

Editors' Association of Canada
Association canadienne des réviseurs

National Executive Council
Meeting Minutes

Zoom
Nov. 29, 2020



EDITORS
RÉVISEURS
CANADA

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PRESENT:

NATIONAL EXECUTIVE COMMITTEE

Heather Buzila	President
Breanne MacDonald	Vice-President
Gael Spivak	Past President
Michelle Waitzman	Treasurer
Caitlin Coote	Secretary
Anne Godlewski	Director, Branches and Twigs
Sue Bowness	Director, Communications
Berna Ozunal	Director, Professional Standards
Anne Brennan	Director, Publications
Greg Ioannou	Director, Training and Development
Patricia MacDonald	Director, Volunteer Relations

OTHERS

Natasha Bood	Executive Director
Nicole Watkins Campbell	Recording Secretary

1. Call to order

Heather Buzila called the meeting to order at 2:04 p.m. ET. NEC members introduced themselves to Caitlin Coote.

2. Approval of agenda (Appendix A)

Moved by Greg Ioannou
Seconded by Anne Brennan

that the agenda be approved.

Carried

3. Budget update

The financial committee met for the first time last weekend, and reviewed the 2020-21 budget. It is nearly ready to be shared with NEC, hopefully for voting on it early in the new year.

An update from the bookkeepers will follow in a week or two. They have been reconciling the books month to month, beginning with expenses. The Executive Director has met with the auditor and bookkeepers to talk about processes, about making sure bank accounts for branches are in order, and that that info is with the national office. It's taking time to make sure things are right. The system of uploading transactions to the books is much smoother than it was.

The Heritage Canada Grant could change budget numbers drastically.

4. Vote on financial policy and procedures (Appendixes B, C)

Michelle Waitzman reported that people discussed the policy and procedures and she cleaned them up. She re-uploaded them to the meeting folder today. NEC had no further comments.

Moved by Michelle Waitzman

Seconded by Greg Ioannou

that we approve the policy and financial procedures as seen in the meeting folder.

Carried

The policy and procedures will be sent to branches and twigs. They will be posted to the website after translation.

An announcement will be sent that it's there either in enews or a specific email to members.

5. Saskatchewan branch (Diana Pfeifer)

Moved by Anne Godlewski

Seconded by Greg Ioannou

that Diana Pfeifer have voice in the meeting.

Carried

Anne Godlewski chaired this part of the meeting. NEC members introduced themselves.

The Saskatchewan Branch has a new board, with Michelle Boulton still providing support. They put their workshops and other learning opportunities online, including three virtual socials, with a mini webinar/lecture and a survey to get to know people better and what they want. Three to five people show up at meetings, and some are not actually members. They tried a game, and found that made the meeting easier. (For context, Hamilton-Halton had 31 people at their last meeting, which means they are reaching out beyond their members. Toronto Branch has also had success with speed mentoring, although that was in person.) Diana can send invitations to the branch chairs email list, which might bring more people.

6. Update on ongoing projects

a. Publishing Committee

i. In camera discussion regarding Publications co-chair

MOVED BY Heather Buzila
SECONDED BY Anne Brennan

that the NEC go in camera.

Carried

MOVED BY Heather Buzila
SECONDED BY Gael Spivak

that the NEC meeting come out of
camera

Carried

The Publications update is in the committee report (Appendix I). Janice Dyer is now on the committee. People are excited about doing a handbook on inclusion and diversity in fiction and nonfiction. They are getting in touch with Fazeela Jiwa. They are also considering a handbook on writing dialogue in fiction; not planning to do something on plain language for now. Not much is needed for the proofreading book—it's nearly ready to go to the designer by end of this week. A proofreading volume is about to come out. Then the committee will look at structural editing.

As well, Findjoo allows the committee to add customized watermarks to publications for \$350. It could be used for all publications. NEC has already approved this expenditure and has an invoice for it.

Moved by Anne Brennan
Seconded by Gael Spivak

that we pay the Findjoo invoice so they can automatically put a customized watermark on our electronic publications.

Discussion: This functionality on the Findjoo account is a one-time expenditure. The watermark will appear at the bottom of booklets, but not on exercises. It should be easily customizable. This will allow us to watermark books and for publications to be downloaded immediately.

Carried

b. Insurance task force

The committee is looking at some possible insurance carriers now and expects to have options in new year.

c. Certification

The committee is doing well, making progress on the Foundations course. It is still looking at setting up remote proctoring for next year and the following years. There have been reports of University of British Columbia students cheating on remote-proctored exams. There have also been issues with assignments at Athabasca University, which is completely online.

d. EDI task force survey (Appendix D)

Gael has re-sent link to survey; instances of possible bias have been removed. Are there any outstanding issues? Can they go ahead?

The membership survey committee was connected with the diversity survey committee. The diversity survey goes out in February.

e. Transition to G Suite

The process of moving branch files onto G Suite is beginning with Ottawa Branch. Barrie will be next. It will likely take a few months to move all branches.

f. Webinars

Editors Canada isn't at the end of the year yet, but so far has put on fewer webinars than in the past. The committee has put out call for presenters for the whole year and is getting good responses.

Conference events could cross over as webinars and we might have other opportunities.

g. Career Builder Committee

The committee chairs will bring forward a proposal later in the meeting. Their report is Appendix G.

h. Update on [policies and procedures revisions](#) (Appendix E)

Gael Spivak reported that governance consultation took place with members and generated absolutely no comments. Members have now had a chance to comment and it is time to move forward. Some policies have to be approved by NEC; some by the members. Gael offered to write motions for the March NEC meeting for those that would have to be voted on at the AGM.

She suggested meeting in early January to go through the changes. Some are more complex than simple updates. If NEC agrees on those, and some that need member approval, Gael could write motions for them.

The copyright policy is close to being done. A lawyer would like to include the copyright contract in a publication. Can we approve this?

The copyright policy also needs to be translated again.

Action

Gael to find the form Sue Bowness needs (publication permissions one that Michelle Ou has).

Also, all creators need to sign the new contract.

i. Standards Committee (Appendix F)

The Certification Steering Committee and Standards and Publications committees should get together on publications and how they tie to standards to talk about timing and needs. They will meet early in 2021. There was a task force every five years to review standards, but now a committee is always looking at updating them. More information is in the Standards Committee report.

j. Website task force

Raya Morrison gave Breanne MacDonald the names of some potential committee members for Breanne to contact about sitting on the website task force.

Members discussed the possibility of this being a good project for computing students.

7. Career Builder web pages (Lynne Melcombe and Sue Archer) (Appendix G)

Moved by Heather Buzila

Seconded by Anne Brennan

that Sue Archer have a voice in the meeting.

Carried.

Sue Archer reported that they will plan to make the existing career path materials more visible and to find gaps and fill them through webinars based on survey results from poll in enews.

They want to take existing content and rebuild it as a career hub. The material is currently focused on finding work, but that's only one piece of a career. They're looking at a three-part progression: build community; building skills and knowledge; and building your portfolio.

The team are inventorying the current content and want to have something for members this year—the hub.

They asked if NEC agrees with the approach and if they may take ownership of the site so we can do work ourselves to take burden off office staff if NEC is comfortable with that.

NEC discussed:

- The new hub will be a clear benefit of membership.
- There might be technical or logistical problems with this approach. It would also touch on the new website redevelopment project.
- Editors Canada's current website can't handle a project like this. The new website project is to rebuild it completely by November 2022.
- It would be best if the committee could take a phased approach to their work based on what website can do now. The ideas can be built into the new site, and the new website could be built on a platform that can handle this vision. This is a great idea. Doing it this year might be tricky.

Sue Archer said the committee could work in an iterative way. Part of the committee could work with the website task force. The committee is working with the Career Builder committee, and she would like to talk about a membership services collaboration.

Moved by Heather Buzila
Seconded by Gael Spivak

that the Career Builder Committee move ahead with the Build Your Career hub project based on the conversation between Sue Archer and NEC.

Carried.

Copies of the content audit will be sent to Breanne and website task forces and to Sue for Communications.

Action

Gael Spivak to tell Career Builder Committee that she is their new director.

8. Reports and requests (Appendixes H, I and J)

Breanne reported that:

The Mentorship Committee designed a webinar for mentors; it is in limbo, and they should talk with Greg Ioannou. They are looking for suggestions of potential new committee members. Patricia MacDonald will let committees know that her committee can help them find volunteers; committee chairs are responsible for recruitment.

Action

Patricia MacDonald to write to committee chairs to let them know they can contact Volunteer Management committee and advertise in enews for volunteers.

Action

Gael to contact Anne Godlewski when the privacy policy and guidelines are ready so Anne can share them with branches and twigs.

Sylvie Collin wants to know if any francophones are volunteering on national committees. Editors Canada gets French-speaking volunteers through Sylvie; there are no others to report. Most are anglophones.

Action

Suzanne Bowness has an enthusiastic volunteer on the communications committee; Heather Buzila to let Sylvie know.

Action

Heather Buzila to let Sylvie know we don't have any volunteers she doesn't already know about.

The Equity, Diversity and Inclusion Task Force would like a web page. It should be easy to set up if they have someone who wants to work on that.

Moved by Gael Spivak
Seconded by Anne Godlewski

that the NEC approve the Equity, Diversity and Inclusion Task Force request for a web page

Carried.

The call for proposals for new webinars is going out soon; perhaps the Equity, Diversity and Inclusion Task Force could propose one and submit a proposal for a conference session.

9. Vote on privacy policy and guidelines (Appendixes K, L)

Moved by Gael Spivak
Seconded by Patricia MacDonald

that NEC approve the new privacy policy and guidelines.

Carried.

Action

Gael to send Privacy Policy and Privacy Guideline to translation.

10. Date of AGM

Heather Buzila will send out a poll with dates options.

11. Conference

Calls for proposals for speakers has gone out. Social media team; applying for grant for simultaneous translation; still haven't picked a platform. Have first keynote speaker. Email to go out soon. Still looking for second keynote.

12. Branches and twigs

Google has changed to Google workspace. Michelle has moved some branches. Barrie happy to move.

13. Next meeting: TBD

a. Action items due at this meeting

14. Adjournment

Moved by Anne Brennan
Seconded by Anne Godlewski

that the meeting be adjourned.

Appendix A—Agenda

Call to order (2:00)

Approval of agenda

Budget update (2:00 to 2:20) Michelle W and Natasha

Vote on financial policy and procedures (2:20 to 2:30) Michelle Waitzman

Saskatchewan branch (Diana Pfeifer) (2:30 to 2:45)

Update on ongoing projects (2:45 to 3:30)

Publishing Committee Anne B.

In camera discussion regarding Publications co-chair

Insurance task force Patricia

Certification Berna

EDI task force survey Gael

Transition to G Suite Natasha

Webinars Greg

Career Builder Committee Greg

Update on [policies and procedures revisions](#) Gael

Standards Committee Berna

Website task force Breanne

Career Builder web pages (Lynne Melcombe and Sue Archer) (3:30 to 3:50)

Reports and requests (3:50 to 4:20) Breanne

Vote on privacy [policy](#) and [guidelines](#) (4:20 to 4:30) Gael

Date of AGM (4:30 to 4:40) Heather

Conference (4:40 to 4:50) Heather and Breanne

Branches and twigs (4:50 to 5:00) Anne G.

Next meeting: TBD **Action items due at this meeting**

Adjournment

Appendix B—Financial Policy for Vote

Editors' Association of Canada/Association canadienne des réviseurs

Financial Policy

Effective date: January 1, 2021

1. Policy purpose

The purpose of this policy is to provide transparency about Editors' Association of Canada (Editors Canada) finances and to promote stability by having financial practices described in association documents.

2. Policy statement

Editors Canada is committed to tracking, reporting and measuring financial performance.

3. Applicability

This policy applies to staff and volunteers of Editors Canada, especially directors and the executive director.

4. Responsibility

The executive director of Editors Canada is accountable to the national executive council for the day-to-day financial management of the association.

- This includes all aspects of financial reporting found in the Financial Procedure.
- The approval of the national executive council is required whenever any of the financial practices outlined in the Financial Procedures is modified or set aside.

Directors of the national executive council are responsible for approving the annual budget, staying within the constraints of that budget, creating reasonable financial procedures and overseeing the financial management of the association.

Branch executives are responsible for assigning branch officers to carry out the duties outlined in the Financial Procedures and ensuring that branch expenses do not exceed their branch's financial resources .

5. Contact information

Enquiries about this policy should be directed to the national office of Editors Canada.

info@editors.ca

www.editors.ca / www.reviseurs.ca

416 975-1379
1 866 226-3348 (toll-free)

6. Authority

This policy is issued under the authority of the members of Editors Canada.

Substantive revisions to this policy must be ratified by a vote of the association's national executive council.

7. References

The procedures for implementing this policy appear in the document Financial Procedures.

Appendix C—Financial Procedures for Vote

Editors' Association of Canada/Association canadienne des réviseurs
Financial Procedures
Effective date: January 1, 2021

Purpose

These procedures are to implement the Editors' Association of Canada (Editors Canada) Financial Policy.

Section 1: Budgeting, bookkeeping and reporting

Budgeting

The budget enables the national executive council (NEC) and staff to keep track of and measure financial performance.

The NEC will select a director to act as treasurer. The treasurer has the primary responsibility for working with the executive director on all financial matters. The NEC may also convene a financial committee comprising several directors to discuss financial issues and make recommendations to the NEC and executive director.

The executive director, in cooperation with the treasurer and the financial committee, is responsible for the following activities.

- preparing and presenting a draft annual budget for NEC approval at least one month before the beginning of every fiscal year
- developing the budget with sufficient information to judge the accuracy of the projections of revenues and expenditures
- ensuring that the basis of the budget in any one year is consistent with previous years' financial performance
- identifying revenues and expenditures for different program areas
- updating the NEC each quarter on the performance of the organization in relation to the budget, and presenting recommendations to the NEC that vary from the approved budget if necessary

Bookkeeping and internal controls

Standardized bookkeeping and internal controls are important for meeting Editors Canada's obligations under the *Canada Not-for-profit Corporations Act* and the *Excise Tax Act*, for facilitating financial oversight, and for preventing fraud or mismanagement of its resources.

The executive director is responsible for ensuring the following.

- A complete and up-to-date set of financial records is maintained in a manner consistent with generally accepted accounting principles and bookkeeping standards.
- Account reconciliations and closings are completed properly.

- Segregated accounts are maintained for tracking finances for projects funded through grants to enable timely and accurate financial reporting to funders where required.
- All expenditures made are within the budget, or approval is obtained from the NEC to diverge from the budget by more than 10 percent.
- Payroll and other taxes are submitted as required by law.
- Payroll and other liabilities are settled in a timely manner.
- Adequate oversight of signing authority for all financial transactions is provided.

Financial reporting

It is important that directors and branches have the up-to-date financial information they need to make decisions.

To make sure that information is available at any time, the executive director must do the following.

- report financial results to the NEC in a meaningful way, including performance to budget and year-to-year comparison
- report extraordinary changes to assets and liabilities
- report on any other financial issues that jeopardize the ability of the association to meet its short- and long-term financial obligations, including cash-flow issues and overdue payments
- respond to the advice from auditors on needed improvements to financial management practices by making recommendations to the NEC
- present particular financial reports quarterly or as requested by the NEC

Branch treasurers are responsible for reporting quarterly on branch finances to the executive director.

Branches must either maintain financial records that conform with generally accepted accounting principles and bookkeeping standards, or arrange for this to be carried out through the national office. Branches are responsible for collecting and remitting any required taxes for their branch, including GST/HST and/or payroll taxes.

Section 2: Signing authorities at the branch and director level

Branch officers

Branch chairs are designated as officers of the association, with defined signing authority.

- The national executive council (NEC) has delegated certain specified powers to that role.
- In practice, branches elect their own branch chairs and other positions.
- Each year, the NEC must pass a resolution appointing someone from each branch to the national position of branch officer. This can be done in conjunction with the vote on the branch signing officer, below.

Approving signing officers: branch level

The executive director and the treasurer will ensure that branch signing officers are in place for the association.

After directors are elected at the annual general meeting and the directors choose a treasurer from among themselves, the treasurer will ask branch chairs for the names of their signing officers.

- The signing officer may be the same person as the branch officer (the branch chair) and/or anyone their branch executive delegates. The branch may delegate more than one signing officer from the branch executive.
- When the treasurer receives the names of all the branch signing officers, the NEC will vote to approve the branch officers and branch signing officers.

Approving signing officers: national executive council

The executive director and the treasurer will ensure that NEC signing officers are in place for the association.

After directors are elected at the annual general meeting, the executive director will review the current signing officers and recommend to the NEC changes in signing officers as a result of elections.

There should be four signing officers appointed, including the executive director and treasurer, plus two other directors.

- The NEC must vote on the roster of signing officers.
- Following the vote, the executive director should arrange with the bank to have the signing officers added as signing authorities on the association's accounts.

Section 3: Signing authorities for payments at the executive director level

The executive director has signing authority with the following controls.

1. These are the configurations for who can approve what payment amounts.
 - a. One NEC signing officer or the executive director can approve payments under \$500.
 - b. One NEC signing officer plus the executive director (or plus a second NEC signing officer) are required to approve payments of \$500 to \$5000.
 - c. Two NEC signing officers are required to approve payments over \$5000.
 - d. Exception: any payments to the Receiver General for Canada (HST, payroll remittance and deductions) may be approved by the executive director plus one NEC signing officer.
2. The executive director can approve payments as long as the association's financial statements are within 45 days of being current.

3. Any transfer between accounts requires prior approval, by email, from two NEC signing officers.

4. Use of corporate credit cards belonging to the association is limited to the executive director. Other staff members may use a corporate credit card for association expenses under the supervision of the executive director. Payments made by credit card are subject to the same approval requirements outlined under (1) above. No credit card belonging to Editors Canada may have a credit limit above \$15,000.

The NEC reserves the right to revoke the signing authority of the executive director or any signing officer at any time and for any reason.

Section 4: Signing authority for signing agreements at the executive director level

Contracts and loans

Agreements and contracts can legally obligate the association to spend significant amounts of money, potentially over a long period. It is therefore important to have the NEC approve any large contracts or agreements.

The executive director must not do any of the following without NEC approval.

- enter into new contractual arrangements with vendors that involve annual commitments by the association of more than \$5000 or are longer than three years
- enter into contractual arrangements for goods and services that involve commitments of more than \$5000
- apply for a grant that includes a commitment for the association to spend more than \$1000
- substantially change the organization's banking arrangements or financial institutions
- purchase or enter into contracts in situations where the directors of the NEC or staff have an undeclared conflict of interest as defined in the Editors Canada Conflict of Interest Policy.
- enter into a loan agreement with a bank or financial institution
- overdraw any bank account or approve payments for which there are insufficient funds available

No other representative of Editors Canada (whether a member of the NEC, a committee chair or other volunteer) may enter into a contract or agreement or apply for a grant on behalf of Editors Canada with a value of more than \$1000 unless approved by the NEC.

Purchasing and the protection of assets

The practices below ensure that Editors Canada sources goods and services ethically and transparently, and does not put its assets at unreasonable risk.

The executive director is responsible for the following activities.

- ensuring that where an expense for particular goods or services purchased exceeds \$1000, there is an assessment of the quality and price offered by different vendors

- preparing and issuing requests for proposals (RFPs) where the value of the goods or services exceeds \$3000
- establishing standing offers where the nature of the service to be provided is repetitive
- operating with adequate director, fire, theft and liability insurance in effect, as needed
- operating with effective procedures for the safekeeping of key legal and contractual documents
- operating with procedures for backing up and safekeeping of financial and other key records

Section 5: Cash reserves

It is important to maintain adequate cash reserves for emergency situations and to not spend those reserves on general operational expenses.

The target amount of cash reserves for the association to maintain is at least 3 months' operating costs.

Cash reserves should be invested in low-risk financial products to protect their capital (for example, guaranteed investment certificates, government bonds, or savings accounts).

The NEC must approve any plan to spend any part of the association's cash reserves.

Revisions

Substantive revisions to these guidelines must be ratified by a vote of the association's national executive council.

Appendix D—EDI Task Force Survey

Editors Canada Survey on Equity, Diversity, and Inclusion

Welcome to the Editors Canada Survey on Equity, Diversity, and Inclusion (EDI). The EDI task force has sent this survey to all Editors Canada members and student affiliates. We would like to learn more about how our members and affiliates identify and the identity groups they belong to. We also want to gather information on how our members and affiliates view EDI issues within our profession and within the organization.

The survey has 29 questions, and should take you about 15-20 minutes to complete.

The survey is anonymous. Data responses will be aggregated to preserve anonymity, and the results will not be reported if we receive responses fewer than 10% of the current Editors Canada membership. We will use the results of this survey to help us structure our recommendations to the NEC for supporting EDI initiatives within the organization. These results will be shared with members.

View of profession

For the following questions, please think of your own experience as an editor or a member of the workforce in Canada, as well as your perception of the workforce based on your Canadian experiences.

1. How many years of work experience do you have in Canada? Please enter a numeric response:
 - a.

2. Have you (as an editor/ publishing professional) worked in or worked for a client in a country outside Canada?
 - a. Worked in a country outside Canada: yes/ no
 - b. Worked for clients located outside Canada: yes/ no

3. How long have you been editing?
 - a. Less than 2 years
 - b. 2-5 years
 - c. 6-10 years
 - d. 11-20 years
 - e. Over 20 years
 - f. Prefer not to answer

4. What is your Editors Canada membership status?
 - a. Emeritus member
 - b. Member
 - c. Student affiliate
 - d. Honorary Life Member

- e. Prefer not to answer
5. As an editor, what kind of work do you primarily do?
- a. Freelance
 - b. In-house
 - c. Other (please specify e.g. freelance and in-house combined; retired):
 - d. Prefer not to answer
6. In your opinion, in Canada, editors have equal access to job opportunities regardless of their ethnicity, gender, sexuality, ability, language, religious/faith background, and age.
- a. Agree strongly
 - b. Agree somewhat
 - c. I don't know
 - d. Disagree somewhat
 - e. Disagree strongly
 - f. Prefer not to answer
7. In your workplace or work setting, have you witnessed discrimination based on ethnicity, gender, sexuality, ability, language, religious/ faith background, and/ or age?
- a. Yes
 - b. No
 - c. Maybe/ hard to be sure but I think so
8. In your workplace or work setting, have you experienced discrimination based on ethnicity, gender, sexuality, ability, language, religious/faith background, and/ or age?
- a. Yes
 - b. No
 - c. Maybe/ hard to be sure but I think so

View of organization

In this section, please think of your interactions and experiences with Editors Canada over the past 2 years (or otherwise specified). Please read the following statements and choose the response that best reflects your opinion.

9. I feel Editors Canada is inclusive.
- a. Agree strongly
 - b. Agree somewhat
 - c. I don't know
 - d. Disagree somewhat
 - e. Disagree strongly
 - f. Prefer not to answer

10. Thinking about the Editors Canada events (listed below) that you might have attended over the past 5 years, to what extent would you agree that you have been welcomed and included at these events?

	Agree strongly	Agree somewhat	Don't Know	Disagree strongly	Disagree somewhat	Didn't attend	Prefer not to answer
Branch/twig meeting							
Virtual branch/twig meetings							
In-person seminars							
Webinars							
AGM							
Annual conference							
Facebook group/s or LinkedIn group/s							
Volunteer activity							
Other (please describe)							

11. I feel that the Editors Canada leadership team at the National Executive Council represents my specific interests at the national level.

- a. Agree strongly
- b. Agree somewhat
- c. I don't know
- d. Disagree somewhat
- e. Disagree strongly
- f. Prefer not to answer

12. If you answered "Disagree strongly" or "Disagree somewhat" to the previous question, please describe those "specific interests" briefly here:

13. I feel that the leadership team at my local branch/twig level clearly represents my interests at the local level.

- a. Agree strongly
- b. Agree somewhat
- c. I don't know
- d. Disagree somewhat

- e. Disagree strongly
- f. Prefer not to answer

14. If you answered “Disagree strongly” or “Disagree somewhat” to the previous question, please describe those “interests” briefly here:

15. In my opinion, all Editors Canada members are treated fairly and without discrimination regardless of their ethnicity, gender, sexuality, ability, language, religious/faith background, age, socioeconomic status, and level of professional experience.

- a. Agree strongly
- b. Agree somewhat
- c. I don’t know
- d. Disagree somewhat
- e. Disagree strongly
- f. Prefer not to answer

16. Over the past 2 years, have you either witnessed or personally experienced discrimination at any of the following Editors Canada events?

	Personally Experienced		Witnessed	
	Yes	No	Yes	No
Branch/twig meeting	Yes	No	Yes	No
Virtual branch/twig meetings	Yes	No	Yes	No
In-person seminars	Yes	No	Yes	No
Webinars	Yes	No	Yes	No
AGM	Yes	No	Yes	No
Annual conference	Yes	No	Yes	No
Facebook group/s or LinkedIn group/s	Yes	No	Yes	No
Volunteer activity	Yes	No	Yes	No
Other (please describe)	Yes	No	Yes	No

17. If you answered “yes” to any of the items in Question 16, and are comfortable doing so, please describe what happened (when including details, please avoid mentioning any identifying details to preserve anonymity):

18. In your opinion, Editors Canada needs to prioritize EDI-related issues within the organization.

- a. Agree strongly: EDI issues are extremely urgent
- b. Agree somewhat: EDI Issues are urgent
- c. Neutral: EDI issues are important but so are other issues
- d. Disagree somewhat: EDI issues are not that urgent as other matters should be prioritized
- e. Disagree strongly: EDI issues are not a priority as other matters need more attention
- f. Prefer not to answer

19. In your opinion, what are the EDI-related issues that Editors Canada can address? Please list one to three issues:

Demographics

20. Do you identify as one or more of the following?

- a. Black
- b. East Asian
- c. Hispanic/ Latinx
- d. Indigenous
- e. Middle Eastern
- f. South Asian
- g. Southeast Asian
- h. White
- i. None of the above (please specify):
- j. Prefer not to answer

21. Do you consider yourself as unilingual, bilingual, or multilingual?

- a. Bilingual: Yes / No
- b. Multilingual Yes / No
- c. Unilingual Yes / No

22. What languages do you feel comfortable editing? Please specify:

23. Do you identify as (check all that apply) [Curious about or unsure of any of these terms? Trans Care BC's [glossary](#) is one of many online resources]

- a. Cisgender
- b. Genderqueer or nonbinary
- c. Intersex
- d. Man
- e. Transgender
- f. Two Spirit
- g. Woman
- h. Another group not identified (specify):
- i. Prefer not to answer

24. What is your sexual orientation? [Curious about or unsure of any of these terms? Trans Care BC's [glossary](#) is one of many online resources]

- a. Asexual
- b. Ace-spectrum
- c. Bisexual

- d. Gay
- e. Heterosexual or straight
- f. Lesbian
- g. Pansexual
- h. Queer
- i. Another orientation not identified here (specify):
- j. Prefer not to answer

25. Which belief system/ religious practice/ spiritual affiliation (if any) do you practice or follow the tenets of (check all that apply)?

- a. Buddhism
- b. Christianity
- c. Hinduism
- d. Indigenous spirituality
- e. Islam
- f. Judaism
- g. Sikhism
- h. Other (please specify):
- i. Prefer not to answer

26. What is your age range?

- a. Under 20
- b. 20-30
- c. 31-40
- d. 41-50
- e. 51-60
- f. 61-70
- g. 71+
- h. Prefer not to answer

27. Do you have any disabilities or needs that affect your work directly or indirectly?

- a. Yes
- b. No
- c. Prefer not to answer

28. Do you have any disabilities or needs that affect access to Editors Canada groups or events?

- a. Yes
- b. No
- c. Prefer not to answer

29. What could Editors Canada do to make you feel more included and represented within the organization? Please add any specific suggestions here:

Appendix E—Policies and Procedures Revisions



EDITORS
RÉVISEURS
CANADA

Governance Commenting Form / Formulaire de commentaire sur les textes de gouvernance

Use this form to provide your comments on the Editors' Association of Canada policies, procedures and guidelines. / Ce formulaire est mis à votre disposition pour transmettre vos commentaires au sujet des politiques, des procédures et des lignes directrices de l'Association canadienne des réviseurs.

Notes:

- The policies, procedures and guidelines are listed below in alphabetical order (by the English name).
- The (M) means the document needs a member vote at an AGM to revise it. The (NEC) means revisions can be approved by just the national executive council.
- There is a space at the end to suggest new documents if you think there is a governance gap.

Bon à savoir :

- Les textes de politique, de procédures et de lignes directrices listés ci-dessous suivent l'ordre alphabétique de leurs titres en anglais.

- La mention (M) indique que le texte nécessite un vote des membres effectué en AGA pour sa modification. La mention (CAN) indique qu'une simple approbation du conseil d'administration national suffit.
- Si un élément pour la bonne gouvernance de l'association vous semble manquant, un espace en fin de document a été réservé à la suggestion d'élaboration de nouveaux textes.

Affiliate Policy (M) / Politique d'affiliation (M)			
Your name / Votre nom	Comment (include the text you are referring to) / Commentaire (veuillez inclure le texte auquel vous faites référence)	Proposed change / Changement proposé	NEC observations / Observations du CAN
Affiliate Procedures (M) / Procédures d'affiliation (M)			
Your name / Votre nom	Comment (include the text you are referring to) / Commentaire (veuillez inclure le texte auquel vous faites référence)	Proposed change / Changement proposé	NEC observations / Observations du CAN
Gael Spivak	Add criteria for student affiliates (proof of student status)	Students must provide proof of student status. This can be any document showing the name of the educational institution, their name and a date (including the year), such as <ul style="list-style-type: none"> ● a tuition receipt, ● a signed letter from a professor, or ● an unofficial transcript. 	
Gael Spivak	Add text on what counts as eligibility for student affiliate status	Use what is now on the website and add a line about PD not counting. Website: "Anyone enrolled part-time in an editing or editing-related post-secondary program or in full-time	

		<p>post-secondary studies in any discipline can become a student affiliate.”</p> <p>And add: "Experienced editors taking courses for professional development do not qualify for student affiliate status."</p>	
Gael Spivak	Affiliates receive a free subscription to Active Voice / La Voix active. (It's in 8 spots in the procedure document.)	Remove: no longer doing Active Voice	
Gael Spivak	member discounts on publications	Justification (from a lengthy NEC discussion): “Moving forward, it wouldn’t be a bad thing to have a set policy that association-developed publications be priced according to development costs (as per real world publishing) and members pay that price (or slightly lower), and non-members pay a premium price.”	
Gael Spivak	Affiliate students are also allowed to volunteer for the association, a benefit that is not permitted to other affiliates.	<p>Add “including in leadership positions in branches and twigs, and national committees., except for...” [Anything? Do we want to limit this, like for branch chair or treasurer positions? If so, based on what reasoning that is not ageist or elitist?]</p> <p>Note that the Membership Procedures says that “standing for elected positions “ is a “rights of membership.”</p>	

Awards and Scholarship Policy (NEC) / Politique d'attribution des prix et des bourses d'études (CAN)			
Your name / Votre nom	Comment (include the text you are referring to) / Commentaire (veuillez inclure le texte auquel vous faites référence)	Proposed change / Changement proposé	NEC observations / Observations du CAN
Awards and Scholarship Procedures (NEC) / Procédures d'attribution des prix et des bourses (CAN)			
Your name / Votre nom	Comment (include the text you are referring to) / Commentaire (veuillez inclure le texte auquel vous faites référence)	Proposed change / Changement proposé	NEC observations / Observations du CAN
	This was an NEC motion in August: Editors Canada stop giving cash prizes for the runners-up of the Tom Fairley award and will award a cash prize to the winner only, beginning with the 2021 award.	Reasoning for these 3 NEC changes: The awards are meant to be funded entirely by donations and we've struggled to get enough donations to cover the awards for several years now (though the Karen Virag Award received a substantial donation from the Edmonton twig so that award is funded for the next few years). In the past, we have made up any shortfall in donations from the association's general funds, which we are not supposed to do.	
	This was an NEC motion in August: The Karen Virag Award, that "The award recipient will		

	also receive a plaque in a presentation ceremony at the annual conference.“ be changed to “The award recipient will also receive a certificate in a presentation ceremony at the annual conference.“		
	This was an NEC motion in August: that “The recipient of the Lee d’Anjou Volunteer of the Year Award will receive a commemorative plaque, which will be presented at the annual Editors Canada conference.” be changed to “The recipient of the Lee d’Anjou Volunteer of the Year Award will receive a commemorative certificate, which will be presented at the annual Editors Canada conference.”		
Gael Spivak	Judges section of the Tom Fairley Award (page 2): “. Whenever possible, no more than two of the three judges should be resident in the same geographic area.l”	“Whenever possible, no more than two of the three judges should live in the same geographic area.”	
Gael Spivak	Each year, the Editors Canada national executive council appoints a scholarship coordinator. The scholarship coordinator is normally the past president of the association. If the past president is unable to serve, the national executive council may appoint another association member as scholarship coordinator.	We’ve been having the awards coordinator do this. Should just change the procedure to reflect this, or leave as it for flexibility (and the past president can delegate this each year to the awards coordinator).	
Gael Spivak	Add text about no self-nominations to the Karen Virag Award	Self-nominations are not allowed.	
Gael Spivak	Add text about no self-nominations to the Lee d’Anjou Volunteer of the Year Award and President’s Award for Volunteer Service	Self-nominations are not allowed.	

Branch and Twig Policy (M) / Politique des sections et des ramifications (M)			
Your name / Votre nom	Comment (include the text you are referring to) / Commentaire (veuillez inclure le texte auquel vous faites référence)	Proposed change / Changement proposé	NEC observations / Observations du CAN
Gael Spivak	twig coordinators	Can we just start calling them twig chairs? It's so hard to say and write "branch chairs and twig coordinators." I don't see any reason to distinguish between the roles this way.	
Gael Spivak	Branch officers, who are appointed under section 6.01(f) of Bylaw No. 1 (2014), submit quarterly and annual financial reports to the national executive council on behalf of their branches.	We don't require quarterly reports anymore, so update the text to be more flexible. "Branch officers, who are appointed under section 6.01(f) of Bylaw No. 1 (2014), must submit the following: <ul style="list-style-type: none"> ● reports as required by the national executive council (NEC) ● annual financial reports to the NEC."	
Branch and Twig Procedures (M) / Procédures des sections et des ramifications (M)			

Your name / Votre nom	Comment (include the text you are referring to) / Commentaire (veuillez inclure le texte auquel vous faites référence)	Proposed change / Changement proposé	NEC observations / Observations du CAN
Gael Spivak	The activities of the twig will be coordinated by two twig coordinators, (Coordinator appears several times in the document.)	Change to twig chairs. As above: It's so hard to say and write "branch chairs and twig coordinators." I don't see any reason to distinguish between the roles this way.	
Gael Spivak	Branches: "Every year, each branch must elect an executive of at least four people that performs at a minimum the functions of chair, treasurer, secretary and marketing/public relations."	Add "People on the executive must be members or student affiliates of Editors Canada."	
Gael Spivak	Twig governance: "The coordinators must be members of the association."	Change to members or student affiliates	
Gael Spivak	Through the regional directors of branches and twigs, each branch and twig must submit <ul style="list-style-type: none"> ● a quarterly report of its activities, including a financial report, to the national executive council, and ● an annual report to the membership to be included in the annual report of the association. 	We don't require quarterly reports anymore, so update the text to be more flexible. Each branch and twig must submit the following: <ul style="list-style-type: none"> ● reports as required by the national executive council (NEC), including financial information ● an annual report to the membership to be included in the annual report of the association. 	
Gael Spivak	When a branch or twig is dissolved, each of its members chooses which other branch or twig to join. After all debts (if any) are paid, the money follows the EAC members in good standing to whatever branch or twig they choose, or by default to the parent branch.	Change EAC to Editors Canada members or student affiliates	
Gael Spivak	Each branch and twig must call a minimum of four membership meetings a year, one of which must be an annual general meeting of the branch or twig that	Elizabeth d'Anjou asked the NEC about changing this requirement for the Kingston	

	<ul style="list-style-type: none"> includes executive/coordinator elections (as appropriate), and is held before the national annual general meeting. 	<p>Twig, saying it is too hard to have their AGM before the national one.</p> <ul style="list-style-type: none"> Can't this be done by Zoom? Several items follow, in sequence, after the national AGM. Is having one twig doing this at a different time disruptive? How do we word this to make sure the other branches and twigs continue to do it before the AGM (and we really do need branches, especially, to do theirs before the national AGM). 	
Gael Spivak	Remove "parent branch" from the procedure. The term "parent branch" means pretty much nothing in terms of governance, except for in the case of dissolution of a twig.		

Certification Policy (NEC and certification steering committee) / Politique sur le programme Editors Canada certification (CAN et Comité directeur du programme Certification)			
Your name / Votre nom	Comment (include the text you are referring to) / Commentaire (veuillez inclure le texte auquel vous faites référence)	Proposed change / Changement proposé	NEC observations / Observations du CAN

Your name / Votre nom	Comment (include the text you are referring to) / Commentaire (veuillez inclure le texte auquel vous faites référence)	Proposed change / Changement proposé	NEC observations / Observations du CAN

Confidentiality Policy (M) / Politique de confidentialité (M)			
Your name / Votre nom	Comment (include the text you are referring to) / Commentaire (veuillez inclure le texte auquel vous faites référence)	Proposed change / Changement proposé	NEC observations / Observations du CAN
Gael Spivak	personal information protected by the federal Personal Information Protection and Electronic Documents Act.	We actually are not bound by that legislation (but good privacy practices should follow the same principles). Change it to: “personal information as defined in the federal Personal Information Protection and Electronic Documents Act.”	
Gael Spivak	Editors Canada will comply with all relevant provisions of the Personal Information Protection and Electronic Documents Act with respect to collecting, using, storing and disposing of confidential information.	We are not bound by that legislation (but good privacy practices should follow the same principles). Change it to: Editors Canada will follow robust privacy principles (defined in the Personal Information Protection and Electronic Documents Act) when collecting, using, storing and disposing of confidential information.	

**Confidentiality Procedures (M) /
Procédures de confidentialité (M)**

Your name / Votre nom	Comment (include the text you are referring to) / Commentaire (veuillez inclure le texte auquel vous faites référence)	Proposed change / Changement proposé	NEC observations / Observations du CAN
Gael Spivak	twig coordinators	If changing this the twig chairs (see my comment under the Branch and Twig Policy), change all in this document.	
Gael Spivak	NEC in camera minutes are securely stored at the national office, separate from regular meeting minutes.	Change to “by” not “at” (they are not physically stored at the office; they are stored electronically, by the office).	

**Conflict of Interest Policy (NEC) /
Politique de gestion des conflits d'intérêts (CAN)**

Your name / Votre nom	Comment (include the text you are referring to) / Commentaire (veuillez inclure le texte auquel vous faites référence)	Proposed change / Changement proposé	NEC observations / Observations du CAN

Honorary Life Membership Policy (M) / Politique d'attribution du statut de membre honoraire à vie (M)			
Your name / Votre nom	Comment (include the text you are referring to) / Commentaire (veuillez inclure le texte auquel vous faites référence)	Proposed change / Changement proposé	NEC observations / Observations du CAN
	There should be no changes to this set of documents because they were just approved in June 2020		

Honorary Life Membership Procedures (M) / Procédures d'attribution du statut de membre honoraire à vie (M)			
Your name / Votre nom	Comment (include the text you are referring to) / Commentaire (veuillez inclure le texte auquel vous faites référence)	Proposed change / Changement proposé	NEC observations / Observations du CAN
	There should be no changes to this set of documents because they were just approved in June 2020		

Membership Policy (M) / Politique d'adhésion (M)			
Your name / Votre nom	Comment (include the text you are referring to) / Commentaire (veuillez inclure le texte auquel vous faites référence)	Proposed change / Changement proposé	NEC observations / Observations du CAN
Membership Procedures (M) / Procédures d'adhésion (M)			
Your name / Votre nom	Comment (include the text you are referring to) / Commentaire (veuillez inclure le texte auquel vous faites référence)	Proposed change / Changement proposé	NEC observations / Observations du CAN
Gael Spivak	It's time to remove this in the title "(Replacing Rules and Regulations No. 3: Membership Categories in the Association, October 2006)"		
Gael Spivak	voting (in branch-level or national-level votes)	Add "twig"	
Gael Spivak	Benefits of membership include the following (additional fees may apply): ... use of online services: branded email address, Interactive Voice (or equivalent), job board, member logo, hotlines access to insurance packages free subscription to Active Voice / La Voix active	Remove Interactive Voice. Remove hotlines? (Does anyone have a hotline anymore?) Remove "access to insurance packages" (insurance has been so problematic, and we've had a task force looking at this for a long, long time). Remove mention of Active Voice, as we are no longer producing it.	

**Membership Fee Relief Policy (NEC) /
Ce texte n'est pas définitif; il n'existe donc pas de version en français disponible de ce texte.**

Your name / Votre nom	Comment (include the text you are referring to) / Commentaire (veuillez inclure le texte auquel vous faites référence)	Proposed change / Changement proposé	NEC observations / Observations du CAN

**Membership Fee Relief Guidelines (NEC) /
Ce texte n'est pas définitif; il n'existe donc pas de version en français disponible de ce texte.**

Your name / Votre nom	Comment (include the text you are referring to) / Commentaire (veuillez inclure le texte auquel vous faites référence)	Proposed change / Changement proposé	NEC observations / Observations du CAN

**National Nominations Policy (NEC) /
Politique de mise en candidature à l'échelle nationale (CAN)**

Your name / Votre nom	Comment (include the text you are referring to) / Commentaire (veuillez inclure le texte auquel vous faites référence)	Proposed change / Changement proposé	NEC observations / Observations du CAN

Partnership Policy (NEC) / Politique de partenariats (CAN)			
Your name / Votre nom	Comment (include the text you are referring to) / Commentaire (veuillez inclure le texte auquel vous faites référence)	Proposed change / Changement proposé	NEC observations / Observations du CAN
Gael Spivak	twig coordinators	If changing this to twig chairs (see my comment under the Branch and Twig Policy), change all in this document.	
Partnership Guidelines (NEC) / Lignes directrices sur les partenariats (CAN)			
Your name / Votre nom	Comment (include the text you are referring to) / Commentaire (veuillez inclure le texte auquel vous faites référence)	Proposed change / Changement proposé	NEC observations / Observations du CAN
Gael Spivak	twig coordinators	If changing this to twig chairs (see my comment under the Branch and Twig Policy), change all in this document.	

Privacy Policy (NEC) / Politique de protection des renseignements personnels (CAN)			
Your name / Votre nom	Comment (include the text you are referring to) / Commentaire (veuillez inclure le texte auquel vous faites référence)	Proposed change / Changement proposé	NEC observations / Observations du CAN
Gael Spivak		The entire document needs to be updated to fix incorrect text (the association is not required to follow the Personal Information Protection and Electronic Documents Act, for example). And we need to expand on privacy principles (and why it's a good idea to follow them). It also needs a procedure document.	
There is no procedure document for this policy. / Il n'existe pas de texte de procédures pour cette politique.			

Volunteer Policy (NEC) / Politique de bénévolat (CAN)			
Your name / Votre nom	Comment (include the text you are referring to) / Commentaire (veuillez inclure le texte auquel vous faites référence)	Proposed change / Changement proposé	NEC observations / Observations du CAN
Gael Spivak	Applicability This policy applies to all association members who volunteer for the association.	Add student affiliates.	
	Volunteer involvement is open only to members (as a benefit of membership).	Add student affiliates.	
Volunteer Guidelines (NEC) / Lignes directrices sur le bénévolat (CAN)			
Your name / Votre nom	Comment (include the text you are referring to) / Commentaire (veuillez inclure le texte auquel vous faites référence)	Proposed change / Changement proposé	NEC observations / Observations du CAN
Gael Spivak	Volunteers are drawn from among the members of the association.	Add student affiliates. But only in that one spot because the text goes on to explain why student affiliates can volunteer.	
Gael Spivak	twig coordinators	If changing this to twig chairs (see my comment under the Branch and Twig Policy), change all in this document.	
Gael Spivak	Where honoraria are proposed for branch or twig volunteers, the honorarium requests <ul style="list-style-type: none"> • are reviewed and approved by the branch executive, • form part of the annual budget of the branch... 	Add "twig."	

Volunteer Expense Reimbursement Procedures (NEC) / Procédures de remboursement des dépenses des bénévoles (CAN)			
Your name / Votre nom	Comment (include the text you are referring to) / Commentaire (veuillez inclure le texte auquel vous faites référence)	Proposed change / Changement proposé	NEC observations / Observations du CAN
Gael Spivak	Travel by airplane	Volunteers must not use a travel agent for booking flights because of the expense this incurs.	
Gael Spivak	Expense reimbursement requests will be approved once received and, whenever possible, will be paid in the next month-end cheque run.	Update to reflect that we are moving to e-transfers?	
Gael Spivak	Complete the Expense Reimbursement form, attach all receipts and mail it to the national office. Original receipts must be provided. <ul style="list-style-type: none"> • If a purchase was made electronically, a printed copy of the receipt must be included. • If all expenses were paid electronically, the form and PDF copies of receipts may be submitted by email to the national office. 	Don't we allow electronic submission now (scanned receipts)?	

Workplace Harassment Policy (NEC) / Politique sur le harcèlement au travail (CAN)			
Your name / Votre nom	Comment (include the text you are referring to) / Commentaire (veuillez inclure le texte auquel vous faites référence)	Proposed change / Changement proposé	NEC observations / Observations du CAN

Workplace Harassment Procedures (NEC) / Procédures en matière de harcèlement au travail (CAN)			
Your name / Votre nom	Comment (include the text you are referring to) / Commentaire (veuillez inclure le texte auquel vous faites référence)	Proposed change / Changement proposé	NEC observations / Observations du CAN

**Suggest new policies and procedures/guidelines if you perceive a gap. /
Suggestion de nouvelle politique ou de nouveau texte de procédures ou lignes directrices en cas
d'élément manquant observé**

Your name / Votre nom	Document type	What gap will it address?	Proposed wording, if any	NEC observatio ns / Observatio ns du CAN
Michellel Waitzman and Gael Spivak	Financial policy and/or procedure	More guidance for the executive director and stronger NEC oversight for budgeting, bookkeeping, contracts, financial reporting, etc.,	Expand on the Branch Officers and Signing Officers Procedures.	Agreed. This is already in progress.

Appendix F—Standards Committee Report

Director of Professional Standards, Berna Ozunal

Quarterly report to national executive council for meeting of November 29, 2020/ Rapport trimestriel en vue de la réunion du conseil d'administration national du 29 novembre, 2020

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

- Standards committee
- Certification steering committee (CSC)

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

STANDARDS COMMITTEE

- Work is underway to determine objectives and deliverables for 2021

CSC

- The 2020 stylistic editing examination was delivered to 11 candidates and went quite well
- Fundamentals exam question bank has been populated, the committee is looking for ways to pilot it, and the current anticipated launch date is first quarter 2021
- Planning is underway for a two-exam delivery year in 2021, and work is being done to prepare the structural and proofreading exams for 2021
- Rethink and exploring ways to offer remote proctoring are ongoing

3. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities / Priorités pour le prochain trimestre (vos priorités à titre de directeur ou directrice et non pas les priorités de vos comités ou régions)

STANDARDS COMMITTEE

- Working with publications and CSC to determine approach to materials needed to support various EC needs that are based on standards (meeting to be booked for all three committees plus director of communications for early 2021)
- Developing proposals with finalized objectives and deliverables

CSC

- Planning two-exam delivery year in 2021, and work is being done to prepare the structural and proofreading exams for 2021
- Rethink and exploring ways to offer remote proctoring
- Submitting proposal for conference re: certification process

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

- None at this time

Appendix G—Career Path Development Website Proposal

Career Path Development – Website Proposal

The Career Builder Committee is proposing to take ownership of the “Find work” section of the Editors Canada website and expand it into an ongoing career information hub with regular content updates.

This change will help our members develop their careers and find work. It will also increase the value of an Editors Canada membership as it will be for members only.

Overview

The career path team has done the following work that has led to this proposal.

- Created a content inventory of existing Editors Canada career resources:
 - Publications (including Active Voice articles)
 - Editors' Weekly posts
 - Webinars
 - Conference materials
 - YouTube videos
 - General website information
- Developed standardized categories for these resources based on existing models (including the ODE and EFA website) that can be used to create specialized web pages that collect resources from across all content sources into an information hub:
 - Career Stage
 - Student
 - New Editor
 - Freelance Editor
 - In-House Editor
 - Experienced Editor
 - Editor “Plus” (indexer, designer, writer, translator, etc.)
 - Industry
 - Education & Academia
 - Corporate & Government
 - Publishing
 - Non-Profit
 - STEM
- Identified three sub-topics for each of the above category pages that will be used to group existing content and identify gaps for each of the specialized areas:
 - Build Your Community: resources relating to networking
 - Build Your Skills: resources related to knowledge and training
 - Build Your Portfolio: resources related to finding work (including the ODE)
- Initiated analysis of existing content to identify gaps where further content should be sourced/developed (through development of webinars, blog posts, conference sessions, etc.). This will be continuing in 4Q.

- Initiated a survey to members to help identify which of the categories (by career stage and by industry) are top priorities for addressing any identified content gaps. This survey was submitted for the November eNews but may need to be delayed depending on plans for other Editors Canada surveys.

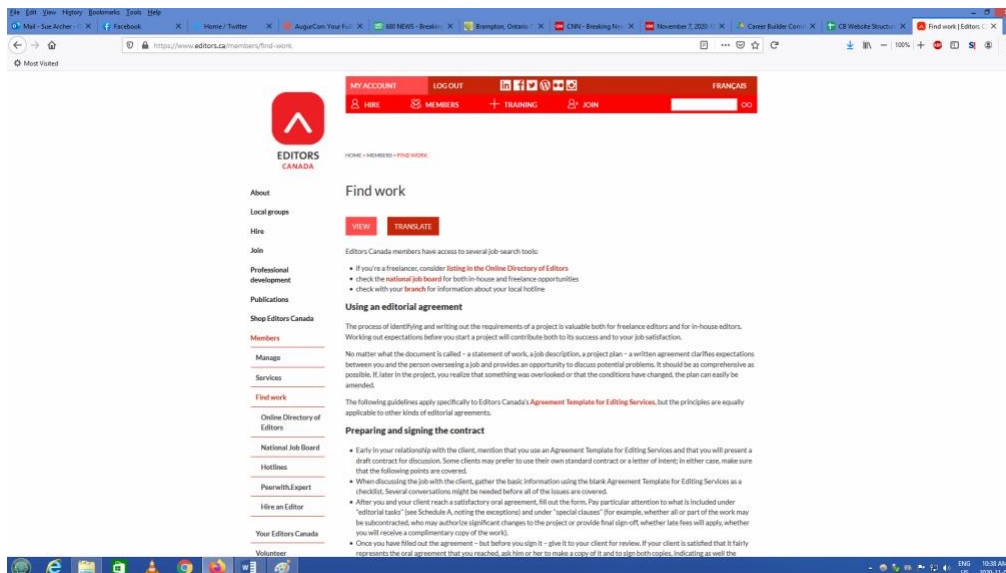
Dependencies

- One or more members of our committee will need access to be able to update the website dynamically as changes come in
- We will need ongoing support from the translation team to translate updates
- We will need to continue to work with other committees to build processes to (a) identify upcoming content for posting on the website on an ongoing basis to keep it current and (b) provide suggestions to other committees on content to address gaps.

Proposed Website Structure

Here is our proposal for the revised website structure and content.

- 1) **Build Your Career:** The “Find work” page will be renamed “Build Your Career.” On this main page, we will provide a summary, the latest news on changes and additions, links to our existing general career resources and publications (like the Pathways to Success, Career Builder checklist, and Career Guide), and a guide to the Build Your Career secondary pages, which will house a collection of links to Editors Canada and other resources for specialized career areas.



- 2) **Secondary Pages:** We will build and maintain the following secondary specialized pages under the main Build Your Career page.
 - a. By Career Stage
 - i. Student
 - ii. New Editor
 - iii. Freelance Editor
 - iv. In-House Editor
 - v. Experienced Editor

- vi. Editor “Plus”
- b. By Industry
 - i. Education & Academia
 - ii. Corporate & Government
 - iii. Publishing
 - iv. Non-Profit
 - v. STEM

Appendix H—Director Reports

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President, Heather Buzila

Quarterly report to national executive council for meeting of November 29, 2020

1. List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs)
 - Student relations committee
 - Francophone adviser
 - HR committee

2. Note successes, accomplishments and challenges from the past quarter
 - Successfully transitioned to holding online NEC meetings, and worked out a system for planning the agenda to cover topics for discussion.
 - Worked with the francophone adviser to begin the process of reestablishing the agrément exam.
 - Supported other directors and committees as necessary.
 - In my role as conference chair, held meetings with the committee volunteers, researched and signed a contract with an event agency, researched a conference platform, and led various discussions on conference theme, streams, and keynote speakers.

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

Strategic	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"> ● Continue to promote awareness of Editors Canada among my colleagues through my work as well as through my duties as NEC president 	<ul style="list-style-type: none"> ● I continue to promote Editors Canada with my colleagues by forwarding webinar announcements and info about branch/twig events. I have also forwarded the call for speaker proposals for the conference.
Bilingual and Diverse	Bilingual	<ul style="list-style-type: none"> ● Work with the francophone adviser to revive the agrément exam ● Continue working with the translation team for translation of meeting agendas and other documents 	<ul style="list-style-type: none"> ● I continue to work with the francophone adviser as requested. ● I continue to work with the translation team and have recently connected with them about

			translating conference document.
Innovative and Agile	Try new things	<ul style="list-style-type: none"> • Continue research into planning a virtual conference • Continue planning monthly virtual NEC meetings via Zoom 	<ul style="list-style-type: none"> • Along with the national conference adviser, I have decided on an event agency to help with production of the 2021 conference. We are currently researching which platform to use for the conference. • We continue to hold NEC meetings via Zoom, and I am continuously trying to find ways to streamline the agenda while still covering all necessary topics.
Communications and Marketing	Internal	<ul style="list-style-type: none"> • Provide meeting updates each month in the e-news to promote transparency • Invite twigs and branches to attend monthly NEC meetings via Zoom 	<ul style="list-style-type: none"> • I provided updates on the two September NEC meetings in the October e-news; I will provide an update of the October and November meetings in the December e-news. • The Nova Scotia twig attended the Sept. 27 NEC meeting, and the Hamilton-Halton twig attended the Oct. 25 meeting. The Saskatchewan branch is set to attend the Nov. 29 meeting.
Membership: Increased and Engaged	Increased membership	<ul style="list-style-type: none"> • Continue working with the student relations committee to reach more possible student affiliate members 	<ul style="list-style-type: none"> • I continue to provide support to the student relations committee when required.

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

- Continue to provide updates to members about NEC meetings via the monthly e-news.

- Schedule and plan NEC meetings for January to June 2021
- Continue my work as conference chair
- Provide support to directors and committees as needed

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

- none

Vice President, Breanne MacDonald

Quarterly report to national executive council for meeting of November 29, 2020 / Rapport trimestriel en vue de la réunion du conseil d'administration national du 29 novembre 2020

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

- Awards coordinator
- Website taskforce (to be formed)

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

- As conference advisor, continued to support the 2021 conference committee and worked on securing an agency and looking for a platform to transition to a virtual conference.
- Provided support to the president as needed.
- Provided support to the awards coordinator as needed.
- Had NEC vote to establish a website taskforce, but need to find time to write a brief and get this going.

Awards Coordinator:

- Worked on recruiting judges for the Claudette Upton Scholarship and the Karen Virag Award.
- Worked with office to update awards-related documentation (calls for nominations, confidentiality agreements, etc.).
- Wrote a post for the Editors' Weekly.

3. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities / Priorités pour le prochain trimestre (vos priorités à titre de directeur ou directrice et non pas les priorités de vos comités ou régions)

- Write a website taskforce brief and recruit a taskforce leader and volunteers.
- Continue to support the conference committee, including choosing and setting up a platform and recruiting keynote speakers.
- Continue to provide any support to awards coordinator and president as needed.

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

- None at this time.

Past President, Gael Spivak

Quarterly report to national executive council for meeting of November 29, 2020

1. **List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs)**
 - Equity, Diversity and Inclusion task force

2. **Note successes, accomplishments and challenges from the past quarter**
 - Helped finalize setting up the Equity, Diversity and Inclusion task force and the adviser position.
 - Launched the governance review.
 - Wrote a new privacy policy and its guidelines.
 - Submitted comments on the Canadian General Standards Board translation standard that is often used to keep editors from qualifying for government contracts.
 - Finalized the new partnership agreement with CIEP (Chartered Institute of Editing and Proofreading).

3. **State priorities for the next quarter (your priorities as director, not your committees' or region's priorities)**
 - Participate in an all-day meeting on reviewing comments on the translation standard.
 - Do the next stage in the governance review.
 - Start getting copyright forms signed again.
 - Support the equity, diversity and inclusion task force.
 - Follow up with the equity, diversity and inclusion adviser re: the position description.

4. **Your own requests or questions for the national executive council (not your committees' requests, which are in their reports)**
 - none

Treasurer, Michelle Waitzman

Quarterly report to national executive council for meeting of November 29, 2020/ Rapport trimestriel en vue de la réunion du conseil d'administration national du 29 novembre, 2020

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

- n/a
-

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

- Worked with new bookkeepers, explaining how branches'/twigs' finances work and other quirks of Editors Canada's finances
- Finalized financial policy and procedures for NEC vote
- Worked with ED and financial committee on draft 2021 budget
- Worked with ED and NEC on setting membership fees for next year
- Did not have up-to-date financial reports to see how this year is unfolding for us

Status update on any activities you, as director, want to accomplish, outside of supporting your committee(s) / Mise à jour des activités que vous, à titre de directeur ou directrice, voulez accomplir en dehors du soutien que vous offrez à vos comités.

Strategic Priority / Priorité stratégique	Outcome (in the strategic plan) / Résultat (dans le Plan stratégique)	Actions (from the list in the plan or others that you have determined will meet the intended outcomes) / Mesures (à partir de la liste du plan ou d'autres actions que vous avez retenues pour atteindre vos objectifs)	Update (what you have done to advance those actions) / Mise à jour (les progrès que vous avez faits)
Represent Canada's Editors / Représenter les réviseurs du Canada	See page 8 of the strategic plan. / Voir page 8 du Plan stratégique.	Become the authority on editing: <ul style="list-style-type: none"> • certification, standards, training. 	<ul style="list-style-type: none"> • Provide support for certification committee as they continue transition to remote testing and launch fundamentals testing
Bilingual and Diverse / Bilinguisme et diversité	See page 9 of the strategic plan. / Voir page 9 du Plan stratégique.	<ul style="list-style-type: none"> • See page 9 of the strategic plan. / Voir page 9 du Plan stratégique. 	<ul style="list-style-type: none"> •
Innovative and Agile / Innovation et agilité	See page 10 of the strategic plan. / Voir page 10 du	<ul style="list-style-type: none"> • Get things done. • Start with the goals most easily achieved. 	<ul style="list-style-type: none"> • Work with bookkeepers to ensure branches are following GST/HST regulations

	Plan stratégique.	<ul style="list-style-type: none"> • Don't proceed haphazardly, but use the right tool for the right job. 	<ul style="list-style-type: none"> • Keep exploring ways to automate more admin tasks at low cost to save staff time
Communications and Marketing / Communication et marketing	See page 11 of the strategic plan. / Voir page 11 du Plan stratégique.	<ul style="list-style-type: none"> • Members are well-informed about the association. 	<ul style="list-style-type: none"> • Prioritize transparency so that the reasons for financial decisions are clear to directors, committees and other members
Membership: Increased and Engaged / Membres plus nombreux et plus actifs	See page 12 of the strategic plan. / Voir page 12 du Plan stratégique.	<ul style="list-style-type: none"> • Increase retention. 	<ul style="list-style-type: none"> • Find ways to be flexible to help members who are struggling financially

3. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities / Priorités pour le prochain trimestre (vos priorités à titre de directeur ou directrice et non pas les priorités de vos comités ou régions)

- Finalize 2021 budget
- Help ED prepare for year-end
- Analyse 2020 financial situation and government subsidies received/available

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

- n/a
-

Regional Director of Branches and Twigs, Anne Godlewski

<to come>

Director of Communications and Marketing, Sue Bowness

Quarterly report to national executive council for meeting of November 26, 2020 (Q4)

1. **List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs)**
 - Communications and marketing committee (Myingthungo Shitio)
 - Editors' Weekly blog (Lucy Payette)
 - Membership Survey (Susan Chambers)

2. **Note successes, accomplishments and challenges from the past quarter**
 - I have now met with most my reports and committees requiring MarCom services and I am connecting volunteers to projects.
 - I have worked on the copyright policy and procedure documents, and moved those towards being final. I have reached out to a lawyer for a final overview.
 - We have instated a regular biweekly meeting for the MarCom committee and established a Google Drive space for document sharing.
 - With the invaluable help of Michelle Ou, we created a campaign for the webinar sale to be sent out around Black Friday.
 - I met with the Publications committee, Career Builder Committee, and Greg Ioannou regarding self-publishers, to find out about outreach needs for all of these projects.
 - I reconnected with Michell Ou about the Google Adwords and need to do more with this resource. We decided a dedicated volunteer would be helpful so I found one.
 - I connected with the Marcom committee, and we found volunteers to connect with the projects identified. We now have 2 volunteer liaisons for the Career Builder committee, one to connect with its Networking subgroup and one to connect with its external relations subgroup (self publishing) to liaise regarding promotion for these projects. We also have a dedicated volunteer for the Google Adwords project. Another volunteer is liaising with the student committee for our project to reach out to students.
 - The marcom committee continues to work on its social media guide already in progress.

3. **State priorities for the next quarter (your priorities as director, not your committees' or region's priorities)**
 - Continue to check in with and connect volunteers as needed for various projects:
 - Social media campaigns to reach out and promote editors in various groups: students, lapsed members, self-publishers
 - Social media campaign to help show organizations the benefits of hiring a professional editor
 - Career Builder committee work
 - Publications committee work
 - Continue to support Marcom committee as it moves ahead with new work
 - Move the membership survey ahead

4. **Requests or questions for the national executive council**

- Nothing at this time.

Volunteer Relations Director, Patricia MacDonald

Quarterly report to national executive council for meeting of November 29, 2020

1. List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs)

- Facebook group (members-only) monitor
- Improving access to member services task force
- Insurance task force
- List monitor
- Mediator
- Member services committee
- Translation group
- The Vine
- Volunteer management committee

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

The improving access to member services task force has gotten 84 replies to our recent survey (out of 131 people on the Vine email list), which is a fabulous response. The task force will be analyzing the results and preparing a report for the NEC.

The insurance task force has started looking into insurance carriers for a Life and Health Insurance package and will move on to E & O insurance and home and auto packages after that.

Our new mediator has had no cases since taking over in July. I suggested that she remind members of this service in the next e-news update. She plans to encourage people to reach out even if the desire for mediation is one sided (i.e., to seek advice on how to handle an issue before it escalates).

Member services is busy updating the welcome kit and 15 Reasons to Join Editors Canada. The committee is hoping to revamp the job board, but volunteers are needed.

The translation group is busy and is recruiting new members in anticipation of an even greater workload in the coming year.

Attendance for Vine meetings dipped over the summer, but the numbers are up again.

The new volunteer handbook and committee book are up on the website. Finally! Work has begun on the volunteer spreadsheet (the replacement for the volunteer directory).

I'm continuing to contact members who indicate they are interested in volunteering during the join/renew process (new volunteers only). Sylvie Collin is contacting francophone members.

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	<ul style="list-style-type: none"> ● Work on a gradual shift in culture to be a truly bilingual association. ● Broaden reach geographically, with more local groups and more online benefits for remote groups. 	<ul style="list-style-type: none"> ● Recruit francophone volunteers to make this happen. ● Supervise the task force for improving access to member services. 	<ul style="list-style-type: none"> ● I am forwarding potential francophone volunteers to Sylvie Collin, the francophone adviser. ● La Vigne, a francophone version of the Vine, launched in June. They are planning to survey their members in January.
Bilingual and Diverse	<ul style="list-style-type: none"> ● Have a better balance of services for francophone members. 	<ul style="list-style-type: none"> ● Recruit francophone volunteers to make this happen. 	<ul style="list-style-type: none"> ● I am forwarding potential francophone volunteers to Sylvie Collin for follow-up.
Membership: Increased and Engaged	<ul style="list-style-type: none"> ● Engaged members who volunteer. 	<ul style="list-style-type: none"> ● Work on recruiting new volunteers and retaining the old. 	<ul style="list-style-type: none"> ● The overview of national committees is now up on the website. I am following up with potential volunteers as I receive email notification of interest.

- 3. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities)**
 - Work with the improving access to member services task force as they prepare their report for the NCE.
 - Further develop and maintain the Google doc of volunteer opportunities.
 - Coordinate obtaining contact information for the copyright assignment forms.

- 4. Your own requests or questions for the national executive council (not your committees' requests, which are in their reports / Demandes ou questions pour le conseil d'administration national (pas celles de vos comités, car elles sont dans leurs rapports))**
 - Nothing at this time.

Publications Director, Anne Brennan

1. 2020-Q4 report to the National Executive Council for the meeting of November 29, 2020

Groups and individuals who report through me

- Publications Committee, co-chaired by Jessica Riches and Paula Chiarcos
 - ELAP Subcommittee, no chair
 - Handbook Subcommittee, chaired by Paula Chiarcos

Successes and challenges during the past quarter

Successes

1. Several months ago, the Handbook Subcommittee used IngramSpark to publish *From Contact to Contract: How Editors Get Clients to Work With Them*. When checked on November 13, 2020, it was available at the following websites:
 - AbeBooks.com—paperback new from us\$8.16, used from us\$5.51
 - Alibris.com—paperback new from CDN \$21.47, used from CDN \$6.61
 - Amazon.ca—ebook CDN\$3.99; paperback CDN\$4.72
 - Amazon.com—ebook us\$3; paperback us\$4.29
 - BarnesandNoble.com—ebook us\$2.99; paperback us\$4.29
 - BetterWorldBooks.com—paperback us\$9.71
 - BookDepository.com—paperback CDN\$9.99 (sent from UK)
 - Bookshop.org—paperback us\$4.29
 - Chapters.Indigo.ca—ebook CDN\$3.99
 - IndieBound.org—paperback us\$4.29
 - Kobo.com—ebook \$3.99
- The office reports that we're selling approximately one copy per month, and receiving \$1.20 per copy. This is nowhere near enough.
- We'd like to sell a PDF version directly from the Editors Canada website, rather than simply posting links to Amazon, Indigo, and Barnes & Noble (as we're doing now). Anna Cairns is asking Caitlin Stewart to post the PDF for sale at \$5.99 on the Editors Canada website.
- I'm also working with Sue Bowness to implement a marketing campaign to increase sales. Although the handbook has been available for some time, no marketing has yet been done for it.
2. Janice Dyer has joined the Publications Committee. We welcome her enthusiasm, as well as her knowledge and experience. She is particularly interested in the Handbook Subcommittee.
3. The national office has received an estimate to customize Findjoo so it automatically adds customized watermarks to our publications as people purchase them. The cost for setup is \$350. It

appears that this is a one-time charge to customize our interface, and that there are no additional charges per volume or per year.

- We need to determine whether this is cheaper than the staff time required to manually add customized watermarks to every file for every volume purchased by every customer. It's certainly easier, and should enable customers to immediately download their purchases, rather than waiting for at least one business day. If we use this technology for every publication we sell, it may be worth absorbing the up-front cost.

Challenges

1. The co-chair of the Publications Committee has been unavailable for several months. I sent an email to the co-chair to suggest she step down but have not received a reply.
2. The ELAP Subcommittee continues to be dormant. I've been trying to sort through the files, in an attempt to get the project restarted.
 - a. Until the project is reactivated, I think it's unwise to commit to producing any ELAP volumes anytime soon. I have therefore told Michelle Waitzman not to expect any income or any expenses connected to ELAP in the 2020–2021 fiscal year.

Status update on activities I wish to accomplish, outside of supporting my committee and subcommittees

1. I'm trying to reactivate the ELAP project. It's a slog.

Activities planned for the coming year

1. The Handbook Subcommittee is beginning development of three new handbooks:
 - How to interpret and apply the upcoming IOS standards for plain language.
 - Sensitivity editing in both fiction and nonfiction (including editing for inclusivity).
 - How to write dialogue for fiction (including issues of sensitivity and inclusion)

Priorities for the coming quarter

1. Market *From Contact to Contract: How Editors Get Clients to Work With Them*.
2. Develop outlines and recruit writers for at least two new handbooks.
3. Attempt to reactivate *ELAP: Proofreading* project.

Requests and questions for the National Executive Council

Requests

- Discuss changing/removing the co-chair of the committee

Questions

- Does the NEC agree that we should invest the \$350 to customize the Findjoo interface to automatically add customized watermarks to every publication we sell?

Appendix I—Committee and Task Force Reports

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Certification, Vicky Bell and Jess Shulman

Quarterly report to national executive council for meeting of November 29, 2020/ Rapport trimestriel en vue de la réunion du conseil d'administration national du 29 novembre, 2020

1. Status update on actions from your committee plan for the year / Mise à jour des activités planifiées par votre comité pour l'année

Develop and administer the professional certification exams

- We completed the development of the 2020 Stylistic Editing professional certification exam, including running and marking pilot exams and tweaking it accordingly.
- We have 11 registered candidates, which we deemed enough to proceed with this year's exam (our minimum was 10). All candidates will write the exam in remote locations that they have secured for themselves, with their own invigilators.
- We have developed extensive instruction packages for both candidates and invigilators in how to access, run, and upload the exam using the Sync platform
- We worked closely with the office to ensure timely communication with candidates and invigilators
- The exam will run on November 21
- We also decided to go back to our two-exams-per-year schedule in 2021, offering Structural Editing and Proofreading

“Rethinking” the professional certification program

We've continued the “rethink” or “refresh” process that we began in 2019, focusing on:

- **New technology:** We have been in close touch with the Australian editing association (IPED), which has developed a plan to do remote exam proctoring using their own volunteers. We are reviewing their materials and attended a training session they ran for their volunteers, and are hopeful that this could be an option for us. For next year we want to be able to let candidates write from home, as we think this makes the most sense in a post-virus world but also will likely lead to more registrants. We also continue to look into remote proctoring companies.
- Investigating the option of providing some level of **feedback to failing candidates**. We have explored what other organizations do, and looked back into our archives to uncover what the CSC tried in the past and why it was abandoned. We understand that mainly it was deemed to be too difficult to be helpful while also being objective. We will keep that in mind, but we have decided to try again, given how often this comes up from candidates as a source of frustration, and are working on developing a checklist-type feedback mechanism to try this year.
- Initiating the new **Foundational Skills test** (see below).
- New and/or streamlined **test-setting procedures**, again to save costs and efficiently use material we already have in our test bank. We have begun recruiting test setters for the 2021 administration, and will provide them with

previous exams to “clone” as part of our new process (which involves creating new exams from scratch every two years, and “cloning” previous ones on off years).

Reviving our credential maintenance program

- This was put on hold due to staffing issues, but one of our committee members has now taken up the task of figuring out where we stand and working with the office to get credential maintenance back on track

Foundational skills testing

- We are well into revising/testing the Foundations test questions and are working on a plan for piloting

Communications and marketing

- We've continued to liaise with Michelle Ou to include relevant news in the monthly, association-wide e-news update, and put out the national release about our newly certified editors.

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

- Run the Stylistic Editing exam, complete marking
- Develop checklist for candidate feedback, determine whether it makes sense to pilot that this year or spend more time and start it next year
- Start digging into how we will have candidates take the proofreading exam from home next year, given it has so far been done on paper.
- Work with office to send out emails to certified editors who owe credential maintenance fees and/or reporting
- Pilot the Foundations exam with real candidates (explore whether an editing program at a college would be interested)

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

- None
-
-

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

- **Natasha?**

Communications and Marketing Committee, Myingthungo Shitio

15. Status update on actions from your committee plan for the year

- Working on Marcom social media toolkit to provide overview from other organizations and best practices that will help inform our overall strategy, to be shared with organization as a whole on completion.
- Director of Communications has connected with and reported back from committees and tasks needing marcom support: Career Builder, Publications, survey, Google AdWords – we are in process of finding volunteers to connect with these tasks.
- Working on outreach campaigns for different purposes: raising awareness among students, connecting with lapsed members, reaching out to raise profile of professional editors (current focus on self-publishers)
- Creating a regular meeting schedule and process for our committee which has lots of new volunteers

16. Priorities for the next quarter

- Finishing social media toolkit.
- Connecting volunteers with other committees so we can create comms plans and content as needed.
- Working on doing more with our Google AdWords budgets.
- Launching our outreach campaigns.

17. List your anticipated expenses for the next year, and your anticipated income, if any

- None at this time

18. Requests or questions for the national executive council

- Not at this time, focused on getting committee on track.

19. How much money from your budget have you spent? Is everything on track?

- No money spent to date, on track

Conference 2020, Heather Buzila

Quarterly report to national executive council for meeting of November 29, 2020

- 1. Status update on actions from your committee plan for the year**
 - We have signed an agreement with Redstone to work with us as the event agency for our 2021 virtual conference. We have paid our initial deposit to Redstone.
 - Two meetings have been held with volunteers to discuss the theme, sessions streams, and keynotes for the conference, as well as general volunteer duties. A third meeting is scheduled for November 19.
 - Breanne MacDonald, Caitlin Stewart, Michelle Bourbonierre (the lead volunteer for the website and platform), and I met with our contact at Redstone to discuss which platform would work best for us; we are currently awaiting a list of options from them before making our decision.
 - The call for session proposals has been written and translated and should be ready to be sent out shortly. I will also include this information in the November e-news.
 - The social media team has begun posting on various Facebook groups and on Twitter.

- 2. Priorities for the next quarter**
 - Decide on a conference platform and learn how to use it.
 - Decide on a shortlist of keynote speakers and begin to contact them.
 - Continue to work with the individual volunteer teams as needed.
 - Work specifically with the communications and social media team to promote the conference.

- 3. Requests or questions for the national executive**
 - None

- 4. How much money from your budget have you spent? Is everything on track?**
 - We have paid our \$5000 + HST initial deposit to Redstone. Yes, everything is on track.

Member Services, Alana Chalmers

Quarterly report to national executive council for meeting of November 29, 2020 / Rapport trimestriel en vue de la réunion du conseil d'administration national du 29 novembre, 2020

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

Strategic Priority / Priorité stratégique	Outcome (in the strategic plan) / Résultat (dans le Plan stratégique)	Actions (from the list in the plan or others that you have determined will meet the intended outcomes) / Mesures (à partir de la liste du plan ou d'autres actions que vous avez retenues pour atteindre vos objectifs)	Update (what you have done to advance those actions) / Mise à jour (les progrès que vous avez faits)
Bilingual and Diverse / Bilinguisme et diversité	<ul style="list-style-type: none"> • Broaden appeal to all types of editors: in-house and francophone members • Have a better balance of services for francophone members 	<ul style="list-style-type: none"> • Create French versions for all new content and resources 	<ul style="list-style-type: none"> • Fee comparison French adaptation—in progress
Communications and Marketing / Communication et marketing	Internal and external	<ul style="list-style-type: none"> • Keep our publications up to date 	<ul style="list-style-type: none"> • 15 Reasons updates—in progress • Welcome Kit—edited but waiting for some answers to questions

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

- Publish updates to 15 Reasons document, new French version of Fee Comparison chart, and Welcome Kit.
- Recruit members to participate in a small user research project to understand which services our members value and why.
- Draft an email to renewing members that includes more information about member benefits.
- Review the new member welcome email and look for ways to make it more effective.
- Review the job board guidelines and explore automating notifications.

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

n/a

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

n/a

Mentorship Program Committee, Risha Gotlieb

Q-4 planning report for national executive council.

9. Status update on actions from your committee plan for the year.

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 / Représenter les réviseurs du Canada	Become the authority on editing	<ul style="list-style-type: none"> Provide mentoring (part of professional development) 	<ul style="list-style-type: none"> Expanding the scope of the mentorship program, offering two levels of mentorship, has drawn a lot of new mentees. Several new mentorships have started in this last quarter.
Bilingual and Diverse / Bilinguisme et diversité	Offer all services in both languages. Broaden reach geographically.	<ul style="list-style-type: none"> Ensure francophone representation on the committee and among mentors. Offer mentorship at a distance (Online or by telephone). 	<ul style="list-style-type: none"> We received another Francophone mentor application, which now brings the total of francophone mentors in Quebec to four.
Innovative and Agile / Innovation et agilité	Don't keep revisiting old stuff.	<ul style="list-style-type: none"> Mentorship program is still growing. Take advantage of projects that come up quickly. 	<ul style="list-style-type: none"> Some of the committee members have produced a webinar designed for mentors, with Tamra Ross as moderator, but it continues to be in limbo. We need to question whether there is in fact a need for it.
Communications and Marketing / Communication et marketing	Members have effective communication channels among themselves. /	<ul style="list-style-type: none"> Continue to market the mentorship program both through e-newsletters and The Editors' Weekly blog. 	<ul style="list-style-type: none"> The program is currently marketed mostly through e-newsletters. Last year a few articles were published in the Weekly blog.
Membership: Increased and Engaged	Engaged members (particularly	<ul style="list-style-type: none"> The program should attract members and increase membership 	<ul style="list-style-type: none"> Many of the mentees are novices and many of the mentors are senior, so we

	novice editors and senior editors).	value for novice editors and more experienced editors who want to mentor or branch out into other areas of editing.	are definitely helping to reach these members.
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1. Priorities for the next quarter :

- We need one new member to serve on the mentorship committee to replace Anita Jenkins, who retired.
- We need to get going on delivering mentor training via webinars.
- We need to find more ways to market the program, including at the annual EC conference.
- Send out a survey to members in order to get feedback on the program and also find out what their specific mentorship needs are.

10. Requests or questions for the national executive council

- Please suggest members for the committee and as mentors.

11. How much money from your budget have you spent? Is everything on track?

To date we have spent little, but also made little. We are on track with our budget for the year. We need a greater number of mentorships to generate more revenue toward office costs.

Student Relations Committee, Annette Gingrich and Robin Larin

Quarterly report to national executive council for meeting of November 29, 2020

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

Strategic Priority / Priorité stratégique	Outcome (in the strategic plan) / Résultat (dans le Plan stratégique)	Actions (from the list in the plan or others that you have determined will meet the intended outcomes) / Mesures (à partir de la liste du plan ou d'autres actions que vous avez retenues pour atteindre vos objectifs)	Update (what you have done to advance those actions) / Mise à jour (les progrès que vous avez faits)
Represent Canada's Editors / Représenter les réviseurs du Canada	Become the hub: the source of editors and the definitive representative of Canada's editors.	<ul style="list-style-type: none"> ● Maintain the renewed engagement on our Facebook page by continuing to provide stimulating information, encourage discussion, and award periodic prizes for engaged participation ● Invite instructors to share Editors Canada information with their students 	<ul style="list-style-type: none"> ● Continuing with engaging Facebook discussions and contests ● With the assistance of a member the Career Builder committee, contacted instructors from English speaking educational programs to share Editors Canada information and resources with their students
Bilingual and Diverse / Bilinguisme et diversité	Offer all services in both languages. Broaden appeal to all types of editors.	<ul style="list-style-type: none"> ● Support the completion and posting of a French language version of the student affiliate benefits video on the Editors Canada site and on YouTube ● Post and maintain a list of inclusivity-related editing documents on our Facebook page 	<ul style="list-style-type: none"> ● Have made initial contacts; waiting to hear back ● Posted and shared a list of inclusivity-related editing documents on our Facebook page
Innovative and Agile / Innovation et agilité	Try new things; don't be afraid to fail.	<ul style="list-style-type: none"> ● Collaborate with other committees to work cooperatively, creatively, and efficiently 	<ul style="list-style-type: none"> ● Collaborated with members of the Career Builder committee. Partnered with mentorship committee to arrange a prize of free mentoring for

		<ul style="list-style-type: none"> Continue to invent creative ways to engage people and encourage participation in Editors Canada opportunities 	<p>Facebook discussion in November 2020</p> <ul style="list-style-type: none"> Continuing to do this, primarily through our Facebook page Held a casual online social with interested members of our Facebook page, allowing us to get to know each other and connect
Communications and Marketing / Communication et marketing	(Student affiliates) are well-informed about the association, and have an effective communication channel. Our targeted communication activities reach potential members, clients and employers.	<ul style="list-style-type: none"> Maintain the renewed engagement on our Facebook page by continuing to provide stimulating information, encourage discussion, and award periodic prizes for engaged participation Invite instructors to share Editors Canada information with their students 	<ul style="list-style-type: none"> Have organized another stimulating Facebook discussion contest to begin November 2020 With the assistance of a member the Career Builder committee, contacted instructors from English speaking educational programs to share Editors Canada information and resources with their students
Membership: Increased and Engaged / Membres plus nombreux et plus actifs	Increase our membership to 2,000 (members and affiliates).	<ul style="list-style-type: none"> Allow this to happen organically through the activities of the association 	<ul style="list-style-type: none"> Student affiliates increased from 114 to 216 from 2019 to 2020

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

- Continue to meaningfully engage with student affiliates via our Facebook page
- Continue to support completion of a French-language version of the video on the benefits of student affiliation
- Work toward contacting the French-speaking educational programs to ask instructors to share Editors Canada information and resources
- Aside from continuing with projects in motion, the committee will be taking December off

3. Requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national
We have no questions or requests.

4. **How much money from your budget have you spent? Is everything on track? / Combien d'argent de votre budget avez-vous dépensé? Est-ce que tout va bien de ce côté?**
We have not spent any money yet.

Volunteer Management Committee, Monica Laane-Fralick, Chair

Quarterly report to national executive council for meeting of November 29, 2020 / Rapport trimestriel en vue de la réunion du conseil d'administration national du 29 novembre, 2020

Strategic Priority / Priorité stratégique	Outcome	Actions	Update
Represent Canada's Editors / Représenter les réviseurs du Canada	Become the hub: the source of editors and the definitive representativ e of Canada's editors.	<ul style="list-style-type: none"> Continue to advertise open volunteer positions and the benefits of volunteering on social media platforms and in the e-news update 	<ul style="list-style-type: none"> Still looking for a volunteer to create more posts on social media
Bilingual and Diverse / Bilinguisme et diversité	Have a better balance of services for francophone members. Broaden appeal to all types of editors.	<ul style="list-style-type: none"> Involve francophone members and student members from across the country; expand student outreach to specifically include francophone students Set up directory for special-interest groups in the new volunteer "directory" that is planned 	<ul style="list-style-type: none"> We are in the process of creating a document to assist with volunteer recruitment. This document will outline time commitments for tasks and projects as well as time commitments for various positions within EC. Once completed, it will be easier to reach out to more members across the country with the expectations and commitments clearly outlined. The volunteer "directory" is on hold, we are working on a different strategy once the above document is complete.
Innovative and Agile / Innovation et agilité	Try new things; do not be afraid to fail and get things done by starting with the goals most	<ul style="list-style-type: none"> Seek ways to connect volunteers with open positions Take advantage of projects that come up and connect volunteers quickly 	<ul style="list-style-type: none"> Please see above for the document we are creating which will assist us with connecting volunteers with open positions. We do connect volunteers quickly with

	easily achieved. Use the right tool for the right job to accomplish this.		projects and will continue to do this.
Communications and Marketing / Communication et marketing	Members are well-informed about the association. Our targeted communication activities reach members. Members have effective communication channels among themselves.	<ul style="list-style-type: none"> ● Improve the website by having the volunteer list available and have open communication between volunteer management and all members. ● Better support to branches and twigs to inform of volunteer opportunities and benefits of volunteering. ● Social media presence maintained with volunteer needs, posts, recognition 	<ul style="list-style-type: none"> ● The volunteer list will be updated and expanded once the volunteer recruitment document as outlined above is completed. We are striving towards having a self-populating document on the website where volunteers can add their names, skills and availability. ● Volunteer recognition on social media continues with our Featured Volunteer program
Membership: Increased and Engaged / Membres plus nombreux et plus actifs	<ul style="list-style-type: none"> ● Increase retention. ● Volunteer (with upward progression or not). ● Talk about Editors Canada to others. ● Interact on social media. ● Reach out to the non-engaged; ask for help/contributions. 	<ul style="list-style-type: none"> ● Continue with the Featured Volunteer program. ● Let others know about Editors Canada and the benefits of volunteering. ● Improve the volunteer experience by ensuring that volunteers are matched with projects quickly and effectively and are given all the tools needed to succeed. ● Request contribution from non-engaged volunteers for projects that interest them and ask them for ideas for new projects to help the organization move forward. 	<ul style="list-style-type: none"> ● The Featured Volunteer program continues with profiles written on a regular basis. ● Our Volunteer Handbook and the Committee Book have both been updated and are now posted on the website to help volunteers succeed, along with guidance from Chairs, Committees, etc.

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

Complete the document to assist with volunteer recruitment. This document will outline time commitments for tasks and projects as well as time commitments for various positions within EC.

Find volunteer to create content for social media pages and e-news on the benefits of volunteering for Editors Canada and the resources available to our volunteers.

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

Nothing at this time.

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

We have not yet needed a budget, so yes, everything is on track.

Publications Committee, Paula Chiarcos

Quarterly report to national executive council for meeting of November 29, 2020 / Rapport trimestriel en vue de la réunion du conseil d'administration national du 29 novembre, 2020

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

Strategic Priority / Priorité stratégique	Outcome (in the strategic plan) / Résultat (dans le Plan stratégique)	Actions (from the list in the plan or others that you have determined will meet the intended outcomes) / Mesures (à partir de la liste du plan ou d'autres actions que vous avez retenues pour atteindre vos objectifs)	Update (what you have done to advance those actions) / Mise à jour (les progrès que vous avez faits)
Represent Canada's Editors / Représenter les réviseurs du Canada	Define what editing means and what it brings to the client.	<ul style="list-style-type: none"> • Become the authority on editing: certification, standards, training. 	<ul style="list-style-type: none"> • No action this quarter.
Bilingual and Diverse / Bilinguisme et diversité	Broaden appeal to all types of editors.	<ul style="list-style-type: none"> • Provide useful publications to support editors locally and remotely. 	<ul style="list-style-type: none"> • No action this quarter.
Innovative and Agile / Innovation et agilité	Get things done.	<ul style="list-style-type: none"> • Keep regular contact with committee members and volunteers. • Improve efficiency and organization. 	<ul style="list-style-type: none"> • No action this quarter.
Communications and Marketing / Communication et marketing	Our targeted communication activities reach potential members, clients and employers.	<ul style="list-style-type: none"> • Plan for communicating with potential members, clients (employers) and related partner organizations • Identify gaps, such as industries where we have a low profile. 	<ul style="list-style-type: none"> • No action this quarter.
Membership: Increased and	Help others by being part	<ul style="list-style-type: none"> • Engage membership. 	<ul style="list-style-type: none"> • No action this quarter.

Engaged / Membres plus nombreux et plus actifs	of the community.	<ul style="list-style-type: none"> Support members with little or no experience. 	
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2. Priorities for the next quarter / Priorités pour le prochain trimestre

- Determine the topic of the next handbook and find an author.
- Publish *Edit Like a Pro: Proofreading*.
- Continue looking for volunteers to help with projects.
- Talk to branches and twigs about volunteer opportunities.
- Continue marketing *From Contact to Contract*.

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

- None at this time.
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4. How much money from your budget have you spent? Is everything on track? / Combien d'argent de votre budget avez-vous dépensé? Est-ce que tout va bien de ce côté?

We haven't spent any money this quarter.

Standards Committee, Berna Ozunal

Quarterly report to national executive council for meeting of November 29, 2020 / Rapport trimestriel en vue de la réunion du conseil d'administration national du 29 novembre, 2020

1. Status update on actions from your committee plan for the year / Mise à jour des activités planifiées par votre comité pour l'année

Mapping out an approach for updating the Professional Editorial Standards (PES) 2016.

- We have a total of eight members and the committee is now closed to new members.
- We've held two monthly roughly 90-minute meetings (Sept. and Oct.).
- We are using Slack exclusively.
- We've discussed various approaches to the future possibilities of the PES.
- We are currently doing the following:
 - A line-by-line comparative examination against the Australian and British standards (closest equivalents) in an Excel spreadsheet.
 - We are looking at other ways of organizing and presenting the standards (currently has a "legislative" look to it); looking at it through a "design lens"
 - We are researching target audiences, including a "corporate package" for which a proposal is being developed
 - We are looking at various mediums and modes of sharing the PES, including possible monetization

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

- Develop at least three proposals with specific outcomes we want to achieve, including timelines and deliverables, through continued discussion and collaboration
- Get three clear and concise proposals ready—proposals that have specific objectives and expected results—to present to NEC for next quarter
- Continue working through the document and thinking of opportunities to improve the format and content and expand the document's reach

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

- None

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

- None

Francophone Advisor, Sylvie Collin

Quarterly report to national executive council for meeting of November 29, 2020 / Rapport trimestriel en vue de la réunion du conseil d'administration national du 29 novembre, 2020

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

Strategic Priority / Priorité stratégique	Outcome (in the strategic plan) / Résultat (dans le Plan stratégique)	Actions (from the list in the plan or others that you have determined will meet the intended outcomes) / Mesures (à partir de la liste du plan ou d'autres actions que vous avez retenues pour atteindre vos objectifs)	Update (what you have done to advance those actions) / Mise à jour (les progrès que vous avez faits)
Represent Canada's Editors / Représenter les réviseurs du Canada	Become the authority on editing: certification, standards, training. / Être la référence en révision : agrément, normes, formation.	<ul style="list-style-type: none"> Explore with the national directors concerned the possibility to take back the certification in French. / Discuter avec les directeurs nationaux concernés la possibilité de se réapproprier le programme d'agrément en français. 	<ul style="list-style-type: none"> The discussion with national directors took place. The green light was given to contact the former members of the Agrément Committee to find out their position about it. / La discussion avec les directeurs nationaux a eu lieu. Le feu vert a été donné pour contacter les ex-membres du comité d'agrément pour connaître leur ouverture à cette idée.
Bilingual and Diverse / Bilinguisme et diversité	<ul style="list-style-type: none"> Offer all services in both languages. / Offrir tous les services dans les deux langues officielles. 	<ul style="list-style-type: none"> Collaborate in the adaptation of documents to the reality of Francophones. / Collaborer à l'adaptation de documents à la réalité des francophones. 	<ul style="list-style-type: none"> Adaptation of the "Becoming a student affiliate of Editors Canada" video content to the francophone context and lingo (in progress) and recruitment of a francophone narrator (done). / Adaptation du contenu de la vidéo « Devenir étudiante ou étudiant affilié à Réviseurs Canada » (en cours) et recrutement d'une narratrice francophone (fait). Adaptation of the guidelines for ethical editing of student

			<p>texts to a more inclusive language in French. / Adaptation des lignes directrices pour la révision éthique des travaux étudiants au langage épïcène.</p> <ul style="list-style-type: none"> ● Volunteer found to update the Membership Benefits Comparison document with francophone organizations. Update in progress. / Bénévole recrutée pour mettre à jour le Tableau comparatif des avantages de l'adhésion à différentes associations avec des organisations francophones. Mise à jour en cours.
	<ul style="list-style-type: none"> ● Have a better balance of services for francophone members. / Parvenir à équilibrer les services offerts aux membres francophones. 	<ul style="list-style-type: none"> ● Organize the second editors' conference in French for fall 2021. / Organiser le deuxième congrès des réviseurs en français pour l'automne 2021. 	<ul style="list-style-type: none"> ● Awaiting a concerted decision with the Conference Committee on the format to be used. / En attente d'une décision concertée avec le comité du congrès concernant la formule à retenir.
	<ul style="list-style-type: none"> ● Work on a gradual shift in culture to be a truly bilingual association. / Changer progressivement les mentalités pour devenir une association vraiment bilingue. 	<ul style="list-style-type: none"> ● Meet virtually all Francophones who indicate their interest in becoming a volunteer in their Findjoo membership form. / Rencontrer virtuellement tous les francophones qui indiquent leur intérêt à devenir bénévoles dans leur formulaire d'adhésion Findjoo. 	<ul style="list-style-type: none"> ● Since the last report, four people have been met virtually. / Depuis le dernier rapport, quatre personnes ont été rencontrées virtuellement.
		<ul style="list-style-type: none"> ● Assess the main challenges or the needs for support French speakers may encounter when they 	<ul style="list-style-type: none"> ● Nothing yet. / Rien pour le moment.

		<p>sit on committees led in English. / Évaluer les principaux défis ou les besoins de soutien que les francophones peuvent rencontrer lorsqu'ils siègent à des comités dirigés en anglais.</p>	
<p>Membership: Increased and Engaged / Membres plus nombreux et plus actifs</p>	<p>Engaged members. / Les membres participent activement à la vie associative.</p>	<ul style="list-style-type: none"> ● Help Francophones who indicate their interest in becoming a volunteer on their membership form to find a mandate that suits them. / Aider les francophones qui indiquent leur intérêt à devenir bénévole dans leur formulaire d'adhésion à trouver un mandat qui leur convient. 	<ul style="list-style-type: none"> ● Since the last report, two volunteers were referred to national committees (The Editors' Weekly, Member Services, and the translation and editing team). One has accepted ad hoc tasks. / Depuis le dernier rapport, deux bénévoles ont été dirigés vers des comités nationaux (L'hebdomadaire des réviseurs, les services aux membres, l'équipe de traduction et révision). Une a accepté des tâches ponctuelles.

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

- Finalize the documents in French still being processed. / Finaliser les documents en français en cours de traitement.
- Contact the Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ) to offer them a partnership with Editors Canada. / Communiquer avec l'Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ) pour leur proposer d'établir un partenariat avec Réviseurs Canada.
- Contact the former members of the Agrément Committee to find out their willingness to initiate talks about the possibility to reintegrate Editors Canada and the Agrément Committee on a new basis. / Communiquer avec les ex-membres du comité d'agrément pour vérifier leur ouverture à entreprendre des pourparlers pour réintégrer Réviseurs Canada et le comité d'agrément sur de nouvelles bases.
- Form a committee of volunteers to either work on the francophone component of the national conference or on the second francophone conference, depending on the outcome of the Conference Committee meeting on November 19. / Former un comité de bénévoles pour organiser le volet francophone du congrès annuel ou le deuxième congrès en français, selon la décision qui sera prise à la réunion du comité du congrès du 19 novembre.
- Find more French-speaking volunteers for the national committees. / Trouver plus de volontaires francophones pour les comités nationaux.

- 3. Requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national**
- I still do not know if there are Francophones on the national committees and who they are. Without this information, it is impossible to assess their challenges and support needs. It also makes it difficult to focus recruitment efforts towards committees where Francophones are not yet represented. / Je ne sais toujours pas s'il y a des francophones présents dans les comités nationaux et qui ils sont. Sans cette information, il est impossible d'évaluer leurs défis et leurs besoins de soutien. Il est aussi difficile d'orienter le recrutement vers les comités où les francophones ne sont pas encore représentés.
- 4. How much money from your budget have you spent? Is everything on track? / Combien d'argent de votre budget avez-vous dépensé? Est-ce que tout va bien de ce côté?**
- No budget has been planned; no money was spent. / Aucun budget n'a été planifié; aucun argent n'a été dépensé.

Improving Access to Members Activities Task Force, Valerie Pominville

Quarterly report to national executive council for meeting of November 29, 2020/ Rapport trimestriel en vue de la réunion du conseil d'administration national du 29 novembre, 2020

Taskforce delivery date: November 9, 2020

/ Fin des travaux du groupe de travail :

1. Status update on any activities from your taskforce's plan for this year, based on your taskforce brief / Mise à jour des activités de votre groupe de travail pour cette année en vous référant au mandat de votre groupe de travail.

- We met on October 18, 2020, to discuss the running of the virtual groups La vigne/The Vine.
- We created a survey to find out about attendees' satisfaction regarding the running of The Vine. Because we found out only 30 % of people who requested subscription attended, we also want to know why the others haven't participated. So, there is a separate survey for people who haven't attended a Vine meeting yet.
- We also plan to run such a survey for the francophone group early in 2021. We decided to do the English first because it's been running since April 2020 and La vigne has only been running since June.

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

- Analyze the results of the English survey.
- Translate the English survey into French.
- Distribute the survey to the francophone members of La vigne.
- Analyze the results of the French survey.

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

- None at this time.
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4. How much money from your budget have you spent? Is everything on track? / Combien d'argent de votre budget avez-vous dépensé? Est-ce que tout va bien de ce côté?

We do not have a set budget as the only expense we have is our Internet connection to be able to attend meetings.

Equity, Diversity and Inclusion Task Force, Roma Ilnyckyj

Quarterly report to national executive council for meeting of November 29, 2020/ Rapport trimestriel en vue de la réunion du conseil d'administration national du 29 novembre, 2020

Taskforce delivery date: August 2021

1. Status update on any activities from your taskforce's plan for this year, based on your taskforce brief / Mise à jour des activités de votre groupe de travail pour cette année en vous référant au mandat de votre groupe de travail.

Our taskforce brief lists two deliverables:

1. Research and analysis of the current situation
2. Recommendations to the NEC in a report

We are currently working on the first deliverable, which will give us the information we need to prepare a report for the NEC and complete our second, and final, deliverable.

On August 29, 2020, we sent a letter to the NEC outlining our goals, some initial recommendations, and reflections on how our work ties into Editors Canada's strategic goals.

Along with this letter, we sent a draft survey about EDI issues for NEC review. We received some feedback that the questions need to be revised. After asking for more detailed information, we received very thorough and helpful feedback from Susan Chambers and Greg Ioannou. We are currently working on incorporating their suggestions and will have a new draft prepared in time for NEC review at its November 29 meeting.

We will also be working on making recommendations to the Career Builder Committee on equity-based changes to the ODE.

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

1. Finalize and send out EDI survey.
2. Analyze results of survey.
3. Communicate with Career Builder Committee on changes to the ODE.

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

- In your review of our latest survey draft, please provide detailed feedback and explanation of any concerns you have with the questions.
- The taskforce has been approached by several twigs and branches about EDI and has been asked what Editors Canada is doing to address these issues. Because of this, we request that the Editors Canada website have a dedicated EDI page, where members and the public can learn about what actions the association is taking.
- Some of us have been getting requests from twigs and branches about equity training. Does the association plan to offer any EDI-related webinars in the near future?

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

We have no budget.

Insurance Task Force, Jenny Davies

Quarterly report to national executive council for meeting of November 29, 2020/ Rapport trimestriel en vue de la réunion du conseil d'administration national du 29 novembre, 2020

Taskforce delivery date:

/ Fin des travaux du groupe de travail :

1. Status update on any activities from your taskforce's plan for this year, based on your taskforce brief / Mise à jour des activités de votre groupe de travail pour cette année en vous référant au mandat de votre groupe de travail.

- The insurance task force has undergone a few changes in the last few months. New task force leader, Jenny Davies, is in the process of getting quotes for a life/disability and health insurance plan put together. New Member David Marsh is researching other company options and remaining member, Barbara Czarnecki, is doing further research into the Writers' Coalition insurance plan to see if it may be a viable option for us.

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

- Collecting quotes for the life/disability and health plans
- preparing a report to send to the EC for review

3. List your anticipated expenses for the next year, and your anticipated income, if any / Enumérer vos dépenses prévues pour l'année prochaine et vos revenus prévus, le cas échéant

- n/a

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

None at this time

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

I don't think that we have or need a budget, getting quotes should be free.

Career Builder Task Force, Lynne Melcombe, Sue Archer

- Welcomed six new members and paired them with previous members in our five priority sub-groups. Created a Google spreadsheet to continue developing short-, medium- and long-term goals in each sub-group. Moved meeting time an hour earlier to facilitate attendance.

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

Strategic Priority	Outcome	Actions	Update
Represent Canada's Editors / Représenter les réviseurs du Canada	Become the hub : the source of editors and the definitive representative of Canada's editors.	<ul style="list-style-type: none"> • ODE : 1) Develop blog post and updated webinar as needed on more effective use of the ODE. • 2) Establish an ODE focus group and perform a gap analysis on usability and value. Identify any short-term improvements that can be made within the existing tool. • 3) Identify sources of IT expertise that could help us to update and modernize its functionality. 	<ul style="list-style-type: none"> • 1) On hold until we can run poll on current member use of/wishes for ODE. • 2) Proposed/confirmed a Career Builder stream of which ways to improve ODE listing will be a part. • 3) Explored Peerwith model for long-term database. Began to explore funding sources.
Represent Canada's Editors / Représenter les réviseurs du Canada	Become the hub : the source of editors and the definitive representative of Canada's editors.	<ul style="list-style-type: none"> • Find Work website area: 1) Establish committee ownership of content in this area. • 2) Determine a revised structure based on the Career Builder and Editors Canada Pathways document so this area can be used as a career hub with links to all related existing Editors Canada resources, with sections based on career interests/career stage. • 3) Establish additional specialized pages within the hub for three career areas: government, academia, and self-publishing. 	<ul style="list-style-type: none"> • 1) Prepared to present proposal for assuming ownership at NEC meeting Nov 29. • 2) Have built a subsite plan as described. • 3) No progress possible until after NEC meeting.
Represent Canada's Editors / Représenter les réviseurs du Canada	Become the hub : the source of editors and the definitive representative	<ul style="list-style-type: none"> • National Job Board : 1) Raise the profile of the board by recruiting members to examine and post opportunities for other members. 	<ul style="list-style-type: none"> • 1) Tabled to future quarter. • 2) Will be folded in with Finding Work page.

	of Canada's editors.	<ul style="list-style-type: none"> 2) Make the job board more visible on the website. 	
Bilingual and Diverse / Bilinguisme et diversité	Diverse - Broaden appeal to all types of editors.	<ul style="list-style-type: none"> Career Paths : Address the needs of all member types (student, in-house, freelancer, expert, part-timer, generalist, industry specialist) in all of our initiatives. In particular for this year, develop additional content as needed for government, academia, and self-publishing, in coordination with other committees. 	<ul style="list-style-type: none"> New committee members represent all member types. Developing survey questions to cover different member types. Performed content analysis of existing career-focused blog posts, webinars, etc. to identify gaps to be filled, esp re gov, academics, self-publishing.
Bilingual and Diverse / Bilinguisme et diversité	Diverse - Broaden appeal to all types of editors.	<ul style="list-style-type: none"> Francophone members: Advertise opportunities for Francophone member participation on the French members list. 	<ul style="list-style-type: none"> Tabled to future quarter.
Innovative and Agile / Innovation et agilité	Innovative – Try new things; don't be afraid to fail.	<ul style="list-style-type: none"> Enhanced Platforms: Develop a long-term plan for improvements that would require investment, such as the establishment of a database and the use of appropriate technology that stores and analyzes data. 	<ul style="list-style-type: none"> Met with Peerwith. Their system is similar to what we're looking for. They help organizations build custom systems. Began to explore funding opportunities. Improvements to ODE may increase uptake and therefore funds.
Innovative and Agile / Innovation et agilité	Agile – Get things done.	<ul style="list-style-type: none"> Website updates : See if the committee can make website updates directly to the Finding Work (Career Builder) web section with the assistance of a translation team. 	<ul style="list-style-type: none"> Presenting proposal to NEC Nov 29.
Innovative and Agile / Innovation et agilité	Agile – Get things done.	<ul style="list-style-type: none"> Collaboration : Explore the potential use of Slack or a similar collaboration tool for cross-committee collaboration. 	<ul style="list-style-type: none"> Researched various tools for project management and collaborative work. Created a ClickUp account to manage projects. Hope to encourage other committees to create their own pages to improve cross-committee communication.
Communications and Marketing / Communications et marketing	Internal : Members feel consulted on issues	<ul style="list-style-type: none"> Member survey : 1) Develop content for member survey(s) and/or poll(s) focused on career building 	<ul style="list-style-type: none"> Reviewed previous surveys/identified data gaps.

	important to them.	<p>to determine priorities and ensure we are reflecting member needs in our plans.</p> <ul style="list-style-type: none"> 2) Develop an ongoing survey framework that will improve member engagement, ease of use, and quality of data. It will include data collection from various member interaction points (e.g., joining, renewal, e-news/social media polls, feedback forms), data storage and retrieval, data aggregation and analytics by the committee, and member feedback on results and how they are being used. 	<ul style="list-style-type: none"> Decided monthly polls will assess engagement with member services. Polls at signup/renewal will collect demographics. Questions asked with webinars will be topical ie related to webinar. Formal survey will focus on member needs. Submitted poll question to Oct newsletter to good response. Submitted for Nov newsletter but might not be space. Hope to publish results in December. Began developing themes for monthly poll in 2021 and questions for survey. Set up Survey Monkey account.
Communications and Marketing / Communications et marketing	Internal : Members are well informed about the association.	<ul style="list-style-type: none"> Career Resources : 1) Build a list of all existing career-related resources by career path. 2) Connect with other committees on their plans to roll out other resources. 3) Identify opportunities to advertise existing and upcoming career building resources through related webinars, social media posts, and blog posts, including Editors Weekly, with a link back to the Career Builder hub (Finding Work section of the website). 	<ul style="list-style-type: none"> 1) Done. 2) Initiated. Got lost amid other projects. Need to revitalize. 3) Have built subsite plan for Finding Work page to be renamed Career Builder page. Will present proposal at NEC meeting Nov 29.
Communications and Marketing / Communications et marketing	Internal : Members have effective communication channels between themselves.	<ul style="list-style-type: none"> Collaboration: Explore the potential use of Slack or a similar collaboration tool for cross-committee and/or national office collaboration. 	<ul style="list-style-type: none"> Researched various tools for project management and collaborative work. Created a ClickUp account to manage projects. Hope to encourage other committees to create their own pages to improve cross-

			committee communication.
Communications and Marketing / Communications et marketing	External : The website is inviting, and it accurately reflects the association.	<ul style="list-style-type: none"> ● Website Structure : Assess the website main page structure to identify opportunities to focus more on work and career resources. ● Website Content : Assess the public website for opportunities to highlight snippets of member career resources and showcase them as a reason to purchase membership. 	<ul style="list-style-type: none"> ● Tabled to future quarter.
Communications and Marketing / Communications et marketing	External : Our targeted communication activities reach potential members, clients and employers.	<ul style="list-style-type: none"> ● Linked In : Revitalize Editors Canada's presence on Linked In through creation and sharing of content aimed at building our brand with employers. Coordinate this with the National Office and the Communications and Marketing Committee. Much existing content from the Editors Canada website can be repurposed for LinkedIn posts and articles. We will also encourage members to share and comment on posts. 	<ul style="list-style-type: none"> ● Conducted gap analysis of existing blog posts etc to be shared on LinkedIn as a necessary step to developing a strategic plan.
Communications and Marketing / Communications et marketing	External : Our targeted communication activities reach potential members, clients and employers.	<ul style="list-style-type: none"> ● Education outreach: 1) Collaborate with the Student Relations Committee on their outreach plan to educational institutions. ● 2) Work with the committee to implement actions this year. 	<ul style="list-style-type: none"> ● 1) Reviewed list of education institutions we've reached out to in past. Reviewed efforts made by Student Relations Committee on educational outreach. Discussed ways to encourage responses from education institutions eg offer them something, like a speakers' list. ● 2) Tabled to future quarter.
Membership: Increased and Engaged / Membres plus nombreux et plus actifs	Increased membership and membership retention.	<ul style="list-style-type: none"> ● Communication Plan: We will be focusing on ongoing communication of our initiatives and their value for our membership through various channels. 	<ul style="list-style-type: none"> ● Primary communication to date has been seeking committee members through Sept enews (landed 6 new members) and posting first poll in

			Oct enews (good response).
Membership: Increased and Engaged / Membres plus nombreux et plus actifs	Engaged members, who do the following : Talk about Editors Canada to others.	<ul style="list-style-type: none"> ● External Outreach : 1) Develop a list of members who have relationships with other institutions by consulting with branches and twigs. ● 2) Create an external outreach plan in consultation with other committees where members have the opportunity to talk about Editors Canada. 	<ul style="list-style-type: none"> ● Tabled to future quarter. However, we discussed criteria for which institutions to prioritize, eg education now, industry associations second, company communications departments later.
Membership: Increased and Engaged / Membres plus nombreux et plus actifs	Engaged members, who do the following : Interact on social media.	<ul style="list-style-type: none"> ● Networking : Create and publish a list of editing experts to follow on social media. 	<ul style="list-style-type: none"> ● Developed list of EC experts to follow on social media. To be published in enews or posted on website.
Membership: Increased and Engaged / Membres plus nombreux et plus actifs	Engaged members, who do the following : Help others by being a part of the community.	<ul style="list-style-type: none"> ● Community Connection : Advertise ongoing opportunities to work on our initiatives through Branches and Twigs. Encourage the use of member non-editing skills such as user experience, SEO, and industry expertise. ● Industry Networking: Assess the opportunity to create virtual Editors Canada industry networking groups on government, academia, and self-publishing. 	<ul style="list-style-type: none"> ● Tabled to future quarter.
Membership: Increased and Engaged / Membres plus nombreux et plus actifs	Engaged members, who do the following : Complete the member survey.	<ul style="list-style-type: none"> ● Member survey : Ensure survey is relevant and aligned with any other planned surveys to encourage broad participation. 	<ul style="list-style-type: none"> ● In progress.

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

- **Member Survey:** Move to EC Survey Monkey account, if it's a paid account, to make use of analytic features. Continue running monthly polls as possible, begin polls with renewals, and possibly webinars.
- **Platforms and Tools:** Write blog post on Peerwith to improve awareness (in progress). Develop/run poll on ODE use. Develop blog post on ODE use. Publish blog posts, create conference session proposal, and continue to explore funding options.

- Career Path: Get approval to take over management of Career Builder page (in progress). Begin implementing new subsite design and functionality (contingent on approval).
- Networking: Incorporate list of EC experts to follow on social media into Career Builder page. Develop LinkedIn strategy in coordination with other committees and National Office.
- External Outreach: Develop ideas for making contact with EC more attractive to education institutions, eg guest speakers in their courses. Begin list for other organizations to reach out to, eg editing-adjacent professions.

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

- Please see attached proposal to be reviewed at November 29 NEC meeting, and distribute to NEC members prior to meeting.
- Obtaining status on funding requests for upgrading ODE (and Finding Work page).
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4. How much money from your budget have you spent? Is everything on track? / Combien d'argent de votre budget avez-vous dépensé? Est-ce que tout va bien de ce côté?

N/A

Appendix J—Mentorship Report

Mentorship Program Committee, Risha Gotlieb, Chair

Q-4 planning report for national executive council.

5. Status update on actions from your committee plan for the year.

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 / Représenter les réviseurs du Canada	Become the authority on editing	<ul style="list-style-type: none"> Provide mentoring (part of professional development) 	<ul style="list-style-type: none"> Expanding the scope of the mentorship program, offering two levels of mentorship, has drawn a lot of new mentees. Several new mentorships have started in this last quarter.
Bilingual and Diverse / Bilinguisme et diversité	Offer all services in both languages. Broaden reach geographically.	<ul style="list-style-type: none"> Ensure francophone representation on the committee and among mentors. Offer mentorship at a distance (Online or by telephone). 	<ul style="list-style-type: none"> We received another Francophone mentor application, which now brings the total of francophone mentors in Quebec to four.
Innovative and Agile / Innovation et agilité	Don't keep revisiting old stuff.	<ul style="list-style-type: none"> Mentorship program is still growing. Take advantage of projects that come up quickly. 	<ul style="list-style-type: none"> Some of the committee members have produced a webinar designed for mentors, with Tamra Ross as moderator, but it continues to be in limbo. We need to question whether there is in fact a need for it.
Communications and Marketing / Communication et marketing	Members have effective communication channels among themselves. /	<ul style="list-style-type: none"> Continue to market the mentorship program both through e-newsletters and The Editors' Weekly blog. 	<ul style="list-style-type: none"> The program is currently marketed mostly through e-newsletters. Last year a few articles were published in the Weekly blog.

<p>Membership: Increased and Engaged</p>	<p>Engaged members (particularly novice editors and senior editors).</p>	<ul style="list-style-type: none"> • The program should attract members and increase membership value for novice editors and more experienced editors who want to mentor or branch out into other areas of editing. 	<ul style="list-style-type: none"> • Many of the mentees are novices and many of the mentors are senior, so we are definitely helping to reach these members.
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2. Priorities for the next quarter :

- We need one new member to serve on the mentorship committee to replace Anita Jenkins, who retired.
- We need to get going on delivering mentor training via webinars.
- We need to find more ways to market the program, including at the annual EC conference.
- Send out a survey to members in order to get feedback on the program and also find out what their specific mentorship needs are.

6. Requests or questions for the national executive council

- Please suggest members for the committee and as mentors.

7. How much money from your budget have you spent? Is everything on track?

To date we have spent little, but also made little. We are on track with our budget for the year. We need a greater number of mentorships to generate more revenue toward office costs.

Appendix K—Privacy Policy

Editors' Association of Canada/Association canadienne des réviseurs Privacy Policy

Effective date: xxxx, 2021

Policy purpose

The purpose of this policy is to meet the principles described in federal privacy legislation (the Personal Information Protection and Electronic Documents Act).

Not-for-profit corporations are not bound by this act. However, the Editors' Association of Canada/Association canadienne des réviseurs wants to follow federal privacy principles.

Policy statement

The Editors' Association of Canada (Editors Canada) respects the privacy of its members. It is committed to applying privacy principles to allow members to participate fully in association activities without compromising personal information.

Definitions used within this policy

Personal information, as defined by the Personal Information Protection and Electronic Documents Act, means "information about an identifiable individual, but does not include the name, title or business address or telephone number of an employee of an organization."

- Editors Canada members and affiliates who use their personal name, address, phone number or email address as their business name and contact information, and publish this information online (in the Online Directory of Editors or otherwise) have, in effect, decided to waive those aspects of privacy protection.
- Editors Canada members and affiliates who use their personal name, address, phone number or email address in the members-only directory have also waived those aspects of privacy protection.

A record includes "any correspondence, memorandum, book, plan, map, drawing, diagram, pictorial or graphic work, photograph, film, microform, sound recording, videotape, machine-readable record and any other documentary material, regardless of physical form or characteristics, and any copy of any of those things."

Details of what this means for Editors Canada business is in the association's *Privacy Guidelines*.

Applicability

This policy applies to personal information collected by the association as it conducts business, including providing member services. The association in this case includes staff, branch and twig leaders, directors, committee chairs and all other association volunteers.

Responsibility

Editors Canada will follow the principles described in the Personal Information Protection and Electronic Documents Act with respect to collecting, sharing, using, storing and disposing of personal information.

Staff and volunteers who keep and maintain records with personal information will make reasonable security arrangements against unauthorized access, use, modification, disclosure or disposal of such records.

The executive director is the association's privacy officer.

Contact information

Enquiries about this policy should be directed to the national office of the Editors' Association of Canada.

info@editors.ca

www.editors.ca / www.reviseurs.ca

416-975-1379

1-866-226-3348 (toll-free)

Authority

This policy is issued under the authority of the members of the Editors' Association of Canada.

Substantive revisions to this policy must be ratified by a vote of the association's national executive council.

This policy will be reviewed every five years.

References

The guidelines for implementing this policy appear in the document *Privacy Guidelines*.

Related documents are the *Confidentiality Policy* and the *Confidentiality Procedures*.

Appendix L—Privacy Guidelines

Editors' Association of Canada/Association canadienne des réviseurs
Privacy Guidelines
Effective date: xxxx 2021

Purpose

These guidelines are to implement the Editors' Association of Canada/Association canadienne des réviseurs *Privacy Policy*.

Privacy principles

The Editors' Association of Canada (Editors Canada) is not bound by federal or provincial legislation about privacy. However, to protect its members and affiliates, the association wants to honour the following privacy principles.

- Don't collect personal information you don't need.
- Don't share personal information without consent.
- Use the information only for the purpose it was collected for.
- Safeguard the information.
- Have a plan for destroying the information after a set amount of time.
- Have a plan for dealing with privacy breaches.

It is important to remember that business information (such as a business name, address, phone number or email) is not considered personal information. None of this document applies to business information.

Don't collect personal information you don't need

Association volunteers and staff should not collect information they don't need to do the work of the association.

Examples

- Do not collect phone numbers unless you need them to contact someone by phone.
- Do not collect personal information (including names) of people who attend meetings unless it is for mandated public health reasons.

People who voluntarily provide personal information should also be informed that they are consenting to Editors Canada's collecting it.

Don't share personal information without consent

Editors Canada volunteers and staff should not share personal information they have about members and affiliates unless they have permissions to do so.

Examples

- Do not share people's personal contact information without first asking their permission.
- Do not share transcripts or recording of any meetings without the explicit consent of every person at the meeting.
 - This includes recordings of branch and twig meetings held on an electronic platform.
 - It also includes the annual general meeting of members.
 - It applies to videos of people and to recordings of their voices. Both are considered to be personal information.
 - However, note that the minutes for directors' meetings and annual general meetings are available to all members and affiliates.
- Do not share information about someone's personal life (for example, their health, finances or job situation) unless they give you permission to do so.

Use the information only for the purpose it was collected for

Editors Canada will not use or disclose collected personal information for any purpose other than the aims and objectives of the association.

Association volunteers and staff should not repurpose personal information they collect.

Examples

- If you have someone's personal email address because you worked on a project together, you should not use that for our own marketing purposes (such as sending them emails about your business).
- Volunteers who have access to membership lists should use that information only for the purpose they've received it for.

Safeguard the information

Association volunteers and staff should safeguard personal information that they collect or have access to.

Examples

- Electronic files with personal information should have restrictions on who can access the information.
- Membership lists should be carefully guarded at in-person meetings.

Have a plan for destroying the information after a set amount of time

Association volunteers and staff should destroy records of personal information when that information is no longer needed.

Examples

- There is no need to keep personal information about previous branch or twig leaders or volunteers, such as lists of email addresses. Electronic records should be purged from time to time.
- Membership lists that are used to record who was at a meeting (for numbers and to ascertain that a person is a member) should be properly destroyed immediately after the meeting (for example, paper copies with member information should be destroyed using a shredder).
- Recordings of meetings that a recording secretary takes should be destroyed after the meeting minutes are finalized and voted on.
- Recordings of any virtual or in-person meetings of members (such as branch, twig or vine meetings) should be destroyed after they have served their purpose. This is in addition to getting explicit permission from each person present to record the meeting.

Have a plan for dealing with privacy breaches

The executive director and directors should have a plan for dealing with privacy breaches, as should leaders of branches, twigs and committees.

Examples

- Any director should report privacy breaches or suspected breaches to the executive director immediately so that action can be taken.
- Any branch or twig volunteer should report privacy breaches or suspected breaches to their branch or twig leader and, if necessary, to the executive director.
- Any committee chair or committee member should report privacy breaches or suspected breaches to their director, who will inform the executive director and will advise the committee chair how to proceed. This also applies to national positions and task forces.

Complaints and breaches of privacy

The executive director is the association's privacy officer.

- The executive director is responsible for reporting known non-compliance to the national executive council.

- The privacy officer is the association's contact point for any privacy complaints against Editors Canada.
- Any complaints unresolved by the privacy officer will be referred to the national executive council for consideration and appropriate action.

Exemptions

The national office can release any member's or student affiliate's contact information to the national nominations committee.

Revisions

Substantive revisions to these guidelines must be ratified by a vote of the association's national executive council.