

Editors' Association of Canada Association canadienne des réviseurs

National Executive Council

Q1 Report – Directors

March 6, 2022



**EDITORS
RÉVISEURS
CANADA**

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President (and Past President): Heather Buzila

Quarterly report to national executive council for meeting of Q1, March 6, 2022

- 1. List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs)**
 - Student Relations Committee
 - Career Builder Committee
 - Nominations Committee
 - HR Committee
 - Francophone Adviser
 - EDI Adviser

- 2. Note successes, accomplishments and challenges from the past quarter**
 - Formed the Nominations Committee, held first meeting, and began recruiting for vacant positions in 2022–2023
 - Updated/published the Certification Procedures and Membership Fee Relief Policy and Guidelines
 - Held training sessions with the vice president to help her learn the president’s role
 - Scheduled, planned, and ran monthly NEC meetings, including inviting branches and twigs to join the meetings
 - Started and contributed to NEC discussions over email and tried to increase director engagement
 - Supported directors as needed

- 3. State priorities for the next quarter (your priorities as director, not your committees’ or region’s priorities)**
 - Publish the Public Health Policy and Guidelines
 - Meet with Gael Spivak to determine the process for updating the association’s strategic plan
 - Conduct executive director’s yearly review
 - Prepare materials for the AGM and the President’s Awards
 - Continue recruiting to fill vacant positions for 2022–2023
 - Work with the vice president to continue implementing the EDI Task Force recommendations
 - Continue preparing the vice president to take over the president’s role next year
 - Support directors as needed

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

None

Vice-President: Maria Frank

Quarterly report to national executive council for meeting of March 6, 2022

1. List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs) / Énumérez les groupes ou les individus qui se rapportent à vous (comité, sous-comité, groupe de travail, postes au niveau national, section ou ramification)

- Awards coordinator

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

- Provided support to the president as needed
- Provided support to the awards coordinator as needed
- Monitored progress on the EDI recommendations
- Began work on the annual report

Awards Coordinator:

- The Fairley judges have started work assessing the candidates' packages. Their Zoom meeting to decide on a winner is scheduled for late March/early April.
- Nominations for the Virag award have closed. The judges have been notified and will have access to the candidates' packages soon. Their Zoom meeting is tentatively scheduled for late March.
- The judges for the Upton scholarship have been recruited and will receive access to the files once the application deadline has passed (April 8, 2022).

3. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities / Priorités pour le prochain trimestre (vos priorités à titre de directeur ou directrice et non pas les priorités de vos comités ou régions)

- Continue to provide support to the president and awards coordinator as needed
- Finish the annual report

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

- None at this time

Treasurer: Breanne MacDonald

Quarterly report to national executive council for meeting of March 6, 2022 / Rapport trimestriel en vue de la réunion du conseil d'administration national du 6 mars 2022

- 1. List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs) / Énumérez les groupes ou les individus qui se rapportent à vous (comité, sous-comité, groupe de travail, postes au niveau national, section ou ramification)**
 - Website taskforce

- 2. Note successes, accomplishments and challenges from the past quarter**
 - Continued to approve payments via Plooto.
 - As conference advisor, continued to advise conference committee for the 2022 conference. I am also helping with PheedLoop and other logistics, as needed.
 - Continued to advise the website taskforce.

- 3. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities / Priorités pour le prochain trimestre (vos priorités à titre de directeur ou directrice et non pas les priorités de vos comités ou régions)**
 - Support the audit process, as needed.
 - Continue to support the 2022 conference.
 - Continue to support the website taskforce.
 - Prepare treasurer's report for the annual report.

- 4. Your own requests or questions for the national executive council (not your committees' requests, which are in their reports / Demandes ou questions pour le conseil d'administration national (pas celles de vos comités, car elles sont dans leurs rapports)**
 - None at this time.
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Secretary: Marcia Luke

Quarterly report to national executive council for meeting of March 6, 2022 / Rapport trimestriel en vue de la réunion du conseil d'administration national du 6 mars 2022.

- 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**
 - Passed and tracked motions for the 2021-2022 year
 - Requested and compiled Q1 Reports
 - Prepared list of requests for Q1 Meeting
 - Updated Action Items in preparation for the Q1 Meeting
 - Coordinated the approval of past meeting minutes and had these posted on the website
 - Connected with and passed information along to the mentoring committee
 - Filled the recording secretary position
 - Worked with Heather and Natasha on the Canadian Dictionary Project

- 3. State priorities for the next quarter / Priorités pour le prochain trimestre**
 - Continue the tasks listed above

- 4. Your own requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national**
 - n/a

Director of Branches and Twigs: Anne Godlewski

Quarterly report to national executive council for meeting of March 6/ Rapport trimestriel en vue de la réunion du conseil d'administration national du 6 mars

1. **List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs) / Énumérez les groupes ou les individus qui se rapportent à vous (comité, sous-comité, groupe de travail, postes au niveau national, section ou ramification)**
 - All the branches and twigs

2. **Note successes, accomplishments and challenges from the past quarter**
 - Hosted two meetings attended by chairs from Editors Atlantic, Barrie, Calgary, Edmonton, Hamilton-Halton, Kingston, KWG, Manitoba, Ottawa-Gatineau, Quebec, Toronto (missing: BC, Saskatchewan)
 - Started revising report templates and request emails for committee and adviser quarterly reports for consistency with revised branch and twig reports

3. **State priorities for the next quarter (your priorities as director, not your committees' or region's priorities / Priorités pour le prochain trimestre (vos priorités à titre de directeur ou directrice et non pas les priorités de vos comités ou régions)**
 - Host another all-chairs meeting (scheduled for March 31 and April 2)
 - Continue updating branch and twig toolkits
 - Complete revising report templates and request emails for director, committee, and adviser quarterly reports for consistency with revised branch and twig reports
 - Communicate reminders and updates to chairs regularly and answer questions promptly
 - Attend branch/twig meetings when possible
 - Liaise between branch/twig chairs and website task force committee, as necessary, in the website redesign project

4. **Your own requests or questions for the national executive council (not your committees' requests, which are in their reports / Demandes ou questions pour le conseil d'administration national (pas celles de vos comités, car elles sont dans leurs rapports)**
 - None

Director of Marketing and Communications: Suzanne (Sue) Bowness

Quarterly report to national executive council for meeting of March 6, 2022 (Q1)

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

- Communications and marketing committee (Merel Elsinga)
- Editors' Weekly blog (Lucy Payette)
- Surveys (Susan Chambers)

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

- I have liaised with the Marcom committee chair to assist her with a full portfolio of projects, attended monthly MarCom meetings, liaised with NEC
- I have connected my two other portfolios to the wider MarCom committees so they are no longer solo volunteers unattached to group but connected members with others to bounce ideas with and connect to for support
- I continue to move ahead on centralizing Marcom tasks, by encouraging Marcom and staff to think of campaigns as templates to be improved on so we are not always starting from scratch – the Foundations project being created is one example
- I have asked volunteers to create guidebooks for their portfolios (surveys, francophone) so that newcomers to these topics have a baseline to work from, in addition to creating my guidelines for overall communications, crisis comms and social media
- I continue to liaise with the blog and serve on exec read subcommittee

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

- Finalize how-to guides for comms, crisis comms and social media, to promote greater continuity on Marcom and greater consistency of outreach both to committees and our public
- Oversee and assist visual metaphor Editor promotion campaign, video campaign
- Continue to support Marcom committee as it moves ahead with new ideas (Google Adwords, LinkedIn page renewal, library/schools outreach)

4. Requests or questions for the national executive council

- Nothing at this time.

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

- Berna is the only remaining co-chair so I guess she's the chair
- It seems that many past committee members have ghosted the committee, not having attended for at least the last three sessions without so much as an absentee notice
- Along with Berna, Greg Ioannou and Arija Berzitis have managed to attend regularly and contribute
- Some of the newer members that were added in Q3 have also not been showing up to this year's meetings
- We lost a longstanding member Taraya last month and may no longer have a secretary to record the minutes and update the google doc simultaneous to the meeting
- We reviewed Structural Editing last meeting in February and plan to proceed to Copy Editing in March (meeting on March 13)
- Berna says she has freed up her schedule somewhat to start the writing process on the Intro and Fundamentals going forward
- A plain language expert will be helping with the writing

CSC

- The committee has asked to perhaps move to only one exam in November (date is set for Nov. 19, 2022) due to the heavy oversight necessary for the ProProfs for Part A and Google Drive for Part B Uxpertise combined exams (also some exams do not have a Part A). Also, a problem recruiting experienced exam setters to update the exams has arisen; however, the feedback from members is that they want more exams
- The committee experienced difficulty obtaining commitment from experienced exam setters to revise/update the next exams on the schedule: Copy Editing and Stylistic Editing. The co-chairs don't necessarily want to go back into the exam bank and pull and use past exams
- Foundations has been renamed Editors Canada Essentials: Unlock the Potential; possible launch date is April 4, 2022 (so not so far off)
- Discrepancy in passing grades for November 2021 exams: cutoff was set at 65% for proofreading vs. 80% for stylistic editing due to the curve where the highest mark was slightly above 70% in proofreading

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

Standards committee

- Provide support where I can
- Volunteers with less experience in editing may feel left out of the loop when it comes to knowing and talking about standards so they feel discentivised to continue their involvement
- We did try to motivate new volunteers by saying that fresh perspectives were welcome and Berna has enormous patience in this regard, much more so than me
- As each section is reviewed and discussed, however, the writing phase will require less volunteer input until we ask for member input via a separate slack channel

CSC

- A suggestion was made to ask new volunteers to not necessarily start to become fully functional right away but to just observe the workings of the committee and then they might want to join in
- Since the committee is viewing the one exam scenario as a last resort, they are continuing to consider and work toward the offering of two exams in November
- The 2022 budget has already taken a hit with the \$40,000 conference cancellation and they don't want to add to this shortfall
- I hope to keep pressing for the two exam scenario

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

Quarterly report to national executive council for meeting of March 6, 2022 / Rapport trimestriel en vue de la réunion du conseil d'administration national du

1. List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs) / Énumérez les groupes ou les individus qui se rapportent à vous (comité, sous-comité, groupe de travail, postes au niveau national, section ou ramification)

- Publication committee
- Diversity handbook subcommittee

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

- Challenge with the diversity handbook — trouble recruiting writers and many interested writers backed out, and some issues around content of the handbook that required discussion and refocussing to get the handbook back on track
- New outline created for the EDI handbook that will facilitate the work progressing with better focus
- Status of the *ELAP: Structural* confirmed and next steps determined. Emails sent to certified structural editors to find volunteers to write the final exercise and to review the document

Status update on any activities you, as director, want to accomplish, outside of supporting your committee(s) / Mise à jour des activités que vous, à titre de directeur ou directrice, voulez accomplir en dehors du soutien que vous offrez à vos comités.

3. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities / Priorités pour le prochain trimestre (vos priorités à titre de directeur ou directrice et non pas les priorités de vos comités ou régions)

- Continue to engage with the EDI handbook committee to keep the work on track and support them in getting their writing needs met
- Assist in determining suitable writers/reviewers for *Edit Like a Pro: Structural Editing* and the diversity handbook

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

None

Director of Training & Development: Błażej Szpakowicz

Quarterly report to national executive council for meeting of March 6, 2022

- 1. List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs)**
 - Training & Development Committee (Greg Ioannou and Miriam Bergeret, co-chairs)

- 2. Note successes, accomplishments and challenges from the past quarter**
 - Liaised regularly with committee co-chairs and with T&D Manager Caitlin Stewart.
 - With assistance from the rest of the NEC, adopted an Editors Canada land acknowledgment for the webinar program and other purposes.

- 3. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities)**
 - I've reached out to the leadership of FOLD Canada and am awaiting a response that will hopefully help provide concrete ways to improve EDI-related offerings and find more diverse presenters for the webinars. That conversation is my main priority for the next while.
 - Beyond that, I will continue to support the T&C committee as necessary.

- 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 Volunteer Services: Leah Morrigan

Quarterly report to national executive council for meeting of Q1 2022 / Rapport trimestriel en vue de la réunion du conseil d'administration national du

1. List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs) / Énumérez les groupes ou les individus qui se rapportent à vous (comité, sous-comité, groupe de travail, postes au niveau national, section ou ramification)
 - Volunteer Management Committee (Ren Baron)
 - Member Services Committee (Kathryn Willms)
 - Insurance Task Force (Susan Turner)

2. Note successes, accomplishments, and challenges from the past quarter
 - i) Development of the volunteer call out “recipe” for directors and chairs has made things easier to email the volunteer pool to find people for positions.
 - ii) Reaching out directly to the volunteer pool with volunteer positions is a continued success.
 - iii) Updates to the VolunteerConnect spreadsheet makes it more efficient, easy-to-use, and accessible to all. Changes will be announced this week.
 - iv) Successfully brought on two new volunteers to the volunteer management committee, including a new chair.
 - v) Helped to organize a meeting between the NEC and Apollo Insurance via Susan Turner, task force lead.

Status update on any activities you, as director, want to accomplish, outside of supporting your committee(s) / Mise à jour des activités que vous, à titre de directeur ou directrice, voulez accomplir en dehors du soutien que vous offrez à vos comités.

Strategic Priority / Priorité stratégique	Outcome (in the strategic plan) / Résultat (dans le Plan stratégique)	Actions (from the list in the plan or others that you have determined will meet the intended outcomes) / Mesures (à partir de la liste du plan ou d'autres actions que vous avez retenues pour atteindre vos objectifs)	Update (what you have done to advance those actions) / Mise à jour (les progrès que vous avez faits)
Represent Canada's Editors / Représenter les réviseurs du Canada	See page 8 of the strategic plan. / Voir page 8 du Plan stratégique.	<ul style="list-style-type: none">• See page 8 of the strategic plan. / Voir page 8 du Plan stratégique.	<ul style="list-style-type: none">• I continue to tell people about the organization and my position in it.• I will volunteer to be an EC ambassador in 2022 via the Marcomm committee.

<p>Bilingual and Diverse / Bilinguisme et diversité</p>	<p>See page 9 of the strategic plan. / Voir page 9 du Plan stratégique.</p>	<ul style="list-style-type: none"> ● See page 9 of the strategic plan. / Voir page 9 du Plan stratégique. 	<ul style="list-style-type: none"> ● Ensuring inclusion via language, the volunteer management committee has been working with Sylvie Collin, our Francophone contact, to make volunteer positions workable for English and French speakers. We have added a language component to our updates on the VolunteerConnect spreadsheet, so that directors and committee chairs can identify language needs for their volunteer positions.
<p>Innovative and Agile / Innovation et agilité</p>	<p>See page 10 of the strategic plan. / Voir page 10 du Plan stratégique.</p>	<ul style="list-style-type: none"> ● See page 10 of the strategic plan. / Voir page 10 du Plan stratégique. 	<ul style="list-style-type: none"> ●
<p>Communications and Marketing / Communication et marketing</p>	<p>See page 11 of the strategic plan. / Voir page 11 du Plan stratégique.</p>	<ul style="list-style-type: none"> ● See page 11 of the strategic plan. / Voir page 11 du Plan stratégique 	<ul style="list-style-type: none"> ● Member Services is working with Training and Development to come up with a way to offer snippets of webinars over social media as a value-add to members (on-going). ● I have developed a marketing campaign for EC that will be launched later this year. I am working with Marcomm and Michelle Ou on this initiative.
<p>Membership: Increased and Engaged / Membres plus nombreux et plus actifs</p>	<p>See page 12 of the strategic plan. / Voir page 12 du Plan stratégique.</p>	<ul style="list-style-type: none"> ● See page 12 of the strategic plan. / Voir page 12 du Plan stratégique. 	<ul style="list-style-type: none"> ● CP subscription option being explored one last time with CP (Member Svcs. – ongoing). ● I welcome new EC volunteers and communicate with them in a timely fashion, urging them to be proactive in their search for fitting positions and committees. ● French-speaking volunteers are passed over to Sylvie Collin, who assists them in finding volunteer positions in French.

			<ul style="list-style-type: none"> • The volunteer management committee is keen to find special projects for the French volunteers. There is a possibility that these volunteers could assist with the website task force. • The volunteer services committee is resurrecting the Featured Volunteer program and reaching out to directors, chairs, branches and twigs for nominations. • I continue to directly reach out to the volunteer pool to tell them about volunteer jobs. This has proved to be a success, as committees and directors tell me that their positions are filled after a volunteer email goes out.
Insurance			<ul style="list-style-type: none"> • The task force has faced many roadblocks, but we had a meeting with Apollo Insurance last week regarding group insurance. This will be discussed at our next NEC meeting to see if Apollo's offerings will suit the membership at large.

3. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities / Priorités pour le prochain trimestre (vos priorités à titre de directeur ou directrice et non pas les priorités de vos comités ou régions)

- Replace Kathryn Willms, the chair of the member services committee. I will be sending this job description out to the volunteer pool next week.
- Continue making VolunteerConnect a valuable tool for Editors Canada and communicating with the membership to use this valuable tool.
- Finalize VolunteerConnect and make sure it's accessible on the website.
- Announce VolunteerConnect updates to directors, chairs, branches, twigs, and volunteers by email.
- Continue to reach out directly to volunteers when volunteer jobs come up.

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

Nothing at this time, thank you.