



EDITORS
RÉVISEURS
CANADA

Reports

Directors

Q2, June 27, 2021

National Executive Council Meeting

Zoom

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President, Heather Buzila

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
 - Supported other directors as needed
 - Helped the Francophone adviser facilitate a partnership agreement with OTTIAQ
 - Provided a letter of support to the Indigenous Editors' Association for their Canada Council for the Arts grant application
 - Connected with all President's Award winners and wrote letters of congratulations
 - Chaired the 2021 AGM
 - As conference chair, helped to plan and execute a very successful conference

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

Strategic Priority	Outcome (in the strategic plan)	Actions (from the list in the plan or others that you have determined will meet the intended outcomes)	Update (what you have done to advance those actions)
Represent Canada's Editors	Become the hub	<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 also forwarded emails about the conference to my colleagues, and three of them signed up for the conference.
Bilingual and Diverse	Bilingual	<ul style="list-style-type: none"> • Work with the francophone adviser to make membership in Editors Canada more valuable for francophone members. • Work with the translation team for translation of meeting agendas and 	<ul style="list-style-type: none"> • I continue to work with the francophone adviser as requested. • I continue to work with the translation team on a regular basis.

		other documents	
Innovative and Agile	Try new things	<ul style="list-style-type: none"> Continue planning the 2021 virtual conference Continue planning monthly virtual NEC meetings via Zoom 	<ul style="list-style-type: none"> The conference was held on June 12 and 13 and was a huge success. 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 continue to provide updates to members on the monthly NEC meetings via the e-news. The Newfoundland and Labrador and Nova Scotia twigs (now merged into the Atlantic twig) attended the May NEC meeting. I've sketched out which branches and twigs to invite when we resume NEC meetings in September.
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.

- Write a final summary of the Rethink accomplishments to send to members in an e-news update
- Organize the new director orientation and complete various tasks when the NEC changes over
- Plan dates for NEC meetings from September to December 2021
- 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

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
2. **Note successes, accomplishments and challenges from the past quarter**
 - As conference advisor, supported a successful 2021 conference.
 - Provided support to the president as needed.
 - Provided support to the awards coordinator as needed.
 - Recruited a new leader for the website taskforce.
 - Completed the 2020 annual report.

Awards Coordinator:

- Winners were chosen and will be announced by press release.
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)**
 - As conference adviser, recruit a chair for the 2022 conference.
 - Provide training/support for incoming VP.
 - Transition to Treasurer's role.
 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

1. **List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs)**
 - equity, diversity and inclusion task force
 - career builder committee

2. **Note successes, accomplishments and challenges from the past quarter**
 - Got the equity fellowship launched: managed the options memo, the motion, the procedures, and some communications.
 - Started the copyright form rolling again, with Caitlin Stewart and Patricia MacDonald, after Sue Bowness finished managing the revisions.
 - I've been exec reading (along with Sue Bowness and Anne Brennan) the weekly blog posts. Have forgotten to mention that.

3. **State priorities for the next quarter (your priorities as director, not your committees' or region's priorities)**
 - NONE: This is my last NEC meeting. After ten years!
 - Will continue with this work, though:
 - Revise the policies and procedures after the AGM vote. They will all need to be updated and I imagine that will fall to me (20 for a member vote at the AGM and 15 for the NEC)
 - Participate in meetings on reviewing comments on the Canadian General Standards Board translation standard.
 - Will remain the association's governance expert (remember the vote we had on this last year, and Editors Canada buying me the latest edition of *Robert's Rules of Order* to help with that).

4. **Your own requests or questions for the national executive council (not your committees' requests, which are in their reports)**
 - I'd like to talk briefly at the meeting about the upcoming survey the career builder committee is doing for in-house editors, and the work that was done based on the roundtables for in-house editors at the 2016, 2017 and 2018 conferences.
 - I'd also like to talk about the project to index the minutes (NEC and AGM). Can we keep it on the action item list, so it does not get forgotten?
 - I have a question about updates to the governance docs after the AGM (about dates).

Treasurer, Michelle Waitzman

- 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
- Note successes, accomplishments and challenges from the past quarter
 - 2020 audit finalized
 - Participated in pre-AGM meeting with Ottawa branch exec to discuss their concerns

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	Become the authority on editing: certification, standards, training.	<ul style="list-style-type: none"> Help Editors Toronto develop seminars for non-editors Be a speed mentor at the virtual conference 	<ul style="list-style-type: none"> Ran pilot for Editors Toronto online course Mentored three attendees during the conference
Bilingual and Diverse / Bilinguisme et diversité		<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
Innovative and Agile / Innovation et agilité	-Come up with new courses, training, webinars. -Don't proceed haphazardly, but use the right tool for the right job.	<ul style="list-style-type: none"> Creating client relations webinar for freelance editors Support transition of branches to centralized bookkeeping 	<ul style="list-style-type: none"> Presented webinar in May Helped branch and twig execs with questions about new payment systems for honoraria Met online with Ottawa exec to talk about why centralized bookkeeping is important

Communications and Marketing / Communication et marketing	Our targeted communication activities reach potential members, clients and employers.	<ul style="list-style-type: none"> • Share information about upcoming webinars and the conference on social media • Arrange for CFG to advertise the conference to their members 	<ul style="list-style-type: none"> • CFG included a message about getting the partner rate for our conference in an email update to all members.
Membership: Increased and Engaged / Membres plus nombreux et plus actifs	Engaged members	<ul style="list-style-type: none"> • Participate in Toronto branch meetings and other events 	<ul style="list-style-type: none"> • Attended Toronto branch AGM • Engaged with attendees at virtual conference using networking tools on the platform

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)

- Handover to new treasurer

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)

- Discuss whether to allocate a budget to the Editors' Vine next year to put them on equal footing with twigs.

Secretary, Caitlin Coote

1. **List the groups or individuals that report through you / Énumérez les groupes ou les individus qui se rapportent à vous**
 - Conference committee
 - Mentoring committee
2. **Note successes, accomplishments and challenges from the past quarter**
 - Worked with Recording Secretary to resolve issues with and prepare minutes for the 2020 annual report
3. **State priorities for the next quarter / Priorités pour le prochain trimestre**
 - None; this will be my last meeting
 - Provide assistance to new secretary if necessary
4. **Your own requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national**
 - None at this time

National Director for Branches and Twigs, Anne Godlewski

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)**
 - All branches and twigs

2. **Note successes, accomplishments and challenges from the past quarter**
 - Continued challenges associated with the failure of email accounts (Roundcube): email addresses of some twig chairs were rejecting emails from editors.ca addresses (still a problem for one twig chair)
 - Worked with national office staff to ensure a smooth move of branch and twig mailboxes
 - Email addresses of several twigs were changed for consistency (Barrie, Edmonton, KWG, Manitoba, and Kingston)
 - Editors Nova Scotia and Editors Newfoundland and Labrador merged to form Editors Atlantic

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)**
 - Continue reviewing branch and twig toolkits for updates
 - Continue answering questions from branch and twig leaders in a timely manner
 - Work with national office staff to set up a central calendar to display all branch and twig events, which branch and twig leaders have been requesting
 - Work with national office staff to update contact list for branch and twig executive members for the next NEC year

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)**
 - The current strategic plan officially expires this year. Should we continue using the current one for future years? Should we update it? Have we measured or otherwise determined how we have benefitted from having a strategic plan?

Communications Director, Suzanne (Sue) Bowness

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

- 2. Note successes, accomplishments and challenges from the past quarter**
 - I have supported the new Marcom committee chair get volunteers in place and attended bi/monthly meetings, volunteered for high-level projects such as reviewing comms plans
 - I have invited NEC to connect with me about Marcom needs on their committees, passing along projects including outreach to library/schools and crisis comms review
 - The Marcom committee continues to work on its social media guide already in progress, new how-to communications guide, the Adwords campaign, implementing LinkedIn campaign (with Career Builders)

- 3. I continue to liaise with the blog and serve on exec read subcommittee, connected the blog volunteers with the Marcom committee for greater possible collaborationState priorities for the next quarter (your priorities as director, not your committees' or region's priorities)**
 - Review big picture comms including crisis comms, to create how-to guides that will promote greater continuity on Marcom and greater consistency for other committees that want to do their own comms
 - Review and possibly revise crisis communications guidelines
 - Develop a subsequent Editor promotion campaign
 - Continue to support Marcom committee as it moves ahead with new ideas

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

Professional Standards Director, Berna Ozunal

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

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

Standards committee

- continuing review of Professional Editorial Standards

CSC

- found promising platform for delivery of online certification exams
- ongoing work around Foundation Skills testing
- wrap-up of 2020 certification exams, including communication to candidates

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

Standards committee

- continue to support the committee in their work
- review and incorporate feedback from NEC meeting Q2 2021
- transitioning to new director

CSC

- getting approval for new exam delivery platform (top priority)
- transitioning to new director
- continuing to support the committee in their work

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

Publications Director, Anne Brennan

1. Groups and individuals who report through me

- Publications Committee, co-chaired by Paula Chiarcos and Josephine Mo.
 - *ELAP* Subcommittee, co-chaired by Josephine Mo and Jona Rhica Mejico.
 - Handbook Subcommittee, chaired by Paula Chiarcos.

2. Successes and challenges during the past quarter

Successes

- Finished producing *Edit Like a Pro: Proofreading*, and sent it to Michelle and Natasha for publication. Woohoo!
- Recruited and oriented two co-chairs (Josephine Mo and Jona Rhica Mejico) for the *ELAP* Subcommittee.
- Recruited a second co-chair (Josephine Mo) for the Publications Committee.
- I've given Josephine and Jona Rhica an orientation to Egnyte, explained the purpose, history, and status of *ELAP*, and encouraged them to look through the files.

Challenges

- The Handbook Subcommittee is experiencing pushback about who should participate in creating *No Reader Left Behind: Writing and Editing for Equality, Diversity, and Inclusion*.

Some people are criticizing the subcommittee for comprising too many middle-aged, middle-class white women.

Other people are critical of the fact that the subcommittee is trying to recruit members of visible minorities, calling it tokenism.

As a result, Paula is feeling that this is not a good time, politically, to produce a handbook on this topic. I have reassured her that this is exactly the right time, but she seems unconvinced, and will require continuing encouragement.

- The two people who will co-chair the *ELAP* Subcommittee have limited project management experience, and require mentoring. I have agreed to continue to mentor them. However, they will probably need the new publication director's help in finding appropriate volunteers.

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

- Now that the proofreading volume of *ELAP* is done, I am beginning to sort through the files for the structural editing volume to see what needs to be done.
- I have told Josephine and Jona Rhica that I will continue to mentor them after I leave the NEC, though I will not do the actual work of producing the structural editing volume.

- For now, we will continue to use Egnyte to share and store the *ELAP* files as we work on the volumes. As each volume is completed, we will transfer the finished files (together with whatever native files will be needed for future updates) to the Google Drive.

4. Priorities for the next quarter

- Resume the work on *Edit Like a Pro: Structural Editing* that was interrupted two years ago.
- Orient and pass files and responsibility to the new director of publications.

5. Requests and questions for the National Executive Council

Requests

- None.

Questions

- None.

Training and Development Director, Greg Ioannou

1. Collaboration between Webinar Committee and Student Relations Committee

After speaking with Becky Noelle, incoming chair of the student relations committee, the training and development committee has begun a collaboration with the student relations committee. Our new co-chair, Miriam Bergeret, will act as liaison between both committees and will spearhead a joint project to organize a virtual monthly book club for student affiliates. The virtual club will meet online once a month via zoom to discuss books written about editing and writing to improve members' knowledge of editing and of the profession and industry as a whole while simultaneously fostering connections between members. So far, at least 15 student affiliates are interested in joining. If the book club becomes a success, we can think about bringing in authors, and potentially their editors, to discuss their books with the club.

2. New webinar directions

We're moving in several new directions:

- "diverse" topics and presenters (See EDI taskforce letter to NEC)
- adding French webinars
- webinars from related organizations and college programs (e.g., How editors can help feature writers, possibly given in conjunction with Magazines Canada.)
- Specialized topics of interest to specific small groups of editors (e.g., Editing when you have a concussion, presented by a registered concussion therapist)

Volunteer Relations Director, Patricia MacDonald

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)

- 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 leader of the insurance task force has stepped down. I've been searching for a replacement.
- The mediator successfully resolved a case in which a member was having trouble receiving final payment.
- The members of the translation group received the President's Award for Volunteer Service, and group supervisor Nancy Foran received the Lee d'Anjou Volunteer of the Year Award. Congratulations on this well-deserved recognition.
- The Vine/la Vigne has submitted its report to the NEC. This completes the duties of the improving access to member services task force. I'm very proud of this new member service and look forward to seeing it grow.
- The volunteer spreadsheet (VolunteerConnect, the replacement for the volunteer directory) has gone live and is being used by members.
- 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, is growing and working to improving its offerings for francophone members.
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. • The new volunteer database has bilingual features.
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"> • 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 incoming director of volunteer relations as she transitions into this position.
- Coordinate obtaining contact information for the copyright assignment forms, something I will continue to do after I leave the NEC.

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

- I would like to request a small budget for the Vine/la Vigne so they have money to pay speakers, as needed.
- I would like to thank outgoing longtime NEC members Gael Spivak and Greg Ioannou for their leadership and service to the NEC and Editors Canada.