

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

# **ANNUAL REPORT 2019**



**EDITORS  
RÉVISEURS  
CANADA**

PREPARED BY THE NATIONAL EXECUTIVE COUNCIL

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## About the association

The Editors' Association of Canada (Editors Canada) promotes professional editing as a key to effective communications by:

- supporting professional development through seminars, online training and conferences
- promoting and maintaining high standards of editing through certification and reference publications
- helping in-house and freelance editors to network and collaborate
- co-operating and partnering with related associations in areas of common concern

### Our core purpose

Editors Canada is a membership organization whose core purpose is to support and advance the interests of editors and excellence in editing.

### Our mission

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

### Our members

Our members are salaried and freelance. They work with individuals and organizations in the corporate, technical, government, not-for-profit, academic and publishing sectors across the country and around the world, in English and French.

## Governance and planning

Editors Canada is incorporated federally as a not-for-profit bilingual organization and is governed at the national level by the national executive council (NEC).

The association has five branches and nine twigs across the country.

### Strategic plan

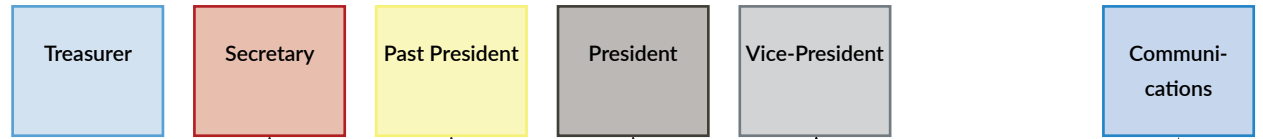
Editors Canada members ratified a strategic plan for 2017–21 at the June 2016 annual general meeting. The NEC and committee chairs will use this plan to guide their work each year.

The five strategic priorities for 2017–21 are:

- represent Canada's editors
- bilingual and diverse
- innovative and agile
- communications and marketing
- membership: increased and engaged

# EDITORS CANADA MEMBERS

## National Executive Council



## National Staff



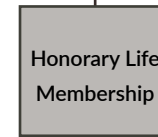
## Member Volunteer Committees



## Administrative Committees

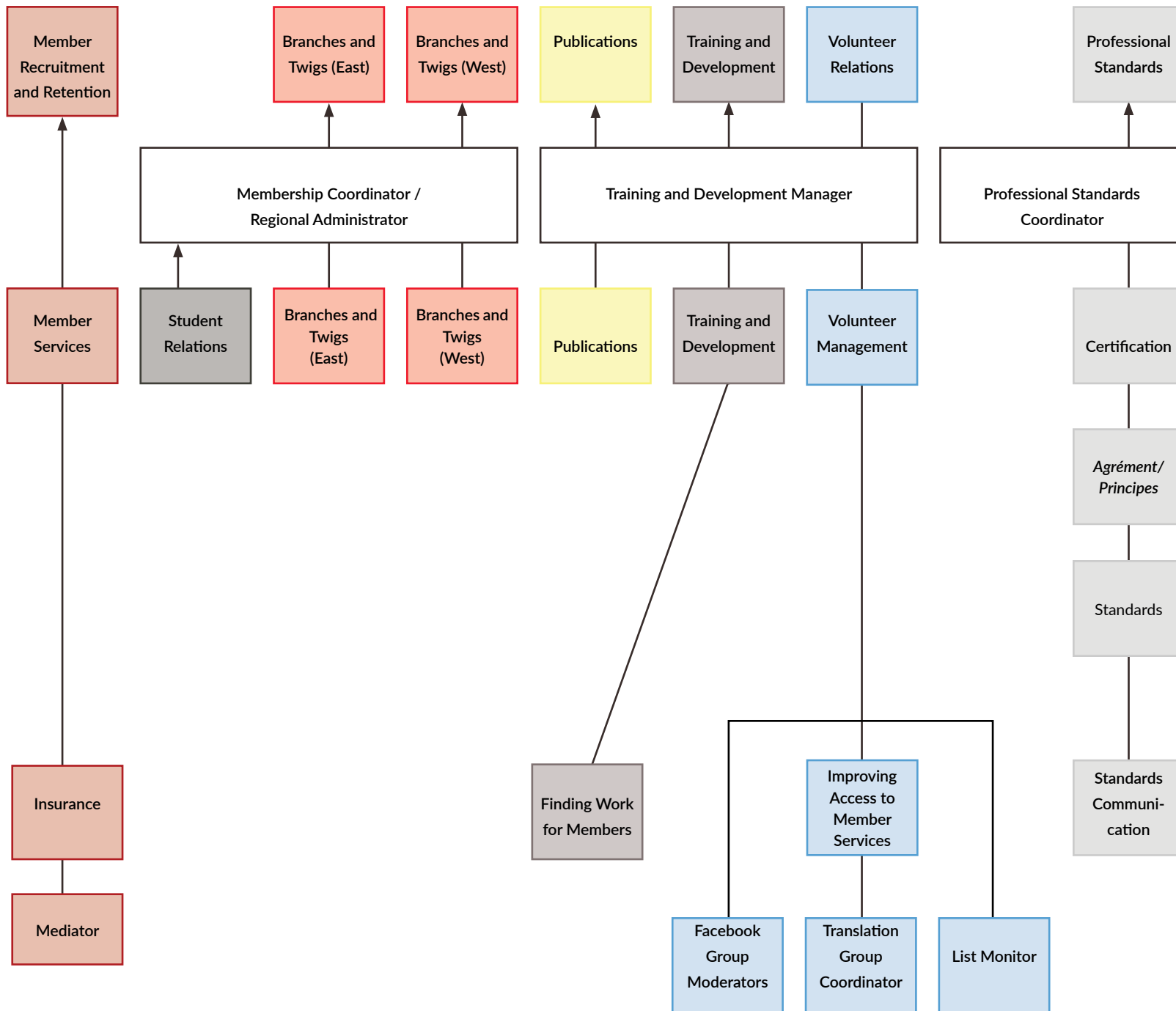


## Active Task Forces



## National Positions





ORGANIZATIONAL CHART

## National executive council, committee and task force chairs

### National executive council

**President:** Heather Buzila (Edmonton)

**Past president:** Gael Spivak (Ottawa-Gatineau)

**Vice-president:** Lynne Melcombe (British Columbia) and Breanne MacDonald (Hamilton-Halton) (Interim)

**Secretary:** Janice Dyer (Hamilton-Halton)

**Treasurer:** Michelle Waitzman (Toronto)

**Regional director of branches and twigs (West):**

Shauna Babiuk (Edmonton)

**Regional director of branches and twigs (East):**

Anne Curry (Nova Scotia)

**Director of communications:** Virginia St-Denis (Ottawa-Gatineau)

**Director of member recruitment and retention:** Heather Ross (British Columbia)

**Director of professional standards:** Berna Ozunal (Toronto)

**Director of publications:** Anne Brennan (British Columbia)

**Director of training and development:** Greg Ioannou (Toronto)

**Director of volunteer relations:** Patricia MacDonald (Nova Scotia)

**Executive director:** John Yip-Chuck (until January 2020)

### Committee and task force chairs

#### *Member services and volunteer management*

**40th anniversary task force:** Janine Harker (Ottawa-Gatineau)

**Finding work for members task force:** Lynne Melcombe (British Columbia)

**Improving access to member services task force:** Valérie Pominville (Québec)

**Insurance task force:** Zoë Waller (Toronto)

**Member services:** Alana Chalmers (Toronto)

**Volunteer management:** Monica Laane-Fralick (Kingston)

#### *Professional development*

**Agrément/Principes:** Anne Fonteneau (Québec)

**Certification:** Jess Shulman (Toronto) and Vicky Bell (Ottawa-Gatineau)

**Conference:** Breanne MacDonald (Hamilton-Halton)

**Mentorship:** Risha Gotlieb (Toronto)

**Student relations:** Mark Grill (British Columbia) and Robin Larin (Hamilton-Halton)

**Training and development:** Tamra Ross (Calgary)

**Representative, Book and Periodical Council:** John Yip-Chuck (executive director, until January 2020)

**Representative, Freedom of Expression**

**Committee:** Marg Anne Morrison (Toronto)

#### *Communications*

**Active Voice:** Anne Louise Mahoney (Ottawa-Gatineau), Jaye Marsh (Toronto) and Brooke Smith (Toronto)

**Communications and marketing:** Janine Harker (Ottawa-Gatineau)

**The Editors' Weekly blog:** Anna Williams (Edmonton)

**Publications:** Paula Chiarcos (Toronto) and Jessica Riches (Toronto)

**Translation and editing group:** Nancy Foran (Toronto)

#### *Administrative*

**Awards:** Lesley Cameron (British Columbia)

**External liaison:** Gael Spivak (Ottawa-Gatineau)

**Honorary lifetime membership task force:** no chair

**Human resources:** Heather Buzila (Edmonton)

**Nominating:** Gael Spivak (Ottawa-Gatineau)

#### *National volunteer positions*

**Conference adviser:** Breanne MacDonald (Hamilton-Halton)

**Facebook group moderators:** Joanne Haskins (Toronto) and Lenore Hietkamp (British Columbia)

**Francophone adviser:** Sylvie Collin (Québec)

**List monitor:** Nancy Wills (Kingston)

**Mediator:** Suzanne Purkis (Ottawa-Gatineau)



## President's message

In 2019, Editors Canada commemorated 40 years of editorial excellence. This milestone gave members the chance to celebrate editors and the amazing work the association has done over the past 40 years. Volunteers worked diligently so members could take part in celebrating 40 years in a variety of ways:

- through the creation of an interactive timeline
- by attending the conference in Halifax (#celebrating40years)
- through anniversary-themed social media content
- by reading 40th-anniversary articles in Editors Canada publications

This reflection on the beginnings of the association allows us to see just how far we have come. What began in Toronto in 1979 as a group of 50 editors is now a national organization of over 1,200 members with five branches and nine twigs. Through the dedication of our volunteers and staff, we have made possible what those original 50 members envisioned: partnerships with multiple organizations, annual national conferences, a certification program and multiple association publications, to name just a few. We should be proud of what we have accomplished together.

### Focusing on today

Our association is going through a period of transition, which brings with it both challenges and achievements.

In 2019 we accomplished some remarkable things:

- The *Definitions of Editorial Skills* were updated and aligned with the 2016 *Professional Editorial Standards*.
- The first French-language conference took place in Québec City in September.
- Editors Canada signed an agreement with Peerwith, which allows members to showcase their editing

expertise in front of researchers and academics from around the world.

- Updated guidelines for the ethical editing of student work were released.

But Editors Canada is also facing some challenges, primarily having to do with the association's finances. Members of the national executive council (NEC) have had discussions with branches and twigs across the country to solicit feedback on and help with the association's accumulated debt. There have been some excellent suggestions on how to proceed, and the NEC is thankful for all the time and effort that our twig coordinators and branch executives have spent on this issue. The NEC continues to focus on the budget and finances to ensure that Editors Canada can continue to serve its members for many years to come.

### Looking to the future

So far in 2020, Editors Canada is facing a huge challenge with the cancellation of the international conference (which was to be held in Montreal in June) due to the effects of COVID-19. But we have also seen an outpouring of generosity and kindness from our members and others around the world in the wake of our announcement that the conference has been cancelled. I believe that the association still has a lot to look forward to in 2020. The NEC will be looking at ways to make more professional development available online to account for governments' directives to socially distance ourselves and stay home. We've launched our online group, the Editors' Vine, which will add another way for members to connect virtually, and branches and twigs are looking at ways to move their meetings online. And the NEC will continue to evaluate and implement members' "rethink" suggestions so the organization can continue to evolve.

Heather Buzila

## Operations

### Executive director's report

The national office began 2019 in our new space in downtown Toronto. After nearly 20 years in the same building, the national office moved a few blocks away to our new home, just around the corner from the historic McClelland & Stewart building. We reduced our footprint to stay within our budget, and our new office is in a more professional setting.

In March, we launched yet another new membership processing platform, which is functioning much better than the one we tried the previous year. The new platform will provide much better reports for our branches, twigs, committees and the NEC, allowing us to engage even more with our members.

With stagnant membership growth, association finances challenged all the office staff to keep member and committee services at a high level. Michelle and Caitlin did a great job as always, keeping up with the workload, and Adrienne really enjoyed being part of the very successful inaugural francophone conference in September.

The fall was a very busy time for everyone as a new and ambitious webinar season began and preparations for the 2020 international editors conference kicked into high gear.

John Yip-Chuck



### National office staff

#### Communications

Michelle Ou makes sure that our members are kept informed about our initiatives. She is responsible for communications and marketing for internal and external audiences, as well as web-related projects. She produces our monthly e-news update and coordinates communications for all our committees and the NEC. She also manages our awards and scholarship programs

#### Conference, training and development, and membership

Caitlin Stewart helps the conference committee plan the annual conference and coordinates with conference partners and vendors on behalf of the association. She also supports the training and development committee by administering the webinar program. Caitlin led the launch of our new membership platform early in 2019.

#### Certification, francophone affairs and membership

Cléo Sallis-Parchet, our part-time certification, francophone affairs and membership coordinator, left the association in the spring. Adrienne Scott took over the position on a part-time basis until her departure in November.



## Committee and task force reports

A note about the organization of the committee and task force reports.

The committee reports are organized into the following subject areas:

- member services and volunteer management
- professional development
- communications
- administration
- national volunteer positions

The work of the various committees often overlaps. For example, the certification steering committee works with communications and marketing, professional standards, publications, and other committees and task forces, as well as with volunteers and office staff. Ultimately, all Editors Canada activities could be defined as member services.

## Member services and volunteer management

### 40th anniversary task force

The 40th anniversary task force was established in late 2017 to develop and implement recommendations to commemorate Editors Canada's 40th anniversary in 2019. From November 2017 through December 2019, the volunteer task force proposed, refined and delivered cost-neutral initiatives to mark the 40th anniversary, including:

- *Anniversary-themed branding*: A bilingual 40th anniversary tagline was developed and incorporated in social media, NEC communications and conference-related marketing beginning in fall 2018 and continuing throughout 2019.
- *Interactive timeline*: In February 2019, an interactive timeline was embedded on the Editors Canada

website and promoted on social media to highlight significant events in the organization's history.

- *Social media*: Beginning in fall 2018, the task force's social media subgroup used each Thursday to publish photos, anecdotes, quotes, article links and other anniversary-themed content.
- *Interviews and articles*: Task force members conducted interviews and wrote anniversary-themed articles for use in *Active Voice* and *The Editors' Weekly* blog. The task force also arranged for pieces to be written by some long-time members.

### Finding work for members task force

At the 2019 AGM, a motion was presented to make finding work for members a priority. Some members voiced concerns about the wording of the motion and it was amended to a motion to form a task force to explore finding work for members.

In 2019, the task force:

- Reviewed the objections voiced by members to the motion presented at the 2019 AGM.
- Unanimously agreed that nothing precludes Editors Canada from moving forward with a finding work initiative that recognizes and accounts for the concerns some of our members had with the wording of the original motion.
- Created a spreadsheet illustrating about 15 types of work members might want to pursue; the training they would need, which Editors Canada could or does provide; ways to make members aware of work and networking opportunities in these areas; potential costs of developing this program; and potential for cost recovery.
- Chose three types of work to focus on: government contracts, academic editing and working with self-



publishing authors. Using task force members' expertise, explored a structure we might establish to help members train and network with the goal of pursuing work in these areas.

### Improving access to member services task force

In 2019, our task force focused its activities on determining the best practices for the creation of a virtual group.

With the help of our director, we came up with some questions to ask the founder of Cloud Clubs, the virtual groups of the Society for Editors and Proofreaders (now the Chartered Institute of Editing and Proofreading). We wanted to get her insights about the advantages and disadvantages of such an undertaking.

The December proposal we presented to the NEC highlights the wide range of benefits of running an online group. These include:

- a possible increase in membership because remote editors and those unable to get to branch/twig events will be able to attend meetings and participate in networking activities, making their membership worthwhile
- eliminating the challenges related to accessibility, cost and time that were mentioned in last year's survey

Two potential challenges are limited Internet connection and different time zones. The task force plans to address the possible Internet connection challenge by allowing members to join by phone. We will set up two different meetings to accommodate both Eastern and Western Canada.

### Insurance task force

In early 2019, the NEC voted to accept the recommendations of the phase 1 report submitted by the insurance task force in December 2018. The recommendations were (1) that Editors Canada continue to research a flexible insurance plan to offer to members, and (2) that the task force research and select reliable insurance companies and



explore the feasibility of offering customized insurance packages as phase 2 of the task force mandate.

The task force approached a range of insurance providers that would be able to offer a flexible group insurance program with optional or customizable components to suit the needs of individual members. Optional

components considered included professional liability or errors/omissions, life, disability, critical illness, health and dental.

In 2020, the task force will summarize the insurance options researched and will make recommendations to the NEC regarding a company to use.

## Member services

In 2019, the member services committee completed a number of projects. We published the welcome kit for new members in French and added audio narration to the existing Editors Canada videos on proofreading and the *Professional Editorial Standards*.

To improve services for in-house editors, we:

- maintained the Editors Canada In-house Editors Facebook group
- continued the bi-monthly series in *The Editors' Weekly* by and for in-house editors
- updated the in-house members web page, including a new list of relevant resources for in-house members and a case study series; publication is planned for the first quarter of 2020

## Volunteer management

In 2019, the volunteer management committee continued to strive towards making volunteering for Editors Canada a rewarding and beneficial experience. The volunteer handbook was completed and translated. After review by the NEC, both versions—English and French—were directed to our designer. The committee book, a major resource for the volunteer handbook, was also updated, revised and forwarded to the designer. We hope to have both available online by spring 2020. These documents will standardize volunteer training across the organization.

The volunteer of the month program, posted on social media platforms and published in the monthly e-newsletter, continued to be a successful program for acknowledging the efforts of our volunteers. The committee has been researching other editing organizations to learn how their volunteer programs are managed and discover whether there are other opportunities for improving our own.

The volunteer directory had been delayed by technical limitations, and after further review, it has been decided that the directory may not be a feasible option due to privacy issues and the financial burden of creating it. In 2020, the committee will be working on a more efficient method of connecting potential volunteers to projects to keep them engaged.

## Professional development

### *Agrément/Principes*

In 2019, the *comité agrément/principes* was chaired by Anne Fonteneau until October 4. The committee worked diligently on several key projects to serve our francophone members, including beginning work on the 2019 general certification exam and an updated preparation guide, as well as ensuring the highest quality of French-language preparation and examination material. Due to unforeseen circumstances, the exam could not be held, and the NEC and the francophone adviser are looking into ways to continue offering this important program.

### Certification

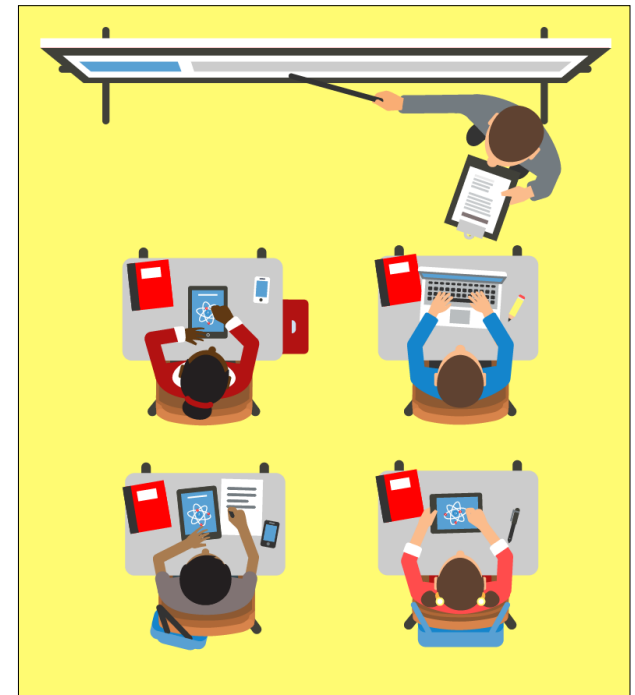
In 2019, the certification steering committee recognized three new certified proofreaders, six new certified structural editors and one new certified professional editor (CPE). We have now awarded 282 designations to 126 professional editors, including 34 CPEs.

This year, we:

- administered the professional certification exam for copy editing
- launched the committee's "rethink" process, which began with identifying three program areas for 2019:
  - Foundations testing: After researching question types, we concluded that the foundations test should be multiple-choice only. A task force

helped us choose a software platform on which to run the test.

- Technology: We're researching potential exam software and other technology to help us run the certification exams securely and more cost-effectively.
  - Exam setting: We looked at new ways to set the exams and began updating and streamlining our bank of exam questions.
- saw an increase in the number of candidates writing a professional certification exam remotely (from one in 2018 to three in 2019)
  - reprised our session on preparing for professional certification at the 2019 conference in Halifax
  - audited the credential maintenance program



## Conference

In 2019, we celebrated 40 years of Editors Canada at the annual conference in beautiful Halifax, Nova Scotia. Highlights from the conference include:

- James Harbeck leading the crowd at the welcome reception in an a cappella sea shanty about editing (the fabulous “Rime of the Ancient Editor,” written by James and Marie-Lynn Hammond for our 40th anniversary)
- a surprise performance from the Maritime Banghra Group that had reception attendees learning banghra dancing before rushing off to Editors with Axes—an exciting evening of axe-throwing at HaliMac, where we let off a little steam and had a whole lot of fun
- an opening keynote by renowned journalist and author Linden MacIntyre, who fascinated the crowd with anecdotes from his extensive career about how truth in communication matters (and how editors are a vital part of that)
- 40 amazing sessions that covered a wide range of topics, including editing sketch comedy, using macros, choosing freelance projects, editing children’s picture books, Mi’kmaw culture, plain language and publishing books in Gaelic
- beloved children’s author Sheree Fitch, who gave a closing keynote address that made us laugh and think as she touched upon the author-editor relationship—and she even wrote us a poem!

The weekend would not have happened without the conference committee and on-site volunteers, the support of the Nova Scotia twig, and the many attendees who enjoyed the sessions, participated in our activities and tweeted about the conference using the hashtags #Editors19 and #Réviseurs19.



In November, the NEC created the national position of conference adviser. The conference adviser will be responsible for completing the early legwork for the following year’s conference, while supporting the current conference chair and providing continuity and advice for each new committee.

### **Congrès des langagiers (French-language conference)**

The association’s first conference for francophone editors, which was held on September 28, brought together 111 people for a full day of activities dedicated to written communication in French and to the development of professional skills for language professionals. The day started with a panel on “Writing correctly in French: is it still necessary in the digital age?” Five panelists from various

fields shared their views on this topic. Six workshops were then offered to conference participants, in addition to a play from public speaking trainers Communication futée and a networking cocktail event.

The organizing committee, chaired by Sandra Gravel, was composed of Anne Fonteneau, a teacher at Laval University and the author of a work on linguistic revision; Sylvie Collin, president of Editors/Réviseurs Québec; and Marie-Noël Pichelin, president of the Québec Society of Professional Writing (SQRP). This team convinced Université Laval to host the conference and to become its main partner. The SQRP, Antidote and McGill University also sponsored the event, which was deemed a success by all participants.

## Mentorship

We've had several mentee applications this year, as well as a few editors applying to be mentors.

Perhaps the biggest accomplishment is that we've expanded the scope of the mentorship program. We now offer two levels of mentorship, which is in line with the strategic priority to be more agile.

In addition to the existing two-month mentorship (offered at a fee of \$250), we've added a shorter mentorship at a fee of \$125, designed to bring in more mentees. And we've made the program more accessible to students who have completed the minimum level of editing training and experience.

Additionally, we've revised the description of the program on the Editors Canada site. It's more organized and easier to follow, and it introduces the two levels of mentorship.

Over the past year, we've marketed the program mostly through e-news as well as several articles written by mentors in *The Editors' Weekly* blog.

A few mentors have produced an orientation webinar for new mentors, which should be available in 2020. The goal is to create a similar webinar for those considering applying as mentees.

## Student relations

The student relations committee continues to develop materials and strategies to attract student affiliates, support them and retain them as full members when their education ends.

In 2019, the student relations committee:

- maintained monthly online meetings

- recruited three new committee members at the 2019 conference
- revitalized the student affiliate Facebook group with regular postings
- ran Facebook polls to identify where student affiliates are located; requested and received space on the online "Join" page for student affiliates to list their study location so we can better engage with and serve them
- brought a PowerPoint presentation into editing and editing-related classrooms via volunteers
- engaged a volunteer to transform the PowerPoint into a video for online programs
- successfully lobbied for the inclusion of student affiliates in the mentorship program
- began a process to set up interviews/questionnaires with speed mentors to provide professional information geared toward new and student editors in the Facebook group

## Training and development

For the 2019/20 webinar season, webinar scheduling and topic selection has been streamlined as a full-committee project divided into four-month semesters. Previously, all webinar planning was completed in the fall for the entire year. The new process aims to make the committee more responsive to emerging trends, to ensure that presenters are not asked to book too far in advance (which created some scheduling challenges in previous seasons) and to make the task more manageable for staff and volunteers.

Additionally, there is a greater emphasis on recruiting presenters to develop sessions on topics that are needed in the Editors Canada webinar library, to ensure broad coverage of all of the core editing skills and a selection of niche topics intended to expand the skillset of experienced



editors. We have also added some webinars for non-editors, to address the goal of making Editors Canada the authority on editing by sharing our knowledge with the writing and blogging community.

Other changes this year include a plan to reorganize our webinars to align with core editing skills, which will streamline the process of offering learning streams and certificates of completion. We are also developing new sessions highlighting strategic uses of editing, business and workflow software to build the technical skills of our members and to match key development goals highlighted by Employment and Social Development Canada's future skills plan.

## Communications

### Active Voice

Editors Canada's magazine was published online only in June 2019. In celebration of the association's 40th anniversary, the issue took a trip down memory lane. Readers got to meet some seasoned editors (and an up-and-coming one): Lee d'Anjou, Rosemary Tanner, Elizabeth d'Anjou, Michelle Shaw and Letitia Henville. Other articles covered the power of mentorship, how to be a proactive editor, navigating burnout culture in the publishing industry, how attending conferences can help editors and more. It made for nice summer reading on a tablet.

### Communications and marketing

Throughout 2019, the communications and marketing committee continued to support the development and implementation of marketing and communications (MarComm) strategies for Editors Canada professional development initiatives. The committee was led by the director of communications for the first half of 2019, and a committee chair was appointed effective July 1, 2019.

In fall 2019, the committee launched a comprehensive social media campaign to encourage support for the awards and scholarship program in the context of Giving Tuesday (in keeping with the strategic priority to represent Canada's editors). In support of the communications and marketing strategic priority, the committee launched an internal consultation process to determine how Editors Canada uses social media at present and how this could be improved. The results of this process—which centered around online surveys to branches, twigs and members, as well as focused reviews of specific media platforms by committee volunteers—will inform the development of a draft social media strategy to be presented to the NEC in

2020. The strategy could include the development of a common set of MarComm tools and resources for use by national, branch and twig volunteers, which would permit advance planning and coordination of communication initiatives.

### The Editors' Weekly blog

Throughout 2019, *The Editors' Weekly* continued to publish blog posts on a variety of informative or thought-provoking topics. The blog regularly features seasoned contributors like James Harbeck and Brendan O'Brien; it also welcomed 12 new contributors in 2019. The number of subscribers went from 674 on January 1, 2019, to 773 on January 1, 2020.

The blog contributes to the association's goals of representing Canadian editors and being diverse and innovative. It helps to engage and inform members and to connect them with professionals outside the organization.

### Publications

In addition to keeping *Editing Canadian English* and *Editorial Niches* in print, the Publications Committee focused on two other projects in 2019:

- a small publication called *From Contact to Contract: How Editors Get Clients to Work with Them*
- a four-volume workbook series called *Edit Like a Pro*

*From Contact to Contract* is nearly ready and will be on sale sometime in 2020 through IngramSpark, both as an e-book and as a print-on-demand book. We hope to produce more small books like this and are currently researching potential topics.

*Edit Like a Pro* is intended to replace the outdated *Meeting Professional Editorial Standards*. Each volume will consist of

a PDF instruction manual and a number of live PDF and Word files containing proofreading and editing exercises. Because they include live files for hands-on practice, the *Edit Like a Pro* volumes will be distributed electronically. Editors will find them useful for professional development and for preparation for the professional certification exams. Post-secondary instructors will also find them useful as course materials.

We have nearly completed the first and second volumes of *Edit Like a Pro*, which focus on proofreading and structural editing. We hope to have them available in time for the 2020 conference. We also aim to complete the final two volumes, which focus on copy editing and stylistic editing, in time for the 2021 conference.

### Translation and editing group

The translation and editing group worked on 34 projects in 2019, ranging in length from a few words to almost 8,000 words. Every project was a translation from English to French.

The group was established to help ensure that communications to all members, and to francophones in particular, were managed as economically as possible. The group also aims to provide members who are translators and comparative editors with valuable experience and networking opportunities.

During the past year, the group has occasionally moved beyond straightforward translations. When necessary, we've worked with the francophone adviser and relevant directors and committees to adapt communications so they better meet the needs and expectations of francophone members. We hope this work will help francophone members to have a meaningful and engaged voice within the association.

## Administrative

### Awards

Editors Canada awards—the Tom Fairley Award, Claudette Upton Scholarship and Karen Virag Award—do more than shine a light on individuals who have demonstrated excellence. Our awards also highlight the value of editing and help to spread the word about our profession. We had a lively awards season in 2019. The quality of submissions was excellent, and a group of dedicated volunteers helped keep the process on track. The team continued to improve the documents that guide judges in their work.

In November, another group of volunteers helped the senior communications manager with Editors Canada's Giving Tuesday campaign, with all funds raised going to our awards program. Many members also donated to awards throughout the year. We thank all our generous donors for their support.

### External liaison

In August, Editors Canada signed a partnership agreement with Peerwith.Expert. Peerwith is an online platform that connects researchers with international experts in researcher services to improve the quality of their academic work. The researchers are looking for editing services—from developmental editing to copy editing, as well as translation and indexing—for their grant proposals, research articles, theses, dissertations and book manuscripts. This partnership gives Editors Canada members another way to connect with people in need of editing expertise.

We also connected the International Plain Language Federation's Standards Committee with the International Organization for Standardization (ISO) via the Standards Council of Canada. The Federation is now working with the

ISO committee that works on standards related to language (ISO Technical Committee 37: Language and Terminology). After Editors Canada's past president attended an ISO/TC 37 meeting in Ottawa, both committees requested that she join them to help further their work. In the latter part of 2019, the technical committee voted to approve work starting on an ISO standard for plain language.

### Honorary lifetime membership task force

In 2019, the task force:

- discussed strategies of other organizations to inform task force thinking on who should be eligible for honorary life membership, for what

types of contributions, and how they might best be selected

- gathered sample rubrics used in other types of review processes and competitions to adjudicate contributions by candidates
- devised a rubric for adjudicating contributions of candidates; defined categories and levels of contributions within those categories that would indicate an outstanding candidate
- prepared a report to the NEC on recommended policies and procedures for identifying, proposing and adjudicating contributions of candidates
- refined policy, procedure and rubric documents to be sent to Editors Canada members for comment



## National volunteer positions

### Facebook group moderator

Membership is 471 as of the date of writing: February 1, 2020. (There were 456 members on February 3, 2019, and 419 on August 24, 2018, so sign-up seems to have slowed down or retention is lower.)

The vast majority of conversations have been genial and collegial, with members posting informative and humorous items related to language, as well as job opportunities and other career- and editing-related tips and queries; the page serves effectively as one channel of Editors Canada's internal communication.

Participants in the group reflect Canada's bilingualism as well as its linguistic, cultural and geographic diversity. Posts often illustrate members' acceptance of new ideas and technologies. They also demonstrate a high level of engagement with and passion for editing and Editors Canada.

### Francophone adviser

Following a survey of members conducted in 2018, the francophone affairs committee was dissolved. Subsequently, the position of francophone adviser, reporting to the president, replaced the director of francophone affairs. The role consists of:

- recruiting francophone volunteers to sit on various national committees
- organizing a one-day conference for francophone editors every second year
- acting as a resource for the national executive council regarding the challenges and priorities of francophone members

With these changes, Editors Canada is moving from managing francophone affairs in silos to managing horizontally. This is part of our efforts to become a truly bilingual association.

In September 2019, the outgoing director organized the first *congrès des langagiers* (French-language conference) in Québec City. The event was held in partnership with Université Laval and the Société québécoise de la rédaction professionnelle. Around one hundred people participated in this day of learning and networking in a warm and friendly atmosphere.

### List monitor

The email list continued to be quiet throughout 2019, with an even further reduction in the number of posts than was seen in 2018—quiet in the sense of fewer postings/participants and quiet in the sense of fewer contentious issues. The list monitor has not stepped in nor been asked to step in to address any issues.

The plethora of other lists and social media platforms continues to draw much of the activity from the Editors Canada list.

### Mediator

In 2019, two members asked the mediator to assist with two different cases. Both cases involved helping the members deal with clients who had failed to pay all or part of their invoices, and both cases were successfully resolved.





## Local groups: Branches and twigs overview

### News from the branches

Editors British Columbia continued to host a live stream of its meetings through the national Zoom account. They continued outreach on “what editors do” through Word Vancouver, events at the Vancouver Public Library and BC Book at the legislature; all were well attended. They hosted six in-person professional development seminars. Though registration in their seminars has declined, they earned their branch around \$1,000 last year.

Editors Ottawa-Gatineau focused on creating more member value at the branch level. In 2019, the branch started the year completely volunteer-run for the first time since the 1990s. They piloted neighbourhood groups for rural and remote members and held seven professional development seminars, eight speaker programming evenings and a summer BBQ. They also connected with local editor groups in Germany in preparation for Frankfurter Buchmesse 2020. The branch collected feedback on the “rethink” process and membership surveys, and executive members met with the NEC to discuss their thoughts on improving accountability and transparency to members.

Editors/Révisseurs Québec continued with its objective of promoting the profession and the association to potential employers. To this end, the Association des conseils en gestion linguistique (an organization for those who work in linguistic services and translation firms) welcomed Editors/Révisseurs Québec members to their annual cocktail reception. Then, for the second year in a row, a group of volunteers met with publishers at the Montréal book fair. Also, the recruitment of two

new volunteers allowed the branch to hold networking activities in the Québec City area as well as in Montréal. Lastly, Editors/Révisseurs Québec partnered with the Network of Translators in Education to offer a seminar to all French-speaking editors in Canada simultaneously in person and online.

The 2018 Editors Saskatchewan executive held a strategy meeting in February and the AGM took place in July. Urgent appeals were made for volunteers to fill positions on the executive. A few volunteers came forward, but a full executive could not be established and there was no one to lead the group; therefore, 2019 branch activity was minimal.

Editors Toronto elected a new executive this year. The executive began the transition toward working without a part-time paid administrator by taking on new tasks. They conducted an online member survey to see what topics to cover in future program meetings. They continued to serve members by holding successful programs that attracted a high turnout as well as hosting social events (a holiday party and a volunteer appreciation party). They also continued to pursue in-house seminar opportunities. *BoldFace*, the branch blog, grew to include regular program recaps and book reviews. Editors Toronto participated in the annual Word on the Street Toronto festival in September.

### News from the twigs

Editors Barrie continued to offer innovative programming for their members. In 2019, they welcomed new and emerging writers to speak about three different types

of publishing, and a twig member offered insights into writing (and editing) to inform community audiences about the opioid crisis. The twig continued to hold social events to foster face-to-face relationships between virtual colleagues. Their goals in the coming year are to encourage greater participation of members and support professional development opportunities within the twig.

Editors Calgary elected co-chairs Anna Shannon and Lindsay Thornitt in 2019. Membership increased from 48 to 52. The twig held two social events—a spring social and a winter holiday reception—and both were well attended. The twig held two professional development events: “Usage Traps and Myths” with Frances Peck and “The Business of Writing and Editing,” which was co-presented with the Alberta Magazine Publishers Association (the speakers were Lana Okerlund, Christina Frangou and ATB Financial cultural bankers).

In 2019, Editors Edmonton held eight networking, social and professional development events, including a joint event with the Writers’ Guild of Alberta and a full-day professional development seminar by Frances Peck. They continue to be a strong part of the local writing/communications community and engage with national and international organizations and editors on social media.

Editors Hamilton-Halton met monthly and established a strong core group. The twig continued to have high-quality guest speakers at meetings. Attendance fluctuated and it would be fair to say has decreased overall. Some regular members retired, and others transitioned into different careers. The twig continued their outreach with a regular monthly e-newsletter and their Facebook page.

Editors Kingston continued to offer engaging programming and monthly meetings, including hosting guest speakers. The twig also invited members to attend more informal events, such as getting together for drinks or dinner in June and December. As part of an initiative to reach out to potential community partners, the twig placed an ad in the Kingston WritersFest brochure in September.

Editors Kitchener-Waterloo-Guelph hosted their first editors' retreat in April 2019, with plans to host a second on April 25–26, 2020. They expanded their monthly social meetings to the city of Cambridge to serve the local editorial community there, and invited members of the Cambridge Writers Collective. In addition to monthly socials, the twig planned several live-editing nights, consisting of informal mini-talks from editors to assist and learn from each other. There are also plans for a “webinar club” for those interested in discussing webinars they have attended or purchased recordings of.

Editors Manitoba continued to meet regularly over 2019 to complete exercises from *Meeting Professional Editorial Standards: Copy Editing*. This study group was well attended and gave Editors Manitoba members a chance to share professional resources and talk about editing challenges in an informal context. The Editors Manitoba co-coordinators are looking to have local presses speak to the group in the upcoming year.

Editors Newfoundland and Labrador organized Editors Talk Shop gatherings (informal get-togethers to discuss editing topics of interest) in the spring and fall of 2019, as well as one hands-on editing session. They were pleased to partner with the Newfoundland and Labrador Organization of Women Entrepreneurs for a speaker event in March. Two twig members (more than a third

of their membership!) travelled to Halifax for the Editors Canada conference in June.

Editors Nova Scotia hosted the Editors Canada national conference June 6–9. Sixteen members were involved as organizers, volunteers and presenters. The Wolfville Editors Bunch continued to hold monthly lunch meetings throughout the year; members in the Halifax area managed only three meetings but are onto a regular schedule for 2020. Nicole Watkins Campbell presented a plain language workshop on January 19. A follow-up workshop was planned for April 13 but was cancelled due to inadequate registration. The twig AGM was held in May. Two members represented the organization at the Wolfville Book Arts fair on August 14. Six members volunteered at Word on the Street Halifax on September 14.

### Work on strategic priorities

#### Represent Canada's editors

Branches and twigs continued to partner with local organizations at various events, build awareness about what editors do, set up booths and deliver information, and offer learning opportunities.

#### Bilingual and diverse

There has been work on broadening reach geographically with more local groups as well as developing online groups for remote access. Work for a virtual francophone group has also been explored.

#### Innovative and agile

The regional directors hosted Zoom meetings with branch and twig chairs and coordinators to allow for open communication and sharing of ideas at the national level. Some branches have been livestreaming their

meetings to allow remote members to attend and new methods of delivering seminars have been explored. The meetings also included discussions regarding fiscal responsibility and change.

#### Communications and marketing

New approaches, such as introducing specific social media roles, have been implemented by some branches and twigs. Use of social media was discussed and promoted throughout the year, and social media initiatives are underway. The regional directors worked together to ensure information was delivered uniformly and in a timely manner to chairs and coordinators (and other executive members). They encouraged direct communication and an open-door policy for contact.

#### Membership: Increased and engaged

Branches and twigs continued to engage members through regular meetings and a variety of activities. There were discussions and surveys about what members value, what improvements can be implemented, social media use, and topics for seminars, webinars, events and other get-togethers. Branch and twig toolkits were reviewed to update content.



## Awards

The following awards are presented each year at the annual Editors Canada conference:

- Tom Fairley Award for Editorial Excellence
- Claudette Upton Scholarship
- Karen Virag Award
- President's Award for Volunteer Service, including the Lee d'Anjou Volunteer of the Year Award

### 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—such as a book, magazine, government or corporate report, or software manual—is eligible, as is any type of editorial work.

This year, Editors Canada presented the Tom Fairley Award for the 35th time. The 2019 winner was Jennifer Croll for her work on *Buffy Sainte-Marie: The Authorized Biography* by Andrea Warner (Greystone Books). The judges were impressed with Jennifer's wide-ranging and significant editorial contribution. In her acceptance speech, Jennifer said, "From my vantage point at Greystone Books, where I work with editors every day, I know how much essential yet unseen labour editors do. I am thrilled for my own work to be recognized by such a talented, hard-working community of professionals."

The other two editors shortlisted for their editorial excellence were Tracey L. Anderson, the editor of *Truth*

*Be Told: An Anthology of Inspirational Stories by Women in the Law* by Jeananne K. Kirwin, Teresa R. Haykowsky and Sarah D. Eadie, eds. (Alberta Civil Trial Lawyers Association, Jeananne Kirwin) and Lesley Erickson, the developmental editor of *Truth and Conviction: Donald Marshall Jr. and the Mi'kmaw Quest for Justice* by L. Jane McMillan (UBC Press).

We are grateful to the three judges for their work: Marie Clausén, Barbara Czarnecki and Dania Sheldon.

### Claudette Upton Scholarship

An annual national scholarship was founded in 2010 by West Coast Editorial Associates to honour the late Claudette Reed Upton-Keeley, a gifted editor and honorary lifetime member of Editors Canada. 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 2019 Claudette Upton Scholarship was awarded to Margo LaPierre of Russell, Ontario. Margo recently left her full-time job to focus on her freelance editing career and learning and networking opportunities. The scholarship allowed her to attend Editors Canada's conference in Halifax and to apply for the John Eerkes-Medrano Mentorship Program as a mentee.

Sincere thanks to the selection committee: Marie-Claude Hébert, Zofia Laubitz and Anne Louise Mahoney.

### Karen Virag Award

This annual award was named in memory of long-time association member Karen Virag and her many contributions to the profession.

The award recognizes the efforts of an editor or an organization to raise the profile of editing in their community. Its intent is to reflect Karen's own work to raise the profile of editing.

Iva Cheung of New Westminster, British Columbia, was named winner of the 2019 Karen Virag Award for her efforts to actively spread the word about editing and Editors Canada. Iva uses a variety of media to send out frequent messages about what editors do and why editing is important. She is also a champion of plain language and clear communication.

We wish to thank the members of the selection committee: Janine Harker, Letitia Henville and Cy Strom.



## 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 Editors Canada by:

- conscientiously performing volunteer activities over an extended period
- taking the 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
- inspiring others to participate more fully within the association

The announcement of the President's Awards for Volunteer Service is an important event for Editors Canada each year.

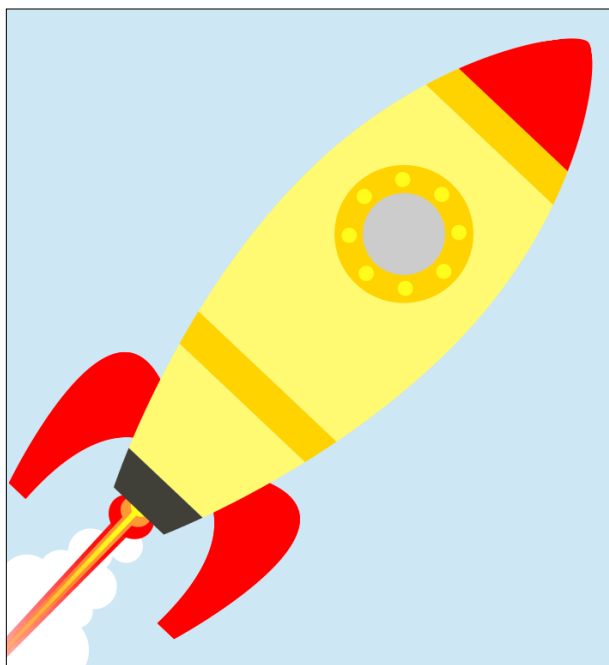
The 2019 recipients of the President's Award for Volunteer Service were:

- Janine Harker (Editors Ottawa-Gatineau)
- Sophie Pallotta (Editors/Révisseurs Québec)
- Lee Parpart (Editors Toronto)
- Mary Rykov (Editors Toronto)
- JJ Wilson (Editors Barrie)
- Jacqui Woods-Powell (Editors Barrie)

## Lee d'Anjou Volunteer of the Year Award

From among the nominations received for the President's Award, one volunteer is selected to receive the Lee d'Anjou Volunteer of the Year Award.

The 2019 Lee d'Anjou Volunteer of the Year Award recipient was Donna L. Dawson of Aurora, Ontario.



## Volunteers

### A note on volunteering

The long list of names included in the volunteers section of this report shows how much Editors Canada relies on the active involvement of its members. This year, like every other year, dozens of people served on national committees, branch and twig executives and the NEC, and hundreds of others took on specific tasks.

Volunteers are essential for our association to function well. If you currently volunteer for Editors Canada or have done so in the past, we thank you.

If you have not volunteered yet, please consider doing so. Volunteering lets you give back to your association while developing skills you can use in your career. It's also an excellent way to network with other editors and make new friends.

There are opportunities to volunteer at the national and local levels. Many tasks can be done from home, so where you live isn't a limiting factor. To find the right project for you, contact your local branch or twig, or send an email to the director of volunteer relations ([Director\\_Volunteers@editors.ca](mailto:Director_Volunteers@editors.ca)).

## National volunteers

### Annual general meeting

Janine Harker  
Virginia St-Denis

### Facebook moderators

Joanne Haskins  
Lenore Hietkamp

### Francophone adviser

Sylvie Collin

### Human resources committee

Heather Buzila  
Julia Cochrane  
Breanne MacDonald  
Anne Louise Mahoney  
Gael Spivak  
Michelle Waitzman

### List monitor

Nancy Wills

### Mediator

Suzanne Purkis

### National projects

Sylvie Collin  
Aaron Dalton  
Anne Godlewski  
Amy Haagsma  
Marie-Lynn Hammond  
James Harbeck  
Fazeela Jiwa  
Virginia McGowan  
Tamra Ross

Mary Rykov  
Carmen Siu  
Jahleen Turnbull-Sousa

### Nominating committee

Carolyn Brown  
Anne Louise Mahoney  
Cathy McPhalen  
Jahleen Turnbull-Sousa

### Recording secretary

Alexandra Peace

## Member services

### 40th anniversary task force

Sarah Boon  
Heather Buzila  
Holly Edmonds  
Lisa Frenette  
Janine Harker  
Glenna M. Jenkins  
Breanne MacDonald  
Jaye Marsh  
Robin Marwick  
Leigh Patterson  
Paula Sarson  
Carolyn Wilker

### Finding work for members task force

Sue Archer  
Glenna Jenkins  
Lynne Melcombe  
Robert Rodbourne  
Robert Runte  
Marion Soublière

### Improving access to member services task force

Kathy Davidson  
Pamela Hewitt  
Ann Kennedy  
Virginia McGowan  
Riça Night  
Lesley Peterson  
Valérie Pominville  
Carol Rigby  
Lucie Wright

### Insurance task force

Jessica Carey  
Rachel Gendron  
Anastasia Ledwon  
Zoë Waller

### Member services

Alana Chalmers  
Aaron Dalton  
Janine Harker  
Leslie Lapidès  
Cheryl O'Shea  
Sara Promislow

### Volunteer management

Amanda Clarke  
Marina Demetriou  
Lawrence Karol  
Monica Laane-Fralick  
Robin Larin  
Ambrose Li  
Cathy McPhalen

## Professional development

### Agrément/Principes

Benoit Arsenault  
Catherine Baudin  
Anissa Bouyahi  
Anne Fonteneau

### Certification

Vicky Bell  
Jaime Miller  
Sarah Robins  
Jess Shulman  
Amy Verbitsky

### External reviewer

Lynn Schellenberg

### Proofreader

Robin Marwick

### Exam piloting

Shalini Khan  
Sharon Locke  
Lucy Payette  
Tamra Ross  
Nancy Vered

### Exam Invigilators/Supervisors

Kathleen Booth  
Anna Cairns  
Libby Handler  
Janine Harker  
Krystina Mierins  
Kathleen Murdock

### Test Shepherd

Jaime Miller

### Markers

Vicky Bell  
Amanda Clarke  
Chris Cameron  
Jennifer Rae-Brown  
Leanne Rancourt  
Sarah Robins  
Jess Shulman

### Marking analyst

Sonia Gluppe

### Test platform task force

Jason Bassford  
Carolyn Brown  
Eva van Emden  
Raya P. Morrison

### Research

Natalia Iwanek  
Christine Seguin

### Conference

Nicola Aquino  
Wanda Baxter  
Colleen Burghardt  
Kimberly Charron  
Melany Close  
Julia Cochrane  
Pauline Côté  
Karen Côté  
Tim Covell  
Anne Curry  
Barbara Daniels-Lake

**Conference continued**

Janice Dyer  
 Shelley Egan  
 Maureen Epp  
 Erin Gallé  
 Margo Grant  
 Jennifer Guest  
 James Harbeck  
 Janine Harker  
 Elizabeth Hill  
 Nancy Holland  
 Glenna Jenkins  
 David Johansen  
 Lucie Joyal  
 Ann Kennedy  
 Marieke Krijnen  
 Claudine Laforce  
 Leslie Lapidés  
 Robin Larin  
 Sharon Lax  
 Patricia MacDonald  
 Diane Macgregor  
 Christine Manley  
 Valerie Mansour  
 Robin Marwick  
 Ginny McGowan  
 Beverly McLaughlin  
 Cathy McPhalen  
 Sarah Mitenko  
 Angela Mombourquette  
 Whitney Moran  
 Raya P. Morrison  
 Kyra Nabeta  
 Becky Noelle  
 Christine Ouellet Dumont  
 Sophie Pallotta  
 Maria Paradoski

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 Marie-Christine Payette  
 Alexandra Peace  
 Leonie Pipe  
 Melanie Pitman  
 Suzanne Purkis  
 Ruby Reid-Sharp  
 Molly Rookwood  
 Catherine Rupke  
 Paula Sarson  
 Alex Schofield  
 Jamie Serran  
 Patti Simmons  
 Kate Sisley  
 Carmen Siu  
 Becky Skillin  
 Meaghan Steeves  
 Marianne Ward  
 Nicole Watkins Campbell  
 Traci Williams

**Congrès des langagiers  
(French-language conference)**

Alain Boucher  
 Louise Boulet  
 Sylvie Collin  
 Anne Fonteneau  
 Marie-Élaine Gadbois  
 Sandra Gravel  
 Sylvie Lamothe  
 Pascale Ouimet  
 Marie-Noël Pichelin  
 Élisabeth Plourde

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Risha Gotlieb  
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 Eva van Emden

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 Mark Grill  
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 Michele Litster  
 Kim MacDonald  
 Tamra Ross  
 Blazej Szpakowicz

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 Jaye Marsh  
 Brooke Smith

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 Sandra Gravel  
 Meagan Dyer  
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 Carolyn Wilker  
 Heather Ebbs  
 Paula Sarson  
 Letitia Henville  
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 Tamara Zayachkowski

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Aaron Dalton

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 Glenna M. Jenkins  
 Anne Louise Mahoney  
 Virginia St-Denis  
 Paula Sarson  
 Ryan Smith  
 Gael Spivak  
 Liz Warwick

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 Lucy Payette  
 Virginia St-Denis  
 Anna Williams

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 Anna Cairns  
 Karin Cather  
 Paula Chiarcos  
 Penny Clark  
 Elizabeth d'Anjou  
 Jennifer Dinsmore  
 Fabiola Fouron  
 Janine Harker  
 Tilman Lewis  
 Adrienne Montgomerie  
 Jessica Riches  
 Tamra Ross  
 Evelyn Seelenmayer  
 Karina Sinclair  
 Cy Strom

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Nancy Foran  
Myriam Gagnon  
Sophie Pallotta  
Marie-Christine Payette  
Lina Scarpellini

**Administration****Awards**

Lesley Cameron  
Anne Louise Mahoney

**Claudette Upton Scholarship selection committee**

Marie-Claude Hébert  
Zofia Laubitz  
Anne Louise Mahoney

**Karen Virag Award selection committee**

Janine Harker  
Letitia Henville  
Cy Strom

**Tom Fairley Award judges**

Marie Clausén  
Barbara Czarnecki  
Dania Sheldon

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Marieke Krijnen  
Anne Louise Mahoney

Gael Spivak  
Virginia St-Denis

**Honorary lifetime membership task force**

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Lynne Melcombe  
Joanna Odrowaz  
Jim Taylor

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Jacqui Woods-Powell

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Katie Beaton  
Alexandra Bogdanovic  
Emma Caplan  
Sarah Chaucery  
Natasha Damiano  
Alyssa Di Lazzaro  
Lydia du Bois  
Susan Fitzgerald  
Tracey Friesen  
Allyson Foster  
Annett Gingrich  
Marianne Grier  
Jen Groundwater  
Ritu Guglani  
Amy Haagsma  
Janine Harker  
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Katlyn Hebert  
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Roma Ilnyckyj  
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Malvika Kathpal  
Lucy Kenward  
Stephanie Kripps  
Megan Kus  
Kirstin Lathrop  
Jonathan Lee  
Janice Love  
Jessie Marchand  
John McAllister  
Lynne Melcombe  
Ellen Michelle  
Kira Nabeta  
Steffany Oliver  
Frances Peck  
Amber Riaz  
Carl Rosenberg  
Heather Ross  
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Ditrie Sanchez  
Dascha Saville  
Emily Salja  
Tiffany Sloane  
Lynn Slobogian  
Janet Smith  
Karen Smith  
Nancy Tinari  
Joanna Vandervlugt  
Eva van Emden  
Liz Warwick  
Merrie-Ellen Wilcox  
Debbie Wong  
Kiki Yee

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Anna Shannon  
Ryan Smith  
Lindsay Thornitt

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Alicia Chantal  
Jessica Coles

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Julia Kollek  
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Connor Peck  
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Laura Van Alphen

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Nancy Wills

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Angela Gradish

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Ariel Vered  
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Marie-Élaine Gadbois  
Géraldine Garnier  
Dominique Gaucher  
Clara Nencu  
Dwain Richardson  
Françoise Thomas

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Perry Millar

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Catherine Dorton  
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Ellen Fleischer  
Jennifer D. Foster  
Erin Gallé  
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James Harbeck  
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Debbie Innes  
Natalia Iwanek  
Rochelle Jobard  
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Paul Ling  
Robin Marwick  
Raya P. Morrison  
Jeny Nussey  
Sandra Otto  
Shannon Parr  
Sarah Power  
Danielle Putinja  
Mario Salazar-Davalos  
Michelle Schriver  
Indu Singh  
B.A. Tanner  
Michelle Waitzman  
Afara Welch  
Vanessa Wells  
Tamara Zayachkowski





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Virginia Durksen  
Lesley Erickson  
Sara Goodchild  
Janine Harker  
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Cecilia Ki  
Stephanie Lalonde  
Pat Lamoureux  
Judy Lapalme

Penny Le Maistre  
Lesley-Anne Longo  
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Anne Louise Mahoney  
Areti Malapetsas  
Valerie Mansour  
Robin Marwick  
Beth McAuley  
Patricia Morgan  
Erin O'Connell  
Berna Ozunal  
Michelle Parker  
Lucy Payette  
Melanie Perkins  
Arlene Prunkl  
Brandy Przepiora  
Alexander (Sasha) Saint-Aubin  
Paula Sarson

Evelyn Seelenmayer  
Gael Spivak  
Virginia St-Denis  
Heather Stuart  
Laurie Tarto  
Fox Underwood  
Janete Walter  
Carolyn Wilker  
Patricia Wilkinson  
Janna Willard  
Jacqui Woods-Powell  
John Yip-Chuck  
Michelle Young  
Editors Edmonton  
Editors Nova Scotia  
Simon Fraser University Continuing Studies  
West Coast Editorial Associates



## Finances: Treasurer's report

Editors Canada made some significant changes to its finance procedures this year. First and foremost, the branches are now taken into account as part of the overall financial picture that the auditors review. By doing this, we all have a much more complete view of how the association is doing, and it will be easier for the NEC to be able to fulfill its legal duty to provide financial oversight over the whole association.

Because of this change, our financial statements (which you will find attached to this annual report) look different from previous years'. The branches' accounts are included, and the twigs' virtual accounts are separated out from other liabilities so that it's clear how much of the association's debt is internal (owed from the national accounts to the twigs).

We also made changes to the way branches and twigs are allocated funds from the national accounts. In the fall, we undertook consultations with the twig coordinators and branch chairs and treasurers to address some recommendations from our auditors.

Branches and twigs will no longer receive a portion of the webinar revenues based on purchases in their region. The overhead and staffing costs associated with the webinar program had not been fully taken into account before the profit-sharing plan was put in place, and it was not sustainable. The webinar revenue was needed to help maintain other services to members at the national level in light of declining membership revenue over the past several years.

Most branches were also able to help the national office's cash flow by waiving the 2019 webinar revenue amounts that they were owed.

Many twigs had been accumulating significant balances in their virtual accounts over the years, and this showed on the association's books as a large debt (well over \$50,000 in total). The twigs agreed to "forgive" approximately \$21,000 of this amount and remove it from the association's books.

The twigs also agreed to test out a new funding formula that is based on their anticipated needs for the year, rather than a set percentage of the membership fees paid by their members. This system, which was implemented for 2020, is intended to direct funds where they are needed most and to encourage twigs to make use of their funds in a timely way. Profits from events and excess transfers are to be used within three years on a rolling basis.

The NEC thanks the twig and branch executives for their input, openness and flexibility during this process.

The association's continued efforts to cut costs, along with a successful national conference and one-day francophone conference, a wide range of popular webinars, branch and twig events and seminars, and an improvement in member retention, put us "in the black" for 2019.

	<b>2019</b>	<b>2018</b>	<b>Difference</b>
<b>Total revenue</b>	627,281	615,364	11,917
<b>Total expenses</b>	619,449	638,169	-18,720
<b>Deficit/Surplus</b>	<u>7,832</u>	<u>-22,805</u>	

This year's results are good news, but running deficits over several prior years has depleted the association's reserves to unacceptable levels. Efforts to run lean have kept our expenses quite steady since 2017, but revenues have struggled to keep up and we have had to use reserve funds to make up the difference. Like many non-profit associations in Canada, we are facing serious financial challenges in 2020 and we are carefully assessing how best to serve our members in a sustainable way. We continue to welcome member suggestions through the [rethink@editors.ca](mailto:rethink@editors.ca) email address.

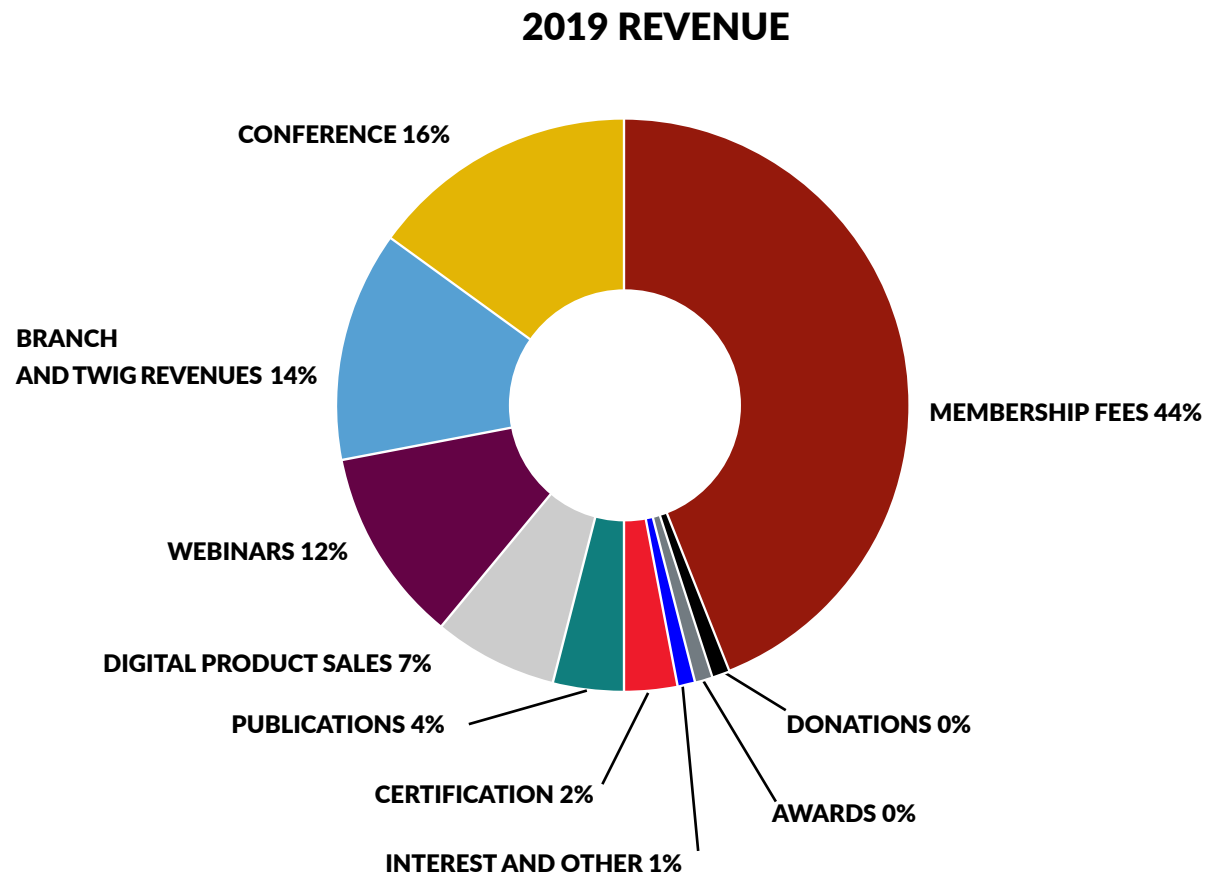
Michelle Waitzman

## Appendix 1

### Financial visuals

#### 2019 Revenue

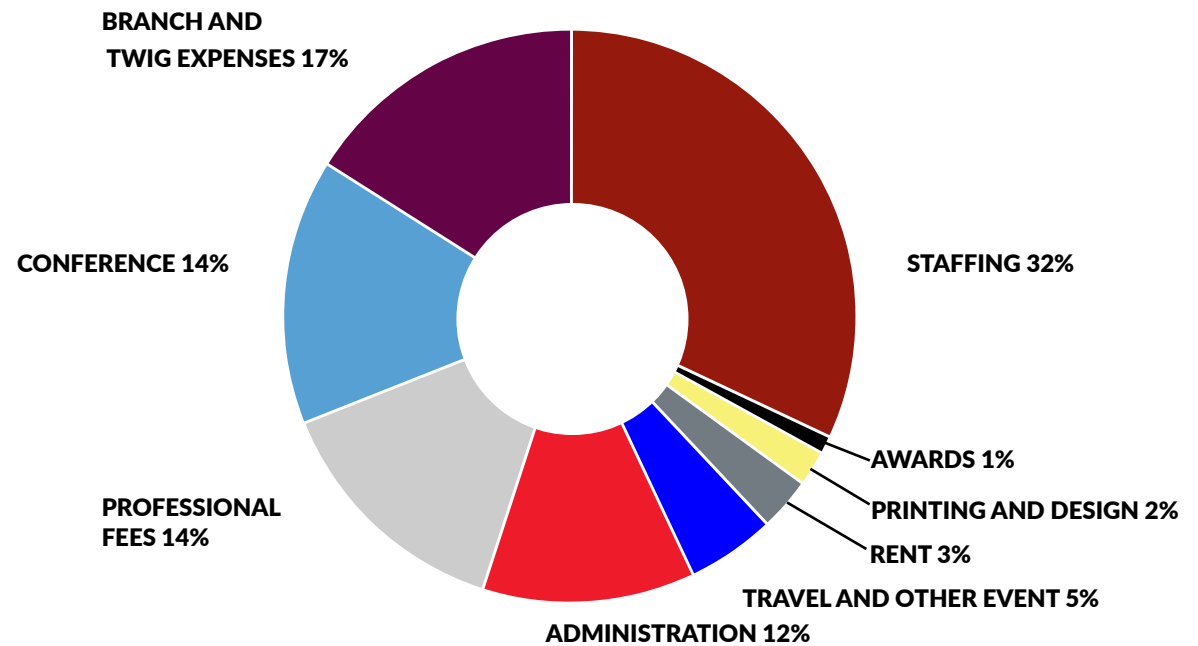
Membership fees	\$276,314
Conference fees	\$100,176
Webinars	\$73,858
Digital product sales	\$41,754
Publications	\$25,018
Certification	\$16,325
Interest and other	\$4,112
Awards	\$2,525
Donations	\$1,787
Branch and twig revenues	\$85,412
<b>Total</b>	<b>\$627,281</b>



### 2019 Expenses

Staffing	\$197,757
Conference	\$89,267
Professional fees	\$88,331
Administration	\$73,925
Travel and other event	\$29,127
Rent	\$20,572
Printing and design	\$9,830
Awards	\$4,400
Branch and twig expenses	\$106,240
<b>Total</b>	<b>\$619,449</b>

### 2019 EXPENSES



## **Appendix 2**

### **Independent auditor's report and financial statements**

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

**Consolidated Financial Statements**

**December 31, 2019**

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## INDEPENDENT AUDITOR'S REPORT

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To the Members of Editors' Association of Canada / Association canadienne des réviseurs

### *Opinion*

We have audited the consolidated financial statements of Editors' Association of Canada / Association canadienne des réviseurs ("Editors"), which comprise the statement of financial position as at December 31, 2019, and the consolidated statements of operations, changes in net assets and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of Editors as at December 31, 2019, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Consolidated Financial Statements* section of our report. We are independent of Editors in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### *Other Matter*

Without modifying our opinion, we draw attention to Note 2 to the consolidated financial statements which describes the basis of consolidation. In the previous year, we were not engaged to report on the five regional branches or the nine regional twigs, as such, some of the prior year figures are unaudited.

### *Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements*

Management is responsible for the preparation and fair presentation of the consolidated 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 consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing Editors's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate Editors or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing Editors's financial reporting process.

(continues)

*Auditor's Responsibilities for the Audit of the Consolidated Financial Statements*

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*Hogg, Shain & Scheck PC*

Toronto, Ontario  
June 6, 2020

Authorized to practise public accounting by the  
Chartered Professional Accountants of Ontario

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

**Consolidated Statement of Financial Position**

**As at December 31, 2019**

	<b>2019</b>	<b>2018</b> <i>(Note 9)</i>
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash <i>(Note 3)</i>	\$ 113,713	\$ 118,123
Guaranteed investment certificates <i>(Note 4)</i>	35,891	32,881
Accounts receivable	15,065	11,491
Prepaid expenses and other assets	9,019	7,029
	<b>\$ 173,688</b>	<b>\$ 169,524</b>
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Government remittances payable	\$ 7,230	\$ 9,677
Accounts payable and accrued liabilities	32,277	25,102
Deferred revenues <i>(Note 5)</i>	12,355	22,771
Awards and scholarship funds <i>(Note 6)</i>	6,408	4,388
	<b>58,270</b>	<b>61,938</b>
<b>NET ASSETS</b>		
<b>UNRESTRICTED</b>	<b>(42,893)</b>	<b>(62,746)</b>
<b>INTERNALLY RESTRICTED FOR THE BRANCHES</b>	<b>126,560</b>	<b>115,603</b>
<b>INTERNALLY RESTRICTED FOR THE TWIGS</b>	<b>31,751</b>	<b>54,729</b>
	<b>115,418</b>	<b>107,586</b>
	<b>\$ 173,688</b>	<b>\$ 169,524</b>
<b>COMMITMENTS</b> <i>(Note 7)</i>		
<b>SUBSEQUENT EVENT</b> <i>(Note 8)</i>		

**APPROVED ON BEHALF OF THE BOARD**

\_\_\_\_\_ *Director*

\_\_\_\_\_ *Director*

*See the accompanying notes to these financial statements*

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

**Consolidated Statement of Operations**

**Year Ended December 31, 2019**

	<b>2019</b>	2018 <i>(Note 9)</i>
<b>REVENUES</b>		
Membership fees	\$ 276,314	\$ 278,690
Conference fees	100,176	81,927
Webinars	73,858	78,322
Digital product sales	41,754	39,740
Publications	25,018	36,648
Certification	16,325	18,662
Interest and other	4,112	4,369
Awards <i>(Note 6)</i>	2,525	2,855
Donations	1,787	2,468
Branch and Twig revenues	85,412	71,683
	<u>627,281</u>	<u>615,364</u>
<b>EXPENSES</b>		
Staffing	197,757	195,167
Conference	89,267	69,271
Professional fees	88,331	94,400
Administration	73,925	73,198
Travel and other event	29,127	27,301
Rent <i>(Note 7)</i>	20,572	26,511
Printing and design	9,830	26,897
Awards <i>(Note 6)</i>	4,400	5,105
Branch and Twig expenses	106,240	120,319
	<u>619,449</u>	<u>638,169</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES</b>	<u>\$ 7,832</u>	<u>\$ (22,805)</u>

*See the accompanying notes to these financial statements*

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

**Consolidated Statement of Changes in Net Assets**

**Year Ended December 31, 2019**

	Unrestricted	Internally Restricted for the Branches	Internally Restricted for the Twigs	<b>2019</b>	2018 <i>(Note 9)</i>
<b>NET ASSETS - BEGINNING</b>					
<b>OF YEAR</b>	\$ (62,746)	\$ 115,603	\$ 54,729	\$ <b>107,586</b>	\$ 130,391
Excess (deficiency) of revenues over expenses	(593)	10,957	(2,532)	<b>7,832</b>	(22,805)
Interfund Transfer	20,446	-	(20,446)	-	-
<b>NET ASSETS - END OF</b>					
<b>YEAR</b>	\$ (42,893)	\$ 126,560	\$ 31,751	\$ <b>115,418</b>	\$ 107,586

*See the accompanying notes to these financial statements*

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

**Consolidated Statement of Cash Flows**

**Year Ended December 31, 2019**

	<b>2019</b>	2018 <i>(Note 9)</i>
<b>OPERATING ACTIVITIES</b>		
Excess (deficiency) of revenues over expenses	\$ 7,832	\$ (22,805)
Changes in non-cash working capital:		
Accounts receivable	(3,574)	3,410
Prepaid expenses and other assets	(1,990)	11,854
Government remittances payable	(2,447)	(4,475)
Accounts payable and accrued liabilities	7,175	10,843
Deferred revenues	(10,416)	1,102
Awards and scholarship funds	2,020	(245)
	<u>(9,232)</u>	<u>22,489</u>
Cash flow used by operating activities	<u>(1,400)</u>	<u>(316)</u>
<b>INVESTING ACTIVITY</b>		
Proceeds from (purchase of) guaranteed investment certificates	<u>(3,010)</u>	2,720
<b>INCREASE (DECREASE) IN CASH</b>	<b>(4,410)</b>	2,404
<b>CASH - BEGINNING OF YEAR</b>	<u>118,123</u>	115,719
<b>CASH - END OF YEAR</b>	<u>\$ 113,713</u>	\$ 118,123

*See the accompanying notes to these financial statements*

**1. NATURE AND PURPOSE OF THE ORGANIZATION**

Editors' Association of Canada/Association canadienne des réviseurs ("Editors") was incorporated without share capital as a not-for-profit organization under the Canada Corporations Act in March 1982, and was continued under the Canada Not-for-Profit Corporations Act effective August 22, 2014.

Editors represents editors in Canada who work in many forms of print as well as in other media. Editors promotes professional editing as key in producing effective communication. The approximately 1,235 members (as at December 31, 2019) work with individuals in the corporate, technical, government, not-for-profit and publishing sectors. Editors sponsors professional development seminars, promotes and maintains high standards of editing and publishing in Canada, establishes guidelines to help editors secure fair pay and good working conditions, helps both in-house and freelance editors to network, and cooperates with other publishing associations in areas of common concern.

Editors is governed at the national level by an executive council. There are five regional branches and nine regional twigs across the country providing a range of local programming and services to both members and non-members.

As a not-for-profit organization, Editors is exempt from income taxes under section 149(1)(f) of the Income Tax Act (Canada).

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**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

These consolidated financial statements are the representation of management and have been prepared in accordance with Canadian accounting standards for not-for-profit organizations in Part III of the CPA Canada Handbook and include the following significant accounting policies.

Basis of consolidation

The consolidated financial statements include the accounts of Editors, five regional branches (British Columbia, Ottawa-Gatineau, Quebec, Saskatchewan and Toronto) and nine regional twigs (Barrie, Calgary, Edmonton, Hamilton-Halton, Kingston, Kitchener-Waterloo-Guelph, Newfoundland and Labrador, Nova Scotia and Manitoba). All inter-branch and inter-twig transactions have been eliminated upon consolidation.

Revenue recognition

Editors follows the deferral method of accounting for contributions, which includes donations and grants. Unrestricted contributions are recognized as revenues when received or receivable, provided that contributions receivable can be reasonably estimated and collection is reasonably assured. Restricted contributions are recognized as revenues in the year in which the related activities are carried out and expenses are incurred.

Membership, conference, webinars and certification, interest and other, awards and branches and twigs are recognized as revenues in the fiscal year to which they relate.

Revenues from digital product and publication sales are recognized upon completion of performance, provided the amount of revenue is reasonably determinable and collectible.

*(continues)*

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2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Restricted net assets

Net assets which are internally restricted for use of the five regional branches (British Columbia, Ottawa-Gatineau, Quebec, Saskatchewan and Toronto) are for expenses relating to meetings, events and services for members in those branches.

Net assets which are internally restricted for use of the nine regional twigs (Barrie, Calgary, Edmonton, Hamilton-Halton, Kingston, Kitchener-Waterloo-Guelph, Newfoundland and Labrador, Nova Scotia and Manitoba) are for expenses relating to meetings, events and services for members in those twigs.

Financial instruments

Editors initially measures its financial assets and financial liabilities at fair value. It subsequently measures all its financial assets and financial liabilities at amortized cost.

The financial assets subsequently measured at amortized cost include cash, guaranteed investment certificates and accounts receivable. The financial liabilities measured at amortized cost include accounts payable.

Contributed services

Volunteers contribute time to assist Editors in carrying out its programs. Contributed services are not recognized in the financial statements.

Measurement uncertainty

The preparation of consolidated financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the consolidated financial statements and the reported amounts of revenues and expenses during the year. These estimates are reviewed periodically and adjustments are made to revenues and expenses as appropriate in the year they become known.

3. CASH

	<u>2019</u>	<u>2018</u>
National office	\$ 14,966	\$ 30,281
Branches	<u>98,747</u>	<u>87,842</u>
	<u>\$ 113,713</u>	<u>\$ 118,123</u>

4. FINANCIAL INSTRUMENTS

Guaranteed investment certificates at December 31, 2019 bear interest at rates ranging from 1.1% to 2.2% (2018 - 1.2%) and have maturity dates ranging from February 25, 2020 to December 14, 2023 (2018 - February 27, 2019 to February 25, 2020).

It is management's opinion that Editors is not exposed to significant credit, liquidity, currency, interest rate, market, or other price risks arising from its financial instruments.



**Notes to Consolidated Financial Statements**

**Year Ended December 31, 2019**

**5. DEFERRED REVENUES**

Deferred revenues at December 31 consist of the following:

	<u>2019</u>	<u>2018</u>
Membership revenues for the subsequent fiscal year	\$ 10,835	\$ 12,787
Online directory of editors	1,520	1,853
Seminars	-	5,650
Webinars	-	2,481
	<u>\$ 12,355</u>	<u>\$ 22,771</u>

The continuity of deferred revenues for the year is as follows:

Balance, beginning of year	\$ 22,771	\$ 17,121
Add: amounts received during the year	481,686	484,329
Less: amounts recognized as revenue in the year	<u>(492,102)</u>	<u>(478,679)</u>
Balance, end of year	<u>\$ 12,355</u>	<u>\$ 22,771</u>

**6. AWARDS AND SCHOLARSHIP FUNDS****Fairley Award**

The Tom Fairley Award for Editorial Excellence was established in 1983 and is presented annually. Editors received contributions of \$9,500 in 2002 from various sources to be used to recognize excellence in editing. Editors decided to endow the award such that \$2,000 (2018 - \$2,000) of the award fund balance would be awarded annually. However, there was not a sufficient balance in this fund to cover its \$2,000 portion of the prize. As a result, Editors contributed \$1,525 (2018 - \$1,000) for a total annual prize of \$3,000 (2018 - \$3,000).

The continuity of this award fund is as follows:

	<u>2019</u>	<u>2018</u>
Balance, beginning of year	\$ 160	\$ -
Contributions received in the year	1,315	2,160
Annual award	<u>(1,475)</u>	<u>(2,000)</u>
Balance, end of year	<u>\$ -</u>	<u>\$ 160</u>

**Claudette Upton Scholarship**

Established in 2009, the award is named after the Editors' 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 Editors' national conference, purchase its publications or attend its workshops.

In 2018, the fund was fully depleted. For the current year, the \$1,000 scholarship was awarded; \$350 was paid from operations and the remaining \$650 was covered by a contribution received during the year.

**Karen Virag Award**

Established in 2014 in memory of long time member Karen Virag, this award will acknowledge an individual or organization's successful efforts to raise the profile of editing in the community. In 2019, Editors paid \$400 as an award.

The continuity of this award fund is as follows:

	<u>2019</u>	<u>2018</u>
Balance, beginning of year	\$ 4,228	\$ 4,578
Contributions received in the year	2,580	50
Annual award	<u>(400)</u>	<u>(400)</u>
Balance, end of year	<u>\$ 6,408</u>	<u>\$ 4,228</u>

Notes to Consolidated Financial Statements

Year Ended December 31, 2019

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**7. COMMITMENTS**

Editors leases premises under a long term lease that expires on January 31, 2024. Under the terms of the lease, Editors is required to pay a minimum rent plus its proportionate share of operating expenses and property taxes.

Editors leases office equipment which expires in October 2024 and March 2021.

Future minimum lease payments as at year end are as follows:

2020	\$	24,674
2021		24,046
2022		24,147
2023		24,613
2024		<u>2,565</u>
	\$	<u>100,045</u>

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**8. SUBSEQUENT EVENT**

On March 11, 2020, the World Health Organization characterized the outbreak of a strain of the novel coronavirus (COVID19) as a pandemic which has resulted in a series of public health and emergency measures that have been put in place to combat the spread of the virus. The duration and impact of COVID19 are unknown at this time. It is not possible to reliably estimate the impact that the length and severity of these developments will have on the financial results of Editors in future periods. Editors continues to closely monitor and assess the impact on operations.

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**9. COMPARATIVE FIGURES**

Some of the comparative figures have been reclassified to conform to the current year's presentation and are unaudited.

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**EDITORS' ASSOCIATION OF CANADA / ASSOCIATION CANADIENNE DES RÉVISEURS -  
NATIONAL OFFICE**

**Financial Statements**

**December 31, 2019**

*(Unaudited - See Notice To Reader)*

**EDITORS' ASSOCIATION OF CANADA / ASSOCIATION CANADIENNE DES RÉVISEURS -  
NATIONAL OFFICE**

**Index to Financial Statements**  
**Year Ended December 31, 2019**  
*(Unaudited - See Notice To Reader)*

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**NOTICE TO READER**

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On the basis of information provided by management, we have compiled the statement of financial position of Editors' Association of Canada / Association canadienne des réviseurs - National Office as at December 31, 2019 and the statement of operations and deficit for the year then ended.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

*Hogg, Shain & Scheck PC*

Toronto, Ontario  
June 6, 2020

Authorized to practise public accounting by the  
Chartered Professional Accountants of Ontario

**EDITORS' ASSOCIATION OF CANADA / ASSOCIATION CANADIENNE DES RÉVISEURS -  
NATIONAL OFFICE**

**Statement of Financial Position**

**As at December 31, 2019**

*(Unaudited - See Notice To Reader)*

	2019	2018
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 14,967	\$ 30,281
Guaranteed investment certificates	20,869	20,869
Accounts receivable	10,266	10,140
Prepaid expenses and other assets	8,844	6,852
	<u>\$ 54,946</u>	<u>\$ 68,142</u>
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Government remittances payable	\$ 9,860	\$ 11,718
Accounts payable and accrued liabilities	32,157	23,028
Deferred revenues	12,355	17,121
Awards and scholarship funds	6,408	4,388
Due to branches and twigs	37,059	74,633
	<u>97,839</u>	<u>130,888</u>
<b>NET ASSETS (DEFICIT)</b>		
<b>UNRESTRICTED</b>	<u>(42,893)</u>	<u>(62,746)</u>
	<u>\$ 54,946</u>	<u>\$ 68,142</u>

**APPROVED ON BEHALF OF THE BOARD**

\_\_\_\_\_ *Director*

\_\_\_\_\_ *Director*

**EDITORS' ASSOCIATION OF CANADA / ASSOCIATION CANADIENNE DES RÉVISEURS -  
NATIONAL OFFICE**

**Statement of Operations and Deficit**

**Year Ended December 31, 2019**

*(Unaudited - See Notice To Reader)*

	2019	2018
<b>REVENUES</b>		
Membership fees	\$ 276,314	\$ 275,872
Conference fees	100,176	81,927
Webinars	73,858	78,322
Digital product sales	41,754	39,740
Publications	25,017	36,648
Certification	16,325	18,662
Interest and other	4,112	4,369
Awards	2,525	2,855
Donations	1,787	2,468
	<u>541,868</u>	<u>540,863</u>
<b>EXPENSES</b>		
Staffing	197,757	195,168
Conference	89,267	69,271
Professional fees	88,331	94,400
Administration	73,923	73,197
Regional branches and twigs	29,254	54,494
Travel and other event	29,127	27,301
Rent	20,572	26,511
Printing and design	9,830	26,897
Awards	4,400	5,105
	<u>542,461</u>	<u>572,344</u>
<b>DEFICIENCY OF REVENUES OVER EXPENSES FROM OPERATIONS</b>	<b>(593)</b>	<b>(31,481)</b>
<b>DEBT FORGIVENESS FROM TWIGS</b>	<b>20,446</b>	<b>-</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES</b>	<b>19,853</b>	<b>(31,481)</b>
<b>DEFICIT - BEGINNING OF YEAR</b>	<b>(62,746)</b>	<b>(31,265)</b>
<b>DEFICIT - END OF YEAR</b>	<b>\$ (42,893)</b>	<b>\$ (62,746)</b>