



**EDITORS
RÉVISEURS
CANADA**

Q4 Reports

Directors

November 19, 2022

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**
 - Scheduled and ran the first few NEC meetings of the year, including inviting branches and twigs to attend meetings
 - Scheduled meetings for the first half of 2023
 - Attended a meeting with the budget subcommittee to discuss the budget
 - Started and contributed to NEC discussions over email and tried to increase director engagement
 - Supported directors as needed

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**
 - Help the Vice-President prepare for working on the annual report
 - 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)**

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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**
 - Provided support to the awards coordinator as needed, updated the description for the website, and helped with recruiting judges
 - Worked with the Canadian Dictionary team to help facilitate an agreement with a publisher for a base dictionary and provide a list of terms for the contract to both the publisher and UBC in order to move forward with the project
 - Helped orient the new recording secretary

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**
 - Same as above

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)**
 - Lead the execution of the annual report for 2022

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
 - Nominations Committee

2. **Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre**
 - The NEC decided to delay the new strategic plan by one year based on my capacity to lead the project.
 - I led the revision of the National Nominations Procedures with the help of the EDI Adviser to reflect Editors Canada's dedication to EDI. The document is in translation.
 - I revised the quarterly reporting templates to make them easier to use.

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 be a part of the group of people working to create an updated Canadian English dictionary. Progress is slowly being made.
 - The National Nominations Procedures have been revised and are in translation.
 - The quarterly reporting templates have been revised.
 - I worked through the branch and twig templates and marked areas that needed to be revised/updated.

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)**
 - In January, form the National Nominations Committee and contact all chairs and directors to see which positions need to be filled and begin recruiting
 - Continue to support the President as needed

- Support the Director of Branches and Twigs as she updates the toolkits
 - Work with the List Monitor and the Director of Volunteer Relations to update the List Monitor position's description and submit a substantive motion to ratify it at the 2023 AGM
 - Continue meeting with the core dictionary group
 - Support the Director of Member Recruitment and Retention as needed in the creation of a task force to look into errors and omissions insurance for members in 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)**
- 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**
 - Continued to approve payments via Plooto.
 - Completed paperwork needed to become a signing officer for the association.
 - With the Executive Director, put together a draft 2023 budget and held a finance subcommittee meeting to discuss it.
 - Continued to advise the Website Taskforce.
 - Challenges: Personal life issues left me feeling in over my head. I took more time than I wanted to adjust to and get a handle on this role. I'm almost there now.

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'll be happy if I can finally catch up—and stay caught up—after the upheaval of the past two quarters!

4. **State priorities for the next quarter (your priorities as director, not your committees' or region's priorities / Priorités pour le prochain trimestre (vos priorités à titre de directeur ou directrice et non pas les priorités de vos comités ou régions)**
 - Finalize the 2023 budget and have it approved by the NEC.
 - Continue to support the Website Taskforce.
 - Participate in candidate evaluation following the request for proposal (RFP).
 - Be available to help others 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)

- N/A

Secretary – Mina Holie

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

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

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

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

- Get in touch with the newly recruited Conference Committee co-chairs for updates, issues, concerns, etc.
- Continue to track and organize motions while managing the online voting system
- Request and compile the Q1 Reports
- Prepare a requests summary for the Q1 meeting
- Update the list of Action Items
- Review and finalize the meeting minutes prepared by the recording secretary and edited by the NEC directors

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)

- I would need the newly recruited Conference Committee co-chairs' contact information so that I could get in touch.

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**
 - Created Google Group for branches and twigs to facilitate retrieval of Zoom codes
 - Gathered feedback for updating the branch and twig toolkits
 - Hosted a well-attended branch and twig chairs meeting
 - Shared some best practices for populating the Google calendars of events

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**
 - Build the centralized FAQ resource for common questions received from branch and twig chairs; identify (create if necessary) and ensure translations are in place for templates as needed
 - Toy with the idea of drop-in “office hours” while I attempt to build relationships with the various twig/branch chairs outside of regularly scheduled all chairs meetings

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)**
 - Implement changes to the toolkits
 - Assist as needed to help source volunteers for branches/twig missing chairs
 - Attempt to sit in on more branch and twig exec meetings and other committee meetings to facilitate relationship building/identify areas where we can get feedback and insights
 - Help as needed with facilitating transition to the new website

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 we clarify how we're proceeding with budget allotments for twigs (and branches?) as raised in the budget meeting, or what kind of discussion points I can bring forward to the chairs.

Director of Marketing and Communications – Rachel Robinson

- 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
- 2. Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre**
 - The Director has changed—both a challenge for me to get up to speed and an accomplishment for everyone else, who are doing an amazing job of doing so!
 - A summit between the MarCom and Career Builder Committees was a great way to strategize across committees on our plans to overhaul the LinkedIn program.
 - A big challenge: the chair of MarCom is feeling overwhelmed by and undereducated about what she is supposed to do. Additionally, she reports that she has very few consistent volunteers, and those volunteers are there to learn MarCom, rather than to use/share existing knowledge.
- 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 trying to figure out what these goals are. I don't come from a marketing background, so in the next quarter, I will be figuring out what I need to learn and then how I need to learn it.
- 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 mentioned above, figure out what I need to learn!
 - Support the MarCom Committee by facilitating opportunities for learning and development, and helping out recruit new volunteers
- 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)**
 - I'd love to hear any thoughts on how to support an overwhelmed committee.

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**
 - Contacted Risha, who is in charge of the Mentorship Committee.
 - Answered an email from a member who refused to renew her membership at full price.
 - Answered Merel’s call for a volunteer to take on the French portion of Meet an Editor

3. **Status update on any activities you, as director, want to accomplish, outside of supporting your committee(s) / Mise à jour des activités que vous, à titre de directeur ou directrice, voulez accomplir en dehors du soutien que vous offrez à vos comités**
 - Learn how to create a task force and get that process going – re: insurance in Québec
 - Write a blog post about the benefits of volunteering

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)**
 - Create a task force to find information about insurance equivalent for 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)**
 - Certifications Steering Committee (CSC)
 - Standards Committee

2. **Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre**
 - The Standards Committee completed a first draft of the proposed new Standards (PES), which was then sent to Gael Spivak for plain language assessment and feedback. Gael returned the revised document with some excellent comments. Her main comment was the successful fleshing out of certain areas missed in the first rendition of the standards back in 2015.
 - For the CSC, the exam registration closed on Oct. 21 with 17 registrants for copy editing and 13 for stylistic editing exams to be written on Nov. 19 at home on their own computers.
 - Need the Access software (no longer free with Microsoft 365) for proper review of exam bank; possibly explore getting an account. Other options to this software have been explored, but none are worthy. The current platform, Excel, is unwieldy and user unfriendly.

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)**
 - As far as Standards is concerned, my priority remains to keep up the pace (keep the PES doc moving through the various stages toward completion by the next AGM).
 - The next stage for PES is updating/rewriting based on Gael's comments and a copy edit cycle. Once that is done, PES will be published for comments from the general membership.

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 we purchase a subscription to the Access software for updating the exam bank?
- The CSC wants to increase the discount for early bird exam registration next year to \$50 off the final cost (whether that remains the same or is increased for next year).

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
 - Diversity Handbook Subcommittee

2. **Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre**
 - Reached consensus that Diversity Handbook would be better suited as web content
 - Completed the first structural edit of the handbook material to create web-appropriate content
 - Sourced certified structural editors to assist in finishing the ELAP Structural Editing. The final exercise was a challenge, but progress was made. The project is moving forward.

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**
 - Review the status of yet-to-be completed ELAP volumes to determine next steps

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)**
 - See the publication of Diversity Handbook content on the website
 - Move ELAP: Structural to design phase
 - Review next steps on the ELAP project

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 T&D Committee met on Oct. 13 to plan the remainder of the 2022–2023 webinar season based on the responses to our Call for Proposals from August; the schedule should be announced shortly.
 - The committee has also made plans for the forthcoming Black Friday sale.

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)**
 - My main priority is to continue to support the committee as necessary and ensure the webinars run smoothly; this may include making myself available as a backup host, if necessary.

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**
 - Volunteer Management Committee is working on reviving the Comité Agrément for the French certification. Arija is the director of standards and not a French speaker. Suzanne Aubin will work as the contact person on this initiative.
 - The member welcome kit in the works for the website is updated, and new member emails featuring EC perks will be updated in Jan. 2023 (member services).
 - Member Services Committee is considering a “Mastermind” group set up to support small groups of members (i.e., academic).
- 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)**
 - Continue to send out volunteer call-outs for EC positions to great success
 - Continue to give my NEC support to the Member Services Committee as their ideas start to gel
 - Support the Volunteer Management Committee in their edits of the EC Overview of Committees document and the Comité Agrément idea

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)

- Budget request as follows:
 - OED quote: \$3,500 USD per year
 - CP quote: \$6,400 USD per year