



EDITORS
RÉVISEURS
CANADA

Q4 Reports

Directors

November 5, 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)

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 2023–2024 year, including inviting branches and twigs to attend meetings
 - Started and contributed to NEC discussions over email and tried to increase the 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**
 -

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)**
 - Schedule meetings for the first half of 2024
 - Attend a meeting with the budget subcommittee to discuss the budget
 - Help the vice-president prepare for working on the annual report
 - 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)
 - Awards Coordinator

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)
 -

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**
 - Completed a series of blog posts on the positions on the NEC
 - Finalized a partnership agreement with the Northwest Editors Guild
 - Supported the president and NEC as needed
 - Supported the Career Builder committee and the Student Relations committee 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**
 - Met with BIPOC of Publishing in Canada to discuss a partnership agreement
 - Met with Patricia Huntsman and Natasha Bood about how to begin updating the Editors Canada strategic plan
 - Worked with the Conference committee as needed to discuss venues and early conference planning

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)**
 - Oversee the Conference committee and provide assistance as needed
 - In early 2024, form the national nominations committee and work to fill upcoming vacancies on the NEC, national committees, and national positions for 2024-2025
 - Work with Natasha Bood and Patricia Huntsman to begin the process of creating a new strategic plan

- Follow up with BIPOC of Publishing in Canada to see if they are interested in a partnership
 - Continue reaching out to prospective partner associations to expand discount for the Editors Canada members
 - Support the president and NEC as needed
 - Support the Career Builder committee and the Student Relations committee 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
 -

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)
 -

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

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
 - Participate in the NEC discussion

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 the meeting minutes of September and October
 - 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)**
 - 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)**
 - Branches and twigs

2. **Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre**
 - Setting up multiple twigs with marketing materials for in-person festivals (also twigs representing the association at writer's festivals with success)
 - Linking with the MarCom committee to share LinkedIn resources as some branches and twigs move to using the platform
 - Hosting so far two well-attended meetings, where we were able to bring in guest directors to address the branch/twig questions
 - Supporting branches and twigs with expenses and administrative tasks

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**
 - Happy to link up with other directors to see how we can support each other

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 up toolkits for copy editing and review, and then publish
 - Better understand and record information regarding how to support branches/twigs that host the national conference
 - Set up next steps for the seminar guidance and Google Suite guidance

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 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 MarCom visual metaphor proposal is proceeding and is now with NEC for comments and then approval.
 - Updated, with only minor edits, the MarCom Crisis Communications Guidebook
 - Review and approve all blog posts for The Editors' Weekly

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)**
 - To get the visual metaphors proposal approved, underway and support 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)**
 -

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
 -

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)
 -

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 Professional Editorial Standards (PES) document is undergoing another round of copy edits before formatting for publication (at the request of Publications Committee). The membership is being flagged for final comments once this is done. Publication is still slated for January 2024.
 - **CSC**
 - Exams are ready for the certification testing on Saturday, Nov. 18, 2023 (15 candidates for Proofreading and 13 for Structural Editing at last count).
 - Pilot testers criticized that the proofreading test requires markups to PDF (and that it was not in Microsoft Word like the other three tests).
 - We again have need for more volunteers for our group; it seems that this has become an ongoing concern. As soon as we get new recruits, they have to resign for various reasons.

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)**
 - Step up recruitment for more volunteers
 - Provide support to both groups wherever it is 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

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

2. **Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre**
 - *ELAP* Structural Editing is being finalized and entering design.
 - Sensitivity read of the diversity handbook web material is complete.
 - Publications committee members do not feel qualified to incorporate edits to the web material. Advised them to re-engage the members of the sub-committee to see if anyone has the time to edit the material.

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**
 - Began the process of review *Editing Canadian English* to determine if it needs to be 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)**
 - Guide the start of the next *ELAP* project
 - Continue review of *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)**
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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 has successfully held its first few webinars of the 2023–24 season, and things remain on track for the remainder.
 - Now in consultation with MarCom, the T&D committee also remains busy creating an updated and more energetic marketing campaign that would make better use of social media platforms we've thus far done little with.
 - The T&D committee also remains in discussions with the Certification Steering committee about a free webinar on certifications and has been in contact with other Editors Canada committees for thoughts on other free webinars to offer.

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**
 - Live captioning is a bit on the backburner at the moment as we focus on marketing, but it's something I hope to return to.
 - The T&D committee is still seeking a French social media volunteer; if that's still the case when I return to Canada, I will probably be liaising with Suzanne Aubin and Badou Bousso about 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)**
 - See 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)**
 - None at this time

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
 - The new **Member Services** committee is starting to gel, and we are developing projects out of the brainstorming session we had last meeting.
 - **Member Services** is open to suggestions and ideas about what kinds of services the membership would like. I have communicated this to the NEC to pass on to their committees.
 - **Volunteer Management's** volunteer promo is moving forward; the Overview of National Committees and Positions is almost complete, as are other committee documents.

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
 - Continue to 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).
 - **Member Services** member benefit infographic will be picked up again this quarter with new committee members to promote membership.

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