

Editors' Association of Canada
Association canadienne des réviseurs

ANNUAL REPORT 2018



EDITORS
CANADA

PREPARED BY THE NATIONAL EXECUTIVE COUNCIL

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About the association

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

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

Our core purpose

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

Our mission

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

Our members

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

Governance and planning

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

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

Strategic plan

Editors Canada members ratified a strategic plan for 2017–21 at the June 2016 annual general meeting. The organization started using the 2017–21 plan in July 2018, when the new term started. The NEC and committee chairs will use this plan to guide their work each year.

The five strategic priorities for 2017–21 are:

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

National Executive Council

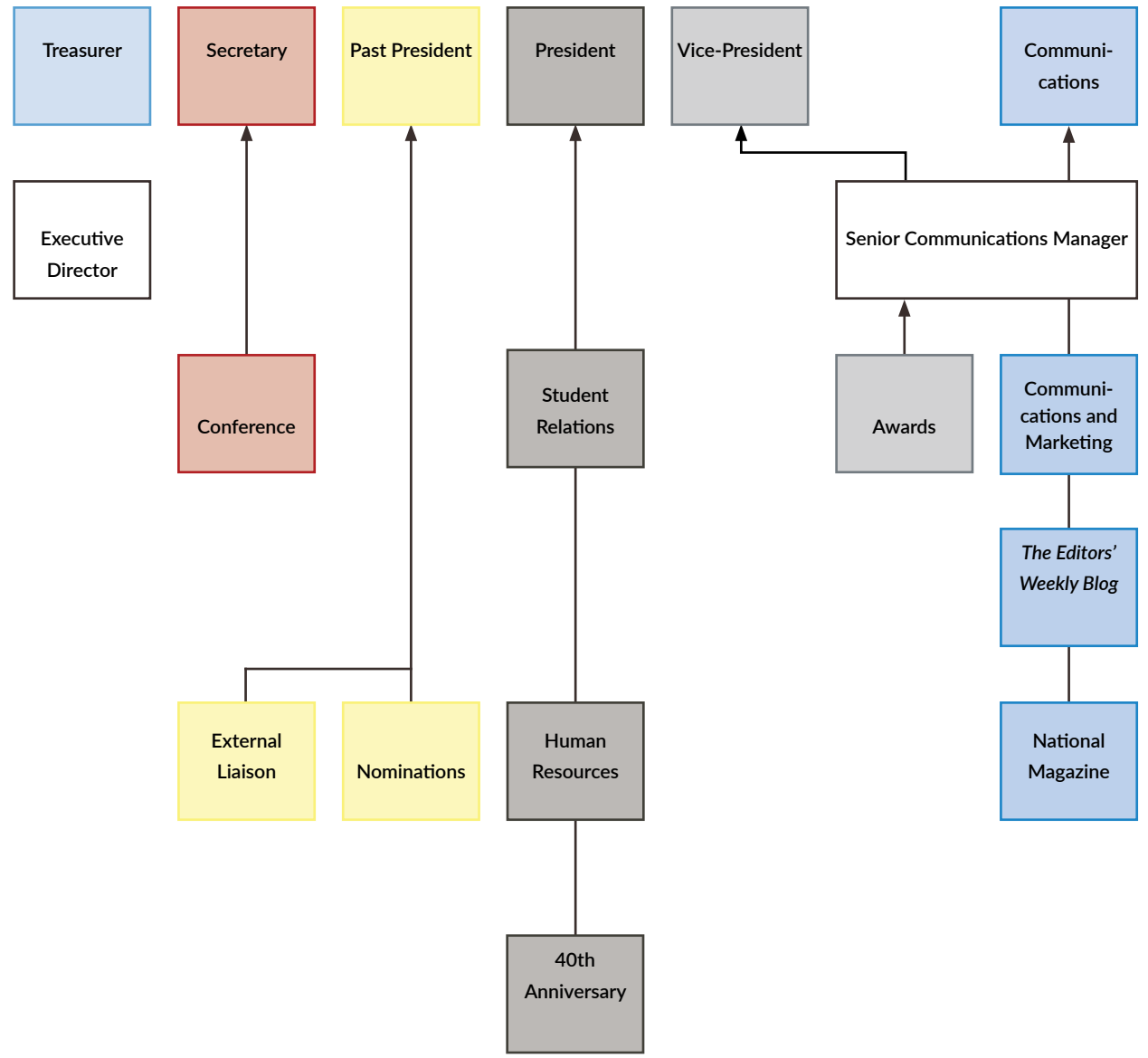
National Staff

Member Volunteer Committees

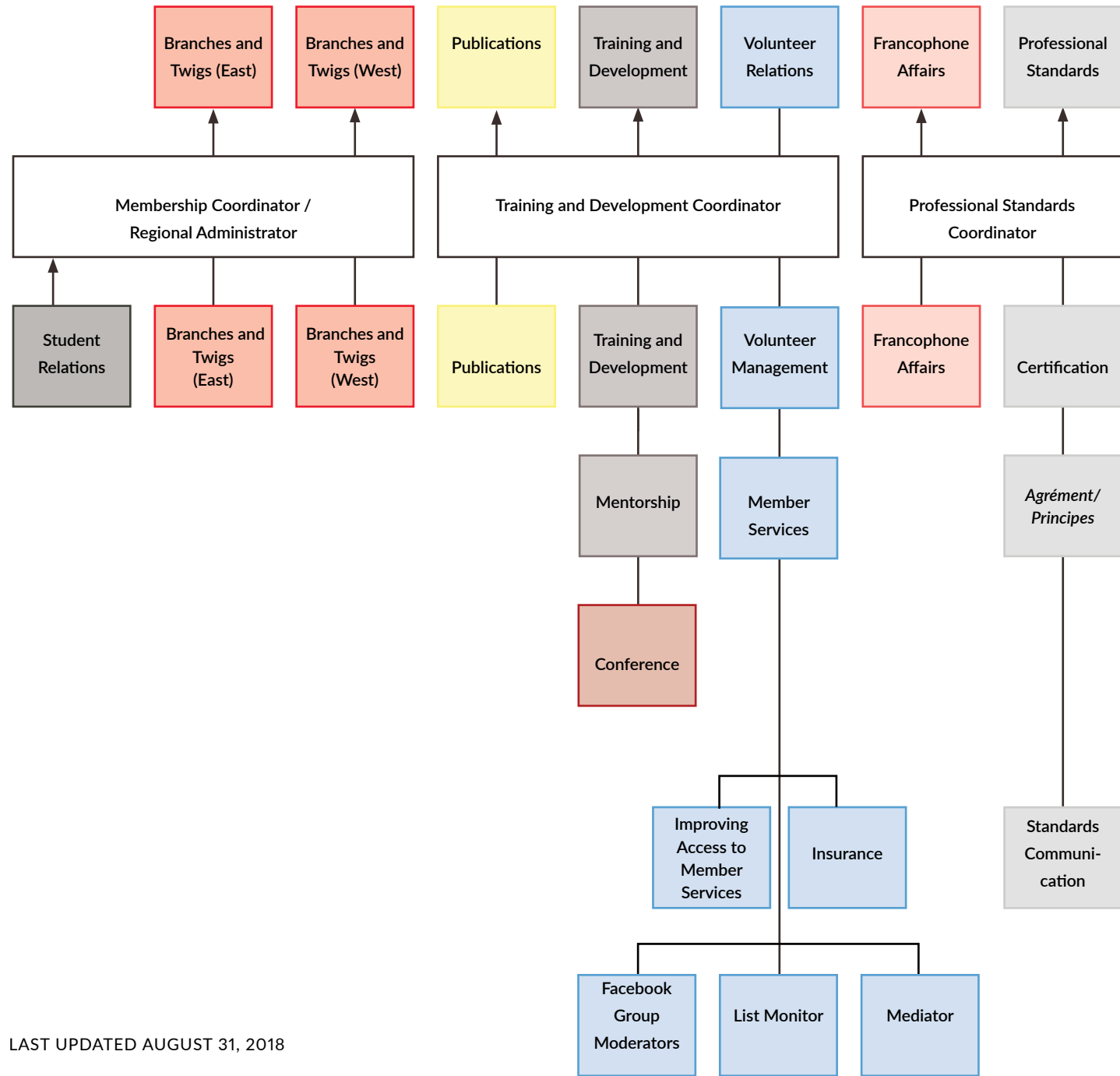
Administrative Committees

Active Task Forces

National Positions



EDITORS CANADA ORGANIZATIONAL CHART



LAST UPDATED AUGUST 31, 2018

National executive council, committee and task force chairs

National executive council

President: Gael Spivak (Ottawa-Gatineau)

Past president: Anne Louise Mahoney (Ottawa-Gatineau)

Vice-president: Heather Buzila (Edmonton)

Secretary: Breanne MacDonald (Hamilton-Halton)

Treasurer: Julia Cochrane (Nova Scotia)

Regional director of branches and twigs (West): Heather Buzila (Edmonton)

Regional director of branches and twigs (East): David Johansen (Québec) and Heather Buzila (Edmonton) (Interim)

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

Director of francophone affairs: Sandra Gravel (Québec)

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: Melissa Venditti (Toronto)

Francophone affairs: Nancy Foran (Toronto)

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

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

Insurance task force: Benoit Arsenault (Québec)

Professional development

Certification: Wendy Carroll (Ottawa-Gatineau) and Jess Shulman (Toronto)

Agrément/Principes: Anne Fonteneau (Québec)

Conference: Michelle Boulton (Saskatchewan)

Mentorship: Risha Gotlieb (Toronto)

Student relations: Mark Grill (British Columbia)

Standards communication task force: Amy Brown (Toronto) and Elizabeth d'Anjou (Kingston)

Training and development: Tamra Ross (Calgary)

Representative, Book and Periodical Council: John Yip-Chuck

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

Communications

Active Voice: Jaye Marsh (Toronto) and Brooke Smith (Toronto)

Blog: Anna Williams (Edmonton)

Communications and marketing: Susan Chambers (British Columbia)

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

Administrative

Awards: Claire Wilkshire (Newfoundland and Labrador) and Anne Louise Mahoney (Ottawa-Gatineau) (Interim)

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

In 2018, the national executive council (NEC) had a great mix of people. The nominating committee always tries to recruit directors from all across the country, but other elements of diversity also contribute to that mix:

- levels of volunteer experience
- different backgrounds
- broad interests and skill sets
- age (the NEC got younger in 2018!)

Diverse teams make more creative decisions and can represent more members of the organization. A diverse team is less likely to work in an echo chamber. In a world where it's easy to just listen to the people who think like you do and agree with all that you say, a diverse team is vital.

Innovative and agile

One strategic priority that we focused on was “innovative and agile.” This was easier with a diverse team that has a lot of ideas. We spent a lot of time asking questions such as: “How can we do this differently? How can we be better at this? Should we keep doing this?”

Here are some of the innovative projects members brought to the NEC in 2018:

- the flash sale of webinars
- the GivingTuesday fundraising initiative
- the updated Agreement Template for Editing Services
- the equity statement
- the wall calendar
- the planning for our 40th anniversary (driven by a task force instead of by directors)

Risks, issues and challenges

I think that the risks, issues and challenges we faced last year are interrelated. In many of our programs and approaches, we have been doing things the same way for years. We don't often step back to look at how things are changing in our membership, in technology and in our world.

New volunteers who ask questions about why we're doing things a certain way help us to question that mindset. It's critical to ensure that volunteers, members and staff feel that they can speak up and ask questions.

Looking ahead

The NEC has started rethinking our revenue base. For years, our main revenue has been from memberships, conferences and seminars. We think it's time to look at that model to see if we can create something that is more stable and that can tie several of our programs together. We'll be looking at that in 2019 so that we can be strong for another 40 years.

I'd like to thank every one of you who volunteered in 2018. When you share your time and your expertise, you make your association, and our community, better. You've heard me say this a lot in the past two years, but I'll say it again: we're stronger together.

Gael Spivak

Operations

Executive director's report

In the spirit of agility and innovation, 2018 threw the national office many challenges that encouraged us to adapt and come up with novel solutions. We launched a new membership software in January, but as the months progressed, it became clear that the platform was not performing as promised, despite many weeks of pre-testing. The staff did a great job implementing patches and solutions so that members were not negatively affected. In the end, the extra work by the staff will help inform future decisions in membership administration.

Faced with slower-than-planned-for revenue growth, I requested a team effort from the staff, the treasurer and the whole national executive council to adjust spending through the second half of the year, in order to minimize the association's financial risk and end the year in a strong fiscal position. Everyone responded with great flexibility and many ideas, and we trimmed nearly 10% from the anticipated 2018 expenses. More on that in the treasurer's report.

We had a number of personnel changes in our part-time staff positions, so we were all challenged to maintain full services for our members and volunteer committees. Caitlin and Michelle did a great job under stressful and uncertain conditions. The staffing picture for the coming year looks much more stable.

After nearly 20 years in the same building, the national office moved a few blocks away to our new home in downtown Toronto. We reduced our footprint to stay within



our budget, and our new office is in a more professional setting with better infrastructure and more flexible facilities that will let the association save money.

We also took this opportunity to upgrade some of our very old computer hardware, and our new equipment will take us well into the future. As we turn the corner on the association's first 40 years, the national office is well placed to begin the next 40 years.

John Yip-Chuck

National office staff

Communications

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

Conference, training and development, and membership

Caitlin Stewart helps the conference committee plan the annual conference and coordinates with conference partners and vendors on behalf of the association. She also supports the training and development committee by administering the webinar program. Caitlin was also called upon to manage membership duties at various periods during the year.

Certification and membership

Azizah McClory, our part-time certification, *agrément* and membership coordinator, left the association in June. In the summer, Helena Aalto helped the certification committee prepare for the fall certification exams until a new staff person could be hired. Cléo Sallis-Parchet joined the association in September to take on these duties on a part-time basis.

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

Member services and volunteer management

Facebook

Membership in the association's Facebook group surpassed 450 in 2018.

Moderators considered a query about hashtags and agreed that hashtags would not be effective and are unnecessary for such a small group.

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



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

Francophone affairs

It was an important year for the francophone affairs committee. In the fall, we surveyed all members who speak French, whether or not they are registered in the association as francophone, to help us better plan and deliver our French-language services. Our analysis of the data has been submitted to the NEC.

The committee also helped create a volunteer translation group, which offers translation and comparative editing services to national committees and the NEC. A volunteer coordinator oversees this group under the supervision of the director of volunteer relations.

The francophone affairs committee will help investigate the possibility of hosting an event focused on French-language editing in Québec in 2019.

Our committee is always looking for volunteers, and any member who speaks French and has an interest in the association's francophone affairs is welcome to volunteer.

List (email forum)

The number of posts dropped again in 2018. The list continued to be quiet, with fewer postings and participants and fewer contentious issues. The list monitor has not stepped in nor been asked to step in to address any issues.

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

Mediator

In 2018, the mediator assisted four members with five different cases. Four cases involved helping the members deal with clients who had failed to pay their invoices; the fifth case dealt with a member whose client was upset that a handful of errors had not been caught. Two of the five cases were successfully resolved, with both parties expressing satisfaction with the outcome. In the other three cases, the clients did not respond to the mediator's multiple emails or phone calls, so the mediator was unable to help resolve those cases.

Member services

The member services committee had a very productive year. In 2018, we:

- Created a Welcome Kit for new members (in English). The French version will be available in 2019.
- Updated the member fees and services comparison chart, now available in English and French with a new accessible design.
- Produced a video on plain language, now available in English and French, with and without audio narration.
- Produced French versions of the videos on proofreading, copyediting, substantive/ structural editing and *Professional Editorial Standards*, which are available on YouTube.

To improve services for in-house editors, we:

- Conducted a comprehensive review of relevant content available on the Editors Canada website (webinars, articles and blog posts). This information is gathered on a monthly basis.
- Launched a bi-monthly series in *The Editors' Weekly* by and for in-house editors. In 2019, we are launching a new series in *Active Voice*.

Volunteer management

In 2018, the volunteer management committee worked to help volunteers get the most out of their experiences and efforts for Editors Canada. We worked to complete the volunteer handbook, which will help standardize volunteer training and experiences across branches and twigs. New committee members are overseeing the project and expect to have the volunteer handbook ready for a full executive review in 2019.

The volunteer of the month recognition program is published via e-news updates and social media each month to acknowledge volunteers for their efforts. We also sent committee chairs a thank-you email template they can personalize to express gratitude to their committee

volunteers. Although technical limitations delayed the development of a volunteer directory, the volunteer management committee will continue to work on this initiative.

Professional development

Agrément/Principes

A renewed team took on responsibility for the *agrément/principes* committee in 2018.

The team looked at the structure and content of the *agrément avec attestation en révision comparative* exam given the previous year. Their conclusion was that the exam was too fragmented and did not reflect the skills needed for our professional practice. The 2018 exam was therefore revamped. It contained two parts: a comparative edit and a comparative proofread. The aim was to evaluate candidates' skills using a test that reflects the realities of our profession.

The exam was given in November 2018; there were fourteen candidates. The results were such that the team was unable to grant the designation of *réviseur linguistique*

avec attestation en révision comparative to any of the candidates, as the number of errors missed or created in each part did not allow for the *agrément* recognition.

This situation led the team to decide to review the general exam that will be administered in fall 2019, so that the designation of *réviseur agréé* will be granted to professional editors who have truly mastered the skills and knowledge needed for the profession.

Certification

In 2018, we recognized twelve new Certified Copy Editors, five new Certified Stylistic Editors and two new Certified Professional Editors (CPEs). We have now awarded 272 designations to 123 editors, including 33 CPEs.

This year we accomplished the following:

- Administered tests in proofreading and structural editing.
- Released updated test preparation guides for proofreading and structural editing.
- Wrote a proposal on establishing a program to test foundational skills and submitted it to the NEC.
- Refined our remote testing policy and began a marketing push of remote testing as an option; for the first time, pilot testing occurred remotely, and one candidate wrote the real exam remotely.
- 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.
- Recruited new members to the certification steering committee.
- Reprised our session on preparing for certification at the 2018 conference.
- Audited the credential maintenance program.



Conference

Hosted in Saskatoon, the “City of Bridges,” the 2018 conference had the theme of “Bridging Communities—Bringing Together Communication-Related Professions.”

About 30% of the sessions had an Indigenous influence. The host branch wanted to focus on working with Indigenous creators and material to build capacity among editors, publishers and communicators so that Indigenous material would be encouraged, respected and supported.

We partnered with the Gabriel Dumont Institute, who sponsored incredible entertainment for the reception—the Creeland Dancers and fiddle player Tristen Durocher. Elder Norman Fleury offered a blessing.

Cate Friesen’s opening keynote reminded us of our responsibility as “story catchers.” A number of presenters, session hosts and participants later referenced Cate’s talk, so she clearly struck a chord.

The conference ended with a closing address by Yann Martel, who offered his perspective as an author who appreciates working with editors.

The conference committee struggled to find enough local volunteers. Fortunately, we recruited support from other parts of the country, but we had a very small, overworked committee.

Participants described the conference as “well run,” “one of the best ever,” and “a tangible attempt towards reconciliation.” Despite these glowing reviews, attendance was lower than anticipated.



Student relations

We continue to develop materials and strategies to attract student affiliates, meet their specific needs and encourage them to become members when their education program finishes.

We accomplished the following this year:

- Recruited several new student affiliates, student affiliate Facebook group members and student relations committee members.
- Revised, shortened and created a script for an Editors Canada PowerPoint presentation for post-secondary educational institution classroom visits.
- Contacted many of the institution contacts for English-language universities and colleges offering editing or editing-adjacent courses; a few of them are ready to receive an Editors Canada volunteer to deliver the presentation. This work is ongoing.
- Recruited two Claudette Upton Scholarship recipients

to write blog posts for *The Editors’ Weekly* about their journeys from being editing students, student affiliates and scholarship recipients to successful editors.

- Represented Editors Canada and student interests in conversations on social media (Canadian and international groups).

Mentorship

The John Eerkes-Medrano national mentorship program has 25 mentors, who are some of the most experienced editors in the association.

We received fourteen applications when the program was first offered to mentees. In 2018, we had five mentorships.

We continue to promote and market the mentorship program. We run calls for mentees in the monthly e-news. A couple of mentors wrote excellent articles for *The Editors’ Weekly*.

Training and development

The 2018 webinar schedule built on the success of the previous year, with many new topics including fiction editing, freelance business skills and new software proficiencies.

A new micro-website dedicated to training and development (training.editors.ca) provided new opportunities for marketing webinars and helping members locate relevant content.

The Zoom platform continues to receive strong ratings from webinar guests, and last year's decision to include the level of learning in webinar descriptions has been well received.

Presenters have expressed satisfaction with the preparation they receive and the quality of Editors Canada's social media promotions.

The training and development committee plans to revise the current webinar evaluation surveys to make them more concise and easier to translate survey information into summary and individual webinar reports. These evaluations continue to be of high value for planning and fine-tuning the webinar program.

The webinars cover such topic areas as:

- technical and software skills
- design skills
- marketing
- niche editing skills
- business skills
- grammar, usage, style and plain language

Booking French-language webinars remains a challenge.

Communications

Active Voice

Based on feedback from our reader survey in 2017, we worked to revitalize the magazine and better meet the association's strategic priorities for increased and engaged membership, communications and marketing, and representing Canada's editors.

We published two digital issues of *Active Voice* in 2018, using a blog format to make it easy for readers to share individual articles on social media with their networks and colleagues.

The Winter issue had a travel theme to help members escape the winter blahs, if only in their imagination. It featured articles on working on the road, living abroad, editing for international audiences, travel tips and more.

Edmonton editor Rhonda Kronyk guest edited the Spring/Summer issue, which focused on new ways of working with Indigenous manuscripts and authors. Articles included such topics as incorporating Indigenous editorial practices into our work, publishing Indigenous literature, the impact of small acts of reconciliation, and the state of Indigenous crime fiction.

Communications and marketing

In 2018, a year of change, the communications and marketing committee completed some multi-year projects:

- Launched the board game-inspired infographic *Pathways to Success* in PDF form to help editors build their careers.
- Launched the 16-month bilingual wall calendar with editing tips to celebrate our 40th anniversary in 2019.
- A subcommittee analyzed how to make the Join

section of the website more engaging and user-friendly.

- The new survey coordinator recommended making the membership survey easier to fill out and analyze and began to work on this project.

We developed an integrated marketing and communications plan template that builds on the strategic plan and communications strategy for 2017–21. The template was used to plan communications for the following initiatives:

- *Guidelines for Ethical Editing of Undergraduate Student Texts*
- *Guidelines for Ethical Editing of Graduate Student Texts*
- definitions of editorial skills
- winter webinar flash sale

Editors Canada also participated in the GivingTuesday campaign, an international day of charitable giving, for the first time. The campaign raised more than \$1,820 to support Editors Canada awards and scholarships.

The Editors' Weekly blog

The Editors' Weekly continues to publish weekly blog posts on a variety of subjects. The blog encourages discussion, provides useful information for editors, and highlights Editors Canada events and accomplishments.

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

- Subscribers: 674 (up from 606 in 2017)
- Total views for 2018: 40,061 (up from 38,129 in 2017)
- Total posts in 2018: 50
- New contributors: 8

Publications

In 2018, the committee was asked to draft several forms, including:

- permissions guidelines
- a template to ask permission to reproduce material from Editors Canada
- an agreement template for Editors Canada to ask permission to use others' work in our publications

The *Edit Like a Pro!* subcommittee continued work on the structural editing and proofreading volumes of *Edit Like a Pro!* (formerly called *Meeting Professional Editorial Standards*), with contributions from dozens of volunteers.

Administration

Awards committee

We had a remarkable number of award submissions in 2018, and the quality of submissions was impressive. In addition to managing awards submissions, the committee worked to streamline the process for nominees, judges and the national office. New practices included encouraging online submissions of documents and developing a scoring sheet (based on the criteria listed in the awards procedures) for the Tom Fairley Award to guide the judges in their deliberations.

In November, the committee helped the senior communications manager with Editors Canada's first GivingTuesday campaign, with all funds raised going to our awards program. We thank all our generous donors for their support, which helps the association recognize outstanding editors and the work they do.

External liaison

In keeping with the association's strategic priority to

represent Canada's editors, Editors Canada continues to build relationships and partner with organizations at home and abroad. This allows us to enhance services to our members by arranging discounts on conferences and training by partner organizations.

As in past years, we were part of the Book and Periodical Council (the umbrella organization for writing and publishing in Canada) 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 is a Portal Ambassador.

In 2018, our executive director, John Yip-Chuck, worked with the University of Chicago Press to get access to the online edition of the *Chicago Manual of Style* as a member benefit. He also started his second year on the board of the Book and Periodical Council. As a member of the board, John builds relationships with member organizations for the benefit of Editors Canada members.

Task forces

40th anniversary task force

The 40th anniversary task force was established in late 2017 to develop and implement recommendations to commemorate Editors Canada's 40th anniversary in 2019. From November 2017 through August 2018, the volunteer task force convened via teleconference, videoconference and email exchanges to identify viable and cost-neutral opportunities to mark the organization's 40th anniversary. In September 2018, the task force submitted a recommendations report to the NEC that contained several proposals to recognize the anniversary through themed branding, social media initiatives and



articles in Editors Canada publications. The NEC accepted the recommendations report in full.

The 40th anniversary task force continued to coordinate the implementation of the NEC-approved proposals, and by December 2018 it had completed the foundation work to successfully launch each proposal. The task force also identified interdependencies with other Editors Canada initiatives, including the June 2019 conference in Halifax and the evolution of *Active Voice*, and committed to collaborate with the leaders of those initiatives to ensure effective promotion of the 40th anniversary while minimizing duplication of efforts.

Improving access to member services task force

In 2018, with help from the Editors Canada office, we developed, administered and analyzed the results of an anonymous survey of members. The survey questions,

both multiple-choice and open-ended, were developed by the committee in English and then translated into French. The survey was sent to members in July.

When the survey closed, the office staff compiled the results. We transcribed and collated the responses to the open-ended questions, and we translated the French answers into English. In discussion, we decided not to combine the two sets of answers, because from the data it seemed clear that the two groups of members had, in some areas, distinctly different needs. Work is continuing into 2019.

In addition to the need for a virtual twig, a few other concerns and needs that deserve highlighting include:

- lack of French content during in-person meetings, webinars and on the website
- cost (money, time or both) of attending branch and twig events
- branch and twig meeting schedules that are irregular or incompatible
- lack of wheelchair access at Editors Canada events
- great interest in making certification more accessible by using proctors

Some very practical recommendations that should be easy to implement included encouraging twigs and branches to have name tags for all at their meetings.

Insurance task force

The task force's discussions, which took place mainly by email and Skype, allowed us to decide on a work plan and to hear each person's personal and professional experiences regarding insurance offered by Editors Canada. This made it possible to take stock of the current situation and the challenges involved in the insurance that Editors Canada offers.

The discussion then focused on preparing a survey to learn about members' needs when it comes to professional and personal insurance. A link to the survey was sent to members in October 2018. Survey results were analyzed by members of the task force, which made it possible to develop proposals for Phase 1 of our mandate and next steps. A report was drafted and submitted to the NEC on December 10, 2018. It contained a report on the situation, a summary of survey results, and recommendations for Phase 2 of our mandate.

Standards communication task force

The standards communication task force continued promoting the *Professional Editorial Standards* (PES) in 2018.

The task force created a series of six blog posts for *The Editors' Weekly* about how editors apply the PES in their work. The series profiled four editors who each work in a specific area of editing, and more general posts introduced and ended the series.

The task force created and maintained a Twitter presence at [@ProEdStandards](#). We posted standards (with emphasis on those relevant to the certification test in November) and engaged with relevant content from other Twitter accounts.

We created a logo for the PES and distributed stickers at meetings and events like Word on the Street.

We ran a game at the Editors Canada conference, introducing the PES and helping players understand and think about them.

We also participated in a panel discussion about the PES at the Editors Toronto chapter meeting in November.



Local groups: Branches and twigs overview

News from the branches

Editors British Columbia successfully used live streaming video for their annual general meeting (AGM) in May in order to reach members who live outside Vancouver. They plan to continue using this method to reach more members. They also welcomed several new members to their executive and settled into a new meeting space at the central branch of the Vancouver Public Library.

Editors Saskatchewan held a successful conference in May at the Radisson Hotel in Saskatoon.

Editors/Révisseurs Québec offered their AGM with an online attendance option for the first time. They also contacted four universities to plan student recruitment and re-established their agreement with the Québec Writers' Federation.

Editors Ottawa-Gatineau secured a presenting partner role for the Ottawa International Writers Festival and welcomed a new executive, who went on an executive retreat in September. They also planned six seminars for the upcoming year. Members of the Ottawa-Gatineau executive met with the NEC in person at the September meeting in Ottawa.

Editors Toronto elected a new executive and added the position of programs vice-chair. They also held a volunteer recognition event, participated in the annual Word on the Street festival in September (along with the Indexing Society of Canada), and procured a new meeting space location.



News from the twigs

Editors Calgary focused on engaging volunteers by encouraging them to organize activities aligned with their interests. The twig is seeking a co-coordinator to share responsibilities. The twig coordinator met with the NEC via Zoom at the March meeting in Halifax.

Editors Edmonton welcomed two new coordinators in July and continues to provide local editors with networking and professional development events on a (mostly) monthly basis. They have also worked to develop their social media presence on Twitter and Facebook.

Editors Manitoba organized a study group to focus on preparing for the Editors Canada copy editing exam in 2019. They also organized other events for members and worked on building ties with the Manitoba Editors

Association. The twig coordinators met with the NEC via Zoom at the September meeting in Ottawa.

Editors Kitchener-Waterloo-Guelph had a vendor table at the Eden Mills Writers' Festival in the fall and created a twig website. They have also begun to lead 10-minute mini-talks at the beginning of each monthly meeting to engage new and current members.

Editors Hamilton-Halton has maintained steady member attendance at twig meetings and events and is working to increase attendance. They have also established consistent and engaging group communication through their website, e-newsletter and Facebook page. One of the twig coordinators met with the NEC in person at the November meeting in Toronto.

Editors Kingston continues to offer engaging programming and monthly meetings, including hosting guest speakers and inviting members to attend more informal events, such as a pay-as-you-go dinner in June.

Editors Nova Scotia continues to hold monthly lunch meetings and held two well-attended workshops and a fall social. The twig coordinators met with the NEC in person at the March meeting in Halifax.

Editors Newfoundland and Labrador continues to plan and deliver monthly meetings or sessions for members and other interested parties.

Editors Barrie has successfully established itself as Editors Canada's newest twig. They have held member events and strengthened ties with Georgian College editing and writing students. The twig coordinators met with the NEC in person at the November meeting in Toronto.

Work on strategic priorities

Represent Canada's editors

Several branches and twigs have partnered with local organizations at various events and in various capacities.

Bilingual and diverse

Editors Ottawa-Gatineau worked to edit and translate their web content into French.

Branches and twigs continued communicating with potential members and collaborating with partner organizations.

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 to share and discuss pertinent topics.

Editors British Columbia and Editors/Révisseurs Québec have both started to use live streaming video to allow members who live far away to attend meetings.

Communications and marketing

Branches and twigs are increasingly using social media to communicate and share opportunities with other members.

Branches and twigs met to discuss topics of mutual interest at a series of round-table sessions at the Saskatoon conference. This will continue at future conferences.

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 and Twig Toolkits are being updated with new content.



2018 at a glance

In 2018, Editors Canada grew a new twig, held a conference with a significant proportion of Indigenous content, and added access to the online edition of the *Chicago Manual of Style* as a member benefit. A number of publishing and communications projects designed to inform members and the public also came to fruition, including:

- a 16-month “editing tips” wall calendar with monthly editing tips
- an updated Agreement Template for Editing Services
- updated *Guidelines for Ethical Editing of Graduate Student Texts*
- new *Guidelines for Ethical Editing of Undergraduate Student Texts*
- a new *Pathways to Success* infographic
- a Welcome Kit for new members
- a new video about plain language in both official languages
- French versions of existing videos about editing types and standards

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.

It was a red-letter year for the Tom Fairley Award, with Gilles Vilasco of Montreal becoming the first francophone editor to receive this prestigious honour for his work on *Le repos Saint-François d'Assise : 100 ans d'accompagnement, l'assurance d'une pérennité* (Cimetière Le repos Saint-François d'Assise). The judges cited the breadth of professional and interpersonal skills he demonstrated while working on this project. In his acceptance speech, Gilles said, "I share this award with all the Canadian editors who practise their craft in French."

The other two editors shortlisted for their editorial excellence were Lenore Hietkamp, the editor of *The Embodied Violinist*, by Gwen Thompson-Robinow (self-

published), and Michelle van der Merwe, the editor of *The Language of Family* (Royal BC Museum).

We are grateful to the three judges for their work: Lesley Cameron, Chris Gainor and Louise Saint-André.

Claudette Upton Scholarship

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

The 2018 Claudette Upton Scholarship was awarded to Letitia Henville of Vancouver. Letitia discovered editing while working as a research grants facilitator; she is now pursuing editing as a career. She used the scholarship money to attend the 2018 Editors Canada conference.

Sincere thanks to the selection committee: Anne Louise Mahoney, Hélène Roulston and Claire Wilkshire.

Karen Virag Award

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

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

James Harbeck of Toronto was named winner of the Karen Virag Award for his efforts to raise the profile of editing through social media posts, regular columns and training sessions. One judge noted, "James's lively presence offers living, laughing, loud proof that editing is not just useful but interesting and fun."

We wish to thank the members of the selection committee: Heather Ebbs, Allen McAvoy and Betty R. Robinson.



President's Award for Volunteer Service

The President's Award for Volunteer Service recognizes outstanding service to the organization, at the branch or national level, by member volunteers. Candidates for the award may have served Editors Canada by:

- conscientiously performing volunteer activities over an extended period
- taking the initiative to identify and solve a critical problem or meet a specific need within the organization
- organizing or directing an activity that has a tremendous impact on the association
- inspiring others to participate more fully within the association

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

The 2018 recipients of the President's Award for Volunteer Service were:

- Marsha Fine (Ottawa-Gatineau)
- Andrea Hatley (Manitoba)
- Diana Newton (Newfoundland and Labrador)
- Marie-Christine Payette (Québec)
- Suzanne Purkis (Ottawa-Gatineau)
- Stéphanie Robitaille (Ottawa-Gatineau)
- Karina Sinclair (Hamilton-Halton)
- Kaarina Stiff (Ottawa-Gatineau)

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 2018 Lee d'Anjou Volunteer of the Year Award was Tamra Ross (Editors Calgary).



A note on volunteering

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

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

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

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

Volunteers

In addition to the members of the NEC 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.

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

Facebook monitors

Julia Cochrane
Joanne Haskins
Lenore Hietkamp

Mediator

Suzanne Purkis

Members' email list monitor

Nancy Wills

Human resources committee

Wendy Barron
Carolyn Brown
Heather Buzila
Julia Cochrane
Anne Louise Mahoney
Gael Spivak

Recording secretary: NEC meetings

Alexandra Peace

Nominating committee

Dawn Hunter
Fazeela Jiwa
Patricia MacDonald
Anne Louise Mahoney
Cathy McPhalen

Member services

Francophone affairs

Nancy Foran

Translation and editing group

Sheila Eskenazi
Nancy Foran
Sharon Locke
Adriana Mazza
Marie-Christine Payette
Lina Scarpellini

40th anniversary task force

Sarah Boon
Heather Buzila
Holly Edmonds
Lisa Frenette

Janine Harker
Glenna M. Jenkins
Breanne MacDonald
Jaye Marsh
Robin Marwick
Leigh Patterson
Paula Sarson
Carolyn Wilker

Improving access to member services task force

Paula Chiarcos
Kathy Davidson
Joanne Haskins
Pamela Hewitt
Ann Kennedy
Patricia MacDonald
Virginia McGowan
Riça Night
Lesley Peterson
Valérie Pominville
Carol Rigby
Lucie Wright

Insurance task force

Benoit Arsenault
Carolyn Brown
Jess Carey
Rachel Gendron
Elisabeth Handler
Anastasia Ledwon
Patricia MacDonald
Berna Ozunal
Zoë Waller

Member services

Alana Chalmers

Aaron Dalton
Sandra Gravel
Ellen Keeble
Leslie Lapides
Cheryl O'Shea
Sophie Pallotta
Sara Promislow
Karina Sinclair

Volunteer management

Christine Albert
Marina Demetriou
Nancy Foran
Lawrence Karol
Shalini Khan
Monica Laane-Fralick
Susan Mayse
Cathy McPhalen
Janet Tufts
Emily Youers

Professional development

Agrément/Principes

Benoit Arsenault
Catherine Baudin
Anissa Bouyahi
Anne Fonteneau
Marie-Ève Laroche
Pascale Ouimet

Certification

Certification steering committee

Vicky Bell
Anne Brennan
Kristine Buchholtz
Wendy Carroll
Jaime Miller

Sarah Robins
Leslie Saffrey
Jess Shulman

Test setters

Vicky Bell
Ruth Chernia
Elizabeth d'Anjou
James Harbeck
Ellen Lupu
Susan Reaney
Sarah Robins
Dania Sheldon
Tiffany Sloan
Leslie Vermeer

External reviewer

Sonia Gluppe

Proofreaders

Laura Capello Bromling
Freya Goddard

Test piloting

Liliana Holton
Jessica Klass
Ambrose Li
Jeanne McKane
Victoria Neufeldt
Rose Poirier
Leslie Vermeer
Saleh Waziruddin

Invigilators

Stan Backs
Cindy Chopoidaló
Meagan Dyer

Jennifer Govier
Kyle Hawke
Alexandra Martin
Michelle Parker
Lynn Slobogian
Stephen Vogan

Markers

Vicky Bell
Wendy Carroll
Amanda Clarke
Jay Draper
Sonia Gluppe
Sherry Hinman
Jaime Miller
Berna Ozunal
Leanne Rancourt
Jahleen Turnbull-Sousa
Leslie Vermeer

Marking analysts

Donna Dawson
Sonia Gluppe

Test preparation guide updates

Anne Brennan
Kristine Buchholtz
Wendy Carroll
David Greer
Jeanne McKane
Leslie Saffrey
Jess Shulman

Conference

Heather Buzila
Alyssa Di Lazzaro
Katherine Duncombe

Lucy Kenward
Kelly Laycock
Dawn Loewen
Melva McLean
Cathy McPhalen
Perry Millar
Raya Morrison
Marie-Christine Payette
Amanda Slinger
Maira White

Volunteer translators

Geneviève Cloutier
Jennyfer Collin
Karen Côté
Marie Galophe
Annie-Danielle Grenier
Lucie Joyal
Renate Maslany
Frank Ngako
Christine Ouellet-Dumont
Sophie Pallotta
Jonathan Paterson
Marie-Christine Payette

On-site volunteers

Jill Bossert
La-Raine Carpenter Andrews
Alana Chalmers
Julia Cochrane
Nadine Coderre
Virginia Davis
Beverly Ensom
Maureen Epp
Jenny Gates
Lenore Hietkamp
Anita Jenkins

David Johansen
Rajoo Kamal-Wilnoff
Mika Lafond
Jasmine Liska
Breanne MacDonald
Catherine Milos
Emma Leigh Mitchell
Berna Ozunal
Frances Peck
Tara Penner
Lesley Peterson
Leonie Pipe
Michelle Shaw
Gael Spivak
Meaghan Sych
Tanya Turner
Tom Vradenburg
Michelle Waitzman
Kate Harrison Whiteside
Traci Williams
Lucie Wright
Amy Zierler

Mentorship

Carolyn Brown
Kevin Burns
Risha Gotlieb
Anita Jenkins
Trish Morgan
Berna Ozunal
Eva van Emden

Student relations

Mark Grill
Ann Kennedy
Robin Larin
Uchenna Osigwe

Monique Ryley
Alex Schofield
Janet Tufts

Training and development

Kim MacDonald
Jaye Marsh
Berna Ozunal
Tamra Ross
Blazej Szpakowicz

Communications

Communications and marketing

Stacey Atkinson
Susan Chambers
Aaron Dalton
Victoria Gladwish
Amy Haagsma
Anne Louise Mahoney
Anna McDonnell Dowling
Tamra Ross
Tricia Sherlock
Virginia St-Denis
Emily Stewart
Anna Williams

Active Voice

Stacey Atkinson
Aaron Dalton
Vicky Gregory
Rhonda Kronyk
Anne Louise Mahoney
Holly Munn
Sarah Newman
Christine Ouellet-Dumont
Sophie Pallotta
Jonathan Paterson

Jennifer Rae-Brown
Stéphanie Robitaille
Lina Scarpellini
Karina Sinclair
Sarah Snobelen
Alethea Spiridon
Kiki Yee

The Editors' Weekly blog

Erin Banks
Anna Williams

Website review

Susan Chambers
Jennyfer Collin
Lisa Frenette
Alison Larabie Chase
Kim MacDonald
Frank Ngako
Cheryl O'Shea
Béatrice Verley

Video project

Stacey Atkinson
James Harbeck
Anne Louise Mahoney
Karina Sinclair
Gael Spivak

Publications

Sue Archer
Wendy Barron
Ellie Barton
Michael Bedford
Barbara Booth
Amy Brown
Mary Anne Carswell

Karin Cather
Ruth Chernia
Paula Chiarcos
Anne Curry
Elizabeth d'Anjou
Jennifer Dinsmore
Heather Ebbs
Laura Edlund
Shelley Egan
Marsha Fine
Nancy Flight
Jennifer Foster
Fabiola Fouron
Jennifer Glossop
Amy Haagsma
James Harbeck
Joanne Haskins
Andrea Hatley
Lenore Hietkamp
Madeline Koch
Juliann Krushen
Leslie Lapides
Tilman Lewis
Dawn Loewen
Anne Louise Mahoney
Robin Marwick
Sharon McInnis
Jen McIntyre
Cathy McPhalen
Maggie Morris
Alexia Moyer
Berna Ozunal
Jessica Riches
Carl Rosenberg
Tamra Ross
Evelyn Seelenmayer
Karina Sinclair

Carmen Siu
Marion Soublière
Gael Spivak
Julie Stauffer
Stephanie Stone
Cy Strom
Kristine Thornley
Christina Vasilevski
Nicole Watkins Campbell
Gillian Watts
Saleh Waziruddin
Mickeelie Webb
Moirá White
Florene Ypma

**Standards communication
task force**

Amy Brown
Elizabeth d'Anjou
Shelley Egan

**Administration
Awards**

Lesley Cameron
Heather Ebbs
Chris Gainor
Anne Louise Mahoney
Allen McAvoy
Betty R. Robinson
Tamra Ross
Hélène Roulston
Louise Saint-André
Claire Wilkshire

**Claudette Upton Scholarship
selection committee**

Anne Louise Mahoney

Hélène Roulston
Claire Wilkshire

**Karen Virag Award
selection committee**

Heather Ebbs
Allen McAvoy
Betty R. Robinson

Tom Fairley Award judges

Lesley Cameron
Chris Gainor
Louise Saint-André

External liaison

Anne Louise Mahoney

**Local groups:
Branches and twigs**

Editors Barrie

Julie Mann
JJ Wilson
Jacqui Woods-Powell

Editors British Columbia

Wendy Barron
Karen Barry
Chris Baxter
Katie Beaton
Alexandra Bogdanovic
Lesley Cameron
Maggie Clark
Rebecca A. Coates
Holly Conklin
Natasha Damiano
Alyssa Di Lazzaro

Susan Fitzgerald
Marianne Grier
Ritu Guglani
Amy Haagsma
Kyle Hawke
Katie Heffring
Letitia Henville
Roma Ilnyckyj
Barbara Johnston
Jessie Laven
Ashley Lee
Janice Love
Jesse Marchand
John McAllister
Anna McDonnell Dowling
Lynne Melcombe
Ellen Michelle
Sarah Mitenko
Peter Moskos
Adrienne Munro
Chimedum Ohaegbu
Lana Okerlund
Steffany Oliver
Erin Parker
Frances Peck
Amber Riaz
Carl Rosenberg
Heather Ross
Laurel Rush
Lynn Sackville
Ditrie Sanchez
Dascha Saville
Philip Sherwood
Tiffany Sloane
Lynn Slobogian
Nancy Tinari
Anna van Blankenstein

Eva van Emden
Lindsay Vermeulen
Debbie Wong
Charlene Wood

Editors Calgary

Christine Beevis Trickett
Lindsey Thornitt
Murray Valyear
Anna Wagner

Editors Edmonton

Tracey Anderson
Heather Buzila
Jessica Coles
Tanis McLeod
Amanda Wells

Editors Hamilton-Halton

Kim Arnott
Robin Larin
Jasmine Mangalseril
Chloe Morgan
Connor Peck
Michael Peebles
Cheryl O'Shea
Jaime Stief
Laura Van Alphen
Cathy Vint

Editors Kingston

Ellie Barton
Beth Bedore
Elizabeth d'Anjou
Brenda Leifso
Bob MacKenzie
Stephanie Stone

John Thompson
McKeelie Webb
Nancy Wills

Editors Kitchener-Waterloo-Guelph

Maxie Bai Martin
Amanda Feeney
Melissa McCoubrey
Maggie Morris
Karen Payton
Patti Phillips

Editors Manitoba

Maureen Epp
Lianne Fontaine
Melva McLean
Aliya Mrochuk
Leigh Patterson
Lesley Peterson
Adrienne Winfield

Editors Newfoundland and Labrador

Ellen Alcock
Nigel Roy Moses
Sandy Newton
Jocelyne Thomas
Claire Wilkshire

Editors Nova Scotia

Nicola Aquino
Julie Cochrane
Tim Covell
Anne Curry
Holly Edmonds
Shelley Egan

Margo Grant
Nancy Holland
Glenna Jenkins
Patricia MacDonald
Margaret MacQuarrie
Valerie Mansour
Jena Parsons
Alex Peace
Rose Poirier
Pascale Salvatore
Paula Sarson
Alex Schofield
Jamie Serran
Patti Simmons
Meaghan Steeves
Nicole Watkins Campbell

Editors Ottawa-Gatineau

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Badou Bassou
Sheila Bourque
Sara Caverley
Barbara Erb
Sara Fowler
Lindsey McDonald
Jennifer Rae-Brown
Emily Stewart
Ariel Vered
Béatrice Verley
Tom Vradenburg

Editors/Révisseurs Québec

Nancy Ackerman
Marie-Hélène Cadieux
Sylvie Collin
Sheila Eskenazi
Ludovic Fortin-Turmel

Géraldine Garnier
Dominique Gaucher
Marie-Élaine Gervais
Marie-Ève Laroche
Dwain Richardson
Julie Therrien
Françoise Thomas
Gilles Vilasco

Editors Saskatchewan

Charlotte Baril
Michelle Boulton
Virginia Davis
Katherine Duncombe
Dawn Loewen
Perry Millar
Michelle Shaw

Editors Toronto

Branch meeting helpers

Mel Bender
Gagandeep Bimbh
Gloria Chan
Dimitra Chronopoulos
Adrineh Der-Boghossian
Rochelle Jobard
Steph Jorgensen
Ellen Keeble
Ambrose Li
Robin Marwick
Zubin Meer
Raya P. Morrison
Indu Singh
Erika Westman

BoldFace copy editors and writers

Christine Albert

Erin Bankes
Gagandeep Bimbh
Suzanne Bowness
Amanda Clarke
Summer Cowley
Catherine Dorton
Ellen Fleischer
Jennifer D. Foster
James Harbeck
Joanne Haskins
Lexie Hofer
Debbie Innes
Karen Kemlo
Ann Kennedy
Ambrose Li
Nikhil Lobo
Michelle MacAleese

Jaye Marsh
Sarah Newman
Nicole North
Jeny Nussey
Alethea Spiridon
Rachel Stuckey
Olga Sushinsky
Jessica Trudel
Michelle Waitzman
Emma Warnken Johnson

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Kerry Clare
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Sandra O'Brien

Word on the Street helpers

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Adrineh Der-Boghossian
Catherine Dorton
Lee Parpart
Indu Singh
Olga Sushinsky
Denise Willson

Executive

Ruth Chernia
Adrineh Der-Boghossian
Catherine Dorton
Kerry Fast
Jennifer D. Foster
Carol Harrison
Rochelle Jobard
Deven Knill
Zubin Meer
Marg Anne Morrison
Lee Parpart
Nicole Roccas
Indu Singh

2018 donors

Deb Amia
Richard Archbold
Sue Archer
Jaclyn Arndt
Karen Autio
Nancy Barker
Wendy Barron
Nicole Beauchamp
Roxane Bouchard
Heather Buzila
Jessica Carey
Tania Cheffins
Julia Cochrane
Shannon Costella
Pauline Côté
Elizabeth d'Anjou
Lee d'Anjou
Editors Kitchener-Waterloo-Guelph

Editors Newfoundland and Labrador
Nancy Flight
Joyce Gram
Kristy Hankewitz
Lenore Hietkamp
Greg Ioannou
Lily Jackson
Lucy Kenward
Cecilia Ki
Zofia Laubitz
Nancy MacCallum
Patricia MacDonald
Hannah Magnusson
Anne Louise Mahoney
Renate Maslan
Audrey McClellan
Sandy McClellan
Iliana Mercedes

Georgina Montgomery
Anne Norman
Michelle Parker
Maureen Phillips
Patricia Phillips
Catherine Plear
Jennifer Rae-Brown
Susan Reaney
Lois Richardson
Tamra Ross
Catherine Rupke
Susan Salt Taylor
Paula Sarson
Marion Soublière
Gael Spivak
Virginia St-Denis
Isobel Stevenson
Sharon Stewart

Cy Strom
Trisha Sy
Barbara Tomlin
Michelle van der Merwe
Yvonne Van Ruskenveld
Lindsay Vermeulen
Nicole Watkins Campbell
West Coast Editorial Associates
Carolyn Wilker
Patricia Wilkinson
Claire Wilkshire
Traci Williams
Lucie Wright
John Yip-Chuck
Auverana Zambrano



Finances: Treasurer's Report

2018 financial summary

In June 2018, the NEC discussed the financial trends for 2018 and we recognized that our progress to our revenue targets was very slow. As a result, the NEC and national office implemented some spending freezes and cuts and monitored our finances for the rest of the year with increased diligence.

It was an extra-challenging year for association finances and despite all our efforts to cap spending, the association still ran a deficit of \$31,481. As illustrated in the table below and the charts on the next page, the significant shortfall in revenue left us in a deficit position for the year.

	2018 Approved Budget	2018 Actuals
Revenue	\$583,872	\$540,863
Expenses	\$582,463	\$572,344
Total Surplus / -Deficit	\$1,409	-\$31,481

Here are some major take-aways from our 2018 financial picture:

- We did our best to reduce expenses and spent \$10,000 less than we forecasted in our approved budget (see comparison table above).
- Unfortunately, we fell well short of our overall revenue target. Here are some of the more significant areas of revenue shortfall:
 - Membership revenue was down \$47,798 from the original budget forecast. This is consistent with the decline in membership numbers from the previous year.
 - Certification missed its revenue target by \$6,338.
 - Although the conference was profitable, we missed our conference revenue target by \$14,354.
- One revenue success story was our webinar program, which surpassed the original revenue target by \$32,322.
- We need to diversify our thinking. We need to diversify our offerings to make membership more attractive. We're good at cutting, but that's not enough. We need to find more diverse ways to make the association financially stable.

Our finances continue to be a challenge, especially as our membership numbers dipped in 2018. We must remain vigilant to avoid ongoing deficits and improve efficiencies in spending while keeping and adding member benefits to serve our diverse membership.

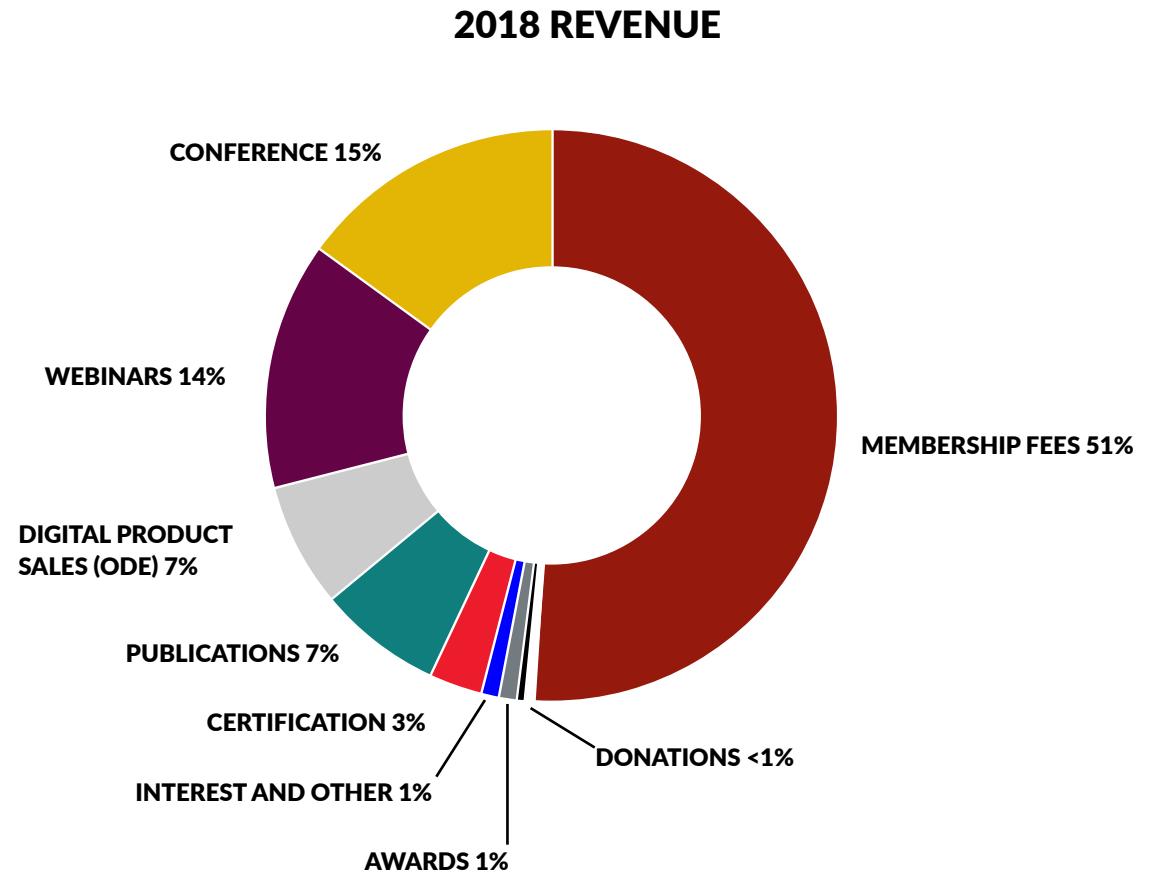
Julia Cochrane

Appendix 1

Financial visuals

2018 Revenue

Membership fees	275,872	51%
Donations	2,468	0%
Awards	2,855	1%
Interest and Other	4,369	1%
Certification	18,662	3%
Publications	36,648	7%
Digital Product Sales (ODE)	39,740	7%
Webinars	78,322	14%
Conference	81,927	15%
Total Gross Revenue	\$540,863	100%

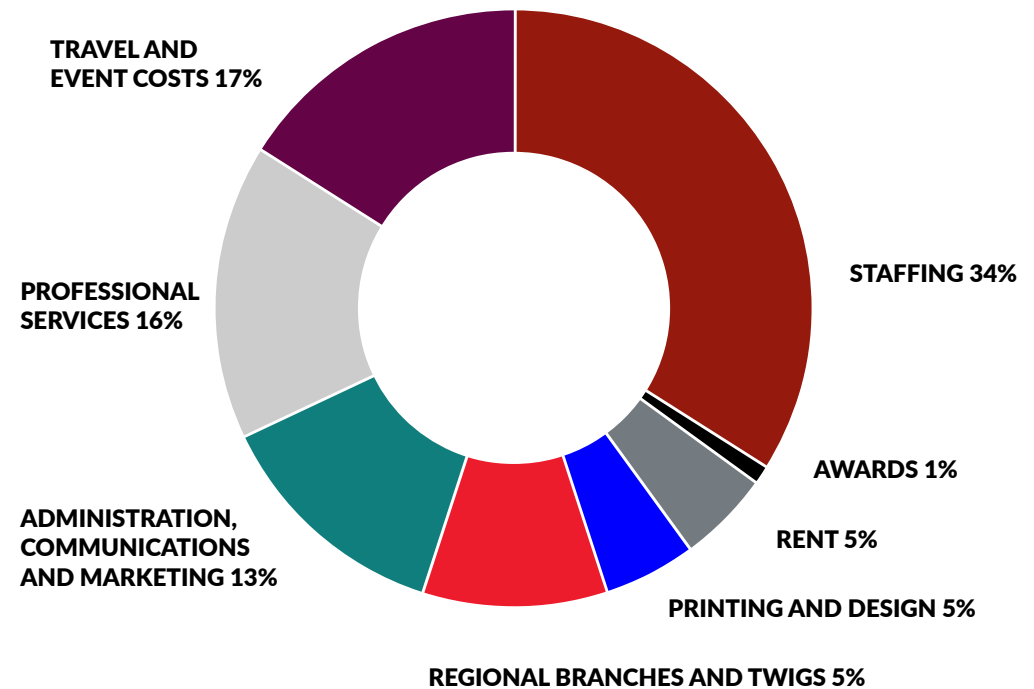


2018 Expenses

Staffing	195,167	34%
Awards	5,105	1%
Rent	26,511	5%
Printing and design	26,897	5%
Regional branches and twigs	54,494	10%
Administration, communications and marketing	73,198	13%
Professional services	94,400	16%
Travel and event costs	96,572	17%
Total Expenses	\$572,344	100%

Total surplus (- deficit) -\$31,481

2018 EXPENSES



Appendix 2

Independent auditor's report and financial statements

EDITORS' ASSOCIATION OF CANADA / ASSOCIATION CANADIENNE DES RÉVISEURS

Financial Statements

December 31, 2018

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Statement of Cash Flows	5
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INDEPENDENT AUDITOR'S REPORT

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

Opinion

We have audited the financial statements of Editors' Association of Canada / Association canadienne des réviseurs (the "Organization"), which comprise the statement of financial position as at December 31, 2018, and the statements of operations and deficit and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Organization as at December 31, 2018, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

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

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

Management is responsible for the preparation and fair presentation of the 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.

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

(continues)

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

We also:

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

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

Hogg, Shain & Scheck PC

Toronto, Ontario
May 13, 2019

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, 2018

	2018	2017
ASSETS		
CURRENT		
Cash	\$ 30,281	\$ 33,079
Guaranteed investment certificates (Note 3)	20,869	20,589
Accounts receivable	10,140	8,029
Prepaid expenses and other assets	6,852	18,706
	\$ 68,142	\$ 80,403
LIABILITIES		
CURRENT		
Government remittances payable	\$ 11,718	\$ 16,441
Accounts payable and accrued liabilities (Note 4)	97,661	73,750
Deferred revenues (Note 5)	17,121	16,844
Awards and scholarship funds (Note 6)	4,388	4,633
	130,888	111,668
DEFICIT		
UNRESTRICTED	(62,746)	(31,265)
	\$ 68,142	\$ 80,403

COMMITMENTS (Note 7)

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, 2018**

	2018	2017
REVENUES		
Membership fees	\$ 275,872	\$ 285,930
Conference fees	81,927	117,175
Webinars	78,322	53,594
Digital product sales	39,740	36,313
Publications	36,648	38,593
Certification	18,662	38,642
Interest and other	4,369	1,658
Awards (Note 6)	2,855	2,571
Donations	2,468	2,467
	<u>540,863</u>	<u>576,943</u>
EXPENSES		
Staffing	195,167	217,563
Travel and event costs	96,572	103,322
Professional fees	94,400	74,136
Administration	73,198	63,804
Regional branches and twigs (Note 4)	54,494	59,252
Printing and design	26,897	26,174
Rent (Note 7)	26,511	25,390
Awards (Note 6)	5,105	4,800
	<u>572,344</u>	<u>574,441</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	(31,481)	2,502
DEFICIT - BEGINNING OF YEAR	(31,265)	(33,767)
DEFICIT - END OF YEAR	\$ (62,746)	\$ (31,265)

See the accompanying notes to these financial statements

EDITORS' ASSOCIATION OF CANADA / ASSOCIATION CANADIENNE DES RÉVISEURS**Statement of Cash Flows
Year Ended December 31, 2018**

	2018	2017
OPERATING ACTIVITIES		
Excess (deficiency) of revenues over expenses	\$ (31,481)	\$ 2,502
Changes in non-cash working capital:		
Accounts receivable	(2,111)	(1,354)
Prepaid expenses and other assets	11,854	(13,750)
Government remittances payable	(4,723)	7,246
Accounts payable and accrued liabilities	23,911	39,444
Deferred revenues	277	(7,616)
Awards and scholarship funds	(245)	(1,500)
	<u>28,963</u>	<u>22,470</u>
Cash flow from (used by) operating activities	<u>(2,518)</u>	<u>24,972</u>
INVESTING ACTIVITY		
Purchase of guaranteed investment certificates	<u>(280)</u>	<u>(589)</u>
INCREASE (DECREASE) IN CASH	(2,798)	24,383
CASH - BEGINNING OF YEAR	<u>33,079</u>	<u>8,696</u>
CASH - END OF YEAR	<u>\$ 30,281</u>	<u>\$ 33,079</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 1,240 members (as at December 31, 2018) 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.

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Notes to Financial Statements
Year Ended December 31, 2018

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, 2018 bear interest at rates of 1.2% (2017 - 1.1% to 1.2%) and have maturity dates ranging from February 27, 2019 to February 25, 2020 (2017 - November 27, 2018 to February 27, 2019).

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

4. 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 and webinar revenues of each branch and twig.

During the year, the National Office allocated the following amounts to the branches and twigs:

	<u>2018</u>	<u>2017</u>
Branches		
Toronto	\$ 14,769	\$ 15,254
British Columbia	11,052	11,659
Quebec	8,014	7,639
Saskatchewan	7,747	1,390
Ottawa-Gatineau	<u>6,625</u>	<u>11,198</u>
	<u>\$ 48,207</u>	<u>\$ 47,140</u>

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EDITORS' ASSOCIATION OF CANADA / ASSOCIATION CANADIENNE DES RÉVISEURS

Notes to Financial Statements

Year Ended December 31, 2018

4. REGIONAL BRANCHES AND TWIGS (continued)

	2018	2017
Twigs		
Edmonton	\$ 1,373	\$ 2,509
Calgary	1,156	1,904
Nova Scotia	940	2,249
Kitchener-Waterloo-Guelph	940	1,959
Hamilton-Halton	843	2,069
Manitoba	361	646
Kingston	313	529
Barrie	217	-
Newfoundland and Labrador	144	247
	\$ 6,287	\$ 12,112

These amounts are included in accounts payable at year end:

	2018	2017
Branches		
British Columbia	\$ 6,213	\$ 3,308
Toronto	5,637	4,930
Quebec	4,553	2,005
Ottawa-Gatineau	2,783	(262)
Saskatchewan	719	491
	\$ 19,905	\$ 10,472

Twigs		
Calgary	\$ 13,127	\$ 11,734
Edmonton	11,383	10,655
Nova Scotia	10,167	9,648
Kitchener-Waterloo-Guelph	6,539	5,521
Kingston	4,600	4,938
Hamilton-Halton	4,022	3,268
Manitoba	3,429	3,343
Barrie	758	-
Newfoundland and Labrador	703	552
	\$ 54,728	\$ 49,659

5. DEFERRED REVENUES

Deferred revenues at December 31 consist of the following:

	2018	2017
Membership revenues for the subsequent fiscal year	\$ 12,787	\$ 8,661
Webinars	2,481	1,949
Online directory of editors	1,853	-
Certification fees for the subsequent fiscal year	-	6,234
	\$ 17,121	\$ 16,844

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 (2017 - \$2,000) of the award fund balance would be awarded annually and Editors would contribute \$1,000 for a total annual prize of \$3,000 (2017 - \$3,000). During the year, the Organization paid \$600 as an honorarium to those who assisted with the award.

The continuity of this award fund is as follows:

	<u>2018</u>		<u>2017</u>
Balance, beginning of year	\$ -	\$	-
Contributions received in the year	2,160		771
Annual award	(2,000)		(771)
	<hr/>		<hr/>
Balance, end of year	\$ 160	\$	-

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.

However, in 2018 there was not a sufficient balance in this fund to cover its \$1,000 portion of the prize, and \$545 was paid from operations.

The continuity of this award fund is as follows:

	<u>2018</u>		<u>2017</u>
Balance, beginning of year	\$ 55	\$	805
Contributions received in the year	400		250
Annual award	(455)		(1,000)
	<hr/>		<hr/>
Balance, end of year	\$ -	\$	55

Karen Virag Award

Established in 2014 in memory of long time member Karen Virag, this award will acknowledge an individual or organization's successful efforts to raise the profile of editing in the community. In 2018, the Organization paid \$400 as an award and \$105 an honorarium to those who assisted with the award.

The continuity of this award fund is as follows:

	<u>2018</u>		<u>2017</u>
Balance, beginning of year	\$ 4,578	\$	5,328
Contributions received in the year	50		50
Annual award	(400)		(800)
	<hr/>		<hr/>
Balance, end of year	\$ 4,228	\$	4,578

**Notes to Financial Statements
Year Ended December 31, 2018**

7. COMMITMENTS

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

The organization also has a lease for a postage meter which expires October 2024 and a lease for a photocopier which expires March 2021.

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

2019	\$	22,334
2020		24,674
2021		24,046
2022		24,147
2023		24,613
Thereafter		<u>2,565</u>
	\$	<u>122,379</u>

8. COMPARATIVE FIGURES

Certain 2017 comparative figures have been reclassified to conform with 2018 presentation.
