

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

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**National Executive Council  
Meeting Minutes**



**EDITORS  
RÉVISEURS  
CANADA**

**November 10, 2024**

**Zoom**

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**PRESENT:**

**NATIONAL EXECUTIVE COUNCIL (NEC)**

Alex Benarzi	Vice-President
Maria Frank	Past President
Tara Avery	Treasurer
Lori Perrie	Secretary
Arija Berzitis	Director, Professional Standards
Suzanne Aubin	Director, Member Recruitment and Retention
Błażej Szpakowicz	Director, Training and Development

**OTHERS**

Natasha Bood	Executive Director
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**REGRETS:**

Kaitlin Littlechild	President
Ellen Keeble	Director, Branches and Twigs
Mina Holie	Director, Marketing and Communications

## 1. Call to Order

Alex called the meeting to order at 1:04 p.m. EST.

## 2. Land Acknowledgement

Alex read the land acknowledgement.

## 3. Approval of Agenda

MOVED BY Suzanne Aubin  
SECONDED BY Maria Frank

that the NEC approves the agenda.

Carried

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

**Item #3:** 2025 Awards Presentation: Begin work with the conference committee for a possible virtual event

Lori to remove Tara's name from any action items that include conference tasks. Tara says if there are any questions that people can ask her. Maria says the awards coordinator reports to Alex, so Alex's name should be put on this item. Alex says that his name can be added.

**Item #4: Volunteer Awards:** Start the process for an NEC vote to change the procedure for volunteer award nominations

Lori is wondering if this discussion will get rolled into the rest of the awards discussion. Maria says that the action item pertains to the President's Award and that that award isn't overseen by the awards coordinator.

Items including French certification exams and Edit Like a Pro for Francophones are being overseen by Suzanne. Suzanne says these are ongoing items and that she needs to contact the people who have shown interest in French certification and the French standards (to be updated).

## **5. Partnership with the Federation of BC Writers**

MOVED BY Suzanne Aubin

SECONDED BY Błażej Szpakowicz

that Bryan Mortensen be given a voice at the meeting

Carried

Bryan Mortensen is the executive director of the Federation of BC Writers (FBCW). He did a presentation for Editors BC and has been working with Editors BC for the last two years in particular. Bryan has a presentation to share with the NEC.

FBCW has been around since 1976 and represents folks in cross genres of writing as well as people who have never written up to people who have written many texts. The organization has seen a lot of growth over the last four years. They have close to 2000 members. Four years ago, they had 760 members, so there has been a lot of growth. There is a lot of digital work at FBCW because their population is so scattered. Quite a few editors work with FBCW and advertise with them. The main focus is what writers and editors have in common with the goal of linking writers and editors. The core value is to promote excellence in writing but that isn't always possible without an editor.

FBCW has quite a few projects on the go with Editors BC, especially live editing sessions. Tara Avery and Kyle Hawke have been instrumental in organizing these sessions and have worked to dispel the fear about writers working with editors. Some writers believe that editors are there to censor or point out flaws in writing and Tara especially has worked to dispel that notion.

The FBCW has lots of projects coming up, including Edit Fest, "speed dating" with editors so writers can get matched up with editors, one-on-one problem solving with the editor in residence, etc. They are also working on week-long events with each week being theme based.

This proposed project came about through anecdotal conversation with writers and editors across BC and across government about how the literary culture in BC is in trouble. Bryan sent out a survey to members of FWBC; many survey respondents said that it was more difficult to get grants, and no one said it was easier. They are seeing a lot of burnout with writers. They also found that a lot of similar organizations are on the cusp of collapse within the next two years. Since the survey, three of these organizations have shut down. The BC NDP government has not

given money to the arts since they have been in power. It's almost impossible to get funding for literary organizations.

Without writers, there's less work to edit. As a provincial organization, it's very important to champion writers from BC, just like partner organizations across the country advocate for their own local writers. FWBC has concluded that they need to be their own solution because grants are harder to get, sustainability is harder to accomplish, and inflation is rising.

The goal is to fund writers from across Canada to pay for editors from Editors Canada. FBCW will set up a grant rate for developmental edits and similarly costed projects. Editors Canada and FBCW will collectively decide on the process. FBCW will market, administer and disperse the grant funds with support from Editors Canada. They will establish a committee to review applications; this committee would include people from both organizations and potentially other partners. Both FBCW and Editors Canada will fundraise to grow the fund. The endowment fund needs \$10,000 to start up.

All funds are dispersed to members of Editors Canada in exchange for services rendered to writers across the country. Editors would need to have an active membership in Editors Canada to be considered for work. The program reinforces that professional editing has value and that editors need to be fairly compensated for their work. Members receive direct financial benefit and this can be used to grow Editors Canada membership.

For FBCW, it would fill a gap in funding for writers. FBCW would also increase its national profile, leading to more members, event registration and participants. As the administrators of the fund, it allows FBCW to increase hours for their team, which would create stability as they work to meet their goals as an organization.

Bryan did a breakdown of costs and when this project would be viable. From an administrative standpoint, under \$300,000 would be too much for cost administration and not enough money to grants. Once the \$350,000 level is reached, it would start to even out.

The admin costs are communications and admin work, accounting and transaction fees, marketing, evaluation committee compensation and website maintenance.

FBCW and Editors Canada would get there by orienting our organization toward fundraising. There are sometimes matching programs that can help build an endowment fund. Large gifts would help build the endowment fund. FBCW proposes a joint fundraising committee with Editors Canada that engages members to donate.

There is precedent for this type of project. Access Copyright promotes equitable copyright across Canada. They work with universities and presses. They have a partnership with the Saskatchewan Writers Guild.

Natasha asks about the kind of historical fundraising FBCW has done and what amount they earn each year. FBCW is newly reoriented toward fundraising but other organizations Bryan has been involved in (e.g., University of Alberta) brought in \$1 million. We would want to plan something that wouldn't compete with the type of fundraising that already happens at Editors Canada. You always want to make sure that there are secondary fundraising goals in case people aren't drawn to the main fundraising opportunity. FBCW has brought in about \$8,000 so far this

year but it has been a major shift to fundraising that only started this year. In under a week, they brought in \$2,000 for a silent auction. Bryan recommends low-stakes and low-risk fundraising opportunities. FBCW has seen that donations on a monthly basis have been going up significantly.

Alex asks about setting up a committee to evaluate the grant proposals. Bryan says he envisions it being a 50/50 committee between FBCW and Editors Canada and the committee would grow as the amount of money in the endowment grows. The committee would need one editor and one writer at least.

Alex asks how the editors would be selected. Bryan says they would be picked by Editors Canada. Alex says that would require a committee on our end. Tara says that committee would be paid, which isn't usual for Editors Canada.

Bryan says that this is a long-term project; it doesn't need to be set up and running this year.

Tara says that, when Bryan gave this talk at Editors BC, they had more people show up to the meeting and people were excited about the idea. It's a long-term goal to look forward to and is different than the types of goals that Editors Canada usually has.

Alex's sticking point is that it would force Editors Canada to set up a metric for editors in order to choose an editor for the funding. It's not something that Editors Canada usually is involved in. Bryan says the writers would usually be responsible for finding an editor. They could go to the Editors Canada website to choose an editor in good standing.

Tara says finding the right working relationship between editor and writer can't be forced. It becomes the writer's responsibility to find an editor who is accepting work. It would be something that Editors Canada members would know is out there but they wouldn't have to do any work to get it.

## **6. Q4 Reports and Requests**

### **Career Builder Committee:**

Requests the NEC's permission to begin a media campaign reminding key organizations and publishers of the value of the job board. Is there any feedback the NEC would like to share about this idea before we begin drafting our list and graphic?

Alex asks if the committee has permission to go ahead with this. Natasha asks if there's a cost associated with it. Błażej thinks they can go ahead without a vote.

### **Director of marketing and communications, Mina Holie:**

Have the national office and NEC ever considered switching our current primary platform from Google to Microsoft?

Natasha says that we moved to Google Workplace because it was recommended by our tech company since they are able to provide service and backup on it and also so many of our members are confident in Google. Switching again after only two years wouldn't make sense. Project management tools we have a subscription to include Tech Soup for

not-for-profits, which gives us access to other software at a very low price. Once we have the knowledge management piece worked out with the strategic plan consultant, we can look more into accessing and using these tools after a lot of research and thought. Alex agrees with the concerns Mina raises and thinks Google is lacking in accessibility, etc. but the problems won't automatically be fixed by moving to Microsoft.

NEC files contain duplicate documents with the same title modified by different people in different years as well as outdated, irrelevant documents (no longer fitting our current practices) in Google Workspace. This has created a cluttered and user-unfriendly cloud environment. Will we leave them as is?

Natasha suggests that, if any director finds a file that isn't being used anymore, they can remove it from the Google Drive. Being proactive and leaving the most recent document in the Workspace as a Google Doc would be great.

Do we have the French version of the "Editors Canada Guidelines for Committee Chairs and National Positions" document? Have we maintained the version copies of various documents, or have they been archived with restricted access somewhere?

Natasha says there is a price for translation, so she doubts that every different version of the Guidelines has been translated. Suzanne asks if we have any French version of the Guidelines. Natasha says that we should send the most recent version of the Guidelines to the volunteer French translators. Alex will check the Workspace to see if we have a French version somewhere. If not, Suzanne will send the English to the translators.

Please review my proposed new mandate for the *L'Hebdomadaire des Réviseurs* managing editor role and revised mandate for *The Editors' Weekly* managing editor role (see my email sent to the NEC on November 7).

This is being taken care of over email.

### **The Editors' Weekly:**

Update on previous budget request: In the 2024 Q3 report, *The Editors' Weekly* proposed a budget request to gain access to better blog analytics. After a recent plugin update on the WordPress site, we have regained access to the previously missing analytics. At this time, we do not believe any investment in additional analytics is required.

### **Academic Editing SIG:**

We would like to request budget for an Editors Canada Academic Editing SIG logo. Back in May, Michelle Ou advised that it had cost about \$600 for Editors Atlantic's logo.

Natasha asks if they want us to put it into the 2025 budget. Tara says all their requests look like budget requests.

We would like to request funding to support our presence at the Congress of the Humanities and Social Sciences in Toronto from May 30 to June 6, 2025. For Congress 2024, a 10' x 6'6" hardwall booth package cost \$2,100. Assuming that Editors Canada will receive a 50% credit

towards Congress 2025, we anticipate the booth will cost around \$1,100 (though prices increase each year, and next year's pricing is not yet available).

#### Budget request

We would like to request \$450 for 3 educational workshops/webinars in the 2024-2025 fiscal year. These workshops and webinars would cover core academic editing skills and diversity topics, and the funding would be used for speaker honoraria.

#### **Publications Committee:**

Matthew Long is suggesting Tuesday December 3, 2024 for publication of *Edit Like a Pro : Structural Editing*. Does the NEC approve of that date or have a different suggestion?

Błażej wonders if there's any reason to think that date wouldn't work. This date might work well for people who'd like to buy it for a Christmas present. Doesn't seem to be any reason to delay it.

Do the authors of *Edit Like a Pro : Structural Editing* receive a complimentary copy of the book or anything like that?

Kaitlin would probably know but she couldn't attend this meeting. Tara says we found a new director of publications and this type of information would likely be included in the handover to the new director.

Alex will contact the Publications Committee and let them know that they can go ahead with their publication date and that he will get back to them about any of the issues we're unable to resolve at the meeting.

Can money be allocated for another sensitivity reader for the re-edited *EDI Handbook*?

#### Budget question

Has a budget been allocated for *Edit Like a Pro* in 2025? It was noted in the Q3 report that between \$2,000 - \$3,000 will be required for a designer.

#### Budget question

For marketing *Edit Like a Pro* : Are there any restrictions to what we can use from it for promo? (For example, a limit to how long a quoted section can be).

Directors were unsure and will need to get back to the committee about this.

#### **Training and Development Committee:**

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

### **Volunteer Management Committee:**

Nothing this meeting, but we hope to have the final draft of the Overview of National Committees and Positions (a previous draft having been reviewed and commented on by the NEC) for the NEC to review at the next meeting.

### **Member Services Committee:**

What is the Member Services committee's budget for 2024 and 2025?

Budget question

Who gives final approval for virtual gatherings using Editors Canada's Zoom or Team accounts?

Natasha says if someone wants to book a Zoom gathering, they contact Michelle.

Pending questions re : outreach and outreach support

## **7. Break**

## **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

### **b. Francophone updates**

The program for the third conference for Francophones has been announced. Suzanne is not sure where we are in terms of attendance or intent to attend. Suzanne has been in contact with Badou about that. The full program was published on Friday.

Maria asks if the new Francophone advisers would like to attend an NEC meeting. Suzanne thought they were going to be at this meeting but by the time she saw this meeting's agenda, it was too late to add an amendment to the agenda. Suzanne will watch for the next agenda to make sure the new advisers are included.

### **c. Québec insurance task force**

No update.

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

There will be a meeting of the Volunteer Management Committee (Suzanne is part of the committee); they are trying to find the best time for everyone to attend.

#### **e. Certification**

Arija says the certification exams are next Saturday—Copyediting and Stylistic Editing. There are enough volunteers to run those sessions. New volunteers have been trained.

In terms of updating the exams to the 2024 standards—there weren't enough volunteers to do that because it involves redoing the questions in part A to match the new standards. The committee had a draft that they could have used to update it but there weren't enough volunteers to implement it. The committee reused the exams from two years ago after checking that none of this year's candidates had taken the exams two years ago. This avoided anyone being familiar with the questions. They had to move to a quicker exam launch than has been done other years because the committee is so small. They aim to update to the 2024 standards for next year.

#### **f. Standards committee**

The Standards Committee has wound down after the publication of the 2024 standards. Greg Ioannou has been in contact with Gael Spivak, who has suggested that the government of Canada adopts the 2024 PES as their standard for editing.

The committee is going to meet to work on a glossary of standard terms used in the document. The glossary will be published along with the standards document.

Alex thinks the government is revising their own version of editing standards, perhaps to include plain language.

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

Błażej says that the committee has finalized the schedule for the rest of the 2024-25 webinar session. There will be a bit of a break in mid-December to mid-January. They are in the process of finding volunteers to host webinars.

The Black Friday sale will be happening in a couple of weeks. The announcement for that is in exec read right now. The committee has decided to go ahead with a panel webinar as long as it doesn't cost any extra money.

#### **h. Career builder committee**

The committee is busy revising their career builder hub proposal.

#### **i. Student relations committee**

The committee is doing well. Everything is on track. They had a virtual social in October and plan another one for December.

#### **j. Marketing and communications committee**

The committee had a good meeting on Friday with the Discover Halifax person. Discover Halifax can help us get proposals from hotels. Once the venue is decided, Discover Halifax can help with

local experience items, like tours, etc. It typically takes about a week to get proposals back from the hotels. The committee asked for comparisons from late April through May 2026. The committee had to remind Discover Halifax that we haven't decided for sure on Halifax as the conference city.

Reading Mina's updates: Laura has been effectively managing her English-language blog team, ensuring that blogs are published on schedule. She has also offered to provide guidance to Gaby, our new francophone managing editor.

Gaby has been away for personal reasons but is willing to return once she is ready. In the meantime, Laura has been in touch with the French-language blog team members. Once the mandates for the managing editors are approved by the NEC, they will kick-start their planning.

Sarah has been in the process of determining the amount of the budget request for 2025. Since minimal information has been handed over to her, this has been challenging. She has created a vendor list from scratch and started reaching out to obtain competitive prices for the Meet an Editor - French project.

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

No update

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

Natasha says they got the work and culture grant in yesterday and hopefully we will get it because it fits very well to hire someone who can help us with knowledge management. We should know in three or four months.

The Canada book fund grant was extended until the end of November. They have changed some specifications for the grant about what we can apply for as an organization. Natasha will look at it again to see if we are still eligible to apply.

Natasha says that Amber Riaz gave one of the keynote presentations at the 2024 conference and made some comments about Editors Canada's EDI work and how she felt about it. Natasha followed up with her after and asked for feedback from Amber. Natasha and Amber are meeting after this NEC meeting, and Natasha will take notes to share with the NEC. Suzanne says that Traci Williams was in contact with Amber as Traci was transitioning into the EDI committee chair role.

CMOS went down on Friday afternoon after staff had finished work. Natasha has been in contact with our tech people, and it looks like it is fixed. Please let the office know if the link goes down again.

The bookkeepers asked for an increase in payment for next year (\$35K), and Natasha asked them to pare it down to \$28K. The bookkeepers agreed but will only be processing payables and receivables every other week instead of every week.

Michelle Ou has created the start of a new version of the corporate calendar—instead of a spreadsheet, it is now a Google Calendar. Natasha asked the directors to look it over and respond with any thoughts and feedback about it. Michelle has only added in a few tasks until

she gets the okay to go ahead and move all tasks over to the Google Calendar. Tara says she prefers a Google Calendar because spreadsheets are not easy to look at on mobile devices. Alex says a colour-coordinated calendar is problematic if a person is colourblind, so Alex is in favour of the Google Calendar. Natasha will ask Michelle to keep going with it unless anyone objects.

Ruth Wilson, the presenter of the Claudette Upton Scholarship at the 2024 conference, said at the conference that award winners should get more money so that they are able to attend the conference. Natasha says we would love to give more money to award winners but aren't financially able. Michelle is asking if we can give a response to Ruth. We ended up giving the Upton winner full access to the conference recordings along with the cash prize. Alex says that he or Joanne Findon will respond to Ruth after getting background from other directors who attended the conference.

Alex asks if anyone is specifically working with the EDI Committee. Suzanne says that she is working with them. Suzanne says there will be a budget request coming from the EDI Committee in November. Suzanne asks if she can share the EDI implementation spreadsheet with the EDI committee. The committee is trying to discover if they are more advisory or if they can get involved. Then, the committee will have an idea of what has been done and can find areas of focus moving forward. Alex says he doesn't see why the spreadsheet can't be shared. Maria says the spreadsheet has been discussed in meetings, which are open to all members, so the spreadsheet isn't confidential. Suzanne will share it with the members of the committee.

## **9. Branches and Twigs**

Reading Ellen's update: The branches and twigs had a good meeting with Maylon Gardner, chair of the Member Services Committee. Ellen still needs to get those meeting minutes out. She is setting up the last branch and twig meeting of the year. Ellen needs to check in with the Calgary Twig regarding Edmonton to see if there has been any interest in a new Edmonton Twig chair. If not, Ellen will include in the December and January e-news updates that we are looking for an Edmonton chair.

Alex says that no one has been found for Editors Edmonton at this point.

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

No update

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

No update

## **10. Budget update**

Natasha shared a spreadsheet that shows year-over-year membership in Editors Canada. She has shared it with the NEC previously, as well as the Marketing and Communications Committee. The spreadsheet is broken down by year from 2019 to 2024. In 2019 we had 1097 members, 2020 we had just over 1100 members 2021 was over 1200 members, 2022 was 1053, members, and 2023 was 1068 members. This year we are sitting at 820 members at the end of October. Membership has been going down overall.

In terms of dollars, we're projecting about \$242,000 in membership revenue at the end of 2024. People are buying more of the lower-priced memberships. This is a huge loss from our budget. We're also selling fewer ODE memberships. Tara says part of that is how badly the ODE is working on the website right now. Conference revenue is predicted to be about \$58,000 for 2024. After expenses we're going to make around \$500 on our conferences in 2024. Tara says people didn't sponsor the conference in 2024; they contacted a lot of people and only three sponsored. The same person did sponsorship at the conferences in 2023 and 2024, so it wasn't a personnel issue. People just didn't respond to requests for sponsorships. Publications is looking a little bit lower this year.

This year we are going to be in the negative overall—projecting a deficit of \$111,000. With our accumulated surplus, we will still have over \$250,000 in surplus after that \$111,000 is deducted. This is potentially a structural issue with how our organization is functioning.

Natasha thinks that not having a conference in 2025 is a good idea. We need to put some money into building our membership again. We need to find out why we are losing members, what's going on, etc. There's a lot going on in the organization and it's a good thing that we put money into our strategic planning last year. Also we don't have a director of volunteer relations, which could be part of the problem.

Maria asks if Suzanne has reached out to any of our previous directors to see if they would be able to cover the director of volunteer relations role at least temporarily. Maria says that past annual reports would have names of previous directors.

Suzanne has gone through the VolunteerConnect and read descriptions of people and what they were looking for and their hours. When she thought someone maybe matched the director of volunteer relations position, she reached out to them. She's not sure where to find the information for reaching other people.

Suzanne wonders if she could fill the director of volunteer relations position until someone permanent is found. Tara and Maria are concerned about Suzanne being spread too thin. Alex suggests outlining the key duties of the position and spreading it among the NEC.

Suzanne suggests leaning on our Francophone advisers to reach more Francophone members who might possibly be able to fill the position. Since the new advisers aren't so involved in the Francophone conference this year, maybe this is a way to involve them more in the organization.

Suzanne suggests getting the French certification program running again in 2025. This might engage the membership again and might be something we can advertise. There are two volunteers interested in reviving French certification. One of these volunteers is already certified, so there won't be a conflict with them wanting to take the test.

Tara wonders if anyone has asked Maylon Gardner to take on the director role. Suzanne will ask her.

Natasha wonders what type of budget we should aim for in 2025. Should it be a deficit budget? Is the NEC okay if we eat away at some of our surplus? Or should we cut some things to break even? Alex suggests emailing the entire group to get their opinions.

MOVED BY Maria Frank  
SECONDED BY Tara Avery

that the meeting go in camera.

Carried

MOVED BY Maria Frank  
SECONDED BY Tara Avery

that the meeting go out of camera.

Carried

## **11. CMOS price increase**

Alex says nothing needs to be decided today about CMOS. We need to separate the tone of the email from the content of the email. We need to continue to subscribe to CMOS because so many of our members use it. It's either accept the cost increase or cancel our subscription with CMOS.

Maria asks if CMOS is disclosing our contract to ACES. If they are, it violates confidentiality and is possibly not legal. Tara says there were a lot of issues with the CMOS email, and it seemed like they were trying to get us to unsubscribe because then they wouldn't have to hold up their end of the deal. Their comments in the email to us were inappropriate.

Alex says our two options are to stay with CMOS or leave them. Tara says we shouldn't do anything in the next six weeks because it's the end of the year and members would be upset. We need time to get to the bottom of CMOS's unprofessional tone and not rush into anything.

Suzanne asks if there's room for discussion with CMOS. Natasha said she would try.

Błażej says he doesn't think that CMOS can unilaterally change the price of our subscription with them.

Arija says they incurred costs releasing the 18th edition, so that may be why they are trying to increase the price.

Alex asks where we would be able to find the previously contract with CMOS. Natasha thinks it may have just been in an email, but she will look for it. She is happy to go back to CMOS to ask if there's any wiggle room on the price.

Błażej says if we don't have a contract that we need one going forward so that this doesn't happen again. Natasha thinks the invoices are the closest thing we have to an agreement. Natasha says our agreement with CMOS was in place before she started as executive director.

Alex asks when they need an answer by. Natasha thinks the price increase will be in January.

**12. Next Meeting Sunday, January 12, 1:30-4:30 p.m. (ET)**

**13. Adjournment**

MOVED BY Tara Avery

SECONDED BY Błażej Szpakowicz

that the meeting be adjourned.

Carried

## Appendix A – Meeting Agenda

AGENDA / ORDRE DU JOUR  
Editors' Association of Canada / Association canadienne des réviseurs  
National executive council meeting (November 10, 2024)

Join Zoom Meeting

<https://us02web.zoom.us/j/85694644748?pwd=ECb1eJW7ccuRFwUSCU6YcVz5WuKwGA.1>

Meeting ID: 856 9464 4748

Passcode: 113672

Dial by your location

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

Attending:

- NEC members
- Lori Perrie, volunteer recording secretary
- Natasha Bood, Executive Director
- Bryan Mortensen – Federations of BC Writers

NEC documents in [Google Drive](#)

Sunday, November 10, 2024

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 (1:15 to 1:30) Lori
5. Partnership with the Federation of BC Writers – Brian Mortensen (1:30 to 2:00)

6. Q4 Reports and Requests
7. Break (2:00 to 2:10)
8. Update on ongoing projects (2:10 to 2:50) (include a brief overview of what your committee is currently working on, as well as any other info you'd like to discuss)
  - a) Publishing committee
  - b) Francophone updates **Suzanne**
  - c) Member services/Volunteer management committees
  - 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**
9. Branches and twigs (2:50 to 3:05) **Ellen**
10. Budget update (3:05 to 3:35) **Tara and Natasha**
11. CMOS price increase (3:35 to 3:55) **Tara and Natasha**
12. Next meeting January 12, 2025, 1:30–4:30 p.m. (ET)
13. Adjourn

## Appendix B – Action Items

Number	Action Items 2024-2025	Category	Person(s) Responsible	Previous Status (if applicable)	Current Status	Last Updated (date)
1	Create an outline of branch expectations for conferences.	Current	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
2	Editors Canada 2026 in-person conference: Investigate Halifax as our first option.	Current	Sara Abdul, Tara Avery, Ellen Keeble, Lori Perrie		Had a meeting with Discover Halifax on November 8, to gauge how they could help. Sara and Ellen (and maybe Tara) will be meeting with the Halifax Twig on Nov 18 to discuss more about potentially hosting the conference there in 2026.	November 8, 2024
3	2025 Awards presentation: Begin work with the conference committee for a possible virtual event.	Current	Alex Benarzi, Sara Abdul, Lori Perrie			
4	Volunteer awards: Start the process for an NEC vote to change the procedure for volunteer award nominations.	Current	Alex Benarzi			
5	Advocating for Editing discussion from conference - document to be sent out for discussion by email (request for discussion from Heather).	Current	Kaitlin Littlechild	In Progress		October 20, 2024

6	Look into possible funding to hire someone to manage Editors Canada's records.	Current	NEC directors, Natasha Bood	In Progress - application to Canada Book Fund	In progress - application to Canada Book Fund and WIC Catalyst fund	November 8, 2024
7	Create a national position for Francophone managing editor of the blog.	Current	Mina Holie	In Progress - first, the establishment of our French blog website needs to be approved before the creation of the national position (voting is currently underway)	<i>L'Hebdomadaire des Réviseurs</i> and its managing editor role officially established. Creation of a mandate for this new role currently underway	November 8, 2024
8	Maria will share the Career Builder Committee's proposal for the Career Development Hub for discussion by email	Current	Maria Frank	NEC feedback shared with the Career Builder Committee. The committee will send the revised proposal to the NEC once it is ready.	The committee is still working on revising the proposal.	November 8, 2024
9	Editors Canada 2025 conference: Try to determine the location well in advance for smooth transition from the current committee members to subsequent members. Ellen to send out an email to all branches & twigs to see if any of them are interested.	Current	Ellen Keeble, Tara Avery	Sara joined the October 2024 NEC meeting. The consensus is that we will hold off until 2026 for the next in-person conference. We will explore the idea of a one-day virtual event, or just a virtual awards ceremony, for 2025. Sara will begin to put together a conference committee along with a document detailing conference duties and responsibilities.	An online motion to cancel the 2025 conference was passed on November 4, 2024.	November 4, 2024
10	Quebec insurance task force: Recruit task force members	Current	Suzanne Aubin	Some documents to share with the director of branches and twigs to address certain questions		June 9, 2024

11	Certification exams in French & Edit Like a Pro for Francophones: Prior to 2019, when the French exams were running, there was a study guide. We got a grant last year but are still looking for a person to help restart the French program. According to Suzanne, we have a member who has shown interest.	Current	Suzanne Aubin	More people are interested in participating.		June 9, 2024
12	Branch/Twig Toolkits: Ellen to update the toolkits and work on rewording.	Current	Ellen Keeble	I'll look at rewording items to put on the website rather than in a document soon.		October 20, 2024
13	Publications Committee: Look into what to start with the revision of Editing Canadian English (3rd Ed., 2015)	On Hold	Kaitlin Littlechild	Review complete. Work cannot continue until there is a new Director of Publications.		September 15, 2024
14	Length of directors' term & their roles and responsibilities: Reconsider the term length for president, vice-president and past president. Determine if the past president can become more of a consulting role. In addition, filling the secretary position is more pressing (check the bylaws to see if the recording secretary and secretary roles can be combined into one).	On Hold	NEC directors	Recording secretary and secretary roles have been combined. Other issues are put on hold until the new strategic plan is completed.		September 15, 2024
15	Content management: Establish effective information management and workflow tracking mechanisms to ensure that the governance reports webpage is kept	On Hold	NEC directors, Natasha Bood	Minutes up to date. Knowledge management is being discussed as part of the strategic plan.		May 19, 2024

	up-to-date. Data retention period?					
16	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
17	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
18	VolunteerConnect: Leah to update the language used in the VolunteerConnect spreadsheet—from English only to bilingual to encourage more francophone members' participation	On Hold	NEC directors	Standing by for our next meeting		November 5, 2023
19	Francophone conference for 2024: Budget approval and allocation might be needed. Suzanne to contact Badou as no budget request has been submitted.	Past	Suzanne Aubin	The budget has been approved.		September 15, 2024

## Appendix C – Online Motions

<p>That Editors Canada establishes its official French blog website L'Hebdomadaire des Réviseurs, which is independent of the existing English blog website The Editors' Weekly</p>	<p>There has been uncertainty about when the French blog L'Hebdomadaire des Réviseurs was intended to be independent from the English blog The Editors' Weekly, especially following the recent Editors Canada website revamp, as no official NEC vote documented this separation. A French managing editor has already been recruited for this yet-to-be-approved blog site. To correct this, the NEC must retroactively vote to first establish the French blog as a separate entity and then create the position of a French managing editor. There is consensus based on discussions from the NEC September meeting that a managing editor role specific to the French blog is indeed necessary to meet the needs of the French audience. Mina has agreed to handle the paperwork as the Director of Marketing and Communications and will present it for a vote after the official approval and establishment of the French blog site and its managing editor position. After these steps, the NEC will update</p>	<p>Online</p>	<p>October 17, 2024</p>	<p>October 22, 2024</p>	<p>Mina Holie</p>	<p>Suzanne Aubin</p>	<p>8</p>	<p>0</p>
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the organizational chart and volunteer documents to reflect the new role and structure, providing clarity and support for French content.

<p>That Editors Canada sponsor a booth at the 2025 Congress that will be paid at a 50% discount price (\$1,250, which is half price)</p>	<p>McGill decided to cancel the 2024 Congress due to student unrest, they said. However, they neglected to mention that they actually didn't cancel the event completely and those who wished could still attend. Editors Canada joined other organizations in a letter to the Congress Executive requesting more than either a 50% compensation for the next year's event or 35% cash refund. Nothing has come of this letter/protest. However, since the 2025 Congress will be held at George Brown in Toronto, a city with an active branch and lots of academic editors, the NEC feels we'd be able to staff the event and should take advantage of the 50% discount offer.</p>	<p>Online</p>	<p>October 18, 2024</p>	<p>October 23, 2024</p>	<p>Arijia Berzitis</p>	<p>Ellen Keeble</p>	<p>8</p>	<p>1</p>
<p>That Tara Penner be appointed as co-moderator of the Facebook group</p>	<p>The position of co-moderator has been vacant for the last ten months. Joanne has expressed a need for help and support and has found a willing individual in Tara Penner. Tara has been freelance editing for just over seven years. She has been administrator for several Facebook groups. She is in Kamloops, B.C., so Pacific time.</p>	<p>Online</p>	<p>October 25, 2024</p>	<p>October 29, 2024</p>	<p>Kaitlin Littlechild</p>	<p>Ellen Keeble</p>	<p>10</p>	<p>0</p>

That we appoint Elizabeth Horner (Quebec branch) as Director of Publications	Editing Certificate from Simon Fraser University. Stylistic and structural editing as well as copyediting, copywriting, proofreading. Highly creative with a background in Fine Arts and a love for children's/illustrated literature and poetry. Experience working within LGBTQIA+ and other marginalized communities. (from VolunteerConnect)	Online	October 28, 2024	November 1, 2024	Suzanne Aubin	Maria Frank	8	0
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<p>That Editors Canada create the position of a managing editor for the French blog website L'Hebdomadaire des Réviseurs.</p>	<p>Gaby Balan has already been recruited for the position of a Francophone managing editor; however, this position hasn't been voted on for formal approval. To correct this, the NEC must retroactively vote to create the position, following the recent NEC decision to officially establish L'Hebdomadaire des Réviseurs as an independent French blog separate from the English blog The Editors' Weekly. There is consensus based on discussions from the NEC September meeting that a managing editor role specific to the French blog is indeed necessary to meet the needs of the French audience. Mina has agreed to handle the paperwork as the Director of Marketing and Communications and will present it for a vote after the official approval and establishment of the French blog site and its managing editor position. After these steps, the NEC will update the organizational chart and volunteer documents to reflect the new role and structure, providing clarity and support for French content.</p>	<p>Online</p>	<p>October 29, 2024</p>	<p>November 1, 2024</p>	<p>Mina Holie</p>	<p>Suzanne Aubin</p>	<p>8</p>	<p>0</p>
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<p>That Editors Canada approve the proposed French title "La révision vue par..." for the Meet an Editor project, with the ellipses to be followed by the name of the editor being interviewed.</p>	<p>The Meet an Editor project has been a successful outreach initiative aimed at post-secondary institutions, writers' circles and libraries. It features interviews with editors from diverse backgrounds and specialties, highlighting different aspects of editing through their personal experiences and professional insights. The English version has already been completed and published on YouTube. The French version will follow the same format and structure. The title "La révision vue par..." reflects the project's goal of showcasing individual perspectives from editors in the Francophone community. Three interviews for the French version are ready for publication, pending title approval. Once this title is approved, we can move forward with publishing these interviews and continue producing additional French videos. This has been long overdue. Mina, as the Director of Marketing and Communications, has consulted with Suzanne, who is bilingual and has overseen the French side of Editors Canada activities. She has provided positive feedback</p>	<p>Online</p>	<p>October 29, 2024</p>	<p>November 1, 2024</p>	<p>Mina Holië</p>	<p>Suzanne Aubin</p>	<p>8</p>	<p>0</p>
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	before Mina made this motion.							
That Lenore Hietkamp be appointed as co-moderator of the Facebook group.	Joanne Haskins reached out looking for help managing the Facebook group. Last week, we voted on appointing Tara Penner. We have now become aware that Joanne also appointed Lenore Hietkamp, who was a previous co-moderator of the group.	Online	October 30, 2024	November 4, 2024	Kaitlin Littlechild	Suzanne Aubin	9	0

That the 2025 Editors Canada conference be cancelled.	At the October NEC meeting, a lengthy discussion took place concerning the feasibility of the 2025 conference. We were joined by Sara Abdul from the office to get her perspective as well. Based on discussions around timing, expense, and attendance, there were sound reasons to not hold the 2025 conference and to dedicate the time and resource to planning the 2026 event instead.	Online	October 30, 2024	November 4, 2024	Kaitlin Littlechild	Ellen Keeble	9	1
That Editors Canada apply for a grant from the Work in Culture Catalyst Fund.	Natasha came across a grand opportunity from the Work in Culture Catalyst Fund. Natasha's recommendation is to apply for an Implementation Project grant for \$25,000 that Editors Canada could apply toward hiring a professional for knowledge management work (which was something identified in the strategic planning process as an area for improvement). Natasha has offered to draft an application for this grant, but she requires NEC approval to submit it (see Natasha's draft approval letter here).	Online	November 4, 2024	November 7, 2024	Maria Frank	Błażej Szpakowicz	10	0

# Appendix D – Q4 Directors Report



EDITORS  
RÉVISEURS  
CANADA

## Q4 Reports

## Directors

November 10, 2024

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)**
  - Human Resources Committee
  - EDI
  
2. **Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre**
  - Scheduled and ran the first NEC meetings of the 2024/25 year
  - Invited guests outside of branches and twigs to NEC meetings to share other perspectives, create knowledge sharing opportunities, and build relationships.
  - Engaged in discussions through email and in meetings to address several emerging issues
  - Volunteer engagement is low, and committees are struggling to attract and retain members
  
3. **Status update on any activities you, as director, want to accomplish, outside of supporting your committee(s) / Mise à jour des activités que vous, à titre de directeur ou directrice, voulez accomplir en dehors du soutien que vous offrez à vos comités**
  -
  
4. **State priorities for the next quarter (your priorities as director, not your committees' or region's priorities / Priorités pour le prochain trimestre (vos priorités à titre de directeur ou directrice et non pas les priorités de vos comités ou régions)**
  - Locate and engage a new Director of Volunteer Services
  - Schedule activities for the first half of 2025
  - Attend budget discussion meeting
  - Help the vice-president prepare for working in the annual report
  - Support directors as needed

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

- None

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

## 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
  - Career Builder 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
  - Developed an MOU with the Society for Canadian English
  - Consulted with the strategic plan working group and consultants
  - 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
  -
  
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 directors as needed
  
5. Your own requests or questions for the national executive council (not your committees' requests, which are in their reports) / Demandes ou questions pour le conseil d'administration national (pas celles de vos comités, car elles sont dans leurs rapports)
  - 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)
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2. Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre
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  -
  
3. Status update on any activities you, as director, want to accomplish, outside of supporting your committee(s) / Mise à jour des activités que vous, à titre de directeur ou directrice, voulez accomplir en dehors du soutien que vous offrez à vos comités
  -
  
4. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities / Priorités pour le prochain trimestre (vos priorités à titre de directeur ou directrice et non pas les priorités de vos comités ou régions)
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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)
  -

## Secretary – Lori Perrie

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**
  - Recorded minutes at NEC meetings
  - Tracked and updated action items; presented at NEC meetings
  - Collected, proofread and compiled reports and requests; prepared quarterly report and request summaries and presented them at NEC meetings
  - Tracked motions, prepared online polls, managed online voting system and kept list of online motions/voting results up to date
  - Added documents to shared NEC folders prior to NEC meetings
  - Prepared, proofread, attached pdfs for final NEC meeting draft
  
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**
  - Continue to work on streamlining the ongoing secretary work
  - Participate in NEC discussion, both during meetings and through email discussions
  
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)**
  - Make a motion to approve final version of June minutes and send to Michelle; send out draft of October minutes to NEC for review; following NEC reviews, complete final

versions of September minutes (along with attached reports) and October minutes; complete draft of November meeting minutes.

- Update templates with names of current NEC directors, committee chairs and branch/twig chairs
  - Continue to track and organize motions while using online voting system
  - Update Action items
- 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)
  -
  
2. Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre
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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
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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)
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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 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**
  - Successfully established the French-language blog site *L'Hebdomadaire des Réviseurs*, as a separate entity from *The Editors' Weekly*, and its managing editor role
  - Drafted a new mandate for the *L'Hebdomadaire des Réviseurs* managing editor role and a revised mandate for *The Editors' Weekly* managing editor role—both are ready for the NEC review
  - Drafted proposed revisions for the relevant sections in 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
  - Faced challenges with the preparation of the next fiscal year’s budget request and communication gaps inherited from prior years, due to a lack of necessary information stored in the shared platform
- 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 communication practices
  - Participate in NEC discussions and excreads
- 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 options for effective project and records management tools that streamline information sharing and report-back processes for greater transparency and effectiveness

**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))**

- Have the national office and NEC ever considered switching our current primary platform from Google to Microsoft? Microsoft also offers a discount for nonprofits, and its suite provides useful built-in features, including project management tools, which Google lacks. Given the decline in volunteer numbers, enhancing information accessibility and user experience would be a priority. Additionally, the volume of discussions and document exchanges via email can be significantly reduced, addressing one of the root causes of information gaps. Furthermore, consolidating the number of apps in use could result in cost savings.
- When I was creating a mandate for the Francophone managing editor position, I discovered duplicate documents with the same title modified by different people in different years as well as outdated, irrelevant documents (no longer fitting our current practices) in Google Workspace. This has created a cluttered and user-unfriendly cloud environment. Will we leave them as is?
- Do we have the French version of the “Editors Canada Guidelines for Committee Chairs and National Positions” document? Have we maintained the version copies of various documents, or have they been archived with restricted access somewhere? I don't see them in Google Workspace.
- Please review my proposed new mandate for the *L'Hebdomadaire des Réviseurs* managing editor role and revised mandate for *The Editors' Weekly* managing editor role (see my email sent to the NEC on November 7). After the NEC review, necessary adjustments will be made, followed by a vote. The committee chair and volunteers are eager to officially launch the planning process.

**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)**

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

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

- 

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

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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)

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## 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)**
  - Standards Committee
  - Certification Steering Committee
  - Academic Editing SIG
  
2. **Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre**
  - Standards Committee had a meeting to assess current standing. A Glossary of terms is still currently in the works. Greg Iounnou, along with Gail Spivak, had the idea to propose that Canada's federal government adopt our 2024 standards. This is in the works.
  - Moved to not update the Certification exams to 2024 Standards but to keep testing for the 2016 Standards, seeing as our new website never got updated with the new standards document and still proposed using the 2016 Test Prep Guides, as well as the committee does not have enough volunteers to rewrite the two exams on offer this year: Copy Editing and Stylistic Editing since the vast exodus of committee members. There just was not enough time.
  
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**
  - As the Academic Editing SIG liaison, I have been in touch with Letitia Henstridge, and she will be attending the Congress and will manage the EC display table and volunteer setup. A motion was passed by the NEC for Editors Canada to attend the Congress, and to accept the 50% off option for a display table at the 2025 conference (total cost: \$1,250).
  
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)**
  - I'm still interested in the SSHRC Congress to be held at George Brown in May 2025 (May 30 to June 6, 2025). This would be a tremendous opportunity to make contacts with

academics and journal production managers for any members who are interested in furthering their academic editing careers.

- I will be helping CSC Chair Saleh on exam day next Saturday (Nov. 16). It's always stressful as members try to log on and complete their exams within the time constraints, and given different systems and applications perhaps not updated and loaded correctly.
- CSC Chair Saleh has been working diligently to recruit volunteers and brainstorm alternatives to accomplish tasks with fewer resources.

**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 Publications -

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
  - 
  - 
  -
  
3. Status update on any activities you, as director, want to accomplish, outside of supporting your committee(s) / Mise à jour des activités que vous, à titre de directeur ou directrice, voulez accomplir en dehors du soutien que vous offrez à vos comités
  -
  
4. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities) / Priorités pour le prochain trimestre (vos priorités à titre de directeur ou directrice et non pas les priorités de vos comités ou régions)
  - 
  -
  
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 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 Committee
  
2. **Note successes, accomplishments, and challenges from the past quarter / Notez les succès, les réalisations et les défis du dernier trimestre**
  - Secured permission for committee to offer two panel discussions in the forthcoming year.
  - Helped committee coordinate and plan webinar programme.
  
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)**
  - Support and advise the T&D Committee
  - Be available to host webinars if and as necessary
  
5. **Your own requests or questions for the national executive council (not your committees' requests, which are in their reports / Demandes ou questions pour le conseil d'administration national (pas celles de vos comités, car elles sont dans leurs rapports)**
  - None at this time.

## **Director of Volunteer Relations -**

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
  -
3. Status update on any activities you, as director, want to accomplish, outside of supporting your committee(s) / Mise à jour des activités que vous, à titre de directeur ou directrice, voulez accomplir en dehors du soutien que vous offrez à vos comités
  -
4. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities) / Priorités pour le prochain trimestre (vos priorités à titre de directeur ou directrice et non pas les priorités de vos comités ou régions)
  -
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 – Q4 Committees/Taskforces Report



EDITORS  
RÉVISEURS  
CANADA

## Q4 Reports

## Committees & Taskforces

November 10, 2024

National Executive Council Meeting

Zoom

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## Committees

### Academic Editing Special Interest Group – Emily Lam, Letitia Henville

#### 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 bringing in new volunteers.
- Administration and Communication initiatives: We produced a comprehensive survey to better understand the composition and needs of our membership and got a very good (20%) response rate. We've written up the takeaways of that survey to share with membership, and it will inform our initiatives going forward. Our newsletter has gone out monthly with SIG announcements, events, resources, and more. We have started using the project management system ClickUp for more centralized and standardized communication and planning across committees. Lastly, Michelle Ou helped us set up a webpage on Editors Canada's website: <https://editors.ca/academic-editing-special-interest-group/>
- Education and Training initiatives: We are planning for the coming academic year.
- Programming, Events, and Book Club: In May through October, we hosted six Coffee Chats (on conferences, macros, AI, "The Joys of Editing", author queries, and cold emails), two Book Clubs (on *The Art of Academic Editing* and *The Conscious Style Guide: A Flexible Approach to Language That Includes, Respects, and Empowers*), and one Let's Talk About... event (on indexing). Recordings of past events get captioned and posted to [YouTube](#). A list of events is available at the bottom of [this EFA page](#).
- Advocacy initiatives: We are continuing the process of reaching out to scholarly societies to see how we might offer their members resources in such a way that makes academic editors more visible to their membership. We met with the interim director of the National Women's Studies Association about resources for their members and the possibility of future collaboration through their conference, webinars, and more.
- Mission, Vision, Values, and DEB discussion: We met with all active volunteers on June 14th to discuss how to best define and support our mission, vision, and values moving forward. Based on the notes from that event, we have drafted a Mission, Vision, Values document, which will inform our strategic planning going forward.

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

- We would like a table at Congress 2025 next year (see #3 below).
- 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 budget for an Editors Canada Academic Editing SIG logo. Back in May, Michelle Ou advised that it had cost about \$600 for Editors Atlantic's logo.
- We would like to request funding to support our presence at the Congress of the Humanities and Social Sciences in Toronto from May 30 to June 6, 2025. For Congress 2024, a 10' x 6'6" hardwall booth package cost \$2,100. Assuming that Editors Canada will receive a 50% credit towards Congress 2025, we anticipate the booth will cost around \$1,100 (though prices increase each year, and next year's pricing is not yet available).
- We would like to request \$450 for 3 educational workshops/webinars in the 2024-2025 fiscal year. These workshops and webinars would cover core academic editing skills and diversity topics, and the funding would be used for speaker honoraria.

**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 a booth at Congress 2024, but we withdrew our participation. Other than funding for Congress, we have not received any budget from Editors Canada to date.

## 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

- The Career Development Hub website proposal is being further developed by the committee following NEC feedback. We intend to submit it to Maria soon.
- We are in phase two of our job board initiative, another significant focus of the year. Please see answers to question 3.

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

- Continue developing the Career Development Hub website.
- The committee has lost two members in the past few months, so significant volunteer outreach and development of committee's internal systems will be a priority
- Devise annual theme and goals to help focus our efforts

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

- On the final page of our [Results of the National Job Board Survey document](#), under the heading "Next Steps," we request the NEC's permission to begin a media campaign reminding key organizations and publishers of the value of the job board. Before the next NEC meeting, we can devise a list of individuals/organizations we wish to contact and our message we intend to send for your approval. This may include a social media graphic, which we can also share with the marketing and communications committee. Is there any feedback the NEC would like to share about this idea before we begin drafting our list and graphic?

### 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 have taken special steps to be able to do this year's certification exams without being able to recruit the regular complement involved.
- We have recruited a committee member (from the NEC) who has taken on the role of Publications Manager and will help on exam day, giving us sufficient people to run the exam day. We might be able to secure 1-2 other members (still in discussions) though those won't be able to help on exam day.
- We have made the change to our section of the website for the word "mastery" for DEI reasons, but staff identified other related words we need to change. Our Marketing Manager is working on proposed changes to those sections.

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

- Our planning meeting in February will probably have a re-think of the exam process, as was done in 2019, to require less hands but still have enough eyes.
- The process of updating our Test Preparation guides to 2024 PES will be under way/started.
- We are exploring opportunities with the Publications Committee to integrate some of our work and avoid duplication, such as giving additional credentials maintenance points for work on the Edit Like A Pro series (an idea from the Publication Committee), or even potentially replacing the Test Preparation Guides with a supplement to the Edit Like A Pro series.

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

- None

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

- We are under budget at the moment as we have not been able to do some of the regular exam setting activities due to not being able to recruit the full complement.

## **Conference Committee -**

**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 – Laura Bontje

### 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

- **Goal:** Consolidate duplicate tags and review URLs that may have been incorrectly rendered during the launch of the new website
  - **Update:** In progress; to be completed within the next quarter.
- **Goal:** Begin posting regular content (weekly, monthly, or otherwise) on the French-language blog, *l'Hebdomadaire des réviseurs*
  - **Update:** We prepared preliminary process documents, and there was some effort to recruit a French-language team this year. However, recruitment and strategic planning for the French blog were paused to allow for role clarification at the NEC level.
- **Goal:** Continue to solicit a wide variety of posts on editorial topics and niches that haven't yet been covered on the blog
  - **Update:** The scheduling challenges of 2024 have continued into the autumn, with fewer prospective contributors and more delays to planned deadlines. However, we've had excellent posts from the contributors who wrote for the blog this quarter, including articles about business (newsletters, tracking time, etc.), inclusivity (accessibility tips for editors with vision loss, the importance of sensitivity reading), niche genres (horror), and more.

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

- Build out a robust editorial calendar for the next quarter, with the hope of confirming posts to fill the first half of 2025.
  - [Standing committee plan] 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.
- When the NEC has confirmed the position requirements for *l'Hebdomadaire des réviseurs* and a French blog team has been recruited, we will provide guidance as needed to support the French editorial team in their understanding of the process.

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

- Update on previous budget request: In the 2024 Q3 report, *The Editors' Weekly* proposed a budget request to gain access to better blog analytics. After a recent plugin update on the WordPress site, we have regained access to the previously missing analytics. At this time, we do not believe any investment in additional analytics is required.

**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?**

- Budget: N/A

## Marketing and Communications Committee – Sarah Higgins

### 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

- Ambassador program (Lucy): most recently ran a presentation at the University of Manitoba on November 1. Distributed and tested a new presentation evaluation form at this event. Continuing with booking ambassadors at other venues/events.
- French LinkedIn (Catherine, Hélène and Pam): regular editing exercises continue to be posted, and French content continues to be generated by the team for posting by takeover volunteers. Catherine is also working on translating a PowerPoint presentation for the ambassador program, and a post-secondary outreach program with the Student Affiliates committee.
- English LinkedIn: October taken over by Membership Committee volunteer Alex. November looking to be focused on French Editors Canada conference, and December might be focused on Editors Canada's Translation Group (to help get the word out).
- The analytics have been regularly tracked by Pam. You can find the numbers [here](#).
- Stephanie has begun our visual metaphor campaign. We've drafted text for inclusion in the next e-news seeking metaphor examples/suggestions from the membership, and a volunteer comfortable with creating graphics. The next step is to gather the responses to this call and then begin drafting visual metaphors. We will create these in conjunction with Michelle Ou (to approve branding).
- New volunteers have joined (Stephanie Wilson, Cynthia Stringer, Uzoma Uponi), while others have stepped back, with our thanks for their hard work.

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

- ELAP : Structural Editing project – find a lead volunteer, create and execute promotion plan (social media, email blasts, potentially print media). The publication comes out in early December, so this project will be done by the end of 2024.
- Find and contract video editor for French *Meet an Editor* videos, so we can wrap this project up.

### 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 spent nothing from our budget for Q3 and Q4 of 2024. We propose a tentative budget for 2025 of \$4,050 (for the editing of 10 French Meet an Editor videos) + \$600 for social media ads for various campaigns (for a total budget of \$4,650). 10 French videos were proposed because 10 English videos were made previously. We expect the ELAP and the visual metaphors projects to also involve some of the social media ad budget.

## 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**
  - Welcome Kit review completed by Alex and Maylon; Maylon to send to Michelle by 1st Nov
  - Alex working on LinkedIn blogs
  - Working with Branches and Twigs to learn more about member needs and how members engage with EdCan, as well as do some brainstorming on job avenues for our members.
  
- 2. Priorities for the next quarter / Priorités pour le prochain trimestre**
  - Continue working on outreach project—after B&T meeting, meet with Sara and Member Services team to refine approach and decide next steps
  - Seek approval to have each chair review their section of our website
  - Plan a virtual editors holiday party (or several, esp in conjunction with Ellen); make plans for 1-2 social (virtual) gatherings for editors throughout the year going forward
  
- 3. Requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national**
  - What is the Member Services committee's budget for 2024 and 2025?
  - Who gives final approval for virtual gatherings using EdCan's Zoom or Team accounts?
  - Pending questions re : outreach and outreach support
  
- 4. How much money from your budget have you spent? Is everything on track? / Combien d'argent de votre budget avez-vous dépensé? Est-ce que tout va bien de ce côté?**
  - None spent yet

## **Mentorship Committee –**

**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?**

-

## 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

- *Edit Like a Pro : Structural Editing* is ready for publication, apart from several small changes. Publication is anticipated for December 2024.
- Five editors are developing exercises for *Edit Like a Pro : Copy Editing*. Several of them plan to develop multiple exercises. One editor has sent in a preliminary draft.
- Received a new one-page summary from our volunteer working on the *EDI Handbook* project. The volunteer is now re-structuring the *EDI Handbook* to align with her recommendations.
- Delivered Word version of *PES 2024* to the Standards Committee.

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

- Publish *Edit Like a Pro : Structural Editing*.
- Work with editors to complete initial development of *Like a Pro : Copy Editing* exercises, and start testing with professional editors.
- Finish new edit of the *EDI handbook*.
- Collaborate with the Marketing Committee for *Edit Like a Pro : Structural Editing*.

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

- I am suggesting Tuesday December 3, 2024 for publication of *Edit Like a Pro : Structural Editing*. Does the NEC approve of that date or have a different suggestion?
- Do the authors of *Edit Like a Pro : Structural Editing* receive a complimentary copy of the book or anything like that?
- Can money be allocated for another sensitivity reader for the re-edited *EDI Handbook*?
- Has a budget been allocated for *Edit Like a Pro* in 2025? It was noted in the Q3 report that between \$2.000 - \$3.000 will be required for a designer.
- For marketing *Edit Like a Pro* : Are there any restrictions to what we can use from it for promo? (For example, a limit to how long a quoted section can be).

**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?**

- Final invoice received for *ELAP: Structural Editing* as expected, and it has been sent to the office for processing.
- Please note that changes are required after final version approval. The invoice for the changes is expected to be \$50 + HST, up to an estimated maximum of \$150 + HST.

## **Standards Committee – Laura Seguin**

### **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 working to locate the glossary document. Once located, the glossary needs fact-checking prior to publishing.
- We are checking with committee members to determine if they still want to be involved. We aim to have 6-8 committee members, so we will request additional volunteers, using the Excel volunteer file.
- A Word Document version of PES 2024 has been provided to the Standards Committee from the Publishing Committee. This document needs to be reviewed and then provided to the national council to publish online. We received a recommendation that an EPUB version should also be created, so we will look into beginning this process.
- Greg is entering discussions with Gael Spivak regarding adoption of Editors Canada standards by the federal government

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

- Fact-check glossary document
- Identify and recruit volunteers
- Review Word version of PES 2024

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

- None currently

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

- N/A

## Student Relations Committee – 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

- In October, we hosted a virtual student social focused on the Editing Essentials exam. It was the fourth social of the year. It included a guest speaker and had fairly good attendance. We also posted a summary of the discussion in the Facebook group for students who couldn't make the social.
- We have continued to maintain engagement in the student affiliates Facebook group through regular posting
- We have made some progress on post-secondary outreach materials. At this point, the committee members have provided feedback on the current PowerPoint for outreach, and we have a plan for creating an updated PowerPoint. We are also slowly updating our post-secondary contacts spreadsheet with the goal of being able to reach out to universities in the new year.
- We have two new committee volunteers since the last report.

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

- We have a student social planned for December 8 where we plan to discuss mentorship. We will continue to host regular virtual student socials to allow students to network, learn, and feel supported.
- Our main priority for the next quarter is to finish updating the post-secondary outreach materials so we can begin outreach to post-secondary institutions.
- We will continue to post regularly in the Facebook group to encourage discussion and community.

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

- None.

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

- We spent \$50 this quarter (on student participation gift cards). According to the previous chair, we spent \$75 in the first half of the year (on gift cards for three student socials). This leaves us with \$75 for the rest of the year. 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

- Held 14 webinars in Q4, 1 French and 13 English.
- Promoted webinars through social media.
- Held Black Friday sale on webinars.
- 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

- Planning for two panel presentation webinars.
- Coordinate and hold free webinar for Editors Canada members and partners from Revenu Québec on taxes for freelancers.
- Coordinate and hold free webinar for Editors Canada members and partners from CRA on taxes for freelancers (corporations).
- 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?

- Our remaining budget for the year is \$4,500.
- We've spent \$1,600.05 on presenter fees so far for the 2024 fall season.
- We anticipate a total spend of \$3,920 (including what we've already spent) for presenter fees to cover the webinars scheduled from now until December.
- We will also be spending around \$100 on promotion for our Black Friday sale.
- Overall, our total anticipated spend before the end of the year is \$4,020.

- Our pre-tax total revenue for the fall 2024 season is \$ 11,599.98.
- Our pre-tax total revenue for the year so far is \$35,951.82.
- We expect to meet our revenue goal with our upcoming webinars and our Black Friday sale.

## 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

- Unfortunately, our committee's work was on hold for much of the year, so we don't have any updates except to say that the upcoming quarter will hopefully have much more to report.

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

- Share a Featured Volunteer every month of the quarter
- Give members relevant resources and updates in the e-news
- Submit the final Overview of National Committees and Positions to the NEC
- Continue revising the Committee Book and the Volunteer Handbook
- Determine the needs and status of our video promo project
- Support and loop in the new Director of Volunteer Relations (or interim contact)
- Related to the above, continue work on a Chair Manual for our committee to facilitate continuity throughout changes in directors, chairs, and members

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

- Nothing this meeting, but we hope to have the final draft of the Overview of National Committees and Positions (a previous draft having been reviewed and commented on by the NEC) for the NEC to review at the next meeting.

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

- N/A

## Taskforces

### Equity, Diversity and Inclusion (EDI) – 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?