

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

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**National Executive Council  
Meeting Minutes**



**EDITORS  
RÉVISEURS  
CANADA**

**September 10, 2023**

**Zoom**

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**PRESENT:**

**NATIONAL EXECUTIVE COMMITTEE**

Maria Frank	President
Marcia Allyn Luke	Vice-President
Heather Buzila	Past President
Tara Avery	Treasurer
Mina Holië	Secretary
Ruth Pentinga	Director, Marketing and Communications
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
Lori Perrie	Recording Secretary
Badou Bousso	Francophone Adviser
Ann Nam-Tram Le	Co-chair, Editors Toronto
Malgosia Hallipop	Co-chair, Editors Toronto

**REGRET:**

Ellen Keeble	Director, Branches and Twigs
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**1. Call to Order**

Maria Frank called the meeting to order at 1:01 p.m. EDT.

**2. Land Acknowledgement**

Maria Frank did the land acknowledgement.

**3. Approval of Agenda**

MOVED BY Maria Frank

SECONDED BY Tara Avery

that the NEC approves the agenda.

Carried

## 4. Reminder of Our Roles

### a. Define roles in the meeting (president as chair, secretary, recording secretary)

President – acts as chair

Secretary – records motions

Recording secretary – takes minutes

### b. Define director role (including at this meeting) (high level)

### c. How we vote and discuss

It is important for all of us to vote when it is called to vote and to participate in any discussions that are going on.

### d. Strategic plan & parking lot notion

We are creating a new strategic plan this fall, which will be discussed later in this meeting.

The parking lot notion is that we stick to what is on the agenda, and if we have anything else to discuss, we park it for the next opportunity.

### e. Policies and procedures (please review these ones before the meeting): privacy, consultation and confidentiality

Reminder to review the policies and procedures, which are linked in the agenda.

### f. Exec reads

Reminder to try to participate in any exec reads that you have time for, as they come in.

## 5. Review of Outstanding Action Items from Previous Meetings

**Item #2:** Subscription to the Canadian Press French style guide. Natasha has sent them an email, but she hasn't yet heard back. Will follow-up.

**Item #9:** Branch/Twig toolkits. Ellen is absent. She is still working on it. In progress.

**Item #12:** Insurance options for Quebec members. Heather has not heard from Suzanne. No update.

## 6. Editors Toronto

MOVED BY Maria Frank

SECONDED BY Suzanne Aubin

that the NEC approves giving the Toronto co-chairs Ann & Malgosia a voice at the meeting.

Carried

Ann shared that most of their executives have returned to their roles this season, along with a few new members.

Thanks to Anita, programs chair, they expanded their programming on topics such as possible jobs in the technology sector for editors and the use of AI. They plan to return to the topic of AI in September.

They have continued to deliver articles. In June, they prepared two successful pre-conference sessions. They have a Mailchimp newsletter for Editors Toronto; their subscriber base has grown to around 900. They plan to more in-person programs and meet-ups.

Maria asked for advice for next year's conference. Ann suggested a zoom call to sort out what the conference committee is responsible for and what the branch is responsible for. Ann said to feel free to give her details to them, if they need any help with planning pre-conference sessions. Preconference sessions helped out with the budget for food and reception. In a meeting, they could also figure out what topics might be popular amongst editors.

Heather mentioned that the pre-conference seminars don't come until later in planning, and the conference chairs don't need to plan it.

Natasha pointed out that there was some confusion between the Toronto branch and the conference committee as to who pays for what. She agreed that it would be helpful to have a meeting in advance to clarify where the boundaries are and who does what.

## 7. Reports and Requests

- **Career Builder Committee: Eileen Brettner** – Are there possibilities for taking over or working with the EC Job Board to further opportunities for postings?

Eileen had at first asked Heather, but Heather was not sure and asked her to postpone this until the website has transitioned. It is in the report as a reminder. Natasha said that we just put anything that comes through up on the website, and Sara is doing that. They can look for more opportunities and send to Sara for posting. Heather will propose that to Eileen and see what she thinks about that.

- **Student Relations Committee: Michelle Noble** – We request \$200 to purchase Indigo gift card prizes to encourage engagement in Facebook group discussions and to use as door prizes for student socials. We've found that these prizes help increase student engagement.

Heather said that these types of budget requests do not need to go on the request summaries. They go to Tara and Natasha when they are working on the budget.

- **Editors Quebec: Kyle Roerick** – We wondered what happened with the insurance task force’s work on satisfying the insurance errors and omissions for members here in Québec? / *Nous nous demandions ce qu’il est advenu des travaux du groupe de travail sur l’assurance visant à trouver une assurance erreurs et omissions pour les membres du Québec. Est-ce que Réviseurs Canada a été en mesure de trouver des options pour membres du Québec?*

Suzanne will address this. In progress.

- **Editors Barrie: JJ Wilson, John Challis, and Linda Dessau** – Is there an expert or a resource to outline the various facets of the legal contract available to all editors, through the website?

Heather said that we would have to find the people that revised it last, as they are the experts. Natasha said that it might be prudent to be conscious about providing anything that could be legal advice. They should seek their own legal consultation.

Tara pointed out that, in the template, there is text that explains what each item means; you have to toggle to find the explanation.

- **The Editors’ Weekly: Laura Bontje** – Are there required or recommended term limits for volunteer positions?

Laura has been getting inquiries from volunteers, but she is covered for now. Ruth said that Laura wants to know if Emily, the current proof-reader, is required to finish her role. Heather clarified that Emily is allowed to continue in her position. Ruth will let Laura know. There are no term limits on any of the Editors Canada volunteer positions.

- **Standards Committee: Berna Ozunal and Greg Iaonnou** – We need \$750 + HST to pay the designer to publish the new PES.
- **Director of Publications: Kaitlin Littlechild** – Has a preference for the next ELAP volume been identified to anyone? Has anyone received any comments or questions?

Heather suggested copy editing. Błażej asked if there’s one that is particularly outdated—they are all fairly equal. Natasha said to prioritize stylistic and copy editing because those will be the next exams to run through the cycle, so one of those two. Copy editing preferred.

- **Publications Committee: Matthew Long and Noah Nuttall** – Due to deals with Edit Like a Pro: Structural Editing, we are currently on track to have the workbook ready for publication for approximately early December 2023. If the book is ready for December 2023, would the NEC prefer to publish the book in early 2024?

Heather suggested getting the workbook out as soon as possible. People have been asking about it.

- **Publications Committee: Matthew Long and Noah Nuttall** – Meeting minutes from pre-2020 indicate that \$22,000 had been allocated for *Edit Like a Pro*. Are these funds still available for the current and future volumes?

Tara is not sure, as it's pre-2020. Heather guessed this number was probably for all four volumes. We need to do a new number for the upcoming budget. Tara suggested they review their own budget and come back with numbers that are relevant for this year. Natasha said that they should get a quote for what they need for the 2024 budget.

MOVED BY Maria Frank  
 SECONDED BY Heather Buzila

that the NEC approves giving Badou Bousso a voice at the meeting.

Carried

Badou asked if we have any plans to offer *Edit Like a Pro* for Francophones? Heather said that because the certification exams are only offered in English, the *Edit Like a Pro* is also only available in English. She said that there have been efforts in the past to get the exams in French going again. Prior to 2019, when the French exams were running, there was a study guide that went with them. They have not been able to find any volunteers to help re-start the French program. We got grants last year but were still looking for volunteers.

Suzanne said that we have a member who has shown an interest in getting the French exams going again.

- **Publications Committee: Matthew Long and Noah Nuttall** – Does the NEC have any directions about how to handle Twitter and its new branding (X)? Twitter is referenced in certain publications, so we want direction on how to handle references to Twitter.

Could refer to it as “X” or just keep calling it Twitter. Retroactively, it can stay as Twitter (i.e. any former mentions).

- **Publications Committee: Matthew Long and Noah Nuttall** – \$1750 + HST – Our designer should complete their work for ELAP Structural Editing in Q4 2023. I estimate the total cost for these upcoming services to be a total of \$1750 + HST = \$1977.50.
- **Training and Development Committee: Katherine Morton** – Please promote webinars in your networks (i.e. when you get e-blasts, when you see posts on social media).

## 8. Break (5 minutes)

## 9. Budget Update

Tara shared that we still have a surplus, and we still have the lease ending this coming year, which will be beneficial for the bottom line. However, we have also seen a decline in memberships and the income from last year's conference was not as high, even with the sales of webinars after the fact. This is still within what could be expected due to inflation and costs.



Natasha said that everything is pretty much where we thought it would be, other than the conference. The members have been going down, but this is still on par with where we were at this time last year. We just need to keep an eye to manage it. It was smart to freeze fees last year, and we need to continue to think about how to be relevant, important, and affordable.

#### **a. Twig funding**

Tara shared that the twig funding plan is still in progress. At the end of August, Ellen, Tara, and Natasha met with the branch treasurers to ease fears about losing funding, which they are not. Because we, as national, run the financial side of things for the twigs, and twigs have not been using the money put into their virtual accounts, there is still a question about whether we should continue to put money into virtual accounts or to let them run down a bit. We could be using the money put into their accounts to benefit nationwide things that would benefit members.

Ellen and Tara have been compiling a list of alternative things that twigs especially can do to use their money for their members, such as running a book club (purchasing copies of the books for members) or webinars (purchasing webinars for attending members). We want to see returning members, so we want to see the twigs spending the money. The branches are all doing fine.

Heather suggested we could set a cap to allocation and stop putting more money in. Natasha said that it seems like we keep having this conversation and that we need to put together a policy then move forward. Natasha asked Tara to put together a recommendation.

Heather shared that this is her last year on the NEC. Afterward, she plans to revitalize the Edmonton twig. Heather wondered if she could claim the chair position. Consensus is that this is a good idea; she could contact the membership to let them know her thoughts, offering to chair or co-chair, etc. Partly due to the pandemic, they had put a pause on things. Heather could invite people to join her on the committee. Heather already has an event in mind—Frances Peck.

## **10. 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 reported that the new chairs were onboarded and up to speed. They originally lost their copy editor for *Edit Like a Pro* structural editing. They got someone else, and the copy editing stage was completed. The designers are lined up to start work, and the estimated completion date will be December 2023 or early into next year. They are trying to push for completion this year.

The Diversity workbook web content has undergone the sensitivity edit. It has been returned to the original committee to review and implement suggested changes. The committee had also started working with the Standards Committee to publish the revised *Professional Editorial Standards*, and they had collected quotes to get that designed and polished up, as well as the *Copy Editing and Proofreading*.

## **b. Francophone updates**

Badou shared that, in 2020 (partly because of the pandemic), Editors Quebec started Le Vigne (The Vine). They have a network of editors joining every single month, and they are getting ready to have a new season.

Francophone members have been complaining about the lack of networking opportunities for Francophone members, specifically those who freelance. Badou was trying to find people who can talk to them at the next Le Vigne about freelancing and networking. They will go over other topics (i.e AI and editing, and other fan favourites). Badou will continue to work with Suzanne and Leah to bring forward these concerns from Francophone members. There is an opportunity to provide more membership benefits to Francophone members.

Heather shared that, at the AGM, we voted for the new Editors Canada forum to replace the old listserv. She wondered if a forum for francophone freelance editors, or francophone editors in general, would be helpful. Badou agreed that would be helpful—anything that would get Francophone members some resources and help them organize the resources. They would need a volunteer to be the moderator; Badou offered to do that. A forum for both general Francophone editors and another one for Francophone freelancers would be helpful; they could start with the general one, and if there's enough interest, they could do a more specific one for freelancers. Heather will talk to Michelle Ou. Badou will share at the next Le Vigne.

Suzanne shared that a member who had voiced an interest in volunteering earlier this year edited Suzanne's translation for the blog posts that Heather wrote.

Badou added that the Canadian Press French subscription has come up directly from members. It would make sense to have something similar to the online Oxford English Dictionary, but in French. He also has wondered if we could do something about making webinars free for members or give them a number of webinars per year for free.

Leah will suggest an online Francophone dictionary to the Member Services Committee. This is the time to ask as budget season is coming up.

## **c. Member services/Volunteer management committees**

Leah announced that both committees now have a French presence: Badou and Suzanne. The goal is to have a French member on each committee, if we can. We also want a member from each area of Canada on each committee, if we can.

Member Services: The chair had to step down. Leah sent an email out asking for volunteers to come in and now has eight new members on the committee. This gave Leah an idea for recruiting volunteers—while interviewing for a new chair, Leah offered committee positions to the candidates that she did not select. That way you can take everybody aboard.

Leah will be having brainstorming sessions with committee members; if anybody has ideas, they can bring them forward to Leah. She is also asking NEC members to send ideas and feedback to her. This will be coming later in September.

Volunteer Management: The script for the volunteer promo is done; phase two will be to recruit volunteers to do a little video to be included in the promo. This might be done by the end of the year. Leah will be preparing it in PowerPoint.

VolunteerConnect is a very valuable tool. Leah said to please make sure that you go in and update (i.e. if a position has been filled, mark it as filled). Leah would like to change the language part of VolunteerConnect—from English to bilingual—to include more French members. Leah is able to do that.

#### **d. Certification**

No update at this time. Everything is in the report.

#### **e. Standards committee**

No update at this time. Everything is in the report.

#### **f. Webinars/Training and development committee**

Błażej shared that there is a new chair, Katherine Morton, who is off to a great start. They had a couple of meetings over the summer. During the first of these, they went through all of the webinar proposals (60+ English and about 15 French). There were about 26 yeses, and many others look interesting. They accepted about 35-40. They wanted about one/week average for the active part of the year.

There was a separate meeting for French webinars to include Sylvie Colin. They chose about a dozen of the Francophone proposals. They also discussed how to package webinars for purchase, which they might do for the Black Friday sale to drive sales.

Błażej raised the issue of transcribing webinars. Sara said that she personally had to create transcriptions for specific webinars upon request. It took a lot of work; it is worth doing, but a difficult and complex question that is not easily solved. They will probably need to recruit volunteers. They might be able to get a grant, and they will then circle back to it.

At the meetings, the committee did not specifically discuss what Badou raised about free French webinars, but given that we charge for English language webinars, it is not fair or likely that we could offer all French webinars for free. But, since we do offer one in English for free every year, we should be able to do the same for French language webinars. Błażej can take it to the Training & Development Committee.

Heather said that it's a contract issue. We can't take webinars that we've previously signed contracts with presenters for and then offer them for free. But, going forward, we could negotiate with somebody and ask if they would be willing to provide one for free to Francophone members and that could be in the contract. Heather also suggested that, if there are webinars at the end of their contract, we could ask to continue to offer them for free.

Badou would be happy to attend meetings to discuss. Members are just looking for incentives (i.e. discounts, etc.). There are already increased numbers of French webinars this year.

There was another committee meeting about promoting webinars. They are looking for more volunteers to specifically help with marketing. There was discussion with young editors, who suggested marketing webinars on TikTok and BookTok, rather than Facebook and Twitter. They also use LinkedIn. They also talked about marketing specifically to students and student affiliates.

Tara said that the Editors Canada modes of community and discourse tend to be more “old-fashioned,” and we’d like to change that. There have been suggestions like setting up an Editors Canada Discord channel. Heather shared that they did look into Slack and Discord and ended up going with the Google forum after Michelle Ou evaluated an extensive list of pros and cons. Google forum is still considered “old-fashioned.” This is a parking lot item that can go on the next agenda. We need to consider young editors and young new members to Editors Canada.

Badou points out that, while we do need some social media presence, it comes to a need for resources to engage on it. The rate at which people post is hard to keep up with. There are two things being discussed: the need for an internal network (i.e. Slack) but also a way to capture newer and younger members (i.e. Instagram and TikTok). We have a social media strategy which we can update to align with the trends while making sure that we have the necessary resources.

#### **g. Career builder committee**

Working with the MarCom Committee on the LinkedIn strategy and website.

#### **h. Student relations committee**

Have some great initiatives going on – in their report.

#### **i. Website task force**

The launch of the new website is being held up by Findjoo. They have overpromised and under-delivered. The task force is meeting on the 13th to come up with some suggestions. We need to see what promises were made by Findjoo and what is in breach of contract. It has been frustrating; the committee is doing everything they can, and it’s not their fault. Findjoo has completely mishandled the situation. More info will be coming from Tara, who will be in touch with the NEC with the suggestions that the committee comes up with. They have gone over time. Julie, who is heading up the task force, still sits in on meetings, but she has stepped down as task force leader. Kaitlin is now acting as the task force leader. Their work is on pause until they figure out what to do about Findjoo.

#### **j. Marketing and Communications committee**

##### **i). Handbooks**

Ruth requested that we remove handbooks from the agenda.

The blog would like to increase BIPOC and EDI topics. Ruth has asked Laura, who has it on her goals for this year. They have four newcomer Canadians doing blog entries. This is a recommendation from the EDI task force that completed their work in June 2021 and is on the EDI task force spreadsheet. One recommendation was to increase EDI contributions to the blog

and to webinar offerings. This would be up to Laura; if she knows people interested in writing, she could approach them. This updated information can be added to the EDI spreadsheet.

The LinkedIn volunteer hosts have started their work; they take the whole month on.

The committee is flushing out the *Hire an Editor* campaign.

The English and French Google Ads are being improved.

#### **k. Mentorship committee**

No updates.

#### **l. Executive director**

Everybody has been contributing to the work on the website, especially Michelle and Sara. They now have two contractors, Caitlin and Mark. Mark just finished his contract; Caitlin will be finishing soon. They might need to extend their contracts.

This weekend, the certification pilot exam is happening. There are eight people writing each exam. The committee is figuring stuff out, as they have no continuation from previous years.

Sara has been working really hard for the webinars. Also, she attended the first meetings with the Conference Committee.

Natasha had a great conversation about our strategic plan with Heather and the potential strategic plan consultant.

The office lease is up in January 2024. This fall, Natasha will put a plan together for the October meeting on how to move stuff out. Initial thought is that we need a storage unit and a PO Box somewhere in the GTA.

## **11. Branches and Twigs**

### **a. Branch and twig procedures**

### **b. Branch and twig toolkits**

Ellen sent Maria an email. Toolkits action item: They are on the cusp of a real draft for review; they have a couple of chairs lined up to help with the review as well, as they are the ones who will be using the documents.

Over the summer, Ellen has been working with Michelle to create some print on demand marketing materials. So far, they've done three flyers and three twigs. They will use them as of October. They have more in the works and will be putting in a translation request to make sure they can offer some in French as well.

They have had a good summer helping the new chairs get things underway; there is good engagement, and they are gearing up for all chair meetings.

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

### a. Implementation spreadsheet

**Term limits:** There was a vote in 2016 on the idea of instituting term limits; it was overturned by member vote. If that was to be changed, it would require member votes to implement term limits. People staying longer than six years is rare, so it didn't seem to be a big deal to create a whole vote about that. The concern was that, if we limit, we don't get enough volunteers, so it's likely that we can't fill our positions.

**Increasing the transparency of the NEC's role within the organization:** Heather has written a series of six blog posts. Each of these discusses two positions. Suzanne is translating them into French. Ellen will forward the blog links to the branches and twigs so that they're aware. The posts have also been shared in the members only group and the student affiliate group. Once they are all completed, the links will be included in the welcome email series that goes out to new members. They will also be available for the Nominating Committee when they are recruiting in the spring for positions for next year. They will be published once per month.

**New partnerships:** We recently signed an agreement with the Northwest Editors Guild that is based out of Seattle. We've had an unofficial partnership agreement with them for a while, and it is now official. In July, Heather followed up with the LGBTQ+ Editors about partnership, but she has not yet heard back. Heather may ask Amber Riaz to check in with them. Heather will be meeting with BIPOC of Publishing in Canada to begin drafting their partnership agreement. Heather also needs to get back in touch with the ACP about a partnership with them.

**Ensuring accessibility for non-English speakers:** Quite a few of the committees now have Francophone members on them; we are successfully recruiting.

## 13. Strategic Plan

Heather and Natasha met with Patricia Huntsman to talk about getting the work started for the new strategic plan. Patricia is looking at a timeline of 6-8 months before a new strategic plan can be worked on. If we end up missing the window to vote at the AGM on the strategic plan, we can call a special meeting of members to vote on it.

There will be a planning session with a small committee. Heather and Natasha will be on that committee. Then, they will bring in some members (i.e. branch & twig chairs and committee members) to comment, and then there will be some time for feedback from the membership. They will need at least one meeting with the NEC to discuss, which means scheduling a meeting outside of the normal meeting time. The governance work required of us means that we have to be engaged, such as responding to emails and contributing to discussions. Engagement from the board is highly important.

Natasha shared that Patricia is putting together a full outline of what the process will look like. We will have an idea of sessions and timeframes before the end of month, and we will be able to put this cost into our budget. This is an opportunity to dream, think big picture, and put together all of the things that we have been talking about.

If the strategic plan goes over Heather's time as past president on the NEC, she will stay to help get it finished up.

## **14. Dictionary Project**

Badou leaves the meeting for the in camera session.

### **In camera**

MOVED BY Heather Buzila

SECONDED BY Marcia Allyn Luke

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

Carried

### **Out of camera**

MOVED BY Marcia Allyn Luke

SECONDED BY Heather Buzila

that the NEC approves going out of camera.

Carried

## **15. Conference**

### **a. 2023 conference**

Tara shared that they have had one meeting so far to get the ball rolling. Sara is looking for venues right now; she has a couple of proposals coming in. The call for volunteers for the committee went out last week.

Editors BC has their first exec meeting upcoming.

Until a venue and date are determined, they are in a holding pattern.

It has not yet been discussed whether this will be a hybrid conference. They would like to go back to a full mode for the conference sessions, not capped by the way the Toronto one was. It would be helpful to see how successful online sales from this year's conference were; this might determine whether it's worth the extra work and cost to make the conference hybrid.

Maria will contact Badou, copied to Sylvie Colin and Suzanne, to update on the 2024 French conference at the October meeting. This will be added to the agenda.

Also to note: We will move the discussion of the Dictionary Project (as an in camera item) to the end of future meetings.

**16. Next Meeting October 15, 2023, 2:00-5:00 p.m. (ET)**

**17. Adjournment**

MOVED BY Błażej Szpakowicz

SECONDED BY Tara Avery

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 (September 10, 2023)

Zoom link:

<https://us02web.zoom.us/j/82041579934?pwd=Z1p4cmJ1MmtmNDN1aU9XR0p4T0dMZZ09>

Meeting ID: 820 4157 9934

Passcode: 812764

Attending:

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

NEC documents in [Google Drive](#)

Sunday, September 10, 2023

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

1. Call to order (1:00)
2. Land acknowledgment
3. Approval of agenda
4. Reminder of our roles (1:05 to 1:15) Maria
  - (a) [Define roles](#) in the meeting (president as chair, secretary, recording secretary, ED)
  - (b) Define director role (including at this meeting) (high level)
  - (c) How we vote and discuss
  - (d) [Strategic plan](#) + parking lot notion
  - (e) Policies and procedures (**please review these ones before the meeting:** **privacy, consultation and confidentiality**)  
<http://www.editors.ca/members/readup/constitution/index.html>  
**Look at these docs for guidance (do not look for what supports your view)**
  - (f) Exec reads
5. Review of [outstanding action items](#) from previous meetings (1:15 to 1:30) Mina
6. Editors Toronto (1:30 to 1:50)

7. Reports and requests (1:50 to 2:15) Mina
  - a. Director reports
  - b. Committee reports
8. Break (2:15 to 2:20)
9. Budget update (2:20 to 2:30) Tara and Natasha
  - a. Twig funding
10. Update on ongoing projects (2:30 to 3:00) (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 updates 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
    - i. Handbooks
  - k) Mentorship committee Suzanne
  - l) Executive director Natasha
11. Branches and twigs (3:00 to 3:10) Ellen
  - a. Branch and twig procedures
  - b. Branch and twig toolkits
12. Implementing the equity, diversity, and inclusion (EDI) [task force recommendations](#) (3:10 to 3:20) Heather
  - a. [Implementation spreadsheet](#)
13. Strategic plan (3:20 to 3:30) Heather
14. Dictionary project (3:30 to 3:40)
15. Conference (3:40 to 4:00) Mina and Heather
  - a. 2023 conference Ellen
16. Next meeting October 15, 2023, 2:00–5:00 p.m. (ET)
17. Adjourn

## Appendix B – Action Items

#	Action Items 2023/2024	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
1	National Office transition planning: As the office lease ends at the end of January 2024, Natasha is to sort out what is needed and what is to get rid of, and a small storage unit and PO Box would be needed. She will put a plan in place for discussion and send out for approval.	Current	Natasha Bood		No update - will send out plan for October Meeting	Sep. 8, 2023
2	Subscription to the Canadian Press French style guide: Consider this new offering to Francophone members, starting this year.	Current	Heather Buzila, Natasha Bood		natasha.bood@editors.ca, did this happen yet? If not, what can I (Heather) do to help to make it happen?	Sep. 8, 2023
3	Publications Committee: Look into what to start with the revision of Editing Canadian English (3rd Ed., 2015).	Current	Kaitlin Littlechild, Heather Buzila	No update	No update - on the list to look into this fall	Sep. 9, 2023
4	Accumulated surplus in twigs' virtual accounts: To discuss and vote on the new twig funding model (provide a certain amount each year and return unspent funds after two years) at AGM.	Current	NEC Directors, Natasha Bood	In the process of sorting things out for Tara to draft financial procedures, share with Ellen and Natasha, and distribute a copy to the NEC for review	In process - we met with branch chairs about their budgets. Tara working on drafting a procedure for twigs.	Sep. 8, 2023
5	Career Builder document: Upload both English and French versions to the website.	Current	Heather Buzila, Michelle Ou	Still no update; waiting on the translation group	I (Heather) will need to look into this.	Sep. 8, 2023
6	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	In progress - Website contractor is working with the chair of the task force and a Humber intern - much progress is being made - hoping to launch in the summer.	Tara will provide update on this at the meeting as part of the task force report. Looking at a mid-October launch now due to complications with Findjoo and a single login.	Sep. 8, 2023

#	Action Items 2023/2024	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
7	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	No update - In progress	Complete	Sep. 8, 2023
8	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	Still in progress, waiting for next committee meeting	Updated the committee on this, we'll pick up the subject in future meetings.	Sep. 8, 2023
9	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	...more threads getting pulled, still a WIP	Some drafts have been done, and they are to be reviewed.	Sep. 10, 2023
10	EC Marketing Videos and Guidebooks (handbooks): 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, Ruth Pentinga	Communications planning guidebook is to be copy edited; crisis communications guidebook and marketing communications overview are to be reviewed and edited	Communications planning guidebook was copy edited and approved by NEC as was the social media volunteer guidebook. The crisis communications guidebook and marketing communications overview are still to be reviewed, and edited as needed, and may need NEC approval if many edits are necessary.	Sep. 8, 2023

#	Action Items 2023/2024	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
11	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. Suzanne to work on the French version.	Current	Lucy (editor), Beau, Ruth Pentinga, Maria Frank, Suzanne Aubin	Ruth is finding out when Beau will return to his role and once he does Ruth will follow up on this with him (if not him then with his replacement)	Ruth emailed Laura Bontje on Sep. 8 to see if she has any knowledge of this and if not she does now. Ruth will follow up on this to see what could be done on this once the NEC discusses this in Sep. 10's meeting.	Sep. 8, 2023
12	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	WIP of forming a taskforce	WIP of forming a taskforce	Sep. 10, 2023
13	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). Heather Buzila to ask Gael for more info on the original idea.	On Hold	Heather Buzila	Include in updated branch/twig toolkits?	old item - instead of doing this, Heather has been writing blog posts that create more transparency about the NEC and has led governance meetings with the Branch & Twig chairs each August. We believe this is more interactive and better than the original poster idea.	Sep. 8, 2023

#	Action Items 2023/2024	Category	Person(s) Responsible	Previous Status	Current Status	Last Updated
14	<p>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.</p> <p>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).</p>	On Hold	Suzanne Bowness	Budget Meeting 2022	Old item - remove	Sep. 8, 2023
15	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. This item will be stuck on hold until the conference is more underway.	Old item - remove	Sep. 8, 2023

## Appendix C – Online Motions

Motion	Background	Opened	Closed	Moved By	Seconded By	Carried By	Abstain
To retain J. Zach Nickels from Dipchand LLP to review the draft dictionary agreement with Nelson publishing	The Editors Canada representatives have already reviewed the agreement. The funds will come out of the already approved \$5,000 for this project. This is to secure the base dictionary content from Nelson.	Jul. 6, 2023	Jul. 9, 2023	Marcia Allyn Luke	Kaitlin Littlechild	10	0
To give the following, from July 2023 to September 2024:  * The executive director a voice at NEC meetings and in NEC discussions on the email list * Other staff a voice at NEC meetings they attend		Jul. 7, 2023	Jul. 10, 2023	Maria Frank	Suzanne Aubin	9	0
To appoint Maria Frank, Heather Buzila, Tara Avery, and Natasha Bood as national signing officers for 2023–2024		Jul. 7, 2023	Jul. 10, 2023	Maria Frank	Heather Buzila	9	0
To approve the following NEC director positions for 2023–2024:  President: Maria Frank Past President: Heather Buzila Vice-President: Marcia Allyn Luke Treasurer: Tara Avery Secretary: Mina Holië Marketing and Communications: Ruth Pentinga Branches and Twigs: Ellen Keeble Training and Development: Błażej Szpakowicz Publications: Kaitlin Littlechild Professional Standards: Arija Berzitis Volunteer Relations: Leah Morrigan Member Recruitment and Retention: Suzanne Aubin		Jul. 7, 2023	Jul. 10, 2023	Maria Frank	Kaitlin Littlechild	9	0

Motion	Background	Opened	Closed	Moved By	Seconded By	Carried By	Abstain
To use \$3,200 from the last year's budget surplus to hire Mark Dasilva to help with the website transition	The Website task force has an ongoing need for help with the website transition in terms of moving all the content over to the new site. There is not enough volunteer power to complete this project in a timely manner. As an intern, Mark had been very involved in the project in the past months; therefore, we are planning to offer a contract to him to help us move forward to finish the website.	Jul. 29, 2023	Jul. 31, 2023	Tara Avery	Heather Buzila	11	0
To approve the social media volunteers guidelines		Jul. 29, 2023	Aug. 2, 2023	Ruth Pentinga	Heather Buzila	9	0
To appoint Emily Follett Campbell and Sarah Tucker as the co-chairs of the Member Services Committee	After candidates were interviewed for the chair position, with the NEC director's input, it was decided to split the position into two co-chairs.	Jul. 29, 2023	Aug. 2, 2023	Leah Morigan	Heather Buzila	11	0
To approve up to \$8,000 to be spent to hire a second contractor to help complete the Editors Canada website migration	The leader of the website task force (volunteer) will have to reduce work hours spent on the website, having dedicated many hours over the past two years. The website is already behind schedule, mostly due to complications with Findjoo and OED. This contractor would take over many of the project management duties and would liaise with Findjoo and any other parties.	Aug. 8, 2023	Aug. 9, 2023	Heather Buzila	Maria Frank	8	2



Motion	Background	Opened	Closed	Moved By	Seconded By	Carried By	Abstain
To sponsor the 2023 Chartered Institute of Editing and Proofreading conference in the amount of £300 (approximately \$500)		Aug. 17, 2023	Aug. 21, 2023	Heather Buzila	Mina Holië	9	0
To sponsor the 2023 ACES virtual conference at the bronze level of sponsorship, which is \$1,000		Aug. 17, 2023	Aug. 21, 2023	Heather Buzila	Maria Frank	10	0
To partner with the Publishing Training Centre (PTC)	PTC would offer our members 15% off the cost of any virtual course and add Editors Canada to their partners page. In return, Editors Canada would add PTC to our Discount - Training page and send out a branded email about them to our members. PTC have offered to write a blog post for Editors Canada's The Editors' Weekly and have asked if we'd like to write a blog post for them in return.	Aug. 17, 2023	Aug. 21, 2023	Heather Buzila	Suzanne Aubin	9	0
To approve the partnership agreement between Editors Canada and the Northwest Editors Guild	In April 2023, the NEC agreed that Editors Canada should approach the Northwest Editors Guild about a possible partnership. The draft partnership agreement, which was emailed to NEC directors on August 23, 2023, is the result of discussion between Editors Canada and the Northwest Editors Guild and has been reviewed by Editors Canada's executive director.	Aug. 24, 2023	Aug. 28, 2023	Heather Buzila	Tara Avery	10	0

## Appendix D – Q3 Directors Report



EDITORS  
RÉVISEURS  
CANADA

# Q3 Reports

# Directors

September 10, 2023

National Executive Council Meeting

Zoom

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## National Executive Council (NEC) Directors

### President – Maria Frank

1. **What activities (actions) are you planning in the coming year? / Quelles activités (mesures) pensez-vous prendre dans l'année à venir?**
  - Support and oversee the Human Resources committee, the Francophone adviser, and the equity, diversity and inclusion (EDI) adviser/committee
  - Provide guidance and support to the vice-president when work commences on the annual report
  - Provide guidance and support to all directors as needed
  
2. **Priorities for the next quarter / Priorités pour le prochain trimestre**
  - Plan and run NEC meetings, including inviting branches and twigs to attend as timing permits
  - Support directors as needed
  
3. **Requests or questions for the national executive council / Demandes ou questions pour le Conseil d'administration national**
  - None at this time
  
4. **Budget request / Demande de budget**
  - None at this time

## Vice-President – Marcia Allyn Luke

### 1. What activities (actions) are you planning in the coming year? / Quelles activités (mesures) pensez-vous prendre dans l'année à venir?

- Annual Report 2023
- Canadian English Dictionary Project
- Support the Awards Coordinator
- Prepare for the president role

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

- Canadian English Dictionary Project
  - Finalize the agreement with Nelson via lawyer

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

- N/A

### 4. Budget request / Demande de budget

- N/A

## Past President – Heather Buzila

### 1. What activities (actions) are you planning in the coming year? / Quelles activités (mesures) pensez-vous prendre dans l'année à venir?

- Begin the process of revising the association's strategic plan online and with member input
- Continue reaching out to prospective partner associations to expand discount for Editors Canada members
- With the director of branches and twigs, work to revise and update the branch and twig toolkits (if needed)
- In early 2024, form the national nominations committee and work to fill upcoming vacancies on the NEC, national committees, and national positions for 2023-2024
- Continue working with the core dictionary group to create an updated Canadian English dictionary
- Support the president and NEC as needed
- Support the Career Builder committee and the Student Relations committee as needed

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

- Begin the process of creating a new strategic plan
- Follow up with potential partner organizations that I've already emailed but haven't heard back from yet
- If needed, help update the branch and twig toolkits
- Continue working with the dictionary group
- Finalize the series of blog posts about NEC positions so they are ready to be published monthly in *The Editors' Weekly*

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

- None

### 4. Budget request / Demande de budget

- None

## **Treasurer – Tara Avery**

1. What activities (actions) are you planning in the coming year? / Quelles activités (mesures) pensez-vous prendre dans l'année à venir?

- 

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

- 

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

- 

4. Budget request / Demande de budget

-

## Secretary – Mina Holie

### 1. What activities (actions) are you planning in the coming year? / Quelles activités (mesures) pensez-vous prendre dans l'année à venir?

- Liaise with other directors for various activities
- Facilitate going through the list of Action Items during the NEC meetings
- Keep a list of motions/voting results up to date
- Provide support to the recording secretary as needed, while working together
- Support the Conference Committee when needed

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

- Finish off backlogged items—the meeting minutes of March through June
  - Review the meeting minutes prepared by the recording secretary and edited by the NEC directors
- Track and organize motions while managing the online voting system
- Request and compile the Q4 Reports
  - Prepare a list of requests for the Q4 meeting
- Update the list of Action Items

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

- None

### 4. Budget request / Demande de budget

- None



## Director of Branches and Twigs - Ellen Keeble

1. What activities (actions) are you planning in the coming year? / Quelles activités (mesures) pensez-vous prendre dans l'année à venir?

- 

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

- 

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

- 

4. Budget request / Demande de budget

-

## Director of Marketing and Communications – Ruth Pentinga

### 1. What activities (actions) are you planning in the coming year? / Quelles activités (mesures) pensez-vous prendre dans l'année à venir?

- Review, if necessary, update any new Marcom documents, have a copy edit completed, and then submit for NEC approval when necessary
- Continue helping the Marcom committee as required, and especially, at this time, the social media team as they continue to work on increasing Editors Canada's social media presence and receive/respond to comments etc. I will also help, as required, to find volunteers to support the social media posts and responses.
- Continue to work closely with *The Editors' Weekly* blog managing editor in her new role and review all blog posts prior to publication

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

- Review and, if necessary, update the Marcom overview document, the Marcom crisis communications guidebook and the social media planning and content creation guidebook. If there are significant modifications needed, have a copy edit completed, and then submit for NEC approval.

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

- 

### 4. Budget request / Demande de budget

-

## **Director of Member Recruitment and Retention – Suzanne Aubin**

1. What activities (actions) are you planning in the coming year? / Quelles activités (mesures) pensez-vous prendre dans l'année à venir?

- 

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

- 

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

- 

4. Budget request / Demande de budget

-

## Director of Professional Standards – Arija Berzitis

### 1. What activities (actions) are you planning in the coming year? / Quelles activités (mesures) pensez-vous prendre dans l'année à venir?

- Standards Committee
  - The new Professional Editorial Standards (PES) document is undergoing formatting for publication. Ideas, comments from membership, are being logged for future reference.
- Certification Steering Committee
  - Both exams have been internally and externally reviewed and will be formatted in readiness for the pilot testers.
  - The new committee chair Greg and I think that the new PES will not impact certification exams because PES and certification are not linked. He thinks that our main roles for the next year or two are to think about editing processes that aren't in the standards, listen to feedback on problems in implementing the standards and suggest for improving them.

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

- Provide support where it is needed
- Learning, learning, learning
- Greg's comments

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

None at this time

### 4. Committee budget request / Demande de budget du comité

## Director of Publications – Kaitlin Littlechild

1. **What activities (actions) are you planning in the coming year? / Quelles activités (mesures) pensez-vous prendre dans l'année à venir?**
  - Review the identified need to update *Editing Canadian English* and determine feasibility of the project
  - If the above update is identified as needed and feasible, develop a work plan, form any subcommittees and recruit necessary volunteers to start the project
  
2. **Priorities for the next quarter / Priorités pour le prochain trimestre**
  - Determine the feasibility of updating *Editing Canadian English*
  - Work with the committee to determine which ELAP volume is next as the structural editing volumes nears completion
  
3. **Requests or questions for the national executive council / Demandes ou questions pour le Conseil d'administration national**
  - Has a preference for the next ELAP volume been identified to anyone? Has anyone received any comments or questions?
  
4. **Budget request / Demande de budget**
  - Budget request included in the Publications Committee's report

## Director of Training and Development – Błażej Szpakowicz

### 1. What activities (actions) are you planning in the coming year? / Quelles activités (mesures) pensez-vous prendre dans l'année à venir?

- Reach decisions about and take concrete steps on the question of webinar captioning
- Host webinars and otherwise help lighten the burden for the rest of the committee
- Provide guidance and assistance for the committee if and as necessary, especially with the new leadership and administration being relatively new to the committee and to Editors Canada
- Assist Leah Morrigan and the Volunteer Management Committee with the Volunteer promo video

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

- Continue to support the committee as necessary and ensure the webinars run smoothly
- Assist with the marketing and promotion of the webinars as the new season commences

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

- N/A

### 4. Budget request / Demande de budget

- N/A

## Director of Volunteer Relations – Leah Morrigan

### 1. What activities (actions) are you planning in the coming year? / Quelles activités (mesures) pensez-vous prendre dans l'année à venir?

- Volunteer services: The volunteer promo has been written and is partially edited. Once input from all committee members is complete, we'll move into stage 2 that includes recruiting volunteers to give their volunteer experience that will go into the promo (with the assistance of Suzanne Aubin and Blazej Szpakowicz).
- Work with the EDI Adviser Amber Riaz to develop a revised land acknowledgement we can propose to the NEC

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

- Welcome a French presence and French collaboration on my two committees, and help improve French recruitment on both committees (with the help of Suzanne Aubin and Badou Bousso)
- Help load the EDI committee with volunteers (so far so good!)
- Volunteer services: The volunteer promo video script is written and moving into stage 2.
  - Volunteer Handbook is in the process of being updated.
  - Update to the Overview of National Committees is almost complete. We're in the final stages.
- Member services: The Welcome Kit update project is in process.
  - Member benefit infographic will be picked up again in this quarter with new committee members to promote membership.
  - The new committee will have our first meeting on Sep. 21, where we will brainstorm member benefits we'd like to see – any suggestions can be sent to me.

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

- N/A

### 4. Budget request / Demande de budget

-

# Appendix E – Q3 Committees/Taskforces Report



**EDITORS  
RÉVISEURS  
CANADA**

## **Q3 Reports**

## **Committees & Taskforces**

**September 10, 2023**

**National Executive Council Meeting**

**Zoom**



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## Committees

### Career Builder Committee – Eileen Brettner

**1. What activities would you like to report on from the last quarter? / Sur quelles activités du dernier trimestre aimeriez-vous faire rapport?**

- Converted documents to our Google Drive (accomplished)
- Prepared content for our Career Builder sub-hub for the new Editors Canada (EC) website
- Made adjustments to our main project, the sub-hub, as many volunteers have resigned due to personal commitments
- Sent a proposal in for a LinkedIn webinar and waiting to hear back about the next steps

**2. What activities (actions) does your committee plan to do in the coming year? / Quelles activités (mesures) votre comité prévoit-il prendre dans l'année à venir?**

- Plan on ensuring that our sub-hub is up-to-date and contains information sought from our members/non-members
- Plan on training two to three volunteers as webmasters of the sub-hub
- Plan on further discussing opportunities for networking and how we could potentially take over/work with the individuals from the EC Job Board to help broaden opportunities for our members (may require budget for this project)

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

- To ensure that the sub-hub content is ready for the EC website
- To ensure that we have fully trained volunteers to manage the sub-hub
- To retain more volunteers to broaden our approach
- To discuss possibilities of taking over or working with the EC Job Board to broaden opportunities for members

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

- Are there possibilities of taking over or working with the EC Job Board to further opportunities for postings?

**5. Committee budget request / Demande de budget du comité**

Not at this time.

## **Certification Steering Committee – Saleh Waziruddin**

### **1. What activities would you like to report on from the last quarter? / Sur quelles activités du dernier trimestre aimeriez-vous faire rapport?**

- Markers and marking analysts have been recruited for this year's certification exams.
- Pilot testers have been recruited.
- There are already early bird registrations for this year's certification exams.
- We are updating the list of study materials.

### **2. What activities (actions) does your committee plan to do in the coming year? / Quelles activités (mesures) votre comité prévoit-il prendre dans l'année à venir?**

- Administer certification exams for copy and stylistic editing as well as editing essentials
- Update exams and test preparation materials with new professional standards

### **3. Priorities for the next quarter / Priorités pour le prochain trimestre**

- Administer pilot exams
- Prepare exams and candidate packages based on the pilot exam feedback
- Add to the editing essentials test bank

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

None.

### **5. Committee budget request / Demande de budget du comité**

None.

## Conference Committee – Tara Avery, Kyle Hawke

1. What activities would you like to report on from the last quarter? / Sur quelles activités du dernier trimestre aimeriez-vous faire rapport?
  -
  
2. What activities (actions) does your committee plan to do in the coming year? / Quelles activités (mesures) votre comité prévoit-il prendre dans l'année à venir?
  -
  
3. Priorities for the next quarter / Priorités pour le prochain trimestre
  -
  
4. Requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national
  -
  
5. Committee budget request / Demande de budget du comité
  -

## The Editors' Weekly – Laura Bontje

### 1. What activities would you like to report on from the last quarter? / Sur quelles activités du dernier trimestre aimeriez-vous faire rapport?

- In July 2023, The Editors' Weekly transitioned leadership from interim managing editor Lucy Payette to Laura Bontje. Emily Lam was brought on as the new proofreader and social media contributor (filling Laura's previous role).
  - To align with the onboarding of a new proofreader, the proofreader process document was revised from its 2020 version to reflect current practices for uploading blog and social media posts.
- In preparation for a bilingual content series about the roles on the NEC, Suzanne Aubin has translated two posts done by Heather Buzila into French (there will be 6 in total). This introduced a new process for the blog and required the recruitment of a project-based volunteer: Elodie Bescond, an editor who had expressed interest in volunteering, will copy edit the French translations.

### 2. What activities (actions) does your committee plan to do in the coming year? / Quelles activités (mesures) votre comité prévoit-il prendre dans l'année à venir?

- Maintain a robust editorial calendar to provide the editing community with relevant content on a predictable schedule. The Editors Weekly will plan for the following breaks in 2023-24. Each break will be announced the week before by a post that includes at least one additional point of interest for readers (e.g., recommended reading, a call for content submissions, a scenario or discussion prompt, or a reminder about an upcoming Editors Canada event).
  - Winter break: No posts on December 28 and January 4
  - Spring break: Optional one-week hiatus (date TBD)
  - Summer break: Optional two-week hiatus (dates TBD)
- Following the consolidation of blog tags (see #3 below), I will update the tag fields in WordPress to allow a more streamlined user experience when searching for content.
- Pending confirmation of a new way to track author credits in the updated WordPress site, I will develop a content-based system for the use of the "category" field and updates previous posts accordingly. (This field currently tracks the post's author, which is also included in the author field and the keyword tags. I propose using it instead for categories such as interviews, reviews, conferences, and similar ideas.)

### **3. Priorities for the next quarter / Priorités pour le prochain trimestre**

- Secure commitments for a minimum of nine posts (recognizing that some may be scheduled for the following quarter depending on the contributor availability):
  - 4 from new Canadian contributors
  - 3 that align with an existing Editors' Weekly series
  - 2 from returning contributors
- Review the 1,327 individual tags in use on WordPress to identify those that can be deleted or combined due to duplication or lack of use (in progress)

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

- Are there required or recommended term limits for volunteer positions?
  - The Editors' Weekly receives occasional volunteer inquiries (more than the blog team requires). I'm comfortable with deferring or redirecting those inquiries as they arise. Continuity in the proofreader role is helpful for ongoing work (and future succession planning), but if there are required milestones for volunteer turnover, I will plan accordingly.

### **5. Committee budget request / Demande de budget du comité**

- None

## Marketing and Communications Committee – Merel Elsinga

### 1. What activities would you like to report on from the last quarter? / Sur quelles activités du dernier trimestre aimeriez-vous faire rapport?

- Google Ad Grants: ongoing project. It is now running in both English and French. We are tracking and analyzing the Google Ads data separately to find out to see what part of the campaigns perform and where to improve.
- Analytics: We have made a start with [quarterly reports](#) on traffic on our social media (not the website yet, due to its transition). For the first time, since our start this year with Q1, we are now able to compare between quarters.
- LinkedIn: Our social media team has created a content calendar and started posting, with cross-posts on Facebook, since those posts have a similar format.
- Updated the brochure: We're here for you at every stage of your editing career. Final design should be ready this week. Marcom is considering a social media plan to promote the five stages mentioned in the new brochure.

### 2. What activities (actions) does your committee plan to do in the coming year? / Quelles activités (mesures) votre comité prévoit-il prendre dans l'année à venir?

- We are preparing a re-run of the Hire an Editor social media campaign this fall/winter, with member input on what the campaign should look like through a short [survey](#).
- LinkedIn: This month, we are starting with the introduction of monthly host volunteers (3-month trial) to maintain the page in such a way that it realizes more membership engagement. Marcom has developed guidelines for the hosts, and we're available to help our hosts where necessary. If the trial is successful, we'll continue with that format.
- Outreach ambassador program: Our volunteer keeps working on connecting Canada-wide with more venues such as libraries and post-secondary institutions. All for our volunteer ambassadors to promote editing as a trade, the work that editors do, and the association. Bookings, both in-house and online, keep being added to the ambassadors' schedule.
- Meet an Editor: French YouTube video production. We have one francophone volunteer who has started working on the French video production. It proves more difficult than expected to find francophone Editors Canada members to interview. Also, the project takes about nine months to completion, and she has only just started. The video editor we used for the English video productions is also able to help us with the French versions.
- We still have over \$3,000 in our budget (from last year) available for that.
- Set up social media plan to promote the five stages mentioned in the new brochure: We're here for you at every stage of your editing career.



- Visual metaphors: Marcom started developing an NEC director's idea to use visual metaphors for social media campaigns. With the responsible Marcom volunteer also co-chairing the conference committee and many other projects on the go for our new Marcom team, this project is on the back burner. Ideally, we would like to engage our members by letting them weigh in, on which metaphors to use in the campaign.

### **3. Priorities for the next quarter / Priorités pour le prochain trimestre**

- Flesh out the updated Hire an Editor campaign and prepare a launch for this winter
- Improve on English and French Google Ads (ongoing)
- Continue with LinkedIn page hosting and help hosts where necessary
- Create new textual and visual content (Snippets) for social media (ongoing)
- Continue with ambassador presentations (ongoing)
- Finalize the brochure aimed at new members
- Update analytics for Q3
- Continue the production of French Meet an Editor videos

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

- 

### **5. Committee budget request / Demande de budget du comité**

We have over \$3,000 left from last year's approved budget of \$4,500 (for both languages) to produce a francophone Meet an Editor video production. We expect to use part of that budget.

## **Member Services Committee – Sarah Tucker, Emily Follett-Campbell**

### **1. What activities would you like to report on from the last quarter? / Sur quelles activités du dernier trimestre aimeriez-vous faire rapport?**

- A new Member Services Committee was formed by Leah Morrigan, Director of Volunteer Relations, of the National Executive Council (NEC).
  - New members include:
    - Member Services Co-Chairs: Sarah Tucker and Emily Follett-Campbell
    - French Advisors: Badou Bousso and Suzanne Aubin
    - Committee Members: Alex Elcombe, Kayla Arviv, Barb Kelly, and Aaron Dalton
- We had an introductory meeting: meet and greet.

### **2. What activities (actions) does your committee plan to do in the coming year? / Quelles activités (mesures) votre comité prévoit-il prendre dans l'année à venir?**

- Brainstorm new ways to promote member services and benefits.
- Update the Welcome Kit and member services info on the website.
- Survey/reach out to members about what services and benefits they use, areas for improvement, and what they would like to see in the future.
- Assist in efforts to diversify membership.
- Assist with Quebec insurance and French language subscription plans.

### **3. Priorities for the next quarter / Priorités pour le prochain trimestre**

- Update the Member Kit and web info.
- Review previous research and write a 2024 survey.
- Develop a social media/outreach plan.
- Assist in efforts to diversify membership.
- Assist with Quebec insurance and French subscription plans.

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

- Are tiered memberships and discounts for members with disabilities possible?
- May we have access to any recent research or surveys conducted on member services and benefits?
- May we have a list of volunteers to survey and/or contact for feedback?

**5. Committee budget request / Demande de budget du comité**

- No budget requests yet.

## **Mentorship Committee – Risha Gotlieb**

1. What activities would you like to report on from the last quarter? / Sur quelles activités du dernier trimestre aimeriez-vous faire rapport?

- 

2. What activities (actions) does your committee plan to do in the coming year? / Quelles activités (mesures) votre comité prévoit-il prendre dans l'année à venir?

- 

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

- 

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

- 

5. Committee budget request / Demande de budget du comité

-

## **Publications Committee – Matthew Long, Noah Nuttall**

### **1. What activities would you like to report on from the last quarter? / Sur quelles activités du dernier trimestre aimeriez-vous faire rapport?**

- Matthew and Noah onboarded into the Publications Chair positions.
- Copyediting for Edit Like a Pro: Structural Editing has been completed.
- The Equity, Diversity, and Inclusion workbook has undergone a sensitivity edit. The suggested changes are being reviewed by the original committee.
- We started a new project to publish the revised Professional Editorial Standards, in collaboration with the Standards Committee. We arranged copyediting and proofreading volunteers to complete the work in Q4 and collected quotes from a designer.

### **2. What activities (actions) does your committee plan to do in the coming year? / Quelles activités (mesures) votre comité prévoit-il prendre dans l'année à venir?**

- Publish the revised Professional Editorial Standards
- Publish Edit Like a Pro: Structural Editing (if not published in 2023)
- Begin work on the next volume(s) of Edit Like a Pro (if directed by the NEC)
- Help execute the marketing strategy for the various new publications (EDI handbook, Professional Editorial Standards, Edit Like a Pro: Structural Editing)
- Review the priority of other projects/handbook publications
- Determine the process for keeping the EDI handbook updated as a living document

### **3. Priorities for the next quarter / Priorités pour le prochain trimestre**

- Complete the remaining work (proofreading and design layout) for Edit Like a Pro: Structural Editing so that it is published in late 2023 or early 2024
- Complete the remaining work for the revised Professional Editorial Standards document so that it's ready to be published on approximately January 1, 2024
- Complete the remaining work for the EDI workbook and publish it to the website
- Determine the marketing strategy for the various new publications (EDI handbook, Professional Editorial Standards, Edit Like a Pro: Structural Editing) in collaboration with the Marketing Committee.

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

- Due to delays with Edit Like a Pro: Structural Editing, we are currently on track to have the workbook ready for publication for approximately early December 2023. If the book is ready for December 2023, would the NEC prefer to publish the book in early 2024?
- Is there any direction on starting the next volume of Edit Like a Pro or other major projects?
- Are there any concerns with the Publications Committee proceeding to work on both remaining volumes of Edit Like a Pro in 2024? We acknowledge the probable need for one project to be the priority; but, due to the significant time required to complete the projects, we believe that starting work on both remaining volumes is in the best interest of the organization.
- Meeting minutes from pre-2020 indicate that \$22,000 had been allocated for Edit Like a Pro. Are these funds still available for the current and future volumes?
- Does the NEC have any directions about how to handle Twitter and its new branding (X)? Twitter is referenced in certain publications, so we want direction on how to handle references to Twitter.

#### **5. Committee budget request / Demande de budget du comité**

- \$1,750 + HST- Our designer should complete their work for ELAP Structural Editing in Q4 2023. I estimate the total cost for these upcoming services to be a total of \$1,750 + HST = \$1,977.50.

## **Standards Committee – Berna Ozunal, Greg laonnou**

### **1. What activities would you like to report on from the last quarter? / Sur quelles activités du dernier trimestre aimeriez-vous faire rapport?**

- The committee has taken a summer hiatus
- Co-chairs have been working with the publications committee co-chairs to arrange publication of the approved revised Professional Editorial Standards (PES)

### **2. What activities (actions) does your committee plan to do in the coming year? / Quelles activités (mesures) votre comité prévoit-il prendre dans l'année à venir?**

- Publish the new PES (estimate is very early Jan. 2024)
- Discuss how to move forward
- Work with other committees to consult on changes and how it will affect their work
- Co-chair will deliver two-part webinar series in early 2024 on updates to PES

### **3. Priorities for the next quarter / Priorités pour le prochain trimestre**

- Meet to regroup
- Oversee production of new PES
- Consolidate and log feedback from earlier reviews and select ideas/suggestions for incorporation into future updates
- Identify new and revised changes, look for gaps, look for opportunities for further improvement

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

- None at this time

### **5. Committee budget request / Demande de budget du comité**

- We need \$750 + HST to pay the designer to publish the new PES.

## Student Relations Committee – Michelle Noble

### 1. What activities would you like to report on from the last quarter? / Sur quelles activités du dernier trimestre aimeriez-vous faire rapport?

- Recruited two new committee members, one of whom is an Anglophone from Québec who speaks and writes French. Our committee now has two bilingual members.
- Published a PDF on June 27, 2023, entitled “Websites for Editors,” based on our Facebook discussion series on the same topic that we ran in April 2023.
- Promoted the PDF via a blog post in The Editors’ Weekly on August 3, 2023.
- Continued efforts to promote engagement in the student affiliate Facebook group with a fun #SummerGrammarCamp quiz series that appears to have been well-received.

### 2. What activities (actions) does your committee plan to do in the coming year? / Quelles activités (mesures) votre comité prévoit-il prendre dans l’année à venir?

- Encourage discussion in the Facebook group by sharing engaging and useful content and offering occasional prizes for participation
- Foster a welcoming and inclusive space in the Facebook group for students to ask questions and share resources
- Demonstrate our commitment to conscious language and accessibility, and lead by example, when sharing information and resources with student affiliates
- Ensure that student affiliates are aware of the collection of inclusive editing resources that has been curated in the Facebook group, and keep this collection updated
- Host virtual student socials via Zoom to reach students across the country and internationally
- Collaborate with other committees to develop learning and networking opportunities for student affiliates
- Encourage current student affiliates to share their insight and experiences with fellow students
- Liaise with editing course instructors and invite them to share information about Editors Canada with their students. A new approach to this appears to be needed, as past efforts have not been successful. Our committee plans to discuss new approaches to this challenge in the fall.



### **3. Priorities for the next quarter / Priorités pour le prochain trimestre**

- Our French-speaking members are working on translating the “Websites for Editors” PDF into French. We hope to offer it in October of this year.
- Plan and schedule virtual student socials for mid-October and December
- Choose a topic and plan content for another Facebook discussion series
- Brainstorm with our new committee members regarding new directions for our committee, novel ways to engage and support student affiliates, and different approaches to liaising with editing course instructors and program administrators
- Maintain engagement in the Facebook group with regular and informative discussion posts

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

- None at this time, thank you.

### **5. Committee budget request / Demande de budget du comité**

- We request \$200 to purchase Indigo gift card prizes to encourage engagement in Facebook group discussions and to use as door prizes for student socials. We’ve found that these prizes help increase student engagement.

## Training and Development Committee – Katherine Morton

### 1. What activities would you like to report on from the last quarter? / Sur quelles activités du dernier trimestre aimeriez-vous faire rapport?

- The Training and Development (T&D) Committee met on July 6, 2023, to choose webinars for the 2023/2024 season. Several good proposals were received.
- In July and August, the committee did the following, along with Sara:
  - Scheduled the webinars, including webinar series
  - Contacted presenters
  - Updated webinar descriptions
  - Signed up to host webinars
  - Submitted a request for volunteer webinar hosts for the August e-update (There is only one volunteer webinar host, besides the committee chair and one other committee member.)
  - Edited the e-blast webinar announcement that will be distributed
- The T&D Committee met on Aug. 31, 2023, to discuss promotion of webinars.

### 2. What activities (actions) does your committee plan to do in the coming year? / Quelles activités (mesures) votre comité prévoit-il prendre dans l'année à venir?

- Promote webinars
  - Small discounts will be offered for early bird registration and for presenters to give their networks.
  - Presenters will be informed that they can pitch blogs to *The Editors' Weekly* to promote their webinars (Presenters receive a bonus for additional registrations above a certain number.).
  - The committee will endeavour to increase promotion through social media and partnerships. Sara is planning to send an e-blast every 2 weeks.
  - We may offer bundle discounts for 2024.
- Fill volunteer host vacancies in 2023
- Train new volunteer webinar hosts (Possibly 3–5 new volunteer webinar hosts. We were down to 1 volunteer, in addition to some committee members who can host.)
- Schedule the 2024 webinars (and solicit additional proposals if needed)
- Webinar hosts have been instructed to enable closed captioning on webinars.

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

- See #2

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

- Please promote webinars in your networks (i.e., when you get e-blasts, when you see posts on social media).

**5. Committee budget request / Demande de budget du comité**

- None at this time

## Volunteer Management Committee – Ren Baron

### 1. What activities would you like to report on from the last quarter? / Sur quelles activités du dernier trimestre aimeriez-vous faire rapport?

- Thanks to incredible work by Leah Morrison, Gael Spivak and the whole committee, we developed a very solid draft of the English script for our promo videos about volunteering at Editors Canada.
- We celebrated our Featured Volunteers and shared information about volunteering in the e-news.
- We reviewed and updated VolunteerConnect, and we finished our update of the Overview of National Committees and Positions.
- We began working with EDI chair Amber Riaz to develop a revised land acknowledgement we can propose to the NEC.

### 2. What activities (actions) does your committee plan to do in the coming year? / Quelles activités (mesures) votre comité prévoit-il prendre dans l'année à venir?

- We will produce English and French promo videos highlighting the benefits and methods of volunteering with Editors Canada.
- We will fully update and publish the Overview of National Committees and Positions, the Committee Book and the Volunteer Handbook.
- We will continue to conduct our Featured Volunteer program, run and maintain VolunteerConnect and share news, information and resources in the monthly e-news.

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

- We plan to finalize the English script for our promo videos, work on the French script and solicit the English- and French-speaking volunteers to be featured.
- We will submit the Overview of National Committees and Positions to the NEC for final review, have the English version proofread and aim to have it ready for translation by the end of the quarter (following this will be our work with the office to finalize the branding).
- We hope to have the first draft of the updated Committee Book and Volunteer Handbook to submit to the NEC for the first review by the end of the quarter.
- We will continue to conduct our Featured Volunteer program, run and maintain VolunteerConnect and share news, information and resources in the monthly e-news.

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

N/A

**5. Committee budget request / Demande de budget du comité**

N/A

## Taskforces

### Equity, Diversity and Inclusion (EDI) Adviser – Amber Riaz

**1. What activities would you like to report on from the last quarter? / Sur quelles activités du dernier trimestre aimeriez-vous faire rapport?**

- Volunteer call for EDI committee volunteers circulated via email. Some responses received.

**2. What activities (actions) does your committee plan to do in the coming year? / Quelles activités (mesures) votre comité prévoit-il prendre dans l'année à venir?**

- Send email to volunteers to set up a time to meet and initiate the EDI committee schedule and plan for the quarter.

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

- Review the EDI committee mandate with new volunteers and develop an implementation plan.

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

None

**5. Committee budget request / Demande de budget du comité**

N/A

## **Website Taskforce / Groupe de travail sur le site Web**

1. What activities would you like to report on from the last quarter? / Sur quelles activités du dernier trimestre aimeriez-vous faire rapport?

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2. What activities (actions) does your committee plan to do in the coming year? / Quelles activités (mesures) votre comité prévoit-il prendre dans l'année à venir?

- 

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

- 

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

- 

5. Committee budget request / Demande de budget du comité

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# Appendix F – Q3 Branches & Twigs Report



EDITORS  
RÉVISEURS  
CANADA

## Q3 Reports

## Branches & Twigs

September 10, 2023

National Executive Council Meeting

Zoom



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## Branches

### Editors Québec / Réviseurs Québec – Kyle Roerick

#### 1. Status update on actions from your branch/twig plan for the year / Mise à jour des mesures du plan de la section ou de la ramification pour l'année

Regarding the program year that ended on June 30, 2023 / *Concernant l'année programme qui s'est terminée le 30 juin 2023*

- Due to lack of volunteers or availability of existing volunteers, only two networking meetings were held during the year, instead of the four planned. Only one half-day training activity was offered. / *Par manque de bénévoles ou de disponibilité des bénévoles en place, seulement deux rencontres de réseautage ont été tenues pour l'année au lieu des quatre planifiées. Une seule activité de formation d'une demi-journée a été offerte.*

As of June 2023 / *Depuis juin 2023*

- The new Executive Committee was elected after our AGA on June 7, 2023. / *Le nouveau Comité exécutif a été élu après notre AGA du 7 juin 2023.*
  - Kyle Roerick (Chair), Hélène Côté (Treasurer), Geneviève Côté (Secretary), Dwain Richardson (Communications Chair). / *Kyle Roerick (président), Hélène Côté (trésorière), Geneviève Côté (secrétaire), Dwain Richardson (responsable des communications).*
- Planning meeting 2023-2024 held on August 7, 2023. / *Réunion de planification 2023-2024 tenue le 7 août 2023.*
- The idea of surveying members regarding the activities they would like to see in our programming was raised. It was agreed to determine at a later date, according to our needs, whether such a survey would be appropriate. / *L'idée de faire un sondage auprès des membres à l'égard des activités qu'ils ou elles aimeraient voir à notre programmation a été soulevée. Il a été convenu de déterminer plus tard selon nos besoins si ce sondage a lieu d'être.*
- The September newsletter (September 6, 2023) prepared by Hélène will contain the following information: presentation of the new 2023-2024 Exec Committee, follow-up on the new Editors Québec website project, and announcement of the 5 à 7 networking event on September 21, 2023. / *Le bulletin de septembre (6 septembre 2023) préparé par Hélène contiendra les informations suivantes : présentation du nouveau comité exécutif 2023-2024, suivi du projet de nouveau site Web de Réviseurs Québec, et annonce de l'événement de réseautage 5 à 7 du 21 septembre 2023.*
- Geneviève will be in charge of networking activities for 2023-2024; four activities are planned for September, December, March and June. The first networking event will take place on September 21, 2023. / *Geneviève s'occupera des activités de réseautage pour la programmation 2023-2024 ; quatre activités sont prévues en septembre, décembre, mars et juin. La première activité de réseautage aura lieu le 21 septembre.*

- Training activities for our members: one in French and one in English, dates to be determined for 2024. / *Activités de formation pour nos membres : une en français et une en anglais, dates à déterminer pour 2024.*
- Future plans to further develop our presence with students at universities. / *Les projets futurs visent à développer davantage notre présence auprès de la population étudiante dans les universités.*
- OTTIAQ Congress in 2024 to be included in the 2024-2025 program. / *Congrès de l'OTTIAQ en 2024 à mettre à la programmation 2024-2025.*

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

- Promote our September networking event. / *Promouvoir notre événement de réseautage de septembre.*
- Focus on organizing and preparing for our training opportunities for our members in 2024. / *Se concentrer sur l'organisation et la préparation des opportunités de formation pour nos membres en 2024.*
- Further develop our presence with students at universities. / *Continuer à développer notre présence auprès de la population étudiante dans les universités.*
- Create content for the new Editors Québec microsite as soon as the new platform is made available by the national website task force. / *Créer le contenu du nouveau microsite de Réviseurs Québec aussitôt que la nouvelle plateforme sera mise à notre disposition par le groupe de travail national.*

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

- We wondered what happened with the insurance task force's work on satisfying the insurance errors and omissions for members here in Québec. Has Editors Canada been able to find options for Québec members? / *Nous nous demandions ce qu'il est advenu des travaux du groupe de travail sur l'assurance visant à trouver une assurance erreurs et omissions pour les membres du Québec. Est-ce que Réviseurs Canada a été en mesure de trouver des options pour les membres du Québec ?*

## **4. How much money from your budget have you spent? Is everything on track? / Quel montant de votre budget avez-vous dépensé? Est-ce que tout se passe comme prévu?**

- For the 2022-2023 program year, we only incurred 23% of budgeted expenses. As a result, the branch generated a surplus of \$2,850 for this period. / *Pour l'année programme 2022-2023, nous n'avons effectué que 23 % des dépenses budgétées. Par conséquent, la section a dégagé un surplus de 2 850 \$ pour cette période.*

- For the next program year, from July 1, 2023, to June 30, 2024, we anticipate revenues of approximately \$8,300 and expenses of \$5,700. This will leave \$2,600 available for any special projects that may arise during the year. / *Pour la prochaine année programme, soit du 1er juillet 2023 au 30 juin 2024, nous anticipons des revenus d'environ 8 300 \$ et des dépenses à hauteur de 5 700 \$. Nous disposerons ainsi de 2 600 \$ pour tout projet spécial qui pourrait survenir en cours d'année.*
- No money has been spent from our budget as yet, besides bank fees. / *Nous n'avons pas encore dépensé d'argent de notre budget, à l'exception des frais bancaires.*
- Everything is on track. / *Tout se déroule comme prévu.*

## **Editors Ottawa-Gatineau – Sara Caverley**

### **1. Status update on actions from your branch/twig plan for the year / Mise à jour des mesures du plan de la section ou de la ramification pour l'année**

- The 2023-24 branch exec met on Jun. 10 and will meet on Sep. 14.
- Booked a new venue for all programming and professional development offerings for the year. Excited to have established a relationship with an independent co-working space that's fully accessible and centrally located, optimized to offer hybrid programming for remote members.
- Announced our seminar schedule for 2023-2024
- Season opener on Sep. 20 for Speaker Night
- French seminar on Sep. 21 & 28

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

- Deliver seminars: Plain language on Oct. 3, Managing editorial teams on Nov. 1
- Speaker Nights: Oct. 18 and Nov. 15 – Need to secure speakers
- Recruit new exec members: Speaker Night chair, membership chair, blog editor

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

- 

### **4. How much money from your budget have you spent? Is everything on track? / Quel montant de votre budget avez-vous dépensé? Est-ce que tout se passe comme prévu?**

Our treasurer is unavailable and can follow up on her return if there are outstanding questions about our branch finances. Thanks for understanding.

## **Editors Toronto – Ann Nam-Tran Le, Malgosia Halliop**

### **1. Status update on actions from your branch/twig plan for the year / Mise à jour des mesures du plan de la section ou de la ramification pour l'année**

- Editors Toronto was on hiatus over the summer. No programs or meetings took place in June, July and August.
- In June, the pre-conference sessions, Transferring Editorial Skills to Websites and Apps: Content Design Principles for Editors and Résumés for Editors: How to Look Your Best When Job- or Client- Hunting, were a success.
- Our first executive meeting will be on September 12, 2023, via Zoom.

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

- Continue to support new exec members as they settle into their roles
- Continue to offer programs and networking activities to meet the needs of Toronto membership
- We are looking into hosting a program in person and more in-person activities with members of the Editors Toronto branch.

### **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? / Quel montant de votre budget avez-vous dépensé? Est-ce que tout se passe comme prévu?**

We are on track. There are no budget reports for August yet since we have a new treasurer this year.

## **Editors British Columbia – Maureen McGuigan**

1. Status update on actions from your branch/twig plan for the year / Mise à jour des mesures du plan de la section ou de la ramification pour l'année
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2. Priorities for the next quarter / Priorités pour le prochain trimestre
  -
  
3. Requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national
  -
  
4. How much money from your budget have you spent? Is everything on track? / Quel montant de votre budget avez-vous dépensé? Est-ce que tout se passe comme prévu?
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## Twigs

### Editors Hamilton-Halton – Jenny O'Reilly, Anne Marie Twiselton

1. **Status update on actions from your branch/twig plan for the year / Mise à jour des mesures du plan de la section ou de la ramification pour l'année**
  - 1 new co-chair (Anne Marie Twiselton) and 1 returning co-chair (Jenny O'Reilly)
  - Exec planning meeting held with volunteers on August 13
  - First meeting of Q3 planned for September 12 (virtual)
  
2. **Priorities for the next quarter / Priorités pour le prochain trimestre**
  - Monthly meetups planned for 2023-24 with a variation between virtual and in-person delivery
  - Re-engaging members is the biggest priority after a few years of irregular programming
  
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? / Quel montant de votre budget avez-vous dépensé? Est-ce que tout se passe comme prévu?**

For the 2023 Q3, we anticipate spending less than \$150. Expenses will include room rental at Burlington Public Library and snacks/drinks for in-person meetups.



## **Editors Kitchener-Waterloo-Guelph – Amanda Feeney, Lloyd Winfield**

### **1. Status update on actions from your branch/twig plan for the year / Mise à jour des mesures du plan de la section ou de la ramification pour l'année**

- March 2023: We held an online book club meeting.
- April 2023: We had an in-person dinner social.
- May 2023: We held our twig AGM and an in-person dinner social. Lloyd Winfield volunteered to be co-chair for the upcoming term.
- June 2023: We finished the year with another in-person dinner social.
- We accomplished all our goals for the 2022-2023 term!

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

- The twig is participating in the Eden Mills Writers Festival (EMWF) again this year, on September 10. We hope to increase awareness about Editors Canada and the KWG twig among local authors and editors.
- We will host more in-person social events and more online book club events.
- We will consider hosting an online professional development event in the winter.

### **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? / Quel montant de votre budget avez-vous dépensé? Est-ce que tout se passe comme prévu?**

- We did not spend any money in Q2 or Q3.
- Our current twig balance is \$2,739.64.
- We will spend approximately \$250 for our participation in the EMWF.
- We are on track!

## **Editors Calgary – Karen Crosby, Jackie Lewis**

### **1. Status update on actions from your branch/twig plan for the year / Mise à jour des mesures du plan de la section ou de la ramification pour l'année**

- Hosted monthly events. Some are members only; others are open to non-members.
- Events included shop talk interviews or presentations, informal coffee chats, in-person stet walks or social gatherings, and book club meetings (virtual and in-person).
- Sent out monthly newsletter, Twig Talk, on the first Friday of every month
- Hosted a table at a local writer's festival to educate attendees about Editors Calgary

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

- Continue to host monthly events
- Continue to send out monthly newsletter

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

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### **4. How much money from your budget have you spent? Is everything on track? / Quel montant de votre budget avez-vous dépensé? Est-ce que tout se passe comme prévu?**

- We plan to offer honorariums for guest speakers but have not yet paid out those amounts, which would be a few hundred dollars.
- We have spent a modest amount on event organization (e.g., coffee, muffins, swag for table). I (Karen) filled out an expense sheet a while ago but must have done something wrong, as I have not received reimbursement. I will resubmit.

## Editors Kingston – Danielle Bobyk

### 1. Status update on actions from your branch/twig plan for the year / Mise à jour des mesures du plan de la section ou de la ramification pour l'année

- We are adding an additional meeting to our yearly schedule. We hope to hold two online meetings in Q3-4 and two meetings in Q1-2, as well as our AGM. This an increase of one meeting from our 2022-2023 schedule.
- We will continue to host social events outside of our official meetings to provide opportunities for networking and connection.
- We have set aside a portion of our budget to offer benefits for our Editors Canada members outside of reduced meeting fees. We will be offering the opportunity to cover webinar fees, book club books, or test prep guides.

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

- We still need to get our blog up to date and improve our social media presence. We will be looking for a volunteer outside of our twig to help with these tasks as no one within the twig is willing to take them on.

### 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? / Quel montant de votre budget avez-vous dépensé? Est-ce que tout se passe comme prévu?

We did not end up spending any money the last two quarters as the speakers we had were volunteers and I was simply focused on keeping the twig running. Moving forward, I have budgeted \$100 per meeting for speaker fees (totalling a projected amount of \$400 per year) and have earmarked the remaining \$200 per year for member benefits. I have booked our first speaker for September 26 and have recently sent an email to our members to inform them of the new benefits available to them.

## **Editors Manitoba – Lianne Fontaine**

- 1. Status update on actions from your branch/twig plan for the year / Mise à jour des mesures du plan de la section ou de la ramification pour l'année**
  - We did not meet over the summer, as is normal. I sent out an email prompting a meetup next month.
  
- 2. Priorities for the next quarter / Priorités pour le prochain trimestre**
  - The twig is focusing on lunch meetups in the fall and will be more involved with presentations by professionals in the winter.
  
- 3. Requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national**
  - No requests or questions at this time.
  
- 4. How much money from your budget have you spent? Is everything on track? / Quel montant de votre budget avez-vous dépensé? Est-ce que tout se passe comme prévu?**
  - None. When we meet for lunches, everyone pays for their own order.

## **Editors Barrie – JJ Wilson, John Challis, Linda Dessau**

### **1. Status update on actions from your branch/twig plan for the year / Mise à jour des mesures du plan de la section ou de la ramification pour l'année**

- Executive changeover meant regaining access to the Editors Barrie (EB) accounts. All accounts can now be accessed by any executive members and are no longer tied to personal email addresses and hidden passwords.
- JJ joined Indigenous Editors Association as a Supporter.
- EB wishes to generate some new events for its members. Linda Dessau will host an event with the Painswick Public Library – How to Get a Book on the Shelf on October 19, 2023.
- EB rolled out its summer newsletter using Mailchimp.

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

- Executive will focus on supporting Linda with the event at the Painswick Public Library.
- Regular newsletters will be issued on a quarterly basis.
- EB exec is investigating new events for the winter with interest in examining the benefits and advantages of using the Editors Canada generic contract available on the website.
- EB wishes to maintain and expand on some of its collaborative work with other local individuals, namely Crystal Fletcher's YouTube channel All About Canadian Books.

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

- Is there an expert or a resource to outline the various facets of the legal contract available to all editors, through the website?

### **4. How much money from your budget have you spent? Is everything on track? / Quel montant de votre budget avez-vous dépensé? Est-ce que tout se passe comme prévu?**

- Natasha Bood indicated that EB currently holds \$1,224.26 in its virtual account; none of this money has been spent this year.

## **Editors Atlantic -**

1. **Status update on actions from your branch/twig plan for the year / Mise à jour des mesures du plan de la section ou de la ramification pour l'année**
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2. **Priorities for the next quarter / Priorités pour le prochain trimestre**
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3. **Requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national**
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4. **How much money from your budget have you spent? Is everything on track? / Quel montant de votre budget avez-vous dépensé? Est-ce que tout se passe comme prévu?**
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