



EDITORS
RÉVISEURS
CANADA

Q1 Reports

Directors

March 24, 2024

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
 - 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
 - Began shadowing the past president to prepare for transition in July

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)**
 - Awards Coordinator

2. **Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre**
 - Judges for awards were successfully chosen.
 - Began collecting material for the 2023 annual report.
 - Helped finalize the agreement for the dictionary project and the announcement went out.
 - Reviewed the strategic planning documents and added to the JamBoard.

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**
 - Assist the dictionary project committee in any way that I can.
 - Prepare for the President role.
 - Continue to be involved in Strategic 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)**
 - Learn the President's role.
 - Complete the Annual Report.

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

2. **Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre**
 - Supported the president and NEC as needed
 - Supported the Career Builder committee and the Student Relations committee as needed
 - Formed the nominations committee and began recruiting volunteers for 2024-2025

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 the conference committee as needed on conference planning
 - Continue working with the facilitators and the working group on the new Editors Canada strategic plan

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)**
 - Work with the conference committee and provide assistance as needed
 - Continue working with the facilitators and the working group on the new Editors Canada strategic plan
 - Continue recruiting for vacant positions with the nominations committee
 - Continue reaching out to prospective partner associations to expand discount for 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
 - Conference Committee
 - Executive Director for financials

2. **Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre**
 - The website is live. Some bugs are ongoing but being worked on.
 - Conference planning proceeds apace. The committee is very strong. We had some initial challenges regarding how responsibilities are divided between the office and the committee/chairs. I recommend that we clarify some of these issues before the next conference.
 - Editors Canada is on budget.

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**
 - Since I'm not just the director of the conference committee, I'm the chair, I am absolutely not taking on any extra activities at this time.

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)**
 - The conference.
 - Helping Natasha, executive director, with the audit.
 - 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)

- Has the website taskforce officially disbanded? Will it? When?

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 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
 - 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 2023 through January 2024
 - 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**
 - We rallied well to port the branch and twig subsites. Unfortunately, we couldn't accommodate all requests, and some requests were lost in the shuffle and had to be postponed. But the core information has been moved and some branches and twigs are working to update their content.
 - Going into Q2, we will have English tutorials up regarding how to update the website and once those are confirmed to be comprehensive and clear, we will work to translate them into French.
 - Some branches and twigs are facing burnout and difficulty sourcing volunteers to help carry activities.

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**
 - Currently full on tasks.

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 branch and twig chairs and Michelle Ou to create some branded event kits.
 - Continuing to update Info Hub with relevant documents for branch and twig chairs (a bit slow going).

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 newly-revised ambassador program was approved by the NEC.
 - The webinar promotions on social media proposal were approved by the NEC.

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)
 -

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 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
 - Quebec Insurance Task Force

2. Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre
 - The call was sent to ask for volunteers to be a part of the Insurance Task Force dedicated to the situation in Quebec
 - Challenge: obtaining information from the Mentorship 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
 - Create a task force to review and update the *Normes professionnelles*

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)
 - Find volunteers for the Mentorship Committee

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**
 - The revised Professional Editorial Standards (PES) is being prepared for publication and release in April 2024 (final tweaks).
 - The Certification Steering Committee has gained a number of new volunteers.
 - A comparative document for release on demand (that shows differences between PES 2016 and PES 2024) is in the works with the help of the cochair of the Certification Steering 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**
 - Because Berna is stepping down as cochair of Standards committee in June, the new cochair, a student affiliate, is being mentored by Greg laonnou. Greg is staying on as cochair.
- 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 Standards doc published
 - Get the comparative doc in hand
 - Promote new Standards (both Berna and Greg, committee cochairs, are prepping and delivering webinars on the new Standards)

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 a student affiliate act as cochair of a committee?

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 and diversity handbook projects nearing completion and preparations underway for launch.
 - Committee transitioning to one chair. Chair is confident he can manage the workload and requested to do it alone. Will increase frequency of check-ins.
 - Draft workplan developed for the next ELAP volume—Copyediting.

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**
 - Main focus will be to support the committee over the next quarter as multiple long-standing projects are finished and new ones are started.

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 NEC approval on pricing structure for ELAP volumes.
 - Monitor initial work of ELAP: Copyediting through frequent check-ins with the committee chair to ensure the project is set up for success and to monitor workload to avoid volunteer burnout.
 - Manage relationship with Indigenous Editors Association and feel out possibility to accessing their network for volunteers to contribute to the ELAP project from the Indigenous perspective, while managing sensitivity issues around asking Indigenous Peoples to contribute free knowledge.

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**
 - Supported committee and webinar program as necessary
 - Helped secure approval of MarCom’s webinar promotion proposal

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)**
 - Support NEC and fellow directors as necessary
 - Begin personally hosting webinars again
 - Begin planning for the fall 2024 webinar season
 - Return to question of webinar captioning

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
 -

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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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)
 -