

**Editors' Association of Canada/Association canadienne des réviseurs
Report on National Executive Council Meeting
December 3 and 4, 2005, Toronto**

All council members and national committee chairs prepare written reports before each quarterly meeting. This meeting focused on the annual budget.

Financial outlook balanced

Although 2005 revenue was lower than expected, the association expenses were also lower than projected. A small surplus is projected at year-end. Council reviewed and passed the 2006 proposed budget, which balances revenue and expenses of approximately \$380,000.

Other key points raised in reports and discussion at this meeting include:

Certification chair updates progress

Certification committee chair Ruth Wilson presented her report in person. Ruth confirmed that two tests will launch in 2006: Knowledge of the Publishing Process and Proofreading. Study guides for these tests will be ready for national executive review in January or February, with publication slated for roughly six months before the test launch.

Subcommittee to draft a branch policy

Past president Faith Gildenhuis will lead an ad hoc subcommittee of the national executive council to draft a policy to address forming a new branch and related issues.

NCR branch suspends book table

The National Capital Region branch no longer provides a book table at its monthly meetings and is considering permanently discontinuing this service. The book-table service is labour intensive for the branches, and commercial online book suppliers provide faster service for members.

Tom Fairley Award winner honoured in Victoria

EAC and the BC branch jointly hosted a reception in honour of Val Wyatt, the winner of the 2004 Tom Fairley Award for Editorial Excellence. Normally presented at the annual conference banquet, the award was celebrated in November this year because of Ms. Wyatt's schedule.

New association website to launch February 14

The executive moved to launch the new website on Valentine's Day, inviting all members to attend a party online to celebrate the launch.

BC branch supports student volunteers

Students working on the branch newsletter are being rewarded for their efforts: the BC branch is paying their EAC memberships.

Calgary experiencing volunteer shortage

Calgary members (part of the Prairie Provinces branch) are eager to hear more about certification. The Calgary group is experiencing a shortage of volunteers.

Saskatoon looking for newsletter editor, volunteers

The new Saskatoon branch is also having some difficulty recruiting volunteers, especially for the branch newsletter.

Town hall meeting to focus on volunteer recruitment

The national office staff will work with the conference committee to arrange for this year's town hall meeting.

Volunteer manual to be released at conference

Work continues on the creation of a volunteer manual, with a target release date of June 2006.

Four operational policies come into effect

National policies for human resources, conflict of interest, privacy and confidentiality received final approval. They will be uploaded to the new association website.

New national style adopted

Following the precedent set by the federal government in its bilingual materials, the association will now use EAC in English documents and l'ACR in French documents rather than EAC/ACR and l'ACR/EAC. In formal documents, however, the first reference to the association will remain the full Editors' Association of Canada/Association canadienne des réviseurs. The national office will incorporate these changes in its draft style guide.

Ottawa possible location of 2007 conference

NCR branch representative Moira White will ask her branch to consider hosting the 2007 conference.

Council priorities for next quarter

- Launch the new website
- Continue with policy development, especially the branch policy
- Follow up on recent lack of activity within the QAC branch
- Review the recommendations of the Membership Review Committee
- Review the proofs of two certification study guides
- Complete the first draft of the national committee manual