

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

**National Executive Council
Meeting Minutes**



**EDITORS
RÉVISEURS
CANADA**

November 30, 2025

Zoom

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PRESENT:

NATIONAL EXECUTIVE COUNCIL (NEC)

Kaitlin Littlechild	President
Alex Benarzi	Vice-President
Heather Buzila	Past President / Secretary
Błażej Szpakowicz	Treasurer
Nathan Wilkinson	Director, Branches and Twigs
Liana Tang	Director, Marketing and Communications
Suzanne Aubin	Director, Member Recruitment and Retention
El Horner	Director, Publications
Arija Berzitis	Director, Professional Standards
Greg Ioannou	Director, Training and Development
vacant	Director, Volunteer Relations

OTHERS

Carolyn Brown

REGRETS:

1. Call to Order

Kaitlin called the meeting to order at 1:05 p.m. EDT.

2. Land Acknowledgement

Kaitlin read the land acknowledgement.

3. Approval of Agenda

MOVED BY Błażej Szpakowicz

SECONDED BY El Horner

that the NEC approves the agenda.

Carried

4. Introductions

All directors introduced themselves as there were two new directors attending their first NEC meeting.

5. Review of Outstanding Action Items from Previous Meetings

- #1 (Greg Ioannou and NEC): Look for a more secure method of distributing webinar recordings; can look at what other editing associations do.

- This issue could be sent to the training and development committee for them to work on a solution.
- Liana Tang volunteered to take over this action item.
- #3 (?): Create a student affiliate welcome kit.
 - Alex Benarzi said he'd like to take the welcome kit we already have and remodel it for student affiliates. Suzanne Aubin has been talking to the member services chair, and the committee will be working on a student affiliate welcome kit after the general welcome kit is updated.
- #4 (Błażej Szpakowicz): Discuss revising the formula that determines how much money is allocated to branches.
 - No update. Błażej Szpakowicz will work with Nathan Wilkinson in the new year about how to approach branches and twigs. Any help with a good way to broach the subject would be appreciated.
- #5 (Suzanne Aubin): Update and revise the French standards.
 - Task force has not been launched yet.
- #6 (?): Finalize English version of Editors Canada Guidelines for Committee Chairs and National Position.
 - Suzanne Aubin says there is a new chair of the volunteer management committee, and Suzanne will be in touch with her about dormant projects. Suzanne and the chair will discuss these projects (including this one), and if it is decided that this project should take precedence, it will be first on the list of work to complete. Alex Benarzi volunteered to take on this action item because he was already working on the welcome kit.
- #7 (Alex Benarzi): Create a new Francophone committee to take over from the translation group.
 - There is no plan for translation currently, since the coordinator of the translation group is stepping down at the end of 2025. The goal is to create a translation committee that would liaise with other committees and with branches and twigs.
 - Suzanne Aubin is currently a member of the translation group. She said that current group members have not been asked if one of them would like to take over as coordinator. Heather Buzila suggested reaching out to the current coordinator of the translation group to get the names of the people who are part of the group. Suzanne said she would get this information.
- #8 (Alex Benarzi): Define the duties of the privacy officer of the association
 - No update.

- #9 (Alex Benarzi): Create a welcome kit for committee chairs to pass on information such as the availability of an Editors Canada Zoom account for meetings.
 - In progress. Close to being done.
- #12 (Suzanne Aubin): Draft a feedback form for outgoing volunteers.
 - No update.
- #13 (Liana Tang, Heather Buzila): Send a survey to membership about which social media platforms Editors Canada should be on.
 - No update. Possibly at the point where the survey is being translated into French.
- #15 (El Horner): Send the Publishing Committee's ELAP name-change proposal to the NEC for review.
 - No update.
- #16 (Suzanne Aubin): VolunteerConnect: Examine current accessibility and usability, and update the system accordingly. First, a new task force to be formed.
 - No update.
- #17 (Arija Berzitis): 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. This is with the publication committee now.
- #18 (Kaitlin Littlechild): Revision of Editors Canada's land acknowledgment: Update our current statement in consultation with Indigenous groups.
 - No update.
- #19 (Suzanne Aubin): Quebec insurance task force: Recruit task force members
 - No update.
- #20 (El Horner, Kaitlin Littlechild): Publications Committee: Look into what to start with the revision of Editing Canadian English (3rd Ed., 2015)
 - No update.

6. Canadian English discussion

MOVED BY Suzanne Aubin

SECONDED BY Alex Benarzi

that the NEC approves giving Carolyn Brown a voice at the meeting.

Carried

A letter is currently being prepared to go to the prime minister's office about how documents coming out of that office and the Government of Canada are using British English instead of Canadian English. People that Carolyn Brown and Gael Spivak had heard from who work for the government said that they are being given direction to use British spelling in their documents. Editors at the Ottawa-Gatineau branch were in favour of contacting the prime minister's office about this, so Carolyn and Gael brought it to the NEC. There is a lot going on to advance Canadian English spelling, such as an upcoming Canadian English dictionary and a new edition of a book on Canadianisms. Carolyn said that she thinks a lack of knowledge of Canadian English is what is contributing to the problem, as well as the fact that the current prime minister spent many years working in Britain.

Carolyn drafted a letter and has gotten feedback on it. Academics in various universities have been informed of the issue and have asked to sign the letter. The letter explains what Canadian English is and explains that the government should be using Canadian English as a quintessentially Canadian phenomenon. The Canadian Press was also contacted, but they could not sign the letter because they want to cover it as a news story. People who work for the government can also not be involved with the letter.

The letter is finalized and Carolyn has all the signatures. Michelle Ou will be able to insert the signatures and convert the letter to a PDF. The NEC needs to decide when to send the letter to the prime minister's office. Gael advised that it may take months for the government to respond to the letter, unless there is media coverage.

Greg Ioannou asked if it is also possible to issue a press release. Kaitlin Littlechild said we'd need to talk to the office staff to see what the budget is for press releases, because they tend to be expensive. Carolyn said that if the Canadian Press writes a news story about it, we could use the news story for attention, rather than issuing a press release.

Alex Benarzi said that he is part of the Society of Canadian English, and they would be a good group to involve, since they are the ones working on the new Canadian English dictionary. Carolyn said that the editor-in-chief of the new dictionary is a signatory to the letter.

Liana Tang asked about the current state of Canadian English. Carolyn said it consists of Canadian things we say, words and phrases that began in Canada or which we use in a different way than other countries. Canadian language has evolved and has been documented in various dictionaries over time. Canadian spelling is a hybrid of US and UK spelling, and this is also documented. This is the spelling that is used in governments across Canada. But the Canadian Oxford Dictionary hasn't been updated since 2004, although the dictionary is still in print. That's why the Society of Canadian English is working on a new Canadian English dictionary.

Błażej Szpakowicz asked how much press releases usually cost. Kaitlin said that in her experience, they can range from \$1000 to \$4000, with no guarantee of uptake. Alex said we could ask the marketing and communications committee to put this out on more than just their usual channels instead of paying for a press release.

Kaitlin said that once the letter is finalized, it can go through the exec read process.

7. Reports and Requests

Director of Branches and Twigs

- Liaison with Suzanne on design of VolunteerConnect and initial communications to new members (are there others I should work with, or factors I should be aware of?)
- Review of onboarding and offboarding materials before dissemination
- Liaison with Błażej and Natasha on budget resources (are there others I should work with, or factors I should be aware of?)
- Liaison with Liana on sharing marketing analytics (are there others I should work with, or factors I should be aware of?)
- Am I missing anything I should know as I get started?
- Is there anything the NEC would like me to make a priority?

Nathan Wilkinson said he would discuss his requests during the branch and twig portion of the agenda.

Editors Quebec

- Can we use the Editors Québec website for transactions, such as selling webinars? /Pouvons-nous utiliser le site Web de Réviseurs Québec pour effectuer des transactions, comme la vente de webinaires?
 - Alex Benarzi said yes, as this is how Editors Calgary runs payments. It just needs to be set up with Sara Abdul.
- Can we use the free platform, Zephyr? /Pouvons-nous utiliser la plateforme gratuite Zephyr?
 - Zephyr seems to be a team collaboration platform, similar to Slack. In this case, yes, they can use it.
- Will there be a certification in French as there is none at the moment? /Y aura-t-il un agrément en français, puisqu'il n'y en a pas pour le moment?
 - Suzanne Aubin said there will be French certification after the French standards have been updated, and for that to happen, there needs to be a task force. Suzanne is hoping to launch the task force before the holidays. There is one member who is very passionate about this project. Greg Ioannou said that updating the standards will not be a quick process, based on how long it took to update the English standards.
 - Nathan Wilkinson said that Editors Quebec is keen to reimplement French certification, and they have been approached by someone from Laval University about it. Nathan said there is a lot of interest among Editors Quebec members about this. Suzanne mentioned that this should make it easier to form the task force, if there are already many members interested in helping.

Editors Ottawa-Gatineau

- Take note of the report by our taskforce on professional development.
- Have we thought about having a unified registration system that branches and twigs can use when promoting their activities?
 - Alex Benarzi said this came up in a meeting with the branches and twigs prior to Nathan Wilkinson coming onboard as director of branches and twigs. Some groups currently set up their events through Sara Abdul, some use EventBrite, some email back and forth. Each system has its pros and cons.
 - Nathan said there is interest in building a system where branches and twigs can share their events more easily. One request was to get events into national emails. Heather Buzila said there is a calendar on the website where branches and twigs can post their events, so maybe there needs to be more awareness about the calendar and where it is located. Also, perhaps branches and twigs should be sent the email for e-news updates, like committees are. Nathan said he would contact Michelle Ou about including branches and twigs in those emails.

Editors Toronto

- Questions to clarify the current volunteer recruitment process have been raised amongst other branch chairs (in our most recent All-Chairs meeting) and in discussion with the new Director of Branches and Twigs. Any assistance from the NEC to promote local volunteer opportunities to new and inquiring members alongside opportunities at the national-level would be greatly appreciated.
 - Suzanne Aubin said that when she receives the information that a member would like to volunteer, she does let them know that there are opportunities to volunteer at the local level.
 - Heather Buzila said that there is a tab on the VolunteerConnect spreadsheet where branches and twigs can post when they are looking for volunteers. Suzanne said the volunteer management committee has been discussing creating a short video for how to use VolunteerConnect, so a video like this might help. Nathan Wilkinson says not all branch and twig chairs know about VolunteerConnect, so there seems to be an awareness issue. Suzanne offered to attend the next branch and twig meeting to discuss VolunteerConnect. Alex Benarzi said that VolunteerConnect is difficult to find on the website, so it is not easy to use.

Editors Calgary/Edmonton

- Editors Calgary requests \$1,500 from national to sponsor a table and ad space at Bouchercon 2026. While volunteers will likely be primarily from Calgary, the volunteers will be promoting Editors Canada, the importance of working with reputable editors, and what Editors Canada can offer attendees of the convention.
 - Liana Tang said that she thinks this is a very worthwhile endeavour because it's important to promote editors and their role in publishing. Błażej Szpakowicz said there is enough money in the budget to pay for this. Kaitlin Littlechild said that we should wait to discuss this later in the meeting when we discuss the budget.
- Our event volunteers are finding that many authors are surprised to learn about Editors Canada. Many have struggled to find local editors. We believe our presence at writing

conferences is hugely worthwhile. My question is: How is Editors Canada marketing itself?

- Błażej Szpakowicz said that having an ongoing presence at writers' conventions is good for marketing Editors Canada. Liana Tang said she was discussing this with the marketing and communications committee and how to market Editors Canada. For example, we could reach out to postsecondary institutions and also increase our presence on social media. Suzanne Aubin said that there are two prominent writers' conferences in Quebec that Editors Canada used to be a part of but hasn't been in recent years.
- Alex Benarzi said that the question came up because when Editors Calgary was at When Words Collide, there were a lot of authors who came to the booth and said that they had no idea Editors Canada existed. He said we should not just be targeting our marketing at current and prospective editors; we should be doing outreach to authors as well.

Editors Kingston

- There is a good chance that no members will step up to take over the Kingston Twig. Down the road, I will need to discuss with someone what the procedure is if we have to fold the twig.
 - Heather Buzila suggested that Nathan Wilkinson should reach out to Alex Benarzi about any materials he used when Editors Calgary was searching for chairs of Editors Edmonton.

Editors Barrie

- I've already discussed help with the manual mentioned above with the Director of Branches and Twigs.
 - Nathan Wilkinson said this refers to an onboarding project for new branch and twig chairs, and it is being developed.

Marketing and Communications Committee

- Review of Visual Metaphor Campaign images so we can formally launch them on social media sites
 - Heather Buzila said she and Liana Tang could email the images to the NEC for approval.
 - Liana also mentioned that the committee would like Editors Canada to develop a statement on the usage of AI.
- Review proposal for National Editors' Day so we can continue to phase two of our plan to establish this as an official Canadian holiday.
 - Will be discussed during the marketing and communications update.

Standards Committee

- Can incentives (e.g., a free webinar, or Editors Canada publications like Editing Canadian Essentials or ELaP) be offered as prizes for survey respondents?
 - Greg Ioannou said that the committee wants to survey members about the best ways to update the Professional Editorial Standards. The committee is concerned that the response to the survey will be low, so they wanted to provide an incentive to complete the survey. Heather Buzila said that there are other committees that purchase webinars and give them away as prizes, so it should be fine.

Academic Editing SIG

- Can we better define how this group fits within the structure of Editors Canada, as opposed to it being strictly an EFA group that Editors Canada members have access to?
 - Alex Benarzi (who asked the question in his report) asked that we put this question on hold for now.
- Should we be looking at the academic editing SIG as a model for other SIGs?
 - Alex Benarzi brought this to the NEC in May, and he believes that the model of the special interest group is a good one. It could be a way besides branches and twigs to connect Editors Canada 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).

8. Break (5 minutes)

9. Update on Ongoing Projects

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

a. Publishing committee

The EDI Handbook is being updated based on NEC feedback and they are looking to collaborate with sensitivity readers. ELAP Copyediting is in its final testing phases, and it will have a booklet to accompany it that explains what different editors think copyediting is.

b. Francophone updates

Suzanne Aubin is going to talk to the Editors Canada Francophone adviser about what she would like to be involved in in the coming year.

c. Member services/Volunteer management committees

Member services was not aware that they were able to request a budget. Suzanne Aubin asked if she would be able to access what the committee's budget was in previous years so she can let the committee know. The Vine would also like to know how to request a budget—they had a situation this year where they had a guest speaker who requested an honorarium, and the coordinator of the Vine didn't know how to request that from the office staff. Member services is also going to be organizing a Christmas party on Discord. Before they send a proposal to the NEC to approve, they wonder if they have access to games on Zoom. Błażej Szpakowicz said that since we have a pro Zoom account, we should have access to all the features. The committee is also going to be working on the welcome kits for members and student affiliates.

Member Services has also been contacted by the Cooperators (insurance company), and Suzanne has put them in touch with the chair of Editors Quebec. This is because there is currently no insurance available to members in Quebec, so maybe the Cooperators can provide that insurance for Quebec members.

Alex Benarzi said that member services should connect with Nathan Wilkinson because the Vine is more like a branch or twig and so shouldn't be covered under member services. He also wonders if member services should be more involved in helping collect feedback on the two consultations that Editors Canada is currently running (awards procedures and draft strategic plan).

Volunteer management has a new chair. The committee needs to review what has been done, what is pending, etc.

Suzanne also updated the NEC on ongoing recruitment. The NEC is still looking for a director of volunteer relations. The chair of the EDI committee has stepped down but hasn't communicated that to the rest of the committee. Suzanne, who is also on the EDI committee, wondered if anyone on the committee would like to take over as chair. It is difficult to recruit for a new chair of the EDI committee, because the chair should have some training in EDI. We are also looking for one more member of the honorary life membership evaluation committee.

d. Certification

Two exams were conducted last weekend (proofreading and structural editing). Some candidates took both exams. There were about 20 percent more candidates than last year. Some candidates communicated that they didn't finish their exam and didn't want their exam marked, so those will be removed from the marking system. Next year the exams will be stylistic and copyediting.

e. Standards committee

The latest version of the standards was published in 2024. The former chair of the committee has been able to join the last two committee meetings. She mentioned the committee should be looking forward a couple years to the next version of the standards and what can be expanded/added. The committee is working on publishing a glossary of terms in the standards.

f. Webinars/Training and development committee

This is the busiest week of the year for webinars because of the Black Friday sale. Greg Ioannou will update the NEC when the sale is over.

g. Career builder committee

No major updates. Still waiting on the completion of the career builder hub on the website.

h. Student relations committee

The committee has grown to three members, but that's still fewer members than last year. They held a social in October and it was moderately attended. Alex Benarzi is meeting with the committee to determine their direction for 2026.

i. Marketing and communications committee

The committee would like Editors Canada to develop a statement on AI. Some colleges/universities are training their students on how to edit AI-generated drafts to show the importance of editors.

Suzanne Aubin says there is a member of Editors Quebec who has offered to teach others about how to use AI in editing. Greg Ioannou said that one of Editors Canada's members has written a blog post about the number of errors AI introduces into writing and pitches this as a source of work for editors. Alex Benarzi said that as an organization we have provided resources about AI and editing (e.g., webinars, blog posts). He said that in a town hall event about the Professional Editorial Standards in the spring, the topic of developing standards in AI came up, and the thought was that we didn't know enough about how it was going to affect editing yet. But there is merit in Editors Canada developing advice on how to treat AI-generated texts.

The committee is also interested in reaching out to educational institutions. A video has been created recently about what it means to be an editor, and that video has been distributed to postsecondary institutions. Alex said that student relations is reaching out already, so marketing and communications should reach out to the student relations committee.

The committee was confused about what benefits Editors Canada offers to members. The website has a page that lists the benefits of being a member of Editors Canada. The committee can refer to this page.

j. Mentorship committee

The committee is still looking for more Francophone mentors.

k. Administrative director

No report provided for the meeting.

10. Branches and Twigs

Editors Barrie is interested in starting an onboarding document for branch and twig chairs, and discussions are happening about that. Nathan Wilkinson said he is looking into ways the branches and twigs can interact with each other and promote their events to each other. He has spoken with the previous director of branches and twigs, as well as most of the branches and twigs.

11. Budget Update

Błażej Szpakowicz said he and administrative director Natasha Bood have drafted a budget for 2026. Requests for budget allocations from committees, branches, and twigs have been included in the budget. Błażej and Natasha also created a written summary of the 2026 budget, including an overview of revenue, staffing, programs, and professional services.

Editors Canada has been running deficits the last few years for a variety of different reasons. For 2026, there should be a small surplus of about \$16,000. This is based on projections about how much different committees/projects should bring in, such as webinars and the 2026 conference. The difference between 2026 and past years is that we have a conference in 2026, which we didn't have last year, and the conference committee is projecting to bring in the same revenue as previous conferences and will cost less than the last two conferences. The webinars committee is projecting about \$10,000 more revenue in 2026 than this year. The expenses are less in 2026 because the website is mostly done and because Natasha Bood moved from being the executive director (a staff position) to administrative director (a contract position), which saves about \$50,000–\$60,000. The goal in 2026 is to stabilize and increase revenue and to invest in new technology (staff laptops). Membership is predicted to be less in 2026 than in past years.

MOVED BY Błażej Szpakowicz

SECONDED BY Greg Ioannou

that we accept the current draft of the 2026 Editors Canada budget.

Carried

MOVED BY Błażej Szpakowicz

SECONDED BY Greg Ioannou

that we approve the \$1500 cost for attending the Boucheron conference.

Carried

12. Handling Strategic Plan Feedback

Heather Buzila will be collecting emailed feedback over the coming months, and then the collected feedback will be made available to members. Assistance will be needed to combine the feedback and integrate it into the draft strategic plan. Suzanne Aubin asked if we could use the same method as was used during the initial draft of the strategic plan. Heather said that it was the consultant who combined and presented all the comments in the original draft. She said she would like to have people helping her integrate the feedback so that there is more than one perspective and members can be sure it is being done fairly. Nathan Wilkinson offered to help Heather work with the feedback, as a new director and a neutral party. Błażej Szpakowicz also offered to help work with the feedback, since he wasn't involved in the task force that helped create the strategic plan.

13. Other Business

No other business.

14. Next Meeting

January 11, 2026

15. Adjournment

MOVED BY Błażej Szpakowicz

SECONDED BY Alex Benarzi

that the meeting be adjourned.

Carried

Appendix A – Meeting Agenda

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

Zoom link:

Join Zoom Meeting

<https://us02web.zoom.us/j/82773906331?pwd=GKDeSH2m4ZOf8fmZcgcFzVnAvBbb2K.1>

Meeting ID: 827 7390 6331

Passcode: 287365

Attending:

- NEC members
- Carolyn Brown

NEC documents in [Google Drive](#)

Sunday, November 30, 2025

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) Heather
6. Canadian English discussion – Carolyn Brown (1:30 to 1:50)
7. Reports and Requests (1:50 to 2:10) Heather
8. Break (2:10 to 2:15)
9. Update on ongoing projects (2:15 to 2:45) (include a brief overview of what your committee is currently working on, as well as any other info you'd like to discuss)

- a) 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 Greg
- g) Career Builder committee Alex
- h) Student relations committee Alex
- i) MarComm committee Liana
- j) Mentorship committee Suzanne
- k) Executive director Natasha

10. Branches and twigs (2:45 to 2:55) Nathan

11. Budget update (2:55 to 3:15) Blazej

12. Handling strategic plan feedback (3:15 to 3:45)

13. Other Business

14. Next meeting TBD

15. Adjourn

Appendix B – Action Items

Number	Action Item	Category	Person(s) Responsible	Previous Status (if applicable)	Current Status	Last Updated (date)
1	Look for a more secure method of distributing webinar recordings; can look at what other editing associations do.	Current	Greg Ioannou, NEC		This issue could be sent to the training and development committee for them to work on a solution. Liana Tang volunteered to take over this action item.	December 3, 2025
2	Create Editors Canada logo to indicate that people are on the translation committee as a way of recognizing translators.	Current	Kaitlin Littlechild, NEC		No update	December 3, 2025
3	Create a student affiliate welcome kit.	Current	NEC, Member Services Committee		Alex Benarzi said he'd like to take the welcome kit we already have and remodel it for student affiliates. Suzanne Aubin has	October 7, 2025

					been talking to the member services chair, and the committee will be working on a student affiliate welcome kit after the general welcome kit is updated.	
4	Discuss revising the formula that determines how much money is allocated to branches.	Current	Błażej Szpakowicz, NEC	The branches currently have approximately \$144,000 restricted for them in the Editors Canada bank account, while the association itself is having cashflow problems.	No update. Błażej Szpakowicz will work with Nathan Wilkinson in the new year about how to approach branches and twigs.	December 3, 2025
5	Update and revise the French standards.	Current	Suzanne Aubin	Task force brief for updating the French standards has been written and is currently being voted on. Task force leader is in place.	Task force has not been launched yet.	December 3, 2025

6	Finalize English version of Editors Canada Guidelines for Committee Chairs and National Position.	Current	NEC	Investigate if the Volunteer Management Committee has finalized the English version and if it has been voted on.	Suzanne Aubin says there is a new chair of the volunteer management committee, and Suzanne will be in touch with her about dormant project. Suzanne and the chair will discuss these projects (including this one), and if it is decided that this project should take precedence, it will be first on the list of work to complete. Alex Benarzi volunteered to take on this action item because he was already working on the welcome kit.	December 3, 2025
7	Create a new Francophone committee to take over from the translation group.	Current	Alex Benarzi	Contact the francophone adviser to see if they will chair the committee. Committee	No update.	December 3, 2025

				could be composed of former translation group members.		
8	Define the duties of the privacy officer of the association	Current	Alex Benarzi	Reach out to Natasha Bood to see what the role typically involves.	No update.	December 3, 2025
9	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	Can use information from the branch and twig toolkits as relevant to create the committee chair welcome kit.	In progress	December 3, 2025
10	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	November 24, 2025
11	Establish data retention period for reports, etc. on the website, including keeping past versions of documents for transparency.	Current	Heather Buzila	Check Canada Not-for-profit Corporations Act to see if it contains language about this already. Create an archive off of	No update	November 24, 2025

	Create a policy and procedures for this.			the website for older documents.		
12	Draft a feedback form for outgoing volunteers.	Current	Suzanne Aubin		No update	December 3, 2025
13	Send a survey to membership about which social media platforms Editors Canada should be on.	Current	Liana Tang; Heather Buzila	Survey has gone through NEC exec read. Waiting for French translation to be completed before it is sent out to members.	No update	December 3, 2025
14	Send an email to membership to consult on changing the Awards and Scholarships Procedures.	Current	Michelle Ou, Natasha Bood, NEC directors	In progress	Consultation is underway	November 24, 2025
15	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.	No update	December 3, 2025
16	VolunteerConnect: Examine current accessibility and usability, and update the system accordingly. First, a	Current	Suzanne Aubin	No update	No update	December 3, 2025

	new task force to be formed.					
17	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	With the Publications Committee to flesh out the additional activities for credential maintenance.	No update	December 3, 2025
18	Revision of Editors Canada's land acknowledgment: Update our current statement in consultation with Indigenous groups.	Current	NEC directors, Natasha Bood, Kaitlin Littlechild	The person who was working on this at the IEA is no longer with the association, so Kaitlin Littlechild will take over getting this written.	No update	December 3, 2025
19	Quebec insurance task force: Recruit task force members	Current	Suzanne Aubin	Task force has been created with two members. Work in progress	No update	December 3, 2025
20	Publications Committee: Look into what to start with the revision of Editing Canadian	Current	El Horner, Kaitlin Littlechild	Director in place. Can open discussion with publications	No update	December 3, 2025

	English (3rd Ed., 2015)			when they are ready		
21	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.	On Hold	Suzanne Aubin	After the French standards have been updated, then we can proceed to the certification exams and study guides.		October 7, 2025
22	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		June 18, 2025
23	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.	On Hold	Suzanne Aubin	Finalize the English first before translating it.		October 7, 2025
24	Advocating for Editing discussion from conference - document to be sent out for discussion by email (request for	On Hold	Kaitlin Littlechild	Set aside for now		February 9, 2025

	discussion from Heather).					
25	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
26	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 (check the bylaws to see if the recording secretary and secretary roles can be combined into one).	On Hold	NEC directors	Recording secretary and secretary roles have been combined. Other issues are put on hold until the new strategic plan is completed.		September 15, 2024
27	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

28	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
29	VolunteerConnect: Leah to update the language used in the VolunteerConnect spreadsheet—from English only to bilingual to encourage more francophone members' participation	On Hold	NEC directors	Standing by for our next meeting		November 5, 2023
30	Check to see if there are any restrictions for changing the price of the ODE.	Past	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

31	Create collaborative document of the Membership Fee Relief and Reduction Policy and Procedures and send it to the NEC for comment and revision.	Past	Maria Frank, NEC	Google Doc sent out to the NEC for review on April 26, 2025.		May 23, 2025
32	Remind chairs about the availability of the Editors Canada Zoom account for meetings.	Past	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

Appendix C – Online Motions

Motion	Background	Format	Opened	Closed	Moved by	Seconded by	In Favour	Against	Abstain
That we approve the October 2025 meeting minutes for posting on the website.		Online	October 15, 2025	October 18, 2025	Heather Buzila	Suzanne Aubin	7	0	0
That we approve Sparrow McGowen as a member of the honorary life membership evaluation committee for the term of 2025-2028.		Online	October 16, 2025	October 19, 2025	Heather Buzila	Kaitlin Littlechild	7	0	1
That we approve Liana Tang as our new director, Marketing and communications, and Nathan Wilkinson as our new director,		Online	October 21, 2025	October 23, 2025	Suzanne Aubin	Heather Buzila	6	0	0

Branches and twigs.									
That we cancel our subscription to the Canadian Press Style Guide and Caps and Spelling and instead only subscribe to the Canadian Press Guide de rédaction en ligne.	The Chicago Manual of Style (CMOS) increased the cost of our subscription with them for 2026. The NEC conducted an informal poll on Facebook and Discord, and members responded that they wanted to keep our subscription to CMOS and instead drop another subscription to make up the difference in cost. Cancelling our subscription to Canadian Press Style Guide and	Online	October 27, 2025	October 29, 2025	Heather Buzila	Kaitlin Littlechild	7	0	0

	Caps and Spelling will make up the difference, while continuing our subscription to Guide de rédaction will allow us to keep a resource for our Francophone members.								
That we approve Vilma Vitols as chair of the Volunteer Management Committee.		Online	November 12, 2025	November 14, 2025	Suzanne Aubin	Alex Benarzi	6	0	0
That we approve the communication to members regarding the strategic plan consultation.		Online	November 18, 2025	November 20, 2025	Kaitlin Littlechild	Nathan Wilkinson	7	1	1

Appendix D – Q1 Directors Report



EDITORS
RÉVISEURS
CANADA

Q1 Reports

Directors

March 24, 2024

National Executive Council Meeting

Zoom

National Executive Council (NEC) Directors

President – Kaitlin Littlechild

1. **What activities (actions) are you planning in the coming year? / Quelles activités (mesures) pensez-vous prendre dans l'année à venir?**
 - Annual report
 - Member consultations
 - Review request for more formal procedure for lobbying activities
 - HR duties surrounding new director of administration position

2. **Priorities for the next quarter / Priorités pour le prochain trimestre**
 - Plan and run NEC meetings
 - Support directors as needed
 - Oversee member consultation on President's Award procedures
 - Assist in volunteer recruitment and retention
 - Schedule activities for first half of 2026

3. **Requests or questions for the national executive council / Demandes ou questions pour le Conseil d'administration national**
 - None

4. **Budget request / Demande de budget**
 - None

Vice-President – Alex Benarzi

1. **What activities (actions) are you planning in the coming year? / Quelles activités (mesures) pensez-vous prendre dans l'année à venir?**
 - Development has begun on an info hub for committee chairs, modelled on the info hub Ellen created for branch and twig chairs.

2. **Priorities for the next quarter / Priorités pour le prochain trimestre**
 - My Q1 priorities will be to set up the 2025 annual report, assist with the launch of the career builder hub and help engage student affiliates.
 - I will also help, if required, with the consultation process for the change in the awards policy.

3. **Requests or questions for the national executive council / Demandes ou questions pour le Conseil d'administration national**
 - None

4. **Budget request / Demande de budget**
 - None

Past President / Secretary – Heather Buzila

1. What activities (actions) are you planning in the coming year? / Quelles activités (mesures) pensez-vous prendre dans l'année à venir?

- Continue to work toward having meeting minutes ready for posting on the website as soon after each meeting as possible
- Revise the Editors Canada organizational chart
- Create an IT acceptable use policy and procedures
- Establish data retention period for reports, etc. on the website
- Collect and collate feedback from the member consultation on the draft strategic plan; along with the NEC, update the draft to be ready for a vote at the 2026 AGM

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

- Keep meeting minutes up to date
- Revise the Editors Canada organizational chart
- Collect and collate feedback from the member consultation on the draft strategic plan

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

- None

4. Budget request / Demande de budget

- None

Treasurer – Błażej Szpakowicz

1. What activities (actions) are you planning in the coming year? / Quelles activités (mesures) pensez-vous prendre dans l'année à venir?

- Help keep track of the finances of Editors Canada, ensure our spending and revenue remain on track to hit our goals as an organization, and be ready to account for and respond to new issues and needs as they come up
- Liaise with the administrative director on budgetary issues and act as a point of contact in such matters between her and the NEC
- Approve Plooto payments as and when necessary
- Respond to any budget and finance questions that may arise within the organization
- Revise Editors Canada's approach to allocating money to its branches and twigs in light of our parlous economic position, and investigate the possibility of accessing money in the EAC bank account that is currently restricted to the branches in order to help ameliorate the organization's cashflow issues

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

- Finalize the 2026 Editors Canada budget and have it approved by the NEC
- Learn the ropes in my new position and/or figure out what the heck I'm doing
- Hopefully, start working on the branch/twig funds issue noted above

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

- None at this time

4. Budget request / Demande de budget

- N/A

Director of Branches and Twigs – Nathan Wilkinson

1. What activities (actions) are you planning in the coming year? / Quelles activités (mesures) pensez-vous prendre dans l'année à venir?

- Continue coordination between national level and branches/twigs on member outreach (important for streamlining volunteer recruitment both locally and nationally, ensuring prompt involvement of new members in their branch/twig community, and facilitating branch/twig management of membership renewals). E.g.:
 - Give branches/twigs clear information on who may contact members and how
 - Help ensure the communications that new members receive from the national level work in coordination with communications from their branch/twig (can first national email also introduce them to their branch/twig, to facilitate the new member's integration at the local level?)
 - Ensure that branches/twigs are aware of and able to make use of VolunteerConnect
- Help strengthen onboarding and offboarding of branch/twig volunteers. E.g.:
 - Help develop a user-friendly manual for incoming volunteers (an initiative of Robin Isard at Editors Barrie), possibly to be made available as a living resource on our branches and twigs Info Hub for ongoing shared editing)
 - Help develop an offboarding checklist to clarify handover responsibilities, and disseminate on Info Hub
- Help improve branch/twig capacity to spend their budgets. E.g.:
 - Liaise between NEC and branches/twigs during review of budget allocation formula, to maximize ownership and buy-in at all levels
 - Develop guidelines/FAQ for branch/twig budget spending, and disseminate on Info Hub
- Help branches/twigs learn from one another's best practices. E.g.:
 - Develop a spreadsheet of successful/promising activity formats (simple socials, Blue Pencil sessions, university/library collaborations, booths at professional events, etc.), and make available as a shared doc for mutual learning on Info Hub
 - Support engagement with best practices by scheduling brief presentations at branch and twig chair meetings
- Help branches/twigs learn from national marketing knowledge. E.g.:
 - Develop a workflow to share marketing analytics with branches/twigs

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

- Familiarize myself with branch and twig teams and explore how to contribute. One-on-one introductory video chats with most branches/twigs have already been held.
- Familiarize myself with national operations. This is my first NEC meeting! Ongoing.
- Continue roughly monthly coordination meetings of branch and twig chairs. Poll is underway to schedule next meeting for December/January.
- Formalize ordered priorities for the next quarter and rest of the year, with input from branches and twigs and NEC. Item for first branch and twig chairs meeting and first NEC meeting.

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

- Liaison with Suzanne on design of VolunteerConnect and initial communications to new members (are there others I should work with, or factors I should be aware of?)
- Review of onboarding and offboarding materials before dissemination
- Liaison with Błażej and Natasha on budget resources (are there others I should work with, or factors I should be aware of?)
- Liaison with Liana on sharing marketing analytics (are there others I should work with, or factors I should be aware of?)
- Am I missing anything I should know as I get started?
- Is there anything the NEC would like me to make a priority?

4. Budget request / Demande de budget

- None

Director of Marketing and Communications – Liana Tang

1. What activities (actions) are you planning in the coming year? / Quelles activités (mesures) pensez-vous prendre dans l'année à venir?

- Increase Editors Canada presence within educational institutions (secondary and post-secondary, such as University of Alberta, McGill, U of T, UBC, etc.)
- Reach out to speakers within Editors Canada to host talks about what the editing professions consists of

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

- Clarify job benefits for part-time and full-time editors
- Clarify stance on AI for Editors Canada
- Increase accessibility for the educational market (students, including mature and returning students)

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

- None

4. Budget request / Demande de budget

- None

Director of Member Recruitment and Retention – Suzanne Aubin

1. What activities (actions) are you planning in the coming year? / Quelles activités (mesures) pensez-vous prendre dans l'année à venir?

- Create a form to gain feedback from members who do not renew their membership.
- Assist the process of preparing our input with Statistics Canada regarding the profile of editors in French.

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

- Publish the call for the creation of a task force to update the French standards document.

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

- None

4. Budget request / Demande de budget

- None

Director of Professional Standards – Arija Berzitis

1. What activities (actions) are you planning in the coming year? / Quelles activités (mesures) pensez-vous prendre dans l'année à venir?

-

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

- I think marking the proofreading exam will be strenuous as candidates are using Adobe Reader comments on a PDF that require you to open the “bubble” and inside is an explanation of the change needed; it is not a markup per se (unlike Cobweb Design symbols that can be used on a PDF, which I use for freelance clients and which emulate hand markup on paper). I think the exams need to be parcelled out ASAP for marking, rather than later due to this aspect. Some candidates said not to mark them because they didn't finish so we are compiling a list of those not to be included.
- Also, a few candidates need their comments anonymized as their full names are visible in the comments pane. I think this can be quickly accomplished in Acrobat Pro but I need to test it.

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

- None

4. Budget request / Demande de budget du comité

- None

Director of Publications – El Horner

1. **What activities (actions) are you planning in the coming year? / Quelles activités (mesures) pensez-vous prendre dans l'année à venir?**
 - Support committee in publishing Edit Like a Pro: Copy Editing
 - Support committee in publishing Editing With Respect : Equity, Diversity and Inclusion Handbook 2025.

2. **Priorities for the next quarter / Priorités pour le prochain trimestre**
 - Continue to regularly meet with committee to support publication of ELAP
 - Finalize ELAP name change

3. **Requests or questions for the national executive council / Demandes ou questions pour le Conseil d'administration national**
 - None

4. **Budget request / Demande de budget**
 - N/A

Director of Training and Development - Greg Ioannou

1. What activities (actions) are you planning in the coming year? / Quelles activités (mesures) pensez-vous prendre dans l'année à venir?

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

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

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4. Budget request / Demande de budget

-

Director of Volunteer Relations – Suzanne Aubin

1. What activities (actions) are you planning in the coming year? / Quelles activités (mesures) pensez-vous prendre dans l'année à venir?

- Find a way to improve the usage of VolunteerConnect.

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

- Find a chair for this directorship.
- Share the organization's chart with all the committee chairs so they understand the process of reporting, among other aspects.

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

- None

4. Budget request / Demande de budget

- None

Appendix E – Q1 Committees/Taskforces Report



EDITORS
RÉVISEURS
CANADA

Q1 Reports

Committees & Taskforces

March 24, 2024

National Executive Council Meeting

Zoom

Committees

Career Builder Committee

1. What activities would you like to report on from the last quarter? / Sur quelles activités du dernier trimestre aimeriez-vous faire rapport?

- The Hub: all the committee's focus has been on getting the Hub up and running. Derrick is actively building the site. Michelle is in communication with him and acting as liaison to CBC chair Holly. Michelle expects a more solid timeline from Derrick soon, which will involve a stretch of days for the committee to migrate all the data into the website. Michelle has graciously offered to help with this process.
- Unfortunately our bilingual volunteer has stepped down, but Michelle and Holly have decided to leave the framework of the French Hub in the backend of Wordpress, ready for a French/bilingual team to take up the task when the time comes.
- A book coaching session has been added to the Website Outline.
- We are submitting two blurbs to the November e-news: one to announce a "soft launch" of the Hub (i.e., "keep your eyes on your inbox for further details," not yet making a promise of the launch) and also a call for volunteers.
- Job board initiative: this initiative has taken a back seat as we focus our attention on the Hub.

2. What activities (actions) does your committee plan to do in the coming year? / Quelles activités (mesures) votre comité prévoit-il prendre dans l'année à venir?

- All attention on launching the Hub successfully.
- Previous CBC chair Lynne Melcombe has agreed to co-author a piece for The Editors' Weekly about the Hub's long history. It is scheduled for publication early January 2026.
- Return to the job board initiative 2 once the Hub is stable.

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

- Devise new annual plan, with subgoals and word of the year. With the Hub running—a major project of the CBC—this will likely involve considerable soul searching and goal setting for the committee.

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

- Not at this time.

5. Committee budget request / Demande de budget du comité

- N/A

Certification Steering Committee

1. **What activities would you like to report on from the last quarter? / Sur quelles activités du dernier trimestre aimeriez-vous faire rapport?**
 - Completed markings of 2024 exams
 - For the first time we added summarized candidate feedback based on marker comments, this contributed to zero appeals

2. **What activities (actions) does your committee plan to do in the coming year? / Quelles activités (mesures) votre comité prévoit-il prendre dans l'année à venir?**
 - Mark 2025 exams
 - Set and administer 2026 exams
 - Update test prep guides
 - Update internal documents

3. **Priorities for the next quarter / Priorités pour le prochain trimestre**
 - Mark 2025 exams

4. **Requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national**
 - None

5. **Committee budget request / Demande de budget du comité**
 - \$4,000 (setting : \$2,000; marking : \$2,000 please note there is a 20% increase in candidates this year and we need a contingency for third markings on some exams)

Conference Committee

1. What activities would you like to report on from the last quarter? / Sur quelles activités du dernier trimestre aimeriez-vous faire rapport?

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2. What activities (actions) does your committee plan to do in the coming year? / Quelles activités (mesures) votre comité prévoit-il prendre dans l'année à venir?

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

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

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5. Committee budget request / Demande de budget du comité

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The Editors' Weekly [English-language blog]

1. What activities would you like to report on from the last quarter? / Sur quelles activités du dernier trimestre aimeriez-vous faire rapport?

- A new editorial board formed and took over operations in July of 2025. The new managing editor is Zanne Klingenberg, and the new editorial board members are Aalap Trivedi and Sayali Dighe. Monica Laane-Fralick has remained on as proofreader. The new team has worked together effectively through the transition period as we learn key systems and develop processes to share the workload.
- The team has recruited authors and planned articles for the blog into late January of 2026

2. What activities (actions) does your committee plan to do in the coming year? / Quelles activités (mesures) votre comité prévoit-il prendre dans l'année à venir?

- Consolidate English tags and update old links (ongoing)
- Develop a PDF of requirements, FAQ, and blog processes for prospective authors
- Develop an articles wish list and pitch several article series for 2026 to aid recruiting
- Continue recruiting authors and soliciting articles for the new year

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

- Recruit authors and solicit articles to fill Q1 and Q2 of 2026

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

- None at this time

5. Committee budget request / Demande de budget du comité

- N/A

Equity, Diversity and Inclusion (EDI) Committee

1. What activities would you like to report on from the last quarter? / Sur quelles activités du dernier trimestre aimeriez-vous faire rapport?

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2. What activities (actions) does your committee plan to do in the coming year? / Quelles activités (mesures) votre comité prévoit-il prendre dans l'année à venir?

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

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

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5. Committee budget request / Demande de budget du comité

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L'Hebdomadaire des réviseurs [French-language blog]

1. What activities would you like to report on from the last quarter? / Sur quelles activités du dernier trimestre aimeriez-vous faire rapport?

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2. What activities (actions) does your committee plan to do in the coming year? / Quelles activités (mesures) votre comité prévoit-il prendre dans l'année à venir?

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

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

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5. Committee budget request / Demande de budget du comité

-

Marketing and Communications Committee

1. What activities would you like to report on from the last quarter? / Sur quelles activités du dernier trimestre aimeriez-vous faire rapport?

- Restructured *The Editors' Weekly* to be run by an editorial team rather than a sole managing editor. This initiative resulted in more frequent content appearing on *The Editors' Weekly* blog and less stress for the managing editor.
- Social Media Usage Survey to determine which social media platforms Editors Canada members use most frequently and therefore which platforms MarCom should focus on when developing a social media team. The survey is expected to be published and sent out to Editors Canada members by the end of this year.
- Visual Metaphor Campaign to create promotional materials for members and Editors Canada as an organization that highlight what editors do and how they can help prospective clients with their projects
- *La Révision Vu Par...* video series (the French version of the Meet an Editor series from last year) is now live on our website and YouTube page

2. What activities (actions) does your committee plan to do in the coming year? / Quelles activités (mesures) votre comité prévoit-il prendre dans l'année à venir?

- Updates to "We're here for you..." brochure for current and prospective members and launch subsequent social media campaign to promote membership perks
- Restructure *L'Hebdomadaire des réviseurs* (French language blog) to match the new organization structure of *The Editors' Weekly* by adding one or two co-editors to join the managing editor in order to ensure more consistent content/resources for French-speaking editors
- Focus on community outreach strategies and partnering with libraries, schools, and booksellers to promote the work Editors Canada does
- Establish a formal social media team to ensure consistent content across platforms
- Continue the process to establish a National Editors' Day

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

- Analyze data from Social Media Usage Survey to determine focus when building social media team(s)
- Complete updated "we're here for you..." brochure and have that resource available to members for distribution/as an everyday resource
- Wrap up and post content created through the Visual Metaphor Campaign

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

- Review of Visual Metaphor Campaign images so we can formally launch them on social media sites
- Review proposal for National Editors' Day so we can continue to phase two of our plan to establish this as an official Canadian holiday

5. Committee budget request / Demande de budget du comité

- Same as for 2025

Member Services Committee

1. What activities would you like to report on from the last quarter? / Sur quelles activités du dernier trimestre aimeriez-vous faire rapport?

- Discord projects during Q3 included :
 - Polishing articles on how-to use Discord. Updated Discord rules with an eye to explaining to someone who has never used the server. These should be awaiting translation for website posting (Maylon to follow up).
 - Onboarding of two Discord Coordinators. Our French coordinator had to step away and Badou has volunteered to perform the role for the time being. The DC role is to act as a moderator and facilitate conversation and proper usage of the Discord.
 - Reviewing processes, including content, usage, and admission to and moderation of the server. This is an ongoing item.
- Worked with Sara to field a new type of benefits for members with the Co-operators Group.
- Became aware that the Welcome Kit document is ready for final review and have scheduled that for next week. Related, coordinating with Kavita and Student Relations on a Welcome Kit for that department as well.
- Met with Joanne, co-chair of the Vine, and discussed their needs as well as opportunities for educational content in 2026.
- Organized and hosted a Hallowe'en event in the Discord. Contest was fun and again the winner received a webinar thanks to Sara Abdul and Kaitlin Littlechild. Feedback for the author readings has been really positive, and I'd like to do more with that across the board.

2. What activities (actions) does your committee plan to do in the coming year? / Quelles activités (mesures) votre comité prévoit-il prendre dans l'année à venir?

- Continued moderation of the Discord server, including introducing some automated features to free up volunteer time so the team can refocus energies outside of Discord and community management.
- Increased social opportunities for members of all levels, but particularly working to challenge and engage expert and experienced editors (the Vine is the chosen path forward for some of this content).
- Set up email updates with key chairs to coordinate supportive efforts. Support Alex Benarzi's ongoing efforts to have a chair meeting. Keep communication lines open between chairs so opportunities to collaborate come naturally and often.

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

- Finalize Welcome Kit and generate Student Welcome Kit with Kavita
- Plan winter social events and drive engagement through the holiday lull
- Finish LinkedIn article about using Discord

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

- None

5. Committee budget request / Demande de budget du comité

- Member Services would like to request a small budget for Discord so it can have some automated features. This would free up our main administrator and server designer, Alex Elcombe, to do other tasks more regularly and increase the quality of server experience during off-hours. The cost for this is less than 75CAD yearly. The link to the bot description is [here](#), but to buy it and see pricing you must login through Discord and the website will redirect you. ChronicleBot will allow us to schedule events, coordinate calendars, and create notifications about Editors Canada events that will reach Discord users.
- The Vine requires funding to entice valuable presenters to come and share their wisdom and experience with our members. While the going rate for this is around \$300 per speaker session, Joanne and I talked about it and were hopeful to receive \$100 per month to accommodate speakers. We were also hoping to keep this amount as a reserve if any portion remains unused at the end of the year. While the Vine might not have a paid speaker every month, these funds will go a long way to landing presenters members will really want to see.

Mentorship Committee

1. What activities would you like to report on from the last quarter? / Sur quelles activités du dernier trimestre aimeriez-vous faire rapport?

- Launched online social media campaigns to recruit new mentors and mentees (Q3)
- Hosted an in-person speed mentorship session at Toronto's Word on the Street festival (Q4)
- Launched a campaign drive to recruit new mentees from the SFU Continuing Education Editing Certificate program (Q4)
- Annual data to date:
 - The mentorship program has made \$2,189.88 in sales this year.
 - Level 2 agreements (\$837.38) and Level 1 agreements (\$1,352.50).
 - The mentor fees for these is about \$1,808. Some agreements are still ongoing so it might be less if some mentors don't charge tax on their invoice.
 - The committee has made \$381.88 in profits so far this year.
 - In 2024 the committee had only 5 agreements, \$953.69 in sales, and about \$175 in profit.
 - One French language mentor was added to the database.

2. What activities (actions) does your committee plan to do in the coming year? / Quelles activités (mesures) votre comité prévoit-il prendre dans l'année à venir?

- Mentor/mentee recruitment campaign(s)
- Speed mentoring online event
- Update forms and guidelines to streamline process

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

- Continue to build the mentorship database
- Streamline processes
- Promote program directly to twigs/branches

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

- None

5. Committee budget request / Demande de budget du comité

- \$50-\$100 for targeted ads on social media to promote the program and any speed mentoring events we facilitate

Publications Committee

1. What activities would you like to report on from the last quarter? / Sur quelles activités du dernier trimestre aimeriez-vous faire rapport?

- We finished first drafts and testing of all nine Edit Like a Pro : Copy Editing exercises.
- We finished second round testing for five of the Copy Editing exercises.
- We created a questionnaire and sent it to certified editors and Editors Canada volunteers to assist with the ELAP : Copy Editing booklet developed.
- We completed the first draft of the EDI handbook and chose the title Editing With Respect : Equity, Diversity and Inclusion Handbook 2025.
- We submitted the EDI handbook for NEC approval. We've received feedback and are working to incorporate the suggestions.

2. What activities (actions) does your committee plan to do in the coming year? / Quelles activités (mesures) votre comité prévoit-il prendre dans l'année à venir?

- Publish Edit Like a Pro : Copy Editing
- Publish Editing With Respect : Equity, Diversity and Inclusion Handbook 2025.

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

- Collaborating with sensitivity readers to finalize the EDI handbook for publication, as per the suggestion of the NEC.
- Finish copy editing the first five ELAP Copy Editing exercises and send them to our designer.
- Finish testing and development of the remaining four Copy Editing exercises.
- Finish writing the Edit Like a Pro Copy Editing booklet.

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

- Only related to our budget requests below.

5. Committee budget request / Demande de budget du comité

- Total budget request is \$2,365.00
- Budget request for two sensitivity readers for the EDI handbook. We are estimating two sensitivity readers might be needed at approximately \$250 + HST for the project, so a total budget allocation of \$565.
 - One will be specialized for the section about Indigenous Peoples, while the second will be for the remainder of the document.
- Edit Like a Pro designer budget of \$1500 was approved for our graphic designer in 2025 but unused. This work should be done in 2026.
- We're asking for \$300 for the Edit Like a Pro and EDI handbook project teams to celebrate completing the projects with food ordered for approximately 8 volunteers.

Standards Committee

1. What activities would you like to report on from the last quarter? / Sur quelles activités du dernier trimestre aimeriez-vous faire rapport?

- Following the June roundtable on Professional Editorial Standards 2024, the Standards Committee has been preparing an online survey to elicit feedback from a wider segment of membership.
- The Standards Committee worked with a publishing firm to create Word and EPUB formats of Professional Editorial Standards 2024 to support accessibility initiatives. These formats were published on the Editors Canada website in September.
- The committee finalized a list of glossary terms with the aim to accommodate both editor and non-editor audiences of PES. A first draft of the glossary has been created.
- The committee is considering the title of the Standards in light of member discussions that have been taking place on Facebook, Discord, and the Editors Canada Google Group forum about the term « professional »

2. What activities (actions) does your committee plan to do in the coming year? / Quelles activités (mesures) votre comité prévoit-il prendre dans l'année à venir?

- The Standards Committee aims to release the survey related to Professional Editorial Standards and gather results in the coming months. The committee will then prepare a report to summarize the results.
- The committee plans to consider areas of legal editing and other specialized areas of editing, and how Professional Editorial Standards can serve these members of Editors Canada.
- The committee will commence revisions of the glossary definitions. This document will initially be published online as a standalone document and later be appended to future editions of Professional Editorial Standards.

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

- Determining possible incentives for the survey and how to draw for prize winners.
- Reviewing the ISO Legal Standards for the committee to determine what material would be relevant in future publications of the Standards or adjacent publications.
- Finalizing glossary definitions and publishing the glossary as supplementary material online.

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

- Can incentives (e.g., a free webinar, or Editors Canada publications like *Editing Canadian Essentials* or *ELaP*) be offered as prizes for survey respondents?

5. Committee budget request / Demande de budget du comité

- \$175 (98 CHF/Swiss Francs) to purchase a copy of ISO 24495-2:2025 Plain language Part 2: Legal communication (available at <https://www.iso.org/standard/85774.html>)
- \$250 (approximate) in-kind value of Editors Canada merchandise (webinar, publications etc.)
- \$650 to have funds available to contract design professionals if necessary for the glossary or modifications to Professional Editorial Standards accessibility formats

Student Relations Committee

1. What activities would you like to report on from the last quarter? / Sur quelles activités du dernier trimestre aimeriez-vous faire rapport?

- Post-secondary outreach: We distributed the English-language version of the presentation to post-secondary institutions.
- Student social: Our student social held in October was well received by attendees. The social was themed “The Future-Proof Editor,” and our guest speaker shared her insights on how the profession has been evolving and her thoughts on the impact of AI.
- Facebook group: We hosted a summer grammar quiz over two months, and we posted on various topics with limited engagement.
- Volunteer recruitment: We sought volunteers on Facebook, Discord, in the e-news update, and at the student social. We were down to two volunteers (including me) during the summer, and we’re now up to three.

2. What activities (actions) does your committee plan to do in the coming year? / Quelles activités (mesures) votre comité prévoit-il prendre dans l’année à venir?

- We will continue the post-secondary outreach and explore other ways to recruit student affiliates.
- We will collaborate with the member services committee on the welcome kit for new student affiliates.
- We will connect with regional branches to discuss adding student representatives from their areas to our committee. This could address our lack of volunteers and strengthen the link between national and regional events and activities for students.
- We plan to explore new ideas to encourage greater participation (in discussions and social events) within the student affiliate group.
- We intend to promote student use of Discord, and to facilitate student discussions and activities there. We will continue to do the same on Facebook.

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

- Post-secondary outreach: We are to follow up on emails sent with the English-language presentation, and we will finalize and distribute the French-language presentation.
- Volunteer recruitment: We will connect with regional branches to discuss adding their student representatives to our committee.

- Welcome kit: We will collaborate with the member services committee to update the welcome kit for new student affiliates.
- Student social: We will plan and host the next student social.
- Student discussions: We will coordinate student discussions on Discord and Facebook.

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

- None

5. Committee budget request / Demande de budget du comité

- \$200 (same as 2025)

Training and Development Committee

1. What activities would you like to report on from the last quarter? / Sur quelles activités du dernier trimestre aimeriez-vous faire rapport?

- Solicited, evaluated, and scheduled webinars for the fall 2025 and winter 2026 seasons.
- Planned a full-day virtual training day.
- In fall 2025, held 2 French (1 free) and 14 English (1 free) webinars including prep sessions.
- Held a full-day virtual training day on Oct. 28 with 3 networking sessions, 1 roundtable session, 1 panel presentation, and 3 webinars.
- All webinars were recorded and are for sale.
- 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.
- Scheduled winter 2026 webinar season, which will be launched in January 2026.

2. What activities (actions) does your committee plan to do in the coming year? / Quelles activités (mesures) votre comité prévoit-il prendre dans l'année à venir?

- Finalize the schedule for the winter 2026 webinar season.
- Host webinars, including prep sessions.
- Solicit webinars for the fall 2026 and winter 2027 seasons.
- Continue to assist MarCom in producing Instagram videos for webinar promotion.
- Plan for free webinar from the CRA on taxes for editing corporations.
- Continue to try to recruit a French social media volunteer.

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

- See activities above.

4. 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).

5. Committee budget request / Demande de budget du comité

- We've spent \$3,662.20 on presenter fees and bonuses this quarter.

- We've made \$34,220.88 in sales this quarter.
- We've made \$60,951.98 in total sales so far for the year.
- Also, Cheryl Stephens asked not to be paid for her presentation and for us to consider her presentation as a donation to our program.

Our budget request for 2026 is \$15,000. We request an additional \$1,000 (from \$9,000 to \$10,000) for presenter fees to use for extra free webinars or to increase presenter fees.

For comparison, you can see 2025, 2024, and 2023

here: <https://docs.google.com/spreadsheets/d/1KMTcnGcy1LpQ4saL5UGUrs0DLm7OIsNW/edit?gid=2112484892#gid=2112484892>

Volunteer Management Committee

1. What activities would you like to report on from the last quarter? / Sur quelles activités du dernier trimestre aimeriez-vous faire rapport?

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-
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2. What activities (actions) does your committee plan to do in the coming year? / Quelles activités (mesures) votre comité prévoit-il prendre dans l'année à venir?

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

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-
-

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

-

5. Committee budget request / Demande de budget du comité

-

Other

Academic Editing Special Interest Group (SIG)

1. What activities would you like to report on from the last quarter? / Sur quelles activités du dernier trimestre aimeriez-vous faire rapport?

- The academic editing SIG / academic editing affinity group continues to offer professional development and networking events for Editors Canada and EFA members.
- The leadership team is working on better defining the group and how to serve its members
- The Editors Canada liaisons continue to work to promote the interest of Canadian members as structural changes occur within the EFA.
- In Q3 we hosted a speed networking event (20 attendees) and a coffee chat (20 attendees)
- In Q4 we hosted one coffee chat (12 attendees) and a book club event (40 attendees)

2. What activities (actions) does your committee plan to do in the coming year? / Quelles activités (mesures) votre comité prévoit-il prendre dans l'année à venir?

- We plan to define the concerns of Canadian academic editors as unique from those in the United States
- We plan to demonstrate how the academic editing SIG can be used as a model for more networking opportunities for other niches in Editors Canada.
- We will continue to offer programming for all members: monthly coffee chats, quarterly book club events, speed networking sessions, and a community of practice for research grant editors

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

- We plan to better promote the group to Editors Canada members
- We plan to evaluate the status of Congress 2026 and how a shift to a virtual conference would impact our involvement

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

- Can we better define how this group fits within the structure of Editors Canada, as opposed to it being strictly an EFA group that Editors Canada members have access to?

- Should we be looking at the academic editing SIG as a model for other SIGs?

5. Committee budget request / Demande de budget du comité

- \$500 for speaker honouraria

Appendix F – Q1 Branches & Twigs Report



EDITORS
RÉVISEURS
CANADA

Q1 Reports

Branches & Twigs

March 24, 2024

National Executive Council Meeting

Zoom

Branches

Editors Québec / Réviseurs Québec

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

- Four webinars already offered in French and two more coming in November and December /Quatre webinaires déjà offerts en français et deux autres à venir en novembre et décembre
- Networking meeting/Rencontre de réseautage en ligne en octobre et une autre est prévue pour décembre
- Regular update of the Editors Québec website/Mise à jour régulière du site Web Réviseurs Québec
- Successful recruitment of volunteers, allowing us to increase the number of elected positions on the board of directors to six. We also have two volunteers in appointed positions./Succès dans le recrutement de bénévoles ce qui permet d'augmenter à six postes élus le conseil de direction. Nous avons de plus deux bénévoles dans les postes nommés
- Marketing campaign on LinkedIn and Facebook with three posts per week/Campagne de marketing sur LinkedIn et Facebook à raison de trois publications par semaine
- Monthly Newsletter/Courriel de liaison mensuel

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

- Webinars: six in preparation for winter-spring 2026 /Webinaires: six en préparation pour la session d'hiver-printemps 2026
- Two online networking activities for 2026/Deux activités de réseautage en ligne pour 2026
- Increase webinar promotion/Augmenter la publicisation des webinaires
- Website improvement/Amélioration du site Web
- Meeting with UNEQ (Union des écrivaines et écrivains québécois) to promote professional editing and Editors Canada/Rencontre avec l'UNEQ (Union des écrivaines et écrivains québécois) pour la promotion de la révision professionnelle et de Réviseurs Canada
- Monthly newsletter/Courriel de liaison mensuel

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

- Can we use the Editors Québec website for transactions, such as selling webinars? /Pouvons-nous utiliser le site Web de Réviseurs Québec pour effectuer des transactions, comme la vente de webinaires?
- Can we use the free platform, Zephyr? /Pouvons-nous utiliser la plateforme gratuite Zephyr?
- Will there be a certification in French as there is none at the moment? /Y aura-t-il un agrément en français, puisqu'il n'y en a pas pour le moment?

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

- For 2024-2025, we earned \$ 6 400,19, we spent \$ 2 761,00, so we had a surplus of \$ 3 639,19/Pour 2024-2025, nous avons gagné 6 400,19 \$ et avons dépensé 2 761,00 \$. Nous avons dégagé un surplus de 3 639,19 \$.
- We have ramped up our activities since July and increased our visibility. We are confident that the efforts we are putting in with social media, webinars and networking activities will help us achieve our goals. /Nous avons intensifié nos activités depuis juillet et augmenté notre visibilité. Nous sommes convaincus que les efforts déployés avec les médias sociaux, les webinaires et les activités de réseautage nous permettront d'atteindre nos buts.

Editors Ottawa-Gatineau

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

- Q3 saw the completion of the report by the taskforce on professional development. The taskforce gathered evidence and conducted research for nine months. It has recommended keeping the professional development program for the Ottawa-Gatineau branch while strengthening collaboration with National and local institutions such as the University of Ottawa, Université du Québec en Outaouais, etc. The taskforce and members of the executive team met with National to discuss report findings and initiated said collaboration.
- We're still working on diversifying our programming offerings to include more choices for our Francophone members.

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

- Relaunch our professional development program based on findings and recommendations from the PD Taskforce
- Shore up programming offerings to our member base
- Incorporate bilingual programming (English and French) to attract more members at once
- Strengthen ties with Editors Kingston and leverage our proximity and maybe co-host events online and in person.
- Recruiting volunteers, including for the executive team

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

- Take note of the report by our taskforce on professional development.
- Have we thought about having a unified registration system that branches and twigs can use when promoting their activities.?

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

- Not much at this point. We are scoping some activities and are very sticking to our previsions.

Editors Toronto

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

- Editors Toronto was on hiatus over the summer. Our first program of the season was held in September with the next scheduled for November.
- Our October program date coincided with Editors Canada's Virtual Training Day so it was replaced by a successful in-person social event.
- December will see an in-person holiday get together for members.

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

- Our branch focus is on (1) Engagement and (2) Recruiting (both members and volunteers) through our programming, our published materials (BoldFace blog, monthly newsletter, etc.), and collaboration with other branches whenever possible.
- We are planning ways to increase in-person events, both formal and informal
- We will continue to support new exec members as they settle into their roles and streamline workload for all to avoid volunteer burnout.

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

- Questions to clarify the current volunteer recruitment process have been raised amongst other branch chairs (in our most recent All-Chairs meeting) and in discussion with the new Director of Branches and Twigs. Any assistance from the NEC to promote local volunteer opportunities to new and inquiring members alongside opportunities at the national-level would be greatly appreciated.

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

- 2025 YTD, we have had an income of \$4,473.93 and expenses totalling \$2,592.11.
 - Some events proposed last season did not take place due to lack of volunteers to support them
 - We have had multiple speakers who were unable to accept the honorarium (CRA, for example)

- We are currently forecasting for the rest of the season ahead, hoping to increase spending on speakers, in-person events and other initiatives to boost member involvement and add value, using some of the funds available to us.

PROFIT AND LOSS	
January - October, 2025	
	Total
OTHER INCOME	
74000 Toronto Branch Income	
74002 Toronto Branch - Investment Interest	20.63
74003 Toronto Branch - Membership Dues	4,088.70
74004 Toronto Branch - Programs/Donations	364.60
Total 74000 Toronto Branch Income	4,473.93
Total Other Income	4,473.93
OTHER EXPENSES	
94000 Toronto Branch Expenses	
94010 Toronto - Communications	
94011 Toronto - Domains	52.00
94013 Toronto - Mailchimp	329.44
94015 Toronto - WordPress Plan	342.25
Total 94010 Toronto - Communications	723.69
94020 Toronto - Office Exp.	
94023 Toronto - Bank service Charges	0.00
Total 94020 Toronto - Office Exp.	0.00
94050 Toronto - Program Expense	
94054 Toronto - PayPal Fees	26.95
94056 Toronto - Speaker/Host	1,000.00
Total 94050 Toronto - Program Expense	1,026.95
94070 In-Person Events	646.64
94071 Food and beverage	194.83
Total 94070 In-Person Events	841.47
Total 94000 Toronto Branch Expenses	2,592.11
Total Other Expenses	2,592.11
PROFIT	\$1,881.82

Editors British Columbia

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

- We participated in programming with local orgs and festivals (Word Vancouver; Delta Literary Arts; Federation of BC Writers; SFU).
- We continued to run free Blue Pencil sessions with the Vancouver and Surrey Public Libraries.
- We sent several editors, in person, to the Vancouver Public Library's Teen Writing Camp in August.
- We sent a survey to our members; the answers will help guide our plans for the coming year.

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

- We're rebuilding our professional development/training program and hoping to provide more offerings in the new year.
- We're continuing to build partnerships with local organizations, especially ones that facilitate relationships between writers and editors.
- We're planning a collaborative one-day event with the Federation of BC Writers (and potentially SFU Editing/SFU Writers Studio).

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? / Quel montant de votre budget avez-vous dépensé? Est-ce que tout se passe comme prévu?

- Everything is on track. We are about to work out our 2026 budget, but the Branch is in excellent shape financially.

Twigs

Editors Hamilton-Halton

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

- The twig has had one virtual meeting since the summer break, with a speaker who presented info on working with low-income authors
- We are having an in-person social get-together in Burlington this month (November)
- We're continuing to send monthly twig newsletters and posting updates to LinkedIn and Instagram
- We held a webinar club in April, with a discounted webinar to watch together and discuss. It was fun but didn't meet our expectations for member turnout.
- Our Blue Pencil volunteer program, in partnership with the Hamilton Public Library, ran monthly through the spring and took the summer off. Starting in October, we have expanded the program to also run through gritLIT, the Hamilton literary festival, to great success. The sessions are getting booked up well in advance and we're getting great feedback from participants.
- We sponsored the gritLIT festival in April.

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

- Continuing marketing and advertising opportunities with the gritLIT festival (held in April)
- Continuing Blue Pencil program
- A speaker on self-care and burnout for our January virtual meeting
- Continued mix of online and in-person meetup opportunities

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

- None

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

- Everything is on track.
- \$250 on speaker costs so far – expect this to double by the end of June
- Roughly \$120 on meeting room costs – probably not going to continue using these rooms in the future and looking for no-cost meetup locations instead
- Roughly \$325 on sponsorship and marketing materials for the gritLIT festival

Editors Kitchener-Waterloo-Guelph

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

- Monthly event on the evening of the 4th Wednesday, format alternates in-person and virtual.
 - In-person. Dinner socials. Location cycles planned through cities of Kitchener, Waterloo, Guelph. We are exploring other types of in-person events (in October, we did a home-office tour).
 - Virtual. Thematic guided discussions, book club, and presentations.
- Semi regular in-person coffee socials on a Saturday. Location cycles through the cities.

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

- Continue scheduling of monthly events and sending out our newsletter
- Revisit social media use / commitments
- Continue supporting shared twig lending library
- Send survey to member list about activities this year; follow up with personal invitational outreach to local twig members; plan monthly events including spring visit to Guelph where one member offered to host group at their farm.

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? / Quel montant de votre budget avez-vous dépensé? Est-ce que tout se passe comme prévu?

- We have not spent any of our budget so far this year (barring honorarium in January 2025).
- Eden Mills Writers' Festival (EMWF) total cost was \$398.62 in 2024. We did not do Eden Mills in 2025.
- Honorarium for presentation in January 2025 was \$100 USD.
- Per National, our estimated balance as of July 2025 was \$2,007.86.

Editors Calgary/Edmonton

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

- Maintained an active calendar of virtual events (webinar club, book club, coffee chats, shop talks).
- Invited Elizabeth D'Anjou to Calgary and Edmonton to her in-person Eight-Step Editing workshop
- Hosted a table at the 2025 When Words Collide conference in August, where we had an active rotation of interested authors and prospective editors.
- Hosted a summer in-person gathering at a local park
- Sent a team of volunteers to represent Editors Calgary/Editors Edmonton at Romance, Eh?
- Sent out several editing requests to our membership
- Maintained a social media presence to alert our membership to upcoming events and opportunities

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

- Group mastermind program: an in-depth look at the editing process for small groups of experienced editors
- Finalizing plans for our presence at Bouchercon 2026 (October 2026), 2026 When Words Collide, and Romance, Eh?
- Forming a new partnership between Editors Calgary, Editors Edmonton, and possibly Editors Manitoba
- Continue to offer professional development and connection opportunities

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

- Editors Calgary requests \$1,500 from national to sponsor a table and ad space at Bouchercon 2026. While volunteers will likely be primarily from Calgary, the volunteers will be promoting Editors Canada, the importance of working with reputable editors, and what Editors Canada can offer attendees of the convention.
- Our event volunteers are finding that many authors are surprised to learn about Editors Canada. Many have struggled to find local editors. We believe our presence at writing conferences is hugely worthwhile. My question is: How is Editors Canada marketing itself?

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

- The last update of our finances we were provided with was as of July, 2025
 - Since then, we have paid out honoraria for guest speakers and subsidized YYC Webinar Club. We plan to use the remainder at the end of Q4 to subsidize registration for the group mastermind program.
- Editors Calgary offers members in Calgary, Edmonton and beyond opportunities to learn and to network—tangible benefits of having an Editors Canada membership. As one of the more active twigs, we request to maintain the funds we have been receiving.

Editors Kingston

- 1. Status update on actions from your branch/twig plan for the year / Mise à jour des mesures du plan de la section ou de la ramification pour l'année**
 - The twig decided to focus mostly on in-person events due to a lack of attendance for virtual events.
 - We will be hosting another higher-profile virtual speaker, which will take place on November 19. Their fee is covered by our excess budget.
 - The current chair, Danielle Anderson, will be stepping down at the end of the year. At this time, no members have expressed interest in filling this position.

- 2. Priorities for the next quarter / Priorités pour le prochain trimestre**
 - Continue to host scheduled events.

- 3. Requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national**
 - There is a good chance that no members will step up to take over the Kingston Twig. Down the road, I will need to discuss with someone what the procedure is if we have to fold the twig.

- 4. How much money from your budget have you spent? Is everything on track? / Quel montant de votre budget avez-vous dépensé? Est-ce que tout se passe comme prévu?**
 - We still have an excess budget that we are spending down, so we are on track for the rest of the year.

Editors Manitoba

- 1. Status update on actions from your branch/twig plan for the year / Mise à jour des mesures du plan de la section ou de la ramification pour l'année**
 - Was in communication with Editors Calgary to merge the prairie region branches/twigs earlier this summer. They recently received two new chairs for Edmonton, so Calgary suggested a merged newsletter, which would be a great support for Manitoba.

- 2. Priorities for the next quarter / Priorités pour le prochain trimestre**
 - Communicating with Editors Calgary/Edmonton regarding the merged newsletter.

- 3. Requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national**
 - No questions to date

- 4. How much money from your budget have you spent? Is everything on track? / Quel montant de votre budget avez-vous dépensé? Est-ce que tout se passe comme prévu?**
 - Everything is on track. We did not spend any money.

Editors Barrie

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

- The twig elected a new chair, Robin Isard.
- The focus since the election of the new chair has been on overhauling the twig's organisation and documentation by using Google Docs and developing a manual for incoming chairs.

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

- Finish the manual for new chairs with help from the NEC.
- Enhance student enrolment by developing an Editing course in partnership with Algoma University.
- Develop a series of online meetings for the twig to develop a stronger sense of community.

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

- I've already discussed help with the manual mentioned above with the Director of Branches and Twigs.

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

- We haven't spent anything because I haven't been left with any documentation on how to access the funds (I only found out we had a budget a couple of weeks ago).

Editors Atlantic

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

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

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

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

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