

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

**National Executive Council
Meeting Minutes**



**EDITORS
RÉVISEURS
CANADA**

June 9, 2024

Zoom

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PRESENT:

NATIONAL EXECUTIVE COUNCIL (NEC)

Maria Frank	President
Heather Buzila	Past President
Mina Holië	Secretary
Suzanne Aubin	Director, Member Recruitment and Retention
Arija Berzitis	Director, Professional Standards
Kaitlin Littlechild	Director, Publications
Błażej Szpakowicz	Director, Training and Development

OTHERS

Natasha Bood	Executive Director
Lori Perrie	Recording Secretary
Alex Benarzi	
Steven Dieter	

REGRETS:

Marcia Allyn Luke	Vice-President
Tara Avery	Treasurer
Ellen Keeble	Director, Branches and Twigs
Ruth Pentinga	Director, Marketing and Communications
Leah Morrigan	Director, Volunteer Relations

1. Call to Order

Maria called the meeting to order at 1:02 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

4. Introductions

Maria Frank: current/outgoing president; incoming past-president; located in the Edmonton area.

Heather Buzila: current/outgoing past-president.

Kaitlin Littlechild: current/outgoing director of publications; incoming president.

Suzanne Aubin: director of recruitment and retention; located in Montréal.

Mina Hölie: current secretary; incoming director of marketing and communications; located in Alberta.

Błażej Szpakowicz: director of training and development.

Arija Berzitis: director of certification and standards; located in Toronto. Oversees the Special Interest Group for Academic Editors.

Natasha Bood: executive director; located in Toronto area.

Lori Perrie: outgoing recording secretary; incoming secretary; located in London.

Alex Benarzi: incoming vice-president; located in Calgary.

Steven Dieter: incoming director of publications; located in the Ottawa region.

MOVED BY Heather Buzila

SECONDED BY Suzanne Aubin

that the NEC approves giving Alex, Steven and Lori voices at the meeting.

Carried

5. Review of Outstanding Action Items from Previous Meetings

Item #1: Editors Canada 2025 Conference. Try to determine the location well in advance for smooth transition from current to subsequent committee members. No update.

Item #2: Quebec insurance task force. Recruit task force members. Suzanne spoke with Ellen and there are questions about methods and documents; Suzanne will get back to her. This is progressing in the first stages. Heather shared that the existing insurance task force took a couple of years to get settled.

Item #3: Francophone conference for 2024. Budget approval and allocation might be needed. Suzanne will check with Badou for an update.

Item #4: 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 we are still looking for a person to help restart the French program. Suzanne has two members who are interested in updating the *non-professionnel* and then getting the program going again. One of them is already certified, which is an asset, because individuals working on this will not be able to take the exam while completing this work.

Item #5: Publications Committee. Look into what to start with the revision of *Editing Canadian English (3rd Ed., 2015)*. Kaitlin shared that her review is still in progress. She had anticipated having another year on Publications. She will do either a complete or partial hand-off. She can still be involved.

6. Budget Update

Natasha shared that we have the audited financial statements early this year; the translated version has gone to Marcia for the annual report.

One thing that will be in Tara's treasurer report: there were many things that contributed to the deficit this year, the biggest being last year's conference. The revenue for the 2023 conference was way down compared to the 2022 conference, even though 2022 was online. The expenses were way up for the 2023 conference (over the 2022 conference), because 2023 was in person. This will probably be the same for this year's [Vancouver] conference. We made about \$9,000 on the conference in 2023, but in 2022, we made about \$50,000. If we can do an online conference and make that much money, would it be the same outside of COVID. There is also the inflation factor and how expensive it is to travel and to stay in Vancouver. As we start budgeting for 2025, we are going to take a close look at these decisions moving forward.

Editors Barrie was not able to attend the meeting today. Maria read their update: same issues, similar troubles with attendance and investment of effort. They have managed to attract a few new members who have had some cool ideas for the future.

7. Reports and Requests

- **Past president: Heather Buzila** – Thank you to all the members of the NEC for their work and support over the last few years! I'll miss getting to see you all at monthly meetings.
- **Marketing and Communications Committee: Merel Elsinga** – Would NEC be open to hiring professionals to create and run an improved *Hire an Editor* campaign? Our volunteers find it too cumbersome for a time investment to set up with the new demands from social media.

Natasha pointed out that we do have a hired manager of marketing and communications. This would be a great project for Michelle. We already have somebody hired in that capacity.

- **Certification Steering Committee: Saleh Waziruddin** – Thank you for approving the option of a free recorded webinar as an alternative incentive to free test preparation guides, which are not available yet for the 2024 PES.
- **Academic editing Special Interest Group (SIG)** – We would like to request the budget for an Editors Canada Academic Editing SIG logo. Per Michelle Ou, the previous logo created for Editors Canada cost about \$600.
- **Academic editing Special Interest Group (SIG)** – We would like to request the website space offered by Editors Canada to host a public-facing website for the SIG.
- **Academic editing Special Interest Group (SIG)** – We would like to request funding to support our presence at academic conferences to represent the association; this budget would subsidize volunteer time, meals, travel and/or childcare.

The previous three requests from the Academic editing Special Interest Group (SIG) are all budget requests. Arija asked them to be carried over to Q3 when budget requests go in. They have to figure out which conferences they will attend and how much it will require. There was money allocated for them to attend the humanities conference in May of this year, but due to student protests about Palestine that conference was cancelled, so that money is available to be carried over to next year. There was \$2,500 allocated.

Maria shared that this will be voted on again next year. They will have to submit another request which will come out of the 2025 budget. Maria had let them know this via email.

They included in their report that they cancelled the Editors Canada table at the SSHRC (Social Sciences and Humanities Research Council) conference to stand with student protests. Arija let them know that we don't advocate any kind of political stance; Editors Canada does not stand with any political side.

- **Training and Development Committee: Katherine Morton** – Please promote webinars in your networks (i.e. when you get e-blasts, when you see posts on social media).

8. Break (5 minutes)

No break.

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 – the proofreader pulled out at the last minute. The committee was able to get a team of proofreaders, so it is back on track.

The Diversity handbook – co-chair is stepping down, so it is being handed off to some volunteers and it is moving to copyediting, then onto formatting and proofreading.

ELAP copy editing volume – they have recruited volunteers and the project is underway. They are finessing the work plan, and direction of the projects are being refined. They are starting to work with volunteers to find out what's needed and how that will look.

b. Francophone updates

Suzanne has helped to bring in two new Francophone co-advisors, as well as other volunteers.

c. Mentorship committee

Risha plans to continue as chair next year.

Suzanne still plans to re-think and restructure the mentorship program.

d. Member services/Volunteer management committees

Member services: the chair has stepped down, so the committee is without a chair until the new chair takes over on July 1, 2024.

Volunteer management: no update.

e. Certification

After gaining a few new volunteers a couple of months ago, only one remains. The remaining volunteer has both English and French. They have exam shepherds for the copy editing exam and the stylistic exams.

f. Standards committee

Berna is stepping down as co-chair, and Greg Ioannou is the current remaining co-chair, making him the sole chair. He will be mentoring a volunteer to bring up to speed. The committee is assessing what their role is going to be in the next year, because the new standards have been published and various webinars and ELAP reports will be spun off.

There is not a lot of committee activity for right now. There are peripheral materials, i.e. an addendum of terms, that could still be worked on.

Suzanne asked when we have the French standards ongoing, will they report to Arija. Heather said that the NEC can assign committees to whoever they want. Arija and Suzanne can discuss this and decide amongst themselves.

g. Webinars/Training and development committee

The regular webinar season is done now; there is still a free webinar on Certification coming up on July 4. They have started the first steps in the process of determining the programming of the next webinar season. They will be putting out a call for proposals, and they will convene to decide in late July/early August.

h. Career builder committee

They have an upcoming survey about the job board.

i. Student relations committee

They are hosting a student social through Facebook.

j. Nominations committee

Things are improved from the last meeting. There will be a full NEC next year. The only position missing out of the national positions is a co-moderator for the Facebook group. Heather is looking for someone from B.C. or Alberta to take the position in order to cover all of the time zones, as the current co-moderator is in Toronto.

k. Marketing and communications committee

No update.

I. Executive director

Natasha shared that this is almost the busiest time of the year. Michelle has been working at getting everything ready for the awards and certificates. She is also prepping for the AGM.

Sara has been busy on all of the last-minute conference details, working with Tara and Kyle.

The computer systems and website are back working; they made some good progress with some of the issues with the new online directory. People were getting different results for the nearest editor, depending on how their postal codes were entered, i.e. with spacing or not. This had to be fixed by updating records one by one. There was also some confusion as to what “location” meant, i.e. postal code or city. If anyone finds an issue, please email Natasha directly.

Suzanne shared that there is a volunteer who will be looking over the French side of the website and then getting in touch with the office.

10. Branches and Twigs

No update.

11. Strategic Plan

They are presenting a session at the conference. Heather will be the session host.

Natasha was hoping that the conference session on the strategic plan could be sent out to all members after the conference. It could be sent out with the questionnaire.

After the conference presentation, the questionnaire will go out. There will be a draft of the strategic plan, then an exec read, then there will be a special meeting of members. Heather will be off the NEC by that time, but she will continue to help through this process.

12. Conference

a. Future conferences

Maria shared an update from Tara. Everything is on track for the conference, though they may need more volunteers. She asked that everyone put out feelers in their networks.

Maria will send out an email created by Megan, the volunteer coordinator. This can be shared in order to direct any interested volunteers to Megan.

b. Francophone conference

Maria shared an update from Badou. Francophone conference promotion will start early July. They were successful in recruiting another volunteer, who will be volunteering their services in graphic design, so they won't have to hire a graphic designer for promotional material.

Things are on track, and Badou will keep us posted.

13. Dictionary Project

Natasha shared that they are still working on the letter Q. Under Canadian English Dictionary, there is an Instagram account and a Facebook account. They have a volunteer who has a lot of interesting ideas for their social media content.

Natasha is helping to work on their new incorporation documents and legal and banking matters. There is still a tonne of energy behind the project, and they are having regular meetings.

14. Vote on New Committee Chairs and New Members of the Honorary Life Membership Evaluation Committee

MOVED BY Heather Buzila

SECONDED BY Suzanne Aubin

that the NEC approves the incoming committee chairs and national positions as shown in this document.

Carried

MOVED BY Heather Buzila

SECONDED BY Błażej Szpakowicz

that the NEC approves the honorary life evaluation committee members as listed in this document.

Carried

15. NEC Roles, Committee Chairs and Branch Officer Votes

a. 2023-24 national executive council roles

Those who are up for voting at the AGM, as well as any incoming directors, will be voted onto the NEC as directors, and specific roles will be determined by a vote in July as to specific director roles.

As of right now, the incoming directors will be acclaimed at the AGM; there will not be an election. This will be formalized at the AGM.

b. Reminder about branch signing offices and branch officers

Branches need two signing officers for their bank accounts. Ellen will be sending out a reminder.

16. Other Business

Heather thanked everyone. This is her last NEC meeting, after six years on the NEC. Heather welcomes questions and emails after she is off the NEC. And thank-you to the outgoing directors Ruth, Leah and Marcia.

Thank-you to Heather from Maria and Natasha.

17. Next Meeting TBD

Poll to schedule new meeting dates in mid-July when the new NEC is in place

18. AGM Will Be Thursday, June 27

19. Adjournment

MOVED BY Maria Frank

SECONDED BY Błażej Szpakowicz

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 (June 9, 2024)

Zoom link:

<https://us02web.zoom.us/j/81069708250?pwd=MW9ua1VTOUpGtK5YdTVvb0NsSIVmUT09>

Meeting ID: 810 6970 8250

Passcode: 450866

Attending:

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

NEC documents in [Google Drive](#)

Sunday, June 9, 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. Introductions **(1:05 to 1:15)**
5. Review of [outstanding action items](#) from previous meetings **(1:15 to 1:30) Mina**
6. Budget update **(1:30 to 1:45) Tara and Natasha**
7. [Reports and requests](#) **(1:45 to 2:15) Mina**
 - a. Director reports
 - b. Committee reports
8. Break **(2:15 to 2:20)**

9. Update on ongoing projects (2:20 to 2:55) (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) Mentorship committee **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) Nominations committee **Heather**
 - k) MarComm committee **Ruth**
 - l) Executive director **Natasha**
10. Branches and twigs (2:55 to 3:10) **Ellen**
 - a. Branch and twig procedures
 - b. Branch and twig toolkits
11. Strategic plan (3:10 to 3:20) **Heather and Natasha**
12. Conference (3:25 to 3:35) **Tara**
 - a. Future conferences
 - b. Francophone conference **Badou**
13. Dictionary project (3:35 to 3:45) **Heather, Marcia, and Natasha**
14. Vote on [new committee chairs and new members of the honorary life membership evaluation committee](#) (3:45 to 3:50) **Heather**
15. NEC roles, committee chairs and branch officer votes (3:50 to 3:55) **Maria**
 - a. 2024–25 national executive council roles: do by email vote in July
 - b. Reminder about branch signing officers and branch officers
16. Other business (3:55 to 4:00)
17. Next meeting TBD (poll to schedule new meeting dates in mid-July when the new NEC is in place)
18. AGM will be Thursday, June 27, 6:30–8:30 p.m. (ET)
19. Adjourn

Appendix B – Action Items

#	Action Items 2023/2024	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
1	Editors Canada 2025 conference: Try to determine the location well in advance for smooth transition from the current committee members to subsequent members. Ellen to send out an email to all branches & twigs to see if any of them are interested.	Current	Ellen Keeble Tara Avery	Ellen and Tara to work together to clarify		May 19, 2024
2	Quebec insurance task force: Recruit task force members	Current	Suzanne Aubin	Met with two new members via Zoom	Some documents to share with the director of branches and twigs to address certain questions	Jun. 9, 2024
3	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	No update	No update	Jun. 9, 2024
4	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	Very engaged, enthusiastic volunteer is willing to begin developing/updating standards with Suzanne's guidance and leadership. :)	More people are interested in participating.	Jun. 9, 2024
5	Publications Committee: Look into what to start with the revision of Editing Canadian English (3rd Ed., 2015)	Current	Kaitlin Littlechild	In progress	Review still in progress	Jun. 9, 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	In progress		May 19, 2024

#	Action Items 2023/2024	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
7	Length of directors' term & their roles and responsibilities: Reconsider the term length for president, vice-president and past president. Determine if the past president can become more of a consulting role. In addition, filling the secretary position is more pressing. Heather to check the bylaws to see if the recording secretary and secretary roles can be combined into one. Marcia to reach out to her contacts to see if anyone is willing to fill a one-year temporary term until the strategic planning is finished.	On Hold	Heather Buzila, Marcia Allyn Luke	Term length discussion on hold while we try to fill the role of president/VP for upcoming year		May 19, 2024
8	Content management: Establish effective information management and workflow tracking mechanisms to ensure that the governance reports webpage is kept up-to-date. Data retention period?	On Hold	NEC directors, Natasha Bood	Minutes up to date. Knowledge management is being discussed as part of the strategic plan.		May 19, 2024
9	Reconsideration of the conference adviser position: Return back to the original model or eliminate this position due to potential redundancy	On Hold	NEC directors	Put on hold until the new strategic plan is completed.		Apr. 21, 2024
10	Webinars: Look for additional webinar hosts as well as 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, Caitlin Stewart	No updates		Apr. 21, 2024
11	VolunteerConnect: Leah to update the language used in the VolunteerConnect spreadsheet—from English only to bilingual to encourage more francophone members' participation	On Hold	Leah Morrigan	Standing by for our next meeting		Nov. 5, 2023

#	Action Items 2023/2024	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
12	Publications Committee: Consider pricing adjustments for proofreading volume due to inflation and for bundle purchases.	Done	Kaitlin Littlechild	Motion carried; new pricing structure will be in place.	Done	May 19, 2024
13	Career Builder document: Upload both English and French versions to the website.	Past	Heather Buzila, Michelle Ou	The French and English docs have been completed and sent to Michelle Ou to upload to the website. This can be marked as done.	Done	Apr. 17, 2024

Appendix C – Online Motions

Motion	Background	Opened	Closed	Moved By	Seconded By	Carried By	Abstain
To offer a free recorded webinar to certification pilot testers in place of a test prep guide if the pilot testers so choose	Certification pilot testers are being offered an incentive of a test prep guide, but repeating volunteers may already have one in their possession. So, for those few volunteers who would like an alternative, I propose that Editors Canada offer a free recorded webinar session. Pilot testers can choose either a test prep guide or a webinar recording, but not both.	May 25, 2024	May 29, 2024	Arija Berzitis	Ruth Pentinga	8	0
To approve the 2024 April meeting minutes for posting on the website		June 26, 2024	June 29, 2024	Mina Holië	Suzanne Aubin	6	0
To approve the 2024 May meeting minutes for posting on the website		June 27, 2024	June 30, 2024	Mina Holië	Heather Buzila	7	0

Appendix D – Q2 Directors Report



EDITORS
RÉVISEURS
CANADA

Q2 Reports

Directors

June 9, 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)
 - 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**
 - Chaired monthly NEC meetings
 - Invited branches and twigs to attend NEC meetings
 - Supported directors as needed
 - Prepared monthly e-news updates
 - Began preparing for role changeover by CC'ing the vice-president on president's tasks
 - Conducted executive director's yearly review
 - Prepared materials for the President's Awards
 - Began preparing for the AGM
 - Engaged in strategic-planning meetings

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**
 - Finish preparing materials for the AGM
 - Present at the AGM

- Ensure the vice-president is well-prepared and confident to take on the role of president starting in July
 - Support directors as needed
- 4. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities / Priorités pour le prochain trimestre (vos priorités à titre de directeur ou directrice et non pas les priorités de vos comités ou régions)**
- None at this time
- 5. Your own requests or questions for the national executive council (not your committees' requests, which are in their reports / Demandes ou questions pour le conseil d'administration national (pas celles de vos comités, car elles sont dans leurs rapports)**
-

Vice-President – Marcia Allyn Luke

1. **List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs) / Énumérez les groupes ou les individus qui se rapportent à vous (comité, sous-comité, groupe de travail, postes au niveau national, section ou ramification)**
 - Awards Coordinator

2. **Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre**
 - Prepared the draft annual report for 2023
 - Helped awards with judges and communications

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**
 - Meeting with the dictionary group regularly and helping whenever possible

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)**
 - Finalize 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 my committees as needed
 - With the help of the Nominating Committee, successfully recruited to fill most vacant committee and national positions for the 2024/2025 year
 - Worked on the new Editors Canada strategic plan as part of the working group and 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**
 - Continue working on the new Editors Canada strategic plan even when my term on the NEC ends at the end of June

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 the president as she transitions into the past president role
 - Be available as a support as needed

5. **Your own requests or questions for the national executive council (not your committees' requests, which are in their reports / Demandes ou questions pour le conseil d'administration national (pas celles de vos comités, car elles sont dans leurs rapports)**

Thank you to all the members of the NEC for their work and support over the last few years!
I'll miss getting to see you all at monthly meetings.

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)
 - 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
 -

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)
 -

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)**
 - Recording Secretary

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, committees/taskforces, branches/twigs to compile/edit them for finalization and have them ready prior to the quarterly meeting
 - Prepared a quarterly requests summary prior to the quarterly meeting
 - Provided support to the recording secretary as needed, while working together
 - Compiled all required items in the meeting minutes for finalization and proofread before being posted on the Editors Canada website
 - Added documents to each meeting folder on Editors Canada NEC's shared drive for directors' review prior to the meeting
 - Liaised with the Senior Communications Manager to prepare required items for the AGM

3. **Status update on any activities you, as director, want to accomplish, outside of supporting your committee(s) / Mise à jour des activités que vous, à titre de directeur ou directrice, voulez accomplir en dehors du soutien que vous offrez à vos comités**
 - Support other directors as needed
 - 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 April through June 2024
 - Continue to track and organize motions while managing the online voting system
 - Update the list of Action Items
 - Prepare for the upcoming term's role changeovers

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
 -

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)
 -

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**
 - NEC approval of a new free ambassador presentation workshop series
 - Interesting and helpful blog posts including topics such as, An Introduction to Proofreading Comics, Editing Swear Words, article on PES, The Art of Academic Editing, etc.
 - Trying to find and engage a managing editor for the French blog – not having any success as of yet

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)**
 -

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**
 - I need to rethink how the mentorship program operates, experiencing difficulty in communicating with the committee chair.

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**
 - In VolunteerConnect, update the linguistic requirements to open possibilities for volunteers.

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)**
 - Study the strategic plan draft.

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 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
 - Certification Steering Committee (CSC)
 - Academic Editing Special Interest Group (SIG)

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 ready for publication.
 - The CSC has lost a number of new volunteers.
 - A comparative document for release on demand (that shows differences between PES 2016 and PES 2024) has been prepared for use in exam preparation for November's exams. As well, the Publications Committee is asking for access to this comparison document for publication.

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**
 - Solicit committee members/volunteers if possible.
 - Because Berna is stepping down as cochair of the Standards Committee in June, the new cochair, a student affiliate, is being mentored by Greg Laonnou. Greg is staying on as cochair.
 - I am also acting as Exam Shepherd for the Stylistic Exam to be given in November as no one else has stepped forward. I have never done this before, and it is going to be a challenge.

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)**
 - Promote new Standards (both Berna and Greg, committee cochairs, are delivering webinars on the new Standards).

- Also, a webinar will be given at the Editors Canada conference in Vancouver by the BC branch.

5. Your own requests or questions for the national executive council (not your committees' requests, which are in their reports / Demandes ou questions pour le conseil d'administration national (pas celles de vos comités, car elles sont dans leurs rapports)

- None at this time.

Director of Publications – Kaitlin Littlechild

1. **List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs) / Énumérez les groupes ou les individus qui se rapportent à vous (comité, sous-comité, groupe de travail, postes au niveau national, section ou ramification)**
 - Publications Committee

2. **Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre**
 - The proofreader for ELAP Structural is no longer able to commit to the work. The committee searched for a team of proofreaders to get the work back on track.
 - Professional Editorial Standards were published.
 - Work started on ELAP 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**
 - All ongoing activities will be handed over to the incoming Director of Publications.

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)**
 - Assisting the new Director of Publications understand their role and the current in-progress projects.

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 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.
 - The committee has started work on the 2024–2025 webinar season. The deadline for suggested changes/additions to the call for proposals and the list of potential instructors is June 9; the call for proposals will come out shortly after that, and the committee will meet to decide on the program in late July or early August.
 - We've completed preparations for the free webinar on certification, coming on July 4.

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)**
 - My main priority is to assist with the planning for the 2024-25 webinar season, as noted above.

5. **Your own requests or questions for the national executive council (not your committees' requests, which are in their reports) / Demandes ou questions pour le conseil d'administration national (pas celles de vos comités, car elles sont dans leurs rapports)**
 - N/A

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)**
 -

Appendix E – Q2 Committees/Taskforces Report



EDITORS
RÉVISEURS
CANADA

Q2 Reports

Committees & Taskforces

June 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 end of Q2 provides an important moment of reflection. The creation of an annual theme and quarterly and annual goals, which can be viewed [here](#), have helped hone the focus of the committee and bring an important sense of purpose, especially given its radical restructuring over the past year.
- One of the Q2 goals was to complete phase one of the job board initiative. We were delighted to see our call-out to EC members to watch for the job board survey in the coming weeks included in the May e-news (this iteration marks the CBC's first contribution to the e-news, written by our PR officer). Our next meeting is on June 3, and we will be packaging the survey—reviewed by the NEC twice and completed with much coaching from the translation team—to send to the NEC then.
- The plan to build a robust equity, diversity, and inclusion (EDI) section in the career sub hub outline has been shifted to Q3, which Alex (a committee member) will complete as Holly works to complete the website proposal for the NEC.
- Holly and Alex successfully pitched an article to *The Editors' Weekly* that will share inexpensive or free tools that freelance editors can use for greater organization and business management. It will be published in late June.
- Holly and Natalie (a committee member) continue to plan their interview series for *The Editors' Weekly*. They have shifted our focus to consider interviewing younger editors who have found success in today's market. They are continuing to brainstorm potential interviewees.

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

- A top priority for Q3 is to initiate the second phase of our job board survey initiative, which will involve productively gathering the data from the survey and packaging it into useful information for the NEC. We then hope to create a media campaign of sorts, reminding key organizations and groups that the job board exists and is free to post on.
- Another top priority is to build the website proposal for the NEC, which we will submit with the Q3 report.
- Holly and Natalie will continue their interview series.
- Holly and Alex will continue to build relationships with branches and twigs.
- We will also consider actively recruiting in-house and French-speaking CBC volunteers.

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 processing of one appeal; all the 2023 exam results are now finalized.
- Identified new and discarded/disused standards (2024 vs 2016 PES) for test bank for the four certification exams and for Fundamentals.
- Started setting up free promotional webinar for members on certification exams; two long-established study group leaders have been contracted as the presenters.
- Promoted certification exams on LinkedIn page; our marketing manager did a “takeover” of the account in May.

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

- Set the 2024 exams and recruit pilot testers.
- Update test preparation guides for the 2024 PES.
- Update test bank for the 2024 PES.

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

Thank you for approving the option of a free recorded webinar as an alternative incentive to free test preparation guides, which are not available yet for the 2024 PES.

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?

Approximately \$1,000 on honoraria has been spent so far this year. 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
 -

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?
 -

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

- **Follow-up on goals unmet or pending as of Q1:**

- **Achieved:** Share 1 post from an editorial niche that is underrepresented on the blog
Q2 features posts about editing profanity, editing sex scenes in fiction, and more.
- **Ongoing:** Perform a more active review of available blog analytics to better understand which posts are getting the most traffic

A preliminary review was done in Q1, and further details will be assessed throughout the year. As of May 15, 2024, the most-viewed post of Q2 was Cat London's "Talking Sh!t: Editing Swear Words."

In Q2, we discovered an error in mailing list carryover from the new site launch. This has been corrected, and we hope to see more engagement on posts going forward as a result.

- **Partially achieved:** Share 2 posts that align with an existing *Editors' Weekly* series (in addition to 2024's final two posts in the "NEC in Detail" series)

One post was shared from the "Editor's Top 3" series.

- **Update on goals set in Q1 report:**

- **Ongoing:** Work with the MarCom team to explore interest in filling the role of French managing editor for *l'Hebdomadaire des Réviseurs*

Two volunteers have expressed interest in proofreading, but the managing editor role remains open. A post will be shared on *The Editors' Weekly* (both the French and English sites) on May 30 to explain more about the role.

- **Ongoing:** Complete review and consolidation of the 1,300+ tags in use on the English site (French tags to be assessed once a French editorial team is in place)

- **Completed:** Finalize the image display guidelines for website and social media use

Michelle Ou and Emily Lam have begun working with different image sizes to allow for optimization in headings and social media posts.

- **Incomplete:** Schedule at least 2 posts with a DEI focus as the primary topic

Not achieved in Q2, but conscious language and inclusivity were discussed within the scope of certain posts on broader topics.

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

- Complete review and consolidation of the 1,300+ tags in use on the English site (in progress)
- Review links in archive of previous posts to update any broken URLs (Editors Canada's subsites had some links that did not carry over properly when the website was updated)
- Continue to solicit a broad range of topics on the blog, since Q1 and Q2 were heavier on Editors Canada initiatives and academic editing posts. Aim to include at least:
 - 2 posts with a DEI focus as the primary topic
 - 2 posts about underrepresented editorial niches
 - 1 post with practical technology or workspace tips for editors

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? / 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

- Google Ad Grants: Ongoing project. It is running in both English and French. We are tracking and analyzing Google ads data separately to find out to see what part of the campaigns perform and where to improve.
- Analytics: We are producing [quarterly reports](#) on traffic on our social media.
- LinkedIn: For most months the Editors Canada page has been run by host volunteers (since September 2023). During those months we've noticed more membership engagement on the channel. We have volunteers lined up for the next few months; one of those is francophone, to cater to French-speaking members. We are also in the process of creating French content on an ongoing basis.
- 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: The volunteer who is working on this project is also involved with the conference, so this campaign proposal will be picked up again this fall.
- *Meet an Editor*: French YouTube video production. Our volunteer working on this was temporarily out of commission. 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 (T&D) Committee, we now help promote their webinars on Instagram by producing video reels. So far, we have released 6 reels. To be continued in fall, when T&D presents us with new webinars.
- Publications: We've been asked to help the Publications Committee with a launch plan for *ELAP Structural Editing* and the *EDI chapbook*. We will spring into action as soon as we hear more about launch dates.

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

- 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 Q2 2024
- Continue production French *Meet an Editor* videos
- Help promote webinars where we can
- Help PES launch, 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? Our volunteers find it too cumbersome for a time investment to set up with the new demands from social media. (To be requested by the next MarCom chair in next budget round.)

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
 -

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?
 -

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 2024 edition was published.
- Equity, Diversity and Inclusion (EDI) Handbook: The handbook was edited further to clarify and improve the structure and content. We are preparing to hand off this project to volunteers following the co-chair's exit as of July 2024. The volunteers will meet with the co-chair to review the project's next steps: copyediting, formatting, proofreading, marketing, and publishing online.
- Edit Like a Pro Structural Editing: Exercises are still in the proofreading stages. We now have a team of proofreaders splitting the work, with the goal of proofreading completed in June 2024.
- Edit Like a Pro Copy Editing: We recruited a team of volunteers, and the project has kicked-off. We are working to decide on the priorities and direction of the new volume and consulting with experts, along with reaching out to other volunteers to help with exercise development and review.
- We reviewed and edited the two guidelines for ethical student editing documents.
- Noah Nuttall is stepping down from the role of co-chair of the Publications Committee. Thanks to Noah's contributions.

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

- Complete proofreading for Edit Like a Pro Structural Editing. We hope to have it ready for publication by Fall 2024.
- Continue working on Edit Like a Pro Copy Editing. Put out surveys and speak with members to understand the main needs for training volumes. Recruit writers to begin creating new exercises.
- Complete copy editing and proofreading for EDI Handbook, with the goal of publication.
- Recommend text changes to the website to align with the 2024 Professional Editorial Standards.
- Complete and post ethical student editing documents.

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?

Yes, our work is on track. We will hopefully need to pay for our designer for completing ELAP Structural Editing in the next quarter.

Standards Committee – Berna Ozunal, Greg laonnou

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

- In April 2024, the expanded and revised Professional Editorial Standards was released as a PDF with accompanying promotion and communications available from Editors Canada and others (e.g., blog post in *The Editors' Weekly*, webinars, and social media).
- There were discussions about potentially releasing it as an e-book and in a locked Word format for accessibility reasons (in a staggered release with other formats) though it's unclear whether this will happen (depending on the Publications Committee's decision).
- The committee has stopped meeting for the summer, and one of the co-chairs is stepping down (to be replaced).

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

- The new co-chair will need to participate in an orientation led by the remaining co-chair as well as new members. Attracting a diverse range of new members would be helpful as the committee is quite small right now.
- The way forward and next steps need to be discussed and agreed upon by the NEC, the Standards Committee, Certification Steering Committee, Publications Committee, and any other relevant parties (as it's unclear what actions the committee will take moving forward and how we will be regularly updated).
- The committee will reconvene in the fall to continue work on the Standards.

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?

- None

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 at the end of March, our second of the year. It was informal and small, but we received positive feedback from the attendees as being supportive and enjoyable.
- Our committee completed a “student takeover” of the Editors Canada LinkedIn account throughout the month of April, providing 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.
- We published a compilation of the posts from our 2023 Facebook group discussion series on freelancing. This is a living document that the committee can keep updated and that it will continue to be available for student affiliates to reference.
- We have continued to maintain engagement in the student affiliate Facebook group by fostering a supportive, educational and inclusive environment.
- Our third student social is scheduled for June 16, 2024.

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

- The current chair will support the incoming chair to ensure a seamless and supportive transition for the committee.
- We plan to run a grammar quiz series to keep engagement up in the Facebook group during the summer months.
- We have started to review the “External courses” webpage on the association’s website to check all the links and search for updated information, including new courses, and will forward our findings to the website team so they can make the appropriate changes.
- In conjunction with developing the updated courses and programs list, we will be creating a contact list of Canadian post-secondary editorial and language program coordinators in order to facilitate email outreach in future.
- The committee will re-prioritize the post-secondary connections initiative that dropped off throughout Covid-19, and begin to revamp the presentation materials we have on file, as they would benefit from a fresh approach.
- A few of our members have been tasked with researching and gathering resources on topics for future discussion series that student affiliates have expressed a particular interest in, such as editorial niches and tips on breaking into traditional publishing.

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 used \$50 of our budget (for participation prize gift cards), leaving us with a healthy budget of \$150 for the remainder of the year.

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, including new videos on Instagram by the MarCom Committee.
- Held 10 webinars, 1 French/9 English, including prep sessions.
- Planning the second free webinar for 2024, this one on certification exams, in collaboration with the Certification Steering Committee.
- Continued cross-promotion partnership with Simon Fraser University (SFU), promoting Editors Canada webinars to SFU newsletter recipients and promoting SFU courses to Editors Canada members.
- Trained one new webinar host volunteer including shadowing.

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

- Plan for free webinar on certification exams in July.
- 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?

- For reference, in Q1 (Jan 1–Mar 8) we spent \$1,150.61 on presenter payments and bonuses, and we made \$12,006.20 selling webinars and webinar recordings.
- In Q2 (Mar 8–May 21) we spent \$2,930.54 on presenter payments and bonuses, and we made \$12,846.47 selling webinars and webinar recordings.
- Our total spend for the year is \$4,081.15, and our total revenue is \$24,852.67.
- **Note:** We have two presenter payments that still need to be made as we are waiting on invoices from the presenters, so this will add around \$500 to our presenter spend for Q2.

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
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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? / 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
 -

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?
 -

Quebec Insurance Taskforce / Groupe de travail sur l'assurance au Québec

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?
 -

Other

Academic Editing Special Interest Group (SIG)

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

Since we started this joint collaboration with the Editorial Freelancers Association (EFA) in late 2022, the Academic Editing SIG now has over 800 members and a volunteer management team bringing in new volunteers.

- **Administration and Communication Initiatives:** We now have a style guide for all outgoing communications from our SIG. Our newsletter goes out monthly with updates and opportunities for members. We also post about upcoming events on social media.
- **Education and Training Initiatives:** We are fostering webinars and courses for training academic editors.
- **Programming, Events, and Book Club:** In January through May, we hosted 8 events (5 coffee chats, 2 book clubs, and 1 panel discussion) with over 400 people, total, in attendance. Recordings of past events get captioned and posted to [YouTube](#). A list of past events this year and prior is available at the bottom of [this page](#).
- **Advocacy Initiatives:** We are in the process of reaching out to scholarly societies to see how we might offer their members resources in such a way that makes academic editors more visible to their membership. We are revising over a dozen submissions as part of a proposed column for a publication reaching faculty, researchers, and graduate students (35 people have proposed or written a column).
- **Mission, Vision, Values, and Diversity, Equity & Belonging (DEB) Discussion:** We will meet with all active volunteers on June 14 to discuss how to best define and support our mission, vision, and values moving forward. We've completed an internal audit of DEB practices and areas of growth.
- **Presence at Academic Conferences:** We had originally planned to have a booth at the Congress of the Humanities and Social Sciences at McGill University this June. However, with the ongoing student and faculty protests at the university, many associations withdrew their participation. We have also withdrawn our participation. We hope to be able to table at Congress 2025 instead. We are also requesting funding to table at one additional conference in a different discipline during the 2024–2025 fiscal year.

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

- We have a number of academic conferences we would like to table at in the coming year (see below).
- We will continue our regularly programmed events and will continue developing educational and training opportunities.

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

- We would like to request the budget for an Editors Canada Academic Editing SIG logo. Per Michelle Ou, the previous logo created for Editors Canada cost about \$600.
- We would like to request the website space offered by Editors Canada to host a public-facing website for the SIG.
- We would like to request funding to support our presence at academic conferences to represent the association; this budget would subsidize volunteer time, meals, travel and/or childcare. The EFA may provide funding for us to table at the following conferences: American Association for the Advancement of Science (Boston, February 2025) and Society for Scholarly Publishing (Baltimore, May 2025). We would like to request \$4,500 to table at Congress 2025 (instead of Congress this year) and one other academic conference. This estimate is based on the cost of a booth at Congress 2024. We have not decided on the additional conference yet, but we will have a more concrete request in our Q4 report.

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?

Editors Canada approved funding for a booth at Congress 2024. However, since we've withdrawn our participation this year, we would like to table at Congress 2025 instead. To date, other than funding for Congress, we have not received any budget from Editors Canada.