

Editors' Association of Canada
Association canadienne des réviseurs

National Executive Council
Meeting Minutes
Q3

Zoom
Sept. 19, 2021



EDITORS
RÉVISEURS
CANADA

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PRESENT:

NATIONAL EXECUTIVE COMMITTEE

Heather Buzila	President
Maria Frank	Vice-President
Breanne MacDonald	Treasurer
Suzanne Bowness	Director, Communications
Anne Godlewski	Director, Branches and Twigs
Błażej Szpakowicz	Director, Training and Development
Kaitlin Littlechild	Director, Publications
Arija Berzitis	Director, Professional Standards
Leah Morrigan	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 3:02 p.m. ET

2. Approval of agenda

MOVED BY Anne Godlewski

SECONDED BY Suzanne Bowness

that we approve the agenda

Carried (unanimous)

3. Introductions

- a. Name, portfolio, and where you are located
- b. What type of work you're involved in
- c. One thing that you hope to contribute to the NEC

All present at the meeting introduced themselves.

Heather Buzila, Morinville, Alberta, president and past president.

Suzanne Bowness, Toronto, Director of Communications, wants to make it easier for committees to promote their projects.

Leah Morrigan, Director of Volunteer Services, wants to change stereotypes about editors, especially on LinkedIn.

Błażej Szpakowicz, Kamloops, Director of Training and Development, wants to keep webinars running smoothly throughout the year.

Arija Berzitis, Toronto, Director of Professional Standards, wants to use her experience as a proofreader to support professional standards.

Nicole Watkins Campbell, Halifax, recording secretary, wants to turn notes into good decision-making tools and keep minutes and other meeting information organized.

Breanne MacDonald, Mississauga, treasurer, will bring memory and experience of previous work to the NEC and will play a role in the conference.

Kaitlin Littlechild, Oromocto, N.B., Director of Publications, wants to carry on the great work that has been done on publications.

Anne Godlewski, Woodstock, Ont., wants to improve branch and twig toolkits.

Natasha Bood, Toronto, executive director, having made good progress on the organization's financial reporting, wants to focus now on how it uses technology, getting everything cloud-based and working more smoothly.

Maria Frank, Edmonton, vice-president, wants to support the president.

4. Review of our roles

a. Define roles in the meeting (president as chair, secretary, recording secretary, ED)

Everyone on NEC has the same amount of power on the council. The president has the same amount of power as other directors except when breaking tie votes. Other than that, they chair meetings and keep track of when people want to talk in NEC meetings. The president of Editors Canada is the national spokesperson.

The executive director can contribute to discussion and make reports in meetings, but has no vote.

The recording secretary is not a member of the NEC and has no voice in meetings and no vote.

The secretary makes sure that voting takes place between meetings and that votes are recorded accurately and works with the recording secretary to make sure NEC has effective minutes.

b. Define director role

The rest of the directors represent their areas of responsibility. In discussion, especially of committee work, the NEC stays above fine details. NEC sets overall direction for the association.

Committees do the work of the organization and discuss the fine details. If a committee is asking a director or the national office to do work for them, that needs to be addressed.

c. How we vote and discuss

Decisions are made by motions with a mover and seconder. NEC follows *Robert's Rules of Order*, but meetings are only as formal as necessary. The annual general meeting is more formal.

d. Strategic plan + parking lot notion

Editors Canada has a strategic plan, which is out of date. Until recently, NEC hasn't been able to consider updating it. To do this, NEC directors need to be together in a room with a facilitator, so it hasn't been possible.

Directors can look at the existing strategy, bearing in mind that it's getting to the end of its life, and that the goals may no longer be relevant. The strategic plan helps to keep NEC discussions focused. If directors or committee have new ideas outside the scope of the strategic plan, NEC can put them in a virtual "parking lot" for future consideration.

There is no timeline for updating the strategic plan. It will require a conversation with the people who created the one we now have. As well, health rules prevent the travel required, so we're waiting for things to settle down. The president will consider the logistics and try to estimate a date to have a strategic planning session. Meanwhile, if directors or committees want to pursue action that is not in the strategic plan, NEC can discuss it.

e. Policies and procedures: privacy, consultation and confidentiality

Editors Canada has many policies, but directors should look at closely at the confidentiality policy, the consultation policy and the privacy policy. These have guidelines as well. The confidentiality policy focuses on things NEC needs to discuss in confidence, for example, during in camera discussions. This could include human resources, discipline, disputes between members, financial, business or personal information. We vote to go in camera and out of camera.

The consultation policy describes the NEC's need to consult with members and to be transparent about that. We are a member-run organization, so we need to make sure members' wishes and director are considered and we report back to them.

The privacy policy says we don't collect personal information unless we need to, and we need to plan to destroy and personal information we collect. Personal information includes video with people's health information, personal issues, even recording their images on video.

When looking at policies, approach them for guidance with an open mind to learn from them. Don't look at them for how they can support an idea.

f. Look at these docs for guidance

The president advised all directors to consider the policies as sources of guidance for decision-making.

5. Budget update

The treasurer gave an overview of Editors Canada's financial position. The organization used Canada's wage subsidy. Conference revenue was greater than expected, and expenses appear to

be lower general expenses are coming in as projected. Memberships are expected to be lower this year because of the pandemic and its impact on the business world. The risks the organization might face include the possibility of low fall webinar sales and concerns related to branches and taxation.

For this year, Editors Canada is projecting a surplus, but planning to budget conservatively. Conference income and expenses are uncertain for next year, and we are planning some big projects. All branches will now manage and report their financial information with the national office, which will help streamline financial management for the association.

A director reported that Editors Canada may have fewer English-language webinars this fall because a plan to approach specific speakers on specific topics meant fewer people offered webinars.

NEC uses a budget subcommittee; the treasurer asked for volunteers to meet to discuss budget options in October. The treasurer also asked that directors talk with their committees about their plans for next year and by the first week in October. We would like to begin budgeting process with an understanding of what committees would like. For example, if communications is interested in an advertising campaign, that committee should research potential costs and request the funds. committees can look at previous years' budgets to see what NEC has spent in past.

6. Review of outstanding action items from previous meetings

After each meeting, NEC directors get a list of action items from the meeting. Directors are asked to try to review the list before the next meeting and to record what progress they made or whether the action is complete (DONE). At the meetings, any outstanding action items are reviewed to keep important activity on track.

7. Reports and requests

Directors are responsible for reporting back to committees on their requests. The president led the discussion through a summary of requests by committees in the directors' reports. The president began by saying that if a committee has a request the NEC director can clear up before the report is sent to the secretary, the director should deal with it and ask the committee to remove the request from their report.

a. Branches/twigs

Some twigs are having trouble finding leaders. They are asking for a discount for volunteer leaders. Editors Canada doesn't offer discounts to volunteers. Membership keeps the organization going: it's a not-for-profit and 90 per cent of revenue comes from memberships.

Editors Hamilton-Halton has asked what happens if they cannot find leaders for their twig at next year's AGM. The twig has time to find people. A director noted that Hamilton-Halton has long had a full executive, but they actually only need one or two coordinators. They can pare down their leadership responsibilities down to the essentials.

Editors Manitoba: Asked when the Proofreading volume of *Editing Like a Pro* is available. The Structural volume is next; it's too soon to say when it will be available.

Editors Toronto: Have requested to use the NEC Survey Monkey account for a post-season satisfaction survey. They can use Google forms for free through their Google Drive.

b. Committees/task forces

The Publishing committee asked if there is a cost for launching resources for *Editing Like a Pro*. This should be in the marketing budget. The MarComm director will ask the committee to get in touch with the Publishing committee to talk with the committee.

The Standards committee asked if the new NEC expects anything more of the committee than the work they already have for the year. There was nothing apart from the work they already have, which is substantial. They also asked if the Equity, Diversity, and Inclusion (EDI) and conscious language expertise available in volunteer pool or could the committee hire consultants for the professional editorial standards given the importance of this aspect of the project? They could put out call for volunteers from within membership, but no member who volunteers can be paid for this work. If they can't get a volunteer, they should propose a cost and submit a proposal through the budgeting process. They could submit something now; if they don't need the money, they don't need to spend it.

Certification Steering committee asked if NEC members could audit exam results instead of paying auditors to do it? They feel a change like this wouldn't affect the integrity of the process.

NEC directors raised the following points and questions:

- The auditors are very expensive and their participation can delay getting marks out to exam takers.
- The role is to double-check an administrative task associated with the exams.
- The identities of exam takers and markers are protected.
- The volunteer would sign a confidentiality agreement.
- The Executive Director checks names to match them up to identification numbers. The NEC director who volunteers would be double-checking the ED's work.
- It makes sense for the treasurer to audit this as a standard practice, with the option to have second person in case the treasurer takes an exam.
- We don't need to vote on their decisions; however they need to check on who vote on this type of policy change.

Action

Heather Buzila to look into certification policy and process to see if who audits exam marks is listed and who has to vote on changing it.

The Insurance task force requested demographic information about members; they now have it. Their delivery date should be on their task force brief. They can deliver at their convenience.

Their files should have been moved to Google Drive. Leah Morrigan will contact staff about the task force's files to find out where they have moved.

c. Directors

d. Requests

Career Builder committee: asked for NEC input on online communities of practice: Suzanne Bowness reported that the topic arose at the conference; two areas of practice that were of interest were academic and technical editing. Advanced editors would like to have groups where they could talk about their concerns rather than taking part in more generic learning and discussion. She proposed developing these committees to support editors interested in specific areas of practice. The student group is reading Carol Fisher Saller's *The Subversive Copy Editor* together. The Volunteer Management committee might be interested, Leah Morrigan will pass information on to the committee.

Action

Suzanne Bowness and Leah Morrigan to connect to talk about establishing online communities of practice.

Action

Heather Buzila to report back to the Career Builder committee to let them know and connect committee to Suzanne Bowness and Leah Morrigan.

The Career Builder committee wants to confirm the budget available for the ODE changes and the timing. An RFP will be done for a website person/provider.

The vice-president has requested that translation costs for the annual report be part of the national budget and the normal costs of awards included in the budget. The treasurer reported that the translation committee did the translation last year; it makes sense to have money set aside for this cost in case the committee can't be available.

Committees can find volunteers on a spreadsheet called Volunteer Connect on the NEC drive. There should be a link to the spreadsheet on the website. The spreadsheet is emailed to committees.

8. Break

9. Update on ongoing projects

a. Publishing committee

Members seem to be confused about the new edition of Proofreading handbook and prep materials for the Proofreading exam. Members have either bought both *Edit Like A Pro* or *Meeting Professional Editorial Standards* and wonder if they should get a refund for one of them. It's useful to members to have both. Members who have both resources are in the best position to succeed

at their exams. It would be useful to talk outside this meeting about communicating that message.

Committee work is ongoing. The subcommittee working on the diversity and inclusion handbook is making progress.

Action

Heather Buzila to talk with Michelle Ou about communications about the difference between ELAP and test preparation guides.

b. Insurance task force

The Insurance task force is about to come back with a final proposal for NEC review.

c. Member Services/Volunteer Management committees

Member Services: New members get five emails welcoming them to Editors Canada. There have also been welcome back email to renewing members. The committee is sorting it out.

Two new subscription deals for members are in the works. Oxford University Press is testing the Editors Canada website to see if they can offer a discount to the premium reference collection. Then NEC can vote on the arrangement. Canadian Press is offering Editors Canada members a discount for the 19th edition of the *Stylebook*.

An editor who provides IT and admin services would like to offer a discount to Editors Canada members. The committee wondered about vetting people before they can offer discounts to members.

Editors Canada has a discount page where people can offer Editors Canada members discounts—the association might not need to do anything formal. For example there is no specific arrangement with PerfectIt: they offer members a discount and the association promotes it.

Volunteer Management: Editors Canada has a volunteer who is deaf-blind who wants give a webinar about providing access to people with disabilities. They have connected with staff and the webinar committee. The website committee is still inventorying the current website and not looking at building the future website, but if this volunteer wants to help improve the accessibility of the website, the committee will have to consider accessibility when it reaches that point.

Several new volunteers have reached out to the Director of Volunteer Services in the past week. They want to set up a system of sending out soft messages about specific volunteer opportunities rather than sending interested volunteers to Volunteer Connect. The directors feels that handling requests personally might encourage volunteers rather than sending them to a spreadsheet. The president suggested that directors check the spreadsheet first and then to the director to contact their group of contacts.

Volunteers must be Editors Canada members. Some committees have members who are not Editors Canada members, but directors and committee chairs must be members.

d. Certification

Berna Ozunal has suggested that her students evaluate the current Structural editing publication for *Edit Like a Pro*.

Action

Heather Buzila to look into past NEC minutes about student critiques of ELAP and to connect with Arija Berzitis about what she found.

Foundational skills test questions were to be sent to NEC. Heather Buzila has the link and will share it with NEC directors.

e. Standards committee

The committee's report, at Appendix D, contains the full update.

f. Webinars/Training and Development committee

The committee's report covers the work. A call for proposals for new webinars will go out this week.

g. Career Builder committee

Updates are in the committee's report. The committee is working with staff and the MarComm committee on the LinkedIn page.

h. Student Relations committee

The Student Relations committee is doing a Facebook series on student affiliate Facebook page to get people engaged.

i. Website task force

The website task force has written a member survey about how they feel about the website and what they would like to see. The survey will go out in October. The next step is to build a site map for the proposed site and to cost that out. She reported that the target date for completing the new website is November 2022. The committee has good grasp of problems with the site, and the survey will further inform on members' wants and needs.

j. MarComm committee

The committee chair has stepped down. Another committee member might fill the position. The director is trying to make it easier for the committee to build marketing and communications into plans as early as possible. MarComm committee members liaise with the other committees. The director is developing a form that committees can complete for the committee to help them promote their work. The committee is trying to make schools and committees more aware of Editors Canada. They might create a video to share with schools and will apply for budget for this. The committee is working on Google adwords, and is nearly ready to launch a campaign.

The NEC must vote on committee chairs before they are put into position. This can be accomplished by online voting.

k. Mentorship committee

No discussion.

10. COVID-19 recommendations for branch/twig/committee meetings/event

A member reported that branches and twigs are wondering what to do about having vaccinated people in meetings. Do we need a health and safety policy for the organization? They presented the City of Toronto's guidance on how non-profit organizations can safely hold meetings until the pandemic was over.

https://www.toronto.ca/wp-content/uploads/2020/06/965e-Guidance_Community-Non-Profit-Services.pdf

11. Implementing the Equity, Diversity, and Inclusion (EDI) task force recommendations

The Equity, Diversity and Inclusion task force made several recommendations, and NEC needs a way to track their progress on the recommendations.

a. Implementation spreadsheet

There is a spreadsheet for tracking the organization's progress on each recommendation. Some recommendations can't be implemented, like the suggestion to limit volunteer terms. This is not possible because the members voted against it recently. A lot of the recommendations will cross portfolios, and several people will need to work together on them. It's also important to keep membership informed of progress.

Directors can update the information if they know what is happening, but don't sign up to take things on before discussion can take place. If something quite simple is needed, let NEC know what you can do.

What about prioritizing committee ideas and recommendations? A committee with ideas that are related to EDI, can be put in place, keeping NEC informed of intention.

Some training and development activities might be tricky to implement because approaching people to cover topics of interest has not gone well. Will add that to spreadsheet.

Action

Leah Murrigan to look at adding an EDI tab to the Volunteer Connect spreadsheet.

12. Branches and twigs

Almost all branches and twigs have their own website or blog. Some have a members' list, which is free. They could be seen as in conflict with Editors Canada's Online Directory of Editors, which members pay for. These branch and twig lists are not searchable like the ODE. Further some twigs have their member lists on Editors Canada's own website.

NEC directors raised the following points and questions:

- The ODE is a business expense editors can write off. It generates work for editors.
- During the website revamp, the committee hopes to update the ODE to make it more searchable and useful and to integrate those twig and branch websites into the national website. The committee will make sure they are talking to branches and twigs about their website needs.

Action

Anne Godlewski and Breanne MacDonald to look at branch/twig websites/blogs/editors lists as the Website task force continues its work.

13. Conference

The 2022 conference venue agreement is still in place in Edmonton. The committee is planning a hybrid event, but they are prepared to change course to meet the health restrictions in place at the time of the conference.

The French conference contracts are getting into place. The team seems well-organized; they are getting lots of work done.

14. Next meeting

- a. **October 17, 2021**
- b. **Q4 reports will be due at the November meeting**

15. Adjournment

MOVED BY Leah Morrigan

SECONDED BY Anne Godlewski

that the meeting be adjourned.

Appendix A—Agenda

Sunday, September 19, 2021

3:00 pm to 6:00 pm ET

1. Call to order
2. Approval of agenda
3. Introductions
4. Review of our roles
5. Budget update
6. Review of outstanding action items from previous meetings
7. Reports and requests
8. Break
9. Update on ongoing projects
 - a. Publishing committee
 - b. Insurance task force
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 - k. Mentorship committee
10. COVID-19 recommendations for branch/twig/committee meetings/event
11. Implementing the equity, diversity, and inclusion (EDI) task force recommendations
12. Branches and twigs
13. Conference
14. Next meeting
15. Adjournment

Appendix B—Action Items

Action Items, Past Meetings

	Action Item	Person (s) Responsible	Previous Status	NEW STATUS
1.	Natasha Bood to find someone to sublet the Editors Canada office space in Toronto. June 27, 2021	Natasha Bood	In progress I have reached out to several brokers, but am not having much luck with responses. If anyone knows a commercial broker in Toronto, I'd appreciate the help!	In progress
2.	Heather Buzila to ask incoming secretary to let Mentorship committee know that they can use Volunteer Connect documents and advertise for volunteers in enews and on the members-only Facebook page. In general, the committee chairs find volunteers for committees. June 27, 2021	Heather Buzila Marcia Allyn Luke	In progress Heather to connect with Marcia after the Sept. 19 meeting	
3.	Heather Buzila to talk with incoming secretary to talk about ways to support the Mentorship Committee. June 27, 2021	Heather Buzila Marcia Allyn Luke	In progress Heather to connect with Marcia after the Sept. 19 meeting	
4.	Heather Buzila to continue work on the project to index NEC and AGM minutes. June 27, 2021	Heather Buzila	Index still in progress(?)	In progress. Heather Buzila waiting to hear from indexer about this.
5.	Heather Buzila to look at how to develop a new strategic plan. June 27, 2021	Heather Buzila	In progress	In progress
6.	For Błażej Szpakowicz to check with Caitlin Stewart about the French webinar site. April 25, 2021	Błażej Szpakowicz	In progress	In progress
7.	For Suzanne Bowness to contact Sylvie Collin for list of terms for blog post tags. April 25, 2021	Suzanne Bowness	In progress	In progress

8.	Heather Buzila and Natasha Bood to look into another Heritage Canada grant for the agrément program. Need to start this work by September or October. April 25, 2021	Heather Buzila	In progress	Waiting until September
9.	Suzanne Bowness to look at existing crisis comms guidance and assess and revitalize it, working with Michelle Ou. April 25, 2021	Suzanne Bowness	In progress	In progress
10	Heather Buzila and Breanne MacDonald to discuss a reduced ODE fee for transitional members once the Website Task Force is looking in the ODE. April 25, 2021	Heather Buzila	In progress	Waiting until new website is under development
11	Natasha Bood to talk about possible Heritage Canada grant applications for May. Jan. 17, 2021	Natasha Bood	In progress	In progress .
12	Marcia Allyn Luke to deal with mentorship issues as follows: - change the communications (that is, separate call for mentees from call for mentors) - clarify the requirements for mentees consistent (members/student affiliates) - find proposal from Carolyn Brown, examine it to see if changes necessary, and if so, bring a recommendation for changes to the NEC for review.	Marcia Allyn Luke		In progress. CC to send info to new NEC Director for Mentorship Committee

Action Items, On Hold

	Action Item	Person (s) Responsible	Status
13.	Natasha Bood to email branches about importance of collecting HST.	Natasha Bood	On hold Natasha to discuss with bookkeepers.
14.	Anne Brennan to set up Zoom meeting with Breanne MacDonald and Greg Ioannou to talk about distributing ELAP as an ebook.	Anne Brennan	On hold
15.	Greg Ioannou to ask Tamra Ross about having the student affiliate status on the ODE and also to change the Aboriginal to Indigenous.	Greg Ioannou	On hold
16.	Natasha Bood to develop "Member since XXXX" badges for each year that the	Natasha Bood	On hold.

	organization has existed so that members can self-select their own.		Very low on the priority list.
17.	Natasha Bood to look into the possibility of partnering with a French dictionary.	Natasha Bood	On hold until English dictionary is published/launched
18.	Natasha Bood to investigate the possibility of a mini-conference put on by branches and twigs, supported by national office.	Natasha Bood	On hold
19.	NEC to review each year the list of possible trademarks to apply for.	NEC Directors	On hold until March, 2020.
20.	Gael Spivak and Natasha Bood to work on a governance poster to show incoming branch and twig coordinators what their responsibilities are and how communications work among various parts of the organization (on hold until more time).	Gael Spivak Natasha Bood	On hold. John Y started; too many other priorities.
21.	Natasha Bood to talk to Editors Toronto about partnering on professional development events.	Natasha Bood	On hold
22.	Sue Bowness to develop and test some calls to action and taglines for the dictionary project.	Sue Bowness	On hold until dictionary project is up and running again.
23.	NEC to review the idea of a 10% discount for a two-year renewal after reviewing the relevant discussion in minutes of 2019 Q1, March.	NEC Directors	On hold
24.	Heather Buzila to contact Michelle Ou about setting up a new email address so that Editors Québec can gradually stop using the email address from QAC.	Heather Buzila	On hold Sylvie Collin wants to discuss this with her branch exec first. June 17: Still nothing from Sylvie.
25.	Editors Canada president to contact presidents of organizations with whom Editors Canada has partnerships.	Heather Buzila	On hold until new president takes office.
26.			
27.	Greg Ioannou to contact Tamra Ross about Drupal and our website.	Greg Ioannou	On hold. It will have budget impact.
28.	Michelle Waitzman to talk to Breanne MacDonald (conference chair) and Heather Ross to discuss including membership fees at the conference.	Michelle Waitzman Heather Ross	On hold until 2021 conference. Not being pursued this year. Heather R investigating several options.

29.	Natasha Bood to discuss applying for a grant from Heritage Canada for the French mini-conference. (Sylvie Collin has to consider how it would work online). Jan. 17, 2021	Natasha Bood	Did not apply this year. REMOVED Sept 19, 2021
30.	Berna Ozunal to talk with Anne Brennan about student critique of ELAP, Proofreading publication. Changed to Structural editing CHANGED TO ARIJA BERZITIS	Arija Berzitis	In progress REPLACED Sept 19 with new item for Heather Buzila .

Action Items, Done

	Action Item	Person (s) Responsible	Status
31.	Leah Morrigan to ask The Vine and la Vigne to propose a budget for their work. June 27, 2021	Leah Morrigan	DONE
32.	Natasha Bood to look into liability insurance for staff because they now work from home. June 27, 2021	Natasha Bood	DONE Results reported to NEC via email.
33.	Breanne MacDonald to put Natasha Bood and Website Task Force leader in touch to discuss IT services. June 27, 2021	Breanne MacDonald /Natasha Bood	DONE
34.	Heather Buzila to investigate idea of using a decision log for NEC and committees. June 27, 2021	Heather Buzila	DONE

Appendix C—Branches and Twigs

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Editors Atlantic – Margo Grant, Sandy Newton, Molly Rookwood

Planning report to national executive council for Q3 meeting of September 19, 2021

1. **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**
 - The co-chairs discussed the creation of a new website, but then, following consultation with the folks in charge of building the national website, decided to wait for the national website to be developed to avoid doubling up on work and expense.
 - We had a summer hiatus on programming.
 - We had one new member join during this quarter.
2. **Priorities for the next quarter / Priorités pour le prochain trimestre**
 - We plan to have monthly twig socials.
 - Toward the end of the year, we plan to have a holiday social.
 - We plan to have monthly professional development workshops via Zoom.
 - We might be able to have a talk with an official Wikipedia editor.
 - We'd like to have someone from a local publishing house talk about hiring contractors and answer questions from our members.
 - We will try to have in-person local socials if Covid levels allow.
3. **Requests or questions for the national executive council / Demandes ou questions pour le Conseil d'administration national**
 - As noted above, we had initial discussions about creating a new Editors Atlantic website, but the suggestion was raised that this could be accomplished through and in tandem with the national website, so we decided to wait for the national website. Because Editors Nova Scotia and Editors Newfoundland and Labrador merged into Editors Atlantic, we currently have two separate websites that should be reconciled into one to reflect our new twig. Is development on the new national website progressing, or should we go back to our plan of making a new website ourselves?
 - Our twig has had difficulty finding members who want to take over the chair positions. Could there be a possibility of discounted membership for chairs to encourage members to take leadership positions?
4. **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?**

N/A

Editors Barrie – Janet Wilson, Jacqui Woods-Powell

Planning report to national executive council for Q3 meeting of Editors Barrie

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

- Planning six sessions in total :
 - Two workshop sessions for members only :
 - Language Amplification vs. Concision (October 14)
 - How to Build a Better Style Sheet – Aaron Dalton
 - Two presentation sessions for the general public as well as members :
 - Ableist Lanugage
 - Editing within the Self-Publishing Industry
 - Two social in-person events, December and June
 - AGM – May 2022

2. Priorities for the next quarter

- Develop workshop material for upcoming workshop on Language Amplification versus Concision
- Roll out survey to Editors Barrie - members only - and assess the results – see if we can implement new strategies to meet the needs of our members better
- Post list of Editors' and Writers' resources on Facebook – free lending library

3. Requests or questions for the national executive council

- None

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

- Jacqui will submit four \$25 honourarium slips: 3 panelists + Greg laonnou = \$100

Editors BC - Liz Warwick

Planning report to national executive council for Q3 meeting of Sept 19, 2021

1. Status update on actions from your branch/twig plan for the year:

- We will continue to hold our membership and PD events online this year as doing so has increased attendance from members across the province.
- We will continue to hold our branch executive meetings online as this allows us to have board members from outside Vancouver (currently two executive members are located outside the lower Mainland).
- We have moved all our documents into Google Workspace; all executive members are all able to access the relevant documents for their work.
- Our branch coordinator is now able to update the branch calendar and have events appear on the National calendar.

2. Priorities for the next quarter:

- Finalize our PD and monthly member programming to make it as diverse and engaging as possible.
- Transition our branch payment system (cheques) to the new, online system being implemented by National.
- Identify opportunities for Editors BC to participate in local writing events to raise the profile of the branch and Editors Canada in general.

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 our budget and estimate a small surplus (\$1500) at the end of the year. Holding our professional development programs online has resulted in savings over the past year and we anticipate that will be true this year.

Editors Calgary – Karen Crosby, Brenna Bailey-Davies, Trisha Loehr

Quarterly report to national executive council for meeting of / Rapport trimestriel pour la réunion du conseil d'administration national du September/septembre 2021

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

- We have continued to send a monthly email newsletter (Twig Talk), post social media content, and host monthly events.
- Events from February to July were held virtually. We had an in-person barbeque in August.
- Trisha Loehr stepped down as third co-chair in August; Brenna Bailey-Davies and Karen Crosby are now the co-chairs.
- Also in August, the chairs of the Edmonton twig stepped down. Until new volunteers step up to run that twig, we have absorbed Edmonton members into our communications and planning. We have sent those members a welcome message, and they were copied on our August newsletter.
- Several twig members volunteered at When Words Collide, a local “festival of readers and writers” that was celebrating its tenth anniversary (August 13–15).

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

- Continue to send monthly newsletters with upcoming events, national news, and opportunities for professional development.
- Continue to hold in-person and virtual meetings monthly, the former to be dependent upon public health guidelines.
 - September: a group stet walk in Calgary with an invite for Edmonton members to “join” us on the same date
 - Other possibilities: a roundtable discussion on an editing topic (our July event of this nature had positive feedback), a get-together to work on personal or professional writing projects, and connecting socially before Christmas
- Revise/update blog website: we now have a volunteer for this work and will collaborate with her on the updates

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?

- August in-person BBQ food and drink: \$187.22

Editors Edmonton - Reg Silvester

Planning report to national executive council for Q3 meeting

- 1. 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**
 - Previous co-ordinators' terms expired and no replacement candidates were found at the AGM. Calgary twig agreed to include Edmonton members in their communications, and Heather Buzila sent out a request for volunteers to take the position. I seem to have been the only applicant.
 - I can't report on the actions of the twig in the past year because I wasn't a member, and I can't report on plans for next year because I have yet to get in touch with members, if there are any.
 - Calgary is continuing to communicate with Edmonton until I get my bearings.

- 2. Priorities for the next quarter / Priorités pour le prochain trimestre**
 - Encourage members to participate in Calgary events.
 - Personally, I need to get a handle on whether the twig needs to be maintained or reinvigorated.

- 3. Requests or questions for the national executive council / Demandes ou questions pour le Conseil d'administration national**
 - I've forwarded my questions to the director for twigs.

- 4. 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?**

I haven't learned anything about the finances of the twig yet. That's also on my personal agenda.

Editors Hamilton–Halton - Laura Van Alphen and Robin Larin

Planning report to national executive council for Q3 meeting of September 2021 / Rapport de planification au Conseil d'administration national pour la rencontre du T3 du 23 septembre.

1. 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 completed our twig season in April 2021 with a conversation between author Kazim Ali and editor Rhonda Kronyk, who worked together on Kazim's latest non-fiction book.
- We held our annual AGM and planning meeting, but it was only attended by our three-member executive team and one other twig member.
- We have had difficulty finding members interested in the organizational side of the twig. Our former treasurer has also resigned. As a result, we are reducing our meetings for 2021-2022 to the required four, with the possibility of adding other sessions throughout the year if there is interest and capacity.
- We plan to continue to hold meetings on Zoom as this allows us to bring in speakers from outside of the Hamilton area. We also plan to hold more casual social events when possible, as this may improve engagement with the running of the twig.
- We plan to open any online events to all Editors Canada members. We also plan to cross-promote online events from other twigs to our members.
- 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.

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

- We plan to begin the year with an outdoor social to reconnect with other twig members in person.
- We also have a Zoom session booked in October with a local author and twig member on permissions and self-publishing, 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.

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

- At this point, we do not have the expense of renting a meeting room or providing small refreshments, as meetings will be taking place on Zoom. This may change in the new year.
- We are exploring the idea of paying speakers a stipend for presenting.

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

- We are concerned about the future of the twig if we cannot find members willing to take on an executive role. With the pandemic, we have been unable to do any succession planning, and our current executive members are not able to continue in their roles indefinitely. What happens if we cannot secure an executive at next year's AGM?

5. 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 not spent any money as of yet this year. We will likely spend some money on refreshments at our September social and on a stipend for our October presenter.
- 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 Kingston - Jodie Lees and Stephanie Stone

Planning Report to National Executive Council for Q3 2021 Meeting

1. Status update on actions from your branch/twig plan for the year

- We held the following programmed meetings over Zoom. Attendance was small but steady.
 - April – “Creating Hansard” – Kathleen Byrne spoke to us about working at the Ontario Legislature as a transcriber at Hansard.
 - May – Another in our “Authors Talk Editing” series – Ottawa-based author Brenda Gayle and her editor, twig member Carolyn Heald, discussed writing and editing Brenda’s self-published Charley Hall mystery series. These are cozy historical mysteries set in post-World War II Kingston.
 - June – The spring social was shortened to 1.5 hours from 2 hours at the request of a member. Future meetings will probably continue to use this approach.
- We also held our AGM in late May over Zoom. Here are the highlights:
 - Five out of 20 members attended.
 - Member Jodie Lees volunteered to replace Nancy Wills as coordinator. Stephanie Stone agreed to stay on another year.
 - We had a good discussion about the role of a coordinator, low attendance at meetings, ideas for future meetings, advertising on Facebook, and sending out a survey to members.

2. Priorities for the next quarter

- Use the results of our online survey to adjust our planning as necessary. We’ve already changed our meeting day to reflect the response.
- Plan and execute another interesting set of programmed meetings and increase attendance. We’ve sketched out a draft calendar of events.
- Put more focus on younger members and potential younger members: how can the twig best (or better) serve their needs? For example, we’ll be asking our membership for a volunteer to set up a Twitter account to attract this demographic.
- We’ve implemented the Events feature on our Facebook page to advertise our meetings and other events.
- Continue to discuss ways to increase awareness of the twig in the Kingston area. For example, we’ve contacted the Kingston Frontenac Public Library, Queen’s University English Department, and the Queen’s Professional Studies Department to ask whether they’ll advertise our September meeting (a “Meet & Greet”).
- Become more proficient in using the twig’s Google environment for email, sharing documents, and using the calendar to post our events and see those of other branches and twigs.

3. Requests or questions for the national executive council

- No requests or questions at this time.
- We appreciate all the information and support we receive from the national executive, particularly Michelle Ou, as we adopt the Google environment for much of the work and communication from the national office and among the branches and twigs.
- Thank you to Anne Godlewski for all her work as regional director and to Natasha Bood for the monthly membership lists.

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

- According to the transaction report we received in May, as of January 1, 2021, there was \$3,255.55 in our bank account at the national office.
- For the calendar year 2021, we were allocated \$1,000 in the budget. We have \$26 in petty cash, for net assets of \$1,026.
- We've spent \$225 on honoraria and (we believe) \$136.23 for our WordPress account, for a total of \$361.23.
- This leaves us with a balance of \$664.77.
- All our meetings have been on Zoom so far this year, so there are no expenses for room rental and refreshments and no income from non-member fees.
- Further expenses this year will likely be only for honoraria, so we should be able to keep within our budget.
- Everything is on track.

Editors KWG – Margaret Morris, Amanda Feeney

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

- 1. Status update on actions from your committee plan for the year / Mise à jour des activités prévues par votre comité pour l'année.**
 - KWG Twig held its annual general meeting in June of 2021.
 - Amanda Feeney volunteered as chair of KWG Twig for 2021-2023
 - Maggie Morris decided to continue her role as co-chair for the 2021-2022 year along with Amanda

- 2. Priorities for the next quarter / Priorités pour le prochain trimestre**
 - Send a survey to KWG Twig members to determine areas of interest for this year
 - Run at least one online educational event
 - Run at least one social networking online event

- 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

Editors Manitoba - Lianne Fontaine

Planning report to national executive council for Q3 meeting of September 19, 2021/ Rapport de planification au Conseil d'administration national pour la rencontre du T3 du le 19 septembre 2021.

1. **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**
 - Twig took a break and did not meet over July and August, as in previous years. This is because members were on holidays and did not want meetings scheduled.
 - Twig has finished the group study of *Professional Editors Standards: Copy Editing*, and will continue with *Proofreading* in September 2021.
 - Twig had reached out to a former member of the now-dissolved Manitoba Editors' Association in February 2021 to inquire if MEA still has a membership list to which Editors Manitoba can forward its events to. Editors Manitoba never received a response and felt it unwelcome to pursue contact.

2. **Priorities for the next quarter / Priorités pour le prochain trimestre**
 - Contacting two local Manitoba publishers (Fernwood Publishing and Portage & Main Press) to inquire about a presentation or seminar. This is a type of event Editors Manitoba had offered regularly in the past, and would like to pursue again.
 - Continuing with our monthly study sessions (*Meeting Professional Editorial Standards: Proofreading*).
 - Continuing to meet over Zoom, especially with the prospect of a fourth wave.

3. **Requests or questions for the national executive council / Demandes ou questions pour le Conseil d'administration national**
 - We understand that the Professional Editorial Standards will be updated – this is excellent news, thank you! Is there a projected date for this update? Our members are excited for an updated exercise guide.

4. **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?**

Editors Manitoba did not spend any money this quarter. Everything is on track.

Editors Ottawa-Gatineau - Sara Caverley, Sara Fowler, Carolyn Brown

Planning report to national executive council for Q3 meeting of September 19 / Rapport de planification au Conseil d'administration national pour la rencontre du T3 du 19 septembre.

- 1. 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**
 - Two professional development seminars secured for online delivery Sept–Nov
 - Branch website (capitalletters.ca) soft launch Sept. 13
 - Regular monthly programming resumes Sept. 15 (on Zoom) after summer break
 - Consider possibility of hiring paid p/t coordinator

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

(Q4 October to December)

 - Deliver online programming, seminars
 - Prepare hybrid model for 2022 activities
 - Maintain website

- 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? / Quel montant de votre budget avez-vous dépensé? Est-ce que tout se passe comme prévu?**
 - Carolyn TBC

Editors Québec - Sylvie Collin / Réviseurs Québec, Sylvie Collin

Planning document for the Q3 meeting of September 19, 2021 / Document de planification pour la rencontre du T3 du 19 septembre, 2021

1. What activities would you like to report on from the last quarter? / Sur quelles activités du dernier trimestre aimeriez-vous faire rapport?

Editors Quebec (EQ) held its virtual annual general meeting on 27 May 2021. Two new administrators were elected. Following the AGM, directors voted on the following roles:

Chair: Sylvie Collin Secretary: Geneviève Côté
Treasurer: Nathalie Fortin Communications Chair: Dwain Richardson
/ Réviseurs Québec (RQ) a tenu son assemblée générale annuelle virtuelle le 27 mai 2021. Deux nouvelles administratrices ont été élues. À la suite de l'AGA, les membres du conseil de direction se sont entendus sur les rôles suivants :

Présidente : Sylvie Collin Secrétaire : Geneviève Côté
Trésorière : Nathalie Fortin Responsable des communications : Dwain Richardson

With the recruitment of a new volunteer, Editors Québec has developed a communication plan to ensure an ongoing presence on social media. Its implementation began in August. / Grâce au recrutement d'une nouvelle bénévole, Réviseurs Québec a développé un plan de communication pour assurer une présence continue sur les réseaux sociaux. Sa mise en œuvre a commencé en août.

2. What activities (actions) does your branch/twig plan to do in the coming year? (Please fill in the table.) / Quelles activités (mesures) votre section ou ramification prévoit-il réaliser dans l'année à venir? (Veuillez remplir le tableau.)

All activities in the following table are conditional to the status of the pandemic and the health measures required. Only virtual activities are guaranteed to take place. / Toutes les activités mentionnées au tableau sont conditionnelles à l'état de la situation relative à la pandémie et aux mesures sanitaires exigées. Seules les activités virtuelles sont assurées d'avoir lieu.

To date, the new executive committee has not yet met, as some of its members are still on vacation. Therefore, we have not yet explored the possibility of organizing activities other than those mentioned in the following table. However, this possibility is not excluded. / À ce jour, le nouveau conseil de direction ne s'est pas encore réuni, certains de ses membres étant toujours en vacances. Nous n'avons donc pas encore exploré la possibilité d'organiser d'autres activités que celles mentionnées dans le tableau suivant. Cette possibilité n'est cependant pas exclue.

Strategic Priority / Priorité stratégique	Outcome / Résultat	Actions / Mesures	Cost, if any / Coût, le cas échéant
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.	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).	None / Aucun
Bilingual and Diverse / Bilinguisme et diversité	Bilingual/Bilinguisme Offer all services in both languages. / Offrir tous les services dans les deux langues officielles.	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. In winter and spring 2022, organize one seminar in English and one in French. / À l'hiver et au printemps 2022, organisation d'un séminaire en français et d'un en anglais.	None / Aucun
	Diverse/Diversité Broaden reach geographically. / Élargir notre portée géographique	Organization of one virtual workshop* per month / Organisation d'un atelier-causerie* virtuel par mois.	None / Aucun

* Mots de tête... à résoudre en gang!

		Explore the possibility of making our development and networking activities hybrid. / Évaluer la possibilité de rendre nos activités de perfectionnement et de réseautage hybrides.	To be determined / À déterminer
Communications and Marketing / Communications 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.	Reach out to our contact people at universities to assess the possibility to hold presentations to students in the winter of 2022. / Contact de nos personnes-ressources dans les universités pour vérifier la possibilité de tenir des présentations aux étudiants à l'hiver 2022.	None / Aucun
		Post at least two publications per week on the Facebook page and the Twitter account of Editors Québec. / Diffuser au minimum deux publications par semaine sur la page Facebook et le compte Twitter de Réviseurs Québec.	None / Aucun

Membership: Increased and Engaged / Membres plus nombreux et plus actifs	Engaged members, who do some of the following: Volunteer (with upward progression or not). Les membres participent activement à la vie associative, notamment lorsqu'ils : sont bénévoles (qu'il y ait ou non une progression)	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.	None / Aucun
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3. Priorities for the next quarter / Priorités pour le prochain trimestre

Continue to implement the communications plan to ensure an ongoing presence on Facebook and Twitter. By increasing our visibility, we hope to improve our brand awareness. / Poursuivre la mise en œuvre du plan de communication pour assurer une présence continue sur Facebook et Twitter. En augmentant notre visibilité, nous espérons améliorer notre notoriété.

With the experience of our new treasurer, continue to improve our practices and procedures in the financial management of the branch. Evaluate the costs and services of our suppliers and the relevance of keeping or changing them. / Grâce à l'expérience de notre nouvelle trésorière, poursuivre l'amélioration de nos pratiques et procédures dans la gestion financière de la section. Évaluer les coûts et services de nos fournisseurs et la pertinence de les conserver ou d'en changer.

Explore the feasibility, technologically, humanly and financially, of making our development and networking activities hybrid in 2022. Acquire the skills to do so. This would allow us to better serve our members in the regions. / Explorer la faisabilité, sur les plans technologique, humain et financier, de rendre nos activités de perfectionnement et de réseautage hybrides en 2022. Acquérir les compétences pour le faire. Cela permettrait de mieux desservir nos membres en région.

Continue to transfer the section's folders to Google Workspace. / Poursuivre le transfert des dossiers de la section sur Google Workspace.

4. 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.

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?

We have spent \$1,971 from April 1 until July 31, 2021. We had no income for the same period. The closing balance of our checking account was \$7,326 as of that date, with

\$160 of outstanding bills. / Nous avons dépensé 1971 \$ du 1^{er} avril au 31 juillet 2021. Nous n'avons enregistré aucun revenu pour la même période. Le solde de clôture de notre compte chèques s'élevait à 7 326 \$ à cette date, avec 160 \$ d'impayés.

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.

Editors Saskatchewan - Nadine Coderre and Kelly Laycock

Planning report to national executive council for Q3 meeting of September 19, 2021

1. 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

- This year, Editors Saskatchewan sent out a survey to our membership to find out what our top priorities should be this year and how we might improve engagement. Unfortunately, we received only 6 responses from our then 30 members. Professional development and networking were the most popular results for priorities from those responses.
- The transition to the new executive for 2021–22 happened in May, when four new members were brought on to the executive: Jenny Davies as secretary, Kathryn Nogue as membership outreach, and Nadine and Kelly as co-chairs. The marketing and social media coordinator, Graham Wall, remains in that post, and Christina Desnoyers moved from the position of secretary to treasurer. Founding members Michelle Boulton and Perry Miller stepped down from the executive.
- Since the transition, we have focused on getting to know each other and the requirements of the organization and brainstorming ideas for re-building membership engagement. The executive has met for planning sessions and team-building meetings several times.
- One of the first acts as the new executive was to send flowers to founding members Michelle and Perry to thank them for their years of dedication and service to the branch.
- We have now held our first membership events, two casual in-person get-togethers in the park this August, one held in Saskatoon and one in Regina, to help draw as many people out as possible. This was also the first time the executive met each other in person, which was very rewarding after several months of online meetings. We each brought our favourite summer reads to discuss, which we will share in our upcoming quarterly newsletter. The Saskatoon event drew seven members of which four were executive members, but the Regina event had only three attendees (all executive). Despite a lack of turnout in Regina, the events helped to foster some positive interactions, which we hope will lead to more engagement with the branch over the rest of the year.

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

- For the fourth quarter, our branch will continue to meet monthly and promote positive interactions.
- We have agreed to organize themed meetings or PD sessions for the membership every second month, while the alternate months will be planning sessions for those events and general business meetings.
- We will continue producing a branch newsletter four times a year and reach out to members through social media channels.
- We have started a new Slack channel for the executive to more easily communicate, and we hope to add members to the list to help with networking between meetings and form an online support community for the editors in Saskatchewan.
- Continue to engage with membership as much as possible, and foster positive connections in the community.

3. **Requests or questions for the national executive council / Demandes ou questions pour le Conseil d'administration national**
 - N/A

4. **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?**
 - Between June and September of 2021, the new executive spent \$170.90 to purchase thank-you flowers for Michelle and Perry as they stepped down from the executive in July.
 - This branch will aim to produce a budget in advance of our upcoming events and continue to keep spending on track as we move through the next quarter.

Editors Toronto - Jona Rhica Mejico

Planning report to national executive council for Q3 meeting of / Rapport de planification au Conseil d'administration national pour la rencontre du T3 du

- 1. 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**
 - N/A for this quarter

- 2. Priorities for the next quarter / Priorités pour le prochain trimestre**
 - Outline five-year strategic plan
 - Develop a plan for this season's goal of ensuring that current committee members are supported and that preparation for filling positions for the following year is done well ahead of season-end.

- 3. Requests or questions for the national executive council / Demandes ou questions pour le Conseil d'administration national**
 - Is there an opportunity to use the NEC SurveyMonkey account for post-event or post-season satisfaction surveys?

- 4. 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 not used any of our budget but will start when the season begins (social media fees).

Appendix D—Committees and Task Forces

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Career Builder Committee – Lynne Melcombe

Planning document for the Q3 2021 meeting

Chair: Lynne Melcombe

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

5. What activities would you like to report on from the last quarter? / Sur quelles activités du dernier trimestre aimeriez-vous faire rapport?

- Our focus during the summer has been to review our first year as a committee, discuss results and lessons learned, and determine our plans going forward. As a result of these meetings we determined we should streamline our efforts to focus on specific career-related themes each year.
- Our committee has re-examined the three overall themes in career building :
 - 1) Build your network
 - 2) Build your skills
 - 3) Build your portfolio
- For the coming year, we have decided that our primary focus will be on the first theme : build your network. Most of our initiatives will be focused around this theme with the goal of increasing the effectiveness of existing Editors Canada networking opportunities, building new opportunities, and in general providing value for our members through supporting the development of meaningful personal and professional connections.
- In parallel, we will continue to lay groundwork towards the third theme, build your portfolio, by planning improvements to the ODE and executing phase one of the Editors Canada career hub in alignment with the website task force. (The bulk of the ODE and website work, however, will be done in 2022, since most of it will be dependent on Editors Canada plans for revamping the website.)

6. What activities (actions) does your committee plan to do in the coming year? (Please fill in the table.) / Quelles activités (mesures) votre comité prévoit-il prendre dans l'année à venir? (Veuillez remplir le tableau.)

Strategic Priority / Priorité stratégique	Outcome / Résultat	Actions / Mesures
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 quarterly blog posts on best use of existing ODE. • Establish an ODE focus group (in alignment with the website task force) and perform a gap analysis on usability and value. Identify any short-term improvements that

		can be made within the existing tool.
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"> • Build Your Career web hub (version 1): Build an initial set of content to replace the Find work section of the website based on our previously NEC-approved plan. The primary focus for this year will be on the landing page and content related to building networks. • Web content updates will be highlighted in the quarterly newsletter (see Communications & Marketing).
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.
Communications and Marketing / Communications et marketing	Internal : Members feel consulted on issues important to them.	<ul style="list-style-type: none"> • Member survey : Publish a survey in the fall on in-house editors to determine further initiatives that may be needed. • Create quick polls on career topics of interest around networking and communities of practice that will inform the work of the committee to ensure we are meeting member needs.
Communications and Marketing / Communications et marketing	Internal : Members are well informed about the association.	<ul style="list-style-type: none"> • Quarterly newsletter : Establish a quarterly Career Builder email communication that highlights existing and new career resources / networking opportunities (and includes a link to a

		<p>quick poll on a topic of interest).</p> <ul style="list-style-type: none"> ● Current plan is to publish in November, February, and May pending office approval.
<p>Communications and Marketing / Communications et marketing</p>	<p>External : Our targeted communication activities reach potential members, clients and employers.</p>	<ul style="list-style-type: none"> ● Linked In : Revitalize Editors Canada’s presence on Linked In by creating new content and sharing existing content aimed at building our brand with employers. ● Continue to coordinate this with the national office and the communications and marketing committee. ● Relevant Linked In-related content will be highlighted in the quarterly newsletter.
<p>Membership: Increased and Engaged / Membres plus nombreux et plus actifs</p>	<p>Engaged members, who do the following : Interact on social media.</p>	<ul style="list-style-type: none"> ● Networking : Work with Branches & Twigs, including Vine, to help advertise existing opportunities and provide new opportunities for online member networking across the association. ● Develop an Editors Canada networking calendar that can be highlighted in the quarterly newsletter and the website career hub. ● Work with the Student Committee on a national online book club for members.
<p>Membership: Increased and Engaged / Membres plus nombreux et plus actifs</p>	<p>Engaged members, who do the following : Help others by being a part of the community.</p>	<ul style="list-style-type: none"> ● Communities of Practice : Establish online communities of practice within Editors Canada based on member interests.

		<ul style="list-style-type: none"> • In particular for 2021, work with Letitia Henville to establish an ongoing community of practice for academic editors that will be open to Editors Canada members. • Assess the needs and interests of members for other communities of practice and look at the possibility of establishing a second one this plan year based on our experiences with the academic community of practice.
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7. Priorities for the next quarter / Priorités pour le prochain trimestre

- Create quarterly newsletter template and publish first newsletter (currently targeted for November)
- Publish in-house member survey and analyze the results
- Publish the landing page for the Build Your Career hub
- Work with Letitia Henville to establish the academic editor community of practice
- Create the first ODE blog post as part of a quarterly blog series
- Collaborate with the Marketing & Communications committee on LinkedIn posting
- Collaborate with the Student Committee on a national online book club

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

- We'd like to request any input the NEC may have on the establishment of online communities of practice. We are currently envisioning regular Zoom calls between editors with an interest in academic editing as a starting point but will be building our plan further with Letitia's input.

9. Committee budget request / Demande de budget du comité

- We would like to confirm the budget that will be available for future ODE / web improvements and the associated timing.

Certification Steering Committee (CSC) - Vicky Bell and Jaime Miller

Planning document for the Q3 meeting of September 19, 2021

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

- Develop and administer the professional certification exams
 - The development of the 2021 certification exams (Structural Editing and Proofreading) is progressing well – Structural Editing is ready to go, and the Proofreading exam (which is being offered in PDF format for the first time) is being finalized. The final piece is to update the cover page with instructions for using Uxpertise (see below).
 - Remote proctoring: The contract with Uxpertise, our new remote-proctoring/exam-hosting partner, has been signed and the development of our custom platform is underway. Training for several committee members took place on August 30. The next step is to set up the exams within Uxpertise.
 - Exam piloting: Piloters have been selected and the piloting will be held, via Uxpertise for the first time, over the weekend of September 10–12. Markers are currently being recruited.
 - Addenda to Structural Editing and Proofreading *Study Test Prep Guides*: Amy Verbitsky and Jaime Miller worked to develop these addenda (including revised instructions and new Part A questions, to give candidates and purchasers of the *Test Prep Guides* more exam practice), and the office is now distributing these on our behalf to people who have purchased or will purchase the existing *Test Prep Guides*.
 - Annotating in PDF: Instructions for marking up PDFs using Adobe's annotating tools have been developed and uploaded to the website; they will also be given to piloters and candidates who register for the Proofreading exam.
- Foundational Skills test: The questions for the Foundational Skills test have been finalized, and we are working on a request from Heather Buzila to see the questions (currently slightly delayed, given committee member vacations).
- Credential maintenance: The office and some committee members have been working hard on this, to reconcile which certified members should be contacted regarding fees owing. The office is also trying to find a way to automate the collection of fees, via Findjoo.
- File storage: Given that Editors Canada has moved to using Google Drive for file storage, and given that Sync.com (the CSC's own file storage platform) is an extra expense for EC, we decided to move our CSC files over to Google Drive as well. All the files have been copied over and will be deleted off Sync once the last work related to the 2021 exams is completed. We'll then allow our subscription to Sync to lapse in mid-September.

2. Priorities for the next quarter

- Administering the 2021 exams: In preparation for the "real" exams on November 20, we'll solicit feedback from piloters on the experience of a) using Uxpertise and b) taking the Proofreading exam on PDF.
- Foundational Skills test: Once we've got final approval, the next priority will be to set a launch date and work with the Marketing and Communications committee to get out the word about Foundations.

- Credential maintenance: We'll keep working with the office to get the credential maintenance program up and running.
- Copy-Editing addendum: This may spill over into Q4, but ideally we will begin prepping an addendum for the Copy-Editing *Test Prep Guide* in anticipation of the 2022 administration of the Copy-Editing exam.

3. Requests or questions for the national executive council

- Auditing the exam marks: Currently, we use an external auditor to check that the marks assigned by the markers and marking analyst are correct. It's a very quick task on the part of the auditor but comes with an extra expense (of about \$1,000) and, in recent years, has resulted in delays to sending out the results to candidates (frustrating for them). For the 2022 administration of the exam, we would like to move to a different process: whereby the EC President or Treasurer checks the marks instead. We've discussed this at length within the committee and feel that this new process would not affect the integrity of the exams, as long as committee members continue to remain at arm's length and do not know the identities of any of the candidates. **Does the NEC have to vote on this, or can we just go ahead and make the change?** If we go ahead, we'll need to update our policies and informational text on the website.

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

The unforeseen \$4,000 development fee from Uxpertise has likely put us over budget for the year. However, we hope that getting rid of the Sync fee helps to recoup some costs.

Other (budgeted) spending to date this year:

- Exam setter honoraria for the Structural Editing and Proofreading exams
- Graphic designer for the Proofreading exam

Conference Advisor - Breanne MacDonald

Planning document for the Q3 meeting of September 19, 2021 / Document de planification pour la rencontre du T3 du 19 septembre 2021

1. **What activities would you like to report on from the last quarter? / Sur quelles activités du dernier trimestre aimeriez-vous faire rapport?**
 - Recruited conference chairs for 2022
 - Completed an initial draft budget
 - Facilitated conversations about the format of next year's conference
2. **Priorities for the next quarter / Priorités pour le prochain trimestre**
 - Recruit volunteers and start having committee meetings
 - Decide on theme and put out call for speakers
 - Brainstorm and start approaching potential keynote speakers
 - Update the budget to account for a hybrid conference and 2022 prices
3. **Requests or questions for the national executive council / Demandes ou questions pour le Conseil d'administration national**
 - None at this time
4. **Committee budget request / Demande de budget du comité**
 - Conference budget will be submitted separately. Currently waiting for some estimates and updating venue pricing before finalizing.

Francophone Adviser - Sylvie Collin / Conseillère francophone - Sylvie Collin

Planning document for the Q3 meeting of September 19, 2021 / Document de planification pour la rencontre du T3 du 19 septembre, 2021

1. What activities would you like to report on from the last quarter? / Sur quelles activités du dernier trimestre aimeriez-vous faire rapport?

- Since July, I have contacted five (5) francophone potential volunteers and held four (4) online meetings. Of this number, one person has joined the French conference organizing committee. Another one was referred to the translation and editing team and to the person in charge of the blog. The others have not yet made their decision. / Depuis juillet, j'ai contacté cinq (5) bénévoles potentiels de langue française et en ai rencontré quatre (4) virtuellement. De ce nombre, une personne s'est jointe au comité d'organisation du congrès en français. Une autre a été orientée vers l'équipe de traduction et révision et vers la personne responsable du blogue. Les autres n'ont pas encore pris leur décision.
- I helped revise and update the Welcome Kit. / J'ai collaboré à la révision et à la mise à jour de la trousse de bienvenue.

2. What activities (actions) does your committee plan to do in the coming year? (Please fill in the table.) / Quelles activités (mesures) votre section ou ramification prévoit-il réaliser dans l'année à venir? (Veuillez remplir le tableau.)

- Indicate which priority from the strategic plan each activity reflects. / Indiquez la priorité du plan stratégique touchée par chacune des activités proposées.
- Activities can fall under more than one priority. Either pick the one that you think it most represents or put it in more than one place. / Les activités peuvent relever de plus d'une priorité. Vous pouvez choisir la priorité qu'elle représente le mieux ou l'inscrire à plus d'un endroit.

Strategic Priority / Priorité stratégique	Outcome / Résultat	Actions / Mesures	Cost, if any / Coût, le cas échéant
Bilingual and Diverse / Bilinguisme et diversité	<ul style="list-style-type: none"> • Offer all services in both languages. / Offrir tous les services dans les deux langues officielles. 	<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"> • None / Aucun

Strategic Priority / Priorité stratégique	Outcome / Résultat	Actions / Mesures	Cost, if any / Coût, le cas échéant
	<ul style="list-style-type: none"> • Have a better balance of services for francophone members. / Parvenir à équilibrer les services offerts aux membres francophones. • Work on a gradual shift in culture to be a truly bilingual association. / Changer progressivement les mentalités pour devenir une association vraiment bilingue. 	<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. • Meet virtually all Francophones who indicate their interest in becoming a volunteer in their Findjoo membership form. / Rencontrer virtuellement tous les francophones qui indiquent leur intérêt à devenir bénévoles dans leur formulaire d'adhésion Findjoo. 	<ul style="list-style-type: none"> • The 2^e Congrès des langagiers et langagières budget approved in March 2021. / Le budget du 2^e Congrès des langagiers et langagières approuvé en mars 2021. • None / Aucun
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"> • None / Aucun

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

- Finalize the organization of the second French language conference. Tasks to be completed by November 6:
 - Promotion: publish announcements on social networks according to the agreed upon schedule.
 - Quiz: write the questions and instructions to the participants.
 - Vendor Fair: contact potentially interested individuals, organizations or companies and sign agreements.
 - Session hosts: recruit session hosts and follow up with speakers.
 - PheedLoop: finalize the input of all required information and ensure that all necessary measures for the smooth running of the conference have been taken.

Terminer l'organisation du deuxième congrès en français. Tâches à effectuer d'ici le 6 novembre :

- Promotion : publier les annonces sur les réseaux sociaux selon le calendrier convenu;
 - Jeu-questionnaire : rédiger les questions et les instructions aux participants et participantes;
 - Foire marchande : contacter les personnes, organisations ou entreprises potentiellement intéressées et signer les ententes;
 - Hôtes d'atelier : recruter les hôtes d'ateliers et assurer le suivi auprès des conférenciers et conférencières;
 - PheedLoop : finaliser la saisie de toute information requise et nous assurer que toutes les mesures nécessaires au bon déroulement du congrès ont été prises.
- Keep looking for French-speaking volunteers for the national committees. / Continuer à recruter des volontaires francophones pour les comités nationaux.

4. **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.

5. **Committee budget request / Demande de budget du comité**

- The total expenses listed in the March 2021 approved budget are \$9,950. As of September 1, 2021, we have raised \$4,300 in registrations. Registrations close on November 5, 2021. / Le total des dépenses du budget approuvé en mars 2021 s'élève à 9 950 \$. Au 1^{er} septembre 2021, nous avons récolté 4 300 \$ en inscriptions. Les inscriptions se terminent le 5 novembre 2021.

Insurance Task Force, / [Nom du groupe de travail] – Leah Morrigan and Susan Turner

NEC Director: Leah Morrigan
Task Force Lead: Susan Turner

Quarterly report to national executive council for meeting of September 3, 2021/ Rapport trimestriel en vue de la réunion du conseil d'administration national du

Taskforce delivery date: TBD
/ 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.**
 - *TF Lead handover from Jenny Davies to Susan Turner July/21*
 - *TF Status meeting held via Zoom Call July 21, 2021*
 - *Members confirmed as David Marsh, Susan Turner, Barb Czarnecki (only on consult for past info), Leah Morrigan (NEC Liaison)*
 - *TF Reviewed summary membership Survey previously conducted. Outstanding questions sent to Leah for NEC input.*
- 2. Priorities for the next quarter / Priorités pour le prochain trimestre**
 - *Compile data from all sources as input to Business Case – ST & DM*
 - *Update all documentation to repository once confirmed by NEC – ST & DM*
 - *Follow-up on leads for Errors & Omissions rates - ST & DM*
- 3. Requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national**
 - *Need Demographic information for the membership if possible, a) by province b) Freelance vs Company employed c) by age bracket*
 - *Need to confirm TF delivery date: I would recommend final report to NEC by Nov 1, 2021*
 - *The dropbox location for the previous files would not work for the TF members in July. Please advise.*
- 4. How much money from your budget have you spent? None**

5. **Is everything on track? / Combien d'argent de votre budget avez-vous dépensé? Est-ce que tout va bien de ce côté? Yes**

Marketing and Communications Committee – Jillian Reiten

Quarterly report to national executive council for meeting of September 19, 2021

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

- a. Our main effort continues to be increasing the value of the committee. To achieve this, we continue to focus on liaising with other committees; working to establish the committee as a resource for the association, committees, and branches; and trying to improve consistency of our efforts and messaging. This work will be ongoing until the committee is thought of across the association whenever a message needs to be broadcast, whether it be internally or externally.
- b. We continue to study the analytics from the Hire an Editor social media campaign to give us an idea of where to take things next (i.e., whether we run another campaign in the future or zero in on a specific message or audience).
- c. The Google AdGrants project is ongoing. The committee members working on the project are building the initial ad campaigns, which takes a bit more effort upfront to become familiar with the interface and program. For now, the strategy will focus primarily on building the membership. Depending on the success of the campaign, we may expand the marketing to promote hiring professional editors and other goals.
- d. The LinkedIn proposal was approved this quarter. A representative from MarComm and a representative from the Career Builder committee, along with the EC Senior Communications Manager, have been working together to plan out making the updates to optimize EC's LinkedIn profile. We weren't able to make as much progress as we had hoped over the summer, so we expect to continue in the fall.
- e. The plan to conduct outreach with libraries and post-secondary institutions continues, to promote editing as a trade, the work that editors do, and the association. I expect a proposal to put to the NEC in the fall.

2. Priorities for the next quarter

- Continue with establishing the value of MarComm
- Build a Google AdGrants campaign
- Initial updates to the LinkedIn profile
- Plan for NEC approval for outreach with libraries and post-secondary institutions

3. Requests or questions for the national executive council

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

Member Services - Kathryn Willms

Quarterly report to national executive council for meeting of September 19, 2021 / Rapport trimestriel en vue de la réunion du conseil d'administration national du 19 septembre, 2021

1. Status update on actions from your committee plan for the year / Mise à jour du plan d'activité de votre comité pour l'année

Strategic Priority / Priorité stratégique	Outcome (in the strategic plan) / Résultat (dans le Plan stratégique)	Actions (from the list in the plan or others that you have determined will meet the intended outcomes) / Mesures (à partir de la liste du plan ou d'autres actions que vous avez retenues pour atteindre vos objectifs)	Update (what you have done to advance those actions) / Mise à jour (les progrès que vous avez faits)
Represent Canada's Editors / Représenter les réviseurs du Canada	Become the authority on editing: certification, standards, training.	<ul style="list-style-type: none"> Encourage members to provide content. 	<ul style="list-style-type: none"> Designed a survey for all members to see which services they use or would like to see; drafted and about to send to executive council for approval
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"> Worked with translation group to adapt the references section in the Welcome Kit for a bilingual audience. The translation group rewrote some text to make it gender neutral. [With Ellen Keeble to finish design]
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"> Send an email to people who are coming to the end of their first year to see if we met their expectations and if they are renewing. Gives us a touchpoint to try to retain members before they

			leave. [timing depends on office workload]
Communications and Marketing / Communication et marketing	Members have effective communication channels among themselves.	<ul style="list-style-type: none"> • Use social media better 	<ul style="list-style-type: none"> • Posted chat starters in the in-house editors Facebook group to generate discussion but also learn about the member services they use. [low engagement; will revisit to see if there's another way to encourage activity with in-house editors]
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"> • Revised the welcome new member emails to chunk information. This means members learn about their member benefits over a period of time rather than all at once. [approved by executive council: Michelle Ou updating] • Passed along info about Oxford Premium subscription to National Executive to see if we want to move forward with offering this to members. • CP subscription option with NEC for consideration

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

- Launch revised welcome emails
- Publish updated Welcome Kit in English & French
- Launch the member services survey in September 2021
- Liaise with Training group about possibility of offering snippets of webinars to add value to members

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

- n/a

4. How much money from your budget have you spent? Is everything on track? / Combien d'argent de votre budget avez-vous dépensé? Est-ce que tout va bien de ce côté?

n/a

Mentorship Program Committee - Risha Gotlieb

Q-3 planning report for national executive council.

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 continue to offer two levels of mentorship, which seems to be working well. This quarter could be the highest number of mentees we've had (about double compared to the last quarter). This past quarter has been busy; we received several applications and matched them up with mentors.
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 have at least four francophone mentors in Quebec.
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"> Some of the committee members have produced a webinar designed for mentors, with Tamra Ross as moderator, but it continues to be in limbo. We need to question whether there is a need for it.
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 and senior editors).	<ul style="list-style-type: none"> The program should attract members and increase membership value for novice editors and more experienced editors who want to mentor or branch out into other areas of editing. 	<ul style="list-style-type: none"> Many of the mentees are novices and many of the mentors are senior, so we are definitely helping to reach these members.

2. Priorities for the next quarter :

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

3. Requests or questions for the national executive council

- Please suggest members for the committee and as mentors.

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

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

Publications Committee – Kaitlin Littlechild

Kaitlin Littlechild (Director), Paula Chiarcos (Co-chair), Josephine Mo (Co-chair), Jona Rhica Mejico (Subcommittee Co-chair)

Planning document for the Q3 meeting / Document de planification pour la rencontre du T3

1. What activities would you like to report on from the last quarter?

- Completion of *Edit Like a Pro: Proofreading*
- Orientation and transition of new committee director and co-chairs
- Continued work on the diversity/inclusion handbook

2. What activities (actions) does your committee plan to do in the coming year?

Strategic Priority / Priorité stratégique	Outcome / Résultat	Actions / Mesures
Represent Canada's Editors / Représenter les réviseurs du Canada	Become the authority on editing: certification, standards, training.	<ul style="list-style-type: none"> • Continue marketing <i>Edit Like a Pro: Proofreading</i> • Resume the work on <i>Edit Like a Pro: Structural Editing</i> • Continue work on the diversity and inclusion handbook
Bilingual and Diverse / Bilinguisme et diversité	Broaden reach geographically, with more local groups and more online benefits for remote groups. Broaden appeal to all types of editors. Offer services to English and French editors outside of Canada.	<ul style="list-style-type: none"> • Expand student outreach for committee membership • We now have a bilingual volunteer who has agreed to assist with translation of our handbook project into French
Innovative and Agile / Innovation et agilité	Get things done.	<ul style="list-style-type: none"> • The publications committee will meet monthly • The handbook committee will meet every 6–8 weeks
Membership: Increased and Engaged / Membres plus nombreux et plus actifs	Increased membership. Engage members. <ul style="list-style-type: none"> • Volunteer. • Go to meetings. • Interact on social media. 	<ul style="list-style-type: none"> • Recruit student affiliates and regular members through marketing of <i>Edit Like a Pro: Proofreading</i> • Reach out to the non-engaged; ask for their

		help/contributions for projects
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3. Priorities for the next quarter / Priorités pour le prochain trimestre

- Promote *Edit Like a Pro: Proofreading*
- Resume the work on *Edit Like a Pro: Structural Editing*
- Continue to recruit members and volunteers to contribute to committee projects
- Begin the writing phase of the handbook project

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

None

5. Committee budget request / Demande de budget du comité

None

Standards Committee - Berna Ozunal and Betsy Wentzel

Quarterly report to national executive council for meeting of September 19, 2021/ Rapport trimestriel en vue de la réunion du conseil d'administration national du 19 septembre 2021

1. **Status update on actions from your committee plan for the year / Mise à jour des activités planifiées par votre comité pour l'année**
 - **Movement forward with the committee's priorities**
 - A line-by-line review of PES, identifying gaps and overlap (currently in the Fundamentals) and documenting and discussing them (and proposing revisions)
 - Some of the gaps proposed (other than EDI and accessibility) so far include things like standards around working with other editors; ethical responsibilities of an editor (integrity, sensitivity, and empathy were terms that have come up); importance of critical and analytical thinking; more specificity, less abstraction; more editing, less publishing; expectations around fact-checking, grammar, and plagiarism (where exactly do they belong) and more
 - Committee membership has expanded to include two new members, Greg Ioannou and Ari Berzitis. Our committee officially has nine members.
 - We meet once a month for 90 minutes—and have continued to meet over the summer.
 - **Continue to re-examine and propose revisions PES 2016 as necessary**
 - The committee is in an on-going discussion on how best to organize the PES in terms of knowledge and skills editors need in editorial and production processes (less publishing process)
 - A Frequently Asked Question section has been suggested and the committee believes that would be a helpful tool. This FAQ section would be better as a reference/resource rather than in the PES
 - The need to integrate conscious, inclusive language and accessibility standards in all sections was agreed by all committee members; we would like to see how we can cross-pollinate with EDI task force and publications handbook subcommittee for *No Reader Left Behind* book (one co-chair has volunteered to participate on that subcommittee)
2. **Priorities for the next quarter / Priorités pour le prochain trimestre**
 - Ongoing work of reviewing PES and making proposed revisions and recommendations
 - Creating a workback schedule of some kind with key dates and deliverables
3. **Requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national**
 - Are there any new or further expectations for this committee from the new NEC?
 - Does NEC think we can get the EDI and conscious language expertise from within our volunteer pool, or would NEC be open to possibly engaging consultants for a fee for the PES, given the level of importance of this project?

4. How much money from your budget have you spent? Is everything on track? / Combien d'argent de votre budget avez-vous dépensé? Est-ce que tout va bien de ce côté?
- n/a

Student Relations Committee - Becky Noelle

Planning document for the Q3 meeting of September 19, 2021

1. **What activities would you like to report on from the last quarter? / Sur quelles activités du dernier trimestre aimeriez-vous faire rapport?**
 - Recruited two new committee members to replace departing members.
 - Connected with other Editors Canada committees to plan collaborations, including the training and development committee and the marketing and communications committee.
 - Presented another information series for our student affiliate Facebook group on the topic of accountability and mastermind groups. The series included an opportunity for students to connect with each other to form their own accountability groups.
 - Began planning for a student book club in collaboration with the training and development committee.
2. **What activities (actions) does your committee plan to do in the coming year? (Please fill in the table.) / Quelles activités (mesures) votre comité prévoit-il prendre dans l'année à venir? (Veuillez remplir le tableau.)**

Strategic Priority / Priorité stratégique	Outcome / Résultat	Actions / Mesures
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 engagement in our Facebook group by providing stimulating information, encouraging discussion, and awarding periodic prizes for engaged participation. • Invite instructors to share Editors Canada information with their students.
Bilingual and Diverse / Bilinguisme et diversité	Diverse <ul style="list-style-type: none"> • Broaden reach geographically, with more online benefits for remote groups. • Broaden appeal to all types of editors. • Offer services to English and French editors outside of Canada. 	<ul style="list-style-type: none"> • Remind students about our list of inclusivity-related editing documents in our Facebook group. • Encourage students to add relevant resources to the list. • Ensure language and visuals we use when posting about student events and series are inclusive. • Host virtual student socials via Zoom to reach students across the

		country and internationally.
Innovative and Agile / Innovation et agilité	Innovative <ul style="list-style-type: none"> • Try new things; don't be afraid to fail. • Come up with new courses, training, webinars. 	<ul style="list-style-type: none"> • Try out a new approach to reaching students : student book club with monthly meetings and potential author guests. • Collaborate with other committees to work cooperatively, creatively, and efficiently.
Communications and Marketing / Communications et marketing	<p>Internal</p> <ul style="list-style-type: none"> • [Student affiliates] are well-informed about the association, and have an effective communication channel among themselves. <p>External</p> <ul style="list-style-type: none"> • Our targeted communication activities reach potential members, clients and employers. 	<ul style="list-style-type: none"> • Create a safe space for students to ask questions and share resources in our Facebook group. • Invite instructors to share Editors Canada information with their students.
Membership: Increased and Engaged / Membres plus nombreux et plus actifs	Engaged [student affiliates], who do some of the following: <ul style="list-style-type: none"> • Talk about Editors Canada to others. • Go to meetings. • Interact on social media. • Help others by being a part of the community. 	<ul style="list-style-type: none"> • Ensure the student affiliate welcome package and introduction emails guide students to the Facebook group. • Encourage current student affiliates to share their positive experiences with fellow students.

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

- Maintain Facebook group engagement with regular posting.
- Host regular student Zoom socials, advertised in the Facebook group, e-News, and Editors Canada events calendar.
- Start student book club in collaboration with the training and development committee.

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

None, thank you.

5. Committee budget request / Demande de budget du comité

\$100 to provide four \$25 Indigo gift card prizes to stimulate participation in our Facebook group discussion series over the next year.

The Editors' Vine - Nicola Aquino and Lenore Hietkamp

Planning document for the Q3 meeting of September 2021

Strategic Priority / Priorité stratégique	Outcome / Résultat	Actions / Mesures
Communications and Marketing / Communications et marketing	<ul style="list-style-type: none">• More Editors Canada participating in the Vine.• Members use the Vine for networking.	<ul style="list-style-type: none">• Continue to add new participants, who email us usually after an e-news update is posted.• Continue to find creative ways to use the Vine for networking.
Membership: Increased and Engaged / Membres plus nombreux et plus actifs	Vine members come to meetings for professional development.	<ul style="list-style-type: none">• Continue to seek out good speakers, given that we now have some funding.

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

- Pursue themes and speakers for the fall and winter quarter : business topics; soft skills
- Two meetings each month

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

- n/a

3. Committee budget request / Demande de budget du comité

- \$200 per year, for gift cards or honoraria for speakers

Volunteer Management Committee - Monica Laane-Fralick

Planning document for the Q3 meeting of September 2021 / Document de planification pour la rencontre du T3 du [DATE]

1. What activities would you like to report on from the last quarter? / Sur quelles activités du dernier trimestre aimeriez-vous faire rapport?

- The Featured Volunteer initiative continues to be a part of the program. By recognizing members' hard work and highlighting the benefits of volunteering, we show that they are a crucial part of this organization. With the low number of nominations coming in, these profiles are now being done less frequently.
- The VolunteerConnect resource was completed and is available to our members on our website. This resource allows members to post volunteer needs and projects, and also allows volunteers to list themselves and their skills.

2. What activities (actions) does your committee plan to do in the coming year? (Please fill in the table.) / Quelles activités (mesures) votre comité prévoit-il prendre dans l'année à venir? (Veuillez remplir le tableau.)

Strategic Priority / Priorité stratégique	Outcome / Résultat	Actions / Mesures
Represent Canada's Editors / Représenter les réviseurs du Canada	<ul style="list-style-type: none"> • Become the hub: the source of editors and the definitive representative of Canada's editors. 	Continue to advertise open volunteer positions and the benefits of volunteering on social media platforms and in the e-news update.
Bilingual and Diverse / Bilinguisme et diversité	<ul style="list-style-type: none"> • Broaden reach geographically, with more local groups and more online benefits for remote groups. Broaden appeal to all types of editors. 	Involve francophone members and student members from across the country; expand student outreach to specifically include francophone students.
Innovative and Agile / Innovation et agilité	<ul style="list-style-type: none"> • Try new things; don't be afraid to fail. • Get things done. 	<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"> • Start with the goals most easily achieved. • Don't proceed haphazardly but use the right tool for the right job. 	<ul style="list-style-type: none"> • Take advantage of projects that come up quickly and connect volunteers to projects quickly.
Communications and Marketing / Communications et marketing	<ul style="list-style-type: none"> • Members are well-informed about the association. • Members have effective communication channels among themselves. • Our targeted communication activities reach potential members, clients and employers. 	<ul style="list-style-type: none"> • Maintain the VolunteerConnect resource and have open communication between volunteer management and all members. • Produce a "how to" guide for the VolunteerConnect resource. • Better support to branches and twigs to inform of volunteer opportunities and benefits of volunteering. • Social media presence maintained with volunteer needs, posts, recognition.
Membership: Increased and Engaged / Membres plus nombreux et plus actifs	<ul style="list-style-type: none"> • Increase retention. • Volunteer (with upward progression or not). • Talk about Editors Canada to others. • Interact on social media. 	<ul style="list-style-type: none"> • Continue with the Featured Volunteer recognition program, highlighting a member as nominated by another member. • 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.

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

- Produce a guide on how to use the VolunteerConnect resource and share this with the organization via social media, website, e-news.
 - Have regular social media posts highlighting the benefits of volunteering with Editors Canada.
 - Have regular social media posts highlighting the resources available to our volunteers.
- 4. Requests or questions for the national executive council / Demandes ou questions pour le Conseil d'administration national**
- None
- 5. Committee budget request / Demande de budget du comité**

None

Website Task Force / Groupe de travail sur le site Web – Breanne MacDonald

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

Taskforce delivery date: **November 2022**

/ Fin des travaux du groupe de travail : **novembre 2022**

- 1. Status update on any activities from your taskforce's plan for this year, based on your taskforce brief / Mise à jour des activités de votre groupe de travail pour cette année en vous référant au mandat de votre groupe de travail.**
 - Completed Members Survey (ready for translation)
 - Web content inventory complete
 - Sitemap planning began

- 2. Priorities for the next quarter / Priorités pour le prochain trimestre**
 - Send out Members Survey
 - Sitemap creation
 - Begin content editing
 - Finalize website frameworks/structures and begin to plan for RFP

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

- 4. How much money from your budget have you spent? Is everything on track? / Combien d'argent de votre budget avez-vous dépensé? Est-ce que tout va bien de ce côté?**

N/A

Appendix E—Directors

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President (and Past President): Heather Buzila

Planning document for the Q3 meeting, September 19, 2021

10. What activities (actions) are you planning in the coming year?

- Begin to implement the recommendations submitted by the Equity, Diversity, and Inclusion (EDI) Task Force in June 2021
- Start looking into the logistics of creating a new strategic plan for Editors Canada
- Along with my duties as president, fulfill the duties of past president
- Work with the vice president so that she learns the role of president and can take over that role in July 2022
- Support and oversee the Student Relations Committee, Career Builder Committee, the Francophone adviser, and the EDI adviser
- Provide guidance and support to all directors as needed

11. Priorities for the next quarter

- Begin working on the EDI task force recommendations
- Update the org chart on the website
- Plan and run NEC meetings, including inviting branches and twigs to attend as timing permits
- Support directors as needed

12. Requests or questions for the national executive council

- None

13. Budget request

- None

Vice-President: Maria Frank

Planning document for the annual budget meeting of September 19, 2021 / Document de planification pour la rencontre sur le budget annuel du September 19, 2021

**1. What activities (actions) are you planning in the coming year? (Please fill in the table.)
/ Quelles activités (mesures) pensez-vous prendre dans l'année à venir? (Veuillez remplir le tableau.)**

- Provide support to the president as needed
- Shadow the president and learn about the president's roles and responsibilities
- Provide support to the awards coordinator as needed
- Lead the execution of the annual report for 2021

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

- Support the president as needed
- Shadow the president and learn about the president's roles and responsibilities
- Support the awards coordinator as needed

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

- None at this time

4. Budget Request / Demande de budget

Translation costs for annual report should be part of national budget. Will need normal costs for awards included in national budget.

Treasurer: Breanne MacDonald

Quarterly report to national executive council for meeting of September 19, 2021 / Rapport trimestriel en vue de la réunion du conseil d'administration national du 19 septembre 2021

5. 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)
 - Website taskforce

6. Note successes, accomplishments and challenges from the past quarter
 - As conference advisor, recruited chairs for the 2022 conference and got planning underway.
 - Met with previous treasurer to go over role and responsibilities.
 - Got up to speed with Plooto payment system.
 - Continued to advise the website taskforce.

7. 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)
 - Recruit members for the finance sub-committee and arrange meeting(s) to develop the 2022 budget.
 - Continue to support the 2022 conference.
 - Continue to support the website taskforce.
 - Continue to get up to speed with the treasurer's role.

8. 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)
 - If any committees have not submitted budgets for 2022, please reach out to them; we will need this info for October/November when putting together the 2022 budget.

Secretary: Marcia Luke

- 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**
 - Passing motions for the start of the 2021-2022 year
 - Requested and Compiled Q3 Reports
 - Prepared list of requests for Q3 Meeting

- 3. State priorities for the next quarter / Priorités pour le prochain trimestre**
 - None at this time

- 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

Planning document for the annual budget meeting of September 19, 2021

1. Priorities for the next quarter

- Update and/or revise the branch and twig toolkits
- Communicate reminders and updates to chairs regularly and answer questions promptly
- Schedule Zoom meetings for chairs for next three quarters
- Attend branch and twig meetings when possible

2. Requests or questions for the national executive council

- For discussion (I realize these are large topics): Many branches and twigs maintain websites/blogs that are separate from the editors.ca website, and at least two twigs allow their local members to post their profiles for free on these websites. Four branches still appear to operate a similar service (as s“hotlines”) for their local editors, and these are even mentioned as benefits of membership ([regular](#) and [student affiliate](#)). Questions for discussion: a) Do such services constitute a conflict of interest, given that we offer the ODE, which brings in revenue? b) Should we let branches and twigs continue to develop and maintain their own websites or should we offer space on the editors.ca to encourage consistency across all branch and twig sites? If branches and twigs continue to maintain their own websites, should we develop guidelines or rules for what branches and twigs can do with their own websites?

3. Budget Request

None

Director of Marketing and Communications: Suzanne Bowness

Planning document for the annual budget meeting of SEPTEMBER 2021

What activities (actions) are you planning in the coming year?

Strategic Priority / Priorité stratégique	Outcome / Résultat	Actions / Mesures
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"> • Educate human resource departments about Editors Canada. • Create new profile-raising campaigns to follow up on #HireAnEditor • Educate new target groups about Editors Canada (ie libraries, self-publishers) • Advertise via Google ads, investigate other channels
Bilingual and Diverse / Bilinguisme et diversité	<p>Work to implement EDI suggestions and publicize initiatives that other committees take on</p> <p>Research other groups to connect with that we can help in their EDI initiatives</p>	<ul style="list-style-type: none"> • Implementation of EDI initiatives • Outreach to other groups on EDI
Communications and Marketing / Communications et marketing	Ensure that communications are consistent and integrated early into association initiatives	<ul style="list-style-type: none"> • Create guidebook for committees on how to integrate communications planning early and

	<p>Improve LinkedIn presence and activity</p> <p>Assess other social channels to ensure consistency and regular updates</p> <p>External: communicate with employers about the benefits of hiring a professional</p>	<p>when to connect with Marcom</p> <ul style="list-style-type: none"> • Create social media guides and templates • Create campaigns for target groups that would benefit from knowing more about Editors Canada • Create follow-up to #Hireaneditor campaign
<p>Membership : Increased and Engaged / Membres plus nombreux et plus actifs</p>	<p>Create interaction plan for members in various categories (student, new members)</p> <p>Support member surveys and action on feedback</p>	<ul style="list-style-type: none"> • Reach out to members on social, liaise with committees to publicize their member outreach

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

- Work with Marcom committee chair to set priorities, build team and move projects ahead (Google Adwords, LinkedIn page renewal, library/schools outreach)
- Consult with other committees to determine quarter projects and priorities
- Develop and circulate communications primer for committees to encourage greater connection and consistency in campaign planning
- Revisit and edit association crisis communications document
- Create social media guides and templates for committees and branches/twigs
- Revisit and provide interim update to current Communications Strategy document until next Strategic plan can be created
- Other regular tasks (Giving Tuesday, webinars flash sale, ongoing blog development)

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

- Status of Strategic Plan and Communications Plan development

3. Budget Request / Demande de budget

Funds available for advertising?

Director of Professional Standards: Arija Berzitis

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

- co-chairs Berna and Becky continuing
- two new committee members added: Greg Ioannou and Arija Berzitis
- work reviewing Preamble and Fundamentals sections of the current Professional Editorial Standards should be complete by end of Sept.
- next is review of Structural Editing PES
- chair (Berna) has opted to join Editors Canada Equity, Diversity, and Inclusion (EDI) Task Force to minimize duplication of effort

CSC

- Prepping of the 2021 certification exams almost complete
- Proofreading and Structural Editing exams will take place in November 20 under auspices of new remote-proctoring/exam-hosting partner Uxbridge
- Work on Foundational Skills test is complete

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

- I would like to sit in on the EDI Task Force to learn more about that important topic
- explore tools and practices that can help the committee with their work

CSC

- explore PDF markup using free version of Adobe Acrobat AC and Reader

I'd actually like to sit for the Proofreading exam

- connect with Training and Development to monitor 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)

none at this time

Director of Publications: Kaitlin Littlechild

Planning document for the annual budget meeting of September 19, 2021

1. What activities (actions) are you planning in the coming year? (Please fill in the table.) / Quelles activités (mesures) pensez-vous prendre dans l'année à venir? (Veuillez remplir le tableau.)

Strategic Priority / Priorité stratégique	Outcome / Résultat	Actions / Mesures
Represent Canada's Editors / Représenter les réviseurs du Canada	Become the authority on editing: certification, standards, training	<ul style="list-style-type: none"> Continue to market <i>Edit Like a Pro: Proofreading</i> Complete <i>Edit Like a Pro: Structural Editing</i> Coordinate with handbook committee and writers to develop first draft of Inclusion handbook
Bilingual and Diverse / Bilinguisme et diversité	Broaden appeal to all types of editors	<ul style="list-style-type: none"> Explore ability of bilingual volunteer for French translation of handbook project
Innovation and Agile / Innovation et agilité	Get things done	<p>Create and build momentum on <i>Edit Like a Pro: Structural Editing</i></p> <ul style="list-style-type: none"> Meet with publications committee monthly Meet with handbook committee every 6 weeks to assess progress on first draft of Inclusion handbook
Communications and Marketing / Communications et marketing	<p>External: Our targeted communication activities reach potential members, clients, and employers</p> <p>Internal: Members feel consulted in issues important to them</p>	<ul style="list-style-type: none"> Promote <i>Edit Like a Pro: Proofreading</i> Coordinate with relevant groups/committees to ensure consistency in language for Inclusion handbook

<p>Membership : Increased and Engaged / Membres plus nombreux et plus actifs</p>	<p>Engaged members who :</p> <ul style="list-style-type: none"> • Volunteer • Go to meetings • Contribute to a publication 	<ul style="list-style-type: none"> • Recruit members through marketing of <i>Edit Like a Pro: Proofreading</i> • Engage members in the writing of Inclusion handbook and <i>Edit Like a Pro: Structural Editing</i>
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2. Priorities for the next quarter / Priorités pour le prochain trimestre

- Review files for *Edit Like a Pro: Structural Editing* and create workplan
- Write Introduction for Inclusion handbook
- Identify and address any remaining issues with *Edit Like a Pro: Proofreading* (address reported issues with files, clarify difference between ELAP resource and certification prep).

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

- None

4. Budget Request / Demande de budget

Is there a cost for launching the *Edit Like a Pro* resources?

Director of Training & Development: Błażej Szpakowicz

1. Plans for the coming year

- For the 2021–22 season, T&D experimentally tried to approach people to present webinars on subjects we want to see covered; this has not worked out, with a number of names who expressed interest dropping out or going silent. We will instead shortly be posting a call for webinar proposals, highlighting specific topics of interest to the association. We expect to have a schedule for 2022 planned by Nov/Dec.
- We have a wide range of topics that we hope to see covered during the upcoming season, including fiction editing, science/medical editing, diversity, and the revised Plain Language and Professional Editorial standards (depending on when those are adopted).
- We are working with the appropriate association members on accessibility questions/options and topics.
- We plan to expand marketing for the webinars, e.g., more social media. Especially true for French webinars, which we hope can attract new members (thanks to concrete benefits in the form of more French-language professional development material). We plan to reach out to new audiences for these (e.g., French universities via program coordinators; translators). We intend to reapply for the Heritage Canada grant in May, to continue to build the French webinar program.
- We will have more webinar sales. Another Black Friday sales is likely (the first was a huge success), as are smaller targeted sales (e.g., for Plain Language Day on Oct 13).
- We will investigate improvements to the webinar website once the overall Editors Canada website overhaul is complete.

2. Priorities for the next quarter

- The fall webinar season is largely complete, with 4–5 English webinars and 6–7 French webinars either already scheduled or nearly ready to go. We will likely add a couple more English ones (one by Greg Ioannou, and we're approaching several other potential presenters).
- French webinars are doing very well (arguably better than English); French webinar coordinator Karel Malkoun has done a sterling job corralling presenters. As noted, we plan to market them more strongly to expand the audience and hopefully grow our membership.
- We have recruited several new English hosts, who will be trained in the coming weeks.

3. Requests or questions for the national executive council

- None.

4. Budget request

- None.

Director of Volunteer Services: Leah Morrigan

Planning document for the annual budget meeting of September 19, 2021

1. What activities (actions) are you planning in the coming year? (Please fill in the table.) / Quelles activités (mesures) pensez-vous prendre dans l'année à venir? (Veuillez remplir le tableau.)

Strategic Priority / Priorité stratégique	Outcome / Résultat	Actions / Mesures
Represent Canada's Editors / Représenter les réviseurs du Canada	See page 8 of the strategic plan. / Voir la page 8 du plan stratégique.	<ul style="list-style-type: none"> • I have been happily telling my business network about my membership and director position at EC. This has resulted in increased business for me and awareness about editing in general and (the existence of) EC, which proves that by simply telling people about editing, their interest is ignited.
Bilingual and Diverse / Bilinguisme et diversité	See page 9 of the strategic plan. / Voir la page 9 du plan stratégique.	<ul style="list-style-type: none"> • ?
Innovation and Agile / Innovation et agilité	See page 10 of the strategic plan. / Voir la page 10 du plan stratégique.	<ul style="list-style-type: none"> • After my first interview with The Vine (Lenore), there was interest about my background in business and media and talk about me doing a webinar about image and editing (I have two small businesses : the first is an image consulting business, editing, the second).

		<p>The link between the two is that they are both about presentation – one is visual, the other is textual). I am happy to share my knowledge with the membership.</p> <ul style="list-style-type: none"> • Implement and maintain a can-do attitude for the greater good of the organization.
<p>Communications and Marketing / Communications et marketing</p>	<p>See page 11 of the strategic plan. / Voir la page 11 du plan stratégique.</p>	<ul style="list-style-type: none"> • Discussions at The Vine meetings suggest an interest to bring in speakers from the business world for insights into and how we can apply that information to our organization. • Help promote EC online.
<p>Membership : Increased and Engaged / Membres plus nombreux et plus actifs</p>	<p>See page 12 of the strategic plan. / Voir la page 12 du plan stratégique.</p>	<ul style="list-style-type: none"> • Changed the volunteer welcome email to be a little more dynamic (punctuation : an exclamation mark can do wonders to inspire people!). • Have been mentioning The Vine and its value to new members and how it can benefit them (i.e., networking, support, etc.). • Would like to help implement an online platform for member chats (i.e., Slack). Discussions around this topic have included

		chat groups for communities of practice (i.e., proofreaders, in-house editors, etc.) or regional groups.
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2. Priorities for the next quarter / Priorités pour le prochain trimestre

- Create a LinkedIn task force to promote EC/editing on this business platform.
- Continue to look for member benefits and communicate these to the membership (i.e., 15 Reasons to Join Editors Canada).
- Help change the public image of editing with new strategies, promotions, and visuals : I have ideas for marketing and member services to promote EC, in line with the strategic plan which states that we need to be careful not to sound stuffy, condescending, or boring. I believe it is time to modernize the image of editing and make clear communication sexy and accessible!

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

- ?

4. Budget Request / Demande de budget

I have absolutely no idea.

Appendix F—Requests and Reports

2021 Q3 Meeting – Quarterly Reports – Requests Summary President (& Past President)

-

Student Relations Committee

- \$100 to provide four \$25 Indigo gift card prizes to stimulate participation in our Facebook group discussion series over the next year.

Career Builder Committee

- We'd like to request any input the NEC may have on the establishment of online communities of practice. We are currently envisioning regular Zoom calls between editors with an interest in academic editing as a starting point but will be building our plan further with Letitia's input.
- We would like to confirm the budget that will be available for future ODE / web improvements and the associated timing.

Francophone Adviser

- The total expenses listed in the March 2021 approved budget are \$9,950. As of September 1, 2021, we have raised \$4,300 in registrations. Registrations close on November 5, 2021. / Le total des dépenses du budget approuvé en mars 2021 s'élève à 9 950 \$. Au 1^{er} septembre 2021, nous avons récolté 4 300 \$ en inscriptions. Les inscriptions se terminent le 5 novembre 2021.

EDI Adviser

-

Vice president

- Translation costs for annual report should be part of national budget. Will need normal costs for awards included in national budget.

Awards Committee

-

Treasurer

- If any committees have not submitted budgets for 2022, please reach out to

them; we will need this info for October/November when putting together the 2022 budget.

Website Task Force

-

Secretary

-

Conference Committee

-

Mentorship Committee

- Please suggest members for the committee and as mentors.
- 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.

Director, Branches and Twigs

- Many branches and twigs maintain websites/blogs that are separate from the editors.ca website, and at least two twigs allow their local members to post their profiles for free on these websites. Four branches still appear to operate a similar service (as s“hotlines”) for their local editors, and these are even mentioned as benefits of membership ([regular](#) and [student affiliate](#)). Questions for discussion: a) Do such services constitute a conflict of interest, given that we offer the ODE, which brings in revenue? b) Should we let branches and twigs continue to develop and maintain their own websites or should we offer space on the editors.ca to encourage consistency across all branch and twig sites? If branches and twigs continue to maintain their own websites, should we develop guidelines or rules for what branches and twigs can do with their own websites?

Editors Atlantic

- As noted above, we had initial discussions about creating a new Editors Atlantic website, but the suggestion was raised that this could be accomplished through and in tandem with the national website, so we decided to wait for the national website. Because Editors Nova Scotia and Editors Newfoundland and Labrador merged into Editors Atlantic, we currently have two separate websites that should be reconciled into one to reflect our new twig. Is development on the new national website progressing, or should we go back to our plan of making a new website ourselves?

- Our twig has had difficulty finding members who want to take over the chair positions. Could there be a possibility of discounted membership for chairs to encourage members to take leadership positions?

Editors Barrie

- Jacqui will submit four \$25 honourarium slips: 3 panelists + Greg Iannou = \$100

Editors British Columbia

- We are on track with our budget and estimate a small surplus (\$1500) at the end of the year. Holding our professional development programs online has resulted in savings over the past year and we anticipate that will be true this year.

Editors Calgary

- August in-person BBQ food and drink: \$187.22

Editors Edmonton

-

Editors Hamilton-Halton

- At this point, we do not have the expense of renting a meeting room or providing small refreshments, as meetings will be taking place on Zoom. This may change in the new year.
- We are exploring the idea of paying speakers a stipend for presenting.
- We are concerned about the future of the twig if we cannot find members willing to take on an executive role. With the pandemic, we have been unable to do any succession planning, and our current executive members are not able to continue in their roles indefinitely. What happens if we cannot secure an executive at next year's AGM?
- We have not spent any money as of yet this year. We will likely spend some money on refreshments at our September social and on a stipend for our October presenter.
- 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 Kingston

- According to the transaction report we received in May, as of January 1,

2021, there was \$3,255.55 in our bank account at the national office.

- For the calendar year 2021, we were allocated \$1,000 in the budget. We have \$26 in petty cash, for net assets of \$1,026.
- We've spent \$225 on honoraria and (we believe) \$136.23 for our WordPress account, for a total of \$361.23.
- This leaves us with a balance of \$664.77.
- All our meetings have been on Zoom so far this year, so there are no expenses for room rental and refreshments and no income from non-member fees.
- Further expenses this year will likely be only for honoraria, so we should be able to keep within our budget.
- Everything is on track.

Editors Kitchener-Waterloo-Guelph

-

Editors Manitoba

- We understand that the Professional Editorial Standards will be updated – this is excellent news, thank you! Is there a projected date for this update? Our members are excited for an updated exercise guide.

Editors Ottawa-Gatineau

-

Réviseurs Québec

- We have spent \$1,971 from April 1 until July 31, 2021. We had no income for the same period. The closing balance of our checking account was \$7,326 as of that date, with \$160 of outstanding bills. / Nous avons dépensé 1971 \$ du 1^{er} avril au 31 juillet 2021. Nous n'avons enregistré aucun revenu pour la même période. Le solde de clôture de notre compte chèques s'élevait à 7 326 \$ à cette date, avec 160 \$ d'impayés.
- 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.

Editors Saskatchewan

- Between June and September of 2021, the new executive spent \$170.90 to purchase thank-you flowers for Michelle and Perry as they stepped down from the executive in July.

- This branch will aim to produce a budget in advance of our upcoming events and continue to keep spending on track as we move through the next quarter.

Editors Toronto

- Is there an opportunity to use the NEC SurveyMonkey account for post-event or post-season satisfaction surveys?

Marketing and Communications

- Status of Strategic Plan and Communications Plan development
- Funds available for advertising?

Marketing and Communications Committee

Member Recruitment and Retention

- (vacant)

Publications

- Is there a cost for launching the *Edit Like a Pro* resources?

Vine

- \$200 per year, for gift cards or honoraria for speakers

Publications Committee

-

Standards

- Are there any new or further expectations for this committee from the new NEC?
- Does NEC think we can get the EDI and conscious language expertise from within our volunteer pool, or would NEC be open to possibly engaging consultants for a fee for the PES, given the level of importance of this project?

Certification Steering Committee

- Auditing the exam marks: Currently, we use an external auditor to check that the marks assigned by the markers and marking analyst are correct. It's

a very quick task on the part of the auditor but comes with an extra expense (of about \$1,000) and, in recent years, has resulted in delays to sending out the results to candidates (frustrating for them). For the 2022 administration of the exam, we would like to move to a different process: whereby the EC President or Treasurer checks the marks instead. We've discussed this at length within the committee and feel that this new process would not affect the integrity of the exams, as long as committee members continue to remain at arm's length and do not know the identities of any of the candidates. **Does the NEC have to vote on this, or can we just go ahead and make the change?** If we go ahead, we'll need to update our policies and informational text on the website.

- The unforeseen \$4,000 development fee from Uxpertise has likely put us over budget for the year. However, we hope that getting rid of the Sync fee helps to recoup some costs.
- Other (budgeted) spending to date this year:
 - Exam setter honoraria for the Structural Editing and Proofreading exams
 - Graphic designer for the Proofreading exam

Comité Agrément/Principes

-

Training and Development

-

Training and Development Committee

-

Volunteer Relations

-

Member Services Committee

-

Volunteer Management Committee

-

Insurance Task Force

- Need Demographic information for the membership if possible, a) by province b) Freelance vs Company employed c) by age bracket
- Need to confirm TF delivery date: I would recommend final report to NEC by Nov 1, 2021
- The dropbox location for the previous files would not work for the TF members in July. Please advise.

Executive Director



Appendix G – Online Motions

Online motions for Sept 19th minutes

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

4.	<p>MOVED by Heather Buzila SECONDED by Maria Frank</p> <p>To approve the appointment of Breanne MacDonald and Heather Buzila as national signing officers for 2021-2022.</p>	Carried with 10 in favour	July 12, 2021
5.	<p>MOVED by Heather Buzila SECONDED by Breanne MacDonald</p> <p>To approve the one-time custom development fee of \$4000 CAD with Uxpertise to allow the certification steering committee to proceed with remote proctoring.</p>	Carried with 7 in favour, 1 vote abstaining	July 16, 2021
<p>BACKGROUND: Rationale from Uxpertise for the one-time fee:</p> <p>1. This feature will create a new type of question for documents which currently does not exist. It will ensure that the candidate only receives their exam documents at the time of doing the exam. Furthermore, it would secure and lock in the document provided in the exam results. The initial work around was not in an exam format; the file would need to be provided to each candidate manually, and the candidate would be able to complete that file and upload it to their file directory. There are many issues with that: the file directory enables users to download, upload, delete and modify documents at any time, the document would not be able to be graded within our system, the user would need to navigate within the LMS to drop the file. In order to have an optimal user experience, in a true exam format, and secure results, this feature would need to be added. Once added though it will always be there and available to the CSC. By creating a seamless exam process, it will enable you to expand your market easily.</p> <p>2. The custom development fee of \$4000 would be a one-time fee which would be payable upfront. It would cover only the custom development.</p> <p>3. The total fee would be the annual license + custom development fee + exam fees. So the minimum for year one if we don't count the exam fee, would be \$5500. For year 2, you would only need to renew the license of \$1500 and pay the exam fees.</p>			
6.	<p>MOVED by Anne Godlewski SECONDED by Heather Buzila</p> <p>To approve the following people as branch signing officers for 2021-2022: British Columbia: Liz Warwick, Tania Cheffins Ottawa-Gatineau: Sara Caverley, Carolyn Brown Saskatchewan: Christina Desnoyers, Graham Wall, Nadine Coderre (as of August 2021), Kelly Laycock (as of August 2021) Toronto: Amanda Clarke, Arija Berzitis, Jona Rhica Mejico</p>	Carried with 8 votes in favour	July 30, 2021

	Quebec: Sylvie Collin, Nathalie Fortin		
7.	MOVED by Heather Buzila SECONDED by Anne Godlewski To approve that we close the Editors Canada Flickr account.	Carried with 8 in favour	August 10, 2021
<p>BACKGROUND: All photos/folders from the association's Flickr account have now been successfully migrated to the association's Google Photos account and can be accessed through the Editors Canada website. Since the Flickr account costs \$8.99 USD per month and the Google Photos account is included in our G Suite for Non-Profits account (which we are now using for many Editors Canada services), closing the Flickr account would save the association some money. The captions on the photos did not port over from Flickr to Google Photos; however, adding the captions would be immensely time consuming (and we'd need to find a volunteer to do it or pay someone), and captions were not consistently added to the Flickr photos originally anyway, so not adding the captions to any relevant photos seems to be the best decision.</p>			
8.	MOVED by Breanne MacDonald SECONDED by Heather Buzila To approve Aerin Caley and Bobbi-Sue Menard as co-chairs for the 2022 Editors Canada conference.	Carried with 7 in favour	August 19, 2021
9.	MOVED by Heather Buzila SECONDED by Maria Frank To approve that we ask Findjoo to custom build a way to send the new series of welcome emails that new members will receive.	Carried with 8 in favour	August 23, 2021
<p>BACKGROUND: This series of emails will be sent instead of the one long welcome email that new members currently receive. Asking Findjoo to custom build this into our database will cost a one-time fee of \$300, but this will allow Findjoo to automatically send the emails at specific intervals and can be integrated into our new website.</p>			
10.	MOVED by Marcia Luke SECONDED by Heather Buzila To approve the April 25, 2021 NEC meeting minutes (see attached).	Carried with 8 in favour	September 1, 2021
11.	MOVED by Breanne MacDonald SECONDED by Maria Frank	Carried with 7 in favour	September 1, 2021

	To approve Sarah Miller as a third co-chair for the 2022 Editors Canada conference.		
	BACKGROUND: We have a third person who would like to be a conference chair this year, and given the uncertainty and potential extra work, it certainly won't hurt. Both of the current co-chairs agree.		
12.	<p>MOVED by Heather Buzila SECONDED by Anne Godlewski</p> <p>To approve revisions to the Volunteer Expense Reimbursement Procedures as follows: Under section 3.2: Reimbursement forms: Under the heading "Submissions by post," delete the second bullet point, "If all expenses were paid electronically, the form and PDF copies of receipts may be submitted by email to the national office," and move it to under the heading "Submissions by email."</p> <p>The revised text would be as follows: For submission by post Complete the Expense Reimbursement form, attach all receipts and mail them to the national office. Original receipts must be provided.</p> <ul style="list-style-type: none"> • If a purchase was made electronically, a printed copy of the receipt must be included. <p>For submissions by email Complete the Expense Reimbursement form, scan all receipts and email them to the national office. Scans of original receipts must be provided.</p> <ul style="list-style-type: none"> • If all expenses were paid electronically, the form and PDF copies of receipts may be submitted by email to the national office. 	Carried with 7 in favour	September 13, 2021
	BACKGROUND: This revision was suggested during translation to avoid confusion.		