on professional development (webinars and seminars) and conferences. 2. Editors Canada will give SEA members our member rates and they give their members rates to Editors Canada members. 3. Members of SEA will have to live outside of Canada to get Editors Canada discounts. 	<p>All in favour: 9</p>	<p>August 3, 2020</p>
<p>Background: The Spanish Editors Association is the main organization for Spanish editors in the United States. Editors Canada has had a relationship with them for a few years.</p> <ul style="list-style-type: none"> - They first approached the directors about wanting to use our standards (which they translated into Spanish). - There have been various other things along the way, including promotion for the 2020 conference (before it was cancelled) and a Spanish webinar that they did for Editors Canada. Note that they want to start doing Spanish webinars themselves. 			
	<p>MOVED by Gael Spivak SECONDED by Heather Buzila</p> <p>THAT the NEC abandon the work on the one-year collaboration agreement with Simon Fraser University (SFU) because it is no longer cost effective due to the legal requirements the SFU lawyers inserted into the agreement.</p>	<p>All in favour: 9</p>	<p>August 18, 2020</p>
<p>Background: In March 2020, the NEC approved a draft one-year agreement between SFU and Editors Canada, which would provide a discount on becoming association affiliates to students enrolled at SFU (see the motion below). When the approved</p>			

	<p>agreement went back to SFU, they required Editors Canada to purchase a type of insurance that made the agreement no longer cost effective. After weighing all the options, it no longer makes sense to pursue this agreement.</p>		
	<p>MOVED BY Gael Spivak SECONDED BY Patricia MacDonald</p> <p style="text-align: center;">That the NEC approve the one-year collaboration agreement between SFU and Editors Canada.</p>	Carried	
	<p>MOVED by Breanne MacDonald SECONDED by Greg Ioannou</p> <p style="text-align: center;">THAT Editors Canada stop giving cash prizes for the runners-up of the Tom Fairley award and will award a cash prize to the winner only, beginning with the 2021 award.</p>	In favour: 11	September 3, 2020
	<p>MOVED by Breanne MacDonald SECONDED by Greg Ioannou</p> <p style="text-align: center;">THAT the following changes be made to the Awards and scholarship procedure: For 3. The Karen Virag Award, that “The award recipient will also receive a plaque in a presentation ceremony at the annual conference.” be changed to “The award recipient will also receive a certificate in a presentation ceremony at the annual conference.” For 4. Lee d’Anjou Volunteer of the Year Award and President’s Award for Volunteer Service, that “The recipient of the Lee d’Anjou Volunteer of the Year Award will receive a commemorative plaque, which will be presented at the annual Editors Canada conference.” be changed to “The recipient of the Lee d’Anjou Volunteer of the Year Award will receive a commemorative certificate, which will be presented at the annual Editors Canada conference.”</p>	In favour: 11	September 3, 2020
	<p>Background: Due to financial considerations, particularly this year with Covid-19, the NEC discussed whether we could reduce the cost of our awards. The awards are meant to be funded entirely by donations and we’ve struggled to get enough donations</p>		

	<p>to cover the awards for several years now (though the Karen Virag Award received a substantial donation from the Edmonton twig so that award is funded for the next few years). In the past, we have made up any shortfall in donations from the association's general funds, which we are not supposed to do. There are no set dollar amounts or number of prizes in the Awards procedures, so changing prize amounts would not require changing the awards procedures.</p>		
	<p>MOVED by Janice Dyer SECONDED by Gael Spivak</p> <p>THAT the NEC approve the 2020 Q2 meeting minutes.</p>	<p>10 in favour</p>	<p>September 4, 2020</p>
	<p>MOVED by Gael Spivak SECONDED by Patricia MacDonald</p> <p>THAT the NEC approves the following people to serve on the evaluation committee in the event that any nominations are received for conferring an honorary life membership.</p> <p>Nancy Flight (3 years) Maureen Nicholson (3 years) Marie-Christine Payette (2 years) Cathy McPhalen (2 years) Heather Ebbs (1 year) Joanna Odrowaz (1 year)</p>	<p>8 in favour 2 abstentions</p>	<p>September 21, 2020</p>
<p>Background: This is the first year of using the new policy and procedure that members approved at the AGM. So the evaluation committee needs to be populated. The awards coordinator secured agreement from those six people, for those lengths of time. The Honorary Life Membership Procedures say that the NEC approves the people that the awards coordinator and the chair of nominations committee finds to be on the evaluation committee. This is in the procedures: The chair of the nominations committee will work with the awards coordinator to find members for the evaluation committee. The national executive council will approve the members of the evaluation committee, by majority vote. This will prevent two people (the chair of the nominations committee and the awards coordinator) from having the only say on who is on the committee. It is a second layer of approval to ensure checks and balances. The term for this committee is three years but right now, some people will serve one year or two years, so that all six people don't need to be replaced every three years. Doing it this way means that, going forward, the awards coordinator will need to find only 2 new people per year.</p>			

	<p>MOVED by Michelle Waitzman SECONDED by Patricia MacDonald</p> <p>THAT the NEC approve the proposal from Young & Associates to transition Editors Canada's bookkeeping to them, and to provide bookkeeping services until the end of 2020.</p>	<p>All in favour: 8</p>	<p>Oct 5, 2020</p>
<p>Background: Editors Canada's previous bookkeeper has retired. Young & Associates is a bookkeeping organization that specializes in serving nonprofit clients. They have provided a 2-part proposal to Editors Canada, which was circulated to all directors on September 27, 2020. The first part is a flat fee (\$11,666.67) to transition our books to their platform and make any necessary adjustments to implement the audit results and incorporate branch bookkeeping, move our books into Quickbooks online, set up accounts on payment management software and invoice management software, and other tasks. Although this is a large expense, it should significantly reduce our ongoing bookkeeping costs (previously close to \$20,000 per year), the cost of our annual audit, and the amount of time the staff members spend on financial administration. The second part is a monthly fee (\$727.50) for bookkeeping services and software subscriptions. At the end of 2020, after assessing our time requirements for a few months, they will present a new proposal for ongoing services beginning in January 2021.</p>			
	<p>MOVED by Janice Dyer SECONDED by Heather Buzila</p> <p>THAT the NEC approve the minutes from the September 5, 2020 Zoom meeting.</p>	<p>All in favour: 10</p> <p>Opposed:</p>	<p>Oct 9, 2020</p>
	<p>MOVED by Janice Dyer SECONDED by Gael Spivak</p> <p>THAT the NEC approve the minutes from the September 27, 2020 Zoom meeting.</p>	<p>Carried with 6 in favour, 1 abstention</p>	<p>November 9, 2020</p>

	<p>MOVED by Michelle Waitzman SECONDED by Gael Spivak</p> <p>THAT the NEC approve the following membership fees, to begin March 1, 2021, in conjunction with an extended grace period (by request) for payment:• The fee for membership will increase \$6 from \$286 to \$292.• The fee for emeritus membership will increase \$3 from \$143 to \$146.• The fee for a two-year membership will increase \$11 from \$544 to \$555.• The fee for student affiliates will increase \$1.05 from \$54.95 to \$56.• The transitional fees of \$100 for year 1 and \$200 for year 2 will remain the same.</p>	<p>Carried with 8 in favour, 2 opposed</p>	<p>November 16, 2020</p>
<p>Background: The Treasurer and Executive Director are recommending a small fee increase of approximately 2% to keep pace with anticipated increases in the association's costs, including a small raise for staff. At the same time fees are increased, a 3-month grace period to pay for renewals will be reintroduced, effective for renewals up to September 30, 2021 (for which payment would be due by December 30, 2021). The end date for the grace period has been suggested for financial reporting reasons, so that 2021 renewals will be paid within financial year 2021. Otherwise, things will get complicated on the bookkeeping side.</p>			
	<p>MOVED by Gael Spivak SECONDED by Patricia MacDonald</p> <p>THAT the NEC appoint Caitlin Coote as the interim NEC secretary, until the 2021 AGM.</p>		<p>November 25, 2020</p>
<p>Background: The NEC needs to replace the current secretary, who has resigned. Patricia recommended Caitlin Coote, who recently expressed an interest in volunteering. After several email discussions and a phone call, Caitlin and Gael have determined that this is a good fit.</p>			
	<p>MOVED by Gael Spivak SECONDED by Patricia MacDonald</p> <p>THAT the NEC approve the description for the new equity, diversity and inclusion adviser role.</p>	<p>Carried with 8 in favour</p>	<p>Dec 7, 2020</p>

	<p>Background: In September, the NEC voted to create an equity, diversity and inclusion adviser role. This is in addition to the equity, diversity and inclusion task force that has been set up. The adviser role is a permanent position, similar to the francophone adviser position. Because the role is new, it needed a description. The past president has worked with the new adviser to write the document. It conforms to descriptions for other national positions and committee chairs (although it has a bit more detail in it than most do).</p>		
	<p>MOVED by Michelle Waitzman SECONDED by Heather Buzila</p> <p> THAT the NEC approve the 2021 budget as circulated on December 2, 2020.</p> <p> Background: The Executive Director and Treasurer drafted the 2021 budget, which was then discussed by the Finance Committee and presented to the NEC. After a short discussion, there were no major areas of concern.</p>	<p>Carried with 9 in favour, 1 abstention</p>	<p>December 16, 2020</p>
	<p>MOVED by Greg Ioannou SECONDED by Patricia MacDonald</p> <p> THAT 1. Editors Canada's Authorized Official Contact for dealing with our Heritage Canada French webinars grant and future dealings with Heritage Canada be changed from Greg Ioannou to Natasha Bood.</p> <p> 2. Editors Canada's Application Form Official Contact for dealing with the French webinar grant be changed from Greg Ioannou to Natasha Bood.</p> <p> 3. These changes in signing authority become effective at the end of the day on January 12, 2021.</p>	<p>Carried with 10 in favour</p>	<p>January 11, 2021</p>
	<p>Explanation: Greg isn't going to be a signing authority once his term expires in June 2021, and for this grant we need someone who will be a signing authority from now until March 2022. Heritage Canada needs this change to be in place as soon as possible, hence the Jan 12 effective date.</p>		

	<p>MOVED by Suzanne Bowness SECONDED by Michelle Waitzman</p> <p>TO appoint Jillian Reiten as chair of the Editors Canada marketing and communications committee.</p> <p>Explanation: The previous committee chair has stepped down, and Jillian Reiten has volunteered for the position. Jillian Reiten has already proved valuable as a volunteer by researching and developing a proposal for Marcom's Google AdWords spending.</p>	<p>Carried with 10 in favour</p>	<p>January 13, 2021</p>
	<p>MOVED by Suzanne Bowness SECONDED by Heather Buzila</p> <p>TO approve the newly revised copyright policy, procedure and agreement.</p> <p>Explanation: Editors Canada had put in place policy and procedure documents for volunteers, but these lacked a provision for bylined work where a creator would want to retain copyright. The new documents adjust the policy to account for this oversight.</p>	<p>Approved with 9 in favour</p>	<p>February 17, 2021</p>
	<p>MOVED by Gael Spivak SECONDED by Michelle Waitzman</p> <p>TO sign the revised partnership agreement with ACES: The Society for Editing to reflect that they want to exclude Editors Canada members from getting certain webinars for free</p> <p>Explanation: ACES wants the following change to its partnership agreement with Editors Canada: "The only change is that our monthly webinars which are free to ACES members are no longer free to Editors Canada members. Any training that has a price associated with it would still be applicable."</p> <p>View the agreement with highlighted change here.</p>	<p>Carried with 9 in favour</p>	<p>February 23, 2021</p>

	<p>MOVED by Heather Buzila SECONDED by Gael Spivak</p> <p>TO accept the draft budget for the 2021 francophone conference.</p>	<p>Carried with 10 in favour (one voted via email, so Survey Monkey only has 9 registered)</p>	<p>March 8, 2021</p>
<p>Explanation: View the draft budget for the 2021 francophone conference here</p>			