

# **EDITORS' ASSOCIATION OF CANADA**

## **ANNUAL REPORT 2006–07**

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# EXECUTIVE REPORTS

## President

*Maureen Nicholson*

It's been a pleasure to serve a second term as your association president, a year in which two major association initiatives were realized: the implementation of new membership categories in October and the administration of our first certification tests for editors in November. Both initiatives will have long-term impacts on the association. You'll find details of these and other successful efforts in the reports that follow from the national executive council and national committee chairs.

Thank you to all members of the national executive council for their thoughtful and collegial reflections, occasional lightheartedness, sustained and smart contributions at our quarterly meetings and consistent follow-up.

Pay special attention to the reports from the branch representatives. All across the country, there are interesting developments brewing. In 2006–07, all branches took on special projects, many of which were aided or made possible by technology: the BC branch began its Editors' Telecafé and billeting wiki; the Prairie Provinces branch completed a consolidation of its policies; the Saskatoon branch introduced a monthly e-mail newsletter; the Toronto branch gave webcasts, video promotions and RRS feeds a few trial runs; and the Quebec and Atlantic Canada branch surveyed its "remote" members. These projects are important organizational development and outreach tasks, and some are helping to clarify organizational practices and break down isolation.

In the reports from the committee chairs, you'll note the re-emergence of the Professional Standards Committee. We are again making progress in updating *Professional Editorial Standards*, under the capable leadership of committee chair Frances Peck. Members can expect an online survey on standards in the coming months.

You'll also see that significant continuity in the leadership of most committees is expected in the coming year. As you might expect, working within a volunteer-driven organization can be challenging. For

some very capable chairs, some time may be needed to grasp the role and responsibilities of the committee, as well as the organizational culture and available staff resources in EAC. In this respect, 2007–08 promises to be a year of strong deliverables from our committees, supported by a renewed office team.

As association president, I work closely with national office staff. On behalf of the national executive council, I'd like to thank former association executive director Lynne Massey for her capable stewardship over many years and for pitching in to help after the recent departure of our project manager, Liz Stanwyck; congratulate our current executive director Marta Horban for being a quick study and already a major contributor to association work; and acknowledge communications coordinator Michelle Ou and administrative assistant Lianne Zwarenstein for their ongoing efforts and accomplishments in demanding roles. They make a huge difference in what we can accomplish as an association.

When you look at the list of national volunteers on page 15 of this report, you'll see that many members have contributed to association activities in the past year. One of my genuine regrets is that the list isn't longer. National volunteer recruitment and management remains a challenge for EAC, for a variety of reasons. In the coming year, I hope that the new national executive council and committee chairs will take up this challenge with energy and enthusiasm – and realize good results.

## Vice-President

*Susan Davis*

Participating in hiring activities as part of the Human Resources Committee, calling for and collating feedback from members on improving the Online Directory of Editors, and preparing for and participating in quarterly executive meetings have been the main focus of my volunteer time with the association over the past year. I also regularly scan the email forum and Interactive Voice discussion board to keep in touch with members' concerns. At the branch level, I am the volunteer coordinator for this year's

## EXECUTIVE REPORTS, CONTINUED

EAC conference and was elected as NCR branch chair in April.

### Past President

*Faith Goldenbuijs*

This has been a busy year for the whole executive council. We all, to varying degrees, had some role in the successful launch of certification tests and their ongoing development. The Human Resources Committee, of which the past president is a member, interviewed and hired a new executive director in the fall. A number of new policies have been developed and reviewed by council members. These help to codify current practices and to provide new ones where needed.

The past president has several specific responsibilities. I administer the Tom Fairley Award for Editorial Excellence, overseeing the advertising and selecting the judges. I am also the head of a committee of branch representatives in charge of the nominations process.

Throughout the year, I acted as one of the three executive readers of public EAC documents. These include *Active Voice*, which has now returned to a print format. I also advised the president whenever appropriate (although it must be allowed that such an able president needed little advice from me).

This meeting marks my last as a member of the EAC national executive council. I am honoured that you selected me as president and I learned a great deal in my five years serving on the council. Above all, I was grateful for the opportunity to work with so many wonderful and talented people.

### Secretary

*Julia Cochrane*

Most of the 2006–07 year was taken up with preparation for and follow-up from the first sitting of certification tests. This was a huge undertaking, and not without controversy. I'd like to extend my appreciation to staff, executive members and volunteers who have given up parts of their lives in this effort. The secretary's part in this work included participating at board meetings and in discussions with other officers, as well as being responsible for distributing

the minutes of board meetings to executive members and organizing and recording motions dealt with on the executive's email forum. At the request of the president, the secretary organizes discussions on the email forum. The record of online motions is included in my quarterly report to the executive council, which is appended to the minutes of each board meeting. Thank you to Lynne Massey and Maureen Nicholson, who were very helpful in my first few months on the executive, and to Marta Horban, who slipped so easily into the role of executive director after Lynne's departure. And thank you to Michelle Ou, because you're why I don't have to take minutes at meetings! Finally, thanks to the rest of the executive for being fun.

### Treasurer

*Greg Ioannou*

At least in financial terms, EAC was lucky in calendar 2006. Both our income and our expenses were under budget, but the shortfall in expenses was greater.

Income rose from \$313,566 in 2005 to \$357,541 in 2006. The increase would have been greater had the changes to the online directory been completed on schedule. (The executive decided not to start charging for the ODE until it has been upgraded.)

Expenses rose from \$303,942 to \$351,418. Expenses were well under budget, largely because the organization was understaffed for much of the year.

The organization ran a surplus of \$6,123 on the year, which was close to the surplus in 2005.

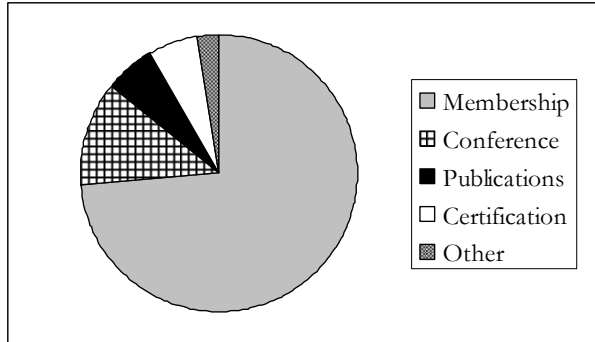
This year saw the first certification tests, and (in financial terms) they were a success, with expenses exceeding income by \$11,828. As we hope that certification will eventually break even or make a profit, such a small shortfall in the first year is very encouraging.

One area of ongoing concern is the level of our cash reserves. An association of this nature should have enough in reserves to cover at least three months of expenses. Our reserves of \$46,450 fall far short of that target.

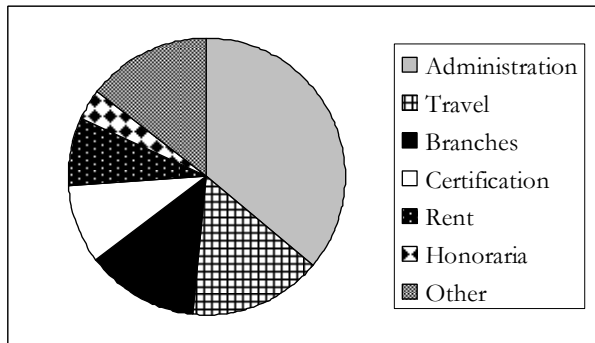
## EXECUTIVE REPORTS, CONTINUED

The charts below show a breakdown of our income and expenses in 2006.

Income, 2006



Expenses, 2006



For more details of the 2006 financials, please see the auditor's report.

### British Columbia Branch Representative

*Daphne Sams*

This year began with lingering challenges, an enthusiastic executive and new ideas. Unfortunately, three early resignations diverted energy to recruitment and shifted focus to maintaining services. The most exciting initiatives were in outreach, and the most important in treasury. Graham Hayman's research into broadcasting seminars led to the Editors' Telecafé and the new members' billeting wiki. Both are still developing, but look promising. Kelly Parry (treasurer, past chair) was instrumental in our hiring a bookkeeper to investigate our GST status, prepare annual reports and outline procedures for the incoming treasurer.

Hugh Macdonald (newsletter), alone since Gerda Wever-Rabehl left in October, now has Peggy Gaudin as co-chair. A review of procedures promises a newsletter that maintains lively content while reflecting the editorial standards to which we aspire.

Theresa Laviolette and Jeanne Ainslie (PR) represented us at the BC Book & Magazine Week Promenade and have booked us for Word on the Street. We will co-sponsor a workshop at Magazines West and look forward to other partnerships. We continue to offer four \$250 scholarships to editing/publishing students and to co-sponsor the non-fiction BC Book Prize.

In unrelated mysteries, our hotline coordinator and online hotline form disappeared in December. Ricki Ewings (PD) came to the rescue as interim chair, got the form up and running again, and will be (very) relieved by co-chairs Barbara Dominik and Regan Truscott.

PD (Wendy Harris and Ricki Ewings), programs (Shelly Windover), membership (Dania Sheldon), social (Paulette McQuarrie) and secretary (Karen Reppin) have been stellar. Members have enjoyed useful workshops, interesting programs and lovely social events, and Karen has managed our corporate memory beautifully.

I will be staying as chair and welcoming Barb Adamski as branch rep to the national executive council. As always, we are indebted to our amazing branch coordinator, Jean Lawrence, and our web guy, Derek Miller. Derek is currently undergoing cancer treatment. Wish him well at <[www.penmachine.com](http://www.penmachine.com)>.

### Prairie Provinces Branch Representative

*Brendan Wild*

The past year has been a productive one for the Prairie Provinces branch. It began auspiciously with the election of a full executive at an AGM celebrating our 10th anniversary as an EAC partner. All executive members from 2005–06 remained on board in one role or another; the cohesiveness and collaborative spirit of this group made serving on the executive a distinct pleasure. A November weekend retreat cemented executive relationships and provided the opportunity to examine branch scope, revise the three-year business plan and assess marketing strate-

## EXECUTIVE REPORTS, CONTINUED

gies. These efforts aimed to enhance the Prairie Provinces branch as a community and to facilitate the evolution and growth of the editing profession. This plan will be introduced to the membership at our May AGM.

An important accomplishment this year is the near completion of the collection, review and synthesis of policies and guidelines generated by previous Prairie Provinces branch executives. Theresa Agnew's focus and direction, paired with Margaret Sadler's expert contribution, enabled the executive to eliminate redundant policies and either adopt or remove proposals and amendments that had long been dormant and forgotten. When the process is completed, we will have a new policy/orientation handbook to share with interested branches. The updating and development of our corporate communications database has also been a milestone and led to a very positively received presentation about the Prairie Provinces branch to Alberta Government Correspondence Units.

Program co-chairs Theresa Agnew and Mary Anne Gorman (Edmonton) and Lauri Seidlitz (Calgary) ensured delivery of professional development seminars and member meetings to address varied editorial interests, concerns and levels of experience. Programs drew on local talent—Peter Rocchia, Leslie Vermeer and Cheryl Lund (Prairie Provinces branch chair, vice-chair, and membership/volunteer co-ordinators, respectively)—and those from “away”—Cynthia Brouse and Jennifer Latham, for example. Edmonton and Calgary members also participated in the inaugural round of certification tests; although the birthing pains of certification cannot be denied and must be addressed, interest in the tests was significant. Under treasurer Dave Ealey, the branch (like much in Alberta) remains financially healthy. The EAC completed repayment in 2007 of a loan received from the Prairie Provinces branch in 2004; the branch is glad to have been able to offer this support.

For better or worse, the branch focused inward this year—which is to say, on Alberta. Last year I wrote of establishing a Prairie Provinces Coalition to co-ordinate “horizontal” communication and PD efforts among Prairie-based branches and cities and to draw educational resources to the region. These efforts were successful but admittedly modest; they can be developed further. After Saskatoon's launch to branch status in 2005, the Prairie Provinces branch's

relevance and usefulness to members outside Alberta must be assessed and, if appropriate, cultivated. With a single Regina member and just five in Manitoba (as of May), it behooves the Prairie Provinces branch to critically consider how it can be of service to members beyond Alberta's borders.

In 2008 the Prairie Provinces branch will host the EAC national conference in Edmonton. This is an excellent opportunity for the branch to welcome editors from across the country and perhaps entice those in similar professional associations—particularly in Manitoba, Calgary and on Vancouver Island—to learn more about what the EAC can offer them and thereby strengthen and broaden the community of editors.

### Saskatoon Branch Representative

*Michelle Boulton*

This has been a busy year for the Saskatoon branch. We may be small (20 members), but we are very active. Our membership is growing, albeit slowly, and our monthly program meetings and workshops continue to attract great turnouts.

Our program season was highlighted by a visit from Yann Martel (to talk about the editing of *Life of Pi*), a tour of a major printing plant, advice to editors about starting a freelance business, a repeat performance by Wilf Popoff (an exploration of words that are over-used and abused), a rousing roundtable on rates and estimating, an editors' show and tell, and even some editing in our underwear (actually, a debate about whether home-based editors really do that—along with strategies for working at home).

In May, we were very pleased to host Maureen Nicholson, EAC president, for an evening of networking and libations. Maureen presented “Unique Traffic Pattern Ahead: 10 Trends for Professional Communicators.”

Turning our attention to our always-popular workshops, we have to applaud our professional development co-chairs for two very successful workshops. In November, they brought Ruth Wilson, of West Coast Editorial Associates and a member of the BC branch, here to teach a proofreading workshop. There was such an overwhelming demand that we filled a second day and still had a short waiting list.

## EXECUTIVE REPORTS, CONTINUED

Our spring workshop was on the production process. Presented by Jennifer Latham, director of editorial services in the Office of the Auditor General of Canada and a member of the NCR branch, the workshop led participants from the conceptual stage through the process of seeing a document into print or onto the Web and into distribution.

Our new PR chair took hold of her role with great enthusiasm. One of her most laudable initiatives was the development of *e-Blasts*. This monthly email newsletter promotes our PD opportunities, reminds recipients of the benefits of EAC membership, shares resources and stories of interest to editors and writers, and promotes events held by other communications-focused organizations in our community. The distribution list is growing every month (162 addresses as of April 2007) and we continue to receive positive feedback from readers.

I would like to conclude by thanking all of our executive members for their hard work. Even with such a limited pool of volunteers to work with, I commend them for their accomplishments. It has been a very rewarding experience to chair this dynamic group of people this past year.

### Toronto Branch Representative

*Alan Yoshioka*

Ken Weinberg became co-chair responsible for branch business and applied his Toastmasters skills to keeping meetings running smoothly. A true techie, he developed not only an RSS (really simple syndication) feed for the Toronto area of the website but also the branch's first webcast. Despite problems with audio quality these first few times, the medium shows promise as a way of better serving our branch's remote members, or indeed members across the country. An executive brainstorming session in January identified reaching geographically remote members and including in-house editors as priorities for new branch initiatives.

The branch saw some turnover in executive positions, with Annie Leung leaving the newsletter co-chair and later replacing Grace Cherian, who stepped down as program co-chair to pursue other opportunities. Sandy Leppan and her co-chairs organized monthly programs in varied and innovative formats.

Brian Cardie, in his second year as branch administrator, continues to show his characteristic initiative and good cheer. The branch office's regular number now receives calls to the jobs hotline, whose separate phone line, we concluded, had outlived its usefulness. Branch members voted in May 2006 to disband the book table; a web-based book resource is still in the early stages of development. Vice-chair Gillian Faulkner worked deftly behind the scenes and has been collaborating with Brian to prepare the long-awaited volunteer database.

Professional development chairs John Green and Erin Bardua delivered two solid seasons of seminars. The branch's first seminar outside Toronto, in Kitchener, went smoothly, drawing 30 participants. For a handful of our workshops, we created five-minute promotional videos, which we placed on our PD web pages.

Mary Anne Carswell, completing her third full year as treasurer, made budget preparations a breeze this time through. Thanks to healthy income from seminars and lower than expected expenses, we hope to add several thousand dollars to the branch's reserves.

Membership chair Karen Black once again organized a strong branch presence at the Toronto Word on the Street festival, as did John Green at the smaller Kitchener WOTS. Branch membership numbers have stayed stable relative to last year. Our newsletter editor, Karlene Ruddock, freshened the design of *Edition* and kept production on schedule. Noreen Shanahan, our public relations chair, talked up EAC at cultural events around the city. The mentoring program unfortunately remains stalled.

The sudden death of long-time member Gilda Mekler shocked many of us. Branch members responded generously to a private appeal to replace some of the income lost by her family.

Past chair Jennie Worden, now retiring from the branch executive after five years of talented service, provided much useful advice.

## EXECUTIVE REPORTS, CONTINUED

### National Capital Region Branch Representative

*Moira White*

This year has seen a number of transitions for the NCR branch as we gear up to host *Conference '07: Licence to Edit*. A shortage of volunteers at the branch level challenged our ability to offer the level of services that members have come to expect and necessitated a change in the number of program meetings offered.

For a variety of reasons, the NCR executive found itself last summer with several key positions vacant and without our usual venue for meetings. In an effort to make the year a success without taxing our volunteers even more, we decided to decrease the number of program meetings offered (from eight to six). Heartfelt thanks go to Maureen Moyes, our executive director, for finding a new meeting venue in a hurry and to Beatrice Baker for stepping back in and rescuing our seminar year. We are also very grateful to Dennis York who came forward and offered to chair our Professional Development Committee and to new members Kathy Bell and Melanie Miles who volunteered as program co-chairs, putting together a dynamic program schedule in record time. When our secretary resigned partway through the year, Erin Elsmore stepped in. She has not only produced our minutes with great accuracy and speed, she has also volunteered to write an article about the program meeting for each issue of the *Bulletin*.

Helen Norman, our past chair, doubled her volunteer commitment this year by offering to be our treasurer. Our thanks go to her and to Maureen Moyes who took over the bookkeeping function. Mary Hunter once again proved that she is a brilliant editor and leader by producing not only the *Bulletin* but also a special conference edition for volunteers.

Once again the Professional Development Committee has emerged as the backbone—the financial foundation and the best publicity vehicle—of the NCR branch. We had a very successful year with 12 seminars, one of which was in French. In previous years we have offered more seminars in French, but without a francophone affairs chair, we have experienced difficulty attracting francophone volunteers to organize and host seminars.

Our volunteer appreciation brunch is scheduled for early June. All those who volunteered at the branch level are invited. This year we are also including members who volunteer at the conference.

The NCR branch held its AGM and branch elections at its April meeting. Sue Davis was elected chair for the 2007–08 year. Bev Ensom was elected branch co-chair representing us on the national executive council. Erin Elsmore will be the secretary again next year, and she will also be program co-chair. Mary Hunter returns to the position of outreach chair, and Dennis York will be the professional development chair. The branch is still looking for a treasurer, a francophone affairs chair and a program co-chair.

A huge vote of thanks goes to our past chair, Helen Norman, for her guidance and to executive director, Maureen Moyes, for attending to the myriad details of the branch so efficiently. It has been my absolute pleasure and honour serving as branch chair for the past two years. Many thanks to the membership for giving me this privilege and to everyone who helped during my tenure.

### Représentant, Section Québec et Région de l'Atlantique

*Brian Parsons*

Cette année marque un départ d'une pratique courante pour nous : notre président ne nous tenait pas lieu de représentant au conseil d'administration national. Trésorier depuis l'été 2004 et seul membre retournant à notre conseil d'administration au printemps 2006, j'ai accepté le rôle de représentant afin d'alléger la tâche des candidats potentiels au poste de président.

À titre de représentant national au sein du conseil d'administration national, j'ai eu l'occasion de vivre une expérience instructive et agréable tout en ayant eu le très grand plaisir de côtoyer des bénévoles talentueux, dévoués et engagés.

Profitant d'une nouvelle direction enthousiaste et compétente, la section Québec-Atlantique a fourni d'excellents services à ses membres au cours de la dernière année, a obtenu immédiatement de bons résultats et plusieurs de ses initiatives prometteuses devraient être couronnées de succès dans le futur.

## EXECUTIVE REPORTS, CONTINUED

L'administratrice de notre section, Karen Schell, a, comme à l'habitude, affronté toutes les difficultés en prévoyant les obstacles et en les aplanissant au fur et à mesure qu'ils se présentaient à nous.

Toutes nos félicitations à la direction de la section, et bravo aux membres de nos comités pour leur travail consciencieux.

### Faits saillants de l'année 2006-2007

#### Rassemblements :

16 octobre 2006	Q&A on Certification Zofia Laubitz
6 décembre 2006	How Do I Get the Work?: Networking for Freelancers Elizabeth Macfie
15 janvier 2007	Rencontre de réseautage des Fêtes
3 février 2007	Rassemblement de la région de l'Atlantique
13 mars 2007	How to Cultivate Clients: Value Attracts Value Ann Fothergill-Brown

#### Formation professionnelle :

7 décembre 2006	Practical Proofreading Elizabeth Macfie
8 février 2007	Charge de projet d'un manuel et correction d'épreuves Francine Cloutier
14 mars 2007	Technical Editing Ann Fothergill-Brown
5 avril 2007	La révision de textes traduits Louise Saint-André
18 avril 2007	Beating Translations into Submission: The Art of Re- vising Jacqueline Dinsmore
16 mai 2007	Punctuation and Mechanics Frances Peck

#### Diffusion externe

En février 2007, un sondage a été distribué aux membres de la région de l'Atlantique et de la ville de Québec. La direction de la section pour l'année 2007-2008 pourra se servir des résultats pour améliorer les communications avec les membres de ces régions ainsi que les services qui leur sont offerts.

## Quebec and Atlantic Canada Branch Representative

*Brian Parsons*

This year marked a departure in our usual practice of having our chair serve as representative on the national executive council. As treasurer since the summer of 2004 and the only returning member of our executive in the spring of 2006, I agreed to take on the role in the interest of lessening the load on potential candidates for the position of chair.

Serving as national representative has been an eye-opening and engaging experience; it is a delightful pleasure to be included in such a dedicated and involved group of talented volunteers as we enjoy on our national executive council.

Blessed by new, enthusiastic and capable leadership, the Quebec and Atlantic Canada branch provided an exceptional year of services to our membership, successes immediately and successes that will come with time in the future.

Our branch administrator, Karen Schell, typically rose to every challenge, both anticipating and filling in the potholes along the road ahead of us.

Congratulations to the branch executive, and bravo especially to the members of our committees for their diligent achievements.

### Highlights of 2006–07

#### Social events:

October 16, 2006	Q&A on Certification Zofia Laubitz
December 6, 2006	How Do I Get the Work?: Networking for Freelancers Elizabeth Macfie
January 15, 2007	Holiday networking social
February 3, 2007	Atlantic Canada networking get-together
March 13, 2007	How to Cultivate Clients: Value Attracts Value Ann Fothergill-Brown

#### Professional development:

December 7, 2006	Practical Proofreading Elizabeth Macfie
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## EXECUTIVE REPORTS, CONTINUED

le 8 février 2007	Charge de projet d'un manuel et correction d'épreuves Francine Cloutier
March 14, 2007	Technical Editing Ann Fothergill-Brown
le 5 avril 2007	La révision de textes traduits Louise Saint-André
April 18, 2007	Beating Translations into Submission: The Art of Revising Jacqueline Dinsmore
May 16, 2007	Punctuation and Mechanics Frances Peck

### Outreach:

In February 2007 a questionnaire was circulated among our membership in Atlantic Canada and in the Quebec City region, the results of which may serve as a helpful tool to the incoming 2007–08 branch executive for improving communications with and services to these areas.

### Member-at-Large

*Peter Moskos*

As member-at-large, I support six committees. My focus in 2006–07 has been on two of them: Mediator and the Professional Standards Committee.

In 2006–07, there were no requests for the mediator's service. This could be good news. It may mean that no EAC members have been involved in difficult contract disputes. However, it may also mean that our members are unaware of the mediator's service and therefore don't take advantage of it. In September 2006, I presented the national executive council with a proposal to help new mediators develop necessary skills and to encourage members to use the mediator's service.

Since that time, I have been working with our current mediator, Jane Kidner, to implement the aims of this proposal. Jane has come up with the following initiatives for 2007–08. Jane will:

- take an online mediation/negotiation course and use it as a basis for putting together a "Tips for New Mediators"
- ask the national office to modify the EAC website home page so that it contains a link to

"Mediation Services for Members", a mini advertisement for the mediator's services

- provide a Tip of the Month, each month, for the website. These tips will help members avoid complications and disputes with clients.

I look forward to seeing Jane's initiatives put into action and believe that they will encourage members (and their clients) to call upon the mediator for assistance.

The Professional Standards Committee has started working on the next update of *Professional Editorial Standards*. I helped chair Frances Peck recruit members and develop a schedule for the next few years' work. I also advised the committee on a pending members' survey questionnaire. The survey will tell the committee what members think about revising, removing and adding standards.

On other fronts, list moderator Lee Hunter has ably managed EAC's popular English-language email forum. He has had to make few interventions. Wilf Popoff and Michelle Boulton are working hard to return *Active Voice* to a printed edition. You will probably have their first print issue in hand by the time you read this.

I leave the national executive council this June with some regret. My two years on the national executive council have been challenging and interesting, and I will very much miss my executive council colleagues. The past two years have been very productive. We have established a set of important operating policies, reconfigured membership categories, built a rich and useful website and seen the first administration of two certification tests — to name just a few important initiatives. I am particularly eager to see certification unfold over the next two years with the introduction of the Copy Editing and Structural and Stylistic Editing tests.

Participating in EAC at the national level, as an executive council member or as a member of a national committee, is a rewarding experience. It is also wonderful professional experience. I encourage you to consider volunteering for EAC at this level.

## EXECUTIVE REPORTS, CONTINUED

### Member-at-Large

*Tom Vradenburg*

As one of the two members-at-large, I was responsible in the past year for four committees: certification steering, member communication, membership and conference.

Certification was without doubt the most active of “my” four committees. Its members spent much of this year preparing for and evaluating the first sitting of the first two of the certification tests to be rolled out, Elementary Knowledge of the Publishing Process and Proofreading. Content for the next study guides in the series, on Structural and Stylistic Editing and Copy Editing, bubbled on the committee’s back burner as well.

Despite its heavy agenda, the Certification Steering Committee has always managed itself exceptionally well, and only occasionally asks for advice or direction from the national executive council. However, this year the executive council watched closely the first sitting of the Elementary Knowledge of the Publishing Process and Proofreading tests and the post-test evaluation survey conducted by the Member Communication Committee. I am pleased with how the first certification sitting turned out. I acknowledge that a program so large and complex never rolls out perfectly, but the tone of general satisfaction participants voiced in the evaluation survey was reassuring.

Nearly as gratifying was seeing a major project from last year, membership review, bear fruit. In February 2007, a little more than one-half of our members, 871 of 1,694, had voting status, compared with roughly one-quarter, 356 of 1,608, in February 2006. I hope in the long term this development will strengthen members’ sense of engagement with their association.

Most of the volunteers on the Membership Review Committee continued on with the Membership Committee, exploring new options for the association to recognize volunteers and to better serve members living far from branch centres. The Membership Committee was chaired by Michelle Bosomworth.

I will not be standing for re-election in this post for the coming year. The work has been satisfying, and I

am proud that the association has been able to take major steps forward while at the same time solidifying its organizational and policy base. It is simply time for me to “cycle off” volunteer activities for a short while.

### Executive Director

*Marta Horban*

National office staff provide a range of administrative and support services for the association, including processing membership applications and renewals, administering the association website, responding to enquiries from members and from the general public, producing e-news updates and other communications, managing the day-to-day finances of the association, undertaking research in support of specific national projects, and lending practical support to national committees and the national executive council.

I joined EAC in November 2006, just after the administration of the first two certification tests, and began to become acquainted with the work of the Certification Steering Committee. Since then the association has also launched its French-language website and posted a membership list to the EAC site. Most recently, staff have been working with the Conference Committee to plan and organize the 2007 EAC conference in Ottawa.

I have been fortunate to work with Michelle Ou, communications coordinator, and Lianne Zwarenstein, administrative assistant, who bring skill, commitment and unfailing good humour to their work for EAC. It was also a pleasure to work with Liz Stanwyck, project manager; Liz left EAC in April and I will be hiring someone for her position in the coming months.

I would like to thank the association for allowing my term to overlap with that of my predecessor, Lynne Massey, by a month so that I could benefit from her guidance. Special thanks to Lynne for the exceptional quality of that guidance.

## COMMITTEE REPORTS

### Certification Steering Committee

*Rosemary Tanner, Chair*

The Certification Steering Committee has begun to achieve its mandate: the first administration was held on November 18, 2006, with tests on Proofreading and Elementary Knowledge of the Publishing Process. Almost 50 candidates took each test; 20 passed Proofreading and 34 passed Elementary Knowledge of the Publishing Process. EAC now has 18 Certified Proofreaders in its midst. Congratulations to all those who participated in the tests.

The year began with the production of the *Editors' Association of Canada Certification Study Guide and Exemplars*, Volumes 1 and 2, *Introduction & Elementary Knowledge of the Publishing Process and Proofreading*. The Study Guides were published in June.

Also in June, six test setters and two coordinators gathered on Bowen Island, BC, to set tests for the coming years. Despite the hard work, the participants enjoyed themselves.

The Membership Communication Committee (MCC) surveyed the candidates after the test, providing the Certification Steering Committee with valuable feedback with which to modify procedures and forms. Thank you, MCC!

Our plans for 2007 include the publication of the Study Guide Volume 3, *Copy Editing*, and the addition of the Copy Editing test to the November administration.

We on the Certification Steering Committee are grateful to the national executive council for their ongoing support, guidance and encouragement. We also thank our myriad volunteers: test setters, test pilots, invigilators and test markers.

### Conference Committee

*Moira White, Chair*

A small group of volunteers from EAC-NCR gathered in the spring of 2006 to begin planning for the 2007 EAC national conference. During the summer

months we were able to secure the Ottawa Congress Centre as our venue, and into the fall we worked with the national office to firm up the theme, *Conference '07: Licence to Edit*. We were delighted to confirm that our keynote speaker will be author, broadcaster and columnist Russell Smith.

Following the successful example set by the Vancouver conference committee last year, we once again electronically convened a panel of senior editors from across the country to solicit and assess proposals for the conference sessions. And as in past years, we hope that delegates will find something to pique their interest, regardless of their years editing or position vis-à-vis freelance or in-house. The conference will again offer the very successful senior editors' roundtable, introduce "The Great Debate," and close with a panel on rates across the country.

The local volunteer committee headed by Sue Davis has arranged to host the pre-conference dinner, welcome delegates, and help them find their way around the conference facility. The conference dinner will also be held at the Congress Centre, overlooking the historic Rideau Canal and just steps away from the Byward Market. Following the banquet and presentation of the Tom Fairley Award for Editorial Excellence, members can linger to network further at the Unlicensed Cabaret and select the winner of the Oops Awards.

None of this would have been possible without the help of the national office and executive council, particularly Maureen Nicholson, Marta Horban, Lynne Massey and Sue Davis, and of the NCR staff and executive, particularly Maureen Moyes, Helen Norman, Mary Hunter and Dennis York. My heartfelt thanks to all. As this committee continues its transition into more of a national function, the role of the host branch should become less onerous, and it should be easier to secure the necessary sponsorship dollars in a timely fashion.

## COMMITTEE REPORTS, CONTINUED

### External Liaison Committee

*Marta Horban, Chair*

External Liaison Committee members participate in three external groups: the Book and Periodical Council (BPC – Stephanie Fysh and Marta Horban), the BPC’s Freedom of Expression Committee (Marg Anne Morrison) and the Cultural Human Resources Council (Karen Virag). Our participation in the meetings and other activities of these groups is a means both of raising the association’s profile and of developing contacts in other organizations

### List Monitor

*Lee Hunter*

It’s been a relatively quiet year on the list with no more than six or seven situations requiring intervention, generally of the most trivial kind. There was one incident where a member posted a sharply worded personal criticism of another member and this resulted in the first member being cautioned. A few conversations veered into controversial areas and were directed to the website forum.

Other than that, all is well.

### Marketing and Public Relations Committee

*Kelly Parry, Chair*

The 2006–07 Marketing and Public Relations Committee never quite came together as a fully functioning volunteer effort, although there were EAC members willing to step up to the plate. As a result of the exceptional efforts of the previous year’s committee, we identified the need to take a few small steps back before we took another step forward.

These small steps were taken by me, Lynne Massey, Michelle Ou and Maureen Nicholson, who guided our results as per the national executive council’s requests. Our goal was simple: to develop some basic tools before we launched new and creative marketing initiatives.

Our first task was to make sure national staff had the resources they needed to take advantage of marketing opportunities. Old files of the EAC logo needed to be recreated as current files did not meet all the print,

online and promotional production needs. Next was the establishment of visual guidelines to better control the production and reproduction of our logo thereby securing our position in the public domain.

Within our organization a new member’s logo, adapted from the official EAC logo, was designed to be used by members to promote themselves without jeopardizing the integrity of the EAC brand. It will be posted to the association website in the new year.

In addition to the visual branding work, a schedule was set out to redesign all promotions and organizational documents for use with national office with a goal to create functional templates that will replace the need for high-cost printing. Some related capital purchases were made.

I will be resigning as chair this year, but I will leave behind a completed report for the next chair that, along with the excellent work done by my predecessors, will help guide the next committee to greater heights.

### Mediator

*Jane Kidner*

As mediator for the EAC membership I continue to be available to EAC members who wish to discuss a problem they are having with a client and to assist with mediation of a dispute. For the upcoming year, I will be taking the online mediation/negotiation course offered by the Stitt Feld Handy Group and then putting together a “Tips for New Mediators” feature that will be available on the website. I will also be working with the EAC webmaster to modify the home page with a notation and link to Mediation Services for Members that will link to a mini-advertisement for my services, either before or after a dispute arises. We will also work together to create a section of the website that will offer tips for how to avoid conflict with a client, and the resulting need for a mediator. The goal is to provide one tip per month so that at the end of the year there is a tips sheet of 12 strategies that can be referred to.

## COMMITTEE REPORTS, CONTINUED

### Member Communication Committee

*Doug Linzey, Chair*

The Member Communication Committee was established by a vote of the membership in 2002. Its mandate is to act as liaison between the national executive council and the membership and to gather opinions on the future direction of the association. The committee responds to requests for information. In the current year, we followed up on the first round of certification tests. Some 50 participants were asked for detailed feedback, which we gathered and presented in a final report to the Certification Steering Committee and national executive council at the end of January 2007.

As a sole committee member this year (the assignments were not too onerous), I acknowledge the help and advice of EAC staff, especially Lynne Massey and Liz Stanwyck.

### Membership Committee

*Michelle Bosomworth, Acting Chair*

Following a few years of inactivity and after the ad hoc Membership Review Committee effectively folded, the Membership Committee re-formed in 2006–07. Its focus for the year included researching and making recommendations in the following areas:

#### Services for remote members

The committee considered ways to better serve the needs of remote members (members who live a long way from major branch centres). The committee gathered information about how branches determine the needs of their remote members; what outreach programs the branches offer; and what technologies the branches use to help meet remote members' needs (for example, offering webcasts or telecafés of monthly meetings). To help guide future recommendations on this issue, the committee looks forward to seeing the results of some recent branch questionnaires that included questions specifically for remote members.

#### Corporate membership or affiliation

The committee reviewed the issue of creating a corporate membership or affiliation category, which the Membership Review Committee introduced; however, the committee did not pursue it further at this time.

### Volunteer recognition program

To help form recommendations about a national-level program for recognizing EAC volunteers and their achievements, the committee looked into how EAC branches and other organizations acknowledge volunteer contributions.

On the issue of volunteers, special thanks to Christa Bedwin, Heather Ebbs, Claudette Upton and Margaret Whitla for their invaluable insights into the challenges that remote members face and for bringing their experiences with the Membership Review Committee to this group. Thanks also to Tom Vradenberg and Lynne Massey for their help and support in the early stages of re-forming the Membership Committee.

We hope the work that the committee has done so far will prove to be of great value in the long term.

### Newsletter Committee

*Wilf Popoff and Michelle Boulton, Co-Chairs*

Producing *Active Voice* and watching it evolve over the past year has been very satisfying. When we took it over in January 2006, we began with a clean slate—none of the former contributors were willing to continue. It was full of potential.

With a developing staff of volunteers, our first issue (February 2006) was also the first issue to be posted to the public side of the EAC website. For the first time, anyone who was interested could download our newsletter.

While we continue to view the newsletter as a forum on our organization, its members and the craft of editing, we believe it now has a larger role to play. As a public document, it now offers to market EAC to potential members, clients and industry colleagues.

For *Active Voice* to achieve its potential, we believe it must return to a print format. This change was approved by the national executive council in November, and the first print issue was expected in March. We resolved to skip the scheduled PDF edition in January; however, we ran into unforeseen delays getting the printed edition out. We are hopeful that the print issue of *Active Voice* will be mailed in May.

## COMMITTEE REPORTS, CONTINUED

### Professional Standards Committee

*Frances Peck, Chair*

The main Professional Standards Committee was largely dormant in 2005–06. In contrast, the Subcommittee on French Editorial Standards was very active, producing *Principes directeurs en révision professionnelle*, the new French standards.

In fall 2006, the Professional Standards Committee was re-formed with the mandate to review and update *Professional Editorial Standards* (PES). I agreed to chair the committee, then got to work drawing up a plan and recruiting a committee. I am honoured to be working on this important project with some of the most experienced and dedicated members of EAC: Nancy Flight, Jennifer Latham, Lynne Massey, Naomi Pauls and Cy Strom.

After an inaugural teleconference in January 2007, we began the first stage of our work: gathering information on editorial standards. This stage, which will carry us through 2007, involves research on a number of fronts. Perhaps the most important is to assess the relevance of EAC's current standards. To that end, we will survey the EAC membership as well as canvass volunteers who have used the standards in developing EAC certification. We will also look at the *Principes* and at archived recommendations such as those from the former Subcommittee on Web Editing.

Our research will also include contacting employers and teachers of editors for their views on standards, and reviewing the standards of other organizations and professions comparable to our own.

Each committee member has taken on specific research areas. At the time of writing, we were developing the membership survey on standards.

We are planning to do the actual revision of PES at an intensive retreat just before or after the 2008 conference. In the meantime, we invite anyone with comments about editorial standards to submit them to our committee at any time.

### Website Committee

*Ken Weinberg, Chair*

Over the last year, the association's website has continued to serve as an effective platform for marketing, PR, education and communication. The site's English and French public areas provide easy access to national and branch activities and resources. The value of the members-only area continues to increase as more services, like the list of members, are added. In Interactive Voice, our web-based discussion forum, the number of postings has continued to rise. Members find the logical organization of the message areas and the easy-to-use interface a quick way to post and find messages on a given subject.

The next step in the website's development is to examine the tools available in the rapidly changing world of Internet communication: blogs, newsfeeds, podcasts, videos, webcasts, social networking, instant messaging, file sharing, polls, photo albums and interactive forums. How are members using the tools we have on the website today? Could the site be made easier to use? Would the addition of more tools make it more useful? What tools is our site capable of supporting, and at what cost to implement and support?

Improvements to the site will be done after careful research, testing, and planning. Our goal is to make finding association information and communicating with other members less daunting and hopefully fun. Ideas are always welcome. Feel free to post suggestions in the Association Issues forum. If you want to help out on the Website Committee, please contact Ken Weinberg.

## VOLUNTEERS

Warm thanks to the many members who contributed their time and energy to EAC national initiatives in 2006–07. If we have accidentally omitted anyone, please advise the national office.

### National Executive Council

Michelle Boulton  
Julia Cochrane  
Susan Davis  
Faith Gildenhuis  
Greg Ioannou  
Peter Moskos  
Maureen Nicholson  
Brian Parsons  
Daphne Sams  
Tom Vradenburg  
Moirra White  
Brendan Wild  
Alan Yoshioka

### Certification

Laurel Boone  
Jane Broderick  
Patricia Buchanan  
Lori Burwash  
Ruth Chernia  
Heather Ebbs  
Claudia Forgas  
Kathy Garnsworthy  
Val Gee  
Anita Jenkins  
Judith Johnson  
Curt Labond  
Zofia Laubitz  
Kathe Lemon  
Cheryl Lund  
Perry Millar  
Georgina Montgomery  
Naomi Pauls  
Wilf Popoff  
Lauri Seidlitz  
Karen Staudinger  
Rosemary Tanner  
Barbara Tomlin  
Avivah Wargon  
Ruth Wilson  
Manon Viau

### Conference

Beatrice Baker  
Christine Beasley  
Kathy Bell  
Michelle Boulton  
Lesley Cameron  
Jennifer Campbell  
Lois Camponi  
Laura Duke  
Sylviane Duval  
Beverly Ensom  
S.L. Fletcher  
Nancy Flight  
Debra Huron  
Greg Ioannou  
Anita Jenkins  
Karen Kriekle  
Jennifer Latham  
Christian L'Écuyer  
Chris Leblanc  
Joyce MacPhee  
Anne Louise Mahoney  
Murray McGregor  
Lisa Mibach  
Marjolaine Morin  
Jane Mosgrove  
Peter Moskos  
Helen Norman  
Ryan Patterson  
Rae Peters  
Leyna Reinhart  
Jenny Ryan  
Sasha Saint-Aubin  
Veronica Schami  
Rosemary Shipton  
Kathy Thomas  
Hélène Trottier-Lebel  
Claudette Upton  
Karen Virag  
Moirra White  
Donna Williams  
Laura Wright  
Dennis York

### External Liaison

Stephanie Fysh  
Marg Anne Morrison  
Karen Virag

### List (English Email Forum)

Lee Hunter

### Marketing and PR Committee

Michelle Boulton  
Anita Jenkins  
Theresa Laviolette  
Jean Lawrence  
Maureen Nicholson  
Kelly Parry  
Daphne Sams

### Mediation

Jane Kidner

### Member Communication

Doug Linzey

### Membership

Christa Bedwin  
Michelle Bosomworth  
Heather Ebbs  
Claudette Upton  
Margaret Whitla

*continued*

## **VOLUNTEERS, CONTINUED**

### **Newsletter**

Tammy Bokhari  
Michelle Boulton  
Heather Ebbs  
Lorraine Fairley  
Kathy Garnsworthy  
Faith Gildenhuis  
James Harbeck  
Perry Millar  
Lynne Massey  
Maureen Nicholson  
Chris Noone  
Sharon O'Brien  
Wilf Popoff  
Rosemary Tanner  
Karen Virag  
Moira White

### **Website**

Maureen Nicholson  
Ken Weinberg

### **Professional Standards Committee**

Nancy Flight  
Jennifer Latham  
Doug Linzey  
Lynne Massey  
Peter Moskos  
Maureen Nicholson  
Jonathan Paterson  
Naomi Pauls  
Frances Peck  
Cy Strom



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

**FINANCIAL STATEMENTS**

**DECEMBER 31, 2006**

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**AUDITORS' REPORT**

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

We have audited the statement of financial position of Editors' Association of Canada/Association Canadienne des Réviseurs as at December 31, 2006 and the statements of operations and net assets and cash flows for the year then ended. These financial statements are the responsibility of the association's management. Our responsibility is to express an opinion on these financial statements based on our audit.

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

In our opinion, these financial statements present fairly, in all material respects, the financial position of the association as at December 31, 2006 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

*Cowperthwaite Mehta*

Chartered Accountants  
Licensed Public Accountants

April 20, 2007  
Toronto, Ontario

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

**STATEMENT OF FINANCIAL POSITION**

**AS AT DECEMBER 31, 2006**

	<b>2006</b>	<b>2005</b>
<b>ASSETS</b>		
Current assets		
Cash	\$ 60,313	\$ 69,024
Accounts receivable	7,221	4,550
Prepaid expenses	<u>12,080</u>	<u>3,368</u>
	<u>\$ 79,614</u>	<u>\$ 76,942</u>
<b>LIABILITIES AND NET ASSETS</b>		
Current liabilities		
Accounts payable	\$ 26,664	\$ 27,115
Branch loans (note 4)	2,000	4,000
Deferred revenue (note 5)	<u>4,500</u>	<u>5,500</u>
	<u>33,164</u>	<u>36,615</u>
Net assets		
Unrestricted net assets	<u>46,450</u>	<u>40,327</u>
	<u>\$ 79,614</u>	<u>\$ 76,942</u>

Approved by:

\_\_\_\_\_, President

\_\_\_\_\_, Treasurer

see accompanying notes

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

**STATEMENT OF OPERATIONS AND NET ASSETS**

**FOR THE YEAR ENDED DECEMBER 31, 2006**

	<b>2006</b>	<b>2005</b>
<b>REVENUE</b>		
Membership fees	\$ 263,308	\$ 242,081
Annual General Meeting and conference	43,220	50,425
Publication sales	21,657	13,705
Certification	20,126	
Other	6,629	5,730
Fairley prize (note 5)	1,000	1,000
Interest	<u>1,601</u>	<u>625</u>
	<u>357,541</u>	<u>313,566</u>
<b>EXPENSES</b>		
Administration	127,066	103,800
Travel and event venue costs	54,866	60,418
Regional branches (note 6)	45,539	42,684
Certification	31,954	
Rent and utilities	28,348	28,932
Honoraria and contract services	12,527	24,419
Stationery and supplies	19,284	14,656
Mailings	11,659	9,525
Legal and accounting	5,156	5,510
Bank and credit card charges	5,041	4,827
Printing	4,640	3,405
Memberships and promotion	3,338	2,513
Fairley prize (note 5)	2,000	2,000
Design		720
Publications		<u>533</u>
	<u>351,418</u>	<u>303,942</u>
<b>EXCESS OF REVENUE OVER EXPENSES FOR THE YEAR</b>	<b>6,123</b>	<b>9,624</b>
Net assets, beginning of year	<u>40,327</u>	<u>30,703</u>
<b>NET ASSETS, END OF YEAR</b>	<b><u>\$ 46,450</u></b>	<b><u>\$ 40,327</u></b>

see accompanying notes

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

**STATEMENT OF CASH FLOWS**

**FOR THE YEAR ENDED DECEMBER 31, 2006**

	<b>2006</b>	<b>2005</b>
<b>CASH INFLOW (OUTFLOWS)</b>		
<b>OPERATING ACTIVITIES</b>		
Excess of revenue over expenses	\$ 6,123	\$ 9,624
Net change in non-cash working capital items (below)	<u>(12,834)</u>	<u>19,839</u>
Cash provided by (used for) operations	<u>(6,711)</u>	<u>29,463</u>
<b>FINANCING ACTIVITIES</b>		
Net receipt (repayment) of branch loans	<u>(2,000)</u>	<u>4,000</u>
Cash provided by (used for) financing activities	<u>(2,000)</u>	<u>4,000</u>
<b>NET CASH ACTIVITY FOR THE YEAR</b>	(8,711)	33,463
<b>CASH, BEGINNING OF YEAR</b>	<u>69,024</u>	<u>35,561</u>
<b>CASH, END OF YEAR</b>	<u>\$ 60,313</u>	<u>\$ 69,024</u>
Net change in non-cash working capital items:		
Accounts receivable	\$ (2,671)	\$ 13,299
Deferred revenue	(1,000)	(1,000)
Prepaid expenses	(8,712)	(542)
Accounts payable	<u>(451)</u>	<u>8,082</u>
	<u>\$ (12,834)</u>	<u>\$ 19,839</u>

see accompanying notes

# EDITORS' ASSOCIATION OF CANADA/ASSOCIATION CANADIENNE DES RÉVISEURS

## NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2006

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### 1. THE ORGANIZATION

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

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

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

### 2. SIGNIFICANT ACCOUNTING POLICIES

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

#### **Revenue recognition**

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

#### **Donated materials and services**

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

#### **Capital expenditures**

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

#### **Use of estimates**

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

# EDITORS' ASSOCIATION OF CANADA/ASSOCIATION CANADIENNE DES RÉVISEURS

## NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2006

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### 3. FINANCIAL INSTRUMENTS

The organization's financial instruments consist of cash and short-term deposits, accounts receivable, accounts payable and accrued liabilities. The fair value of these financial instruments approximates their carrying value due to the relatively short periods to maturity of these items or because they are receivable or payable on demand.

Unless otherwise noted, it is management's opinion that the organization is not exposed to significant interest rate and credit risks arising from its financial instruments.

### 4. BRANCH LOANS

Branches have provided loans to the organization. At year end, the outstanding loans are as follows:

	<u>2006</u>	<u>2005</u>
British Columbia	\$ 2,000	
Prairie Provinces		\$ 4,000
	<u>\$ 2,000</u>	<u>\$ 4,000</u>

The certification loan from the British Columbia branch is non-interest bearing and is repayable in February, 2011.

### 5. DEFERRED REVENUE

Deferred revenue is composed of the following:

	<u>2006</u>	<u>2005</u>
Fairley prize	<u>\$ 4,500</u>	<u>\$ 5,500</u>

The organization received contributions of \$9,500 during 2002 from various sources to be used to recognize excellence in editing. The Board of Directors decided to endow the award such that \$1,000 of the contributions would be awarded annually and the organization would contribute a matching \$1,000 for a total annual prize of \$2,000.

# EDITORS' ASSOCIATION OF CANADA/ASSOCIATION CANADIENNE DES RÉVISEURS

## NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2006

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### 6. REGIONAL BRANCHES

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

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

	<u>2006</u>	<u>2005</u>
Quebec/Atlantic Canada	\$ 6,732	\$ 6,496
National Capital Region	8,228	8,052
Toronto	14,544	13,699
Prairie Provinces	6,269	6,098
Saskatoon	1,710	796
British Columbia	<u>8,056</u>	<u>7,543</u>
	<u>\$ 45,539</u>	<u>\$ 42,684</u>

### 7. LEASE COMMITMENTS

The organization leases office space at 27 Carlton Street in Toronto, Ontario and has the following minimum lease commitments. The operating cost portion of the lease is based on 2006 property and utility rates and is subject to market fluctuations.

2007	<u>\$ 17,180</u>
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### 8. INCOME TAXES

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