

Editors' Association of Canada Association canadienne des réviseurs

National Executive Council

Q4 Planning – Directors

November 21, 2021



**EDITORS
RÉVISEURS
CANADA**

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President (and Past President): Heather Buzila

Quarterly report to national executive council for meeting of November 21, 2021

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

- 2. Note successes, accomplishments and challenges from the past quarter**
 - Scheduled and ran the first few NEC meetings of the year, including inviting branches and twigs to attend meetings
 - Updated the org chart for the website
 - 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)**
 - Finish updating/publishing the Certification Procedures, Public Health Policy and Guidelines, and Membership Fee Relief Policy and Guidelines
 - Work with the vice president on beginning to implement the EDI Task Force recommendations
 - Look into the creation of a new strategic plan
 - Continue preparing the vice president to take over the president 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 November 21, 2021 / Rapport trimestriel en vue de la réunion du conseil d'administration national du 21 novembre 2021

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 and awards coordinator as needed
3. **State priorities for the next quarter (your priorities as director, not your committees' or region's priorities) / Priorités pour le prochain trimestre (vos priorités à titre de directeur ou directrice et non pas les priorités de vos comités ou régions)**
 - Continue to support the president as needed
 - In particular, this will surround the project of moving forward with the EDI recommendations
 - Continue to support the awards coordinator as needed
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 November 21, 2021 / Rapport trimestriel en vue de la réunion du conseil d'administration national du 21 novembre 2021

- 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.
 - Completed paperwork needed to become a signing officer for the association.
 - With the executive director, put together the 2022 budget and held a finance subcommittee meeting to discuss it.
 - As conference advisor, continued to advise conference committee for the 2022 conference.
 - Put together the 2022 conference budget and solicited event management quotes.
 - 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)**
 - Finalize the 2022 budget and have it approved by the NEC.
 - Continue to support the 2022 conference.
 - Continue to support the website taskforce.

- 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 November 21, 2021.

- 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 and tracking motions for the 2021-2022 year
 - Requested and Compiled Q4 Reports
 - Prepared list of requests for Q4 Meeting
 - Updated Action Items in preparation for the Q4 Meeting
 - Coordinating the approval of past meeting minutes and having these posted on the website
 - Connecting with and passed information along to the mentoring committee
 - Interviewed one candidate for the recording secretary position

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

- 4. Your own requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national**
 - If anyone has a lead for the recording secretary position, would they please reach out to me. Thank you!

Director of Branches and Twigs: Anne Godlewski

Quarterly report to national executive council for meeting of November 21, 2021

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**
 - Updated report template and request emails for branch and twig Q3 report
 - Hosted two meetings, which were attended by chairs from Editors Atlantic, Barrie, BC, Calgary, Kingston, KWG, Manitoba, Ottawa-Gatineau, Quebec, Toronto (missing: Edmonton, Hamilton-Halton, Saskatchewan)

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 updating branch and twig toolkits
 - Revise report templates and request emails for committee and adviser quarterly reports for consistency with revised branch and twig reports
 - Communicate reminders and updates to chairs regularly and answer questions promptly
 - Schedule Zoom meetings for chairs for next two quarters
 - Attend branch and twig meetings when possible

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)**
 - [Passing on this message from a recent all-chairs meeting] One branch chair said that there continue to be complaints about needing to pay an additional fee for a listing in the ODE; members wish this were a benefit of membership, especially given the high cost of membership

Director of Marketing and Communications: Suzanne (Sue) Bowness

Quarterly report to national executive council for meeting of November 21, 2021 (Q4)

- 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 identified and helped establish a new Marcom committee chair after Jillian Reiten stepped down, and worked with her to reach out for volunteers
 - Attended monthly MarCom meetings, liaised with board
 - I have invited NEC to connect with me about Marcom needs on their committees, and connected committees reaching out with Marcom
 - I launched a new intake form to help committees think earlier about Marcom so that the committee can be more efficient in helping with their outreach
 - I continue to liaise with the blog and serve on exec read subcommittee, connected the blog volunteers with the Marcom committee for greater possible collaboration
- 3. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities)**
 - Continue review of big picture comms including crisis comms and social media, to create how-to guides that will promote greater continuity on Marcom and greater consistency in terms of outreach to committees for intake and also for those that want to do their own comms (follow-up on first step of intake form)
 - Develop a subsequent Editor promotion campaign
 - Continue to support Marcom committee as it moves ahead with new ideas (Google Adwords, LinkedIn page renewal, library/schools outreach)
 - Revisit and provide interim update to current Communications Strategy document until next Strategic plan can be created
- 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 November 21, 2021 (Q4)

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

- Standards Committee (Berna Ozunol)
- Certification Steering Committee (Vicky Bell and Jaime Miller (co-chairs))

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

- Three new volunteers were added to the Standards Committee (with the help of Volunteers Director Leah Morrigan), because of loss of Co-chair and a few others from this committee
- Unfortunately, Uxpertise is not ready for the live tests in November 20 but should have glitches ironed out for next year (I opted out of taking the proofreading test for this reason)
- Standards is working on Fundamentals of Editing section, with pieces parcelled out for content writing to individual committee members

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

- When we reviewed the Structural Editing section of the PES, we realized it would not be as gruelling to rewrite as the Fundamentals, which covers much more ground. So when Fundamentals is pinned down more fully, the remaining three sections should be easier to tackle
- My goal is to continue as support for both committees, which is my main priority. For example, I was instrumental in contacting the Volunteer Director Leah Morrigan for names of potential volunteers for vacant positions on Standards.

4. Requests or questions for the national executive council

- Nothing at this time.

Director of Publications: Kaitlin Littlechild

Quarterly report to national executive council for meeting of November 21, 2021.

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 handbook subcommittee

2. Note successes, accomplishments and challenges from the past quarter
 - Identified and solved a problem with the ELAP: Proofreading resource
 - Attended Publications committee and Diversity Handbook sub-committee meetings
 - Worked with committee and sub-committee to brainstorm possible resolutions for problems with sourcing volunteer writers and reviewers for *ELAP: Structural Editing* and the diversity handbook
 - Identified a problem with marketing *ELAP: Proofreading* in terms of confusion over versions of resource. Worked with the Publications committee to understand the issue and find a solution

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)
 - Assist both the committee and subcommittee in sourcing volunteers needed to further both resources
 - Review writing for the diversity handbook and prepare to write the introduction
 - Support the Publications committee and diversity handbook subcommittee in their work to get both resources closer to completion

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.

Director of Training & Development: Błażej Szpakowicz

Quarterly report to national executive council for meeting of November 21, 2021

- 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.
 - Attended November committee meeting to respond to webinar proposals, discuss potential roles for new committee members, address marketing and sale questions, and generally decide on the plan for the webinar program over the next year.

- 3. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities)**
 - We've reached out to Editors Canada EDI advisor Adebe DeRango-Adem. The main priority for the next quarter, once we hear back from her, is to arrange a meeting to discuss practical ways to improve EDI-related offerings and find more diverse presenters for the webinars – we're hoping for specific names and organization to approach, and specific resources to use.
 - 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 Q4 2021 / Rapport trimestriel en vue de la réunion du conseil d'administration national du

- 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 (Monica Laane-Fralick)
 - Member Services Committee (Kathryn Willms)
 - Insurance Task Force (Susan Turner)
- Note successes, accomplishments and challenges from the past quarter

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.
Bilingual and Diverse / Bilinguisme et diversité	See page 9 of the strategic plan. / Voir page 9 du Plan stratégique.	<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"> My committees continue to work with translation when something has to go out to membership (i.e., Member Services welcome letters). Get the EDI tab on VolunteerConnect sorted – the EDI committee has disbanded and the EDI context should be clarified – i.e., does it have its own jobs/volunteer positions?

			<p>/ Will the committee regroup? What is involved there? / We are looking for a VolunteerConnect volunteer who may be able to handle this portion of the spreadsheet. Looking for feedback/direction here.</p>
Innovative and Agile / Innovation et agilité	See page 10 of the strategic plan. / Voir page 10 du Plan stratégique.	<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">
Communications and Marketing / Communication et marketing	See page 11 of the strategic plan. / Voir page 11 du Plan stratégique.	<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"> The conversation around a common member communication platform continues. The current choices are: <ol style="list-style-type: none"> Reviving the email listserve Slack Facebook <p>Nancy Wills, the former listserve monitor sent an email Nov 15, saying listserve is being resurrected as a Google Group sometime soon? I am not aware of this.</p> <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.
Membership: Increased and Engaged / Membres plus nombreux et plus actifs	See page 12 of the strategic plan. / Voir page 12 du Plan stratégique.	<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). I am on top of new EC volunteers and communicate with them in a timely fashion. I receive several emails from new volunteers each week and keep track of their contact info for email volunteer positions. I have changed the second email that goes out to confirmed volunteers, telling them that it is best to be

			<p>proactive when looking for volunteer positions (I believe that many of them think that we're going to be catering volunteer jobs to them), and tell them to keep their eye on VolunteerConnect.</p> <ul style="list-style-type: none"> As I have found since the beginning of my Director position, directly reaching out to volunteers to tell them about volunteer jobs seems to be a good way of recruiting. This was seen when Member Services needed people to help with the Flickr project. I will be sending out another email this week, looking for a new Chair for Volunteer Management, as Monica Laane-Fralick is stepping down.
Member Services	Insurance		<ul style="list-style-type: none"> The Task Force is experiencing "significant challenges" around offering insurance to EC members. They continue to slog through but find roadblocks in the form of costs of premiums, types of insurance offered, and broad variance in member demographics.

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 reach out directly to volunteers when jobs come up – this should increase engagement.
- Replace Monica Laane-Fralick, who is stepping down as Volunteer Management Chair – the NEC will be involved with approval of the new Chair, and a motion will be written (likely by me). There are some internal Volunteer Management jobs that Monica mentioned, like having a VolunteerConnect minder who can look after the spreadsheet, and a document created to explain how to use the spreadsheet (including Directors who have volunteer jobs that need filling – related to the point below).
- Plan out a protocol for Directors/Chairs to send me volunteer requests for large projects, so that I can directly email new volunteers.

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.