



EDITORS  
RÉVISEURS  
CANADA

## Reports

## Directors

Q1, March 21, 2021

National Executive Council Meeting

Zoom

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## President, Heather Buzila

1. List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs)
  - Student relations committee
  - HR committee
  - Francophone adviser
  
2. Note successes, accomplishments and challenges from the past quarter
  - Supported other directors and committees as necessary.
  - In my role as conference chair, held meetings with the committee volunteers, recruited two keynote speakers, reached out to partners, worked with the programming volunteers to plan the session schedule, decided on a platform for the conference, worked with the conference adviser on sponsorship.

Status update on any activities you, as director, want to accomplish, outside of supporting your committee(s).

Strategic Priority	Outcome (in the strategic plan)	Actions (from the list in the plan or others that you have determined will meet the intended outcomes)	Update (what you have done to advance those actions)
Represent Canada's Editors	Become the hub	<ul style="list-style-type: none"> <li>• Continue to promote awareness of Editors Canada among my colleagues through my work as well as through my duties as NEC president</li> </ul>	<ul style="list-style-type: none"> <li>• I continue to promote Editors Canada with my colleagues by forwarding webinar announcements and info about branch/twig events. I also forward emails about the conference to my colleagues.</li> </ul>
Bilingual and Diverse	Bilingual	<ul style="list-style-type: none"> <li>• Work with the francophone adviser to make membership in Editors Canada more valuable for francophone members.</li> <li>• Work with the translation team for translation of meeting agendas and other documents</li> </ul>	<ul style="list-style-type: none"> <li>• I continue to work with the francophone adviser as requested.</li> <li>• I continue to work with the translation team and have recently connected with them about translating conference documents</li> </ul>
Innovative and Agile	Try new things	<ul style="list-style-type: none"> <li>• Continue planning the 2021 virtual conference</li> <li>• Continue planning</li> </ul>	<ul style="list-style-type: none"> <li>• Along with the national conference adviser, I continue to</li> </ul>

		monthly virtual NEC meetings via Zoom	<p>plan the 2021 virtual conference.</p> <ul style="list-style-type: none"> <li>● We continue to hold NEC meetings via Zoom, and I am continuously trying to find ways to streamline the agenda while still covering all necessary topics.</li> </ul>
Communications and Marketing	Internal	<ul style="list-style-type: none"> <li>● Provide meeting updates each month in the e-news to promote transparency</li> <li>● Invite twigs and branches to attend monthly NEC meetings via Zoom</li> </ul>	<ul style="list-style-type: none"> <li>● I continue to provide updates to members on the monthly NEC meetings via the e-news.</li> <li>● The Saskatchewan branch attended the November 2020 meeting; the Manitoba twig attended the February 2021 meeting; the Barrie twig is scheduled to attend the March 2021 meeting</li> </ul>
Membership: Increased and Engaged	Increased membership	<ul style="list-style-type: none"> <li>● Continue working with the student relations committee to reach more possible student affiliate members</li> </ul>	<ul style="list-style-type: none"> <li>● I continue to provide support to the student relations committee when required.</li> </ul>

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

- Work on agenda and other items for the AGM
- Continue to provide updates to members about NEC meetings via the monthly e-news
- Continue my work as conference chair
- Provide support to directors and committees as needed

**4. Your own requests or questions for the national executive council (not your committees' requests, which are in their reports**

- None

## Vice-President, Breanne MacDonald

- 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
  - Website taskforce
- 2. Note successes, accomplishments and challenges from the past quarter**
  - As conference advisor, continued to support the 2021 conference committee, including opening registration and working on the virtual platform backend.
  - Provided support to the president as needed.
  - Provided support to the awards coordinator as needed.
  - Recruited volunteers and a leader for the website taskforce and got them started on the project.
  - Began work on the 2020 annual report.

### Awards Coordinator:

- The Fairley judges have started work assessing the candidates' packages. Their Zoom meeting to decide on a winner is scheduled for late April.
  - There were no nominations for the Virag award. The judges were notified and will be kept in mind for future judging mandates.
  - The judges for the Upton scholarship have been recruited and will receive access to the files once the application deadline has passed (early April).
- 3. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities / Priorités pour le prochain trimestre (vos priorités à titre de directeur ou directrice et non pas les priorités de vos comités ou régions)**
    - Continue to support the conference committee, including sponsorship and platform support.
    - Continue to provide any support to awards coordinator and president as needed.
    - Continue to work with the website taskforce as this project gets underway.
    - Finish the annual report.
  - 4. Your own requests or questions for the national executive council (not your committees' requests, which are in their reports / Demandes ou questions pour le conseil d'administration national (pas celles de vos comités, car elles sont dans leurs rapports)**
    - None at this time.

## Past President, Gael Spivak

1. **List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs)**
  - equity, diversity and inclusion task force and advisor
  - career builder committee
  
2. **Note successes, accomplishments and challenges from the past quarter**
  - Helped the equity, diversity and inclusion task force with various communications work, including their survey and their webpage.
  - Wrote the options memo for creating an equity fellowship program.
  - Wrote 35 motions to update all our policies and procedures after the governance review. (20 for a member vote at the AGM and 15 for the NEC: consolidated into blanket motions to make the votes go more smoothly)
  - Revised the partnership agreement with ACES, who wanted to remove their free-to-member webinars from our agreement with them (Chartered Institute of Editing and Proofreading).
  - Was asked to chair the International Plain Language Federation committee on standard localization and implementation (for the ISO plain language standard).
  
3. **State priorities for the next quarter (your priorities as director, not your committees' or region's priorities)**
  - Participate in meetings on reviewing comments on the Canadian General Standards Board translation standard.
  - Start getting copyright forms signed again.
  - Support the equity, diversity and inclusion task force and adviser, including launching the fellowship.
  - Work with my nominations committee on finding directors and committee chairs.
  
4. **Your own requests or questions for the national executive council (not your committees' requests, which are in their reports)**
  - none

## Treasurer, Michelle Waitzman

- 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)
  - n/a
- Note successes, accomplishments and challenges from the past quarter
  - Advising Toronto Branch on bookkeeping issues
  - Announcing new financial policy and procedures in E-News

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

Strategic Priority / Priorité stratégique	Outcome (in the strategic plan) / Résultat (dans le Plan stratégique)	Actions (from the list in the plan or others that you have determined will meet the intended outcomes) / Mesures (à partir de la liste du plan ou d'autres actions que vous avez retenues pour atteindre vos objectifs)	Update (what you have done to advance those actions) / Mise à jour (les progrès que vous avez faits)
Represent Canada's Editors / Représenter les réviseurs du Canada	Become the authority on editing: certification, standards, training.	<ul style="list-style-type: none"> <li>Help Editors Toronto develop seminars for non-editors</li> <li>Offer to be a speed mentor at the virtual conference</li> </ul>	<ul style="list-style-type: none"> <li>Hoping to move forward with detailed planning for online course for non-editors in late March/April</li> </ul>
Bilingual and Diverse / Bilinguisme et diversité	Offer all services in both languages.	<ul style="list-style-type: none"> <li>Ensure that new financial policy and procedure are clear and consistent in both languages.</li> </ul>	<ul style="list-style-type: none"> <li>Reviewed translations and worked with Nancy Foran to tweak the French.</li> </ul>
Innovative and Agile / Innovation et agilité	-Come up with new courses, training, webinars. -Don't proceed haphazardly, but use the right tool for	<ul style="list-style-type: none"> <li>Creating client relations webinar for freelance editors</li> <li>Support Toronto branch's desire to move to centralized bookkeeping as soon as practical.</li> </ul>	<ul style="list-style-type: none"> <li>Presenting webinar in May</li> </ul>

	the right job.		
Communications and Marketing / Communication et marketing	<ul style="list-style-type: none"> <li>Members feel consulted on issues important to them.</li> <li>Members are well-informed about the association.</li> </ul>	<ul style="list-style-type: none"> <li>Available to answer questions about new financial policy and procedures.</li> <li>Will provide assistance with audit as needed</li> </ul>	<ul style="list-style-type: none"> <li>Expect questions to come in once announcement is made</li> <li>Audit to begin in April</li> </ul>
Membership: Increased and Engaged / Membres plus nombreux et plus actifs	Engaged members.	<ul style="list-style-type: none"> <li>Participate in Toronto branch meetings when possible</li> <li>Engage on social media</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing participation as time allows.</li> </ul>

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

- Support ED, bookkeepers and auditors throughout audit
- Review 2020 full-year results and discuss implications with ED, present to NEC any changes needed to 2021 plans
- Review Q1 2021 activity and flag any areas where we seem to be overspending or underperforming

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

- None



## Secretary, Caitlin Coote

1. **List the groups or individuals that report through you / Énumérez les groupes ou les individus qui se rapportent à vous**
  - Conference committee
  - Mentoring committee
2. **Note successes, accomplishments and challenges from the past quarter**
  - Assumed office from predecessor
3. **State priorities for the next quarter / Priorités pour le prochain trimestre**
  - Work with conference committee and members to prepare for the AGM
  - Review leftover documentation from predecessor for any further actions that need to be taken
4. **Your own requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national**
  - None at this time

## National Director for Branches and Twigs, Anne Godlewski

5. **List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs) / Énumérez les groupes ou les individus qui se rapportent à vous (comité, sous-comité, groupe de travail, postes au niveau national, section ou ramification)**
  - All branches and twigs
6. **Note successes, accomplishments and challenges from the past quarter**
  - Communicated updates about server outage to the branch and twig leaders in a timely manner
  - Hosted two virtual meetings for branch and twig leaders
7. **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 reviewing branch and twig toolkits
  - Continue answering questions from branch and twig leaders in a timely manner
  - Continue facilitating getting twigs and branches set up in Google Workspace and the new bookkeeping system
  - Continue communicating updates about server outage to branches and twigs (group email list for branch and twig leaders is still not working, so all emails must be sent individually)
8. **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

## Communications Director, Suzanne (Sue) Bowness

1. **List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs)**
  - Communications and marketing committee (Jillian Reiten)
  - Editors' Weekly blog (Lucy Payette)
  - Membership Survey (Susan Chambers)
  
2. **Note successes, accomplishments and challenges from the past quarter**
  - I have supported the new Marcom committee chair get volunteers in place and connected with projects on various committees, moving to a bi/monthly meeting
  - I have completed the copyright policy and procedure documents, reviewed with experts and arranged for French translation
  - I have continued to connect volunteers as liaisons with various committees and invited NEC to connect with me about Marcom needs on their committees
  - The Marcom committee continues to work on its social media guide already in progress, the Adwords campaign, a new LinkedIn campaign (with Career Builders) and a renewed Hire an Editor campaign for March
  - I continue to liaise with the blog and serve on exec read subcommittee, connected the blog volunteers with the Marcom committee for greater possible collaboration
  
3. **State priorities for the next quarter (your priorities as director, not your committees' or region's priorities)**
  - Launch, promote and monitor the March "Hire an Editor" campaign
  - Help finish social media guide, launch LinkedIn revamp
  - Develop a subsequent Editor promotion campaign
  - Support other committee projects including
    - Social media campaigns to reach out and promote editors in various groups: students, self-publishers
    - Career Builder, Publications, Conference committee promotion
  - Continue to support Marcom committee as it moves ahead with new ideas
  
4. **Requests or questions for the national executive council**
  - Nothing at this time.

## Professional Standards Director, Berna Ozunal

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

1. Standards committee
2. Certification steering committee (CSC)

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

- new co-chair announced
- multicommittee meeting with CSC and publications took place in February
- work began to review the current Professional Editorial Standards

**CSC**

- Marking and auditing of the 2020 certification exam took place
- Rethink initiative concluded in February 2021; back to offering two exams per year in 2021
- Work on Foundational Skills testing will be piloted by editing students

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

**Standards committee**

- continuing to liaise between publications and CSC as we work through the standards and follow through on standards labelling and versioning system
- implement a decision log
- explore tools and practices that can help the committee with their work

**CSC**

- explore the Australian IPED model of having volunteers invigilate candidates on Zoom and explore other options
- connect with Training and Development to see if we can present certification prep exams in the fall leading up to November (structural editing and proofreading specifically)

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

- none at this time

## Publications Director, Anne Brennan

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

- Publications Committee, chaired by Paula Chiarcos
  - ELAP Subcommittee, no chair
  - Handbook Subcommittee, chaired by Paula Chiarcos

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

#### *Successes*

- The Handbook Subcommittee has made good progress in developing a handbook about editing for diversity and inclusion. They meet regularly and appear productive.
- I have *Edit Like a Pro: Proofreading* nearly ready for sale. Am awaiting an ISBN. Library and Archives Canada won't issue a CIP number without an ISBN. Am also figuring out how to get a DOI.

#### *Challenges*

- The one loose end in *Edit Like a Pro: Proofreading* is the permissions to use external content for some of the exercises. I'm still trying to track them down.
- Despite assuring me that she would sort out the files for *Edit Like a Pro: Structural Editing* and figure out what we need to do next, the ELAP volunteer has not begun the task. I will therefore do this myself.

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

- None.

### 4. Priorities for the next quarter

- Publish and market *Edit Like a Pro: Proofreading*.
- Market *From Contact to Contract: How Editors Get Clients*.
- Continue to develop the handbook on editing for diversity and inclusion.

### 5. Requests and questions for the National Executive Council

#### *Requests*

- None.

#### *Questions*

- None.

## Volunteer Relations Director, Patricia MacDonald

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)

- Facebook group (members-only) monitor
- Improving access to member services task force
- Insurance task force
- List monitor
- Mediator
- Member services committee
- Translation group
- The Vine
- Volunteer management committee

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

- The members-only Facebook group has surpassed 500 members! :^)
- The report to the NEC regarding the Vine/la Vigne has been delayed, but it will be completed this quarter. The task force will soon be disbanded.
- The insurance task force had a phone meeting with Livelii, a new company that is developing products specifically for the self-employed, working primarily with Great West Life. They will put together a proposal for us over the next few months.
- The mediator has had no requests.
- Member services has almost completed updating the welcome letter, breaking it into a series of emails to avoid the information dump of one large email. The committee is working on a welcome back letter for former members who have re-joined.
- The translation group is handling a significant volume of requests but the work is moving along smoothly.
- The volunteer spreadsheet (VolunteerConnect, the replacement for the volunteer directory) is almost complete and will soon go live.

- I'm continuing to contact members who indicate they are interested in volunteering during the join/renew process (new volunteers only). Sylvie Collin is contacting francophone members.

**Status update on any activities you, as director, want to accomplish, outside of supporting your committee(s)**

Strategic Priority	Outcome (in the strategic plan)	Actions (from the list in the plan or others that you have determined will meet the intended outcomes)	Update (what you have done to advance those actions)
Represent Canada's Editors	<ul style="list-style-type: none"> <li>• Work on a gradual shift in culture to be a truly bilingual association.</li> <li>• Broaden reach geographically, with more local groups and more online benefits for remote groups.</li> </ul>	<ul style="list-style-type: none"> <li>• Recruit francophone volunteers to make this happen.</li> <li>• Supervise the task force for improving access to member services.</li> </ul>	<ul style="list-style-type: none"> <li>• I am forwarding potential francophone volunteers to Sylvie Collin, the francophone adviser.</li> <li>• La Vigne, a francophone version of the Vine, is growing and working to improving its offerings for francophone members.</li> </ul>
Bilingual and Diverse	<ul style="list-style-type: none"> <li>• Have a better balance of services for francophone members.</li> </ul>	<ul style="list-style-type: none"> <li>• Recruit francophone volunteers to make this happen.</li> </ul>	<ul style="list-style-type: none"> <li>• I am forwarding potential francophone volunteers to Sylvie Collin for follow-up.</li> <li>• The new volunteer database has bilingual features.</li> </ul>
Membership: Increased and Engaged	<ul style="list-style-type: none"> <li>• Engaged members who volunteer.</li> </ul>	<ul style="list-style-type: none"> <li>• Work on recruiting new volunteers and retaining the old.</li> </ul>	<ul style="list-style-type: none"> <li>• I am following up with potential volunteers as I receive email notification of interest.</li> <li>• I am helping the nominations committee in its search to fill vacant director and committee chair positions.</li> </ul>

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

- Work with the improving access to member services task force as they prepare their report for the NEC.
- Launch VolunteerConnect, the Google doc of volunteer opportunities.
- Coordinate obtaining contact information for the copyright assignment forms.
- Help with the nominations committee, especially to find a new director of volunteer relations.

**4. Your own requests or questions for the national executive council (not your committees' requests, which are in their reports).**

- Nothing at this time.