

**Editors' Association of Canada
Association canadienne des réviseurs**

**National Executive Council
Meeting Minutes**



**EDITORS
RÉVISEURS
CANADA**

November 19, 2022

Zoom

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PRESENT:

NATIONAL EXECUTIVE COMMITTEE

Maria Frank	President
Heather Buzila	Past President
Tara Avery	Treasurer
Mina Holië	Secretary
Ellen Keeble	Director, Branches and Twigs
Suzanne Aubin	Director, Member Recruitment and Retention
Arija Berzitis	Director, Professional Standards
Kaitlin Littlechild	Director, Publications
Błażej Szpakowicz	Director, Training and Development
Leah Morrigan	Director, Volunteer Relations

OTHERS

Natasha Bood	Executive Director
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REGRETS:

Marcia Allyn Luke	Vice-President
Rachel Robinson	Director, Marketing and Communications
Lori Perrie	Recording Secretary

1. Call to Order

Maria Frank calls the meeting to order at 1:04 p.m. EDT.

2. Land Acknowledgement

Maria Frank does the land acknowledgement.

3. Approval of Agenda

MOVED BY Suzanne Aubin

SECONDED BY Heather Buzila

that the NEC approves the agenda.

Carried

4. Introductions

a. New Director of Marketing and Communications

Rachel Robinson is the new Director of Marketing and Communications. She is absent today; she will be joining us in January 2023.

5. Proposed New Policy and Procedure Plus Requested Changes to the Financial Procedure

MOVED BY Maria Frank

SECONDED BY Arija Berzitis

that the NEC approves giving Gael Spivak a voice at the meeting.

Carried

Gael is joining the meeting to talk to the NEC about the new Policy and Procedures that she recently wrote. She will be submitting it for the AGM but wanted to give the NEC a heads-up and an opportunity to ask questions.

- Gael completed a decision log – the log of every single decision that has been made by members at AGMs since 1971. She found three decisions made by members at meetings that the NEC did not return to members when they made the decision; this was an oversight. Gael submitted these three motions to members to be voted on, which brought everything back into line.
- This brought attention to the fact that detailed procedures for some specific items were not clearly written out. Directors and the national office used to follow “custom” within the association, but this does not count if somebody challenges such a decision. In the past, this oversight has cost the association money in the amount of more than \$12,000 (when someone was upset about a custom not being followed). We need to make this explicit, so it is not a custom and to have a policy and procedure about it. If members make a decision about something at an AGM, then directors have to follow that decision. They cannot make any decisions that go against a member decision, without first going back to the members.
- In addition to this specific policy, Gael has written a procedure document about decision-making as a whole, including how decisions are made, whether that’s by directors, committee chairs, staff members, etc. This gives the above policy context, as well as making it official and having all of the information in once place. It makes it easier for people to know what their responsibilities are and what they have the power to do. Gael asks that people read the documents (previously sent to the NEC by email) and let her know if they have any questions or comments.

Heather – Can Gael present the documents as a member (although not a director) at the AGM? Gael thinks it should be okay, as she’s the one who has been doing the work to be presented.

Ellen asks when talking about changing policy and procedures and bringing them to members at the AGM, how many people have to agree to approve the policy or procedure. How many people constitute enough member participation to vote yes and change and enact policies? Gael shares that it is covered in the bylaws: 50% is needed.

Ellen asks how the various policy documents are linked, i.e. when information from one is needed to properly read another. Gael says that it is not good governance practice to refer from within a policy and procedure to a higher level (control) document. The bylaw covers everything.

Not every policy and procedure must go to members. There's a category of policy and procedures that need to actually go to members. Many administrative policy and procedures are voted on only by the NEC. These changes do not even have to be shared with members.

Maria supports sending out the updated policy and procedures regarding decision-making to members for discussion before the AGM. Gael will write a cover blurb and connect with Michelle Ou regarding the email. This can be done closer to the AGM, i.e. in the Spring. It can be attached to the general AGM email, as historically there has not been much engagement when changes are made.

a. Financial Procedures

Based on her work with the Decision-making policy and procedure, Gael recommends two changes to the Financial Procedures.

i). Contracts over \$1,000

Part of the Decision-making procedure stipulates that a director can step in and stop a volunteer, particularly a committee chair, from making a decision that is bad for the organization, or that doesn't follow the financial procedures, i.e. permission by NEC is required to spend more than \$1,000. However, webinar (and other) contracts can potentially go over \$1,000. As directors don't have to separately approve every single contract with a webinar presenter, an exemption has been written into the financial procedures.

Change this:

No other representative of Editors Canada (whether a member of the NEC, a committee chair or other volunteer) may enter into a contract or agreement or apply for a grant on behalf of Editors Canada with a value of more than \$1,000 unless approved by the NEC.

To this:

No other representative of Editors Canada (whether a member of the NEC, a committee chair or other volunteer) may enter into a contract or agreement or apply for a grant on behalf of Editors Canada with a value of more than \$1,000 unless approved by the NEC. The only exception to this is for contracts with royalty provisions (such as webinars), which can, on rare occasions, end up going over \$1,000.

ii). An ED taking from the Marketing/Comms budget

The second issue arose during the review of the Decision-making procedures. A previous ED took money from the Communications pot (that the directors had decided should go to communications) and moved it elsewhere and didn't tell anybody. Gael suggests adding something to the financial procedures to ensure that it is explicit that the ED cannot move money around without permission from the NEC.

Proposed addition to the Financial Procedure:

The executive director cannot change budget allotments, including for communications or conferences, without approval from the NEC. The ED also cannot move budgeted money between assigned allotments, without approval from the NEC.

MOVED BY Maria Frank
SECONDED BY Suzanne Aubin

that the NEC accepts Gael's proposed changes to the Financial Procedure.

Carried

6. Editors Hamilton-Halton

MOVED BY Ellen Keeble
SECONDED BY Suzanne Aubin

that the NEC approves granting Jenny O'Reilly a voice at the meeting.

Carried

Jenny O'Reilly and Kathleen Foxx are both new to the Editors Hamilton-Halton exec. They have not yet held any member meetings, but they have confirmed two guest speakers that they are hoping to present in the new year: one is on plain language, and one is an editor from an independent publisher. They are still confirming dates and are looking at January and February for those. They coordinated with the Kitchener-Waterloo-Guelph twig to extend an invitation to the Hamilton-Halton members to attend their book club. They will also talk to Kitchener-Waterloo-Guelph about co-hosting an event.

Their communications team has been expanded, which is a new development. They have had the same communications coordinator for the past couple of years, but he would like to step back; a new member is stepping up.

Their twig website was on WordPress, and it has not been updated since 2019. It has been taken down temporarily; they will reassess and update when they can. They are just on Facebook and the Editors Canada twig website for now.

Recently sent out a members' survey asking preferences for meeting times, etc. and will start a regular newsletter after winter break.

Kathleen and Jenny need more guidance on how to run a virtual event, in terms of booking, Zoom, registration, and payments. Will get in touch with Ellen for guidance.

So far, this year has been about re-building and learning. They will hopefully hold in-person events in the new year. For now, they are largely virtual.

Kathleen Foxx from Hamilton-Halton was able to join the meeting just as Jenny was finishing speaking.

Heather shares that, regarding the WordPress website, it might be better to wait to make any changes until the national website is done. This will save them extra work.

Ellen comments that the survey sent out by Hamilton-Halton is great, and she is hoping that other twigs might follow suit. Ellen will add the survey form to the toolkit.

7. Budget Update

Agenda amended slightly to reflect the actual proceedings. The sections have been rearranged, and “2023 Budget” has been added to cover general budget discussion.

a. Membership fees for 2023

We are trending lower in memberships this year; this is to be expected with inflation and cost of living, etc. It's not extreme, but something to be aware of.

Editors Canada is considering freezing the membership rates for 2023. Normally membership fee changes are voted on and must be done before December 1, to give members a three-month notice (by March 1) of the changes.

MOVED BY Tara Avery
SECONDED BY Maria Frank

that the NEC approves freezing member rates for the 2023 year.

Carried

There was a talk about changing the number of certification exams, but we are now budgeting for two certification exams for 2023.

We are budgeting for about the same number of webinars as last year. Błażej shares that fewer French webinars will be held this year and maybe slightly less English webinars.

b. French conference budget

The NEC just received the French conference budget. It's still dependent on whether or not they can find enough volunteers to run the conference. Maria shares that it wouldn't be until next fall, and this is currently just a very rough draft budget, in case they are able to go ahead.

Natasha says that the idea is that the conference will bring in about \$5,000, and it will not be a cost. Natasha recommends that we don't have to put it inside this budget, but when the time comes that they make a decision that they want to go forward, there could be a vote saying that it will be added to their 2023 plan at a later date.

c. 2023 Budget

Tara mentions we are adding in member benefits. We are adding in subscriptions to the OED and CP. To pay for it: this year, we will take a bit of money out of the accumulated surplus, and next year, we won't have rent on the physical office anymore, so it should balance out.

Heather says that, once the estimates are sent out to the NEC, we can review, discuss, and then vote to go ahead and set these up. This should be done separately from the budget. The estimates have already gone to Natasha and Michelle, who will send out to the NEC.

Tara reports that Marketing and Communications requested \$4,500 last year; they have requested the same this year, although they've only used \$2,000 of what they had last year. Some was used to do some of the French materials. The money is available to give them that amount. Some of the website expenses from last year won't be used until next year, so that will be moved over.

We are recommending a 4% increase for staff in 2023, which is lower than inflation.

We've adjusted twig amounts slightly lower, because no one is using their full allotment of money.

We have the beginning of a budget for the conference.

Natasha adds that the budget is balanced and is a good solid budget for the year.

Heather mentions that we should vote on OED and CP first and then can vote on the budget. This is our most significant new expense.

d. Sponsoring the 2023 ACES conference

Heather points out that, if we decide to go ahead with ACES conference sponsorship, that would be a little change in the budget, as well.

- ACES reached out to Heather (as past president); the conference will be in person, in Columbus, Ohio, at the end of March 2023. Asking Editors Canada to sponsor them.
- In the pre-Covid-19, Editors Canada almost always sponsored ACES for its in-person conference. We would find a person already attending, who would be a good representative of Editors Canada and ask them to run the booth. The booth does not have to have someone at it all of the time. We could print pamphlets or just have QR codes.
- Heather thought we might want to go up the level of sponsorship and do the free registration because of uncertainty around how many Editors Canada members will attend in person this time.
- We need to be confident in the person who will represent Editors Canada. It might be nice to include the free registration in the sponsorship. In the past, we've always done the Bronze sponsorship and just asked someone to run the booth at times. The booth could include information about the association, our certification exams, any publications we have, i.e. *Edit Like a Pro*, handbooks.
- The difference in cost: Bronze level is about \$500, and the next level (called Spelling Bee) is \$1,000.

- It would be a bad idea to not sponsor at all, because ACES is our closest partner association; it would set a bad precedent to not sponsor them, especially as we move back to in-person events. They also sponsor our conference.
- Sponsorship deadline is at the end of February 2023. We should decide before we vote on budget, to keep it formal.
- In the past, we have always picked the person to sit at the booth, rather than a contest-type way of selecting.
- Natasha says that the money might be able to come from the Marketing Committee, as they have a bit of extra.
- Tara likes the idea of the Spelling Bee sponsorship, as we are asking people to take time away from what they have paid for; this is also in line with how we're changing our conference speakers this year – recognizing them for their effort and time.
- Kaitlin asks if conference registration is \$500, or if there is a more cost-effective way of subsidizing a portion? Bronze level is very basic; moving up to Spelling Bee has other benefits. The conference fees are \$400 USD for members for early bird, while members for general registration is \$549 USD.
 - Bronze level – sponsored booth and extended exhibitor hall time, logos on the website and on the conference sign.
 - Spelling Bee level – general conference registration, a banquet ticket, VIP seating at opening, closing, and at the banquet, an exhibition booth with coffee and water service during booth hours, and all of the logos in the different places.
- Tara and Maria suggest that there are Editors Canada tools that might appeal to participants at the ACES conference: Editing Essentials (the US associations do not have much in the way of accreditation), Editors Canada website resources, such as the freelancer contract. This could attract membership from outside of Canada.

MOVED BY Heather Buzila
 SECONDED BY Ellen Keeble

that the NEC approves sponsoring the 2023 ACES Conference at the Spelling Bee level of sponsorship, which is \$1,000.

Carried

Heather will contact ACES to request they get in touch with Natasha, and Tara can work on the budget.

Tara asks about paying writers for the blog, referring to a past discussion. Heather says that is something to discuss with Rachel when she is here. The editor of Editor's Weekly last year was looking into it, and she found that most other associations similar to ours do not pay their writers. This came about because they were trying to increase the number of blog posts from

BIPOC writers, so that was why they were suggesting paying people, but we have not heard back, so it has not been approved or not approved.

8. Break (5 minutes)

9. Review of Outstanding Action Items from Previous Meetings

Mina reports that the Action Items list has been updated.

We have 9 items to discuss:

Item #1: Branches & Twigs procedures: Ellen updates that it hasn't yet been discussed formally amongst everybody. After discussion, she will build into a procedural document. She will consult people and then add it into the toolkit update. Heather shares that, if this needs to go into the procedures, it needs to be voted on at the AGM, so we will need to be ready for March. Ellen will bring up this topic at the next branches & twigs meeting, likely in the new year.

Item #7: Suzanne for Mentorship Committee. Suzanne got in touch with the chair of the committee, but there are no reports yet (will do for the next Q1). The chair suggests that we could give volunteers one webinar as an incentive to become mentors. Heather says that is a bigger discussion as that would be a change in the bylaw and procedures. Suzanne will ask for a formal report for the next meeting.

Item #9: Editors Quebec chair. Ellen has not received an update from Sylvie; she will try again. In progress.

Item #10: Website Task Force. Tara reports that the RFPs went out and that the next major step will be to hire a web developer. The RFP will be out for two weeks; there's a committee that will look through the requests.

Item #13: Standards – we got a first draft, and it was to be sent to Gael for review. Arija shares that the review was done by Gael; Greg just sent a revision to Arija, incorporating Gael's comments. It still needs to be copy edited. Greg also sent Arija a blurb to be sent to the membership for whoever is interested in commenting. Next step: to send to the membership for review; the blurb to send to the membership still has to be reviewed by the NEC. Heather shares that Michelle Ou could put Arija in touch with volunteer copy editors. Arija could send the blurb to Michelle, who could send it out to the NEC for an exec read. Arija will ask the Standards Committee if they want to send it to the EDI advisor, Amber Riaz.

Item #14: Additional webinar hosts & live captioning. Błażej reports that Caitlin is busy with other tasks (e.g. conference, Black Friday sale, etc.), so there's not much progress with looking for volunteers for webinars. Still looking for a way of doing live-captioning. Maria might know someone: a member who is on the website taskforce who could tweak the live-captioning or edit it after the fact. This is still a lot of work. The host or presenter can't do that themselves. Błażej can bring up at their next meeting. Leah has had a few volunteers come forward, who are willing to volunteer for transcription. This request can be added to VolunteerConnect. Leah will send out a new blurb. Błażej will contact Caitlin about webinar hosts and volunteers for transcription.

Item #16: 2024 Conference. Michelle is to prepare a document so that Ellen can discuss with Branches & Twigs. Ellen drafted and sent out a message; she has not yet heard back. Tara talked with Editors BC at their meeting. Vancouver is interested. They will put out a message to members first, to make sure there's enough interest (for volunteers, etc.). It will probably be in the Lower Mainland. Ellen will add to the agenda for their January meeting.

Item #17: Branch & Twig toolkit. Ellen has gathered updates. She has some thoughts about this. She has a lot of feedback, and it is now at the implementation stage. This will be discussed further at the January meeting.

Item #20: Quebec insurance. Suzanne says there is no update on this as of yet. Will have made progress by January.

10. Reports and Requests

a. Committees/Task Forces

Reports received; compiled drafts in meeting folder.

b. Directors

Reports received; compiled drafts in meeting folder.

c. Requests

- From the Francophone advisor – the answer is yes. There is another year for PheedLoop subscription.
- EDI advisor – Can we establish a permanent EDI Committee? Maria put Amber's rationale in the meeting folder: it is useful to have more people with different perspectives and different backgrounds and who would share the workload. Natasha says that forming a committee is important because this is ongoing. Heather raises concern about finding volunteers; Amber would be the committee chair, and it would be her responsibility to find volunteers. Heather will check on how to form a committee. Revisit for the January meeting.
- Career Builder Committee – Career Builder and MarComm Committees realized they have similar goals and had a joint meeting. When directors are reading requests from their committees, keep an eye out and say so if another committee might already be doing similar work; connect them with one another.
- Student Relations Committee – From Michelle, is it possible to include a space or social event for student affiliates during the 2023 conference? Heather will get back to Michelle and let her know that she can do that and just needs to contact the conference chairs.
- Ellen – Can we clarify how we are proceeding with the budget document for twigs? The idea came up that, if twigs have a certain amount over in their virtual account, and they don't use it, that money flows back to the association. It came up that this hasn't really

been enacted anywhere, but this would have been the first year that we started to do that. Heather says this was discussed in 2019/2020. To avoid twigs building up huge surpluses in their virtual accounts, that when we switch to this new twig funding model of giving them a certain amount each year, that if they hadn't used that amount two years later, the excess would revert back to National. Natasha did some digging and found that we didn't actually vote on this or discuss it, and that there's not really a way to necessarily implement it. This should go on the January agenda.

- Rachel – Looking for people to share thoughts on how to support an overwhelmed committee. Heather shares that she thinks some of the issue is that the MarComm Committee has a lot of projects on the go, without enough volunteers to support them. They need to pick and choose what to work on and be selective. Natasha says that we'll have to have a talk with new director pre-emptively. They need to think of one thing to do and accomplish, have a win, and then get some momentum. The answer from NEC is to focus on a particular area for this year. This could be discussed at the January meeting with Rachel. Rachel could then deliver the information back to the committee.
- Merel Elsinga, Marketing & Communications – Looking for experienced volunteers. Please contact Merel if you can think of someone (Heather points out that she has recommended VolunteerConnet to Merel. Will get Rachel to convey info about VolunteerConnect to Merel). Because ambassadors are now using QR codes to direct their audience to brochures and the website, there is no longer the need for additional funding. Ellen asks if there will be more use of QR codes moving forward. Natasha says that groups can print out a little flyer with QR codes on their own.
- Arija – Can we purchase a subscription to Access Software for updating the exam bank? The exam bank is currently a huge Excel file. A volunteer on the committee is an Access Software expert; he has suggested moving the file from Excel to Access. Not all committee members have Access. Natasha shares that Access is being less and less used, and they have decided not to pursue Access. Heather points out that we need to see a cost before deciding this. Arija will bring it back to the committee.
- Certification Steering Committee – Would like to increase the discount for early-bird registration next year to \$50 off. Final price will stay what it is, but early-bird will be \$50 discounted. Natasha says it might help in terms of getting the registrations in earlier. Ellen points out that the discount is also the same cost as the *Edit Like a Pro* study guide, so that is a good incentive.
- Leah Morrigan – Budget request for OED and CP. We will be saving \$7,000 on the OED, because now it's \$2,800 USD.

MOVED BY Heather Buzila
SECONDED BY Maria Frank

that the NEC decreases the current price of exam registration by \$50 and establish an early-bird pricing model. And after the early-bird, the pricing of the exams would be the same as it is now.

Carried

11. Update on Ongoing Projects

Include a brief overview of what your committee is currently working on as well as any other info you'd like to discuss.

a. Publishing committee

Kaitlin shares that there is a draft of the Diversity Handbook in web content form that's being reviewed and undergoing a bit of a structural edit now, with the intent to have it done by the end of December.

Edit Like a Pro structural editing is being reviewed and will soon be moving onto the design stage; starting to look into what's next in the *Edit Like a Pro* series by reviewing what's been done and where we are, so there's progress being made there. There were no objections to offering a limited license to allow one exercise from the *Edit Like a Pro* to be used as course material.

b. Francophone insurance

Suzanne has nothing add to what was discussed during the action items.

c. Member services/Volunteer management committees

Leah ensures that everyone is updating VolunteerConnect.

Leah asks Kaitlin if she was going to send out a volunteer callout from the last meeting. Kaitlin will review notes and follow up with Leah.

Member Services Committee – The members numbers have been in flux but have settled. They have an idea to do a smaller mastermind group for members. It would be a small group, i.e. six people, who would get together and sort out their business problems together or anything related to editing together.

- Would we encourage groups regionally?
- Would we encourage groups that focus on different areas of editing?
- For Ellen – is this a twig thing or a branch thing? Would it be better to allow it to evolve organically or from top down?
- Heather suggests talking to the Career Builder Committee, because they have a group like this for academic editors that they're running along with the Editorial Freelancers Association.

d. Certification

Arija shares that updates were about the revised fee, which has now been voted on, and this year's exams are taking place today, which is good and listed in the report.

e. Standards committee

We already discussed the fact that Gael checked everything and made comments while the final version and blurb still require copy editing before being sent out. Will also be sent to EDI Advisor. On track.

f. Webinars/Training and development committee

Blazej does not have anything to add to what was covered in the action items. Everything is on pause while Caitlin is working on the conference. We already have scheduled webinars for next year. The Black Friday Sale is about to happen.

g. Career builder committee

Heather shares that Career Builder and MarComm Committees had a joint meeting to discuss the LinkedIn strategy that they want to update; did not go too far. Heather let them know that they have to submit something formal to the NEC for us to review and discuss. Heather told them that, if they want, they can attend an NEC meeting. They can let Heather know, and she will pass along to Maria.

Career Builder Committee has set up a forum for Academic Editors with the Editorial Freelancers Association; they have had one meeting.

h. Student relations committee

They are doing an online student social in December. There will be a prize giveaway of a bookstore gift card.

i. Website task force

Tara reports that they are waiting for proposals and that they will hire someone. Then, things will move forward. Everything on their end is on schedule, just waiting until they have a designer.

j. Marketing and communications

i). Handbooks

Maria shares Rachel's report. She met with MarComm Committee chair, who is overwhelmed with lack of volunteers and MarComm experience in her committee. Working with Career Builder Committee to update Editors Canada LinkedIn. Will facilitate training opportunities, particularly in social media. Sue Bowness has volunteered to lead a couple of sessions.

Has not yet had a meeting with Michelle, but one will be planned.

Rachel is looking for input. Natasha reiterates that Michelle is a good person for her to meet with.

k. Mentorship committee

Suzanne has nothing to add to what was discussed in action items. She will inform them that offering an incentive to mentors is not in alignment with how we are able to proceed. She will ask for a formal report for the next meeting.

l. Executive director

Natasha is busy with certification exams today. A few people have had to cancel last minute, because of illness, etc., which is normal.

Caitlin and Michelle are working together to get all of the logistics behind the scenes going for the Black Friday Sale.

Caitlin, Michelle and Natasha are able to have their holiday staff lunch in person for the first time.

Memberships – there was a bit of a catch-up in October, which will bring us close to where we were last year.

Michelle Ou still has the Listserv and is working on setting that up.

12. Implementing the Equity, Diversity and Inclusion (EDI) Task Force Recommendations

a. Implementation spreadsheet

Heather updated the spreadsheet for this month.

- Line 2 - Revisions are back from translation and have been sent to Michelle and updated.
- Line 3 – Ellen needs to remind branches and twigs about workplace harassment from time to time; she is doing that. Heather mentions that directors should also be reminded once or twice per year – i.e. January and September. Heather asks Maria if she could add to the corporate calendar; Maria agrees.
- Line 7 - Strategic Plan is on hold until September 2023.
- Line 9 – Heather will contact the Indigenous Editors Association (IEA) and the BIPOC of publishing in Canada to talk them about creating formal partnerships; if they are ready, there will be partnership agreements drafted and brought to the NEC for review.
- Line 13 – Nothing has come across Blazej’s desk; we do have a couple of EDI offerings coming out this year. Blazej will update spreadsheet.
- Line 19 – Heather reminds Ellen to remind Branches and Twigs to include dial-in numbers on zoom links.

- Line 23 – A member who is hearing and visually impaired has requested transcriptions on webinars, etc. Natasha had mentioned that there may be grants that we can apply for to get transcriptions.

Reminder: please make sure to check spreadsheet and update as needed.

13. Branches and Twigs

Ellen reports that toolkits are going to be a big focus for the next quarter. Ellen is trying to make herself as available as possible to people i.e. through drop-in hours, in addition to informational emails. She encourages the NEC to bring her ideas regarding branches and twigs.

14. Dictionary Project

In camera

MOVED BY Heather Buzila
SECONDED BY Ellen Keeble

that the NEC approves going in camera to discuss the dictionary project.

Carried

Out of camera

MOVED BY Heather Buzila
SECONDED BY Ellen Keeble

that the NEC approves going out of camera.

Carried

15. Conference

Update: Heather will oversee the committee instead of Mina while Mina is doing job shadowing, since she has no experience in this area.

Work done so far:

- Venue has been booked (Toronto Metropolitan University)
 - June 17–18, 2023
 - Welcome reception will take place on June 16.
 - Banquet will take place on June 18.

Email sent to Editors Canada members by the Conference Committee - Maylon.

Next step is to recruit committee members before more intensive planning begins.

Heather provides context for the above change re: Mina. This is a huge undertaking for someone who is new to the NEC. The reason why historically the secretary oversaw the conference was because for many years Breanne McDonald was the secretary on the NEC and was also involved in conference, it made sense to make the secretary the director who oversees the conference. As now Breanne is no longer on the NEC, this does not make sense. The past-president, by the time she became past-president, is entering her 5th year on the NEC, and so she already has some of that knowledge. Heather and Mina will take a joint approach; Mina can take over the role again, if she chooses to do so.

Looking at a list of keynote speakers. We might already have a good chance of getting a keynote secured. There is some interest from volunteers; Heather has forwarded that information to the conference chairs.

a. 2024 Conference

- Already discussed in the Action Items section
- Ellen will discuss it with local branches and twigs
- Tara – Editors BC is interested in hosting, but a venue needs to be booked very early if it is going to be held in Vancouver. Might make sense for a couple of people from the 2023 committee to be on the 2024 committee. Would allow for a bit of a head start, especially to give ample time to book a venue.
- December would be a good time to book a venue for 2024.

16. Next Meeting January 29, 2023

Not on agenda: Suzanne has a question about an email she had to send to a disgruntled member; would this warrant a blog post, in order to get in front of further conversations coming.

This would be a blog post on the French side, as it's a Francophone issue. A Francophone member suggested that she would only pay for half her membership fees, since she perceives she is only getting half the membership benefits. She created an elaborate table where she compared Anglophone services with Francophone services.

Suzanne let her know that, after consulting with NEC, we cannot reduce fees, as the member is getting the full benefits that she is paying for. It is a volunteer run organization. Suzanne has encouraged the member to get involved with a committee, as she clearly has a great sense of analysis. Suzanne has not heard back.

This issue does come up periodically. Can we use Suzanne's response to spark other Francophone members to become more involved by volunteering with Editors Canada.

Heather thinks that it's a good idea and asks if Suzanne can write a blog post along with a shorter piece for e-news. Tara says that this is also an opportunity - in a larger context - to remind people to volunteer and that volunteers are crucial in order to get things done. The new year might be a good time for this.

Ellen echoes what Tara said, and she will be sending out reminders to the branches and twigs about volunteering in the new year. Heather has emailed Suzanne information about posting to the blog.

17. Adjournment

MOVED BY Leah Morrigan

SECONDED BY Arija Berzitis

that the meeting be adjourned.

Carried

Appendix A – Meeting Agenda

AGENDA / ORDRE DU JOUR
Editors' Association of Canada / Association canadienne des réviseurs
National executive council meeting (November 19, 2022)

Zoom link:

<https://us02web.zoom.us/j/81271328516?pwd=cy9RY28rcWlsa3pmUEJuQWc5NUlIQT09>

Meeting ID: 812 7132 8516

Attending:

- NEC members
- Natasha Bood, executive director
- Lori Perrie, volunteer recording secretary

NEC documents in [Google Drive](#)

Saturday, November 19, 2022

1:00 p.m. to 4:00 p.m. (EST)

1. Call to order (1:00)
2. Land acknowledgment
3. Approval of agenda
4. Introductions (1:00 to 1:10)
 - (a) New director of marketing and communications
5. Proposed new policy and procedure plus requested changes to the Financial Procedure (1:10 to 1:30) Gael Spivak
6. Editors Hamilton-Halton (1:30 to 1:50)
7. Budget update (1:50 to 2:10) Tara and Natasha
 - a. Membership fees for 2023
 - b. Sponsoring the 2023 ACES conference
 - c. French conference budget
8. Break (2:10 to 2:15)

9. Review of [outstanding action items](#) from previous meetings (2:15 to 2:25) Mina
10. Reports and requests (2:25 to 2:45) Mina
 - (a) Committees/task forces
 - (b) Directors
 - (c) Requests
11. Update on ongoing projects (2:45 to 3:15) (include a brief overview of what your committee is currently working on, as well as any other info you'd like to discuss)
 - (a) Publishing committee Kaitlin
 - (b) Francophone insurance Suzanne
 - (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 Tara
 - (j) MarComm committee Rachel
 - i. Handbooks
 - (k) Mentorship committee Suzanne
 - (l) Executive director Natasha
12. Implementing the equity, diversity, and inclusion (EDI) [task force recommendations](#) (3:15 to 3:30) Heather
 - a. [Implementation spreadsheet](#)
13. Branches and twigs (3:30 to 3:40) Ellen
14. Dictionary project (3:40 to 3:50)
15. Conference (3:50 to 4:00) Mina
 - (a) 2024 conference
16. Next meeting January 29, 2023
17. Adjourn

Appendix B – Action Items

#	Action Items 2022/2023	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
1	Branches and Twigs Procedures: Update to include new information to address the issue of quorum as pointed out by Editors British Columbia.	Current	Ellen Keeble		Still at the discussion stage with branches and twigs	Nov. 19, 2022
2	ELAP Structural Book: Copyedit, design, and finalize by early 2023. Look for a certified copy editor who could help.	Current	Kaitlin Littlechild		Editing will be done by the end of Dec, and soon to move onto the design stage.	Nov. 19, 2022
3	Description of the role and responsibilities of Forum Monitor: Update the description to be voted on at AGM as a national position.	Current	Heather Buzila, Michelle Ou, Leah Morrigan		Testing of the forum will need to be completed first before the roles and responsibilities can be revised.	Nov. 17, 2022
4	Career Builder document: Upload both English and French versions to the website.	Current	Heather Buzila, Michelle Ou		English is complete but not yet uploaded. Committee has been asked to send the doc for translation.	Nov. 17, 2022
5	LinkedIn: Work with Michelle on its strategy.	Current	Heather Buzila, Career Builder Committee, Michelle Ou		Career Builder and Marcom committees had a joint meeting. Heather advised them that, since no formal proposal has been submitted to NEC to vote for approval, they could ask to be included in the agenda of next NEC meeting to discuss the initiative. Not heard back from them yet.	Nov. 17, 2022

#	Action Items 2022/2023	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
6	Mentorship Committee: Suzanne to get in touch with the chair of the committee as no reports have been submitted for a while.	Current	Suzanne Aubin		Done; the report will be submitted for Q1.	Nov. 19, 2022
7	Budget Subcommittee: Tara to set up.	Current	Tara Avery		Done	
8	Editors Québec: Ellen to follow up with them to see if there is any update (e.g. new branch chair, compliance with the Branch and Twig policies and procedures, etc.).	Current	Ellen Keeble		No update yet; still waiting to hear from Sylvie	Nov. 19, 2022
9	Website: Launch the new EC website that includes a new web style guide (in English & French) to be shared and adopted as universal across the Editors Canada website. End of life for the current website is November.	Current	Website Taskforce, Tara Avery, Natasha Bood	Considering the RFP for developing the website has not gone out, we are likely looking at a couple more months.	RFP went out Week of Nov 15	Nov. 19, 2022
10	Draft budget preparation: Tara to look through the Q3 reports and compile budget requests.	Current	Tara Avery, Natasha Bood		Complete Budget will be presented at the November NEC Meeting	Nov. 17, 2022
11	EC Member Forum: Currently in the testing phase, this new forum will be on its own platform in Google Groups. There will be a French option; it will be tested after the English version has been through the testing phase. This is to replace the old email list. Natasha to follow up with Michelle.	Current	Leah Morrigan, Natasha Bood		Michelle has not had time to complete this yet, but it is on her list.	Nov. 17, 2022
12	Standards: Send out a first draft of the new standards to members for feedback. After further editing, send the draft to Gael Spivak for review.	Current	Arija Berzitis, Standards Committee		Review done by directors and Gael; feedback will be incorporated for copy editing.	Nov. 19, 2022
13	Webinars: Look for additional webinar hosts as well as a way of doing live-captioning for accessibility for people attending live.	Current	Błażej Szpakowicz, Training & Development Committee, Caitlin Stewart		Not much progress yet; some suggestions made by Maria and Leah	Nov. 19, 2022

#	Action Items 2022/2023	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
14	2023 Conference: Caitlin to do research into conference venues that are not hotels, prepare a conference proposal that includes the budget, and book a venue for June 2023.	Current	Caitlin Stewart, Conference Committee, Mina Holië, Heather Buzila	With the proposal prepared by Caitlin and reviewed/approved by NEC directors, she has just started coordinating with the committee and its new co-chairs. Conference will be held in person in downtown Toronto, at a university rather than at a hotel.	Complete - conference venue is booked for 2023	Nov. 17, 2022
15	2024 Conference: Michelle to prepare a document so that Ellen can discuss it with local branches and twigs.	Current	Michelle Ou, Ellen Keeble		Waiting to hear feedback from branches and twigs	Nov. 19, 2022
16	Branch/Twig Toolkits: Anne (former Director of Branches and Twigs) to look over the toolkits and add updates. Heather to assist Anne and get the office's feedback on things she has flagged to be updated. Ellen to work on rewording. To be ready for early next year.	Current	Anne Godlewski, Heather Buzila, Ellen Keeble	Pending completion of the new EC website	Received lots of feedback; now at the implementation stage	Nov. 19, 2022
17	EC Marketing Videos and Guidebooks: All directors to review and pass along feedback. Sue to reach out to Michelle to see if we need an "execread" for the videos to make it official.	Current	NEC Directors	TBD as the director stepped down		Oct. 22, 2022
18	The Editor's Weekly: Would like to increase BIPOC contributions to the blog and frequency of EDI topics. Maria to add to the EDI spreadsheet.	Current	Lucy, Beau, Director of MarCom, Maria Frank	TBD as the director stepped down		Oct. 22, 2022

#	Action Items 2022/2023	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
19	Heather to talk to Sylvie about insurance options for Quebec members, reviving current task force or establishing new task force of Francophone members. Suzanne to look at the information received for the creation of a task force.	Current	Heather Buzila, Suzanne Aubin	In progress; Suzanne received the info from Heather	No update yet; plan to work next year	Nov. 19, 2022
20	Strategic plan: Heather to work on developing a new strategic plan. Natasha to tell Michelle to inform members of the decision of postponement through the e-news.	Current	Heather Buzila, Natasha Bood, Michelle Ou	NEC agreed to postpone developing the plan until the next fiscal year (aiming for early September 2023).	Complete	Nov. 1, 2022
21	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	Include in updated branch/twig toolkits?		Sep. 9, 2022
22	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
23	Michelle Waitzman to talk to Breanne MacDonald (conference chair) and Heather Ross to discuss including membership fees at the conference.	On Hold	Michelle Waitzman, Heather Ross	To be discussed with Natasha & Breanne. On hold until conference is more underway.		Sep. 11, 2022

#	Action Items 2022/2023	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
24	National Nomination Procedures: To be revised and approved. Heather to send the suggestions to the EDI advisor and then make a motion.	Done	Heather Buzila		Done	Oct. 22, 2022
25	Meeting dates for 2023: Maria to send out a poll to NEC directors with proposed dates and determine the meeting dates in early November.	Done	Maria Frank		Done	Nov. 7, 2022
26	Reports: Streamline the report templates and the report requests. Provide a populated template as an example. Make sure directors know they need to request budget in Q3 or they won't receive any. Anne started working on this.	Done	Heather Buzila		Done	Oct. 22, 2022
27	Signing Officers: Determine signing officers for next year and vote on these for the executive as well as the branches and twigs. Anne to share names with Maria and Heather (or Anne's replacement). Heather and Natasha to remain signing officers for the executive. Natasha to look for the exact wording for the bank.	Past	Director of Branches/Twigs, Heather Buzila, Maria Frank, Natasha Bood	Done	Done	Sep. 7, 2022
28	Conference: Breanne is looking into venues for the hybrid conference for 2023, late May or early June and will report back on her research over the summer. Toronto or GTA area likely. Dates will be confirmed once venue is determined. Breanne will let us know how many PheedLoop credits we have and when they expire in case anyone can use them.	Past	Breanne MacDonald, Conference committee	Done	Done	Sep. 9, 2022

#	Action Items 2022/2023	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
29	Executive Transition: Reminder for all outgoing directors to pass along information, duties, budget requests for Q3 and tasks to incoming directors. Also check in with committees, branches, and twigs to see if anyone needs help recruiting volunteers and let the executive, Michelle for e-news and Leah know so we can help. All incoming directors should touch base with their committees in July and August. Vote on incoming executive by email.	Past	NEC Directors	Done	Done	Sep. 9, 2022
30	AGM Registration: Heather to ask Michelle Ou to add more reminders for registration in advance of the AGM and a bounce back or automated message after registration closes.	Past	Heather Buzila, Michelle Ou	Done	Done	Sep. 9, 2022
31	Recording Secretary: Urgently looking for a recording secretary. Pass along any names to Marcia.	Past	NEC Directors	Done	Done	Sep. 11, 2022

Appendix C – Online Motions

Motion	Background	Opened	Closed	Moved By	Seconded By	Carried By	Abstain
To approve the revisions to the National Nominations Procedures	The Equity, Diversity, and Inclusion (EDI) Task Force recommended taking actions to increase diversity on the national executive council (NEC) and national committees/positions. The revisions to these procedures will help the National Nominations Committee focus on EDI while recruiting candidates for national positions.	Oct. 21, 2022	Oct. 27, 2022	Heather Buzila	Suzanne Aubin	10	0
To appoint Rachel Robinson as the new director of marketing and communications, effective immediately, to fill the term until the end of June 2024.	Kristain Oliveira-Barnes has had to step down from her director role, so Rachel would be her replacement.	Oct. 26, 2022	Oct. 28, 2022	Heather Buzila	Suzanne Aubin	10	0
To remove Kathryn Nogue as co-editor of The Editors' Weekly	Kathryn Nogue and Beau Brock were originally recruited to be co-editors of The Editors' Weekly in spring of 2022. However, Kathryn did not respond and has not responded to any emails from the outgoing editor or from Beau and has not been involved in any aspects of the position since her term began in July 2022 (confirmed with Beau Brock). Because of this, and according to the Volunteer Guidelines, the appropriate steps are to inform her that she is being removed from the position (which I have done) and vote to remove her, since this is an elected position.	Nov. 8, 2022	Nov. 13, 2022	Heather Buzila	Suzanne Aubin	10	0
To approve the 2022 September meeting minutes for posting on the website		Nov.8, 2022	Nov. 13, 2022	Mina Holie	Maria Frank	8	1

Appendix D – Q4 Directors Report



EDITORS
RÉVISEURS
CANADA

Q4 Reports

Directors

November 19, 2022

National Executive Council Meeting

Zoom

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National Executive Council (NEC) Directors

President – Maria Frank

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)**
 - Human Resources Committee
 - Francophone Adviser
 - Equity, Diversity and Inclusion (EDI) Adviser

2. **Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre**
 - Scheduled and ran the first few NEC meetings of the year, including inviting branches and twigs to attend meetings
 - Scheduled meetings for the first half of 2023
 - Attended a meeting with the budget subcommittee to discuss the budget
 - Started and contributed to NEC discussions over email and tried to increase director engagement
 - Supported directors as needed

3. **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**
 - Help the Vice-President prepare for working on the annual report
 - Support directors as needed

4. **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)**
 - None at this time

5. **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)**

-

Vice-President – Marcia Allyn Luke

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 / Notez les succès, les réalisations et les défis du dernier trimestre**
 - Provided support to the awards coordinator as needed, updated the description for the website, and helped with recruiting judges
 - Worked with the Canadian Dictionary team to help facilitate an agreement with a publisher for a base dictionary and provide a list of terms for the contract to both the publisher and UBC in order to move forward with the project
 - Helped orient the new recording secretary

3. **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**
 - Same as above

4. **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)**
 - Lead the execution of the annual report for 2022

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

Past President – Heather Buzila

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)**
 - Career Builder Committee
 - Student Relations Committee
 - Nominations Committee

2. **Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre**
 - The NEC decided to delay the new strategic plan by one year based on my capacity to lead the project.
 - I led the revision of the National Nominations Procedures with the help of the EDI Adviser to reflect Editors Canada's dedication to EDI. The document is in translation.
 - I revised the quarterly reporting templates to make them easier to use.

3. **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**
 - I continue to be a part of the group of people working to create an updated Canadian English dictionary. Progress is slowly being made.
 - The National Nominations Procedures have been revised and are in translation.
 - The quarterly reporting templates have been revised.
 - I worked through the branch and twig templates and marked areas that needed to be revised/updated.

4. **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)**
 - In January, form the National Nominations Committee and contact all chairs and directors to see which positions need to be filled and begin recruiting
 - Continue to support the President as needed

- Support the Director of Branches and Twigs as she updates the toolkits
 - Work with the List Monitor and the Director of Volunteer Relations to update the List Monitor position's description and submit a substantive motion to ratify it at the 2023 AGM
 - Continue meeting with the core dictionary group
 - Support the Director of Member Recruitment and Retention as needed in the creation of a task force to look into errors and omissions insurance for members in Québec
- 5. 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

Treasurer – Tara Avery

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 / Notez les succès, les réalisations et les défis du dernier trimestre**
 - Continued to approve payments via Plooto.
 - Completed paperwork needed to become a signing officer for the association.
 - With the Executive Director, put together a draft 2023 budget and held a finance subcommittee meeting to discuss it.
 - Continued to advise the Website Taskforce.
 - Challenges: Personal life issues left me feeling in over my head. I took more time than I wanted to adjust to and get a handle on this role. I'm almost there now.

3. **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**
 - I'll be happy if I can finally catch up—and stay caught up—after the upheaval of the past two quarters!

4. **State priorities for the next quarter (your priorities as director, not your committees' or region's priorities) / Priorités pour le prochain trimestre (vos priorités à titre de directeur ou directrice et non pas les priorités de vos comités ou régions)**
 - Finalize the 2023 budget and have it approved by the NEC.
 - Continue to support the Website Taskforce.
 - Participate in candidate evaluation following the request for proposal (RFP).
 - Be available to help others as needed.

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

- N/A

Secretary – Mina Holie

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)**
 - Conference Committee
 - Conference Adviser

2. **Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre**
 - Liaised with other directors and the National Office for various activities
 - Facilitated going through the list of Action Items during the meeting and updated it accordingly afterward for the subsequent meeting discussion
 - Tracked motions, prepared online polls, managed the online voting system, and kept a list of motions/voting results up to date
 - Solicited quarterly reports from the NEC directors, committees/taskforces, and branches/twigs, compiled/edited them for finalization, and had them ready prior to the quarterly meeting
 - Prepared a quarterly requests summary prior to the quarterly meeting
 - Provided support to the recording secretary as needed, while working together
 - Compiled all required items in the meeting minutes for finalization and proofread before being posted on the Editors Canada website
 - Added documents to each meeting folder on Editors Canada NEC's shared drive for directors' review prior to the meeting

3. **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**
 - Support other directors as needed

4. 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)

- Get in touch with the newly recruited Conference Committee co-chairs for updates, issues, concerns, etc.
- Continue to track and organize motions while managing the online voting system
- Request and compile the Q1 Reports
- Prepare a requests summary for the Q1 meeting
- Update the list of Action Items
- Review and finalize the meeting minutes prepared by the recording secretary and edited by the NEC directors

5. 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)

- I would need the newly recruited Conference Committee co-chairs' contact information so that I could get in touch.

Director of Branches and Twigs – Ellen Keeble

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)**
 - Branch and twig chairs

2. **Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre**
 - Created Google Group for branches and twigs to facilitate retrieval of Zoom codes
 - Gathered feedback for updating the branch and twig toolkits
 - Hosted a well-attended branch and twig chairs meeting
 - Shared some best practices for populating the Google calendars of events

3. **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**
 - Build the centralized FAQ resource for common questions received from branch and twig chairs; identify (create if necessary) and ensure translations are in place for templates as needed
 - Toy with the idea of drop-in “office hours” while I attempt to build relationships with the various twig/branch chairs outside of regularly scheduled all chairs meetings

4. **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)**
 - Implement changes to the toolkits
 - Assist as needed to help source volunteers for branches/twig missing chairs
 - Attempt to sit in on more branch and twig exec meetings and other committee meetings to facilitate relationship building/identify areas where we can get feedback and insights
 - Help as needed with facilitating transition to the new website

5. **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)**
- Can we clarify how we're proceeding with budget allotments for twigs (and branches?) as raised in the budget meeting, or what kind of discussion points I can bring forward to the chairs.

Director of Marketing and Communications – Rachel Robinson

- 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)**
 - Marketing and Communications (MarCom) Committee
- 2. Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre**
 - The Director has changed—both a challenge for me to get up to speed and an accomplishment for everyone else, who are doing an amazing job of doing so!
 - A summit between the MarCom and Career Builder Committees was a great way to strategize across committees on our plans to overhaul the LinkedIn program.
 - A big challenge: the chair of MarCom is feeling overwhelmed by and undereducated about what she is supposed to do. Additionally, she reports that she has very few consistent volunteers, and those volunteers are there to learn MarCom, rather than to use/share existing knowledge.
- 3. 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**
 - I am still trying to figure out what these goals are. I don't come from a marketing background, so in the next quarter, I will be figuring out what I need to learn and then how I need to learn it.
- 4. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities) / Priorités pour le prochain trimestre (vos priorités à titre de directeur ou directrice et non pas les priorités de vos comités ou régions)**
 - As mentioned above, figure out what I need to learn!
 - Support the MarCom Committee by facilitating opportunities for learning and development, and helping out recruit new volunteers
- 5. 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)**
 - I'd love to hear any thoughts on how to support an overwhelmed committee.

Director of Member Recruitment and Retention – Suzanne Aubin

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)**
 - Mentorship Committee

2. **Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre**
 - Contacted Risha, who is in charge of the Mentorship Committee.
 - Answered an email from a member who refused to renew her membership at full price.
 - Answered Merel’s call for a volunteer to take on the French portion of Meet an Editor

3. **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**
 - Learn how to create a task force and get that process going – re: insurance in Québec
 - Write a blog post about the benefits of volunteering

4. **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)**
 - Create a task force to find information about insurance equivalent for Québec

5. **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)**
 -

Director of Professional Standards – Arija Berzitis

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)**
 - Certifications Steering Committee (CSC)
 - Standards Committee

2. **Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre**
 - The Standards Committee completed a first draft of the proposed new Standards (PES), which was then sent to Gael Spivak for plain language assessment and feedback. Gael returned the revised document with some excellent comments. Her main comment was the successful fleshing out of certain areas missed in the first rendition of the standards back in 2015.
 - For the CSC, the exam registration closed on Oct. 21 with 17 registrants for copy editing and 13 for stylistic editing exams to be written on Nov. 19 at home on their own computers.
 - Need the Access software (no longer free with Microsoft 365) for proper review of exam bank; possibly explore getting an account. Other options to this software have been explored, but none are worthy. The current platform, Excel, is unwieldy and user unfriendly.

3. **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**
 -

4. **State priorities for the next quarter (your priorities as director, not your committees' or region's priorities / Priorités pour le prochain trimestre (vos priorités à titre de directeur ou directrice et non pas les priorités de vos comités ou régions)**
 - As far as Standards is concerned, my priority remains to keep up the pace (keep the PES doc moving through the various stages toward completion by the next AGM).
 - The next stage for PES is updating/rewriting based on Gael's comments and a copy edit cycle. Once that is done, PES will be published for comments from the general membership.

5. 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)

- Can we purchase a subscription to the Access software for updating the exam bank?
- The CSC wants to increase the discount for early bird exam registration next year to \$50 off the final cost (whether that remains the same or is increased for next year).

Director of Publications – Kaitlin Littlechild

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 Handbook Subcommittee

2. **Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre**
 - Reached consensus that Diversity Handbook would be better suited as web content
 - Completed the first structural edit of the handbook material to create web-appropriate content
 - Sourced certified structural editors to assist in finishing the ELAP Structural Editing. The final exercise was a challenge, but progress was made. The project is moving forward.

3. **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**
 - Review the status of yet-to-be completed ELAP volumes to determine next steps

4. **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)**
 - See the publication of Diversity Handbook content on the website
 - Move ELAP: Structural to design phase
 - Review next steps on the ELAP project

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

Director of Training and Development – Błażej Szpakowicz

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)**
 - Training and Development (T&D) Committee

2. **Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre**
 - The T&D Committee met on Oct. 13 to plan the remainder of the 2022–2023 webinar season based on the responses to our Call for Proposals from August; the schedule should be announced shortly.
 - The committee has also made plans for the forthcoming Black Friday sale.

3. **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**
 -

4. **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)**
 - My main priority is to continue to support the committee as necessary and ensure the webinars run smoothly; this may include making myself available as a backup host, if necessary.

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

Director of Volunteer Relations – Leah Morrigan

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
 - Member Services Committee

2. **Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre**
 - Volunteer Management Committee is working on reviving the Comité Agrément for the French certification. Arija is the director of standards and not a French speaker. Suzanne Aubin will work as the contact person on this initiative.
 - The member welcome kit in the works for the website is updated, and new member emails featuring EC perks will be updated in Jan. 2023 (member services).
 - Member Services Committee is considering a “Mastermind” group set up to support small groups of members (i.e., academic).

3. **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**
 -

4. **State priorities for the next quarter (your priorities as director, not your committees’ or region’s priorities) / Priorités pour le prochain trimestre (vos priorités à titre de directeur ou directrice et non pas les priorités de vos comités ou régions)**
 - Continue to send out volunteer call-outs for EC positions to great success
 - Continue to give my NEC support to the Member Services Committee as their ideas start to gel
 - Support the Volunteer Management Committee in their edits of the EC Overview of Committees document and the Comité Agrément idea

5. **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)**
- Budget request as follows:
 - OED quote: \$3,500 USD per year
 - CP quote: \$6,400 USD per year

Appendix E – Q4 Committees/Taskforces Report



EDITORS
RÉVISEURS
CANADA

Q4 Reports

Committees & Taskforces

November 19, 2022

National Executive Council Meeting

Zoom

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Committees

Career Builder Committee – Lynne Melcombe, Glenna Jenkins

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

- We continue to work with the website task force and look forward to getting our Finding Work hub up and running ASAP after launch.
- Blog posts on topics for in-house editors are being assigned to various writers and scheduled for the coming year.
- The blog post on using analytics to improve ODE listings has been postponed until after the new website is up and running.
- EFA members made a presentation to CBC on how they manage social media. We continue to develop our plan for improving Editors Canada's LinkedIn presence.
- Wai Yip Tam and Merel Elsinga of the Marketing and Communications (MarCom) Committee regularly attend our meetings, and we plan to attend the Nov. 9 summit between the two committees to discuss areas of synergy.
- The Special Interest Group (SIG) for academic editors was successfully launched in September.
- The Editing Essentials template has been updated and added to the committee's list of annual tasks.
- The chair has begun drafting a « manifesto » document to help onboard new members with a summary of history and mandate as well as a strategic plan to help guide decision-making as new potential projects arise.

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

- Continue working on Finding Work hub of the new website with website task force.
- Continue assigning blog posts on topics for in-house editors.
- Continue blog post series on making the most of the ODE after the new website is up.
- Continue moving forward with the project to improve EC's LinkedIn presence.
- Continue monitoring/contributing to academic editors SIG.
- Attend the summit between CBC and MarCom and discuss where to help each other out.
- Continue developing the committee « manifesto ».

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

- Does anyone on NEC read the quarterly reports with a particular eye to potential for synergies between and among committees? If not, it seems like this might be a good way to help encourage the process of breaking down silos and working together across the organization.

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

Certifications Steering Committee – Jaime Miller, Maggie McDonnell

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

- **Develop and administer the professional certification exams**
 - The 2022 copy editing and stylistic editing exams were pilot tested on September 10-11 by seven volunteers each.
 - We had recruited seven markers for each exam but have had a marker drop out for each exam. The exam shepherds held a Zoom call for markers for each exam to review marking procedures and discuss exam questions. Currently, we have six markers who have marked all of the pilot exams and submitted their marking spreadsheets to our marking analyst. The marking analyst has provided feedback to markers, and final changes are being made to the exams.
 - Registration closed on October 21, and we have 17 registrations for copy editing and 13 for stylistic editing.
 - We are still working on a review of the exam bank. Unfortunately, the Access database that we were going to use is no longer the best option to replace our old Excel file. Access is being phased out, and so only half of our committee is able to use it. We explored other database options, such as Libre Office, but there were problems with each option. We have now decided to keep using an Excel file for our exam bank and will try to use it more effectively.
- **Launch Editors Canada Foundations program**
 - To date, 20 candidates have passed 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.
 - We updated the Certifications Steering Committee (CSC) summary for the Overview of National Committees and Positions.
- **Recruiting**
 - Our new members are settling in while several have taken on roles or projects. There is amazing technical/computer knowledge with the expanded group, and we are excited to have their expertise.
 - Three long-serving committee members will finish serving on the committee in January 2023, so recruiting more new members will be a consideration in the coming months.
- **Credential maintenance**
 - An email was sent out recently to certified editors, asking them to pay their annual dues. Many have already responded and paid.

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

- Exam administration: Candidates will write the exams on November 19 at home on their own computers and will download and upload their exams via Google Drive. We will have a few CSC committee members standing by on exam day to help with technical issues and to ensure exams are successfully uploaded. A new general email address has been set up for candidates to use on exam day to maximize confidentiality for candidates. Once completed, the exams will be distributed to markers, and the exam shepherd will hold a second Zoom call to review marking procedures and share any new information. Usually, markers have until the first week of January to complete their marking.
- One of our members will hold a simple workshop for the committee members on how to improve our use of Excel as our exam bank. No date has been set as yet for the workshop.

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

- We would like to increase the discount for early bird registration next year to \$50 off the final cost (whether that remains the same or is increased for next year). We believe that this discount is sufficient to coax people who are unsure about registering and will result in more people registered than without the discount.

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?

- 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).

Marketing and Communications Committee – Merel Elsinga

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

- 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 previous director of communications (Sue Bowness) has developed several guidelines for committees that provide an overview of MarCom and social media communications.
- We had to pause our discussion whether/when to re-run the Hire an Editor social media campaign, due to lack of experienced MarCom members who could take on that project. Experienced members of MarCom have stepped down or have indicated to be less available, which leaves us with newer volunteers that need training and supervision. This takes up a lot of time that otherwise could have been spent on our projects instead. Also, our new MarCom director had to step down, so we need time to get the newly appointed director up to speed.
- The Google AdGrants project is now running in English. The ads have already been translated into French, but we need a francophone volunteer to upload them into the system. We may expand the strategy to building the membership and other goals, aiming at clients who need an editor.
- The LinkedIn revamp proposal is looked after by a relatively new representative from the MarCom Committee (supervised by chair) and two representatives from the Career Builder Committee. Step one is to optimize Editors Canada's LinkedIn profile, and we aim to send a proposal before the board meets. MarCom and Career Builder Committees meet on November 9 to propose to NEC further plans/suggestions to maintain the site in such a way that it realizes more membership engagement.
- The 4-minute English video for social media showing several editors and the difference in their editing tasks is now live on YouTube. While staying within the budget of \$4,500 (the invoice was \$1,412.50), we also now have ten approximately 1.5-minute videos each featuring an editor. We would like to create a similar video/videos in French, but so far, the call for francophone volunteers has not been answered, other than a person volunteering to be interviewed. In our November meeting, we will discuss how we can optimize the videos in a social media campaign and produce a plan.
- In October, we launched our outreach plan. Volunteer ambassadors (approximately 20) all over Canada engage with libraries and post-secondary institutions to promote editing as a trade, the work that editors do, and the association. Our ambassadors have access to two presentations and slide decks produced by MarCom: one aimed at people who might need an editor, one for potential editors. So far, we have reached out to 42 venues and have scheduled 7 presentations, with more bookings promised in the next season. Reaching out to venues and connecting them with ambassadors will be ongoing.

- Part of the outreach campaign includes for our ambassadors to electronically distribute the brochure previously known as *15 Reasons to Join Editors Canada*. MarCom has updated the brochure, renamed *We're here for you at every stage of your editing career*. The content has been through executive read. It is currently in the design stage. MarCom is considering a social media plan to promote the five stages mentioned in the brochure.
- Despite several e-news calls, asking around in the francophone community and posting on VolunteerConnect, we have not found a replacement for our francophone member who has stepped down. We could use a francophone volunteer to ensure accessibility for non-English speakers by developing a handbook and video for francophone volunteers.
- Visual metaphors: MaCom is developing a NEC board member's idea to use visual metaphors for social media campaigns. The volunteer working on this campaign was hoping for the new MarCom director's input, but due to the unexpected stepping down of the director, this project has been delayed. Ideally, we would like to engage our members by letting them weigh in on the metaphors, too.
- Our Senior Communications Manager called for MarCom to create new textual content for social media. We will need a volunteer (or volunteer team) to work on this.

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

- Continue with establishing the value of MarCom
- Initialize updates to the LinkedIn profile
- Finalize the brochure aimed at new members
- Find French volunteers for our committee
- Draft social media campaigns for visual metaphors and start working towards that goal
- Create new textual content for social media: we need to allocate a volunteer (or volunteer team) to work on this call from the Senior Communications Manager

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

- We could really do with the help of a seasoned MarCom volunteer to make us more productive, rather than limping along. Please contact Merel Elsinga if you can think of someone who we could approach.
- In our previous report, we were planning to print out brochures to be used by our ambassadors, for which we requested extra funds. Following the suggestion of the Executive Director, we are now taking a digital approach by providing our ambassadors with QR codes to direct the audience to our brochures and website. This means we no longer need to ask for additional funding.

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?

- The invoice for a 4-minute video and ten 1-minute videos in English, including closed captions was \$1,412.50. Our budget is \$4,500.

Publications Committee – Paula Chiarcos, Josephine Mo

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

- Continued work and progress on *Edit Like a Pro* Structural Editing volume.
- Completed structural review of the handbook project. The group has agreed to incorporate this project on the new Editors Canada website rather than in a chapbook.

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

- Work with volunteers to finalize the ELAP Structural Editing volume.
- Transfer the handbook draft into website copy by the end of 2022.

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

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

- In November 2022, we prepared a first draft of the proposed revised standards and presented it to the Director of Standards, the NEC, and a plain language and standards expert for review.

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

- Further reviewing and revising the standards based on the plain language editor's feedback and a final look
- Setting up a Slack workspace or other method for opening up the first draft to the Editors Canada members for their feedback
- Potentially setting up another meeting with the Certifications Steering Committee, the Training and Development Committee, and the Publications Committee to review proposed changes and impact on their work

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

- None at this time

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

Student Relations Committee – Michelle Noble

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

- Committee members have continued to share resources and promote a welcoming and inclusive environment in the Facebook group.
- We hosted a successful student social on October 2, 2022 and have another planned for December 4, 2022.
- We updated the listings and links on the “Education and additional training for editors” page on the Editors Canada website.

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

- Continue to foster connections among student affiliates via the Facebook group and student socials.
- Facilitate the formation of study partners/groups for the Editing Essentials test and arrange a virtual Q&A with a senior Editors Canada member for students who want to know more about the test.
- Review the “Student Affiliates” page when the updated Editors Canada website is launched and request any updates that are needed.
- Create an action plan to refocus our approach in liaising with post-secondary institutions and instructors.

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

- Is it possible to include a space or social event for student affiliates during the 2023 conference?

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

Volunteer Management Committee – Ren Baron

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

- We welcomed new member Rachel Robinson to our committee; we look forward to working with her and to her contributions to our initiatives.
- We conducted a review of the Committee Book, the Volunteer Handbook, and the Overview of National Committees and Positions. We began compiling edits and the input of committee chairs and those holding national positions.
- We continue to operate VolunteerConnect with the guidance of committee member Maureen McGuigan.
- In the monthly e-news, we continue to celebrate volunteer excellence through the Featured Volunteer program and share volunteering tips and opportunities.

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

- We will finalize edits to the Committee Book, the Volunteer Handbook, and the Overview of National Committees and Positions and submit them to the NEC for review and approval. We will then have the handbooks updated, proofread, and provided to the translation team, so francophone members also receive the most up-to-date information.
- As always, we will maintain VolunteerConnect, run the Featured Volunteer program, and share volunteering info in the e-news.

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?

- N/A

Taskforces

Equity, Diversity and Inclusion Adviser – Amber Riaz

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**
 - I published a “get in touch” request in the October newsletter (National E-News), which led to some conversations with the Editors Canada members. A member has requested specific help finding freelance contracts.
 - At request of Past President, I made suggestions to policy document “National Nominations Procedure” to help implement suggestions by the Equity, Diversity and Inclusion (EDI) task force.
2. **Priorities for the next quarter / Priorités pour le prochain trimestre**
 - Review the EDI Adviser mandate to continue to find ways to connect with the Editors Canada membership keeping EDI task force recommendations at the forefront.
3. **Requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national**
 - Can we establish a permanent EDI committee of 4-6 members/volunteers so that EDI-related work is shared and prioritized at all levels in Editors Canada?
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

Francophone Adviser / Conseillère francophone – Sylvie Collin

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

- I have drafted the estimated budget for the 2023 French conference for approval by the NEC (See the table provided in #4 below). / J'ai rédigé le budget prévisionnel du congrès en français 2023 pour approbation par le CAN (Voir le tableau qui est fourni au #4 ci-dessous).
- I have kept my section of the VolunteerConnect document up to date. / J'ai maintenu à jour ma section du document ConnexionsBénévoles.
- I have not been able to meet the other commitments made last quarter. / Je n'ai pas été en mesure de m'acquitter des autres engagements pris au dernier trimestre.

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

- Form the organizing committee for the 2023 French language conference. / Former le comité organisateur du congrès en français de 2023.
- Unfortunately, I cannot commit to fulfilling the other mandates mentioned in Q3. / Je ne peux malheureusement pas m'engager à m'acquitter des autres mandats mentionnés au Q3.

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

- Will it be possible to use the Editors Canada PheedLoop account if we decide to hold the conference in French in a hybrid format? / Sera-t-il possible d'utiliser le compte PheedLoop de Réviseurs Canada si nous décidons de tenir le congrès en français en format hybride?

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?

- See the projected budget for the 2023 French conference below. / Voir le budget prévisionnel pour le congrès en français de 2023 ci-dessous.
- The other mandates of the Francophone adviser do not require any investment at this time. / Les autres mandats de la conseillère francophone ne requièrent aucun investissement pour le moment.

Congrès des langagiers et langagières

Hybrid format – Fall 2023

Estimated participation: 50 on line, 75 in person (50 paying registrants, 25 non-paying including presenters, volunteers, technicians)
Expenses are based on the assumption that we will be able to use the Editors Canada PheedLoop account as in 2021.

Revenue		Notes
Conference registration fees	\$19,360	based on the 2021 registrants' profile & their registration date (100 participants)
Antidote gifts	300	to be confirmed
SQRL	4,000	to be confirmed
Université Laval Sponsorship	4,000	hosting the event / to be confirmed
TOTAL REVENUE	\$27,660	
Expenses		
Rooms rental	\$3,500	
Multimedia system rental	2,000	
PheedLoop per participant	875	100 participants x \$1.75 per module x 5 modules
PheedLoop technical assistance	750	
Zoom upgrade	500	
Food & Beverage	4,500	2 breaks, 1 lunch, 1 cocktail
Honoraria	3,000	\$250 will be offered to panelists and speakers
Keynote speaker	2,000	
Travel expenses	3,000	for speakers coming from Montreal (max \$500 each)
Graphic designer	1,000	
Participation gifts	750	possibility of sponsoring the gifts
Printing	0	paperless event
Translation	0	French only
Others	500	
TOTAL EXPENSES	22,375	
Net Income	\$5,285	

Website Taskforce / Groupe de travail sur le site Web

- 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 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.**
 - Currently optimizing the existing site content for SEO and accessibility
 - Reworking sitemaps and menus for the new site
 - RFP has been posted; candidate evaluation and suggestions to be presented by the end of November

- 2. Priorities for the next quarter / Priorités pour le prochain trimestre**
 - Site launch for main sites (French/English)

- 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