

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

---

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



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

**June 22, 2025**

**Zoom**

# Contents

1. Call to Order .....	3
2. Land Acknowledgement.....	3
3. Approval of Agenda .....	3
4. Review of Outstanding Action Items from Previous Meetings.....	3
5. Budget Update .....	4
6. Reports and Requests .....	4
7. Break (5 minutes).....	6
8. Update on Ongoing Projects.....	6
a. Publishing committee .....	6
b. Francophone updates.....	6
c. Québec insurance task force .....	6
d. Member services/Volunteer management committees.....	6
e. Certification.....	6
f. Standards committee.....	6
g. Training and development committee .....	6
h. Career builder committee.....	7
i. Student relations committee.....	7
j. Marketing and communications committee .....	7
k. Mentorship committee.....	7
l. Executive director .....	7
9. Branches and Twigs .....	8
10. Vote on committee chairs and national positions .....	8
11. Other Business.....	8
12. Next meeting TBD (poll to schedule new meeting dates in mid-July when the new NEC is in place) .....	8

13.	AGM will be Thursday, June 26, 7:00–9:00 p.m. (ET) .....	8
14.	Adjournment .....	8
	Appendix A – Meeting Agenda.....	9
	Appendix B – Action Items .....	11
	Appendix C – Online Motions.....	18
	Appendix D – Q2 Directors Report .....	19
	Appendix E – Q2 Committees/Taskforces Report .....	43

## **PRESENT:**

### **NATIONAL EXECUTIVE COUNCIL (NEC)**

Kaitlin Littlechild	President
Alex Benarzi	Vice-President
Maria Frank	Past President
Heather Buzila	Secretary
Vacant	Director, Marketing and Communications
Suzanne Aubin	Director, Member Recruitment and Retention
Arija Berzitis	Director, Professional Standards
Błażej Szpakowicz	Director, Training and Development
Vacant	Director, Volunteer Relations

### **OTHERS**

Natasha Bood	Executive Director
--------------	--------------------

## **REGRETS:**

Tara Avery	Treasurer
Ellen Keeble	Director, Branches and Twigs
El Horner	Director, Publications

## **1. Call to Order**

Kaitlin called the meeting to order at 1:04 p.m. EDT.

## **2. Land Acknowledgement**

Kaitlin read the land acknowledgement.

## **3. Approval of Agenda**

MOVED BY Alex Benarzi

SECONDED BY Maria Frank

that the NEC approves the agenda.

Carried

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

- #1 (Alex): Create a welcome kit for committee chairs to pass on information such as the availability of an Editors Canada Zoom account for meetings.
  - No update. Alex will use information from the branches and twigs toolkit as relevant to the committee chair welcome kit.

- #10 (Arija): Credential maintenance points for volunteers: Consider awarding extra points for certified editors who volunteer to help develop exercises (e.g., Edit Like a Pro series) toward their credential maintenance.
  - No update. The certification steering committee chair and the publications chair are still discussing this.

## 5. Budget Update

Natasha said the membership sale has created a lot more revenue than we normally have at this time of year for membership. The sale brought in quite a few new members and a lot of early renewals, many of them two-year memberships. It has given us more cashflow for now.

## 6. Reports and Requests

- Mentorship Committee: Please promote the mentorship program in your own networks.
- Standards Committee:
  - We will be requesting NEC approval of our planned survey before sending to members.
  - We will be reaching out to NEC members to identify if a glossary can be published online prior to publication of the next edition of the Standards.
- Director of Publications: Is there an openness to discuss reduced membership fees for volunteers? Multiple volunteers have expressed a potential inability to continue as volunteers due to the fact that they cannot afford the membership fee. Could the NEC brainstorm ways to meet this need, beyond individual fee relief requests, as a way to retain volunteers?
  - Heather said we've had this discussion many times in the past. According to the Bylaw, directors and branch and twig chairs can't receive compensation for their volunteer work. And according to the Volunteer Guidelines, volunteers are not normally paid for their work. This request may be classed as compensation. We would need to rewrite some policies and procedures and potentially the Bylaw to allow this. Alex said this came up during the discussion on the strategic plan, so we should revisit this. Natasha suggested that if there are specific volunteers who are having trouble paying the membership fee that they contact the office for a potential fee relief or reduction under our policies/procedures. Kaitlin said this could be a discussion we have if the vote on the strategic plan passes at the AGM, since this would be a long-term rollout, not a quick solution. Błażej said this is an issue that seems to come up every year. Heather said that reduced membership fees may not be the way to go, since membership fees make up so much of Editors Canada's revenue. Błażej said some volunteers receive honorariums, so maybe this could be expanded to other areas. Kaitlin said that we decided this year to give ELAP writers a free copy of the book, so we may be slowly easing into

providing some form of compensation, but we need to look at the long-term financial implications. We are desperate for volunteers, but we don't have a huge savings that we can use to cover losses in membership revenue. Alex said it becomes a cycle where if we don't have enough volunteers, then we can't offer as many services, so we lose members that way. Reducing the membership fee will cut into our funds, but so will losing members.

- Training and Development Committee: Please promote webinars in your networks (i.e., when you get e-blasts, when you see posts on social media)
- Member Services Committee:
  - What does the NEC wish the Member Services Committee to focus on this year?
    - Heather said that focus could be placed on the Discord server and how it can be expanded. Alex said that as of now, we don't have an incoming chair for the student relations committee, so member services could help out with student relations tasks and welcoming student affiliates.
  - Alex said that there seems to be some confusion about where direction should come from: Should the NEC be directing committees on what work to do? Or should committees be deciding what to work on and then informing the NEC? It seems that there needs to be a clearer outline of the relationship between the NEC and committees. Natasha said that it is important for committees to know what Editors Canada's overall goals are so that they can focus their committee work on the correct areas.
  - What feedback has the NEC had from members about our current services that isn't in the Google Drive?
    - There will be feedback coming in about Discord, but it is too soon now to get that feedback.

Suzanne said that she is concerned because she hasn't heard from the chair of the volunteer management committee in many months and she is wondering what to do. Alex said that the last he heard from the chair (a few months ago) that it sounded like she wouldn't be able to carry on as chair of the committee. Heather said Suzanne could send one last email to the chair, letting her know that if she doesn't respond that we'll vote to have her removed as chair so we can recruit a new chair. If Suzanne doesn't hear back from the chair in a week, then she can make a motion to have the chair removed. Alex said it would be a good idea to contact branches and twigs to see if they have volunteers to recommend for the volunteer management committee so that the committee can be made up of members from across the country. We should stress that the commitment of being on the committee is very low.

## **7. Break (5 minutes)**

## **8. 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**

No updates.

### **b. Francophone updates**

Voting is underway on the motion about the French standards task force. There is a task force chair already, so when the motion passes, an email can be sent to recruit task force members.

### **c. Québec insurance task force**

No updates.

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

Suzanne has answered 22 members who indicated they were interested in volunteering when they renewed or became a member. She hasn't heard back from all of them yet.

### **e. Certification**

Arija is still marking tests for the 2024 exams, but the marking is almost finished.

### **f. Standards committee**

The committee is still dealing with the glossary and how to display that. They think it should be hyperlinked somewhere on the website so that people are able to access the terms from there.

### **g. Training and development committee**

Błażej said that the committee extended the deadline for webinar proposals for two weeks due to a low number of submissions. Sara Abdul had an idea about doing a joint webinar with the Indigenous Editors' Association—Editors Canada would administer the webinar, and the IEA would decide on the topic and find a presenter. Two ideas of topics could be a broad introduction to Indigenous editing and how to prepare land acknowledgements. Kaitlin (as the executive director of the IEA) agreed to this idea.

Błażej suggested that the low number of submissions for webinars could be because the webinar program has been running for a number of years and a large number of topics have been covered already. Heather wondered if topics of expired webinars that are no longer for

sale could be updated and covered again, either by the original presenters or by new presenters.

Błażej said that he will continue covering training and development until a new director is found for that portfolio.

#### **h. Career builder committee**

Alex said the committee is focused on making sure the Career Hub information is as up to date as possible so they can get it to Michelle Ou when the developer is ready to build the hub.

#### **i. Student relations committee**

Maria said the committee is working on their presentation about editing and Editors Canada for students. They are beginning to record the English version and are having it translated into French.

#### **j. Marketing and communications committee**

Heather said the committee is waiting on feedback from the social media survey that was sent out to the NEC for comment. The membership survey is ready to go in English and French and they just need to write the email text that will go out with the survey. The NEC provided feedback on the visual metaphor campaign that the static image and/or the gif image should represent more than just book editing. The original artist doesn't have time anymore to change either image, so the committee will have to find a new artist. The committee wanted to know if it was okay for them to offer a stipend to the new artist from their budget, since they still have their entire budget for 2025. Consensus was that they can use money from their budget but can't ask for extra money. The editors day proposal is in the works.

Heather said that she will continue covering MarCom until a new director is in place.

[Side note: Suzanne's daughter, Emilie, would like to serve as parliamentarian, even though she is 14 years old. 😊]

#### **k. Mentorship committee**

No updates.

#### **l. Executive director**

Natasha said the developer is working on rebuilding the ODE. He sent Natasha a first draft of what the page will look like and it looks good. We're hoping the rebuilt ODE will be ready at the end of July or the beginning of August.

Natasha thanked Kaitlin for connecting her with the lawyer to discuss the privacy issue with the ODE. The lawyer confirmed that we had done everything that we needed to.



At the end of this year, it will be Michelle Ou's 20-year anniversary at Editors Canada and we should think of ideas to celebrate her.

## **9. Branches and Twigs**

No updates.

## **10. Vote on committee chairs and national positions**

Alex presented the current list of incoming and returning chairs and national positions for 2025/2026.

MOVED BY Alex Benarzi

SECONDED BY Heather Buzila

that the NEC approve the committee chairs and national positions for 2025/2026 as presented.

Carried

The vote on the honorary life membership evaluation committee members and any other currently vacant chair positions/national positions will be voted on when the positions are filled.

## **11. Other Business**

Thank you to Maria Frank for serving on the NEC.

## **12. Next meeting TBD (poll to schedule new meeting dates in mid-July when the new NEC is in place)**

## **13. AGM will be Thursday, June 26, 7:00–9:00 p.m. (ET)**

## **14. Adjournment**

MOVED BY Błażej Szpakowicz

SECONDED BY Maria Frank

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 22, 2025)**

**Zoom link:**

**<https://us02web.zoom.us/j/88395632595?pwd=aYla9GiZZ2BquNaAW8JKpgkawaaloF.1>**

**Meeting ID: 883 9563 2595**

**Passcode: 691755**

**Dial by your location**

- **+1 647 374 4685 Canada**
- **+1 647 558 0588 Canada**
- **+1 778 907 2071 Canada**
- **+1 780 666 0144 Canada**
- **+1 204 272 7920 Canada**
- **+1 438 809 7799 Canada**
- **+1 587 328 1099 Canada**

**Attendees:**

- **NEC members**
- **Natasha Bood, executive director**

**NEC documents in Google Drive**

**Sunday, June 22**

**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)  
Heather
5. Budget update (1:15 to 1:30) Tara and Natasha
6. Reports and requests (1:30 to 2:00) Heather
7. Break (2:00 to 2:10)
8. Update on ongoing projects (2:10 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) Publications committee El
  - b) Francophone updates Suzanne
  - c) Member services/Volunteer management committees Suzanne
  - d) Certification Arija
  - e) Standards committee Arija
  - f) Webinars/Training and development committee Blazej
  - g) Career Builder committee Alex
  - h) Student relations committee Maria
  - i) MarComm committee
  - j) Mentorship committee Suzanne
  - k) Executive director Natasha
9. Branches and twigs (2:55 to 3:05) Ellen
10. Vote on committee chairs and national positions (3:05 to 3:20) Alex and Suzanne
11. Other business
12. Next meeting TBD (poll to schedule new meeting dates in mid-July when the new NEC is in place)
13. AGM will be Thursday, June 26, 7:00–9:00 p.m. (ET)
14. Adjourn

## Appendix B – Action Items

Number	Action Item	Category	Person(s) Responsible	Previous Status (if applicable)	Current Status	Last Updated (date)
1	Create a welcome kit for committee chairs to pass on information such as the availability of an Editors Canada Zoom account for meetings.	Current	Alex Benarzi		No update.	June 24, 2025
2	Create an IT acceptable use policy and procedures (e.g., for safely and responsibly using Google Drive and shared platforms)	Current	Heather Buzila	To be included in the branch and twig toolkit and the upcoming committee welcome kit.	No update.	June 18, 2025
3	Establish data retention period for reports, etc. on the website, including keeping past versions of documents for transparency. Create a policy and procedures for this.	Current	Heather Buzila	Check Canada Not-for-profit Corporations Act to see if it contains language about this already. Create an archive off of the website for older documents.	No update.	May 28, 2025
4	Draft a feedback form for outgoing volunteers.	Current	Suzanne Aubin		No update	June 22, 2025

5	Send a survey to membership about which social media platforms Editors Canada should be on.	Current	MarCom director; Heather Buzila	Nearly complete in both languages; soon to be ready for NEC review.	Survey with the NEC for review.	June 20, 2025
6	Send an email to membership to consult on changing the Awards and Scholarships Procedures.	Current	Michelle Ou, Natasha Bood, NEC directors	Awaiting fall.	Awaiting Fall	June 18, 2025
7	Send the Publishing Committee's ELAP name-change proposal to the NEC for review.	Current	El Horner	Waiting for rebranding estimate from graphic designer; otherwise, the proposal is written.	In progress	June 19, 2025
8	Create a French version of "Editors Canada Guidelines for Committee Chairs and National Positions" if we don't already have one in the NEC files.	Current	Suzanne Aubin	There is no French version, but we need to finalize the English first before translating it.	No update	June 22, 2025
9	VolunteerConnect: Examine current accessibility and usability, and update the system accordingly. First, a new task force to be formed.	Current	Suzanne Aubin		No update	June 22, 2025

10	Credential maintenance points for volunteers: Consider awarding extra points for certified editors who volunteer to help develop exercises (e.g., Edit Like a Pro series) toward their credential maintenance.	Current	Arija Berzitis	Matt Long of the Publications Committee is planning to implement this.	No update	June 24, 2025
11	Revision of Editors Canada's land acknowledgment: Update our current statement in consultation with Indigenous groups.	Current	NEC directors, Natasha Bood	Awaiting estimate from Rhonda	Awaiting estimate from Rhonda	June 18, 2025
12	Quebec insurance task force: Recruit task force members	Current	Suzanne Aubin	Task force has been created with two members. Work in progress	No update	June 22, 2025
13	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	Current	Suzanne Aubin	Update the French standards first, then the certification exams and French study guides.	Task force brief for updating the French standards has been written and is currently being voted on. Task force leader is in place. After the French standards have been updated, then we can	June 22, 2025

	member who has shown interest.				proceed to the certification exams and study guides.	
14	Publications Committee: Look into what to start with the revision of Editing Canadian English (3rd Ed., 2015)	Current	El Horner, Kaitlin Littlechild	Director in place. Can open discussion with publications when they are ready	Not done yet	June 19, 2025
15	Look into possible funding to hire someone to manage Editors Canada's records.	On Hold	NEC directors, Natasha Bood	On hold until funding can be obtained	On hold until funding can be obtained	June 18, 2025
16	Advocating for Editing discussion from conference - document to be sent out for discussion by email (request for discussion from Heather).	On Hold	Kaitlin Littlechild	Set aside for now		February 9, 2025
17	Volunteer awards: Start the process for an NEC vote to change the procedure for volunteer award nominations.	On Hold	Alex Benarzi, Ellen Keeble	On hold until member consultation is completed		February 25, 2025
18	Length of directors' term & their roles and responsibilities: Reconsider the term length for president, vice-president and	On Hold	NEC directors	Recording secretary and secretary roles have been combined.		September 15, 2024

	past president. Determine if the past president can become more of a consulting role. In addition, filling the secretary position is more pressing (check the bylaws to see if the recording secretary and secretary roles can be combined into one).			Other issues are put on hold until the new strategic plan is completed.		
19	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		April 21, 2024
20	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	No updates		April 21, 2024
21	VolunteerConnect: Leah to update the language used in the VolunteerConnect spreadsheet—from English only to bilingual to encourage more	On Hold	NEC directors	Standing by for our next meeting		November 5, 2023



	francophone members' participation					
22	Check to see if there are any restrictions for changing the price of the ODE.	Done	Natasha Bood	Could not find reference to the price of the ODE in our policy documents. It seems as though the NEC should be able to determine the pricing procedures for the ODE.	Done	May 28, 2025
23	Create collaborative document of the Membership Fee Relief and Reduction Policy and Procedures and send it to the NEC for comment and revision.	Done	Maria Frank, NEC	Google Doc sent out to the NEC for review on April 26, 2025.		May 23, 2025
24	Remind chairs about the availability of the Editors Canada Zoom account for meetings.	Done	NEC	Done and ongoing; should be mentioned to committee chairs regularly. This applies more to incoming chairs who are not aware of the Zoom account.		May 23, 2025

25	2025 Awards presentation: Begin work with the conference committee for a possible virtual event.	Done	Alex Benarzi, Sara Abdul	Date to be either June 17 or 18.		May 23, 2025
26	Switching our current corporate calendar to a Google Calendar: Michelle has started working making this change. All directors are asked to look it over to see what they think.	Past	NEC Directors	Done; Michelle Ou can go ahead and continue changing the corporate calendar from a Google Sheet to a Google Calendar. Natasha will let her know.		April 27, 2025
27	Member awareness enhancement: Update governance webpages with job descriptions or post to blog sites in both languages to highlight the roles of NEC directors and committees.	Past	Heather Buzila	Will be voted on before the May meeting		May 12, 2025

## Appendix C – Online Motions

Motion	Background	Opened	Closed	Moved By	Seconded By	Carried By	Abstain
That we approve the May 2025 meeting minutes for posting on the website		June 5, 2025	June 9, 2025	Heather Buzila	Maria Frank	7	2
To accept a donation of Coursera licences for Editors Canada members from Coast Capital.		June 12, 2025	June 16, 2025	Maria Frank	Heather Buzila	7	1

## Appendix D – Q2 Directors Report



EDITORS  
RÉVISEURS  
CANADA

### Q2 Reports

### Directors

June 22, 2025

National Executive Council Meeting

Zoom

## Contents

National Executive Council (NEC) Directors	21
President – Kaitlin Littlechild	21
Vice-President – Alex Benarzi	23
Past President – Maria Frank	25
Treasurer – Tara Avery	26
Secretary – Heather Buzila	27
Director of Branches and Twigs – Ellen Keeble	28
Director of Marketing and Communications –	29
Director of Member Recruitment and Retention – Suzanne Aubin	30
Director of Professional Standards – Arija Berzitis	32
Director of Publications – El Horner	34
Director of Training and Development – Błażej Szpakowicz	36
Director of Volunteer Relations –	37

## National Executive Council (NEC) Directors

### President – 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)
  - Equity, Diversity and Inclusion (EDI) Committee
  - Human Resources 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 and other guests to NEC meetings
  - Prepared monthly e-news updates
  - Supported directors as needed
  - Provided ED with a lawyer referral for consultation on the data issue with the website
  - Prepared for the AGM
  - Prepared materials for the President's Awards
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
  - Begin to plan fall NEC meeting dates
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)
- None at this time

## Vice-President – Alex Benarzi

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
- Career Builder Committee

2. Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre

### Successes

- The career builder committee welcomed a new student affiliate to support their efforts
- The career builder committee submitted and had approved the plan for the career development hub
- The career builder committee designed language to promote the national job board and online director of editors to potential partners (writer's groups, academic institutions and others)
- The awards were submitted and judged, with winners selected for each award.
- The committee chairs continued to meet to discuss ways to support each others' work.

### Challenges

- The annual report was met with delays due to a lack of responses
- The nominations committee received little support from branches and twigs, making recruitment difficult.

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

- I would like to begin proactive strategizing to address the likelihood that the NEC will have a significant number of directors and a few committees will be without chairs as we head into Q3.

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 priority in Q3 will be to helping foster a positive community.



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)

- NA

## Past 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)
  - Student Relations Committee
2. Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre
  - Engaged in discussions within the NEC
  - Supported directors as needed
  - Presented a proposed donation of Coursera licences to 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
  - Support other 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)
  - None at this time

## **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)**
  - No direct reports
2. **Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre**
  - Initial reporting indicates that the 25-25-25 membership sale was a success. Many lapsed members renewed. Hopefully, this will reinvigorate the org; it provided a much-needed influx of money after a slow start to the year.
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, as my tenure as treasurer ends as of the upcoming AGM and the membership sale was my main project in the past few months.
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)**
  - N/A, as my tenure as treasurer ends as of the upcoming 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)**
  - N/A

## Secretary – 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)**
  - Conference Committee
2. **Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre**
  - I completed all the outstanding meeting minutes and had them approved by the NEC and uploaded to the website. We are now caught up, and minutes are being added to the website in a timely manner after meetings take place.
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 completing NEC meeting minutes in a timely manner.
  - Stay caught up on votes.
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)**
  - Continue completing NEC meeting minutes in a timely manner.
  - Stay caught up on votes.
  - Have various documents translated so they can be finalized after NEC votes.
  - Add missing sections to the Editors Canada Guidelines for Committee Chairs and National Positions, and English and French versions of the Overview of National Committees and Positions.
  - Create an IT acceptable use policy and procedures for review by the NEC.
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 –

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* (English-language blog)
  - *L'Hebdomadaire des Réviseurs* (French-language blog)
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 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
  - Member Services
  - Volunteer Management
2. **Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre**
  - Helped to update the forms for the mentorship program.
  - Successfully submitted a motion to officialize a Discord Server dedicated to Editors Canada members.
  - Submitted the reviewed (and shortened) Welcome Kit to the NEC for feedback.
  - Answered 34 emails from members interested in volunteering with Editors Canada.
  - I am quite concerned that nobody has heard from Ren Baron (Volunteer Management Committee) since end of March. I was able to suggest a member for the Featured Volunteer, but we will need to recruit for this committee as well – to form the committee and chair it.
  - Prepared a task force brief to authorize the creation of a task force focused on updating the Principes directeurs en révision professionnelle.
  - Collaborated with Alex Benarzi on the Nominations Committee. Work ongoing. Anne Louise Mahoney is now helping as well.
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 form to survey outgoing members.
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 to fill the various positions – NEC and various committees.

**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 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)**
  - Certification Steering Committee (CSC)
  - Standards Committee
  - 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**
  - I believe the EC Exhibit Table for the Humanities Congress in June 2025 at George Brown College in Toronto (Waterfront campus) was a success even though we were stuck on the second floor at the absolute end of all the exhibits where there was not much foot traffic. We did the best we could with what we were given and sometimes had three volunteers per shift on the table during the six days of the Congress. So volunteer recruitment was a success (done by Emily Lam).
  - Even though the 2024 Standards was published in PDF form, the committee is still meeting monthly and working on various issues, such as possibly publishing a glossary and brainstorming different ways of making the document accessible and navigable via html links on our website.
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**
  - Recruiting volunteers for the Certification Steering Committee for exam marking of last year's exams. We were finally able to put together a small group, including myself and Sarah Robbins, to mark the Copy Editing exam, and former stylistic markers to handle the Stylistic exam. I believe the marking is almost done.
  - Planning to revamp the Certification credentials so that more points would be awarded for exam prep is still ongoing.
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, because we are heading toward the summer break. I just hope I make it through 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)**

- None at this time

## Director of Publications – El Horner

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**
  - Recruited new exercise writers for Edit Like a Pro: Copy Editing project, with a total of nine editors creating exercises.
  - First drafts of all nine exercises have been received and reviewed and exercises are being validated through testing, with increased volunteer interest for this task.
  - Signed a contract with a graphic designer for ELAP.
  - Collaborating with editors to start developing the accompanying ELAP booklet.
  - Equity, Diversity, and Inclusion Handbook new draft is being reviewed by Equity, Diversity, and Inclusion and Publications Committee volunteers.
  - Collaborated with the Standards Committee to discuss credentials, specifically recognizing Edit Like a Pro exercise writers.
  - Challenges: Unsustainably heavy workload on the one Chair.
  - Challenges: Backlog of tasks due to limited volunteer hours.
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**
  - None 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)**
  - Complete drafts of Edit Like a Pro : Copy Editing exercises so they can move to editing stage.
  - Coordinate higher-level review of first four Edit Like a Pro : Copy Editing exercises
  - Prepare Equity, Diversity, and Inclusion Handbook for publishing/publish.

- Discuss direction and priorities for the publications 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))**

- Is there an openness to discuss reduced membership fees for volunteers? Multiple volunteers have expressed a potential inability to continue as volunteers due to the fact that they cannot afford the membership fee. Could the NEC brainstorm ways to meet this need, beyond individual fee relief requests, as a way to retain volunteers?

## 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 T&D Committee as necessary and acted as a liaison between them and the NEC
  - Contributed to NEC discussions
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)
  - I'm tentatively planning to take over as Director of Branches and Twigs after the AGM, so my main priority is to ensure a smooth transition into that role, as well as to help my successor at T&D (under the hopeful assumption that there will be one) become accustomed to that position
5. Your own requests or questions for the national executive council (not your committees' requests, which are in their reports) / Demandes ou questions pour le conseil d'administration national (pas celles de vos comités, car elles sont dans leurs rapports)
  - None at this time

## Director of Volunteer Relations –

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)
  - Member Services Committee
  - Volunteer Management 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 22, 2025

National Executive Council Meeting

Zoom

## Contents

### Committees 40

Career Builder Committee – Holly Vestad 40

Certification Steering Committee – Saleh Waziruddin 41

Conference Committee – Melanie Pitman, Jenn Tonna 42

The Editors' Weekly [English-language blog] – Laura Bontje 43

Equity, Diversity and Inclusion (EDI) Committee – Traci Williams 44

L'Hebdomadaire des réviseurs [French-language blog] – Gaby Balan 45

Marketing and Communications Committee – Sarah Higgins 46

Member Services Committee – Maylon Gardner 48

Mentorship Committee – Jenn Rossiter 49

Publications Committee – Matthew Long 50

Standards Committee – Laura Seguin, Greg Ioannou 51

Student Relations Committee – Laura Jones 52

Training and Development Committee – Katherine Morton 53

Volunteer Management Committee – Ren Baron 55

### Taskforce 56

Quebec Insurance Taskforce / Groupe de travail sur l'assurance au Québec 56

### Other 57

Academic Editing Special Interest Group (SIG) 57



## Committees

### 1. 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

Job board initiative: the academic SIG has kindly shared their contact list with us, and we are in the process of cross referencing that list with ours. Our goal is to have contact list and communication finalized for early August to send to NEC for approval, and we are aiming for an outreach campaign in early fall.

The Hub: we are overjoyed at the approval of the Hub proposal. June will see CBC members updating the Website Outline to ensure the links are up to date and operational. This will be confirmed and finalized by early July. In July, our bilingual volunteer will translate headings and landing-page text into French and we will send this document to the translation team for copy editing.

Holly and Yuxuan are finalizing their book coaching interview series with The Editors' Weekly, and we will be adding these links to our growing book coaching session on the Hub.

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

We are continuing our job board initiative and the development of the Hub.

#### 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 at this time.

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

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

Marking of 2024 exams almost complete.

Proofreading setter recruited for 2025 exam.

Discussions started with Publications Committee for credentials maintenance incentives for certified editors to contribute to the Edit Like A Pro series.

Unable to offer promotional webinar this year although there was a proofreading webinar earlier and a structural editing webinar is planned, but by the Training and Development Committee separately from the CSC.

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

- Finish 2024 exam markings and appeals.
- Set 2025 exams and recruit pilots, markers, marking analyst.
- Update test prep guides with latest study resources.

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

- None

### **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?**

- Spending is on track or under budget.
- 2024 exam markings expected to cost \$1,075 (\$500 for 20 markings of Copyediting Exam and \$575 for 23 markings of Stylistic Exam).
- \$2,000 expected cost for upcoming exam settings.

### **3. Conference Committee – Melanie Pitman, Jenn Tonna**

- 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?**
  -

## **4. The Editors' Weekly [English-language blog] – 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**

- Consolidation of English tags and updating old links is ongoing and can continue with the new editorial team.
- A new proofreader was recruited in spring 2025; Monica Laane-Fralick has been a thoughtful and dedicated member of the team.
- Q1 goal : Obtain commitments for posts to fill June, July, and August, with at least two posts related to new DEI topics and two addressing editorial niches that have not been covered on the blog.
  - Status : partially completed (August's schedule remains open as of June 2025.)

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

- After two years as managing editor, Laura Bontje is stepping down to pursue other opportunities. The Editors' Weekly is taking this period of transition to shift from a one-person managing editor position to a three-person editorial board (with a managing editor in the lead).
  - Zanne Klingenberg, Aalap Trivedi, and Sayali Dighe have joined The Editors' Weekly as the new editorial board; confirmation of the managing editor role is pending a vote at the AGM.
- The next quarter will focus on producing content as usual while managing the transition to the new team as they determine their preferred workflow and content plans for the blog.

### **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?**

- N/A

## **5. Equity, Diversity and Inclusion (EDI) Committee – Traci Williams**

- 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?**
  -

## **6. L'Hebdomadaire des réviseurs [French-language blog] – Gaby Balan**

- 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?**
  -

## 7. Marketing and Communications Committee – Sarah Higgins

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

- **social media migration:** we successfully created and launched a media campaign announcing Editors Canada's move from X to BlueSky (social media platforms). This included research on the pros and cons of moving to BlueSky (completed by our volunteer Uzoma), an Editors' Weekly blog post, a press release and content created for a social media campaign (both by our volunteer Cynthia). We're also creating a quick survey for the membership about their and the organization's use of social media. That will be translated and then shared with the NEC for approval before it is sent out.
- ***La révision vue par...***: the volunteer leading this project stepped back, and a new volunteer has come forward to complete it. The final videos will need editing (with Sara Abdul), and then we'll upload them to YouTube and post about them on socials. Timeline for that is still being determined.
- **visual metaphor campaign:** we have three visuals, created by a volunteer (Nikolai), that we are sharing with the NEC in a proposal (see more below). We hope to share these with the membership (in an online and possibly print campaign) in fall 2025.
- **analytics (ongoing):** our analytics lead, Pamela, continues to track the analytics for our various platforms. Find the Q1 2025 analytics here. The Q2-specific numbers will be ready in early July (the numbers are ready at the end of the quarter) and added to the linked PowerPoint then.
- **ambassador program (ongoing):** Lucy, the ambassador lead, is working on resources and had a successful table for Editors Canada at the Festival of Literary Diversity in May.
- one of our volunteers, Pamela, is now coordinator of the translation group at Editors Canada.

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

- progressing visual metaphor campaign to next stage, as per proposal.
- completing *La révision vue par* project.
- ongoing: recruiting volunteers for committee and specific projects (ie LinkedIn hosting).
- new project: establishing a National Editors Day. We will be researching this over the summer and creating a proposal for the NEC outlining MarCom's role in the project.

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

Please see proposal for Visual Metaphor campaign, attached.

**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 nothing so far (because an internal video editing option was used, instead of hiring an external editor, for the *La révision vue par* project; and because no social media campaigns were boosted so far). Yes, everything is on track.

This will be my last report – I'm stepping down as Chair this month, although I'll be helping the new Chair, Gillian, transition in. Thank you for everything, it has been a real pleasure working with you!



## **8. Member Services Committee – Maylon Gardner**

### **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**

- Welcome Kit reviewed and submitted to Suzanne for review and suggestions
- Discord server created and launch day set
- Brought on 2 new volunteers to provide further support to Discord
- Began brainstorming for social events and to redefine the Vine / La Vigne

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

- Host the Discord Launch Party and gather feedback
- Increase utility and oversight of Discord
- Put together a rough calendar of social events for remainder of 2025
- Evaluate how members feel about our current services and see if there are other gaps

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

- What does the NEC wish the Member Services Committee to focus on this year?
- What feedback has the NEC had from members about our current services that isn't in the Google Drive?

### **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 budget, so no spend; however, Discord may eventually be improved at a low cost

## **9. Mentorship Committee – Jenn Rossiter**

- 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**
  - Updates and new guidelines for committee processes are in development
  - Campaign copy has been approved for use
  - Mentor database has been updated to include only current/active mentors
  - Applications & evaluations (for both mentee and mentors) have been updated to Google Forms
- 2. Priorities for the next quarter / Priorités pour le prochain trimestre**
  - Continue building the mentor database through a call for mentors campaign.
  - Run a spotlight campaign on the mentorship program through email blast, social media and cross promotion with partner organizations.
  - Onboard committee members with various tasks & roles.
- 3. Requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national**
  - Please promote the mentorship program in your own networks.
- 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 had 3 agreements and made \$403.75 from mentee fees in total. We will pay out around \$339 to mentors upon the completion of these agreements.

## **10. Publications Committee – Matthew Long**

### **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**

- Edit Like a Pro : Copy Editing project work continued. We recruited new exercise writers so that we now have a total of nine editors creating exercises. We have received and reviewed at least first drafts of all nine exercises and are working on validating the exercises through testing. We signed a contract with a graphic designer. We are collaborating with editors to start developing the accompanying booklet.
- Equity, Diversity, and Inclusion Handbook new draft is being reviewed by equity, diversity, and inclusion and publications committee volunteers. Our main writer will then take all feedback to produce a final version for review and an executive read prior to editing and publication.
- Collaborated with the standards committee to discuss credentials specifically recognizing Edit Like a Pro exercise writers.

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

- Try to finish drafts of Edit Like a Pro : Copy Editing exercises so they can move to editing stage.
- Coordinate higher-level review of first four Edit Like a Pro : Copy Editing exercises
- Prepare Equity, Diversity, and Inclusion Handbook for publishing, if not actually getting it published.
- Begin discussions about next projects/directions for the publications committee.

### **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 only spent the money for our graphic designer.

## **11. Standards Committee – Laura Seguin, Greg Ioannou**

### **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**

- A list of glossary terms is almost finalized and should be completed by June 29.
- The Editors' Vine roundtable discussion on Professional Editorial Standards is taking place on June 3. Membership was notified by email on May 9, and a reminder went out in the May e-news. Aside from committee and Vine members, attendance for the discussion currently sits at 14 members. We will use the information we gather in the meeting to devise a survey to send to members, in hopes of reaching broader membership that is unable to attend the meeting0508.
- Work on publishing accessible versions of PES is ongoing.

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

- Our immediate priority is finalizing the glossary terms and their definitions. As a part of this project, we are considering how to deal with unfamiliar terms found in examples (parenthetical material) within the Standards.
- We will be reviewing member feedback to evaluate the Standards.
- We are looking to include guidance from future publications of ISO Standards related to plain language in legal, medical, and technical editing

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

- We will be requesting NEC approval of our planned survey before sending to members.
- We will be reaching out to NEC members to identify if a glossary can be published online prior to publication of the next edition of the Standards.

### **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 not spent any money and everything is on track.

## **12. Student Relations Committee – Laura Jones**

### **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**

- Post-secondary outreach: Our English presentation has been reviewed and approved by the NEC. The presentation is currently being translated by a francophone former committee member, and the English version is also in the process of being recorded. The English recording should be done by the end of June and ready to be used for outreach.
- Student socials: We hosted a student social in March and are hosting another on June 8. The March social had a decent turnout; we had some guests speak about finding work as an editor, and they shared some excellent information. Our June social will be an informal chat.
- Facebook group: We have been regularly posting on several topics in the Facebook group with limited engagement.

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

- This will be the new chair's call, but a few priorities I will pass on to them include post-secondary outreach starting in the fall, making a recording of the French presentation, continuing to run student socials and encourage engagement in the Facebook group, and to be more active in the Editors Canada Discord that is currently being tested; I think it could be a good alternative for students if we can spread the word about it (assuming it's approved). The new chair may also have new projects in mind!
- We are low on committee volunteers right now; another priority will have to be volunteer recruitment.
- I will assist the new chair with the transition into the committee; I will likely write them a document to show them the ropes if a new chair is not found before my term ends.

### **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? / Combien d'argent de votre budget avez-vous dépensé? Est-ce que tout va bien de ce côté?**

- After the social on June 8, we'll have used \$50 of our budget for the year; we are on track!

## **13. 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**

- Held 8 webinars, 1 French/7 English, including prep sessions.
- Held two free webinars: Introduction to Copyediting and Bon en français, bon en révision? Oui, mais... de la bonne façon!
- We were hoping to collaborate with the certification committee for a free webinar in preparation for the Nov 2025 certification exams, but they currently don't have any volunteers available.
- Promoted webinars through social media, including videos on Instagram by the MarCom committee.
- Continued cross-promotion partnership with Simon Fraser University, promoting Editors Canada webinars to SFU newsletter recipients and promoting SFU courses to Editors Canada members.
- Cross-promoted webinars with the Toronto Indie Author Conference: 10% off promo code for webinar recordings. They provided a promo code for Editors Canada members.
- Planning Word on the Street co-webinar to be held in Sept. 2025.
- Planning Editing Essentials Training Day in place of the national conference to be held possibly in Oct. 2025.

Sent out call for proposals for webinars for the 2025/2026 season and the Editing Essentials Training Day.

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

- Continue to assist MarCom in producing Instagram videos for webinar promotion.
- Procure, select, and schedule webinars for the 2025/2026 season and the Editing Essentials Training Day.
- Hold webinars as planned in the schedule.
- Co-present webinar with Word on the Street.
- Presenting a free webinar from Revenu Quebec on taxes for editors in Quebec.
- Plan for free webinar from the CRA on taxes for editing corporations.
- 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 \$4,237.85 on presenter payments (bringing our expenses to a YTD total of \$5,457.39). Our total expense budget for the year is \$14,000.

- We have made \$14,117.93 this quarter (bringing our YTD revenue to \$23,796.03).
- Everything is on track.

## **14. 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?**



## Taskforce

### 15. 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

**16. 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
  -
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?
  -