



EDITORS  
RÉVISEURS  
CANADA

## Director Reports

### 2017 Q2 Meeting

Teleconference  
June 26, 2017

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## President, Anne Louise Mahoney

### Quarterly report to the national executive council for meeting of June 26, 2017

1. List the groups or individuals that report through you (committees, subcommittees, taskforces, national positions, branches, twigs)
  - Awards
  - Human Resources
  
2. Note successes, accomplishments and challenges from the past quarter
  - Supported the awards committee chair
  - As part of the 2017 conference sponsorship committee, helped to bring in sponsors and increase conference funding
  - Spoke regularly (in person or by phone or email) with the executive director and other national office staff
  - Responded quickly to NEC and member questions and concerns

Status update on any activities you, as director, want to accomplish, outside of supporting your committee(s).

Strategic Priority	Outcome	Actions	Update
Represent Canada's Editors	More people know about Editors Canada	<ul style="list-style-type: none"> <li>• Keep in touch with the Language Portal of Canada and the Translation Bureau</li>   <li>• Engage in discussions on Facebook and the members' list</li> </ul>	<ul style="list-style-type: none"> <li>• Worked with them on my blog post (to be published this fall) and communicated about our activities</li> <li>• With the VP, staffed an information table for a Translation Bureau event in May (for 200 translators)</li> <li>• Promoted membership and ECE3</li> </ul>
Bilingual and Diverse	Have a better balance of services for francophone members	<ul style="list-style-type: none"> <li>• Offer more French seminars and webinars</li> </ul>	<ul style="list-style-type: none"> <li>• Encouraged a branch to offer a French seminar in 2017-18</li> <li>• Encouraged a francophone editor to give a French webinar in 2017-18</li> </ul>
Innovative and Agile	Become more of a contender among our peers	<ul style="list-style-type: none"> <li>• Make <i>Active Voice/Voix active</i> more relevant</li> </ul>	<ul style="list-style-type: none"> <li>• Guided the AV task force in writing the 2017 survey report and recommendations; feel very encouraged</li> </ul>

			by the response to the survey and the trends that emerged
Communications and Marketing	An informed membership	<ul style="list-style-type: none"> <li>• Communicate to members regularly</li> <li>• Continued tweeting for ECE3</li> </ul>	<ul style="list-style-type: none"> <li>• Wrote articles for the monthly e-news, posted on the members' list and in the members' Facebook group</li> <li>• ECE3 Twitter account now has 567 followers</li> </ul>
Membership: Increased and Engaged	More people are motivated to join and remain; More members are engaged and developing new skills and contacts	<ul style="list-style-type: none"> <li>• Provide new services and keep current services going</li> <li>• Invite more people to volunteer</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> <li>• Recruited volunteers for various positions</li> </ul>

**3. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities)**

- Assisting with the transition as the new president begins the role on July 1

**4. Your own requests or questions for the national executive council**

- No requests – just my eternal gratitude for your support and amazing work over the past year! I'm so proud of all we have accomplished as an executive. Thank you!

## Vice-president, Gael Spivak

### Quarterly report to the national executive council for meeting of June 26, 2017

1. List the groups or individuals that report through you (committees, subcommittees, taskforces, national positions, branches, twigs)
  - student relations
  - mentoring task force
  - annual report
  
2. Note successes and accomplishments from the past quarter
  - The student relations committee is re-focusing on some practical tools to help with talking to students and institutions. This includes career builder document (advice on what training and networking to do in the first few years as an editor), which I am helping them with.
  - The mentoring task force launched the national program!
  - The annual report was delivered on a few days ahead of schedule, in spite of problems with some of the files. The editing, designing and proofing volunteers were fabulous.

**Status update on any activities you, as director, want to accomplish, outside of supporting your committee(s).**

Strategic Priority	Outcome	Actions	Update
Represent Canada's Editors	Become the hub	Find synergy with other organizations.	<ul style="list-style-type: none"> <li>• Negotiating partnership agreements with another association (not yet signed)</li> <li>• Re-started talks with SfEP.</li> <li>• The office posted all our partnership discounts on our website (I helped with that).</li> <li>• Initial emails sent to a few other organizations but not much uptake.</li> <li>• Represented Editors Canada at the Translation Bureau Innovation Summit 2017. Re-connected with ATIO while there.</li> <li>• Lots of interaction on Editors Association of Earth.</li> </ul>

Bilingual and diverse	Broaden reach geographically, with more local groups and more online benefits for remote groups.	Provide better resources and support for local groups.	<ul style="list-style-type: none"> <li>Wrote the task force brief for the Improving Access for Members Task Force.</li> </ul>
Innovative and Agile	Try new things	Seek outside expertise, find out what other organizations are doing and build on other people's innovations.	<ul style="list-style-type: none"> <li>Asked the SfEP for their mini-conference handbook.</li> </ul>
Membership: Increased and Engaged	Engaged members	Reach out to the non-engaged; ask for help/contributions.	<ul style="list-style-type: none"> <li>Hosted another in-house editor meeting.</li> <li>Wrote material for in-house editors to go on the website (benefits of membership and text to persuade supervisors to let editors be members, go on training and attend conferences).</li> <li>Made sure to talk to someone new at each branch meeting.</li> </ul>
Membership: Increased and Engaged	Engaged members	Improve volunteer recognition and experience.	<ul style="list-style-type: none"> <li>Re-did the report templates again, to improve what wasn't working for committees and task forces in the first revision.</li> <li>We finished the 2016 annual report in plenty of time, avoiding undue stress for volunteers.</li> </ul>

**3. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities)**

- Focus on some more partnerships.
- Continue making the association more robust (better succession planning, continuity, record keeping). I will remain optimistic about us filling out the corporate calendar.

**4. Your own requests or questions for the national executive council (not your committees' requests, which are in their reports)**

- I'd really like a guinea pig.

## Secretary, Breanne MacDonald

### Quarterly report to the national executive council for meeting of June 26, 2017

1. **List the groups or individuals that report through you (committees, subcommittees, taskforces, national positions, branches, twigs)**
  - Conference committee
  - Recording secretary
  
2. **Note successes, accomplishments and challenges from the past quarter**
  - Conference has surpassed goal of 225 registrations (225 on Saturday, 233 on Sunday, ~250 total)
  - I have been providing support to the conference committee (chairs, vendor fair coordinator, session host coordinator, speaker coordinator) by taking on or helping with tasks if needed
  - This report was written before the conference, but everything is on track for this to be another successful event!
  - We will be offering the AGM to remote members via online participation using Zoom for the first time this year. If all goes well, I hope that we will be able to do this from now on at the AGM.
  - I continue to keep track of motions by email and facilitate online for the NEC in between meetings.

**Status update on any activities you, as director, want to accomplish, outside of supporting your committee(s).**

Strategic Priority	Outcome (in the strategic plan)	Actions (from the list in the plan or others that you have determined will meet the intended outcomes)	Update (what you have done to advance those actions)
Represent Canada's Editors			
Bilingual and Diverse	Broaden reach geographically, with more local groups and more online benefits for remote groups	<ul style="list-style-type: none"> <li>• Provide better resources and support for local groups</li> </ul>	<ul style="list-style-type: none"> <li>• Use what we learned from online AGM and make Zoom available for branches/twigs to stream meetings online</li> </ul>
Innovative and Agile	Try new things	<ul style="list-style-type: none"> <li>• Work to change the culture to one of "How can we do this?" Build this into our thinking.</li> </ul>	<ul style="list-style-type: none"> <li>• Work on replacing Accutel conference line with Zoom meetings for all committees and other groups; need how-tos and guidelines, plan for scheduling, and</li> </ul>

			promotion to committees – priority for September
Communications and Marketing			
Membership: Increased and Engaged	Engaged members who attend meetings and attend the AGM	<ul style="list-style-type: none"> <li>• Increase digital options for votes and meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Tasks above should help accomplish this</li> </ul>

3. **State priorities for the next quarter (your priorities as director, not your committees' or region's priorities)**
  - Putting together a how-to on using Zoom as an alternative for conference calls
  - Putting together a how-to on using Google Drive, including folder organization, for the NEC
  - With the conference chair, work on securing a venue for the 2018 conference and providing support to the committee as needed as planning begins
  
4. **Your own requests or questions for the national executive council (not your committees' requests, which are in their reports)**
  - none at this time

## Branches and Twigs (East) Director, David Johansen

### Quarterly report to the national executive council for meeting of June 2017

1. **List the groups or individuals that report through you (committees, subcommittees, taskforces, national positions, branches, twigs)**
  - Branches - Toronto, Ottawa-Gatineau, QAC
  - Twigs - KWG, HH, Kingston, Nova Scotia, Newfoundland and Labrador
  
2. **Note successes, accomplishments and challenges from the past quarter**
  - Toronto is continuing to monitor expenses. The 2017/18 executive has been acclaimed although reduced in size to help costs.
  - Ottawa-Gatineau did not report.
  - QAC has been represented at a number of external events to raise the profile. A members' survey was conducted in April asking, among other topics, about a name change.
  - KWG had a successful AGM at which two volunteers (Catherine Rupke and Marie Bai Martin) agreed to be the co-coordinators for the upcoming year, allowing Joanna to step down without regret!
  - HH appointed a new co-coordinator (Tom Nicholls) to work alongside Liz Delaney. The twig continues to hold meetings on a regular basis and the meetings are well attended.
  - Kingston has held regular monthly meetings, some educational and some social. These were well attended.
  - Nova Scotia continues to offer a full programme of social and educational events. A meeting planned for Fredericton did not happen due to low response. The AGM in May including attendees using Zoom - a limited success due to audio issues. This needs to be investigated.
  - Newfoundland and Labrador continues to offer meetings from January to May. The AGM in April re-elected the two co-coordinators.

Strategic Priority	Outcome (in the strategic plan)	Actions (from the list in the plan or others that you have determined will meet the intended outcomes)	Update (what you have done to advance those actions)
Represent Canada's Editors	Become the hub.	<ul style="list-style-type: none"> <li>• Responded to local queries and issues as they arose.</li> </ul>	<ul style="list-style-type: none"> <li>• Keeping branches and twigs informed.</li> </ul>
Bilingual and Diverse	Broaden the reach.	<ul style="list-style-type: none"> <li>• Hold roundtables for francophone and bilingual editors. Attend the consultation of the Association of Linguistic Services Managers.</li> </ul>	<ul style="list-style-type: none"> <li>• Bilingual hosts appointed. QAC represented at the consultation.</li> </ul>
Innovative and Agile	Try new things.	<ul style="list-style-type: none"> <li>• Introducing Zoom as a way of improving communication between branches, twigs and the executive.</li> </ul>	<ul style="list-style-type: none"> <li>• Used Zoom for second branch/twig finance task force. Will propose use of</li> </ul>

			Zoom for other communication needs.
Communications and Marketing	Talk to members.	<ul style="list-style-type: none"> <li>Use branch/twig task force to understand local groups' concerns</li> </ul>	<ul style="list-style-type: none"> <li>Zoom helped to create a good atmosphere for open discussion.</li> </ul>
Membership: Increased and Engaged	Promote membership everywhere.	<ul style="list-style-type: none"> <li>Create a welcome package</li> </ul>	<ul style="list-style-type: none"> <li>Discuss ways of getting more information from members.</li> </ul>

**3. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities)**

- Liaise closely with the new director west.
- With Margaret, complete the finance task force for branches and twigs by collecting and summarising comments from the last call, completing a third call and a final report.
- Receive, collate and distribute the notes from the roundtables.
- Assist Margaret in the final presentation of the tool-kit.

**4. Your own requests or questions for the national executive council (not your committees' requests, which are in their reports)**

- None

## Branches and Twigs (West) Director, Margaret Shaw

### Quarterly report to the national executive council for meeting of June 2017

1. **List the groups or individuals that report through you (committees, subcommittees, taskforces, national positions, branches, twigs)**
  - B.C. branch
  - Edmonton twig
  - Calgary twig
  - Saskatchewan branch
  - Manitoba twig
  
2. **Note successes, accomplishments and challenges from the past quarter**
  - B.C. – has had a busy quarter including PD, seminars, blue pencil sessions, and Write On Vancouver. Finances are in good shape.
  - Edmonton – held a very successful workshop with large attendance. Planning an AGM and looking for a new coordinator. Finances are in good shape.
  - Calgary – another successful workshop, some social brunches, two new volunteers. Questioned whether it's a good idea for a presenter to offer a workshop to Editors Canada but also in-house in the same week.
  - Saskatchewan – most energy is focussed on the 2018 conference; ran a profitable spring workshop, have some interest in executive positions, are supporting Regina members as needed. Finances okay but bank account slowly declining.
  - Manitoba – two seminars this quarter, and a garden party. Informal job hotline. Making plans for the fall. Profit from seminars is very small – they are hoping it will increase once Editors Manitoba is better known.

**Status update on any activities you, as director, want to accomplish, outside of supporting your committee(s).**

You can find the strategic priorities, outcomes and actions of the Strategic Plan 2017–2021 on pages 8 to 12 of the plan.

(A hyperlink will not work here, so go to the site, make sure you are signed into the member area, and go here: <http://www.editors.ca/about/governance/strategic-plan>).

Strategic Priority	Outcome (in the strategic plan)	Actions (from the list in the plan or others that you have determined will meet the intended outcomes)	Update (what you have done to advance those actions)
Represent Canada's Editors	Become the hub: [...] the definitive representative of Canada's editors	<ul style="list-style-type: none"> <li>Support Saskatchewan as they plan conference</li> </ul>	<ul style="list-style-type: none"> <li>Answered questions from Saskatchewan</li> </ul>
Bilingual and Diverse	Offer all services in both languages.	<ul style="list-style-type: none"> <li>Hold roundtables for francophone editors and bilingual editors</li> </ul>	<ul style="list-style-type: none"> <li>Bilingual and francophone roundtables are organized, both with bilingual hosts.</li> </ul>
Bilingual and Diverse	Broaden reach geographically, with more local groups	<ul style="list-style-type: none"> <li>Discuss isolated editors at branch-twig meeting(s) and at roundtable</li> </ul>	<ul style="list-style-type: none"> <li>Roundtable and branch-twig meetings are organized.</li> </ul>
Bilingual and Diverse	Broaden appeal to all types of editors	<ul style="list-style-type: none"> <li>Roundtable for in-house editors</li> </ul>	<ul style="list-style-type: none"> <li>Roundtable is organized</li> </ul>
Innovative and Agile  Communications and Marketing	Try new things  Members have effective communication channels among themselves.	<ul style="list-style-type: none"> <li>Provide better support to branches and twigs: use Zoom as a way for branch and twig leaders to connect with each other</li> </ul>	<ul style="list-style-type: none"> <li>Used Zoom for most recent branch-twig task force meeting</li> <li>Will propose Zoom meetings as a way for branch and twig leaders to connect</li> </ul>
Innovative and Agile	Try new things Get things done	<ul style="list-style-type: none"> <li>Use branch-twig task force as a way to understand local groups' needs</li> </ul>	<ul style="list-style-type: none"> <li>Held second conference call and sent summary notes to task force members</li> <li>Sent second set of questions to task force members and are starting to receive responses.</li> </ul>
Communications and Marketing	Members feel consulted on issues important to them	<ul style="list-style-type: none"> <li>Use branch-twig task force as a way to understand local groups' needs</li> </ul>	<ul style="list-style-type: none"> <li>We have encouraged relaxed, frank and productive discussions in the task force. I believe we are gaining quite a bit of understanding.</li> </ul>
Membership: Increased	Increased membership	<ul style="list-style-type: none"> <li>Create a welcome package</li> </ul>	<ul style="list-style-type: none"> <li>I found out BC has a follow-up email they send to new members,</li> </ul>

and Engaged			and I asked for this to be on the agenda for our late-June NEC call/meeting.
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**3. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities)**

- Help the next Director of Branches and Twigs – West come up to speed after I step down
- With David Johansen, finish up the work of the branch-twig task force:
  - Collect and summarize responses to our most recent questions
  - Convene a Zoom call (second Zoom call, third call in total) this summer
  - Draft a report on our findings – August?
- Receive notes from roundtables and see that they are distributed to roundtable attendees and to NEC as appropriate
- Branch and twig toolkits – either see them through or hand them off

**4. Your own requests or questions for the national executive council (not your committees' requests, which are in their reports)**

- None

## Francophone Affairs Interim Director, Nancy Foran

### Quarterly report to the national executive council for meeting of June 2017

1. List the groups or individuals that report through you (committees, subcommittees, taskforces, national positions, branches, twigs)
  - Comité des affaires francophone
  -
2. Note successes, accomplishments and challenges from the past quarter
  - Trouver un directeur ou une directrice à long terme, une tâche qui a été entreprise par Greg et Anne Louise.
  - 
  -

Status update on any activities you, as director, want to accomplish, outside of supporting your committee(s).

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Strategic Priority	Outcome (in the strategic plan)	Actions (from the list in the plan or others that you have determined will meet the intended outcomes)	Update (what you have done to advance those actions)
Represent Canada's Editors	See page 8 of the strategic plan.	<ul style="list-style-type: none"> <li>• See page 8 of the strategic plan.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
Bilingual and Diverse	See page 9 of the strategic plan.	<ul style="list-style-type: none"> <li>• See page 9 of the strategic plan.</li> </ul>	<ul style="list-style-type: none"> <li>• J'ai fait de mon mieux pour être la voix des membres francophones au sein du CAN, mais je n'ai pas vraiment essayé de faire de quoi de plus.</li> </ul>
Innovative and Agile	See page 10 of the strategic plan.	<ul style="list-style-type: none"> <li>• See page 10 of the strategic plan.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
Communications and Marketing	See page 11 of the strategic plan.	<ul style="list-style-type: none"> <li>• See page 11 of the strategic plan.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
Membership: Increased and Engaged	See page 12 of the strategic plan.	<ul style="list-style-type: none"> <li>• See page 12 of the strategic plan.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

3. **State priorities for the next quarter (your priorities as director, not your committees' or region's priorities)**
  - Les priorités vont être établis pour le nouveau directeur / la nouvelle directrice.
  - 
  -
  
4. **Your own requests or questions for the national executive council (not your committees' requests, which are in their reports)**
  - Sans objet

## Francophone Affairs Interim Director, Nancy Foran

### Quarterly report to the national executive council for meeting of June 2017

1. List the groups or individuals that report through you (committees, subcommittees, taskforces, national positions, branches, twigs)
  - Francophone affairs committee
  -
2. Note successes, accomplishments and challenges from the past quarter
  - Finding a proper FA director, which Greg and Anne Louise have undertaken
  - 
  -

Status update on any activities you, as director, want to accomplish, outside of supporting your committee(s).

You can find the strategic priorities, outcomes and actions of the Strategic Plan 2017–2021 on pages 8 to 12 of the plan.

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Strategic Priority	Outcome (in the strategic plan)	Actions (from the list in the plan or others that you have determined will meet the intended outcomes)	Update (what you have done to advance those actions)
Represent Canada's Editors	See page 8 of the strategic plan.	<ul style="list-style-type: none"> <li>• See page 8 of the strategic plan.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
Bilingual and Diverse	See page 9 of the strategic plan.	<ul style="list-style-type: none"> <li>• See page 9 of the strategic plan.</li> </ul>	<ul style="list-style-type: none"> <li>• I've tried to be a voice for francophone members within the NEC, but I have not attempted to go beyond that.</li> </ul>
Innovative and Agile	See page 10 of the strategic plan.	<ul style="list-style-type: none"> <li>• See page 10 of the strategic plan.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
Communications and Marketing	See page 11 of the strategic plan.	<ul style="list-style-type: none"> <li>• See page 11 of the strategic plan.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
Membership: Increased and Engaged	See page 12 of the strategic plan.	<ul style="list-style-type: none"> <li>• See page 12 of the strategic plan.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

3. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities)

- Will be set by the new FA director
  - 
  -
4. **Your own requests or questions for the national executive council (not your committees' requests, which are in their reports)**
- Not applicable

## Standards & Certification Director, Elizabeth d'Anjou

### Quarterly report to the national executive council for meeting of 26 June 2017

**5. List the groups or individuals that report through you (committees, subcommittees, taskforces, national positions, branches, twigs)**

- Certification Steering Committee
- Comité PARL
- Unofficial Standards Communications Task Force (soon to be official, I hope)

**6. Note successes, accomplishments and challenges from the past quarter**

**SUCCESES**

- CSC released NEW TEST PREP GUIDES on schedule @ end of May, despite many challenges in this project; already selling steadily
- I ran the sponsorship table at ACES conference in Florida in March; lots of interest, exposure, pretty good sales; this supported a lot of our strategic goals
- Have been working with a couple of awesome volunteers to market the new standards

**CHALLENGES**

- Changeover in support staff for certification & standards at office during a particularly intense period for Certification was challenging for committee, me, and office; new Cert & Standards manager Erica is rapidly getting up to speed and turning out to be a gem, however.
- Was really hoping for a recommendation from the CSC regarding Foundations testing in time for a vote at the AGM, and worked hard with them (as they did) toward this goal, but it couldn't be made to happen. While many indications in research about the testing are very positive, the timeline was just too tight, and the committee's concerns about working through the financials w/ care and ensuring appropriate marketing is in place are reasonable.

**Status update on any activities you, as director, want to accomplish, outside of supporting your committee(s).**

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Strategic Priority	Outcome (in the strategic plan)	Actions (from the list in the plan or others that you have determined will meet the intended outcomes)	Update (what you have done to advance those actions)
Represent Canada's Editors	<ul style="list-style-type: none"> <li>• Become the hub</li> <li>• Become the authority</li> </ul>	<ul style="list-style-type: none"> <li>• Build awareness</li> <li>• Find synergy w/ other organizations</li> <li>• Set up booths at events</li> </ul>	<ul style="list-style-type: none"> <li>• Ran Editors Canada sponsorship at ACES</li> <li>• Arranged for former Standards TF leads to create free webinar on PES (VERY well attended)</li> </ul>

Bilingual and Diverse	Offer services ... outside of Canada	<ul style="list-style-type: none"> <li>• Have our standards &amp; cert recognized outside the association.</li> <li>• Expand international outreach.</li> <li>• Market online training.</li> <li>• Help editors interpret our standards for different areas of editing</li> </ul>	<ul style="list-style-type: none"> <li>• Made communications plan to publicize PES &amp; begun implementing, incl. planned series of blog posts on how these affect all kinds of eds</li> <li>• Sponsorship at ACES</li> </ul>
“ “	<p>Broaden reach geographically</p> <p>Work on a gradual shift to a truly bilingual association</p>	Expanded reach of Fr. credential	<ul style="list-style-type: none"> <li>• Encouraged PARL committee to expand testing fr. just Quebec City to Mtl this year; registrations are brisk!</li> </ul>
Innovative and Agile	Get things done	<ul style="list-style-type: none"> <li>• Take advantage of projects that come up quickly.</li> <li>• Be prepared to seize opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>• Sponsorship at ACES (born of an idea of mine; office helped make it happen quickly &amp; successfully)</li> </ul>
Communications and Marketing	External: Our targeted communications reach potential members, clients, & employers	<ul style="list-style-type: none"> <li>• Continue our momentum in communication with partnering organizations.</li> </ul>	<ul style="list-style-type: none"> <li>• Sponsorship at ACES</li> </ul>
Membership: Increased and Engaged	See page 12 of the strategic plan.	<ul style="list-style-type: none"> <li>• See page 12 of the strategic plan.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

**7. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities)**

- Work with incoming director (expected to be newly elected director Tanya Cheffins, who has been on the CSC) for a smooth transition
- Establish Standards Communications Task Force as official, & volunteer to keep leading it
- Will recommend to Tanya that priorities for directorship this summer be
  - focus on next step in Foundations Editing project---meet w/ CSC chairs & Exec Director this summer to discuss survey results & association-level implications; I wd like to give input on this meeting (having been working on this for 2 yrs)
  - ensure certification communications get the office attention & resources they need this summer & going foward ; we agreed that national office wd take responsibility for cert. comms, but with loss of comms director & so much for Nat'l Office to do, I'm worried it could fall through the cracks because of resource scarcity, turnover in my position, and newness of this arrangement; this is a crucial year for

Certification---registration numbers must rise significantly for this fall, and early indications are that they will, but there HAS to be an investment in it

**8. Your own requests or questions for the national executive council (not your committees' requests, which are in their reports)**

- Please provide support & encouragement to committees for new September plan schedule; I am worried that it will be a challenge for committees to get organized over the summer
- Plan on sponsoring ACES conference in future years (I will be v. willing to volunteer again to help make this happen)
- Plan on having an EDITORS CANADA table at \*our own\* conference in future years! I was frustrated not to be able to sell webinars, MPES, memberships to willing buyers when sitting in at the CSC table
- Please support the dedication of appropriate resources to certification communications this summer; it's an investment I think will pay off in both \$\$ and visibility.

## Publications Director, Berna Ozunal

Quarterly report to the national executive council for meeting of June 26, 2017.

1. List the groups or individuals that report through you (committees, subcommittees, taskforces, national positions, branches, twigs)
  - Publications committee
  - National magazine committee
  - *Active Voice* task force
  
2. Note successes, accomplishments and challenges from the past quarter
  - Publications committee**
    - The first chapbook is nearing completion thanks to the great group effort. It has been organized, edited, and just needs the finishing touches. Plans are to have a meeting soon after the conference to discuss next/last steps.
    - I am in contact with the Editors Canada lawyer to discuss and finalize the waivers – expect this will happen within the next month.
    - We've gained three additional members: Joanna Bandziorwoski, Jessica Riches, and Caley Clements.
    - We've gained a publications intern from SFU's MPub program: Jessica Riches, who will be operating under my guidance. We have received her statement of intent and I have put her in touch with Elizabeth d'Anjou to discuss the possibility of managing the MPES workbook update project.
  - National magazine committee**
    - The *Active Voice* production team is busy producing the next issue and will receive the report to help guide them.
  - Active Voice task force**
    - The task force created a survey that was circulated in April 2017 – there was a 13% response rate. The task force then prepared a summary report and recommendations for the NEC. The results are very informative and positive. It needs to be translated and distributed to members, at which time their work will be done.

Status update on any activities you, as director, want to accomplish, outside of supporting your committee(s).

Strategic Priority	Outcome	Actions	Update
Represent Canada's Editors		•	•
Bilingual and Diverse		•	•
Innovative and Agile	Take EC's publications to the next level to show that we are technologically and creatively advanced professionals giving our members and the public	• Tap our publications intern and committee members for new and exciting chapbook topics, publication formats,	• In progress

	informative and engaging publications	income generating and marketing initiatives, and distribution methods to develop highly sought-after titles	
Communications and Marketing	1. Streamline communications	<ul style="list-style-type: none"> <li>The idea is that there are too many blogs to read and limited time – so I discussed this with the Toronto exec and some others; they were open to consolidating regional blogs into national blog with regional sections, provided they retain autonomy; – is there a potential cost savings to this?</li> </ul>	<ul style="list-style-type: none"> <li>Still at discussion / exploratory stage</li> </ul>
	2. Develop relations between George Brown College and Editors Canada	<ul style="list-style-type: none"> <li>Had a couple more meetings with GB to discuss EC's standards, books, and the curriculum</li> <li>Have pushed for EC MPES workbooks for every applicable editing class – will be the case for Structural and Stylistic Editing in Fall 2017</li> <li>Revised the curriculum to better reflect the 2016 Standards</li> <li>Other instructors are reviewing the MPES workbooks for potential order</li> </ul>	<ul style="list-style-type: none"> <li><i>Still to do: Bring EC members into the classroom to discuss benefits of membership</i></li> <li><i>Promote student-focused EC programs and services to the editing students</i></li> </ul>
	3. Formal volunteer recognition	<ul style="list-style-type: none"> <li>Submitted copy and revisions to our designer – shared</li> </ul>	<ul style="list-style-type: none"> <li>Reviewing revised files</li> </ul>

		with Toronto exec for additional feedback	
	4. Waivers for our publications		<ul style="list-style-type: none"> <li>• With lawyer.</li> </ul>
	5. Publish first chapbook	<ul style="list-style-type: none"> <li>• Text is in final stages; ready to be flowed into already designed template</li> </ul>	<ul style="list-style-type: none"> <li>• Should be finished in next month or so.</li> </ul>
Membership: Increased and Engaged	See page 12 of the strategic plan.		

**3. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities)**

- Wrap up old projects and begin new ones
- Put into motion "*Active Voice 2.0*," i.e., create an action plan to respond to the results of the task force survey and their recommendations
- Work with our publications intern to maximize her time investment and align her goals with ours
- Develop an ad sales spec and rate sheet for *Active Voice* along with the production team and a plan to sell ads space for editing-related products and services to help offset the costs

**4. Your own requests or questions for the national executive council (not your committees' requests, which are in their reports)**

- Discuss the NEC vision for the chapbooks – print on demand? e-copies only? put it on our web for members only? – given our limited resources for initial outlay of funds  
Discuss the vision for *Active Voice*, given the outcome of the survey and the task force report

## Training and Development Director, Stacey Atkinson

Quarterly report to the national executive council for the teleconference of June 26, 2017

1. **List the groups or individuals that report through you (committees, subcommittees, taskforces, national positions, branches, twigs)**
  - Training and Development (T&D) Committee
  - Mentorship Taskforce/committee (as of June)
  
2. **Note successes, accomplishments and challenges from the past quarter**
  - The T&D committee, subcommittee and office staff successfully delivered 7 webinars this quarter:
    - April 4: How to Evolve Your Writing from Print to Online
    - April 27: A Linguist's Guide to Grammar
    - May 3: Techniques de révision après traduction
    - May 25: What's Wrong with This Sentence?
    - June 5: Programme d'agrément en révision linguistique – Réviseurs Canada : Webinaire d'information (*free*)
    - In May, we delivered two free webinars to members of the Association of Proposal Management Professionals (APMP) to promote Editors Canada and editing. The English session was delivered by Elizabeth Macfie, and the French session by Sandra Gravel.
  - We found interim replacements for the committee chair. From July to September, the new co-chairs will be Tamra Ross and Jaime Miller.
  - The T&D committee revised the request for proposals document, which will be issued this summer to members and non-members to solicit webinar proposals. The committee also wrote a final report (see attached PowerPoint presentation).
  - After the successful launch of the mentorship program by the taskforce this quarter (see the taskforce report), the program moved under the direction of the T&D Director.

**Status update on any activities you, as director, want to accomplish, outside of supporting your committee(s).**

Strategic Priority	Outcome (in the strategic plan)	Actions (from the list in the plan or others that you have determined will meet the intended outcomes)	Update (what you have done to advance those actions)
Communications and Marketing	Applies to all outcomes -- See page 11 of the strategic plan.	<ul style="list-style-type: none"> <li>• Applies to all actions -- see page 11 of the strategic plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Rethink the EC's communications strategy</li> </ul>

3. **State priorities for the next quarter (your priorities as director, not your committees' or region's priorities)**
  - Issue the RFP for webinar presenters (July).
  - Review proposals and inform webinar presenters of the results of their applications (Aug).
  - Create a new 2017–2018 schedule for the webinar program (Aug).
  - Find a new chair for the T&D committee (Sept).
  - Ask Sandra Gravel and Elizabeth Macfie to rerecord their Editors Canada/Réviseurs Canada webinars for a general audience for YouTube.
  - Take action on committee recommendations in their final report.
  
4. **Your own requests or questions for the national executive council (not your committees' requests, which are in their reports)**
  - Please review the attached report (PowerPoint), which includes a two-slide executive summary at the end. During our NEC teleconference on June 26, I will ask the following questions:
    - Do you agree with the committee's recommendations?
    - If not, what concerns do you have?
    - Is there anything missing from the report that you would like the committee to discuss or take into consideration for the upcoming webinar season?

[See separate document [Report on PD and Webinar Program\\_rec.pdf](#)]

## Volunteer Relations Director, Patricia MacDonald

### Quarterly report to the national executive council for meeting of June 26

1. **List the groups or individuals that report through you (committees, subcommittees, taskforces, national positions, branches, twigs)**
  - Contract update task force (Standard Freelance Editorial Agreement)
  - Facebook group (members-only) monitor
  - Improving access for member services task force
  - List monitor
  - Mediator
  - Member services committee
  - Volunteer management committee

2. **Note successes, accomplishments and challenges from the past quarter**

#### Contract Update Task Force

- The task force was hoping to have the contract ready for the conference in June, but they've discovered that the scope of the project is larger than originally thought.

#### FB group monitor

- As of May 25, there are 293 members in the FB group, up from 278 at the end of February.

#### Improving access for member services task force

- The task force brief is finished (thank you, Gael Spivak!), and we are ready to find leaders and members for the task force.

#### Member services committee

- A new committee chair is set to take over in July.
- Several tasks have stalled and the committee was without a chair in the last quarter; I'm confident the new chair will bring new energy and new motivation.

#### Volunteer management committee

- A new committee co-chair is set to begin her term in July, with the goal of taking over as chair in 2018.
- Two main projects have stalled (volunteer directory and volunteer handbook).

**Status update on any activities you, as director, want to accomplish, outside of supporting your committee(s).**

Strategic Priority	Outcome (in the strategic plan)	Actions (from the list in the plan or others that you have determined will meet the intended outcomes)	Update (what you have done to advance those actions)
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Represent Canada's Editors			
Bilingual and Diverse	<ul style="list-style-type: none"> <li>• Have a better balance of services for francophone members</li> <li>• Broaden reach geographically, with more local groups and more online benefits for remote groups</li> <li>• Broaden appeal to all types of editors</li> </ul>	<ul style="list-style-type: none"> <li>• Determine areas where francophone services are lacking and work to add these services</li> <li>• Research how to better meet the needs of members who cannot easily access benefits and services</li> <li>• Research how to better meet the needs of in-house editors</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing research by the member services committee</li> <li>• A task force has been struck</li> <li>• Ongoing research by the member services committee</li> <li>• Use in-house gatherings in Ottawa as a model to be tried elsewhere</li> <li>• Host a roundtable at the 2017 conference</li> </ul>
Innovative and Agile			
Communications and Marketing			
Membership: Increased and Engaged	Engaged members who volunteer, go to meetings, attend the AGM, and vote	<ul style="list-style-type: none"> <li>• Create a welcome package with more on member benefits, including volunteering</li> <li>• Produce kit to help students and new editors get started</li> <li>• Promote value of EAC to in-house editors</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing or upcoming projects of the member services committee</li> </ul>

**3. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities)**

- Work with John and Michelle to get the volunteer directory project going again.
- Work with the volunteer management co-chairs to get the volunteer handbook back on track.
- Work with the new member services chair to re-energize the committee. The welcome kit for new members is a priority.

**4. Your own requests or questions for the national executive council (not your committees' requests, which are in their reports)**

None at this time.

## Executive Director, John Yip-Chuck

### Quarterly report to the national executive council for meeting of June 26, 2017

1. **List the groups or individuals that report through you (committees, subcommittees, taskforces, national positions, branches, twigs)**
  - National office staff
  -
  
2. **Note successes, accomplishments and challenges from the past quarter**
  - New employee Erica, settled into position
  - Conference 2017 on track
  - New bookkeeping system established
  - Worked with treasurer and outside auditor on 2016 audit—very time consuming over three week period
    - Exchanged foundations business survey results with certification committee to help move forward on a business plan (still in progress)
    - Humber college intern, Josh, set up in the office to support certification promotion and communications
    - Established contact and relationship with Stefan Dollinger of UBC and DCHP-2 who is interested in being a key contributor to the dictionary project
    - Continued to work with Collins publishing contacts to establish a dictionary project together
    - Established contact with MAS consulting for pro bono advise on marketing and fundraising for the association
    - Established contact with crowd funding consultant for possible dictionary project funding strategy
    - Established contact with Canada at Frankfurt Book Fair 2020 to offer association support, to raise profile of the association
    -

**Status update on any activities you, as director, want to accomplish, outside of supporting your committee(s).**

Strategic Priority	Outcome (in the strategic plan)	Actions (from the list in the plan or others that you have determined will meet the intended outcomes)	Update (what you have done to advance those actions)
Represent Canada's Editors	Become the hub of Canada's editors	<ul style="list-style-type: none"> <li>• Be visible at conferences</li> <li>• Spotlight the association with new dictionary project</li> </ul>	<ul style="list-style-type: none"> <li>• Conference list being updated for end of year and next year's conferences</li> </ul>

	Become authority on editing		<ul style="list-style-type: none"> <li>Working on licensing agreement with dictionary publishers</li> <li>Working to support and be a part of Canada at Frankfurt 2020 Book Fair</li> </ul>
Bilingual and Diverse	<p>Have a better balance of services for francophone members</p> <p>Offer services to editors outside of Canada</p>	<ul style="list-style-type: none"> <li>Support new employee Erica as she connects with francophone committees and members</li> <li>Support increased number of webinars in French</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing integration of Erica into the association business</li> <li>Suggested recording some presentations at conference 2017, especially those in French</li> </ul>
Innovative and Agile	Use the right tool for the right job	<ul style="list-style-type: none"> <li>Switch to WildApricot membership management system</li> <li>Improve expense control</li> </ul>	<ul style="list-style-type: none"> <li>Working to have WildApricot in place shortly after June conference</li> <li>Recommended changing Q2 NEC meeting from in-person to conference call</li> </ul>
Communications and Marketing	Our targeted communication activities reach potential members, clients and employers	<ul style="list-style-type: none"> <li>Instigate and initiate foundational skills survey to various businesses and organizations</li> <li>Maintain profile in groups such as Book and Periodical Council</li> </ul>	<ul style="list-style-type: none"> <li>Will analyse survey results with certification committee chair (in progress)</li> <li>Attend regular BPC meetings as association representative</li> </ul>
Membership: Increased and Engaged	Engage members	<ul style="list-style-type: none"> <li>Remind members of our strengths and benefits</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Add benefits of membership piece to upcoming e-news updates (ongoing)</li> </ul>

**3. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities)**

- Improve cost control
- Produce regular financial reports for committees and treasurer
- Make the switch to WildApricot membership and event management system

- Act on marketing and fundraising recommendations from independent consultant
  - Review foundations skills survey results and work with CSC chairs to create business case for foundations test
  - Finalize dictionary project if moving forward
  - Find funding for dictionary project from various avenues
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4. Your own requests or questions for the national executive council (not your committees' requests, which are in their reports)
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