



EDITORS
RÉVISEURS
CANADA

Reports

Directors

Q3, September 27, 2020

Zoom meeting

Contents

Contents

President, Heather Buzila.....3

Vice-President, Breanne MacDonald.....4

Past President, Gael Spivak.....5

Treasurer, Michelle Waitzman.....7

Secretary, Janice Dyer.....9

Publications, Anne Brennan.....10

Communications and Marketing, Sue Bowness.....11

Volunteer Relations, Patricia MacDonald.....12

Branches and Twigs, Anne Godlewski.....14

Standards, Berna Ozunal.....16

President, Heather Buzila

What activities (actions) are you planning in the coming year?

Strategic Priority	Outcome	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
Bilingual and Diverse	Bilingual	<ul style="list-style-type: none">Work with the francophone adviser to revive the agrément examContinue working with the translation team for translation of meeting agendas and other documents
Innovation and Agile	Try new things	<ul style="list-style-type: none">Continue research into planning a virtual conferenceContinue planning monthly virtual NEC meetings via Zoom
Communications and Marketing	Internal	<ul style="list-style-type: none">Provide meeting updates each month in the e-news to promote transparencyInvite twigs and branches to attend monthly NEC meetings via Zoom
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

1. Priorities for the next quarter

- Work with Sylvie Collin to determine how best to move forward with the agrément exam (i.e., should we revive the exam on our own or in partnership with SQRP)
- Continue to support other directors on the NEC and the executive director where possible in my role as president
- Look for ways to streamline NEC Zoom meetings to ensure we cover all required topics in the time allotted
- Commit to writing monthly meeting updates for members to be included in the monthly e-news

2. Requests or questions for the national executive council

- None

3. Budget Request

- None

Vice-President, Breanne MacDonald

- 1. What activities (actions) are you planning in the coming year? / Quelles activités (mesures) pensez-vous prendre dans l'année à venir?**
 - a. As conference advisor, support the planning and development of a completely virtual conference for 2021.
 - b. Provide support to the president as needed.
 - c. Provide support to the awards coordinator as needed.
 - d. Lead the execution of the annual report for 2020.
- 2. Priorities for the next quarter / Priorités pour le prochain trimestre**
 - Help conference chair start planning the 2021 conference.
 - Complete negotiations for moving the Edmonton contract to 2022.
 - Any awards support that is needed.
- 3. Requests or questions for the national executive council / Demandes ou questions pour le Conseil d'administration national**
 - None at this time.
- 4. Budget Request / Demande de budget (If required / Au besoin)**

Translation costs for annual report should be part of national budget. Will need normal costs for awards included in national budget.

Past President, Gael Spivak

What activities (actions) are you planning in the coming year?

Strategic Priority / Priorité stratégique	Outcome / Résultat	Actions / Mesures	Cost, if any / Coût, le cas échéant
Bilingual and Diverse / Bilinguisme et diversité	Broaden appeal to all types of editors.	<ul style="list-style-type: none"> Not listed in the plan: support implementing the Diversity, Equity and Inclusion Statement. Create a formal task force for this group. Create a position for an equity advisor to the NEC. 	<ul style="list-style-type: none"> Might be costs associated with the task force's recommendations.
Innovative and Agile / Innovation et agilité	Get things done.	<ul style="list-style-type: none"> Make sure policies and procedures support the ability to be responsive and act quickly. All of these need to be reviewed and I'd like to lead that review. Copyright forms need to be rolled out. 	<ul style="list-style-type: none"> none
Communications and Marketing / Communications et marketing	Members have effective communication channels among themselves.	<ul style="list-style-type: none"> Do continuous website development. Helping with Google Suite set up. Continue our momentum in communications with partnering organizations. Renewing one partnership (CIEP) and forming a new one (Spanish Editors Association) 	<ul style="list-style-type: none"> none
Membership: Increased and Engaged / Membres plus nombreux et plus actifs	Engaged members	<ul style="list-style-type: none"> Improve volunteer recognition: advising the new awards coordinator with her task to find members for the Honorary Life Membership Evaluation Committee. 	<ul style="list-style-type: none"> none

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

- From last reports: continue representing editing principles and values on the Canadian translation standard, as well as the international plain language standard.
- Starting this project off: the governance docs review. It will take several months.

- Submitted by the group working on implementing the Equity, Diversity and Inclusion Statement, for inclusion in my report:

“The EDI working group has met several times to determine a plan to implement EAC's EDI statement. While we started as a working group, we are now moving forward with formalizing this group as a task force, with the specific task of making recommendations to the NEC about how to implement the EDI statement at an organizational level. Based on initial consultations with members on the EDI statement, we have several recommendations. However, before moving ahead with many of these, we would like to survey the members about how they identify and their perception of equity in EAC. This way, we will have the data necessary to ground our recommendations to the NEC. We have drafted survey questions that have been submitted to the NEC for their review, and we have had lengthy discussions about methods of survey analysis. Our other strong recommendation is to update the ODE in ways that centre equity, and we are working with the Career Builder Committee on drafting recommendations for how to do this.”

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

- Nothing that is not in emails or on the agenda.

Treasurer, Michelle Waitzman

What activities (actions) are you planning in the coming year?

Strategic Priority / Priorité stratégique	Outcome / Résultat	Actions / Mesures	Cost, if any / Coût, le cas échéant
Represent Canada's Editors / Représenter les réviseurs du Canada	Define what editing means and what it brings to the client. Define what editing means and what it brings to the client.	<ul style="list-style-type: none"> Promote the value of editing to my corporate and independent clients. Encourage participation in Editors Canada events among editors. 	<ul style="list-style-type: none"> n/a
Bilingual and Diverse / Bilinguisme et diversité	Offer all services in both languages. Have a better balance of services for francophone members.	<ul style="list-style-type: none"> Ensure there is an adequate translation budget. Include any budget requests for French activities in annual planning/budget 	<ul style="list-style-type: none"> TBD
Innovative and Agile / Innovation et agilité	Don't proceed haphazardly, but use the right tool for the right job..	<ul style="list-style-type: none"> Confer with ED and bookkeepers to streamline financial practices using more efficient tools. Put financial policy and procedures in place to guide our actions. 	<ul style="list-style-type: none"> up to \$3,000 for new software if needed (redirected from bookkeeping budget)
Communications and Marketing / Communications et marketing	Members feel consulted on issues important to them.	<ul style="list-style-type: none"> Implement financial policy and procedures as requested by branches. Seek input from committees, branches and twigs on needs for 2021 budget. Respond promptly to questions from directors, chairs and committees. 	<ul style="list-style-type: none"> n/a

Membership: Increased and Engaged / Membres plus nombreux et plus actifs	Increase retention. Present sessions at conferences.	<ul style="list-style-type: none"> ● Continue to work on flexible solutions for members struggling financially. ● Present at in-person and virtual events (branch, Vine, conference) 	<ul style="list-style-type: none"> ● n/a (but possibly forgone revenue)
--	--	--	--

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

- Refining draft financial policy and procedures
- Creating 2021 budget with ED and financial committee
- Assessing impact of COVID-19 on 2020 finances

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

- Provide any budget-related information about plans for 2021 to ED and treasurer asap if not already done
- Provide feedback on draft financial policy and procedures before or during consultation period

3. Budget Request / Demande de budget (If required / Au besoin)

I'd like to redirect some admin funds toward streamlining our financial processes to save staff and bookkeeping time. May require additional software or apps to be integrated with our current systems. Up to \$3,000 seems reasonable if it lowers bookkeeping costs.

Secretary, Janice Dyer

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

2. **Note successes, accomplishments and challenges from the past quarter**
 - Represented Editors Canada on the Humber College Professional Writing and Communications postgraduate program advisory committee.
 - Supported Mentorship Committee as required.
 - Organized votes as required.
 - Supported new recording secretary as required.

3. **State priorities for the next quarter (your priorities as director, not your committees' or region's priorities)**
 - Continue to promote and support the mentorship program.
 - Support NEC members as required.

4. **Requests or questions for the national executive council**
 - Nothing at this time.

Publications Director, Anne Brennan

1. Groups and individuals who report through me

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

2. Successes and challenges during the past quarter

Successes

- None. The committee was inactive.

Challenges

- None. The committee was inactive.

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

- I've looked at the offerings of the Editorial Freelancers Association and the Chartered Institute of Editing and Proofreading (formerly the Society for Editors and Proofreaders), and begun formulating topic ideas for upcoming Editors Canada handbooks.

4. Activities planned for the next year

- Continue to market *From Contact to Contract*.
- Choose topics and recruit writers for upcoming handbooks.
- Complete and publish *Edit Like a Pro: Proofreading*.
- Complete and publish *Edit Like a Pro: Structural Editing*.
- Recruit volunteers for *Edit Like a Pro: Copy Editing*.
- Recruit volunteers for *Edit Like a Pro: Stylistic Editing*.

5. Priorities for the next quarter

- Continue to market *From Contact to Contract*.
- Choose topics and recruit writers for upcoming handbooks.
- Complete and publish *ELAP: Proofreading*.

6. Requests and questions for the National Executive Council

Requests

- None.

Questions

- None.

Director of Communications and Marketing, Sue Bowness

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 am new to the position and volunteering with this organization so I have now made contact or met with all my reports: Mying, Lucy, Susan. I have met with former director Virginia St-Denis and former marcom chair Janine Harker. I have met with Michelle Ou, first to understand her role and the position and then along with the marcom chair to discuss ideas and to-dos.
 - I watched my first board meeting before assuming my role and participated in my first official meeting in September.
 - I participated in the first marcom committee meeting where we discussed priorities, work in progress, and work to do in the future.
 - The marcom committee has started by finishing a social media guide already in progress with previous volunteers. We have arranged to meet monthly.
 - I have started to follow up with new projects that need to move ahead.

3. **State priorities for the next quarter (your priorities as director, not your committees' or region's priorities)**
 - Work on projects that were in progress and collect information I need to start on others:
 - Social media campaign to capture new members in 2 groups: students and lapsed members
 - Social media campaign to help show organizations the benefits of hiring a professional editor
 - Help publicize publications committee work
 - Help publicize editors to self-publishing companies who could use their services
 - Work on volunteer contract samples to propose to NEC
 - 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

1. What activities (actions) are you planning in the coming year?

Strategic Priority / Priorité stratégique	Outcome / Résultat	Actions / Mesures
Bilingual and Diverse	<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"> With the help of the francophone adviser, recruit volunteers to ensure francophone representation on committees. Potential francophone volunteers are being identified in the join/renew process. Supervise the Editors' Vine and assist the task force as it evaluates this service.
Communications and Marketing / Communications et marketing	<ul style="list-style-type: none"> Members are well-informed about the association. 	<ul style="list-style-type: none"> Work with the volunteer management chair to develop a document for volunteer recruitment/matching. This document will be in place of the volunteer directory.
Membership: Increased and Engaged / Membres plus nombreux et plus actifs	<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.

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

- Work on building the new volunteer opportunities spreadsheet.
- Compile a list of 2020-21 committees and national positions.
- Gather contact information for Caitlin for the copyright assignment forms.
- Update the volunteer editors, proofreaders, and translators list.
- Help get the insurance task force up and running again.

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

- Nothing at this time.

4. **Budget Request / Demande de budget (If required / Au besoin)**
 - Nothing at this time.

National director of branches and twigs, Anne Godlewski

Planning document for the annual budget meeting of September 27, 2020

1. Priorities for the next quarter

- Learn the role and become more familiar with governance and other documentation
- Update and/or revise branch and twig toolkits
- Update director tasks on corporate calendar as necessary
- Communicate reminders and updates to chairs and coordinators regularly, and answer any questions promptly
- Support twigs that are struggling to increase membership and retain and engage their current members
- Support chairs and coordinators as they rely on virtual platforms to run events for the foreseeable future
- Schedule Zoom meetings for chairs and coordinators for next three quarters
- Attend branch and twig meetings when possible

2. Requests or questions for the national executive council

- A review of toolkits for any potential updates (Heather, Gael?)
- An update of director mandate and responsibilities, based on there now being one merged position for the east and west regions
- What could we recommend for the Manitoba and Calgary twigs to keep members engaged? What is the reason behind a twig needing to have two coordinators, and is it permissible to have only one?
- Could we commit to sending branches their membership payments on particular dates, so that they're not waiting for it? Also, could we regularly provide the breakdown for the membership fees? (Specifically, the Toronto branch is requesting this, but if it's helpful for this branch, it would probably be helpful for others.)
- Would it be reasonable and feasible for us to provide some form of recognition for branch and twig members that have been members for a long time? (The Nova Scotia twig sends this request and suggests a congratulatory letter for membership of 25+ years.)
- As a way of engaging members, could we offer a free webinar or a discount on a webinar as a prize?
- The Ottawa-Gatineau branch had the following question:

- We wish to confirm with the NEC that the branch will offer online workshops to replace its in-person workshops, under the existing fiscal arrangement. That is, the branch will retain all revenue and assume all costs of workshops. For these workshops, we need to use a Zoom account for several consecutive half-days. Could we use the national office's Zoom account for this purpose, or should we establish our own Zoom account and consider that a cost of our workshop program?

3. Budget Request

None at this time.

Director of Professional Standards, BERNA OZUNAL

Planning document for the annual budget meeting of September 27, 2020

Active committees

CERTIFICATION STEERING COMMITTEE

Strategic Priority / Priorité stratégique	Outcome / Résultat	Actions / Mesures	Cost, if any / Coût, le cas échéant
Represent Canada's Editors	Become the authority on editing: certification, standards, training.	<ul style="list-style-type: none"> Ongoing development of Foundational Skills exam 	<ul style="list-style-type: none"> ProProfs fee of US \$828 Sync fee of US\$640 Honoraria for markers and other exam personnel (should be lower as no in-person invigilators)
	Broaden reach geographically, with more local groups and more online benefits for remote groups.	<ul style="list-style-type: none"> Still exploring ways to offer remote proctoring on exams while ensuring the utmost security and integrity of the whole process 	<ul style="list-style-type: none"> TBD
	Broaden appeal to all types of editors.	<ul style="list-style-type: none"> The Foundational Skills testing will broaden the appeal of Editors Canada examination offerings by appealing to newer editors who want to demonstrate a certain level of competency 	<ul style="list-style-type: none"> See first row

Strategic Priority / Priorité stratégique	Outcome / Résultat	Actions / Mesures	Cost, if any / Coût, le cas échéant
Innovative and Agile	Try new things; don't be afraid to fail.	<ul style="list-style-type: none"> Continue looking for ways to make the exams more accessible and expanding their reach to English-speaking editors around the world—this requires investigating the latest tools and technologies 	<ul style="list-style-type: none"> None
<i>Bilingual and Diverse</i>	<i>Offer all services in both languages.</i>	<i>Very early discussions to possibly revive the French equivalent of the English certification by renewing our relationship with former committee members (Comité Agrément/Principes (CAP) committee</i>	<ul style="list-style-type: none"> None

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

- Finalize content for Foundation Skills testing
- Continue searching for remote proctoring solution
- Review credential maintenance program
- Launch *exam bank* project — finding a better way to store our Part A questions
- Begin planning for creating “Part A is MCQ-and-matching-only” addenda to our other Test Preparation Guides.
- Update invigilator and candidate manuals to reflect the remote-only exam administration in 2020.

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

- A small (non-urgent) request, but we'd love your opinion on this: If we do go ahead with the 2020 Stylistic exam this year, then for 2021 we will plan to get back to our usual schedule of two exams per year, and will run the Structural/Proofreading pair that normally run together. We wonder if you have an opinion on what exams to run in 2021 in the case that we *cancel* this year's Stylistic exam:
 - Stylistic by itself, and start two per year the year after
 - Stylistic + run Copy Editing again, to get back on the same two-per-year grouping we always had
 - Stylistic + Proofreading (or Structural), since we won't have run either of those two in two years.

3. Budget Request / Demande de budget (If required / Au besoin)

- Nothing other than what is needed for Sync, ProProfs, and honoraria

STANDARDS COMMITTEE

Strategic Priority / Priorité stratégique	Outcome / Résultat	Actions / Mesures	Cost, if any / Coût, le cas échéant
Represent Canada's Editors	Define what editing means and what it brings to the client. Become the authority on editing: certification, standards, training.	<ul style="list-style-type: none"> • Re-evaluate the 2016 Professional Editorial Standards • Benchmark other standards of similar or comparable organizations 	<ul style="list-style-type: none"> • None

Strategic Priority / Priorité stratégique	Outcome / Résultat	Actions / Mesures	Cost, if any / Coût, le cas échéant
Innovative and Agile	Be the lens through which we act and see. <ul style="list-style-type: none"> • Try new things; don't be afraid to fail. • Come up with new courses, training, webinars. 	<ul style="list-style-type: none"> • This committee is using a Slack workspace which lends itself well to specific teams with specific projects • The committee is thinking about ways to make the standards more relevant, accessible, and meaningful • First we must think big-picture goals for the standards, then we will do a line-by-line review of the existing standards 	<ul style="list-style-type: none"> • None

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

- • Provide an official description of the committee and define its mission and priorities (by end of October)
- Assign roles and responsibilities to members (ongoing)
- Meet once monthly and have other ad hoc meetings as required
- There is discussion about re-evaluating the standards and thinking about whether a one-size-fits-all document and a one-format-fits-all document is the way to continue... could there be different formats for different audiences, such as employers/clients, colleagues, editors (senior), editors (junior), and non-editors—*people who know nothing of what editors do?* ... Can it be rewritten in plain language for some of those audiences?
- Start consulting the certification steering committee (CSC) and publications committees to find out what they want to see in Professional Editorial Standards (PES) moving forward
- We need to finalize our big-picture objectives for the standards before we begin a line-by-line review of the 2016 PES

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

- Are there any specific expectations or recommendations by NEC for this committee?
Any hard deadlines?

3. Budget Request / Demande de budget (If required / Au besoin)

- None at this time