



EDITORS  
RÉVISEURS  
CANADA

# Q1 Reports

## Directors

March 19, 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
  - Started and contributed to NEC discussions over email and tried to increase director engagement
  - Supported directors as needed
  - On the advice of the EDI adviser, moved to form an EDI committee
  - Provided orientation to a new director
  - Arranged and moved to enter into a one-year partnership with RGD
  
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)**
  - Conduct executive director's yearly review
  - Prepare materials for the AGM and the President's Awards
  - Support directors 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 at this time

## 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)
  -
2. Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre
  -
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
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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)
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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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## 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
  
2. **Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre**
  - I temporarily oversaw the marketing and communications committee until I found a new director of marketing and communications.
  - I recruit members for the nominating committee and led a meeting with the committee.
  - I reached out to several organizations to inquire about forming new partnerships. Two new partnerships are currently in the works.
  - I drafted new mandates that were missing from the Overview of National Committees and Positions document and revised the external liaison mandate based on a vote to change this to a position instead of a committee.
  - I worked with the communications manager, the list monitor, and the director of volunteer relations to draft new documents for the upcoming member communication forum.
  - I recruited a new Francophone adviser.
  - I worked with the conference committee in an advisory capacity.
  
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 new 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 with the nominating committee to fill upcoming vacant positions
- Follow through on potential partnerships and pursue new ones
- Draft a motion for the AGM regarding the documents related to the member communication forum
- Continue working with the conference committee as needed
- Continue working with the new Canadian English dictionary group
- 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**
  - Supported the taskforce through the RFP/hiring cycle
  - Challenges: Finding time. It's been a really busy few months
  
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/survive the audit process
  - Potentially help navigate the 2024 conference if it comes to BC
  
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 2022 financials
  - Go through the audit
  - Help Natasha where 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 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
  
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 November through February
  - Continue to track and organize motions while managing the online voting system
  - Request and compile the Q2 Reports
  - Prepare a requests summary for the Q2 meeting
  - Update the list of Action Items
  - Prepare required items for the AGM
- 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

## 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**
  - Helped some branches and twigs use Findjoo and set up their first events
  - Answered several queries to assist chairs
  - Held two well attended all-chair meetings
  
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**
  - Working on implementing the toolkit revamp (ongoing, should be good to go by the website relaunch)
  
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)**
  - Continuing to update toolkits for publication and translation
  - Print-on-demand resources for branches and twigs attending public facing events such as festivals (possible Marcom team up?)
  
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 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)
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2. Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre
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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
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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)
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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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## 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 Standards have been reviewed by various parties, including EDI, and we have received very favourable reports and feedback.
    - We gained one new committee member.
  - **CSC**
    - Finding pilot test results for the last pilot exams to send out to the pilot testers (I was one of them so am interested to know results); we just found the results, and they will go out this week. Because of the loss of the chair and co-chair, we have many bridges still to cross with the successors to the old regime.
  
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)**
  - **Standards Committee**
    - Provide support where I can
    - Make sure that the new Standards move along the required course of action. We are currently at the stage of getting members' feedback.
  - **CSC**
    - We lost the new chairperson Maggie, and her co-chair Edward stepped up to the position but lacks experience in the committee workings.

- Put the call out for a new co-chair and volunteers for the committee that lost about half its members in January. The response has not been great, but I believe we got an exam shepherd.
- Unfortunately, any volunteers cannot sit for an exam for a full year following the volunteer stint due to a conflict of interest, 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**
  - ELAP designer requested an increase in fees due to the cost increase between the initial project timeline of 2019 and the current work in 2023. No signed contract could be located. NEC voted in favour of approving a \$500 increase in fees.
  - ELAP structural volume is in final stages of work but will not move to design and finalization until the new standards are released to ensure consistency.
  - EDI Handbook Subcommittee adapted the content for the website and sent the material to Amber Riaz for EDI review. It came back with the suggestion to have it worked on by a sensitivity editor. Subcommittee is discussing next steps.
  - Received notice that both publications co-chairs are stepping down at the end of their terms this spring.
  
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**
  - N/A
  
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)**
  - Facilitate smooth transition to new publication chair(s)
  - Coordinate signing of a contract with the designer for the ELAP structural volume
  - Review the status of remaining ELAP volumes to assist new chairs in moving work forward

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 2022 Black Friday sale took place in November; it underperformed relative to those from past years, with 261 sales totalling \$10,188.
  - Caitlin Stewart departed Editors Canada in February; her successor, Sara Ahmed, is now in place and doing an excellent job.
  - The T&D Committee held a meeting on Mar 8, 2023. We discussed a wide range of issues including potential subjects for upcoming webinars: how to improve/revive French-language webinars, how to secure more diverse presenters and work more with other parts of Editors Canada, and how to solicit webinars more effectively.
  - We expect to put out a call for proposals for the summer and fall sessions shortly.
- 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've passed along updated information about possibilities for providing captions for the webinars.
- 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 that the webinars run smoothly, as well as making myself available if Sara needs assistance.
- 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 services webinars are in the works (with Michelle Ou and Błażej Szpakowicz).
  - Volunteer callouts continue to be successful – I have started asking for response numbers for statistical information.
  
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).
  - Help with preparing guidelines for committee chairs and their communications with members.
  - Continue with the successful volunteer callouts and make volunteering appealing to a wider audience.
  
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