

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

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**National Executive Council  
Meeting Minutes**



**EDITORS  
RÉVISEURS  
CANADA**

**September 11, 2022**

**Zoom**

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**PRESENT:**

**NATIONAL EXECUTIVE COMMITTEE**

Maria Frank	President
Marcia Allyn Luke	Vice-President
Heather Buzila	Past President
Tara Avery	Treasurer
Mina Holie	Secretary
Ellen Keeble	Director, Branches and Twigs
Suzanne Aubin	Director, Member Recruitment and Retention
Arija Berzitis	Director, Professional Standards
Kaitlin Littlechild	Director, Publications
Błażej Szpakowicz	Director, Training and Development
Leah Morrigan	Director, Volunteer Relations

**OTHERS**

Natasha Bood	Executive Director
Lori Perrie	Recording Secretary

**REGRET:**

Kristain Oliveira-Barnes	Director, Marketing and Communications
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**1. Call to Order**

Maria Frank calls the meeting to order at 1:01 p.m. EDT

Land Acknowledgement

**2. Approval of Agenda**

MOVED BY Maria Frank

SECONDED BY Heather Buzila

that NEC approve the agenda.

Carried

**Approval of recording secretary**

MOVED BY Maria Frank

SECONDED BY Suzanne Aubin

that NEC approve Lori Perrie as new recording secretary.

Carried

### 3. Introductions

- a. Name, portfolio, and where you are located.
  - b. What type of work in which you are involved.
  - c. One thing that you hope to contribute to the NEC.
- Maria Frank, President, Edmonton Alberta. (remaining)
    - Athabasca University, in-house editor.
    - Hopes to provide structure and stability and to support the members of the NEC.
  - Heather Buzila, Past President, Edmonton Alberta. (remaining)
    - Athabasca University.
    - Hopes to support Maria, to reach out to external partners, and to re-do the strategic plan.
  - Ellen Keeble, Director of Branches and Twigs, Whitby Ontario. (incoming)
    - In-house for a minute-taking company and has contracts doing SEO structural editing.
    - Hopes to assist people as they have questions, to update tool kits for the branches and twigs, and to cross promote projects that the branches and twigs are doing.
  - Marcia Luke, Vice-President, Curtis Ontario. (remaining)
    - Previous secretary.
    - Freelance publishing business, Durham College developing curriculum.
    - Hopes to continue work on the Canadian Dictionary Project.
  - Suzanne Aubin, Director of Member Recruitment and Retention, Montreal Quebec. (incoming)
    - Freelance translator and editor for 20 years.
    - Hopes to better understand what interests the members and how to implement their ideas.
  - Natasha Bood, Executive Director, Toronto Ontario. (remaining)
    - Works with two staff members (Michelle & Caitlin), and the bookkeepers.
    - Does the administrative side, making sure the day-to-day of Editors Canada works.
    - Helps certificate committee, processes memberships, has financial duties with the bookkeepers, and helps with the Canadian Dictionary Project.
  - Mina Holië, Secretary, Ghost Lake Alberta. (incoming)
    - Graduate student in information security management and technical writing.
    - Hopes to ensure that communication is prepared in a timely manner.
  - Lori Perrie, Recording secretary, London Ontario. (incoming)
    - Returning to work after being home with children, background in English, writing, libraries & archives.
    - Hoping to learn more about Editors Canada.
  - Błażej Szpakowicz, Director of Training and Development, Kamloops British Columbia. (remaining)
    - Freelance editor, mostly academic, also fiction and non-fiction books.

- Hopes to ensure that webinars continue to be excellent and valuable in terms of benefit to members and non-members, and to make sure webinar programs get the needed support and resources.

- Arija Berzitis, Director of Professional Standards, Scarborough Ontario. (remaining)
  - Proofreading at financial & corporate level, has a freelance business mostly in academic editing.
  - Hopes to introduce other areas of editing into the standards, which has historically been more focused on literary and novel writing.
- Tara Avery, Treasurer, Vancouver British Columbia. (incoming)
  - Edits fiction; ghostwriter and writer.
  - Hopes to contribute enthusiasm and is excited to be involved and learning.
  - On the Editors BC executive.
- Leah Morrigan, Director of Volunteer Services, Toronto Ontario. (remaining)
  - Writer and editor: non-fiction pieces, digital work, web content, business content, articles.
  - Hopes to keep supporting initiatives with volunteers, continuing with VolunteerConnect (spreadsheet).
- Kaitlin Littlechild, Director of Publications, Oromocto New Brunswick. (remaining)
  - Strategic Communications Manager at Raven Indigenous Capital Partners and Raven Indigenous Impact Foundation. Also runs a business as an Indigenous Engagement Consultant, Communications Consultant for predominantly Indigenous businesses, and editor.
  - Hopes to see two projects through to finish: Edit Like a Pro structural editing manual and diversity handbook.

#### **4. Review of Our Roles**

a) Define roles in the meeting.

- President (Maria): The President's role is to chair the meeting and to manage the discussion of the meeting. Comments can be added using the raise hand button or by adding a comment to the chat. In the event of a tie vote, the president gets an extra tie-breaker vote.
- Secretary (Mina): The Secretary sets votes and records results. The Secretary also works with the Recording Secretary on the meeting minutes.
- Recording Secretary (Lori): The Recording Secretary prepares the meeting minutes. The Recording Secretary has no voice or vote but may speak during the meeting.

b) Define director role.

- Executive Director (Natasha): The Executive Director has no vote but does have a voice in the meeting.

- Directors: Represent the interests of their committees. The committees do the work, but the directors set the direction and act as liaisons between the committees and the NEC, i.e., bringing topics up for discussion.
- c) How we vote and discuss.
- Votes: First someone introduces a motion, someone else seconds the motion, there is discussion amongst the group, then the group votes. If we discuss before we realize that we need a motion, that is okay. There is a summary of the Robert's Rules on the resources page, if anyone has any questions.
- d) Strategic plan & parking lot notion.
- Strategic plan: Heather is working on developing a new strategic plan in the next few weeks.
  - Parking lot notion: Keep the discussion relevant to the strategic plan, otherwise park it in the parking lot until a later time.
- e) Policies and procedures; privacy, consultation, and confidentiality.
- Please review policies and procedures, they are linked in the meeting notes.
  - Please note that we must be mindful of what is confidential and what members need to be consulted on. Votes will not be held in camera, i.e., no secret votes. In camera is used for discussion of business information, personal information, human resources, discipline, disputes, sensitive financial information, and a vote is needed to go in camera and to go back out of camera.
  - As far as consultation, we need to consult with members and try to be as transparent as we can, so they know what is going on and what we're working on. Heather says directors need to represent associates as a whole and not just their own branch/twig.
  - Do not collect member personal information unless it is needed, use it only for intended purposes, do not share, and have a plan to destroy after a certain amount of time.
- f) Look at these docs for guidance (i.e., do not look for what supports your view).
- Check resources in the Google Drive. Look at documents for guidance; don't cherry-pick to support your own view.

## 5. Budget Update

Tara reports that things are looking good. The conference did really well. Memberships are a little under where they were, but the numbers are not worrisome yet. Expenses are tracking as they were expected to do. We will see how things turn out. Decided to do a hybrid type conference this year; we will see how that goes financially, but right now things are in a good place.

Natasha reports that all of the branches working with the bookkeepers is still going really well. Everyone is working well together. Even the transition into several different people on several different bank accounts across the country has gone really well.

## **6. Review of Outstanding Action Items from Previous Meetings**

Mina reports that there are two outstanding Action Items since July 5, 2022 meeting: items #4 (Marketing Videos and Guidebooks) and #7 (The Editor's Weekly).

- Heather shares that Kristain would report on both outstanding items, but she is absent today. Both items are under Marketing & Communications, and both are still in progress.
- Maria indicates that the EDI spreadsheet (item #7) is uploaded, so that part is done.

Mina reports that Items #11 (The Editor's Weekly) and #12 (membership fees at conference) are on hold.

- Heather indicates that #12 would need to be discussed with Breanne McDonald, the conference advisor once we get to that stage. This item will be stuck on hold until the conference is more underway.
- Editor's Weekly is reported on by Kristain, who is absent.

## **7. Reports and Requests**

Mina shares that the reports and requests are still drafts. Mina is still waiting to receive some reports for finalization.

Heather informs Mina that there will not be a report received from the Edmonton twig, as they are inactive, so not to wait for them; Hamilton is having trouble recruiting a new chair, so there may not be a report coming from them; the Human Resources Committee and the External Liaison Committee do not submit reports.

Mina will remove External Liaison, Human Resources and Nominations Committees from reports.

Leah will update on Member services; the current head of Training & Development does not believe in reports.

- a) Branches and Twigs:
  - a. Mina contacted Ellen to contact twigs. While there is no chair at Edmonton, Ellen received a late submission from Hamilton-Halton but has not heard from Kingston. She will reach out to them.
- b) Committees/task forces:
- c) Directors:



d) Requests:

- a. Secretary, Mina Holië: wondering which documents or folders the recording secretary (Lori) has access to. Heather shares that, since the recording secretary is not on the NEC, she cannot have access to folders on Google Drive. When sharing documents with Lori, Mina will have to change permission to “anyone with the link can view.” But, if anything needs to go into folders on the drive, Lori will send them to Mina to put into folders. Lori so far has access to action items and the list of online motions. When doing minutes, permission will be changed for items that need to be added to minutes.
- b. Conference Advisor, Breanne MacDonald: has a question about the conference location. Heather says we can talk about it later.
- c. Editors Quebec, Sylvie Collin: asking about access to the new microsite for their branch. Tara says, if it’s connected to the website, then the answer is “no” because things have not been migrated yet. Deadline for launch for the new website is November. Site map and structure are still being worked out. There will be a new web style guide that everyone will follow and will be adopted as universal across Editors Canada web presence, so there is consistency throughout.
- d. Editors Ottawa-Gatineau, Sara Caverley, and Sara Fowler: looking for an update from website task force. Tara reports that everything is set for November launch. Suzanne asks about style guides in French. Suzanne will send her question to Tara, who will forward to Julie.
- e. Editors Barrie, Adrienne Huston, and Jacqui Woods: looking for feedback on the website. Tara responds that the website is set for a November launch.
- f. Director of Marketing and Communications, Kristain Oliveira-Barnes: The committee plans to ask for an operating budget of \$4,500 in next budget request period for French video promotion. Heather says that Tara will look through the reports and compile budget requests for the draft budget. This request is for the treasurer and Natasha to address.
- g. Director of Member Recruitment and Retention, Suzanne Aubin: how does one know when a task force is required. Heather replies that the difference between a task force and a committee is that a committee is longstanding, and its task is ongoing. The task force is formed for something that is short-term and will have a definite end date. If you don’t think it’s something that you can handle on your own, and you would like to form a task force, that’s all that is required. Write a task force brief, the NEC votes, and upon approval look for volunteers to be on the task force. Suzanne can contact Heather & Maria.
- h. Director of Professional Standards, Arija Berzitis: asks about holding only one exam in 2023; and if we can set up early bird pricing. Saved for update.

- i. Director of Training and Development, Blazej Szpakowicz: wants to discuss live-captioning for webinars and other online material, as this is an accessibility issue. Looking for a sensible way of doing captioning. As it is happening would be ideal. Will circle back for committee update.

## **8. Break (5 minutes)**

## **9. Update on Ongoing Projects**

### **a. Publishing committee**

Kaitlin reports that over the summer there was success on the Edit Like a Pro structural editing volume. Certified structural editors are on board to review the existing exercises as well as to create one new one to bring it in line with the new structural guidelines. There is work moving forward on that. The Diversity Handbook is nearing the next development, undergoing a structural edit, and there will hopefully be a completed volume before too long.

### **b. Francophone insurance**

Suzanne has started to review the information forwarded to her. She will need to start a task force. She will be in contact. Heather forwarded Suzanne the task force brief from English insurance from 2018.

### **c. Member services/Volunteer management committees**

There has not been a whole lot going on, because there is a new chair for member services, one new member, and one new member on the Volunteer services committee. They are being given space to figure things out; they have been instructed to have a brainstorm session for their next meeting. If anybody has anything to tell Leah about what kind of volunteer services you would like, Leah will pass that on to the committee. They are also updating committee books, handbooks, and welcome kits.

Leah passes volunteers who would like to work in French on to Sylvie Collin, who acts as the francophone liaison.

Leah shares the VolunteerConnect spreadsheet. It is a tool for directors, volunteers, and Editors Canada at large. It is for people to use when they need volunteers to sit on committees or task forces. The spreadsheet is located in the Google Drive; there is a registered volunteer tab, and there is a branch and twig column.

This is a really good tool for looking for people to help you. It is colour-coded so that it's easy to see when there is a vacancy request, etc. The directors need to keep it up to date, removing tasks that are filled as you go. It's a good place to look for volunteers; if you are having difficulty finding someone to fill your volunteer positions, Leah has a "recipe" of information that you can send to her, and Leah will send the request to the volunteer pool. It is extremely effective and is for everyone.

Heather indicates that she has had a lot of success finding volunteers using the VolunteerConnect spreadsheet.

Member services has asked for two sections of funding. The Oxford English Dictionary subscription has been quoted at \$3,500 per year USD (this breaks down to about \$3 per member). Canadian Press subscription has been quoted at \$6,400 USD. These will be discussed at the fall budget meeting.

Member Forum: Editors Canada Forum is in the testing phase right now. This will be on its own platform in Google Groups. This will be more private and outside of social media, rather than using Facebook. Next meeting there will be an update. Suzanne asks if there is a francophone option. Leah believes there is a French option that will begin testing after the English version has been through the testing phase. This is to replace the old email list.

#### **d. Certification**

Arija explains that there have been questions about reducing from two exams to one exam per year starting next year, because of the hours needed to set up and monitor each exam. It takes about 100 volunteer hours per exam. The two exams for November are being tested this weekend. The request is to reduce to one exam starting next year if that would be feasible.

Heather points out that as far as this November is concerned, we have budgeted for two exams, but it should not be a problem to reduce to one as long as the budget for 2023 accounts for one exam only.

The committee has also asked about setting up “early bird” pricing to get candidates to commit prior to last-minute, which will give an idea of the number of candidates ahead of time. The ideal is a minimum of eight people taking the exam; this is a cost-effective number. To run the exam for less than eight participants, it is no longer cost-effective. Going forward, it would be beneficial to know several weeks in advance. An early bird incentive could knock about \$25 off of the full price; the exact amount has not yet been determined.

Heather says there is nothing against this in the certification procedure <https://www.editors.ca/about/governance/bylaw-policies-and-procedures> and indicates that Natasha may want to weigh in because it affects the budget. Natasha agrees that this would not be for this year, it would be for next fall in order to create an incentive. Currently, people are waiting to register right up to deadline. Early bird pricing might avoid so many last-minute registrants, but it might also mean raising the regular price and keeping early bird as pricing is now.

Heather asks if the procedures state that registration currently closes 30 days prior to the exam, and Natasha confirms that is the case.

Arija reports that the committee has asked about setting up a study group for early bird registrants. Tara replies that there is a study group for the Stylistic exam run by Editors BC, open to all. Natasha adds they have questions at the office about a study group, but the committee is focused on getting the exam ready, and she recommends registrants use the members only Facebook group to create their own study group. Tara comments that someone who has passed the exam is running the group. Heather submits a comment that Manitoba also runs a study group.

#### **e. Standards committee**

Arija reports that the Standards committee is on track for sending out a first draft of the new standards to members for feedback. This will happen sometime in November.

#### **f. Webinars/Training and development committee**

Blazej reports that the committee is still looking for additional hosts; they have four webinar hosts on the committee in theory, though one is on leave for personal reasons. Three remaining hosts are not quite enough to handle everything. Caitlin Stewart posted a request on the VolunteerConnect spreadsheet, but there have been no replies. Blazej asked Leah to forward it to the pool.

Leah lets everyone know that there is a “recipe” that can be filled out in order to submit requests for volunteers to VolunteerConnect. Leah will send it to Blazej who will consult with Caitlin and Greg. Leah will send the recipe to everybody.

Webinars are currently set up for the next couple of months – September & October. There is a call out for proposals, and the deadline is the end of the September. That will give us a full schedule for most of the 2022/2023 webinar season.

The contract for the French language webinar coordinator, Karel Malkoun, has ended. She will continue to finish webinars that are already set up for the year, but after that we will have to have fewer French language webinars without Karel. From a financial perspective, they tend to underperform. They can't sustain quite as full a schedule as before. Suzanne can coordinate for French language topics. Using contacts through various francophone presenters who were at the conference will get a respectable line of French webinars going forward.

A number of new topic banks are coming up in the next while. Both new plain language standards and new professional editorial standards are coming out over the next few years. Hoping to have Greg and Gael deliver webinars on them starting around November. Once the standards are out in final form, they will be very different from existing standards and will provide a rich field of new topics to cover, one to two years down the road.

The committee is looking for a way of doing live-captioning for accessibility for people attending live. They are looking for a good automated program. The one used at this year's conference was not very effective; Heather said that we could look at the one from last year's conference and she has sent a link.

Ellen has a good program with 85% accuracy, but it does not work live. Blazej would prefer live, but a decent captioning after the fact is better than nothing. Can be downloaded as a word file for editing, then re-uploaded. Ellen will send the program to Blazej. Although live is still preferred, Blazej will share information with the committee. Blazej says Greg suggested to check what other organizations are doing, i.e., Book & Periodical Council. Blazej has asked that people get in touch if they have any ideas.

Leah's committee works with Sylvie Collin, as they want francophone inclusion. Leah spoke with Sylvie about doing a webinar for francophone sensitivity training. Sylvie is not interested in doing

the webinar, but she will do a document on the topic. Leah suggested it as a webinar, and Blazej agrees that sounds valuable. Suzanne would love to be a part of it if it comes to fruition.

Leah believes that this is just as important as the EDI committee making sure that everybody is included. Editors Canada is very diverse, and it is important that everyone is being counted. We are a bilingual organization. Once the document is available, Leah will forward it to Blazej and Suzanne.

#### **g. Career builder committee**

The Career Builder Committee wants to pursue their LinkedIn initiative to revitalize the Editors Canada LinkedIn page. They have been directed to speak to Michelle Ou, because she is in charge of our social media. They will work with the website task force to make sure there is lots of information about career building and jobs on the new website. They have representatives attending the website task force meetings. They may want to attend an NEC meeting to speak about the LinkedIn initiative. Heather will let Maria know if they put in a request to attend a meeting.

#### **h. Student relations committee**

Heather reports that the committee is doing well and that a student social is coming up. They are planning on doing some more engagement through Facebook.

#### **i. Website task force**

Tara states that everything is on track with the website. Julie is heading the website development part. End of life for the current website is November. The new site development is in the last stages. There is lots of forward momentum. A volunteer request has been sent out to help with the last update.

If there are specific questions about the website, Tara will take them, including the ones previously mentioned. Since so many twig questions were about the website, they may need to be given an update.

#### **j. Marketing and communications**

No update.

#### **k. Mentorship committee**

Suzanne asks who is in charge of membership. Heather will forward her a name. Suzanne will get back to us next meeting, or in between if necessary. The head of the membership committee is difficult to reach and will not send reports, but she is still working with the committee. Suzanne will get in contact.

#### **l. Executive Director**

Natasha is helping the certification committee manage their pilot testing process; it is going really well. The Google Drive is being used to do the exam, which is working really simply. They

had been paying money for different programs, but Google is working well and is free. Much different from last year, which was hectic and stressful with the exam process.

Caitlin is doing research into conference venues that are not hotels; she is at a standstill with the conference research, because she is waiting for the committee and chair to work with. She is worried that we're falling behind getting organized.

Michelle is busy, especially over summer, assisting the branches and twigs and with volunteer turnover.

Natasha has spoken with a broker about subletting their office; it is not enough money to be worth it for a broker. They are still advertising, and they still have the office until January 2024. They have been gradually returning leased equipment. Rogers was not renewed, to save money. At this time next year, they will be thinking about storage space and how to run without an office. It is doable. They will be decluttering and thinking about what is needed and what is not needed. They have a year to think about it.

Heather wonders about certification and why the program Uxpertise is no longer being used. Natasha explains that after the exam last year, Vicky and she met with Uxpertise and laid out concerns and they were not helpful at all. It takes a lot of technical knowledge to use the Uxpertise system, and for a lot of members writing the exam, that does not match up. It would have cost a couple of thousand dollars per year to keep it running. Unfortunately, that means eating the \$4,000 that was spent for Uxpertise to develop a specialized system.

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

In 2020/2021, there was an EDI task force looking for ways to promote EDI within the association. They submitted a letter with several recommendations; the letter is located in the Google Drive. Heather shares the link.

<https://docs.google.com/document/d/1wFVm6gJofbMChNH773zw4OhB9csS9br/edit>

### a. Implementation spreadsheet

Heather created the spreadsheet separating out each of the individual tasks. It tracks initiatives that are being worked on and allows for people to put names down if they believe that there is something that their committees or themselves could work on for implementation. Some items will take more time than others, and some will not be implemented.

[https://docs.google.com/spreadsheets/d/1MLEmB42\\_UtVobYjTX9UbOfFUIbk9RjMKGLJqQZaVZ-o/edit#gid=0](https://docs.google.com/spreadsheets/d/1MLEmB42_UtVobYjTX9UbOfFUIbk9RjMKGLJqQZaVZ-o/edit#gid=0)

Everybody is to look over the spreadsheet to see if there is anything specific that you can contribute to it. At future meetings, we will go through and do some regular updates.

Updated: the revision to the national nomination procedures, which was sent out by email. There was feedback from a director off-list. Changes were made, then Heather sent the suggestions to the EDI advisor. When she hears back, she will send to NEC. After discussion, Heather will make a motion.

They are working towards a recommendation on the spreadsheet towards diversifying the NEC.

Tara suggests that one thing that could be added is neurodiversity. There are a couple of groups on Facebook for neurodiverse editors and writers, as this is a field that seems to appeal to the neurodiverse.

Heather has tried to take out mentions of specific marginalized groups, but, if the advisor adds them back in, she will then add neurodiversity. Tara feels that keeping it broader is less limiting in terms of who will feel welcome. EDI advisor wants to avoid the appearance of tokenism. Tara shares that there is diversity even if it is not visible, and Heather acknowledges that there have been directors who have had invisible disabilities and that the task force who put together the recommendations had no way of knowing it. This is not a failing of being inclusive; this will allow them to put it in the forefront.

Heather invites members to feel free to add names or make edits to be reviewed at the next meeting.

## **11. Branches and Twigs**

Ellen shares that the reports from the groups mostly reflect that everyone is very concerned about the website. Tara reinforces that the new website is due to launch in November.

Most people will get back to Ellen about budget considerations after their first meetings, as they want to first discuss with their members.

Heather has heard back from Anne (former director of branches and twigs) who will look over the branch and twigs toolkits and will add updates. Heather will help her, as Heather was director of branches and twigs in 2018/2019, and the toolkits haven't been updated since then.

Ellen says that this shouldn't be started until the website is finished because the URLs will change. Heather will get the office's feedback on things she has flagged to be updated. Ellen and she can get to work on rewording things, having things in place. Then, URLs can be added, with things sent for translation, and will be ready for early next year.

Ellen says that Michelle and she are talking about standardizing the branding across the subsections of different websites.

## **12. Conference**

Mina reports that there are two motions carried out about the conference.

- The first motion is about the 2023 Editors Canada Conference location that will be in the Greater Toronto Area (GTA). We are looking for any ideas about a conference venue. Heather has emailed two people that Caitlin Stewart and Michelle Ou suggested for finding a conference chair. Heather is not usually involved in conference planning but, as past president, is in charge of recruiting. The Toronto branch will get back to her with some names; we are hoping for names to contact to get a chair. It is very late for this.

- The second motion is about the ACES virtual conference sponsoring. If we sponsor the conference, we get a free registration, and Michelle Ou suggested a contest to give away the registration and drive engagement. Michelle has prepared a document for a social media contest, and we finished an executive read of the document. The draw will be done on this coming Tuesday. Expect to hear from Michelle about the results.

### **In Camera**

MOVED BY Heather Buzila  
SECONDED BY Ellen Keeble

That NEC approves going in camera.

Carried

### **Out of Camera**

MOVED BY Heather Buzila  
SECONDED BY Ellen Keeble

That NEC approves going out of camera.

Carried

## **13. Next Meeting October 22, 2022**

[Not on agenda] Tara mentions the last conference and the potential fallout from the final keynote. She was speaking with a student editor at the time; the entire class had spoken with one another, and the students were concerned that editing is the dying field that the keynote made it out to be and were questioning whether or not they should continue their education. In conversation with others, everyone took this same message from the keynote.

Because of one loud voice without another voice offered up as an alternative, there may be fallout from this negative take on the job. It was an extremely negative peek on the job. Suzanne agreed that, while listening to the speaker, she had kept hoping for a flipside or a “but,” which didn’t come, and she was very sad at the end.

Tara says that everyone she talked to did not feel the same way as the keynote, and analytics from the blog indicate that people are looking for information for new editors and how to establish a new business.

The name of the speaker is not discussed in the meeting, though the speech was posted publicly to this individual’s social media.



Heather indicates that there was trouble finding a second keynote. Nobody knew ahead of time that the keynote would go this way. There is talk that, moving forward, the keynotes should be vetted.

Tara relays that she presented a session after the keynote about burnout, and she deduced that the speaker above may have been experiencing burnout.

Natasha mentions that there were issues with chairs, with people coming in and out, and that ended up leading to that situation. Chair is an important job; choosing a solid chair is very important. It is complicated when there are co-chairs.

Suzanne wonders what avenues there are to communicate to the public, is there time to address this in the right way, is there a way to close that chapter.

While there may have been a time to respond to the disastrous keynote, as it happened three months ago, that time has likely passed. Leah agrees that it has been too long. Heather suggests that it is no longer appropriate to respond.

Tara indicates that she brings it up to make sure that everyone is on the same page. Moving forward into a new conference season, we can focus on “going high,” positive energy, putting out material that reminds people of what we do. This lets us know where to focus because this is where the keynote sees the deficit. Marcia agrees that this can be done without responding to the keynote, rather to continue with positive messaging.

Marcia asks if feedback can be provided personally, rather than publicly, to the conference chairs and speakers themselves. Heather shares that feedback options were provided at the end of sessions and conference. Natasha confirms that Caitlin goes through and sends feedback at the end of the conference.

If it comes up at chair meetings, Ellen will share with members that there will be steps to better vet speakers and that feedback was given to the keynote and the conference chairs.

## **14. Adjourn**

MOVED BY Maria Frank  
SECONDED BY Suzanne

that the meeting be adjourned.

Carried



6. Review of [outstanding action items from previous meetings](#) (1:45 to 2:05) Mina
7. Reports and requests (2:05 to 2:30) Mina
  - (a) Branches/twigs
  - (b) Committees/task forces
  - (c) Directors
  - (d) Requests
8. Break (2:30 to 2:35)
9. Update on ongoing projects (2:35 to 3:05) (include a brief overview of what your committee is currently working on, as well as any other info you'd like to discuss)
  - (a) Publishing committee Kaitlin
  - (b) Francophone insurance Suzanne
  - (c) Member services/Volunteer management committees Leah
  - (d) Certification Arija
  - (e) Standards committee Arija
  - (f) Webinars/Training and development committee Blazej
  - (g) Career Builder committee Heather
  - (h) Student relations committee Heather
  - (i) Website task force Tara
  - (j) MarComm committee Kristain
    - i. Handbooks
  - (k) Mentorship committee Suzanne
  - (l) Executive director Natasha
10. Implementing the equity, diversity, and inclusion (EDI) [task force recommendations](#) (3:20 to 3:40) Heather
  - a. [Implementation spreadsheet](#)
11. Branches and twigs (3:40 to 3:50) Ellen
12. Conference (3:50 to 4:00) Mina
13. Next meeting October 22, 2022
14. Adjourn

## Appendix B – Action Items

#	Action Items 2022/2023	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
1	Signing Officers: Determine signing officers for next year and vote on these for the executive as well as the branches and twigs. Anne to share names with Maria and Heather (or Anne's replacement). Heather and Natasha to remain signing officers for the executive. Natasha to look for the exact wording for the bank.	Current	Director of Branches and Twigs, Heather Buzila, Maria Frank, Natasha Bood		COMPLETE	Sep. 7, 2022
2	Conference: Breanne is looking into venues for the hybrid conference for 2023, late May or early June and will report back on her research over the summer. Toronto or GTA area likely. Dates will be confirmed once venue is determined. Breanne will let us know how many PheedLoop credits we have and when they expire in case anyone can use them.	Current	Breanne MacDonald/ Conference committee		COMPLETE; member survey has been done, and GTA has been selected for the conference location; recruiting for conference chair in progress	Sep. 9, 2022
3	Executive Transition: Reminder for all outgoing directors to pass along information, duties, budget requests for Q3 and tasks to incoming directors. Also check in with committees, branches, and twigs to see if anyone needs help recruiting volunteers and let the executive, Michelle for e-news and Leah know so we can help. All incoming directors should touch base with their committees in July and August. Vote on incoming executive by email.	Current	NEC Directors		COMPLETE	Sep. 9, 2022
4	EC Marketing Videos and Guidebooks: All directors to review and pass along feedback. Sue to reach out to Michelle to see if we need an "excread" for the videos to make it official.	Current	NEC Directors			Jul. 5, 2022

#	Action Items 2022/2023	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
5	AGM Registration: Heather to ask Michelle Ou to add more reminders for registration in advance of the AGM and a bounce back or automated message after registration closes.	Current	Heather Buzila, Michelle Ou		COMPLETE	Sep. 9, 2022
6	Recording Secretary: Urgently looking for a recording secretary. Pass along any names to Marcia.	Current	NEC Directors			Jul. 5, 2022
7	The Editor's Weekly: Would like to increase BIPOC contributions to the blog and frequency of EDI topics. Maria to add to the EDI spreadsheet.	Current	Lucy, Beau, Director of MarComm, Maria Frank			Jul. 5, 2022
8	Reports: Streamline the report templates and the report requests. Provide a populated template as an example. Make sure directors know they need to request budget in Q3, or they won't receive any. Anne started working on this.	Current	Heather Buzila		In progress; planning to be done well in advance of date that Q4 reports are requested	Sep. 9, 2022
9	Heather to talk to Sylvie about insurance options for Quebec members, reviving current task force or establishing new task force of Francophone members.	Current	Heather Buzila	Done. One of the new directors for 2022-2024 is Francophone, and Sylvie suggested we wait and ask her to look into this.	Heather has received insurance policies from two Quebec members as examples. She will remove the personal information to share with EC. FILES SHARED WITH SUZANNE AUBIN FOR RESEARCH	Sep. 9, 2022
10	Gael Spivak and Natasha Bood to work on a governance poster to show incoming branch and twig coordinators what their responsibilities are and how communications work among various parts of the organization (on hold until more time). HB to ask GS for more info on the original idea.	On Hold	Heather Buzila	From April Meeting	Include in updated branch/twig toolkits?	Sep. 9, 2022

#	Action Items 2022/2023	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
11	<p>The Editor's Weekly: More research about payment for blog posts. Sue to get back to Lucy about or past discussion from February meeting, and get more details on what the ask is.</p> <p>After AGM a new EDI advisor will be starting, and we could possibly ask her to write for the blog. (Amber from the EDI task force).</p>	On Hold	Suzanne Bowness		Budget Meeting 2022	May 14, 2022
12	Michelle Waitzman to talk to Breanne MacDonald (conference chair) and Heather Ross to discuss including membership fees at the conference.	On Hold	Michelle Waitzman, Heather Ross		On hold until 2021 conference. Not being pursued this year. Heather R investigating several options.	
13	NEC to review the idea of a 10% discount for a two-year renewal after reviewing the relevant discussion in minutes of 2019 Q1, March.	Past	Heather Buzila		DELETE; NEC decided this is no longer needed	Sep. 9, 2022
14	Arija Berzitis to have committee contact Michelle Ou about consistency between style guides.	Past	Arija Berzitis, Michelle Ou	from April meeting	Different style guides can be used as long as branding of Editors Canada is the same.	May 14, 2022
15	<p>Certification: Option of offering one exam in 2022. Lower number of candidates registering. Non-issue now for this year. Our discussion from February meeting was shared with them. The procedure says they will have one or more.</p> <p>Natasha to share the policy of one or more.</p>	Past	Natasha Bood		Done - there will be 2 exams in 2022; look into running only one exam in 2023 during budget discussion in November 2022	Sep. 9, 2022

#	Action Items 2022/2023	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
16	<p>Discussion held about the List Moderation Position and whether to fill it as we do not currently have a list serve to moderate. Natasha will ask Michelle to research options and bring back to NEC for decision. (Slack and Google Groups).</p> <p>List Moderation Position: Need to have someone to review the posts and keep an eye on any issues, or inappropriate discussions. May want to wait until we decide on what platform before we make an appointment.</p>	Past	Natasha Bood, Michelle Ou		Done - options were sent to NEC for decision; new list monitor has been recruited and testing of the new forum is underway. Monitor will work with Leah and Heather to update position description and forum rules to be voted on by members at the 2023 AGM	Sep. 9, 2022

## Appendix C – Online Motions

No.	Motion	Opened	Closed	Moved By	Seconded By	Carried By	Abstain
1	I move that the NEC give the following, from July 2022 to September 2023:  The executive director a voice at NEC meetings and in NEC discussions on the email list. Other staff have a voice at NEC meetings they attend.	Jul. 5, 2022	Jul. 10, 2022	Maria Frank	Marcia Luke	9	0
2	I move that we approve the following NEC director positions for 2022–2023:  President: Maria Frank Past president: Heather Buzila Vice-president: Marcia Luke Treasurer: Tara Avery Secretary: Mina Holië Marketing and communications: Kristain Oliveira-Barnes Branches and twigs: Ellen Keeble Training and development: Blazej Szpakowicz Publications: Kaitlin Littlechild Standards: Arijia Berzitis Volunteer relations: Leah Morrigan Member recruitment and retention: Suzanne Aubin	Jul. 7, 2022	Jul. 10, 2022	Maria Frank	Heather Buzila	9	0
3	I move that we approve the following people as branch signing officers for 2022–2023:  British Columbia: Maureen McGuigan, Liz Warwick, Tania Cheffins Ottawa-Gatineau: Sara Caverley, Sara Fowler Toronto: Jona Rhica Mejico, Amanda Clarke Quebec: Casey-Ann Rivard, Sylvie Collin	Jul. 12, 2022	Jul. 17, 2022	Maria Frank	Heather Buzila	11	0
4	I move that we appoint Maria Frank, Heather Buzila, Tara Avery, and Natasha Bood as national signing officers for 2022–2023 and remove Breanne MacDonald as a signing officer.	Jul. 15, 2022	Jul. 17, 2022	Maria Frank	Heather Buzila	11	0



No.	Motion	Opened	Closed	Moved By	Seconded By	Carried By	Abstain
5	To approve the May 2022 and June 2022 meeting minutes for posting on the website	Jul. 28, 2022 (Reopened Aug. 9, 2022)	Aug. 20, 2022	Mina Holië	Marcia Allyn Luke	9	0
6	To appoint Maggie McDonnell as a co-chair for the 2022–2023 Certification Steering Committee	Aug. 11, 2022	Aug. 20, 2022	Arija Berzitis	Kaitlin Littlechild	12	0
7	To allocate \$5000 to be made available to the Canadian English dictionary project if needed	Aug. 11, 2022	Aug. 20, 2022	Heather Buzila	Suzanne Aubin	12	0
8	To sponsor the ACES virtual conference, which takes place in September 2022	Aug. 24, 2022	Aug. 26, 2022	Heather Buzila	Maria Frank	9	0
9	To appoint Josée Robillard as the new EC Forum Monitor	Aug. 24, 2022	Aug. 28, 2022	Leah Morigan	Heather Buzila	10	0
10	To approve the 2023 Editors Canada conference to be held in Greater Toronto Area (GTA)	Aug. 29, 2022	Sep. 5, 2022	Mina Holië	Heather Buzila	10	0

## Appendix D – Q3 Directors Report



EDITORS  
RÉVISEURS  
CANADA

# Q3 Reports

# Directors

September 11, 2022

National Executive Council Meeting

Zoom

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## National Executive Council (NEC) Directors

### President – Maria Frank

**1. What activities (actions) are you planning in the coming year? (Please fill in the table.) / Quelles activités (mesures) pensez-vous prendre dans l'année à venir? (Veuillez remplir le tableau.)**

- Support and oversee the Human Resources Committee, the Francophone adviser, and the equity, diversity and inclusion (EDI) adviser
- Provide guidance and support to the vice-president when work commences on the annual report
- Provide guidance and support to all directors as needed

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

- Plan and run NEC meetings, including inviting branches and twigs to attend as timing permits
- Support directors as 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**

- None at this time

## Vice-President – Marcia Allyn Luke

1. **What activities (actions) are you planning in the coming year? (Please fill in the table.) / Quelles activités (mesures) pensez-vous prendre dans l'année à venir? (Veuillez remplir le tableau.)**
  - Provide support to the president as needed
  - Shadow the president and learn about the president's roles and responsibilities
  - Provide support to the awards coordinator as needed
  - Lead the execution of the annual report for 2022
  - Work with the Canadian Dictionary team to help facilitate an agreement with a publisher for a base dictionary
  
2. **Priorities for the next quarter / Priorités pour le prochain trimestre**
  - Support the president as needed
  - Shadow the president and learn about the president's roles and responsibilities
  - Support the awards coordinator as needed
  - Work with the Canadian Dictionary team to help facilitate an agreement with a publisher for a base dictionary
  - Help orientate the new recording secretary
  
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**
  - Translation costs for annual report should be part of national budget. Will need normal costs for awards included in national budget.

## Past President – Heather Buzila

### 1. What activities (actions) are you planning in the coming year? (Please fill in the table.) / Quelles activités (mesures) pensez-vous prendre dans l'année à venir? (Veuillez remplir le tableau.)

- Complete the revision of the quarterly report templates that was started in 2021
- With the director of branches and twigs, work to revise and update the branch and twig toolkits
- Update the National Nominations Procedures to emphasize the recommendations submitted by the Equity, Diversity, and Inclusion Task Force
- Begin the process of revising the association's strategic plan online and with member input
- Work with the list monitor and the director of volunteer relations to update the list monitor position description and submit a substantive motion to ratify it at the 2023 AGM
- In early 2023, form the national nominations committee and work to fill upcoming vacancies on the NEC, national committees, and national positions for 2023-2024
- Continue working with the core dictionary group to create an updated Canadian English dictionary
- Support the president as needed
- Support the Career Builder committee and the Student Relations committee as needed

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

- Update the report templates so they are ready to be used in Q4
- Begin the process of creating a new strategic plan
- Begin updating the branch and twig toolkits
- Update the national nominations procedures
- Continue working with the dictionary group

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

- None

**4. Budget request / Demande de budget**

- None

## **Treasurer**

1. What activities (actions) are you planning in the coming year? (Please fill in the table.) /  
Quelles activités (mesures) pensez-vous prendre dans l'année à venir? (Veuillez remplir le tableau.)
2. Priorities for the next quarter / Priorités pour le prochain trimestre
3. Requests or questions for the national executive council / Demandes ou questions pour le  
Conseil d'administration national
4. Budget request / Demande de budget



## Secretary – Mina Holie

**1. What activities (actions) are you planning in the coming year? (Please fill in the table.) / Quelles activités (mesures) pensez-vous prendre dans l'année à venir? (Veuillez remplir le tableau.)**

- Liaise with other directors for various activities
- Facilitate going through the list of Action Items during the meetings
- Keep a list of motions/voting results up to date
- Provide support to the recording secretary as needed, while working together
- Support the Conference Committee when needed

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

- Track and organize motions, while managing the online voting system
- Request and compile the Q4 Reports
- Prepare a list of requests for the Q4 meeting
- Update the list of Action Items
- Review the meeting minutes prepared by the recording secretary and edited by the NEC directors

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

- What folders and documents can the recording secretary have access to on our shared drive?

**4. Budget request / Demande de budget**

- None

## Director of Branches and Twigs – Ellen Keeble

1. **What activities (actions) are you planning in the coming year? (Please fill in the table.) / Quelles activités (mesures) pensez-vous prendre dans l'année à venir? (Veuillez remplir le tableau.)**
  - Update toolkits for branches and twigs
  - Assist branches/twigs with any questions and send out reminders.
  - Schedule Zoom meetings for quarterly all chairs meetings.
  
2. **Priorities for the next quarter / Priorités pour le prochain trimestre**
  - Attempt consistent EC branding across individual twig/branch websites
  
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**
  - None at this time

## Director of Marketing and Communications – Kristain Oliveira-Barnes

1. What activities (actions) are you planning in the coming year? (Please fill in the table.) /  
 Quelles activités (mesures) pensez-vous prendre dans l'année à venir? (Veuillez remplir le tableau.)

Strategic Priority / Priorité stratégique	Outcome / Résultat	Actions / Mesures
Represent Canada's Editors / Représenter les réviseurs du Canada	<ul style="list-style-type: none"> <li>The 4-minute social media videos highlight several editors and the difference in their editing tasks. These are great videos to amplify, showing thought leadership and expertise in the editing industry.</li> </ul>	<ul style="list-style-type: none"> <li>Leverage 4-minute videos that were created this year</li> </ul>
Bilingual and Diverse / Bilinguisme et diversité	<ul style="list-style-type: none"> <li>Francophone volunteer will help us translate any mar comm materials, ensuring a bilingual and diverse association.</li> </ul>	<ul style="list-style-type: none"> <li>Find a francophone volunteer</li> </ul>
Innovative and Agile / Innovation et agilité	<ul style="list-style-type: none"> <li>Work with Google Ads volunteer to flush out strategy, increase keywords, and increase reach.</li> <li>Review reports from the last six months to see where we have opportunities to expand and grow.</li> </ul>	<ul style="list-style-type: none"> <li>Expand the strategy for Google Ads to help increase reach and engagement</li> </ul>
Communications and Marketing / Communication et marketing	<ul style="list-style-type: none"> <li>To achieve this, we continue to focus on liaising with other committees; working to establish the committee as a resource for the association, committees, and branches; and trying to improve consistency of our efforts and messaging.</li> </ul>	<ul style="list-style-type: none"> <li>Increase value of the Mar Comm Committee</li> </ul>

Strategic Priority / Priorité stratégique	Outcome / Résultat	Actions / Mesures
Membership: Increased and Engaged / Membres plus nombreux et plus actifs	<ul style="list-style-type: none"> <li>The MarCom committee is developing an NEC board member's idea to use visual metaphors for social media campaigns. Ideally, we would like to engage our members by letting them weigh in on the metaphors, too.</li> </ul>	<ul style="list-style-type: none"> <li>Visual metaphors</li> </ul>

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

- Leverage and amplify the videos that were created earlier this year across our social channels to help continue to build thought-leadership and credibility.
- Review previous results from Google Ads campaign for the past six months and refine the strategy to further expand and amplify.
- Work with Director of Volunteering to find a Francophone volunteer to assist the MarCom committee with bilingual communications.
- Draft social media campaign for visual metaphors and start working towards that goal.

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

- The committee plans to ask for an operating budget of \$ 4,500 in the next budget request period. This will allow us to continue with a French video promotion. This budget would also allow for potential additional costs if we need to hire a brochure designer and if ambassadors are running out of brochures (brochures will likely end up being digital, discussions are happening around this right now).

## 4. Budget request / Demande de budget

- The invoice for a 4-minute video and ten 1-minute videos in English, including closed captions was \$1,500. Our budget is \$4,500.
- Budgeting to use \$2,000 of that for printing and shipping of brochures as handouts for our ambassadors in the outreach campaign.
- Discussions are in place around whether brochures are the best use of dollars. Option to leverage the \$2,000 to create digital assets or use for social amplification/campaigns.

## **Director of Member Recruitment and Retention – Suzanne Aubin**

**1. What activities (actions) are you planning in the coming year? (Please fill in the table.) / Quelles activités (mesures) pensez-vous prendre dans l'année à venir? (Veuillez remplir le tableau.)**

- Contact members who have information about freelancers insurance in Québec.
- Contact an ex-member who is considering rejoining.

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

- Maintain contact the Mentorship Committee in order to learn what their goals and needs are.
- Consult with the Marketing and Communications Committee regarding the outcome outlined above.

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

- How does one know when a task force is required?

**4. Budget request / Demande de budget**

## Director of Professional Standards – Arija Berzitis

### 1. What activities (actions) are you planning in the coming year? (Please fill in the table.) / Quelles activités (mesures) pensez-vous prendre dans l'année à venir? (Veuillez remplir le tableau.)

- Recruit accomplished volunteers to add to the Certifications Steering Committee, including the new co-chair Saleh Waziruddin who is moving the exam bank from unwieldy Excel to MS Access.
- Pilot testing of two exams will occur over the weekend of Sep. 9-12.
- Provide a rough draft of the reviewed material to a plain language writer such as Gael Spivak as a rewriting task.

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

- Oversee the Certifications Steering Committee as it wants to possibly move to only one exam per year due to the enormous workload needed by volunteers to run and mark the exams (estimated that 100 hours go into each exam). The committee talked about setting up an early bird deadline to register and offering a discount for early registrants, as a minimum of 8 test-takers are needed to run each exam as decided in a poll conducted a while ago; this will also aid in setting up a study buddy program.
- Continue as support for the Certifications Steering Committee and the Standards Committee.

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

- What does the NEC think about holding only one exam per year starting in 2023?
- Can we also set up early-bird pricing to recruit candidates for the test(s) earlier?

### 4. Committee budget request / Demande de budget du comité

## Director of Publications – Kaitlin Littlechild

1. What activities (actions) are you planning in the coming year? (Please fill in the table.) / Quelles activités (mesures) pensez-vous prendre dans l'année à venir? (Veuillez remplir le tableau.)

Strategic Priority / Priorité stratégique	Outcome / Résultat	Actions / Mesures
Represent Canada's Editors / Représenter les réviseurs du Canada	<ul style="list-style-type: none"> <li>Define what editing means and what it brings to the client.</li> </ul>	<ul style="list-style-type: none"> <li>Become the authority on editing: certification, standards, training.</li> </ul>
Bilingual and Diverse / Bilinguisme et diversité	<ul style="list-style-type: none"> <li>Broaden appeal to all types of editors.</li> </ul>	<ul style="list-style-type: none"> <li>Provide useful publications to support editors locally and remotely.</li> </ul>
Innovative and Agile / Innovation et agilité	<ul style="list-style-type: none"> <li>Get things done.</li> </ul>	<ul style="list-style-type: none"> <li>Keep regular contact with committee members and volunteers.</li> <li>Improve efficiency and organization.</li> </ul>
Communications and Marketing / Communication et marketing	<ul style="list-style-type: none"> <li>Our targeted communication activities reach potential members, clients and employers.</li> </ul>	<ul style="list-style-type: none"> <li>Plan for communicating with potential members, clients (employers) and related partner organizations.</li> <li>Identify gaps, such as industries where we have a low profile.</li> </ul>
Membership: Increased and Engaged / Membres plus nombreux et plus actifs	<ul style="list-style-type: none"> <li>Help others by being part of the community.</li> </ul>	<ul style="list-style-type: none"> <li>Engage membership.</li> <li>Support members with little or no experience.</li> </ul>

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

- Work with committee to finalize ELAP Structural Editing exercises and determine timeline for formatting work
- Perform structural edit on diversity handbook and work with sub-committee to develop a plan to move it forward
- Write introduction to diversity handbook

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

- None

**4. Budget request / Demande de budget**

- \$1,500 for the designer to format the files for the ELAP Structural Editing volume including its cover, booklet, and exercises – as requested in the Publication Committee report.



## Director of Training and Development – Blazej Szpakowicz

### 1. What activities (actions) are you planning in the coming year? (Please fill in the table.) / Quelles activités (mesures) pensez-vous prendre dans l'année à venir? (Veuillez remplir le tableau.)

- As ever, my main focus for the coming year will be on supporting the Training and Development Committee as necessary.
- New plain language standards are expected shortly; the Training and Development Committee aims to have Gael Spivak and Greg Ioannou deliver webinars on them this fall.
- Drafts of the new professional editorial standard are expected in September. These are very different from existing standards and will provide a rich mine of new topics for the future, albeit probably a year or two down the line
- The contract for French-language webinar coordinator Karel Malkoun ended in March; she's currently finishing work on the webinars she already set up for 2022. We expect to have fewer French webinars in future—they typically underperform, and Karel was doing a massive amount of work to generate a steady stream of them. We do have a rich bank of recordings to promote, and a variety of potential contacts for future French webinars (conference presenters, Canada Clair).
- Proposals for November and later webinars, both English and French, are due Sep. 30.

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

- The Training and Development Committee has a full schedule of both English and French webinars for much of the next quarter.
- We may need additional hosts (this was true as of the last committee meeting, so it may already have been sorted out).

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

- The Training and Development Committee has asked the NEC to discuss and investigate possibilities for the live captioning of webinars and other online material. We tried automatic captioning for the conference, but the results are not ideal. Therefore, we need a better solution. Greg Ioannou suggests that we ask other organisations, e.g., the BPC or ACP (the latter have an accessibility initiative, which may include captioning).

### 4. Budget request / Demande de budget

- None

## Director of Volunteer Relations – Leah Morrigan

1. What activities (actions) are you planning in the coming year? (Please fill in the table.) / Quelles activités (mesures) pensez-vous prendre dans l'année à venir? (Veuillez remplir le tableau.)

Strategic Priority / Priorité stratégique	Outcome / Résultat	Actions / Mesures
Bilingual and Diverse / Bilinguisme et diversité	<ul style="list-style-type: none"> <li>See page 9 of the strategic plan. / Voir la page 9 du plan stratégique.</li> </ul>	<ul style="list-style-type: none"> <li>The Volunteer Services committee is always aware of French volunteers and attempts to balance EC information in both languages. The committee is working with Sylvie Collin on VolunteerConnect. Sylvie handles French-speaking volunteers, updates, and translates the French volunteer positions and postings.</li> <li>We asked Sylvie to do a "Francophone sensitivity training" webinar, but she decided to start working on a one-page reference document that we will share with our members – it should go on the website as well.</li> </ul>
Communications and Marketing / Communication et marketing	<ul style="list-style-type: none"> <li>See page 11 of the strategic plan. / Voir la page 11 du plan stratégique.</li> </ul>	<ul style="list-style-type: none"> <li>Update the member welcome kit in the works</li> </ul>
Membership: Increased and Engaged / Membres plus nombreux et plus actifs	<ul style="list-style-type: none"> <li>See page 12 of the strategic plan. / Voir la page 12 du plan stratégique.</li> </ul>	<ul style="list-style-type: none"> <li>Send out volunteer calls for other directors continues to be successful</li> </ul>

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

- As there are new members in each of my committees, I'm allowing the new director and members meet and talk, let their ideas develop.
- Continue working with Sylvie Collin to ensure a Francophone presence on the volunteer side.
- Member Services to work on new member welcome kit in tandem with the website task force.

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

- N/A

## **4. Budget request / Demande de budget**

- Oxford English Dictionary subscription: \$3,500 (US?) per year (Breanne worked it out to about \$3/member)
- Canadian Press subscription: \$6,400 US per year

# Appendix E – Q3 Committees/Taskforces Report



EDITORS  
RÉVISEURS  
CANADA

## Q3 Reports

## Committees & Taskforces

September 11, 2022

National Executive Council Meeting

Zoom

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## Committees

### Career Builder Committee – Lynne Melcombe, Glenna Jenkins

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

- **Our website task force** is developing new content for a career builder section of EC's new website. EC's website is undergoing a complete revamp. Our committee is active in discussing and finding new content that will be relevant to career building. Audrey Jamieson, Evi Kraai and Erica Pappas are working on prioritizing new content that will help members find work. Audrey Jamieson has the outline for the Career Builder's section of the website. Devan suggests asking the taskforce for the UX flow chart.

Audrey noted that menu items will have links. We need to know what part of the current EC website would be applicable to the Career-BUILDER part of the new website. Committee members are looking at EC's website and listing their likes and dislikes.

- **Blog posts:** Lynne Melcombe and Erika Pappas are working on blog posts on the following topics:
  - Google Analytics
  - Topics related to in-house editors
  - The ODE as a marketing tool for editors
  - Why advertising EC membership boosts credibility
  - Communicating with colleagues who don't think they need help
  - Transitioning from in-house to freelance and back again
  - Principles of leading a team, and working within a corporate structure
  - Collaborating with authors in real time using cloud-based word processing programs like Google Docs
- **Our LinkedIn project:** The draft plan has been completed. The strategy for managing the page is being discussed. Glenna Jenkins is meeting with members of the Editorial Freelancers Association (EFA) to discuss how they set up and manage their LinkedIn page. EFA members will also be attending our committee's September 12, 2022, meeting. An active LinkedIn page will help EC and its members attract clients, increase EC and its members' profiles, and attract new members. Our committee feels that as LinkedIn is mainly business-oriented, it is a good social platform for these purposes. Managing the page will require volunteers. Volunteering for a national organization through social media helps keep members engaged with their national organization and its community and will help increase EC and its members' profiles.
- **Liaising with the Marketing Committee:** Three members of the marketing committee joined our committee: Merel Elsinga, Evi Kraai and Wai Yip Tam. This helps keep our committees up to date on activities that relate for our objectives: finding work, and marketing members and EC. Merel noted that her committee had developed a number of guidelines and templates other committees could use for communications and marketing. This would certainly be helpful to our committee.

- **Special-interest groups: academic editors:** Cathy McPhalen is one of four chapter coordinators for an academic editors special-interest group. These members are having a panel discussion on September 23<sup>rd</sup> through joint sponsorship between EC and the EFA. The panel includes four or five editors from different genres in academic editing.
- **Surveys:** Over the past year, Glenna Jenkins and Meghan Steeves have been conducting surveys, tabulating the data and providing written reports on these surveys. Glenna Jenkins (an economist) feels that the response rates have been so low that the data collected is not representative of our membership. Devan Islas suggested surveys could be an element of the website. That is, when someone opens the website, they could receive a prompt to fill out the latest survey. If they have already done so, they will not receive a prompt. This would be a good way to gather relevant data on EC's membership. It could also support special projects.

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

- Website task force
- LinkedIn project
- Blog posts
- Work with the marketing committee on special projects
- Connect with special interest groups: academic editors

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

- Providing career building content to EC's new website
- Preparing blog posts related to in-house editors, Google Analytics, the ODE, etc.
- Completing a LinkedIn plan as a marketing tool for Editors Canada and its members
- Connecting with EFA vis their use of social media to promote its members; presently, LinkedIn
- Working in conjunction with the Marketing committee on various projects.
- Some members being active on a special-interest group for academic editors.

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

- No requests or questions at this time.

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

- No budget request at this time.



## Certifications Steering Committee – Jaime Miller, Maggie McDonnell

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

- **Develop and administer the professional certification exams**
  - Registration opened at the end of July; so far we have 2 registrations for copy editing and 1 for stylistic editing.
  - Because it was confusing to have two remote options, we decided to change the traditional “remote testing policy” title to “self-arranged testing policy.”
- **Launch Editors Canada Foundations program**
  - To date, 20 candidates have taken the test (now renamed Editing Essentials), and 16 have passed.
- **Communications and marketing**
  - We’ve continued to liaise with Michelle Ou to include relevant news in the monthly, association-wide e-news update.
  - The copy editing addendum has been completed and sent to Caitlin Stewart to distribute.
- **Recruiting**
  - We have worked hard to recruit volunteers to assist with administering the exams and have filled all positions for both exams.
  - As a result of an amazing recruiting effort by Michelle Ou, we had a huge amount of interest in our committee! There were approximately 40 people who were potentially interested in volunteering; however, that number dropped drastically when people realized the restrictions on taking exams while serving on the committee. Despite this hiccup, we currently have four new members and two people attending our meeting next week for the first time. There is a breadth of educational experience with the expanded group, and we are excited to have their help.
  - Due to the need for Sarah Robins to step down as co-chair, Maggie McDonnell (one of our new members) offered to be the new first-year co-chair and the NEC voted to approve this move.

### 2. What activities (actions) does your committee plan to do in the coming year? (Please fill in the table.) / Quelles activités (mesures) votre comité prévoit-il prendre dans l’année à venir? (Veuillez remplir le tableau.)

- **Develop and administer the professional certification exams**
  - The 2022 copy editing and stylistic editing exams have been reviewed, proofread, and are waiting to be pilot tested on 10–11 September by seven volunteers each.

- We are currently working on a desperately needed review of the exam bank. For years, the Part A questions have been saved in an Excel spreadsheet, which didn't serve our needs well. One new member to the committee volunteered to transfer all the questions to Microsoft Access, which greatly improves our ability to search through the questions and easily review questions. The exam bank has now been fully transferred to Access and we are about to review the questions to ensure they meet the "new" Part A format of multiple choice or matching questions only. Several members are consulting with Donna Dawson, our past exam analyst, to implement best practices for exam questions.
- After prolonged efforts to make Uxpertise (the remote proctoring company) work for our exams, we decided that the margin for error was too great to risk using it. Thus, we will use remote-only options, where candidates either write the exam from home and download and upload their exam to Google Drive or use the traditional remote testing policy.
- **Communications and marketing**
  - The standards committee want to remove the use of the word "mastering." We agree with this policy and think "expertise" or "proficiency" would be fine. We will keep this in mind for when we update the exam preparation guides (once the new standards are ready) and write any other new material.

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

- Exam administration: Once the exams have been pilot tested, we will arrange one exam to be marked by markers before we have a markers' Zoom meeting. Exams will be revised as necessary, once the pilot testing and initial pilot marking have been completed.
- One of our members will hold a simple workshop for the committee members on how to use Access – we will also need documentation for future committee members, and users of the database (e.g., external reviewer, exam setters). Early November is proposed as a date for the workshop.

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

- None currently

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

- So far this year, we have spent \$3,575 on honoraria for exam setting and marking.
- We have spent \$630.40 on ProProfs.
- We have spent \$175 on marketing (I believe for the launch of Editing Essentials).

## Marketing and Communications Committee – Merel Elsinga

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

- We have not found a replacement yet for our francophone member who has stepped down for personal reasons, so we are in the process of finding a new volunteer to ensure accessibility for non-English speakers by developing a handbook and video for francophone volunteers.

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

- Our main effort continues to be increasing the value of the committee. To achieve this, we continue to focus on liaising with other committees; working to establish the committee as a resource for the association, committees, and branches; and trying to improve consistency of our efforts and messaging. This work will be ongoing until the committee is thought of across the association whenever a message needs to be broadcast, whether it be internally or externally. Our previous director of communications has developed several guidelines for committees that provide an overview of Marcom and social media communications.
- We will determine in our September meeting whether/when to run the Hire an Editor social media campaign again.
- The Google AdGrants project is now running. We may expand the strategy to building the membership and other goals. We will analyze the Google ads in our September meeting as well.
- The LinkedIn proposal is looked after by a representative from the Marcom committee and two representatives from the Career Builder committee. Step one is to optimize Editors Canada's LinkedIn profile. The representatives are preparing to roll out this plan after the summer.
- The 4-minute English video for social media showing several editors and the difference in their editing tasks is nearing completion as we are now finalizing the closed captions. While staying within the budget of \$4,500, (the invoice was \$1,500) we also now have ten approximately 1.5-minute videos each featuring an editor, almost ready to share on social media. We are expecting to create a similar video/videos in French.
- Our plan to conduct outreach with libraries and post-secondary institutions continues to promote editing as a trade, the work that editors do, and the association.

For the in-person (or via video conference, if desired by the venue) part of the outreach, MarCom has also created a network of 20 ambassadors to speak in person at post-secondary institutions, libraries, and writer's circles, starting this fall. Marcom is working on two presentations and slide decks for the

ambassadors: one aimed at people who might need an editor (currently under executive read), one for potential editors to follow.

- Part of the outreach campaign also includes distributing the brochure *15 Reasons to Join Editors Canada* by our ambassadors. Marcom has updated the brochure, renamed *Join Editors Canada*. We are now awaiting details on the French biannual conference to add. The PDF version of that brochure can be posted on our website. The updated brochure can also be used for any other in-house events and might be useful to branches and twigs. For some of our ambassadors, based on their audience (particularly the academic editors), it would be more useful to hand out the brochure *What can a professional editor do for you?* Given that the video project so far was well within the \$4,500 budget, we plan to use \$2,000 from this budget for the printing and shipping of brochures as handouts for our ambassadors.
- Visual metaphors: over this summer, Marcom is developing a NEC board member's idea to use visual metaphors for social media campaigns. Ideally, we would like to engage our members by letting them weigh in on the metaphors, too.

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

- Continue with establishing the value of MarCom
- Initialize updates to the LinkedIn profile
- Publish English video(s) for outreach with libraries and post-secondary institutions on social media and continue to create an ambassadors' network
- Finalize presentations and slide decks for ambassadors and start with ambassador presentations
- Finalize update of *Join Editors Canada* brochure
- Find French volunteer for our committee
- Draft social media campaign for visual metaphors and start working towards that goal
- Create new textual content for social media: we will allocate a volunteer to work on this call from the Senior Communications Manager

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

- The committee plans to ask for an operating budget of \$ 4,500 in the next budget request period. This will allow us to continue with a French video promotion. This budget would also allow for potential additional costs if we need to hire a brochure designer and if ambassadors are running out of brochures.

## 5. Committee budget request / Demande de budget du comité

- The invoice for a 4-minute video and ten 1-minute videos in English, including closed captions was \$1,500. Our budget is \$4,500.
- Budgeting to use \$2,000 of that for printing and shipping of brochures as handouts for our ambassadors in the outreach campaign.

## Publications Committee – Paula Chiarcos, Josephine Mo

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

- Continued work and progress on *Edit Like a Pro* Structural Editing volume.
- The Editing for Diversity and Inclusiveness information booklet was put on hold for the summer.

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

Strategic Priority / Priorité stratégique	Outcome / Résultat	Actions / Mesures
Represent Canada's Editors / Représenter les réviseurs du Canada	<ul style="list-style-type: none"> <li>• Define what editing means and what it brings to the client.</li> </ul>	<ul style="list-style-type: none"> <li>• Become the authority on editing: certification, standards, training.</li> </ul>
Bilingual and Diverse / Bilinguisme et diversité	<ul style="list-style-type: none"> <li>• Broaden appeal to all types of editors.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide useful publications to support editors locally and remotely.</li> </ul>
Innovative and Agile / Innovation et agilité	<ul style="list-style-type: none"> <li>• Get things done.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep regular contact with committee members and volunteers.</li> <li>• Improve efficiency and organization.</li> </ul>
Communications and Marketing / Communication et marketing	<ul style="list-style-type: none"> <li>• Our targeted communication activities reach potential members, clients and employers.</li> </ul>	<ul style="list-style-type: none"> <li>• Plan for communicating with potential members, clients (employers) and related partner organizations.</li> <li>• Identify gaps, such as industries where we have a low profile.</li> </ul>
Membership: Increased and Engaged / Membres plus nombreux et plus actifs	<ul style="list-style-type: none"> <li>• Help others by being part of the community.</li> </ul>	<ul style="list-style-type: none"> <li>• Engage membership.</li> <li>• Support members with little or no experience.</li> </ul>

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

- Review comments and editing from volunteers who are working on the Editing for Diversity and Inclusiveness handbook. Continue looking for volunteers for the project.
- Work with volunteers to finalize the ELAP Structural Editing volume.

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

- None.

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

- \$1,500 for the designer to format the files for the ELAP Structural Editing volume including its cover, booklet, and exercises.

## **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?**

- Reviewed all sections of the Professional Editorial Standards 2016
- Discussed and debated all standards individually during monthly meetings
- Assigned sections to committee members to implement agreed-on changes
- Has been in the process of finalizing revised standards
- Moved all files and copies of discussions to Editors Canada’s shared drive

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

- Finalize revised PES and send to volunteer plain language and standards expert to edit and finalize
- Send this version to NEC for review
- Open up Google Doc for membership input
- Finalize updated PES by next year’s Annual General Meeting

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

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

- No requests or questions at this time

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

- No budget request at this time



## Student Relations Committee – Michelle Noble

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

- Recruited two new committee members to replace departing members, one of whom is French speaking.
- Scheduled the next student social for October 2, 2022, at 4 :00 EDT on Zoom.
- Continued efforts to promote discussion in the student affiliate Facebook group.

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

- Encourage discussion in the Facebook group by sharing engaging and useful content and offering occasional prizes for participation.
- Foster a welcoming and inclusive space in the Facebook group for students to ask questions and share resources.
- Demonstrate our commitment to conscious language and accessibility, and lead by example, when sharing information and resources with student affiliates.
- Ensure student affiliates are aware of the collection of inclusive editing resources that has been curated in the Facebook group, and keep this collection updated.
- Host virtual student socials via Zoom to reach students across the country and internationally.
- Collaborate with other committees to develop learning and networking opportunities for student affiliates.
- Organize a student study group for the Editing Essentials test, if student affiliates identify this as being of interest to them.
- Depending on the result of decisions being made about the next conference, request a student breakout room or social space to provide an approachable networking opportunity for student affiliates.
- Encourage current student affiliates to share their positive experiences with fellow students.
- Liaise with editing course instructors and invite them to share information about Editors Canada with their students.

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

- Facilitate the student social on October 2<sup>nd</sup>, promoting the event in the Facebook group, and via e-news.
- Gauge interest in forming a student study group for the Editing Essentials test.
- Liaise with fellow students and course instructors to promote the benefits of joining Editors Canada as a student affiliate.
- Maintain engagement in the Facebook group with regular discussion posts.

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

- None, thank you.

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

- \$200 to purchase Indigo gift card prizes to encourage engagement in Facebook group discussions and to use as door prizes for student socials.

## Volunteer Management Committee – Ren Baron

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

- We developed an action plan for reviewing and updating the Volunteer Handbook and the Committee Book.
- We met with Sylvie Collin to discuss how to improve volunteering and volunteer resources for francophone members.
- Maureen McGuigan made minor updates to VolunteerConnect.
- In the e-news, we showcased some of our Featured Volunteers and shared information about volunteering.

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

Strategic Priority / Priorité stratégique	Outcome / Résultat	Actions / Mesures
Represent Canada's Editors / Représenter les réviseurs du Canada	<ul style="list-style-type: none"> <li>• Become the hub: the source of editors and the definitive representative of Canada's editors.</li> </ul>	<ul style="list-style-type: none"> <li>• On various platforms, advertise the benefits of volunteering and share information about ways to get involved with Editors Canada.</li> </ul>
Bilingual and Diverse / Bilinguisme et diversité	<ul style="list-style-type: none"> <li>• Offer all services in both languages.</li> <li>• Have a better balance of services for francophone members.</li> <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> <li>• Broaden appeal to all types of editors.</li> </ul>	<ul style="list-style-type: none"> <li>• Consider the myriad circumstances of the membership when creating or updating resources or initiatives.</li> <li>• Involve francophone members in discussions on how to better serve them.</li> <li>• Develop a guide (or section of an existing handbook) for volunteers and committees that details ways to be more inclusive and mindful that we operate in a bilingual country.</li> </ul>

Strategic Priority / Priorité stratégique	Outcome / Résultat	Actions / Mesures
Innovative and Agile / Innovation et agilité	<ul style="list-style-type: none"> <li>• Try new things; don't be afraid to fail.</li> <li>• Get things done.</li> <li>• Start with the goals most easily achieved.</li> <li>• Don't proceed haphazardly but use the right tool for the right job.</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage additional membership in our committee for new ideas and approaches.</li> <li>• Update the Volunteer Handbook and the Committee Book, both of which require minor changes.</li> <li>• Subsequently update the New Members Welcome Kit, which requires more extensive revisions.</li> </ul>
Communications and Marketing / Communication et marketing	<ul style="list-style-type: none"> <li>• Members feel consulted on issues important to them and are well-informed about the association through effective communication.</li> <li>• The website is inviting, and it accurately reflects the association.</li> <li>• Our targeted communication activities reach potential members, clients, and employers.</li> </ul>	<ul style="list-style-type: none"> <li>• Work with the website taskforce to provide our document updates and committee tools (such as VolunteerConnect) so that they are accurately reflected in the revamped Editors Canada website.</li> <li>• Develop a volunteer management committee Chair Manual that could lead to working with other committees on such manuals.</li> </ul>
Membership: Increased and Engaged / Membres plus nombreux et plus actifs	<ul style="list-style-type: none"> <li>• Engaged members, who do some of the following:</li> <li>• Volunteer (with upward progression or not).</li> <li>• Interact on social media.</li> <li>• Help others by being a part of the community.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that VolunteerConnect continues to provide exactly what volunteers (and those seeking volunteers) need, applying any feedback that arises.</li> <li>• Run the Featured Volunteer program and make volunteers feel seen, heard, and appreciated.</li> </ul>

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

- Update the Committee Book and the Volunteer Handbook
- Begin revising the New Members Welcome Kit
- Continue the Featured Volunteer program
- Maintain VolunteerConnect

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

- None

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

- None

## Taskforces

### Conference Adviser – Breanne MacDonald

1. **What activities would you like to report on from the last quarter? / Sur quelles activités du dernier trimestre aimeriez-vous faire rapport?**
  - Had a successful 2022 virtual conference
  
2. **What activities (actions) does your committee plan to do in the coming year? (Please fill in the table.) / Quelles activités (mesures) votre comité prévoit-il prendre dans l'année à venir? (Veuillez remplir le tableau.)**
  - Began work for planning 2023 conference, including surveying members about their preferences for location and format
  
3. **Priorities for the next quarter / Priorités pour le prochain trimestre**
  - Choose a format and location for the 2023 conference
  - Recruit 2023 conference chairs
  - Begin planning process ASAP
  
4. **Requests or questions for the national executive council / Demandes ou questions pour le Conseil d'administration national**
  - Please provide direction on how the NEC would like to proceed regarding conference location and format based on survey results.
  
5. **Committee budget request / Demande de budget du comité**
  - This will be dependent on conference format and location, so can't be completed at this time. Conference budget will be prepared once more details are available and a venue is chosen.

## Francophone Adviser / Conseillère francophone – Sylvie Collin

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

- Since July, my activities as the Francophone adviser have been limited to following up on a few inquiries regarding volunteer opportunities in French. Due to my lack of availability, I have fallen behind on three commitments made at various times over the past year, namely: / *Depuis juillet, mes activités à titre de conseillère francophone se sont limitées au suivi de quelques demandes de renseignements concernant les occasions de bénévolat en français. Vu mon manque de disponibilité, j'ai pris du retard sur trois engagements pris à différents moments au cours de l'année dernière, soit :*
  - The submission to the National Executive Council (NEC) of a discussion paper on the organization of future French-language conferences. / *La soumission au Conseil d'administration national (CAN) d'un document de réflexion sur l'organisation des futurs congrès en français.*
  - The draft of an awareness guide for linguistic inclusion in committee operations. / *L'ébauche d'un guide de sensibilisation à l'inclusion linguistique dans le fonctionnement des comités.*
  - The updating of the French Editors Canada style sheet, in collaboration with Nancy Foran. / *La mise à jour du guide français de rédaction et de révision des documents de Réviseurs Canada, en collaboration avec Nancy Foran.*

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

- Organize the third editors' conference in French for fall 2023. / *Organiser le troisième congrès des langagiers et langagières en français pour l'automne 2023.*
- Finalize the three outstanding mandates from the past year (see my response to question 1). / *Finaliser les trois mandats laissés en suspens au cours de la dernière année (voir ma réponse à la question 1).*
- Collaborate with the Volunteer Management Committee in the recruitment of Francophone volunteers. / *Collaborer avec le comité de gestion des bénévoles dans le recrutement de volontaires francophones.*
- Continue to work with the various committees to adapt tools and services to the reality of Francophones when requested by the committees. / *Poursuivre ma collaboration avec les différents comités pour adapter les outils et services à la réalité des francophones lorsque les comités en font la demande.*

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

- Form the organizing committee for the 2023 French language conference. / *Former le comité organisateur du congrès en français de 2023.*
- Prepare the estimated budget of the conference for approval by the NEC in November. / *Préparer le budget prévisionnel du congrès pour approbation par le CAN en novembre.*

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

- None at the moment. / *Aucune pour le moment.*

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

- The projected budget for the 2023 French language conference will be submitted in November. / *Le budget prévisionnel pour le congrès en français de 2023 sera soumis en novembre prochain.*
- The other mandates of the Francophone adviser do not require any investment at this time. / *Les autres mandats de la conseillère francophone ne requièrent aucun investissement pour le moment.*



# Appendix F – Q3 Branches & Twigs Report



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

## **Q3 Reports**

## **Branches & Twigs**

**September 11, 2022**

**National Executive Council Meeting**

**Zoom**

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## Branches

### Editors Québec / Réviseurs Québec – Sylvie Collin

#### 1. Status update on actions from your committee plan for the year / Mise à jour du plan d'activité de votre comité pour l'année

The following remarks concern the actions planned in the September 2021 T3 report for the 2021-2022 program year. / *Les remarques suivantes concernent les actions prévues au rapport T3 de septembre 2021 pour l'année programme 2021-2022.*

- From July 2021 to June 2022, Editors Québec did not hold any seminars due to health restrictions caused by the pandemic. The webinar scheduled for May 2022 was postponed to an undetermined date by the trainer. / *De juillet 2021 à juin 2022, Réviseurs Québec n'a organisé aucun séminaire en raison des restrictions sanitaires dues à la pandémie. Le webinaire planifié pour mai 2022 a été reporté à une date indéterminée par le formateur.*
- During the same period, the branch held three in-person networking meetings (one in Montreal and two in Quebec City) and one virtual workshop. These workshops were originally planned to be held monthly. However, we had to interrupt them due to the lack of availability of the people in charge. / *Durant la même période, la section a tenu trois rencontres de réseautage en personne (une à Montréal et deux à Québec) et un atelier-causerie virtuel. Ces ateliers-causeries devaient originellement se tenir sur une base mensuelle. Nous avons toutefois dû les interrompre par manque de disponibilité des personnes qui en étaient responsables.*
- We have not been able to maintain our two posts per week on the Facebook page and Twitter account of Editors Québec as hoped. We have not been able to find a new volunteer to take up the torch. / *Nous n'avons pas pu maintenir nos deux publications par semaine sur la page Facebook et le compte Twitter de Réviseurs Québec comme espéré. Nous n'avons pas trouvé un nouveau ou une nouvelle bénévole pour reprendre le flambeau.*
- We were not able to promote Editors Canada to publishers at the Salon du livre de Montréal (SLM) as planned since the event was held in virtual mode only. / *Nous n'avons pas pu promouvoir Réviseurs Canada auprès des maisons d'édition au Salon du livre de Montréal (SLM) comme prévu puisque l'événement a eu lieu en mode virtuel seulement.*
- Health restrictions at universities allowed us to make only one presentation in an editing course at the Université du Québec à Montréal (UQAM). / *Les restrictions sanitaires en vigueur dans les universités nous ont permis une seule présentation dans un cours de révision à l'Université du Québec à Montréal (UQAM).*
- At their invitation, we participated in a virtual activity to promote language editing and our association to writers. This activity was not originally part of our action plan for the year. / *À leur invitation, nous avons participé à une activité virtuelle de promotion de la révision linguistique et de notre association auprès d'écrivains et écrivaines. Cette activité n'était pas prévue à notre plan d'action pour l'année.*

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

- Recruiting new volunteers. / *Recruter de nouveaux ou nouvelles bénévoles.*

The three people who volunteered to organize networking activities in Quebec City and Montreal withdrew in the last few weeks due to lack of availability. The three members of the current executive committee have very little time to perform tasks other than those specific to their function. / *Les trois personnes volontaires pour organiser des activités de réseautage à Québec et à Montréal se sont désistées dans les dernières semaines par manque de disponibilité. Les trois membres du conseil de direction actuel disposent de très peu de temps pour s'acquitter de tâches autres que celles propres à leur fonction.*

We are still looking for someone to replace me as Chair of the branch. As Past Chair, I will stop organizing activities and trainings as I have done in the past to make up for the lack of volunteers. I will simply ensure that the essential tasks are done: email follow-up, accounting, holding four meetings with members, producing reports, planning the annual general meeting, etc., in addition to recruiting volunteers. / *Nous recherchons toujours une personne pour me remplacer à la présidence de la section. En tant que présidente sortante, je cesserai d'organiser des activités et des formations comme je l'ai fait dans le passé pour pallier l'absence de bénévoles. Je me contenterai de m'assurer que les tâches essentielles sont effectuées : suivi des courriels, comptabilité, tenue de quatre rencontres avec les membres, production des rapports, planification de l'assemblée générale, etc., en plus du recrutement de bénévoles.*

- Additional information: our membership has dropped to 152 members as of July 31, 2022. Of this number, approximately 27% are English speaking and 73% French speaking. / *Complément d'information : notre membrariat a chuté à 152 adhésions au 31 juillet 2022. De ce nombre, environ 27 % sont anglophones et 73 % francophones.*

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

- Is it possible to have access to the new microsite for our branch, or at least its structure? This would allow us to know how to reorganize its content before the current site is taken down. If not, can you at least tell us when we can start migrating our page content to the new microsite? / *Est-il possible d'avoir accès au nouveau microsite Web de notre section ou du moins à sa structure? Cela nous permettrait de savoir comment réorganiser son contenu avant que le site actuel ne soit supprimé. Sinon, pouvez-vous au moins nous dire quand nous pourrions commencer à migrer le contenu de nos pages vers le nouveau microsite?*

## **Editors Ottawa-Gatineau – Sara Caverley, Sara Fowler**

- 1. Status update on actions from your committee plan for the year / Mise à jour des activités prévues par votre comité pour l'année**
  - Planning in-person social for September 24
  - Resuming speaker program on Zoom September and October
  - Two seminars scheduled for September (Stylistic Editing) and November (Copy Editing); a French seminar will hopefully be added to the roster
  
- 2. Priorities for the next quarter / Priorités pour le prochain trimestre**
  - Investigate rental spaces for in-person programming in 2023
  - Plan in-person holiday party for November
  - Potentially returning to in-person seminars in February and April (tbc)
  
- 3. Requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national**
  - Can we please have an update from the website taskforce about the timeline for launch?

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

### **1. Status update on actions from your committee plan for the year / Mise à jour des activités prévues par votre comité pour l'année**

- Finalized our five-year strategic plan at the end of the previous season; will use this to guide our branch activities for the 2022-23 season

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

- Support new exec members as they settle into their roles
- Promote exec positions: Execute on plans to recruit for future seasons by developing a past-season yearbook and collecting testimonials from past execs to publish on the website
- Build a stronger community in Toronto: Launch the new Editors Toronto Facebook Group, focused on local events and places related to the editing and writing fields

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

- N/A

## Editors BC – Maureen McGuigan

### 1. Status update on actions from your committee plan for the year / Mise à jour des activités prévues par votre comité pour l'année

- Our PD and monthly member meetings will continue online for now as this has increased attendance by members from around the province. We're planning to hold an in-person social event in early December if health restrictions allow. Our intent is to transition to a mixture of online and in-person events in future years.
- Branch executive meetings will also continue online as this has encouraged participation by members from outside of the lower mainland again this year. We now have five executive members who live outside of Metro Vancouver.
- Planning is well underway by our programs and professional development chairs—the schedules for 2022/23 are nearly settled.
- Editors BC is hosting sessions at the upcoming Word Vancouver (late Sept) and Surrey International Writers Conference (mid-Oct). In addition to the regular monthly Blue Pencil Sessions with the Vancouver Public Library, we are holding a session in conjunction with Word Vancouver. Volunteer recruitment for panellists and editors is underway.
- Our blog editor is planning a series of posts aimed at new editors or freelance editors as she has identified these topics attract the most attention.

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

- Continue to recruit volunteers for the ongoing Blue Pencil Sessions and upcoming conference panels
- Identify opportunities for Editors BC to participate in local writing events in areas we haven't previously visited to raise the profile of the branch and Editors Canada in general.
- Identify additional libraries to approach regarding co-sponsoring Blue Pencil Sessions in their areas. We're also talking about with the VPL about potentially hosting a session for teen writers; however, working with teens adds a layer of complexity as the sessions are usually one-on-one.
- Our outgoing member services chair flagged that, while branch membership is relatively healthy, we have lost about 40 members in the past year. We will continue to monitor this and discuss how we can attract new members and engage current members more.

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

- None

## Twigs

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

1. **Status update on actions from your committee plan for the year / Mise à jour du plan d'activité de votre comité pour l'année**
  - Executive will be meeting through September
  - Plan for the year to be informed by feedback from members in September
  
2. **Priorities for the next quarter / Priorités pour le prochain trimestre**
  - Survey members about plans for the year
  - Source and plan in-person meets/venues
  - Source and plan virtual/hybrid sessions
  
3. **Requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national**
  - None at this time
  
4. **How much money from your budget have you spent? Is everything on track? / Quel montant de votre budget avez-vous dépensé? Est-ce que tout se passe comme prévu?**
  - We have not spent any money to date.



## **Editors Kitchener-Waterloo-Guelph – Amanda Feeney**

- 1. Status update on actions from your committee plan for the year / Mise à jour des activités prévues par votre comité pour l'année**
  - KWG Twig held its annual general meeting in May 2022.
  - Maggie Morris finished her term as co-chair of the KWG Twig.
  - Amanda Feeney is continuing as sole chair of KWG Twig for 2022–2023.
  
- 2. Priorities for the next quarter / Priorités pour le prochain trimestre**
  - Participate in the Eden Mills Writers' Festival in September 2022.
  - Run at least three in-person social events.
  - Run at least three virtual educational or professional development events.
  
- 3. Requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national**
  - None
  
- 4. How much money from your budget have you spent? Is everything on track? / Quel montant de votre budget avez-vous dépensé? Est-ce que tout se passe comme prévu?**
  - Estimate for September's Eden Mills Writers' Festival is \$250.

## **Editors Calgary – Brenna Bailey-Davis, Karen Crosby**

### **1. Status update on actions from your committee plan for the year / Mise à jour des activités prévues par votre comité pour l'année**

- April book club on April 2
- Shop Talk: Editing Research Grant Proposals with Letitia Henville on April 13
- Spring Fling BBQ on May 28
- Editors Canada Conference Viewing Event on May 29
- June book club on June 11
- Shop Talk: Reframing the Way We Network with Linda Ruggeri and Brittany Dowdle on July 28

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

- Continue bi-monthly book club meetings; we have one planned for September 10
- Host monthly Shop Talk events; we have one planned for September 21

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

- None

### **4. How much money from your budget have you spent? Is everything on track? / Quel montant de votre budget avez-vous dépensé? Est-ce que tout se passe comme prévu?**

- N/A

## Editors Kingston – Danielle Bobyk

### 1. Status update on actions from your committee plan for the year / Mise à jour des activités prévues par votre comité pour l'année

- **General twig activity:**
  - Management of the twig has been passed to the new coordinator, Danielle Anderson. Membership has been informed both through email and through the Facebook page.
  - In the above email, I informed the membership of our change in focus for the year. With only one coordinator, who has limited time available, we're cutting back to the bare minimum for this year. We will have only 4 official scheduled meetings, with the hopes of having more informal social events to fill in the gaps.
  - Twig assets (TV and coffeemaker) have been passed on to Danielle.
  - A survey was sent to membership to get an update on people's availability and preference for virtual vs in person meetings.
- **We held the following programmed meetings over Zoom:**
  - April: "Editing Academic Research Grant Proposals." Presentation given by Letitia Henshaw.
  - May: "The Strange Art of Writing [and Editing] Screenplays" with Clarke Mackey, professor emeritus in Queen's Dept of Film and Media.
  - June: Annual General Meeting. There were 6 people in attendance in total, including the two coordinators.
- **We held a few social events. These events seemed to be fairly successful, and we hope to do more of them throughout the year.**
  - Two lunchtime socials in April
  - One dinnertime social in June (which was well attended)
  - One lunchtime social in July

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

- Plan and organize official twig meetings for 2022. Current plan is an in-person meeting in September and a virtual meeting in November.
- Plan one to two social events.
- Get the twig blog up to date.

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

- None at this time

**4. How much money from your budget have you spent? Is everything on track? / Quel montant de votre budget avez-vous dépensé? Est-ce que tout se passe comme prévu?**

- N/A

## **Editors Manitoba – Lianne Fontaine**

- 1. Status update on actions from your committee plan for the year / Mise à jour des activités prévues par votre comité pour l'année**
  - Twig has taken a break over the summer months, as in previous years
  
- 2. Priorities for the next quarter / Priorités pour le prochain trimestre**
  - Continue with study group, especially when the new copy editing practice book comes out
  - Engage local Manitoba publishers to give virtual presentations
  
- 3. Requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national**
  - No questions at this time (everything already answered by Ellen)
  
- 4. How much money from your budget have you spent? Is everything on track? / Quel montant de votre budget avez-vous dépensé? Est-ce que tout se passe comme prévu?**
  - Everything is on track. No money spent as we meet virtually (as is the preference of most members).

## **Editors Barrie – Adrienne Huston, Jacqui Woods-Powell**

### **1. Status update on actions from your committee plan for the year / Mise à jour des activités prévues par votre comité pour l'année**

- Editors Barrie committee members meet once a month to discuss business and catch up. We have maintained regular meetings throughout the pandemic, which has paid dividends to relationship development and engagement. We continue to invite members to attend these meetings.
- Roles on the Editors Barrie committee changed at this year's AGM. Our newest member - Samantha Hoffman - was recruited to a specific role on the Editors Barrie committee. Samantha shares the media development role with John Challis. Samantha has been a contributor to the newsletter, so we thank her and Adrienne Huston for their continued work. Adrienne Huston replaced JJ Wilson as a twig coordinator. Jacqui Woods-Powell remains in this role. JJ Wilson replaced John Challis as twig secretary.
- Editors Barrie released their latest newsletter (summer) - we would love to share a copy if the Executive is interested!
- Editors Barrie held a successful book launch and speaker event in September (around 30 participants). Ted Barris spoke about his latest book and to the importance of good editing in the writing process. Editors Barrie hosted this event with Georgian College's Liberal Arts Department. It was the first event in book launch/tour, which totals 75 stops nationwide.

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

- Develop a strategy for the Mentorship Development Program outlined in the Q1 report. We would like to strengthen member connection and new-member outreach. More to follow on this at the next report.
- Engage the existing membership via outreach strategies, including continue the newsletter and include member profiles, and continue to share requests and promote editors/editing on the Editors Barrie Facebook platform.
- Develop/update content for the Editors Canada website.

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

- Feedback on how the new website is coming along. Like many other twigs and branches, we have been steadily maintaining our roles and function within Editors Canada. Some report-back would be appreciated to guide and support the twig's ongoing development.

**4. How much money from your budget have you spent? Is everything on track? / Quel montant de votre budget avez-vous dépensé? Est-ce que tout se passe comme prévu?**

- Editors Barrie has not spent any money to-date/for 2022; however, the Ted Barris event did incur costs yet to be processed (dinner, honorarium, book/gift to the Dean of Liberal Arts as a “Thank you” for her support.) We will report on these itemised costs in the 2022 Annual Report.

## **Editors Atlantic – Molly Rookwood, Heather White**

- 1. Status update on actions from your committee plan for the year / Mise à jour des activités prévues par votre comité pour l'année**
  - As usual, our twig took a summer hiatus, since both our chairs and our members get very busy over the summer.
  - We are having a twig social for our local Halifax members and encourage members in other areas to do the same.
  - Our members have been very happy with the new twig website, which represents the full twig after Editors NS and Editors NL merged.
  
- 2. Priorities for the next quarter / Priorités pour le prochain trimestre**
  - Two presentations
  - A one-day mini-conference in October with multiple presentations and panels focused on finding on developing and promoting your brand
  - A virtual end-of-year social for networking and socializing
  
- 3. Requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national**
  
- 4. How much money from your budget have you spent? Is everything on track? / Quel montant de votre budget avez-vous dépensé? Est-ce que tout se passe comme prévu?**
  - We spent no money in Q3.