



**EDITORS**  
**RÉVISEURS**  
**CANADA**

## **Q3 Reports**

## **Directors**

**September 10, 2023**

**National Executive Council Meeting**

**Zoom**

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## National Executive Council (NEC) Directors

### President – Maria Frank

1. **What activities (actions) are you planning in the coming year? / Quelles activités (mesures) pensez-vous prendre dans l'année à venir?**
  - Support and oversee the Human Resources committee, the Francophone adviser, and the equity, diversity and inclusion (EDI) adviser/committee
  - Provide guidance and support to the vice-president when work commences on the annual report
  - Provide guidance and support to all directors as needed
  
2. **Priorities for the next quarter / Priorités pour le prochain trimestre**
  - Plan and run NEC meetings, including inviting branches and twigs to attend as timing permits
  - Support directors as needed
  
3. **Requests or questions for the national executive council / Demandes ou questions pour le Conseil d'administration national**
  - None at this time
  
4. **Budget request / Demande de budget**
  - None at this time

## Vice-President – Marcia Allyn Luke

### 1. What activities (actions) are you planning in the coming year? / Quelles activités (mesures) pensez-vous prendre dans l'année à venir?

- Annual Report 2023
- Canadian English Dictionary Project
- Support the Awards Coordinator
- Prepare for the president role

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

- Canadian English Dictionary Project
  - Finalize the agreement with Nelson via lawyer

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

- N/A

### 4. Budget request / Demande de budget

- N/A

## Past President – Heather Buzila

### 1. What activities (actions) are you planning in the coming year? / Quelles activités (mesures) pensez-vous prendre dans l'année à venir?

- Begin the process of revising the association's strategic plan online and with member input
- Continue reaching out to prospective partner associations to expand discount for Editors Canada members
- With the director of branches and twigs, work to revise and update the branch and twig toolkits (if needed)
- In early 2024, form the national nominations committee and work to fill upcoming vacancies on the NEC, national committees, and national positions for 2023-2024
- Continue working with the core dictionary group to create an updated Canadian English dictionary
- Support the president and NEC as needed
- Support the Career Builder committee and the Student Relations committee as needed

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

- Begin the process of creating a new strategic plan
- Follow up with potential partner organizations that I've already emailed but haven't heard back from yet
- If needed, help update the branch and twig toolkits
- Continue working with the dictionary group
- Finalize the series of blog posts about NEC positions so they are ready to be published monthly in *The Editors' Weekly*

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

- None

### 4. Budget request / Demande de budget

- None

## **Treasurer – Tara Avery**

1. What activities (actions) are you planning in the coming year? / Quelles activités (mesures) pensez-vous prendre dans l'année à venir?

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

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

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4. Budget request / Demande de budget

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## Secretary – Mina Holie

### 1. What activities (actions) are you planning in the coming year? / Quelles activités (mesures) pensez-vous prendre dans l'année à venir?

- Liaise with other directors for various activities
- Facilitate going through the list of Action Items during the NEC meetings
- Keep a list of motions/voting results up to date
- Provide support to the recording secretary as needed, while working together
- Support the Conference Committee when needed

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

- Finish off backlogged items—the meeting minutes of March through June
  - Review the meeting minutes prepared by the recording secretary and edited by the NEC directors
- Track and organize motions while managing the online voting system
- Request and compile the Q4 Reports
  - Prepare a list of requests for the Q4 meeting
- Update the list of Action Items

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

- None

### 4. Budget request / Demande de budget

- None

## **Director of Branches and Twigs - Ellen Keeble**

1. What activities (actions) are you planning in the coming year? / Quelles activités (mesures) pensez-vous prendre dans l'année à venir?

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

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

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4. Budget request / Demande de budget

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## Director of Marketing and Communications – Ruth Pentinga

### 1. What activities (actions) are you planning in the coming year? / Quelles activités (mesures) pensez-vous prendre dans l'année à venir?

- Review, if necessary, update any new Marcom documents, have a copy edit completed, and then submit for NEC approval when necessary
- Continue helping the Marcom committee as required, and especially, at this time, the social media team as they continue to work on increasing Editors Canada's social media presence and receive/respond to comments etc. I will also help, as required, to find volunteers to support the social media posts and responses.
- Continue to work closely with *The Editors' Weekly* blog managing editor in her new role and review all blog posts prior to publication

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

- Review and, if necessary, update the Marcom overview document, the Marcom crisis communications guidebook and the social media planning and content creation guidebook. If there are significant modifications needed, have a copy edit completed, and then submit for NEC approval.

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

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### 4. Budget request / Demande de budget

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## **Director of Member Recruitment and Retention – Suzanne Aubin**

1. What activities (actions) are you planning in the coming year? / Quelles activités (mesures) pensez-vous prendre dans l'année à venir?

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

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

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4. Budget request / Demande de budget

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## Director of Professional Standards – Arija Berzitis

### 1. What activities (actions) are you planning in the coming year? / Quelles activités (mesures) pensez-vous prendre dans l'année à venir?

- Standards Committee
  - The new Professional Editorial Standards (PES) document is undergoing formatting for publication. Ideas, comments from membership, are being logged for future reference.
- Certification Steering Committee
  - Both exams have been internally and externally reviewed and will be formatted in readiness for the pilot testers.
  - The new committee chair Greg and I think that the new PES will not impact certification exams because PES and certification are not linked. He thinks that our main roles for the next year or two are to think about editing processes that aren't in the standards, listen to feedback on problems in implementing the standards and suggest for improving them.

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

- Provide support where it is needed
- Learning, learning, learning
- Greg's comments

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

None at this time

### 4. Committee budget request / Demande de budget du comité

## Director of Publications – Kaitlin Littlechild

1. **What activities (actions) are you planning in the coming year? / Quelles activités (mesures) pensez-vous prendre dans l'année à venir?**
  - Review the identified need to update *Editing Canadian English* and determine feasibility of the project
  - If the above update is identified as needed and feasible, develop a work plan, form any subcommittees and recruit necessary volunteers to start the project
  
2. **Priorities for the next quarter / Priorités pour le prochain trimestre**
  - Determine the feasibility of updating *Editing Canadian English*
  - Work with the committee to determine which ELAP volume is next as the structural editing volumes nears completion
  
3. **Requests or questions for the national executive council / Demandes ou questions pour le Conseil d'administration national**
  - Has a preference for the next ELAP volume been identified to anyone? Has anyone received any comments or questions?
  
4. **Budget request / Demande de budget**
  - Budget request included in the Publications Committee's report

## **Director of Training and Development – Błażej Szpakowicz**

### **1. What activities (actions) are you planning in the coming year? / Quelles activités (mesures) pensez-vous prendre dans l'année à venir?**

- Reach decisions about and take concrete steps on the question of webinar captioning
- Host webinars and otherwise help lighten the burden for the rest of the committee
- Provide guidance and assistance for the committee if and as necessary, especially with the new leadership and administration being relatively new to the committee and to Editors Canada
- Assist Leah Morrigan and the Volunteer Management Committee with the Volunteer promo video

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

- Continue to support the committee as necessary and ensure the webinars run smoothly
- Assist with the marketing and promotion of the webinars as the new season commences

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

- N/A

### **4. Budget request / Demande de budget**

- N/A

## Director of Volunteer Relations – Leah Morrigan

### 1. What activities (actions) are you planning in the coming year? / Quelles activités (mesures) pensez-vous prendre dans l'année à venir?

- Volunteer services: The volunteer promo has been written and is partially edited. Once input from all committee members is complete, we'll move into stage 2 that includes recruiting volunteers to give their volunteer experience that will go into the promo (with the assistance of Suzanne Aubin and Blazej Szpakowicz).
- Work with the EDI Adviser Amber Riaz to develop a revised land acknowledgement we can propose to the NEC

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

- Welcome a French presence and French collaboration on my two committees, and help improve French recruitment on both committees (with the help of Suzanne Aubin and Badou Bousso)
- Help load the EDI committee with volunteers (so far so good!)
- Volunteer services: The volunteer promo video script is written and moving into stage 2.
  - Volunteer Handbook is in the process of being updated.
  - Update to the Overview of National Committees is almost complete. We're in the final stages.
- Member services: The Welcome Kit update project is in process.
  - Member benefit infographic will be picked up again in this quarter with new committee members to promote membership.
  - The new committee will have our first meeting on Sep. 21, where we will brainstorm member benefits we'd like to see – any suggestions can be sent to me.

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

- N/A

### 4. Budget request / Demande de budget

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