

Editors' Association of Canada Association canadienne des réviseurs

National Executive Council

Q2 Report – Directors

June 26, 2022



EDITORS
RÉVISEURS
CANADA

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President (and Past President) – Heather Buzila

Quarterly report to national executive council for meeting of June 26, 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**
 - Along with the Nominations Committee, recruited a full slate of incoming directors for 2022–2024 and filled all vacant national positions and committee chair positions except for the List Moderator position
 - Along with the HR Committee, conducted the executive director's yearly review
 - Prepared for and ran the 2022 AGM
 - Selected 2022 President's Award winners and the 2022 Lee d'Anjou Award winner
 - 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)**
 - Begin work on a new strategic plan
 - Update the branch and twig toolkits
 - Look into the OED subscription and Canadian Press subscription during preparations for the 2023 budget
 - Recruit List Monitor and work with that person to update the position description in advance of the 2023 AGM
 - Run the new director orientation (if requested to do so by incoming president)
 - Support the incoming president

- 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 June 26, 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
- Completed the 2021 annual report

Awards Coordinator:

- Winners were chosen and will be announced at the online ceremony and then by press release.
- We were particularly happy about the good take-up for the Virag Award this year.
- Organized an online awards ceremony (the first ever!) with the communications manager. The ceremony is scheduled to take place June 23, 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)**

- Provide training/support for incoming VP
- Transition to President's role

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 June 26, 2022 / Rapport trimestriel en vue de la réunion du conseil d'administration national du 26 juin 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, helped to successfully plan and run the 2022 conference.
 - Continued to advise the website taskforce.
 - Supported the audit, though minimal involvement was needed.
 - Prepared treasurer's report for the annual report and presented at AGM.
3. **State priorities for the next quarter (your priorities as director, not your committees' or region's priorities / Priorités pour le prochain trimestre (vos priorités à titre de directeur ou directrice et non pas les priorités de vos comités ou régions)**
 - Help onboard the incoming treasurer.
 - As conference adviser, start looking into options for 2023.
 - Transition support for the website taskforce to director taking over (TBD).
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.

Secretary – Marcia Luke

Quarterly report to national executive council for meeting of June 26, 2022 / Rapport trimestriel en vue de la réunion du conseil d'administration national du 26 juin 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 Q2 Reports
 - Prepared list of requests for Q2 Meeting
 - Updated Action Items in preparation for the Q2 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
 - Prepared for and participated in the AGM
 - Draft minutes for the AGM in absence of a recording secretary
 - Prepared transition material for the new secretary

- 3. State priorities for the next quarter / Priorités pour le prochain trimestre**
 - Find a new recording secretary

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

Director of Branches and Twigs – Anne Godlewski

Quarterly report to national executive council for meeting of June 26, 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)**
 - All branches and twigs
 -
2. **Note successes, accomplishments and challenges from the past quarter**
 - Hosted two meetings attended by chairs from Atlantic, Calgary, Kingston, Kitchener-Waterloo-Guelph, Manitoba, Ottawa, Quebec, Toronto (missing: Barrie, BC, Edmonton, Hamilton-Halton, Saskatchewan)
 - Guided the Saskatchewan branch in the process of dissolution of their branch
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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)**
 - List of ongoing projects sent to Heather Buzila
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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 June 26, 2022 (Q2)

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; also liaised with blog editor, NEC
- I have introduced templates, guide books and forms in an effort to unify communications so that we are more consistent, and no longer starting from scratch when it comes to launching new projects. Guide books include a communications overview document designed to help other committees understand the Editors Canada channels that are available for their projects as well as the standards we need to meet on these platforms. A sub-guide to social media provides a focus in this area, and a form helps other committees communicate with Marcom about their project promotion needs.
- I also created a guidebook with examples of crisis communication for the NEC to ensure that this process is quicker and more consistent
- I am liaising with our Surveys expert to create a guidebook as well on how to design a good survey so that committees that want to do this can create a better first draft and make the most of the survey expert's time. We would also like to do that for Francophone members to help them have a better impact on their committee (our volunteer for this project recently left so we are sourcing another)
- I continue to liaise with the blog and serve on its exec read subcommittee

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

- Hand over my portfolio to the next Director of Communications smoothly; I plan to stay on the Marcom committee as a member to help with this transition
- Distribute the finalized how-to guides for comms, crisis comms and social media, to the committees and help ensure they are well used
- Continue to help with the visual metaphor campaign started under this portfolio as a member of the Marcom committee
- Priorities for this portfolio include supporting the many Marcom projects in progress: the Ambassador program and videos, visual metaphor campaign, LinkedIn page development

4. Requests or questions for the national executive council

- Nothing at this time.

Director of Professional Standards – Arija Berzitis

Quarterly report to national executive council for meeting of June 26, 2022 (Q2)

1. **List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs)**
 - Standards Committee (Berna Ozunol)
 - Certification Steering Committee (Jaime Miller (co-chair) and Sarah Rogers (stepping down; replacement not known at this time))

2. **Note successes, accomplishments and challenges from the past quarter**
 - A particular challenge is finding new volunteers to the Certification Steering Committee due to some of the current members' terms approaching completion. Heather mentioned that she has some candidates in mind. The most pressing vacancy is the co-chair position.
 - I attempted to download Uxpertise on my own device as a test at the request of Vicky Bell but I was not able to. Vicky Bell asked me to uninstall and try again but I haven't yet gotten around to that. The initial download time was three days and then the software seemed to give up. When I attempted to open the icon, nothing launched. If I were a member/candidate attempting to do the test, I would not have been able to download Uxpertise (monitoring software) in time or at all.
 - Standards Committee has finished its initial review of all the PES. Next step is providing a rough draft of the reviewed material to a Plain Language writer such as Gail Spivak as a rewriting task.
 - We discovered the use of the term "mastery" in some of the PES, and exam and promotional materials of the CSC, as in demonstrate "mastery" at an expert level. We are in process of scrubbing all use of the term due to sensitivity issues and possibly using something along the lines of "proficiency" instead.

3. **State priorities for the next quarter (your priorities as director, not your committees' or region's priorities)**
 - As stated above, the most pressing need is finding a co-chair for Jaime Bell on the CSC.
 - Also, for the CSC exams in November, the question of whether or not to ask for Uxpertise tech support on exam day may have to be considered. Some of the other testers were not able to launch it either but they weren't able to get the icon on their desktop, whereas I got an inactive icon. This will cost extra.
 - My goal is to continue as support for both committees, which is my main priority.

4. **Requests or questions for the national executive council**
 - None at this time.

Director of Publications – Kaitlin Littlechild

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

1. List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs) / Énumérez les groupes ou les individus qui se rapportent à vous (comité, sous-comité, groupe de travail, postes au niveau national, section ou ramification)
 - Publications committee
 - Diversity and inclusion handbook subcommittee
2. Note successes, accomplishments and challenges from the past quarter
 - Diversity handbook has reached 5000 words and is undergoing a substantive edit to determine what further work is needed
 - Some challenges in finding writers for the diversity handbook but alternate methods were explored including using an interview method to gather information. Writing did progress, though (see point above)
 - Publications committee is making progress on the *ELAP: Structural Editing* resource. The committee is seeking out writers for one final exercise and reviews for the previously written material.

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)
 - Write the introduction for the diversity handbook
 - Support committee chairs to balance their workload. One has stepped down and there is risk of burnout
 - Solidify the plan for the next steps on the *ELAP: Structural Editing* resource.
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 June 26, 2022

1. **List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs)**
 - Training & Development Committee (Greg Ioannou, chair)
2. **Note successes, accomplishments and challenges from the past quarter**
 - Former co-chair Miriam Bergeret has stepped away from the T&D Committee for next year, leaving Greg Ioannou as sole chair
 - The 2021–22 webinar season has now concluded successfully, and the program is on hold for the summer as Editors Canada members catch up with Conference presentations
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)**
 - The T&D committee shall hold a meeting to plan the 2022–23 webinar season sometime in July
 - Beyond that, I will continue to support the T&D 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 Q2 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 (Lenore Hietkamp)
 - Insurance Task Force (Susan Turner)

2. Note successes, accomplishments, and challenges from the past quarter
 - Reaching out directly to the volunteer pool with volunteer positions is a continued success. Emailing is particularly effective for populating committees.
 - VolunteerConnect is used by volunteers and now chairs and directors to find available talent.
 - Brought on a new chair for the member services committee. Lenore Hietkamp has taken over, and we have two new volunteers on the committee.
 - Helped organize the Apollo Insurance coverage for Editors Canada members.

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.
Bilingual and Diverse /	See page 9 of the strategic plan. / Voir	<ul style="list-style-type: none"> • See page 9 of the strategic plan. / Voir 	<ul style="list-style-type: none"> • To ensure a Francophone voice at Editors Canada, the volunteer services committee

<p>Bilinguisme et diversité</p>	<p>page 9 du Plan stratégique.</p>	<p>page 9 du Plan stratégique.</p>	<p>invited Sylvie Collin, our Francophone contact, to our last meeting on May 31.</p> <ul style="list-style-type: none"> ● We discussed Sylvie doing “Francophone sensitivity training” (also in discussion on the Marcom committee). ● Sylvie will write an info page for English EC members to become more aware of the French experience. The document will be ready for the end of the summer, 2022. We will figure out the best way to disperse the information for maximum readership.
<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 was 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 (ongoing and currently on hold). ● 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, and to join editor’s networking platforms and meetings like the Vine and the Facebook group.

			<ul style="list-style-type: none"> • The volunteer services committee has resurrected the Featured Volunteer program and reaches 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"> • Apollo Insurance project rolled out successfully. Editors Quebec is looking for a French insurance option, as Apollo is not available in Quebec.

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)

- Help communicate between committees and usher in the updated welcome kit with the member services committee.
- Allow projects and ideas to take shape with member services as the committee solidifies with the new chair and new volunteers.
- Continue making VolunteerConnect a valuable tool for Editors Canada and communicating with the membership to use this valuable tool.
- 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.