



EDITORS
RÉVISEURS
CANADA

Q2 Reports

Directors

June 11, 2023

National Executive Council Meeting

Zoom

Contents

National Executive Council (NEC) Directors 2

 President – Maria Frank 2

 Vice-President – Marcia Allyn Luke 4

 Past President – Heather Buzila 5

 Treasurer – Tara Avery 7

 Secretary – Mina Holië 8

 Director of Branches and Twigs – Ellen Keeble 10

 Director of Marketing and Communications – Ruth Pentinga 12

 Director of Member Recruitment and Retention – Suzanne Aubin 14

 Director of Professional Standards – Arija Berzitis 15

 Director of Publications – Kaitlin Littlechild 17

 Director of Training and Development – Błażej Szpakowicz 18

 Director of Volunteer Relations – Leah Morigan 19

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 Blaje 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