

Editors' Association of Canada
Association canadienne des réviseurs

National Executive Council
Meeting Minutes



EDITORS
RÉVISEURS
CANADA

March 19, 2023

Zoom

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PRESENT:

NATIONAL EXECUTIVE COMMITTEE

Maria Frank	President
Heather Buzila	Past President
Mina Holië	Secretary
Ellen Keeble	Director, Branches and Twigs
Ruth Pentinga	Director, Marketing and Communications
Suzanne Aubin	Director, Member Recruitment and Retention
Arija Berzitis	Director, Professional Standards
Kaitlin Littlechild	Director, Publications
Błażej Szpakowicz	Director, Training and Development
Leah Morrigan	Director, Volunteer Relations

OTHERS

Natasha Bood	Executive Director
Lori Perrie	Recording Secretary
Merel Elsinga	Marketing and Communications
Glenna Jenkins	Marketing and Communications
Heather White	Editors Atlantic

REGRETS:

Marcia Allyn Luke	Vice-President
Tara Avery	Treasurer

1. Call to Order

Maria Frank called the meeting to order at 2:01 p.m. EDT.

2. Land Acknowledgement

Maria Frank did the land acknowledgement.

3. Approval of Agenda

MOVED BY Maria Frank

SECONDED BY Leah Morrigan

that the NEC approves the agenda.

Carried

4. MarCom Committee Presentation

MOVED BY Maria Frank

SECONDED BY Heather Buzila

that the NEC approves giving Merel Elsinga and Glenna Jenkins a voice at the meeting.

Carried

Glenna shared that she is working on the Career Builders Committee LinkedIn project. Their main goal is to improve the Editors Canada's profile, to encourage members to use the platform more regularly, and also to attract new members. She observed that there is a lot of work that involves a lot of volunteerism. Glenna's objective is to trim it down and make it a realistic plan that would work without leaning too much on volunteers. The plan they've put together would help the volunteers' profile. Part of the plan includes an element where members could improve their own pages. Glenna is stepping down from the committee.

Merel presented the LinkedIn proposal, which was previously sent to the NEC and includes four steps: 1) to update the face of the LinkedIn page; 2) to create engaging content (they are currently lacking information from branches and twigs); 3) to manage the website (i.e. volunteers can manage the page for one month each – the welcome package can help them stay within Editors Canada's guidelines while their content can be looked at before it's posted); and 4) career builder – to teach members how to improve their own LinkedIn pages.

Heather thanked Glenna and Merel for their work and mentioned that they will have to coordinate everything closely with Michelle Ou, as she is Senior Communications Manager.

Glenna and Merel thought that the NEC could provide guidelines that would provide hard boundaries on what would be expected of posts to the Editors Canada LinkedIn page. The welcome package could also be a resource that the volunteers could use to figure out what to post. Existing content on the Editors Canada website has already been vetted, so that would be appropriate to use without having to be vetted. They are hoping to minimize the need for posts to be scrutinized by staff or the NEC, which would create more work.

Heather said that she's not sure if Michelle would need to vet every post. The guidelines would likely come from Michelle, who would share with the NEC to review and vote on. Merel shared that Michelle is usually in the MarCom meetings and that they already have good communication with Michelle.

Suzanne asked about the French side of things and the French content on the LinkedIn page. Merel said they can only do the French part if they have French volunteers; the only Francophone volunteer they have is already maxed out with existing work.

Leah will send Merel the recipe for volunteers. Leah and Suzanne have been working together on reaching out to some French volunteers. Leah explained that using the VolunteerConnect spreadsheet allows one to pick appropriate volunteers with the required skills.

Natasha shared that it's important to work with Michelle on posting content. The committee could write posts to share them with Michelle, and Michelle would schedule them.

MOVED BY Heather Buzila
SECONDED BY Ruth Pentinga

that the NEC approves the MarComm and Career Builder joint LinkedIn proposal.

Carried

5. Review of Outstanding Action Items from Previous Meetings

Item #2: Certification Steering Committee co-chair. Arija shared that they are still looking for someone. In progress.

Item #4: Accumulated surplus in twigs' virtual accounts. Tara was to draft financial procedures. Tara is absent. Natasha shared that Tara will be working on this for the next month's meeting. In progress.

Item #14: Editors Canada marketing videos and guidebooks. Ruth is still very new; she will check with Merel.

Item #15: The Editors' Weekly. This was tied to the question of potentially paying blog writers in order to help increase BIPOC contributions. Ruth will check with Beau.

Item #16: Francophone insurance. Suzanne is planning to create a taskforce.

6. Editors Atlantic

MOVED BY Ellen Keeble
SECONDED BY Błażej Szpakowicz

that the NEC approves giving Heather White a voice at the meeting.

Carried

Heather has been a co-chair of Editors Atlantic for one year. Her co-chair is finishing her second year and will be stepping down.

Editors Atlantic is having a challenge finding volunteers and another challenge as to determining what interest there is in having a really active twig. They have sent out surveys and get a lukewarm response. It's possible that their regional group members do not look for regional activity.

Heather has connected with someone who is interested in being a co-chair but was stuck on the fact that there are no discernable financial benefits, i.e. a discount to conference. This person is looking for a discount based on being a more active volunteer.

Heather B. said that it's in the Editors Canada bylaw that we cannot financially compensate volunteers, while understanding why that's a sticking point for some people.

Heather W. said that another point is that, if a volunteer offers to provide a session, they are given an up to \$100 honorarium. There seems to be a disconnect between the member who is

putting on a 40-minute talk versus people who are spending just as much time, or more, doing other things.

Heather B. pointed out that these tasks are in different categories. Natasha pointed out that the editor giving the webinar would be using professional background and experience, whereas the co-chair (for example) is a volunteer administrative position.

Heather W. shared that Editors Atlantic had been doing a newsletter, but they cancelled it due to lack of original content. There is not a lot of uptake on the professional zoom events that they hold. They will still do professional development events quarterly. They will also be doing a book club.

There are about 60 members of Editors Atlantic. This number is static.

Ruth wondered if the potential new co-chair has stated that financial compensation is a make-or-break. Heather W. says likely not, but the potential volunteer was surprised based on involvement in other organizations. Leah reiterated that this is a volunteer position, therefore there is no compensation.

Ellen mentioned that there was a branch that was putting up testimonials from their executive about how being in such a position has helped them professionally. This might be a way to help gain some volunteers – ask the branch/twig executive to discuss the benefits of holding a volunteer position.

7. Q1 Report Requests

- Career Builder Committee – Review the LinkedIn plan. This has been covered with the Marketing and Communications Committee update.
- Editors Gatineau-Ottawa – Website update. Natasha shared that they just signed the contract with the web developer. The timeline to create the website is 8-10 weeks. Final date will be a bit after that.
- Editors Calgary – Looking for available marketing materials for their summer table. Ellen shared that the original plan was to use QR codes for brochures, etc., but this seems to be stalled. Ellen said this type of query comes up a lot. She would like to create some on-demand print documents, even banners and table runners. Ellen will discuss with Ruth and Michelle. Heather shared that some of these things would need to come out of the twig budgets.
- Editors Manitoba
 - Is there an update of the release of the copy-editing edition of Edit Like a Pro? Kaitlin shared that they are waiting for the updated standards to make sure that everything is in alignment.
 - Is there anyone who can give a virtual seminar on PerfectIt? Daniel Heuman has given conference presentations and webinars in the past.

- Merel – A big thank-you to Leah for sourcing new volunteers for the Marketing and Communications Committee.
- Certification Steering Committee, Edward Da Cunha – They need more volunteers. Arija shared that the call has gone out for volunteers a couple of weeks ago. Ruth asked if there is a document that lists the benefits of volunteering with Editors Canada. Leah shares that the Member Services Committee is working on that with Błażej.

8. Budget Update

Natasha said that they are working towards this year's audit and will go to the auditor toward the end of April. They are working towards the AGM deadline. We are looking at a surplus from last year.

Everything is on track for 2023. There will be the first quarter update by the next meeting.

a) Twig funding

Discussion moved to next month when Tara will be present.

9. Break (5 minutes)

10. Update on Ongoing Projects

Include a brief overview of what your committee is currently working on as well as any other info you'd like to discuss.

a. Publishing committee

Kaitlin said that the designer is reworking the contract for the increased fee for the structural editing volume. This is somewhat on hold until the new standards are released so that they can make sure that everything lines up.

The handbook subcommittee is working through some feedback and determining next steps. They will be pausing some things as they transition to new chairs, getting everybody up to speed.

b. Member services/Volunteer management committees

Leah shared that things are in process for member benefits and volunteer benefits. She is working with Suzanne to bring French voices onto both of her committees.

c. Certification

Arija said that the results for pilot testers will be returned to them. This had been delayed because of the upheaval in the committee chair positions. Having the opportunity to be a pilot tester is of benefit to volunteers.

There has been a call put out for a co-chair. There has not been great response. Once being in the committee, that volunteer can't take the certification exam for a period of time, because of access to exams. This is an obstacle to filling these volunteer positions.

d. Standards committee

Arija reiterated what was said in the Q1 report: standards were reviewed by various parties, including EDI. They have received favourable feedback, and any suggestions were incorporated.

The new standards package is going out to the members for review. There is a six-week deadline to receive feedback.

The Standards Committee had gained one new committee member. They are still working on a glossary type document – explanation of terms.

e. Webinars/Training and development committee

Błażej has met with Sara, our new Training and Development Manager. They discussed technical elements of the webinars.

There was a broader committee meeting in March. There is a lot of potential webinar material to be covered over next few years, including the new professional standards, and the new plain language standards. There are also subjects related to accessibility to be covered. They talked about how to improve/revive the French language webinars. Sylvie had recommendations to promote French webinars for presenters and audience. She will speak to Suzanne and Badou about that.

They would like more diverse presenters. One possibility is to tweak calls for proposals to be more welcoming or trying to solicit webinars rather than a call for proposals. Both methods allow for us to have more webinars on the EDI subjects and from more diverse presenters. One idea is to get a volunteer who is specifically focused on recruiting webinar presenters for subjects that we want covered.

They have agreed to work with Leah on a video updating Gael Spivak's volunteer documents while using webinars to promote the Editors Canada programs. Anyone with ideas about webinar or video presentations can contact Błażej, Greg or Greg's successor.

They are looking at student affiliates to help with webinars, and they are planning a call for proposals for sessions for the summer and possibly the fall.

f. Career builder committee

Heather is trying to recruit a new chair because both co-chairs are stepping down. They have some new volunteers.

g. Student relations committee

Heather said that they are still making sure that their Facebook group is active and welcoming new members.

h. Nominations committee

Heather shared that they have found new co-chairs for publications and a new chair for the Training and Development Committee. They are still looking for a new chair for the Career Builder Committee and an awards coordinator, as the current coordinator is stepping down. They will need to recruit for the 2024 conference chair once the location is decided on.

President's Awards: It would be great if people could nominate others for President's awards. Members of the NEC cannot be nominated for themselves; everyone except for Maria can nominate somebody for the President's award. You can also support someone, as you need one person to nominate and three members of Editors Canada to support the nomination. The deadline is on April 6.

Leah asks for clarification. These are awards to recognize volunteer contributions. Someone who went above and beyond, or was in a role that is more demanding, or contributed to Editors Canada over a long term. This can be a group or an individual whom you think deserves recognition. Everyone who is nominated gets an award, then out of the nominations, someone is chosen for the volunteer of the year award.

i. Website task force

Update given earlier by Natasha – 8-10 weeks is the rough estimate for the web developer to finish.

j. Marketing and communications

Ruth had a meeting with Merel, and she attended the MarComm meeting. Ruth let Leah know that there were 30 volunteers interested and that nine volunteers were shortlisted.

i). Handbooks

k. Mentorship committee

Suzanne will submit the quarterly report. For all of 2022, there were 14 mentees, four in the last four months. One mentor applied in October.

Suzanne has been trying to set up a phone conversation with Risha.

l. Executive director

Sara had been getting quickly acclimated to her role.

For Certification: Tara and Heather did the audit of the results, and they have been sent out to the candidates. They have had one appeal. They will let pilot examiners know their results.

Met with Julie from the Website Taskforce and with Michelle Ou; they secured an intern from Humber College's Professional Writing and Communications program to help with writing and editing some of the website pages that have to be transferred and moved over. This is an unpaid internship, and the post was popular amongst students.

Natasha was still getting everything ready to go for the audit.

11. Implementing the Equity, Diversity, and Inclusion (EDI) Task Force Recommendations

a. Implementation spreadsheet

Heather was in touch with the Indigenous Editors Association (IEA). They are hoping to get back to us by the end of March.

Amber Riaz is a member of BIPOC of Publishing in Canada. She got in touch with them. They got back to her and are interested in partnership but, at the moment, are at capacity.

Heather saw that there is a new organization, LGBTQ+ Editors Association. They are going to be writing their governance documents; Heather reached out to Gael, who offered her support to help with governance documents. Heather also reached out with an offer of partnership. Their current director said that's great and will reach out for help.

Amber is still reviewing the mandate of the EDI committee.

12. Francophone Volunteers

Suzanne is trying to get together with Badou, Sylvie and Nancy to introduce them to one another and to discuss Francophone volunteers. Nancy has some questions. Suzanne has offered her help to get going with the Francophone affairs. She is hoping to have this done before Easter. She is hoping that Badou can attend a Member Services Committee meeting and will have some information to share from the meeting with Suzanne, Sylvie and Nancy.

Sylvie has not yet shared any specific webinar ideas with Suzanne.

Beau has gotten back to Suzanne about her proposed blog post, written in French, in which she will discuss the benefits of volunteering, particularly with respect to herself.

There are no updates on the Quebec branch. Maria shared that the chair of the Quebec branch is coming to our next meeting.

13. Branches and Twigs

a. Branch and twig procedures

Ellen got the documents from Michelle to update the procedures and will be catching up.

b. Branch and twig toolkits

Ellen will be putting together a draft to send out.

Ellen addressed again the print on demand, marketing stuff for branches and twigs. The branches and twigs can pay, but what is going to be printed can come from the National.

14. Dictionary Project

Summary for Ruth:

There has been no updated dictionary of Canadian English since 2004, the Canadian Oxford. A few years ago, a group from Editors Canada tried to get started on an update. There was no funding, and it was shelved.

In December 2021, a journalist approached Editors Canada about writing an article about the lack of a Canadian English dictionary. Members contacted Heather to express support, so a new group formed. They advertised for a lead editor, and they got one. People have now been working on grant proposals.

In June, it will be about a year that they've been meeting about getting an updated Canadian English dictionary.

15. Conference

Heather shared that all of the accepted speakers for sessions have been contacted. Registration is open and is still in early bird pricing at the time of this meeting. There are already 42 people registered and paid. It will be capped at 150 people, including speakers.

They are working on getting a list of accommodations to post online, because the conference this year is at a university and not at a hotel. It will be the same weekend as Pride; this might make it tricky to find a place to stay.

They are planning a site visit to the university in April or May.

There is not yet a contract signed from the second keynote speaker. However, this is not a concern at this point.

The website is up and running, linked through the Editors Canada website. Leah asked about the "Speed Mentoring" option and the "Conference Buddies" program, both listed on the conference registration website.

- Speed mentoring is an opportunity for experienced editors to spend 10 minutes with someone who signs up as a mentee. Conference sessions are 45-50 minutes. It's like a speed dating format, where a mentee can choose three editors to meet with.
- Conference buddies volunteer to show new attendees and/or members around.

a. 2024 conference

Ellen has had a hard time getting in touch with Maureen to confirm whether Editors BC will host the 2024 conference. In Heather's nominations work, she asked two members of BC, who confirmed that the 2024 conference will be in BC. We need the official word from Editors BC. It will most likely be in the Greater Vancouver area.

Calgary is not interested in hosting.

16. Next Meeting April 23, 2023

AGM will be held on June 24, 1:00-3:00 PM ET.

17. Adjournment

MOVED BY Błażej Szpakowicz

SECONDED BY Suzanne Aubin

that the meeting be adjourned.

Carried

Appendix A – Meeting Agenda

AGENDA / ORDRE DU JOUR
Editors' Association of Canada / Association canadienne des réviseurs
National executive council meeting (March 19, 2023)

Zoom link:

<https://us02web.zoom.us/j/84962486759?pwd=bzFKN0xuWGRvN3J6NXd2Rzd3U3Z5Zz09>

Meeting ID: 849 6248 6759

Attending:

- NEC members
- Natasha Bood, executive director
- Lori Perrie, volunteer recording secretary

NEC documents in [Google Drive](#)

Sunday, March 19, 2023
2:00 p.m. to 5:00 p.m. (ET)

1. Call to order (2:00)
2. Land acknowledgment
3. Approval of agenda
4. MarCom committee presentation (2:05 to 2:20)
5. Review of [outstanding action items](#) from previous meetings (2:20 to 2:30) Mina
6. Editors Atlantic (2:30 to 2:50)
7. Q1 report requests (2:50 to 3:20) Mina
8. Budget update (3:20 to 3:35) Tara and Natasha
 - a. Twig funding
9. Break (3:35 to 3:40)
10. Update on ongoing projects (3:40 to 4:10) (include a brief overview of what your committee is currently working on, as well as any other info you'd like to discuss)

- a) Publishing committee **Kaitlin**
 - b) Member services/Volunteer management committees **Leah**
 - c) Certification **Arija**
 - d) Standards committee **Arija**
 - e) Webinars/Training and development committee **Blazej**
 - f) Career Builder committee **Heather**
 - g) Student relations committee **Heather**
 - h) Nominations committee **Heather**
 - i) Website task force **Tara**
 - j) MarComm committee **Ruth**
 - i. Handbooks
 - k) Mentorship committee **Suzanne**
 - l) Executive director **Natasha**
11. Implementing the equity, diversity, and inclusion (EDI) [task force recommendations](#) (4:00 to 4:10) **Heather**
- a. [Implementation spreadsheet](#)
12. Francophone volunteers (4:10 to 4:30) **Suzanne**
13. Branches and twigs (4:30 to 4:40) **Ellen**
- a. Branch and twig procedures
 - b. Branch and twig toolkits
14. Dictionary project (4:40 to 4:50)
15. Conference (4:50 to 5:00) **Mina and Heather**
- a. 2024 conference
16. Next meeting April 23, 2023
17. AGM June 24, 1:00 p.m.–3:00 p.m. (ET)
18. Adjourn

Appendix B – Action Items

#	Action Items 2022/2023	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
1	Publications Committee: To look for the next term's co-chairs and volunteers	Current	Heather Buzila		The nominations committee has recruited two new co-chairs to begin in July 2023. Recruiting more committee members is the responsibility of the current/ incoming chairs.	Mar. 17, 2023
2	Certification Steering Committee: To look for a co-chair and make a motion	Current	Arija Berzitis		Still in progress	Mar. 19, 2023
3	ELAP policy on publications: Whether to offer the materials to association members with a full or limited license. Heather to follow up.	Current	Kaitlin Littlechild, Heather Buzila		There is watermarking included in the ELAP volumes specifically so it cannot be shared, so we should not be giving away free copies and definitely not allowing people to share with entire groups.	Mar. 17, 2023
4	Accumulated surplus in twigs' virtual accounts: To discuss and vote on the new twig funding model (provide a certain amount each year and return unspent funds after two years) at AGM	Current	NEC Directors, Natasha Bood	Documentation needed; Tara to draft financial procedures, share with Ellen and Natasha, and distribute a copy to the NEC for review	Still in progress	Mar. 19, 2023
5	ELAP Structural Book: Copyedit, design, and finalize by early 2023. Look for a certified copy editor who could help.	Current	Kaitlin Littlechild	At the final stage; need to redo the contract with designers	Designer is updating the contract to reflect the approved fee increase.	Mar. 19, 2023

#	Action Items 2022/2023	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
6	Description of the role and responsibilities of Forum Monitor: Update the description to be voted on at AGM as a national position.	Current	Heather Buzila, Michelle Ou, Leah Morrigan	Drafts are being created and will be sent for NEC review prior to a motion being made for the AGM.	All documents have been drafted and are being reviewed by the NEC; I (Heather) will write a motion for the AGM. [THIS ITEM CAN BE MARKED AS DONE.]	Mar. 17, 2023
7	Career Builder document: Upload both English and French versions to the website.	Current	Heather Buzila, Michelle Ou	Reminded the committee, and they are going to check in with the translation group.	Still waiting on the translation group.	Mar. 17, 2023
8	LinkedIn: Work with Michelle on its strategy.	Current	Heather Buzila, Career Builder Committee, Michelle Ou	LinkedIn strategy doc will be sent to the NEC after the February meeting; the MarCom chair (who is working on this with the Career Builder Committee) may join the March meeting to discuss.	Strategy has been reviewed by the NEC; MarCom and Career Builder representatives to present to the NEC and then the NEC needs to vote.	Mar. 17, 2023
9	Website: Launch the new EC website that includes a new web style guide (in English & French) to be shared and adopted as universal across the Editors Canada website. End of life for the current website is November.	Current	Website Taskforce, Tara Avery, Natasha Bood	Interviews are done and task force should be coming to NEC with their recommended proposal and budget.	Contractor has been selected, and our contract has been signed. Website delivery should be in 10 weeks.	Mar. 17, 2023

#	Action Items 2022/2023	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
10	EC Member Forum: Currently in the testing phase, this new forum will be on its own platform in Google Groups. There will be a French option; it will be tested after the English version has been through the testing phase. This is to replace the old email list. Natasha to follow up with Michelle.	Current	Leah Morrigan, Natasha Bood	Michelle is aiming to finalize by March 1.	In progress	Mar. 17, 2023
11	Webinars: Look for additional webinar hosts as well as a way of doing live-captioning for accessibility for people attending live.	Current	Błażej Szpakowicz, Training & Development Committee, Caitlin Stewart	Sara as a new manager joined Editors Canada; to follow up with her	I raised both subjects at the March committee meeting, and we'll likely pick them up again in future meetings. Current priority is call for proposals for summer-fall sessions.	Mar. 18, 2023
12	2024 Conference: Michelle to prepare a document so that Ellen can discuss it with local branches and twigs.	Current	Michelle Ou, Ellen Keeble	To follow up with Editors BC	Having trouble reaching Maureen	Mar. 18, 2023
13	Branch/Twig Toolkits: Anne (former Director of Branches and Twigs) to look over the toolkits and add updates. Heather to assist Anne and get the office's feedback on things she has flagged to be updated. Ellen to work on rewording. To be ready for early next year.	Current	Anne Godlewski, Heather Buzila, Ellen Keeble	Same as previous status because I got mega sick and haven't touched this.	Still a WIP	Mar. 19, 2023
14	EC Marketing Videos and Guidebooks: All directors to review and pass along feedback. Sue to reach out to Michelle to see if we need an "execread" for the videos to make it official.	Current	NEC Directors	TBD as the director stepped down	In the process of sorting things out	Mar. 19, 2023
15	The Editor's Weekly: Would like to increase BIPOC contributions to the blog and frequency of EDI topics. Maria to add to the EDI spreadsheet.	Current	Lucy, Beau, Director of MarCom, Maria Frank	TBD as the director stepped down	In the process of sorting things out	Mar. 19, 2023

#	Action Items 2022/2023	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
16	Heather to talk to Sylvie about insurance options for Quebec members, reviving current task force or establishing new task force of Francophone members. Suzanne to look at the information received for the creation of a task force.	Current	Heather Buzila, Suzanne Aubin	No update yet	Planning to create a taskforce	Mar. 19, 2023
17	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). HB to ask GS for more info on the original idea.	On Hold	Heather Buzila	Include in updated branch/twig toolkits?		Sep. 9, 2022
18	The Editor's Weekly: More research about payment for blog posts. Sue to get back to Lucy about or past discussion from February meeting and get more details on what the ask is. After AGM a new EDI advisor will be starting, and we could possibly ask her to write for the blog. (Amber from the EDI task force).	On Hold	Suzanne Bowness	Budget Meeting 2022		May 14, 2022
19	Michelle Waitzman to talk to Breanne MacDonald (conference chair) and Heather Ross to discuss including membership fees at the conference.	On Hold	Michelle Waitzman, Heather Ross	To be discussed with Natasha & Breanne. On hold until conference is more underway.		Sep. 11, 2022
20	Branches and Twigs Procedures: Update to include new information to address the issue of quorum as pointed out by Editors British Columbia.	Done	Ellen Keeble	Done; consensus reached. Ready to prepare for wording for national AGM vote		Feb. 26, 2023

#	Action Items 2022/2023	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
21	Editors Québec: Ellen to follow up with them to see if there is any update (e.g., new branch chair, compliance with the Branch and Twig policies and procedures, etc.).	Done	Ellen Keeble	DONE; David Breme joins as chair!		Feb. 6, 2023
22	Formation of the EDI committee: Heather to check on how to form a committee. Revisit this topic during the 2023 January meeting.	Past	Heather Buzila	Done	Done	Jan. 29, 2023
23	Social event for student affiliates in the 2023 conference: To include a space, the conference chairs are to be contacted. Heather to get back to Michelle Noble, the Student Relations Committee chair.	Past	Heather Buzila, Student Relations Committee	Done	Done	Jan. 27, 2023

Appendix C – Online Motions

Motion	Background	Opened	Closed	Moved By	Seconded By	Carried By	Abstain
To approve a fee increase of \$500 (from \$1,250 + HST to \$1,750 + HST) for the graphic designer to complete the ELAP: Structural Editing volume	The budget for graphic design of the ELAP series was originally set in 2019, and the agreed-upon price for the Structural Editing volume was \$1,250 + HST. The work was to be ready for the designer in 2019. That didn't happen. The designer is requesting a fee increase of \$500 to reflect inflation. After some searching, no one can find a fully signed contract for the work, and so a new contract is required. This issue was not foreseen when we set the publication budget. The desire is to stay with this designer because he did the Proofreading volume and is familiar with the layout and design requirements.	Feb. 23, 2023	Feb. 27, 2023	Kaitlin Littlechild	Heather Buzila	8	1
To approve the mandate for the career builder committee	Although the career builder committee has been active for a few years, it was discovered that the committee did not have an official mandate. This motion will correct that error.	Feb. 25, 2023	Mar. 1, 2023	Heather Buzila	Leah Morrigan	9	0
To approve the external liaison position mandate	The NEC recently voted to change the external liaison committee to the external liaison (a national position) because the committee had not functioned as such since pre-2014. For the last several years, external liaison work has been done by the past president.	Feb. 28, 2023	Mar. 3, 2023	Heather Buzila	Kaitlin Littlechild	10	0
To approve the website task force's selection of Derrick Boddie at Mango Innovation Inc. as the web developer for the new editors.ca website	For Mango Innovation's RFP, please refer to the PDF document attached in an email blast that was sent to the NEC on March 1, 2023.	Mar. 7, 2023	Mar. 9, 2023	Tara Avery	Błażej Szpakowicz	9	0

Appendix D – Q1 Directors Report



EDITORS
RÉVISEURS
CANADA

Q1 Reports

Directors

March 19, 2023

National Executive Council Meeting

Zoom

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National Executive Council (NEC) Directors

President – Maria Frank

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)**
 - Human Resources Committee
 - Francophone Adviser
 - Equity, Diversity and Inclusion (EDI) Adviser

2. **Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre**
 - Chaired monthly NEC meetings
 - Invited branches and twigs to attend NEC meetings
 - Started and contributed to NEC discussions over email and tried to increase director engagement
 - Supported directors as needed
 - On the advice of the EDI adviser, moved to form an EDI committee
 - Provided orientation to a new director
 - Arranged and moved to enter into a one-year partnership with RGD

3. **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**

4. **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)**
 - Conduct executive director's yearly review
 - Prepare materials for the AGM and the President's Awards
 - Support directors as needed

5. 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

Vice-President – Marcia Allyn Luke

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)
 -

2. Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre
 -

3. 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
 -

4. 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)
 -

5. 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)
 -

Past President – Heather Buzila

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)**
 - Career Builder Committee
 - Student Relations Committee
 - Nominating Committee

2. **Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre**
 - I temporarily oversaw the marketing and communications committee until I found a new director of marketing and communications.
 - I recruit members for the nominating committee and led a meeting with the committee.
 - I reached out to several organizations to inquire about forming new partnerships. Two new partnerships are currently in the works.
 - I drafted new mandates that were missing from the Overview of National Committees and Positions document and revised the external liaison mandate based on a vote to change this to a position instead of a committee.
 - I worked with the communications manager, the list monitor, and the director of volunteer relations to draft new documents for the upcoming member communication forum.
 - I recruited a new Francophone adviser.
 - I worked with the conference committee in an advisory capacity.

3. **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**
 - I continue to work with the new Canadian English dictionary group.

4. 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 with the nominating committee to fill upcoming vacant positions
- Follow through on potential partnerships and pursue new ones
- Draft a motion for the AGM regarding the documents related to the member communication forum
- Continue working with the conference committee as needed
- Continue working with the new Canadian English dictionary group
- Support the president and NEC as needed

5. 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

Treasurer – Tara Avery

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 / Notez les succès, les réalisations et les défis du dernier trimestre**
 - Supported the taskforce through the RFP/hiring cycle
 - Challenges: Finding time. It's been a really busy few months

3. **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**
 - Learn/survive the audit process
 - Potentially help navigate the 2024 conference if it comes to BC

4. **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 financials
 - Go through the audit
 - Help Natasha where needed

5. **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)**
 - N/A

Secretary – Mina Holie

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)**
 - Conference Committee
 - Conference Adviser

2. **Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre**
 - Liaised with other directors and the National Office for various activities
 - Facilitated going through the list of Action Items during the meeting and updated it accordingly afterward for the subsequent meeting discussion
 - Tracked motions, prepared online polls, managed the online voting system, and kept a list of motions/voting results up to date
 - Solicited quarterly reports from the NEC directors, committees/taskforces, and branches/twigs to compile/edit them for finalization and have them ready prior to the quarterly meeting
 - Prepared a quarterly requests summary prior to the quarterly meeting
 - Provided support to the recording secretary as needed, while working together
 - Compiled all required items in the meeting minutes for finalization and proofread before being posted on the Editors Canada website
 - Added documents to each meeting folder on Editors Canada NEC's shared drive for directors' review prior to the meeting

3. **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**
 - Support other directors as needed

- 4. 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)**
- Finish off backlogged items—the meeting minutes of November through February
 - Continue to track and organize motions while managing the online voting system
 - Request and compile the Q2 Reports
 - Prepare a requests summary for the Q2 meeting
 - Update the list of Action Items
 - Prepare required items for the AGM
- 5. 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 Branches and Twigs – Ellen Keeble

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)**
 - Branch and twig chairs

2. **Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre**
 - Helped some branches and twigs use Findjoo and set up their first events
 - Answered several queries to assist chairs
 - Held two well attended all-chair meetings

3. **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**
 - Working on implementing the toolkit revamp (ongoing, should be good to go by the website relaunch)

4. **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)**
 - Continuing to update toolkits for publication and translation
 - Print-on-demand resources for branches and twigs attending public facing events such as festivals (possible Marcom team up?)

5. **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

Director of Member Recruitment and Retention – Suzanne Aubin

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)
 -

2. Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre
 -

3. 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
 -

4. 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)
 -

5. 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)
 -

Director of Professional Standards – Arija Berzitis

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)**
 - Standards Committee
 - Certifications Steering Committee (CSC)

2. **Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre**
 - **Standards Committee**
 - The new Standards have been reviewed by various parties, including EDI, and we have received very favourable reports and feedback.
 - We gained one new committee member.
 - **CSC**
 - Finding pilot test results for the last pilot exams to send out to the pilot testers (I was one of them so am interested to know results); we just found the results, and they will go out this week. Because of the loss of the chair and co-chair, we have many bridges still to cross with the successors to the old regime.

3. **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**

4. **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)**
 - **Standards Committee**
 - Provide support where I can
 - Make sure that the new Standards move along the required course of action. We are currently at the stage of getting members' feedback.
 - **CSC**
 - We lost the new chairperson Maggie, and her co-chair Edward stepped up to the position but lacks experience in the committee workings.

- Put the call out for a new co-chair and volunteers for the committee that lost about half its members in January. The response has not been great, but I believe we got an exam shepherd.
- Unfortunately, any volunteers cannot sit for an exam for a full year following the volunteer stint due to a conflict of interest, which may be holding back recruitment efforts.

5. 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

Director of Publications – Kaitlin Littlechild

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
 - EDI Handbook Subcommittee

2. **Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre**
 - ELAP designer requested an increase in fees due to the cost increase between the initial project timeline of 2019 and the current work in 2023. No signed contract could be located. NEC voted in favour of approving a \$500 increase in fees.
 - ELAP structural volume is in final stages of work but will not move to design and finalization until the new standards are released to ensure consistency.
 - EDI Handbook Subcommittee adapted the content for the website and sent the material to Amber Riaz for EDI review. It came back with the suggestion to have it worked on by a sensitivity editor. Subcommittee is discussing next steps.
 - Received notice that both publications co-chairs are stepping down at the end of their terms this spring.

3. **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**
 - N/A

4. **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)**
 - Facilitate smooth transition to new publication chair(s)
 - Coordinate signing of a contract with the designer for the ELAP structural volume
 - Review the status of remaining ELAP volumes to assist new chairs in moving work forward

5. 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)

- N/A

Director of Training and Development – Błażej Szpakowicz

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)**
 - Training and Development (T&D) Committee

2. **Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre**
 - The 2022 Black Friday sale took place in November; it underperformed relative to those from past years, with 261 sales totalling \$10,188.
 - Caitlin Stewart departed Editors Canada in February; her successor, Sara Ahmed, is now in place and doing an excellent job.
 - The T&D Committee held a meeting on Mar 8, 2023. We discussed a wide range of issues including potential subjects for upcoming webinars: how to improve/revive French-language webinars, how to secure more diverse presenters and work more with other parts of Editors Canada, and how to solicit webinars more effectively.
 - We expect to put out a call for proposals for the summer and fall sessions shortly.

3. **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**
 - I've passed along updated information about possibilities for providing captions for the webinars.

4. **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)**
 - My main priority is to continue to support the committee as necessary and ensure that the webinars run smoothly, as well as making myself available if Sara needs assistance.

5. **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)**
 - N/A

Director of Volunteer Relations – Leah Morrigan

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
 - Member Services Committee

2. **Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre**
 - Opening both committees to having a French presence at meetings and for input and development of projects.
 - Member services at work on member forum testing and the membership value project.
 - Volunteer services webinars are in the works (with Michelle Ou and Błażej Szpakowicz).
 - Volunteer callouts continue to be successful – I have started asking for response numbers for statistical information.

3. **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**
 - Welcome a French presence and French collaboration on my two committees to help improve French recruitment on both committees (with the help of Suzanne Aubin and Badou Bousso).
 - Help with preparing guidelines for committee chairs and their communications with members.
 - Continue with the successful volunteer callouts and make volunteering appealing to a wider audience.

4. **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)**
 - As above.

5. 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)

- N/A

Appendix E – Q1 Committees/Taskforces Report



**EDITORS
RÉVISEURS
CANADA**

Q1 Reports

Committees & Taskforces

March 19, 2023

National Executive Council Meeting

Zoom

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Committees

Career Builder Committee – Lynne Melcombe, Glenna Jenkins

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

- Career Builder Committee's (CBC) hub for Editors Canada's upcoming website: CBC members are working on a framework and content so that it is ready to upload once Editors Canada's new website is built.
- LinkedIn plan: The Career Builder and Marcom Committees have been working together to finalize the LinkedIn plan. It is now ready to submit to the NEC for consideration.
- Looking for volunteers: Our committee needs more volunteers. Evi Anthonissen put out a successful call, and our committee now has four new members.
- Special interest groups (SIGs): Cathy McPhalen has been active in the Academic Editors SIG. She wrote a brief summary of how this SIG was established. This may serve as a guide on how to set up an SIG in an editing specialty.
- Career Builder Manifesto: Lynne Melcombe has written a manifesto outlining CBC's history and mission.

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

- Website hub: CBC members are working on content for a CBC hub in Editors Canada's upcoming website. The work is being broken down in chunks so that it doesn't become overwhelming. The focus is to keep working on our committee's content so that all the pieces are ready to go once we get the go-ahead to upload it.
- Follow through on the LinkedIn plan to improve Editors Canada's LinkedIn page and help members improve their own pages and upload them to our organization's page. This will require educational resources such as a webinar and/or blog posts.
- Looking for volunteers: The call went out, and our committee has four new members.

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

- Kindly review the LinkedIn plan. Our committee has been working on it for over two years. The Marketing and Communications Committee has recently come on board to review, improve, and finalize the project. We feel that a better presence on LinkedIn at the organizational and member level will promote our organization, build membership, and find work for members.
- An update on the Editors Canada's new website would help our committee with planning.

Certification Steering Committee – Edward Da Cunha

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

- **Develop and administer the professional certification exams**
 - In November 2022, we successfully administered the Copy Editing and Stylistic Editing exams to 14 and 13 candidates, respectively, all of whom wrote the exam remotely at home. This was the second year we offered the exam in the at-home format only, using ProProfs for Part A and Google Drive for Part B.
 - Final marking has been completed by the third markers, an internal auditor verified the results, and we issued pass/fail letters to candidates.
 - Exam setting and piloting for 2023 is taking place, and Certification Steering Committee (CSC) should receive Structural and Proofreading exams by the end of March to begin the exam shepherding process.
- **Administer Editors Canada Editing Essentials program**
 - A committee member who has been working on this program will continue to administer it in 2023.
- **Communications and marketing**
 - We continue to liaise with Michelle Ou to include relevant news in the monthly, association-wide e-news update.
- **Recruiting**
 - We have worked with Leah Morigan (director of volunteering) to recruit volunteers for our committee. We have volunteers for setting and shepherding the structural editing and proofreading exams, but we still need a year-one Chair and a recruiting manager.

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

- Editors Canada Editing Essentials program will continue to run.
- Recruiting: We are trying hard to recruit volunteers for our committee, as well as pilot testers and markers. Four volunteers have stepped down from the committee, and it's currently unclear whether we will have a sufficient number of replacements. We will use our own database of potential volunteers. We will write "job descriptions" for the volunteer roles we require and put out a call in the monthly e-blast.
- Exam administration: We need to begin work as exam shepherds on the Structural Editing and Proofreading exams for 2023. Exam setting and piloting are taking place, and CSC should receive these exams by the end of March. This will be discussed at our meeting on March 29.

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

- The volunteer hours are vast compared to the number of candidates registered for each exam, and we are still short of volunteers. The Chair is doing both year-one and year-two chair work as well as exam shepherding the structural exam. We need more people.

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?

- As the incoming Chair, I do not know anything about the 2023 budget, so I do not know how much has been spent. I will get in touch with the outgoing Chair and ask.

Conference Committee – Suzanne Bowness, Maylon Gardner

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
 -

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

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

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?
 -

Marketing and Communications Committee – Merel Elsinga

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

- Our main effort continues to be increasing the value of the committee. To achieve this, we continue to focus on liaising with other committees. The Webinar and Student Relations committees both report in on their Marcom activities, and several on our team are also on other committees (Career Builder, Certification, Conference, Standards) to provide a connection. We keep 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.
- In January we had an influx of new Marcom volunteers. We now have an enthusiastic new team dedicated to re-run the Hire an Editor social media campaign this fall/winter. One of our previous Marcom directors gave several suggestions on how to improve on the previously run campaign, and the new team will aim to incorporate that.
- The Google AdGrants project is running in English. We now also have a francophone volunteer to upload the ads into the system. As soon as that campaign is running, our francophone volunteer will translate the Editing Essentials campaign and upload the ads so that we have a French version of that, too. We may expand the strategy to building the membership and other goals.
- The LinkedIn revamp proposal (a Career Builder/Marcom co-production) is ready for review by the NEC. Marcom now also has a LinkedIn team of mostly new volunteers ready to work on new content and to further plans/suggestions from the proposal to maintain the site in such a way that it realizes more membership engagement.
- In January, Marcom started a small new team that focuses on social media in general (Meta and Twitter). Their priority is to establish a calendar with new content. They also want to incorporate visual material (for instance using Snippets on Facebook) from the Meet and Editor video series that went live on YouTube last fall.
- Our volunteer on the outreach ambassador program keeps connecting Canada-wide with more venues such as libraries and post-secondary institutions. All to promote editing as a trade, the work that editors do, and the association. Our ambassadors have access to two presentations and slide decks Marcom produced: one aimed at people who might need an editor, one for potential editors. Bookings, both in-house and online, keep being added to the ambassadors' schedule.
- Part of the outreach campaign also includes for our ambassadors to electronically distribute the brochure previously known as *15 Reasons to Join Editors Canada*. Marcom has updated the brochure, renamed *We're here for you at every stage of your editing career*. The English content has now been translated into French and proofread. The French version of the brochure is ready to be designed. Marcom is considering a social media plan to promote the five stages mentioned in the brochure.

- Visual metaphors: Marcom started developing a NEC board member's idea to use visual metaphors for social media campaigns. With the responsible Marcom volunteer also co-chairing the conference committee and many other projects going on with our new Marcom team, this project has been put on the back burner. Ideally, we would like to engage our members by letting them weigh in on which metaphors to use in the campaign.
- Now Marcom has a comfortable number of volunteers, so we can start focusing on analytics of our social media campaigns (including Google Ads) to keep track of what works and how we can improve. Our analytics team is in the process of setting up the parameters of what to measure and how frequently.

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

- Continue with establishing the value of Marcom
- Flesh out the updated Hire an Editor campaign
- Finalize the French versions of English Google Ads
- Initialize updates to the LinkedIn profile
- Create new textual and visual (Snippets) content for social media
- Continue with ambassador presentations
- Finalize the brochure aimed at new members
- Have an analytics policy in place

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

- I would like to give a big thank-you to Leah Morigan for sourcing our new volunteers. It makes all the difference to be working with people who either have Marcom experience or enthusiasm. Marcom is in better shape now to come up with interesting initiatives to promote editing as a profession as well as the association.

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?

- Last year's invoice for a 4-minute video and ten 1-minute videos in English, including closed captions was \$1,412.50. Our budget is \$4,500. We would like to hang on to the rest of the budget until we have sourced francophone volunteers to create a French video campaign.

Publications Committee – Paula Chiarcos, Josephine Mo

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

- Continued work and progress on Edit Like a Pro Structural Editing volume.
- The diversity/equity website material is complete and has been passed on to Amber Riaz for review.
- Paula and Josephine will be stepping down as co-chairs of the committee.

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

- Work with volunteers to finalize the ELAP Structural Editing volume.
- Follow up on the review of the diversity/equity material in preparation for uploading to the Editors Canada website.
- Assist new chair(s) as needed to ensure a smooth transition.

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

Standards Committee – Berna Ozunal

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

- Had the first draft of the revised Professional Editorial Standards (PES)
 - copy edited
 - reviewed for conscious language
 - reviewed for plain language
 - reviewed by the National Executive Council (NEC)
 - reviewed by the training and development committee
 - reviewed by the publications committee
- Additionally, we've decided to revise Editors Canada's Editorial Skills document and include it as an appendix, adding extra information on topics such as localization and fiction editing.
- We've engaged the office to prepare the necessary Google Workspace and chat function, and we've worked together to draft an announcement welcoming members to start reviewing the revised PES draft and providing feedback (that is currently being reviewed by NEC and translated).
- We've scheduled the next six meetings.
- We've welcomed one new member to the committee.

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

- Work on the Appendix while members are reviewing the document
- Open up the documents for member review (PES has been divided into seven sections, each a separate document, uploaded to Editors Canada's Google Drive)
- Monitor the chat space and gather and assess ideas that emerge from it
- Start having discussions around feedback and applying agreed-on changes

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

- None at this time.

Student Relations Committee – Michelle Noble

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

- Committee members have continued to share resources and promote a welcoming and inclusive environment in the Facebook group.
- We hosted a virtual student social on December 4, 2022. The topic was “Goal-Setting for the Year Ahead,” and five student affiliates attended.

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

- Our next student social is scheduled for March 26, 2023, and will feature a Q&A with Editors Canada member Gael Spivak. Gael will be discussing the Editing Essentials test and the mentorship program.
- We are developing a discussion series for the student affiliate Facebook group that will run throughout the month of April. The topic is “Websites for Editors,” and we will be posting information and resources each week about how to plan and create a website, as well as how to make it accessible and keep it current.
- Try to recruit additional members for the Student Relations Committee.

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

- None at this time.

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

- We spent \$25.00 on an Indigo gift card, which was given out as a “door prize” at the December social. \$175.00 remains in our budget.

Volunteer Management Committee – Ren Baron

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

- In this quarter, we began working with Director of Member Recruitment and Retention Suzanne Aubin to brainstorm new, creative ways to improve volunteer services for Francophone members and to increase the Francophone volunteer involvement.
- We presented the first edit of the Overview of National Committees and Positions to the NEC for review and began the second round of revisions. We continued working on revisions to the Committee Book and the Volunteer Handbook.
- We continued to operate VolunteerConnect with the guidance of a committee member Maureen McGuigan, and we have added new fields and tabs to facilitate our Francophone volunteers.
- In the monthly e-news, we continued to celebrate volunteer excellence through the Featured Volunteer program and to share volunteering tips and opportunities.

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

- Working closely with Suzanne Aubin, we plan to develop and create a pair of English and French webinars to be a source of information, anecdotes, and resources for new and existing volunteers.
- Pending EDI's committee status and the External Liaison's national position status, we will submit our second revision of the Overview document to the NEC. We will also aim to complete our first revision of the two handbooks.
- We will continue the Featured Volunteer program and operate VolunteerConnect, taking into consideration any feedback on the additions.

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

- None for now; we'll reach out if we have questions or requests regarding the webinars or handbooks.

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

Taskforces

Equity, Diversity and Inclusion Adviser – Amber Riaz

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

- Reviewed document submitted by Publications Committee.

Recommendation: Document not ready for publication. Referred the work to equity adviser's director who will take further action in consultation with the director of Publications Committee.

- Currently working on draft mandate for EDI committee.

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

- Complete the draft mandate
- Begin recruiting committee members

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

- None

Website Taskforce / Groupe de travail sur le site Web

- 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 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.**

Taskforce delivery date: **June 2023** / Fin des travaux du groupe de travail : **juin 2023**

- Evaluated RFP responses and interviewed top six candidates; chose top candidate and submitted for approval to hire.
- Currently working on moving site content
- Reworking sitemap and menus for the new site

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

- Site development and launch for main sites (French/English)
- Co-ordinating a move from old sites to the new site

- 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 F – Q1 Branches & Twigs Report



**EDITORS
RÉVISEURS
CANADA**

Q1 Reports

Branches & Twigs

March 19, 2023

National Executive Council Meeting

Zoom

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Branches

Editors Québec / Réviseurs Québec – David Breme

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

- David Breme has agreed to serve as Acting Chair at least until the next elections. He is being accompanied by the Past Chair in the transition. / *David Breme a accepté d'occuper le poste de président intérimaire au moins jusqu'aux prochaines élections. Il est accompagné par la présidente sortante pour la transition.*
- We have not yet found volunteers to replace the three people who organized the networking activities in Québec City and Montréal. The members of the current Executive Committee are filling in as much as possible in addition to their specific tasks. / *Nous n'avons pas encore trouvé de volontaires pour remplacer les trois personnes qui organisaient les activités de réseautage à Québec et à Montréal. Les membres du conseil de direction actuel y suppléent autant que possible en plus de leurs tâches spécifiques.*
- From July 2022 to March 2023, the branch held only one in-person networking meeting in Montréal. / *De juillet 2022 à mars 2023, la section a seulement tenu une rencontre de réseautage en personne à Montréal.*
- At the invitation of the Union des écrivaines et écrivains québécois (UNEQ), we participated in a virtual activity to promote language editing and our association to writers. This activity is held yearly. / *À l'invitation de l'Union des écrivaines et écrivains québécois (UNEQ), nous avons participé à une activité virtuelle de promotion de la révision linguistique et de notre association auprès de leurs membres. Cette activité se tient annuellement.*
- Additional information: Our membership has continued to decline. As of March 1, 2023, it was 139 members. Of this number, approximately 35% are English-speaking and 65% French-speaking compared to 27% and 73% in July 2022. / *Complément d'information : notre membrariat a continué de chuter. Il atteignait 139 adhésions au 1er mars 2023. De ce nombre, environ 35 % sont anglophones et 65 % francophones comparativement à 27 % et 73 % en juillet 2022.*

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

- Prepare the next Annual General Meeting (AGM). / *Préparer la prochaine assemblée générale annuelle (AGA).*
- A training course on the editing of academic papers is in preparation. / *Une formation sur la révision de travaux universitaires est en préparation.*

- A presentation will be given to a class of students in editing at the Université du Québec à Montréal (UQAM) next April. / *Une présentation est prévue pour une classe d'étudiants et étudiantes en révision linguistique de l'Université du Québec à Montréal (UQAM) en avril prochain.*

3. 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.*

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?

- From July 2022 to March 2023, we spent \$125.20 only. The balance of our accounts (savings and chequing) is \$7,885.01. / *De juillet 2022 à mars 2023, nous avons dépensé 125,20 \$ seulement. Le solde de nos comptes (épargne et chèque) s'élève à 7885,01 \$.*
- 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 Ottawa-Gatineau – Sara Caverley, Sara Fowler

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

- Passed the 2023 branch budget
- Continued the online monthly programming – We will investigate a hybrid model for the 2023-2024 programming year.

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

- Deliver two in-person professional development seminars
- Hold the AGM and branch executive elections
- Plan and hold the branch executive turnover meeting and mini retreat
- Revisit the seminar model and volunteer workload
- Update promotional materials
- Attend a local bookfair for the branch visibility

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

- In response to the query in our Q3 report last year, the NEC advised that the new site was on track to launch November 2022. Has a new timeline been established?

Editors Toronto – Jona Rhica Mejico, Ann Nam-Tran Le

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

- Settled new exec members in their roles and held mid-season check-ins with each chair
- Collected drafts for testimonials from past execs
- Launched the Editors Toronto Facebook Group
- Delivered five programs
- Conducted an online course on plain language
- Published 14 articles on the *BoldFace* blog

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

- Promote exec positions by publishing testimonials on *BoldFace*, social media, and in the newsletter
- Create a strategic plan and editorial calendar for the Editors Toronto Facebook Group

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

- N/A

Editors BC – Maureen McGuigan

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

-

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

-

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

-

Twigs

Editors Hamilton-Halton – Jenny O'Reilly, Kathleen Foxx

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**
 - Kathleen and Jenny met several times since the summer to try to plan the rest of the year.
 - We've had one virtual event so far (another one in the works) and are planning a virtual meeting and several in-person drop-ins as well.

2. **Priorities for the next quarter / Priorités pour le prochain trimestre**
 - Finalizing dates for the rest of the meetings this spring
 - Getting some in-person meetings going, but continuing a hybrid model

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?**
 - We have not spent any money to date. We have spent \$0 to date but are waiting to hear back from our recent speaker, Julie Clement, about how to best get her an honorarium (\$100).

Editors Kitchener-Waterloo-Guelph – Amanda Feeney

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

- September 2022: The KWG twig participated in the Eden Mills Writers Festival. We were able to connect with many prospective members in the region, and we did two book giveaways.
- October 2022: We held one in-person social event in Guelph.
- November 2022: We held a virtual book club meeting. We were able to do a book giveaway for a resource book donated by a twig member.
- January 2023: We held a virtual skill-sharing event.
- February 2023: We hosted a conscious and inclusive language event with guest speaker Crystal Shelley.
- I've started writing a monthly news update that is posted on our website.

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

- The twig will be hosting another book club meeting in March 2023.
- The twig will host several in-person social events in the spring.
- Amanda's 2021–2023 term is coming to an end. I am actively trying to recruit one or two new volunteers to fill the position for the 2023–2025 term.

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?

- We spent \$185.82 for our participation in the Eden Mills Writers Festival and the book giveaways we did for that event.
- We spent \$344.41 as a guest speaker fee for the conscious and inclusive language event.
- Our current twig balance is \$2,739.66.

Editors Calgary – Karen Crosby, Jackie Lewis

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

- Monthly events for members in person and online. These events are a mix of informal training (e.g., roundtable discussions), formal training (e.g., guest speakers), and socializing (e.g., holiday gatherings, stet walks).
- In 2022 we started a book club. Book club meetings are held every six to eight weeks, and at the end of one meeting, the members pick the next book. We've read a mix of books on topics including mindset, business building, writing, and editing.
- We continue to send out a monthly newsletter, Twig Talk, that covers recent news and lists upcoming events locally and nationally.
- We recently surveyed members on events they would like to attend and the best times and days to host those events.

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

- Continue to hold monthly events in person and online
- Sign up to host a table at this summer's When Words Collide; gather marketing materials
- Approach the Calgary Public Library on possible collaborations
- Branch out our stet walks to Edmonton
- Explore the feasibility of a lending library
- Offer more formal training opportunities (a finding from the survey we sent out); reach out to possible speakers
- Send Twig Talk on the first Friday of each month

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

- Available marketing materials or designs we could use for our table this summer

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?

- \$125.98

Editors Kingston – Danielle Bobyk

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

- **General twig activity:**
 - I discussed with our members the possibility of starting a book club as another way for our members to engage with each other and learn more about our craft.
- **Meetings and socials:**
 - Since the last report, we have held three lunchtime socials and two evening socials. These have been great ways for members to connect and for new editors to ask questions of more experienced editors.
 - We have also held two meetings: “Discuss your thorny editing issues” in September and “Marketing Yourself with Adrienne Montgomerie” in November. Our next meeting is scheduled for March 21.

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

- The administrative side of the twig has fallen behind as I have used the limited time I have to run the group to organize meetings and socials. I am hoping to find either a second coordinator or some volunteers who are willing to take on tasks like updating the club blog and social media.

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

- None at this time.

Editors Manitoba – Lianne Fontaine

- 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**
 - Continuing to meet over lunches, which allows members to discuss editing topics and concerns with other members
 - Contacted Willow Press (a local bookstore/publisher in Winnipeg) to see about a presentation or seminar

- 2. Priorities for the next quarter / Priorités pour le prochain trimestre**
 - Continuing to meet over lunches
 - Contacting one other local publisher to give a presentation (likely for fall)

- 3. Requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national**
 - Is there an update for the release of the copy editing edition of “Editing Like a Pro”?
 - Is anyone aware of someone who can give a virtual seminar on PerfectIt?

- 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?**
 - No money spent

Editors Barrie – Adrienne Huston, Jacqui Woods-Powell

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

- Editors Barrie is working on implementing their mentorship program, as outlined in the Q3 report. The initiative is to tie one of the active members in the twig to a new member with the goal of supporting, engaging, and motivating participation in the activities of the twig. We have a working document created by JJ Wilson, which we will implement immediately.
- The twig newsletter has been up and running during the last year. We endeavour to continue to maintain our engagement with members through the newsletter as it has helped bring a new active member to the executive committee.
- A fall event is in the early planning stages.

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

- May AGM
- Attendance at the 2023 Editors Canada Conference
- April event with Crystal Fletcher

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?

- We have spent minimal money, if any, of our budget. We have some receipts to submit from an event in the fall – a change in roles caused a delay. Unsure who needed to do this. Have reached out to National Office and will submit these outstanding receipts.

Editors Atlantic – Molly Rookwood, Heather White

- 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 plan to have virtual/in-person events quarterly.
 - We've hosted one virtual session this year to date, a CRA tax session for small businesses.

- 2. Priorities for the next quarter / Priorités pour le prochain trimestre**
 - Finalizing a focus or topics for remaining meetings this year
 - Finding a second co-chair, as Molly is completing her term early June.

- 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?**
 - We have spent \$150 to date on an annual website maintenance fee.