

**Editors' Association of Canada**  
**Association canadienne des réviseurs**

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**National Executive Council**  
**Meeting Minutes**



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

**March 24, 2024**

**Zoom**

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**PRESENT:**

**NATIONAL EXECUTIVE COMMITTEE**

Maria Frank	President
Marcia Allyn Luke	Vice-President
Heather Buzila	Past President
Tara Avery	Treasurer
Mina Holië	Secretary
Ellen Keeble	Director, Branches and Twigs
Ruth Pentinga	Director, Marketing and Communications
Suzanne Aubin	Director, Member Recruitment and Retention
Kaitlin Littlechild	Director, Publications
Błażej Szpakowicz	Director, Training and Development

**OTHERS**

Natasha Bood	Executive Director
Lori Perrie	Recording Secretary
Badou Bouso	Co-chair, Francophone Relations
Jenny O'Reilly	Co-chair, Editors Hamilton-Halton

**REGRETS:**

Arija Berzitis	Director, Professional Standards
Leah Morgan	Director, Volunteer Relations

**1. Call to Order**

Maria called the meeting to order at 1:01 p.m. EDT.

**2. Land Acknowledgement**

Maria read the land acknowledgement.

**3. Approval of Agenda**

MOVED BY Maria Frank

SECONDED BY Heather Buzila

that the NEC approves the agenda.

Carried

MOVED BY Maria Frank

SECONDED BY Suzanne Aubin

that the NEC approves giving Badou a voice at the meeting.

Carried

## 4. Review of Outstanding Action Items from Previous Meetings

**Item #1:** Francophone Conference for 2024. Budget approval and allocation might be needed. Badou is still doing some last-minute checks. Estimation is that it will not be different from what they had submitted. Update in the next few days.

**Item #3:** Certification exams in French and *Edit Like a Pro* for Francophones. No update.

**Item #4:** Publications Committee. Look into what to start with the revision of *Editing Canadian English*. Kaitlin has started reviewing; it will have a more comprehensive update by next meeting.

## 5. Budget Update

Tara uploaded the 2024 budget and the estimated year-end of 2023. That may change as things finalize and as the audit happens. It includes everything that has come in from the bookkeepers but not branch and twig revenue.

They are anticipating a deficit of around \$40,000 from 2023. This was anticipated, and that money will come out of the CEBA (Canada Emergency Business Account) loan. Revenue is what was predicted. Ended up ahead of budget in membership, a bit lower in conference revenue and sponsorship, but things balanced.

As far as expenses, fees on credit cards were high at about \$10,000. It has been budgeted for 2024 more realistically.

The website cost more than anticipated. That is covered by the CEBA loan.

Everything else is financially stable. The lease is over at the office, so that money will be available in 2024.

## 6. Editors Hamilton-Halton

MOVED BY Maria Frank

SECONDED BY Ellen Keeble

that the NEC approves giving Jenny O'Reilly a voice at the meeting.

Carried

Jenny shared that Editors Hamilton-Halton has a group of 40 members. They hold monthly meetings on the second Tuesday of every month. They alternate between virtual and in person, which they are finding successful in engaging as many people as they can.

They just invited a speaker who is a specialist on generative AI; they have plans to set the AGM date, and they are on track to come in under budget.

Editors Hamilton-Halton are trying to rebuild after COVID-19. They had a bit of a rough time figuring out their regular events, etc. They are now getting people regularly showing up and engaging.

## 7. Reports and Requests

- **Treasurer: Tara Avery** – Has the website task force officially disbanded?

When Julie left, the task force dissolved, but for a while, there were still people occasionally helping Michelle with things.

Ellen said that it's been suggested not reporting that they are officially disbanded because there are still members helping out. This might be a question for Michelle.

Natasha also understands that there are still people helping, but without an official leader or meetings. Maria asked if it needs to be a report written. Natasha said that Julie could write a bit of an update, along with Michelle. There is nothing that Tara has to do once it disbands.

- **Treasurer: Tara Avery** – Why do we no longer offer one-day conference passes? Some members feel that they don't want to/can't attend the entire weekend and miss the option.

Heather said that this happened because of the pandemic. There was no way to police it during virtual conference sessions, and then it didn't resume.

As Tara pointed out that, because of the time of year, people might have trouble in booking childcare, and accommodations are very expensive, some people might just want to come for one day. Tara shared that, because things are still being recorded, people can watch what they may have to miss in person and therefore still get value for the price of the whole conference. It is too late to address more fully for this year, but perhaps next year, there can be a re-examination of that.

Błażej thinks that, as long as we are still offering a hybrid conference with access to videos, it is difficult to offer a one-day pass, unless we work out a way to control access to the online portion.

- **Treasurer: Tara Avery** – Recommends that a conference location be determined for next year ASAP.

Tara has noticed that it has been difficult for people to find reasonable accommodation for this year's conference. She recommends considering going back to a hotel location, so there is more reliable accommodation.

Błażej suggested that, as we have been switching from West coast to East coast, we can assume that the conference next year might be in Ontario, Québec or Atlantic Canada. It would be helpful to start the discussion on location before this year's committee disbands.

Tara said that it might be valuable for the next conference planners to have some access to current conference planners now, as in a mentoring situation. Starting earlier might make the transition to the next conference planners easier.

- **The Editors' Weekly: Laura Bontje** – Looking for a managing editor for the French version of the blog.

Contact [blog@editors.ca](mailto:blog@editors.ca)

- **Marketing and Communications Committee: Merel Elsinga** – Would the NEC be open to hiring professionals to run an improved *Hire an Editor* campaign?

Heather said that we likely wait until the strategic plan has been implemented. They would need to put together a budget request for that.

Ruth said that the three volunteers, who were involved in creating the *Hire an Editor* social media campaign, have stepped back. We need to explore how much the campaign is warranted before moving forward.

- **Director of Professional Standards: Arija Berzitis** – Can a student affiliate act as a co-chair of a committee?

Heather: yes.

- **Certification Steering Committee: Saleh Waziruddin** – We are waiting for new professional standards to be published before proceeding with exam setting and updates to our materials.
- **Publications Committee: Matthew Long & Noah Nuttall** – Is there any specific direction for Edit Like a Pro copy editing that we should be aware of?

Kaitlin had said that there are no special requests so far; it's more or less a blank slate. They would still like to know if there is anything that the NEC specifically wants to see in that volume. Heather said okay as long as they follow the Professional Editorial Standards. Kaitlin will speak more to that in her update.

- **Publications Committee: Matthew Long & Noah Nuttall** – Olivia Thompson-Powell has requested confirmation that her invoice will be paid soon.

Kaitlin said that it has been handled and they've been updated.

- **Training and Development Committee: Katherine Morton** – Please promote webinars in your networks.

## 8. Break (5 minutes)

## 9. Update on Ongoing Projects

Include a brief overview of what your committee is currently working on as well as any other info you'd like to discuss.

### **a. Publishing committee**

ELAP Structural Editing: Estimating that it should be published in April. It is undergoing a final review. Their proofreader is booked. The committee put together a pricing proposal that Kaitlin circulated to the NEC for feedback.

ELAP Copy Editing: Created their project plan and are currently sourcing volunteers. Over the coming weeks, Kaitlin will be working with them, as they are looking to engage with the Indigenous Editors Association to add some Indigenous voice to that volume.

The Diversity Handbook: The aim is to publish before the second quarter. It has gone through its final substantive edit and is moving on to a copy edit.

Professional Editorial Standards: Working with MarComm Committee to get that to final publication in April. Kaitlin said that they give the final design files to Michelle; she takes care of getting them up for sale on the website, and we set the pricing.

### **b. Francophone updates**

Badou shared that the Francophone Relations group has been working on the Francophone conference. That has been their focus in the last few weeks. It was decided to go virtual for the 2024 conference, and it will be held in November. Their theme is *The Art of Communication* (l'art de la communication). They are working on a list of potential speakers. There will be a messaging blitz coming in the next couple of weeks, starting in April. They don't have a lot of volunteers at this point. They have just added a fourth person. They will work with Michelle on messaging to get more people involved.

Badou has been involved with helping the Membership Committee and has been to a lot of meetings where they've been taking about the membership package; he has been trying to give the Francophone perspective.

*La Vigne* is ongoing. Badou has been taking care of that on his own, which is challenging. It is a valuable and rewarding program to continue to maintain.

Suzanne spoke about the lack of response to the invite for strategic planning sessions from Francophone members, despite Suzanne having reached out through various platforms. Badou, along with two other Francophone members, attended a session and shared that a lot of what was brought up also came from the Anglophone side. This includes volunteer burnout, and Badou also brought up hiring a Francophone employee that would take care of communications and would provide more representation for daily activities, rather than relying entirely on volunteers.

It was found to be very frustrating that there was so little feedback when she reached out to Francophone members to participate in strategic planning, especially in light of complaints that have come in. There was very little engagement with this amazing opportunity.

Natasha mentioned that she contacted all French-speaking members directly, and also It is important to note that just under 100 of the 1200 members indicate that they are French-speaking.



**c. Québec insurance task force**

Suzanne has heard from four members, trying to get the task force going. She will get in touch with Michelle to help set up a survey.

**d. Member services/Volunteer management committees**

No update.

**e. Certification**

No update.

**f. Standards committee**

No update.

**g. Webinars/Training and development committee**

The webinars are running quietly and regularly without the need for meetings, etc.

The committee will be starting on meetings to plan for the next season over the next couple of months.

**h. Career builder committee**

No update.

**i. Student relations committee**

No update.

Regarding the Nominations Committee, Heather has a good group, and they are working to find people to fill positions.

Non-NEC positions are coming along; there are a couple of NEC positions that still need to be filled, which is concerning.

**j. Website task force**

This section is to be removed from the next agenda onward.

**k. Marketing and communications committee**

Ellen discussed an issue that came up with the Ambassador Program. The Ambassador Program had inadvertently stepped on the toes of a twig concerning library program. The Ambassador Program approached the library about a program, but it wasn't clear to the library that the Ambassador Program was not the twig, so there was some confusion. The Ambassador Program should have checked with the twig first about presenting this program before going into this relationship with the library.

There is an opportunity here for collaboration between this program and the twigs.

Ruth will connect Ellen with Lucy from the Ambassador Program in order to help develop the relationship between branches/twigs and the Ambassador Program.

Ruth sent an email out to the NEC about somebody who had reached out offering to do an Ambassador Program workshop and was wondering if the NEC has to approve it. Heather will look into this.

### **I. Mentorship committee**

Suzanne received an email from Sara. She has an action plan to help reignite the mentorship program. Suzanne will be speaking with her.

### **m. Executive director**

Natasha shared that the website continues to be a bit tricky getting and keeping going. It is still being worked on, and it has been a frustrating process.

It is a busy time of year. Heading towards June, this is their busiest time of the year.

Natasha has reached out to the auditors to get that going, starting in mid-April.

## **10. Branches and Twigs**

### **a. Branch and twig procedures**

Branches and twigs have been working on helping people understand how to work with the new website. Ellen is working with Michelle on a playlist of mini videos on how to update things on the site. The English ones will be a rough draft, and once they've been worked with and polished, Ellen will work on getting them translated into French.

They will be focusing on in April is event kits for branches and twigs for festivals as well as swag, bookmarks, postcards etc. that are branch and twig specific.

The main thing coming through when they were asking for the Q1 Reports is that many of the branches and twigs were over capacity, even for submitting quarterly reports. Because of volunteer burnout, there is concern that some branches might need to be turned into twigs.

Badou confirmed that there is work being done in the background to try to get more people to take over Editors Ottawa so that it does not have to be turned into a twig.

Ellen has been encouraging volunteers to take breaks and seek out support before they become too overwhelmed or too over-capacity.

Natasha shared that several branch and twig members participated in the strategic planning sessions.

## **b. Branch and twig toolkits**

Ellen has turned most of the toolkits into a spreadsheet. The goal is to update all of the items on the spreadsheet in their native place, which will eliminate the necessity of having to keep updating a different guide. For example, if looking to update something that Michelle has created, she will update the original piece, which the spreadsheet will be linked to. Then, for materials that most people don't need, it will be on the website and will be updated there. Ellen is also prioritizing what needs to be translated.

## **11. Implementing the Equity, Diversity, and Inclusion (EDI) Task Force Recommendations**

### **a. Implementation spreadsheet**

We re-signed an agreement with the EFA.

Heather recommended that we talk about taking this item off of the agenda. Not to remove focus from EDI, but this particular set of guidelines has run its course.

Suzanne wondered if we remove this from the agenda, should we ask the EDI to take over overseeing this document. As Heather understands it, people have been stepping back. Heather feels that we should not ask the EDI members to do EDI work.

Maria is the director overseeing this committee. This might be a good thing to go on the agenda for next meeting. Marcia suggested that this might be better dealt with once the strategic plan is in place.

## **12. Strategic Plan**

Natasha went to the strategic planning sessions. She spoke with Patricia. The themes coming through are from all angles of the organization, which is a really good sign and means that we are all on the same page.

They are starting to think about the member surveys. They talked about focusing the survey on the common themes, leaving a space for people to write about anything else that they have thought of.

The writing of the strategic plan can't happen until May, then with translation and getting it finalized, we probably won't be able to vote on it at the AGM. There will probably be a special meeting of members in September or August to discuss and vote on the strategic plan then (rather than trying to rush the plan).

Feedback from members has been well-rounded, and they felt like they had a lot of space, time and understanding. This has been a positive process; we are in a good place. It's been exciting to take a step back and think about where we are in a big-picture way. We can still keep our amazing, grassroots volunteer vibe but also professionalize it a bit so that we are not burning out and losing volunteers. Professionalizing, plus volunteer power. There will be a fair amount of work thinking on how we want to implement that.

## 13. Conference

This section was discussed in the **Conference Adviser Position** section.

### a. Francophone conference

This section was discussed in the **Francophone updates** section.

## 14. Conference Adviser Position

Heather shared that the conference adviser position was created in 2019. A big part of this role was to help determine a region/city and then a conference venue. They worked with someone who vetted locations and put them in contact with hotels, etc. This usually happened about 18 months before the conference.

For example, when they anticipated having the 2020 Conference as normal, they were meeting in December 2018 to look at venues in Edmonton, where the 2020 Conference was supposed to be located. The conference adviser, along with the Training and Development Manager at the national office, were the two people who would go out and tour the venues with the facilitator.

Heather had been talking to Breanne McDonald, who feels that we may not need the conference adviser position anymore. The venue selection has largely been taken over by Sara, our current training and development manager, as part of her job role and responsibilities. So, the question is, do we still need the conference adviser position, given how the conference planning has changed? Now, it is not done as far in advance; we are no longer relying on the venue/hotel facilitator, and the timeline of the planning has changed.

We had shied away from hotels because, since COVID-19, hotels changed their contracts so that cancellation has become more difficult. We also have to guarantee more people staying in the hotels, and the rooms are going to be expensive.

In addition to the question of whether we still need a conference adviser, do we need to go back to conference planning as it was done prior to the pandemic? Sara is conference manager as part of her given role. Tara said that it's been difficult to sort out what is whose responsibility and that this needs to be clarified going forward (i.e. what the conference chairs are responsible for, what Sara is responsible for).

Natasha said that this has been a big theme, in general, during the strategic planning: roles and responsibilities, and their clarity.

Natasha referenced the conference in Toronto last year. The reason we didn't go with a hotel is because we would have had to guarantee such a high number of rooms, and it just wasn't feasible, especially right after COVID-19. It might be good to consider the conference in a less expensive city that is still easy for attendees to get to.

Natasha said that the strategic plan is going to tell us that Editors Canada has some issues with the clarity as to roles and responsibilities as well as volunteer burnout, etc. There will be some strategies where the NEC will have to make some decisions around that. In that process, it will become more clear—especially in things like the conference group—where we want to use staff

resources, where we want to use volunteer resources, and how we divide that. Her advice would be to keep the conference adviser position for now. If Breanne decides to step down, Heather might need to take over.

Natasha also suggested that a conference co-chair from the previous year might step in as adviser for the subsequent year. Breanne had made a similar suggestion.

Maria asked about the interest level among branches and twigs in taking on the conference in future years. Ellen said that most of them are at capacity. Ellen asked if we decide this before discussing with the branch/twig and how hands on they would have to be.

The reason why the conference has been in larger cities is because there is more person power to draw upon. Also, Tara reminded us that the committee is made up of people from all over the country. Tara said that the conference adviser is a huge position and that this might need to be a paid position. Branches and twigs could be brought in for local experience, and the conference adviser would be a role to be carried forward.

Heather shared that the name of the group we used to work with (as facilitator) is HelmsBriscoe. Tara said that they only approached universities for a venue location for this year's conference. Regulatory changes to short-term rentals (i.e. Airbnb) have driven hotel rates significantly up this summer. This might be a standing question added to the action items (i.e. what conference offerings might look like moving forward).

Natasha said that we should explore using HelmsBriscoe after first putting out feelers to branches and twigs where we think there might be enthusiasm around hosting the next conference. Also, Zoom allows for committee members to come from across the country. This means that we only need one or two people engaged from the area where the conference will actually be held. She suggested asking Sara to research possible locations and venues. Sara can also reach out to HelmsBriscoe. Ellen will raise conference hosting at the next branch meeting and through email.

## **15. Dictionary Project**

Natasha shared that, since the last meeting, we did the public announcement for the new dictionary. This has been met with a lot of enthusiasm shared with John from people wanting to volunteer.

John and Natasha also reached out to the Indigenous Editors Association to figure out how best to work together, with sensitivity toward whether we would be paying for someone to help us. This is a bit of a challenge, as they are overloaded and overwhelmed with work.

John is also starting to think about how to establish a new organization for the Canadian English Dictionary project, getting the paperwork done and finding initial board members.

## **16. Other Business**

No other business.

**17. Next Meeting Sunday, April 21, 1:00-4:00 p.m. (ET)**

**18. Adjournment**

MOVED BY Maria Frank

SECONDED BY Tara Avery

that the meeting be adjourned.

Carried

# Appendix A – Meeting Agenda

**AGENDA / ORDRE DU JOUR**  
**Editors' Association of Canada / Association canadienne des réviseurs**  
**National executive council meeting (March 24, 2024)**

**Zoom link:**

<https://us02web.zoom.us/j/82018816270?pwd=L1dwL253djFCVCtNWTRzak1CaFFUQT09>

**Meeting ID: 820 1881 6270**

**Passcode: 859407**

**Attending:**

- NEC members
- Natasha Bood, executive director
- Lori Perrie, volunteer recording secretary

NEC documents in [Google Drive](#)

Sunday, March 24, 2024  
1:00 p.m. to 4:00 p.m. (ET)

1. Call to order **(1:00)**
2. Land acknowledgment
3. Approval of agenda
4. Review of [outstanding action items](#) from previous meetings **(1:05 to 1:15) Mina**
5. Budget update **(1:15 to 1:30) Tara and Natasha**
6. Editors Hamilton-Halton **(1:30 to 1:50)**
7. Reports and requests **(1:50 to 2:10) Mina**
  - a. Director reports
  - b. Committee reports
8. Break **(2:10 to 2:15)**
9. Update on ongoing projects **(2:15 to 2:45) (include a brief overview of what your committee is currently working on, as well as any other info you'd like to discuss)**

- a) Publishing committee **Kaitlin**
  - b) Francophone updates **Suzanne and Badou**
  - c) Québec insurance task force **Suzanne**
  - d) Member services/Volunteer management committees **Leah**
  - e) Certification **Arija**
  - f) Standards committee **Arija**
  - g) Webinars/Training and development committee **Blazej**
  - h) Career Builder committee **Heather**
  - i) Student relations committee **Heather**
  - j) Website task force **Tara**
  - k) MarComm committee **Ruth**
  - l) Mentorship committee **Suzanne**
  - m) Executive director **Natasha**
10. Branches and twigs **(2:45 to 3:00) Ellen**
- a. Branch and twig procedures
  - b. Branch and twig toolkits
11. Implementing the equity, diversity, and inclusion (EDI) [task force recommendations](#) **(3:00 to 3:05) Heather**
- a. [Implementation spreadsheet](#)
12. Strategic plan **(3:05 to 3:20) Heather**
13. Conference **(3:20 to 3:35) Tara**
- a. Francophone conference **Badou**
14. Conference adviser position **(3:45 to 3:55) Heather**
15. Dictionary project **(3:35 to 3:45) Marcia and Natasha**
16. Other business **(3:50 to 4:00)**
17. Next meeting Sunday, April 21, 1:00–4:00 p.m. (ET)
18. Adjourn



## Appendix B – Action Items

#	Action Items 2023/2024	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
1	Francophone conference for 2024: Budget approval and allocation might be needed. Suzanne to contact Badou as no budget request has been submitted.	Current	Suzanne Aubin	2024 budget prepared and sent to the NEC for review and approval	WIP, near completion	Mar. 24, 2024
2	VolunteerConnect: Leah to update the language used in the VolunteerConnect spreadsheet—from English only to bilingual to encourage more francophone members' participation	Current	Leah Morrigan	Standing by for our next meeting		Nov. 5, 2023
3	Certification exams in French & Edit Like a Pro for Francophones: Prior to 2019, when the French exams were running, there was a study guide. We got a grant last year but are still looking for a person to help restart the French program. According to Suzanne, we have a member who has shown interest.	Current	Suzanne Aubin	Plan to form a task force, but no update yet	No update	Mar. 24, 2024
4	Publications Committee: Look into what to start with the revision of Editing Canadian English (3rd Ed., 2015).	Current	Kaitlin Littlechild	In progress	Started & WIP	Mar. 24, 2024
5	Career Builder document: Upload both English and French versions to the website.	Current	Heather Buzila, Michelle Ou	Still waiting on Career Builder Committee	Still waiting on Career Builder Committee	Mar. 21, 2024
6	Branch/Twig Toolkits: Anne (former Director of Branches and Twigs) to look over the toolkits and add updates. Heather to assist Anne and get the office's feedback on things she has flagged to be updated. Ellen to work on rewording. To be ready for early next year.	Current	Anne Godlewski, Heather Buzila, Ellen Keeble	Same as previous, gonna add some stuff with the new website and add in new website links for relevant sections.	<a href="#">Branches and Twigs Info Hub</a> + website updates comin'	Mar. 24, 2024

#	Action Items 2023/2024	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
7	Webinars: <del>Look for additional webinar hosts as well as</del> a way of doing live-captioning for accessibility for people attending live. **Currently put on hold as no activity for about 10 months because of the other priorities**	On Hold	Błażej Szpakowicz, Training & Development Committee	Same as before.	No updates as of yet; hoping to bring this up whenever the committee meets to start planning the next season.	Mar. 23, 2024
8	Website: Launch the new EC website that includes a new web style guide (in English & French) to be shared and adopted as universal across the Editors Canada website. End of life for the current website is November.	Done	Website Taskforce, Tara Avery, Natasha Bood	Expected to launch on Jan. 29, 2024	Accomplished	Jan. 29, 2024
9	Editors Canada 2024 conference: To determine if we will do the conference without a cap on upper limit and in a hybrid mode. While Sara is currently looking for an appropriate venue, this depends on how successful online sales from this year's conference were.	Done	Tara Avery, Sara Abdul	Will be updated during the regular meeting updates instead		Jan. 21, 2024
10	Forum for Francophone editors: To provide Francophone members some resources and a place to organize the information. Badou has offered to be a moderator. Heather to talk to Michelle Ou for the next step.	Done	Heather Buzila	Done		Jan. 19, 2024
11	Accumulated surplus in twigs' virtual accounts: To discuss and vote on the new twig funding model (provide a certain amount each year and return unspent funds after two years) at AGM.	Past	NEC Directors, Natasha Bood	Done - voted & approved		Nov. 26, 2023

## Appendix C – Online Motions

Motion	Background	Opened	Closed	Moved By	Seconded By	Carried By	Abstain
<p>To approve of entering into the following cross-promotional agreement with Simon Fraser University (SFU):</p> <ul style="list-style-type: none"> <li>• That Editors Canada provides information about predetermined topics to SFU to include in their regular e-newsletter as relevant and appropriate.</li> <li>• That SFU provides information on predetermined topics to Editors Canada to include in our regular e-newsletter as relevant and appropriate.</li> </ul>	<p>This initiative was first explored by the training and development committee and the marketing and communications committee as a way of expanding Editors Canada's advertising reach. It was then passed on to the past president to finalize the agreement.</p>	Jan. 20, 2024	Jan. 24, 2024	Heather Buzila	Maria Frank	7	0
<p>To approve the Webinar promotions on social media – proposal</p>	<p>It was previously reviewed by the NEC directors on the week of January 22, 2024.</p>	Jan. 29, 2024	Feb. 1, 2024	Ruth Pentinga	Błażej Szpakowicz	9	0
<p>To approve of sponsoring the 2024 ACES conference at the bronze level for US\$1,000</p>	<p>This topic was discussed among the NEC from January 24 to 29, 2024.</p>	Feb. 8, 2024	Feb. 12, 2024	Maria Frank	Heather Buzila	8	0
<p>To approve the newly-revised ambassador program</p>	<p>This program's draft was reviewed and edited in December 2023.</p>	Feb. 16, 2024	Feb. 21, 2024	Ruth Pentinga	Heather Buzila	9	0
<p>To approve the updated partnership agreement between Editors Canada and the Editorial Freelancers Association (EFA)</p>	<p>The EFA requested that we add updated language regarding special interest groups and collaboration between Editors Canada and EFA as well as making the document more recent (the original agreement was signed in 2017).</p>	Mar. 15, 2024	Mar. 20, 2024	Heather Buzila	Kaitlin Littlechild	8	0

## Appendix D – Q1 Directors Report



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)
  -

## 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
  -
  
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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## Appendix E – Q1 Committees/Taskforces Report



EDITORS  
RÉVISEURS  
CANADA

### Q1 Reports

## Committees & Taskforces

March 24, 2024

National Executive Council Meeting

Zoom



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## Committees

### Career Builder Committee – Holly Vestad

#### 1. Status update on actions from your committee plan for the year / Mise à jour du plan d'activité de votre comité pour l'année

- The committee has developed a theme of the year: “accessibility.” We are translating this as editing success for all. How can someone get started—and thrive—in the editing profession with barriers like disability and finances?
- One of our Q1 goals was to establish strategic goals and subgoals for the year, with quarterly deadlines. These goals were created with our annual theme in mind, as well as EC’s larger strategic initiatives. [The plan can be viewed here.](#)
- Another Q1 goal was to devise titles for volunteer positions. The rationale was threefold: first, titles on CVs matter. As a committee formed to help build the careers of EC members, we argue that it is within our purview to ensure that our volunteers are getting the most out of their volunteering; it is strategic to be able to communicate one’s skills and career trajectory with future employers or clients through titles on CVs. Second, titles may help with volunteer retention, as individuals are given clear responsibilities and tasks and a sense of purpose. Finally, we used the opportunity to identify gaps in what we can offer, and we will actively call out for volunteers to fill specific positions in Q3. (At the moment, we have identified the need for a French consultant and in-house editor consultant.) At present, in addition to the chair, we have a PR officer (responsible for drafting copy for the newsletter), a technical writer (who reviews all our outbound communication, proposals, etc., ensuring our tone and voice is consistent), an outreach officer (responsible for building connections between committees, twigs, and branches), as well as general volunteers. We will be deciding who will be our equity, inclusion, and diversity (EDI) officer at our next monthly meeting.
- Our final Q1 goal is for two members to establish connections with their respective twigs or branches.

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

- Complete phase one of our job board initiative, which is to send out a survey to members. The NEC has confirmed the English text; we are in the process of confirming the French text with the translation team. Once we receive the results of the survey, we will submit feedback to the NEC.
- Through a collaboration with the EDI committee, we are going to build a robust EDI section in our career sub hub outline.
- Holly and Alex are going to pitch a co-authored article to *The Editors’ Weekly* that will share cheap or free tools that freelance editors can use for greater organization and business management.

- Holly and Natalie are going to pitch an interview series to *The Editors' Weekly*, intended to extend the excellent interview series already in existence. This series will be guided by our theme of accessibility, intended to engage with editors who have found success in publishing, freelancing, government, and corporate environments, as well as neurodivergent editors.

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

Not at this time.

**4. How much money from your budget have you spent? Is everything on track? / Combien d'argent de votre budget avez-vous dépensé? Est-ce que tout va bien de ce côté?**

N/A

## **Certification Steering Committee – Saleh Waziruddin**

### **1. Status update on actions from your committee plan for the year / Mise à jour du plan d'activité de votre comité pour l'année**

- Completed marking of last year's exams.
- Recruited two exam shepherds and three other new committee members.

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

- Set 2024 exams.
- Update test preparation guides.
- Update test bank per new professional standards.

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

We are waiting for new professional standards to be published before proceeding with exam setting and updates to our materials.

### **4. How much money from your budget have you spent? Is everything on track? / Combien d'argent de votre budget avez-vous dépensé? Est-ce que tout va bien de ce côté?**

\$1,000 has been spent so far this year on honoraria. This spending is on track.

## Conference Committee – Tara Avery, Kyle Hawke

1. **Status update on actions from your committee plan for the year / Mise à jour du plan d'activité de votre comité pour l'année**
  - After a few hiccups to begin with, things are proceeding well. We're trying to work around issues outside our control (i.e., cost of accommodation).
  
2. **Priorities for the next quarter / Priorités pour le prochain trimestre**
  - The ... conference.
  
3. **Requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national**
  - We have had some questions from members about why we no longer offer one-day passes; some members feel that they don't want to/can't attend the entire weekend and miss the option.
  - I recommend that a location be determined for next year ASAP, and that, if possible, the conference return to a hotel or other space that provides access to accommodation. Ideally, next year's chairs would be chosen before this year's committee disbands.
  
4. **How much money from your budget have you spent? Is everything on track? / Combien d'argent de votre budget avez-vous dépensé? Est-ce que tout va bien de ce côté?**
  - Everything is on track; we won't have numbers for this until later.

## The Editors' Weekly – Laura Bontje

### 1. Status update on actions from your committee plan for the year / Mise à jour du plan d'activité de votre comité pour l'année

- **Goal met:** Continue to actively solicit posts from a variety of contributors (and ensure diversity in panel-style Q&As) to keep the blog proactive in representing the diversity of the editing community
  - **Status:** This remains an important consideration when soliciting posts and building panels, and there is always more room to continue increasing representation on the blog.
- **Goal met:** Share posts from 4 Canadian contributors who are new to the blog
  - **Status:** Aline Dias Camargo, John Chew, Andrew Park, and Kay Pettigrew contributed their first posts to the blog.
- **Goal met:** Share 2 posts from returning contributors
  - **Status:** Heather Buzila and Anne Louise Mahoney contributed new posts in Q1.
- **Goal met:** Share 2 posts that have a DEI focus as the primary topic
  - **Status:** In Q1, we published “Embracing Your Needs as a Neurodivergent Editor” and “Reflections from a 2023 Equity Fellow.” An additional post about sensitivity reading for editors was planned as well, but the author’s availability changed.
- **Goal met (pending):** Share 1 post from an editorial niche that is underrepresented on the blog
  - **Status:** Posts were confirmed, but their publication will fall in Q2.
- **Goal partially met:** Perform a more active review of available blog analytics to better understand which posts are getting the most traffic
  - **Status:** A broad review has not yet been completed, but we determined that within one year of their publication, two posts from 2023 (“Document Prep Tips from a Book Designer” and “Editing Indigenous Writing: A Nuanced Partnership”) entered the top 130 of the blog’s highest-viewed posts of all time
- **Goal not met:** Share 2 posts that align with an existing *The Editors' Weekly* series (in addition to 2024’s final two posts in the NEC in Detail series)
- Alongside Editors Canada’s new website launch, *The Editors' Weekly* launched a revamped version of the website and a new dedicated site for French content ([blogue.reviseurs.ca](http://blogue.reviseurs.ca)). While blog archives are available on both sites, the French site will be used only for French-language posts in the future.

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

- Work with the MarCom team to explore interest in filling the role of French managing editor for l'Hebdomadaire des réviseurs
- Complete review and consolidation of the 1,300+ tags in use on the English site (in progress)
- Finalize the image display guidelines for website and social media use (currently experimenting with options to troubleshoot which works best with the new website parameters)
- Schedule at least 2 posts with a DEI focus as the primary topic

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

We're looking for a managing editor for the French version of the blog. The content schedule is flexible (it could be weekly, monthly, or ad hoc, and seeking all-new content or a blend of new content and translated posts from the English site). If you know of anyone who may be interested in volunteering, please have them contact [blog@editors.ca](mailto:blog@editors.ca).

## **4. How much money from your budget have you spent? Is everything on track? / Combien d'argent de votre budget avez-vous dépensé? Est-ce que tout va bien de ce côté?**

N/A

## Marketing and Communications Committee – Merel Elsinga

### 1. Status update on actions from your committee plan for the year / Mise à jour du plan d'activité de votre comité pour l'année

- All three volunteers who were involved with creating an updated version of the Hire an Editor social media campaign have stepped back, so we've put this project on hold for now. In the past two runs (last one was two years ago), this campaign has hinged on the membership sharing the campaign content on their social media networks, which might have an echo chamber effect. The volunteers commented that this campaign might have a bigger reach if Editors Canada would be willing to pay for advertising on social media, and maybe even for hiring professionals to create the campaign. The materials could then be used on an ongoing basis, rather than the 5-week campaigns we've run in the past.
- Google Ad Grants: Ongoing project. It is now running in both English and French. We are tracking and analyzing the Google Ads data separately to find out to see what part of the campaigns perform and where to improve.
- LinkedIn: After five months of consecutive host volunteers (since September 2023), we've noticed more membership engagement on the channel. We were unable to find hosts for February and March, but have volunteers lined up for April and May. We are also in the process of creating French content.
- Outreach ambassador program: Our volunteer keeps working on connecting Canada-wide with more venues such as libraries and post-secondary institutions. All to promote editing as a trade, the work that editors do, and the association. Bookings, both in-house and online, keep being added to the ambassadors' schedule.
- Visual metaphors: MarCom started developing a NEC board member's idea to use visual metaphors for social media campaigns. This project is picked up again. Ideally, we would like to engage our members by letting them weigh in on which metaphors to use in the campaign.
- Analytics: We are producing [quarterly reports](#) on traffic on our social media.
- Meet an Editor: French YouTube video production. We have 3 video interviews which should be ready for video editing soon. This campaign will be smaller than the English one, for which we had 11 videos.
- Webinar promotion: On request of Training & Development committee, we now help promote their webinars on Instagram by producing video reels. The first one will soon be released.
- PES launch: The Publications Committee has asked Marcom for a marketing launch plan, which we've set up, with launch date April 16. We'll also help the publications committee with a launch plan for *ELAP Structural Editing*, and the EDI chapbook.



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

- Re-assess Hire an Editor campaign
- Improve on English and French Google Ads
- Keep finding LinkedIn hosts
- Continue with ambassador presentations
- Visual metaphors: produce campaign plan with member engagement
- Update analytics for Q1 2024
- Continue production French Meet an Editor videos
- Help promote webinars where we can
- Help PES launch and set up marketing plans for ELAP Structural Editing and the EDI chapbook

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

Would NEC be open to hiring professionals to create and run an improved Hire an Editor campaign?

## 4. How much money from your budget have you spent? Is everything on track? / Combien d'argent de votre budget avez-vous dépensé? Est-ce que tout va bien de ce côté?

We have over \$3,000 left from last year's approved budget to produce a francophone *Meet an Editor* video production.

## Member Services Committee – Emily Follett-Campbell

### 1. Status update on actions from your committee plan for the year / Mise à jour du plan d'activité de votre comité pour l'année

- We were not all able to meet in January; however, at Alex's suggestion, the Committee started a Google Chat group to help facilitate communicating and planning meetings etc. We continued to plan the upcoming year's activities and discussed Kayla Arviv's offer to write a blog post highlighting member services. We wrote a short poll that was approved by the National Executive Council to be translated and shared:
- The Member Services Committee wants to know what you think. Please take a moment or two to respond to this short, 4 question poll:
  - What made you decide to join a professional association for editors?
  - What do you like best about the services provided by Editors Canada?
  - What would you change about the services provided by Editors Canada?
  - Would you be interested in sharing your opinions further?

And options to share their member profile, email, and/or phone number.

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

- Discuss a “takeover” of the Editors Canada LinkedIn account.
- Conduct a review of the partner links on the member services page and accompanying partner discounts etc. to ensure that they are still active and that it is clear how members might access them.
- Publish a blog post on member services.
- Publish the poll above to gather feedback on members' perceptions of the services offered by Editors Canada.
- Work towards updating the Welcome Kit and the manner in which it is delivered.
- Plan a meet-and-greet for new members.

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

- Not at this time.

**4. How much money from your budget have you spent? Is everything on track? / Combien d'argent de votre budget avez-vous dépensé? Est-ce que tout va bien de ce côté?**

We have no 2024 expenditures yet, and no budgetary concerns to report.

## **Mentorship Committee – Risha Gotlieb**

1. Status update on actions from your committee plan for the year / Mise à jour du plan d'activité de votre comité pour l'année
  -
  
2. Priorities for the next quarter / Priorités pour le prochain trimestre
  -
  
3. Requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national
  -
  
4. How much money from your budget have you spent? Is everything on track? / Combien d'argent de votre budget avez-vous dépensé? Est-ce que tout va bien de ce côté?
  -

## **Publications Committee – Matthew Long, Noah Nuttall**

### **1. Status update on actions from your committee plan for the year / Mise à jour du plan d'activité de votre comité pour l'année**

- Professional Editorial Standards – We received approval from the Standards Committee to move forward to design and proofreading stage. We also contacted the Marketing Committee and supported them to create and participate in the action plan. The initial rounds of design and proofreading were completed. We are now in collaboration with the Standards Committee and the Marketing Committee to complete the final tasks, pending the next round of proofreading and final approval before publication in April.
- Equity, Diversity, and Inclusion Handbook – We've received the invoice from Olivia Thompson-Powell for her sensitivity read of the EDI handbook. The final substantive edit has been completed and the project is moving into copy editing. Michelle Ou has been contacted to explore options for designing the project, when ready to be published.
- Edit Like a Pro Structural Editing – We received approval from as many writers as possible. The exercises were forwarded to the designer and the first draft has been created. The exercises are being reviewed by authors and other experts, pending further revision. Our volunteer proofreader was contacted and confirmed to still be available.
- Edit Like a Pro Copy Editing – We created a project plan and shared it with the director. We reached out to volunteers and sent out a call for volunteers to be part of a sub-committee to support the project. We collected the names of the volunteers and began the process of onboarding them to the project. We also engaged several writers and the graphic designer for the previous volumes of ELAP about the possibility of working on this volume.

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

- Publish Professional Editorial Standards 2024 in April, pending any changes to the timeline.
- Publish Equity, Diversity, and Inclusion Handbook before the end of Q2.
- Continue work on Edit Like a Pro Structural Editing to have it ready for publication. The specific priorities for Q2:
  - completing the approval process for design
  - completing the proofreading process
  - getting final approval
  - setting up the marketing plan in collaboration with the Marketing Committee
- Organize volunteers and speak to writers to decide on the specific direction and requirements for Edit Like a Pro Copy Editing.

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

- Is there any specific direction for Edit Like a Pro Copy Editing that we should be aware of? Is there anyone we should speak to in Editors Canada to collaborate with?
- Olivia Thompson-Powell has requested confirmation that her invoice will be paid soon.

**4. How much money from your budget have you spent? Is everything on track? / Combien d'argent de votre budget avez-vous dépensé? Est-ce que tout va bien de ce côté?**

- We did not spend money from our budget in Q1.
- An invoice of \$100 was received for the sensitivity read completed in 2023.
- We are also pending receiving an invoice for a portion of the completed ELAP graphic design work (FYI for Q2).

## **Standards Committee – Berna Ozunal, Greg Iaonnou**

- 1. Status update on actions from your committee plan for the year / Mise à jour du plan d'activité de votre comité pour l'année**
- 2. Priorities for the next quarter / Priorités pour le prochain trimestre**
- 3. Requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national**
- 4. How much money from your budget have you spent? Is everything on track? / Combien d'argent de votre budget avez-vous dépensé? Est-ce que tout va bien de ce côté?**

## **Student Relations Committee – Michelle Noble**

### **1. Status update on actions from your committee plan for the year / Mise à jour du plan d'activité de votre comité pour l'année**

- We hosted a virtual student social in January with guest speaker Robyn Laider, who gave a presentation about establishing a freelance editorial business. It was our most well-attended social to date, with 24 participants.
- We have continued to maintain engagement in the student affiliate Facebook group by fostering a supportive, educational and inclusive environment.
- Our next student social is scheduled for March 24, 2024.

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

- Complete a “student takeover” of the Editors Canada LinkedIn account throughout the month of April to provide tailored content for students and new editors while raising the profile of the association, espousing the membership benefits for student affiliates, promoting the student affiliate Facebook group, and encouraging volunteerism. This endeavour is being planned in conjunction with the appropriate parties in social media, marketing, and communications.
- Publish a compilation of the posts from our 2023 Facebook group discussion series on freelancing. This will be a living document that the committee can keep updated and it will continue to be available for student affiliates to reference.
- Research and gather resources on topics for future discussion series that student affiliates have expressed a particular interest in, namely, editorial niches and tips on breaking into traditional publishing.
- Prepare to support a new committee chair at the end of Q2 to ensure a seamless and supportive transition.

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

None at this time.

### **4. How much money from your budget have you spent? Is everything on track? / Combien d'argent de votre budget avez-vous dépensé? Est-ce que tout va bien de ce côté?**

We have no 2024 expenditures yet, and no budgetary concerns to report.



## **Training and Development Committee – Katherine Morton**

### **1. Status update on actions from your committee plan for the year / Mise à jour du plan d'activité de votre comité pour l'année**

- Promoted webinars through social media and at the Editors Vine January meeting.
- Held 9 webinars, 2 French/7 English, including prep sessions, and including a free webinar on plain language.
- Began cross-promotion partnership with Simon Fraser University, promoting Editors Canada webinars to SFU newsletter recipients and promoting SFU courses to Editors Canada members.
- Continued training one webinar host volunteer through shadowing.
- NEC approved MarCom's Instagram webinar promotion proposal, and MarCom began working on creating videos.
- Due to the new website launch, several mistakes had to be fixed on the webinar pages.

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

- Assist MarCom in producing Instagram videos for webinar promotion.
- Hold webinars as planned in the schedule.
- Continue to cross-promote with SFU.
- Follow up on the development of more free webinars for members.
- Begin to plan for the fall 2024 webinar season.
- Continue to try to recruit a French social media volunteer.

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

Please promote webinars in your networks (i.e., when you get e-blasts, when you see posts on social media).

### **4. How much money from your budget have you spent? Is everything on track? / Combien d'argent de votre budget avez-vous dépensé? Est-ce que tout va bien de ce côté?**

We've spent \$ 1,150.61 on presenter payments and bonuses.

## **Volunteer Management Committee – Ren Baron**

- 1. Status update on actions from your committee plan for the year / Mise à jour du plan d'activité de votre comité pour l'année**
- 2. Priorities for the next quarter / Priorités pour le prochain trimestre**
- 3. Requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national**
- 4. How much money from your budget have you spent? Is everything on track? / Combien d'argent de votre budget avez-vous dépensé? Est-ce que tout va bien de ce côté?**

## Taskforces

### Equity, Diversity and Inclusion (EDI) – Amber Riaz

1. **Status update on actions from your committee plan for the year / Mise à jour du plan d'activité de votre comité pour l'année**
  - Review the guidelines for the Equity Fellowship
  
2. **Priorities for the next quarter / Priorités pour le prochain trimestre**
  - Find new volunteers to join our committee.
  
3. **Requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national**
  -
  
4. **How much money from your budget have you spent? Is everything on track? / Combien d'argent de votre budget avez-vous dépensé? Est-ce que tout va bien de ce côté?**
  - No financial request at this time.

# Appendix F – Q1 Branches & Twigs Report



**EDITORS  
RÉVISEURS  
CANADA**

## Q1 Reports

## Branches & Twigs

March 24, 2024

National Executive Council Meeting

Zoom

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## Branches

### Editors Québec / Réviseurs Québec – Kyle Roerick

#### 1. Status update on actions from your branch/twig plan for the year / Mise à jour des mesures du plan de la section ou de la ramification pour l'année

- Our secretary, Geneviève Côté, is in charge of networking activities for 2023–2024: four activities are planned for September, December, March, and June. Update: We held a social event in September and in December for our members. Both meetings were held in person in Montreal. We will forgo a social event in March and focus on one for the end of Q2. / *Notre secrétaire, Geneviève Côté, est chargée des activités de réseautage pour 2023-2024 : quatre activités sont prévues en septembre, décembre, mars et juin. Mise à jour : Nous avons organisé des activités sociales en septembre et en décembre pour nos membres. Les deux rencontres se sont tenues en personne à Montréal. Nous avons renoncé à tenir un événement social en mars. Nous nous concentrerons sur un événement pour la fin du T2.*
- Training activities for our members: one in French and one in English dates to be determined for 2024. Update: We are planning a training module on ChatGPT for May 2024; one will be in French and one in English. / *Activités de formation pour nos membres : une en français et une en anglais avec les dates à déterminer pour 2024. Mise à jour : Nous prévoyons un module de formation sur ChatGPT pour mai 2024 ; une prestation sera offerte en français et l'autre en anglais.*
- Editors Québec promoted professional editing and our association at an event organized by the Union des écrivaines et des écrivains québécois (UNEQ). / *Réviseurs Québec a fait la promotion de la révision professionnelle et de notre association lors d'une activité organisée par l'Union des écrivaines et des écrivains québécois (UNEQ).*
- The change of address for the national office has been carried out in our signatures, on our letterhead, at our suppliers', etc. / *Le changement d'adresse de la permanence nationale a été effectué dans nos signatures, sur notre papier en-tête, chez nos fournisseurs, etc.*
- Future plans to further develop our presence with students at universities. / *Les projets futurs visent à développer davantage notre présence auprès de la population étudiante dans les universités.*
- OTTIAQ Congress in 2024 to be included in the 2024-2025 program. / *Congrès de l'OTTIAQ en 2024 à mettre à la programmation 2024-2025.*
- We will be present at the exhibition hall of the Congress of the Humanities and Social Sciences 2024 at McGill University in Montréal, Quebec, June 12 to 21. / *Nous serons présents dans le hall d'exposition du Congrès des sciences humaines 2024 à l'Université McGill à Montréal, Québec, du 12 au 21 juin.*

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

- Promote our May training event. / *Promouvoir notre événement de formation de mai.*
- Further develop our presence with students at universities. / *Continuer à développer notre présence auprès de la population étudiante dans les universités.*
- Create content for the new Editors Québec microsite. / *Créer le contenu du nouveau microsite de Réviseurs Québec.*
- Set AGM date for this year. / *Fixer la date de l'AGA pour cette.*
- Recruit new volunteers and delegate relevant tasks. / *Recruter de nouveaux bénévoles et leur déléguer les tâches pertinentes.*

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

- None at the moment. / *Aucune pour le moment.*

## 4. How much money from your budget have you spent? Is everything on track? / Quel montant de votre budget avez-vous dépensé? Est-ce que tout se passe comme prévu?

- For the current program year, from July 1, 2023, to June 30, 2024, we anticipate revenues of approximately \$8,300 and expenses of \$5,700. This will leave \$2,600 available for any special projects that may arise during the year. / *Pour l'année programme courante, soit du 1<sup>er</sup> juillet 2023 au 30 juin 2024, nous anticipons des revenus d'environ 8 300 \$ et des dépenses à hauteur de 5 700 \$. Nous disposerons ainsi de 2 600 \$ pour tout projet spécial qui pourrait survenir en cours d'année.*
- To date, we have earned \$2,120 in revenues and incurred \$865 in expenses. / *À ce jour, nous avons engrangé 2 120 \$ de revenus et nos dépenses s'élèvent à 865 \$.*
- We have sufficient liquid assets to cover anticipated expenses until the end of the program year. Everything is on track. / *Nous disposons de liquidités suffisantes pour couvrir toutes les dépenses prévues d'ici la fin de l'exercice. Tout se déroule comme prévu.*

## **Editors Ottawa-Gatineau – Sara Caverley**

1. **Status update on actions from your branch/twig plan for the year / Mise à jour des mesures du plan de la section ou de la ramification pour l'année**
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2. **Priorities for the next quarter / Priorités pour le prochain trimestre**
  -
  
3. **Requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national**
  -
  
4. **How much money from your budget have you spent? Is everything on track? / Quel montant de votre budget avez-vous dépensé? Est-ce que tout se passe comme prévu?**



## **Editors Toronto – Ann Nam-Tran Le, Małgosia Halliop**

### **1. Status update on actions from your branch/twig plan for the year / Mise à jour des mesures du plan de la section ou de la ramification pour l'année**

- In December, our community liaison, Stephanie Edwards, led an in-person year-end social for members at Atlantis Authentic Greek Cuisine restaurant. For the event, we allowed participant to have a drink or appetizer on us.
- We created a LinkedIn page for Editors Toronto, led by Gulsum Salimova, communications chair and discontinued our activities on Twitter.
- In February, we added two new executive positions to assist the current executive committee: Natalia Iwanek, assistant to BoldFace editor-in-chief, and Keisha Raymond-Doopan, communications co-chair.
- Thanks to our BoldFace editor-in-chief, Keith Goddard, we had our highest number of blog views in a calendar year in 2023.
- In March, we had our first Editors Toronto book chat with editors, led by our community liaison, Stephanie Edwards.
- We continued to put out professional development programs for editors thanks to our programs chair, Anita Clarke.

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

- Promote Editors Toronto LinkedIn Page.
- Onboard new volunteers to the Editors Toronto executive committee for 2024–2025 season.
- Draft a new policy regarding budget.
- Plan an in-person event in the summer.
- Plan the Editors Toronto AGM for June.

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

- N/A

### **4. How much money from your budget have you spent? Is everything on track? / Quel montant de votre budget avez-vous dépensé? Est-ce que tout se passe comme prévu?**

We are on track and currently compiling a final expenses and profits report for 2023.

## **Editors British Columbia – Maureen McGuigan**

1. Status update on actions from your branch/twig plan for the year / Mise à jour des mesures du plan de la section ou de la ramification pour l'année
  -
  
2. Priorities for the next quarter / Priorités pour le prochain trimestre
  -
  
3. Requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national
  -
  
4. How much money from your budget have you spent? Is everything on track? / Quel montant de votre budget avez-vous dépensé? Est-ce que tout se passe comme prévu?
  -

## Twigs

### Editors Hamilton-Halton – Jenny O'Reilly, Jen Jilaney

1. **Status update on actions from your branch/twig plan for the year / Mise à jour des mesures du plan de la section ou de la ramification pour l'année**
  - Monthly meetings running 2nd Tuesday of every month, alternating between virtual and in-person
  - A speaker on AI (Nandhini Rangan) will be joining us at our March meeting
  
2. **Priorities for the next quarter / Priorités pour le prochain trimestre**
  - AGM date to be set
  
3. **Requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national**
  - N/A
  
4. **How much money from your budget have you spent? Is everything on track? / Quel montant de votre budget avez-vous dépensé? Est-ce que tout se passe comme prévu?**

We have spent about \$90 for the year and plan to spend about \$40 more (meeting room bookings and speaker honorarium gift cards). All on track.

## **Editors Kitchener-Waterloo-Guelph – Amanda Feeney, Lloyd Winfield**

### **1. Status update on actions from your branch/twig plan for the year / Mise à jour des mesures du plan de la section ou de la ramification pour l'année**

- Monthly event on evening of 4th Wednesday, format alternates
  - in-person (dinner social, location cycles through cities), and
  - virtual (book club or presentation).
- Per a member's suggestion (not a weekday, less cost), held a Saturday in-person coffee social in fall, and another mid winter.
- Participated in Eden Mills Writers' Festival (September 2023).
- Hosted a presentation by Indexing Society of Canada (January 2024, virtual).

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

- Continue schedule of monthly events.
- Plan a coffee social for more distant members (London, Ontario) in spring.
- Recruit a co-chair for after Amanda's term ends. (One person has expressed tentative interest.)
- Plan AGM for May

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

- 

### **4. How much money from your budget have you spent? Is everything on track? / Quel montant de votre budget avez-vous dépensé? Est-ce que tout se passe comme prévu?**

- Eden Mills Writers' Festival cost was \$253.70
- Honoraria for presentation was \$100.

## Editors Calgary – Karen Crosby, Jackie Lewis

### 1. Status update on actions from your branch/twig plan for the year / Mise à jour des mesures du plan de la section ou de la ramification pour l'année

- Karen and Jackie were re-elected as co-chairs at the January AGM.
- We have continued to send a monthly email newsletter (Twig Talk) that includes a recap of the previous month's activities, upcoming events to join, other events or resources of interest, and news from HQ.
- We host at least one event monthly, often two. They are a mix of more formal training (e.g., guest speakers) and more informal gatherings (e.g., coffee chats, stet walks). We include a mix of in-person and virtual events as many members are outside of the Calgary area.
- We had an end-of-year in-person party in December that was well attended.
- Our book club continues into its third year. We meet approximately every six weeks in person and virtually to discuss the book club pick.
- In January 2024 we began a new program called YYC Webinar Club, in which members buy a webinar recording, watch it together, and then discuss the presentation as a group.

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

- Continue to hold formal and informal events and send out the Twig Talk.
- Work with a new volunteer, Alex Benarzi, on our LinkedIn page.

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

- None

### 4. How much money from your budget have you spent? Is everything on track? / Quel montant de votre budget avez-vous dépensé? Est-ce que tout se passe comme prévu?

Not sure... Jackie and I need to submit some expense reports. Members at the AGM proposed and passed a motion that chairs should be reimbursed for the books and webinars we buy/have bought to host book club and YYC Webinar Club. The December party was a few hundred dollars. I expect our total joint expenses submitted will be around \$1,000.

## **Editors Kingston – Danielle Bobyk**

1. **Status update on actions from your branch/twig plan for the year / Mise à jour des mesures du plan de la section ou de la ramification pour l'année**
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2. **Priorities for the next quarter / Priorités pour le prochain trimestre**
  -
  
3. **Requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national**
  -
  
4. **How much money from your budget have you spent? Is everything on track? / Quel montant de votre budget avez-vous dépensé? Est-ce que tout se passe comme prévu?**

## **Editors Manitoba – Lianne Fontaine**

1. Status update on actions from your branch/twig plan for the year / Mise à jour des mesures du plan de la section ou de la ramification pour l'année

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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

- 

4. How much money from your budget have you spent? Is everything on track? / Quel montant de votre budget avez-vous dépensé? Est-ce que tout se passe comme prévu?

-

## **Editors Barrie – JJ Wilson, John Challis, Linda Dessau**

1. Status update on actions from your branch/twig plan for the year / Mise à jour des mesures du plan de la section ou de la ramification pour l'année
  -
  
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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## **Editors Atlantic -**

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