



EDITORS
RÉVISEURS
CANADA

Editors' Association of Canada /
Association canadienne des réviseurs

ANNUAL REPORT 2017

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.

Our core activities include the following:

- 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, 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 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.

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

Strategic plan

Editors Canada members ratified a strategic plan for 2017–21 at the June 2016 annual general meeting. It started using the 2017–21 plan in July 2017, when the new term started. The executive council and committee chairs will use this plan to guide their work each year.

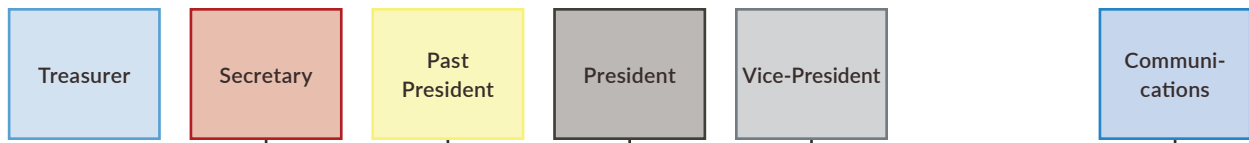
The five strategic priorities for 2017–21 are

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

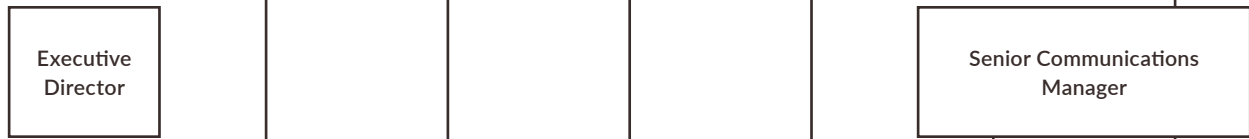
Organizational chart

EDITORS CANADA

National Executive Council



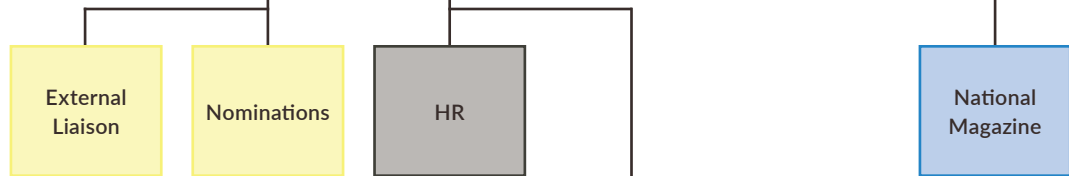
National Staff



Member Volunteer Committees



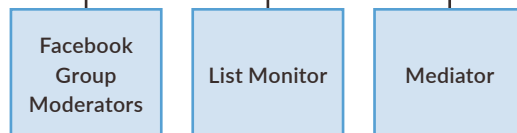
Administrative Committees



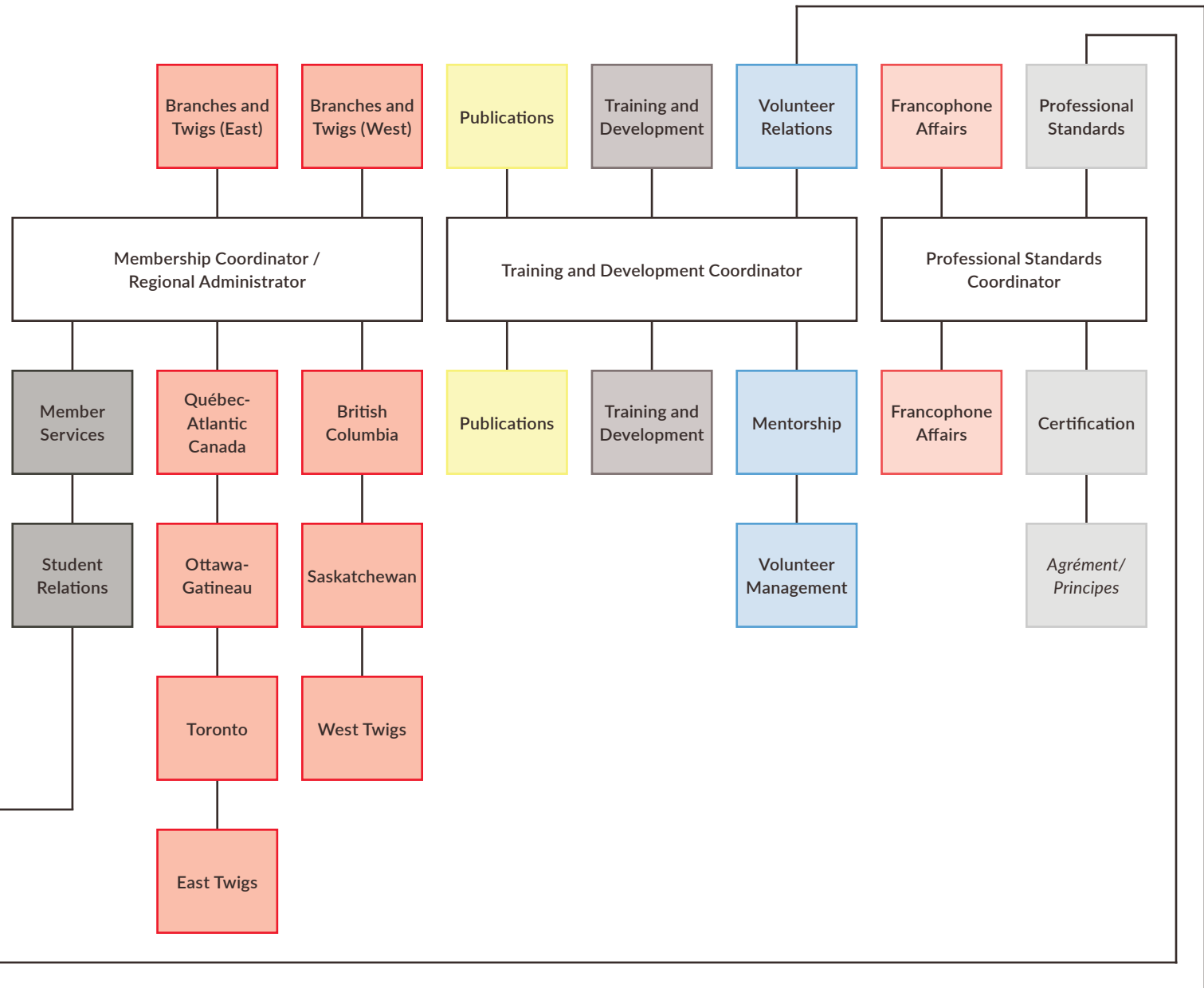
Active Task Forces



National Positions



MEMBERS



National executive council, committee and task force chairs

(Note: The July 2016 to June 2017 directors and chairs are listed in the 2016 annual report.)

National executive council

President: Gael Spivak (Ottawa-Gatineau)

Past president: Anne Louise Mahoney
(Ottawa-Gatineau)

Vice-president: Julia Cochrane (Nova
Scotia)

Secretary: Breanne MacDonald
(Hamilton-Halton)

Treasurer: Carolyn Brown
(Ottawa-Gatineau)

**Regional director of branches and twigs
(West):** Lisa Ng (Calgary)

**Regional director of branches and twigs
(East):** David Johansen (Québec-Atlantic
Canada)

Director of communications: Stacey
Atkinson (Ottawa-Gatineau)

Director of francophone affairs: Nancy
Foran (Toronto)

Director of professional standards: Tania
Cheffins (British Columbia)

Director of publications: Greg Ioannou
(Toronto)

Director of training and development:
Berna Ozunal (Toronto)

Director of volunteer relations: Patricia
MacDonald (Nova Scotia)

Executive director: John Yip-Chuck



Committee and task force chairs

Membership

Member services: Sara Promislow (Toronto)

Volunteer management: Christine Albert (Hamilton-Halton) and Nancy Foran (Toronto)

Francophone affairs: Nancy Foran (Toronto)

Improving access to member services task force: Valérie Pominville (Québec-Atlantic Canada) and Lesley Peterson (Manitoba)

Branch/twig finances task force: David Johansen (Québec-Atlantic Canada) and Margaret Shaw (British Columbia)

Professional development

Certification: Wendy Carroll (Ottawa-Gatineau) and Jeanne McKane (Toronto)

Agrément/Principes: Sandra Gravel (Québec-Atlantic Canada)

Conference: Marsha Fine and Suzanne Purkis (Ottawa-Gatineau)

Mentorship: Carolyn Brown (Ottawa-Gatineau)

Student relations: Wendy Barron (British Columbia)

Standards communication task force: Elizabeth d'Anjou (Kingston)

Training and development: Jaime Miller (Calgary) and Tamra Ross (Calgary)

Representative, Book and Periodical Council: Stephanie Fysh (Toronto)

Representative, Freedom of Expression Committee: Marg Anne Morrison (Toronto)

Communications

Active Voice: Carol Harrison (Toronto)

Blog: Anna Williams (Edmonton)

Communications and marketing: Susan Chambers (British Columbia)

Publications: Karin Cather (Toronto)

Administration

Awards: Tamra Ross (Calgary)

External liaison: Anne Louise Mahoney (Ottawa-Gatineau)

Human resources: Gael Spivak (Ottawa-Gatineau)

Nominating: Anne Louise Mahoney (Ottawa-Gatineau)

National volunteer positions

Facebook group monitor: Joanne Haskins (Toronto)

List monitor: Nancy Wills (Kingston)

Mediator: Suzanne Purkis (Ottawa-Gatineau)

PRESIDENT'S MESSAGE

2017 is a prime number, which means it is divisible by only two numbers: one and itself. Here are some other prime things about 2017 for Editors Canada.

Prime motivator

Members are the prime motivator for all the work we do (directors, committee chairs, committee members, and all of the association's other volunteers). We want to help our members succeed, in their careers as well as their volunteer work.

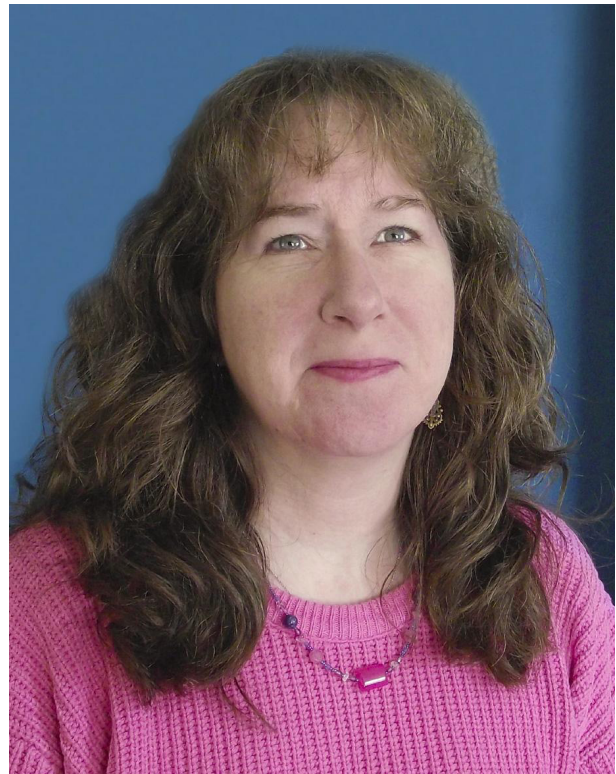
These are some of the things the association did in 2017 to support our members:

- completed the branch and twig toolkit
- expanded the webinar program
- launched the John Eerkes-Medrano national mentorship program
- created new resources for in-house editors

We're also continuing our conversation with remote members, with the task force on improving services for them. And the national executive council has been inviting twig coordinators to join council meetings via Zoom.

Prime tools

Our treasurer, Carolyn Brown, analyzed membership fees and our budget with economics and statistics tools (such as demand curves and sector employment numbers). She is also organizing our financial practices and helping plan for the future. You can read more about that in her report.



Prime risk

One of the biggest risks to the association is how we manage our corporate memory. Because most of our work is done by members, and these people cycle through positions, we tend to constantly reinvent the wheel because we don't know what work has been done or what needs to get done each year.

The directors have documented annual communications and administrative tasks to help reduce the risk and lighten the workload for future volunteers. Examples include a corporate calendar and a new policy and procedure on branch and signing officers.

Prime challenge

Although we are successfully recruiting new members and student affiliates each month, we are not retaining members as effectively as we'd like. There are many possible explanations for this. The directors and committees have been focusing on stemming that tide.

Looking ahead

Our Communications and Marketing Strategy 2017–2021 advises that we need to “focus on priorities and on our target audiences.” This is what we'll be doing in 2018.

We have some interesting projects to look forward to. These include revising the freelance editorial agreement, creating a wall calendar, and planning our 40th anniversary.

I'd like to thank every person who got involved in 2017, sharing your time and your skills, so that Editors Canada could continue to offer its many benefits and services, and could continue to advocate for the profession. We're definitely stronger together.

Gael Spivak

OPERATIONS

Executive director's report

The year 2017 was a busy one for the national office. In January, the treasurer and I decided to bring the association's bookkeeping functions back in-house rather than outsourcing to an external contractor. This improved the accuracy and efficiencies of the bookkeeping functions tremendously, and will allow us to find savings for the association.

All of the staff succeeded in their prime directives—to support their assigned committees to better serve members.

We supported several projects in 2017, including computer-based testing for the certification exams and the second sitting of the *agrément* exams, something that Erica Ruth Kelly and Azizah McClory worked on.

The office provides a great deal of communications support to committees and the



national executive council. In addition to her daily communications work, Michelle Ou helped write the association's Communications and Marketing Strategy 2017–2021 and worked with volunteers to implement the first steps in it. She also provided communications support when the association published an ebook version of *Editing Canadian English*.

Our membership expert, Caitlin, spent six months assessing two new membership management platforms. The last few months of the year were spent preparing to make the switch to this vital administrative tool.

National office staff

Communications

Michelle Ou makes sure that our members are well 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 national executive council. She also manages our awards and scholarship programs.

Conference, training and development, and membership

Caitlin Stewart assists the conference committee in planning 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 was also called upon to manage membership duties at various periods during the year.

The office also supported the Humber College Communications Department by hosting an intern, Josh Francis, at the office from May to the end of July. Josh was very helpful in supporting our communications functions and in rewriting and revamping the certification pages on the website.

The office continues to document key functions and procedures to aid long-term continuity and efficiencies.

In the fall, the office began looking for a new home. More on that next year!

John Yip-Chuck

Certification and membership

Erica Ruth Kelly joined the association in February and managed the membership functions for most of the year. She also managed the administration work for certification, standards, and *agrément*, and assisted the francophone affairs committee and teams. Erica left the employment of the association in September.

Azizah McClory joined the association on a part-time basis in September to support the certification, *agrément*, and membership functions.

Bookkeeping

Lois Beauchamp joined the association on a part-time basis in January to manage the bookkeeping for the association and the twigs.

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
- task forces

The work of these 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

In 2017, Editors Canada continued to serve its members in numerous ways. In addition to major initiatives, such as certification and *agrément*, 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)
- mediation assistance for grievances or contract disputes
- the Standard Freelance Editorial Agreement
- free editors.ca and reviseurs.ca email addresses
- a full slate of webinars, both English and French, paid and free

In 2017, we added some new services, as mentioned in the president's message, notably the branch and twig toolkit and the John Eerkes-Medrano national mentorship program.

We also started work on new services that we will deliver in 2018.

Francophone affairs

It was a somewhat quiet year for the francophone affairs committee. We are still without a permanent francophone affairs director on the national executive council and have been led by an interim director. The result is a year that has been more or less inactive. Luckily, the wonderful work of the *comité agrément/principes* and the Québec-Atlantic Canada branch has ensured quality services for our francophone members.

Editors Canada is an association that depends on volunteers to offer services. We would very much like to expand the services we offer our francophone members, but to do that we need your help.

There are many volunteer roles within the association, both at the national level and at the branch and twig level. Many of these positions do not demand a long-term

commitment or a lot of time. These efforts help promote the editing profession all over Canada, for the benefit of all members.

Facebook

Membership is 331 as of date of writing (January 12, 2018). On March 2, 2017, there were 274 members.

Lenore Hietkamp and Julia Cochrane were approved as co-moderators on February 28, 2017.

The group guidelines were updated on March 10 and September 18.

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 group 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' embrace of new ideas and technologies. They also demonstrate a high level of engagement with and passion for editing and Editors Canada.

List (email forum)

The list continued to be quiet throughout 2017, with an even further reduction in the number of posts than was seen in 2015-16. It was quiet in the sense of fewer postings/participants and quiet in the sense of fewer contentious issues. The list monitor neither needed to step in nor was asked to step in to address any issues. Compliance with the use of tags is falling off, and a request has been

made to reinstall the banner with a list of the tags at the bottom of new emails.

Mediator

In 2017, five members contacted the mediator for assistance. Two members wanted to know how the mediation process worked in case they weren't able to resolve their issues with their clients. Two members requested help in negotiating with clients who had failed to pay their invoices. One member requested help with a client who was demanding reimbursement for services rendered. The mediator assisted these three members with their cases, each of which was resolved with varying degrees of success.

Member services

The member services committee underwent significant changes this year, with a new chair taking over in July and all new committee members joining in October.

The new committee has picked up where the previous committee left off. We conducted a comprehensive review of the website to identify gaps and are working hard to complete a welcome kit for new members (to be available spring 2018).

Volunteer management

The volunteer management committee has been busy with a number of projects to help enrich volunteers' experiences and to promote volunteerism within the association.

Work continues on expanding the volunteer acknowledgement program. The volunteer of the month (VOTM) initiative remains a major part of the program, by recognizing members' hard work and highlighting the benefits of volunteering. The committee chair has

been communicating with other chairs and branch/twig coordinators to promote VOTM and ensure that volunteers from across the association get profiled.

The committee has also begun to provide committees, branches, and twigs with tools to help them recognize their volunteers.

Work on the volunteer handbook continues, but with new energy and focus. A team has been put in place to oversee the production

Professional development

Agrément/Principes

In 2017, thanks to the hard work of the *comité agrément/principes*, Editors Canada proudly recognized the first *réviseurs agréés avec attestation en révision comparative* in its history. Eight people passed the *attestation en révision comparative* test offered in January 2017, as part of the *programme d'agrément en révision linguistique* — Réviseurs Canada.

The *Programme* includes two tests: the *agrément en révision linguistique générale* test and the *attestation en révision comparative* test, which covers the editing of texts translated from English to French.

On October 14, 2017, Editors Canada held the second *agrément général* test in Québec City, Montréal, and Ottawa.

Certification

In 2017, we recognized two new certified structural editors, four new certified proofreaders, and two new certified professional editors. We have now awarded 253 designations to 110 editors.

of the handbook, and it is expecting to have a draft of the full manuscript ready for the national executive council to review in 2018.

Near the end of 2017, the association shifted to a new membership portal, which the volunteer management committee hopes will provide new technologies we can leverage. We will also be exploring ways to integrate a new volunteer directory into the association website, which will make volunteer opportunities more accessible and easier to promote.

Test registrations increased substantially in 2017; we believe this is because of the launch of computer testing and the strong marketing work coming out of the national office.

This year we accomplished the following:

- developed, administered, and marked tests in copy editing and stylistic editing
- audited the credential maintenance program
- successfully launched electronic testing
- released updated test preparation guides for copy editing and stylistic editing
- recruited volunteers for a wide range of certification activities, including test setting, test piloting, proofreading, external review, invigilating, marking, analysis, and test preparation guide updates
- reprised our popular session on preparing for certification at the 2017 conference
- conducted a student survey on foundational skills testing
- supported the national office in administering a survey to industry about a foundational skills credential
- celebrated 10 years of certification

Conference

In June 2017, the Ottawa-Gatineau branch hosted Editors Canada's national conference in the lovely city of Gatineau, Québec. More than 250 participants attended over the three days. In keeping with the theme, Guardians of the Lexicons, the conference highlighted the exciting and important work that editors do, with 40 sessions on a variety of topics, including changes in the new edition of the *Chicago Manual of Style*, when to leave the style guide behind, second-language editing, fiction editing, technical and scientific editing, and advice on running a freelance business or working in-house.

The opening keynote speaker was Métis author and editor Cherie Dimaline, whose energetic and thought-provoking talk set the tone for the weekend. Cherie read an excerpt from her newest novel, *The Marrow Thieves*, and talked about the importance of including Indigenous voices in the Canadian literary landscape. The closing keynote speaker was John McIntyre, night news editor at *The Baltimore Sun* and editing professor at Loyola University Maryland. John's entertaining and inspirational talk about editors was the perfect end to an incredible weekend.

For conference highlights, including pictures, live tweets of sessions, and a link to the text of John McIntyre's speech, you can search Twitter and Facebook using the hashtags #Editors17 and #Réviseurs17.

Student relations

The committee continues to develop materials and strategies that will attract student affiliates, meet their specific needs, and encourage them to become members when their education program finishes.

Activities and accomplishments this year:

- launched the print brochure about the student affiliate program; all branches and twigs should have a supply
- got permission to link to the Canadian Intern Association site on editors.ca
- recruited several new student affiliates and subscribers to national and branch e-newsletters, at two university career fairs in Vancouver and Halifax
- connected with university career centres and their counsellors (ongoing)
- arranged volunteer member visits to college/university classrooms to present about Editors Canada (ongoing)
- surveyed current student affiliates to identify demographics, values, and most effective marketing strategies and channels
- created a draft "career builder" to guide new editors in their first few years

Mentorship

2017 marked the launch of Editors Canada's new national mentorship program. It is named in honour of long-time Editors Canada member John Eerkes-Medrano, who died in June 2015 at the age of 64. He won the respect and loyalty of the authors he worked with and was a two-time recipient of the Tom Fairley Award for Editorial Excellence. He was also a teacher and a mentor.

The program got under way in January by asking for mentors, and our current list of 25 mentors represents some of the most experienced editors in the association. We opened the program officially to mentees in June, and we received 14 applications and had nine mentorships in 2017; a few applications were unfortunately ineligible.

Feedback on mentorships to date has been very positive, and the committee members are learning a lot about how to make suitable matches, foster mentorships, and help mentors meet the mentees' needs. As interim chair, I would like to thank our "charter" committee members, who have helped put the program in place and ensure its smooth functioning. This program is heavily volunteer-run and cannot succeed without the committee, mentors, and mentees.

Training and development

In 2017, the training and development committee continued developing the webinar program based on feedback from webinar guests and hosts, committee members, and administrative staff. These sources indicated that the Zoom software platform is reliable and easy to use, the overall administration of the program was efficient and effective, outreach to members outside of major urban centres improved, and the program was cost-effective.

Moving into its second year, the webinar program was refined in response to the feedback.

Webinar descriptions now include the level of learning (introductory, intermediate, or advanced), and hosts are providing guests with clear information about when to expect follow-up surveys and links to media files.

A challenge this term is a shortage of trained volunteer hosts: this is being addressed by a small stipend for hosts and the recruitment and training of new hosts. The goal is to have a backup host available for every webinar. Another shortcoming is the shortage of French-language offerings: to address this, French applications will be accepted and reviewed throughout the season, with new French offerings added to the schedule as they become available.

The slate of webinar offerings for the 2017–18 season greatly expands on the 11 offerings in the first season. While new offerings are still being considered, the current roster includes 22 webinars comprising 33 sessions. Topic areas covered include the following:

- technical skills (macros, WordPress)
- grammar, usage, and plain language
- writing and editing for the web (English and French)
- job skills for editors (estimating, time management, freelancing, teaching)
- digital photos (permissions and technical considerations)
- eBooks and self-publishing clients
- editorial niches (ESL materials, STEM editing, technical writing, proposals, and manuscripts)

Communications

Active Voice

One print issue of *Active Voice* was published in fall 2017.

A reader survey in 2017 offered helpful guidance on how to revitalize the magazine and better meet the association's strategic priorities related to an increased and engaged membership, communications and marketing, and representing Canada's editors. The *Active Voice* task force discussed the survey results and prepared a list of recommendations:

1. Continue to publish *Active Voice* as a member benefit.
2. Co-operate with existing electronic publications, such as *The Editors' Weekly* and branch/twig blogs, to source content.
3. Continue to produce *Active Voice* as a print publication (with a web version as well).
4. Accept advertising (for products or services related to editing) to cover printing and mailing costs.
5. Publish the magazine more than once a year (we suggest twice a year to start).
6. Since *Active Voice* is a magazine aimed at editors, we recommend ensuring an editorial mix that is useful and interesting to members, with limited reporting on the association or marketing its events to members (which are done in other ways via other channels). Content should provide professional development and explore the world of editing today.
7. Add content that also helps us promote the association beyond the membership: to potential clients, post-secondary institutions that offer editing courses or publishing programs, etc.

Communications and marketing

In 2017, the communications and marketing committee, with much support from the senior communications manager at the national office, took on projects to advance the communications and marketing strategic priority. The committee focused on projects aimed at recruiting new members and student affiliates and enhancing the retention of—and engagement with—our existing membership. Projects started (or completed) in 2017 include:

- forming a working committee to start building a board game-inspired infographic as a career builder for editors
- forming a working committee to start building a 16-month bilingual wall calendar with editing tips to celebrate our 40th anniversary in 2019
- launching a video strategy to further promote Editors Canada on YouTube, Facebook, and Twitter
- developing a new Communications Strategy 2017–2021
- re-envisioning *Active Voice* to become both digital and print editions for 2018
- initiating a project to review the architecture and content of the Editors Canada website (deferred to 2018)
- participating in industry conferences (Reading for the Love of It, ACES, EFA, Jeux de la traduction, and Vancouver Writers Fest) and supporting local and committee participation in events like *The Word on the Street* and the Halifax Career Fair
- completing the highlights report for the 2016 membership survey

Blog

The Editors' Weekly continues to publish weekly blog posts. We aim to feature one French-language post per month.

We publish content on a variety of subjects by a diverse selection of authors. The blog continues to encourage discussion, provide helpful information, and showcase editors within Canada and beyond.

The blog contributes to the association's goals of representing Canadian editors and being a diverse organization with broad appeal and geographical reach. It's also a popular part of Editors Canada's communications and marketing.

Accomplishments:

- subscribers: 606 on Jan. 1, 2018 (up from 494 in January 2017)
- total views for 2017: 38,129 (up from 28,204 in 2016)
- total posts in 2017: 52
- new contributors: 8

Publications

In 2016, one of our members asked if we could have a publication on how editors should communicate with potential clients once contact has been established, to convince clients to hire them.

Not only did the committee take on the project, but it has broadened the subject matter. The resulting booklet will be called *From*

Contact to Contract. The committee spent a large part of 2016 and 2017 working on planning and writing the booklet. It is now in production and will be available in 2018.

As well, the committee is planting the seeds for several future publishing projects.

Publications subcommittee: Meeting Professional Editorial Standards update

A publications subcommittee began work on a new edition of *Meeting Professional Editorial Standards* in the fall of 2017.

First published in 1996, Editors Canada's editing exercises with answers and discussion, based on *Professional Editorial Standards* (PES), were last revised in 2009. The new edition will reflect the updates made to the standards for PES 2016 as well as changes in editing technology, situations, tasks, and workflows. An initial editorial board consisting of Laura Edlund, Tilman Lewis, editor-in-chief Elizabeth d'Anjou, and project manager Jessica Riches assessed two of the volumes with the input from about two dozen editor reviewers from a wide range of editorial backgrounds, and created a blueprint for the revised content.

About half of the exercises will be replaced, and the others will be revised to varying degrees. Some new features, including electronic files for users to practise on, are in the works, as is a rebranding to make the books more marketable and more clearly distinguished from the certification test preparation guides.

Administration

Awards

In 2017, the awards committee managed the nominations process for the Tom Fairley Award for Editorial Excellence, the Karen Virag Award (for which the committee served as judges), and the Claudette Upton Scholarship. It was a successful awards season that included presenting both the 2016 and the 2017 Karen Virag Award in person at the conference banquet in June.

The survey the committee had prepared to raise awareness of the Tom Fairley Award was turned into an information and fund-raising letter to Canadian book and magazine publishers in 2017.

The committee also continued to explore creating a copy editing award and a major award for French-language editors to represent the editing community more broadly.

External liaison

Editors Canada continues to build relationships and partner with organizations at home and abroad, in keeping with the association's strategic priority to represent Canada's editors.

As in past years, we were part of two Canadian initiatives: the Book and Periodical Council and its Freedom of Expression Committee. We have also maintained our relationship with the Language Portal of Canada, where we serve as a liaison between the Portal and our members. Our national office remains a Portal Ambassador.

In 2017, the national executive council signed partnership agreements with

- Association of Registered Graphic Designers (Canada)
- Editorial Freelancers Association (U.S.)
- Society for Editors and Proofreaders (U.K.)

These partnerships have two benefits: getting discounts to other associations' conferences and training enhances services for Editors Canada members; and offering such discounts to members of other associations increases our profile and profits.

In September, Editors Canada executive director John Yip-Chuck was voted onto the Book and Periodical Council's 12-person board. The Council includes 25 member organizations and eight affiliate groups representing all aspects of the Canadian book publishing industry. As a member of the board, and by attending its quarterly meetings, John hopes to increase communications and relationships with member organizations for the benefit of Editors Canada members.



Task forces

Improving access to member services

We started off by enumerating reasons/factors members could not access Editors Canada activities easily:

- mobility issues (especially in the winter)
- cost (e.g., PEI bridge toll to attend NS twig events)
- living far from where conferences and seminars are being held
- equivalent services not available in French
- children or elderly parents at home
- irregular work schedule
- lack of wheelchair access

We have contacted some organizations, such as ACES and the Society for Editing and Proofreading as well as most Editors Canada branches and twigs, to find out what they were doing for their remote community members. One member also shared with us the accommodations available to remote community members in Australia.

We also talked about using a form where people could elaborate about their disability, if needed. We wanted to follow the model Editors Canada is using for food allergies at the moment. That would be to make sure that Editors Canada activities are being held in accessible locations.

We decided to go for a survey to really know the needs of members living in remote communities. The survey was written by Virginia (Ginny) McGowan and will be translated by Valérie Pominville. It will go out in 2018.

We thought about creating a virtual twig for members unable to access Editors Canada activities easily; the feasibility was evaluated by Patricia MacDonald in Nova Scotia and Carol Rigby in Nunavut and seemed acceptable.

Standards communication

This small but mighty task force, consisting of Elizabeth d'Anjou, Amy Brown, and Shelley Egan, with support from senior communications manager Michelle Ou, was formed at the end of 2016. Its first task was to take the revised version of the standards, which had been approved by member vote in October, from a text to a polished publication. The group worked on the proofreading, design, and formatting through the holiday season, and *Professional Editorial Standards 2016* was made available for download in mid-January of 2017.

The group then began work on getting the word out about PES through press releases, social media, editing conferences (both our own and the ACES conference in the U.S.), and word of mouth. Plans were put in place for many future activities.

This task force also updated the association's Guidelines for Ethical Editing of Theses/Dissertations to reflect the revisions to PES, since the guidelines contain many cross-references to the standards and reproduce portions of them.

A separate task force will work on a more significant update and expansion of the guidelines; this preliminary update ensures the guidelines are usable in the meantime.

LOCAL GROUPS: BRANCHES AND TWIGS OVERVIEW

News from the branches

Editors British Columbia participated in local events and continued building partnership with various organizations to promote Editors Canada. Besides offering engaging programs for its members, it focused on expanding its volunteer base and developing a volunteer recognition program.

Editors Saskatchewan focused on planning for the national conference to be held in Saskatoon in 2018.

Editors Québec-Atlantic Canada polled its members to propose a name change to Editors/Révisseurs Québec. A large majority was in favour. In addition to social and professional programmes, the branch has reached out to the student population.

Editors Ottawa-Gatineau hosted a very successful conference in June at the Crowne Plaza Hotel in Gatineau.

Editors Toronto has been evaluating social and professional programmes in light of declining revenues. David Johansen has been attending some of their executive meetings.

News from the twigs

Editors Calgary continued to meet regularly and organized three workshops during 2017. The twig's current priorities are to leverage volunteers' interests by engaging them in activity organization and to seek a co-chair to share responsibilities.

Editors Edmonton (EAT) continued to meet monthly to present and discuss professional development topics. It created a Twitter account to communicate with its members and to promote the twig. Through the use of social media, members are now sharing local editing jobs they have heard about with other editors.

Editors Manitoba held a successful June garden party for its members and has been looking into the possibility of organizing a monthly study group. In response to members' interests indicated in a survey taken in October 2017, the twig is now planning for events accordingly. It has also been collaborating with Editors Saskatchewan on the upcoming conference.

At Editors Kitchener-Waterloo-Guelph, the new co-coordinators have settled in very well and the twig is providing a regular schedule of events.

Editors Hamilton-Halton continues to provide a comprehensive schedule of events. A new team of co-coordinators is taking over.

Editors Kingston, Editors Nova Scotia, and Editors Newfoundland and Labrador have all been arranging social and professional events throughout the year. In particular, Editors Nova Scotia has invested in some promotional materials to enhance its public profile.

An application for a new twig in Barrie/Simcoe has been received.

Work on strategic priorities

Represent Canada's editors

- Editors British Columbia collaborated with local organizations through Blue Pencil editing sessions, UBC Career Days, and Word Vancouver.

Bilingual and diverse

- Editors British Columbia reviewed its webpage to ensure that the French version is up-to-date.
- Branches and twigs continued communicating with potential members and collaborating with partner organizations.
- Editors British Columbia was looking into collaborating with Vancouver Island members to create a potential twig.
- Editors Saskatchewan has planned to foster activities in Regina.

Innovative and agile

- A Zoom meeting was held in November for branch and twig leaders to meet virtually. These nationwide meetings will be a regular way in the future to share and discuss pertinent topics.

Communications and marketing

- Branches and twigs are increasingly using social media to communicate and share opportunities with other members.
- Branches and twigs met at a series of round tables at the Gatineau conference to discuss topics of mutual interest. This will continue.
- The branch/twig task force wrapped up in the summer with a series of recommendations that are being considered.

Membership: Increased and engaged

- Branches and twigs continued to engage members through regular meetings and a variety of activities.
- Branches and twigs are working hard on increasing volunteer interest and building volunteer recognition programs.
- The Branch/Twig Toolkits were launched in December 2017.



AWARDS

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

- 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.

Judges for the 2016 Tom Fairley Award were experienced and respected Canadian editors

Jennifer Glossop, Lesley Peterson, and Gillian Rodgerson.

The winner of the 2016 Tom Fairley Award was Dania Sheldon, for her work on *Charles Gretton: Clock and Watchmaking Through the Golden Age*, by Dennis Radage, Laila Radage, and Warner Meinen (Three O'Clock Publishing, 2016).

The other two editors shortlisted for their editorial excellence were Barbara Berson, the editor of *The Heaviness of Things That Float*, by Jennifer Manuel (Douglas & McIntyre), and Amanda Lewis, the editor of *Yiddish for Pirates*, by Gary Barwin (Random House Canada).

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 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 2016 recipient of the Claudette Upton Scholarship was Irina Malakhova of Hamilton, Ontario, enrolled in Ryerson University's Publishing program. When asked what she likes most about editing, Malakhova replied, "I like that in editing you are always learning, always questioning. I think my curious nature serves me well as an editor."

Sincere thanks to the selection committee, composed of three respected Canadian

editors: Peter Moskos, Frances Peck, and Lindsay Vermeulen.

Karen Virag Award

This annual award was created in 2016, in memory of long-time association member Karen Virag, and Karen's 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.

In 2017, Editors Canada presented both the 2016 and 2017 Karen Virag Awards.

The 2016 winner of the Karen Virag Award was Nancy Flight. West Coast Editorial Associates stated in their letter nominating Flight for this award, "Nancy's very person shines a spotlight on editing. Like Karen Virag, Nancy is stylish, charismatic and striking: she says that editors, despite their invisible job, deserve to be seen."

The members of the selection committee for the award were respected editors Clare Cruickshank, Anita Jenkins, Allen McAvoy, and Betty R. Robinson.

The 2017 winner of the Karen Virag Award was Virginia Durksen. In their letter of support for Durksen, her nominators said, "Virginia absolutely glows when given an opportunity to speak in public, and her audience strongly responds to her enthusiasm and energy. The 'editor's personality' generally involves avoiding the spotlight. Consequently, having Virginia in our ranks has been valuable: she is regularly out and about, telling people what editors do and why editors matter."

The members of the selection committee for the award were respected editors Benoit Arsenault, Clare Cruickshank, Allen McAvoy, Betty R. Robinson, 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 Award for Volunteer Service is an important event for Editors Canada each year.

The 2017 recipients of the President's Award for Volunteer Service were

- Patricia Furdek (Editors Ottawa-Gatineau)
- Amy Haagsma (Editors British Columbia)
- Christine Mains (Editors Calgary)
- Dawn Oosterhoff (Editors Ottawa-Gatineau)

- Lynn Slobogian (Editors British Columbia)
- Mentoring Task Force
 - Catherine Baudin (Editors Québec-Atlantic Canada)
 - Carolyn Brown (Editors Ottawa-Gatineau)
 - Kevin Burns (Editors Ottawa-Gatineau)
 - Carolyn Camilleri (Editors Toronto)
 - Dave Ealey (Editors Edmonton)
- Anita Jenkins (Editors Edmonton)
- Juliann Krushen (Editors British Columbia)
- Janet MacMillan (Editors Toronto)
- Virginia McGowan (Editors Nova Scotia)
- Joanna Odrowaz (Editors Toronto)
- Isobel Stevenson (Editors Toronto)

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 2017 Lee d'Anjou Volunteer of the Year Award was Jeanne McKane (Editors Toronto).

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 and the national executive council, 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 never volunteered, 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).



VOLUNTEERS

In addition to the members of the national executive council and the committee chairs, listed at the beginning of this report, many members volunteered their time and talents to help further the goals of national, branch, and twig initiatives in 2017.

You can also see the [Volunteer of the Month](#) selections on the Editors Canada website.

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

National volunteers

Annual general meeting

Stacey Atkinson
Breanne MacDonald
Alexandra Peace
Tom Vradenburg

Human resources committee

Pierrette Brousseau
Carolyn Brown
Julia Cochrane
Anne Louise Mahoney
Gael Spivak

Recording secretary: national executive council meetings

Alexandra Peace

Nominating committee

Wendy Barron
Dawn Hunter
Michèle Jean
Patricia MacDonald

Peter Moskos
Marie-Christine Payette

Member services

Facebook moderators

Julia Cochrane
Joanne Haskins
Lenore Hietkamp

Members' email list monitor

Nancy Wills

Francophone affairs

Pauline Côté
Nancy Foran

Improving access to member services

Paula Chiarcos
Kathy Davidson
Joanne Haskins
Pamela Hewitt
Ann Kennedy
Virginia McGowan
Ellen Michelle
Riça Night

Marie-Christine Payette
Lesley Peterson

Valérie Pominville
Arlene Prunkl
Carol Rigby
Lucie Wright

Mediator

Suzanne Purkis

Member services

Timothy Baril
Leslie Lapides
Cheryl O'Shea
Emily Stewart

Standard Freelance Editorial Agreement

Michelle Boulton
Julia Cochrane
Elizabeth d'Anjou
Greg Ioannou
Anne Louise Mahoney
Dawn Oosterhoff
Gael Spivak
Kaarina Stiff
Moira White

Volunteer management

Ellie Barton
Marina Demetriou
Jennifer Dinsmore
Will Gabriel
Julie Kay-Wallace
Shalini Khan
Susan Mayse
Melissa Venditti
Claire Wilkshire
Emily Youers

Professional development

Agrément/Principes

Comité agrément/principes

Anissa Bouyahi
Sandra Gravel
Marie-Ève Laroche

Markers

Magalie Avard
Marie-Rose Basque
Isabelle Bouchard
France Brûlé
Isabelle Capmas
Geneviève Cloutier
Sylvie Collin
Karen Côté
Johanne David
Anne Fonteneau
Marie-Élaine Gervais
Catherine Houle

Frédérique Izaute
Maryse Lafontaine
Pierre-Luc Langevin
Jenny Larouche
Marie-Claude Leduc
Emmanuelle Marchand
Julie Morin
Geneviève Racette
Chantal Roberge
Catherine C. Rousseau
Sandy Torres
Geneviève Toussain

Invigilators

Marie-Rose Basque
Anissa Bouyahi
Sandra Gravel
Pascale Ouimet

Certification

Certification Steering Committee

Anne Brennan
Kristine Buchholtz
Wendy Carroll
Tania Cheffins
Elizabeth d'Anjou
Jeanne McKane
Jaime Miller
Leslie Saffrey
Jess Shulman

Test setters

Ellie Barton
Vicky Bell

Laura Cappello Bromling
Tania Cheffins
Susan Reaney
Lynn Schellenberg
Dania Sheldon
Moira White

External reviewer

Sonia Gluppe

Proofreaders

Beverly Ensom
David Greer

Test piloting

Nadia Aftab
Wendy Barron
Meagan Dyer
Bhavana Gopinath
Sylvia Izzo Hunter
Alison Larabie Chase
Stephanie Macaulay
Liz McKeen
Kyra Nabeta
Kim Nesbitt
Amber Riaz
Colette Stoeber
Nancy Tinari
Michelle Waitzman

Invigilators

Stan Backs
Carolyn Baker
Cindy Chopoidaló
Meagan Dyer
Heather Ebbs

Stephanie Macaulay
Caroline Ormrod
Stephen Vogan

Markers

Vicky Bell
Kristine Buchholtz
Wendy Carroll
Heather Ebbs
Shelley Egan
Cindy Elphick
Beverly Ensom
Sonia Gluppe
Sherry Hinman
Jaime Miller
Leanne Rancourt
Maira White

Marking analyst

Donna Dawson

Study guide updates

Anne Brennan
Amy Brown
Kristine Buchholtz
Elizabeth d'Anjou
Shelley Egan
Jenny Govier
David Greer
Leslie Saffrey
Jess Shulman

Conference

Sara Adams
Nadia Aftab

Sue Archer
Benoit Arsenault
Susan Bain
Maurie Barrett
Ellie Barton
Beth Bedore
Anne Boudreault
Imogen Brian
Amy Brown
Lucas Campoli
Marielle Carpenter
Lisa Carter
Nicole Chatelain
Paula Chiarcos
Julia Cochrane
Jennifer Collins
Jodi Di Menna
Kristen Dolenko
Alexandre Dubé-Belzile
Emma Dunn
Shelley Egan
Linda English
Beverly Ensom
Marsha Fine
Anne Godlewski
Kournii Hansen
Carole Hubbard
Fazeela Jiwa
David Johansen
Ann Kennedy
Marion Kennedy
Alison Larabie Chase

Julia Leeson
Christine Ma
Patricia MacDonald
Elizabeth Macfie
Alexandra Mackenzie
Janet MacMillan
Jaye Marsh
Robin Marwick
Angela McGovern
Montana McLaughlin
Kyra Nabeta
Kim Nesbitt
Riça Night
Dawn Oosterhoff
Sophie Pallotta
Marie-Christine Payette
Peter Perryman
Angela Psimenatos
Suzanne Purkis
Kristy Ready
Amber Riaz
Casey-Anne Rivard
Stéphanie Robitaille
Lois Ross
Sasha Saint-Aubin
Gillian Scobie
Marion Soublière
Gael Spivak
Linda Steele
Jamie Sterling
Maya Stewart
Sharon Stewart

Kaitlyn Temmel
Emily Theelen
Kelley Tish Baker
Jahleen Turnbull-Sousa
Ariel Vered
Elaine Vininsky
Tom Vradenburg
Vanessa Wells
Claire Wilkshire

Standards

Ginny McGowan
Mary Rykov

Student relations

Wendy Barron
Anne Curry
Ann Kennedy
Kelly Kristensen
Claudine Laforce
Tiffany MacDonald
Valérie Pominville
Alex Schofield
Karina Sinclair
Christina Vasilevski

Training and development

Kinneret Globerman
Kim MacDonald
Jaye Marsh
Cathy McPhalen
Tamra Ross
Blazej Szpakowicz

Communications

Michelle Boulton
Sara Caverley
Heather Ebbs
Frances Peck
Sasha Saint-Aubin
Karina Sinclair
Virginia St-Denis
Rosemary Tanner

Active Voice

Benoit Arsenaault
Stacey Atkinson
Cendrine Audet
Catherine Beaudin
Emma Caplan
Mary Anne Carswell
Maggie Clark
Fabiola Fouron
Amy Haagsma
James Harbeck
Carol Harrison
Daniel Heuman
Anita Jenkins
Meagan Kus
Kryisia Lear
Marie-Josée Lévesque
Ambrose Li
Anne Louise Mahoney
Anna McDonnell Dowling
Berna Ozunal
Alexandra Peace
Valérie Pominville

Wilf Popoff
Tamra Ross
Sandy Torres
Brett Tryon
Lindsay Tweedle
Michelle Waitzman

Editors' Weekly Blog

Nadia Aftab
Anna Williams

Communications and marketing

Website review

Sheila Cameron
Paula Chiarcos
Amanda Growe
Alison Larabie Chase
Kim MacDonald
Christine Mains
Julie Mollins
Béatrice Verley

Infographic project

Heather Alvarez
Stacey Atkinson
Ellen Fleischer
Anna McDonnell Dowling
Raya Morrison
Karina Sinclair

Wall calendar

Stacey Atkinson
Ellen Fleischer
Julie Mann

Raya Morrison
Emily Stuart

Video project

Stacey Atkinson
James Harbeck
Anne Louise Mahoney
Karina Sinclair
Gael Spivak

Social media

Virginia St-Denis and
volunteers throughout the
branches and twigs

Graphic design

Ellen Keeble
Carmen Siu

Communications strategy

Stacey Atkinson

Publications

Michael Bedford
Paula Chiarcos
Elizabeth d'Anjou
Fabiola Fouron
Leslie Lapides
Lee Parpart
Jessica Riches
Karina Sinclair
Carmen Siu

Publications subcommittee: Meeting Professional Editorial Standards update

Elizabeth d'Anjou
Laura Edlund

Tilman Lewis
Jessica Riches

Standards communication task force

Amy Brown
Elizabeth d'Anjou
Shelley Egan

Administration

Awards

Benoit Arsenault
Clare Cruickshank
Anita Jenkins
Allen McAvoy
Betty R. Robinson

Claudette Upton Scholarship selection committee

Peter Moskos
Frances Peck
Lindsay Vermeulen

Karen Virag Award selection committee

2016

Clare Cruickshank
Anita Jenkins
Allen McAvoy
Betty R. Robinson

2017

Benoit Arsenault
Clare Cruickshank
Allen McAvoy

Betty R. Robinson
Cy Strom

Tom Fairley Award judges

Jennifer Glossop
Lesley Peterson
Gillian Rodgeron

External liaison

Stephanie Fysh
Greg Ioannou
Anne Louise Mahoney
Marg Anne Morrison
Gael Spivak

Local groups: branches and twigs

Editors British Columbia

Joel Bain
Wendy Barron
Karen Barry
Chris Baxter
Katie Beaton
Sarah Boon
Anne Brennan
Micheline Brodeur
Emma Caplan
Maggie Clark
Rebecca A. Coates
Eric Damer
Marlene Dong
Meagan Dyer
Susan Fitzgerald

Allyson Foster
Susan Grant
Marianne Grier
Ritu Guglani
Amy Haagsma
Katlyn Hebert
Katie Heffring
Roma Ilnyckyj
Melanie Jeffs
Donna Kaye
Joanne King
Meagan Kus
Jesse Marchand
Fi Mauro
Anna McDonnell Dowling
Lynne Melcombe
Ellen Michelle
Peter Moskos
Claire Mulligan
Tara Nykiforak
Lana Okerlund
Erin Parker
Frances Peck
Amber Riaz
Carl Rosenberg
Heather Ross
Lynn Sackville
Dascha Saville
Tiffany Sloan
Lynn Slobogian
Michael Starr
Nancy Tinari

Eva van Emden
Lindsay Vermeulen
Esha Whitlam
Charlene Wood
Kiki Yee

Editors Calgary

Christine Beevis Trickett
Chrissie Mains
Raina Schnider
Rachel Small
Donna-Lee Wybert

Editors Edmonton

Kristine Buchholtz
Heather Buzila
Aerin Caley
Dave Ealey
Tanis McLeod
Cathy McPhalen
Anna Williams

Editors Hamilton-Halton

Liz Delaney
Trudy Down
Julia Kollek
Irina Malakhova
Jasmine Mangalaseril
Tom Nicholls
Michael Peebles
Leanne Rancourt
Savannah Scott Leslie
Karina Sinclair

Cathy Tell
Cathy Vint
David Widmann

Editors Kingston

Ellie Barton
Elizabeth d'Anjou
Angela McGovern
Gregory Murphy
Stephanie Stone
Mickeelie Webb
Nancy Wills

Editors Kitchener- Waterloo-Guelph

Maxie Bai Martin
Catherine Rupke

Editors Manitoba

Maureen Epp
Lianne Kobes
Melva McLean
Aliya Mrochuck
Leigh Patterson
Katherine Spencler
Adrienne Winfield

Editors Newfoundland and Labrador

Ellen Alcock
Nigel Roy Moses
Sandy Newton
Linda Skinner
Jocelyne Thomas
Claire Wilkshire

Editors Nova Scotia

Julia Cochrane
Tim Covell
Anne Curry
Shelley Egan
Martha Hickman-Hild
Fazeela Jiwa
Claudine Laforce
Patricia MacDonald
Tiffany MacDonald
Diane Macgregor
Valerie Mansour
Virginia McGowan
Alexandra Peace
Paula Sarson
Alex Schofield
Heather White

Editors Ottawa-Gatineau

Maurie Barrett
Lisa Carter
Sara Caverley
Marta Cepek
Jodi Di Menna
Barbara Erb
Sara Fowler
Rachel Gendron
Bhavana Gopinath
Liliana Hoton
Linda Jenkins
Sharon Locke
Peter Perryman

Jennifer Rae-Brown
Leah Raftis
Ursula Rudden
Lindsey Snow
Gael Spivak
Virginia St-Denis
Emily Stewart
Kaarina Stiff
Rob Thomas
Kelley Tish
Ariel Vered
Béatrice Verley
Elaine Vininsky
Tom Vradenburg

Editors Québec- Atlantic Canada

Nancy Ackerman
Marie-Hélène Cadieux
Sylvie Collin
Sheila Eskenazi
Géraldine Garnier
Dominique Gaucher
Marie-Élaine Gervais
Sandra Gravel
Annie-Danielle Grenier
Sylvie Lamothe
Marie-Merci Muhoza
Marie-Christine Payette
Dwain Richardson
Françoise Thomas
Gilles Vilasco

Editors Saskatchewan

Charlotte Baril
Michelle Boulton
Nadine Coderre
Katherine Duncombe
Barb Howe
Lacy Lieffers
Jasmine Liska
Dawn Loewen
Perry Millar
Victoria Neufeldt
Nora Russell
Michelle Shaw

Editors Toronto

Nadia Aftab
Christine Albert
Jennifer Albert
Michael Bedford
Mel Bender
Gail Brown
Carolyn Camilleri
Ruth Chernia
Joe Cotterchio-Milligan
Marina Demetriou
Adrineh Der-Boghossian
Donovan Dill
Catherine Dorton
Kerry Fast
Ellen Fleischer
Nancy Foran
Jennifer D. Foster
Stephanie Fysh

Sue Gargiulo	Ambrose Li	Michelle Schriver
Aquin George	Shara Love	Adele Simmons
Patrick Geraghty	Jaye Marsh	Sally Sparrow
James Harbeck	Robin Marwick	Alethea Spiridon
Deepi Harish	Jeanne McKane	Rachel Stuckey
Carol Harrison	Julie-Anne Mendoza	Olga Sushinsky
Randee Holmes	Marg Anne Morrison	Suzanne Sutherland
Jayne S. Huhtanen	Raya P. Morrison	Andrew Tolson
Greg Ioannou	Tom Nicholls	Ana Trask
Anne-Marie Jackson	Nicole North	Jessica Trudel
Emma Warnken Johnson	Jeny Nussey	Katie Underwood
Ellen Keeble	Berna Ozunal	Cathy Vint
Karen Kemlo	Donna Paris	Michelle Waitzman
Bob Kennedy	Lee Parpart	Avivah Wargon
Afara Kimkeran	Wilf Popoff	Vanessa Wells
Deven Knill	Danielle Putinja	Erika Westman
Marnie Lamb	Nicole Roccas	Heather J. Wood
Kim Leitch	Sara Scharf	

2017 DONORS

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Aurora Carnevale	Lucy Kenward	Peggy Robinson
Tania Cheffins	Debbie Klimes	Stéphanie Robitaille
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Margaret Der Ohannesian	Marie-Merci Muhoza	Heather Stuart
Kitty Elton	Marie Josée Ndi	Denise Thomson
Nancy Flight	Diana Newton	Fox Underwood
Line Gosselin	Sandy Newton	Jan Walter
Alan Griffin	Elizabeth Olsen	Ellen Webster
Mark Grill	Sandra Otto	Merrie-Ellen Wilcox
Amy Haagsma	Pascale Ouimet	Carolyn Wilker
David Harrison	Sarah-Jane Paul-Hus	Patricia Wilkinson

FINANCES: TREASURER'S REPORT



This year's report theme, *prime*, leads the economy-minded to think of the prime interest rate, which the Bank of Canada has recently raised for the first time since the economic crisis of 2008. It raised the rate because the economy as a whole is expanding, and Editors Canada's membership along with it. In 2017, our membership rose for the first time in nine years; the increase is small but real.

Members are what we need to help us emerge from a long period of contraction. We have recently made several efforts to cut costs, but we are committed to many efforts that take

money to fulfil. Members pay dues and take advantage of the many services for which they continue to be our *primary* customer base. I plan to engage with members at the annual conference about the best ways to bring in more members and keep the ones we have.

I am happy to report we posted a slight surplus in 2017. This is a hopeful sign, but we must remain vigilant to avoid future deficits. We have a duty of stewardship to manage our resources very carefully, to maintain a healthy and functioning association.

Part of this duty has involved improving the association's financial management. As the President's Report mentions, over the past year, executive director John Yip-Chuck and I have worked to improve bookkeeping, reporting to committees and twigs, correct charging of taxes, accurate budgeting, and many other aspects. We have also worked to bring the branches into the annual audit. Solid, up-to-date information on our financial position can help us make better-informed decisions. I have also prepared documentation of our financial practices, many of which were unwritten or scattered throughout various documents.

Some highlights of 2017 from a financial point of view include a very successful conference and certification/*agrément* program, both of which posted surpluses (Appendix 1). New member benefits such as the national mentorship program are financially self-sustaining. Efforts went into giving communications a boost, which will help attract and retain members



Prime also reminds me of the French verb *primer*, to dominate or prevail. That is what I wish for our association: that it will prevail

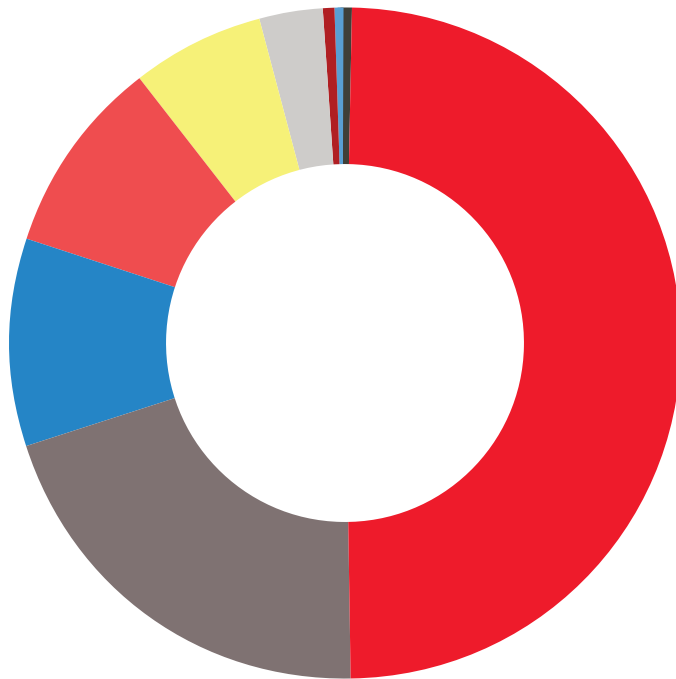
over past financial difficulties and move forward on a more solid footing.

Carolyn Brown

APPENDIX 1

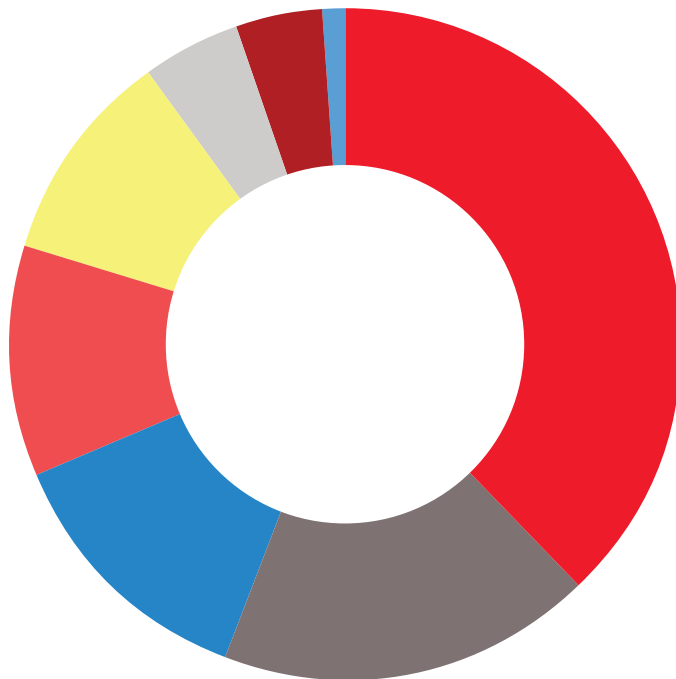
FINANCIAL VISUALS

Revenue



- Membership fees 49.6%
- Conference fees 20.3%
- Certification 10.1%
- Webinars 9.3%
- Digital product sales 6.3%
- Publications 3.3%
- Awards 0.4%
- Donations 0.4%
- Interest and other 0.3%

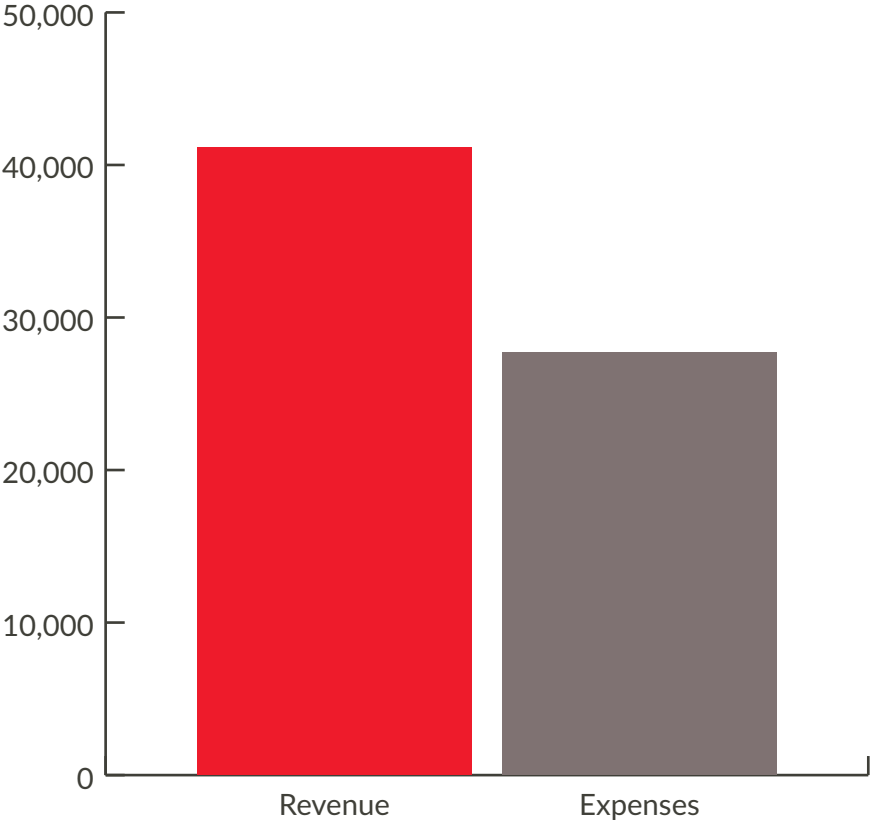
Expenses



- Staffing 37.9%
- Travel and event costs 18.0%
- Professional fees 12.9%
- Administration 11.1%
- Regional branches and twigs 10.3%
- Printing and design 4.6%
- Rent 4.4%
- Awards 0.8%

Certification and *agrément*, 2017

2017 certification: revenue margin



The certification and *agrément* programs showed a profit—modest for certification and significant for *agrément*. Revenue came entirely from exam registrations.

2017 certification: expense sources

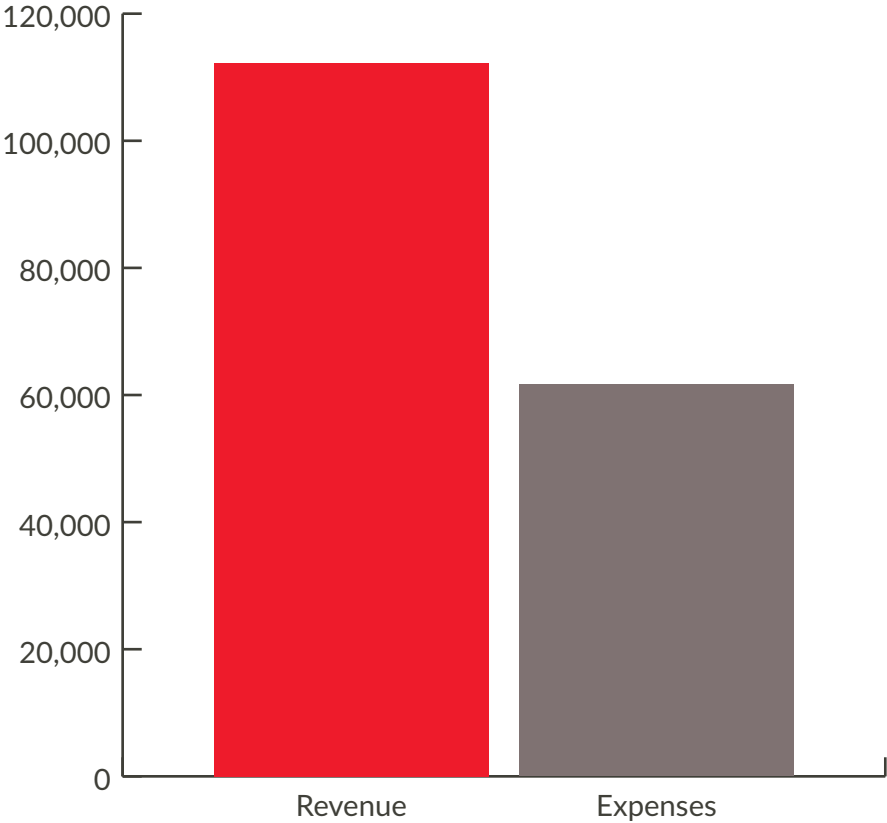


- Contract services 24.3%
- Honoraria 19.3%
- Venue costs 19.0%
- Refunds 18.0%
- Travel, accommodation and meals 12.7%
- Operations 6.7%

Conference, 2017

The conference had a very healthy margin of revenue over expenses.

Conference 2017: revenue and expenses

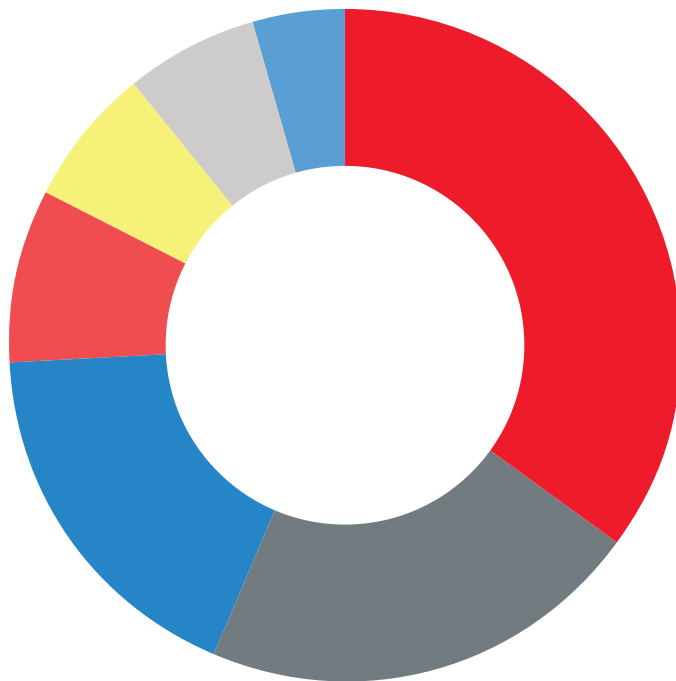


Conference 2017: sources of revenue



- Conference revenue 93.1%
- Sponsorship 6.9%

Conference 2017: sources of expenses



- Event meals and catering 35.2%
- Facilities and equipment 21.4%
- Marketing and promotion 17.6%
- Travel, accommodation and meals 8.5%
- Contract services 6.6%
- Operations 6.3%
- Honoraria and speakers 4.4%

APPENDIX 2

INDEPENDENT AUDITOR'S REPORT AND FINANCIAL STATEMENTS

EDITORS' ASSOCIATION OF CANADA / ASSOCIATION CANADIENNE DES RÉVISEURS

Financial Statements

December 31, 2017

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Statement of Operations and Deficit	3
Statement of Cash Flows	4
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INDEPENDENT AUDITOR'S REPORT

To the National Executive Council of of Editors' Association of Canada / Association canadienne des réviseurs

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, 2017 and the statements of operations and deficit 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 audit opinion.

Opinion

In our opinion, 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, 2017 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.

Hogg, Shain & Scheck PC

Toronto, Ontario
May 11, 2018

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

EDITORS' ASSOCIATION OF CANADA / ASSOCIATION CANADIENNE DES RÉVISEURS**Statement of Financial Position****As at December 31, 2017**

	2017	2016
ASSETS		
CURRENT		
Cash	\$ 33,079	\$ 8,696
Guaranteed investment certificates <i>(Note 3)</i>	20,589	20,000
Accounts receivable	8,029	6,675
Prepaid expenses and other assets	18,706	4,956
	<u>\$ 80,403</u>	<u>\$ 40,327</u>
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities <i>(Note 5)</i>	\$ 73,750	\$ 34,306
Government remittances payable	16,441	9,195
Deferred revenues <i>(Note 4)</i>	16,844	24,460
Awards and scholarship funds <i>(Note 6)</i>	4,633	6,133
	<u>111,668</u>	<u>74,094</u>
DEFICIT		
UNRESTRICTED	<u>(31,265)</u>	<u>(33,767)</u>
	<u>\$ 80,403</u>	<u>\$ 40,327</u>
COMMITMENTS <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**Statement of Operations and Deficit****Year Ended December 31, 2017**

	2017	2016
REVENUES		
Membership fees	\$ 285,930	\$ 279,163
Conference fees	117,175	110,554
Certification	58,399	29,614
Webinars	53,594	16,486
Digital product sales	36,313	36,790
Publications	18,836	15,638
Awards <i>(Note 6)</i>	2,571	3,256
Donations	2,467	3,694
Interest and other	1,658	7,373
Grants <i>(Note 7)</i>	-	3,171
	<u>576,943</u>	<u>505,739</u>
EXPENSES		
Staffing	217,563	224,580
Travel and event costs	103,322	112,601
Administration	63,804	63,758
Professional fees	74,136	58,786
Regional branches and twigs <i>(Note 5)</i>	59,252	31,315
Rent <i>(Note 8)</i>	25,390	22,337
Printing and design	26,174	19,378
Awards <i>(Note 6)</i>	4,800	4,500
	<u>574,441</u>	<u>537,255</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	2,502	(31,516)
DEFICIT - BEGINNING OF YEAR	<u>(33,767)</u>	<u>(2,251)</u>
DEFICIT - END OF YEAR	<u>\$ (31,265)</u>	<u>\$ (33,767)</u>

See the accompanying notes to these financial statements

EDITORS' ASSOCIATION OF CANADA / ASSOCIATION CANADIENNE DES RÉVISEURS**Statement of Cash Flows
Year Ended December 31, 2017**

	2017	2016
OPERATING ACTIVITIES		
Excess (deficiency) of revenues over expenses	\$ 2,502	\$ (31,516)
Changes in non-cash working capital:		
Accounts receivable	(1,354)	13,148
Prepaid expenses and other assets	(13,750)	5,157
Accounts payable and accrued liabilities	39,444	(13,550)
Government remittances payable	7,246	4,708
Deferred revenues	(7,616)	18,710
Awards and scholarship funds	(1,500)	1,744
	<u>22,470</u>	<u>29,917</u>
Cash flow from (used by) operating activities	<u>24,972</u>	<u>(1,599)</u>
INVESTING ACTIVITY		
Proceeds on redemption (purchase) of guaranteed investment certificates	<u>(589)</u>	10,295
INCREASE IN CASH	24,383	8,696
CASH - BEGINNING OF YEAR	<u>8,696</u>	-
CASH - END OF YEAR	<u>\$ 33,079</u>	<u>\$ 8,696</u>

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 1,310 members (as at December 31, 2017) 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 independent regional branches across the country providing a range of local programming and services to both members and non-members. These financial statements reflect the assets, liabilities, revenues and expenses of the National Office only, and do not include the accounts of the regional branches.

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

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

These 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.

Revenue recognition

Editors follows the deferral method of accounting for contributions, which include 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 fees received 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 that the amount of revenue is reasonably determinable and collectible.

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 the organization in carrying out its programs. Contributed services are not recognized in the financial statements.

(continues)

**Notes to Financial Statements
Year Ended December 31, 2017**

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Measurement uncertainty

The preparation of 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 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. FINANCIAL INSTRUMENTS

Cash consists of cash on hand and deposits held with a Canadian financial institution.

Guaranteed investment certificates at December 31, 2017 bear interest at rates ranging from 1.1% to 1.2% and have maturity dates ranging from November 27, 2018 to February 27, 2019.

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

4. DEFERRED REVENUES

Deferred revenues at December 31 consist of the following:

	2017		2016
Membership revenues for the subsequent fiscal year	\$ 8,661	\$	12,708
Certification fees for the subsequent fiscal year	6,234		7,923
Webinars	1,949		3,829
	\$ 16,844	\$	24,460

5. REGIONAL BRANCHES AND TWIGS

There are five 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 National Office allocated the following amounts to the branches and twigs:

	2017		2016
Toronto	\$ 15,254	\$	9,426
Twigs	12,112		4,410
British Columbia	11,659		9,136
Ottawa-Gatineau (formerly National Capital Region)	11,198		4,375
Quebec (formerly Quebec / Atlantic Canada)	7,639		5,068
Saskatchewan (formerly Saskatoon)	1,390		859
Prairie Provinces	-		(1,959)
	\$ 59,252	\$	31,315

Included in accounts payable at year end is \$60,131 (2016 - \$23,740) owed to branches and twigs.

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 (2016 - \$2,500) of the award fund balance would be awarded annually and Editors would contribute \$1,000 for a total annual prize of \$3,000 (2016 - \$3,500). However, in 2017 there was not a sufficient balance in this fund to cover its \$2,000 portion of the prize, and the total prize of \$2,229 was paid from operations.

The continuity of this award fund is as follows:

	<u>2017</u>		<u>2016</u>
Balance, beginning of year	\$ -	\$	2,256
Contributions received in the year	771		-
Annual award	<u>(771)</u>		<u>(2,256)</u>
Balance, end of year	<u>\$ -</u>	\$	<u>-</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.

The continuity of this award fund is as follows:

	<u>2017</u>		<u>2016</u>
Balance, beginning of year	\$ 805	\$	1,805
Contributions received in the year	250		-
Annual award	<u>(1,000)</u>		<u>(1,000)</u>
Balance, end of year	<u>\$ 55</u>	\$	<u>805</u>

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.

The continuity of this award fund is as follows:

	<u>2017</u>		<u>2016</u>
Balance, beginning of year	\$ 5,328	\$	328
Contributions received in the year	50		5,000
Annual award	<u>(800)</u>		<u>-</u>
Balance, end of year	<u>\$ 4,578</u>	\$	<u>5,328</u>

EDITORS' ASSOCIATION OF CANADA / ASSOCIATION CANADIENNE DES RÉVISEURS

Notes to Financial Statements

Year Ended December 31, 2017

7. GRANTS

Grants revenues recognized in the year are as follows:

	<u>2017</u>	<u>2016</u>
Department of Canadian Heritage	<u>\$ -</u>	<u>\$ 3,171</u>

8. COMMITMENTS

Editors leases premises under a long term lease that expires on March 31, 2018. Under the lease, Editors is required to pay a base rent of \$623 a month plus its proportionate share of property taxes and operating costs which in 2017 was \$15,300 (2016 - \$14,400).

The organization also has a lease for a postage meter which expires October 2019 and a lease for a photocopier which expires March 2021.

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

2018	\$ 7,352
2019	1,658
2020	1,459
2021	<u>365</u>
	<u>\$ 10,834</u>

9. COMPARATIVE FIGURES

Certain 2016 comparative figures have been reclassified to conform with 2017 presentation.
