

Editors' Association of Canada
Association canadienne des réviseurs

National Executive Council
Meeting Minutes



EDITORS
RÉVISEURS
CANADA

March 9, 2025

Zoom

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PRESENT:

NATIONAL EXECUTIVE COUNCIL (NEC)

Kaitlin Littlechild	President
Alex Benarzi	Vice-President
Maria Frank	Past President
Heather Buzila	Secretary
Mina Holie	Director, Marketing and Communications
Suzanne Aubin	Director, Member Recruitment and Retention
Arija Berzitis	Director, Professional Standards
El Horner	Director, Publications
Błażej Szpakowicz	Director, Training and Development

OTHERS

Natasha Bood	Executive Director
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REGRETS:

Tara Avery	Treasurer
Ellen Keeble	Director, Branches and Twigs

1. Call to Order

Kaitlin called the meeting to order at 1:02 pm ET.

2. Land Acknowledgement

Kaitlin read the land acknowledgement.

3. Approval of Agenda

MOVED BY Maria Frank

SECONDED BY Alex Benarzi

that the NEC approves the agenda.

Carried

4. Review of Outstanding Action Items from Previous Meetings

- #1: Send a survey to membership about which social media platforms Editors Canada should be on. (NEC directors)
 - Heather asked if this goes along with action item #11. Mina said they are separate items because #1 is about all social media platforms. Mina will talk to Marcom about setting up a survey.

- #3: Send the Publishing Committee's ELAP name-change proposal to the NEC for review. (EI)
 - EI has compiled the information for the proposal other than the cost. This is still in progress.
- #4: Switching our current corporate calendar to a Google Calendar: Michelle has started working making this change. All directors are asked to look it over to see what they think. (NEC directors)
 - Heather asked if Michelle could send the link to the Google Calendar out because she wasn't on the NEC when it was sent out the first time. Alex said he's a fan of the change. Heather asked if everyone besides her has had a chance to look over the calendar. Kaitlin said she'd like to refresh her memory and suggests that the other directors should look the link over and weigh in as needed.
- #5: Create a French version of "Editors Canada Guidelines for Committee Chairs and National Positions" if we don't already have one in the NEC files. (Alex, Suzanne)
 - Suzanne said she hasn't followed up on this yet.
- #6: VolunteerConnect: Examine current accessibility and usability, and update the system accordingly. First, a new task force to be formed. (Suzanne)
 - The Volunteer Management Committee has not met since the last NEC meeting, so there is no update on this.
- #7: Member awareness enhancement: Update governance webpages with job descriptions or post to blog sites in both languages to highlight the roles of NEC directors and committees. (NEC directors)
 - Heather said the NEC talked last meeting about using the blog posts that she wrote to add descriptions to the directors' page and using the volunteer descriptions for the committee page. Is it just a case of sending it to the NEC to look over and then sending to Michelle? Heather volunteered to take on this action item.
- #8: Volunteer access management: Some volunteers need access to the information systems on weekends, but no assistance is available from the national office when they encounter some technical issues. Come up with new ideas to address this problem. (Suzanne)
 - Heather asked if we talked about this last meeting and it was determined that it was an error in email addresses. Natasha said it was a case of a volunteer using their personal email address instead of their branch or twig email address. This is the only issue Natasha is aware of. Google Drive training for volunteers might be needed in the future. Mark as complete.

- #9: Credential maintenance points for volunteers: Consider awarding extra points for certified editors who volunteer to help develop exercises (e.g., Edit Like a Pro series) toward their credential maintenance. (Arija, Alex)
 - Alex said he's still in favour of it; Arija said the same. Alex said he's not sure how points are awarded. Heather said it's probably the Certification Steering Committee who adjusts the points. She asked if the CSC has the bandwidth to look into changing the credential points right now. Arija said that the current CSC were not the ones who set up the current credential maintenance points table. Natasha said it was the Publishing Committee who asked the CSC if this was possible and both committees thought it should go to the NEC. The NEC needs to let the CSC know they are in favour of this change, and then the CSC should contact the Publications Committee to discuss this further. Kaitlin said somebody was going to develop a proposal for what this would look like considering the Publications Committee only uses certified editors to develop ELAP exercises and it's a large time commitment. We're in a holding pattern now until somebody takes those next steps. Błażej said that either the CSC or the Publications Committee needs to develop a proposal and then get it back to the NEC.
- #10: Committee outreach: Facilitate informal bi-monthly or quarterly meetings with committee chairs to share updates, foster collaboration, and identify the NEC's support opportunities. (Alex)
 - Alex said this is ongoing but it doesn't need to be on the action item list anymore. Mark as complete.
- #13: 2025 Awards presentation: Begin work with the conference committee for a possible virtual event. (Alex, Sara Abdul)
 - Alex said he will get this started.
- #15: Alex will share the Career Builder Committee's proposal for the Career Development Hub for discussion by email. (Alex)
 - Alex said that the committee is beyond the proposal now, so this can be removed from the action items. Mark as complete.
- #16: Quebec insurance task force: Recruit task force members. (Suzanne)
 - No update.
- #17: 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. (Suzanne)
 - No update.

- #18: 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? (NEC directors)
 - Heather said that the reports webpage will be caught up very soon; 2024 meeting minutes are caught up and January and February 2025 minutes will soon be on the website. Mark as complete.
 - Data retention period: Natasha said this is a discussion about how long we want to keep reports, etc. on our website for. This should be made into a separate action item. Historically, we have kept everything on our website and this has caused problems, e.g., when the new website was being built and everything had to be transferred over. We haven't been regularly taking stuff down or have a set period for how long we keep things on the website. Kaitlin asked if there are any policies in place that tell us how long items need to be kept on the website. Natasha said no.

5. Budget Update

The audit will be happening the last week of April. We are expecting an \$80,000 deficit for 2024. January and February brought in \$49,000 in memberships, which is about 20% of our budgeted target, so we are doing slightly better than budgeted. Hard work in this area could allow us to reduce our projected deficit.

Risks in the budget: The lead volunteer of the translation group has resigned, so we'll need to spend more money on paid translation, for example, for the strategic plan. We put about \$5,000 in the budget for translations, so this will offset some of the cost. Michelle is working with the translation team to see if they can translate the annual report, since that is the other big item for translation.

For 2025, we budgeted a \$77,000 deficit, but we're doing a bit better now with projecting a \$61,000 deficit. Bringing in more members could make this deficit even less, so this is where we should focus our energy.

6. Reports and Requests

Vice-President: Alex Benarzi

- My request for the national executive council is that we collectively commit to greater transparency, both internally and externally. Greater openness will help build a much-needed community during a time of transition.
 - Alex said this was something he wanted the NEC to think about.

Treasurer: Tara Avery

- I request that the NEC consider improving access to membership for all individuals, not just students. Given the current difficulty with membership and finances, I think the NEC should consider a lower first-year rate for all potential members, not just students. In this economy, many people see a \$400+ membership to an organization they may or may not be interested in joining long-term as a barrier.

- To be moved to the April meeting agenda.
- Given the current issues with the ODE and the barriers to search and functionality, I feel charging extra for a listing is leading to significant member frustration that's spilling over into feelings about the organization as a whole. The org would need to find money or cut other services to do this. The CIEP, EFA, ACES, and numerous other orgs do NOT charge for listings in their directories. Editors Canada needs to follow suit before we lose even more members to these and other orgs.
 - To be moved to the April meeting agenda.

Director of Branches and Twigs: Ellen Keeble

- That we remember volunteer recruitment, retention and morale is critical to the success and future of Editors Canada. Volunteering at any level of this organization needs to be worth every volunteer's time and energy. This means everyone at the table must be operating in good faith and recognizing that even the smallest voice in the room has value. Deliberate dysfunction puts people on defence and does not create a culture of success; it stifles solutions and ideas, and shifts focus from the people we are here to support.
 - This is information for the NEC to consider.

Editors Ottawa-Gatineau: Badou Bousso

- Is it possible to have a centralized registration system for all branches offering professional development?
 - Heather asked if we used to do that. Alex agreed that this happened a lot during COVID. This is what the national calendar is for, but it isn't updated as often as it should be. Natasha said branches and twigs might need to be directed to Michelle to get help with adding their events to the calendar. This may need to be a reminder that happens, especially when there is a new chair as in this case.
 - Heather said she thought the item meant that they are asking about a registration system like Event Brite, and we used to do that when Caitlin Stewart was with Editors Canada. Natasha said events can be run through Findjoo now, and we're trying to have branches and twigs register through Findjoo instead of setting up their own registration system.
- How do we open up branch events to members across Canada? Can National share information like that or push to branches on a regular basis?
 - Alex said we have the national calendar that does accomplish this but it is a bit buried on the website.

Editors Kitchener-Waterloo-Guelph: Jolanta Komornicka, Lloyd Winfield

- A new member experienced difficulties using the national website. Their suggestion is to, in the welcome email, describe the steps and pages of the process, e.g., findjoo, password creation, etc., so that the new member experience is as stress free as possible.
 - Natasha said that when a new member signs on to Findjoo, especially a student, there's a manual process that she has to do to determine if the member has uploaded their student letter. In this case, the member joined on the weekend, and Natasha couldn't do the manual process until Monday. She does this process every workday. The process is something

we have to do to confirm that student affiliates are actually students. We could add something to the welcome email that says there is a manual process involved that may take up to 48 hours, depending on when you register. Błażej added that we could say that this process only happens during the business day within certain hours.

Editors Calgary: Karen Crosby, Jackie Lewis

- Any recommendations for advanced workshop facilitators are welcome.
 - Błażej said this ties into an email Ellen sent him and Sara Abdul about having a database of presenters that could be shared with branches and twigs. Alex said some concerns were brought forward that training materials can be targeted more toward beginning editors and people are looking for more opportunities for advanced training. Błażej said the Training and Development Committee has tried to offer more intermediate webinars but they are at the mercy of the proposals they get.

Editors Barrie: JJ Wilson

- We'd like to offer a Welcome Package to new members as they join. We understand that Member Services will update the Welcome Kit in 2025.
 - Heather said she hopes this doesn't mean that they are writing their own welcome package because that would be a lot of extra work. Alex said he thinks that Member Services is still updating the Welcome Kit.

Editors Atlantic: Heather White, Melanie Pitman

- Ideas for webinars and ways to increase member engagement would be helpful
 - Heather said this seems like the same thing Editors Calgary was asking about.

Director of Marketing and Communications: Mina Holie

- Do we maintain the version copies of past documents such as policies and procedures, or have they been archived with restricted access somewhere? I don't see them in Google Drive.
 - Mina says maintaining accessible version history is essential for maintaining transparency. We need an archiving system in place that is structured to maintain document retention. Heather said this is something that the knowledge management position would be doing. Natasha said we have to have expectations that are realistic for the association, such as that there won't be previous versions of documents prior to this because they haven't been kept. We should start keeping past versions of documents going forward. Kaitlin said this ties into the discussion we had earlier about data retention and that there should be a policy and procedures in place that guides us. Heather will create an action item for this.
- Why don't we have a proper exit process in place for volunteers? Since there are orientation sessions, there should also be an exit interview to collect their feedback and any necessary information and/or documents they worked on before departure. Having a checklist for those overseeing their work and a form for volunteers to fill out can serve

this purpose. Not all necessary information and documents were passed on to new personnel historically, which has created a significant gap in continuity and increased the workload for those who took over or stayed.

- Heather asked if Mina means an exit interview asking why the member is leaving the organization. Mina said it is more than that, like a standardized exit interview and feedback form so that volunteers can share their experience and pass on any documents that they are working on. She said in MarComm, many documents were not passed on to the next chair and the current chair needed to do duplicate work. The current chair reached out to the past chair, but the past chair didn't respond. Alex asked if MarComm has a centralized Google Drive. Mina said yes, but many documents are saved in personal drives. Alex said this should be a note to all committees that all committee work should be shared in the committee Google Drive. Natasha said that directors can remind committee chairs of this and act as intermediaries between outgoing and incoming chairs, such as sitting in a meeting with the past chair and then with the incoming chair. Kaitlin said that those who aren't handing in their files are the same volunteers who wouldn't do an interview or submit a checklist, perhaps because something has happened in their personal life or they are burned out. We could try asking for feedback, but some people will ignore the form. Suzanne offered to draft the form; Heather will add it as an action item.

Marketing and Communications Committee: Sarah Higgins

- Does Editors Canada have a policy around the use of AI?
 - Heather said there were a couple of posts in the Members'-Only Facebook Group regarding a posting on the Editors Canada job board about editing an AI-generated manuscript. Members had commented that they'd like Editors Canada to have a policy around the use of AI and editing. Heather asked Gael Spivak about this, and it wouldn't be a policy in terms of a policy and procedure; it could be a disclaimer on the job board, which is the easier fix, or it could be a policy like the one we have for academic editing papers, like guidelines for editing AI, which would need a task force and volunteers. Alex said he doesn't think we need to weigh in on it. He said there's nothing technically wrong with the post on the job board, and the AI editing industry is a huge one and it is growing. Kaitlin said we shouldn't police AI in a time when we're trying to attract members. We can't dictate what members choose to work on. Maybe it needs to be an awareness campaign (what do you need to be aware of, what are the trends in the field) or a blog series instead of developing guidelines on it. Mina said there's a blog post about AI in this month's *The Editors' Weekly*.
 - Mina also said we don't have an IT acceptable use policy for members. Heather said it would be difficult to make something like that work because all members work on their own devices. Mina said we share Google Drive, so it is about responsibly securing your data and using shared platforms. Heather will make this an action item.

L'Hebdomadaire des réviseurs: Gaby Balan

- What are the chances of the Editors Canada mentorship program reopening?
 - Heather suggested that Mina let Gaby know that the mentorship program is running. Suzanne asked if we could add a reminder about mentorship in the next e-news.

- Could Editors Canada's Francophone volunteers benefit from Francophone or bilingual mentors? How will Editors Canada recruit them?
 - Suzanne said we would benefit from Francophone and bilingual mentors. She will find the information about the composition of the mentors we currently have.

Mentorship Committee: Jenn Rossiter / Sara Abdul

- Please promote the mentorship program in your networks. Share any e-blasts or social media posts when you see them.

Director of Professional Standards: Arija Berzitis

- The Standards Committee wants to issue an accessible Word version of the 2024 Standards, plus an ebook version. Greg Ioannou volunteered to publish the ebook version through his Colborne Communications company but was wondering whether there would be any conflict of interest seeing as he is a cochair of the committee.
 - Arija said Greg is willing to publish the ebook for free. Heather asked if Greg would make money as people buy the book, because that is where the conflict of interest would come in. Kaitlin said if he's donating the time and the publication and Editors Canada is selling the ebook through our website, then that would be okay. Arija will ask Greg.
 - Alex asked about a Word version being too vulnerable to reproduction. Heather asked why they want a Word version. Alex said that Word has better accessibility tools than a PDF. Błażej said any format could be reproduced. Kaitlin said the issue she could see is if people make changes or notes and Editors Canada loses sight of what is in it. Błażej said there should be ways to copy protect a Word file.

Standards Committee: Laura Seguin, Greg Ioannou

- Is there an Editors Canada zoom account that would allow for meetings without time limits?
 - Heather said that's what the Editors Canada Zoom account is; Błażej said that only free accounts have a time limit. Alex said maybe chairs don't know that they can have access to our Zoom account. Natasha said the chair can connect with Michelle Ou to set up a Zoom meeting. Kaitlin said we should inform all

volunteers about the availability of the Zoom account. Arija will let Laura know. Heather will make this reminder an action item.

- We will require a designer to prepare the Word version of PES for publication. This will require a budget and contract.
 - Kaitlin asked if they made a budget request for this year; Arija said no, not in the 2025 budget. Kaitlin asked all directors to remind their committees that they need to think ahead for the entire year and plan for their upcoming projects.
- Does the NEC have any preferences of publishers for the ebook version of PES? Is there a conflict if a member has offered their company's services as a donation.
 - Same as the request Arija made previously.

Academic Editing SIG

- We would like to request a budget for an Editors Canada Academic Editing SIG logo. In May 2024, Michelle Ou advised that it had cost about \$600 for Editors Atlantic's logo. Did the NEC come to a decision about this request?
 - Natasha said this request was included in the budget. Arija can tell the SIG to go ahead with the logo.
- Budget request update: We would like to request \$200 for 1 to 2 educational workshops/webinars in the 2024-2025 fiscal year (instead of \$450 for 3 workshops). These workshops and webinars would cover core academic editing skills and diversity topics, and the funding would be used for speaker honoraria.
 - Błażej said that this request goes with the next request; \$250 less in this request, needing \$150 more in the next request, so it would balance out. Kaitlin said if they are moving their budget around, they don't need approval to do that.
- We would like to request \$150 (3 x \$50/pass) for 3 additional Congress passes. [We have 6 free passes but with needing 2 volunteers x 2 shifts x 6 days coverage, we will need more]
 - Approved; see previous request discussion.
 - Alex said it sounds like all this money would be coming from Editors Canada. Heather said she thinks only Editors Canada will be at the Congress in Toronto, so

it would be all Editors Canada money. Arija has not heard of any EFA participation at Congress.

Publications Committee: Matthew Long

- When the new draft of the EDI document is ready, who needs to read and approve before we coordinate web publication?
 - Alex asked if it would just need an executive read. Kaitlin said ordinarily it would also go through the EDI committee, but because they've already been involved in this project, they wouldn't need to re-review it.

Training and Development Committee: Katherine Morton

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

Member Services Committee: Maylon Gardner

- What is the Members Services' budget for 2025?
 - Heather said it sounds like Maylon just needs to know what budget amount was requested.

7. Break (5 minutes)

8. 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

No update. The same projects are ongoing.

b. Francophone updates

Suzanne is trying to get Karine Marquis (Francophone adviser) to join the Discord server to have more Francophone presence, other than Suzanne.

c. Québec insurance task force

No update.

d. Member services/Volunteer management committees

There is lots of work being done. The soft launch of the Discord server happened last Monday. The committee is preparing FAQs and instructions to be presented to the NEC. There's been no meeting of the Volunteer Management Committee

Suzanne has been in contact with about 10 people who are interested in volunteering. She has directed them to specific committees or task forces depending on what their interests are.

Kaitlin asked about our success rate with pairing volunteers with volunteer opportunities. Suzanne doesn't always hear back about where people volunteer, but she sends them to VolunteerConnect and reminds them that branches and twigs need volunteers too. If the volunteers need more information, Suzanne will be in contact with them again. She doesn't contact the people after they have been directed to VolunteerConnect otherwise. Kaitlin was just curious if we're signing up people when they ask to volunteer or if we need to improve the process.

e. Certification

The Certification Steering Committee had their planning meeting a couple of weeks ago. They are still looking for volunteers to write the exams for November and to update the current part A questions to the current standards. The CSC is also planning for marking the exams from last November, which needs to be done in the next couple of months.

f. Standards committee

The Standards Committee is still meeting on a monthly basis post-publication of PES. They are grappling with topics like should there be a standard for AI. The committee is going to include a glossary of terms with PES, so the update could include addendums. Two new volunteers have joined the committee.

g. Webinars/Training and development committee

Everything is proceeding as normal. A presenter had to drop out, but Sara Abdul and Katherine Morton quickly came up with an alternative.

h. Career builder committee

The committee got a new volunteer. One of the ongoing projects is putting together a media list of groups that could be contacted (e.g., writing groups, publishers, academic departments, libraries) for the purpose of promoting the job board and ODE. Holly Vestad has been sharing this list with other committee chairs to make sure the list has as much information as possible.

i. Student relations committee

No update. The committee is still working on their presentation.

j. Marketing and communications committee

For the English language blog—a new proofreader joined the team. Managing Editor Laura had been handling two roles until the beginning of March, after the previous proofreader stepped down late last year.

For the French language blog—Gaby has been developing procedure documents and selecting blog topics, and a new proofreader was selected and onboarded two weeks ago. Laura Bontje has been helping with this process.

For MarComm—the French Meet an Editor campaign has resumed. Sara Abdul has joined this project as a video editor. The social media proposal is in the meeting folder, and Mina asked that we vote on it at the meeting.

MOVED BY Mina Holie

SECONDED BY Suzanne Aubin

That by approving this proposal we merge Editors Canada's PES account on X into its national account and subsequently shift our social media presence from X to Bluesky.

Carried

k. Mentorship committee

No update. Suzanne will get in contact with Jenn Rossiter this week to discuss the format of the program based on feedback from past and current mentors and participants.

l. Executive director

The strategic plan has been sent for paid translation. The graphic designer is starting to design the English version of the strategic plan, so that when the French strategic plan is ready, they can use the existing design. Natasha is really hoping to send the annual report to the volunteer translation group to save money.

Michelle Ou got a quote of \$10,000 for the Career Builder Committee's request to change the website. This is not unexpected because it is like building a new website. There are some suggestions to condense the work onto the current site and use redirectors to make it look like it's a separate site.

Michelle asked for an AGM date so that she can go ahead with planning and tasks.

Sara Abdul has been working with the conference committee updating the sponsorship packages and outreach templates. The committee has chosen Dalhousie as the venue in Halifax. This is cheaper than using a hotel venue. They are moving into the contracting phase next.

Sara reported that there's a new webinar on introduction to proofreading. Right now, we only have introduction to copy editing, and it's selling really well, so the committee is hoping to get introductory level structural and stylistic editing webinars too.

Our IT company reached out with a quote to get new computers with Windows 11 because Windows 10 is going to be obsolete in late October. The office computers are about four years old. Natasha said we'll have to make do with the existing computers, since the 2025 budget is already done for the year, so the funds for new computers will have to be included in the 2026 budget.

Sara has negotiated a free booth at the Indie Authors' conference in Toronto. She has spent some time reaching out to new contacts and getting volunteers to work at the booth. She is reaching out to Brit Lit, Festival of Literary Diversity, Word on the Street, and Wordstock to see about getting Editors Canada free booths at those events.

We made a good amount of money at the Francophone conference last fall. We have the software to put on an online learning day. Natasha is thinking about putting together a day or half day of online learning to sell to members because we aren't having a conference this year. Sara is working on a proposal for this. This could be done in the fall during the off years of the French conference.

9. Branches and Twigs

Kaitlin read Ellen's email update:

Ellen has advised Editors Calgary of the next steps if they are interested in merging Calgary's and Edmonton's twigs together. She will update once she hears back from them.

She is in the early stages of working with Blaje, Sara, and branch and twig chairs to create a centralized speaker database/spreadsheet that we can all collaborate on.

She is working with Michelle, Suzanne, and branch and twig chairs to update the national hotlines pages.

Based on KWG's suggestion, Ellen is working with Sara to get the automated Findjoo email to members updated to reflect processing times (because some memberships still need to be manually inputted into the system).

Ellen has inquired with Michelle if we can add another social button (like a calendar icon) to the main website to help showcase the national calendar of events more prominently. She will check with branches and twigs to see if they'd be interested in adding a similar button to their subsites. Michelle is checking.

Suggestion: Can we add more of the national events to this calendar? (Webinars, where we're exhibiting, etc.) This would show existing and prospective members what we're doing as an organization.

10. Change Management and Strategic Planning

Kaitlin said the strategic plan is progressing nicely. This will kick off a period of rather intense organizational change. Change management means equipping both people and systems for this change. The NEC are the agents of change—we are looked upon to work together and make responsible changes for the organization.

Enacting a strategic plan is difficult. There's a lot of things that we need to examine about how things are done and how things could be done. There may be strong feelings about adhering to tradition and the way things have been done in the past, but we need to make sure not to eclipse progress. We need to support a positive experience both for the NEC and the organization as a whole. This means making sure to support this direction of

change even if it doesn't reflect what you believe. We operate as a whole and there are going to be differing opinions and ideas on how certain changes can be made and if they should be made. We are supporting the organization and the membership, not our own beliefs and opinions.

When we discuss and offer feedback, it should be constructive and support the common good. We need to be respectful and appropriate in how we air our grievances when we have hard discussions. This doesn't mean that we can't share our opinions, just that we need to do so respectfully. Opinions need to be expressed mindfully.

We need to prioritize change to avoid burnout. As we're moving into this change, we need to make sure not to try to do everything on day one or we will fail. We need to think of this as a long-term process. Our actions and communications are the key to getting member buy-in. The goal is consensus, but this won't always happen.

We need to think critically about our external messaging about this as well. Division at the board level is not the end of the world, but we need to think carefully about how differences of opinion may be communicated externally in our conversations and our reports.

We need to have members' best interests at heart. It could be an exciting time, or it could be filled with uncertainty, and we need to guide the organization and the members through this time of change. How we communicate this externally is very critical to whether members decide to stay with the association and if new members decide to join the association. We need to think about how we contribute to these discussions and about the impressions that we're giving both within the NEC and to the members. If we're all very conscious about this process, this could be an exciting time, especially now that we need to work to bring in and maintain members and move the association forward.

11. Member Fee Relief Guidelines and Procedures

From Ellen's email: I would suggest that as this centers on marginalized groups and equity that this be reviewed by the EDI Committee.

Maria said this started as a small change to the guidelines. She wanted to figure out how to approach the documents. As it stands now, we have different sections for new and existing members; do we want to combine these so they are each treated the same? There are slight differences between the different sections right now, and Maria isn't sure if this was intentional.

Mina is wondering if anyone has context as to why there is a distinction between new and existing members. Heather said she was on the NEC when the policy and procedures were written, but she doesn't remember why the groups were separated. She puts her support toward making things consistent between the groups. Alex thinks maybe the two groups were separate because current members would be committed to Editors Canada to get the fee relief. He asked if we were to offer first-year members a discount if the fee relief in these documents would apply or if they would stack on top of each other.

Maria said in the guidelines it is currently split into fee relief for members and fee reduction for new members. Combining them would allow us to offer fee relief to new members.

Maria asked if we always do the same fee reduction when it is requested. Also, is it a fixed amount of \$100 regardless of fee increases each year, or is it proportionally adjusted? Natasha thinks it was suggested as \$100 by a previous NEC because it's the same as the first-year student transitional fee. It would be useful to include the amount that we will offer as a discount in the procedures.

Kaitlin asked how many people take advantage of the fee reduction when it is offered to them. Natasha said almost everyone does and they are very happy with it. She gives them a time limit to accept the fee reduction because she doesn't want the discount to be available for a long time. She gives them a code to use on the website when they are registering.

Maria asked if it has ever been a full discount or just a reduced fee. Natasha said it is only a full discount in the Equity Fellowship.

Maria asked if we should only offer a fee reduction because that's what we've offered so far. Alex said that it's a good idea to have the fee relief in the procedures so it's available if needed.

Mina suggested adding something about privacy to the policy/procedures. It would be about how the personal information (such as health-related information) will be shared among directors. Natasha redacts the name when she shares the information with the NEC. Maria said in the procedures, people can request to be anonymous.

Up until now, the NEC has discussed the requests, but the procedures seem to suggest that we should be voting on these cases (and if this should be a formal vote or a casual vote, as we have been doing so far). Should this section be changed, or should we start voting on the requests? Should the NEC still be involved, or should the executive director decide on the relief? Kaitlin says that in the IEA, the executive director has the authority to decide the fee relief but can take any exceptional cases to the board. This allows the executive director to quickly approve the fee relief, and names aren't shared further than the executive director. Alex says if the executive director decides on the fee relief, then the policy needs to be more specific. Suzanne asked if the office can handle this workload-wise. Natasha says that it would be more streamlined if the executive director decided things on their own.

ACTION: Maria to create a collaborative document to revise the policies and procedures and send it around for comment.

12. Review of January Motions

The NEC went in camera to discuss technical problems with the recording of the January 2025 NEC meeting.

MOVED BY Błażej Szpakowicz
SECONDED BY Maria Frank

that we go in camera.

Carried

MOVED BY Błażej Szpakowicz
SECONDED BY Maria Frank

that we go out of camera.

Carried

13. Two-Way Communication Between NEC and Committees

Alex said that committee chairs pass along reports and requests to the NEC but don't always get responses back. He asked if there's a better way than posting the meeting minutes to the website to keep members informed.

Alex asked that directors make sure to inform their committees of the results of the NEC's discussion about their requests in their reports.

Is there a better way to keep members updated about what happens in NEC meetings? We already do meeting summaries in the monthly e-news. Heather said when meetings were quarterly, the president used to do a one-page summary of the meeting that went out to members separately. When we started having monthly Zoom meetings because of COVID, the NEC decided that the president should include a short meeting summary in the e-news. Błażej asked if we should go back to sending out separate emails for the NEC meeting summaries because people may not realize that there are meeting summaries in the e-news.

Natasha said we are now caught up on the minutes, whereas before we were quite behind in the minutes. This was brought up as an issue with transparency by a member of a committee. Błażej said ideally minutes should be finalized before the next meeting happens but this might not be possible depending on who fills the secretary role.

Heather asked if there would be value in adding a note to the president's summary in the e-news that directs members to where they can find full meeting minutes on the website.

Kaitlin said we can't set formal timelines because we may have a director in the secretary role who doesn't have the same amount of flexibility that Heather has now with her employer. She also said that she doesn't think we should send out another separate email because that puts more work on the staff and the NEC for exec reads, and the members might reach email fatigue and ignore and delete the emails. Kaitlin will make sure to remind members where they can find meeting minutes on the website and include more detail in her e-news reports as the word count allows. She says the transparency is there if people take the time to read the minutes. Natasha said that Kaitlin could remind members that all members are welcome at NEC meetings.

14. Member Consultation for President's Award

Natasha said good work has been done in preparing the communication for members about the consultation on the Awards and Scholarships Procedures. Michelle Ou is looking for some clarity about how we would like to proceed. Should members be consulted and then we have the members vote on this at the upcoming AGM? Or should members be consulted and then the NEC reviews the feedback and votes on the procedures? Gael Spivak was consulted, and she said if the members vote on the procedures at the AGM, any changes to the procedures might always have to be voted on by members.

Mina raised a Point of Order regarding procedural violations in the second roll-call vote motion from the February NEC meeting, which dealt with member consultation. She has three points of argument.

First, she said it functioned as a rescindment without following proper procedures, according to Robert's Rules §35 (Rescind or Amend Something Previously Adopted), because it blocked the implementation of the first roll-call vote motion, even though it wasn't explicitly worded as such.

Second, she said it was introduced in the wrong order, according to Robert's Rules §6 (Basic Principle of Decision-Making) and §39 (Dilatory and Improper Motions), because a procedural motion, like member consultation, should be raised before the main motion is voted on, not afterward.

Third, she said allowing this motion's result to stand as precedent will create a governance loophole as future NEC decisions could be overturned through procedural tactics like introducing motions after the fact. That is why it is not allowed under Robert's Rules.

In short, her key argument was that allowing this to stand will create long-term governance issues, weakening the NEC's credibility and decision-making power. She further argued that, first of all, this motion didn't follow the Robert's Rules and would create a harmful precedent and damage member trust.

For these reasons, Mina formally requested the chair (president) to rule that the second roll-call vote motion from the February NEC meeting is out of order and its result invalidated.

Kaitlin said the parliamentarian was consulted beforehand and that, based on initial information, it appeared the proper order was followed and the vote was legal. She will reach out again for further clarification. She said, therefore, she isn't going to rescind or overturn anything until there is a definitive comment from the parliamentarian. She indicated that the second roll-call vote motion still stands and the NEC can discuss over email or at the next meeting.

Mina said that, according to Robert's Rules §24 (Appeal), when a Point of Order is raised in the meeting, the chair must rule with either choice: agree or disagree.

Kaitlin said she disagrees with Mina's statement.

Mina said, in that case, she would have to make a motion. She formally stated, "I move to appeal the president's ruling regarding my Point of Order on rescinding the second roll-call vote from

the February NEC meeting so that the NEC can decide this matter by vote on a later date.” She asked for a seconder.

Alex asked a point of information question to ask for more clarification on what Gael Spivak communicated to certain directors by email prior to the meeting. Mina asked if Gael referred to any specific section of Robert’s Rules. Mina referred to Robert’s Rules §39, explaining that a motion cannot be revisited in a different form unless properly rescinded or amended first, which is why the second roll-call vote’s result could not nullify the first roll-call vote’s result without following proper rescindment procedures. She said this means the first roll-call vote motion still stands.

Heather said she spoke to Gael about the motions prior to the February meeting and she would have to look back in her emails to see if Gael referenced any specific sections of Robert’s Rules. But when Heather brought up this topic with Gael, Gael said the order of the motions was correct, and when Heather spoke to Gael again after the meeting, Gael reiterated that the order of the motions was correct. Heather was going on this information.

Mina reiterated that, according to Robert’s Rules §39, the second roll-call vote motion should have been introduced before the first roll-call vote, not after, as this violates proper procedural order.

Heather said she doesn’t have the full copy of Robert’s Rules and isn’t familiar with it, so she can’t speak to that. She went on Gael’s expertise and advice.

Suzanne asked if we are bound by Robert’s Rules or the parliamentarian. Mina said that the parliamentarian follows Robert’s Rules. The Editors Canada Bylaw said we follow Robert’s Rules.

Alex said the section Mina is referring to says that if Motion B was done to thwart Motion A, then it was improperly done. The grey area is that that isn’t technically what happened with the two motions, because Heather’s motion was not a direct contradiction to Ellen’s motion, just a different means of delivery. He is not sure we’re going to get an answer from Robert’s Rules.

Mina said her argument is that, because the result of the second roll-call vote nullified the first roll-call vote’s result, it is considered to have indirectly overturned the first one—§35 of Robert’s Rules. She further insisted that a new motion cannot indirectly overturn a previously adopted motion without rescinding it and that we cannot send the NEC decision on the first roll-call vote motion, which is now a standing rule, to a member vote without formally rescinding it first. This is improper governance practice, so Robert’s Rules doesn’t allow it.

Heather said that because only two people on the NEC have access to Robert’s Rules, it makes it difficult to vote, since the others don’t have the full information in front of them. Błażej echoed Heather and said that because Heather was going on Gael’s advice, we should hear from Gael and what the reasoning was behind her recommendations. If there is no one else here who can defend the course of action that Heather took in good faith, we should wait to hear from Gael.

Kaitlin said we have the role of parliamentarian to provide governance oversight, and if that’s the advice she gave, we need to explore that further before we can move forward on this.

Natasha then responded that Gael is a volunteer parliamentarian, which doesn’t guarantee her advice is always correct.

Kaitlin asked if we can take the time between now and the next meeting to inform ourselves on the sections of Robert's Rules that Mina cited. Kaitlin said she will connect with Gael to discuss this with her as well.

Alex asked if Mina was willing to withdraw her motion. Mina said if there is no seconder then she will have to.

Kaitlin asked Mina to email the NEC with the sections in Robert's Rules she is referring to so the directors can inform themselves about the contents. Mina acknowledged the request.

Mina asked if we are ready to have her reiterating the motion statement. Kaitlin said she's not sure if Mina can make a motion now for something that is going to happen in the future. Mina said, according to Robert's Rules §24, she has the right to make a motion to appeal since her Point of Order was rejected. If her motion is carried, the NEC can revisit this later.

Alex said if the motion is to table the motion for later, then he will second it.

MOVED BY Mina Holie
SECONDED BY Alex Benarzi

To appeal the president's ruling regarding my Point of Order on rescinding the second roll-call vote from the February NEC meeting so the NEC can decide this matter by vote on a later date.

Carried

Kaitlin said that this means we cannot go forward with Michelle's request for clarification right now.

15. Vendor Engagement

Natasha included two documents in the meeting folder.

Our bookkeeping is very complicated for historical reasons including how the organization started and the creation of branches and twigs. When Natasha started as executive director, there were a crisis and major issues with what was going on with bookkeeping. Our treasurer at the time let Natasha know that the auditor had flagged some pretty serious issues because the five branches had their own bookkeepers or they had volunteer editors doing the bookkeeping. All these books would go to the auditor, which included six sets of books for the auditor to look at. Each branch also had more than one bank account, including investments, chequing, and savings. They also found that one of the twigs had a bank account, and another twig had a bag of cash that they passed around to whoever was the chair. The 2020 audit cost \$23,000 because of this. The national bookkeeper at the time was a friend of the previous executive director who was doing the bookkeeping as a favour. The auditors would find that there were entries that she hadn't made, so they had to go in and make adjusting entries during the audit. We were paying that bookkeeper \$18,000 a year. We had issues like hiring contractors through different branches and contractors were not being charged the proper GST and HST. This was less than seven years ago, so we're still at risk of being audited for GST or HST. There were outdated payment methods, and we weren't giving out the proper T4As before Natasha started. Back in 2020–2021, we were paying about \$43,000 in bookkeeping.

In 2020, Natasha took on this task when she started. The bookkeeper retired at the end of June 2020. Natasha looked into other bookkeepers and ended up going with Young Associates, who specializes in not-for-profits and charities. Because it was during the pandemic, they were putting together systems for doing everything online, and we could easily bring everyone into one set of books. Natasha had meetings with each of the branch chairs and let them know that Young Associates was coming onboard and the branches had the choice to go with Young Associates as their bookkeeper instead of doing it themselves. The branches were able to keep their bank accounts, even though they are not a separate entity from Editors Canada. During the transition period, we got permission from all the branches to take over their bookkeeping, and the NEC made the decision to centralize bookkeeping. Branches were limited to two bank accounts each. It has gone very smoothly once people got into the process. People are getting paid sooner, and we are able to have multiple signing authorities for payments. The bookkeepers have to deal with Natasha and the national treasurer, as well as two people from each of the branches, and that is a lot of people to deal with.

Between 2022 and 2024, we integrated some of our systems, like Findjoo and PheedLoop. We unified our GST and HST filings across the country. And we're better adhering to Editors Canada's policies and procedures.

In November 2024, Natasha reported that the bookkeepers were increasing our annual fee up to \$35,000. Natasha worked out a way to get it down to \$28,000. In our last two audits, the auditors have noted significant improvements in how organized we are. The audit is now about \$12,000. Natasha's recommendation is that we continue to work with Young Associates. If the NEC wants to switch bookkeepers, we would look at that around September or October 2025.

Mina asked how Young Associates was selected in the first place. Natasha said that she, the treasurer at the time, and the president at the time looked at a few options and decided that Young Associates was the best option. The NEC voted to approve them. We didn't go with a CPA firm because we wanted to go with someone with a strong background with not-for-profits and charities. Mina said there are CPA firms that specialize in not-for-profits. Mina said that the assessment period for non-profits is typically four years unless CRA suspects potential fraud or misrepresentation, so we shouldn't be subject to a GST audit. Mina was surprised that the fees for Young Associates were so high. Natasha said we can look into it when our contract with them is ending.

Natasha moved onto our tech suppliers. When Natasha started, we had one IT service provider and offered free Editors Canada email addresses to members, which kept us on an older email system. The NEC and staff worked together to switch Editors Canada over to Google Workspace for Non-Profits. We worked with the membership to find our IT service provider (Heartfelt IT).

The website is a complicated issue. We have the website, but we also have a number of branches and twigs that have their own sites. Natasha thinks there are some things we could do to bring our IT services together, such as having pages for branches and twigs on our website. Findjoo is the CRM that we've been using since 2019. We integrated Findjoo into our new website so everything is in one spot.

One thing that we suffer from when there are various groups of volunteers looking at making changes is that processes can be duplicated. For example, a twig reached out to ask to use PayPal, but that would be one more system that we would be adding.

One thing that we could do with the bookkeeping is bringing the branches into national, so that their bank accounts would function like the twigs' do. This would save us a lot of money, but we don't want people to feel like we're taking away their autonomy.

Mina asked if we're still dealing with Mango Innovation. Natasha said yes, they are dealing with our WordPress hosting to make sure our web updates are done regularly and we've been working with them to try to fix the issues in our ODE. We used to work with Fuse for our old website, and we paid them a monthly fee. Now we pay Mango Innovation instead to maintain our new website. Mango also does our security updates. Mango and Heartfelt IT work well together. Heartfelt has a bigger, stronger server and can host things for us, and Mango designed our website and can maintain it properly.

16. Next Meeting Sunday, April 27, 1:00–4:00 p.m. (ET)

17. Adjournment

MOVED BY Błażej Szpakowicz

SECONDED BY Maria Frank

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 (March 9, 2025)

Zoom link:

<https://us02web.zoom.us/j/82081743614?pwd=0rpQZfpZQib6v9lVazh5CV4YO3aaU0.1>

Meeting ID: 820 8174 3614

Passcode: 448350

Dial by your location

+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

+1 647 374 4685 Canada

- NEC members
- Natasha Bood, executive director
- Karine Marquis, Francophone Advisor

NEC documents in [Google Drive](#)

Sunday, March 9, 2025

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

1. Call to order (1:00)
2. Land acknowledgment
3. Approval of agenda
4. Review of outstanding action items from previous meetings (1:05 to 1:15) Heather
5. Budget update (1:15 to 1:30) Tara and Natasha

6. Francophone Advisor Karine Marquis (1:30 to 1:50)
7. Reports and requests (1:50 to 2:10) Heather
 - a. [Director reports](#)
 - b. [Committee reports](#)
 - c. [Branch and twig reports](#)
8. Break (2:10 to 2:15)
9. Update on ongoing projects (2:15 to 2:45) (include a brief overview of what your committee is currently working on, as well as any other info you'd like to discuss)
 - a. Publications committee El
 - b. Francophone updates Suzanne
 - c. Member services/Volunteer management committees Suzanne
 - d. Certification Arija
 - e. Standards committee Arija
 - f. Webinars/Training and development committee Blazej
 - g. Career Builder committee Maria
 - h. Student relations committee Maria
 - i. MarComm committee Mina
 - j. Mentorship committee Suzanne
 - k. Executive director Natasha
10. Branches and twigs (2:45 to 3:00) Ellen
11. Change management and strategic planning (3:00 to 3:05) Kaitlin
12. Member fee relief guidelines and procedures (3:05 to 3:20) Maria and Kaitlin
13. Review of January motions (3:20 to 3:30) Heather
14. Two-way communication between NEC and committees (3:30 to 3:40) Alex
15. Member consultation for President's Award (3:40 to 3:50) Natasha
16. Vendor Engagement (3:50 to 4:00) Mina and Natasha
17. Next meeting Sunday, April 27, 1:00–4:00 p.m. (ET)
18. Adjourn

Appendix B – Action Items

Number	Action Items 2024-2025	Category	Person(s) Responsible	Previous Status (if applicable)	Current Status	Last Updated (date)
1	Send a survey to membership about which social media platforms Editors Canada should be on.	Current	NEC directors			February 25, 2025
2	Send an email to membership to consult on changing the Awards and Scholarships Procedures.	Current	Michelle Ou, Natasha Bood, NEC directors		Email has been drafted and is with the EDI committee. Discussion about process - does the NEC want a membership consultation or a membership consultation plus vote as per emails over the past weeks. TBD at this board meeting.	February 25, 2025
3	Send the Publishing Committee's ELAP name-change	Current	El Horner			February 25, 2025

	proposal to the NEC for review.					
4	Switching our current corporate calendar to a Google Calendar: Michelle has started working making this change. All directors are asked to look it over to see what they think.	Current	NEC Directors			February 26, 2025
5	Create a French version of "Editors Canada Guidelines for Committee Chairs and National Positions" if we don't already have one in the NEC files.	Current	Alex Benarzi, Suzanne Aubin			February 26, 2025
6	VolunteerConnect: Examine current accessibility and usability, and update the system accordingly. First, a new task force to be formed.	Current	Suzanne Aubin			February 9, 2025
7	Member awareness enhancement: Update governance webpages with job descriptions or post to blog sites in both languages to highlight the roles	Current	NEC directors	Use existing blog posts for NEC pages; use committee descriptions from volunteer document		February 9, 2025

	of NEC directors and committees.					
8	Volunteer access management: Some volunteers need access to the information systems on weekends, but no assistance is available from the national office when they encounter some technical issues. Come up with new ideas to address this problem.	Current	NEC directors	Find out what people are having trouble accessing		February 9, 2025
9	Credential maintenance points for volunteers: Consider awarding extra points for certified editors who volunteer to help develop exercises (e.g., Edit Like a Pro series) toward their credential maintenance.	Current	Arija Berzitis, Alex Benarzi			February 9, 2025
10	Committee outreach: Facilitate informal bi-monthly or quarterly meetings with committee chairs to share updates, foster collaboration, and identify the NEC's	Current	Alex Benarzi	Met on January 29, majority of committees present; shared projects that they were working on; standing meeting on last		February 9, 2025

	support opportunities.			Wednesday of each month		
11	Social media strategy: Consider Bluesky as an alternative to X and the potential consolidation of the Professional Editing Standards (PES) X account into national accounts.	Current	Mina Holie	Proposal for the social media migration plan currently WIP.		February 7, 2025
12	Revision of Editors Canada's land acknowledgment: Update our current statement in consultation with Indigenous groups.	Current	NEC directors, Natasha Bood	Emailed the executive director of the IEA and waiting for a response.	The IEA (Kaitlin!) has been officially connected with our EDI committee to work through this.	February 6, 2025
13	2025 Awards presentation: Begin work with the conference committee for a possible virtual event.	Current	Alex Benarzi, Sara Abdul	Work in progress		February 9, 2025
14	Look into possible funding to hire someone to manage Editors Canada's records.	Current	NEC directors, Natasha Bood	WIC Catalyst fund application was not successful. They gave us positive feedback on our grant, but there were 80% more applications than expected. Awaiting	Awaiting CBF results	February 6, 2025

				Canada Book Fund results.		
15	Maria will share the Career Builder Committee's proposal for the Career Development Hub for discussion by email	Current	Alex Benarzi	Feedback from the NEC was shared with the committee on January 23. Alex will be the director for this committee going forward.		February 7, 2025
16	Quebec insurance task force: Recruit task force members	Current	Suzanne Aubin	Task force has been created with two members. Work in progress		February 9, 2025
17	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	Work in progress		February 9, 2025
18	Content management: Establish effective information management and workflow tracking	Current	NEC directors, Natasha Bood	Currently discussing the governance webpage . Working documents		February 9, 2025

	mechanisms to ensure that the governance reports webpage is kept up-to-date. Data retention period?			created and distributed to the NEC. Awaiting the directors' review. Implementation deadline undetermined.		
19	Advocating for Editing discussion from conference - document to be sent out for discussion by email (request for discussion from Heather).	On Hold	Kaitlin Littlechild	Set aside for now		February 9, 2025
20	Volunteer awards: Start the process for an NEC vote to change the procedure for volunteer award nominations.	On Hold	Alex Benarzi, Ellen Keeble	On hold until member consultation is completed		February 25, 2025
21	Publications Committee: Look into what to start with the revision of Editing Canadian English (3rd Ed., 2015)	On Hold	El Horner, Kaitlin Littlechild	Review complete. Work cannot continue until there is a new Director of Publications.		February 9, 2025
22	Length of directors' term & their roles and responsibilities: Reconsider the term length for president, vice-president and past president.	On Hold	NEC directors	Recording secretary and secretary roles have been combined. Other issues are put on hold until the new		September 15, 2024

	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).			strategic plan is completed.		
23	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
24	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
25	VolunteerConnect: Leah to update the language used in the VolunteerConnect spreadsheet—from	On Hold	NEC directors	Standing by for our next meeting		November 5, 2023

	English only to bilingual to encourage more francophone members' participation					
26	Editors Canada 2026 in-person conference: Investigate Halifax as our first option.	Done	Sara Abdul, Tara Avery, Ellen Keeble	Conference location and committee chairs decided and formally approved by NEC		December 6, 2024
27	Branch/Twig Toolkits: Ellen to update the toolkits and work on rewording.	Done	Ellen Keeble	Some tasks still remaining and ongoing, but can be removed from the list of action items as Done.		January 12, 2025
28	Draft of the 2025 January minutes: All meeting attendees to add their notes.	Done	NEC directors			February 25, 2025
29	Reduced certification exam fees: Consider offering certification exams at a reduced rate for individuals facing financial hardship, similar to our membership fee reduction policy.	Done	Arija Berzitis	Decided not to follow this plan		February 9, 2025

30	Create a national position for Francophone managing editor of the blog.	Done	Mina Holieë	Documents updated on Jan. 30, 2025 (except for the organizational chart). Noted some missing descriptions in other sections, but can be marked as Done.		February 9, 2025
31	Editors Canada marketing video "La révision vue par..." (French version of the Meet an Editor project): Determine a new video editing contractor and, after the NEC vote and approval, sign a contract, depending on the approved 2025 budget.	Done	Mina Holieë	Determined to utilize internal resources instead of hiring an external vendor. Can be marked as Done.		February 7, 2025
32	Create an outline of branch expectations for conferences.	Past	Sara Abdul, Tara Avery, Ellen Keeble, Lori Perrie	DONE. We have email drafts to send to branches and twigs; have started with Halifax.		November 8, 2024
33	Editors Canada 2025 conference: Try to determine the location well in advance for smooth transition from the current committee members to subsequent	Past	Ellen Keeble, Tara Avery	An online motion to cancel the 2025 conference was passed on November 4, 2024.		November 4, 2024

	members. Ellen to send out an email to all branches & twigs to see if any of them are interested.					
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Appendix C – Online Motions

24	To approve the meeting minutes for the September 15, 2024, NEC meeting.		Online	February 10, 2025	February 14, 2025	Heather Buzila	Maria Frank	8	2
25	<p>The mentorship committee has technically been without a chair for this year, although Sara Abdul has been keeping the committee afloat. At a recent committee chairs meeting, a concern was brought up about the vacancy and Jenn Rossiter expressed interest in filling the role.</p> <p>Jenn is currently the chair of the academic editing (AE) special interest group between Editors Canada and EFA. She has experience as a team leader through her work at the University of Alberta, and community building through her work with the AE special interest group.</p> <p>That the NEC approves Jenn Rossiter as chair for the mentorship committee.</p>	<p>Jenn and Sara met on Monday,</p>	Online	February 12, 2025	February 16, 2025	Alex Benarzi	Suzanne Aubin	10	0

		February 10, and both approve of moving forward with Jenn as chair.							
26	To approve the meeting minutes for the October 20, 2024, NEC meeting		Online	February 21, 2025	February 25, 2025	Heather Buzila	Maria Frank	7	2
27	To approve the November 2024 meeting minutes for posting on the website, as well as the November 2024 in camera minutes.		Online	February 26, 2025	March 3, 2025	Heather Buzila	Maria Frank	8	2

Appendix D – Q1 Directors Report



**EDITORS
RÉVISEURS
CANADA**

Q1 Reports

Directors

March 9, 2025

National Executive Council Meeting

Zoom

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National Executive Council (NEC) Directors

President – Kaitlin Littlechild

1. List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs) / Énumérez les groupes ou les individus qui se rapportent à vous (comité, sous-comité, groupe de travail, postes au niveau national, section ou ramification)
 - Equity, Diversity and Inclusion (EDI) Committee
 - Human Resources Committee
 - Francophone Advisers
2. Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre
 - Chaired monthly NEC meetings
 - Invited guests to the monthly NEC meetings. Getting response to requests to attend meetings has been a challenge. Most do not respond to emails.
 - Support directors as needed
 - Contribute to NEC email discussions
 - Onboarded a new Director of Publications and new Secretary. The Volunteer Relations positions remains a challenge to fill, as is securing a recording secretary for NEC meetings.
3. Status update on any activities you, as director, want to accomplish, outside of supporting your committee(s) / Mise à jour des activités que vous, à titre de directeur ou directrice, voulez accomplir en dehors du soutien que vous offrez à vos comités
 - Work with the strategic planning working group to prepare for member consultation and finalization of the report
4. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities) / Priorités pour le prochain trimestre (vos priorités à titre de directeur ou directrice et non pas les priorités de vos comités ou régions)
 - Support Vice-President with the Annual Report
 - Conduct ED's annual review

- Prepare materials for AGM and President's Awards
 - Support the NEC as we enter the final stages of strategic planning
5. **Your own requests or questions for the national executive council (not your committees' requests, which are in their reports / Demandes ou questions pour le conseil d'administration national (pas celles de vos comités, car elles sont dans leurs rapports)**
- None at this time

Vice-President – Alex Benarzi

1. List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs) / Énumérez les groupes ou les individus qui se rapportent à vous (comité, sous-comité, groupe de travail, postes au niveau national, section ou ramification)

- career builder committee
- awards committee

2. Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre

Successes from Q1

- The career builder committee has been working hard to get the career development hub off the ground. The committee has also been working on developing a media list with the aim of contacting potential parties of interest to drive more traffic to the national job board and online directory of editors. Holly Vestad has put in a tremendous amount of work connecting with other committees to improve the use of the media list, as well as with Michelle and Derrick to help clarify the committee's vision for the career development hub.
- Awards were released on schedule. There were five nominations for the Tom Fairly Award. The committee was also able to secure the needed panel of judges for the awards.
- As a director, I was able to set up a committee chairs monthly meeting. We met twice in Q1, and we are already seeing the benefits of working outside of our silos.

Challenges from Q1

- As with many committees, the career builder committee is short on members, which places a lot of work on the three members of the committee.
- There is a noticeable lack of engagement with awards among our francophone members. More targeted promotion is needed.

3. Status update on any activities you, as director, want to accomplish, outside of supporting your committee(s) / Mise à jour des activités que vous, à titre de directeur ou directrice, voulez accomplir en dehors du soutien que vous offrez à vos comités

- I would like to continue with the committee chairs meeting to help address the burdens committees are feeling due to a decrease in the number of volunteers. I would also like to continue to identify where committee work is being doubled, and how we could improve efficiency to reduce strain on volunteers.

- 4. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities / Priorités pour le prochain trimestre (vos priorités à titre de directeur ou directrice et non pas les priorités de vos comités ou régions)**
- My primary Q2 priority is the annual report: coordinating people needed (proofreaders and translator) to ensure it is completed by the AGM.
 - My other priority is recruitment for next year as we know that people in positions key to the organization's success will be stepping down in June.
- 5. Your own requests or questions for the national executive council (not your committees' requests, which are in their reports / Demandes ou questions pour le conseil d'administration national (pas celles de vos comités, car elles sont dans leurs rapports)**
- My request for the national executive council is that we collectively commit to greater transparency, both internally and externally. Greater openness will help build a much-needed community during a time of transition.

Past President – Maria Frank

1. **List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs) / Énumérez les groupes ou les individus qui se rapportent à vous (comité, sous-comité, groupe de travail, postes au niveau national, section ou ramification)**
 - Student Relations Committee
2. **Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre**
 - Presented the Career Builder's proposal for a career development hub to the NEC and communicated feedback to the committee (then passed the committee to the vice-president's portfolio)
 - Presented the Student Relations Committee's presentation for post-secondary programs to the NEC for review and feedback, then relayed feedback to the committee
 - Engaged in discussions within the NEC
 - Supported directors as needed
3. **Status update on any activities you, as director, want to accomplish, outside of supporting your committee(s) / Mise à jour des activités que vous, à titre de directeur ou directrice, voulez accomplir en dehors du soutien que vous offrez à vos comités**
 - Support directors as needed
4. **State priorities for the next quarter (your priorities as director, not your committees' or region's priorities / Priorités pour le prochain trimestre (vos priorités à titre de directeur ou directrice et non pas les priorités de vos comités ou régions)**
 -
5. **Your own requests or questions for the national executive council (not your committees' requests, which are in their reports / Demandes ou questions pour le conseil d'administration national (pas celles de vos comités, car elles sont dans leurs rapports)**
 - None at this time

Treasurer – Tara Avery

1. **List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs) / Énumérez les groupes ou les individus qui se rapportent à vous (comité, sous-comité, groupe de travail, postes au niveau national, section ou ramification)**
 -
2. **Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre**
 - Current finances remain a challenge
 - Having an NEC decision (8-3 majority) questioned instead of accepted (as democratically voted upon by the member-elected directors of the NEC) was a challenge. This premeditated action tells me that the actors had no intention of following the democratic process or accepting the decision-making of the NEC's directors. I no longer have faith in this NEC; I no longer feel all voices at the table are considered equal.
3. **Status update on any activities you, as director, want to accomplish, outside of supporting your committee(s) / Mise à jour des activités que vous, à titre de directeur ou directrice, voulez accomplir en dehors du soutien que vous offrez à vos comités**
 - Make it to the AGM
 - Finish up the financial reporting for 2024
4. **State priorities for the next quarter (your priorities as director, not your committees' or region's priorities / Priorités pour le prochain trimestre (vos priorités à titre de directeur ou directrice et non pas les priorités de vos comités ou régions)**
 - Financial reports
 - Audit
 - AGM
5. **Your own requests or questions for the national executive council (not your committees' requests, which are in their reports / Demandes ou questions pour le conseil d'administration national (pas celles de vos comités, car elles sont dans leurs rapports)**
 - I request that the NEC consider improving access to membership for all individuals, not just students. Given the current difficulty with membership and finances, I think the NEC should consider a lower first-year rate for all potential members, not just students. In this

economy, many people see a \$400+ membership to an organization they may or may not be interested in joining long-term as a barrier.

- Given the current issues with the ODE and the barriers to search and functionality, I feel charging extra for a listing is leading to significant member frustration that's spilling over into feelings about the organization as a whole. The org would need to find money or cut other services to do this. The CIEP, EFA, ACES, and numerous other orgs do NOT charge for listings in their directories. Editors Canada needs to follow suit before we lose even more members to these and other orgs.

Secretary – Heather Buzila

1. **List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs) / Énumérez les groupes ou les individus qui se rapportent à vous (comité, sous-comité, groupe de travail, postes au niveau national, section ou ramification)**
 - Conference Committee
2. **Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre**
 - I took over the secretary position at the end of January 2025, and there were a few months of outstanding NEC meeting minutes, as well as the 2024 AGM minutes, that needed to be finalized and added to the Editors Canada website.
 - I have finalized the Sept., Oct., and Nov. 2024 NEC meeting minutes and had them uploaded to the website.
3. **Status update on any activities you, as director, want to accomplish, outside of supporting your committee(s) / Mise à jour des activités que vous, à titre de directeur ou directrice, voulez accomplir en dehors du soutien que vous offrez à vos comités**
 - Get caught up with remaining past NEC and AGM minutes.
 - Add missing sections to the Editors Canada Guidelines for Committee Chairs and National Positions, and English and French versions of the Overview of National Committees and Positions.
4. **State priorities for the next quarter (your priorities as director, not your committees' or region's priorities) / Priorités pour le prochain trimestre (vos priorités à titre de directeur ou directrice et non pas les priorités de vos comités ou régions)**
 - Get caught up with remaining past NEC and AGM minutes.
 - Add missing sections to the Editors Canada Guidelines for Committee Chairs and National Positions, and English and French versions of the Overview of National Committees and Positions.
 - Stay up to date with votes and upcoming meeting minutes.
5. **Your own requests or questions for the national executive council (not your committees' requests, which are in their reports) / Demandes ou questions pour le conseil d'administration national (pas celles de vos comités, car elles sont dans leurs rapports)**

- None

Director of Branches and Twigs – Ellen Keeble

1. **List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs) / Énumérez les groupes ou les individus qui se rapportent à vous (comité, sous-comité, groupe de travail, postes au niveau national, section ou ramification)**
 - Branch and twig chairs
2. **Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre**
 - Continue to provide support for branch and twig chairs through weekly emails, answering questions as they arise and identifying knowledge gaps
 - Assisted branch with WordPress tutorial
3. **Status update on any activities you, as director, want to accomplish, outside of supporting your committee(s) / Mise à jour des activités que vous, à titre de directeur ou directrice, voulez accomplir en dehors du soutien que vous offrez à vos comités**
 - Preparing hand off materials and areas of focus for the next Director of Branches and Twigs
4. **State priorities for the next quarter (your priorities as director, not your committees' or region's priorities / Priorités pour le prochain trimestre (vos priorités à titre de directeur ou directrice et non pas les priorités de vos comités ou régions)**
 - Continue to collaborate on and share resources through open and creative discussion (currently focused on branch and twig events)
 - Bolster [branch and twig info hub](#) with further resources to support branch and twig chairs and ensure everyone has access to the information they might need
 - Work to prioritize the translation of training and resource documents into French
5. **Your own requests or questions for the national executive council (not your committees' requests, which are in their reports / Demandes ou questions pour le conseil d'administration national (pas celles de vos comités, car elles sont dans leurs rapports)**
 - That we remember volunteer recruitment, retention and morale is critical to the success and future of Editors Canada. Volunteering at any level of this organization needs to be worth every volunteer's time and energy. This means everyone at the table must be operating in good faith and recognizing that even the smallest voice in the room has value. Deliberate dysfunction puts people on defence and does not create a culture of

success; it stifles solutions and ideas, and shifts focus from the people we are here to support.

Director of Marketing and Communications – Mina Holie

1. **List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs) / Énumérez les groupes ou les individus qui se rapportent à vous (comité, sous-comité, groupe de travail, postes au niveau national, section ou ramification)**
 - Marketing and Communications (MarCom) Committee
 - *The Editors' Weekly* (English-language blog)
 - *L'Hebdomadaire des Réviseurs* (French-language blog)
2. **Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre**
 - Updated the “Editors Canada Guidelines for Committee Chairs and National Positions” document – added the new mandate for the French-language managing editor role and revised the mandate for the English-language blog managing editor role
 - Updated the “Overview of National Committees and Positions” documents (in both English and French) to reflect the establishment of the new French-language blog site and its managing editor role
 - Had the La révision vue par... project finally resumed – thanks to Sara (training and development manager) joining the project as the video editor
 - Had the proposal and research report on the social media migration plan completed
 - Helped add the new French-language managing editor to appropriate Google Groups
 - Oversaw the selection process of the new French proofreader and supported the onboarding
 - Facilitated and optimized the transition process between the previous and new NEC secretaries
3. **Status update on any activities you, as director, want to accomplish, outside of supporting your committee(s) / Mise à jour des activités que vous, à titre de directeur ou directrice, voulez accomplir en dehors du soutien que vous offrez à vos comités**
 - Work with the national office and NEC to improve records management and communications to meet current standard practices and user expectations
 - Participate in NEC discussions and execreads

4. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities / Priorités pour le prochain trimestre (vos priorités à titre de directeur ou directrice et non pas les priorités de vos comités ou régions)

- Oversee the activities of the three committees listed above
- Continue liaising with the national office and NEC to ensure that these committees receive the necessary support, including addressing any obstacles or delays in projects
- Collaborate with the national office and NEC to explore optimal options for updating the Governance webpage, focusing on user experience

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

- Do we maintain the version copies of past documents such as policies and procedures, or have they been archived with restricted access somewhere? I don't see them in Google Drive.
- Why don't we have a proper exit process in place for volunteers? Since there are orientation sessions, there should also be an exit interview to collect their feedback and any necessary information and/or documents they worked on before departure. Having a checklist for those overseeing their work and a form for volunteers to fill out can serve this purpose. Not all necessary information and documents were passed on to new personnel historically, which has created a significant gap in continuity and increased the workload for those who took over or stayed.

Director of Member Recruitment and Retention – Suzanne Aubin

1. List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs) / Énumérez les groupes ou les individus qui se rapportent à vous (comité, sous-comité, groupe de travail, postes au niveau national, section ou ramification)
 - Mentorat
2. Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre
 - Recrutement (par l'entremise d'Alex Benazri) d'une responsable du programme de mentorat
3. Status update on any activities you, as director, want to accomplish, outside of supporting your committee(s) / Mise à jour des activités que vous, à titre de directeur ou directrice, voulez accomplir en dehors du soutien que vous offrez à vos comités
 - Revoir les formulaires du programme de mentorat
 - Revoir le fonctionnement du programme de mentorat
4. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities) / Priorités pour le prochain trimestre (vos priorités à titre de directeur ou directrice et non pas les priorités de vos comités ou régions)
 - Revoir les formulaires du programme de mentorat.
5. Your own requests or questions for the national executive council (not your committees' requests, which are in their reports) / Demandes ou questions pour le conseil d'administration national (pas celles de vos comités, car elles sont dans leurs rapports)
 -

Director of Professional Standards – Arija Berzitis

1. List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs) / Énumérez les groupes ou les individus qui se rapportent à vous (comité, sous-comité, groupe de travail, postes au niveau national, section ou ramification)

- Certification Steering Committee (CSC)
- Standards Committee
- Academic Editing Special Interest Group (SIG)

2. Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre

Successes from Q1

- Helped arrange the EC exhibit table for the Humanities Congress in June 2025 at George Brown College in Toronto (Waterfront campus) with Emily Lam and Letitia Henville and their Academic Editing SIG. We cancelled the exhibit for 2024 and therefore received a half-price admission cost for this year. Even though we were late to register, we were able to receive the half-price admission cost, thanks to Natasha Bood.
- Even though the 2024 Standards has been published, I am very glad to see many of the original committee members still returning to monthly meetings of the post-2024 Standards Committee for continuing projects.

Challenges from Q1

- Recruiting volunteers for the Certification Steering Committee for exam prep. We hope to recruit one question writer for the Part A questions for the two exams running next November
- We also need piloters for those exams but some current committee members can be solicited to do that; also we are planning to revamp the Certification credentials so that more points would be awarded for exam prep.

3. Status update on any activities you, as director, want to accomplish, outside of supporting your committee(s) / Mise à jour des activités que vous, à titre de directeur ou directrice, voulez accomplir en dehors du soutien que vous offrez à vos comités

- I would like to reach out to other committees. I was very happy to hear Ellen Keeble volunteering to sit at our exhibit table at the June Congress as a volunteer to promote Editors Canada.

4. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities / Priorités pour le prochain trimestre (vos priorités à titre de directeur ou directrice et non pas les priorités de vos comités ou régions)

- My primary Q2 priority is the successful promotion of the volunteer opportunity around the Congress in June
- My other priority is recruitment

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

- The Standards Committee wants to issue an accessible Word version of the 2024 Standards, plus an ebook version. Greg Ioannou volunteered to publish the ebook version through his Colborne Communications company but was wondering whether there would be any conflict of interest seeing as he is a cochair of the committee.

Director of Publications – El Horner

1. **List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs) / Énumérez les groupes ou les individus qui se rapportent à vous (comité, sous-comité, groupe de travail, postes au niveau national, section ou ramification)**
 - Publications Committee
2. **Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre**
 - We have five exercises in development for Edit Like a Pro: Copy Editing (out of a projected six to eight exercises). Four of the exercises are in the testing phase.
 - The new draft of the EDI document is being written.
 - Collaborated with the national office to add watermark onto ELAP documents.
 - Successfully approved distribution of copies of ELAP volumes to contributing volunteers.
 - Having only one chairperson contributes to a heavy workload for this volunteer.
3. **Status update on any activities you, as director, want to accomplish, outside of supporting your committee(s) / Mise à jour des activités que vous, à titre de directeur ou directrice, voulez accomplir en dehors du soutien que vous offrez à vos comités**
 - I would like to continue to brainstorm ways to support the committee chair in strategizing a more manageable workload.
4. **State priorities for the next quarter (your priorities as director, not your committees' or region's priorities) / Priorités pour le prochain trimestre (vos priorités à titre de directeur ou directrice et non pas les priorités de vos comités ou régions)**
 - Recruit more exercise writers for Edit Like a Pro: Copy editing so we have all exercises needed for publication.
 - Complete the new draft of the EDI document and get member feedback and buy-in from the EDI committee.
 - Continue work toward ELAP name change.

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

- N/A

Director of Training and Development – Błażej Szpakowicz

1. List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs) / Énumérez les groupes ou les individus qui se rapportent à vous (comité, sous-comité, groupe de travail, postes au niveau national, section ou ramification)
 - Training & Development (Webinar) Committee
2. Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre
 - 2025 winter webinar season has launched successfully; everything is proceeding as normal.
3. Status update on any activities you, as director, want to accomplish, outside of supporting your committee(s) / Mise à jour des activités que vous, à titre de directeur ou directrice, voulez accomplir en dehors du soutien que vous offrez à vos comités
 - N/A
4. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities) / Priorités pour le prochain trimestre (vos priorités à titre de directeur ou directrice et non pas les priorités de vos comités ou régions)
 - Continue to support the T&D committee and my fellow directors.
 - Be available to host webinars if and when necessary.
 - Begin to plan 2025–2026 webinar season
 - Prepare to hand over my position to a new director of T&D and possibly to take on a new role in the NEC.
5. Your own requests or questions for the national executive council (not your committees' requests, which are in their reports) / Demandes ou questions pour le conseil d'administration national (pas celles de vos comités, car elles sont dans leurs rapports)
 - None at this time.

Director of Volunteer Relations – Suzanne Aubin

1. List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs) / Énumérez les groupes ou les individus qui se rapportent à vous (comité, sous-comité, groupe de travail, postes au niveau national, section ou ramification)
 - Member Services Committee
 - Volunteer Management Committee
2. Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre
 - Lancement non officiel du serveur Discord pour Réviseurs Canada
3. Status update on any activities you, as director, want to accomplish, outside of supporting your committee(s) / Mise à jour des activités que vous, à titre de directeur ou directrice, voulez accomplir en dehors du soutien que vous offrez à vos comités
 - Contacter les membres qui veulent faire du bénévolat au sein de Réviseurs Canada
 - Traduire des communications destinées aux membres
4. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities) / Priorités pour le prochain trimestre (vos priorités à titre de directeur ou directrice et non pas les priorités de vos comités ou régions)
 - Revoir l'accessibilité de ConnexionsBénévoles.
 - Épauler le comité Services aux membres dans le lancement officiel du serveur Discord de Réviseurs Canada.
5. Your own requests or questions for the national executive council (not your committees' requests, which are in their reports) / Demandes ou questions pour le conseil d'administration national (pas celles de vos comités, car elles sont dans leurs rapports)
 -

Appendix E – Q1 Committees/Taskforces Report



EDITORS
RÉVISEURS
CANADA

Q1 Reports

Committees & Taskforces

March 9, 2025

National Executive Council Meeting

Zoom

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Committees

Career Builder Committee – Holly Vestad

1. Status update on actions from your committee plan for the year / Mise à jour du plan d'activité de votre comité pour l'année

- A detailed plan of our quarterly goals and annual theme [can be found here](#)
- Job board initiative: we have created a media master list and have shared it with other chairs. As we plan for outreach, we are communicating with the chairs to ensure we do not duplicate efforts. Drafting language for our emails and social media posts to be included in those emails is ongoing. We have also asked the academic SIG if they are interested in reviewing our academic email and whether they have any good contacts to reach out to.
- Holly is in active communication with Michelle about a quote from Derrick for the Hub. We are finessing the details to ensure there is nothing we don't need that is included in the quote.

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

- A book coach interview series for *The Editors Weekly*
- A post on editing in the age of AI for *The Editors Weekly*
- Continue with job board initiative
- Continue developing the Hub

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

- Not at this time, though soon we will have materials for you to review for the job board initiative

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

N/A.

Certification Steering Committee – Saleh Waziruddin

1. Status update on actions from your committee plan for the year / Mise à jour du plan d'activité de votre comité pour l'année

- We did a rethink of the exams which will require less coordination and not require recruiting teams, and is an evolution of the past exam rethinks (e.g. 2020). Exam questions will be written by one person for each exam and then will be set by a committee member, validated by two exam setting pilots (instead of only one). The total setting personnel is reduced by one but eliminating any coordination. The principle is: fewer hands but not fewer eyes.
- We have a plan to coordinate with the Publications Committee to increase the credentials maintenance credits incentive for Certified Editors to volunteer on Edit Like A Pro.
- We have a plan to re-offer the promotional webinar on this year's certification exams in coordination with the Training and Development Committee.

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

- Marking 2024 exams
- Writing questions for 2025, 2026 exams with PES 2024
- Organizing promotional webinar on certification exams

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? / Combien d'argent de votre budget avez-vous dépensé? Est-ce que tout va bien de ce côté?

- We have not spent money yet but should have enough for the year.

Conference Committee – Melanie Pitman, Jenn Tonna

1. Status update on actions from your committee plan for the year / Mise à jour du plan d'activité de votre comité pour l'année

-

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

-

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

-

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

-

The Editors' Weekly [English-language blog] – Laura Bontje

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

- Item: Complete consolidation of the 1,300+ tags in use on the English site and review of links in archive of previous posts to update any broken URLs from website update.
 - Status: incomplete. This work was paused in Q4 2024 due to a shift in volunteer availability. Work is underway to complete this in Q1 2025.
- Item: 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.
 - Status: achieved and ongoing. Compared to 2023 and 2025, 2024 was a more difficult year for securing content. Nonetheless, we shared 48 posts from a range of new and returning contributors (plus some French translations of posts), with only one unplanned week off in the editorial calendar. These included posts with a focus on equity and inclusion, posts about new-to-the-blog editorial niches, and more. The five most-read posts published in 2024 were:
 - “Free (or Cheap) Tools for Freelance Editors” [series] (Holly Vestad and Alex Benarzi)
 - “A New Canadian Dictionary” (John Chew)
 - “The Effects of AI on Academic Editing” (Jennie Seitz)
 - “How Freelance Editors Plan for the Year Ahead” (Letitia Henville)
 - “Four Tips for Editing Sex Scenes” (Brenna Bailey-Davies)

2. Priorities for the next quarter

- Recruit and train a new volunteer proofreader in February or March 2025. Due to a recent change in schedule, Kay Pettigrew has elected to step back from the blog. We're grateful for her dedication to thoughtful editing and conscious language in her time with *The Editors' Weekly*!
- Support the onboarding of the French editorial team as they learn the process in Wordpress and Buffer in early 2025.
- Obtain commitments for posts to fill June, July, and August, with at least two posts related to new DEI topics and two addressing editorial niches that have not been covered on the blog.

3. Requests or questions for the national executive council

- None at this time

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

- N/A

Equity, Diversity and Inclusion (EDI) Committee – Traci Williams

1. Status update on actions from your committee plan for the year / Mise à jour du plan d'activité de votre comité pour l'année

-

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

-

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

-

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

-

L'Hebdomadaire des réviseurs [French-language blog] – Gaby Balan

1. Status update on actions from your committee plan for the year / Mise à jour du plan d'activité de votre comité pour l'année

- Commencer à publier du contenu régulier sur le blogue de langue française, l'Hebdomadaire des réviseurs. / Start publishing regular content on the French-language blog, L'Hebdomadaire des réviseurs.
- Solliciter de nouveaux sujets et encourager la participation de minorités sousreprésentées. / Solicit new topics and encourage the participation of underrepresented minorities.
- Publier des annonces pour rechercher des intéressés qui voudraient écrire pour le blogue de langue française. / Make announcements to look for interested people who would like to write for the French-language blog.

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

- Continuer à bénéficier du soutien de The Editors' Weekly (toute ma reconnaissance) pour l'intégration de l'équipe éditoriale française pour l'apprentissage du processus dans WordPress et Buffer ? / Continue to benefit from the support of The Editors' Weekly (all my gratitude) for the integration of the French editorial team for learning the process in WordPress and Buffer Editor's Professional Development in Editing.

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

- Quelles sont les chances de réouverture du programme de mentorat de Réviseurs Canada? / What are the chances of the Editors Canada mentorship program reopening?
- Est-ce que les bénévoles francophones de Réviseurs Canada pourraient bénéficier de mentors francophones ou bilingues? Comment l'association canadienne des réviseurs Canada va-t-elle les recruter ? / Could Editors Canada's Francophone volunteers benefit from Francophone or bilingual mentors? How will Editors Canada recruit them?

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

- N/A

Marketing and Communications Committee – Sarah Higgins

5. Status update on actions from your committee plan for the year / Mise à jour du plan d'activité de votre comité pour l'année

- *La revision vue par...* project is continuing apace as Michèle schedules and holds interviews (gathering content). After deliberation, it was decided the editing of the videos for this French installment of the *Meet an Editor* video campaign (English title) will be done in-house, as a collaboration between Michèle Lemieux (MarCom volunteer), Sara Abdul (Editors Canada staff member) and Michelle Ou (Editors Canada staff member).
- Pamela has been tracking social media analytics as usual: find the numbers in the [2025 Social Media Analytics](#) powerpoint. (Please note, 2024 numbers have been left in as a reference. Also note that the numbers are updated at the end of each quarter, so full numbers for Q1 will be available for the Q2 meeting.) We added a chart (from Buffer) tracking the most popular hashtags and types of content that resonate with users. Our Director of Marketing and Communications (Mina) asked if there was a way to track the engagement between members and non-members on our platforms – Pamela (the analytics volunteer) said generally no, because the platforms are open to anyone with an account on that platform. She added that in Facebook that kind of information can be tracked. As of January 9, 2025, there were 637 people in the [Editors Canada – Members-Only Private](#) Group on Facebook, and 32 people in the [Réviseurs Canada: groupe privé pour members seulement](#).
- Ambassador program: Lucy continues to review edits and post-presentation evaluation form to measure audience engagement/reception. Updating contact list to share with the Career Builder Committee, as there may be some opportunities to co-ordinate on projects.
- Successful launch of ELAP: Structural Editing. MarCom (Cynthia and Sarah) created a social media campaign to promote the publication, which Michelle Ou ran. Also, Sue successfully updated evergreen social posts (with Michelle Ou), before stepping back from volunteer duties.
- Stephanie has been keeping the visual metaphor campaign ticking along. We put out calls for suggestions of metaphors, along with a call for a graphic designer/visual artist volunteer to help craft the chosen image, in the November and January e-news, and gotten one suggestion back. We've mocked up that suggestion, and shared it (along with the original image Stephanie found) with the committee for feedback. We plan to finalize the option that gets the most positive response, and then work with Michelle Ou to ensure it's branded correctly and then get it out on our platforms.
- LinkedIn: The Francophone branch continues to contribute posts for LinkedIn, and Pamela schedule the posts in Buffer, which has helped generate traffic to the platform. There haven't been monthly volunteers interested in hosting LI in a couple months.

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

- MarCom is undertaking a new project, in conjunction with Michelle Ou: migrating our social media account from X to Bluesky.
- Completing the *La révision vue par...* project, creating & launching social media campaign promoting project in both languages.
- Completing visual metaphor campaign (as outlined above).

- Collaborating with other committees as needed. Some collaboration has already happened with the Membership Committee and the Career Builder Committee, and it's always fruitful.
- Finding volunteers to be monthly hosts for our LinkedIn account.

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

Here follow a few questions raised by volunteers at the last MarCom committee meeting:

- Does Editors Canada have a policy around the use of AI?

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

- No money has been spent from the budget yet.
- One budget line item has been changed: no external editor will need to be hired for the *La révision vue par...* project (see update above).

Member Services Committee – Maylon Gardner

1. Status update on actions from your committee plan for the year / Mise à jour du plan d'activité de votre comité pour l'année

- The Welcome Kit has been thoroughly reviewed and revisions have begun in earnest. Delivery of first draft first week of March.
- Committee integration with other committees going smoothly and fostering positive bonds.
- Actively looking into making more connections with and between members by creating social events, a Discord, and generating more 'buzz' about EdCan as an organization.

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

- Completely polish the Welcome Kit.
- More effort will be made for social events (currently testing a few ideas Mar 21), particularly getting engagement from experienced editors (other initiatives exist alongside for newer editors).
- Finish Discord server to present to NEC as a viable social and resource option for EdCan members.

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

- What is the Members Services' budget for 2025?

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

- Zero spend so far, but I do not know the budget for this committee.

Mentorship Committee – Jenn Rossiter / Sara Abdul

1. Status update on actions from your committee plan for the year / Mise à jour du plan d'activité de votre comité pour l'année

New committee chair Jenn Rossiter was voted in February 2025.

Committee chair met with Sara Abdul from the office for background on the current committee action plan.

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

- Rebuild mentor database through a call for mentors campaign and outreach to existing mentors to confirm their continued interest in being a mentor.
- Create instructional information for mentor-mentee matching.
- Re-engage committee members by holding regular meetings and assigning roles.
- Run a spotlight campaign on the mentorship program through email blast, social media and cross promotion with partner organizations.

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

- Please promote the mentorship program in your networks. Share any e-blasts or social media posts when you see them.

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

- We haven't spent or made any money yet this year.

Publications Committee – Matthew Long

1. Status update on actions from your committee plan for the year / Mise à jour du plan d'activité de votre comité pour l'année

- We have five exercises in development for Edit Like a Pro : Copy Editing, out of a projected six to eight exercises. Four of the exercises are in the testing phase.
- The new draft of the EDI document is being written.
- Collaborated with the national office to add watermark onto ELAP documents.

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

- Recruit more exercise writers for Edit like a pro : Copy editing so we have all exercises needed for publication.
- Complete the new draft of the EDI document and get member feedback and buy-in from the EDI committee.

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

- When the new draft of the EDI document is ready, who needs to read and approve before we coordinate web publication?

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

- Noting that invoices from the graphic designer were submitted for ELAP: Structural Editing. We are not currently expecting any more invoices for that project.

Standards Committee – Laura Seguin, Greg Ioannou

1. **Status update on actions from your committee plan for the year / Mise à jour du plan d'activité de votre comité pour l'année**

- We are making progress on the Glossary project . We have devised a list of terms and are deciding on which terms to include by March 7.
- The hosts of the Editors' Vine have agreed to let us use the June 3rd meeting to host a national roundtable on *Professional Editorial Standards 2024*. We will use this meeting to gather member feedback on the Standards.
- We are working towards creation of other formats of PES 2024, including Word and ebook versions, designed for accessibility.
- We have recruited some new members to our committee. We are hoping to recruit some government editors to help promote the Standards and provide feedback at the June meeting.

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

- Continue working on the Glossary project. Once terms are decided on, begin work on finalizing entries for those terms.
- Work on an agenda and plan for the Editors' Vine meeting
- Prepare an e-news update for May, to notify members of the roundtable
- Continue drafting a blog post for Our Languages blog

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

- Is there an Editors Canada zoom account that would allow for meetings without time limits?
- We will require a designer to prepare the Word version of PES for publication. This will require a budget and contract.
- Does the NEC have any preferences of publishers for the ebook version of PES? Is there a conflict if a member has offered their company's services as a donation.

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

- No money spent

Student Relations Committee – Laura Jones

1. Status update on actions from your committee plan for the year / Mise à jour du plan d'activité de votre comité pour l'année

- We have a student social planned for Sunday, March 16, with the theme of getting started as an editor.
- We have started a conversation series in the student affiliates Facebook group on helpful resources for editors.
- A new volunteer has joined the committee; two volunteers have also stepped back from the committee.
- After several rounds of review within the committee, we have finished a draft of the post-secondary connections presentation. It has been shared with the NEC for approval. We also finished updating our post-secondary contacts spreadsheet.

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

- Complete the post-secondary presentation based on NEC feedback and translate it into French. Consider recording the presentation. Potentially start reaching out to post-secondary institutions (assuming the presentation does not need substantial further work).
- Post regularly in the Facebook group and encourage discussion among the students. Generally create a safe space for student editors to ask questions and interact.
- Promote the March student social and begin planning for a second student social in June.

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? / Combien d'argent de votre budget avez-vous dépensé? Est-ce que tout va bien de ce côté?

- So far in 2025, we have not used any of our budget yet, but we will be using \$25 for a gift card for an attendee of the March student social (to encourage attendance/participation). Everything is on track!

Training and Development Committee – Katherine Morton

1. Status update on actions from your committee plan for the year / Mise à jour du plan d'activité de votre comité pour l'année

- Launched the 2025 winter webinar season and offered early-bird and bulk discounts.
- Held 10 webinars in Q1, 1 French and 9 English, including prep sessions.
- Promoted webinars through social media, including Instagram promotions by the MarCom committee.
- Continued cross-promotion partnership with Simon Fraser University, promoting Editors Canada webinars to SFU newsletter recipients and promoting SFU courses to Editors Canada members.

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

- Continue to assist MarCom in producing Instagram videos for webinar promotion.
- Hold webinars as planned in the schedule.
- Continue to cross-promote with SFU.
- Cross-promotion with the Toronto Indie Authors Conference: 10% off promo code for webinar recordings. They are providing a promo code for Editors Canada members.
- Follow up on the development of more free webinars for members; planning
 - Revenu Quebec on taxes for editors in Quebec
 - CRA for corporations on taxes
 - Editors Canada certification for next exams (in collaboration with the Certification Committee)
- Begin to plan for the fall 2025 webinar season.
- Planning for two panel presentation webinars.
- Continue to try to recruit a French social media volunteer.

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

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

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

- We've spent \$1,219.54 on presenter payments.
- We've made \$9,678.10 in sales on webinars and webinar recordings.
- Everything is on track.

Volunteer Management Committee – Ren Baron

- 1. Status update on actions from your committee plan for the year / Mise à jour du plan d'activité de votre comité pour l'année**

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

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

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

Taskforce

Quebec Insurance Taskforce / Groupe de travail sur l'assurance au Québec

1. **Status update on actions from your committee plan for the year / Mise à jour du plan d'activité de votre comité pour l'année**
2. **Priorities for the next quarter / Priorités pour le prochain trimestre**
3. **Requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national**
 -
4. **How much money from your budget have you spent? Is everything on track? / Combien d'argent de votre budget avez-vous dépensé? Est-ce que tout va bien de ce côté?**

Other

Academic Editing Special Interest Group (SIG)

1. Status update on actions from your committee plan for the year / Mise à jour du plan d'activité de votre comité pour l'année

We now have over 900 members and a volunteer management team onboarding new volunteers. Administration and Communication initiatives: Our newsletter continues to go out monthly with SIG announcements, events, resources, and more. We retired ClickUp as a project management tool after surveying the Leadership Team and will instead transition to Slack for communication and Google Sheets/Docs for tracking. Emily and Christine Bucher to coordinate expanded social media efforts and will get new volunteers involved soon. Editors Canada was open to the SIG setting up social media profiles, whereas EFA did not approve at this time; we will hold off on this initiative for now. Our webpage on the Editors Canada's website can be found at <https://editors.ca/academic-editing-special-interest-group/> and we are developing a new webpage to be hosted on the EFA's site.

Advocacy initiatives: We continue to reach out to scholarly societies to see how we might offer their members resources to help make academic editors more visible to their membership.

Education and Training initiatives: The SIG has connected with Sara Abdul to open lines of communication with Editors Canada around advocating for more webinars on academic editing topics. We also hope to recruit more Editors Canada members to the SIG as most current members are associated with the EFA.

Programming, Events, and Book Club initiatives: From November to February, we hosted four Coffee Chats (research grant editing, continuing education & professional development, establishing rates & project scope, and negative feedback), two Book Clubs (*Chicago Guide to Communicating Science* and *Black Feminist Writing*), three Research Grants Community of Practice meetups (group overview/goals, summary/one-pager best practices, and lay summary best practices), one volunteer social (end-of-year), and one VolCall. Recordings of select events are captioned and posted to [YouTube](#). A list of events is available at the bottom of [this EFA page](#).

Diversity, Equity, and Belonging (DEB) initiatives: We recruited volunteers from the January "VolCall" event and now have the capacity to move forward with this committee. The goal is to have the committee collaborate and engage with all other SIG committee groups.

SIG Mission, Vision, and Values: Work is underway for our Mission, Vision, and Values document that will inform our strategic planning going forward.

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

- We will have a booth at Congress 2025 and are looking for volunteers to help table at the event. We will also coordinate with the head office to see what items we can give away to people who visit our booth.
- We will continue our regularly programmed events and will continue developing educational and training opportunities

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

- We would like to request a budget for an Editors Canada Academic Editing SIG logo. In May 2024, Michelle Ou advised that it had cost about \$600 for Editors Atlantic's logo. Did the NEC come to a decision about this request?

- Budget request update: We would like to request \$200 for 1 to 2 educational workshops/webinars in the 2024-2025 fiscal year (instead of \$450 for 3 workshops). These workshops and webinars would cover core academic editing skills and diversity topics, and the funding would be used for speaker honoraria.
- We would like to request \$150 (3 x \$50/pass) for 3 additional Congress passes. [We have 6 free passes but with needing 2 volunteers x 2 shifts x 6 days coverage, we will need more]

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

- Editors Canada approved funding for Congress 2025. Other than this, we have not received any budget from Editors Canada to date.

Appendix F – Q1 Branches & Twigs Report



EDITORS
RÉVISEURS
CANADA

Q1 Reports

Branches & Twigs

March 9, 2025

National Executive Council Meeting

Zoom

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Branches

Editors Québec / Réviseurs Québec – David Brême

- 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**
 - David Brême oversees networking activities for 2024–2025. Four activities are planned for October, November 2024 and February, June 2025. Update: We held a social event on October 20 and November 2, 2024, for our members. Both meetings were held in person; the first was in Montréal and the second in Québec City. We already had a social event on February 8, 2025, in Montréal and will focus on one for the end of Q3. *David Brême supervise les activités de réseautage pour 2024-2025. Quatre activités ont été prévues pour octobre et novembre 2024 et pour février et juin 2025. Mise à jour : nous avons organisé une rencontre le 20 octobre et une deuxième le 2 novembre 2024 pour nos membres. Les deux réunions ont eu lieu en personne, la première à Montréal et la seconde à Québec. Nous avons déjà tenu une activité de réseautage le 8 février 2025 à Montréal et nous nous concentrons sur un événement pour la fin du troisième trimestre.*
 - Recruited three new volunteers with three specific tasks: translation of texts in English, update the Editors Québec website and a person is being trained to become secretary to replace Geneviève Côté at the end of her mandate in June 2025. *Recrutement de trois nouvelles bénévoles avec trois tâches spécifiques : traduction de textes en anglais, mise à jour du site Internet de Réviseurs Québec et une personne est en formation pour devenir secrétaire en remplacement de Geneviève Côté à la fin de son mandat en juin 2025.*
 - Training activities for our members: We have planned four webinars on Artificial Intelligence (AI) for January, February and March 2025. All four are delivered both in French and in English for a total of eight sessions. *Activités de formation pour nos membres : nous avons planifié quatre webinaires sur l'intelligence artificielle (IA) pour janvier, février et mars 2025. Les quatre webinaires sont donnés en français et en anglais pour un total de huit séances.*
 - Editors Québec has sponsored the 2024 Congrès de l'Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ). This contribution was intended to give our association a higher profile in the language community. *Réviseurs Québec a commandité le Congrès de l'Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ) en 2024. Cette contribution visait à assurer une visibilité à notre association auprès de la communauté langagière.*
- 2. Priorities for the next quarter / Priorités pour le prochain trimestre**
 - Promote our two webinars on AI in March. Continue to approach a person on cybersecurity to offer another webinar in May. *Promouvoir nos deux webinaires sur l'IA en mars. Poursuivre les démarches auprès d'une personne spécialisée dans la cybersécurité afin de proposer un autre webinaire en mai.*
 - Create content for the new Editors Québec microsite so that it is completed by May. *Créer le contenu du nouveau microsite de Réviseurs Québec pour qu'il soit complété en mai.*
 - Set AGM date for this year. *Fixer la date de l'AGA pour cette année.*
 - Continue to recruit new volunteers and delegate relevant tasks. *Continuer de recruter des bénévoles et leur déléguer les tâches pertinentes.*

- 3. Requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national**
- None at the moment. *Aucune pour le moment.*
- 4. How much money from your budget have you spent? Is everything on track? / Quel montant de votre budget avez-vous dépensé? Est-ce que tout se passe comme prévu?**
- For the current program year, from July 1, 2024, to June 30, 2025, we anticipate revenues of approximately \$8,833.69 and expenses of \$7,240.00. This will leave approximately \$1,593.69 available for any special projects that may arise during the year. *Pour l'année de programmation courante, soit du 1er juillet 2024 au 30 juin 2025, nous anticipons des revenus d'environ 8 833,69 \$ et des dépenses à hauteur de 7 240,00 \$. Nous disposerons ainsi d'environ 1 593,69 \$ pour tout projet spécial qui pourrait survenir d'ici la fin de l'exercice.*
 - From July to December 2024, we earned \$1,524.21 in revenues and incurred \$273.30 in expenses. *De juillet à décembre 2024, nous avons engrangé 1 524,21 \$ de revenus et nos dépenses ont atteint 273,30 \$.*
 - We have sufficient liquid assets to cover anticipated expenses until the end of the program year. Everything is on track. *Nous disposons de liquidités suffisantes pour couvrir toutes les dépenses prévues d'ici la fin de l'exercice. Tout se déroule 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**
 - We keep engaging our member base by encouraging them to share ideas and suggestions
 - Our flagship branch event, i.e. Speaker Night, is stronger and more popular than ever. We've hosted poetry reading (with a cookie exchange), a panel on artificial intelligence (AI), a plain language event led by an international speaker, etc. In March, we're hosting an author who is launching a new book.
 - We are overhauling our professional development program:
 - Carolyn Brown is leading a task force with a team of about 10 experienced professional editors.
 - The task force is currently conducting an environmental scan to learn about offerings from the Ottawa-Gatineau region, from the rest of Canada, and even internationally.

- 2. Priorities for the next quarter / Priorités pour le prochain trimestre**
 - Diversify offering for our member base
 - Develop content and events for Francophone members
 - Leverage local events for promotion - be out there as much as possible (book fairs, literary events, etc.)

- 3. Requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national**
 - Is it possible to have a centralized registration system for all branches offering professional development?
 - How do we open up branch events to members across Canada? Can National share information like that or push to branches on a regular basis?

- 4. How much money from your budget have you spent? Is everything on track? / Quel montant de votre budget avez-vous dépensé? Est-ce que tout se passe comme prévu?**
 - We are on track.
 - We've spent upwards of \$200 on honoraria for Speaker Night

Editors Toronto – Adrienne Bartl, Gulsum Salimova

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 work on updating detailed roles on the executive volunteer committee and streamlining the process for new member onboarding to help with the transition process of new members in the year(s) ahead.
- We are aiming to recruit a vice-chair on the executive committee with a focus of increasing the presence of the branch at in-person community events such as The Word on the Street Festival and the Toronto Indie Author Conference.
- BoldFace editors (past and incoming) led a massive project of updating the blog and branch style guide incorporating suggestions from other branch exec volunteers.
- Our BoldFace co-editor-in-chief has confirmed they have content ready as far ahead as May however they are looking for new volunteer copy editors to avoid burnout in existing volunteers.
- Program topics and potential speakers have been mapped out for the rest of this season and ideas proposed for next fall.
- Our programs-chair consulted a Heritage Interpreter and led an initiative to create a land acknowledgement for Editors Toronto. The executive volunteer committee added suggestions to craft and personalize a land acknowledgment that resonates with the goals and responsibilities of the Editors Toronto community.

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

- Recruit copy editors for BoldFace and a vice-chair on the executive committee.
- Plan ahead for vacancies in 2025-26 resulting from exec members reaching the end of their terms.
- Plan and promote a year-end event for members.

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?

- We are on track. We have funds accumulated both from the pandemic closures and the continued reduction in costs by hosting our monthly events online.
- We are also looking for efficiencies in our spending as well as additional ways to benefit from the services we pay for, such as CanvaPro.
- Using our surplus, we are hoping to host more in-person events for members and to participate more fully in Toronto events, both of which should increase member engagement and awareness of the organization beyond our membership.

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're continuing our usual activities, including blue pencils.
 - Looking into additional opportunities to connect with writers and others in need of editing.

- 2. Priorities for the next quarter / Priorités pour le prochain trimestre**
 - Editors BC views this as a rebuilding year; we're continuing to build relationships in the community.
 - Planning PD seminars for the coming months.
 - AGM

- 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?**
 - Everything is on track. This will probably be a lean year because of rebuilding efforts, but we're not in danger of going into the red.

Twigs

Editors Hamilton-Halton – Jenny O'Reilly, Jen Jilaney

- 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 twig has been meeting monthly since September, alternating between in-person and virtual settings.
 - Our meetings have consisted of guided discussions and members presenting on their editing niches.
 - We have been sending twig newsletters monthly and posting to Instagram and LinkedIn.
 - Our Blue Pencil volunteer program, in partnership with the Hamilton Public Library, has had a very successful start. Beginning in October we have been doing one round per month. We intend to continue running it monthly until the summer.

- 2. Priorities for the next quarter / Priorités pour le prochain trimestre**
 - We are exploring new locations and days/times to hold our in-person meetups. This is to provide more options for people to attend.
 - We plan to run one session of a virtual “webinar club” between now and July. We have had input from Ellen Keeble on how other twigs have organized this.
 - Jen Jilany (co-chair) is exploring the possibility of a presence at the Hamilton literary festival, gritLIT – advertising for the Blue Pencil program and/or some live manuscript consults.
 - We are planning to create a member library of editing resources – still in planning stages

- 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?**
 - No expenses incurred since the Q3 report. We intend to use our budget to give members a discount on the recorded webinar we choose for our webinar club.

Editors Kitchener-Waterloo-Guelph – Jolanta Komornicka, 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

- Monthly event on the evening of the 4th Wednesday, format alternates in-person and virtual.
 - In-person. Dinner social. Location cycles through cities of Kitchener, Waterloo, Cambridge, and London.
 - Virtual. Book club or a presentation.
- Semi regular in-person coffee social on a Saturday. Location cycles through the cities.
- Participated again in Eden Mills Writers' Festival (September 2024).
- Hosted a presentation on AI by Thad McIlroy, who studies and reports on the effects that AI is having on the book industry (January 2025, virtual).

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

- Continue scheduling of monthly events.
- Continue to include London in the cycle of locations for in-person dinners and coffee socials.
- Recruit a co-chair for after Lloyd's term ends.
- Plan AGM for May

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

- A new member experienced difficulties using the national website. Their suggestion is to, in the welcome email, describe the steps and pages of the process, e.g., findjoo, password creation, etc., so that the new member experience is as stress free as possible.

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?

- Spending is as expected.
- Eden Mills Writers' Festival (EMWF) total cost was \$398.62

Table	\$100.00
printing of brochures	94.92
reimburse entrance fee	135.60
books for draw	68.10

- Honorarium for presentation in January 2025 was \$100 USD.

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

- Karen and Jackie were re-elected as co-chairs at the January AGM.
- We sent out a survey in January 2025 that had a strong response rate (40 replies) to get input on member preferences. Members appreciate the cadence of activities and find them valuable. They want to see more advanced professional development and longer workshops. Members also want to see partner opportunities with aligned groups, such as we do for When Words Collide. We hope to fulfil those member desires this year.
- Our book club continues into its fourth year. We meet approximately every six weeks in person and virtually to discuss the book club pick.
- In January 2024 we began YYC Webinar Club, in which members buy a webinar recording, watch it together, and then discuss the presentation as a group. This event has been popular. Members especially like the discount the twig provides.
- We host at least one event monthly, often two. They are a mix of more formal training (e.g., guest speakers, YYC Webinar Club) and more informal gatherings (e.g., coffee chats, #stetwalks, in-person social events). We plan mostly virtual events as many members are outside of the Calgary area.
- We send a monthly newsletter (Twig Talk) that includes a recap of the previous month's activities, upcoming events to join, other events of interest, resources, and news from HQ.
- We are planning to launch a lending library and resource hub in the coming weeks.

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

- Continue to hold formal and informal events.
- Continue to send out regular communications: Twig Talk, event reminders, job opportunities.
- Work on getting advanced professional development speakers, investigating partnership opportunities, and launching the lending library.

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

- Any recommendations for advanced workshop facilitators are welcome.

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 don't have a budget. I (Karen) am not sure.

Editors Kingston – Danielle Anderson

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 trying to have more in-person gatherings as those are what our members seem to enjoy most. We are continuing to hold Zoom meetings as well to accommodate out-of-town members and give us access to a wider variety of speakers.
- We have had three meetings so far this year, with two being in-person and one being over Zoom. The in-person meetings had a decent level of attendance, the Zoom meeting was very poorly attended.
- A volunteer has joined the team to run social events. She has begun a monthly coffee social and organized a holiday dinner social, both of which had a moderate level of attendance.
- We have one more Zoom meeting coming this year, for which we've brought in a bigger-name speaker and will be advertising to the other branches. I anticipate this one will have better attendance.

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

- I am hoping to foster some discussions with our members about our diminishing attendance numbers and how we can solve the problem. We may need to change how we approach our meetings in the new year to better serve the members of our group.

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

- None at this time.

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

- We have spent a little over \$500 so far this year and will be spending another \$500 on the speaker for our final meeting. We currently have a surplus budget we are working through, so we are fully on track for the year.

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?
 -

Editors Barrie – JJ Wilson

- 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**
 - Maintain membership through online connections
 - Increase our community profile with in-person events through the local libraries
 - Host another online contest to encourage discussions about writing and editing
 - One of our members, Robin Isard, continues to assist head office with making Google Workspace more accessible to members for collaborative work
 - Another member, Amy Lewis, is acting as a consultant with Suzanne Aubin about the new member experience
 - EB delivered an active workshop on editing through Barrie Public Library
 - Hosted table at Local Authors Book Fair – made contacts and connections and provided outreach for EB and its members
 - One member encountered a difficult client and EB tried to write a protocol for handling this tricky situation. Submitted to Ellen Keeble for review.
 - Micheel Ou asked for an Event Checklist – EB provided their version.
 - Ellen Keeble was seeking a Year-in-Review which EB provided with our latest achievements.

- 2. Priorities for the next quarter / Priorités pour le prochain trimestre**
 - Continue to work on in-person engagement through actual events
 - Mentor new members as they appear
 - Investigate Land Acknowledgement for Editors Barrie. Not all of our members are happy with this. We understand Editors Canada may develop something to be used by every branch and twig in conjunction with Indigenous Editors Association
 - Produce regular posts to access meetings and workshops across Editors Canada – create an open invitation and make links available
 - Robin Isard volunteered to create a standardized job ticket for outgoing employment opportunities. EB would like to generate an equal opportunity approach for potential editors

- 3. Requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national**
 - We'd like to offer a Welcome Package to new members as they join. We understand that Member Services will update the Welcome Kit in 2025.

- 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?**
 - EB ordered and purchased a table banner for in-person events – custom print (\$180?)
 - EB purchased reprints for in-person events (\$34)

Editors Atlantic – Heather White, Melanie Pitman

- 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**
 - Have tried to maintain monthly webinars
 - Sending a fun, informative monthly newsletter
 - Sharing initial information regarding the 2026 national conference being held in Halifax

- 2. Priorities for the next quarter / Priorités pour le prochain trimestre**
 - Planning for the 2026 conference
 - Continue holding monthly webinars
 - Revitalize social media accounts
 - Increased engagement

- 3. Requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national**
 - Ideas for webinars and ways to increase member engagement would be helpful

- 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?**
 - \$150 on website hosting
 - Would possibly like to purchase a social media management program/subscription