

EDITORS' ASSOCIATION OF CANADA

ANNUAL REPORT 2003-04

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EXECUTIVE REPORTS

President

Faith Gildenhuis

This year, 2004, marks the 25th anniversary of the founding of EAC/ACR as FEAC, the Freelance Editors Association of Canada. This year marks as well the move of the association to a new governance structure dictated by the growth of EAC/ACR, a sure sign of its success.

The new structure has created a smaller executive council without representation of committee chairs. Instead, committees are now represented on the executive council by two members-at-large. As a result, the executive council has been able to turn its attention to establishing a short- and long-term decision-making strategy. Many of you were involved in the first stages of goal-setting last year at the branch level just before the national conference in Ottawa. During the course of this year, the executive council has continued the process and identified specific goals to focus on in the immediate future.

Although we failed in our bid to obtain a large federal grant last year, we were granted matching funds by the Department of Canadian Heritage to survey the membership and to update the association's antiquated database this year. This has been a focus of much of the activity of the office staff and of several committees directly involved. Having to come up with the matching funds has put a strain on the association's finances and the national executive council approved a one-time only deficit budget. The situation was somewhat ameliorated by the gift from the National Capital Region branch of \$12,000 to fund certification projects and the offer, if needed, by the Prairie Provinces branch of a loan.

The executive council has funded the continuation of the activities of the Certification Committee, which, according to member input, should be a major focus of the association. We have also developed a mandate for the email list moderator and updated the guidelines for the list. The transition documents, outlining the duties of officers and committees, have been subject to our scrutiny, and we have agreed to continue the process of modifying them. In the course of examining committee structures, we realized how

valuable it would be to provide training for committee chairs; we will host an event to do so over the summer or in the fall.

We agreed that a number of association publications could be provided to members and clients more efficiently by providing them online. The annual report that you are reading is distributed online. *Active Voice* now regularly appears online. Materials for new members will be distributed on a CD and be posted on the members-only section of the association's Web site. This year's *Directory of Editors* will be the last to appear in hard copy. There may be some glitches as we move from one sort of delivery to another but I trust we will all adapt.

Lynne Massey, our executive director, walked into a newly created position with an incredible workload attached to it. She has been all we could ask for and more, keeping the executive council and the committees on track. Her staff, too, Matt and Anna, has been cheerful and helpful. We thank them all.

And I am grateful to the executive council members who have contributed their wisdom and energy to some difficult but important decision-making and to all the volunteers at the branch and national levels who have given so freely of their time and efforts. EAC/ACR is an amazing organization to have such people in it.

Vice-President

Stephanie Fysh

This has been a very interesting year in which to be vice-president of EAC/ACR. Indeed, I can't understate how rewarding, both professionally and personally, sitting on the national executive council has been and how much I regret not being able to run again this year. Thinking through the practicalities of moving from one organizational structure to another while keeping key programs moving and planning for the future is not an easy thing to do. Much of the work of the executive council this year has therefore been behind the scenes, invisible to the membership and often, even, to each other. I hope that we will all see the results in a more vibrant,

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communicative, effective and financially healthy organization in the years to come. It will take the contributions of many members to make it happen, but once you're behind the scenes — helping to fundraise, working on a conference or whatever it is that interests you — I hope that you'll find it as rewarding as I have.

The position of vice-president is very much one of support for the president — being when and where she can't be and assisting with the thinking through of issues confronting EAC/ACR, both policy matters and practical ones. Because I'm in Toronto and Faith isn't, I've also kept in regular contact with the national office.

With Lynne Massey and Matt Godden in the office, I have been working on the Statement of Commitment originally proposed as part of the transition materials but set aside for improvement. This has taken longer than we'd hoped — more pressing matters intervened — but I hope to present results of that work at the annual general meeting and, after, to the broader membership.

I have also represented EAC/ACR at the Book and Periodical Council, ensuring that our interests are noted whenever possible and working to raise our profile within the publishing industry. Toronto-area members will be able to see one of the fruits of that work in this year's Book Summit, held as part of BookExpo Canada. As co-chair of the Book Summit Committee, I've helped to organize what will be an exciting panel with a goal of working toward a healthier, less volatile publishing industry, as well as building strong links in the industry for EAC/ACR.

Beginning with a presentation at the Toronto branch, I was part of a group of members who initiated, researched and wrote a letter to the University of Chicago Press pointing out errors concerning Canadian style in the 15th edition of the *Chicago Manual of Style*.

In addition, I have been an active member of the Member Communication Committee, as the executive appointee there. You can read the MCC report for a sense of what that involved.

Past President

Jennifer Latham

The primary mandate of the past president is to administer the Tom Fairley Award for Editorial Excellence and to chair the Nominating Committee. The Tom Fairley Award judges are hard at work and I will be pleased to announce the winner, as usual, at the annual conference. The Nominating Committee has its work cut out for it in order to find new executive council members and committee chairs to help EAC/ACR achieve its 2004/05 goals. Nominations are welcome right up until the annual general meeting elections.

This year I have also been involved in developing the questions for the member survey that was done. The survey will tell us about our member demographics and what issues and initiatives members would like the association to pursue. We await the final results and the guidance they will offer the executive council.

Finally, I have developed a draft outline for a committee orientation manual. This manual is intended to provide support to our many hard working volunteers. It will give them information and tips on how to maximize their volunteer experience and meet their committee mandates. I will be drafting the complete manual over the next two months and will work with past and current volunteers to make the manual relevant and useful.

The next two years will be particularly challenging for EAC/ACR as it strengthens its new structure and seeks funding options for its many ambitious ideas.

Secretary

Val Gee

The 2003/04 year has seen a heavy load undertaken by the national executive council, as well as by staff and committee volunteers, in this transitional year.

The secretary's part in this work includes participating at executive council meetings and in discussions with other officers, as well as being responsible for the minutes of council meetings and recording motions dealt with by way of the council's email forum. At the request of the chair, the secretary organizes discussions on the email forum. The record of online motions is included in my quarterly report to the

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executive council, which is appended to the minutes of each subsequent council meeting.

Other responsibilities include collecting quarterly reports from other executive council members and from committee chairs (through the offices of the members-at-large) and making these reports available for meetings, together with minutes and other documentation. Notifying members about the annual general meeting and arranging to have proxy forms sent to voting members are also the secretary's responsibilities, as is adjudicating the eligibility of members to vote at membership meetings such as the annual general meeting and in referendums. No referendums have been called to date this year. I have performed my duties with diligence this past year to the best of my ability. I will also be responsible for the recording of votes and minutes of the annual general meeting and for their distribution to the membership.

Now that the staff shares minute-taking duty, the secretary is able to participate more actively in board meetings and to be involved more fully in the affairs of the organization than has been possible in the past. Thank you to Matt Godden for his capable assistance in this regard. My thanks also go to Lynne Massey for her ever-present support.

A final note, while I have this opportunity: EAC/ACR cannot operate without the voluntary participation of its members. Membership has benefits for us all; it also carries the obligation to take a positive role in furthering the aims and status of our association. Volunteering to take part — even a small part — in the work that is necessary to keep the association alive and developing has rewards and benefits, and it shapes the direction for our future.

Treasurer

Ann Fothergill-Brown

Before I tackle the current state of EAC/ACR's finances, I'd first like to say thank you to all the members of the national executive council and to the office staff. You have made my term as treasurer as simple and productive as could be expected while we all made the difficult choices that would keep programs as on track as possible within our financial means. I am proud to have been able to serve

EAC/ACR in the capacity of treasurer, and I wish all the best to the incoming office-holder.

The year 2003 closes with reserves back to the level at which I inherited them, plus a small \$1,000 increase. Thanks to sound management in the national office from both Connie John (in early 2003) and Lynne Massey and Matt Godden (throughout the rest of the year), most expenses and income were managed to budgeted levels.

Unfortunately, the loss at the end of 2002 of a long-hoped-for government grant constrained much of what we could accomplish in 2003. To keep within budget, some work in the areas of certification and needed infrastructure upgrades (principally our membership database) was deferred to 2004. Also, many EAC/ACR publications are being moved to electronic delivery to save the substantial costs of paper, printing and postage.

However, as 2004 opened, the Department of Canadian Heritage promised to fund an initiative that would help both the department and the association determine whether EAC/ACR meets their definition of an arts service organization (and would therefore be eligible for other grants). Many members will remember receiving and completing, early this year, a survey that asked a series of questions about their work and qualifications. Besides gathering the information that Canadian Heritage was looking for, the association added questions that would help guide the certification initiative and other services to members over the next five years.

In the fall, to prevent further deferral of certification work and sorely needed database upgrades, council accepted a deficit budget for 2004, on the condition that certain fund-raising activities take place and that the budget be reviewed and amended if fund-raising could not begin to bring the deficit under control. That review is still ongoing, but generous support from the branches to the national level has already eliminated about half the projected shortfall. Council will keep an eye on the bottom line for the rest of the year to try to ensure that, in the end, revenues totally offset expenditures.

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British Columbia Branch Representative

Lynn Smith

The British Columbia branch has had a busy, productive and fun year. This past year has definitely been a learning experience for me in my first year as chair, and the competent and cheerful support of the BC executive has made it all the more rewarding. I don't have space to report in detail on all of the hard work our executive undertook, but some of the highlights are:

- **Executive**
 - Many of our 2003/04 executive are stepping down after holding their positions for two, three or more years. A focused recruiting drive this spring resulted in a full slate for the 2004/05 season. We are truly fortunate in BC to have so many capable members who are willing to get involved.
 - We assigned @editors.ca email addresses to our executive positions. This allows consistency of contact information when a position changes hands, and avoids public display of personal email addresses.
- **Meetings**
 - Meetings were well attended throughout the year thanks to an interesting variety of speakers, ranging from a book designer, to a professor of grammar, to a super-salesman providing tips on selling our services.
 - Starting this fall, we are increasing the fee for non-members to attend meetings to \$10 (\$5 for students). Members, as always, attend meetings for free.
- **Workshops**
 - Six successful workshops rounded out the year, presenting a full range of topics appealing to both freelance and in-house editors, beginners and those with more experience.
- **Membership**
 - EAC/ACR-BC's steadily increasing membership is now approaching 230.
 - Our May newsletter provides an interesting breakdown of where BC members live. Though most of our members come from the larger centres of Vancouver/Lower

Mainland and Victoria, we are happy to see members representing all corners of the province and even the United States and Great Britain!

- **Outreach activities and plans**

- We continue our efforts to reach out to members outside of the Lower Mainland area. This may be more effective now that we have divided the duties of the social/outreach position into two separate portfolios.
- We offer transcripts of our meetings on audio-cassette, as well as post them as MP3 files on the EAC/ACR-BC Web site for those who are unable to attend meetings.
- We are encouraging members in outlying areas to become involved with EAC/ACR by joining committees at the national level.

We look forward to continuing and building on these and other initiatives in the coming year.

Prairie Provinces Branch Representative

Brenda Belokrinicev

The Prairie Provinces branch has had a year of change and foundation building.

A number of executive members had to resign because of personal circumstances. Over the year, we lost our newsletter editor, our secretary (twice), our program chair and our external publicity co-chair. Luckily, we were able to quickly recruit a terrific newsletter team and a very capable secretary. However, our program chair and external publicity co-chair positions are both vacant as we draw close to the end of the term. Our chair oversaw the programming for the balance of the term after our programming chair left.

Nevertheless, under our chair's strong leadership, we have forged ahead on a number of fronts. The executive held two special meetings in addition to the regular monthly meetings: a full-day meeting in January and a 24-hour retreat in April to work on a variety of initiatives. At the January meeting, we revisited all job descriptions and agreed to post the revised descriptions on the Web. It is significant that the membership chair has become a member-

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ship/volunteer chair. We are committed to involving more volunteers in the ongoing functions of the Prairie Provinces branch; this will be more rewarding for all and hopefully will ensure some continuity as these volunteers perhaps move into executive positions in the future.

We have begun to develop a three-year strategic plan, building on the work done in support of the national goal-setting exercises, and will invite members' input into the process at the Prairie Provinces branch annual general meeting. At the retreat, we developed a programming plan for the next year based on a set of four ongoing themes, and the beginnings of a marketing framework for the same period. Two of our executive members participated in a board development workshop, and based on their recommendations, the executive has committed to having a tailored workshop delivered to the new executive. We have decided not to pursue hiring a part-time staff person until we have a clearer vision of our needs.

Our hotline coordinator sent out a survey (which had been developed by our 2002/03 hotline coordinator) and reported on the results. We are examining these results and considering how to maximize the hotline's value. We monitored the use of our 1-800 hotline number and discovered that calls to it have decreased to a very few each month. We have therefore discontinued its use and have posted prairies@editors.ca as our contact address.

We held a number of member professional development meetings, including two panels (*Working for the Government*, and *Starting a Freelance Career*) and a well-attended session on certification presented by Kathy Garnsworthy and Juliet Kershaw; and we enjoyed time with other members in December and Spring socials.

We agreed to sponsor a workshop at a two-day writers program held in Edmonton by a coalition of writing groups.

Our Saskatoon twig continues to hold interesting and well-attended meetings. Some Calgary members have volunteered for the EAC/ACR conference, and we're working to sustain this energy and rebuild the Calgary community. We have a representative in Winnipeg, but she has reported little activity.

Toronto Branch Representative

Greg Ioannou

The Toronto branch functioned without a treasurer all year, and had considerable turnover in other executive positions as well. People resigned for health reasons, personal reasons — you name it. With no treasurer, we didn't adequately focus on our finances, and found out rather late in the piece that the branch was leaking money like Air Canada. A hastily revised budget plugged the leaks.

It wasn't all bad. Three special interest groups formed at the branch level: the MES study group, a Toronto francophone editors' special interest group and a networking group of editors living in Toronto's east end.

Membership chair Chrissy DeSiato presented a proposal for a new branch-level mentorship program to the executive. The program will start in the summer. Co-vice-chair Eugenia Canas has created a branch communications guide and style sheet. Not to be outdone, the other branch co-vice-chair, Angela Wingfield, has completed the Toronto volunteer database, a project that has been ongoing for the past two years.

The professional development committee, chaired by Dianne Werbicki-Bell, was very active, presenting ambitious seminar programs in the fall and winter semesters.

Programme chair Susan Skivington has presented a widely diverse range of programs, which were all well-attended — even the one held during a raging blizzard.

Our October 27 meeting set the Toronto branch's rates guidelines for editorial work. The Toronto branch used to discuss and update these rates annually, but has fallen out of the habit in recent years.

The Toronto branch represented EAC/ACR at Word on the Street, with dozens of volunteers at our booth.

Former PR chair Lynn Fraser resigned after *A Celebration of Words*, the Toronto branch's first-ever reading series. Planning for the reading series started in the spring of 2003, and the two evenings of readings by authors whose works had been edited by Toronto branch members took place in the fall of

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2003. Current PR chair Janine Flaccavento is assessing the branch's PR efforts in order to establish a long-term PR plan for the branch.

The hotline committee established under the ægis of J.J. Wilson, during her tenure as membership chair in 2002-03, presented its findings to the executive in October. David Hines, who chaired the hotline review committee, presented the committee's exhaustive report on how to make the job hotline better serve our members' needs. A standing hotline improvement committee is currently considering the report and implementing many of its recommendations.

As executive members resigned or disappeared about every other month, the executive established an effective procedure for procuring and nominating executive members: the branch nominating committee, composed of the past chairs, the vice-chairs, and a non-executive member. This nominating committee not only filled all the vacant chairs, it also ensured that the branch went into the elections with candidates for all positions.

The executive performed very effectively all year despite the ongoing Sustained Long-term Organizational Panic (SLOP) caused by the executive turnover.

National Capital Region Branch Representative

Tom Vradenburg

To mark the end of the program year, the National Capital Region branch will hold its annual volunteers' lunch in May. It's an informal afternoon event, to which we invite anyone who has done volunteer branch work, however modest, over the past year.

The invite list is usually two- to three-dozen people, but it's not an overly costly event for the branch. And it's good value in less-tangible ways, giving people who are working on their projects in relative isolation a chance to meet their cohorts. At the lunch, the chair always says a few words of thanks, but there's not much in the way of program; everyone relaxes, renews acquaintances and talks.

But it hasn't been all relaxing this year; NCR put on a very full slate of seminars, and the francophone

section of the branch participated in its first big public relations effort, the Gatineau Salon du livre show.

NCR ran a full slate of 23 seminars this season, five of which were in French. Both numbers are all-time highs for the branch. A total of 432 registrants attended over the two seasons. Hats off to the seminars committee, as always, but also especially to seminars co-chair Jean-Mario Longpré for bringing the French side of the program along so far. Traditionally we've had difficulty bringing together good presenters and a full house, but the French program appears to be hitting its stride.

The seminars committee will have nine members next year, enabling them to keep up the torrid pace they achieved over the past 12 months.

NCR's major public relations effort this year was on the francophone side of the market. Our francophone affairs committee rented a booth at the annual Salon du livre book fair in Gatineau, March 24 to 28. Louise St-André, NCR's francophone affairs chair, is the main *responsable* on this project.

Salon du livre has run in Gatineau for many years, but this was the first time NCR has been there. About 20,000 visitors attended the fair; it's an established and anticipated event each year. It's too early to tell if we've attracted more francophone members who "met" us at Salon du livre. I suspect there's more membership growth potential for the NCR branch on the francophone side than among English editors.

In January, the NCR executive council passed a motion to grant the national organization \$12,000 from the branch's reserve funds as part of the effort to keep the certification program moving. The idea was first proposed at the national executive council's November budget meeting. At that point, finances looked tight, and so it was suggested that each branch see how much they might be able to loan to the national organization to help keep certification on track. After some discussion, the NCR executive decided to grant the money to support the Certification Committee's ongoing work.

The NCR branch started recruiting for next year's executive in February; this is typical, and this early-start policy has always served the branch well. Helen

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Schoorl will be back for a second year as chair in 2004/05, but Ann Fothergill-Brown will take over as delegate to the national executive council. She will also continue as branch treasurer. Monique LeBlanc and Louise St-André will be co-chairs of the francophone affairs committee. Beatrice Baker will return as seminars co-chair, and Moira White will join her. Irving Silver will return as books chair. Natasha Gauthier and Murray McGregor will be the new program co-chairs, Sally Noonan will move from editing the branch's Bulletin to public relations and Mary Hunter will edit the Bulletin. Linda Jenkins will return as secretary and be joined by Debi Lascelle, and Michelle Bosomworth will be membership chair.

Many thanks to outgoing branch executive members Merridy Bradley, Laurie Graham, Brenda Heming, Jean-Mario Longpré, Elizabeth Macfie and Mary Beth Wolicky. Special thanks also to Maureen Moyes, the branch's executive director, who helps us in ways that go far beyond her job description; she joins us for a ninth season.

Quebec and Atlantic Canada Branch Representative

Christine Hastie

QAC broached some new territory this year by participating in the Blue Metropolis Montreal International Literary Festival. Our branch achieved some much-needed publicity: exposure for the Editors' Association of Canada/Association canadienne des réviseurs, for editors and their work and for editing issues. In all, we sponsored six events at the Festival.

We also forged ahead at this event on a few fronts of interest to francophone members of EAC/ACR. With an overview of the map for the Normes de qualité de la profession de révision given by Louis Majeau, we got a glimpse of the terrain upon which we will build professional standards in French editing. We did a little bushwhacking in the territory of the creative process and the author/editor relationship at a fascinating and well-attended round table. We hope to clear some more trails in that area next year.

The branch developed two publicity tools to help us make our way into these regions: a full-length kiosk banner and a bookmark. These help us explain to the strangers in the territories — some new lands, and some old, such as Word on the Street in Halifax and

the Montreal Salon du livre — who EAC/ACR is and what the member-editors do. Some may scoff at our simplistic representation of the editor species in these materials; we view them as a visual focal point for dialogue with the public.

The professional development committee stayed on safer soil with a series of study groups on certification, held in Montreal, and a presentation by Jim Taylor of his Eight-Step Editing seminar, held in Halifax.

We hope that members will continue to volunteer to serve on these voyages with the spirit shown this year and more.

Member-at-Large

Susan Davis Turcotte

Serving as a new member on the national executive council has proven to be both challenging and rewarding. The fact that I hold one of two new member-at-large positions, responsible for representing both members and up to 12 committees, adds to the challenge.

The members-at-large represent EAC/ACR members and act as voices for national committees during executive council meetings.

During the past year I have attended council meetings in Ottawa, Toronto and Montreal. I have participated in strategic planning sessions, budget deliberations and discussions on enhancing the volunteer experience. As a council we have covered a wide variety of issues.

Through these meetings and participation in email discussion forums for the national executive council and for the national committees, I have gained a growing knowledge of EAC/ACR on a national level, as well as its national committees and their mandates.

Member-at-Large

Maureen Nicholson

As one of two members-at-large, I was responsible in the past year for six active committees: certification, member communication, membership, professional development, Tom Fairley Awards and standards. (Please see the reports from the respective committee

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chairs.) At various times during the year, I worked closely with some committees, providing feedback from the national executive, helping jump-start stalled initiatives, cheerleading from the sidelines, liaising with the national office and documenting what was and wasn't effective. As a member of the national executive council (1999/2000) under the old organizational structure, I can affirm that the new arrangements have brought real benefits; however, challenges in communications, training, volunteer recruitment and more are still being worked out. I would like to serve for a second term to help sort out these and other issues, including the development of adequate training for committee chairs and members-at-large.

Executive Director

Lynne Massey

There have been several changes in office staffing arrangements over the past year.

Michele Collins, who had served as administrative coordinator since spring 2001, left in October to pursue other opportunities. Although we were sorry to see Michele leave, we were pleased to welcome Anna Bowness, who has filled Michele's shoes admirably. Anna's responsibilities include membership

administration, email administration, posting updates to the Web site, and responding to general enquiries.

Matt Godden, who was the association's administrative coordinator back in 2000 and 2001, returned in June of last year to take up the combined role of certification coordinator, office manager and publications coordinator. Matt provides extensive practical support to the certification committee, handles the association's day-to-day financial management and transactions, and coordinates the printing and production of various publications. He also undertakes research and drafting for special projects when required.

With Connie John's departure last June, I took up the new position of executive director. My responsibilities include overseeing the work of the office, working with the two members-at-large to guide and support the work of national committee chairs, and providing information and other support to the national executive council. Over the past year, I also participated in the ad hoc Survey Committee and the External Liaison Committee, and acted as the association's representative to the Book and Periodical Council.

COMMITTEE REPORTS

Certification Steering Committee

Frances Peck, Chair

The certification project involves three phases: (1) research and development, (2) business and marketing and (3) implementation. During the past year, the Certification Steering Committee (CSC) completed phase 1 and moved into phase 2.

In the summer of 2003, the CSC completed a remaining task in the research and development phase: finalizing the pilot exam. The CSC revised the pilot exam based on findings from the initial round of testing, then held “verification” testing to assess the revisions. The pilot exam, now in its final form, will be published as part of the exemplar book, the preparation guide for certification.

Work on the exemplar book began in earnest late in 2003, as soon as the national executive council had approved the CSC’s budget. The introductory sections of the book have been drafted, and its four volumes (one for each test) have been mocked up. The manuscript and layout should be finished by the end of 2004; publication is slated for spring 2005 to coincide with the national conference.

In the fall, the CSC began phase 2 of the project by mapping out a three-year work plan leading up to a first administration of the exam in September 2006 if finances permit. The CSC also struck a marketing subcommittee, which developed a detailed marketing plan and began a series of promotional activities aimed at members and some external audiences (mainly educational institutions). The CSC also helped draft certification-related questions for EAC/ACR’s membership survey, the results of which will help the committee with marketing and financial planning.

Throughout the year, the CSC reported monthly to its member-at-large and quarterly to the national executive council. It updated members at branch meetings, in *Active Voice* and in the national E-news update. Additional information is available through the “Certification” link on the EAC/ACR Web site.

Directory Committee

Tanis Stoliar, Chair

Near the end of the production process for this year’s *Directory of Editors*, the national executive council decided that EAC/ACR would no longer publish a print version of the *Directory of Editors*. Submission of entries and access to the directory will be in a more flexible online format, freeing up funds that formerly went toward the printing and mailing costs for use in marketing the online directory.

This will be great news for all those who would like to submit statements for their directory entry longer than 100 words — the bane of editors required to trim words from entries that are already very concise (and of desktoppers required to lay them out into a very small space). There will also be a change in the submission process of entries; as the database is revamped, the online submission process will also be modified.

The 2003/04 production was comparatively glitch free. There were no major database problems or system crashes. Around the time of the early-bird submission deadline there was a Web site problem, but our diligent staff at the national office handled it swiftly and efficiently, as usual. With the assistance of Lynne, Matt, Michele, Anna and almost 80 volunteers, the entries were received, sorted, sent to the chair, edited, indexed and desktopped between August and early December. More than 200 EAC/ACR members offered to help out. Thanks go out to all members who stepped forward.

In the latter part of the year, the Directory Committee has been working on fine-tuning the media/genres, editorial skills and subject lists. Since there will no longer be a traditional back-of-the-book index, volunteer indexers from within EAC/ACR will assist with the structuring of the lists and tidying them up for the online format. We’d like to make special mention of the work done by Elizabeth Bell, who has volunteered over the past couple of years as index editor of the directory.

My time spent as directory chair has been rewarding. I have met many EAC/ACR members, mostly by

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working together electronically. I did not fully appreciate the relative ease of this project until Lee d'Anjou and I chatted about the early days of the directory when everything was done on paper, hard copies were couriered back and forth, and fax machines and email were nowhere in sight. Some of the complexities of managing the many entries and coordinating the work of volunteers were similar, but we no longer face some of the time-consuming tasks once faced in the production process.

Now we are entering a new phase when there will be some flexibility in the timing of submitting entries; the statements can be longer and the members have more control of their lists. Next year should be interesting as bugs are worked out of the new system and we get a chance to see how the new process works.

External Liaison Committee

Karen Virag, Chair

This committee was struck by the national executive council in September 2003. The committee consists of the president, the vice-president, the executive director, and other members appointed or elected to represent EAC/ACR on external organizations.

Members of the committee have exchanged basic information about the external organizations they're currently involved with. The committee's plans include:

- taking an inventory of all the organizations EAC/ACR currently has a relationship with, whether at the national or branch level
- identifying other organizations the association should reach out to
- prioritizing these various relationships
- determining how best to work with other EAC/ACR committees to foster the association's external relations.

Francophone Affairs Committee

Suzanne Aubin, Chair

This year, our biggest achievement is the striking of the Translation Subcommittee. Established in Febru-

ary 2004, the group of seven members is coordinated by Christian L'Écuyer. Much to my surprise, and a good one it was, I received offers very shortly after we sent out the call for volunteers. Their work, since then, has been much appreciated.

Francophone members in the National Capital Region have been pretty busy over the last year: they have organized meetings, offered seminars (some sold out) and played a greater part in the regional newsletter. As a courtesy to their neighbours, they even distributed their articles by email to the francophone members of the Quebec and Atlantic Canada branch.

As usual, EAC/ACR was present at the Montreal Salon du livre. Despite some difficulties arising from last-minute organization, the event seems to have been a success. The coordinators for our booth this year (Marie-Ève Lapierre and myself) submitted a report to the branch executive. Most of the recommendations it contains would fall within the responsibility of a marketing or communications committee (if one was in place).

Another success to add to the list was our presence at the sixth Blue Metropolis Montreal International Literary Festival, where more than 11,000 people attended the various events. A few members from the QAC branch formed an organizing committee, inviting presenters and preparing schedules; some were even members of our round-table. We expect that this event will become an activity as essential as the Salon du livre has become. For more information, please read my article in the May 2004 issue of *Active Voice/La voix active*.

In-House Recruitment Committee

Judith Johnson, Chair

Our major activities for 2003/04 were drafting a flyer advertising the association to in-house editors and their employers and conducting a survey of in-house editors.

The flyer has been submitted to the national executive for review. We anticipate that it will be produced by the national office and sent to the branches for distribution at local events and use in recruitment campaigns.

COMMITTEE REPORTS, CONTINUED

Thirty-nine association members representing in-house editors from all five EAC/ACR branches volunteered to complete the survey. The 26 survey questions covered demographics, job positions and responsibilities, salaries and participation in EAC/ACR. Some highlights of the survey results:

- One respondent was in the 25–29 year age group, 13 respondents were in their 30s, 13 in their 40s, 10 in their 50s and 2 aged 60–65.
- Salaries ranged from \$25,000–\$34,999 to \$95,000 or higher; 33% of the salaries were in the \$45,000–\$54,999 range and 23% were in the \$55,000–\$64,999 range.
- As the highest level of education attained, only 1 respondent had less than a BA degree, 21 had one or more BA degrees, 15 had MA degrees and 2 had doctoral degrees.
- Slightly over half of the respondents worked as freelancers in addition to their in-house employment.
- Participants identified the primary benefit of membership in EAC/ACR as the networking opportunities it provides.

For a more detailed summary of survey results, please contact Judith Johnson at <judithjohnson@interbaun.com>.

Based in part on the survey, the committee is preparing a list of possible recruitment activities directed towards in-house editors for use by the national and branch offices.

List Monitor

Alan Yoshioka, Acting List Presence

The association's English-language email discussion list, EAC-ACR-L, operated for several years without any official policy governing, for example, the resolution of conflicts that would arise on the list from time to time. In September 2003, the national executive approved a set of interim list guidelines describing appropriate professional conduct on the list and measures that could be taken if necessary to maintain a reasonably harmonious environment.

Glenn Clavier served ably as List Curmudgeon until October 2003, when he resigned to pursue an extended project as a volunteer in Latin America. I then

stepped into the position and took the title List Presence.

I have generally posted two or three ADMIN broadcasts per month, most commonly to remind subscribers to use accurate subject lines and tag messages appropriately. Most of my work goes on behind the scenes with private notes to remind subscribers about various guidelines and to defuse occasional conflicts. I suspended one member for a short period. I participated in the Member Communications Committee survey about the list and have advised the national executive council on the revision of the list guidelines.

Though the task has stretched my diplomatic skills at times, I find it very rewarding when I see our online community functioning smoothly.

Finally, I thank Andy Carroll for filling in for me during several brief absences.

Marketing and Public Relations Committee

The chair of this committee stepped down in fall 2003 for personal reasons. The committee was inactive in 2003/04.

Mediator

Rosemary Tanner, Acting Mediator

Most of what the mediator does must remain confidential, so my report will be short. However, I will explain the mediator's role and make some possibly helpful suggestions.

The mediator mediates disputes between members and clients, and may also be called upon to assist in serious disagreements between members and their branches and/or the national executive council. The mediator may also advise all members, suggesting ways to avoid potential problems with clients. Clients are also free to consult the mediator if they have difficulties in their working arrangements with EAC/ACR members.

During the past year, I have worked with two situations. In one, I exchanged several emails with a client who finally agreed to pay a portion of the EAC/ACR

COMMITTEE REPORTS, CONTINUED

member's invoice. I also advised several members of the association on an internal issue.

Now, for the advice. At the beginning of a working arrangement with a new client, a freelancer may be asked to sign a contract. If you find yourself in this position, read the contract over carefully, and change and initial anything you don't like. Ensure that the client agrees with your changes and also initials them. If the client doesn't have a contract already written, go to <www.editors.ca/pubs/contract.htm> to find the Standard Freelance Editorial Agreement. The contract there may be used as is or modified to suit the job.

A word of caution: if a client asks you to read a document such as a list of duties, be aware that you may be bound by the document even if you don't sign it. Query things that concern you. For example, the client may expect you to know, understand and do everything listed in such a document right from the start. Advise the client that it takes time for anyone to go through the "learning curve" on any new project.

Member Communication Committee

Peter Colenbrander, Chair

The Member Communication Committee (MCC) was established by a vote of the EAC/ACR membership in 2002 as part of the restructuring package. Its mandate is very broad: to act as liaison between the national executive council and the membership and to gather opinions on the future direction of the association. I am frankly surprised that we have not managed to interest more people in serving on it.

There was some spill-over in the business of the committee between this term and last. As my predecessor reported a year ago, the committee had solicited feedback from the membership on the executive council's proposed transition documents, and provided a report to the national executive council and the membership on the issues. The executive council undertook the initiative to respond to the concerns of the membership and to develop a revised statement of commitment and a revised proposal for the coordination of committee and council work. The executive will report to the 2004 annual general meeting on its progress.

During the current year, the MCC undertook a survey of the membership regarding the English-language email forum. Specifically, we canvassed opinion on the draft guidelines for participation in the forum and on the draft mandate of the of the list moderator. We also sought feedback on members' reasons for subscribing to the forum (and unsubscribing), and on their suggestions and comments on the available search tools and on accessing the archives. Eighty-seven members responded, and while most responses were positive, they were by no means uniformly so. We reported to the membership and the national executive council on the responses, which are serving to guide the executive council's further initiatives regarding the forum.

My thanks are due to my fellow committee members, Doug Linzey and Stephanie Fysh, not to mention the ever-helpful Lynne Massey, and to those of the association's members who made time to participate in the survey on the email forum.

Membership Committee and Membership Review Committee

Christa Bedwin, Chair

The Membership Committee has been inactive for the past year. This report focuses on the activities of the ad hoc Membership Review Committee, which has spent the year researching the issues of voting membership and corporate membership.

Methods of research have included:

- conducting the member survey
- gathering opinion on the English members' email forum, both this year and last year
- discussing issues with other committee chairs
- compiling a file on what categories of membership are available in other organizations.

Heather Ebbs, Margaret Whitla, Greg Ioannou and Suzanne Aubin served as excellent committee members, and the committee was chaired this year by me, Christa Bedwin. The slow pace of progress is attributable partly to the birth of my son, Yarrow Bedwin, and partly to my need to learn more about committee process. Lynne Massey has been an excellent instructor in that regard and I hope to continue in the position and increase the rate of progress next year.

COMMITTEE REPORTS, CONTINUED

The Future: The Membership Committee hopes to research these issues further by:

- consulting the branch membership chairs
- receiving further input from individual members who offer it
- reviewing the EAC/ACR survey results
- working with staff in our national office and members on our national executive council.

The committee will then analyze all the research and report back to the membership with recommendations. Because the Membership Review Committee is an ad hoc committee, we ask the membership to extend the committee's mandate for one more year.

Newsletter Committee

Peter Roccia, Co-Chair

During the past year, we've produced five issues of *Active Voice/La Voix active*. In that time, we've completed the transfer of the newsletter from a black-and-white print to a colour PDF format. We've expanded our pool of volunteers, organized the storyline into sections and established a new design template.

From our first issue (September) to our latest issue (May), our work team has increased from three members to eight. Leslie Vermeer and I, as co-editors, alternate managing editor and editorial writing duties with each issue. Coba Veldkamp has been instrumental in revamping the layout and creating our new design template. Sophie Lees, Sib Clark, Jenna O'Flaherty and Stephanie Sparks have all worked on the copy editing. With the March issue, Chris Noone came on board to do final proofing.

Contributions have also evolved over time. We now get more submissions from different areas of the country — ranging from topical issues, tributes and career profiles, to committee updates — and so we've been able to bank some story ideas and articles for future issues. As a result, each issue's length has stabilized at around 12 to 15 pages. Starting with the March issue, we've arranged this material into identifiable sections (features, columns, special features) for easier navigation and better editorial shape.

The most radical change, however, has been in layout. With each issue, we've introduced more colour to the pages, shifted the grid from page spreads to a scroll format and included more photographs and text as graphic elements. These changes took final shape with the March issue and have now been incorporated into an InDesign template with the May issue.

In the future, we hope to update and expand our style guide, establish editorial arcs through the year, increase French content even more and add more interactive elements.

Policy Steering Committee

The chair of this committee stepped down in summer 2003 for personal reasons. The committee was inactive in 2003/04.

Professional Development Committee

Dawn Harvie, Chair

On the weekend of June 4-6, 2004, Calgary will play host to the EAC/ACR national conference for the first time.

At the end of September 2003, I sent out an email inviting members to suggest topics and speakers for the 2004 conference. From these suggestions, I began, with the assistance of Lynne Massey, Jo-Ann Cleaver and Maureen Nicholson, to put together a well-balanced program — one that caters to in-house and freelance, beginner and advanced editors. Her Honour, the Honourable Dr. Lois E. Hole, CM, AOE, Lieutenant-Governor of Alberta, will give the keynote address. Other conference sessions include dealing with contracts, resolving conflicts, branching out into teaching and training, and file management. Thanks to Anita Jenkins and Lori Burwash for their assistance with the program. Thanks also to conference coordinator Jo-Ann Cleaver, her team of volunteers, the Prairie Provinces branch, Maureen Nicholson and Lynne Massey for all their work on the conference.

In addition to pulling together the program for the conference, I made suggestions with regard to the Professional Development Committee chair's role in the planning of the conference.

COMMITTEE REPORTS, CONTINUED

Professional Standards Committee

Cy Strom, Chair

Much of the work of the Standards Committee was done by its subcommittees this past year. In addition, the committee has been advising editors who are honing their skills by working through the self-tests in *Meeting Editorial Standards* (MES), and it has continued to keep in touch with other national committees whose own work may touch on questions of editorial standards. Lenore d'Anjou, the outgoing chair, has taken the lead in these activities.

The Subcommittee on Web Editing has completed its assigned task and has now disbanded. Early in March, co-chairs Jim Taylor and Lynda Chiotti submitted a discussion paper for the consideration of the national executive council.

The subcommittee was asked to consider whether EAC/ACR's existing standards are adequate for editors working in electronic publishing and to propose a document addressing any shortcomings. *Professional Editorial Standards* (PES) was written to be adaptable to any editorial situation, but it does not detail specific Web-editing procedures. The subcommittee has advised that minor revisions in wording are sufficient to address Web contexts for all but one part of PES, "Elementary Knowledge of the Publishing Process," much of which assumes a print environment.

Substantial changes to PES require a membership vote and must take into account the certification process, so they are probably not on the immediate horizon. At whatever time in the future the association decides to rewrite the standards, we will have the benefit of the subcommittee's thoughtful and rigorous draft revisions. For now, a booklet to supplement PES has been suggested, and the Standards Committee is ready to draft such a booklet if asked.

Last year's revised edition of *The Chicago Manual of Style* has spurred us on to update *Meeting Editorial Standards*, whose commentaries cite *Chicago* frequently. MES is one of the tools that members are using to prepare for certification. It also brings the association both sales revenue and attention, for it is an assigned text in college and university editing

courses. The Subcommittee for Revising MES has recruited Shaun Oakey, Barbara Czarnecki and Kathy Vanderlinden to decide on the changes that are needed to bring the book up to date and to correct a small number of errors. We expect publication in early 2005.

The Subcommittee on French Editorial Standards has been especially productive this past year under the guidance of its chair, Louis Majeau, whose report follows.

Subcommittee on French Editorial Standards

Louis Majeau, Chair

Last year at around this time, I submitted my first report as chair of this subcommittee. At the time, we expected that our activities would be completed "in the near future." The subcommittee had not yet tackled the final segment of the document, which proved much more challenging than expected.

Since May 2003, the subcommittee has held eight intensive work sessions. Members Marie Cimon, Roseline Desforges, Sylvie Lahaie, Jonathan Paterson and I worked with equal rigour, energy and determination. This time, the feeling of "near completion" is much stronger. In fact, this was the main factor in my deciding to accept the recent invitation by the Quebec and Atlantic Canada branch to make a presentation on French editorial standards, on April 3, 2004, at the Blue Metropolis Festival in Montreal. The purpose was to give an overview of the document and to explain the procedure followed by the subcommittee and the criteria it applied throughout this process.

EAC/ACR members (including English-speaking members who express an interest) will soon have the opportunity to examine the document and to submit comments. They will then be invited to approve the final version. In so doing, they will give themselves a new fundamental tool which will not only provide a strong basis for the practice of professional French editing, but also promote the recognition of this profession, which is still largely unknown, and ensure its development. The subcommittee is therefore filled with enthusiasm, optimism and satisfaction as it is about to unveil the results of its activities. After the

COMMITTEE REPORTS, CONTINUED

long hours generously invested in this project, each member of the subcommittee is confident that the results will meet expectations and that they will contribute to the achievement of immediate and long-term objectives of French editors.

Publications Committee

Mel-Lynda Andersen, Chair

During the past year the Publications Committee oversaw the reprint of the second edition of *Editing Canadian English*, a project which Sheila Protti managed to completion. We assisted the national office in drafting a broadcast email for committee chairs to use when recruiting new members. I then sent my own email broadcast request out to the membership and was delighted at the positive response; our committee now comprises some 18 members.

I have since solicited and collected all of the branch style guides and am in the midst of conducting a review and comparison of all style sheets against the draft national style guide.

As publications chair I have also been involved (albeit peripherally) with the membership pack revisions, preparing a report for the executive council on three publishing options. The council subsequently voted to publish the new membership package on CD-ROM. We will be happy to assist project managers Joan Irving and Anita Jenkins with editing and proof-reading, as required.

Two other projects that are currently in the works include the refinement of guidelines regarding the use of the EAC/ACR logo and a review of the EAC/ACR Web site, checking that all Publications Committee information and links are current.

Tom Fairley Award Policy Committee

Nancy Flight, Chair

Over the past year, the committee has looked at the issues of who should be eligible for the award, what criteria should be used in selecting judges, how many winners there should be, how the award should be promoted and how the difficulty of evaluating both French and English submissions should be dealt with. In March 2004, the committee submitted its recommendations to the national executive council. The next task, to be carried out over the next several months, will be to make recommendations about the criteria for judging the submissions.

Web Site Committee

Lannie Messervey, Chair

The Web Site Committee was struck by the national executive council in November 2003. Our priorities include:

- Update the Web site content and formulate a process for ensuring that content is updated and posted to the site at regular intervals. This involves working with other committees to review and update their content, as well as reviewing and updating content ourselves that does not fall within the purview of a specific committee.
- Review and revise the site architecture as necessary to make information easier to find.
- Develop a policy for which types of links are valuable in a professional sense to EAC/ACR members and a process for inviting and reviewing suggested links from EAC/ACR members.
- Develop a policy about use of the EAC/ACR logo on other sites and a process for reviewing requests for use.
- Research options for higher security in the members-only section of the site.

VOLUNTEERS

Warm thanks to the many members who contributed their time and energy to EAC/ACR national initiatives in 2003–04. If we have accidentally omitted anyone, please advise the national office.

National Executive Council

Faith Gildenhuis
Brenda Belokrinicev
Susan Davis Turcotte
Ann Fothergill-Brown
Stephanie Fysh
Val Gee
Christine Hastie
Greg Ioannou
Jennifer Latham
Maureen Nicholson
Lynn Smith
Tom Vradenburg

Certification

Frances Peck
Lee d'Anjou
Dennis Bockus
Kathy Garnsworthy
Juliet Kershaw
Karin Lynch
Peter Moskos
Maureen Nicholson
Shaun Oakey
Jonathan Paterson
Rosemary Shipton
Karen Staudinger
Rosemary Tanner
Tom Vradenburg
Ruth Wilson
+ five anonymous test-takers

Chicago Manual Canadian Content Review

Barbara Czarnecki
Lee d'Anjou
Merridy Bradley
Catherine Cragg
Stephanie Fysh
Heidi Greco
Carolyn Heald

Jim Lyons
Andrea Murphy
Bruce Nesbitt
Shaun Oakey
Robyn Packard
Sheila Protti
Eileen Reardon
Robert Rodbourne
Natasha Smith
Rebecca Smollett
Jane Sorenson
Barbara Tryfos
Claudette Upton
Ruthanne Urquhart
Kathy Vanderlinden

Conference — see Professional Development

Directory

Tanis Stoliar
Steph Abba
Lois Babcock
Brenda Barsellotti-Heming
Valentina Baslyk
Elizabeth Bell
Doug Bird
Jocelyne Bisailon
Karen Black
Marion Blake
Cathy Brannen
Lynda Chiotti
Liz Clayton
Julie Cochrane
Elizabeth Cockle
Lu Cormier
Katherine Coy
Daphne Davey
Dianne Dixon
Chris Dube
Janice Dyer
Marjorie Edwards

Curtis Foreman
Jennifer Foster
Elaine Freedman
Lisa Furrie
Susana Gomes
Heidi Greco
Elizabeth Gredley
John Green
Rosemary Gretton
Joanne Haskins
Jennifer Hedges
Nancy Holland
Carol Hurst
Nicole James
Donna Jensen
Lisa LaFramboise
Debi Lascelle
Jocelyne Lauziere
Patricia Macdonald
Sheila MacLeod
Terra Marco
Andrea Martin
Diane Martin
Helen Mason
Sharon McInnis
Zora McLachlan
Renee Mina
Steven Moore
Connie Munro
Sally Noonan
Alexandra Penn
Julie Pigeon
Susan Potvin
Renate Preuss
Karen Reppin
Milagros Santiago
Michele Sherstan
Miriam Sobel
Jane Sorenson
Colleen Ste. Marie
Sherry Stinn
Terry-Lynn Stone
Claire St-Onge
Marlene Tash

VOLUNTEERS, CONTINUED

Joy Tataryn
Janet Tyson
Ruthanne Urquhart
Agnes Vanya
John Vigna
Dianne Vroom
David Waller
Niki Walker
Sheila Ward
Gillian Watts
Diane Wild
Tannys Williams
Traci Williams
Alan Yoshioka
Pam Young
Carol Zhong

External Liaison

Karen Virag
Stephanie Fysh
Faith Gildenhuis
Greg Ioannou
Jennifer Latham

Francophone Affairs and Translation

Suzanne Aubin
Christian L'Écuyer
Diane Aubry Martin
Leon Collet
Pauline Côté
Hélène Bergeron
Marie Cimon
Hélène Demers
Anne-Marie Deraspe
Pascale Descent
Marie-Josée Guérin
Christine Hastie
Jo Howard
Corinne Kraschewski
Marie-Ève Lapierre
Katia Primeau
Veronica Schami
Marie Simon
Soumya Skakni
Nathalie Vallière

In-House Recruitment

Judith Johnson
Winnifred Assman
Laurie Graham

Poppy Quintal
Stuart Slayen
Colleen Young

List (English Email Forum)

Glenn Clavier
Alan Yoshioka

Marketing and PR – Book Expo 2003

Elizabeth Cockle
Ruth Chernia
Mary Anne Coffey
Bill Coulthard
Catherine Cragg
Sharon Crawford
Cheryl Freedman
Elaine Freedman
Stephanie Fysh
Jennifer Glossop
Bob Kennedy
Vanessa Lameche
Elaine Melnick
Adrienne Montgomerie
Erika O'Hara
Barb Payne
Ruth Pincoe
Mila Santiago
Gene Shannon
Rosemary Shipton
Gillian Watts
Sarah Wight

Mediation

Rosemary Tanner

Member Communication

Peter Colenbrander
Stephanie Fysh
Doug Linzey

Membership Review

Christa Bedwin
Suzanne Aubin
Heather Ebbs
Greg Ioannou
Margaret Whitla

Newsletter

Peter Roccia
Leslie Vermeer
Suzanne Aubin
Céline Bouchard
Certification Steering Committee
Ruth Chernia
Sib Clark
Susan Davis Turcotte
Faith Gildenhuis
Ron Jette
Nathalie Larose
Sophie Lees
Chris Noone
Jenna O'Flaherty
Dyanne Rivers
Daneda Russ
Debbie Sawczak
Adrienne Snow
Stephanie Sparks
Rosemary Tanner
Nathalie Vallière
Coba Veldkamp
Karen Virag
Charis Wahl
Alan Yoshioka

PICA

Greg Ioannou
Claudia Forgas

Professional Development and Conference 2004

Jo-Ann Cleaver
Dawn Harvie
Theresa Agnew
Shirley Bays
Astrid Blodgett
Susan Bond
Lori Burwash
Brenda Christians
Audrey Dorsch
Susan Eskdale
Philippa Fairbairn
Alex Frazer-Harrison
Stephanie Fysh
Kathy Garnsworthy
Mary Anne Gorman
Rosemary Gretton

VOLUNTEERS, CONTINUED

Fiona Hamilton
Marion Hoffmann
Joan Irving
Anita Jenkins
Perry Millar
Trish Morgan
Maureen Nicholson
Rebecca Porter
Patsy Price
Janet Pringle
Peter Rocca
Rosemary Shipton
Lynn Smith
Dianne Smyth
Rosemary Tanner
Kara Turner
Karen Virag
Audrey Whitson
Traci Williams
Colleen Young

Professional Standards

Cy Strom
Lee d'Anjou
Jinnean Barnard
Dennis Bockus
Lori Burwash
Lynda Chiotti
Marie Cimon
Barbara Czarnecki
Roseline Desforges
James Harbeck
Tessa Hearn
Sylvie Lahaie
Louis Majeau
Shaun Oakey
Jonathan Paterson
Veronica Schami
Marlene Tash
Jim Taylor
Kathy Vanderlinden
Tom Vradenburg

Publications

Mel-Lynda Andersen
Darren Fall
Susan Hickman
Joan Irving
Anita Jenkins
Hannah Keorth
Anne-Marie Prendeville
Natasha Smith

Revenue Brainstorming

Faith Gildenhuys
Beatrice Baker
Shannon Barr
Jane Fairbanks
Andrea Gregoire
Anita Jenkins
Zofia Laubitz
Theresa Laviolette
Audrey McClellan
Trish Morgan
Maureen Moyes
Rachelle Redford
Dianne Smyth
Adrienne Snow
Terry-Lynn Stone
John Vigna
Karen Virag
Ken Weinberg

Survey

Jennifer Latham
Suzanne Aubin
Christa Bedwin
Tanis Stolar
Ruth Wilson

Tom Fairley Award Policy

Nancy Flight
Rick Archbold
Heather Ebbs
Georgina Montgomery
Jan Walter

Web Site

Lannie Messervey
Rosaleen Dickson
Murray McGregor
Derek Miller
Ruthanne Urquhart

Other Much-Appreciated Contributions

Madeline Koch
Michelle Noël
Louise Saint-André
Jennie Worden

**EDITORS' ASSOCIATION OF
CANADA/ASSOCIATION
CANADIENNE DES RÉVISEURS**

FINANCIAL STATEMENTS

DECEMBER 31, 2003

AUDITORS' REPORT

To the members of Editors' Association of Canada/Association Canadienne des Réviseurs,

We have audited the statement of financial position of Editors' Association of Canada/Association Canadienne des Réviseurs as at December 31, 2003 and the statements of operations and net assets and cash flows for the year then ended. These financial statements are the responsibility of the association's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the association as at December 31, 2003 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Cowperthwaite Mehta

Chartered Accountants

April 6, 2004
Toronto, Ontario

**EDITORS' ASSOCIATION OF CANADA/ASSOCIATION CANADIENNE DES
RÉVISEURS**

STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2003

	2003	2002
ASSETS		
Current assets		
Cash and short-term deposits	\$ 78,647	\$ 62,192
Accounts receivable	20,232	16,237
Prepaid expenses	<u>3,938</u>	<u>3,629</u>
	<u>\$ 102,817</u>	<u>\$ 82,058</u>
LIABILITIES AND NET ASSETS		
Current liabilities		
Accounts payable	\$ 39,761	\$ 34,164
Deferred revenue (note 3)	<u>7,500</u>	<u>8,500</u>
	<u>47,261</u>	<u>42,664</u>
Net assets		
Unrestricted net assets	<u>55,556</u>	<u>39,394</u>
	<u>\$ 102,817</u>	<u>\$ 82,058</u>

Approved by:

_____, President

_____, Treasurer

see accompanying notes

EDITORS' ASSOCIATION OF CANADA/ASSOCIATION CANADIENNE DES RÉVISEURS

STATEMENT OF OPERATIONS AND NET ASSETS

FOR THE YEAR ENDED DECEMBER 31, 2003

	2003	2002
REVENUE		
Membership fees	\$ 230,813	\$ 217,738
Annual General Meeting and conference	71,018	49,596
Directory listings and advertising	27,560	29,180
Seminars	23,430	33,830
Publication sales	15,501	18,224
Other	5,222	5,940
Government grants (note 4)	4,997	13,006
Interest	1,571	1,099
Fairley prize (note 3)	1,000	1,000
Toronto administration	<u> </u>	<u>4,732</u>
	<u>381,112</u>	<u>374,345</u>
EXPENSES		
Administration	121,303	102,242
Travel and event venue costs	54,837	61,368
Regional branches (note 5)	39,468	37,008
Honoraria and contract services	39,020	59,155
Printing	25,757	33,807
Rent and utilities	25,306	23,358
Stationery and supplies	21,219	27,883
Mailings	17,853	22,346
Bank and credit card charges	5,189	3,506
Legal and accounting	5,165	5,184
Design	4,454	5,020
Fairley prize (note 3)	2,000	2,000
Memberships and promotion	1,731	3,057
Publications	1,548	2,640
Bad debts	100	375
Special projects	<u> </u>	<u>599</u>
	<u>364,950</u>	<u>389,548</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES FOR THE YEAR	16,162	(15,203)
Net assets, beginning of year	<u>39,394</u>	<u>54,597</u>
NET ASSETS, END OF YEAR	<u>\$ 55,556</u>	<u>\$ 39,394</u>

see accompanying notes

**EDITORS' ASSOCIATION OF CANADA/ASSOCIATION CANADIENNE DES
RÉVISEURS**

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2003

	2003	2002
CASH INFLOW (OUTFLOWS)		
OPERATING ACTIVITIES		
Excess (deficiency) of revenue over expenses	\$ 16,162	\$ (15,203)
Net change in non-cash working capital items (below)	<u>293</u>	<u>14,859</u>
NET CASH ACTIVITY FOR THE YEAR	16,455	(344)
CASH AND SHORT-TERM DEPOSITS, BEGINNING OF YEAR	<u>62,192</u>	<u>62,536</u>
CASH AND SHORT-TERM DEPOSITS, END OF YEAR	<u>\$ 78,647</u>	<u>\$ 62,192</u>
Net change in non-cash working capital items:		
Accounts receivable	\$ (3,995)	\$ (4,469)
Deferred revenue	(1,000)	8,500
Prepaid expenses	(309)	(774)
Accounts payable	<u>5,597</u>	<u>11,602</u>
	<u>\$ 293</u>	<u>\$ 14,859</u>

see accompanying notes

EDITORS' ASSOCIATION OF CANADA/ASSOCIATION CANADIENNE DES RÉVISEURS

NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2003

1. THE ORGANIZATION

The Editors' Association of Canada/Association Canadienne des Réviseurs (the "organization") is incorporated as a not-for-profit organization without share capital under the Canada Corporations Act. On May 20, 1994 the organization formally changed its corporate name from Freelance Editors' Association of Canada/Association des pigistes de l'édition to Editors' Association of Canada/Association canadienne des rédacteurs-réviseurs.

Founded in 1979, the organization represents editors in Canada who work in many forms of print as well as in other media. One of the organization's main objectives is to promote communication and cooperation between editors and their clients.

These statements reflect the operations of the organization's National Office.

2. SIGNIFICANT ACCOUNTING POLICIES

The organization follows accounting principles generally accepted in Canada in preparing its financial statements. The significant accounting policies used are as follows:

Revenue recognition

The organization follows the deferral method of accounting for revenue. Restricted revenue, such as grants received for special projects and some donations, are recognized as revenue in the year in which the related expenses are incurred. Unrestricted revenue such as membership fees, directory listings, directory advertising and publication sales are recognized when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Interest income is recognized as revenue when earned.

Donated materials and services

The value of donated materials and services received is not recorded in the accounts.

Capital expenditures

The cost of any furniture and equipment purchased is charged to operations in the year of purchase.

Use of estimates

The preparation of these financial statements requires management to make estimates and assumptions that affect the reported amount of assets, liabilities, revenues and expenses. These estimates are reviewed periodically and as adjustments become necessary they are reported in the period in which they become known.

EDITORS' ASSOCIATION OF CANADA/ASSOCIATION CANADIENNE DES RÉVISEURS

NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2003

3. DEFERRED REVENUE

Deferred revenue is composed of the following:

	<u>2003</u>	<u>2002</u>
Fairley prize	\$ 7,500	\$ 8,500

The organization received contributions of \$9,500 during 2002 from various sources to be used to recognize excellence in editing. The Board of Directors decided to endow the award whereby \$1,000 of the contributions would be awarded annually with a matching of \$1,000 by the organization.

4. GOVERNMENT FUNDING

Government funding recognized in the year was as follows:

	<u>2003</u>	<u>2002</u>
Canadian Heritage	\$ 4,997	\$ 13,006

5. REGIONAL BRANCHES

The organization has five branches representing different areas of the country. The branches maintain separate records and are partially supported with funds from the National Office. These funds are disbursed in accordance with a formula based on the membership of each branch.

During the year the organization disbursed the following amounts to the branches:

	<u>2003</u>	<u>2002</u>
Quebec/Atlantic Canada	\$ 5,840	\$ 5,979
National Capital Region	8,274	7,327
Toronto	13,563	12,482
Prairie Provinces	5,386	4,942
Western Canada/British Columbia	<u>6,405</u>	<u>6,278</u>
	\$ 39,468	\$ 37,008

6. LEASE COMMITMENTS

The organization leases office space at 27 Carlton Street in Toronto and has the following minimum lease commitments. The operating cost portion of the lease is based on 2002 property and utility rates and is subject to market fluctuations.

2004	\$ 23,330
2005	<u>9,819</u>
	\$ 33,149

**EDITORS' ASSOCIATION OF CANADA/ASSOCIATION CANADIENNE DES
RÉVISEURS**

NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2003

7. INCOME TAXES

The organization is exempt from income tax in Canada as a not-for-profit entity under Section 149(1)(l) of the Income Tax Act (Canada).