

Editors' Association of Canada
Association canadienne des réviseurs

National Executive Council
Meeting Minutes



EDITORS
RÉVISEURS
CANADA

September 15, 2024

Zoom

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PRESENT:

NATIONAL EXECUTIVE COUNCIL (NEC)

Kaitlin Littlechild	President
Alex Benarzi	Vice-President
Maria Frank	Past President
Tara Avery	Treasurer
Lori Perrie	Secretary
Ellen Keeble	Director, Branches and Twigs
Arija Berzitis	Director, Professional Standards
Błażej Szpakowicz	Director, Training and Development

OTHERS

Traci Williams	EDI Committee Chair
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REGRETS:

Mina Holie	Director, Marketing and Communications
Suzanne Aubin	Director, Member Recruitment and Retention
Ali Cateyano	Director, Volunteer Relations
Natasha Bood	Executive Director

1. Call to Order

Kaitlin called the meeting to order at 1:02 p.m. EDT.

2. Land Acknowledgement

Kaitlin read the land acknowledgement.

3. Approval of Agenda

MOVED BY Błażej Szpakowicz

SECONDED BY Alex Benarzi

that the NEC approves the agenda.

Carried

4. Reminder of our roles

- a) Define roles in the meeting (president as chair, secretary, recording secretary, ED)

President: chairs meetings, prepares the agenda, which is sent out in advance for review and comments. Agenda items can be sent to Kaitlin in advance of meetings, as early as possible.

Vice President: Alex Benarzi introduced himself as the new NEC Vice President [Vice President supports the work of the president and the NEC, in general].

Secretary: assembles documentation and information in advance of meetings, sends out links ahead of time, sends out meeting minutes for review and approval after meetings.

b) Define director role (including in this meeting) (high level)

Directors: come to meetings prepared to share the activities of their committees; role is to provide support to respective committees and be the voice of their committees to the NEC.

c) How we vote and discuss

During meetings, if there is an issue that needs to be voted on, we will ask for a motion. Someone will voice it, so that it can be recorded. There will be a seconder and an opportunity for discussion amongst the NEC, and then a vote.

Motions that come from email will have a similar process. Directors will send out a small blurb for discussion ahead of time, they will formulate and send out a motion. Someone will second, there will be a vote, and the votes will be recorded. There will be a notice on whether it passed or not.

d) 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)

e) Exec reads

We need three reads on these documents. Sign out the read when it's available and you have time to get started right away. When you are done add comments and sign it back in. Change the subject line to indicate where we are in the read sequence.

5. Review of Outstanding Action Items from Previous Meetings

Item #1: Editors Canada 2025 conference: Try to determine the location well in advance for smooth transition from the current committee members to subsequent members. This will be covered in the conference update.

Item #2: Quebec insurance task force. No update.

Item #3: Francophone conference for 2024: Budget approval and allocation might be needed. Tara shared that Editors Quebec is running an online conference in November. They have a plan, and everything is in place. The budget is around \$15,000, and they are expecting to make money on it. The budget has gone through Tara and Natasha, and Suzanne has seen it. It just needs to be voted on so that they can sign contracts with the various providers. The outcome will be communicated to Badou and the Francophone conference committee.

MOVED BY Tara Avery
SECONDED BY Arija Berzitis

that the NEC approves the budget for the 2024 Francophone Conference.

Carried

Item #4: Certification exams in French & Edit Like a Pro for Francophones. No update.

Item #5: Publications Committee: Look into what to start with the revision of Editing Canadian English (3rd Ed., 2015). When Kaitlin was still in the director position, she finished the review of Editing Canadian English and concluded that it is somewhat out of date. Kaitlin transitioned out of the role before discussions on the feasibility of updating it (a request received a year or so ago). When someone new is in the position, they will decide how that project can be picked up, and Kaitlin can support them based on her previous work.

Item #7: Length of directors' term & their roles and responsibilities: Reconsider the term length for president, vice-president and past president. Maria said that although this item is on hold, we will revisit as needed.

6. EDI Committee

Traci Williams, EDI Committee Chair, is joining the meeting. Traci and Kaitlin had a good conversation on how to strengthen the ties between the work that the EDI committee is doing and the NEC.

MOVED BY Błażej Szpakowicz
SECONDED BY Ellen Keeble

that the NEC approves giving Traci a voice at the meeting

Carried

The EDI committee had a meeting on August 15, looking at what had been done in the past and how we can work together moving forward. Traci Williams is taking the place of Amber Riaz. Traci has been a member of Editors Canada since the 1990s and she has been involved on and off over the years. She has been involved in various EDI issues.

Since stepping into the position, Traci has spoken with the members of the committee, and they had their first committee meeting together on September 11. Traci believes that they can start with a clean slate. They are still not 100% clear on their mandate. They got a copy of the draft EDI committee mandate that was written a couple of years ago. From what Traci sees, they are here in an advisory role. They will remain apolitical. Their focus will be primarily in communication areas and reaching out to different communities within Editors Canada to let them know that they are here.

Once they are clear on their mandate, they will market themselves within Editors Canada to let people know how they can be of service. They will write a blog entry to introduce themselves to Editors Canada as a whole. Traci might approach those who have won the EDI fellowship in the past to see if they might join the committee or share ideas. She also shared that the book *The*

Conscious Style Guide is full of great ideas on how to handle different EDI issues. Suzanne checking to see if there is a French equivalent guide that has already been published.

Traci said that it might be useful for the EDI committee to be involved in things like the new version of *Editing Canadian English*, at least in an advisory role, in order to cross reference with what has already been written. The committee has realized that it would be helpful to have training, and Traci has various resources. EDI is not just about communication but also about attitude and identifying hidden biases. We want an EDI committee that will be more than EDI in name only. They are looking at ways that they can do this. There was already a resource list started by the Student Relations Committee. The EDI committee will keep that updated.

They talked about having a list of sensitivity readers that committees and members would be able to consult with. Kaitlin has said that it would be helpful to have more workshops and blog posts related to EDI. Gael Spivak suggested to Traci that they could potentially have a series of free EDI workshops that would be open to members that could possibly lead to a certificate upon completion.

The committee members have talked about having a diversity calendar marking different holidays important to different groups, and days marking events that are important for EDI, in general. Traci also talked to Kaitlin about liaising with the Indigenous Editors Association.

Traci has also been in touch with an American counterpart and will reach out to an Australian counterpart to see what other editors associations are doing in terms of EDI.

They want to clarify the equity fellowship guidelines and to expand the EDI committee membership. They hope to have EDI more consistently in the blog, newsletter, etc. so that it becomes a subject that members are more aware of. Traci has been talking with other members to find out what is expected. They are planning to have a regular monthly meeting in order to connect.

Tara shared that we have been approached about changing our land acknowledgement. Though it has been raised, it has not yet come back to the NEC for a vote. Kaitlin is the Executive Director of the Indigenous Editors Association, and she says that they will be working with the Editors Canada EDI committee on refining our land acknowledgement.

The EDI committee will join a future branch and twig meeting. The EDI committee is very welcoming and open and acknowledges that EDI can be difficult and uncomfortable. It is something that is only going to become more and more important over time, and if we can integrate it at all levels, Editors Canada will be all the better for it.

7. Reports and Requests

- **Career Builder Committee: Holly Vestad** – The CBC would be grateful to hear the NEC's feedback about our media campaign for the job board, [as outlined in our survey report](#). [We are formally submitting our proposal for the Career Development Hub](#). We eagerly look forward to hearing the NEC's feedback. As part of the Career Development Hub proposal, the CBC is requesting a budget. You may find a breakdown of our request under section VII, "Budget," in our proposal. Thank you!

Maria will send this out for discussion after the meeting. They requested ongoing maintenance, they wanted to include a budget to pay somebody to maintain it, but that would be a volunteer, like a lot of the other moderator roles. Maria will send out for discussion and we will come back to that.

- **Student Relations Committee: Laura Jones** - Our budget for this year was \$200. A \$200 budget for next year should be sufficient to cover student gift card prizes for socials and other events (such as summer grammar camp). Any surplus could be used for outreach materials (stickers, banners, etc.) if any committee members are able to go to universities in person for outreach. For that reason, I would like to request the same budget amount (\$200) for next year.

Tara said that anything that is budget related, especially when it's for next year, can be added to the general budget that we will vote on when it comes around.

- **Director of Branches and Twigs: Ellen Keeble** - Could we do a sort of document roll call to see what internal guides/handbooks exist and what could possibly be shared?

This will be discussed during the Branches and Twigs update.

- **Editors Barrie: JJ Wilson, John Challis, Linda Dessau, Robin Isard** - Can Editors Barrie borrow the boxed package of materials for a table display? We borrowed the materials last year which included a tablecloth with Editors Canada logo, some rack cards, some display frames, and some lanyards to give away. We will need to know if this is possible and if it can arrive before November 20th and again for December 7th.

Ellen didn't see JJ's report, but the Editors Barrie request is all handled.

- **Director of Marketing and Communications: Mina Hollië** - Can the NEC explore the possibility of creating a dedicated committee for *L'Hebdomadaire des réviseurs* (independent of but related to *The Editors' Weekly*) to support French content and its editorial process more efficiently? Please refer to *The Editors' Weekly's* report for details.

Refer to discussion below with *The Editors' Weekly* request.

- **Director of Marketing and Communications: Mina Hollië** - Are there any considerations or willingness to enhance project and content management with tools for use within and between the committees, NEC, and national office? Google Workspace is used primarily for document creation, sharing, and storage of records, functioning more like a data lake. Google Groups focuses on communication and collaboration, lacking comprehensive project management features such as real-time task tracking, financial management, and detailed project coordination. The availability of effective tools could significantly support volunteers in their roles and job handovers, while also addressing current limitations in monitoring access control and performing capacity management.
- Would it be possible to provide additional support from the national office for financial tracking and management within MarCom? No historical financial records, documents, or correspondence with vendors have been properly maintained within MarCom, and it appears that adequate information hadn't been passed on from the national office and NEC to the committee.

Please refer to Marketing and Communications update for discussion.

- **The Editors' Weekly: Laura Bontje** - With the development of the new French site (*l'Hebdomadaire des réviseurs*) and volunteers interested in taking part, we need greater clarity around the roles of the (English) managing editor and the French editor—particularly since nobody on the English blog team is fluent in French. When the French site was developed, we understood the French editor role to be a managing editor position, and we have been marketing it as such (including in previous reports to the NEC) for months. We have a volunteer in place and are ready to follow up with prospective proofreaders, but we have been informed that the French editor role is *not* a managing editor position. If the NEC is open to having two separate (but related) blog committees, that may be a strong option. Without a French-speaking managing editor, we will be limited in our ability to seek out and build meaningful relationships with the French contributors who will be so essential to *l'Hebdomadaire's* success. (And if the French editor *is* doing the editorial planning and contributor communication, then I believe they should be recognized for the role they're taking on.) Alternatively, if the NEC feels it's important to have the blogs operate as one entity, then it may be necessary to rewrite the managing editor role as a bilingual one. (This will require a change in the current managing editor, as I do not speak French.)

Tara says that if they have someone willing to take on the French language blog, then by all means to take it on. Given how difficult it is to find volunteers, in general, there shouldn't be a quibble over the title of managing editor vs. editor. Błażej agrees, and it is clear that Laura should not be expected to handle the French side of the blog on her own, and that whoever is in charge of the French side, needs to play the role of managing editor.

Tara said that while it would be great if there was somebody bilingual, our current volunteer is not, and if there is somebody willing to take on the French side, then we go with the path of least resistance. Finding people to take these jobs is not easy.

Maria pointed out that we do need somebody to create the position, though, if we want another managing editor. Somebody has to get all of the documentation, similar to creating a committee. Mina might want to get that started. We can let the prospective individual know that this is in process. Kaitlin will let Mina know that the interested individual can get started on their paperwork to bring to the NEC for a vote as soon as possible.

- **The Editors' Weekly: Laura Bontje** – For consideration: \$143.40 (annually) for blog analytics. WordPress has categorized *The Editors' Weekly* as a commercial site. I have followed their dispute process to state that it is a not-for-profit, but it came back as commercial again. Because of this, we now have limited access to analytical stats about blog performance. Does the NEC wish to have this information? If so, I believe we will need to pay for the Jetpack stats feature (<https://cloud.jetpack.com/pricing>). If not, we can carry on as we already are.

Katlin recommended looping Natasha in. As the Executive Director, she will have access to the organization's work that shows the not-for-profit status. That might be a little more persuasive than just a committee member saying we're a not for profit.

- **Marketing and Communications Committee: Sarah Higgins** - Requesting \$3,600 (a tentative budget, which will cover \$600 of Meta ads for social media campaigns during the year, and \$3000 for finishing the Meet an Editor campaign).
- **Mentorship Committee: Sara Abdul** – Please let people in your network know that we're looking for industry leaders to be mentors with us. You can email me directly for more information to send to your contacts as needed at sara.abdul@editors.ca
- **Director of Professional Standards: Arija Berzitis**: Once we hear back whether there's going to be any change in our request to get a full refund for the cancellation of the 2024 Congress, we can decide whether to accept 50% off for an exhibitor's table at the 2025 Congress or a 35% refund. It seems more financially viable to accept the 50% off option for 2025. But it will be at least \$2,500.

Editors Canada had pulled their table from the SSHRC conference last year, because of student protests. The understanding at the time was that the conference was ostensibly cancelled, but the organizers say that it wasn't, that it was ongoing, even though most exhibitors cancelled. The offer now is that if we book for the coming conference, we will get half of our fees back by way of a discount; we did not know at the time that we would only get half the money back.

The other offer is 35% back in cash immediately, instead of ordering another table for 2025. Next year will be in Toronto, which is accessible, so Arija recommends we should opt for ordering a table for the 2025 Congress.

The full price is \$2,500, to budget for at least that, though with the 50% rebate will be half of that. This is still up in the air, because a letter has been sent saying that the committee does not agree with the terms, and they are waiting for a response. The budget won't be set in stone until November, so there is time to decide.

Tara said that since we don't need to vote on it, just to wait on a response.

- **Publications Committee: Matthew Long, Noah Nuttall** – Please note we will get an invoice from our designer once *ELAP Structural Editing* design phase is ready. The fee is estimated to be \$750 + HST.
- Our volunteer for the *EDI handbook* may want to hire another sensitivity reader after expressing concerns with the previous work. The volunteer will only be prepared with their recommendation in Q4 2024.
- It's difficult to predict at this time when we will need a designer to work on *ELAP Copy Editing* exercises and we don't want to contract people too early. We will hopefully need about \$2,000 + HST - \$3,000 + HST for Edit Like a Pro Copy Editing exercise design, but this is only a rough estimate based on cost of Edit Like a Pro: Structural Editing. Could we get confirmation if any budget can be allocated for Edit Like a Pro if needed?

Publications is currently without a director. Kaitlin said that in the past when making their plans for the year, when it was time to request budget, they make the request at that point for any of the upcoming work (be that design or compensation for paid reviews for the work). Kaitlin doesn't know what their budget is currently sitting at, and if they have made a budget for the next step. She believes they've already received approval for the design of *ELAP Structural Editing*. It's up to them to figure out roughly what they're going to need for copy editing and then make their request.

- **Training and Development Committee: Katherine Morton** – Please approve 2 panel presentation webinars for sale. Please promote webinars in your networks (i.e., when you get e-blasts, when you see posts on social media).

Błażej had sent out an email during the summer about the idea of offering panels rather than individual webinars; there was a lot of confusion and not much consensus. The key points to take away: the committee is not asking for additional money, rather they are asking for permission to use the existing budget to replace two to three webinars with panels. This will be slightly more expensive; the most expensive webinars currently are \$380/390. In the event of a panel, if we give each member an honorarium of \$100 - which is what the committee is suggesting - then those will cost \$400, possibly up to \$500 if the host is also given an honorarium (as the host will take a more involved role than with regular webinars).

The committee has over \$500 left in the budget for this year; it is safe to assume that there will be enough to cover another in next year's budget. Błażej is in favour of giving permission to present two panels in addition to (or as replacements for) two or three webinars over the course of the fiscal year, so long as the funding for that comes out of the existing budget.

Tara said from the treasurer's point of view, we have given them the money, so if they want to use it a slightly different way, especially as this is a pilot program, then there is no reason not to give approval.

Alex wanted to clarify that the selection process, i.e. that the panel, or the representative of the panel, would apply the same way as with the regular webinar process. Błażej said that the two panels that they are currently seeking approval for have been developed by Katherine in discussion with the prospective panel participants. In the future, they are not yet sure how it would be handled. It would likely be open submissions/proposals that would through the process like regular webinars do. We will wait to see how these pilot panel discussions go.

Since the proposed panels involve speakers who have given webinars before, this is good info gathering. In the future, there would have to be open proposals to be chosen by the committee, rather than developed by one person. Błażej will bring that back to the committee; he will let them know that they can hold the pilots, and that if they succeed, there will be further discussion how that is handled going forward.

8. **Break (15 minutes)**

9. **Budget update**

We are projecting a deficit, but we still have money in the bank to cover that. Something to pass along to committees is that 2025 will be a cautious budgeting year.

This is related to changes in cost of living and various difficulties that people are running into across the sector. Memberships are down a little bit, but not more than we were anticipating.

One reason that our expenses are higher this year is because of the website. The conference broke even this year. This is universally due to things outside of our control.

We are not in a dire situation financially, but we are in a cautious situation financially.

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 read an update from the committee. They are currently without a director, so for the time being, they will continue to report to Kaitlin. They did not send anything beyond what was in the Q3 report.

They are in the final stages of *ELAP Structural Editing*, working with the office to get the ISBN and documentation required for publication.

They are full steam ahead with *ELAP Copy Editing*. They are recruiting editors and working on exercises. More volunteers are needed.

They have updated three documents related to the guidelines for ethical editing of student texts.

They are continuing to work on the EDI handbook and have set some goals and have some ideas around that, including a one pager resource.

Moving forward – the committee will be getting the *ELAP Structural Editing* out the door quickly – aiming for a launch in October or November. And they are continuing to work on the Copy Editing volume.

b. **Francophone updates**

No update.

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

Ali has resigned as director of volunteer relations. We will need to look for a replacement. She has a list of interested volunteers from Findjoo, and she is preparing some onboarding documents and cheat sheets to help transition her replacement.

Of the committees, Ali has only heard from the EDI Committee and Member Services Committee. Member Services is the only committee that has had any meetings since she started her term; their chair is extremely motivated and highly energetic, so we should expect great things to come from this committee.

The Volunteer Management Committee has not responded from any outreach to date.

Member Services Committee - they are currently working on a survey to obtain detailed feedback from Editors Canada members about our offerings and resources. The committee is also thinking of ways to engage through social media and other online spaces. A LinkedIn takeover may happen in October. They are seeking a Facebook co-moderator. The current moderator is looking for someone to support her.

Ali plans to wrap up her time with the committee by putting a call out early this upcoming week to hopefully collect interested volunteers; she will transfer information over to someone else on the NEC until the new director is in place.

d. Certification

Arija had not been receiving emails from the certification chair. There had been a new Google Groups email set up for the committee that wasn't working. The chair was working to set up meetings and get questions answered, but the emails were going only to himself. Consequently, the committee missed a meeting.

They have lost another committee member, who is bilingual. She was also the text shepherd for one of the exams.

Arija doesn't know what state the development of the Copy Editing exam is in. Both exams need a lot of development and testing with the November test date coming up.

Hopefully, in the next week or so, some issues can be resolved.

e. Standards committee

Because of the completion of the four sets of standards, the committee has been on hold. There are some issues to be ironed out, like a glossary that will be published.

f. Webinars/Training and development committee

Błażej shared that it has been a busy couple of months; this is the time of year when they request and accept proposals and schedule webinars for the upcoming year. They sent out a call for proposals in late May/early June.

They held a committee meeting on August 12 to decide on which proposals would be accepted; 30 proposals were accepted, including some for multiple session webinars, plus a couple that they are approaching people or organizations to do, including the one last week given by the CRA about taxes for freelancers.

They have a few webinars scheduled for the remainder of this fall through December. There is a large chunk left over for next year. They are still looking for a Francophone volunteer to help with marketing.

The panel sessions will proceed as a pilot project. Katherine thinks that there's a good chance these will sell better than regular webinars.

g. Career builder committee

Maria sent out the email proposal from the Career Builder Committee about the Career Development Hub. She will leave two weeks for discussion.

h. Student relations committee

They had a summer grammar camp in the Facebook group, with decent engagement. They have a social coming up in October, and they will be discussing the editing essentials exam.

They are starting to view the university outreach materials with the goal of beginning outreach by the next quarter.

They have someone who is interested in volunteering, so they may have a new volunteer.

i. Marketing and communications committee

Kaitlin read an update from Mina:

Laura is in her second year as managing editor of the Editors Weekly. Sarah is the new MarComm chair and is getting things sorted out. She will be holding her first committee meeting tomorrow.

Mina reiterated the same concerns with the French managing editor vs. just editor role. Kaitlin will contact Mina with next steps.

From Sarah and the MarComm Committee and speaking for Editors Canada as a whole – we need better tools for tracking and managing projects to enhance coordination and improve job handovers within and between committees, the NEC and the National Office. Current tools like Google Workspace and Google are not fully meeting our needs for task tracking, financial management and proper access control management to critical information, including maintaining and accessing historical records and correspondence. If organization-wide tools aren't feasible, improved solutions specifically for MarComm are needed to provide the required support and resources as they are overwhelmed. Additional support from the national office is necessary, as it turns out that no records like financials, budgets, forecasts and actuals, or past correspondence with vendors, have been maintained within the committee. Sarah is in touch with the former chair for follow-up, but she is currently away.

Tara said that this is a problem organization wide. From her experience chairing the conference, no one knows what the person before them did, and too much time is spent trying to hunt down information. This puts too much stress on the office staff. This is something she has seen at multiple levels in the organization, in terms of dissemination of previous information and access. It is difficult to find information in the Google Drive or to know where to access the most recent information.

Kaitlin found that when she took over the Publications Committee, a lot of the past and historical publications documents were housed on the personal Google Drive of past members, and so access becomes challenging as people step away from roles. Kaitlin suggested taking advantage of Microsoft's free not-for-profit membership, which she used to create an organization-wide

SharePoint drive for the Indigenous Editors Association. It organizes everything and removes it from people's personal Google Drives, with a corresponding policy that all organizational documents remain on the organization's SharePoint, not your personal drive. However, that is a relatively new organization, not one with the vast amounts of paperwork and history that Editors Canada has.

This challenge has previously been brought up, and Natasha was looking at archiving things, but this is a big undertaking. Currently, individual emails attach to different committees, so if you find a document that you are looking for, you may not be able to open it. In addition, if you create a document in the shared drive, you are not allowed to delete it, and it has to go through Michelle. This is a safeguard but can also result in a lot of redundancy.

Tara shared that this issue has come up for Editors BC; she suggested creating an index with links to actual documents, so you don't have to go searching through a bunch of folders to find something. This level of work is something that somebody should be paid for; it shouldn't be a volunteer task, as it is way too much work. We need to either figure out who to give it to, or we need to address it in some way that is going to make sense. Overall, this is having a negative effect on people's willingness to do these jobs.

Kaitlin shared that there are lots of digitization grants, especially for not for profits, that we could investigate in order to hire somebody to sort out and properly categorize and digitize all of our records and improve workflows. It really is a need that we can't just ignore for much longer. Working with the office staff, we could see if there is some funding we can go after and get this sorted.

Lori mentioned that in a previous conversation, Badou had brought up knowledge management. We need a whole records management system, including retention and disposition schedules, as well as document organization. This is a job in and of itself, not something extra for somebody to take on. Establishing a records management system could be done by a contract position using a grant. Once up and running, it would take care of itself, but it is a lot of work up front.

Alex agreed to pursuing a grant and has offered in the meantime to take a look at what is currently there, coordinate with chairs to try to get us to start moving toward a good system. Otherwise, it is very overwhelming for new committee chairs and new directors and just stalls progress completely.

j. **Mentorship committee**

No update.

k. **Executive director**

Kaitlin read Natasha's report.

The summer remained busy with post-conference work to be done, the strategic planning project administration, and preparing and working with new volunteers and all the committees. We have had an intern from the Humber College Professional Writing and Communications program working to help clean up the website SEO and working to rewrite some portions of the website with the Certification Committee.

11. Branches and Twigs

Ellen shared that we have new chairs, and she is still working on connecting with all of them. The first branch and twig chairs meeting will be scheduled at the end of September.

Request from existing committees – they have a lot of handbooks and guides from a lot of the committees that could be relevant to be shared amongst branches and twigs. When it comes to the toolkits, a lot of the information would be more useful as a reminder than a 34-page document that starts with “How do you create a branch or twig?” which none of the current chairs need to know because they are already chairs. Some of the information should be on the website, and a lot of the information is just either too shallow to be useful or is just a copy of another document. Ellen has been trying to pull out information that could be put on the website vs what could be condensed vs what could be used for actual onboarding.

Ellen shared an example where she knew that a committee had a really good social media guideline book; meanwhile, a chair connected her with one of their executive who was taking over a social media role. The toolkits addressed social media only by directing people to look at other branches and twigs for ideas. This is not functional information, whereas the committee guidebook offers guidelines that are much more actionable. It would be great to know what documents like this exist among committees that could be shared with branches and twigs.

Ellen has made an index for branches and twigs, i.e. a spreadsheet that directs people and links to the most up-to-date versions of documents. It needs to be translated to French.

From her request (in section #7), Ellen is wondering what people are using day to day, what can be shared, what could we share among all of us, etc.

Editors Edmonton is still without a chair. Ellen has been in touch with Editors Calgary about contacting members to see if we can put out another call for a chair for Edmonton. Editors Calgary has been doing double duty for years, shepherding Edmonton editors. There is the option that if they agree, we could just make it Editors Alberta, instead of Editors Calgary.

Tara has pointed out that there are limitations on how long a twig can remain chair-less, though there is not as much urgency as with a branch.

They have successfully created an event toolkit for Calgary and will be doing so for Barrie, as well.

12. Advocating for Editing discussion from conference

This was a request for discussion from Heather that came from a session at the last conference.

She compiled two questions in a document linked in the agenda, as well as the points brought up by those in attendance. She had requested that as an NEC, we review these points and discuss ways in which the organization can action some of these suggestions or strengthen our work in some of the areas.

Kaitlin will send this out for discussion by email.

13. Strategic plan

The consultant got some helpful feedback at the conference. There were only two attendees other than Heather and Natasha who attended the session in person, so that was a disappointing turnout.

We have extended the time period for the survey to be open, to give members ample time to think about the plan. The video of the strategic planning session at the conference was shared with all members, as well as transcribed and translated to make it accessible to everyone.

All of the feedback from consultation with members, member surveys, and conference feedback will be discussed at the October meeting of the working group and then worked into a draft of the plan throughout the fall. Once the working group has received that draft, then members will be able to vote on it. It will be sent out to members with 30 days to review before the vote at a special meeting of members.

14. Partnership with Federation of BC Writers

Tara shared that the Federation of BC Writers has been a good friend to Editors BC, in the last year especially. Brian, their ED, is working on a presentation which Tara will send along. They were one of the only people to support Editors Canada financially at the conference.

15. Conference

The conference was very successful for people, but not for finances. Between setting the location and the conference happening, a bunch of costs went up, and it was outside of our control. The cost of accommodation, for example, went through the roof.

A major disappointment was that even though we do a lot to support other conferences across our partner organizations, none of them came through for us. Something we may need to address as the NEC is the fact that we have partnerships with other editing organizations that allow people to join other organizations at a much lower cost than an Editors Canada membership costs, and still access all of our materials for the same cost as members of Editors Canada; i.e., you can join ACES for \$150 and you can get the same pricing on everything that we have on offer for webinars or attendance, etc. We are not building relationships with the people who need editors, we are just building relationships with other editors and they are, in some ways, taking advantage of our programming for a much lower cost than our own members.

The conference was successful in that people really enjoyed themselves and found it valuable, but it was very expensive, and we only broke even. This leaves a big question mark for conferences moving forward. Traditionally, the secretary for the NEC is the contact for conferences, but because Tara was on the conference committee, she took on the role last year. So far, we have not yet set a conference for 2025.

Sara Abdul, from the office, put together a document with suggestions for the 2025 conference that was shared ahead of this meeting. In lieu of a multi-day conference in 2025, the recommendation was to hold one day conferences in cities such as Toronto, Montreal and Ottawa. Kaitlin will invite Sara to the October meeting so that we can have a fuller discussion with her present.

Tara is uncertain about trying to do a 2025 conference, partly because we should have started planning by now. Ellen is aware that most people who responded from the branches and twigs haven't expressed interest in hosting the conference, or indicated while they would like to be the host city, they don't have the bandwidth to be the hosts. She is also curious about where the contact in Halifax – who offered to help out with a conference there – landed, especially as this new document discusses only Toronto, Montreal and Ottawa.

Alex suggested that there is value in offering a biannual conference – this allows for more time to build up excitement, funding and advertising. There is no shortage of topics in editing, but it is also not the fastest moving industry. Ellen said that there is a lot of repetition that happens amongst conferences in our industry. It can be difficult for an advanced editor to find value in some of the conferences, as a lot of the sessions are geared toward newer editors. Tara would also recommend switching to a two-year model.

The one-day model suggested by Sara makes it feel Ontario-centric, because people from further west and east in Canada won't likely be traveling that distance for a one-day event. We already have webinars, and we already have professional development. There shouldn't be focus on doing the one-day conferences just for the sake of doing "something," because it needs to be worthwhile. A total of 130 or so people attended Toronto just after the pandemic, and 230 attended the Vancouver conference, even with Vancouver being at one end of the country.

Ellen asked if people really feel a need for a one-day professional development event, as branches and twigs can do that themselves, and guidance could be set up to assist with that. This doesn't have to be done at a conference level; i.e., it could happen at a library. Alex said that if we want to distinguish the conference as a big event, not just another series of webinars but as a gathering of editors, it might be nice to host in places in Canada that are less active.

The suggested schedule from Sara, as it has been presented is very packed, and there is not enough social/networking time. Feedback from the last conference was that people liked all of the social activity. The question is: how do we help people to build community together in a meaningful way that isn't just focused on education and professional development? There is a disconnect between what people are looking for and what is being provided.

Błażej says we need some basic ideas of what we want the conference to accomplish before we decide how often they should happen. It is also late to start organizing something for 2025 and it might make sense to have more money for biannual conferences in order to be able to hold better events, attract better speakers, etc.

There is generally a bit of a disconnect, miscommunication, lack of information around who is responsible for what where the conference is concerned. We have put off a lot of discussion until "after the strategic plan," but we can't really wait for that, as it leaves everyone hanging.

Ellen is also leery of asking new chairs to take on a conference and clearer roles need to be defined from the start so relevant people can be more involved in the planning. This has not been happening in the past and there were a lot of misconnections in who is responsible for what.

Kaitlin shared that the Indigenous Editors Association is moving toward offering an in-person event once every three years. In the intervening years, they offer various other forms of virtual

networking and learning opportunities, lectures, etc. to keep members engaged. Kaitlin is in favour of re-visiting the frequency of the Editors Canada conferences.

Tara said that our programming, webinars, etc. are already well attended and make us money. What we need to attend to is how do we connect our members as human beings. Can we start arranging member socials, book clubs, etc., as many editors work alone from home. We are in a big country and we do so much online, and many individual editors are so far apart. This is where we can improve as an organization. We can also use technology like Zoom for virtual social get-togethers. We need to focus on making things fun.

How can we support editorial professionals as individuals rather than as professionals?

16. **Next Meeting October 20, 2024, 1:30-4:30 p.m. (ET)**

17. **Adjourn**

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 15, 2024)

Zoom link:

<https://us02web.zoom.us/j/83430629118?pwd=kzwV2VwC7XfM7vuuHKpALJGbBRzXN1.1>

Meeting ID: 834 3062 9118

Passcode: 972816

Dial by your location

+1 647 374 4685 Canada
+1 647 558 0588 Canada
+1 778 907 2071 Canada
+1 780 666 0144 Canada
+1 204 272 7920 Canada
+1 438 809 7799 Canada
+1 587 328 1099 Canada

Attending:

- NEC members
- Lori Perrie, volunteer recording secretary

NEC documents in [Google Drive](#)

Sunday, September 15, 2024

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

1. Call to order
2. Land acknowledgment
3. Approval of agenda
4. Reminder of our roles

- (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) 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)
 - (e) Exec reads
- 5. Review of [outstanding action items](#) from previous meetings
 - 6. EDI Committee – Traci Williams
 - 7. Reports and requests
 - a. Director reports
 - b. Committee reports
 - 8. Break
 - 9. Budget update
 - 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
 - b) Francophone updates
 - c) Member services/Volunteer management committees
 - d) Certification
 - e) Standards committee
 - f) Webinars/Training and development committee
 - g) Career Builder committee
 - h) Student relations committee
 - i) MarComm committee
 - j) Mentorship committee
 - k) Executive director
 - 11. Branches and twigs
 - 12. [Advocating for Editing](#) discussion from conference

13. Strategic plan

14. Partnership with Federation of BC Writers

15. Conference

16. Next meeting October 20, 2024, 1:30–4:30 p.m. (ET)

17. Adjourn

Appendix B – Action Items

Number	Action Items 2024-2025	Category	Person(s) Responsible	Previous Status (if applicable)	Current Status	Last Updated (date)
1	Editors Canada 2025 conference: Try to determine the location well in advance for smooth transition from the current committee members to subsequent members. Ellen to send out an email to all branches & twigs to see if any of them are interested.	Current	Ellen Keeble, Tara Avery	Ellen and Tara to work together to clarify	Sara Abdul has prepared a document with recommended options for the 2025 conference. She will be invited to the October NEC meeting for a fuller discussion.	September 15, 2024
2	Quebec insurance task force: Recruit task force members	Current	Suzanne Aubin	Some documents to share with the director of branches and twigs to address certain questions		June 9, 2024
3	Francophone conference for 2024: Budget approval and allocation might be needed. Suzanne to contact Badou as no budget request has been submitted.	Current	Suzanne Aubin	No update	The budget has been approved.	September 15, 2024
4	Certification exams in French & Edit Like a Pro for Francophones: Prior to 2019, when the French exams were running, there was a study guide. We got a grant last year but are still looking for a person to help restart the French program. According to Suzanne, we have a member who has shown interest.	Current	Suzanne Aubin	More people are interested in participating.		June 9, 2024

5	Publications Committee: Look into what to start with the revision of Editing Canadian English (3rd Ed., 2015)	Current	Kaitlin Littlechild	Review still in progress	Review complete. Work cannot continue until there is a new Director of Publications.	September 15, 2024
6	Branch/Twig Toolkits: Ellen to update the toolkits and work on rewording.	Current	Ellen Keeble	In progress	I'll look at rewording items to put on the website rather than in a document soon.	September 15, 2024
7	Length of directors' term & their roles and responsibilities: Reconsider the term length for president, vice-president and past president. Determine if the past president can become more of a consulting role. In addition, filling the secretary position is more pressing (check the bylaws to see if the recording secretary and secretary roles can be combined into one).	Current	NEC directors	Term length discussion on hold while we try to fill the role of president/VP for upcoming year	Recording secretary and secretary roles have been combined. Other issues are put on hold until the new strategic plan is completed.	September 15, 2024
8	Content management: Establish effective information management and workflow tracking mechanisms to ensure that the governance reports webpage is kept up-to-date. Data retention period?	On Hold	NEC directors, Natasha Bood	Minutes up to date. Knowledge management is being discussed as part of the strategic plan.		May 19, 2024
9	Reconsideration of the conference adviser position: Return back to the original model or eliminate this position due to potential redundancy	On Hold	NEC directors	Put on hold until the new strategic plan is completed		April 21, 2024

10	Webinars: Look for additional webinar hosts as well as a way of doing live-captioning for accessibility for people attending live. **Currently put on hold as no activity for about 10 months because of the other priorities**	On Hold	Błażej Szpakowicz	No updates		April 21, 2024
11	VolunteerConnect: Leah to update the language used in the VolunteerConnect spreadsheet—from English only to bilingual to encourage more francophone members' participation	On Hold	NEC directors	Standing by for our next meeting		November 5, 2023
12	Publications Committee: Consider pricing adjustments for proofreading volume due to inflation and for bundle purchases.	Past	Kaitlin Littlechild	Done		May 19, 2024

Appendix C – Online Motions

No.	Motion	Background	Format (Online, In Meeting, AGM)	Opened	Closed	Moved By	Seconded By	Carried By	Abstain
1	To update our bank account signing authorities from: Heather Buzila, Maria Frank, Tara Avery, and Natasha Bood to: Kaitlin Littlechild, Maria Frank, Tara Avery, and Natasha Bood.		Online	July 12, 2024	July 18, 2024	Maria Frank	Mina Holie	9	0
2	To approve the following NEC director positions for 2024–2025: President: Kaitlin Littlechild Past president: Maria Frank Vice-president: Alex Benarzi Treasurer: Tara Avery Secretary: Lori Perrie Marketing and communications: Mina Holie Branches and twigs: Ellen Keeble Training and development: Błażej Szpakowicz Standards: Arija Berzitis Volunteer relations: Ali Cayetano Member recruitment and retention: Suzanne Aubin		Online	July 12, 2024	July 18, 2024	Maria Frank	Suzanne Aubin	9	0

3	<p>To give the following, from July 2024 to September 2025:</p> <ul style="list-style-type: none"> * 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 		Online	July 12, 2024	July 18, 2024	Maria Frank	Mina Holie	9	0
4	To remove Risha Gotlieb as chair of the Mentorship Committee	<p>Since the end of last year, Sara Abdul has been submitting reports, reorganizing and restructuring the drive, and coming up with action plans for the mentorship program. Typically Risha Gotlieb would match mentors and mentees, but Carolyn Brown and Sara have been handling this since late last year. Risha also has not been an active member of Editors Canada since March of this year.</p>	Online	August 21, 2024	August 27, 2024	Suzanne Aubin	Maria Frank	9	0

Appendix D – Q1 Directors Report



EDITORS
RÉVISEURS
CANADA

Q3 Reports

Directors

September 15, 2024

National Executive Council Meeting

Zoom

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National Executive Council (NEC) Directors

President – Kaitlin Littlechild

1. What activities (actions) are you planning in the coming year? / Quelles activités (mesures) pensez-vous prendre dans l'année à venir?
 - Improve communication and working relationship with DEI Committee
 - Annual report
 - Work with directors as needed
2. Priorities for the next quarter / Priorités pour le prochain trimestre
 - Plan and run NEC meetings
 - Support directors as needed
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.

Vice-President – Alex Benarzi

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

-

Past 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 Career Builder and Student Relations committees
 - Provide guidance and support to the president
 - Provide guidance and support to all directors as needed
2. **Priorities for the next quarter / Priorités pour le prochain trimestre**
 - Support the president and other 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

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?

- Assist Natasha with the finances to be sure we end the FY in the best possible place.
- Potentially building partnerships/relationships with other organizations.
- Consider running a member survey on rates so we're not always relying on the EFA's chart.

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

- Prepare for financial year end.

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

- Will be covered when we discuss the conference, etc.

4. Budget request / Demande de budget

Secretary – Lori Perrie

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

- Work with NEC directors as needed
- Record NEC meeting minutes
- Online Motions: use online voting system to track and organize motions; keep results up to date.
- Action Items: keep list up to date and present at meetings
- Support the Conference Committee for the 2025 Conference

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

- Continue to familiarize myself with ongoing duties & documents
- Q4 Reports: request and compile reports; prepare requests & questions summary
- 2025 Conference: share information with the NEC

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

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?

- Tutorials. Many tutorials.
- Monthly branch meetings – trying to pull in collaborations with other directors and committees (HELLO!)

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

- Identify what we can centralize/build out resources for onboarding chairs/new execs
- Work on hopefully finding an Edmonton Chair, options for Edmonton twig
- See what we can transfer to the website from the branch and twig toolkits

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

- Could we do a sort of document roll call to see what internal guides/handbooks exist and what could be possibly shared?

4. Budget request / Demande de budget

- None required.

Director of Marketing and Communications – Mina Holie

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

- Monitoring the progress of MarCom projects
- Overseeing the implementation of financial tracking systems to ensure that MarCom's budgets and expenditures are properly tracked and managed
- Reviewing and approving blog posts
- Ensuring that *The Editors' Weekly* and *L'Hebdomadaire des réviseurs* receive the necessary support and resources during their transitioning process

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

- Ensure that the MarCom budget is finalized and submitted in Q4 and that all projects are aligned with the fiscal plan and organizational goals
- Oversee efforts to address the structural challenges in *The Editors' Weekly* and *L'Hebdomadaire des réviseurs* to support smooth operations
- Continue liaising with the national office and NEC to ensure that both committees receive the necessary support, including addressing any obstacles or delays in projects

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

- Can the NEC explore the possibility of creating a dedicated committee for *L'Hebdomadaire des réviseurs* (independent of but related to *The Editors' Weekly*) to support French content and its editorial process more efficiently? Please refer to *The Editors' Weekly's* report for details.
- Are there any considerations or willingness to enhance project and content management with tools for use within and between the committees, NEC, and national office? Google Workspace is used primarily for document creation, sharing, and storage of records, functioning more like a data lake. Google Groups focuses on communication and collaboration, lacking comprehensive project management features such as real-time task tracking, financial management, and detailed project coordination. The availability of effective tools could significantly support volunteers in their roles and job handovers, while also addressing current limitations in monitoring access control and performing capacity management.
- Would it be possible to provide additional support from the national office for financial tracking and management within MarCom? No historical financial records, documents, or correspondence with vendors have been properly maintained within MarCom, and it appears that adequate information hadn't been passed on from the national office and NEC to the committee.

4. Budget request / Demande de budget

No specific budget request as director

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?

- Find a new Mentorship program leader.
- Review the Mentorship program functioning.

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

- Find a new Mentorship program leader.

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?

- Solicit committee members/volunteers if possible for Certification
- For Standards, the new cochair, a student affiliate, is currently being mentored by Greg laonnou. Greg is staying on as cochair for this current term
- If no one else shows up, I am also acting as Exam Shepherd for the Stylistic Exam to be given in November. I have never done this before and it is going to be a challenge (as I am not an academic but an academic editor only). I am awaiting instructions from the Committee Chair before proceeding. He may have some ideas.
- As the Academic Editing SIG liaison, I am currently monitoring the mediation between Editors Canada and various other organizations that are being asked to forfeit a part of their exhibitor registration fees for the cancelled SSHRC Congress last May due to student unrest and encampments at McGill U. Seeing as the next Congress (2025) will be held at George Brown campus in Toronto (extremely accessible for me), I feel that EC should take part in that and “eat” the 50% penalty fee from the cancelled 2024 Congress. This will be up for discussion at the NEC meeting. I can set up a volunteer schedule to run the EC table at the Congress for the Conference duration.

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

- As stated, I'm extremely interested in the SSHRC Congress to be held at George Brown in May 2025 (May 30 to June 6, 2025)

Excerpt from their website <https://www.federationhss.ca/en/congress2025>
“By bringing together nearly 10,000 scholars, apprentices, graduate students, policymakers, and community members from across Canada on GBC's campuses, Congress 2025 will invite the research community to bridge the gap between colleges and universities, and promises to be a catalyst for transformative discourse and collaboration. This historic convergence will inspire attendees to explore new avenues of interdisciplinary learning, foster meaningful connections, and ignite dialogues that will shape the world of tomorrow.”

- This would be a tremendous opportunity to make contacts with academics and journals production managers for any members who are interested in furthering their academic editing careers.

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

-

4. Committee budget request / Demande de budget du comité

- Once we hear back whether there's going to be any change in our request to get a full refund for the cancellation of the 2024 Congress, we can decide whether to accept 50% off for an exhibitor's table at the 2025 Congress or a 35% refund. It seems more financially viable to accept the 50% off option for 2025.

- But it will be at least \$2,500.

Director of Publications –

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 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?
 - Support and advise the T&D committee
 - Be available to host webinars as necessary
 - Assist in arranging a trial run for panels as a new training offering
2. Priorities for the next quarter / Priorités pour le prochain trimestre
 - Securing permission for the T&D committee to hold two panels this year (2024–25) as a trial run
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
 - N/A

Director of Volunteer Relations – Ali Cayetano

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

-

Appendix E – Q1 Committees/Taskforces Report



EDITORS
RÉVISEURS
CANADA

Q3 Reports

Committees & Taskforces

September 15, 2024

National Executive Council Meeting

Zoom

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Committees

Career Builder Committee – Holly Vestad

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

- We are happy to report that we have completed the first phase of our job board initiative, which included sending the survey to members and submitting feedback and recommendations to the NEC. In this report, we asked the NEC whether we can begin the second phase of our survey: create a media campaign to remind key organizations and groups that the job board exists and is free to post on.
- Holly and Alex have completed their *Editors' Weekly* series on cheap or free tools for freelance editors.
- Holly and Natalie are continuing their interview series.
- Finally, and most significantly: we have completed and attached in question four our proposal for the Career Development Hub web page.

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 have room in [our annual plan](#) to account for the planning and building of the Career Development Hub, if it is approved by the NEC.
- We wish to continue our job board initiative by creating a media campaign, reminding relevant associations that the job board exists and is free.
- Holly and Natalie will continue their interview series planning.
- We have had plans to advertise volunteer positions with the committee to all members, but request specifically in-house and French editors. We are considering the right moment and method to do this.
- Our annual theme has been “accessibility.” Q4 provides us with an opportunity to reflect on what that has meant for us, and perhaps write a co-authored blog for *Editors' Weekly*.
- We created our annual theme and goals in Q1, and we will do the same in January 2025, creating new goals for the year ahead then. For now, in Q4, we are focused on wrapping up our “accessible” goals.

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

- Please see answers to number 2.

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

- The CBC would be grateful to hear the NEC's feedback about our media campaign for the job board, [as outlined in our survey report](#).
- [We are formally submitting our proposal for the Career Development Hub](#). We eagerly look forward to hearing the NEC's feedback.

5. Committee budget request / Demande de budget du comité

- As part of the Career Development Hub proposal, the CBC is requesting a budget. You may find a breakdown of our request under section VII, "Budget," in our proposal. Thank you!

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?**
 - Completed free webinar on certification exams led by study group leaders from Editors BC. It had 90 attendees.
 - We have lost many of the new committee members we had recruited earlier and are also short-handed in our exam recruitment. We will have to complete writing the exam with accelerated steps including with less than the usual complement.
 - We addressed one Editing Essentials appeal (denied).
 - We have prepared updates for the language on the website to drop the term « mastery » for DEI reasons, and a student working with the office developed text for the website promoting certification exams from an SEO perspective.
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?**
 - Recruit more committee members.
 - Administer next round of certifications.
 - Continue developing Editing Essentials questions.
3. **Priorities for the next quarter / Priorités pour le prochain trimestre**
 - Complete and administer 2024 Certification exams.
 - Start updated test prep guides with 2024 PES.
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**

Conference Committee – Tara Avery

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 successfully held the Editors Canada conference in June, in Vancouver. I'm waiting on a report from Sara Abdul with final details. Although the conference cost more money than it made—for many reasons outside our control—it was a tremendous success in terms of attendee feedback and enthusiasm.

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?

- As of this report, I'm no longer the chair of the conference committee. I've already discussed some of this with the NEC, but I believe the best course of action is to hold off on an in-person conference in 2025 in order to better plan an in-person conference in 2026.

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

- None. This will pass to the next chair.

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?

- Update on goals set in Q2:
 - **Ongoing:** Complete review and consolidation of the 1,300+ tags in use on the English site
 - **Ongoing:** Review links in archive of previous posts to update any broken URLs from website update
 - **Partially achieved:** Solicit a broad range of topics on the blog, including at least:
 - 2 posts with a DEI focus as the primary topic [*1 post shared since last report; 2 more booked since last report but scheduled for publication in the fall*]
 - 2 posts about underrepresented editorial niches [*posts about editing sex scenes and editing for engineering texts reflected niches not often covered on the blog*]
 - 1 post with practical technology or workspace tips for editors [*Multiple posts fit this brief in Q2!*]
- **General notes:** 2024 has proven to be a challenging year for the editorial calendar. We have seen fewer returning contributors, more reticence from prospective contributors, and more delays or cancellations from contributors than in 2023. Nevertheless, we have been able to proceed with minimal interruption from the readers' perspective: a two-week break in summer proceeded as intended, and content has been produced weekly as planned.
- **Personnel changes:** This past quarter has been one of change for *The Editors' Weekly*, with proofreader/social media contributor Emily Lam stepping down and Kay Pettigrew moving into the position (as well as Ruth Pentinga's role transitioning to Mina Hollië). Welcome!

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?

- Complete work on tagging and URL review as noted above
- Continue to solicit a wide variety of posts on editorial topics and niches that haven't yet been covered on the blog, as well as new angles or perspectives on topics that have been. Maintain a dedication to holding space for contributors from underrepresented and systemically marginalized demographics.
- Begin posting regular content (weekly, monthly, or otherwise) on the French-language blog, *l'Hebdomadaire des réviseurs*

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

- Determine a plan for *l'Hebdomadaire des réviseurs* and complete on-boarding of volunteers required to manage the content (*see NEC section below for questions*)
- Fill the remaining spaces in the 2024 editorial calendar and the month of January to ensure that the editorial process runs smoothly for volunteers and contributors

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

- With the development of the new French site (*l'Hebdomadaire des réviseurs*) and volunteers interested taking part, we need greater clarity around the roles of the (English) managing editor and the French editor—particularly since nobody on the English blog team is fluent in French.
 - When the French site was developed, we understood the French editor role to be a managing editor position, and we have been marketing it as such (including in previous reports to the NEC) for months. We have a volunteer in place and are ready to follow up with prospective proofreaders, but we have been informed that the French editor role is *not* a managing editor position.
 - If the NEC is open to having two separate (but related) blog committees, that may be a strong option. Without a French-speaking managing editor, we will be limited in our ability to seek out and build meaningful relationships with the French contributors who will be so essential to *l'Hebdomadaire's* success. (And if the French editor *is* doing the editorial planning and contributor communication, then I believe they should be recognized for the role they're taking on.)
 - Alternatively, if the NEC feels it's important to have the blogs operate as one entity, then it may be necessary to rewrite the managing editor role as a bilingual one. (This will require a change in the current managing editor, as I do not speak French.)
 - If this requires further deliberation, I am happy to provide additional context and discuss further.

5. Committee budget request / Demande de budget du comité

- **For consideration: \$143.40 (annually) for blog analytics**
 - WordPress has categorized *The Editors' Weekly* as a commercial site. I have followed their dispute process to state that it is a not-for-profit, but it came back as commercial again. Because of this, we now have limited access to analytical stats about blog performance. Does the NEC wish to have this information? If so, I believe we will need to pay for the Jetpack stats feature (<https://cloud.jetpack.com/pricing>). If not, we can carry on as we already are.
 - Stats I can see: 7-day highlights (views, visitors, likes, and comments), email subscription stats (opens vs. clicks)

- Stats I can no longer see: highlights (views, likes, etc.) older than one week, most-viewed posts and pages rankings, referrers (which websites people are finding the blog from), countries, UTM parameters, most-clicked external links, most-read authors, search terms used to find the site, devices visitors are using

Marketing and Communications (MarCom) Committee – Sarah Higgins

Please note: because I am the incoming Chair, and won't be meeting my committee for the first time until September 16, my points below are based on what I know at this time. I've gleaned this information from past committee meeting minutes, documents in the MarCom Drive, and conversations with committee members and the outgoing Chair. Thank you!

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

- Anne Louise completed and compiled the English and French versions of the ***We're Here For You at Every Stage of Your Editing Career*** brochures — they are now ready for dissemination;
- Ken promoted Editors Canada **webinars** through our Instagram account;
- Pamela and Catherine have been tracking the **Google Ad campaigns** (analytics in English, but campaigns run in both English and French), the [analytics](#) of our social media platforms, and creating French content for our LinkedIn account;
- **Hire an Editor social media campaign**: this was put on pause due to insufficient volunteer capacity at the time (see request to NEC, below);
- the **membership survey** is nearly ready to be sent – links will be updated by Sue, and then a release schedule determined in consultation with Michelle Ou.

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 plan to:

- continue reaching out to organizations, schools, libraries and others through our **outreach ambassador program** (through which our volunteer ambassadors promote editing as a trade, the work that editors do, and the Editors Canada association. Bookings, both in house and online, are continually added to the program schedule);
- continue posting, in French and English, to our **social media platforms** (and tracking those analytics);
- look into running **analytics** for the French Google Ad campaigns and for the Editors Canada website (English and French), and continue improving the Google Ad campaigns in both English and French;
- create and launch **social media campaigns** promoting the *We're Here For You at Every Stage of Your Editing Career* brochure (promoting the five stages mentioned in the brochure), the *Edit Like A Pro: Structural Editing* resource, and the EDI chapbook;

- finish editing the French videos for the **Meet an Editor** project (once French title is approved), then schedule them to post;
- work on the visual metaphor campaign (as approved by NEC last year), which will include reaching out to members for their opinions on which metaphors to use in the campaign and then producing the campaign plan;
- help promote webinars and other membership events/activities where possible.

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

For the next quarter, we plan to prioritize:

- creating new evergreen posts for social media;
- helping to launch and market the *Edit Like A Pro: Structural Editing* resource, in conjunction with the Publications Committee — this will happen in the fall of 2024;
- launching and promoting the brochure *We're Here For You At Every Stage of Your Editing Career* (both English and French versions are ready to go);
- lining up monthly volunteers to run the LinkedIn (currently being run, for September, by MarCom volunteer Hélène), in collaboration with the Membership Committee;
- improving English and French Google Ads (based on analytics feedback);
- keeping analytics tracking documents updated.

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

- Requesting \$3,600 (a tentative budget, which will cover \$600 of Meta ads for social media campaigns during the year, and \$3,000 for finishing the Meet an Editor campaign).

Member Services Committee – Maylon Gardner

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

- Previous chair, Emily, stepped away in June. Maylon replaced her in July. The team attempted one meeting in August, attended by Maylon and Ali only, and was assigned the Welcome Kit to review. Review will be complete end of September.

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?

- Welcome Kit review and update
- Work with branches and twigs to increase retention and engagement
- Promote engagement on social media
- Ongoing discussions of what to offer as I get my bearings in the role

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

- Welcome Kit
- Meeting with branches and twigs
- Identifying missing knowledge pieces

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

- What is the Member Services budget?

5. Committee budget request / Demande de budget du comité

- None yet.

Mentorship Committee – Sara Abdul

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

- We had some issues in the committee as the chair, Risha, has been inactive for several months. Previous chair, Carolyn Brown, took on a leadership role and completed several mentor mentee matches this year. After several attempts to re-engage the chair, the matter was taken to the NEC and we are currently waiting on a new committee chair.

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?

- In Risha's absence, I've created systems for recruiting new volunteers (we have one incredibly engaged volunteer currently waiting on next steps). I've also created systems for recruiting new mentors as our current database is out of date (several volunteers who we reach out to are either retired or have very limited availability).
- I've started planning (for review by the NEC) a mentorship model that would open a mentorship option to non members at an increased fee so we can generate more revenue from the program.
- I am hoping that we can also invest some time into strategic promotion on social media. For example, we could make a graphic or reel that appeals to the feeling of not knowing if editing is right for you and highlighting that our mentorship agreements can really help with those feelings.
- Improving the mentor/ mentee matching process
- Thinking about throwing an in person speed mentoring event to engage audiences with the program.

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

- Promotion and program branding (mentorship is not only for new editors, but also for editors who want to shift from one area into another or for editors who want to improve a certain set of skills, the program has a lot of potential because it is actually uniquely helpful to learn from and be held accountable by an experienced peer)
- Committee restructuring (new chair, assigned roles for volunteers, more regular meetings maybe every one or two months as there currently were no meetings being held)
- Finding new mentors for our database (possibly putting some highlighted mentors on the website to give people more insight into the kinds of editors they could work with)

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

- Please let people in your network know that we're looking for industry leaders to be mentors with us. You can email me directly for more information to send to your contacts as needed at sara.abdul@editors.ca

5. Committee budget request / Demande de budget du comité

- Since previous reports haven't been completed I'll be giving a year long summary.
- We have made a total of \$953.69, and paid a total of \$700 to mentors.
- We've made \$253.69 in profits this year.
- We will build a new budget for the 2025 year once a new chair is in place.

Niveau 2: Programme de mentorat John Eerkes-Medrano	\$250	1
One Month - John Eerkes-Medrano Mentorship Program	\$125	1
One Month - John Eerkes-Medrano Mentorship Program	\$125	1
One Month - John Eerkes-Medrano Mentorship Program	\$125	1
Two Months - John Eerkes-Medrano Mentorship Program	\$250	1

Publications Committee – Matthew Long

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

- Recruited volunteers (Gloria Jong and Magdalyn Adele-Knopp) to proofread *Edit Like a Pro: Structural Editing* volume in collaboration with Matt. They completed multiple rounds of proofreading through the summer.
- Recruited two professional editors to develop *ELAP Copy Editing* exercises with our subcommittee. Reviewed options provided as potential exercise material.
- Continued trying to recruit professional editors for ELAP exercise development.
- Updated three documents related to guidelines for ethical editing of student texts, including reviewing and recommending changes, updating the design, copy editing and proofreading, and uploading to the website.
- Collaborated with a volunteer to review the *Equity, Diversity, and Inclusion Handbook* and set-up goals for improving structure and messaging. We also discussed creating a one-page reference version of the main messages in the *EDI handbook*, which will serve to guide the editing of the handbook.
- Developed a Word equivalent of *Professional Editorial Standards 2024*. Recruited a volunteer to proofread the Word version against the published *PES 2024*.
- Developed the concordance tracking document for *ELAP Structural Editing* to align with *PES 2024*.

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?

- Develop *Edit Like a Pro: Copy Editing* exercises. Complete development of multiple exercises or have the full volume ready for publishing.
- Develop *Edit Like a Pro: Stylistic Editing* exercises.
- Publish the *EDI handbook*.
- Publish *PES* in additional formats, such as the Word format, to improve accessibility.

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

- Coordinate publication of *Edit Like a Pro: Structural Editing*
- Continue developing exercises for *ELAP Copy Editing*
- Continue development of *EDI handbook* with goal of finishing the project.

- Collaborate with Marketing and Communications Committee to develop marketing for *ELAP Structural Editing*

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

- Please note we will get an invoice from our designer once *ELAP Structural Editing* design phase is ready. The fee is estimated to be \$750 + HST.
- Our volunteer for the *EDI handbook* may want to hire another sensitivity reader after expressing concerns with the previous work. The volunteer will only be prepared with their recommendation in Q4 2024.
- It's difficult to predict at this time when we will need a designer to work on *ELAP Copy Editing* exercises and we don't want to contract people too early. We will hopefully need about \$2,000 + HST - \$3,000 + HST for *Edit Like a Pro Copy Editing* exercise design, but this is only a rough estimate based on cost of *Edit Like a Pro: Structural Editing*. Could we get confirmation if any budget can be allocated for *Edit Like a Pro* if needed?

5. Committee budget request / Demande de budget du comité

- Please see note/question above about budget for *Edit Like a Pro*

Standards Committee – Laura Seguin, 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 2024 Professional Editorial Standards document was announced at the Annual General Meeting in June.

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?

- Continue with the creation of a glossary for *Professional Editorial Standards 2024*; once complete, append the glossary to PES 2024
- Review and address any feedback regarding the new *Professional Editorial Standards* document

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

- Meet monthly and discuss upcoming activities
- Recruit new committee members

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

- No requests at this time

Student Relations Committee – Laura Jones

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

- Over the summer, the student relations committee worked on a summer grammar camp in the Facebook group to keep engagement up.

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?

- Outreach to university programs with the goal of recruiting student affiliates
- Student socials and Facebook group posts (perhaps another discussion series) to encourage student engagement

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

- Student social on Oct. 6 (and another in December)
- Finish updating outreach materials with the goal of beginning outreach in the following quarter

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

- Our budget for this year was \$200. A \$200 budget for next year should be sufficient to cover student gift card prizes for socials and other events (such as summer grammar camp). Any surplus could be used for outreach materials (stickers, banners, etc.) if any committee members are able to go to universities in person for outreach. For that reason, I would like to request the same budget amount (\$200) for next year.

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?

- Held free public webinar in July, How to prepare for the 2024 copy and stylistic editing and certification exams, in collaboration with the Certification Steering Committee.
- Coordinated and held free webinar in September for Editors Canada members and partners from CRA on taxes for freelancers (sole proprietors).
- Promoted webinars through social media.
- Continued cross-promotion partnership with Simon Fraser University, promoting Editors Canada webinars to SFU newsletter recipients and promoting SFU courses to Editors Canada members.
- Trained one new webinar host volunteer.
- Began planning for two panel presentation webinars as part of the 2024/2025 webinar season. Awaiting NEC approval.
- Solicited proposals for the 2024/2025 webinar season. Received about 46 proposals. Accepted 17 proposals for fall 2024 and 16 proposals for winter 2025.
- Created webinar schedule for fall 2024 and launched the season.

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?

- Coordinate and hold free webinar for Editors Canada members and partners from Revenu Québec on taxes for freelancers.
- Coordinate and hold free webinar for Editors Canada members and partners from CRA on taxes for freelancers (corporations).
- Coordinate and hold 2 panel presentation webinars for sale.
- Continue to try to recruit a French social media volunteer.

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

- Hold webinars for 2024 fall season.
- Schedule webinars for 2025 winter season.

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

- Please approve 2 panel presentation webinars for sale
- 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

- No additional requests for this quarter.
- We have \$4500 remaining in our budget for this year and we have scheduled \$3,945 worth of webinars for September to December.
- We have made \$27,898.40 from webinar sales this year.

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

Appendix F – Q1 Branches & Twigs Report



EDITORS
RÉVISEURS
CANADA

Q3 Reports

Branches & Twigs

September 15, 2024

National Executive Council Meeting

Zoom

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Branches

Editors Québec / Réviseurs Québec – Kyle Roerick

5. 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

- Due to a lack of volunteers or of availability of existing volunteers, only two networking meetings were held for the year instead of the four planned. / *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.*

As of June 2024 / Depuis juin 2024

- Professional development webinar in French on June 17 and 18, 2024. / *Activité de formation en ligne les 17 et 18 juin 2024 en français.*
- Professional development webinar in English on June 19 and 20, 2024. / *Activité de formation en ligne les 19 et 20 juin 2024 en anglais.*
- The new Executive Committee was elected at our AGM on June 19, 2024. / *Le nouveau conseil de direction a été élu lors de notre AGA du 19 juin 2024.*
- The transition meeting was held on June 28, 2024. / *La réunion de planification de la transition s'est tenue le 28 juin 2024.*
- David Brême (Chair), Hélène Côté (Treasurer), Geneviève Côté (Secretary), Dwain Richardson (Communications Chair). / *David Brême (président), Hélène Côté (trésorière), Geneviève Côté (secrétaire), Dwain Richardson (responsable des communications).*
- A planning meeting about Q3 and finances for 2024-2025 was held on August 26, 2024. / *Une réunion de planification du T3 et des finances pour 2024-2025 s'est tenue le 26 août 2024.*

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

- Two networking meetings in 2024 : one in person in October, one online at the end of November. / *Deux réunions de réseautage en 2024 : une en octobre en présentiel et une à la fin novembre en ligne.*
- Three professional development webinars in French: AI with Antidote, AI for entrepreneurs, AI and online search tools. / *Trois webinaires de formation en français : IA avec Antidote, IA et entrepreneuriat indépendant, IA et outils de recherche.*
- Update of the website, corrections and development. / *Mise à jour du site Web, corrections et développement.*

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 2023-2024, we earned \$7523.43, we spent \$2995.27, so we had a surplus of \$4528.16. / *Pour 2023-2024, nous avons gagné 7523,43 \$, nous avons dépensé 2995,27 \$, nous avons donc dégagé un surplus de 4528,16 \$.*
- Everything is on track. / *Tout se passe comme prévu*

Editors Ottawa-Gatineau – Badou Bousso

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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 -
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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
 -
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?

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

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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?

Editors British Columbia – Tara Avery

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 survived the conference! Yay!
- The branch is currently onboarding a fairly new executive; I'm hoping to make this process as transparent as possible and encourage people to come to me with questions rather than struggle to find answers on their own. Even though we have some returning execs, everyone is either taking on new or shifting roles.

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

- Onboard the new exec.
- Plan our schedule for the end of 2024 and into 2025 (PD, programming).
- Facilitate more connections between local writing groups and the editors of Editors BC.

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

- None at this time, although I may have information by the 15th about a potential partnership with the Federation of BC Writers.

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're on track and still have plenty of funds to see us through the next few months. We're hoping to reinstate some scholarships that fell by the wayside. We're also hoping to partner with local groups on some in-person events.

Twigs

Editors Hamilton-Halton – Jenny O'Reilly

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 new Executive met in August to plan for the upcoming year
- Plans include monthly meetings that alternate between in-person settings and virtual settings
- Social media presence increasing: the twig now has LinkedIn and Instagram accounts in addition to Facebook
- We are planning a partnership with the Hamilton Public Library similar to the “Blue Pencil” program that Editors BC runs. Volunteer members will be matched with local writers to provide brief editorial feedback on a sample of their writing.

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

- “Blue Pencil” partnership with Hamilton Public Library. Planned to take place EITHER November or January. Still in planning stages.
- Continue to communicate and engage members via email newsletter and social media
- We are hoping to plan speakers and guided discussions at our virtual meetings

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've spent \$65.10 on room rentals for our in-person meetups in September, November, January.

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

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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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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**
 - We continue to host monthly meetings and send out a monthly newsletter, Twig Talk. We now have over 300 subscribers.

- 2. Priorities for the next quarter / Priorités pour le prochain trimestre**
 - Continue to hold informal events such as coffee chats and stet walks.
 - Continue to hold more formal professional development opportunities, such as book club, YYC webinar club, and invited speakers.
 - Continue to send newsletter with updates and resources.

- 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 spent money on event materials, including a banner, candies, and pens.

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

- This year, we are planning 4 meetings in addition to our AGM. Two of these meetings will be in-person, and the other two will be virtual.
- To address the low attendance at our meetings last year, a survey was sent out to determine the best days and times to hold our meetings. We also will also send out more reminder emails and advertise our meetings on our Facebook page.
- One of our members has signed on as a volunteer to host our social events. She is hoping to host a monthly coffee meetup as well as two dinnertime socials.

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

- Increase attendance at our meetings.
- Learn how to provide the option to have people attend our in-person meetings through Zoom.

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?

- As of June 10, we have a surplus budget of \$2568.96. In the six months prior, we spent approximately \$550 dollars on speaker fees and honorariums and brought in approximately \$100 through ticket sales.
- For the 2024/2025 season, I have budgeted \$100 in honorarium fees for our speakers, and the room we are currently renting for our in-person meetings has a fee of \$100. Some of this money will be recouped through charging entry fees to non-members.
- Since we currently have a surplus budget, we are considering bringing in a bigger-name speaker while we have the ability to do so. If we do so, our expenses will exceed the budget I have set out above, but will still stay within the limits of the budget we have access to.

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

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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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Editors Barrie – JJ Wilson, John Challis, Linda Dessau, Robin Isard

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

- Continue to offer mentorship to incoming members, attaching each new editor to a member of the executive for first contact and to offer a friendly face.
- Continue to offer support to members who have to deal with problematic clients.
- Continue with involvement with the Painswick Public Library NaNoWriMo events for fall.
- Promote Editors Barrie's short story contest in October.

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

- NaNoWriMo talk at the Downtown Barrie Public Library on Nov 27th from 6:30 - 8:00. JJ will deliver the talk focusing on Editors Barrie – who we are and what we can do for you.
- Promote short story contest in advance of NaNoWriMo and increase opportunities to promote the contest both in person and virtually.

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

- Can Editors Barrie borrow the boxed package of materials for a table display? We borrowed the materials last year which included a tablecloth with Editors Canada logo, some rack cards, some display frames, and some lanyards to give away. We will need to know if this is possible and if it can arrive before November 20th and again for December 7th.

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?

- No money spent. No money required.

Editors Atlantic –

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

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

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7. 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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