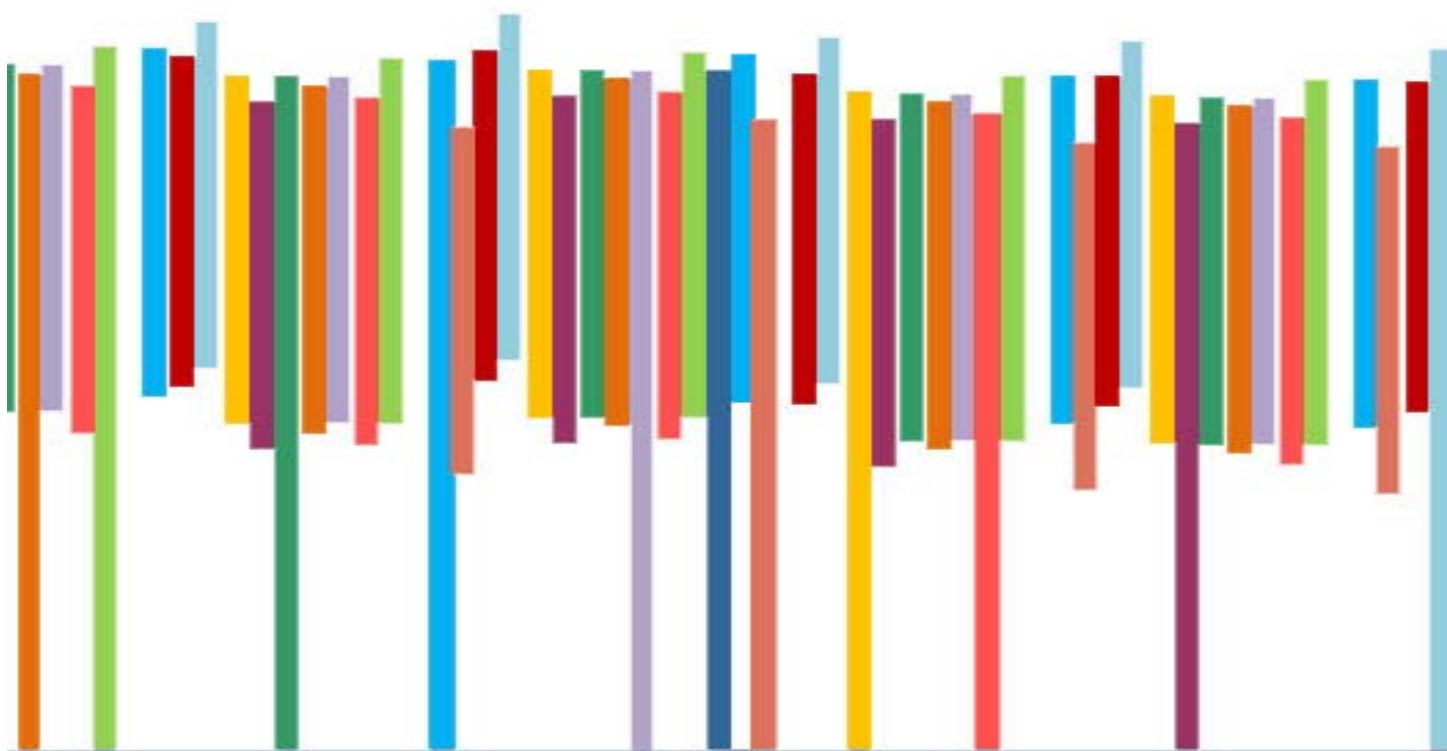
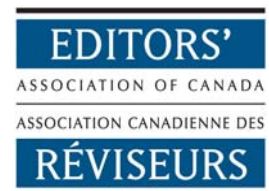


Editors' Association of Canada /
Association canadienne des réviseurs

Annual report 2013-14



Prepared by the
National Executive Council
May 2014



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About the Association

The Editors' Association of Canada/Association canadienne des réviseurs (EAC/ACR) is a group of professional editors who promote editing as key in producing effective communication. Most editors work with words (e.g., copy editing, rewriting, reorganizing, proofreading); however, some work with pictures and design, in production or management, or as indexers and translators.

Established in 1979, EAC has about 1,500 members from across the country, both salaried and freelance, who work for individuals and organizations that produce

material for print or digital distribution. The clients and employers of EAC members include book publishers, government (federal, provincial and municipal), magazines and newspapers, educational institutions and other publicly funded organizations, private sector businesses and not-for-profit organizations.

EAC's programs and services include professional development seminars and program meetings, an annual conference, scholarships and awards, newsletters, the Online Directory of Editors and a landmark certification program.

Governance and Planning

The Editors' Association of Canada is incorporated federally as a not-for-profit bilingual organization and is governed at the national level by the national executive council. EAC has six branches: British Columbia, Prairie Provinces, Saskatchewan, Toronto, National Capital Region and Quebec/Atlantic Canada. Five smaller groups, called twigs, have been formed within the organization (three in Ontario, one in Nova Scotia and one in Newfoundland & Labrador), and more are likely to be established in the future.

Mission and Objectives

Powered by our community of volunteers, our mission is to develop and promote professional editorial standards, increase awareness of the value of editing, and provide products and services to editors throughout their careers.

Our organization undertakes to

- ensure effective communication at and among all levels: association members, branches and twigs, staff members and the national executive council;
- understand and meet the needs of a diverse range of editors, including those who work in-house and freelance, in various media, in various sectors, in either official language and at all levels of experience; and
- advocate on behalf of members, the organization and the profession.

EAC's constitution identifies the following objectives:

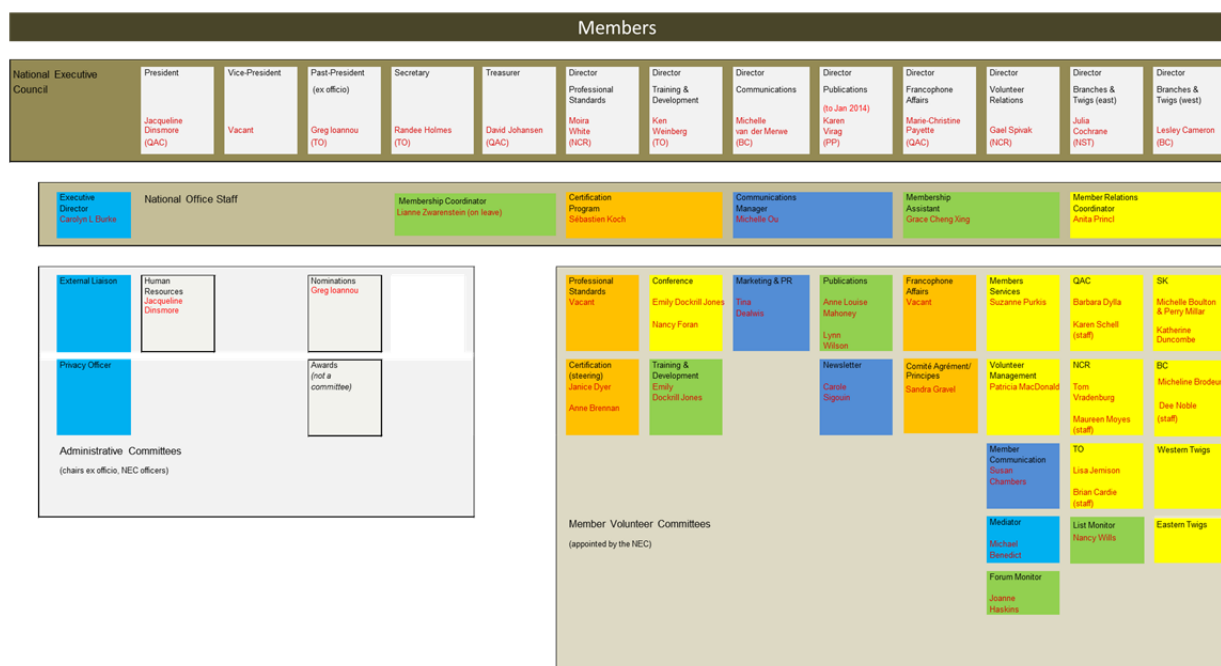
- to represent editors working in Canada;
- to promote and maintain high professional standards of editing;
- to promote a high quality of publishing in Canada and to cooperate with other associations and organizations in areas of common concern;
- to establish guidelines to assist members in securing equitable compensation and good working relations; and
- to share the experience of the membership by providing information, news and market data.

Governance Task Force

The governance task force was struck by the national executive council (NEC) in August 2012 to review the requirements of the new *Canada Not-for-Profit Corporations Act* and to propose revisions to the association's bylaws and policies for compliance. The task force issued an interim report to members in May 2013 and presented the report at the June 2013 annual general meeting (AGM). EAC must fully comply with the new Act on schedule to receive a letter of continuance in 2014. If an organization fails to refile, it faces a risk of being dissolved.

Strategic Plan

EAC members ratified a strategic plan for 2012–13 to 2016–17 at the 2012 AGM. The national executive council uses this plan, which identifies goals for each national committee, to develop an annual operational plan.



National Executive Council, Committee Chairs and National Office Staff

National Executive Council

President: Jacqueline Dinsmore (Quebec/Atlantic Canada branch)
Past President: Greg Ioannou (Toronto branch)
Vice-President: Danielle Arbuckle (to April 2014)
Secretary: Randee Holmes (Toronto branch)
Treasurer: David Johansen (Quebec/Atlantic Canada branch)
Regional Director of Branches and Twigs (West): Lesley Cameron (British Columbia branch)
Regional Director of Branches and Twigs (East): Julia Cochrane (Nova Scotia twig)
Director of Communications: Michelle van der Merwe (British Columbia branch)
Director of Francophone Affairs: Marie-Christine Payette (Quebec/Atlantic Canada branch)
Director of Professional Standards: Moira White (National Capital Region branch)
Director of Publications: Karen Virag (to January 2014)
Director of Training and Development: Ken Weinberg (Toronto branch)
Director of Volunteer Relations: Gael Spivak (National Capital Region branch)
Executive Director: Carolyn L Burke

Committee Chairs

Membership

Member Services: Suzanne Purkis (National Capital Region branch)
Member Communication: Susan Chambers (British Columbia branch)
Volunteer Management: Patricia MacDonald (Nova Scotia twig)
Francophone Affairs: Vacant

Professional Development

Professional Standards: Vacant
Certification: Janice Dyer (Hamilton-Halton twig) and Anne Brennan (British Columbia branch)

Comité Agrément/Principes: Sandra Gravel
Training and Development: Emily Dockrill Jones (Kitchener-Waterloo-Guelph twig)
Conference: Emily Dockrill Jones (Kitchener-Waterloo-Guelph twig) and Nancy Foran (Toronto branch)
EAC Representative, Book & Periodical Council: Stephanie Fysh
EAC Representative, Freedom of Expression Committee: Marg Anne Morrison

Communications

Marketing and Public Relations: Tina Dealwis (Toronto branch)
Newsletter: Carole Sigouin, Editor-in-chief (National Capital Region branch)
Publications: Lynn Wilson (National Capital Region branch); Anne Louise Mahoney (National Capital Region branch)

Administrative

External Liaison: Carolyn L Burke, Executive Director
Human Resources: Jacqueline Dinsmore (Quebec/Atlantic Canada branch)
Nominating: Greg Ioannou (Toronto branch), Past President

National Volunteer Positions

Forum Monitor: Joanne Haskins (Toronto branch)
List Monitor: Nancy Wills (Kingston twig)
Mediator: Michael Benedict (Toronto branch)

National Office Staff

Executive Director: Carolyn L Burke
Communications Manager: Michelle Ou
Membership Coordinator: Lianne Zwarenstein (on leave)
Member Relations Coordinator: Anita Princl
Membership Assistant: Grace Cheng Xing
Certification Administrator: Sébastien Koch

President's Message



We've done everything possible to make each and every member aware of what will be happening.

As I look back over my first year as president, I can say that I am delighted with the way things have gone. Of course, I'm lucky that Greg Ioannou handed over an association that was in excellent health, ready to take on new projects and challenges.

Membership has levelled out at just under 1,500 and, with the addition of the Newfoundland & Labrador twig this year, we are now six branches and five twigs strong. If people sometimes wonder why we hold the annual conference and AGM in different cities across the country, here is a case in point: the Newfoundland & Labrador twig was formed by members who met when they attended their first conference in Halifax last June.

A look at the financial statement in this report will show that EAC is financially fit with adequate funds to support our plans for the coming year. Our strategic and operating plans have become living, breathing documents expressing the association's spirit from year to year. The NEC now reviews the plans annually, with help from local members and special guests, so a variety of opinions are represented.

A major focus this year has been revising our governance structure. New federal

government legislation requires that we overhaul our constitution and membership categories; we took advantage of the assessment to update some of our policy documents as well. The governance task force, led by Lynne Massey, has done an outstanding job.

I must admit that when I saw the work needed, I paled and wondered how we would ever see our way through. But the undaunted task force went through every line of our governance documents and compared them to the government template. Many elements needed only slight changes. The task force distilled the rest of the requirements down to a few major decisions. The governance draft documents, an overview and an FAQ were sent to every branch and twig. They then each received a presentation to explain the new governance structure and the major changes, and took part in a question- and- answer session. Lastly, to make sure all members could make comments and ask questions, we held two nation-wide conference calls—one in French and one in English. We've done everything possible to make each and every member aware of what will be happening.

Why? Because at the 2014 AGM you, the members, will vote to accept the new structure that the NEC proposes. And we want you to make an informed choice.

The rest of EAC's focus has been directed toward strengthening connections among the NEC, branches and twigs; moving forward with certification; laying the foundations for French-language *agrément* (certification) and taking care of the 101 details that keep the association progressing and improving.

I would be remiss if I did not mention the loss of a long-time EAC member this year. We were all shocked and saddened to learn of Karen Virag's untimely and sudden passing. I was fortunate to have worked with Karen in several capacities, particularly on the NEC, and I can attest that she was a

bright, funny and dedicated individual. She will be sorely missed.

- **Jacqueline Dinsmore**

Executive Director's Report



If 2012–13 was a year of quiet growth and improvement, 2013–14 is one of foundational change.

2013–14 is about change.

The national office team welcomed Anita Princl and Grace Cheng Xing, after saying goodbye to Helena Aalto. Lianne Zwarenstein, our long-time membership coordinator, is on medical leave; we hope she'll be back in the office soon. Sébastien Koch and Michelle Ou are, as always, a pleasure to work with, and have been essential in training and supporting our new staff.

But change didn't stop there. The 2014 budget was approved in December 2013 with the understanding that we would focus on growth in membership, in revenues and in vision. Within months, it became apparent that financial growth is not so easily claimed. With fewer conference registrations than expected, the optimistic budget

required adjustment to support a more modest plan to retain our hard-won financial health.

In 2013, we invested \$75,000 in laddered GICs, while also building the reserve account to over \$40,000. This was a great step toward reducing our financial dependency on external factors (see my comments on our sister organizations on the next page).

The federal government's adoption of the *Canada Not-for-Profit Corporations Act* drove major policy and structural change. The work done by our governance task forces over the last three years has been incredible. With light input from our lawyer, EAC's volunteers have recreated the best of what EAC has been with the best of the new Act's optional passages. The largest effects will require administrative support over the next year. We're consolidating membership categories into one, creating new student and organizational affiliation statuses, while explicitly embracing all our local groups as part of one national organization.

"But why stop there?" wondered the government... We are also required to

comply with new anti-spam legislation and with new standards for online information access for people with disabilities. Changes to how we communicate and how we present information are under way nationally and in all our local groups.

Thanks in large part to our 2012/13–2016/17 Strategic Plan, other long term projects are coming to fruition in 2014 as well. EAC's new brand is under development, led by another dynamic group of volunteers. Design of the branding platform is in process. Changes to our presence—both written and visual—will be significant as we learn to tell our story in a new way.

The new edition of *Editing Canadian English* (ECE 3) will launch as a stand-alone subscription website this year. This in-demand reference tool will be accessible worldwide and will be easy for EAC to update regularly. Congratulations to the publications committee for tremendous work despite extraordinary circumstances. A special thank you to the late Karen Virag, who served as both editor-in-chief of ECE 3 and director of publications.

Change within was reflected without, across the industry. Most sister and related umbrella organizations lost federal funding; many closed their doors after a struggle, while some looked at becoming more business-oriented. At the same time, changes to federal copyright legislation had a negative impact on the collection and distribution of copyright revenue. We expect that EAC will not receive permissions payments after 2015, and that grants within the arts sector will mostly dry up. EAC is in a remarkably good position financially compared to most, in large part because we have never relied on grants or government funding. What appeared to be a weakness for decades has strengthened us as an organization.

I extend sincere thanks to all EAC members for another wonderful year. Thank you as well to the national office staff for their dedication and continued enthusiasm, and for their collaborative support of each other. I invite all members to become even more involved in the association—call me anytime.

- Carolyn L Burke

National office staff provide services for all our members. Here's what we do:

- process membership applications and renewals;
- manage and update our websites and online services;
- offer technical support for email, logging in, payment and email forum access;
- produce e-news updates and other outstanding communications;
- manage finances, both nationally and for our growing number of twigs;
- support committee and task force volunteers, our local groups and the national executive council; and
- assist members as needed with all our ongoing and special projects.

Special initiatives of the national office this year included

- implementing the rebranding across the association;
- coordinating the launch of the new website;
- deploying better and secure file sharing for all our projects;
- coordinating the build of the ECE 3 website;

- retooling our admin processes to support the governance changes; and
- hiring and training new office personnel.

The highest priorities in the national office this coming year include

- examining the national budget and the 2014 operational plan with an eye to managing with lower conference revenues;
- ensuring support of volunteers;
- driving growth in membership across the country; and
- focusing on implementing our new visual and written identity as one of Canada's largest and most effective membership associations.

Communications

Michelle Ou coordinates communications and marketing for internal and external audiences, as well as web-related projects. She produces our e-news update newsletter, coordinates communications for all our committees and the NEC, and leads implementation of rebranding across the association. She works with the marketing committee to prepare an annual plan and communications calendar.

Member Relations

Anita Princ joined the national office team last summer to support our twigs and member services, volunteer management committees and the national conference. She helps coordinate and promote seminars and workshops for our twigs and has focused on improving how our national conference is run; volunteer burnout has been at the top of her mind.

Membership

In January 2014, Grace Cheng Xing took on responsibility for EAC's membership and bookkeeping. She processed hundreds of transactions and membership applications and renewals to clear a growing backlog.

Lianne Zwarenstein went on long-term medical leave in January 2014. We hope she'll be back in the office soon.

Certification

Sébastien Koch looks after all aspects of EAC certification, standards and *agrément*, and he works with our francophone affairs teams to develop other French services. Sébastien supports all our awards and scholarship programs.

Committee Reports

A Note About the Organization of This Report

The committee reports are organized into three sections that reflect the structure of the Editors' Association of Canada.

- Member services
- Professional development
- Communications

Clearly, there is a lot of overlap among these functions. For example, the professional standards committee works closely with publications, certification, marketing and public relations, the website and the newsletter. And all activities of the association could be defined as member services.

Member Services

In **2013–14**, the Editors' Association of Canada continued to serve its members in numerous ways. In addition to major initiatives such as certification, the national conference and publications, ongoing services and membership benefits included

- the Online Directory of Editors (ODE) and National Job Board;
- members-only email forums (English and French) and an online forum (Interactive Voice);
- mediation assistance for grievances or contract disputes;
- a freelance editorial agreement
- the editors.ca and reviseurs.ca email addresses;
- a variety of insurance plans and assistance with retirement and investment planning; and
- discounts on purchases from select vendors.

For many members, the **email list** is an excellent way to develop and maintain professional contacts and friendships. It is also an invaluable professional resource, as subscribers regularly post information links to websites related to editing. In 2013–14, more than 450 EAC members subscribed to the English email list and more than 100 to the French.

EAC's **online forum**, Interactive Voice (IV), had a quiet year with few postings and no interaction or intervention with IV participants requested or required.

The **mediator** continued to be available to advise EAC members or their clients about disputes involving editing work, and to intervene if necessary. The past year was relatively quiet with only three members coming forward with their concerns, all about failure to be paid. Two

of these situations were resolved to the member's satisfaction with the third ongoing. Over the years, in most cases, there is little or no mediation.

An **awards task force** was established last year to review EAC's awards programs and make recommendations to the national executive council. One of the goals this year was to develop a French award; however it did not gain very much traction due to the lack of interest from francophones to help coordinate it.

The **member services committee** found a new chair this year. So far, under this new leadership, the committee launched the following new member benefits: Usito, Le Robert Online Dictionaries, PerfectIt and JPASS (from JSTOR). The committee is also in the process of developing an exit survey for members who decide not to renew their EAC membership. A lack of volunteers continued to be the biggest challenge.

Affaires Francophones

The number of francophone members is approximately 12% of total membership. These members are spread primarily across Quebec, Ontario and Atlantic Canada. Consequently, the search for volunteers is a particular challenge for francophone projects.

Volunteer Management

The volunteer management committee has been very active over the past six months. The EAC website text on the benefits of volunteering was also updated.

The ongoing projects are as follows.

- As part of the goal to increase volunteer recognition, the committee began profiling

an EAC volunteer of the month appearing on website and social media.

- The template for the volunteer directory that was developed last year is in the beta-testing stage.
- The committee is researching the options for a national volunteer rewards program with several levels so that individual branches and twigs can adopt the best program that works for them.
- A table of contents has been finalized for the new handbook for EAC's volunteers and volunteer leaders, and committee members have begun researching and writing the content.

Member Communication

Over the past year, the member communications committee wrote and released the "Highlights Report" for the comprehensive membership survey that was undertaken during the fall of 2012. Both the qualitative and quantitative data are being put to good use; namely, data has been selectively shared with other EAC committee chairs to support them in meeting their committee objectives. During the summer of 2013, the member communications committee recruited two volunteers to identify and track discussion themes and tones across three social media platforms: LinkedIn, Facebook and the email forum. In December 2013, the committee designed and administered a short survey to canvas members' feedback on the fall 2013 issue of EAC's national magazine *Active voice/Voix active*. This spring, the member communications committee has designed surveys for both the member services committee and the awards committee.

A Note on Volunteering

The long list of names included in the Volunteers section of this report illustrates how heavily the Editors' Association of Canada relies on the active involvement of its members. This year, like every other year, dozens of people devoted countless hours to serve on national committees and the national executive council. As well, hundreds of others took on specific tasks.

The announcement of the President's Awards for Volunteer Service is an important event for EAC each year. See the list of 2014 recipients at the end of this report.

EAC's 2012–13 to 2016–17 Strategic Plan states:

It has often been said that EAC is powered by its volunteers. It is time for the organization to recognize the value of that energy. We want to encourage members to actively participate in the organization so that it becomes truly theirs and they get the most out of their membership.

Volunteering is often seen as a form of charity, of giving selflessly. Instead, we want to make volunteering for EAC one of the most valuable benefits of membership. Rather than looking at volunteering as something we do for others, we want to ensure that our members benefit from their experiences. For example, being an active participant in the organization can be a great way to gain work experience, meet people who can teach you new skills and possibly help you find work, develop leadership skills, make new friends and have fun! And, of course, we want our volunteers to feel appreciated.

Professional Development

Professional Standards

The professional standards committee is responsible for ensuring that EAC's *Professional Editorial Standards* (PES) and *Principes directeurs en révision professionnelle* remain current and appropriate. This past year has seen the professional standards committee in a holding pattern, gearing up for a review this fall. EAC's *Professional Editorial Standards* are reviewed on a regular basis to ensure they keep up with new developments and reflect the way editors work. They also feed into our certification program.

Certification

This year EAC was proud to recognize 11 new Certified Copy Editors, 8 new Certified Structural Editors and 2 new Certified Professional Editors. To date, more than 200 designations have been awarded. The certification committee was very active this year.

Activities included

- creating a preliminary database of test questions;
- initiating research on proficiency testing;

- continuing to recruit for the committee and for the committee’s activities;
- reviewing historical documents to create a primer on certification;
- establishing a decision log to keep track of all committee decisions;
- supporting francophone EAC members in their development of a certification program for francophone editors; and
- initiating the credential maintenance program.

Plans for this year include

- establishing a number of important task forces (computer testing; relational database creation; and proficiency testing);
- conducting three surveys to determine stakeholders’ views on proficiency testing:
 - employers
 - university/college editing students, instructors and administrators
 - EAC members
- revising procedural documents to facilitate test settings, administration and marking; and
- creating and storing historical and procedural documents on a secure server accessible by all CSC members.

Conference

The 2014 conference “Tracking Change: e-Merging Methods and Markets” is set to be held in Toronto from June 6 to 8 at the Li Ka Shing Knowledge Institute.

The program will feature a rich mixture of local and imported talent. George Elliott Clarke, Toronto’s poet laureate, will speak at the opening reception Friday night, while Doug Gibson and Terry Fallis will deliver the opening and closing keynotes, respectively.

With a focus on new technologies and shifts in language and culture, this year’s conference will feature over 40 professional development sessions from experts on both sides of the border. The conference will also include lunch ‘n’ learn sessions and speed mentoring. The annual general meeting will be held on Saturday afternoon, followed by the awards banquet in the evening.

The communications team is sharing conference communications with several related professional groups, as well as members and interested parties via email blasts, the association Facebook page, the conference Twitter account, and a blog established specifically for the 2014 conference.

Training and Development

Despite some early momentum finalizing letters to educators who might adopt *Editing Canadian English*, the training and development committee stalled this year. The chair was however able to connect the webinar task force and lay out a plan.

Volunteers will be required for any future committee action – including managing replies to letters and developing webinars and other online training.

Communications

Marketing and Public Relations

This past year was successful for the marketing and public relations committee, which focused largely on servicing existing campaigns and marketing projects within EAC's limited marketing budget. The following projects were completed in 2013–14.

- EAC hired marketing agency H2 Creative to design EAC's pilot Hire an Editor campaign (a social media and PPC ad campaign targeted to the IT and finance industries) running from Oct. 7–25, 2013. The pilot campaign has set the stage for a larger bilingual campaign in 2014.
- EAC's blog, *The Editors' Weekly* continues to be a success (the number of subscribers has increased from 122 to 171).
- The committee wrote media releases and provided copywriting support for the conference, certification and EAC's various awards, and promoted new EAC member discounts.

Other ongoing marketing and public relations activities include

- participating on EAC's 2014 rebranding task force;
- providing marketing support for ECE 3;

- continuing our successful partnership with the Translation Bureau (providing quarterly articles for the Language Portal website);
- providing support for EAC products and services using social media tools such as Facebook, Twitter, Google+ and LinkedIn, and exploring how best to use these and other emerging resources to reach new audiences; and
- supporting EAC's national programs and services via website, e-blasts, online advertising and traditional print promotion (e.g., brochures).

Publications

The publications committee continued its work on creating *Editing Canadian English* (3rd ed.). A major change from ECE 2 to ECE 3 will be an online database, accessed through an annual subscription that can be updated regularly. The online format will allow users to access content from various devices and find information quickly, and will include links to other relevant sections. A print-on-demand option will be available for those who prefer a printed book. The new edition will be launched in fall 2014.

The focus of ECE 3 is to have experienced editors offer information that Canadian editors and writers need: advice on making decisions about style, punctuation, capitalization, spelling, handling content in French, choosing measurement systems, avoiding bias, and more. A much anticipated new section on editorial

niches—for example, online materials, cookbooks, fiction, non-fiction, education resources, children’s and YA books, government and corporate materials—will make this resource more useful for today’s editors. A lot of work has been done with the web developer team to create a functional, attractive site with good search capability. EAC members are talking about ECE 3 on their blogs and in threads on LinkedIn and Facebook.

Meanwhile, EAC continues to sell its remaining copies of ECE 2. The four volumes of *Meeting Professional Editorial Standards* are also selling steadily to students in editing programs and to editors preparing for certification tests.

National Magazine

The national magazine committee realigned the production schedule of *Active Voice/Voix active* for efficient production of its volunteer team and commitment to the on-time delivery of two issues, which happened as planned. A new printing company was hired to meet the requirements. This enabled the magazine to

grow from 20 to 24 pages. A new English managing editor was hired to handle the aggressive schedule.

A survey was conducted and sent to all EAC members to find “the pulse” for upcoming issues of *Active Voice/Voix active*. The committee adopted a more proactive approach by preparing the annual issues’ themes, schedule and volunteer resources (writers and proofreaders) ahead of time.

Website

The Editors’ Association of Canada continues to rely heavily on electronic communication, including its website. The website (www.editors.ca) is a critical public face as well as a central point of interaction for the majority of EAC members and the general public.

Since the basic structure of the website has been retooled, the visual and written branding platform is currently being designed at this time.

Administrative Committees

External Liaison

As a new not-for-profit landscape matures (i.e., one lacking in federal support or funding), we should look to integrating our activities more strongly and partnering with other associations and organizations. Local groups continue to emerge, and our branches enjoy stronger-than-ever local affiliations. EAC should examine better ways to support this growth and sharing potential. Nationally, we should be part of new umbrella organizations, which are driven by shared needs rather than government funding. This calls for rethinking on how the committee functions, and we should be fully engaged through the next few years to ensure that editing is included and respected as an integral part of the cultural forum.

While Canadian Human Resources Council, Book and Periodical Council, and Access Copyright become more profit- and product-focused, others simply have closed their doors (The Alliance of Sector Councils, Canadian Council of the Arts, and many other sector councils). Boot camps and value-added learning centres are springing into existence including the Ontario Not-for-Profit Network, Imagine Canada and

Arts Services Organizations Sandbox. As we learn to design our own paths and work collaboratively, EAC has the opportunity to step into a leadership position across the country.

Event partnering is strong and growing. Branches and twigs work closely with peer associations to coordinate in-person and online professional development, and our national conference is attracting partners with longer-term interest in working together.

Local Groups

Branches and twigs across the country were represented by two regional directors (one for western Canada and another for eastern Canada). The single most important responsibility of the regional directors is to encourage communication between and among the branches and twigs. Although there are significant regional differences, local groups also face many of the same organizational and programming challenges. There are also opportunities for individual branches and twigs to gain strength and support by working together.

A successful meeting of branch chairs and twig leaders was held before the Halifax national EAC conference in 2013, and a similar meeting is being planned in conjunction with the Toronto conference in June 2014. These meetings facilitate discussion about the formation of twigs, encourage branch-to-branch communication and allow people to share strategies for branch success.

Overview

In June 2013, the annual conference was held in Nova Scotia, making it the first EAC twig to host an annual conference.

A new twig was established from the NLE (Newfoundland and Labrador Editors) group with the main purpose of providing professional

development activities in St. John's. Meanwhile in February 2014, the Peterborough Twig was dissolved. Also this year, the Toronto branch launched its own branch blog *BoldFace* to replace their former newsletter.

The twigs remain a vital tool for members who do not live in large urban areas, or who live in urban areas without a branch presence.

All branches and twigs offer services such as workshops and seminars, newsletters, job hotlines and regular member meetings/social events. For most of the branches and twigs, the professional development and monthly meetings have been well attended and very successful.

Recruiting and retaining volunteers is a continuing challenge for most of the branches and twigs, as it is for the national executive council and national committees.

The scope of this report does not allow for detailed descriptions of the many workshops, seminars, meetings and social events—all made possible through the efforts of volunteers. Following are just a few highlights.

Branches Quebec /Atlantic Canada

QAC hosted a December networking event and a joint QAC-QWF January networking event,

each attended by approximately 30 people. The regular monthly meetings remain popular with an average turnout of 22 people. Three bilingual issues of a revamped *Ampersand/Le Perluete* newsletter were created.

A record five full-day English-language professional development (PD) seminars were given in Montreal; a full-day English-language PD seminar was organized in Quebec City in partnership with ATAMESL (Association des travailleurs autonomes et micro-entreprises en services linguistiques) for the second year in a row. As well, three sold-out, full-day French-language PD seminars were presented in Montreal.

Once again, QAC placed ads in the *Montreal Review of Books*; it was also a principal sponsor of the 9th Translation Games (Quebec City) and gave a student membership prize for the competitors.

Recruiting volunteers continues to be a perennial hurdle, and the board was unable to fill all its positions. Nevertheless, sustained efforts have succeeded in netting a modest number of casual “virtual” volunteers.

Surplus funds were invested in short-term and medium-term GICs thanks to a dependable revenue stream from professional development seminars.

Toronto

The Toronto branch launched their branch blog, *BoldFace*, at eactorentoblog.com. The blog replaces their old newsletter, *Edition*, and includes interviews with program speakers and freelance-friendly coffee shop reviews.

In September, the monthly meeting date and venue were moved to Tuesdays at the Miles Nadal Jewish Community Centre. The eight scheduled program meetings, featuring excellent

speakers such as a military historian and a voice coach, have been solidly attended throughout the year. The program presenters were recognized through a donation on their behalf to Literature for Life in 2013 and the Canadian Children’s Book Centre in 2014.

Other activities include

- holding a networking event for experienced editors, and another for new/student editors to meet with more experienced editors in an informal setting;
- organizing 30 seminars, including new topics such as creating a personal/small business website and intro to graphic design
- rewarding and incentivizing volunteers through the my rEwArds Card;
- matching new and transitioning editors with well-established counterparts through our mentorship committee;
- sponsoring BookCampTO (an un-conference for publishing professionals) and hosting a table at the Word On The Street;
- working with the conference committee to support the 2014 conference in Toronto; and
- offering reciprocal discounts to members of related organizations, in exchange for cross-promotion of local seminars.

National Capital Region

Last year’s public service job cuts have hurt NCR’s seminar sales and bottom line, but the seminar program was scaled back this year to 14 titles. Attendance has generally been better, and only one seminar was cancelled.

Our seminars team and executive director have worked hard to run the program and keep wind in its sails. This is not to say the ship has righted, but NCR has taken early steps toward systematically and strategically marketing our seminars. The goal is to expend volunteer energy and money in this area for the remainder of the season and the next as well.

Attendance at the eight monthly meetings was solid and enthusiastic—an eclectic mix of business-oriented and tech-savvy sessions. As always, November’s annual wine and cheese event was the biggest draw.

Saskatchewan

While support of EAC remains high in Saskatchewan, and members value the organization, finding volunteers remains a challenge. Despite the struggle, there are a couple of great young members who bring fresh ideas and new enthusiasm to the executive. The branch has held some successful meetings and continues to sellout workshops.

Prairie Provinces

The Prairie Provinces branch had a very successful year. Thanks to the astounding efforts of the program team, the programming has been engaging, balanced, well-attended and profitable. The most exciting monthly program effort is the April Technology Weekend, in partnership with CAFE (the Calgary Association of Freelance Editors). The event took place on April 11 and 12 this year and was an exciting step forward into online professional development.

This partnership is one of many over the year that has involved collaboration with several other associations in the province. After a very successful conference in 2013 with the Writers' Guild of Alberta and the Get Publishing Communications Society (Words in 3 Dimensions), they are set and in the planning stages of repeating the conference again in May 2015.

Despite the success of the last year, there continues to be a struggle in the areas of volunteer recruitment and retention as well as member retention.

British Columbia

The BC branch's monthly programs continue to draw great attendance. The networking dinner gatherings beforehand gained in popularity, with an incredible 24 attendees before the November program, which drew 55 people to a panel on

developments in book publishing. The professional development sessions are typically fully booked, and planning for this year's PubPro "unconference" for senior in-house editors is well underway, building on last year's successful model.

Highlights for the year include

- seven program meetings, two networking wine and cheese evenings and a Christmas party;
- six full-day seminars and two half-day seminars in Vancouver, and one full-day seminar in Victoria;
- new volunteer recognition in the form of a free seminar for committee members who volunteer for one year or more;
- participation in the literary fair Word Vancouver, a local self-publishing fair and two events for writers (one is out of town);
- the revival of the *West Coast Editor* newsletter and conversion to a blog format; and
- accepting a proposal to co-host EAC's 2016 annual conference with PEAVI in Victoria.

Twigs

Nova Scotia

The Nova Scotia twig, established in April 2012, hosted the 2013 annual conference in June. This was the first annual conference to be hosted by a twig. The small but mighty conference committee organized a Halifax experience that showcased local culture and cultural industries and offered professional development by and for EAC members.

The twig sponsored successful workshops on plain language and eight-step editing. Due to the efforts of volunteer coordinators, two networking events took place, a study group on proofreading began and a coffee break group is meeting monthly in Annapolis Valley.

Kingston

The Kingston twig, formed in 2009, is hanging—there has been sporadic and spotty meeting attendance, but the people who come are very enthusiastic. In November 2013, there was a 2-hour talk hosted by Mark Schwartz, copyright specialist at Queens University, on the issues surrounding copyright. And on April 5, 2014, there was a fiction-editing seminar with 12 attendees.

Hamilton–Halton

In its third year in existence, the Hamilton–Halton twig continued to hold monthly meetings and noon-hour Koffee Klatches as well as two annual social events. In addition, the twig held its inaugural Professional Meet-up event. This joint effort with the Canadian Authors Association and the Professional Writers Association of Canada was an excellent opportunity for members to meet, network and collaborate while promoting their associations. The Hamilton–Halton twig hopes to build on the success of this outing by making it an annual event.

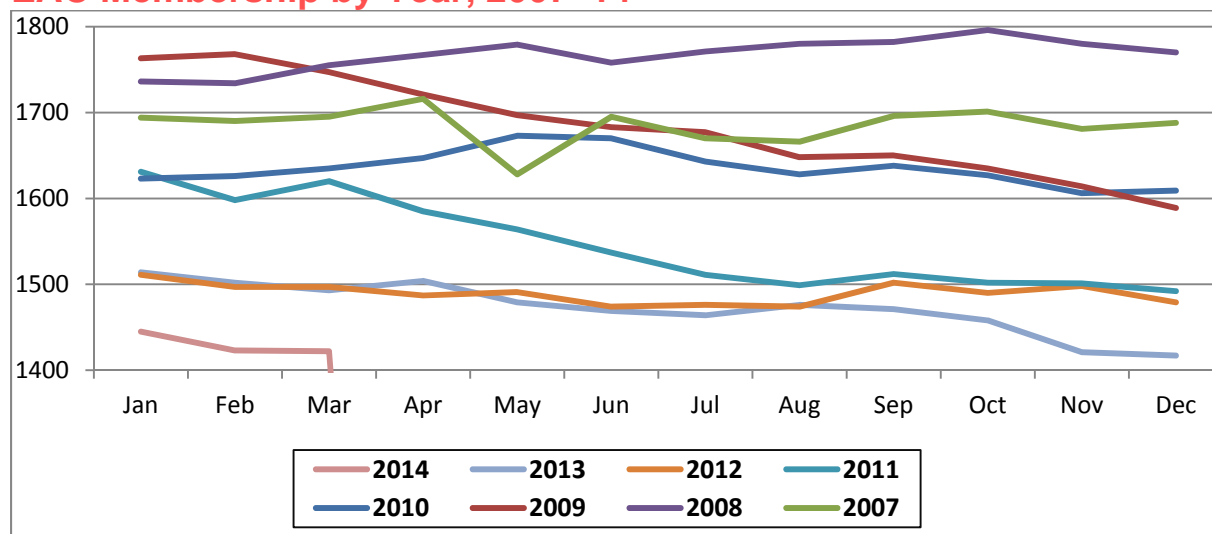
Kitchener-Waterloo-Guelph

The KWG twig, established in 2011, has held six monthly meetings, plus a holiday party and plans on having two more monthly meetings and a party in June this year. Meeting programs are a mix of business matters, general networking and guest speakers on various editing- and small-business-related topics. Building on the popularity of the social media program in March, the twig will run a social media seminar in late June.

Newfoundland & Labrador

Since the last AGM, the fleeting Newfoundland and Labrador Editors (NLE) group has become a twig! The main purpose of the NLE is to offer professional development activities in the St. John's area. The NLE twig has been active in that regard, hosting one session each month from Sept. 2013 through May 2014. These include presentations on topics such as marketing, record keeping and editing for the web as well as group activity sessions. In May, this twig will be representing at the Writers' Union of Canada annual conference in St. John's

EAC Membership by Year, 2007–14



Awards

The following awards are presented each year at the annual Editors' Association of Canada conference banquet: the Tom Fairley Award for Editorial Excellence, the Claudette Upton Scholarship and the President's Awards for Volunteer Service, including the Lee d'Anjou Volunteer of the Year award. This year the presentations will be made in Toronto on Saturday, June 7.

Tom Fairley Award for Editorial Excellence

Established in 1983, the Tom Fairley Award recognizes the editor's often invisible contribution to written communication. The cash prize of \$2,000 is awarded for an editor's outstanding contribution to a work published in Canada in English or French during the previous calendar year. Two finalists also receive a cash award of \$500. Any type of written project—book, magazine, government or corporate report, software documentation, etc.—is eligible, as is any type of editorial work.

Judges for the 2013 Tom Fairley Award are experienced and respected Canadian editors: Heather Ball, Andrea Douglas, and Greg Ioannou.

The winner of this year's Tom Fairley Award is Peter Midgley. Peter won the award for his work on *The Last Temptation of Bond* by Kimmy Beach (The University of Alberta Press). The other two editors shortlisted for their editorial excellence were Trevor J. Adams for *Halifax Magazine* (Metro Guide Publishing) and Paul Payson for *The Peace-Athabasca Delta: Portrait of a Dynamic Ecosystem* by Kevin P. Timoney (The University of Alberta Press).

We would like to thank the 2013 Tom Fairley Award supporters/donors.

- Amy Butcher
- Iva Cheung
- Catherine Plear
- Margaret Shaw
- Carolyn Wilker

Claudette Upton Scholarship

An annual national scholarship was established in 2010 to honour the late Claudette Reed Upton-Keeley, a gifted editor and honorary lifetime member of EAC. The award recognizes a promising student editor from among our membership. The winner is encouraged to use the \$1,000 scholarship to help support their continuing professional development in editing.

The 2013 recipient of the Claudette Upton Scholarship is Daniel Polowin, who holds a BA from McGill University and has completed two post-graduate certificates—one in book and magazine publishing, the other in technical communications.

Sincere thanks to the selection committee composed of three respected Canadian editors: Catharine Chen, Toronto; Kristina Lundberg, Edmonton; and Rachel Small, Calgary.

Thanks to this year's Claudette Upton Scholarship supporters / donors:

- Helen Brisbin
- Hayley Cornelius
- Kitty Elton
- Carol Fahey
- Nancy Flight
- Jennifer Glossop
- Audra Gorgiev
- Monique Paultre-Cavé
- Frances Peck
- Susan Reaney
- Michelle-France Robidas
- Jessica Sandham
- Mary Scott
- Brian Stewart
- West Coast Editorial Associates

Volunteer Awards

President's Award for Volunteer Service

The President's Award for Volunteer Service recognizes outstanding service to the organization, at the branch or national level, by member volunteers. Candidates for the award may have served EAC by conscientiously performing volunteer activities over an extended period of time, taking initiative to identify and solve a critical problem or meet a specific need within the organization, organizing or directing an activity that has a tremendous impact on the association, or inspiring others to participate more fully within the association.

2014 recipients of the President's Award for Volunteer Service are Anne Brennan, Michelle Boulton, Janice Dyer, Alison Kooistra, Anne Louise Mahoney, Naomi Pauls, Karen Virag, Stephanie Watt and Claire Wilkshire.

Lee d'Anjou Volunteer of the Year Award

From among the nominations received for the President's Awards, one volunteer is selected to receive the Lee d'Anjou Volunteer of the Year Award. This year, Michelle Boulton was selected as the award's recipient.

Volunteers and Donors

2013–14 Volunteers

In addition to the national executive council, listed at the beginning of this report, many members volunteered their time and talents to help further the goals of the Editors' Association of Canada's national and branch and twig initiatives.

Apologies to anyone whose name has been inadvertently omitted from this list.

National Volunteers

Annual General Meeting

Abdullah Alhomoud
Tina Dealwis
Morgan Dumas
Ellen Fleischer
Dana Francoeur
Anita Jenkins
Irene Kavanagh
Namita Kumar
Anne Louise Mahoney
Whitney Matusiak
Jennifer Ralston

Awards

Upton Scholarship Selection Committee

Greg Ioannou (coordinator)
Catharine Chen
Kristina Lundberg
Rachel Small

Tom Fairley Award Judges

Greg Ioannou (coordinator & judge)
Heather Ball
Andrea Douglas

Certification

Rhonda Bailey
Heather Ball
Susan Bond Hurka
Sheila Bourque
Anne Brennan
Gillian Buckley
Pamela Capraru
Wendy Carroll
Tania Cheffins
Iva Cheung

Donna Dawson
Andrea Di Stefano
Janice Dyer
Heather Ebbs
Cindy Elphick
Ann Firth
Jennifer Glossop
Sonia Gluppe
Freya Godard
Christine Hastie
Sherry Hinman
Jocelain Hitchcox
Rosemary Knes
Namita Kumar
Zofia Laubitz
Tilman Lewis
Stephanie Macaulay
Helen Mason
Robbie McCaw
Jeanne McKane
Liz McKeen
Catherine McPhalen
Lynne Melcombe
Ann-Marie Metten
Peter Moskos
Jennifer Nussey
Lana Okerlund
Leigh Patterson
Eve Rickert
Betty Robinson
Lois Ross
Christine Rowlands
Mary Rykov
Lynn Schellenberg
Amy Schwartz
Margaret Shaw
Robyn So
Katherine Spencler
Emily Staniland
Shirley Stashko

Leslie Vermeer
Maira White
Merrie-Ellen Wilcox
Rob Williams
Ruth Wilson

Comité Agrément/Principes

Benoit Arsenault
Catherine Baudin
Anissa Bouyahi
Sandra Gravel (présidente)
Marie-Eve Laroche

Conference

Intisar Awisse
Alanna Brousseau
Tammy Burns
Heather Catuiza
Emily Chau
Pauline Côté
Emily Dockrill Jones (co-chair)
Ryan Dunlop
Glen Ellis
Sarah Essak
Ellen Fleischer
Nancy Foran (co-chair)
Jennifer Foster
Anne Godlewski
Valérie Hamel
Carol Harrison
Linda Hilpold
Boyd Holmes
Heather Kohlmann
Louise Laberge-Coleman
Valerie Lam
Kelly Lamb
Jaclyn Law
Breanne MacDonald
Jeanne McKane

Lisa Moses
Joanna Odrowaz-Pieniazek
Sophie Pallotta
Line Potvin
Tanya Procyszyn
Betty R. Robinson
Josée Roy
Michelle Schriver
Danielle St. Pierre
Rachel Stuckey
Rosemary Tanner
Shelley Therriault
Sarah Wight
Janet Williams

External Liaison

Stephanie Fysh
Marg Anne Morrison
Gael Spivak
Karen Virag (to January 2014)

Marketing and Public Relations

Christa Bedwin
Susan Bond Hurka
Franklin Carter
Heather Catuiza
Emily Chau
Iva Cheung
Tina Dealwis (chair)
Marlene Dong
Morgan Dumas
Virginia Durksen
Abby Egerter
Nancy Flight
Dominique Fortier
Dana Francoeur
Louise Frazer
Sarah Hipworth
Debra Huron
Roma Ilnyckyj
Anita Jenkins
Namita Kumar
Claudine Laforce
Annie Leung
Kristina Lundberg
Melva McLean
Victoria Neufeldt
Kerri Niblett
Arden Ogg

Lana Okerlund
Frances Peck
Wilf Popoff
Tanya Procyszyn
Rosemary Shipton
Lori Straus
Karen Virag (to January 2014)
Kim Wiegand
Anna Williams
Andrew Wright

Member Communication

Lauren Burger
Brooke Burns
Jennifer Czerneda

Member Services

Carole Hubbard

National Office

Ellen Fleischer
Elizabeth Groskorth
Anne Leask
Olayinka Olaleye
David Rayko
Sara Scharf
Alison Sloan
Christina Vasilevski

Publications

Julia Aitken
Stan Backs
Christa Bedwin
Anne Brennan
Carolyn Brown
Kevin Burns
Pamela Capraru
Wendy Carroll
Elizabeth d'Anjou
Jacquie Dinsmore
Emily Dockrill-Jones
Barbara Dylla
Heather Ebbs
Laura Edlund
Glen Ellis
Nancy Foran
Timothy Green
Marie-Lynn Hammond
Carol Harrison
Rita Vanden Heuvel

Lenore Hietkamp
Sarah Hipworth
Nancy Holland
Lynn Horton
Debra Huron
Greg Ioannou
Nicole Osbourne James
Caroline Kaiser
Veronika Klaptocz
Alison Kooistra
Kryisia Lear
Marie Lesoway
Elizabeth Macfie
Mary Rose MacLachlan
Anne Louise Mahoney
Paul Markowski
Jennifer Marston
Helen Mason
Lynne Massey
Adrienne Montgomerie
donalee Moulton
Mary Newberry
Arden Ogg
Olayinka Olaleye
Laura Paquet
Carolyn Pisani
Ashley Rayner
Margaret Shaw
Rosemary Shipton
Marion Soublière
Gael Spivak
Rosemary Tanner
Wendy Thomas
Yvonne Van Ruskenveld
Karen Virag (to January 2014)
Julie Wallace
Gillian Watts
Moira White
Lynn Wilson

Francophone Affairs Volunteers

Barbara Dylla
Sandra Gravel
Greg Ioannou
Gael Spivak
Michelle van der Merwe
Claire Wilkshire

Volunteer Management

Lauren Burger

Christine Campana
Ryan Dunlop
Roma Ilnyckyj
Patricia MacDonald
Karen Marshall
Julie Wallace
Sharilynn Wardrop
Claire Wilkshire

Volunteer Relations

Danielle Arbuckle
JoAnn Cleaver
Sandra Gravel
Frances Peck
Jennifer Rae-Brown
Nancy Wills
Ruth Wilson

Task Forces

Governance

Michelle Boulton
Jacquie Dinsmore
Greg Ioannou
Lynne Massey
Ursula Rudden
Gael Spivak
Moir White

Awards

Michelle Boulton
Nancy Flight
Louis Majeau
Maureen Nicholson
Yvonne Van Ruskenveld
Karen Virag (to January 2014)

Branding

Tina Dealwis
Marlene Dong
Namita Kumar
Melva McLean
Gael Spivak
Moir White
Andrew Wright
Gael Spivak

NEC

Danielle Arbuckle
Michael Benedict
Lesley Cameron

Julia Cochrane
Jacquie Dinsmore
Joanne Haskins
Jocelain Hitchcox
Ranee Holmes
Greg Ioannou
David Johansen
Marie-Christine Payette
Gael Spivak
Michelle van der Merwe
Karen Virag (to January
2014)
Ken Weinberg
Moir White
Nancy Wills

Local Volunteers

QAC Branch

Kelly Akerman
Cendrine Audet
Vanessa Bonneau
Chantal Bousquet
Imogen Brian
Mylène Côté
Anne-Marie Deraspe
Barbara Dylla (chair)
Liza Enguio-Bonnet
Jacqueline Easby
Sheila Eskenazi
Ashley Fortier
Fabiola Furon
Christine Hastie
Laurence Janni
Namita Kumar
David Johansen
Marie-Eve Laroche
Zofia Laubitz
Anna-Maria Martinez
Sarah McIntosh
Jennifer McMorran
Marie-Christine Payette
Françoise Thomas
Stephanie Watt

NCR Branch

Betty Anne Benes
Sheila Bourque
Lisa Carter
Kristen Dolenko
Marsha Fine

Debbie Gervais
Bhavana Gopinath
Antonia McGuire
Colleen McKee
Jennifer Rae-Brown
Jean Rath
Judith van Berkom
Elaine Vininsky
Tom Vradenburg (chair)

Toronto Branch

Nancy Ackerman
Intisar Awisse
Victoria Barclay
Valerie Borden
Merridy Cox Bradley
Alanna Brousseau
Tammy Burns
Sharon Carere
Tara Carey
Emily Chau
Andrea Civichino
Hayley Cornelius
Joe Cotterchio-Milligan
Donna Dawson
Laura Edlund
Abby Egerter
Sarah Essak
Kerry Fast
Angela Ferguson
Ellen Fleischer
Nancy Foran
Jennifer D. Foster
Laura Godfrey
James Harbeck
Deepi Harish
Ranee Holmes
Steve Howard
Betty Ing
Maria Jelinek
Lisa Jemison
Karen Kemlo
Farla Klaiman
Heather Kohlmann
Alison Kooistra
Liisa Laing
Kelly Lamb
Sandy Leppan
Savanna Scott Leslie
Janet MacMillan
Robin Marwick

Sylvia McCluskey
Nathan Medcalf
Yaima Gonzalez Menendez
Marg Anne Morrison
Jennifer Nussey
Joanna Odrowaz-Pieniazek
Olayinka Olaleye
Denyse O’Leary
Nadiya Osmani
Danielle Pacey
Avery Peters
Leanne Rancourt
Betty Robinson
Heather Roper
Milagros Santiago
Samita Sarkar
Sadie Scapillato
Sara Scharf
Michelle Schriver
Adele Simmons
Brooke Smith
Maya Sokolovski
Alex Steiner
Sara Torvik
Ana Trask
Marion Voysey
Sarah Wight

Saskatchewan Branch

Ursula Acton
Michelle Boulton
Linda Dietz
Katherine Duncombe
Perry Millar
Victoria Neufeldt
Wilfred Popoff
Nora Russell
Tanya Turner

Prairie Provinces Branch

Theresa Agnew
Heather Ball
Sandra Bit
Paul Buckingham
Lesley Cameron
Aaron Dalton
Virginia Durksen
Cynthia Dusseault
David Ealey
Nicole Farn
Tara Holmwood

Anita Jenkins
Colin Kiddine
Deborah Lawson
Catherine McPhalen
Kerri Niblett
Leigh Patterson
Jessica Roberts-Farina
Margaret Sadler
Erinne Sevigny
Rhonda Skinner
Rachel Small
Emily Staniland
Karen Taylor-Binnie
Leslie Vermeer
Anna Williams
Marliss Wolfe Lafreniere

BC Branch

Theresa Best
Kathleen Bolton
Anne Brennan
Micheline Brodeur (chair)
Iva Cheung
Eric Damer
Christine Dudgeon
Eva van Emden
Michael Ferreira
Nancy Flight
Amy Haagsma
Kerry Hall
David Harrison
Roma Ilnykyj
Alison Jacques
Shelagh Jamieson
Joanne King
Anastasia Koutalios
Meagan Kus
Janet Love Morrison
Jessica Lowdon
Karen Marshall
Peg Monro
Peter Moskos
Maureen Nicholson
Lana Okerlund
Naomi Pauls
Frances Peck
Cate Pedersen
Claire Preston
Tanya Procyshyn
Barbara Pulling
Eve Rickert

Tina Robinson
Evelyn Schofield
Corinne Smith
Nancy Tinari
Shelly Windover
Grace Yaginuma
Carol Zhong

Nova Scotia Twig

Anne Curry
Nancy Holland
Glenna Jenkins
Claudine Laforce
Marlo MacKay
Valerie Mansour
Alexandra Peace
Jaclyn Reid

Newfoundland–Labrador Twig

Sandy Newton
Mary Scott
Leslie Vryenhoek
Claire Wilkshire

Kingston Twig

Elizabeth d’Anjou
Carla Douglas
Sheelagh Frame
Adrienne Montgomerie
Susie Rance
Nancy Wills

Hamilton–Halton Twig

Sarah Hipworth
Breanne MacDonald
Trudi Down
Cat Haggert
Michael Peebles
Cathy Tell
Julie VanTol

Kitchener–Waterloo–Guelph Twig

Intisar Awisse
Emily Dockrill Jones
Anne Godlewski
Vanessa Ricci-Thode
Linda Sherwood

2013–14 Donors/Supporters

- Lenore (Lee) d’Anjou
- Danielle Arbuckle
- Nancy Barker
- Jennifer Bathurst
- Michelle Black
- Alexandra Bogdanovic
- Gaëtan Boily
- Alessandra Bordini
- Anne Brennan
- Helen Brisbin
- Manon Bujold
- Amy Butcher
- Rachel Caballero
- Zanne Cameron
- Sharon Carere
- Marie-Josée Catta
- Iva Cheung
- Dimitra Chronopoulos
- Kim Collins
- Hayley Cornelius
- Paula Cox
- Kristina Drozdiak
- Kitty Elton
- Carol Fahey
- Faith Farthing
- Nancy Flight
- Christine Forde
- Jennifer Foster
- Patricia Gagnon
- Louise Gauthier
- Zoe Gervais
- Jennifer Glossop
- Sonia Gluppe
- Audra Gorgiev
- Rosemary Gretton
- Irene Grubb
- Amy Grumberg
- Christine Hastie
- Shelley Henderson
- Heather Hepplewhite
- Cecilia Ki
- Sylvie Lahaie
- Tilman Lewis
- Sylvia McConnell
- Yaima Gonzalez Menendez
- Mary Metcalfe
- Donna Miller
- Trish Morgan
- Sandy Newton
- Monique Paultre-Cavé
- Frances Peck
- Cate Pedersen
- Catherine Plear
- Susan Reaney
- Eve Rickert
- Michelle-France Robidas
- Peggy Robinson
- Patricia Russell
- Jessica Sandham
- Mary Scott
- Margaret Shaw
- Mara Silvestri
- Fran Slingerland
- Brooke Smith
- Brian Stewart
- Carl Stieren
- Mary Varcoe
- Jan Walter
- Ken Weinberg
- West Coast Editorial Associates
- Carolyn Wilker
- Sasha Wood



Treasurer's Report

The first year in a new position always involves a learning curve. How steep this curve is depends on the quality of support available. I have been particularly fortunate to have received invaluable support from Carolyn L Burke, the NEC executive director and from Danielle Arbuckle, the outgoing treasurer. I have also been able to count on the other members of the NEC executive and their considerable experience.

The budget adopted this year is centred on growth of membership numbers. As of the time of writing, membership has been declining and, unless this is reversed, funding for new projects may be adversely affected. The “Hire an Editor” campaign and the rebranding project are both designed to stimulate an increase in membership, and we will be monitoring this in the coming year to ensure that growth indeed happens.

The two principal sources of revenue for EAC are membership and related dues and revenues generated from the annual conference. The 2013 Halifax conference was very successful and a pleasure to attend. However, the geographic location has an effect on the number of attendees and we are anticipating a robust

response to attendance at the upcoming 2014 conference in Toronto.

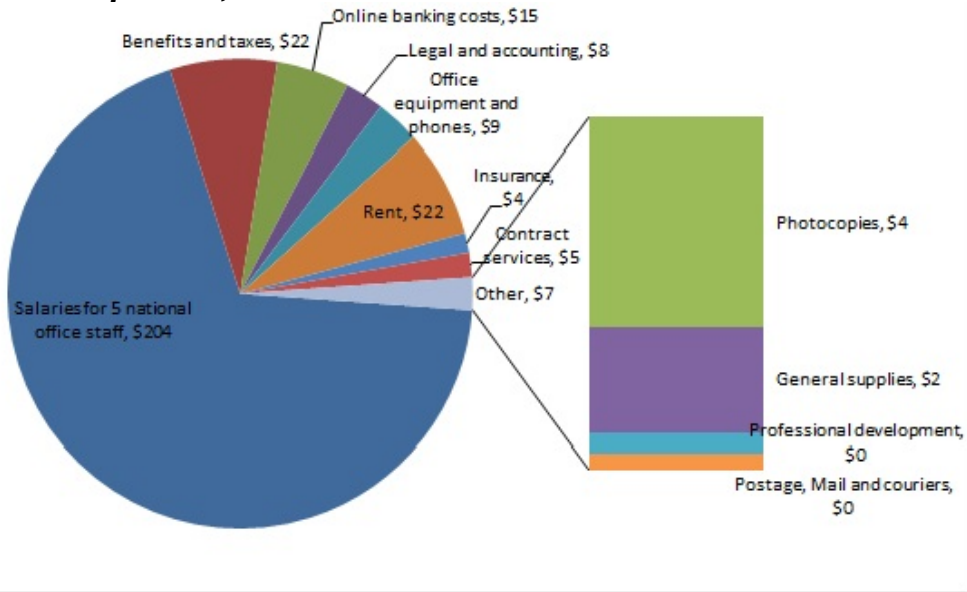
In order to achieve a balanced budget, funding had been reviewed for all EAC projects and any unnecessary expenses have been reduced. What remains is a realistic snapshot of current activities with the flexibility to include viable new initiatives.

The new governance regulations that will come into effect this year will have a major impact on financial reporting for EAC and will include both the branches and the twigs for the first time. It will also significantly reduce student membership fees. It is hoped that this will stimulate growth in their numbers and, although this will result in short-term revenue reductions due to the lower fee, it is expected that, in the medium-term, revenues will grow as students see membership as a viable option.

In other activities this year, the membership fees were increased by just over 1% in line with the cost of living. However, the amount of membership fees transferred from EAC to the branches has been increased from 10% to 11% and to the twigs from 5% to 5.5%.

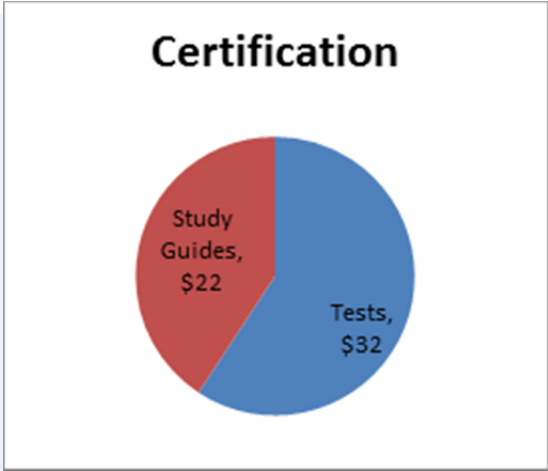
- **David Johansen**

Total Office Expenses, 2013



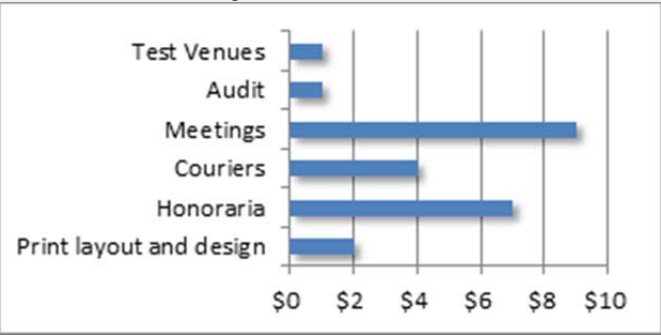
Thousands

Certification Revenue, 2012



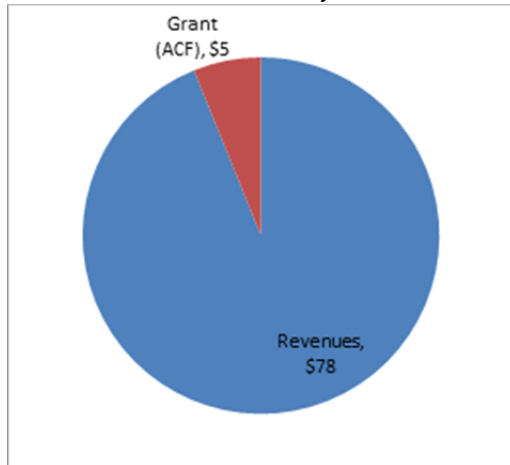
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Certification Expenses, 2012



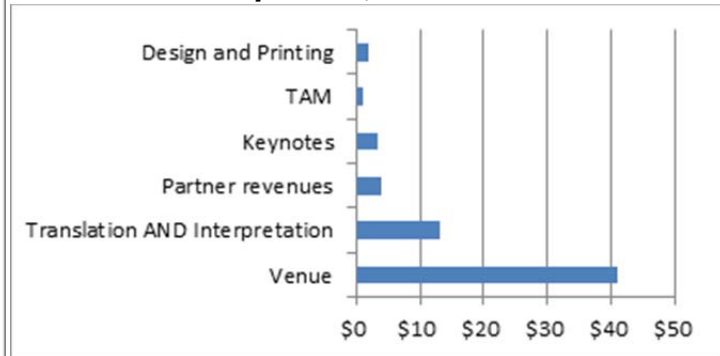
Thousands

Conference Revenue, 2012



Thousands

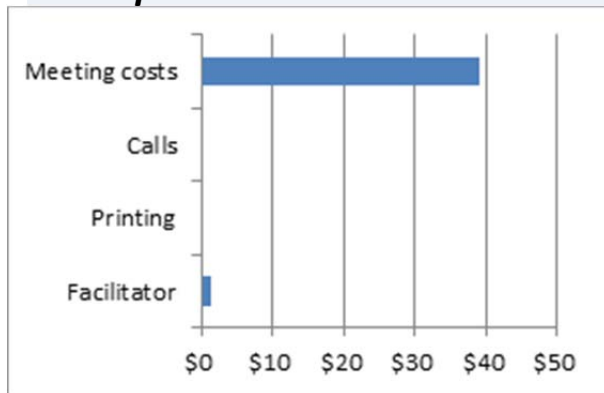
Conference Expenses, 2012



Thousands

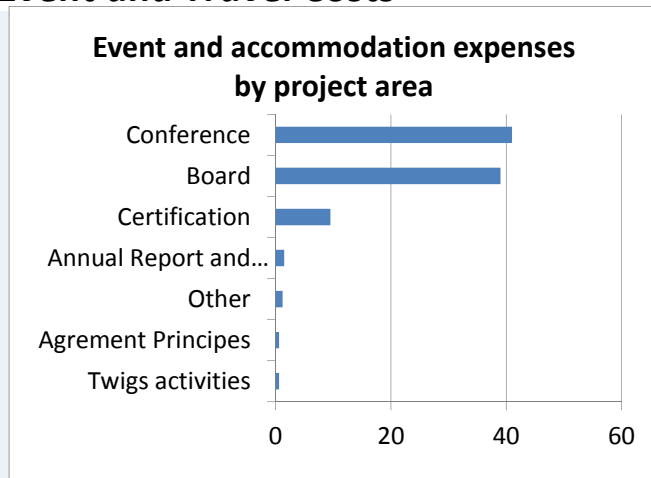
Expense Breakouts

NEC Expenses



Thousands

Event and Travel Costs



Thousands

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

FINANCIAL STATEMENTS

DECEMBER 31, 2013

INDEPENDENT AUDITOR'S REPORT

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

Report on the Financial Statements

We have audited the accompanying financial statements of Editors' Association of Canada/Association Canadienne des Réviseurs, which comprise the statement of financial position as at December 31, 2013, and the statements of operations and changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

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 comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

Basis for Qualified Opinion

The organization derives revenue from conference and other events, the completeness of which is not susceptible of satisfactory audit verification. Accordingly, verification of this revenue was limited to the amounts recorded in the records of the organization, and we were not able to determine whether any adjustments might be necessary to such revenue, excess of revenue over expenses for the year, assets and net assets.

Qualified Opinion

In our opinion, except for the effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of Editors' Association of Canada/Association Canadienne des Réviseurs as at December 31, 2013, and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Cowperthwaite Mehta

Chartered Accountants
Licensed Public Accountants

March 28, 2014
Toronto, Ontario

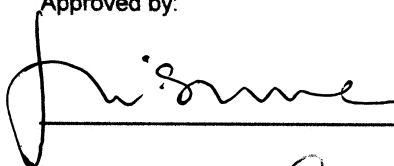
**EDITORS' ASSOCIATION OF CANADA/ASSOCIATION CANADIENNE DES
RÉVISEURS**

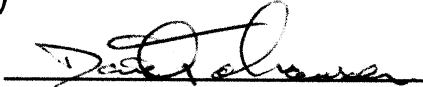
STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2013

	2013	2012
ASSETS		
Current assets		
Cash	\$ 61,177	\$ 128,503
Guaranteed investment certificates	75,401	
Accounts receivable	8,010	25,310
Inventory	975	1,851
Prepaid expenses	<u>3,976</u>	<u>3,976</u>
	<u>\$ 149,539</u>	<u>\$ 159,640</u>
LIABILITIES AND NET ASSETS		
Current liabilities		
Accounts payable	\$ 41,476	\$ 37,019
Government remittances payable	8,334	10,681
Deferred revenue (note 3)	3,730	3,350
Fairley Award (note 4)	2,365	3,151
Claudette Upton Scholarship (note 5)	<u>1,248</u>	<u>1,631</u>
	<u>57,153</u>	<u>55,832</u>
Net assets		
Unrestricted	<u>92,386</u>	<u>103,808</u>
	<u>\$ 149,539</u>	<u>\$ 159,640</u>

Approved by:


_____, President


_____, Treasurer

see accompanying notes

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

STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS

FOR THE YEAR ENDED DECEMBER 31, 2013

	2013	2012
REVENUE		
Membership fees	\$ 331,585	\$ 346,522
Annual General Meeting and conference	78,104	100,508
Certification	54,756	46,991
Directory listings	39,533	40,978
Publication sales	20,037	30,861
Advertising	11,705	17,245
Grants (note 6)	5,100	7,500
Other	2,293	2,289
Fairley prize (note 4)	1,000	1,000
Claudette Upton Scholarship (note 5)	1,000	1,000
Interest	857	214
Donations	<u>636</u>	<u>2,649</u>
	<u>546,606</u>	<u>597,757</u>
EXPENSES		
Staffing	156,819	148,956
Contract services	159,349	157,969
Travel and event costs	96,098	97,935
Regional branches and twigs (note 7)	32,416	34,914
Communications	30,827	10,238
Rent and utilities	27,137	26,713
Office and general	21,485	24,301
Bank and credit card charges	17,805	19,002
Legal, accounting and audit	11,147	8,924
Fairley prize (note 4)	3,000	3,000
Claudette Upton Scholarship (note 5)	1,000	1,000
Cost of publication sales	<u>945</u>	<u>1,244</u>
	<u>558,028</u>	<u>534,196</u>
EXCESS (SHORTFALL) OF REVENUE OVER EXPENSES FOR THE YEAR	(11,422)	63,561
Net assets, beginning of year	<u>103,808</u>	<u>40,247</u>
NET ASSETS, END OF YEAR	<u>\$ 92,386</u>	<u>\$ 103,808</u>

see accompanying notes

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

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2013

	2013	2012
CASH INFLOW (OUTFLOWS)		
OPERATING ACTIVITIES		
Excess (shortfall) of revenue over expenses	\$ (11,422)	\$ 63,561
Net change in non-cash working capital items (below)	<u>19,497</u>	<u>(24,293)</u>
Cash provided from operations	<u>8,075</u>	<u>39,268</u>
INVESTING ACTIVITIES		
Purchase of guaranteed investment certificates	(75,000)	
Reinvested income	<u>(401)</u>	
Cash used in investing activities	<u>(75,401)</u>	
NET CASH ACTIVITY FOR THE YEAR	(67,326)	39,268
CASH, BEGINNING OF YEAR	<u>128,503</u>	<u>89,235</u>
CASH, END OF YEAR	<u>\$ 61,177</u>	<u>\$ 128,503</u>
Net change in non-cash working capital items:		
Accounts receivable	\$ 17,300	\$ (8,674)
Inventory	876	1,185
Accounts payable	4,457	(19,628)
Government remittances payable	(2,347)	2,181
Deferred revenue	380	850
Award and scholarship funds	<u>(1,169)</u>	<u>(207)</u>
	<u>\$ 19,497</u>	<u>\$ (24,293)</u>

see accompanying notes

EDITORS' ASSOCIATION OF CANADA/ASSOCIATION CANADIENNE DES RÉVISEURS

NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2013

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 réviseurs.

Founded in 1979, the organization represents editors in Canada who work in many forms of print as well as in other media. The organization promotes professional editing as key in producing effective communication. Their 1,500 members work with individuals in the corporate, technical, government, not-for-profit and publishing sectors. The organization sponsors professional development seminars, promote and maintain high standards of editing and publishing in Canada, establish guidelines to help editors secure fair pay and good working conditions, help both in-house and freelance editors to network, and cooperate with other publishing associations in areas of common concern.

The organization is governed at the national level by an executive council. There are six independent regional branches across the country, providing a range of local programming and services to both members and non-members. These statements reflect the operations of the organization's National Office.

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).

1. SIGNIFICANT ACCOUNTING POLICIES

In preparing its financial statements, the organization follows Canadian accounting standards for not-for-profit organizations, which is one of the financial reporting frameworks included under Canadian generally accepted accounting principles. 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.

Contributed services and materials

Volunteers contribute many hours per year to assist the Organization in carrying out its objectives. These efforts represent a major contribution outside the scope of these financial statements

The value of any donated materials is not recorded in the accounts.

Inventory

Inventory of publications for resale is carried at the lower of cost or net realizable value.

EDITORS' ASSOCIATION OF CANADA/ASSOCIATION CANADIENNE DES RÉVISEURS

NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2013

Capital expenditures

Capital assets, if any, are recorded at cost. Amortization is provided annually at rates calculated to write off the assets over their estimated useful lives.

Guaranteed investment certificates

Guaranteed investment certificates are carried at cost plus accrued interest which approximates their fair value.

Use of estimates

The preparation of these financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities at the date of the financial statements and the reported revenues and expenses during the reporting period. By their nature, these estimates are subject to measurement uncertainty and the effect on the financial statements of changes in such estimates in future periods could be significant.

2. FINANCIAL INSTRUMENTS AND RISKS

The Association's financial instruments consist of cash, accounts receivable, and accounts payable and accrued liabilities.

Canadian generally accepted accounting principles require that the organization disclose information about the fair value of its financial assets and liabilities. The carrying amounts for accounts receivable, accounts payable and accrued liabilities on the balance sheet approximate fair value because of the limited term of these instruments.

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The organization is exposed to this risk mainly in respect of its accounts payable. The organization expects to meet obligations as they come due primarily from cash flow from operations.

Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The organization's main credit risk relates to its accounts receivable. The organization provides credit to its members and customers in the normal course of its operations. The organization's losses due to credit historically have been minimal.

Periodically, the organization assesses the collectibility of its accounts receivable and provides an allowance for doubtful accounts as appropriate. At December 31, 2013, the allowance for doubtful accounts was nil (nil in 2012).

EDITORS' ASSOCIATION OF CANADA/ASSOCIATION CANADIENNE DES RÉVISEURS

NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2013

3. DEFERRED REVENUE

Deferred revenue is composed the following

	<u>2013</u>	<u>2012</u>
Certification revenue for the following year's exams	\$ <u>3,730</u>	\$ <u>3,350</u>

4. FAIRLEY AWARD

The Tom Fairley Award for Editorial Excellence was established in 1983 and is presented annually by the organization. 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 such that \$1,000 of the contributions would be awarded annually and the organization would contribute a matching \$1,000 for a total annual prize of \$2,000. Beginning in 2009, the organization began to request donations to be used to continue this tradition.

The continuity of the award fund is as follows:

	<u>2013</u>	<u>2012</u>
Balance, beginning of year	\$ 3,151	\$ 2,976
Contributions received in year	214	1,175
Annual award	<u>(1,000)</u>	<u>(1,000)</u>
Balance, end of year	<u>\$ 2,365</u>	<u>\$ 3,151</u>

5. CLAUDETTE UPTON SCHOLARSHIP

Established in 2009, the award is named after the organization's honorary life member Claudette Reed Upton-Keeley, a gifted editor who loved the English language and was actively involved in social justice and environmental causes throughout her life.

This is a \$1,000 scholarship to help support continuing professional development in editing and is to be funded by specific contributions from members. The winner is encouraged to use the prize to attend the organization's national conference, purchase the organization's publications or attend their workshops.

The continuity of the scholarship fund is as follows:

	<u>2013</u>	<u>2012</u>
Balance, beginning of year	\$ 1,631	\$ 2,013
Contributions received in year	617	618
Scholarship award	<u>(1,000)</u>	<u>(1,000)</u>
Balance, end of year	<u>\$ 1,248</u>	<u>\$ 1,631</u>

EDITORS' ASSOCIATION OF CANADA/ASSOCIATION CANADIENNE DES RÉVISEURS

NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2013

6. GRANTS

The organization recognized grant revenue in the year as follows:

	<u>2013</u>	<u>2012</u>
Access Copyright Foundation	\$ 5,100	\$ 2,500
Canadian Heritage	<u> </u>	<u>5,000</u>
	<u>\$ 5,100</u>	<u>\$ 7,500</u>

7. REGIONAL BRANCHES AND TWIGS

There are six regional branches representing different areas of the country. In addition, there are several "twigs" which provide similar services to those of branches, such as opportunities for socializing, networking, and professional development, but are located away from the branch cities. The branches and twigs 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 and twig.

During the year the organization allocated the following amounts to the branches and twigs:

	<u>2013</u>	<u>2012</u>
Toronto	\$ 11,711	\$ 12,230
British Columbia	5,692	6,201
Quebec/Atlantic Canada	5,008	5,571
National Capital Region	4,513	4,813
Prairie Provinces	3,203	3,230
Twigs	1,485	1,959
Saskatoon	<u>804</u>	<u>910</u>
	<u>\$ 32,416</u>	<u>\$ 34,914</u>

8. LEASE COMMITMENTS

The organization leases office space at 27 Carlton Street in Toronto, Ontario, a photocopier and a postage meter and has the following minimum lease commitments.

2014	\$ 25,091
2015	25,091
2016	21,875
2017	21,875
2018	<u>5,469</u>
	<u>\$ 99,401</u>

The operating cost portion of the office space lease commitment is based on the 2013 rates and is subject to market fluctuations.

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

NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2013

9. COMPARATIVE FIGURES

Certain comparative figures have been reclassified to conform with the financial statement presentation adopted in the current year.