

**Editors' Association of Canada**  
**Association canadienne des réviseurs**

**National Executive Council**  
**Meeting Minutes**  
**Q3**

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Zoom  
September 27, 2020



**EDITORS**  
**RÉVISEURS**  
**CANADA**



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**PRESENT:**

National Executive Committee

Heather Buzila	President
Breanne MacDonald	Vice-President
Gael Spivak	Past President
Michelle Waitzman	Treasurer
Anne Godliewski	Director, Branches and Twigs
Sue Bowness	Director, Communications
Berna Ozunal	Director, Professional Standards
Anne Brennan	Director, Publications
Greg Ioannou	Director, Training and Development
Patricia MacDonald	Director, Volunteer Relations

OTHERS

Natasha Bood	Executive Director
Nicole Watkins Campbell	Recording Secretary

Regrets:

Janice Dyer	Secretary
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## **1. Call to order**

The President called the meeting to order at 2:02 p.m. EDT.

## **2. Approval of agenda (Appendix A)**

MOVED by Greg Ioannou

SECONDED by Anne Godlewski

Carried

## **3. Reports and requests (Appendix B)**

- a. Director reports (Appendix C)**
- b. Committee and task force reports (Appendix D)**
- c. Branch reports (Appendix E)**
- d. Twig reports (Appendix F)**

The Vice President reviewed the summary of requests:

Mentorship committee has asked NEC to name potential participants. If mentors have ideas, please suggest them.

Treasurer request is irrelevant now.

Barrie Branch's Dropbox is full; should they pay for more space or wait for G Suite? Migration is underway, with NEC itself as test group, but could be a couple of months before it's complete. They could be added to G Suite as it exists; they shouldn't buy more Dropbox space, and they should let NEC know if they come close to running out of space. Anne Godlewski to convey message.

Hamilton-Halton Branch asked about using existing Zoom capacity for larger events. Zoom has been expanded to allow for larger meetings during pandemic.

Ottawa-Gatineau is replacing in-person workshops with webinars. They want to retain revenue and assume costs. They need a Zoom account for this; can they use the national account or should they establish their own? Heather Buzila suggested they get their own account; the national account is busy with webinars. The branch and Twig Zoom account is only for meetings and doesn't have functionality for webinars. They can contact Natasha Bood or Caitlin to talk about options.

Other discussion: Will these webinars be available within the branch or beyond that? They want a shared calendar of events. The branch's webinars might compete with national Editors Canada webinars. What about Editors Canada control over quality? Branches tend to offer more generic webinars than national office does. It would help to coordinate these events. Editors Canada used to send a calendar of planned events to branches and twigs. This is not an option right now due to volunteer availability and changes with webinar trainers. Communications should also be aware of webinars for promotion purposes.

**Action Item**

*Anne Godlewski to contact Ottawa about their needs for a webinar account. Have them talk to Natasha Bood about the best way to set up their account.*

**Action Item**

*Anne Godlewski to contact branches and twigs to find out if any are planning to move workshops online; if they think they need Zoom's webinar capability rather than the meeting capability; and what topics they're planning to cover and how often or how many?*

Editors Nova Scotia has two members with more than 25 years of membership. They are requesting letters of congrats from the president or director. It's a nice idea, especially this year with people needing things to celebrate, but to recognize it would be administratively difficult. It would take a while to get it off the ground nationally; maybe their branch chairs could issue a certificate. It doesn't fit with the strategic plan or main goals, and membership list older than 18 or 19 years might not be accurate. There could be unintended consequences.

Decision: Editors Nova Scotia can honour these folks regionally, but nationally, Editors Canada doesn't have records to ensure everyone is honoured fairly.

Editors Toronto would like to receive a membership breakdown. John Yip-Chuck used to provide this; an example is in the report.

**Action Item**

*Natasha Bood to provide breakdown of members each month for each branch and twig.*

Natasha Bood has been sending each branch their own numbers, and will now send out everyone's numbers to all branches and twigs.

Should Editors Manitoba continue as a twig? They've been on hiatus. They can continue as a twig if they have four meetings a year and keep things very simple. It's a weird year, could they go on hiatus? Nova Scotia has a zoom meeting every month that is just a conversation. It lets members stay in touch and feel engaged. Calgary might also want hiatus status.

**Action Item**

*Heather Buzila to connect with Anne Godlewski about twigs and hiatus.*

Saskatchewan would like to offer an incentive, like a free webinar, to re-engage members. Most branches and twigs take the money out of their budget to do this. They can purchase the webinar.

Standards Committee has asked if NEC has any expectations or recommendations for the committee. The Standards Committee is now strong and is no longer a task force. They closely review existing standards. Are there any hard deadlines for their work? There are a lot of creative ideas in the committee report about re-imagining the standards, e.g., different sets of standards for different audiences, and different formats? Editors Canada publications don't reflect the 2016 standards. Webinars only partly reflect them. It would be good to see specialized standards, e.g., for fiction editing. But revising core standards isn't a high priority and it takes a lot of energy. The committee should explore what they think is important and bring NEC a proposal. A lot of material is based on the standards, so we can't keep changing them. The committee has flexibility and autonomy, and NEC is interested in hearing proposals. If NEC members have specific needs for standards updates, they can let Berna Ozunal know.

CSC would like a comment on what to do if they cancel stylistic exam this year: Should they run two exams next year, and is there a pairing preference? By Sept. 26, five people had registered to write. One thought: Canada will still be in pandemic next year; if Editors Canada doesn't offer stylistic this year, let's reoffer it next year. Remote proctoring hasn't worked out, but quite a few people are writing in their invigilators' offices.

Decision: Offer the stylistic editing exam in 2021 if it has to be cancelled in 2020.

#### **4. Budget update**

Michelle Waitzman reported that Editors Canada still has money in the bank, likely because of the wage subsidy. The hope is to be able to keep the subsidy when the books are updated.

Natasha has worked on a rough draft up for next year's budget, and Editors Canada will have a Financial Committee meeting once more information is available: a few branches and twigs need to give more financial planning information for next year.

The new bookkeepers have sent a proposal. The initial fee to set everything up is \$11,000, but it's a one-time cost, and likely needed given the state of the books when the previous bookkeeper left. We are working to avoid going back to branches for additional information. The set-up will include looking at HST compliance; following up on auditors' last recommendations; and automating our books so we pay for less bookkeeping time and end up with more accurate records. Their monthly fees (\$667.50/month plus \$60 for software licence subscriptions) would be less expensive. It will be less than \$9000 for the year plus set-up fee, compared to the previous \$20,000 per year for bookkeeping. Editors Canada will cover the cost of the set-up fee in one year.



MOVED by Greg Ioannou  
SECONDED by Michelle Waitzman

that NEC accept the accountants' proposal.

Discussion: NEC agreed to vote on this online, when members could see the proposal.

Greg Ioannou withdrew the motion.

## **5. Francophone projects**

MOVED by Heather Buzila  
SECONDED by Greg Ioannou

that Sylvie Collin get a voice at this meeting.

No discussion.

Carried

Sylvie joined the meeting.

### **a. Agrément/SQRP partnership**

Sylvie Collin reported that last year when agrément committee resigned, they disagreed with how Editors Canada managed the francophone agrément exam. The former members' scheduled meeting with SPRQ (the Quebec writers' association) was postponed. Sylvie wants to discuss options for changing the way Editors Canada manages the exams to see if the former agrément members might come back to Editors Canada.

NEC discussed:

- They are open to changing the way the agrément program is run.
- What the agrément group would want to return is unclear.
- The former members are concerned that the criteria to apply to write Editors Canada certification exams are not demanding enough.
- Students who clearly are not qualified to write and pass are registering, and writing simply to gauge their competence.
- The workload on volunteers is excessive. They would want a minimum requirement for people to apply to write the exams.
- The NEC didn't place requirements on the agrément exam: that's the committee's role.

- The Certification Committee has not had this issue with the Foundations exam, which would be analogous to this exam. There is no minimum requirement to write any certification exam.
- Foundations is an online exam, marked by software. The francophone members would not likely agree to an online competency exam.
- NEC allows committees to run their areas of responsibility as they see fit if their proposals are thought out.
- Communication between the NEC or English Editors Canada and francophone members of Editors Canada needs to be fixed.
- The francophone and anglophone certification test programs are run independently. That is not likely to change. NEC has never had input on that in either English or French.
- If the francophone members want to link certification to membership in Editors Canada, that would require a bylaw change and a deeper discussion.
- Heather Buzila and Anne Godlewski need to talk about the Quebec editors situation.
- NEC agreed that Sylvie should explore the willingness of the former agrément group to talk about rejoining Editors Canada.

### **b. Vote on OTTIAQ partnership**

MOVED by Gael Spivak

SECONDED by Michelle Waitzman

that NEC pursue partnership with OTTIAQ

Discussion:

- Most other partnerships don't advertise their partnerships with Editors Canada, but partnership brings us webinar sales and is good for the brand: it shows we're sharing.
- The OTTIAQ members wouldn't likely become Editors Canada members, so we're not cutting into a membership opportunity.
- Editors Canada has a partnership with the Canadian Translators, Terminologists and Interpreters Council, or CTTIC. OTTIAQ stopped being

a member of that group, so we would be doing this with them individually. There is no clear reason not to partner with OTTIAQ: Editors Quebec has a local partnership with them. This national partnership would give their members discounts on national webinars and conferences.

Carried

**Acton Item**

*Gael Spivak to send partnership agreement to Sylvie and Sylvie to talk with OTTIAQ and CTTIC.*

**c. French conference**

No planning has taken place until Sylvie and Heather Buzila can talk about merging it with the national conference.

Francophone representation on committees: Sylvie Collin would like to be informed when francophones join committees so she can support having francophone members on all committees.

Patricia MacDonald will give Sylvie that information.

**6. Update on any priority projects**

**a. ELAP**

Anne Brennan reported she is still working on getting Editing Like a Pro (ELAP) files. She now has files for ECE and Editorial Niches and will upload them to G Suite.

The Publications Committee has yet to give NEC a budget. Anne Brennan will report on budget for the coming year at the next NEC meeting.

**Action item**

*Anne Brennan to talk to Publications Committee about their budget for 2021.*

**b. Insurance task force**

No update. The task force meeting to hand off responsibilities to new chair scheduled for September will take place in October instead. A full transfer of information from the old committee leadership to the new is still to come.

**c. Certification**

No update.

Greg Ioannou reported that the pandemic has been tough for the Professional Development Committee. Volunteer Jennifer Fahan, an archivist at then City of Saskatoon, is a new

enthusiastic volunteer, not ready to become chair. Caitlin is orienting her, and she is organizing webinars.

We should hear next week whether we received the Heritage Grant. The Career Builder Committee report is to come, but they're doing good things.

**Action item**

*Greg Ioannou to talk to the office about redirecting Tamra's emails to Caitlin.*

**d. EDI task force (Appendix G)**

Gael Spivak reported on the letter the Equity, Diversity and Inclusion (EDI) task force sent to NEC (Appendix G) requesting permission to survey Editors Canada members on diversity and inclusion in the association.

NEC discussed the request.

- The TF feels they need to survey members to plan their work. They have worked hard on the survey and are expecting to move ahead with it fairly soon. They are expecting that the survey needs only to be checked for bias before going ahead.
- NEC members reviewed the questionnaire and had several concerns. Some questions are not worded to get useful information. Some questions have already been asked of members in past surveys. Those answers should be given to the task force. There are also questions whose answers could give the task force a wrong impression of the association, and the survey should be vetted through Editors Canada's usual survey vetting process.
- Editors Canada is also conducting a member survey before long, and we don't want to create survey fatigue. That survey is late, although nearly ready to go (just needs time for promotion).
- Suzanne Bowness offered an example of a similar survey done for another not-for-profit organization.
- Could a less formal method give the task force some information to begin their work rather than a formal survey?
- Editors Canada has 25 members who edit surveys and research.
- There might be an opportunity to get funding from Heritage Canada for support for the task force's work.

MOVED BY: Gael Spivak

SECONDED BY: Patricia MacDonald

that NEC approve the attached EDI task force brief.

Carried

**Action Item**

*Gael Spivak to talk with task force about their survey and to follow up with Greg Ioannou about the Heritage Grant.*

**e. FYI: NEC to begin transitioning to G Suite after this meeting**

## **7. Copyright policy and procedures**

**a. Meeting folder contains the original contract, the revised contract with track changes, and the clean revised contract.**

Suzanne Bowness reported on her review of the Editors Canada copyright contract for works created by volunteers. She found it to be more organization-centric than creator-centric. She suggested that creators need to be able to retain more of their rights, even rights that are not exclusive, for example, moral rights. She recommended that anything the association creates that offers an author byline should recognize the creator's rights. She asked if the contract could be changed to better reflect creator's rights. Here intention is to begin a conversation about copyright.

- Gael Spivak said that what Sue proposed reflected what previous policy writers wanted to achieve. The previous policy assumes that it refers to committee work, not bylined work. She asked for Sue's help in changing the policy.
- Volunteers create blog posts and webinars. Michelle Waitzman recommended leaving references to content types as open as possible.
- Greg Ioannou said that the webinars are different because of royalties, but what Sue suggests for written works is consistent with the webinar contract.

**Action Item**

*Greg to send the webinar contract to Sue Bowness.*

- There is also a Publications contract.
- Editors Canada needs to leave the breadth of protected rights as open as possible because the association's content needs might change. For

example, Editors Canada used to have a magazine. She said the rights should not include committee work. She also said that without good contract documents, creators could take Editors Canada to court for rights to work they claim was theirs.

**Action Item**

*Suzanne Bowness to connect with Gael Spivak about copyright policy and procedure.*

- Not all Editors Canada volunteers write, and having copyright provisions in their volunteer contract adds reading they shouldn't have to do.
- Suzanne Bowness will write and Gael Spivak will check with possible input from others with contract expertise.
- When contract is rewritten and retranslated, NEC will have to vote on it.

**8. Nova Scotia twig (Margo Grant)**

MOVED BY: Heather Buzila

SECONDED BY: Anne Brennan

that NEC giving Margo Grant voice in the meeting.

Carried

Margo Grant reported on activities and aims of Editors Nova Scotia:

- The twig includes PEI and Cape Breton. Members have been trying to meet more regularly and have seen success.
- The twig has a new co-coordinator, Becky Skillin.
- At the last meeting, two long-time members talked about the business of freelancing. Members were quite pleased to get that information. Editors Nova Scotia has a lot of freelancers. In January had accountant talk about taxes. Next week Alex Peace is talking about indexing. Annapolis Valley members meet regularly. We had trivia game two months ago.
- In March we began a monthly newsletter called Twig Talk. It's a short email newsletter: introduces new members; promotes Editors Canada webinars and ENS promotions. The twig has become quieter since the pandemic.
- NS twig include PEI and NB. So we tried to get the NB people in touch with each other, same with CB and PEI or in different towns. We're trying

to make sure everybody knows each other. We had a plain language session last March.

- Twig has a lot of younger members who are just looking for reassurance and encouragement.

Editors Nova Scotia questions:

- How many members has Editors Canada lost over last year? Heather Buzila reported that nationally, membership is down a bit but nothing significant.
- Does the national association have goals for twigs this year? Heather Buzila reported that twigs don't have to hold a monthly meeting if that isn't working, and that quarterly meetings might be more useful. NEC members said that the twig is doing exactly what would be hoped for. Membership is stable; they're providing services.

## **9. Conference**

Heather Buzila reported that she met with a third online conference company called Metro Connections, but they're slow getting back with details. She got information from other companies on how to reduce costs, and will prepare to talk with NEC about choice. Volunteers meet next on Sept. 29.

Michelle Waitzman asked about budget. No more than Breanne's original in-person budget. Breanne will send a link to the new budget.

## **10. Branches and twigs**

Anne Godlewski submitted a report on branches and twigs. Her further question was whether twigs have to have two coordinators. The branches and twigs procedure document calls for this, and their appointments are staggered. It makes the twigs more stable. It would be good to have some flexibility given the situation if there's no financial danger to the twig. If people think the procedure should be changed, they could include it in the change documents when we look at policies and procedures. Calgary seems to usually have only one coordinator. Better a twig with just one coordinator than no twig at all.

## **11. Next meeting: Sunday, October 25, 2:00 to 5:00 pm ET**

### **a. Q4 reports will be due for November 29 meeting**

## **12. Adjourn**

MOVED BY Anne Brennan

SECONDED BY Patricia MacDonald

that the meeting be adjourned.

Carried.





# Appendix A –Agenda

Call to order

Approval of agenda

Reports and requests

Director reports

Committee and task force reports

Branch reports

Twig reports

Budget update

Francophone projects—Sylvie Collin will attend

Agrément/SQRP partnership

Vote on OTTIAQ partnership

French conference

Update on any priority projects

ELAP

Insurance task force

Certification

EDI task force

FYI: NEC to begin transitioning to G Suite after this meeting

Copyright policy and procedures

Meeting folder contains the original contract, the revised contract with track changes, and the clean revised contract

Nova Scotia twig

Conference

Branches and twigs

Next meeting: Sunday, October 25, 2:00 to 5:00 pm ET

Q4 reports will be due for November 29 meeting

Adjourn

# Appendix B—Requests Summary

## President

- N/A

## Student Relations Committee

- N/A

## Vice President

- N/A

## Awards Committee

13.

## Past President

- N/A

## Secretary

- N/A

## Mentorship Committee

- Please suggest members for the committee and as mentors.

## Conference Committee

- N/A

## Treasurer

- I'd like to redirect some admin funds toward streamlining our financial processes to save staff and bookkeeping time. May require additional software or apps to be integrated with our current systems. Up to \$3,000 seems reasonable if it lowers bookkeeping costs.

## Communications

- N/A

## Communications and Marketing Committee

- N/A

## Director, Branches and Twigs

- 

## Editors Barrie

- Does the executive plan to move to G Suite instead of Dropbox in the future? We are reaching capacity and need to know how to move forward. Do we pay for additional space or to await a new repository?

**Editors Hamilton-Halton**

- We want to make sure we understand how best to use the branch/twig Zoom account for larger events and how to charge fees for non-members. We are in the process of figuring this out now.

**Editors Kingston**

- N/A

**Editors Kitchener-Waterloo-Guelph**

- N/A

**Editors Ottawa-Gatineau**

- We wish to confirm with the NEC that the branch will offer online workshops to replace its in-person workshops, under the existing fiscal arrangement. That is, the branch will retain all revenue and assume all costs of workshops. For these workshops, we need to use a Zoom account for several consecutive half-days. Could we use the national office's Zoom account for this purpose, or should we establish our own Zoom account and consider that a cost of our workshop program?

**Editors NL**

- N/A

**Editors Nova Scotia**

- Julia Cochrane is our member with the most years of membership (27 years), followed closely by Paula Sarson (26 years). Perhaps there is something special we can do to recognize them for so many years of service and in light of recent stresses. Could the president or director issue a letter of congratulations for membership of over 25 years?

**Révisseurs Québec**

- N/A

**Editors Toronto**

- Please send us membership dues and documentation, which we have not been receiving this year. We used to get an Excel spreadsheet with fee breakdown, which we loved, as it provided a lot of insight into our financial health on both local and national level. It used to look like this:

Membership purchases by branch or twig by type by month			TWIGS														
Fee	Branch Fee (Twigs half this)	Type	BC	OG	SK	Que	TO	KWG	HH	KEG	NST	NLE	Calgary	Manitoba	Edmonton	BA total	
\$286.00	\$31.46	Member - 1 yr	13	13	2	13	16	5		2	4		4	1		67	
\$100.00	\$11.00	Member Tr yr1	1													12	
\$54.95	\$6.04	Student Affiliate	2			3	2	1					4		1	12	
\$143.00	\$15.73	Emeritus	1	1			2								1	7	
\$544.00	\$59.84	Member - 2 yr		1				1							1	8	
total			17	15	2	16	20	7	0	2	4	0	8	1	3	1	96

2019 Oct			Amounts owed each branch														
Fee	Branch Fee (Twigs half this)	Type	BC	OG	SK	Que	TO	KWG	HH	KEG	NST	NLE	Calgary	Manitoba	Edmonton	BA total	
\$286.00	\$31.46	Member - 1 yr	\$408.98	\$408.98	\$62.92	\$408.98	\$503.36	\$78.65	\$0.00	\$31.46	\$62.92	\$0.00	\$62.92	\$15.73	\$0.00	\$0.00	\$2,044.90
\$100.00	\$11.00	Member Tr yr1	\$11.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11.00
\$54.95	\$6.04	Student Affiliate	\$12.09	\$0.00	\$0.00	\$18.13	\$12.09	\$3.02	\$0.00	\$0.00	\$0.00	\$0.00	\$12.09	\$0.00	\$3.02	\$3.02	\$63.47
\$143.00	\$15.73	Emeritus	\$15.73	\$15.73	\$0.00	\$0.00	\$31.46	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7.87	\$0.00	\$70.79
\$544.00	\$59.84	Member - 2 yr	\$0.00	\$59.84	\$0.00	\$0.00	\$0.00	\$29.92	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29.92	\$0.00	\$119.68
total			\$447.80	\$484.55	\$62.92	\$427.11	\$546.91	\$111.59	\$0.00	\$31.46	\$62.92	\$0.00	\$75.01	\$15.73	\$40.81	\$3.02	\$2,309.83

### Editors British Columbia

- 

### Editors Calgary

- 

### Editors Edmonton

- 

### Editors Manitoba

- Given how stretched everybody's time and energy is in these days of working remotely, meeting remotely, and in many cases parenting children who are learning remotely, and given how low the number of active members of our twig has been during better times, do we serve the interests of Editors Canada well by trying to continue to function as a twig? This is a question that perhaps needs to be asked.

### Editors Saskatchewan

- Is there any way to have an incentive where we can offer a free webinar or an additional discount on a webinar as a prize to get our members more interested and active in the association?

### Publications

- N/A

### Publications Committee

- N/A

### Standards

- Are there any specific expectations or recommendations by NEC for this committee?

### Certification Steering Committee

- A small (non-urgent) request, but we'd love your opinion on this: If we do go ahead with the 2020 Stylistic exam this year, then for 2021 we will plan to get

back to our usual schedule of two exams per year, and will run the Structural/Proofreading pair that normally run together. We wonder if you have an opinion on what exams to run in 2021 in the case that we *cancel* this year's Stylistic exam:

- Stylistic by itself, and start two per year the year after
- Stylistic + run Copy Editing again, to get back on the same two-per-year grouping we always had
- Stylistic + Proofreading (or Structural), since we won't have run either of those two in two years.

### **Training and Development**

- 

#### **Training and Development Committee**

- 

### **Volunteer Relations**

- N/A

#### **Member Services Committee**

- N/A

#### **Volunteer Management Committee**

- N/A

#### **Member Insurance Task Force**

- 

### **Improving Access to Members Task Force**

- N/A

### **Francophone Advisor**

- Would the NEC agree to change the way the *agrément* program was run in order to rally the ex-committee members and regain ownership of the *agrément*? / Est-ce que le CAN accepterait de modifier la façon de gérer le programme d'agrément afin de rallier les ex-membres du comité et de récupérer la propriété de l'agrément?
- Is there a way for the Francophone advisor to be kept informed of Francophones who join the various national committees or taskforces? This would serve two purposes: / Y a-t-il moyen pour la conseillère francophone d'être tenue au courant des francophones qui se joignent aux différents comités ou groupes de travail nationaux? Cela dans deux objectifs :

- to focus recruitment efforts towards committees where Francophones are not yet represented; / orienter le recrutement vers les comités où les francophones ne sont pas encore représentés;
  - to assess the main challenges or the needs for support French speakers may encounter when they sit on committees led in English. / évaluer les principaux défis ou les besoins de soutien que les francophones peuvent rencontrer lorsqu'ils siègent à des comités dirigés en anglais.
  -





# Appendix C—Director Reports

**President, Heather Buzila**

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

<b>Strategic Priority</b>	<b>Outcome</b>	<b>Actions</b>
Represent Canada’s Editors	Become the hub	<ul style="list-style-type: none"> <li>Continue to promote awareness of Editors Canada among my colleagues through my work as well as through my duties as NEC president</li> </ul>
Bilingual and Diverse	Bilingual	<ul style="list-style-type: none"> <li>Work with the francophone adviser to revive the agrément exam</li> <li>Continue working with the translation team for translation of meeting agendas and other documents</li> </ul>
Innovation and Agile	Try new things	<ul style="list-style-type: none"> <li>Continue research into planning a virtual conference</li> <li>Continue planning monthly virtual NEC meetings via Zoom</li> </ul>
Communications and Marketing	Internal	<ul style="list-style-type: none"> <li>Provide meeting updates each month in the e-news to promote transparency</li> <li>Invite twigs and branches to attend monthly NEC meetings via Zoom</li> </ul>
Membership : Increased and Engaged	Increased membership	<ul style="list-style-type: none"> <li>Continue working with the student relations committee to reach more possible student affiliate members</li> </ul>

**1. Priorities for the next quarter**

- Work with Sylvie Collin to determine how best to move forward with the agrément exam (i.e., should we revive the exam on our own or in partnership with SQRP)
- Continue to support other directors on the NEC and the executive director where possible in my role as president
- Look for ways to streamline NEC Zoom meetings to ensure we cover all required topics in the time allotted
- Commit to writing monthly meeting updates for members to be included in the monthly e-news

**2. Requests or questions for the national executive council**

- None

**3. Budget Request**

- None

## **Vice-President, Breanne MacDonald**

### **1. What activities (actions) are you planning in the coming year? / Quelles activités (mesures) pensez-vous prendre dans l'année à venir?**

- a. As conference advisor, support the planning and development of a completely virtual conference for 2021.
- b. Provide support to the president as needed.
- c. Provide support to the awards coordinator as needed.
- d. Lead the execution of the annual report for 2020.

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

- Help conference chair start planning the 2021 conference.
- Complete negotiations for moving the Edmonton contract to 2022.
- Any awards support that is needed.

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

- None at this time.

### **4. Budget Request / Demande de budget (If required / Au besoin)**

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

## Past President, Gael Spivak

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

Strategic Priority / Priorité stratégique	Outcome / Résultat	Actions / Mesures	Cost, if any / Coût, le cas échéant
Bilingual and Diverse / Bilinguisme et diversité	Broaden appeal to all types of editors.	<ul style="list-style-type: none"> <li>Not listed in the plan: support implementing the Diversity, Equity and Inclusion Statement.</li> <li>Create a formal task force for this group.</li> <li>Create a position for an equity advisor to the NEC.</li> </ul>	<ul style="list-style-type: none"> <li>Might be costs associated with the task force's recommendations.</li> </ul>
Innovative and Agile / Innovation et agilité	Get things done.	<ul style="list-style-type: none"> <li>Make sure policies and procedures support the ability to be responsive and act quickly. All of these need to be reviewed and I'd like to lead that review.</li> <li>Copyright forms need to be rolled out.</li> </ul>	<ul style="list-style-type: none"> <li>none</li> </ul>
Communications and Marketing / Communications et marketing	Members have effective communication channels among themselves.	<ul style="list-style-type: none"> <li>Do continuous website development. Helping with Google Suite set up.</li> <li>Continue our momentum in communications with partnering organizations. Renewing one partnership (CIEP) and forming a new one (Spanish Editors Association)</li> </ul>	<ul style="list-style-type: none"> <li>none</li> </ul>
Membership: Increased and Engaged / Membres plus nombreux et plus actifs	Engaged members	<ul style="list-style-type: none"> <li>Improve volunteer recognition: advising the new awards coordinator with her task to find members for the Honorary Life Membership Evaluation Committee.</li> </ul>	<ul style="list-style-type: none"> <li>none</li> </ul>

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

- From last reports: continue representing editing principles and values on the Canadian translation standard, as well as the international plain language standard.
- Starting this project off: the governance docs review. It will take several months.
- Submitted by the group working on implementing the Equity, Diversity and Inclusion Statement, for inclusion in my report:

“The EDI working group has met several times to determine a plan to implement EAC’s EDI statement. While we started as a working group, we are now moving forward with formalizing this group as a task force, with the specific task of making recommendations to the NEC about how to implement the EDI statement at an organizational level. Based on initial consultations with members on the EDI statement, we have several recommendations. However, before moving ahead with many of these, we would like to survey the members about how they identify and their perception of equity in EAC. This way, we will have the data necessary to ground our recommendations to the NEC. We have drafted survey questions that have been submitted to the NEC for their review, and we have had lengthy discussions about methods of survey analysis. Our other strong recommendation is to update the ODE in ways that centre equity, and we are working with the Career Builder Committee on drafting recommendations for how to do this.”

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

- Nothing that is not in emails or on the agenda.

## Treasurer, Michelle Waitzman

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

Strategic Priority / Priorité stratégique	Outcome / Résultat	Actions / Mesures	Cost, if any / Coût, le cas échéant
Represent Canada's Editors / Représenter les réviseurs du Canada	Define what editing means and what it brings to the client. Define what editing means and what it brings to the client.	<ul style="list-style-type: none"> <li>Promote the value of editing to my corporate and independent clients.</li> <li>Encourage participation in Editors Canada events among editors.</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>
Bilingual and Diverse / Bilinguisme et diversité	Offer all services in both languages. Have a better balance of services for francophone members.	<ul style="list-style-type: none"> <li>Ensure there is an adequate translation budget.</li> <li>Include any budget requests for French activities in annual planning/budget</li> </ul>	<ul style="list-style-type: none"> <li>TBD</li> </ul>
Innovative and Agile / Innovation et agilité	Don't proceed haphazardly, but use the right tool for the right job..	<ul style="list-style-type: none"> <li>Confer with ED and bookkeepers to streamline financial practices using more efficient tools.</li> <li>Put financial policy and procedures in place to guide our actions.</li> </ul>	<ul style="list-style-type: none"> <li>up to \$3,000 for new software if needed (redirected from bookkeeping budget)</li> </ul>
Communications and Marketing / Communications et marketing	Members feel consulted on issues important to them.	<ul style="list-style-type: none"> <li>Implement financial policy and procedures as requested by branches.</li> <li>Seek input from committees, branches and twigs on needs for 2021 budget.</li> <li>Respond promptly to questions from directors, chairs and committees.</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>

<p>Membership: Increased and Engaged / Membres plus nombreux et plus actifs</p>	<p>Increase retention. Present sessions at conferences.</p>	<ul style="list-style-type: none"> <li>● Continue to work on flexible solutions for members struggling financially.</li> <li>● Present at in-person and virtual events (branch, Vine, conference)</li> </ul>	<ul style="list-style-type: none"> <li>● n/a (but possibly forgone revenue)</li> </ul>
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1. **Priorities for the next quarter / Priorités pour le prochain trimestre**

- Refining draft financial policy and procedures
- Creating 2021 budget with ED and financial committee
- Assessing impact of COVID-19 on 2020 finances

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

- Provide any budget-related information about plans for 2021 to ED and treasurer asap if not already done
- Provide feedback on draft financial policy and procedures before or during consultation period

3. **Budget Request / Demande de budget (If required / Au besoin)**

I'd like to redirect some admin funds toward streamlining our financial processes to save staff and bookkeeping time. May require additional software or apps to be integrated with our current systems. Up to \$3,000 seems reasonable if it lowers bookkeeping costs.

## **Secretary, Janice Dyer**

1. **List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs)**
  - Mentorship Committee
  - Conference Committee
  
2. **Note successes, accomplishments and challenges from the past quarter**
  - Represented Editors Canada on the Humber College Professional Writing and Communications postgraduate program advisory committee.
  - Supported Mentorship Committee as required.
  - Organized votes as required.
  - Supported new recording secretary as required.
  
3. **State priorities for the next quarter (your priorities as director, not your committees' or region's priorities)**
  - Continue to promote and support the mentorship program.
  - Support NEC members as required.
  
4. **Requests or questions for the national executive council**
  - Nothing at this time.



## **Publications Director, Anne Brennan**

### **1. Groups and individuals who report through me**

- Publications Committee, chaired by Jessica Riches and Paula Chiarcos
  - *ELAP* Subcommittee, no chair
  - Handbook Subcommittee, chaired by Paula Chiarcos

### **2. Successes and challenges during the past quarter**

#### ***Successes***

- None. The committee was inactive.

#### ***Challenges***

- None. The committee was inactive.

### **3. Status update on activities I wish to accomplish, outside of supporting my committee and subcommittees**

- I've looked at the offerings of the Editorial Freelancers Association and the Chartered Institute of Editing and Proofreading (formerly the Society for Editors and Proofreaders), and begun formulating topic ideas for upcoming Editors Canada handbooks.

### **4. Activities planned for the next year**

- Continue to market *From Contact to Contract*.
- Choose topics and recruit writers for upcoming handbooks.
- Complete and publish *Edit Like a Pro: Proofreading*.
- Complete and publish *Edit Like a Pro: Structural Editing*.
- Recruit volunteers for *Edit Like a Pro: Copy Editing*.
- Recruit volunteers for *Edit Like a Pro: Stylistic Editing*.

### **5. Priorities for the next quarter**

- Continue to market *From Contact to Contract*.
- Choose topics and recruit writers for upcoming handbooks.
- Complete and publish *ELAP: Proofreading*.

### **6. Requests and questions for the National Executive Council**

#### ***Requests***

- None.

#### ***Questions***

- None.

## **Director of Communications and Marketing, Sue Bowness**

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

- Communications and marketing committee (Myingthungo Shitio)
- Editors' Weekly blog (Lucy Payette)
- Membership Survey (Susan Chambers)

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

- I am new to the position and volunteering with this organization so I have now made contact or met with all my reports: Mying, Lucy, Susan. I have met with former director Virginia St-Denis and former marcom chair Janine Harker. I have met with Michelle Ou, first to understand her role and the position and then along with the marcom chair to discuss ideas and to-dos.
- I watched my first board meeting before assuming my role and participated in my first official meeting in September.
- I participated in the first marcom committee meeting where we discussed priorities, work in progress, and work to do in the future.
- The marcom committee has started by finishing a social media guide already in progress with previous volunteers. We have arranged to meet monthly.
- I have started to follow up with new projects that need to move ahead.

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

- Work on projects that were in progress and collect information I need to start on others:
  - Social media campaign to capture new members in 2 groups: students and lapsed members
  - Social media campaign to help show organizations the benefits of hiring a professional editor
  - Help publicize publications committee work
  - Help publicize editors to self-publishing companies who could use their services
- Work on volunteer contract samples to propose to NEC
- Continue to support Marcom committee as it moves ahead with new work
- Move the membership survey ahead

### **4. Requests or questions for the national executive council**

- Nothing at this time.

## Volunteer Relations Director, Patricia MacDonald

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

Strategic Priority / Priorité stratégique	Outcome / Résultat	Actions / Mesures
Bilingual and Diverse	<ul style="list-style-type: none"> <li>• Work on a gradual shift in culture to be a truly bilingual association.</li> <li>• Broaden reach geographically, with more local groups and more online benefits for remote groups.</li> </ul>	<ul style="list-style-type: none"> <li>• With the help of the francophone adviser, recruit volunteers to ensure francophone representation on committees. Potential francophone volunteers are being identified in the join/renew process.</li> <li>• Supervise the Editors' Vine and assist the task force as it evaluates this service.</li> </ul>
Communications and Marketing / Communications et marketing	<ul style="list-style-type: none"> <li>• Members are well-informed about the association.</li> </ul>	<ul style="list-style-type: none"> <li>• Work with the volunteer management chair to develop a document for volunteer recruitment/matching. This document will be in place of the volunteer directory.</li> </ul>
Membership: Increased and Engaged / Membres plus nombreux et plus actifs	<ul style="list-style-type: none"> <li>• Engaged members who volunteer.</li> </ul>	<ul style="list-style-type: none"> <li>• Work on recruiting new volunteers and retaining the old.</li> </ul>

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

- Work on building the new volunteer opportunities spreadsheet.
- Compile a list of 2020-21 committees and national positions.
- Gather contact information for Caitlin for the copyright assignment forms.
- Update the volunteer editors, proofreaders, and translators list.
- Help get the insurance task force up and running again.

3. **Requests or questions for the national executive council / Demandes ou questions pour le Conseil d'administration national**
  - Nothing at this time.
  
4. **Budget Request / Demande de budget (If required / Au besoin)**
  - Nothing at this time.

# Appendix D—Committee and Task Force Reports

## Certification: Vicky Bell and Jess Shulman

### 5. Status update on actions from your committee plan for the year / Mise à jour des mesures du plan du comité pour l'année

#### Develop and administer the professional certification exams

- a. We completed the audit, results communication and appeals/remarking process for the 2019 Copy Editing professional certification exam, and have announced 6 new Certified Copy Editors. Please see the appendix for our 2019 Certification Report.
- b. The development of the 2020 Stylistic Editing professional certification exam is well under way; the exam has been created, reviewed, proofread and updated. We have recruited pilot testers, who will complete the pilot exam on the weekend of September 14.
  - i. Registration opened in mid-August.
  - ii. Unfortunately, we were not able to secure a remote proctoring company that could handle the format of our exam. After much research, we were very close to signing on with a company, as you know, but it turned out that they weren't able to just supervise a person using Word on their own computer, but instead the company needed to build the exam in its own platform – which didn't allow for the "comments" function of Track Changes. So we had to decide to run the exam under our current remote policy, through which candidates must identify their own invigilator and location.
    1. We recognize that this isn't ideal. Given the work it takes to create/review/revise an exam, if numbers are low (i.e., if we don't get at least 10 candidates registered by the cutoff date of October 2), we will cancel. We would rather save this exam for next year when we hope to have more candidates.

#### "Rethinking" the professional certification program

We've continued the "rethink" or "refresh" process that we began in 2019, focusing on:

- c. **New technology:** As above, remote proctoring did not work out, but we will continue to look for other options. Another development is that we have been using our file-sharing platform, Sync, to share/receive exam files among markers, and starting with this upcoming pilot, we will also have pilot candidates and, for the real exam, invigilators upload the completed exams to us directly (rather than

send them via USB stick, which we used to do, which also serves to save shipping costs).

- d. **Streamlining the exams:** With the support of the NEC, we changed Part A of the professional certification exam so that, moving forward, it includes multiple-choice and matching questions only. This was partly in response to feedback from candidates, to help reduce time, subjectivity, and complexity in marking; reduce the burden on exam-setters; and reduce the time needed for candidates to answer the Part A questions. We communicated this to the membership and also produced an "addendum" document for purchasers of the current Stylistic Editing Test Preparation Guide; the document explains the change and provides additional practice questions.
- e. Initiating the new **Foundational Skills test** (see below).
- f. New and/or streamlined **test-setting procedures**, again to save costs and efficiently use material we already have in our test bank. See update from Q2 for details.
- g. **Contract "office person":** The NEC kindly approved our proposal, but upon review, new ED Natasha Bood felt that the current office staff could likely accommodate that person's tasks for the time being. Natasha and team have been incredibly helpful and responsive, so we're feeling good about our office support for the time being.
- h. **Committee portfolios:** With a few new members it was a good time to review our committee tasks and assign portfolios to each person. We established the following portfolios, which each have their own list of associated tasks/responsibilities:
  - i. 2<sup>nd</sup> year chair
  - ii. 1<sup>st</sup> year chair
  - iii. Exam shepherds (2)
  - iv. Foundations manager
  - v. Manuals and documents manager
  - vi. Recruiting manager
  - vii. Marketing manager
- i. **Records/document cleanup:** We worked with the office to ensure certification statistics/records were up to date, reconciling our numbers against theirs (with so much turnover in our office role, we knew some things had gotten away from us). We found several discrepancies and believe we have brought everything up to date in those files.

### **Foundational skills testing**

- j. We've written over 100 multiple-choice questions to populate the Foundations test bank, and are proceeding into editing/revising them.
- k. We are not ready to commit to a launch date but we are moving ahead at a good pace.

## **Communications and marketing**

- I. We've continued to liaise with Michelle Ou to include relevant news in the monthly, association-wide e-news update, and put out the national release about our newly certified editors.

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

- Edit Foundations questions, push forward with launch plan.
- Update invigilator and candidate manuals to reflect the remote-only exam administration in 2020.
- Determine go/no-go on stylistic editing exam and whether to return to our usual program of offering 2 exams per year, in 2021.
- Begin planning for creating "Part A is MCQ-and-matching-only" addenda to our other Test Preparation Guides.
- We are digging into the idea of how we might provide some level of feedback to failing candidates; this is an area in which we consistently get negative feedback. We know this has been explored (and attempted) in the past, and we want to understand what was done and see if anything further might be explored now.
- Review credential maintenance program (which has been neglected due to transition in the office), get back on track.
- Launch the "exam bank" project: finding a better way to store our Part A questions (we currently use an unwieldy Excel spreadsheet).
- Review/update CSC style guide, to add some things that came up recently and make sure it aligns with the EAC guide.

**7. List your anticipated expenses for the next year, and your anticipated income, if any / Enumérer vos dépenses prévues pour l'année prochaine et vos revenus prévus, le cas échéant**

- Anticipated income:
  - Fees from candidates registering to write the 2020 exam
  - Fees from candidates registering to write for 2 certification exams in 2021
  - Fees from candidates registering to write Foundations test in 2021
  - Credential maintenance fees in 2021
- Anticipated expenses (and reductions thereof!):
  - Sync fee: we reduced our number of users, which brings our annual fee to: US\$640. We will also use Sync for uploading to and receiving exams from candidates, saving fees on USB keys and shipping.
  - ProProfs fee: US\$828
  - Honoraria for markers and other exam personnel: should be lower than usual, given all candidates will be remote (no invigilator honoraria).
  - Exam sites: We are not using any exam sites, so we won't have site fees this year.

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

- A small (non-urgent) request, but we'd love your opinion on this: If we do go ahead with the 2020 Stylistic exam this year, then for 2021 we will plan to get back to our usual schedule of two exams per year, and will run the Structural/Proofreading pair that normally run together. We wonder if you have an opinion on what exams to run in 2021 in the case that we *cancel* this year's Stylistic exam:
  - Stylistic by itself, and start two per year the year after
  - Stylistic + run Copy Editing again, to get back on the same two-per-year grouping we always had
  - Stylistic + Proofreading (or Structural), since we won't have run either of those two in two years.

**9. 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?**

- a. Natasha to add? We think we're on track.

**Appendix: 2019 Certification Report**

Pasted in Word below; also provided in PDF.





## **2019 Professional Certification Exam Administration Recognition of Achievement, Outcomes, and Feedback**

On behalf of the Editors' Association of Canada (Editors Canada), the National Executive Council congratulates all participants in the 2019 administration of the professional certification exams. Through their Editors Canada professional certifications, editors are demonstrating their excellent editing knowledge, skills, and experience.

### **PART A: RECOGNITION OF ACHIEVEMENT**

The 2019 administration included one exam: copy editing. The following candidates earned credentials in 2019. Congratulations to all!

#### **Certified Copy Editors**

Lindsey Hritzuk (Calgary, Alberta)  
Liz Prouty (Huntingtown, Maryland)  
Ashley Rains (Leander, Texas)  
Erin Secord (Toronto, Ontario)  
Carmen Siu (Markham, Ontario)  
Dina Theleritis (Toronto, Ontario)

### **PART B: OUTCOMES**

In 2019, 26 candidates wrote the copy editing exam.

Twenty-three percent of the candidates passed their exam. Three candidates chose to appeal their failing result; their exams were re-marked by two markers each, and their results remained unchanged. This pass rate was lower than that in the previous administration (when it was 44%), higher than the one before that (when it was 19%) and lower than those across all previous years (when they averaged 34%).

The 2019 pass rate is in line with those reported by other professional certification bodies.

**Exams Passed, 2019**

	<b>Number of Exams Written</b>	<b>Number of Exams Passed</b>	<b>Pass Rate</b>
<b>Copy Editing</b>	26	6	23%

**Credentials Earned, 2006 to 2018**

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
<b>Certified Proofreaders</b>	18	7	0*	10	16	0*	8	0*	10	0*	4	0	3	0*
<b>Certified Copy Editors</b>	0*	11	15	1 <sup>†</sup>	24	9	0*	11	0*	6	0*	12	0*	6
<b>Certified Stylistic Editors</b>	0*	0*	0*	0*	0*	8	0*	8	0*	3	0*	5	0*	0*
<b>Certified Structural Editors</b>	0*	0*	0*	0*	0*	0*	12	0*	9	0*	2	0*	6	0*
<b>Certified Structural and Stylistic Editors</b>	0*	0*	6	24	0*	0*	0*	0*	0*	0*	0*	0*	0*	0*
<b>Certified Professional Editors (CPEs)</b>	0*	0*	4	10	4	0	4	2	5	0	2	2	1	0*

\* Exams required for the credential were not offered that year.

<sup>†</sup> The copy editing exam was not offered in 2009; the candidate passed the copy editing exam in 2008 and the elementary knowledge of publishing exam (required for the certified copy editor credential) in 2009.

### Certification Designations, 2006 to 2019\*

Certified Proofreaders	78
Certified Copy Editors	97
Certified Stylistic Editors	24
Certified Structural Editors	29
Certified Structural and Stylistic Editors	30
Certified Professional Editors (CPE)	34
<b>Total</b>	<b>292</b>

\* These figures represent all candidates who have received certifications, including those who do not appear on the roster for reasons of anonymity or non-compliance with credential maintenance requirements.

### PART C: FEEDBACK

The National Office surveyed all 26 candidates who wrote a test in 2016, and received 15 responses (58%). To preserve candidate confidentiality, no exam markers and no members of the National Executive Council or the Certification Steering Committee had access to candidates' individual responses. Note that not all respondents answered every question.

Responses were as follows:

**7. The registration procedure was satisfactory.**

- 1 strongly disagreed, 8 agreed, 6 strongly agreed.

**8. The information from Editors Canada was satisfactory.**

- 1 strongly disagreed; 8 agreed, 6 strongly agreed.

**9. The exam venue was satisfactory.**

- 2 strongly disagreed, 1 disagreed, 7 agreed, 3 strongly agreed.

**10. The exam fairly evaluated my skills in the tested area.**

- 5 disagreed, 6 agreed, 3 strongly agreed.

**11. The computer exam file was easy to use.**

- 3 disagreed, 5 agreed, 7 strongly agreed.

**12. I was able to edit much as I would in a real-world situation.**

- 3 strongly disagreed, 6 disagreed, 5 agreed, 1 strongly agreed.

**13. I had enough time to complete the exam.**

- 2 strongly disagreed, 9 disagreed, 4 agreed.

**14. The exam was about as difficult as I expected.**

- **1 strongly disagreed, 3 disagreed, 9 agreed, 2 strongly agreed.**

**15.**

One issue arose during this year's administration that we feel is important to document. At the Toronto venue, there was an issue with one of the invigilators, which resulted in the two invigilators arguing in front of candidates, seeming quite disorganized, and starting the exam 45 minutes late. This was very unfortunate, but nevertheless, all candidates were given the full 3 hours to complete their exam.

One candidate wrote in with a complaint, saying that the situation caused stress to candidates and made the exam-writing conditions much less than ideal. While we have no way of knowing to what extent the conditions affected this individual's work, we did confirm that Toronto pass rates did not vary significantly from the national pass rate, nor was there a larger number of "near passes" in the Toronto centre.

We are revising our invigilator instructions and have drafted a new code of conduct that invigilators will be required to sign in future administrations.

## Conference 2020, Breanne McDonald and Gael Spivak

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

- The national conference adviser (Breanne MacDonald) and I have been in contact with two companies regarding quotes for putting on hybrid conferences. I contacted a third company who has not yet replied to my email.
- Breanne, Natasha Bood, and I have met with Melissa from HelmsBriscoe about the possibility of negotiating lower required numbers with the Westin to reduce in-person costs or move the deposit to 2022 so we can spend more on the virtual side of the conference. She is going to be contacting the Westin.
- Once we hear back from Melissa, we'll reach out to both companies to negotiate their estimates for the hybrid conference.
- Caitlin Stewart set up a conference Facebook group, and the Edmonton twig has sent out a call for volunteers. From these two sources I have already received 25+ responses from people wanting to volunteer. I will be organizing a general meeting for all volunteers for after the Sept. 5 NEC meeting, once we have more in place regarding the Westin numbers and the hybrid conference option.

### 2. Priorities for the next quarter

- Meet with volunteers to assign roles
- Look into keynote speakers and sponsors
- Approach speakers
- Negotiate with companies re: the cost of a hybrid conference; ask the NEC to vote once negotiations are complete

### 3. List your anticipated expenses for the next year, and your anticipated income, if any

- See conference budget spreadsheet (although this is likely going to be revised once we hear back from our event organizer and have decided on a company to provide virtual conference services)

- 

### 4. Requests or questions for the national executive council

- None

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

- Only money spent so far is on deposits for the venue.

## Member Services, Alana Chalmers

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

- Researched the cost of an Oxford Dictionary subscription for Editors Canada
- Updated the Fee Comparison chart and 15 Reasons brochure
- Spoke to ACES member services representative about their member services
- Created an interview guide to do user interviews of a small number of members to understand which services members value and why

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

Strategic Priority / Priorité stratégique	Outcome / Résultat	Actions / Mesures	Cost, if any / Coût, le cas échéant
Bilingual and Diverse / Bilinguisme et diversité	See page 9 of the strategic plan. / Voir la page 9 du plan stratégique.	<ul style="list-style-type: none"> <li>• Adapt the fee comparison chart so it's more relevant to francophone members</li> </ul>	<ul style="list-style-type: none"> <li>• \$0</li> </ul>
Membership: Increased and Engaged / Membres plus nombreux et plus actifs	See page 12 of the strategic plan. / Voir la page 12 du plan stratégique.	<ul style="list-style-type: none"> <li>• Conduct a small user research project to understand which services our members value and why.</li> <li>• Expand the welcome email to renewing members</li> <li>• Review the new member welcome email and look for ways to make it more effective</li> </ul>	<ul style="list-style-type: none"> <li>• \$0</li> </ul>

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

- Welcome email for new and renewing members
- Publishing updated fee comparison chart, Welcome kit and 15 reasons brochure



8. **Requests or questions for the national executive council / Demandes ou questions pour le Conseil d'administration national**
9. **Committee budget request / Demande de budget du comité**

## Mentorship Program Committee, Risha Gotlieb, Chair

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

Strategic Priority	Outcome (in the strategic plan)	Actions (from the list in the plan or others that you have determined will meet the intended outcomes)	Update (what you have done to advance those actions)
Represent Canada's Editors / Représenter les réviseurs du Canada	Become the authority on editing	<ul style="list-style-type: none"> <li>• Provide mentoring (part of professional development)</li> </ul>	<ul style="list-style-type: none"> <li>• Expanding the scope of the mentorship program, offering two levels of mentorship, has drawn a lot of new mentees.</li> <li>• Several new mentorships have started in this last quarter.</li> </ul>
Bilingual and Diverse / Bilinguisme et diversité	Offer all services in both languages. Broaden reach geographically	<ul style="list-style-type: none"> <li>• Ensure francophone representation on the committee and among mentors.</li> <li>• Offer mentorship at a distance (Online or by telephone).</li> </ul>	<ul style="list-style-type: none"> <li>• We received another Francophone mentor application, which now brings the total of francophone mentors in Quebec to four.</li> </ul>
Innovative and Agile / Innovation et agilité	Don't keep revisiting old stuff.	<ul style="list-style-type: none"> <li>• Mentorship program is still growing. Take advantage of projects that come up quickly.</li> </ul>	<ul style="list-style-type: none"> <li>• Some of the committee members have produced a webinar designed for mentors, with Tamra Ross as moderator, but it continues to be in limbo. We need to question whether there is in fact a need for it.</li> </ul>
Communications and Marketing / Communication et marketing	Members have effective communication channels	<ul style="list-style-type: none"> <li>• Continue to market the mentorship program both through e-newsletters and The Editors' Weekly blog.</li> </ul>	<ul style="list-style-type: none"> <li>• The program is currently marketed mostly through e-newsletters.</li> </ul>

	among themselves. /		<ul style="list-style-type: none"> <li>Last year a few articles were published in the Weekly blog.</li> </ul>
Membership: Increased and Engaged	Engaged members (particularly novice editors and senior editors).	<ul style="list-style-type: none"> <li>The program should attract members and increase membership value for novice editors and more experienced editors who want to mentor or branch out into other areas of editing.</li> </ul>	<ul style="list-style-type: none"> <li>Many of the mentees are novices and many of the mentors are senior, so we are definitely helping to reach these members.</li> </ul>

**1. Priorities for the next quarter :**

- We need one new member to serve on the mentorship committee to replace Anita Jenkins, who retired.
- We need to get going on delivering mentor training via webinars.
- We need to find more ways to market the program, including at the annual EC conference.
- Send out a survey to members in order to get feedback on the program and also find out what their specific mentorship needs are.

**2. Requests or questions for the national executive council**

- Please suggest members for the committee and as mentors.

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

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

## Student Relations Committee, Annette Gingrich

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

During Q2, the student relations committee :

- Recruited new members to replace departing members.
- Promoted student affiliate representation on Editors Canada committees by contacting committee chairs to garner interest in having student affiliates volunteer.
- Supported completion of a video on the benefits of becoming a student affiliate.
- Presented a motion at the AGM to reduce the cost of ODE listings for student affiliates.
- Prepared a special information series for our Facebook page. We interviewed numerous experienced Editors Canada members, asking them the top questions that new editors have. Each week we shared a new question and posted answers daily. To encourage thoughtful engagement, we provided two prizes of an Editors Canada webinar to commenters.
- Partnered with the mentorship committee to arrange a prize of free mentoring for an upcoming Facebook discussion.
- Connected with a past president about creating an ODE video or webinar specifically for students and newer editors.

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

Strategic Priority / Priorité stratégique	Outcome / Résultat	Actions / Mesures	Cost, if any / Coût, le cas échéant
Represent Canada's Editors / Représenter les réviseurs du Canada	Become the hub: the source of editors and the definitive representative of Canada's editors.	<ul style="list-style-type: none"> <li>● Maintain the renewed engagement on our Facebook page by continuing to provide stimulating information, encourage discussion, and award periodic prizes for engaged participation</li> <li>● Invite instructors to share Editors Canada information with their students</li> </ul>	<ul style="list-style-type: none"> <li>● \$100</li> </ul>
Bilingual and Diverse / Bilinguisme et diversité	Offer all services in both languages.	<ul style="list-style-type: none"> <li>● Support the completion and posting of a French language version of the student affiliate</li> </ul>	<ul style="list-style-type: none"> <li>● no cost</li> </ul>

	Broaden appeal to all types of editors.	<p>benefits video on the Editors Canada site and on YouTube</p> <ul style="list-style-type: none"> <li>• Post and maintain a list of inclusivity-related editing documents on our Facebook page</li> </ul>	
Innovative and Agile / Innovation et agilité	Try new things; don't be afraid to fail.	<ul style="list-style-type: none"> <li>• Collaborate with other committees to work cooperatively, creatively, and efficiently</li> <li>• Continue to invent creative ways to engage people and encourage participation in Editors Canada opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• no cost</li> </ul>
Communications and Marketing / Communications et marketing	<p>(Student affiliates) are well-informed about the association, and have an effective communication channel.</p> <p>Our targeted communication activities reach potential members, clients and employers.</p>	<ul style="list-style-type: none"> <li>• Maintain the renewed engagement on our Facebook page by continuing to provide stimulating information, encourage discussion, and award periodic prizes for engaged participation</li> <li>• Invite instructors to share Editors Canada information with their students</li> </ul>	<ul style="list-style-type: none"> <li>• \$100</li> </ul>
Membership: Increased and Engaged / Membres plus nombreux et plus actifs	Increase our membership to 2,000 (members and affiliates).	<ul style="list-style-type: none"> <li>• Allow this to happen organically through the activities of the association</li> </ul>	<ul style="list-style-type: none"> <li>• no cost</li> </ul>

### 11. Priorities for the next quarter

- Keep the momentum going on our Facebook page with continued stimulating information and discussion. We seek to make the group a place where student affiliates can access unique knowledge and resources.
- Contact Canadian editing programs to invite instructors to share the following Editors Canada information with their students :

- The PowerPoint slides and video on the benefits of becoming a student affiliate; and
- The Careerbuilder.
- Support the completion and posting of a French language version of the student affiliate benefits video on the Editors Canada site and on YouTube

**12. Requests or questions for the national executive council**

- None, thank you.

**13. Committee budget request**

If it is available, we would appreciate \$100 to provide four \$25 Indigo gift card prizes to stimulate participation in our Facebook page discussion series over the next year.

## Volunteer Management Committee ~ Monica Laane-Fralick, Chair

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

- The Volunteer of the Month (VOTM) program changed its name to “Featured Volunteer”. We felt this would be more in line with the recognition we are trying to give our volunteers and featuring them over the course of the year on a rotating basis, and not just in the month they were nominated. This initiative continues to be a major part of the program. By recognizing volunteers’ hard work, we show that they are a crucial part of this organization and this makes it enticing to potential volunteers.
- The Volunteer Handbook and the Committee Book have been updated and completed. We are currently working on getting them on the website.
- The Volunteer Directory idea has some technical and financial obstacles. We believe we have come up with a more effective way to present volunteer opportunities to members, through a “live” document on Google Drive that will be shared via the website.

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

<b>Strategic Priority / Priorité stratégique</b>	<b>Outcome / Résultat</b>	<b>Actions / Mesures</b>	<b>Cost, if any / Coût, le cas échéant</b>
Represent Canada’s Editors / Représenter les réviseurs du Canada	Become the hub: the source of editors and the definitive representative of Canada’s editors.	<ul style="list-style-type: none"> <li>● Continue to advertise open volunteer positions and the benefits of volunteering on social media platforms and in the e-news update</li> </ul>	<ul style="list-style-type: none"> <li>● none</li> </ul>
Bilingual and Diverse / Bilinguisme et diversité	<p>Have a better balance of services for francophone members.</p> <p>Broaden appeal to all types of editors.</p>	<ul style="list-style-type: none"> <li>● Involve francophone members and student members from across the country; expand student outreach to specifically include francophone students</li> </ul>	<ul style="list-style-type: none"> <li>● none</li> </ul>

		<ul style="list-style-type: none"> <li>• Set up directory for special-interest groups in the new volunteer "directory" that is planned</li> </ul>	
Innovative and Agile / Innovation et agilité	<p>Try new things; do not be afraid to fail and get things done by starting with the goals most easily achieved.</p> <p>Use the right tool for the right job to accomplish this.</p>	<ul style="list-style-type: none"> <li>• Seek ways to connect volunteers with open positions</li> <li>• Take advantage of projects that come up and connect volunteers quickly</li> </ul>	<ul style="list-style-type: none"> <li>• none</li> </ul>
Communications and Marketing / Communications et marketing	<p>Members are well-informed about the association.</p> <p>Our targeted communication activities reach members.</p> <p>Members have effective communication channels among themselves.</p>	<ul style="list-style-type: none"> <li>• Improve the website by having the volunteer list available and have open communication between volunteer management and all members.</li> <li>• Better support to branches and twigs to inform of volunteer opportunities and benefits of volunteering.</li> <li>• Social media presence maintained with volunteer needs, posts, recognition.</li> </ul>	<ul style="list-style-type: none"> <li>• none</li> </ul>
Membership: Increased and Engaged / Membres plus nombreux et plus actifs	<ul style="list-style-type: none"> <li>• Increase retention.</li> <li>• Volunteer (with upward progression or not).</li> <li>• Talk about Editors Canada to others.</li> <li>• Interact on social media.</li> <li>• Reach out to the non-engaged; ask for help/contributions.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue with the Featured Volunteer program.</li> <li>• Let others know about Editors Canada and the benefits of volunteering.</li> <li>• Improve the volunteer experience by ensuring that volunteers are matched with projects quickly and effectively and are given all the tools needed to succeed.</li> <li>• Request contribution from non-engaged volunteers for projects that interest them and ask them for ideas for new projects to help the organization move forward.</li> </ul>	<ul style="list-style-type: none"> <li>• none</li> </ul>



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

- Updated Volunteer Handbook with updated Committee Book added to website.
- Find volunteer to create content for social media pages and e-news on the benefits of volunteering for Editors Canada and the resources available to our volunteers.
- Create a document listing volunteers, skills, projects and time requirements to be able to quickly match volunteers to projects, or to help members find volunteers for projects.

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

- Nothing at this time

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

- No budget request

## Francophone Adviser, Sylvie Collin / Conseillère francophone, Sylvie Collin

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

- Since July, I have held fourteen (14) online meeting with francophone potential volunteers. Of this number, eight (8) have accepted various mandates (hosting French webinars, organizing the second French conference, editing and adapting documents first produced in English). One person was referred to the Communications and Marketing national committee. / Depuis juillet, j'ai rencontré virtuellement quatorze (14) bénévoles potentiels de langue française. De ce nombre, huit (8) ont accepté des mandats de natures variées (agir comme hôte de webinaires en français, organiser le deuxième congrès en français, réviser et adapter des documents d'abord produits en anglais). Une personne a été orientée vers le comité national Communications et marketing.

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

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

Strategic Priority / Priorité stratégique	Outcome / Résultat	Actions / Mesures	Cost, if any / Coût, le cas échéant
Represent Canada's Editors / Représenter les réviseurs du Canada	Become the authority on editing: certification, standards, training. / Être la référence en révision : agrément, normes, formation.	<ul style="list-style-type: none"> <li>• Explore with the national directors concerned the possibility to take back the certification in French. / Discuter avec les directeurs nationaux concernés la possibilité de se réappropriier le programme d'agrément en français.</li> </ul>	<ul style="list-style-type: none"> <li>• None / Aucun</li> </ul>

<p>Bilingual and Diverse / Bilinguisme et diversité</p>	<ul style="list-style-type: none"> <li>• Offer all services in both languages. / Offrir tous les services dans les deux langues officielles.</li> <li>• Have a better balance of services for francophone members. / Parvenir à équilibrer les services offerts aux membres francophones.</li> <li>• Work on a gradual shift in culture to be a truly bilingual association. / Changer progressivement les mentalités pour devenir une association vraiment bilingue.</li> </ul>	<ul style="list-style-type: none"> <li>• Collaborate in the adaptation of documents to the reality of Francophones. / Collaborer à l'adaptation de documents à la réalité des francophones.</li> <li>• Organize the second editors' conference in French for fall 2021. / Organiser le deuxième congrès des réviseurs en français pour l'automne 2021.</li> <li>• Meet virtually all Francophones who indicate their interest in becoming a volunteer in their Findjoo membership form. / Rencontrer virtuellement tous les francophones qui indiquent leur intérêt à devenir bénévoles dans leur formulaire d'adhésion Findjoo.</li> <li>• Assess the main challenges or the needs for support French speakers may encounter when they sit on committees led in English. / Évaluer les principaux défis ou les besoins de soutien que les francophones peuvent rencontrer lorsqu'ils siègent à des comités dirigés en anglais.</li> </ul>	<ul style="list-style-type: none"> <li>• None / Aucun</li> <li>• A preliminary budget will be presented around mid-October. / Un budget préliminaire sera présenté vers la mi-octobre.</li> <li>• None / Aucun</li> </ul>
<p>Membership: Increased and Engaged / Membres plus nombreux et plus actifs</p>	<p>Engaged members. / Les membres participent activement à la vie associative.</p>	<ul style="list-style-type: none"> <li>• Help Francophones who indicate their interest in becoming a volunteer on their membership form to find a</li> </ul>	<ul style="list-style-type: none"> <li>• None / Aucun</li> </ul>

		mandate that suits them. / Aider les francophones qui indiquent leur intérêt à devenir bénévole dans leur formulaire d'adhésion à trouver un mandat qui leur convient.	
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### 19. **Priorities for the next quarter / Priorités pour le prochain trimestre**

- Form the organizing committee for the second conference in French, determine its location and main partners, establish a preliminary budget. / Former le comité organisateur du deuxième congrès en français, en déterminer le lieu et les partenaires principaux, établir un budget préliminaire.
- Find more French-speaking volunteers for the national committees. / Trouver plus de volontaires francophones pour les comités nationaux.

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

- Would the NEC agree to change the way the *agrément* program was run in order to rally the ex-committee members and regain ownership of the *agrément*? / Est-ce que le CAN accepterait de modifier la façon de gérer le programme d'agrément afin de rallier les ex-membres du comité et de récupérer la propriété de l'agrément?
- Is there a way for the Francophone advisor to be kept informed of Francophones who join the various national committees or taskforces? This would serve two purposes: / Y a-t-il moyen pour la conseillère francophone d'être tenue au courant des francophones qui se joignent aux différents comités ou groupes de travail nationaux? Cela dans deux objectifs :
  - to focus recruitment efforts towards committees where Francophones are not yet represented; / orienter le recrutement vers les comités où les francophones ne sont pas encore représentés;
  - to assess the main challenges or the needs for support French speakers may encounter when they sit on committees led in English. / évaluer les principaux défis ou les besoins de soutien que les francophones peuvent rencontrer lorsqu'ils siègent à des comités dirigés en anglais.

### 21. **Committee budget request / Demande de budget du comité**

None / Aucune

## **Publications Committee, Paula Chiarcos and Jessica Riches**

### **16. Activities from the last quarter**

- None. The committee was inactive during the past quarter.

### **17. Activities planned for the coming year**

- Choose topics and recruit writers for more handbooks.
- Publish *Edit Like a Pro: Proofreading*.
- Publish *Edit Like a Pro: Structural Editing*.
- Recruit volunteers to write *Edit Like a Pro: Copy Editing*.
- Begin planning *Edit Like a Pro: Stylistic Editing*.

### **18. Priorities for the next quarter**

- Determine the topic of the next handbook and find an author.
- Continue marketing *From Contact to Contract*.
- Complete *Edit Like a Pro: Proofreading*.

### **19. Requests or questions for the National Executive Council**

- None at this time.

### **20. Budget requests**

- None at this time.

## Improving Access to Members Task Force–Valérie Pominville

### 1. Status update on any activities from your taskforce's plan for this year, based on your taskforce brief

- In April 2020, we created a virtual club named The Vine. Since June 2020, there's a French version, La vigne. The Vine currently meets every first Thursday of the month and the Saturday for an hour meeting each time. La vigne started to meet on every third Thursday of the month, but it was moved to Wednesdays for the fall term in order to accommodate members schedule.
- In August, an "Bring a friend" initiative was put forward in order for non-members to get to know Editors Canada.
- Here are the numbers of attendees since the beginning of The Vine/ La vigne
  - April: 19 and 12 (out of 36 requests)
  - May "Getting Clients and Keeping Them" by Lenore Hietkamp: 16 and 12
  - June "What Lead You to Editing? ": 17 and 10
  - July "Summer Social": 13 and 6
  - August: "Tips and Tricks in the Editing Business": 13\* and 4 (\*one 'friend' included)
  - June "Travailler en révision au temps de la COVID-19 " : 8 (out of 10 requests)
  - July "Votre parcours professionnel " : 5
  - August "Expressions idiomatiques: 7\* (\*with two friends)
  - September 10 or 12: "There's a Macro for that"
  - October 1 or 3: "Prepositions and Profits: Three Powerful Approaches to Creating an Endless Supply of Clients" with Susan Crossman
  - November 5 or 7: "Getting the most from Style Sheets" with Lesley Cameron
  - December 3 or 5: "Gifts for Editors"
  - September 16: "Sortir de sa routine de langagier"
  - October 15: "Vos outils préférés"
  - November 19: "Les anglicismes"
  - December 17: "L'importance du réseautage"

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

- Our biggest priority for the next quarter will be to try to recruit new members for both The Vine/La vigne virtual clubs. We currently have 85 people on The Vine mailing list and 13 for La vigne.
- There is currently a survey running through La vigne members to find out if they would prefer professional development or networking opportunities. Based on the survey results, moderators might decide to go for a combination of the two as it was done for The Vine.
- Conduct a survey for The Vine and write an evaluation review.

**3. List your anticipated expenses for the next year, and your anticipated income, if any / Énumérer vos dépenses prévues pour l'année prochaine et vos revenus prévus, le cas échéant**

- We do not anticipate other expenses than the Internet connection to have access to the activity schedule and Zoom meetings.

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

We don't have any questions or requests for the national executive council at the moment.

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

As a virtual club, we don't get a set budget to spend.

## Standards Committee–Berna Ozunal

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

- A committee has been formed, we have five members in addition to the chair – all editorial professionals with diverse specialties, including a member from the U.S.

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

- Our first introductory Zoom meeting will be held in September, and we will meet once monthly and have other ad hoc meetings once we determine our direction and plan moving forward
- We need to define our mission and our goals first, produce a written statement of priorities and tasks that will include carefully reviewing the existing standards, evaluating them against current editorial practices and workflows

Strategic Priority / Priorité stratégique	Outcome / Résultat	Actions / Mesures	Cost, if any / Coût, le cas échéant
Represent Canada's Editors	Define what editing means and what it brings to the client.	<ul style="list-style-type: none"> <li>• Determine how to make the standards more widely used and valued</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>
	Become the authority on editing: certification, standards, training.	<ul style="list-style-type: none"> <li>• Start consulting Certification Steering and Publications committees to find out what they want to see in Professional Editorial Standards (PES) moving forward</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>





## Appendix E—Branch Reports

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## **Editors BC**

To be submitted at a later date due to a death in the family.

## Editors Ottawa–Gatineau, Sara Caverley, Sara Fowler, Carolyn Brown

22. 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

- Member survey on virtual programming complete. Indicates support for virtual presentations and socializing
- Regular monthly programming resumes Sept. 16 (on Zoom) after summer break
- Professional development team considering virtual seminar options

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

- Continue monthly programming over Zoom
- Offer virtual professional development seminars
- Plan AGM, recruitment and elections

24. List your anticipated expenses for the next year, and your anticipated income, if any / Enumérer vos dépenses prévues pour l'année prochaine et vos revenus prévus, le cas échéant

- As of Sept. 11, 2020, our revenue is \$3239 and our expenses are \$4868, yielding a shortfall of \$1629. We are planning to reschedule some of the workshops that were cancelled in the spring in an online format this fall, which should improve our position at year-end.

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

- We wish to confirm with the NEC that the branch will offer online workshops to replace its in-person workshops, under the existing fiscal arrangement. That is, the branch will retain all revenue and assume all costs of workshops. For these workshops, we need to use a Zoom account for several consecutive half-days. Could we use the national office's Zoom account for this purpose, or should we establish our own Zoom account and consider that a cost of our workshop program?

26. 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?

Our current aim is to break even. This is not currently on track because of the workshop cancellations, but we intend to try to mitigate the unexpected revenue loss.

Editors Québec, Sylvie Collin / Réviseurs Québec, Sylvie Collin

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

- Editors Quebec (EQ) held its virtual annual general meeting on 28 May 2020. One new administrator was elected. The new executive committee is:  
Chair: Sylvie Collin                      Secretary: Dominique Gaucher  
Treasurer: Nelly Ky                      Communications Chair: Dwain Richardson  
/ Réviseurs Québec (RQ) a tenu son assemblée générale annuelle virtuelle le 28 mai 2020.

Une nouvelle administratrice a été élue. La nouvelle composition du conseil de direction est :

Présidente : Sylvie Collin

Secrétaire : Dominique Gaucher

Trésorière : Nelly Ky

Responsable des communications : Dwain Richardson

- In May, due to COVID-19, we have successfully converted what was first planned as an in-person seminar into a two-session webinar. All other scheduled activities were cancelled. / En mai, en raison de la COVID-19, nous avons converti avec succès un séminaire prévu en présentiel en un webinaire comportant deux séances. Toutes les autres activités planifiées ont été annulées.
- In July and August, our branch has recruited three new volunteers to increase its team. / En juillet et août, la section a recruté trois nouveaux bénévoles pour se joindre à son équipe.

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

- All activities in the following table are conditional to the status of the pandemic and the health measures required. Only virtual activities are guaranteed to take place. / Toutes les activités mentionnées au tableau sont conditionnelles à l'état de la situation relative à la pandémie et aux mesures sanitaires exigées. Seules les activités virtuelles sont assurées d'avoir lieu.
- To avoid duplicating time and energy and undermining each other efforts, we will not be organizing webinars and will limit the number of online networking events. Instead, we will collaborate with the national webinars committee in organizing and promoting their 2020-2021 programme. We will also encourage our members to attend the Editors Vine. / Pour éviter le dédoublement de temps et d'énergie et la compétition entre le national et la section, nous n'organiserons pas de webinaires et limiterons le nombre d'événements de réseautage en ligne. Nous collaborerons plutôt avec le comité national des webinaires pour organiser et promouvoir leur programme 2020-2021. Nous encouragerons aussi nos membres à assister aux rencontres de La Vigne des réviseurs.

Strategic Priority / Priorité stratégique	Outcome / Résultat	Actions / Mesures	Cost, if any / Coût, le cas échéant
Represent Canada's Editors / Représenter les réviseurs du Canada	Become the hub: the source of editors and the definitive representative of Canada's editors. / Être le carrefour : l'endroit où trouver des professionnels de la révision et l'éminente représentante des réviseurs du Canada.	<ul style="list-style-type: none"> <li>• Organize a networking event to build bridges between potential clients (ACGL*) and members of EC. / Organisation d'un événement de <b>réseautage express</b> permettant de tisser des ponts entre des donneurs d'ouvrages</li> </ul>	<ul style="list-style-type: none"> <li>• None / Aucun</li> </ul>

		<p>(ACGL*) et les membres de RC.</p> <ul style="list-style-type: none"> <li>Promote EC to publishers at their booths at the Salon du Livre in Montreal (SLM). / Promotion de RC auprès des éditeurs à leurs stands du Salon du livre de Montréal (SLM).</li> </ul>	
Bilingual and Diverse / Bilinguisme et diversité	<p>Bilingual/Bilinguisme</p> <ul style="list-style-type: none"> <li>Offer all services in both languages. / Offrir tous les services dans les deux langues officielles.</li> </ul> <p>Diverse/Diversité</p> <ul style="list-style-type: none"> <li>Broaden reach geographically. / Élargir notre portée géographique</li> </ul>	<ul style="list-style-type: none"> <li>Keep providing all documents and communications in both languages. / Maintien de la production de tous nos documents et de toutes nos communications dans les deux langues.</li> <li>In winter and spring 2021, organize one seminar in English and one in French. / À l'hiver et au printemps 2021, organisation d'un séminaire en français et d'un en anglais.</li> <li>Organize two virtual networking events. / Organisation de deux activités de réseautage en ligne.</li> </ul>	<ul style="list-style-type: none"> <li>None / Aucun</li> <li>None / Aucun</li> </ul>
Communications and Marketing / Communications et marketing	<p>Our targeted communication activities reach potential members, clients and employers. / Les activités de communication ciblées touchent les membres potentiels, les clients et les employeurs.</p>	<ul style="list-style-type: none"> <li>Reach out to our contact people at universities to assess the possibility to hold presentations to students. / Contact de nos personnes-ressources dans les universités pour vérifier la possibilité de tenir des présentations aux étudiants.</li> <li>Promote branch and national services and events through Facebook, Twitter and LinkedIn. /</li> </ul>	<ul style="list-style-type: none"> <li>None / Aucun</li> </ul>

		Promotion des activités de la section lors des séminaires et rencontres de réseautage.	
Membership: Increased and Engaged / Membres plus nombreux et plus actifs	<p>Engaged members, who do some of the following:</p> <ul style="list-style-type: none"> <li>• Volunteer (with upward progression or not).</li> </ul> <p>Les membres participent activement à la vie associative, notamment lorsqu'ils :</p> <ul style="list-style-type: none"> <li>• sont bénévoles (qu'il y ait ou non une progression)</li> </ul>	<ul style="list-style-type: none"> <li>• Personalized contact with each potential volunteer to direct them to the tasks that best suit them. / Contact personnalisé avec chaque bénévole potentiel pour l'aiguiller vers les tâches qui lui conviennent.</li> </ul>	<ul style="list-style-type: none"> <li>• None / Aucun</li> </ul>

\* Association des conseils en gestion linguistique

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

- Make a plan to stay active on social media despite the branch's limited number of activities. / Établir un plan pour rester actifs sur les réseaux sociaux malgré le nombre limité d'activités de la section.
- Prepare our files for migration to G Suite (retrieve files that could be on volunteers' computers, standardize the nomenclature to facilitate research, etc.). / Préparer nos dossiers en vue de la migration vers G Suite (récupérer les fichiers qui pourraient se trouver sur les ordinateurs des bénévoles, standardiser la nomenclature pour faciliter la recherche, etc.).
- Review our practices and procedures in the financial management of the section. Evaluate the costs and services of our suppliers and the relevance of keeping or changing them. / Réviser nos pratiques et procédures dans la gestion financière de la section. Évaluer les coûts et services de nos fournisseurs et la pertinence de les conserver ou d'en changer.

29. 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.

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

- We have spent \$3,921 over the course of the past quarter (April-June). Our income for the same period was \$3,066. We have begun the next quarter with \$8,147 in our checking

account, with \$225 of outstanding bills. / Nous avons dépensé 3921 \$ au cours du dernier trimestre (avril-juin). Nos revenus pour la même période s'élevaient à 3066 \$. Nous avons abordé le trimestre suivant avec 8 147 \$ dans notre compte chèques, avec 225 \$ d'impayés.

- In July and August, we have spent \$701 and had no income for an ending balance of \$7445. / En juillet et août, nous avons dépensé 701 \$ et généré aucun revenu pour un solde de clôture de 7445 \$.
- 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.
- For 2020–2021, we envisage the following expenses:

Seminars	\$0	(expenses covered by the surplus generated)
Networking	\$600	(if meeting in person becomes possible in 2021)
Promotion	\$100	(photocopies)
AGM	\$500	(if meeting in person becomes possible in 2021)
Administration	\$5,000	(including the honorarium for our administrator)

Pour 2020-2021, nous prévoyons les dépenses suivantes :

séminaires	0 \$	(coûts couverts par les surplus générés)
réseautage	600 \$	(si les rencontres en personne sont possibles en 2021)
promotion	100 \$	(photocopies)
AGA	500 \$	(si les rencontres en personne sont possibles en 2021)
administration	5 000 \$	(incluant les honoraires de l'administratrice)



## Editors Toronto, Catherine Dorton and Raya P. Morrison (co-chairs)

8. 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 Toronto was on hiatus over the summer, as we always are. No programs or meetings took place in July and August.
  - Conducted our first executive meeting on September 8, 2020, via Zoom.
  - Set up PayPal and Ticket Tailor accounts to facilitate online ticketing and payment for upcoming events. We plan on hosting online events until the end of 2020, at which point, we will discuss the feasibility and safety of going back to in-person events again.
  - Planned September program meeting, a conversation on editing memoirs with editor David Ross (Penguin Canada) and author Maria Mutch.
  - Began work on a detailed branch process/procedures document to assist transition and onboarding for new branch executive members.
  - Communicated with Word on the Street (WOTS) about virtual WOTS in September.
  - Cleaned up paper and electronic files and archives.
  - Published regular *BoldFace* blog features "Editor for Life."
  
9. Priorities for the next quarter / Priorités pour le prochain trimestre
  - Continue to work on detailed branch process/procedures document to assist transition and onboarding for new branch executive members.
  - Continue to offer programming and networking/social activities to meet the needs of Toronto members.
  - Secure at least one half-day in-house seminar or online seminar this year.
  - Increase our active volunteer base.

10. List your anticipated expenses for the next year, and your anticipated income, if any

- We will be doing our 2021 budget in November. See draft September YTD financials:

P and L: actual vs. budget year to date Aug 31/20							
	Jan - Aug 20	Budget	Notes looking thus far to Aug	Jan - Aug 20	YTD Budget	Annual Budget	Notes looking out to year end
Ordinary Income/Expense	9.11			9.11			
<b>Income</b>							
Donation	1,582.62	4,666.64	will there be a membership drive/push in Fall, Xmas?	1,582.62	4,666.64	7,000.00	will there be a membership drive/push in Fall, Xmas?
Interest On Investments	150.00	533.36	any upcoming virtual events?	150.00	533.36	800.00	any upcoming virtual events?
Membership Dues	3,500.00	3,666.64	comparatively good vs. membership dues and pgm inc at door	3,500.00	3,666.64	5,500.00	
Programs Income at Door	5,524.73	8,866.64		5,524.73	8,866.64	13,300.00	
Seminar Income							
<b>Total Income</b>	0.00	22.64	what expn not submitted?	0.00	22.64	34.00	
<b>Expense</b>							
Communications	17.99	48.64	what expn not submitted?	17.99	48.64	73.00	
Domains	66.98	320.00	what expn not submitted?	66.98	320.00	480.00	
Facebook boosts	0.00	100.00	deferred to when?	0.00	100.00	150.00	deferred to when?
Mailchimp	0.00	102.00	what expn not submitted?	0.00	102.00	153.00	
Word on the Street	84.97	593.28		84.97	593.28	890.00	
WordPress Plan	0.00			0.00			
<b>Total Communications</b>	3,000.00	4,520.00	lower bookkeeping costs	3,000.00	4,520.00	6,780.00	
Office Expenses			42/m but what svcs are incl with our TD acct				
Accounting & Legal	340.50	336.00	for savings, investments?	340.50	336.00	504.00	
Administrative Service	0.00	33.36	what expn not submitted?	0.00	33.36	50.00	
Bank Service Charges	167.50	33.36	mail forwarding svc	167.50	33.36	50.00	
Office Supplies	3,508.00	4,922.72		3,508.00	4,922.72	7,384.00	
Postage and Delivery							upcoming events - virtual, in person?
<b>Total Office Expenses</b>	1,260.00	1,333.36	what expn not submitted?	1,260.00	1,333.36	2,000.00	
<b>PD-Seminar Expenses</b>	1,260.00	1,333.36		1,260.00	1,333.36	2,000.00	
Instructors Fees - Seminars			was this amt for 2019? And missed in 2020 budget				
<b>Total PD-Seminar Expenses</b>	2,000.00			2,000.00			
Program Expense	0.00	105.36	upcoming events - virtual, in person?	0.00	105.36	158.00	upcoming events - virtual, in person?
Charitable donation							should we do a budget re-alignment? Ie for zoom calls, telecom allowances, etc
Facility Rent - Programs	0.00	240.00		0.00	240.00	360.00	what are upcoming calendar of events?
Meeting food & beverages	375.00	766.64	upcoming events - virtual, in person?	375.00	766.64	1,150.00	
<b>Total Program Expense</b>	2,375.00	1,112.00		2,375.00	1,112.00	1,668.00	
<b>Total Expense</b>	7,227.97	7,961.36		7,227.97	7,961.36	11,942.00	
Speaker/Host	(1,703.24)	905.28		(1,703.24)	905.28	1,138.00	
<b>Total Program Expense</b>	(1,703.24)	905.28		(1,703.24)	905.28	1,358.00	
<b>Total Expense</b>							
<b>Net Ordinary Income</b>							
<b>Net Income</b>							

- We anticipate the following ongoing monthly costs: \$200 per month on program speakers; \$150 per month on bookkeeping; \$50 per month on communications technology (e.g., Mailchimp, Wordpress, Facebook post boosts); \$40 per month on bank fees; room rental costs for programs to be determined.
- Our income is membership dues, program entry fees for non-members, in-house seminars (may not be any), and donations (negligible).

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

- Please send us membership dues and documentation, which we have not been receiving this year. We used to get an Excel spreadsheet with fee breakdown, which we loved, as it provided a lot of insight into our financial health on both local and national level. It used to look like this:

2019 Oct

Membership purchases by branch or twig by type by month			TWIGS														
Fee	Branch Fee (Twigs half this)	Type	BC	OG	SK	Que	TO	KWG	HH	KEG	NST	NLE	Calgary	Manitoba	Edmonton	BA	total
\$286.00	\$31.46	Member - 1 yr	13	13	2	13	16	5		2	4		4	1			67
\$100.00	\$11.00	Member Tr yr1	1														12
\$54.95	\$6.04	Student Affiliate	2			3	2	1					4		1		12
\$143.00	\$15.73	Emeritus	1	1			2								1		7
\$544.00	\$59.84	Member - 2 yr		1				1							1		8
total			17	15	2	16	20	7	0	2	4	0	8	1	3	1	96

2019 Oct			Amounts owed each branch														
Fee	Branch Fee (Twigs half this)	Type	BC	OG	SK	Que	TO	KWG	HH	KEG	NST	NLE	Calgary	Manitoba	Edmonton	BA	total
\$286.00	\$31.46	Member - 1 yr	\$408.98	\$408.98	\$62.92	\$408.98	\$503.36	\$78.65	\$0.00	\$31.46	\$62.92	\$0.00	\$62.92	\$15.73	\$0.00	\$0.00	\$2,044.90
\$100.00	\$11.00	Member Tr yr1	\$11.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11.00
\$54.95	\$6.04	Student Affiliate	\$12.09	\$0.00	\$0.00	\$18.13	\$12.09	\$3.02	\$0.00	\$0.00	\$0.00	\$0.00	\$12.09	\$0.00	\$3.02	\$3.02	\$63.47
\$143.00	\$15.73	Emeritus	\$15.73	\$15.73	\$0.00	\$0.00	\$31.46	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7.87	\$0.00	\$70.79
\$544.00	\$59.84	Member - 2 yr	\$0.00	\$59.84	\$0.00	\$0.00	\$0.00	\$29.92	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29.92	\$0.00	\$119.68
total			\$447.80	\$484.55	\$62.92	\$427.11	\$546.91	\$111.59	\$0.00	\$31.46	\$62.92	\$0.00	\$75.01	\$15.73	\$40.81	\$3.02	\$2,309.83

12. 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 are on track, but our financials show a deficit of \$1700 (due to the one-time donation to Editors Canada and the overdue membership dues).

## Appendix F—Twig Reports

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## **Editors Barrie, JJ Wilson, Jacqui Woods-Powell, John Challis, Doug Landsborough**

### **Planning report to national executive council for Q3 meeting of July – September 2020**

#### **13. 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**

- Hold 5 meetings, social events, or equivalent. During COVID all events will be virtual (October 2020 – 'Live' Edit; December 2020 – Social; January 2021 – see below; March 2021 – Optimizing your ODE on Editors Canada; May 2021 – AGM; July)
- Planned panel discussion on language sensitivity for January 2021.
- Objective to promote professional editors and writers in Simcoe Muskoka region. Value-added for membership.
  - Small Business Connect: attended Zoom meeting – local and regional business development. Posted a profile to connect to businesses in Simcoe Muskoka region.

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

- Questionnaire – Membership Benefits One-pager. To be distributed to all members within the Editors Barrie twig.
- Continue to develop Panel Discussion.
- Continue to leverage social media for engagement.
- Continue to develop business relationships with business associations within Simcoe Muskoka region:
  - Sandbox Centre, Barrie
  - Henry Bernick Centre, Georgian College
  - SENCO?

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

- Does the executive plan to move to G Suite instead of Dropbox in the future? We are reaching capacity and need to know how to move forward. Do we pay for additional space or to await a new repository?

**16. 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?**

- Nothing for the current year.

## **Hamilton-Halton, Laura Van Alphen and Robin Larin**

### **Planning report to national executive council for Q3 meeting of September 27 / Rapport de planification au Conseil d'administration national pour la rencontre du T3 du 23 septembre.**

#### **17. 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**

- At our AGM in May, Laura and Robin were elected as twig co-chairs.
- We filled the following positions: Treasurer (Kim Arnott), Communications (Connor Peck), Second Reader (Michael Peebles). Robin will continue to cover membership.
- We do not have formal twig programming during the summer (June to August), but the executive did hold planning meetings in June and July to discuss programming and venue options (including Zoom), and the ways we can adapt during the pandemic.
- As in previous years, we sent out a survey to our group to gather feedback on which topics they were most interested in learning about. We focused our planning session to design our program through the year to fit those needs. We have chosen topics and secured speakers for our regular meetings from September to March, with a couple of additional topics being researched for April and May.
- Our usual venue at the Burlington Public Library is not open for meetings at least until 2021. Because of our shift to Zoom, we have been able to include speakers from across Canada. We have also been able to book two longer Saturday workshops to take place in October and January. Laura has been communicating with Caitlin about the best way to set these up so that non-members can attend for a fee.
- We plan to continue regular Mailchimp e-newsletters, as well as using our e-newsletter platform and Facebook page to send out meeting reminders and local job postings.

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

- To work within the Zoom format to offer a variety of sessions, including virtual networking and longer workshops
- To include other twigs and branches in all relevant workshops, and work more closely with other local twigs (e.g., Kitchener-Waterloo Guelph)

**19. List your anticipated expenses for the next year, and your anticipated income, if any / Enumérer vos dépenses prévues pour l'année prochaine et vos revenus prévus, le cas échéant**

- We no longer have the expense of renting a meeting room or providing small refreshments, as meetings will be taking place on Zoom
- We usually give our speakers a \$25 gift card, but this process is under review as it may not be feasible this year
- We will be offering our speakers of the longer workshops a stipend. For our October meeting, this is \$300, but our speaker has asked that the fee be donated back to Editors Canada. We do not yet have a fee for our January speaker.
- We anticipate some income from our two workshops from non-members; however, we do not know what that amount will be

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

- We want to make sure we understand how best to use the branch/twig Zoom account for larger events and how to charge fees for non-members. We are in the process of figuring this out now.

**21. 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 budget money this quarter. As we will save the money that we usually spend on our venue, we are on track. This accounts for the funds we will spend on speaker stipends.



## Kingston Twig, Nancy Wills and Stephanie Stone

### Planning report to national executive council for Q3 meeting of September 27, 2020

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

- We held our annual general meeting on June 3, 2020. Five of our 13 members attended. From a planning perspective, two important things came out of this meeting.
  - We agreed to reduce the number of programmed meetings this year from eight to four to reduce the amount of work for the coordinators.
  - We agreed to devolve some of the coordinators' tasks to the membership to reduce their workload and involve more members in the running of the group.
- We held meetings from January through June, as planned. Attendance was small but steady. Attendance at the Zoom meetings was generally at least as good, and often better, than at our in-person meetings.
  - January – Former member John Thompson spoke about his role and adventures "Editing *Nunatsiaq News*."
  - February – We had "Fun with Hard-Copy Marks," completing an exercise and discussing the uses and various versions of these editing tools from the distant past.
  - March – Cancelled because the speaker was not able to make it.
  - April – This was our first online meeting (using Zoom). The speaker preferred to speak to a live audience rather than a virtual one, so instead, we had an informal discussion about the effect of the pandemic, real and anticipated, on our workload, clients, schedules, etc.
  - May, June – Informal discussions over Zoom. In June, we normally meet for dinner or drinks, so this meeting was light-hearted and festive, with members encouraged to wear a party hat and bring a drink and/or snack as well as an editing- or language-related quote, joke, or anecdote.

#### 23. Priorities for the next quarter

- Plan and execute another set of good programs and keep up good attendance.
- Execute our plan to share some of the coordinators' workload with the membership.
- Continue to promote national activities, particularly the webinars.
- Continue to discuss ways to increase awareness of the twig in the Kingston area.

#### 24. List your anticipated expenses for the next year and your anticipated income, if any

- Anticipated expenses depend to some extent on the restrictions of the pandemic, but we expect to hold the rest of the 2020–21 meetings online, so there will be no room rental expense.
- We will probably not spend more than \$500, most of that in honoraria.

- Our only income in recent years has been non-member meeting fees, so we don't expect to bring in any income this year.

25. Requests or questions for the national executive council

- None.

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

- As of May 31, 2020, we'd spent \$300. We haven't spent anything since then.
- We have \$126 in reserve.

## **NLE, Mark Butt and Sandy Newton**

### **Planning report to national executive council for Q3 meeting of September 27 / Rapport de planification au Conseil d'administration national pour la rencontre du T3 du 23 septembre.**

#### **27. 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 don't have a plan for this year
- The 2 co-coordinators are meeting in early September to discuss continuing our « normal » operations: 3 or 4 meetings/session in the fall and winter
- We will post our plans on our website and our social media when they are firmed up
- We are currently unsure about whether we will proceed with in-person or virtual events

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

- Firm up our sessions with the twig and promote them
- Re-assess live/virtual approach as the pandemic situation evolves
- Tidy and update our social media accounts

#### **29. List your anticipated expenses for the next year, and your anticipated income, if any / Enumérer vos dépenses prévues pour l'année prochaine et vos revenus prévus, le cas échéant**

- Very hard to tell at this point
- Usually they are negligible and we expect in these unusual times, they will be this year, as well
- We have enough funds to manage on for the foreseeable future

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

- None at this time.

#### **31. 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 do not have a budget at this time and have spent no money this year.

## Nova Scotia Twig — Margo Grant and Becky Skillin

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

- Since April we have had five new members and 12 lapsed members. Present total: 42
- We have hosted monthly Zoom meetings for the general membership.
- • Annapolis Valley-area members have continued to hold monthly lunch meetings via Zoom and are now able to hold in-person meetings on large open deck spaces.
- In February we began issuing Twig Talk, a monthly newsletter to update the membership.
- In May we held the twig AGM via Zoom.
- In August we hosted an online trivia contest.

### 2. Priorities for the next quarter:

- Encourage growth in membership participation in Zoom meetings
- Host guest speakers
- Promote Editors Canada webinars and communications to our members

### 3. List your anticipated expenses for the next year, and your anticipated income, if any.

- If we are able to meet in person, it would likely be at a public library, costing \$35 for room rental.
- It would be nice to purchase a few prizes for games ~ \$15 each = \$60
- Advertising costs = \$1,000 (if we decide to advertise again on AllNovaScotia.com)
- No anticipated income other than what Editors Canada provides.

### 4. Requests or questions for the national executive council:

Julia Cochrane is our member with the most years of membership (27 years), followed closely by Paula Sarson (26 years). Perhaps there is something special we can do to recognize them for so many years of service and in light of recent stresses. Could the president or director issue a letter of congratulations for membership of over 25 years?

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

Our limited spending has us in the black. Our last report from the national office indicated our balance was \$10,733.64.

## **Editors Saskatchewan, Diana Pfeifer**

### **Planning report to national executive council for Q3 meeting of September 27**

#### **6. Status update on actions from your branch/twig plan for the year**

- We had four new people step up to become members of the executive council, and our treasurer stayed on and offers up invaluable support when needed.
- We have had a few meetings to discuss potential PD opportunities but will be having another soon to decide on which actions to follow through.

#### **7. Priorities for the next quarter**

- Working on some PD opportunities
- Utilizing social media platforms to inform our members and future members of our plans

#### **8. List your anticipated expenses for the next year, and your anticipated income, if any**

- Post office box (\$174.30)

#### **9. Requests or questions for the national executive council**

- Is there any way to have an incentive where we can offer a free webinar or an additional discount on a webinar as a prize to get our members more interested and active in the association?

#### **10. How much money from your budget have you spent? Is everything on track?**

We do not have a budget.

## **Kitchener–Waterloo–Guelph Twig, Plan for 2020**

**Coordinators: Maxie Bai Martin & Maggie Morris**

**Created: September 17, 2020**

**Q3 Report for NEC**

### **11. 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**

- Update of July – August, 2020:
  - The KWG twig typically breaks during the summer.
  - The coordinators take the summer off as well.
  - Our editors' book club continued to meet over the summer, every six weeks, to discuss editing books.
  
- Events for 2020–2021:
  - Our plan for 2020–2021 is in development.
  - We typically release a calendar of standing events at the end of September, and we roll out workshops details throughout the year.
  - Due to the current pandemic, all our events will be virtual. This will affect our calendar as the KWG twig has had a standing monthly in-person networking social for the past six years.
  - We're excited about the idea of sharing events and cross posting events from other branches and twigs.
  
- Twig news:
  - Maggie Morris has come on this year as our incoming coordinator! (Yay!)

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

- Provide networking, PD, and work opportunities for our members
- Develop our website
- Bring our member lists up to date (e.g., Facebook and website)

- Streamline our communication networks (both amongst members and with the public)
- Get the newsletter off the ground
- Ideally:
  - Two speaker-led workshops (for editors)
    - The first workshop on plain language is already in the works
  - Two member-led workshops (for editors and the public)
- Explore the feasibility of holding our editors retreat in 2021

**13. List your anticipated expenses for the next year, and your anticipated income, if any / Enumérer vos dépenses prévues pour l'année prochaine et vos revenus prévus, le cas échéant**

- We expect to need anywhere from \$500 to \$1000 for the year, but the exact amount will vary due to COVID-19–related restrictions.
  - a. The proposed speaker fee for the plain language workshop is \$200
- We expect anywhere between no income and to breaking even this year.

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

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**15. 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 break over the summer, so we didn't spend any money.
- As this is our first year "on a budget," it is difficult to know if we're on track.

## **Manitoba twig, Lianne Fontaine and Lesley Peterson**

### **Planning report to national executive council for Q3 meeting of September 27 / Rapport de planification au Conseil d'administration national pour la rencontre du T3 du 23 septembre.**

#### **16. 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 had regular meetings (approximately once every two months) of an editing exam study group and were planning to hold some other events in early 2020. Instead, we stopped holding meetings of any kind once the pandemic shutdown began, and we have not resumed meetings (either in person or virtual) as yet.
- 

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

- Our priority is to contact all current and recent members of the twig with a brief survey about appropriate goals (and availability to contribute to achieving those goals) during this ongoing period of uncertainty and social distancing. Here in Winnipeg, for instance, libraries are now open once again, but they are not yet allowing members of the public to book rooms for holding meetings.
- 

#### **18. List your anticipated expenses for the next year, and your anticipated income, if any / Enumérer vos dépenses prévues pour l'année prochaine et vos revenus prévus, le cas échéant**

- **Anticipated expenses for the next year : \$50**
- **Anticipated income for the next year : \$50**
- 
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#### **19. Requests or questions for the national executive council / Demandes ou questions pour le Conseil d'administration national**

- Given how stretched everybody's time and energy is in these days of working remotely, meeting remotely, and in many cases parenting children who are learning remotely, and given how low the number of active members of our twig has been during better times, do we serve the interests of Editors Canada well by trying to continue to function as a twig? This is a question that perhaps needs to be asked.



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20. **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 are not losing money. We haven't brought any in, but we haven't spent any either.

## Edmonton Twig, Alicia Chantal & Rhonda Kronyk

### Planning report to national executive council for Q3 meeting of September 27, 2020

#### 21. 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

- Hosted 3 events (professional development and administrative) in the first half of 2020, with an unexpected March & April hiatus due to COVID-19 pandemic:
  - February — Guest speaker (Wanita Quaia, Foster Park Brokers); "Liability & Insurance for Freelancers";
  - May — Panel discussion (Jessica Coles, Carmen Hrynchuk, Matthew Stepanic, Leslie Vermeer, panelists, and Rhonda Kronyk, moderator); "Editorial Niches" via Zoom; and
  - June — 2020 Annual General Meeting via Zoom.
- Rhonda Kronyk took over from Jessica Coles as twig coordinator. We plan to build interest in volunteering with the twig so we can find a potential replacement for Alicia, whose term ends in June 2021.
- We did not have any events in July, August, or September.

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

- Host 4 social and professional development events:
  - October — Roundtable/social discussion (in conjunction with Calgary twig, other twig participants; topic TBD);
  - October — Guest speaker (Naheyawin) "Launch into 2021: Design the Future of Your Work" series. Workshop 1: "The New Basics: Tools, Rules, and Hacks";
  - December — Guest speaker (Naheyawin) "Launch into 2021: Design the Future of Your Work" series. Workshop 2: "Finding Balance: Calming the Feast and Famine Cycle"; and
  - December — Winter Celebration (TBD)
- Develop relationships with branches and twigs across Canada to share volunteer resources and expand connections and a sense of community among editors.
- Build ties with local writing, editing, and communications groups to attract new members and advocate for the editing profession. Speak at the Writers' Guild of Alberta's annual kick-off in September to promote Editors Edmonton/Editors Canada.
- Send two newsletters to members with promotional news and to help us stay connected when we cannot meet in person.

**23. List your anticipated expenses for the next year, and your anticipated income, if any / Enumérer vos dépenses prévues pour l'année prochaine et vos revenus prévus, le cas échéant**

- With all of our events being virtual this year, the only expenses we anticipate is paying guest speakers. Anticipated expenses/income are as follows:
  - Expenses: \$1,890.00 (payable to Naheyawin for facilitation of a three-session series)
  - Income: We are planning our events and participant fees to help us balance our expenses and revenues.

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

- None at this time.

**25. 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?**

None to date for the 2020–2021 year; we anticipate our budget will stay on track.

# Appendix G – EDI Task Force Report

August 29, 2020

To: The National Executive Council

We are writing as a group of Editors Canada members who have met several times to discuss how to meaningfully implement the Statement of Equity, Diversity, and Inclusion that members passed in 2018. This statement refers to diverse identities broadly, and our conversations have included reflections and ideas about equity for different lived experiences. It is also important to recognize that this group came together in the context of ongoing and increasing anti-Black racism, police violence, and Black liberation work.

Over the course of our meetings, we have shared our own relationships to and experiences with “Equity, Diversity, and Inclusion” (EDI) work and to Editors Canada. Though we have all experienced being in the association differently, we all agree that Editors Canada could be a lot more welcoming to non-dominant members if the will to prioritize EDI exists. We have reflected together on the wider context of the editing profession in Canada, and how individual editors, the profession as a whole, and Editors Canada as an organization contribute to systemic oppression. We have also brainstormed potential projects and reviewed the results of the initial consultation with members done prior to the EDI statement’s ratification.

## INITIAL RECOMMENDATIONS

We have one recommendation for material implementation that has clearly become an issue for many members we have heard from: update the ODE. The ODE has repeatedly surfaced in our conversations among ourselves and with members as a service and project that has implications for EDI as well as Editors Canada’s identity. The current incarnation is not useful to diverse members for several reasons. First, in a time where clients are seeking editors with diverse identities and specializations, the ODE does not give an opportunity to adequately reflect an editor’s identity; neither does it have wide enough categories of specializations. One member told us they had to significantly depoliticize their specializations to be able to populate their ODE listing; for example, instead of “Black history” or “LGBTQ2SIA+ people and activism” they had to select simply “Culture.” Second, the language used to identify non-dominant members is outdated. For example, Gregory Younging’s Elements of Indigenous Style, which is generally well-accepted among editors now, states that “Indigenous” is the preferred term — but this term is not the one used in the ODE, which in turn makes Editors Canada seem outdated and potentially unwelcoming. Third, we think Editors Canada can do more to promote the ODE to publishers, businesses, and other clients, which will in turn raise the association’s profile and hopefully increase the diversity of membership. We will be working on making focused short- and long-term recommendations along these lines to the Career Builder Committee, who have agreed to collaborate with us on this work.

We also have one recommendation for contouring the rest of our work: send out a formal membership survey. While we have consulted with members informally during the process of drafting and ratifying the EDI statement, we need to have a more formal sense of where our members are at before firmly deciding on any direction to take, and before making more concrete recommendations to the NEC about how to implement the EDI statement. It’s possible there could be issues we’re missing or unaware of, and it would be good to have a sense of what is really needed. Furthermore, we think it’s important to know how many of our members

consider themselves part of a diverse group (whether that be someone who is BIPOC, LGBTQ2SIA+, disabled, etc), and how many view EDI as something that needs to be upheld and/or addressed in the organization.

We discussed the potential of collaborating with the Career Builder Committee on the member survey they intend to draft to avoid survey fatigue; however, we decided that because the issue of equity can be sensitive for respondents and the analysis is so important to the rest of our work, we'd like to send a separate survey only on this subject. Combining different subjects into one survey might skew focus and compromise the results.

We have drafted the survey questions, which are appended for the NEC's review. We understand that the NEC has resources to help with the initial analysis. We would appreciate it if the NEC shared these results with our group so we can analyze the results. Once our analysis is complete, we will share further recommendations with the NEC and the general membership.

## **STRATEGIC GOALS**

From our conversations and the informal consultations we have had with members, we have realized that how people access and relate to a community or organization is deeply intertwined with that space's core identity, values, and priorities. This means that any changes to make Editors Canada more accessible and useful to a diversity of editors and authors will have to include engagement with and potential shifts in Editors Canada's core purpose, mission, and work. Specifically, we noticed that one of Editors Canada's strategic priorities for 2017–2021 is to be “bilingual and diverse.” This is a good start; however, we think the way “diversity” as discussed in the strategic priorities needs to be expanded. As the NEC prepares its strategic plan for 2022–2026, it must incorporate equity, not just bilingualism and diversity, in concrete ways.

Developing recommendations takes resources, and so does implementing them. These “resources” include time, labour, relationships, and money. While we started as a working group, we are now moving forward with formalizing this group as a task force, with the specific task of making recommendations to the NEC about how to implement the EDI statement at an organizational level. We're writing this letter to gauge the will of the NEC to make EDI a priority — we hope that you will reciprocate the resources we are spending. Too often EDI working groups undertake hard and emotional work that is met with little will to actually make meaningful changes. We hope that Editors Canada will be different, and that the NEC will act to spend the resources to prioritize EDI even if it means redistributing time and funds from other activities.

**Sincerely,**

Alicia Chantal, Editors Canada member and coordinator, Edmonton twig

Roma Ilnyckyj, Editors Canada member

Fazeela Jiwa, Editors Canada member

SK / Sarah King, Editors Canada student affiliate

Amber Riaz, Volunteer

**Editors Canada Survey on Equity, Diversity, and Inclusion**

Welcome to the Editors Canada Survey on Equity, Diversity, and Inclusion (EDI). The EDI working group has sent this survey to all Editors Canada members and student affiliates. We'd like to learn more about how our members identify and the identity groups they belong to. We also want to gather information on how our members view EDI issues within our profession and within the organization.

The survey should take you about 10-15 minutes to complete. The survey is anonymous. We will use the results of this survey to help us structure our recommendations to the NEC for supporting EDI in the organization. These results will be shared with members.

### **View of profession**

1. In Canada, editors have equal access to job opportunities regardless of their ethnicity, gender, sexuality, ability, language, religious/faith background, and age.
  - a. Agree strongly
  - b. Agree somewhat
  - c. Disagree somewhat
  - d. Disagree strongly
  - e. I don't know
  - f. Prefer not to answer
  
2. As an editor, what kind of work do you primarily do?
  - a. Freelance
  - b. In-house
  - c. Other (option to specify):
  - d. Prefer not to answer
  
3. What industry do you work in?

### **View of organization**

1. I feel included at Editors Canada.
  - a. Agree strongly
  - b. Agree somewhat
  - c. Disagree somewhat
  - d. Disagree strongly
  - e. I don't know
  - f. Prefer not to answer
  
2. I feel welcomed and included at Editors Canada events (branch/twig meetings, conference, AGM, etc.)
  - a. Agree strongly
  - b. Agree somewhat
  - c. Disagree somewhat
  - d. Disagree strongly
  - e. I don't know
  - f. Prefer not to answer

3. I feel represented by the Editors Canada leadership team at the National Executive Council. a.  
Agree strongly  
b. Agree somewhat  
c. Disagree somewhat  
d. Disagree strongly  
e. I don't know  
f. Prefer not to answer
4. I feel represented by the leadership team at my local branch/twig level.  
a. Agree strongly  
b. Agree somewhat  
c. Disagree somewhat  
d. Disagree strongly  
e. I don't know  
f. Prefer not to answer
5. In my opinion, all Editors Canada members are treated fairly and without discrimination regardless of their ethnicity, gender, sexuality, ability, language, religious/faith background, age, socioeconomic status, and level of professional experience.  
a. Agree strongly  
b. Agree somewhat  
c. Disagree somewhat  
d. Disagree strongly  
e. I don't know  
f. Prefer not to answer
6. I have personally experienced or witnessed discrimination at an Editors Canada event or in an Editors Canada-sponsored forum (like a Facebook group).  
a. Yes  
b. No  
c. If yes, and if you feel comfortable doing so, please describe what happened.
7. Editors Canada has a responsibility to address EDI-related issues both in the organization and in the editing profession in Canada.  
a. Agree strongly  
b. Agree somewhat  
c. Disagree somewhat  
d. Disagree strongly  
e. I don't know  
f. Prefer not to answer

### **Demographics**

1. What is your racial identity (check all that apply)? a.  
Black

- b. East Asian
- c. Hispanic/Latinx
- d. Indigenous
- e. Middle Eastern
- f. South Asian
- g. Southeast Asian
- h. White
- i. None of the above (option to specify):
- j. Prefer not to answer

2. Do you consider yourself bilingual or multilingual? a.

Yes

b. No

3. What languages do you feel comfortable editing?

4. Do you identify as (check all that apply):

- a. Cisgender
- b. Genderqueer or nonbinary
- c. Intersex
- d. Man
- e. Transgender
- f. Two Spirit
- g. Woman
- h. None of the above (option to specify):
- i. Prefer not to answer

5. What is your sexual orientation?

- a. Asexual or ace-spectrum
- b. Bisexual
- c. Gay
- d. Heterosexual or straight
- e. Lesbian
- f. Pansexual
- g. Queer
- h. None of the above (option to specify):
- i. Prefer not to answer

6. Do you practice or follow the tenets of any of the following religions (check all that apply)? a.

Buddhism

- b. Christianity
- c. Hinduism
- d. Indigenous spirituality
- e. Islam



- f. Judaism
  - g. Sikhism
  - h. None of the above (option to specify):
  - i. Prefer not to answer
7. What is your age range?
- a. Under 20
  - b. 20-30
  - c. 31-40
  - d. 41-50
  - e. 51-60
  - f. 61-70
  - g. 71+
  - h. Prefer not to answer
8. Do you live with a disability?
- a. Yes
  - b. No
  - c. Prefer not to answer
9. How long have you been editing?
- a. Less than a year
  - b. 2-5 years
  - c. 6-10 years
  - d. 11-20 years
  - e. Over 20 years
  - f. Prefer not to answer
10. What is your Editors Canada membership status?
- a. Emeritus member
  - b. Member
  - c. Student affiliate
  - d. Prefer not to answer

What could Editors Canada do to make you feel more included and represented within the organization?