

Editors' Association of Canada
Association canadienne des réviseurs

National Executive Council
Meeting Minutes



EDITORS
RÉVISEURS
CANADA

June 11, 2023

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

OTHERS

Natasha Bood	Executive Director
Lori Perrie	Recording Secretary
Danielle Anderson	Editors Kingston

REGRETS:

None

1. Call to Order

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

2. Land Acknowledgement

Maria Frank did the land acknowledgement.

3. Approval of Agenda

MOVED BY Maria Frank

SECONDED BY Suzanne Aubin

that the NEC approves the agenda.

Carried

4. Review of Outstanding Action Items from Previous Meetings

Item #4: Twigs' draft financial procedures. – Tara shared that the update is a lot more complicated than originally thought. It will need more conversation and work.

5. Editors Kingston

MOVED BY Ellen Keeble

SECONDED BY Suzanne Aubin

that the NEC approves giving Danielle Anderson a voice at the meeting.

Carried

Danielle stepped in as chair of Editors Kingston last May. There were previously two co-chairs who both stepped down at the same time. No one else was available to fill the second position, so they got permission to continue with just one chair. Danielle stepped in out of necessity.

This year, they had three official meetings outside of their AGM. One was in person (six in attendance) and two online meetings (one on marketing yourself and one with an author who has a traumatic brain injury). There were about 11 members in attendance at the first meeting and six members at the second meeting.

They had about four lunchtime socials; each meet-up was attended by four to five members.

They had two evening socials, one during the summer and one in Christmas. Each meet-up was attended by about 10 to 12 members.

They had several events focused on socials, which took less planning.

Their goal for next year – all official meetings will remain online, which allows members outside of Kingston to attend. This also allows for a wider variety of speakers. They will also keep up the social activities.

There is a writers festival in Kingston in September every year. Editors Kingston will contact them about their involvement in 2024.

They have just started a book club.

Ellen shared that we had been discussing the book club and professional development out of budget, earlier in the meeting. This is fine, so long as we are respecting copyright permissions, i.e. for a webinar, purchase a book for each member attending, etc. Also, books can be purchased for the book club for Editors Canada members. This is a good way to spend the surplus budget that has been carrying over. Editors Kingston had been looking for ways to add value to Editors Canada members.

Ellen had asked Julie to let her know if Editors Kingston could have their blog privatized so that it is exclusive to their members.

Ellen also mentioned that, in June, Michelle and she will be creating banners, table runners, etc. for festivals (i.e. the writer's festival) and other print on-demand materials.

6. Reports and Requests

a. Director reports

Reports received; compiled drafts in meeting folder.

b. Committee reports

Reports received; compiled drafts in meeting folder.

c. Requests/Questions

- **Treasurer: Tara Avery** – *Does anyone know why the branches and twigs were told to ignore the financial questions on their reports?*

Heather shared that we told them to ignore the budget section on the reports because the branches were doing their own bookkeeping. This was before Natasha implemented the national bookkeeper initiative. The twigs were told to ignore it because they didn't manage their own money.

Natasha confirmed that this is correct. The office has all of the information about the financial status of the branches and twigs because it is all done nationally. The only thing we might need to know is what their plans are for the year.

Tara said that this might be connected back to the discussion about finance in general, such as the branches and twigs having money that they were not spending. There has not been open communication about money, in some instances, and some ideas have carried over from the past measures that are no longer in place.

Heather recalled the past measures from before Natasha started, because the association had close to no money then, and the twigs had even more money than now. The NEC had asked at that point to help the association out financially. Some twigs said yes, while some did not. This was also asked of the branches. This has not happened since then, since Natasha has come in, and things have improved vastly.

At one time, the branches and twigs would get monthly financial updates. This is now done quarterly, with the quarterly reports.

- **Secretary: Mina Holie** – *Has the EDI committee been formed officially and in operation as a committee?*

Leah shared that they are still in the process of finding volunteers for the committee. Leah and Amber are both working on finding volunteers. Leah sat in on the Editors Toronto meeting, and there was interest in helping out with the EDI Committee.

- **Director of Branches and Twigs: Ellen Keeble** – *Can branches and twigs help sponsor professional development for members in the form of webinars, study guides, etc? Without putting a cap on fun, do we have an idea of a reasonable amount to spend on volunteer*

appreciation for branches and twigs chairs who want to buy dinners/ a gift card for their volunteers? Would we maybe treat this the same as providing a gift to a speaker?

Ellen shared that this question came from Editors Kingston, which has a very small volunteer base. They are looking for things to do for their members and for ways to provide benefits to their members. Ellen said that it might be good to give them an opportunity to do some webinar programs, i.e. money comes out of the twig budget and into the webinar budget. We could allow them to spend a set amount within our own organization. Tara appreciates that this is not about volunteer compensation but it's rather about far-flung members being able to access professional development. They have funding to do their own professional development programs for members but do not have the people resources to make that happen.

Heather pointed out that, in the case of study groups or webinars, they just need to ensure that they are purchasing copies for each member using or attending.

Ellen also had a question from Editors Kingston about purchasing a book for each member attending their book club. If they have the funds, we want them to spend them.

Heather said that, as long as this is reasonable (i.e. wine & cheese or coffee & dessert), it shouldn't be necessary to put a cap on. Ellen wanted to encourage volunteer appreciation, but she was not sure if there was a limit somewhere in existence. This could be another good opportunity to encourage them to use their funds.

- **Director of Publications: Kaitlin Littlechild** – *The Publications Committee requests \$115 for the sensitivity edit of the website material.*

Kaitlin said that the reason they are asking is because there is no budget for this item. This was an unanticipated expense.

MOVED BY Kaitlin Littlechild
SECONDED BY Heather Buzila

that the NEC approves \$115 for the Publications Committee to hire a sensitivity reader to review the diversity website content.

Carried

7. Break (5 minutes)

After the break, Sarah from Editors Ottawa-Gatineau joined the meeting, remaining until we went in camera.

8. Budget Update

a. Twig funding

Natasha reported that our second quarter will be done at the end of the month; there will be an update at the next meeting. Everything is on track. She doesn't yet have the draft of the audit report; they are busy at the accounting firm, with not enough staff. Everything with the audit

was a few months ago and went really well. Natasha will share with the NEC once she gets it, which is expected to be before the AGM.

9. Update on Ongoing Projects

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

a. Publishing committee

Kaitlin shared that the ELAP structural editing is expected to finish the copy editing stage in this month. It will then go to the designer. They are anticipating an October publication date.

Work on the next project is on hold while they transition to new chairs. They will be figuring out their next steps for the ELAP once the new chairs are up and running.

The update for the diversity handbook web content – the vote on sensitivity reader is complete. The committee members have found their own reader.

b. Francophone insurance

No update.

c. Member services/Volunteer management committees

Leah shared that the Member Services Committee chair has been unresponsive, so there is no update.

Volunteer Management has been moving along nicely. The last part of the overview of national committees, which is the EDI Committee, has now been put into the document. It will be sent to translation subsequently. That should be done by the end of the month. Błażej joined a meeting about the volunteer promotion. Leah will be writing the script for the volunteer promotion video. They have made massive strides on the volunteer handbook. It is moving to the next stage.

Leah had emailed Mina to ask about quarterly reporting. We have a calendar containing quarterly meetings that shows when the reports are due. Heather pointed out that reports are always due in the same month: Q1 in March, Q2 in June, Q3 in September, and Q4 in November. Directors and committees have these same reporting times. Branches and twigs report in Q1 and Q3 only. Maria can add this information or make it more prominent, in her emails.

Heather got an email from Canadian Press about a French style guide. Heather thinks that it would be a good offering for Francophone members. Natasha agreed that it would be a good membership benefit and that we can subscribe this year; there is enough of an accumulated surplus. Leah will pass along the information to the Member Services Committee.

d. Certification

Arija shared that there is now a chair who has been approved by the committee. They have both exams almost in the final stage; they still have to be piloted. Certification of structural and

proofreading will be in November; both exams have been reviewed internally. There is not yet a co-chair.

e. Standards committee

The final document has been finished and will be presented to the membership at the AGM for approval. It has to be formatted for publishing after that. It has had peer review through many members already. If any member has comments, they will be saved and dealt with in the next stage.

f. Webinars/Training and development committee

The committee received 49 English submissions and 10 French ones. The committee was supposed to get a spreadsheet with webinar proposals, but they have not yet received that. There are a couple of delayed proposals. They will not decide on webinars until after the conference.

There have been no further committee meetings at that point. As far as Błażej knows, they do not have a chair going forward. They are looking for someone. They can get in touch with Heather, who has posted about this already; Suzanne will translate this post to the French members Facebook group.

g. Career builder committee

They have almost transitioned to their new chair roles.

h. Student relations committee

They have the same chair for another year.

Nominations: They may be searching for another blog editor; the current editor has taken a leave for personal reasons. They have not heard from the current editor.

i. Website task force

There was a meeting on the previous Thursday. The proofreading and menu structure are done. There is an intern working on the site map, which will be finished in the next week or two. Some time in July, the porting will happen. Julie will send out an email with more information when that happens. At that time, the current website will be frozen for two weeks. They are waiting for the developer to finish up work. All is on track.

Ellen asked about moving something in the site map – she will send an email to Julie.

j. Marketing and communications

i). Handbooks

No update.

k. Mentorship committee

Suzanne received a detailed report from the chair. They were quite busy and received several applications and matched mentors and mentees. There were at least four Francophone members in Québec, in the bilingual and diverse category of the report. Some committee members have developed a webinar designed for mentors, but it is in limbo as they are questioning the need for it. Suzanne will find out if this is an official webinar or if the committee is just producing it for mentors.

In their priorities, they mentioned that it would be nice to have an experienced member on the Mentorship Committee to replace the member who retired. Heather suggested posting in the Facebook group. They can also use VolunteerConnect. They can also use the e-news or talk to Michelle. They need to examine whether there is a need to deliver mentor training. We need more information from the committee. Their budget is on track for this year.

l. Executive director

This is the busiest month. Sarah has been working hard on the conference. This is one of Sarah's first jobs; she is doing an awesome job.

Michelle has been busy preparing for the AGM.

They have an intern who is working on the website editing and writing.

The office lease ends at the end of January 2024. In the fall, Natasha wants to start working on going through what is in the office, what is needed, and what needs to be gotten rid of. Natasha thinks that a small storage unit is needed – a central, inexpensive space for storage. They will also need a P.O. Box for mail to be delivered. They will be selling things, and decisions need to be made around how that is handled. She will put a plan in place for discussion in September and send out for approval.

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

a. Implementation spreadsheet

Line 5: The main work has been done in increasing the transparency of the NEC's role in the association. Heather wrote a blog post that came out in May; it reviewed what the NEC does. This was shared with branches and twigs through Ellen and a post in the members only Facebook group. Suzanne will translate the post into French. This information could be added into the welcome package.

Line 6: Increase the visibility of the executive's behind-the-scenes work. This could be turned into a series of blog posts that go more in depth into the different NEC director roles. This can be worked out once the blog editor is sorted out.

Line 9: The partnership agreement with Indigenous Editors Association is sorted and signed.

If your committee has done more work, you are welcome to update the spreadsheet yourself. Heather has shared the spreadsheet with Amber, as well.

The callout to recruit members to the EDI Committee was only sent out in English, and it has been translated in the e-news; Leah can use this translated version to send a call out in French.

11. Branches and Twigs

- a. Branch and twig procedures**
- b. Branch and twig toolkits**

Ellen reported that toolkits are still in progress. As Tara mentioned, financials are complicated, and there is still discussion to be had. Ellen included ideas needing discussion in her report. There is some concern from branches and twigs about the volunteer turnover that they have. There's not much to add from what is in the report.

12. Vote on New Committee Chairs and New Members of the Honorary Life Membership Evaluation Committee

Confirmed chairs for 2023-2024 and Honorary Life Membership evaluation committee document is linked below.

https://docs.google.com/document/d/1IYKiIAK93iN1j19LxfnJsghvBCK9NrGnFZG9W8_F_A/edit

Heather shared that we lost the volunteer who was going to take over as chair of the Training and Development Committee. We will have to do a separate vote on that later.

If the Certification Committee gets another co-chair, there will have to be a separate vote.

The rest of the positions are filled.

MOVED BY Heather Buzila
SECONDED BY Suzanne Aubin

that the NEC approves the listed chairs and national positions as listed in the document for 2023-2024.

Carried

MOVED BY Heather Buzila
SECONDED BY Kaitlin Littlechild

that the NEC approves the two new members of the Honorary Life Membership evaluation committee as listed in the document, and their term will be from 2023 to 2026.

Carried

13. NEC Roles, Committee Chairs and Branch Officer Votes

a. 2023-24 national executive council roles: do by email vote in July

This is to note that, after the AGM, there will be an email. The NEC will decide their positions. In this case, all directors are remaining.

b. Reminder about branch signing officers and branch officers

Each year in July, the branches need to also submit the names of two signing officers for their branches; the NEC will need to vote on that.

Suzanne shares that the person who has stepped up to become a treasurer for Editors Québec is in New York. This might cause some questions and concerns around her being a signing officer. They first have to become a member and then be voted as treasurer before this needs to be dealt with.

14. Dictionary Project

In camera

MOVED BY Heather Buzila
SECONDED BY Maria Frank

that the NEC approves going in camera to discuss the dictionary project.

Carried

Out of camera

MOVED BY Heather Buzila
SECONDED BY Maria Frank

that the NEC approves going out of camera.

Carried

15. Conference

Heather shared that there will be conference promo done in the following day; one of the keynotes had to step down and could no longer do the keynote presentation or attend the conference. A new keynote was found. Gael Spivak offered to step in and fill the slot. She would be discussing the upcoming International Plain Language Standards that are coming out.

Everything else is going well – food orders, schedules, maps are on the conference website. There is a dinner arranged for Thursday night. Other very last-minute stuff was being arranged.

a. 2024 conference

The 2024 conference will be held in British Columbia, and Tara will be one of the co-chairs. The venue and exact location are to be determined.

16. Next Meeting

A poll will be sent out to schedule new meeting dates in mid-July when the new NEC is in place.

17. AGM June 24, 2023

Attendees must register for the AGM, as the staff does not have the ability to register members at the last minute. The deadline to register is on June 20.

18. Adjournment

MOVED BY Błażej Szpakowicz
SECONDED BY Leah Morrigan

that the meeting be adjourned.

Carried

Appendix A – Meeting Agenda

AGENDA / ORDRE DU JOUR
Editors' Association of Canada / Association canadienne des réviseurs
National executive council meeting (June 11, 2023)

Zoom link:

<https://us02web.zoom.us/j/82771688660?pwd=NENpbzBVNi9kb2VQZjRhb0UxcUxpQT09>

Meeting ID: 827 7168 8660

Attending:

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

NEC documents in [Google Drive](#)

Sunday, June 11, 2023

2:00 p.m. to 5:00 p.m. (ET)

1. Call to order (2:00)
2. Land acknowledgment
3. Approval of agenda
4. Review of [outstanding action items](#) from previous meetings (2:15 to 2:30) Mina
5. Editors Kingston (2:30 to 2:50)
6. [Reports and requests](#) (2:50 to 3:20) Mina
 - a. Director reports
 - b. Committee reports
7. Break (3:20 to 3:25)
8. Budget update (3:25 to 3:40) Tara and Natasha
 - a. Twig funding

9. Update on ongoing projects (3:40 to 4:10) (include a brief overview of what your committee is currently working on, as well as any other info you'd like to discuss)
 - a) Publishing committee **Kaitlin**
 - b) 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
 - i. Handbooks
 - k) Mentorship committee **Suzanne**
 - l) Executive director **Natasha**
10. Implementing the equity, diversity, and inclusion (EDI) [task force recommendations](#) (4:10 to 4:20) **Heather**
 - a. [Implementation spreadsheet](#)
11. Branches and twigs (4:20 to 4:30) **Ellen**
 - a. Branch and twig procedures
 - b. Branch and twig toolkits
12. Vote on [new committee chairs and new members of the honorary life membership evaluation committee](#) (4:30 to 4:35) **Heather**
13. NEC roles, committee chairs and branch officer votes (4:35 to 4:40) **Maria**
 - a. 2023–24 national executive council roles: do by email vote in July
 - b. Reminder about branch signing officers and branch officers
14. Dictionary project (4:40 to 4:50)
15. Conference (4:50 to 5:00) **Mina and Heather**
 - a. 2024 conference
16. Next meeting
17. AGM June 24, 2023
18. Adjourn

Appendix B – Action Items

#	Action Items 2022/2023	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
1	Publications Committee: Look into what to start with the revision of Editing Canadian English (3rd Ed., 2015)	Current	Kaitlin Littlechild, Heather Buzila		No update	Jun. 8, 2023
2	Conference Committee: Check when members can start registering as volunteers for the conference	Done	Mina Holie, Heather Buzila		E-blast set to go out on May 17 for the volunteer registration form	May 12, 2023
3	Certification Steering Committee: To look for a co-chair and make a motion	Done	Arija Berzitis	Still in progress	New co-chair appointed and sworn in	May 10, 2023
4	Accumulated surplus in twigs' virtual accounts: To discuss and vote on the new twig funding model (provide a certain amount each year and return unspent funds after two years) at AGM	Current	NEC Directors, Natasha Bood	WIP: Tara to draft financial procedures, share with Ellen and Natasha, and distribute a copy to the NEC for review	In the process of sorting things out	Jun. 11, 2023
5	Career Builder document: Upload both English and French versions to the website.	Current	Heather Buzila, Michelle Ou	No update; still waiting on the translation group.	Still no update.	Jun. 8, 2023
6	Website: Launch the new EC website that includes a new web style guide (in English & French) to be shared and adopted as universal across the Editors Canada website. End of life for the current website is November.	Current	Website Taskforce, Tara Avery, Natasha Bood	No update - In progress	In progress - Website contractor is working with the chair of the task force and a Humber intern - much progress is being made - hoping to launch in the summer.	Jun. 8, 2023
7	EC Member Forum: Currently in the testing phase, this new forum will be on its own platform in Google Groups. There will be a French option; it will be tested after the English version has been through the testing phase. This is to replace the old email list. Natasha to follow up with Michelle.	Current	Leah Morrigan, Natasha Bood	No update - In progress	No update - In progress	Jun. 8, 2023

#	Action Items 2022/2023	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
8	Webinars: Look for additional webinar hosts as well as a way of doing live-captioning for accessibility for people attending live.	Current	Błażej Szpakowicz, Training & Development Committee	In progress; waiting for next committee meeting	Still in progress, waiting for next committee meeting	Jun. 9, 2023
9	2024 Conference: Michelle to prepare a document so that Ellen can discuss it with local branches and twigs.	Done	Michelle Ou, Ellen Keeble	No update yet, trying to reach out to Editors BC	Voted on to approve Editors BC to be the host of 2024 Conference	May 4, 2023
10	Branch/Twig Toolkits: Anne (former Director of Branches and Twigs) to look over the toolkits and add updates. Heather to assist Anne and get the office's feedback on things she has flagged to be updated. Ellen to work on rewording. To be ready for early next year.	Current	Anne Godlewski, Heather Buzila, Ellen Keeble	Still a WIP	...more threads getting pulled, still a WIP	Jun. 9, 2023
11	EC Marketing Videos and Guidebooks: All directors to review and pass along feedback. Sue to reach out to Michelle to see if we need an "execread" for the videos to make it official.	Current	NEC Directors, Ruth Peninga	In the process of sorting things out	Communications planning guidebook is to be copy edited; crisis communications guidebook and marketing communications overview are to be reviewed and edited.	Jun. 5, 2023
12	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. Suzanne to work on the French version.	Current	Lucy (editor), Beau, Ruth Peninga, Maria Frank, Suzanne Aubin	In the process of sorting things out	Ruth is finding out when Beau will return to his role and once he does Ruth will follow up on this with him (if not him then with his replacement).	Jun. 8, 2023
13	Heather to talk to Sylvie about insurance options for Quebec members, reviving current task force or establishing new task force of Francophone members. Suzanne to look at the information received for the creation of a task force.	Current	Heather Buzila, Suzanne Aubin	WIP of forming a taskforce	WIP of forming a taskforce	Jun. 11, 2023

#	Action Items 2022/2023	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
14	Gael Spivak and Natasha Bood to work on a governance poster to show incoming branch and twig coordinators what their responsibilities are and how communications work among various parts of the organization (on hold until more time). HB to ask GS for more info on the original idea.	On Hold	Heather Buzila	Include in updated branch/twig toolkits?		Sep. 9, 2022
15	The Editor's Weekly: More research about payment for blog posts. Sue to get back to Lucy about or past discussion from February meeting and get more details on what the ask is. After AGM a new EDI advisor will be starting, and we could possibly ask her to write for the blog. (Amber from the EDI task force).	On Hold	Suzanne Bowness	Budget Meeting 2022		May 14, 2022
16	Michelle Waitzman to talk to Breanne MacDonald (conference chair) and Heather Ross to discuss including membership fees at the conference.	On Hold	Michelle Waitzman, Heather Ross	To be discussed with Natasha & Breanne. On hold until conference is more underway.		Sep. 11, 2022
17	ELAP Structural Book: Copyedit, design, and finalize by early 2023. Look for a certified copy editor who could help.	Done	Kaitlin Littlechild	Copyedit done		Apr. 23, 2023
18	LinkedIn: Work with Michelle on its strategy.	Done	Heather Buzila, Career Builder Committee, Michelle Ou	Voted on and approved. (This action item can be moved to "Completed.")	This item can be moved to completed.	Jun. 8, 2023

Appendix C – Online Motions

Motion	Background	Opened	Closed	Moved By	Seconded By	Carried By	Abstain
To approve Editors British Columbia as the host of the 2024 Editors Canada conference		May 1, 2023	May 4, 2023	Ellen Keeble	Heather Buzila	11	0
To approve the Editors Canada Communications Planning Guidebook, in its newly slightly edited form	A draft copy was reviewed by the NEC directors previously. The final copy is attached to Ruth's email sent to the NEC directors on May 4, 2023. The NEC is to vote on to approve this finalized document.	May 5, 2023	May 8, 2023	Ruth Pentinga	Arija Berzitis	7	0
To approve the revised partnership agreement between Editors Canada and the Indigenous Editors Association (IEA)	The IEA made some changes to its membership that necessitated minor changes to the partnership agreement that was voted on previously.	May 5, 2023	May 8, 2023	Heather Buzila	Suzanne Aubin	8	0
To appoint Saleh Waziruddin as the new Certification Steering Committee (CSC) co-chair	Saleh Waziruddin will replace Edward da Cunha as co-chair, who is stepping down.	May 8, 2023	May 10, 2023	Arija Berzitis	Tara Avery	10	0
To approve the 2022 November meeting minutes for posting on the website		May 9, 2023	May 13, 2023	Mina Holië	Suzanne Aubin	10	1
To approve the 2023 January meeting minutes for posting on the website		May 9, 2023	May 13, 2023	Mina Holië	Heather Buzila	10	1
To approve the 2023 February meeting minutes for posting on the website		May 10, 2023	May 14, 2023	Mina Holië	Heather Buzila	8	0

Motion	Background	Opened	Closed	Moved By	Seconded By	Carried By	Abstain
To approve the revised partnership agreement between the Indigenous Editors Association (IEA) and Editors Canada	An issue was discovered with the agreement that would allow non-Indigenous editors in Canada to join the IEA instead of Editors Canada and still be able to access Editors Canada membership benefits via the partnership agreement. In order to protect Editors Canada, the agreement was revised to indicate that only IEA Members (Indigenous editing and publishing professionals in Canada) could access the Editors Canada benefits outlined in the agreement; IEA Supporters (non-Indigenous editing and publishing professionals in Canada) cannot access the Editors Canada benefits in the agreement.	May 23, 2023	May 25, 2023	Heather Buzila	Suzanne Aubin	7	0
To appoint Laura Bontje as the managing editor of The Editors' Weekly	Beau Brock, who has been the editor for the past few months, has decided to step down from the position.	Jun. 20, 2023	Jun. 23, 2023	Heather Buzila	Suzanne Aubin	11	0
To appoint Katherine Morton as chair of the training and development (T&D) committee beginning July 1, 2023	The volunteer originally recruited for this position by the nominations committee had to withdraw her name, so Katherine volunteered to chair the committee instead.	Jun. 23, 2023	Jun. 27, 2023	Heather Buzila	Kaitlin Littlechild	10	0

Appendix D – Q2 Directors Report



EDITORS
RÉVISEURS
CANADA

Q2 Reports

Directors

June 11, 2023

National Executive Council Meeting

Zoom

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National Executive Council (NEC) Directors

President – Maria Frank

1. **List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs) / Énumérez les groupes ou les individus qui se rapportent à vous (comité, sous-comité, groupe de travail, postes au niveau national, section ou ramification)**
 - Human Resources Committee
 - Francophone Adviser
 - Equity, Diversity and Inclusion (EDI) Adviser

2. **Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre**
 - Chaired monthly NEC meetings
 - Invited branches and twigs to attend NEC meetings
 - Supported directors as needed
 - Conducted the executive director's yearly review
 - Prepared materials for the President's Awards

3. **Status update on any activities you, as director, want to accomplish, outside of supporting your committee(s) / Mise à jour des activités que vous, à titre de directeur ou directrice, voulez accomplir en dehors du soutien que vous offrez à vos comités**
 - Prepare materials for the annual general meeting (AGM)
 - Present at the AGM
 - Support directors as needed

4. **State priorities for the next quarter (your priorities as director, not your committees' or region's priorities) / Priorités pour le prochain trimestre (vos priorités à titre de directeur ou directrice et non pas les priorités de vos comités ou régions)**
 - None at this time

5. **Your own requests or questions for the national executive council (not your committees' requests, which are in their reports / Demandes ou questions pour le conseil d'administration national (pas celles de vos comités, car elles sont dans leurs rapports)**

-

Vice-President – Marcia Allyn Luke

1. **List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs) / Énumérez les groupes ou les individus qui se rapportent à vous (comité, sous-comité, groupe de travail, postes au niveau national, section ou ramification)**
 - Awards Coordinator

2. **Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre**
 - Compiling and coordinating the 2022 Annual Report.
 - Helping to find judges for the awards committee.

3. **Status update on any activities you, as director, want to accomplish, outside of supporting your committee(s) / Mise à jour des activités que vous, à titre de directeur ou directrice, voulez accomplir en dehors du soutien que vous offrez à vos comités**
 - Helped facilitate an agreement with a publisher for the Canadian dictionary.

4. **State priorities for the next quarter (your priorities as director, not your committees' or region's priorities / Priorités pour le prochain trimestre (vos priorités à titre de directeur ou directrice et non pas les priorités de vos comités ou régions)**
 - Finalizing the Annual Report.
 - Finalizing the publisher agreement.

5. **Your own requests or questions for the national executive council (not your committees' requests, which are in their reports / Demandes ou questions pour le conseil d'administration national (pas celles de vos comités, car elles sont dans leurs rapports)**
 - N/A

Past President – Heather Buzila

1. **List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs) / Énumérez les groupes ou les individus qui se rapportent à vous (comité, sous-comité, groupe de travail, postes au niveau national, section ou ramification)**
 - Career Builder Committee
 - Student Relations Committee
 - Nominating Committee
 - Conference Committee

2. **Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre**
 - The nominations committee successfully filled all vacancies for 2023–2024, and the committee disbanded. However, one incoming chair had to step down, so I'll need to find a new chair for that committee.
 - I drafted a motion for the AGM regarding the documents related to the member communication forum.
 - I formalized the partnership between Editors Canada and the Indigenous Editors Association.
 - I supported the president and NEC as needed.
 - I worked with the EDI Adviser (now committee chair) and the president to finalize the mandate for the newly formed EDI committee.
 - I took a more formal role as part of the 2023 conference committee.

3. **Status update on any activities you, as director, want to accomplish, outside of supporting your committee(s) / Mise à jour des activités que vous, à titre de directeur ou directrice, voulez accomplir en dehors du soutien que vous offrez à vos comités**
 - I continue to work with the Canadian English dictionary group.

4. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities / Priorités pour le prochain trimestre (vos priorités à titre de directeur ou directrice et non pas les priorités de vos comités ou régions)

- Continue working with the dictionary group
- Follow up on possible partnership leads
- Begin preparing to lead the work to develop a new strategic plan beginning in late August
- Continue to support the president and NEC as needed

5. Your own requests or questions for the national executive council (not your committees' requests, which are in their reports / Demandes ou questions pour le conseil d'administration national (pas celles de vos comités, car elles sont dans leurs rapports)

- None

Treasurer – Tara Avery

1. **List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs) / Énumérez les groupes ou les individus qui se rapportent à vous (comité, sous-comité, groupe de travail, postes au niveau national, section ou ramification)**
 - Website Taskforce

2. **Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre**
 - The audit
 - Working with Ellen on ironing out Branch/Twig finances (both a success and a challenge!)
 - The website is very, very close to launch.

3. **Status update on any activities you, as director, want to accomplish, outside of supporting your committee(s) / Mise à jour des activités que vous, à titre de directeur ou directrice, voulez accomplir en dehors du soutien que vous offrez à vos comités**
 - Still waiting on the audit report for last year's financials.
 - Meeting with the branch/twig chairs and treasurers has revealed that there are a lot of misunderstandings, emotions, and outdated information regarding branch/twig financials.

4. **State priorities for the next quarter (your priorities as director, not your committees' or region's priorities) / Priorités pour le prochain trimestre (vos priorités à titre de directeur ou directrice et non pas les priorités de vos comités ou régions)**
 - Finish the 2022 financials once the audit report comes in.
 - Continue working with Ellen to hammer out clear, concise, and current expectations for branch/twig financials.

5. **Your own requests or questions for the national executive council (not your committees' requests, which are in their reports) / Demandes ou questions pour le conseil d'administration national (pas celles de vos comités, car elles sont dans leurs rapports)**
 - Does anyone know why the branches and twigs were told to ignore the financial questions on their reports? This was apparently established by someone, but Ellen and I don't know who.

Secretary – Mina Holië

1. **List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs) / Énumérez les groupes ou les individus qui se rapportent à vous (comité, sous-comité, groupe de travail, postes au niveau national, section ou ramification)**
 - Conference Committee
 - Conference Adviser

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

3. **Status update on any activities you, as director, want to accomplish, outside of supporting your committee(s) / Mise à jour des activités que vous, à titre de directeur ou directrice, voulez accomplir en dehors du soutien que vous offrez à vos comités**
 - Support other directors as needed

4. **State priorities for the next quarter (your priorities as director, not your committees' or region's priorities / Priorités pour le prochain trimestre (vos priorités à titre de directeur ou directrice et non pas les priorités de vos comités ou régions)**
 - Finish off backlogged items—the meeting minutes of March and April
 - Continue to track and organize motions while managing the online voting system
 - Update the list of Action Items

5. **Your own requests or questions for the national executive council (not your committees' requests, which are in their reports / Demandes ou questions pour le conseil d'administration national (pas celles de vos comités, car elles sont dans leurs rapports)**
 - Has the EDI committee been formed officially and in operation as a committee?

Director of Branches and Twigs – Ellen Keeble

1. **List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs) / Énumérez les groupes ou les individus qui se rapportent à vous (comité, sous-comité, groupe de travail, postes au niveau national, section ou ramification)**
 - Branch and twig chairs

2. **Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre**
 - Very eye-opening discussions regarding the branch finances. Tara, Natasha and I are putting our heads together to make communication for budgeting and finances smoother going forward. This has added a whole other layer to the toolkits.
 - More questions from the branch and twig chairs, love to get them.

3. **Status update on any activities you, as director, want to accomplish, outside of supporting your committee(s) / Mise à jour des activités que vous, à titre de directeur ou directrice, voulez accomplir en dehors du soutien que vous offrez à vos comités**
 - Branch and twig toolkits are still underway; this is a big undertaking that is slow but progressing ... every question answered uncovers new questions to be answered.

4. **State priorities for the next quarter (your priorities as director, not your committees' or region's priorities) / Priorités pour le prochain trimestre (vos priorités à titre de directeur ou directrice et non pas les priorités de vos comités ou régions)**
 - Working with National and MarCom on some materials for branches and twigs to print on demand for in-person events
 - Leah Morigan recently made some great suggestions for Amber Riaz and me to connect to help source volunteers for national committees at the branch and twig level. (To be honest a lot of branches and twigs are facing turnover on their executive as well and are looking for ways to fill those gaps.)
 - Hoping to carve out some time with Natasha/Tara as needed to develop a sort of expense cheat sheet of reasonable expenses
 - Branches and twigs are interested in pooling resources to develop communications for new members/far flung members; this was suggested as a project to undertake over the summer when things are slow. (I have already provided the emails that national sends to new members for reference.)

5. Your own requests or questions for the national executive council (not your committees' requests, which are in their reports / Demandes ou questions pour le conseil d'administration national (pas celles de vos comités, car elles sont dans leurs rapports)

- Can branches and twigs use some of their funds to sponsor professional development for their members in the form of webinars, study guides, etc.?
- Without wanting to put a cap on fun, do we have an idea of a reasonable amount to spend on volunteer appreciation for branches and twigs chairs who want to buy dinner/a gift card for their volunteers? Would we maybe treat this the same as providing a gift to a speaker?

Director of Marketing and Communications – Ruth Pentinga

- 1. List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs) / Énumérez les groupes ou les individus qui se rapportent à vous (comité, sous-comité, groupe de travail, postes au niveau national, section ou ramification)**
 - Marketing and Communications (MarCom) Committee
 - The Editors' Weekly
- 2. Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre**
 - The new LinkedIn project has taken off in this quarter, and a new social media team has been formed, which covers all Editors Canada (EC) social media including LinkedIn. LinkedIn posts have begun! The social media volunteer guidebook has been updated and is, at the time of this report, awaiting an exec read for final approval. Thank you to Merel and her team of hard working MarCom volunteers!
 - Our blog managing editor has taken a bit of time off for personal reasons, and the previous blog manager came back to cover for a few weeks with regular blog posts flowing as per the usual. Thank you to both Beau and Lucy for their dedication!
 - The communications planning guidebook has been edited, with an eye to include information about EC's EDI principles and practices, and approved by the NEC. It will now be copy edited.
- 3. Status update on any activities you, as director, want to accomplish, outside of supporting your committee(s) / Mise à jour des activités que vous, à titre de directeur ou directrice, voulez accomplir en dehors du soutien que vous offrez à vos comités**
 - I am still working on learning my role as the newest MarCom director – one thing is for sure, I am surrounded by talented dedicated people!

4. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities / Priorités pour le prochain trimestre (vos priorités à titre de directeur ou directrice et non pas les priorités de vos comités ou régions)

- Get the communications planning guidebook copy edited and house it in the MarCom Google Drive for easy access and use
- Go through and edit as required two MarCom documents: the EC crisis communications guidebook and the EC marketing communications overview
- Continue to support the new social media team and the MarCom chair and committee as needed
- Continue to support the Editors Weekly blog by approving posts as required

5. Your own requests or questions for the national executive council (not your committees' requests, which are in their reports / Demandes ou questions pour le conseil d'administration national (pas celles de vos comités, car elles sont dans leurs rapports)

-

Director of Member Recruitment and Retention – Suzanne Aubin

1. List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs) / Énumérez les groupes ou les individus qui se rapportent à vous (comité, sous-comité, groupe de travail, postes au niveau national, section ou ramification)
 - Mentorship Committee

2. Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre
 - Challenge: Set up a task force for the insurance possibilities for members of Réviseurs Québec

3. Status update on any activities you, as director, want to accomplish, outside of supporting your committee(s) / Mise à jour des activités que vous, à titre de directeur ou directrice, voulez accomplir en dehors du soutien que vous offrez à vos comités
 -

4. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities) / Priorités pour le prochain trimestre (vos priorités à titre de directeur ou directrice et non pas les priorités de vos comités ou régions)
 - Set up the task force to study the possibilities for insurance for members of Réviseurs Québec

5. Your own requests or questions for the national executive council (not your committees' requests, which are in their reports) / Demandes ou questions pour le conseil d'administration national (pas celles de vos comités, car elles sont dans leurs rapports)
 -

Director of Professional Standards – Arija Berzitis

1. **List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs) / Énumérez les groupes ou les individus qui se rapportent à vous (comité, sous-comité, groupe de travail, postes au niveau national, section ou ramification)**
 - Standards Committee
 - Certifications Steering Committee (CSC)

2. **Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre**
 - **Standards Committee**
 - The new Professional Editorial Standards document has been sent to the NEC for announcement and discussion at the AGM on Saturday, June 24. It's been three long years, requiring a massive effort on the part of Berna Ozunol, Committee Chair, who has seen it all the way through.
 - **CSC**
 - A co-chair to replace Edward da Cunha has been nominated and voted in. His name is Saleh Waziruddin. Edward remains on the committee in the capacity of Exam Shepherd for Structural Editing.
 - The other Exam Shepherd is new committee member Karen Crouse (Proofreading).
 - Both exams have been internally and externally reviewed and will now go for formatting.

3. **Status update on any activities you, as director, want to accomplish, outside of supporting your committee(s) / Mise à jour des activités que vous, à titre de directeur ou directrice, voulez accomplir en dehors du soutien que vous offrez à vos comités**

4. **State priorities for the next quarter (your priorities as director, not your committees' or region's priorities / Priorités pour le prochain trimestre (vos priorités à titre de directeur ou directrice et non pas les priorités de vos comités ou régions)**
 - Provide support where I can
 - We still need to find additional volunteers for the CSC committee.
 - Unfortunately, any volunteers cannot sit for an exam for a full year following the volunteer stint due to having access to exam questions, which may be holding back recruitment efforts.

5. **Your own requests or questions for the national executive council (not your committees' requests, which are in their reports / Demandes ou questions pour le conseil d'administration national (pas celles de vos comités, car elles sont dans leurs rapports)**

None at this time

Director of Publications – Kaitlin Littlechild

1. **List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs) / Énumérez les groupes ou les individus qui se rapportent à vous (comité, sous-comité, groupe de travail, postes au niveau national, section ou ramification)**
 - Publications Committee
 - EDI Handbook Subcommittee

2. **Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre**
 - A sensitivity reader was located to review the web content produced by the handbook subcommittee.
 - *ELAP: Structural Editing* is with the copy editor. Estimated completion of the edit is June 2023. It will then go to the designer, who will do up to three rounds of revisions. Estimated publication date in October 2023.

3. **Status update on any activities you, as director, want to accomplish, outside of supporting your committee(s) / Mise à jour des activités que vous, à titre de directeur ou directrice, voulez accomplir en dehors du soutien que vous offrez à vos comités**
 - Work with handbook committee to ensure the sensitivity read of web content results in any refinements needed to finalize the work and get it ready for the web
 - Review of *Editing Canadian English* not yet started. The goal is to start next quarter.

4. **State priorities for the next quarter (your priorities as director, not your committees' or region's priorities) / Priorités pour le prochain trimestre (vos priorités à titre de directeur ou directrice et non pas les priorités de vos comités ou régions)**
 - Ensure smooth transition of new chairs
 - Look into logistics and needs to update *Editing Canadian English*

5. **Your own requests or questions for the national executive council (not your committees' requests, which are in their reports) / Demandes ou questions pour le conseil d'administration national (pas celles de vos comités, car elles sont dans leurs rapports)**
 - N/A

Director of Training and Development – Błażej Szpakowicz

1. **List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs) / Énumérez les groupes ou les individus qui se rapportent à vous (comité, sous-comité, groupe de travail, postes au niveau national, section ou ramification)**
 - Training and Development (T&D) Committee

2. **Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre**
 - The call for webinar proposals for the 2023–24 season went out on April 19, 2023, and closed on May 30. We received 49 English proposals and 2 French proposals, expecting two more proposals on cutting-edge topics to come in shortly. The T&D committee will evaluate the proposals and decide which to accept at a meeting tentatively planned for early July.
 - I also met with the Volunteer Management Committee on June 5, 2023, to discuss recommendations for and possible approaches to the proposed Volunteer recruitment video/webinar.

3. **Status update on any activities you, as director, want to accomplish, outside of supporting your committee(s) / Mise à jour des activités que vous, à titre de directeur ou directrice, voulez accomplir en dehors du soutien que vous offrez à vos comités**
 - My main in-progress task is to recommence the discussion about options for webinar captioning; this remains on hold until the next committee meeting.

4. **State priorities for the next quarter (your priorities as director, not your committees' or region's priorities) / Priorités pour le prochain trimestre (vos priorités à titre de directeur ou directrice et non pas les priorités de vos comités ou régions)**
 - My main priority is to continue to support the committee as necessary and ensure the webinars run smoothly.

5. **Your own requests or questions for the national executive council (not your committees' requests, which are in their reports) / Demandes ou questions pour le conseil d'administration national (pas celles de vos comités, car elles sont dans leurs rapports)**
 - N/A

Director of Volunteer Relations – Leah Morrigan

1. **List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs) / Énumérez les groupes ou les individus qui se rapportent à vous (comité, sous-comité, groupe de travail, postes au niveau national, section ou ramification)**
 - Volunteer Management Committee
 - Member Services Committee

2. **Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre**
 - Opening both committees to having a French presence at meetings and for input and development of projects.
 - Member services at work on member forum testing and the membership value project.
 - Volunteer management volunteer promo is being fleshed out (with help from Blajez Szpakowicz).
 - Volunteer callouts continue to be successful.
 - Volunteer Handbook is in the process of being updated.
 - Update to the Overview of National Committees is almost complete – standing by for the final EDI blurb.

3. **Status update on any activities you, as director, want to accomplish, outside of supporting your committee(s) / Mise à jour des activités que vous, à titre de directeur ou directrice, voulez accomplir en dehors du soutien que vous offrez à vos comités**
 - Welcome a French presence and French collaboration on my two committees to help improve French recruitment on both committees (with the help of Suzanne Aubin and Badou Bousso).
 - Writing the script for the volunteer promo video that we'll produce with the help of the Training & Development committee (Blazej).

4. **State priorities for the next quarter (your priorities as director, not your committees' or region's priorities) / Priorités pour le prochain trimestre (vos priorités à titre de directeur ou directrice et non pas les priorités de vos comités ou régions)**
 - As above.

5. **Your own requests or questions for the national executive council (not your committees' requests, which are in their reports / Demandes ou questions pour le conseil d'administration national (pas celles de vos comités, car elles sont dans leurs rapports)**

- N/A

Appendix E – Q2 Committees/Taskforces Report



EDITORS
RÉVISEURS
CANADA

Q2 Reports

Committees & Taskforces

June 11, 2023

National Executive Council Meeting

Zoom

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Committees

Career Builder Committee – Lynne Melcombe, Glenna Jenkins

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

Since the Q1 report, the Career Builder Committee (CBC)'s website task force has been waiting to hear from the newly hired website developer, and the transition from the current website to the new one has begun. We are no longer involved with the Academic Sig, which was successfully taken over by Letitia Henville and Emily Lam, who is the new liaisons for the joint initiative with Editorial Freelancers Association.

Eileen Brettner will replace Lynne Melcombe as co-chair at the end of June.

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

After our LinkedIn proposal was approved, MarCom is working on enhancing the project. Two of our members are writing a proposal for a LinkedIn webinar to help editors enhance their LinkedIn profiles. These members will contact Merel and Heidi regarding the status of webinars and their experiences with creating a webinar. Our priorities for the next quarter are to:

- Create blog posts regarding career development for the new website.
- Find members who have worked in-house to gather their experience and understand what they're looking for with career development.
- Monitor metrics for the career builder portion of the website. See if we can work towards push notifications for the job board and see if we can recruit people and companies to post on the board. We would, potentially, like to take over the career board as it aligns with our mandate and objectives as a committee.
- Promote networking as a career-building option. Two CBC members are completing a proposal that provides many ideas on how to implement this within each twig.

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

Not at this time.

Certification Steering Committee – Saleh Waziruddin

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

- Structural editing exam ready for design/layout and proofreading exam nearly ready
- Validated new exam template to avoid technical issues with occasional automatic re-formatting
- Volunteers recruited for exam review and proofreading

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

- Finalize a balanced proofreading exam
- Design and layout of the certification exams
- Organize pilot testing
- Recruit more committee members to spread the workload, including a co-chair for succession
- Update test preparation materials

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

- None.

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

The budgets for honorariums for exam setters (\$1,500) and the editing essentials testing website (\$480) have been spent, and finances are on track.

Conference Committee – Suzanne Bowness, Maylon Gardner

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

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

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

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

Marketing and Communications Committee – Merel Elsinga

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

- Our new volunteer team is planning an upgraded re-run of the Hire an Editor social media campaign this fall/winter, with member input on what the campaign should look like through a short survey.
- The Google Ad Grants project is running in both English and (partially) French. Our francophone volunteer is currently translating the Editing Essentials campaign to upload the ads so that we have a French version of that, too.
- Our LinkedIn/social media team has updated the Editors Canada page and is developing new content (partially sourced by the Career Builder committee from our website). The national office has expanded its Buffer subscription so that appointed team members can post. We also have francophone volunteers working on French content. We also approached branches and twigs to have their content posted on LinkedIn for more exposure. We hope to realize the introduction of host volunteers this fall (3-month trial) to maintain the page in such a way that it realizes more membership engagement. MarCom is currently developing guidelines for the hosts.
- Since much time of our new social media team is taken up with the revamp of our LinkedIn presence, they will for the short term only selectively cross-post on other social media.
- Our volunteer on the outreach ambassador program keeps connecting Canada-wide with more venues such as libraries and post-secondary institutions. All are to promote editing as a trade, the work that editors do, and the association. Our ambassadors have access to two presentations and slide decks MarCom produced: one aimed at people who might need an editor and one for potential editors. Bookings, both in-house and online, keep being added to the ambassadors' schedule.
- Part of the outreach campaign also includes for our ambassadors to electronically distribute the brochure previously known as 15 Reasons to Join Editors Canada. MarCom has updated the brochure, renamed We're here for you at every stage of your editing career. We decided to add a text box about student affiliates, which has caused a delay in the publication date. We hope to have the brochures available by August. MarCom is considering a social media plan to promote the five stages mentioned in the new brochure.
- Visual metaphors: MarCom started developing a NEC board member's idea to use visual metaphors for social media campaigns. With the responsible MarCom volunteer also co-chairing the conference committee and many other projects on the go for our new MarCom team, this project is on the back burner. Ideally, we would like to engage our members by letting them weigh in on which metaphors to use in the campaign.

- MarCom now has an analytics team that measures quarterly traffic on our social media campaigns (including Google Ads but not the website yet due to its transition) so we can keep track of what works and how we can improve. Look at the first report of the analytics [here](#). Starting next quarter, they will be able to compare between quarters. The team now also has access to member numbers to include in their analytics.
- Meet an Editor: French YouTube video production. We have one francophone volunteer who has started working on the French video production. It might take about nine months to completion, and she has only just started. The video editor we used for the English video productions is also able to help us with the French versions, and we still have over \$3,000 in our budget (from last year) available for that.

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

- Flesh out the updated Hire an Editor campaign
- Finalize French versions of English Google Ads
- Provide interactive LinkedIn content and start up the LinkedIn page hosting
- Create new textual and visual (Snippets) content for social media
- Continue with ambassador presentations
- Finalize the brochure aimed at new members
- Update analytics for Q2
- Continue production French Meet an Editor videos

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

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

We have over \$3,000 left from last year's approved budget to produce a francophone Meet an Editor video production.

Mentorship Committee – Risha Gotlieb

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 mentorship program attracts a decent number of mentees. However, some mentors have quit Editors Canada, and others do not have time to do a mentorship. I'm having difficulty in, for instance, finding mentors who specialize in corporate editing.

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

- Put out a call for more mentors.

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

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

-

Publications Committee – Paula Chiarcos, Josephine Mo

- 1. Status update on actions from your committee plan for the year / Mise à jour du plan d'activité de votre comité pour l'année**
 - Continued work and progress on Edit Like a Pro Structural Editing volume.
 - The diversity/equity website material will be reviewed by a sensitivity editor. Paula has contacted Olivia Thompson-Powell, an experienced sensitivity editor, who has agreed to complete this work. We would like to pay Olivia \$100 + HST to complete this work.
 - Paula and Josephine will be stepping down as co-chairs of the committee.

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

- 3. Requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national**
 - We request \$115 for the sensitivity edit of the website material.

- 4. How much money from your budget have you spent? Is everything on track? / Combien d'argent de votre budget avez-vous dépensé? Est-ce que tout va bien de ce côté?**
 - None.

Standards Committee – Berna Ozunal

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

- We opened the Professional Editorial Standards (PES) draft up to members for review.
- We reviewed and incorporated as much of the excellent feedback as was appropriate (some of the feedback we will revisit on future revisions, some of it didn't fit with the purpose of PES); we held extra-long meetings and ad hoc meetings to meet the deadline.
- We finalized the new Professional Editorial Standards and put in a motion that it be adopted at the 2023 AGM; the new PES includes an edited and expanded version of the Definitions of Editorial Skills document (<https://www.editors.ca/hire/definitions-editorial-skills>) we included as an appendix (includes localization and manuscript editing, for example).

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

- Attend the AGM and answer any questions regarding the motion and the proposed PES (what we do after will depend on this)
- Assemble all the relevant feedback for future discussion (or further revision as required)

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

- None at this time.

Student Relations Committee – Michelle Noble

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

- We hosted a virtual student social on March 26, 2023, which featured a Q&A with Editors Canada member Gael Spivak. Gael discussed the Editing Essentials test and the mentorship program with two of our committee members and seven student affiliate attendees.
- We ran a discussion series for the student affiliate Facebook group throughout the month of April. The topic was “Websites for Editors,” and we posted information and resources each week about the importance of having a website, choosing a platform, developing content, and improving web accessibility.

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

- Recruit more committee members, as two of our four members will be moving on soon.
- Compile, edit, and publish a PDF summarizing the information, suggestions, and resources that we collected throughout our April discussion series on Websites for Editors. The target date is June 26, 2023, with our French-speaking committee member working on a French version that will be distributed later in the summer. We will be working with MarCom to promote the PDF as a getting started guide for students who are ready to develop their first website.
- Maintain engagement in the Facebook group over the summer months with a fun and interactive grammar quiz series based on Benjamin Dreyer's Stet! card game.

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

- None at this time.

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

We spent \$25 on a gift card as a thank-you gift for our March guest speaker and purchased another gift card for a participation prize in our April/May discussion series. We have spent a total of \$75 of our \$200 budget.

Volunteer Management Committee – Ren Baron

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

- This quarter, we got to the final stage of updating the Overview of National Committees and Positions resource. We also made significant headway on revisions to the Committee Book and the Volunteer Handbook.
- We began planning out a pair of short English and French videos to be a source of information, anecdotes, and resources for new, existing, and returning volunteers.
- Together with Director of Member Recruitment and Retention Suzanne Aubin, we discussed what Francophone members need in order to increase the Francophone volunteer involvement and retention.
- We continued to maintain VolunteerConnect with the guidance of committee member Maureen McGuigan, ensuring that last quarter's additions have been working as intended. We also introduced new NEC directors to VolunteerConnect as a resource and the most effective ways to use it.
- In the monthly e-news, we celebrated volunteer excellence through the Featured Volunteer program and through highlighting April as Volunteer Month. We also shared volunteering tips, benefits, and opportunities.

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

- We will do as many as possible of the following: make the last changes to the Overview of National Committees and Positions resource, submit it to the NEC for final review, have it translated, have it proofread, and work with the national office to finalize the branding.
- We aim to have the first draft of the updated Committee Book and Volunteer Handbook for the NEC to review by the end of the quarter.
- Thanks in part to Director of Training and Development Blazej Szpakowicz sharing his expertise, as we are on to the next phase of developing our informational videos.
- As always, we will operate the Featured Volunteer program (including putting out new calls for nominations), maintain VolunteerConnect, and share information and resources in the monthly e-news.

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

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

Taskforces

Equity, Diversity and Inclusion (EDI) Adviser – Amber Riaz

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

- Publications Committee document reviewed. Recommended hiring sensitivity reader. No further action needed by EDI Adviser.
- Mandate for the EDI committee completed.
- Volunteer call for EDI committee volunteers circulated via email. Awaiting responses.
- Selected recipients of Equity Fellowship in consultation with Past President.

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

- Send second call for volunteers via email to help form the EDI committee

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

- None

Website Taskforce / Groupe de travail sur le site Web

- 1. Status update on actions from your committee plan for the year / Mise à jour du plan d'activité de votre comité pour l'année Status update on any activities from your taskforce's plan for this year, based on your taskforce brief / Mise à jour des activités de votre groupe de travail pour cette année en vous référant au mandat de votre groupe de travail.**

Taskforce delivery date: **July 2023** / Fin des travaux du groupe de travail : **juillet 2023**

- Site is currently being built by developer
- Taskforce is prepping for content move in late June/early July as per developer's timeline
- Findjoo move has begun for the new ODE
- Sitemap and menus for new site almost ready for approval
- Co-ordination with French-language/branches/twigs/blogs/etc. is beginning for subsite creation

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

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

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

- N/A

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

- Everything is on track; the developer and graphic designer have billed for their portions of the project.
- Findjoo's fee is still to come.