

Editors' Association of Canada
Association canadienne des réviseurs

National Executive Council
Meeting Minutes

Zoom
June 26, 2022



EDITORS
RÉVISEURS
CANADA

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PRESENT:

NATIONAL EXECUTIVE COMMITTEE

Heather Buzila	President
Maria Frank	Vice-President
Breanne MacDonald	Treasurer
Anne Godlewski	Director, Branches and Twigs
Błażej Szpakowicz	Director, Training and Development
Kaitlin Littlechild	Director, Publications
Leah Morrigan	Director, Volunteer Relations
Suzanne Bowness	Director, Communications

OTHERS

Natasha Bood	Executive Director
Suzanne Aubin	
Ellen Keeble	
Mina Holie	

REGRETS

Arija Berzitis	Director, Professional Standards
Marcia Luke	Secretary
Lori McLellan	Recording Secretary

1. Call to order

Heather Buzila called the meeting to order at 2:04 p.m.

2. Approval of agenda

MOVED BY Anne Godlewski

SECONDED BY Kaitlin Littlechild

that NEC approve the agenda.

Carried

3. Introductions and welcome to new directors

Heather introduced the new directors in attendance.

- a. No vote yet but observe.
- b. Can ask questions.
 - Leah Morrigan Director of Volunteer Relations, Toronto Ontario. (remaining)
 - Heather Buzila, President, North of Edmonton Alberta. (outgoing)

- Anne Godlewski, Director of Branches and Twigs, Woodstock Ontario. (outgoing)
- Błażej Szpakowicz, Director of Training and Development, Kamloops British Columbia. (remaining)
- Breanne MacDonald, Treasurer, Mississauga Ontario. (outgoing)
- Natasha Bood, Executive Director, Outside of Toronto Ontario. (remaining)
- Kaitlin Littlechild, Director of Publications, Oromocto New Brunswick. (remaining)
- Maria Frank, Vice President, Edmonton Alberta. (incoming president)
- Sue Bowness, Director of Communications, Toronto Ontario. (outgoing)
- Suzanne Aubin, Montreal Quebec. (incoming)
 - Was previously chair of Francophone Affairs
 - President of the Quebec branch.
- Ellen Keeble, Director of Branches and Twigs, Whitby Ontario. (incoming)
 - Work with Michelle Ou doing design work on certificates and the annual report
- Mina Holie, Secretary, Ghost Lake Alberta. (incoming)

4. Budget update

- a) Breanne indicated that there are documents in the Google Drive meeting folder for Q1 for the profit and loss and balance sheets. The conference isn't included in these yet, but the numbers are looking good so far. The expense for the cancellation of the hotel is there, but not much of the revenue is included so it looks worse than it really is. Expecting more revenue from the conference than budgeted.

Natasha indicated that the AGM documents and audit are complete from last year.

- b) Anne is reaching out to branches to determine signing officers for next year so that the executive can vote on them. Anne has already sent the spreadsheet to each branch and twig to confirm contact information for their new executives. It's not official yet, but Ellen will likely be Anne's replacement so it can be passed on and Heather will bring Ellen up to speed.

Breanne is outgoing Treasurer, so we need to vote on or before the next meeting to have new signing officers replace the outgoing signing officers. Keeping Heather and Natasha as signing officers. Make it very clear who is staying, who is being removed, and who is being added. Natasha to look for the exact wording needed to send to the bank.

5. Review of outstanding action items from previous meetings

- a) Reminder for outgoing directors to pass along any tasks to incoming directors

We don't have an updated list of action items because the recording secretary hasn't provided the draft May minutes yet. Heather doesn't have anything on her list that needs to be covered either. Marcia to update after receiving the May minutes and writing the June minutes.

6. Conference location

Breanne hasn't had time to look for a conference location. She is going to research Toronto area this summer in preparation for next year's conference, anticipating a hybrid event.

Maria asked about dates for next year. The dates will be dependant on the location. Aiming for the last half of May or first half of June.

Heather asked if Breanne needs any help. Breanne will ask Caitlin for help if needed. The plan is to get a quote from Redstone for the in-person portion of the event. They are local to Toronto so the quote would be more reasonable than this year's Edmonton conference. Breanne will put this together and share with the incoming secretary.

7. Update on ongoing projects

a. Publishing committee

Some progress on the Diversity Handbook. It is currently undergoing a structural edit to identify gaps. Edit Like a Pro, there is some interest in structural editors to review the existing exercises or create new exercises. Getting people on board and setting up a schedule. Kaitlin to check in on the committee members to see if the number and the workload is manageable. Heather has volunteer interest and can pass along names if needed.

b. Insurance task force

Insurance is available to English Canada; Editors Quebec is looking into their own insurance.

Heather has some information from Quebec, Nancy Foran. Two of the people on her translation team have insurance and have shared some information that is going to be shared with Editors Canada. Heather is going to remove the personal information. Perhaps Suzanne could look into it further, it could go into the member recruitment and retention portfolio. It would be nice to have a similar offering in Quebec to help members.

c. Member services/Volunteer management committees

Volunteer Management is on hiatus. Much work was completed on the Volunteer Connect spreadsheet last year, please update accordingly and use as needed. Taking time off until mid-august to regroup at the next meeting. Member services, the existing chair stepped down. Lenore Hietkamp has stepped up. Another long-term member left; one member was left remaining. Leah sent out a personalized email and recruited two new members and a new chair. They are very focused on what it is to be a member and what a member might want from the organization. They're going to be updating existing documents on the website for member services and volunteer management. Trying to determine the schedule of when to update

documents, how often, wait until the new website is done, etc. Leah reached out to the website chair and is waiting for feedback to help direct committees.

d. Certification

When Heather was preparing for the AGM, she was looking for a certification cochair to present the names of the newly certified editors. One of the cochairs was on board and during the registration process found out that she is no longer a member and has no intention of renewing her membership, meaning that she cannot be a cochair or chair. Non members can be volunteers, but the bylaw mentions that chairs and directors need to be members. It was discovered that the certification steering committee has a major need for volunteers and hadn't approached anyone for help. Contact Natasha, Michelle, and Arija to put out an email to the membership with a desperate call for volunteers and contacted Leah to reach out to candidates. We had 30 people emailing saying they were willing to volunteer. There were quite a few that were more interested in taking the exams than being on the committee but there are 10 potential volunteers. They are going through the emails and reaching out to fill out their numbers. The CSC felt like they had to deal with their issues on their own, they didn't feel they could ask for help. If your committees, branches or twigs are struggling, they don't have to suffer in silence and try to recruit their own volunteers, the executive can help in many ways. We got an excellent response, partly because the certification program is so important to our organization. We can help!

Leah is offering to help recruit with email communications to the volunteer group whenever needed. It seems to be working!

Anne asked how Heather found out the chair was no long a member. During the registration process to present at the AGM, Michelle checks membership and when Heather followed up it was clear she wouldn't be renewing her membership. It was completely by accident that Heather found out.

e. Standards committee

No update.

f. Webinars/Training and development committee

One of our cochairs for the past year has had to step down. Fortunately, Greg is still able and willing to fill his role as cochair. Not reliable at submitting reports and this is not likely to improve, but the committee is in good hands. We are fully covered for webinar hosts for the first time in awhile. Well covered for both English and French language webinar hosts. We have a dedicated marketing team just for the webinars, Virginia, Penelope. Caitlin Stewart doing a great deal of work on her own. Apart from Miriam's departure all is going well. Wrapped up the seminar/webinar schedule. A few things prepared for early next year. Call for proposals to come in late July/early August. Committee meeting in July which will help to decide on the direction for next year beyond get as many proposals as possible for next year and select the best ones. Appear to have enough volunteers.

Suzanne Aubin has been approached to do a webinar on localization. Her daughter wants to be involved in preparing the PowerPoint presentation. They will work on it this summer.

g. Career builder committee

Looking to work on the LinkedIn page for Editors Canada. Heather has directed them to speak to Michelle Ou about that because Michelle is in charge of social media. They are also wanting to be involved in the website taskforce and they have been to a certain extent already.

h. Student relations committee

No update. Temporary chair for the last couple of months until the incoming chair takes over.

i. Website task force

Breanne hasn't been at the last couple of meetings due to scheduling conflicts. They have finished the survey and analyzed the results, getting ready for the RFP slightly later than planned. We lost the volunteer doing the needs assessment, but this was passed on. Whichever director is taking on the website task force, check in with Julie to make sure she still has the volunteers she needs. She might be overwhelmed also. She's great and we don't want to lose her because she's overburdened. She was almost done site map; porting is still ongoing. Next meeting is mid-July. New director should join that and check in. It's not that the website goes away in November, but it stops being supported. We don't want it going past November if we can avoid it, but it's not the worst outcome if it's a little late.

j. Marketing and communications

Sue is stepping down as Director but staying on as a volunteer. Lucy is also stepping down as blog editor but will be staying on as a volunteer. Some other volunteers are stepping down and they will be looking for additional volunteers. Merel is good about reaching out for volunteers, but they will add something to the e-news and might reach out to Leah.

There has been some feedback on the videos that were produced—8 to 10 one-minute videos and one four-minute video. If these are all good, they will start using these on social media, website, etc. The original purpose of the four-minute video was outreach with the ambassador project, raising the profile of editing and Editors Canada. This project is moving forward. The video will be accompanied by a letter with additional information about the program. It will be launched late summer before school begins. Producing a presentation for ambassadors to deliver the same presentation at every school. Working on the LinkedIn project with Career Builder which is moving forward. Visual Metaphor campaign will continue to be worked on by Sue, with a goal of launching in the fall. The goal here is to engage members and leverage their ideas to expand the campaign. Also working on guidebooks. Sue has been trying to make everything more consistent across MarComm. There are three guidebooks: overall communications, crisis communication and social media communications. These will be updated when the strategic plan is updated as well. What are the methods that are available, what is the protocol, and having these in place to ensure consistency and efficiency? These are meant to give people who are not on MarComm an idea of what the committee is doing but also how others can work with MarComm. Please review the guidebooks and pass along to chairs. Sue will be making sure the new director is up to speed on all of these initiatives. TO DO

Heather asked if Sue has shown the videos to Michelle Ou. Wondering if it needs an "execread" type of review. That's why Sue shared them with us directly. Might be helpful to task a few

people if it's needed to be official. Sue wants to be very confident with the final product. They are also adding the subtitles and captioning after the content is approved. Also discussing how to add captioning to existing videos. Might have to do transcripts for now. Fairly easy to do with AI transcript software. TO DO

k. Mentorship committee

No update.

8. Break (10 minutes)

Upon return from break, Sue asked about the registration process for the AGM and making it easier for attendees/registrants. Possibility of including more reminders prior to registration closing to increase attendance. Also, a bounce back or automated message to let late registrants know that their registration failed. Possibility of adding volunteers to help late registrants still attend.

Requirements for the AGM from Michelle:

- Bylaw call to meeting must be issued 21 to 25 days before the AGM
- AGM was June 18, call to meeting sent on May 20
- All members received a reminder to register in the e-news update May 30 (this isn't always the case depending on the timing of the meeting/e-news)
- Heather reminded people verbally at the May NEC meeting
- Members need to register to attend, when they attend in person, they do it on site and they are checked against a membership list, then are given voting papers and/or ballots
- Anyone on Zoom may vote so only members may be registered and provided the meeting information
- To access the meeting online, we need some lead time to sort out logistics, large enough meeting room for registrants
- These actions must be done manually: verify the online registrant is a current member, deny online registration and send phone instructions to student affiliates so they can attend but not vote, send online meeting instructions, how to vote, etc. to all approved registrants, remove members whose memberships have lapsed as close to the meeting as possible and send the final list to the secretary. This was completed on June 17th at 2pm, the day before the meeting and three days after the registration deadline. Send online meeting instructions to late registrants (this year there were four). Final online meeting instructions were sent before 3pm on June 17th.
- This year Michelle also ran a practice session a week before and the executive logged in 15 minutes early and couldn't access email at this time.

Breanne says it's a privacy issue, it has to be staff that register attendees and check memberships. Staff shouldn't be expected to check their email on the weekend when they are already working the AGM. If there's a way to shut off registration after the deadline that would help. Heather suggests more reminder emails.

The only people who could have checked "at the door" registrants into a meeting were in a testing session to ensure all technology was running smoothly and people could access the meeting.

Anne suggests that maybe people have different expectations of Zoom because of the pandemic. But she likes the idea of shutting off registration and/or sending an automated reply.

Leah likes the idea of a calendar invitation rather than an email to make it easier to find the information on the day of the meeting. Having a small, time-limited committee for registration or troubleshooting.

Sue wants to make sure that as many people have the right to attend and vote as possible. She likes the idea of sending more reminders leading up to the AGM. Also, a day before reminder with the information for the meeting (this already happened). People are used to an in-person AGM when you can show up last minute, and perhaps we should strive to provide this option in Zoom as well. Let's take action on the easy wins and think about how we can tackle the more difficult issues.

Breanne: when you register for the AGM and receive the Zoom information, you have the option to add it to your calendar and then Zoom sends reminders. People can only attend the in-person AGM last minute if they are at the conference or live in the conference city so it's not exactly the same situation. This is all set up to avoid last-minute requests. At some point, people need to be responsible enough to register. Yes, the reminders are a good idea, but we can't put the extra stress on the staff to accommodate members. The onus is on the members if they want to attend. All of these processes are in place to protect the members and their privacy as well their right to attend/vote.

Heather: will look into additional reminders as well as an automated message after registration closes. Part of why we don't get good attendance is because people are tired of Zoom meetings, but we don't get anywhere near full attendance even in-person. On a good year we might have reached 100. Heather to pass along to Michelle for next year's AGM.

9. Reports and requests

a) Director reports (appendix D):

- a. Secretary: looking for a new recording secretary, please forward any names to Maria and Marcia. Mina as the unofficial secretary for next year, if you know someone you would like to work with, please reach out. Need to have someone in place for the first meeting in September.

b) Committee reports (appendix E):

- a. Career builder committee: Heather has already addressed these questions.

- b. Conference committee: wants to post to Facebook monthly year-round to maintain visibility. Maintain the same Facebook group rather than starting a new Facebook page each year. Don't need to repopulate followers. Should also be a public group, not a private group. Opportunity to list contributions or volunteers from the conference on the new website more regularly. Breanne says people just need to ask. This is done for the annual report.
- c. Mentorship committee: needs mentors/mentees (old).
- d. MarComm: request the same amount as last year, \$4500 for a French video promotion. Make sure this goes in the Q3 report for planning/budget.
- e. The Editor's Weekly: paid blog posts, this can go in the Q3 planning for next year's budget. Lucy was going to do more research so if she has more info it will need to be passed along to the new editors. Still would like to increase BIPOC contributions to the blog and frequency of EDI topics (Lucy and Beau, and new Director of MarComm). Maria to add to the EDI spreadsheet.
- f. CSC: consider moving to one exam per year given the low numbers. Include this in the budget discussion for Q3.

Streamline the report requests and reports. Make it clear that if you don't submit anything for a budget request in Q3 you don't get any funds. Add to Heather's list, Anne is working on it. Provide a new template and a completed example along with request instructions.

10. Branches and twigs

The Saskatchewan branch has officially closed. They didn't have enough members or volunteers to form an executive. The previous branch members will transition to another branch or twig. Need a chair for Edmonton as well, sent out a call in the May e-news. Heather is going to be helping out with an event for Editors Edmonton this fall, but only with the financial side of the event. Twig is going to host an author event, a reading or a Q&A, etc. Not stepping up to be twig chair, but the event might help to generate interest for the position.

11. Conference recap

Conference went well. There were a number of volunteers/hosts that helped with the event. There were a few hiccups, but they were resolved quickly. The feedback so far has been really positive. Registration we budgeted for 250 and we ended up with 215 or 220. We didn't have the in-person expenses so the overall budget will be more profitable than expected, even with the cancellation fee. Next year we aim to have a hybrid event to combat Zoom fatigue. Breanne to look into options over the summer. We do still have PheedLoop credits for this year if anyone would like to use these. Francophone conference might need these. Breanne will see when these expire.

Anne asked if we are looking in the Toronto area. Breanne said Toronto/GTA. For the first somewhat in-person event choose the place where the most members are, but also

where it might be accessible by train for those who are in Toronto but would need to use public transit.

Questions will be coming about next year's conference since we would normally announce the next year's conference at the current one.

12. Orientation for new directors

- a) Set up meeting (will email new directors in early July)
- b) Director handover: important
- c) Don't forget the corporate calendar

Heather is willing to do this—reviews governance, etc. Returning directors are welcome also. Directors should pass along information to Heather for their successor either via email, guidebook, or in Q2 report.

13. Vote on new committee chairs and new members of the honorary life membership evaluation committee

Certification we are leaving the cochairs in place until we have some new volunteers and find someone to move into those positions.

The one position we are still looking for is the list monitor. Once Michelle has set up the Google groups for the membership communication list we will recruit for this position.

The Representative, Freedom of Expression Committee is no longer in place, but the entry serves as a record for who held the position last.

For the new executive, if there is a chair turnover in the middle of the year we still need to vote on these positions, not just at the year end/beginning, but this does not apply to branch/twig chairs. They are voted in by their own membership.

MOVED BY Heather Buzila

SECONDED BY Anne Godlewski

that we approve the incoming committee chairs as listed in the confirmed chairs 2022-23 document.

Carried

MOVED BY Heather Buzila

SECONDED BY Sue Bowness

that we approve the two new members of the honorary life membership evaluation committee Kristine Buchholtz and Anne Louise Mahoney.

Carried

Need to vote on the new signing officers prior to the bank transaction. We vote on the branch/twig signing officers as well. This is the record they need to make the switch. The urgent part is to get the names of the incoming and outgoing signing officers so we can help facilitate the transition. If there is no date, can just include "after August".

14. NEC roles, committee chairs and branch officer votes

- a) 2022-23 national executive council roles: do by email vote in July.
- b) Reminder about branch signing officers and branch officers.

15. Thank you to outgoing directors

Heather thanked Anne, Sue and Breanne for their time and efforts on the executive committee. Breanne has been on the NEC longer than anyone currently! Heather thanks everyone on the NEC for their support even though Heather wasn't expecting to be president for a third year. Heather will still be past president for the next two years and take Breanne's place as the longest standing member of the NEC.

16. Next meeting

- a) Maria will send out a poll to schedule new meeting dates in mid-July when the new NEC is in place.

17. Adjournment

MOVED BY Anne Godlewski
SECONDED BY Sue Bowness

that the meeting be adjourned.

Carried

Appendix A –Agenda

Sunday, June 26, 2022

2:00 pm to 5:00 pm EDT

1. Call to order (2:00)
2. Approval of agenda
3. Introductions and welcome to new directors. (2:00 to 2:10)
 - a. No vote yet but observe.
 - b. Can ask questions.
4. Budget update (2:10 to 2:20) Breanne and Natasha
2022 Editors Canada Budget
 - a. Balance sheet; Profit and loss
 - b. Signing officers for next year
5. Review of outstanding action items from previous meetings (2:20 to 2:35) Marcia
 - a. Reminder for outgoing directors to pass along any tasks to incoming directors
6. 2023 conference location (2:35 to 2:45) Breanne
7. Update on ongoing projects (2:45 to 3:15)
 - a. Publishing committee Kaitlin
 - b. Insurance task force Leah
 - c. Member services/Volunteer management committees Leah
 - d. Certification Arija
 - e. Standards committee Arija
 - f. Webinars/Training and development committee Blazej
 - g. Career Builder committee Heather
 - h. Student relations committee Heather
 - i. Website task force Breanne
 - j. MarComm committee Sue
 - i. Handbooks
 - k. Mentorship committee Marcia
8. Break (3:15 to 3:25)
9. Reports and requests (3:25 to 3:45) Marcia
 - a. Director reports
 - b. Committee reports

10. Branches and twigs (3:45 to 3:55) Anne G.
11. Conference recap (3:55 to 4:05) Breanne
12. Orientation for new directors (4:05 to 4:10) Heather
 - a. Set up meeting (will email new directors in early July)
 - b. **Director handover: important**
 - c. Don't forget the [corporate calendar](#)
13. Vote on [new committee chairs and new members of the honorary life membership evaluation committee](#) (4:10 to 4:20) Heather
14. NEC roles, committee chairs and branch officer votes (4:20 to 4:30) Heather
 - a. 2022-23 national executive council roles: do by email vote in July
 - b. Reminder about branch signing officers and branch officers.
15. Thank you to outgoing directors
16. Next meeting
 - a. Maria will send out a poll to schedule new meeting dates in mid-July when the new NEC is in place.
17. Adjourn

Appendix B – Action Items

Number	Action Items 2021-2022	Category	Person(s) Responsible	Previous Status (if applicable)	Current Status	Last Updated (date)
1	NEC to review the idea of a 10% discount for a two-year renewal after reviewing the relevant discussion in minutes of 2019 Q1, March.	Done	Heather Buzila		In progress; to discuss at April 2022 meeting	May 14, 2022
2	Arija Berzitis to have committee contact Michelle Ou about consistency between style guides.	Done	Arija Berzitis, Michelle Ou	from April meeting	Different style guides can be used as long as branding of Editors Canada is the same.	May 14, 2022
3	Certification: Option of offering one exam in 2022. Lower number of candidates registering. Non-issue now for this year. Our discussion from February meeting was shared with them. The procedure says they will have one or more. Natasha to share the policy of one or more.	Done	Natasha Bood		Done - there will be 2 exams in 2022	March 30, 2022
4	Discussion held about the List Moderation Position and whether to fill it as we do not currently have a list serve to moderate. Natasha will ask Michelle to research	Done	Natasha Bood, Michelle Ou		Done - options were sent to NEC for decision	March 30, 2022

	<p>options and bring back to NEC for decision. (Slack and Google Groups).</p> <p>List Moderation Position: Need to have someone to review the posts and keep an eye on any issues, or inappropriate discussions. May want to wait until we decide on what platform before we make an appointment.</p>					
5	<p>Hamilton/Halton: Report they are struggling to find new executive members for next year. Are they aware they need 2 coordinators? They usually have a full branch executive.</p> <p>Anne: will get in touch with them.</p>	Done	Anne Godlewski		Done. For the record: The Hamilton-Halton twig raised this concern in their Q3 report (Sept 2021), not in the Q1. I believe this was a side question that came up related to the discussion regarding the question raised by the SK branch (action item #1).	April 6, 2022
6	<p>Heather to talk to Sylvie about insurance options for Quebec members, reviving current task force or establishing new task force of Francophone members.</p>	Done	Heather Buzila		Done. One of the new directors for 2022-2024 is Francophone, and Sylvie suggested we wait and ask her to look into this.	April 6, 2022

7	<p>New French Editing Association: for the time being that we don't do anything, remain status quo.</p> <p>Heather will write a letter to SQRP to thank them for letting us know and reminding them of our partnership agreement. Invite Gail to attend the April meeting and provide more information.</p>	Done	Heather Buzila		Done	April 6, 2022
8	<p>Saskatchewan numbers are below what constitutes a branch, will they require to transition to a twig and what would that look like? Heather will look back to March 2020 minutes and get back to Anne.</p> <p>Unclear if minimum is only for forming branch/twig or if there is a minimum number required to remain a branch/twig.</p>	Done	Heather Buzila, Anne Godlewski		Done	April 6, 2022
9	<p>Standards Committee: One test is set at 80% for passing and one is at 60%. Is it standard for one to be set so low?</p> <p>Arija to bring forward concerns to the committee.</p>	Done	Arija Berzitis		Done	April 6, 2022

10	For Suzanne Bowness to contact Sylvie Collin for list of terms for blog post tags. April 25, 2021	Done	Suzanne Bowness		Done	
11	Heather Buzila and Marcia Allyn Luke to review on-hold action items to remove old items. Nov. 21, 2021	Done	Heather Buzila, Marcia Allyn Luke		Done	
12	Heather Buzila and Natasha Bood to look into another Heritage Canada grant for the agrément program. Need to start this work by September or October. April 25, 2021	Done	Heather Buzila		DONE	
13	Heather Buzila to ask incoming secretary to let Mentorship committee know that they can use Volunteer Connect documents and advertise for volunteers in enews and on the members-only Facebook page. In general, the committee chairs find volunteers for committees. June 27, 2021	Done	Heather Buzila Marcia Allyn Luke		DONE	
14	Heather Buzila to look into Certification policy and process to see if who audits exam marks is listed and who has to vote on	Done	Heather Buzila		DONE	

	changing it. Sept. 19, 2021					
15	Heather Buzila to look into past NEC minutes about student critiques of ELAP and to connect with Arija Berzitis about what she found. Sept. 19, 2021	Done	Heather Buzila		DONE	
16	Heather Buzila to talk with incoming secretary to talk about ways to support the Mentorship Committee. June 27, 2021	Done	Heather Buzila Marcia Allyn Luke		DONE	
17	Heather Buzila to talk with Michelle Ou about communications about the difference between ELAP and text preparation guides. Sept. 19, 2021	Done	Heather Buzila		DONE	
18	Marcia Allyn Luke to deal with mentorship issues as follows: - change the communications (that is, separate call for mentees from call for mentors) - clarify the requirements for mentees consistent (members/student affiliates) - find proposal from Carolyn Brown, examine it to see if changes necessary,	Done	Marcia Allyn Luke		DONE	

	and if so, bring a recommendation for changes to the NEC for review.					
19	Natasha Bood to talk about possible Heritage Canada grant applications for May. Jan. 17, 2021	Done	Natasha Bood		DONE	
20	Gael Spivak and Natasha Bood to work on a governance poster to show incoming branch and twig coordinators what their responsibilities are and how communications work among various parts of the organization (on hold until more time). HB to ask GS for more info on the original idea.	On Hold	Heather Buzila	From April Meeting	Aiming for September	May 14, 2022
21	The Editor's Weekly: More research about payment for blog posts. Sue to get back to Lucy about or past discussion from February meeting, and get more details on what the ask is. After AGM a new EDI advisor will be starting and we could possibly ask her to write for the blog. (Amber from the EDI task force).	On Hold	Suzanne Bowness		Budget Meeting 2022	May 14, 2022
22	Michelle Waitzman to talk to Breanne	On Hold	Michelle Waitzman		On hold until 2021	

	MacDonald (conference chair) and Heather Ross to discuss including membership fees at the conference.		Heather Ross		conference. Not being pursued this year. Heather R investigating several options.	
23	Natasha Bood to find someone to sublet the Editors Canada office space in Toronto. June 27, 2021	Past	Natasha Bood	In progress Leah helped connect me to a broker. It's too small of a space for him to be interested in taking on as a listing, but he is going to connect me with a couple of less established brokers who might be interested. I've followed up a couple of times, but they haven't gotten back to me. In progress - working to create an ad to try to sublet the space without a broker.	The space has been listed on spacelist (an office rental site). We haven't had any inquiries about the space as of yet.	May 12, 2022
24	Heather Buzila to look at how to develop a new strategic plan. June 27, 2021	Past	Heather Buzila	In progress	In progress; I've met with Gael Spivak and have a plan to begin working on this in September.	March 29, 2022
25	Heather Buzila to continue work on the project to index	Past	Heather Buzila	Index still in progress(?)	In progress. Indexer working on it.	

	NEC and AGM minutes. June 27, 2021					
26	Suzanne Bowness to look at existing crisis comms guidance and assess and revitalize it, working with Michelle Ou. April 25, 2021	Past	Suzanne Bowness	In progress	Guidebook created	

Appendix C – Q2 Directors' Report
Editors' Association of Canada
Association canadienne des réviseurs

National Executive Council

Q2 Report – Directors

June 26, 2022



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RÉVISEURS
CANADA

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President (and Past President) – Heather Buzila

Quarterly report to national executive council for meeting of June 26, 2022

1. **List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs)**
 - Student Relations Committee
 - Career Builder Committee
 - Nominations Committee
 - HR Committee
 - Francophone Adviser
 - EDI Adviser

2. **Note successes, accomplishments and challenges from the past quarter**
 - Along with the Nominations Committee, recruited a full slate of incoming directors for 2022–2024 and filled all vacant national positions and committee chair positions except for the List Moderator position
 - Along with the HR Committee, conducted the executive director's yearly review
 - Prepared for and ran the 2022 AGM
 - Selected 2022 President's Award winners and the 2022 Lee d'Anjou Award winner
 - Scheduled, planned, and ran monthly NEC meetings, including inviting branches and twigs to join the meetings
 - Started and contributed to NEC discussions over email and tried to increase director engagement
 - Supported directors as needed

3. **State priorities for the next quarter (your priorities as director, not your committees' or region's priorities)**
 - Begin work on a new strategic plan
 - Update the branch and twig toolkits
 - Look into the OED subscription and Canadian Press subscription during preparations for the 2023 budget
 - Recruit List Monitor and work with that person to update the position description in advance of the 2023 AGM
 - Run the new director orientation (if requested to do so by incoming president)
 - Support the incoming president

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

Vice-President – Maria Frank

Quarterly report to national executive council for meeting of June 26, 2022

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

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

- Provided support to the president as needed
- Provided support to the awards coordinator as needed
- Monitored progress on the EDI recommendations
- Completed the 2021 annual report

Awards Coordinator:

- Winners were chosen and will be announced at the online ceremony and then by press release.
- We were particularly happy about the good take-up for the Virag Award this year.
- Organized an online awards ceremony (the first ever!) with the communications manager. The ceremony is scheduled to take place June 23, 2022.

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)**

- Provide training/support for incoming VP
- Transition to President'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

Treasurer – Breanne MacDonald

Quarterly report to national executive council for meeting of June 26, 2022 / Rapport trimestriel en vue de la réunion du conseil d'administration national du 26 juin 2022

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)**
 - Website taskforce
2. **Note successes, accomplishments and challenges from the past quarter**
 - Continued to approve payments via Plooto.
 - As conference advisor, helped to successfully plan and run the 2022 conference.
 - Continued to advise the website taskforce.
 - Supported the audit, though minimal involvement was needed.
 - Prepared treasurer's report for the annual report and presented at AGM.
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)**
 - Help onboard the incoming treasurer.
 - As conference adviser, start looking into options for 2023.
 - Transition support for the website taskforce to director taking over (TBD).
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.

Secretary – Marcia Luke

Quarterly report to national executive council for meeting of June 26, 2022 / Rapport trimestriel en vue de la réunion du conseil d'administration national du 26 juin 2022

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**
 - Passed and tracked motions for the 2021-2022 year
 - Requested and compiled Q2 Reports
 - Prepared list of requests for Q2 Meeting
 - Updated Action Items in preparation for the Q2 Meeting
 - Coordinated the approval of past meeting minutes and had these posted on the website
 - Connected with and passed information along to the mentoring committee
 - Filled the recording secretary position
 - Worked with Heather and Natasha on the Canadian Dictionary Project
 - Prepared for and participated in the AGM
 - Draft minutes for the AGM in absence of a recording secretary
 - Prepared transition material for the new secretary

3. **State priorities for the next quarter / Priorités pour le prochain trimestre**
 - Find a new recording secretary

4. **Your own requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national**
 - Recommendations for a new recording secretary

Director of Branches and Twigs – Anne Godlewski

Quarterly report to national executive council for meeting of June 26, 2022

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**
 - Hosted two meetings attended by chairs from Atlantic, Calgary, Kingston, Kitchener-Waterloo-Guelph, Manitoba, Ottawa, Quebec, Toronto (missing: Barrie, BC, Edmonton, Hamilton-Halton, Saskatchewan)
 - Guided the Saskatchewan branch in the process of dissolution of their branch
 -
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)**
 - List of ongoing projects sent to Heather Buzila
 -
 -
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

Director of Marketing and Communications – Suzanne (Sue) Bowness

Quarterly report to national executive council for meeting of June 26, 2022 (Q2)

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

- Communications and marketing committee (Merel Elsinga)
- Editors' Weekly blog (Lucy Payette)
- Surveys (Susan Chambers)

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

- I have liaised with the Marcom committee chair to assist her with a full portfolio of projects, attended monthly MarCom meetings; also liaised with blog editor, NEC
- I have introduced templates, guide books and forms in an effort to unify communications so that we are more consistent, and no longer starting from scratch when it comes to launching new projects. Guide books include a communications overview document designed to help other committees understand the Editors Canada channels that are available for their projects as well as the standards we need to meet on these platforms. A sub-guide to social media provides a focus in this area, and a form helps other committees communicate with Marcom about their project promotion needs.
- I also created a guidebook with examples of crisis communication for the NEC to ensure that this process is quicker and more consistent
- I am liaising with our Surveys expert to create a guidebook as well on how to design a good survey so that committees that want to do this can create a better first draft and make the most of the survey expert's time. We would also like to do that for Francophone members to help them have a better impact on their committee (our volunteer for this project recently left so we are sourcing another)
- I continue to liaise with the blog and serve on its exec read subcommittee

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

- Hand over my portfolio to the next Director of Communications smoothly; I plan to stay on the Marcom committee as a member to help with this transition
- Distribute the finalized how-to guides for comms, crisis comms and social media, to the committees and help ensure they are well used
- Continue to help with the visual metaphor campaign started under this portfolio as a member of the Marcom committee
- Priorities for this portfolio include supporting the many Marcom projects in progress: the Ambassador program and videos, visual metaphor campaign, LinkedIn page development

4. Requests or questions for the national executive council

- Nothing at this time.

Director of Professional Standards – Arija Berzitis

Quarterly report to national executive council for meeting of June 26, 2022 (Q2)

1. **List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs)**
 - Standards Committee (Berna Ozunol)
 - Certification Steering Committee (Jaime Miller (co-chair) and Sarah Rogers (stepping down; replacement not known at this time))

2. **Note successes, accomplishments and challenges from the past quarter**
 - A particular challenge is finding new volunteers to the Certification Steering Committee due to some of the current members' terms approaching completion. Heather mentioned that she has some candidates in mind. The most pressing vacancy is the co-chair position.
 - I attempted to download Uxpertise on my own device as a test at the request of Vicky Bell but I was not able to. Vicky Bell asked me to uninstall and try again but I haven't yet gotten around to that. The initial download time was three days and then the software seemed to give up. When I attempted to open the icon, nothing launched. If I were a member/candidate attempting to do the test, I would not have been able to download Uxpertise (monitoring software) in time or at all.
 - Standards Committee has finished its initial review of all the PES. Next step is providing a rough draft of the reviewed material to a Plain Language writer such as Gail Spivak as a rewriting task.
 - We discovered the use of the term "mastery" in some of the PES, and exam and promotional materials of the CSC, as in demonstrate "mastery" at an expert level. We are in process of scrubbing all use of the term due to sensitivity issues and possibly using something along the lines of "proficiency" instead.

3. **State priorities for the next quarter (your priorities as director, not your committees' or region's priorities)**
 - As stated above, the most pressing need is finding a co-chair for Jaime Bell on the CSC.
 - Also, for the CSC exams in November, the question of whether or not to ask for Uxpertise tech support on exam day may have to be considered. Some of the other testers were not able to launch it either but they weren't able to get the icon on their desktop, whereas I got an inactive icon. This will cost extra.
 - My goal is to continue as support for both committees, which is my main priority.

4. **Requests or questions for the national executive council**
 - None at this time.

Director of Publications – Kaitlin Littlechild

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

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)
 - Publications committee
 - Diversity and inclusion handbook subcommittee
2. Note successes, accomplishments and challenges from the past quarter
 - Diversity handbook has reached 5000 words and is undergoing a substantive edit to determine what further work is needed
 - Some challenges in finding writers for the diversity handbook but alternate methods were explored including using an interview method to gather information. Writing did progress, though (see point above)
 - Publications committee is making progress on the *ELAP: Structural Editing* resource. The committee is seeking out writers for one final exercise and reviews for the previously written material.

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.

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 the introduction for the diversity handbook
 - Support committee chairs to balance their workload. One has stepped down and there is risk of burnout
 - Solidify the plan for the next steps on the *ELAP: Structural Editing* resource.
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

Director of Training & Development – Błażej Szpakowicz

Quarterly report to national executive council for meeting of June 26, 2022

1. **List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs)**
 - Training & Development Committee (Greg Ioannou, chair)
2. **Note successes, accomplishments and challenges from the past quarter**
 - Former co-chair Miriam Bergeret has stepped away from the T&D Committee for next year, leaving Greg Ioannou as sole chair
 - The 2021–22 webinar season has now concluded successfully, and the program is on hold for the summer as Editors Canada members catch up with Conference presentations
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)**
 - The T&D committee shall hold a meeting to plan the 2022–23 webinar season sometime in July
 - Beyond that, I will continue to support the T&D committee as necessary.
4. **Your own requests or questions for the national executive council (not your committees' requests, which are in their reports)**
 - None at this time.

Director of Volunteer Services – Leah Morrigan

Quarterly report to national executive council for meeting of Q2 2022 / Rapport trimestriel en vue de la réunion du conseil d'administration national du

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)
 - Volunteer Management Committee (Ren Baron)
 - Member Services Committee (Lenore Hietkamp)
 - Insurance Task Force (Susan Turner)

2. Note successes, accomplishments, and challenges from the past quarter
 - Reaching out directly to the volunteer pool with volunteer positions is a continued success. Emailing is particularly effective for populating committees.
 - VolunteerConnect is used by volunteers and now chairs and directors to find available talent.
 - Brought on a new chair for the member services committee. Lenore Hietkamp has taken over, and we have two new volunteers on the committee.
 - Helped organize the Apollo Insurance coverage for Editors Canada members.

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.	<ul style="list-style-type: none"> • See page 8 of the strategic plan. / Voir page 8 du Plan stratégique. 	<ul style="list-style-type: none"> • I continue to tell people about the organization and my position in it. • I will volunteer to be an EC ambassador in 2022 via the Marcomm committee.
Bilingual and Diverse /	See page 9 of the strategic plan. / Voir	<ul style="list-style-type: none"> • See page 9 of the strategic plan. / Voir 	<ul style="list-style-type: none"> • To ensure a Francophone voice at Editors Canada, the volunteer services committee

Bilinguisme et diversité	page 9 du Plan stratégique.	page 9 du Plan stratégique.	<p>invited Sylvie Collin, our Francophone contact, to our last meeting on May 31.</p> <ul style="list-style-type: none"> • We discussed Sylvie doing “Francophone sensitivity training” (also in discussion on the Marcom committee). • Sylvie will write an info page for English EC members to become more aware of the French experience. The document will be ready for the end of the summer, 2022. We will figure out the best way to disperse the information for maximum readership.
Innovative and Agile / Innovation et agilité	See page 10 of the strategic plan. / Voir page 10 du Plan stratégique.	<ul style="list-style-type: none"> • See page 10 of the strategic plan. / Voir page 10 du Plan stratégique. 	<ul style="list-style-type: none"> •
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"> • See page 11 of the strategic plan. / Voir page 11 du Plan stratégique 	<ul style="list-style-type: none"> • Member Services was working with Training and Development to come up with a way to offer snippets of webinars over social media as a value-add to members (ongoing and currently on hold). • I have developed a marketing campaign for EC that will be launched later this year. I am working with Marcomm and Michelle Ou on this initiative.
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"> • See page 12 of the strategic plan. / Voir page 12 du Plan stratégique. 	<ul style="list-style-type: none"> • CP subscription option being explored one last time with CP (Member Svcs. – ongoing). • I welcome new EC volunteers and communicate with them in a timely fashion, urging them to be proactive in their search for fitting positions and committees, and to join editor’s networking platforms and meetings like the Vine and the Facebook group.

			<ul style="list-style-type: none"> • The volunteer services committee has resurrected the Featured Volunteer program and reaches out to directors, chairs, branches and twigs for nominations. • I continue to directly reach out to the volunteer pool to tell them about volunteer jobs. This has proved to be a success, as committees and directors tell me that their positions are filled after a volunteer email goes out.
Insurance			<ul style="list-style-type: none"> • Apollo Insurance project rolled out successfully. Editors Quebec is looking for a French insurance option, as Apollo is not available in Quebec.

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)

- Help communicate between committees and usher in the updated welcome kit with the member services committee.
- Allow projects and ideas to take shape with member services as the committee solidifies with the new chair and new volunteers.
- Continue making VolunteerConnect a valuable tool for Editors Canada and communicating with the membership to use this valuable tool.
- Continue to reach out directly to volunteers when volunteer jobs come up.

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, thank you.

Appendix D – Q2 Committees’ Report
Editors’ Association of Canada
Association canadienne des réviseurs

National Executive Council

Q2 Report – Committees and Taskforces

June 26, 2022



EDITORS
RÉVISEURS
CANADA

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Career Builder Committee – Lynne Melcombe, Glenna Jenkins

Quarterly report to national executive council for meeting of June 26, 2022

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	Our committee's focus is on how to help EC members find work.	<ul style="list-style-type: none"> ● Participation on initiative to form an Academic Editors Group (see AEG) ● Contribution to EC website: inventory items (See WS) ● ODE How to improve ODE pages (See ODE) ● EC Website: contribution to inventory vis career building/finding work (See ECW) ● LinkedIn project: finalizing our report and recommendations (See LKN) ● Surveys (See SVY) ● Liaising with marketing committee (See MC) ● External outreach (See EO) ● Transport Canada (See TC) 	<ul style="list-style-type: none"> ● (AEG) We now have NEC approval. The first meeting will likely be a joint event in September with the EFA and possibly with CEIP. We will also be able to contribute resources and links to the academic area on EC's new website. We need to ensure findability on EC's website; we are also liaising with EFA; we recommend creating a handbook for EC members on how to create SIGs; ● (WS) Ongoing work on Career Builder's portion of EC's new website; ● (ODE) Writing blog posts on how to improve ODE listings; ● (ECW) Compiling and presenting a wish list for EC's new website vis career building materials;

			<ul style="list-style-type: none"> ● (LKN) A final report on LinkedIn for career building will go to Michelle Ou for review prior to submission to NEC; ● (SVY) Collecting quantitative and qualitative data to better understand EC's membership and career objectives and concerns; the number of responses were too low to provide representative data; ● (MC) Including marketing committee members in our meetings and communications as our objectives are aligned; The Marketing Committee's template for encouraging people in writing and editing programs to become student members of EC might also work for the Career Builder Committee. ● (EO) Identify EC's strengths and weaknesses, review website; survey members about related associations and organizations vis partnerships, training opportunities and reciprocal memberships and volunteer privileges; ● (TC) A webinar should be prepared on how to sign up for Proservices contracts;
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			we are trying to contact TC.
Bilingual and Diverse / Bilinguisme et diversité	All materials should be in both official languages	<ul style="list-style-type: none"> We have ensured that any materials that went out to members (e.g., surveys, blog posts) were translated prior to dissemination. 	<ul style="list-style-type: none"> We have always followed EC protocol vis bilingual materials.
Innovative and Agile / Innovation et agilité	ODE initiative; LinkedIn initiative; contribution to new website content and design	<ul style="list-style-type: none"> See above 	<ul style="list-style-type: none"> Completed LinkedIn plan; We have compiled and completed a wish list for EC's new website; We have reached out to members on ideas for liaising with similar associations and organizations.
Communications and Marketing / Communication et marketing	Liaising with marketing committee	<ul style="list-style-type: none"> One member of the marketing committee has also joined the career builder committee. The chair of the marketing committee is being kept up to date on the LinkedIn project 	<ul style="list-style-type: none"> Continuing liaison with Marketing Committee; potential use of their template to attract new members to EC as we promote our Career Builder materials.
Membership: Increased and Engaged / Membres plus nombreux et plus actifs		<ul style="list-style-type: none"> Our LinkedIn plan proposes improvements to EC's LinkedIn page; assisting members to improve their LinkedIn pages and that these be included in EC's page. Our contributions to the contents of EC's website will better promote our organization in terms of what it does for members Proposed improvements to ODE Contribution to design and content of EC's new website External outreach to similar organizations; e.g., EFA. 	<ul style="list-style-type: none"> Follow-up with NEC on a number of our committee's initiatives; Continued work with other committees on outreach, the ODE, the new website, LinkedIn, an Academic Editors group and accessing contracts through Proservices (Transport Canada); we will no longer be doing surveys because the responses have been too low to provide useful data.

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

- Continue work with website taskforce vis career builder content and usability and findability;
- Submit LinkedIn plan to Michelle Ou for review;
- Follow up with Transport Canada on Proservices;
- Continuing to work in areas that would help members find work: EC's website; EC and personal LinkedIn pages and keeping these pages active and current; finding volunteers to keep EC's LinkedIn page active; liaising with related associations and organizations; working with other committees with similar foci; e.g., the Marketing Committee; the Website Taskforce; continuing to investigate how to access Proservices contracts.

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

- We need to know who is responsible for managing EC's LinkedIn page;
- We need to know what priority the NEC places on social media and how it can be used to help members find work;
- Any feedback on our initiatives would be helpful

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

Certification Steering Committee – Jaime Miller, Sarah Robins

Quarterly report to national executive council for meeting of 26 June 2022.

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

- **Develop and administer the professional certification exams**
 - In March we responded to an appeal for the 2021 structuring editing exam. This exam had already had three markers because the mark was so close to a pass. This exam was re-marked by two new markers, and the original marks were also reviewed by the exam shepherd. It was determined that this exam was indeed a pass, and a letter was sent to the candidate.
 - In April we had another appeal from a candidate requesting both the structural editing and proofreading exam be remarked. Two new markers marked each exam, and the results remained as a fail for each exam. A letter was sent to the candidate.
 - Final marks for Structural Editing: 4 candidates passed, 7 failed.
 - Final marks for Proofreading: 6 passed, 8 failed.
 - The 2022 copy editing and stylistic editing exams have been set and reviewed internally. The copy editing exam has also been reviewed externally and is currently being revised before sending to the proofreader. The stylistic exam will be sent to the external reviewer by the end of May. Both exams are in good shape and we are on target for our timeline.
- **Launch Editors Canada Foundations program**
 - The Editing Essentials test was launched in April! The feedback has been positive.
 - To date, 13 candidates have taken the test, and 12 have passed.
 - A “Resources for the Editors Canada Editing Essentials test” has been written and will be put on the Editors Canada website shortly to help candidates prepare for the test.
- **Communications and marketing**
 - We’ve continued to liaise with Michelle Ou to include relevant news in the monthly, association-wide e-news update.
 - The committee completed an interactive video promoting the Editors Canada certification program and providing answers to frequently asked questions. The video can be used at conferences instead of having an in-person seminar and fills a much-needed gap for up-to-date and user-friendly information.
- **Recruiting**
 - We have worked hard to recruit volunteers to assist with administering the exams. We have filled all positions except markers for the stylistic editing exam and pilot testers for both exams.
 - As a note, we require approximately 20 volunteers per exam to set, shepherd, review, test, and mark them. Recruiting is the most difficult task, and lack of volunteers may affect our ability to offer two exams per year in the future.
 - We have been unable to recruit any more committee members.

2. Priorities for the next quarter

- Copy editing addendum: We will begin preparing an addendum for the Copy Editing *Exam Prep Guide* in anticipation of the 2022 administration of the Copy Editing exam.

- Uxpertise: We will continue testing again on Uxpertise, and work with the company to make the process as smooth and foolproof as possible for the 2022 administration.
- Recruiting: We are trying hard to recruit volunteers for our committee, and will recruit pilot testers and markers for stylistic editing soon.
- Exam administration: We will revise exams once all external reviews and proofreading have been completed at the end of June. Exams will then be ready for pilot testing.

3. Requests or questions for the national executive council

- Given that the number of candidates registering for exams is usually about 15 people or less, we believe we should consider moving to offering only one exam per year. The volunteer hours are vast compared to the number of candidates registered for each exam, and recruiting volunteers who remain committed to the process is always difficult.

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

- So far this year, we have spent \$3,575 on honoraria for exam setting and marking.
- We have spent \$630.40 on ProProfs.
- We have spent \$175 on marketing (I believe for the launch of Editing Essentials).

Conference Committee – Breanne MacDonald, Bobbi Menard, Aerin Caley

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

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	Produce and Host the Editors Canada 2022 Conference	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Conference was completed and met committee expectations for attendance
Bilingual and Diverse / Bilinguisme et diversité	Ensure that both French and English are used in presentations	<ul style="list-style-type: none"> • Conference accepted all French language presentations into the schedule • Signage and advertising offered in both languages whenever possible 	<ul style="list-style-type: none"> •
Innovative and Agile / Innovation et agilité		<ul style="list-style-type: none"> • Since the Q1 report the Conference moved from a hybrid (offline/online) model to fully online • The Theme: Editing for a Changing World 	<ul style="list-style-type: none"> •
Communications and Marketing / Communication et marketing		<ul style="list-style-type: none"> • The Committee is grateful to Marie-Christine for her stalwart and consistent work in Social Media and translation • The Facebook Page and Twitter posts were steadily maintained 	<ul style="list-style-type: none"> •
Membership: Increased and Engaged /		<ul style="list-style-type: none"> • There were many student members in attendance 	<ul style="list-style-type: none"> •

Membres plus nombreux et plus actifs		<ul style="list-style-type: none"> The running tally of attendees on the platform was in the range of 120-150 people 	
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2. Priorities for the next quarter / Priorités pour le prochain trimestre

- Complete any outstanding wrap-up tasks from the conference: collate and review session feedback, submit final and reconciled budget\ documents
- Address any data deficiencies or discrepancies in the Google share Drive to ensure next year's committee has all relevant information
- Due to time constraints of committee members, the committee decided to not host an immediate debrief after the 2022 conference

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

- Opportunity to maintain the Conference Facebook page activity with a monthly post, year-round.
- Opportunity to list conference volunteers, or other recognition on the EC website

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?

- a. The final budget numbers are being compiled for submission.

Francophone Advisor / Conseillère francophone – Sylvie Collin

Quarterly report to national executive council for meeting of June 26, 2022 / Rapport trimestriel en vue de la réunion du conseil d'administration national du 26 juin, 2022

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 / Résultat	Actions / Mesures	Update / Mise à jour
Bilingual and Diverse / Bilinguisme et diversité	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"> Collaboration with the volunteer management committee to adapt the VolunteerConnect document. / Collaboration avec le comité de gestion des bénévoles pour l'adaptation du document ConnexionsBénévoles. Recruitment of volunteers to adapt a marketing campaign to the French-speaking public and participation in the process. / Recrutement de volontaires pour adapter une campagne de marketing au public francophone et participation au processus. Recruitment of a volunteer to improve the French content of the list of editing resources related to inclusivity. The document is now online. / Recrutement d'un volontaire pour améliorer le contenu français de la liste des ressources en révision touchant le principe de l'inclusivité. Le document est maintenant en ligne.

	<p>Have a better balance of services for francophone members. / Parvenir à équilibrer les services offerts aux membres francophones .</p>	<ul style="list-style-type: none"> ● Make recommendations to improve the customer experience for French-speaking members of the association. / Soumettre des recommandations pour améliorer « l'expérience client » des membres francophones de l'association. 	<ul style="list-style-type: none"> ● Participation in the recruitment process of a lead volunteer for the Agrément Committee. / Collaboration au recrutement d'une personne bénévole pour diriger le comité d'agrément. ● Draft of an awareness guide for inclusion in committee operations, still in preparation. / Ébauche d'un guide de sensibilisation à l'inclusion dans le fonctionnement des comités, toujours en préparation. ● Collaboration with the French Webinar Coordinator to create an extensive training program. / Collaboration avec la coordonnatrice des webinaires en français pour la création d'un programme de formation étoffé.
	<p>Work on a gradual shift in culture to be a truly bilingual association. / Changer progressivement les mentalités pour devenir une association vraiment bilingue.</p>	<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, I have not received any new francophone contacts from the Director of Volunteer Relations. / Depuis le dernier rapport, je n'ai reçu aucun nouveau contact francophone de la part de la directrice des relations avec les bénévoles.

<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"> • Emails sent to potential volunteers to inform them of open positions or tasks. / Courriels envoyés aux bénévoles potentiels pour les informer des postes à pourvoir ou des tâches à accomplir.
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6. Priorities for the next quarter / Priorités pour le prochain trimestre

- Start recruiting volunteers to organize the editors' conference in French of fall 2023. / Commencer à recruter des bénévoles pour organiser le congrès des réviseurs en français de l'automne 2023.
- Finalize a discussion paper on the organization of future French-language conferences. / Finaliser un document de réflexion sur l'organisation des futurs congrès en français.
- Finalize an awareness guide for inclusion in committee operations. / Finaliser le guide de sensibilisation à l'inclusion dans le fonctionnement des comités.
- In collaboration with Nancy Foran, update the French style guide. / En collaboration avec Nancy Foran, mettre à jour le guide français de rédaction et de révision des documents.
- Keep recruiting French-speaking volunteers for the national committees. / Poursuivre le recrutement de volontaires francophones pour les comités nationaux.

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

- None at the moment. / Aucune pour le moment.

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?

- No money spent. / Aucune dépense effectuée.

Marketing and Communications Committee – Merel Elsinga

Quarterly report to national executive council for meeting of June 2022

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

- a. Our main effort continues to be increasing the value of the committee. To achieve this, we continue to focus on liaising with other committees; working to establish the committee as a resource for the association, committees, and branches; and trying to improve consistency of our efforts and messaging. This work will be ongoing until the committee is thought of across the association whenever a message needs to be broadcast, whether it be internally or externally. Our director of communications has developed several guidelines for committees that provide an overview of Marcom and social media communications.
- b. In our June meeting we will determine whether/when to run the Hire an Editor social media campaign again.
- c. The Google AdGrants project is now running, using the approved material from the *Hire an Editor* campaign. We also set up Google Ads to advertise the Editing Essentials test, and we may expand the strategy to building the membership and other goals. We will analyze the Google ads in our June meeting.
- d. The LinkedIn proposal is looked after by a representative from the Marcom committee and two representatives from the Career Builder committee. Step one is to optimize Editors Canada's LinkedIn profile. The representatives are preparing to roll out this plan after the summer.
- e. The 4-minute English video for social media showing several editors and the difference in their editing tasks is nearing completion. While staying within the budget of \$1,500, we also now have ten approximately 1.5-minute videos each featuring an editor, almost ready to share on social media (still need to add captions). We are expecting to create a similar video/videos in French.
- f. Our plan to conduct outreach with libraries and post-secondary institutions continues to promote editing as a trade, the work that editors do, and the association. For the in-person part of the outreach, MarCom has also created a network of 20 ambassadors to speak in person at post-secondary institutions, libraries, and writer's circles, starting this fall. Since then, academic editors have indicated that they would like to be part of the ambassador campaign, to inform graduate students and junior researchers about the benefits of working with a professional editor. Marcom is working on a presentation and slide deck for the ambassadors.
- g. Part of the outreach campaign also includes distributing the brochure *15 Reasons to Join Editors Canada* by our ambassadors. After the update (by Marcom), the PDF version of that brochure can be posted on our website. The updated brochure can also be used for any other in-house events, and might be useful to branches and twigs. For some of our ambassadors, based on their audience (particularly the academic editors), it would be more useful to hand out the brochure *What can a professional editor do for you?* Given that the video project will stay within the \$1,500 budget, we plan to use an additional \$2,000 from our overall budget for the printing and shipping of brochures as handouts for our ambassadors.
- h. EDI via overall plan: a (former) MarCom member has written an *Editors Weekly* blog post to highlight the association's existing workplace harassment policy, to be posted this June. Our

francophone member has just stepped down for personal reasons, so we are in the process of finding a new volunteer to ensure accessibility for non-English speakers by developing a handbook and video for francophone volunteers.

- j. Visual metaphors: over this summer, Marcom will develop a NEC board member's idea to use visual metaphors for social media campaigns. Ideally, we would like to engage our members by letting them weigh in on the metaphors, too.

2. Priorities for the next quarter

- Continue with establishing the value of MarCom
- Initial updates to the LinkedIn profile
- Publish English video(s) for outreach with libraries and post-secondary institutions on social media and continue to create an ambassadors' network
- Create presentation and slide deck for ambassadors
- Update the *15 Reasons to join Editors Canada* brochure
- Find French volunteer for our committee
- Draft social media campaign for visual metaphors and start working towards that goal

3. Requests or questions for the national executive council

The committee plans to ask for an operating budget of \$ 4,500 in the next budget request period to continue with a French video promotion. This budget would also allow for potential additional costs if ambassadors are running out of brochures.

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

Expecting a \$1,500 invoice of our \$4,500 budget for the soon to be published English video(s). Budgeting to use \$2,000 for printing and shipping of brochures as handouts for our ambassadors in the outreach campaign.

Member Services – Lenore Hietkamp

Quarterly report to national executive council for meeting of June 26, 2022 / Rapport trimestriel en vue de la réunion du conseil d'administration national du

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.	<ul style="list-style-type: none"> Encourage members to provide content. 	<ul style="list-style-type: none"> LH: will review at June 14 meeting
Bilingual and Diverse / Bilinguisme et diversité	Have a better balance of services for francophone members.	<ul style="list-style-type: none"> Provide references in French. 	<ul style="list-style-type: none"> Worked with translation group to adapt the references section in the Welcome Kit for a bilingual audience. The translation group rewrote some text to make it gender neutral. Just got it back from the Translation group. LH: will review this at June 14 meeting LH is proofreading English version of Welcome Kit (received from Nancy Foran)
Innovative and Agile / Innovation et agilité	Innovative.	<ul style="list-style-type: none"> Work to change the culture to one of "How can we do this?" Build this into our thinking. 	<ul style="list-style-type: none"> Revised the welcome new member emails to chunk information. This means members learn about their

			<p>member benefits over a period of time rather than all at once. [approved by executive council: in translation]</p> <ul style="list-style-type: none"> ● LH: will review this at June 14 meeting
<p>Communications and Marketing / Communication et marketing</p>	<p>Members have effective communication channels among themselves.</p>	<ul style="list-style-type: none"> ● Use social media better 	<ul style="list-style-type: none"> ● Alana working with Marketing and Communication to ask survey questions about if there are any other services we could be providing/ ● investigating ● LH: will review this at June 14 meeting
<p>Membership: Increased and Engaged / Membres plus nombreux et plus actifs</p>	<p>Contribute to a publication.</p>	<ul style="list-style-type: none"> ● Create a welcome package with more on member benefits, including volunteering 	<ul style="list-style-type: none"> ● CP subscription option being explored one last time with CP. ● LH: will review this for June 14 meeting

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

- **LH: to review this list from last quarter at June 14 meeting**
- Close out investigation into CP survey:
- Launch revised welcome emails
- Publish updated Welcome Kit in English & French
- Add member services survey questions to existing surveys
- Work with Training group about possibility of offering snippets of webinars to add value to members
- Recruit new members to the committee

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

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

Mentorship 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"> We continue to offer two levels of mentorship, which seems to be working well. This quarter could be the highest number of mentees we've had (about double compared to the last quarter). This past quarter has been busy; we received several applications and matched them up with mentors. We also recently received an application from a mentor.
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 have at least four francophone mentors in Quebec.
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 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 novice editors and senior editors).	<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.

10. Priorities for the next quarter :

- It would be nice to have more experienced editor to serve on the mentorship committee to replace Anita Jenkins, who retired.
- We need to examine whether there is a need for delivering mentor training.
- We will continue market the program; so far, the best marketing has been through the monthly news distribution to EC members.

11. Requests or questions for the national executive council

- Please suggest members for the committee and as mentors.

12. 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.

Publications Committee – Kaitlin Littlechild

Kaitlin Littlechild (Director), Paula Chiarcos (Co-chair), Josephine Mo (Co-chair), Jona Rhica Mejico (Subcommittee Co-chair)

Quarterly report to national executive council for meeting of June 26, 2022 / Rapport trimestriel en vue de la réunion du conseil d'administration national du 26 juin, 2022

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"> • We have about half the writing completed for the handbook project.
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"> • The handbook committee for Editing for Diversity and Inclusiveness project continues to meet every 6 weeks.
Communications and Marketing / Communication et marketing	Our targeted communicati on 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 Engaged / Membres plus nombreux et plus actifs	Help others by being part of the community.	<ul style="list-style-type: none"> Engage membership. Support members with little or no experience. 	<ul style="list-style-type: none"> We are always spreading the word about volunteer opportunities.

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

- Complete the writing for the Editing for Diversity and Inclusiveness handbook project.
- Secure volunteers to continue writing and review the ELAP Structural Editing volume

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

Standards Committee – Berna Ozunal

Quarterly report to national executive council for meeting of 26 June 2022

1. **Status update on actions from your committee plan for the year**
 - **Review and propose revisions to the 2016 Professional Editorial Standards**
 - We've completed our review of the intro, Fundamentals, Structural, Stylistic and Copy editing – we have proofreading left
2. **Priorities for the next quarter**
 - Finish proofreading – finalize first draft of revisions to PES
 - Send draft to volunteer editor in Ottawa with professional standards expertise to revise
 - Open up Slack workspace for EC members to contribute and discuss
 - Present to NEC for review & approval at end of next quarter
3. **Requests or questions for the national executive council**
 - None at this time
4. **How much money from your budget have you spent? Is everything on track?**
 - n/a

Student Relations Committee – Robin Larin

Quarterly report to national executive council for meeting of March 6, 2022/ Rapport trimestriel en vue de la réunion du conseil d'administration national du

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 engagement in our Facebook group by providing stimulating information, encouraging discussion, and awarding periodic prizes for engaged participation 	<ul style="list-style-type: none"> Posted regularly in the Facebook group and commented on and liked posts shared by other group members Created and posted a PDF with all the information shared in our last Facebook series (about accountability groups), including helpful comments and discussions that occurred during the series Began the process of planning our next information sharing series for the Facebook group, which will run May to June 2022
Bilingual and Diverse / Bilinguisme et diversité	Diverse <ul style="list-style-type: none"> Broaden reach geographically, with more online benefits for remote groups. Broaden appeal to all types of editors. 	<ul style="list-style-type: none"> Create a new list of Indigenous style resources to share in the Facebook group Encourage students to add relevant Indigenous resources to the list 	<ul style="list-style-type: none"> Created an Indigenous style resource list as a Google Doc and posted it in the Facebook group (pinned as a featured post), so students can use it as a reference and add their own resources to the list

	<ul style="list-style-type: none"> • Offer services to English and French editors outside of Canada. 	<ul style="list-style-type: none"> • Host virtual student socials via Zoom to reach students across the country and internationally • Co-host (with the training and development committee) regular book club meetings 	<ul style="list-style-type: none"> • Hosted a Zoom social on Dec. 5 • Planned the next Zoom social for April 10, 2022 • Co-hosted a book club meeting on Jan. 23, discussing <i>Elements of Indigenous Style</i> by Gregory Younging • Booked the next meeting for March 13, discussing <i>Because Internet</i> by Gretchen McCulloch
Innovative and Agile / Innovation et agilité	<p>Innovative</p> <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"> • Collaborate with other committees to work cooperatively, creatively, and efficiently • Develop a new Facebook information series to provide students with new training and resource opportunities 	<ul style="list-style-type: none"> • Worked with training and development and marketing and communications committees to reach students and streamline communications between committees • Chose topic for next series: creating a business website. It will run May to June 2022.
Communications and Marketing / Communication et marketing	<p>Internal</p> <ul style="list-style-type: none"> • [Student affiliates] are well-informed about the association, and have an effective communication channel among themselves. 	<ul style="list-style-type: none"> • Create a safe space for students to ask questions and share resources in our Facebook group 	<ul style="list-style-type: none"> • Created rules for the Facebook group to ensure it remains a safe space as numbers grow
Membership: Increased and Engaged / Membres plus nombreux et plus actifs	<p>Engaged [student affiliates], who do some of the following:</p> <ul style="list-style-type: none"> • Talk about Editors Canada to others. • Go to meetings. 	<ul style="list-style-type: none"> • Encourage current student affiliates to share their positive experiences with fellow students • Encourage student affiliates to volunteer with Editors Canada 	<ul style="list-style-type: none"> • When topics like this come up in the Facebook group, encourage students to tell others (and provide them with the resources to do so) • Discuss opportunities to volunteer with Editors

	<ul style="list-style-type: none"> • Interact on social media. • Help others by being a part of the community. 		Canada at our next Zoom social (April 10)
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2. Priorities for the next quarter / Priorités pour le prochain trimestre

- Develop and run a new series for our Facebook group about building a business website
- Continuing to run book club meetings and student socials

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 yet. We plan to use some of the budget for prizes in our next series in May and June, 2022.

The Editors' Weekly – Lucy Payette, Laura Bontje, Sue Bowness

Quarterly report to national executive council for meeting of June 26, 2022.

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	Value-added content to promote Editors Canada	<ul style="list-style-type: none"> 15 posts published/scheduled second quarter; several represent Editors Canada initiatives (PES, Editing Essentials test/launch, Workplace Harassment policy and the annual conference). 	<ul style="list-style-type: none"> Search for posts and work with executive review committee to publish posts that reflect the Editors Canada brand (e.g., call for posts to promote 2022 conference).
Bilingual and Diverse / Bilinguisme et diversité	French blog content	<ul style="list-style-type: none"> Offer more French blog content to members/readers. 	<ul style="list-style-type: none"> Julie Kay-Wallace added "Articles en français" to header of blog. Next step: redirect https://blog.reviseurs.cato https://blog.editors.ca/?tag=français ? Submitted wish list for French blog to JK-W. November 2022 timeline for development?
Innovative and Agile / Innovation et agilité		<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
Communications and Marketing / Communication et marketing		<ul style="list-style-type: none"> Promote workplace harassment policy Promote Foundations 	<ul style="list-style-type: none"> Workplace harassment policy post scheduled for June 21, 2022 Two editing essentials posts (one published

			April 5, 2022 and another scheduled for July 2022)
Membership: Increased and Engaged / Membres plus nombreux et plus actifs		<ul style="list-style-type: none"> • Increase blog readership 	<ul style="list-style-type: none"> • Surpassed 1,000 subscribers • New managing editor proposed for July 2022 (Beau Brock)

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

- Continue to build editorial calendar for 2022 and roster of regular contributors
- Improve French content on blog
- Succession planning/training for blog team

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

- More research for discussion about paid blog posts
- Advance discussions about dedicated column on blog for Equity, Diversity and Inclusion

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.

Training and Development Committee - Greg Ioannou, Miriam Bergeret

Quarterly report to national executive council for meeting of March 6, 2022

- 1. List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs)**
 - Training & Development Committee (Greg Ioannou and Miriam Bergeret, co-chairs)

- 2. Note successes, accomplishments and challenges from the past quarter**
 - Liaised regularly with committee co-chairs and with T&D Manager Caitlin Stewart.
 - With assistance from the rest of the NEC, adopted an Editors Canada land acknowledgment for the webinar program and other purposes.

- 3. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities)**
 - I've reached out to the leadership of FOLD Canada and am awaiting a response that will hopefully help provide concrete ways to improve EDI-related offerings and find more diverse presenters for the webinars. That conversation is my main priority for the next while.
 - Beyond that, I will continue to support the T&C committee as necessary.

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

Volunteer Management Committee – Ren Baron

Q2 : Quarterly report to national executive council for meeting of June 26, 2022 / Q2 : Rapport trimestriel en vue de la réunion du conseil d'administration national du

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"> 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"> Patricia MacDonald produces content for social media posts and e-news outlining the benefits of volunteering Detailed info about the new VolunteerConnect has been sent out to directors, committee chairs, branches, twigs, and volunteers Volunteer positions are posted on the updated VolunteerConnect, and we've received much positive feedback on the revamp
Bilingual and Diverse / Bilinguisme et diversité	-Broaden reach geographically, with more local groups and more online benefits for remote groups. Broaden appeal to all types of editors.	<ul style="list-style-type: none"> Involve francophone members and student members from across the country; expand volunteering access (and ease of access) 	<ul style="list-style-type: none"> At Sylvie Collin's suggestion, we've changed the VolunteerConnect language columns to request that volunteers specify

		to francophone members and affiliates.	<p>their native and additional languages</p> <ul style="list-style-type: none"> ● We are in the process of developing guidelines to ensure committees and their volunteers plan initiatives and programs to better serve a bilingual community
Innovative and Agile / Innovation et agilité	<p>-Try new things; don't be afraid to fail.</p> <p>-Get things done.</p> <p>-Start with the goals most easily achieved.</p> <p>-Don't proceed haphazardly but use the right tool for the right job.</p>	<ul style="list-style-type: none"> ● Take advantage of the unique skills of our members to create new and better ways of working with our volunteers. ● Take advantage of projects that come up quickly and connect volunteers to projects quickly. 	<ul style="list-style-type: none"> ● We've received a great response to the revamped VolunteerConnect and continue to monitor the spreadsheet and keep in communication with volunteers to incorporate any additional suggestions
Communications and Marketing / Communication et marketing	<p>-Members are well-informed about the association.</p> <p>-Members have effective communication channels among themselves.</p> <p>-Our targeted communication activities reach potential members, clients and employers.</p>	<ul style="list-style-type: none"> ● Maintain the VolunteerConnect resource and have open communication between volunteer management and all members. ● Produce a "how to" guide for the VolunteerConnect resource. ● 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"> ● Maureen McGuigan is monitoring and maintaining VolunteerConnect ● We are developing a chair manual to streamline the handoff each term ● Social media continues to be managed by Patricia MacDonald ● We continue to operate the Featured Volunteer program to recognize outstanding volunteer work, and we have many exciting nominees to share in the coming months

<p>Membership: Increased and Engaged / Membres plus nombreux et plus actifs</p>	<p>-Increase retention. -Volunteer (with upward progression or not). -Talk about Editors Canada to others. Interact on social media.</p>	<ul style="list-style-type: none"> ● Continue with the Featured Volunteer recognition program, highlighting a member as nominated by another member. ● 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. 	<ul style="list-style-type: none"> ● VolunteerConnect is connecting volunteers with openings in an easier, more streamlined manner ● The Featured Volunteer (FV) program requests nominations quarterly, and newsletter FV profiles appear as often as we have nominations, up to once/month
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2. Priorities for the next quarter / Priorités pour le prochain trimestre

- Continue to monitor and tweak VolunteerConnect
- Continue operating the Featured Volunteer program and see how quarterly calls for nominations works
- Review and update the Volunteer Handbook and the Committee Book
- Make a comprehensive manual for the position of volunteer management committee chair
- Discuss guidelines or tools to (a) better assist francophone volunteers in their work on national committees, and (b) ensure national committees plan their events, initiatives, and programs with a bilingual community in mind

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?

- No budget

Website Task Force / Groupe de Travaile sur le site Web – Julie Kay-Wallace

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

Taskforce delivery date: **November 2022**

/ Fin des travaux du groupe de travail : **novembre 2022**

- 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.**
 - Members survey completed, results compiled and analyzed
 - Sitemap and content port for new site nearly finished
 - Needs assessment and RFP beginning

- 2. Priorities for the next quarter / Priorités pour le prochain trimestre**
 - Completion of needs assessment and RFP
 - Beginning development site work
 - Reorganizing content as per needs assessment and identified issues

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

- 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 E - Confirmed Chairs 2022-2023

Confirmed chairs 2022-23

Awards coordinator

Person	Staying?
Coordinator: Zofia Laubitz	NO
NEW: Monica Laane-Fralick (Editors Kingston)	Form completed

Career Builder

Person	Staying?
Lynne Melcombe	YES
NEW: Glenna Jenkins	New April 2022

Certification

Person	Staying?
Jamie Miller	1 more year
Sarah Robins	NEW. Form completed

Comité Agrément/Principes

Person	Who is contacting?	Email sent	Staying?
There is no one			

Communications and marketing

Person	Staying?
Merel Elsinga	YES

Conference advisor

Person	Staying?
Breanne MacDonald	YES

The Editors' Weekly (blog)

Person	Staying?
Lucy Payette	NO
Co-editor: NEW Beau Brock (Editors Ottawa-Gatineau)	Form completed
Co-editor: NEW Kathryn Nogue (Editors Saskatchewan)	Form completed

Equity, diversity and inclusion adviser

Person	Staying?
Adebe DeRango-Adem	NO
NEW: Amber Riaz (Editors BC)	Form completed

Facebook group moderators

Person	Staying?
Joanne Haskins	YES
Lenore Hietkamp	YES

Francophone adviser

Person	Staying?
Sylvie Collin	YES

Honorary Life Membership evaluation committee

NOTE:

Two people are replaced each year, for a two-year term.

Person	Replace in what year
Nancy Flight	2023
Maureen Nicholson	2023
Cathy McPhalen	2022
Marie-Christine Payette	2022
Lesley Cameron	2024

Jonathan Paterson	2024
NEW: Kristine Buchholtz	2025
NEW: Anne Louise Mahoney	2025

List monitor

Person	Staying?
Position: Nancy Wills	NO (but wait to find replacement until the NEC decides on a new format for member communications)

Mediator

Person	Staying?
Jane Kidner	YES

Member services

Person	Staying?
Chair: Kathryn Willms	NO (but director looking for replacement)
Lenore Hietkamp	Recruited March 14, 2022

Mentorship committee

Person	Staying?
Risha Gotlieb	YES

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**National magazine (Active Voice): no longer a position**  
**Remove from website**  
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Publications

Person	Staying?
Paula Chiarcos	Yes
Josephine Mo	Yes

Representative, Freedom of Expression Committee

Person	Staying?
Marg Anne Morrison	No, and the NEC said to let this position lapse for now

Standards

Person	Staying?
Chair: Berna Ozunal	YES

Student relations

Person	Staying?
S. Robin Larin	NO
NEW: Michelle Noble (Editors Hamilton-Halton)	Form submitted

Training and development

Person	Yes or No?
Miriam Bergert	NO
Greg Ioannou	YES

Volunteer management

Person	Staying?
Ren Baron	YES

Appendix F – Online Motions

No.	Motion	Details	Opened	Closed	Moved By	Seconded By	Carried By	Abstain
37	I move that the NEC approve the 2021 draft financial statements from Hogg, Shain & Sheck.	BACKGROUND: The auditors, Hogg, Shain & Sheck, have substantially completed the audit of the association's 2021 financial year. To finalize the financial statements, they require the approval of the NEC.	May 18, 2022	May 21, 2022	Breanne MacDonald	Heather Buzila	6	n/a
38	I move that we approve the April 2022 minutes for posting on the website. See attached.		May 17, 2022	May 27, 2022	Marcia Luke	Anne Godlewski	8	n/a
39	I move that we send the English versions of the auditor's report and financial statements to members before the French versions because the French translations are not ready yet.	Background: We have had some problems finishing the French translations of the auditor's report and financial statements, and they won't be ready for a day or two. After they are ready, they need to go to the auditor for approval, which could take a few more days. With the AGM approaching in only 9 days, it would be best to send the English versions out to members for review prior to the meeting, even though the French versions are not yet ready. There is precedent for this, as something similar had to happen last year (for the 2021 AGM). The French versions will be sent to members as soon as they are ready, hopefully before the AGM.	June 9, 2022	June 12, 2022	Heather Buzila	Anne Godlewski	8	n/a

