

Editors' Association of Canada 2008–09 Annual Report

Prepared by the National Executive Council
May 2009



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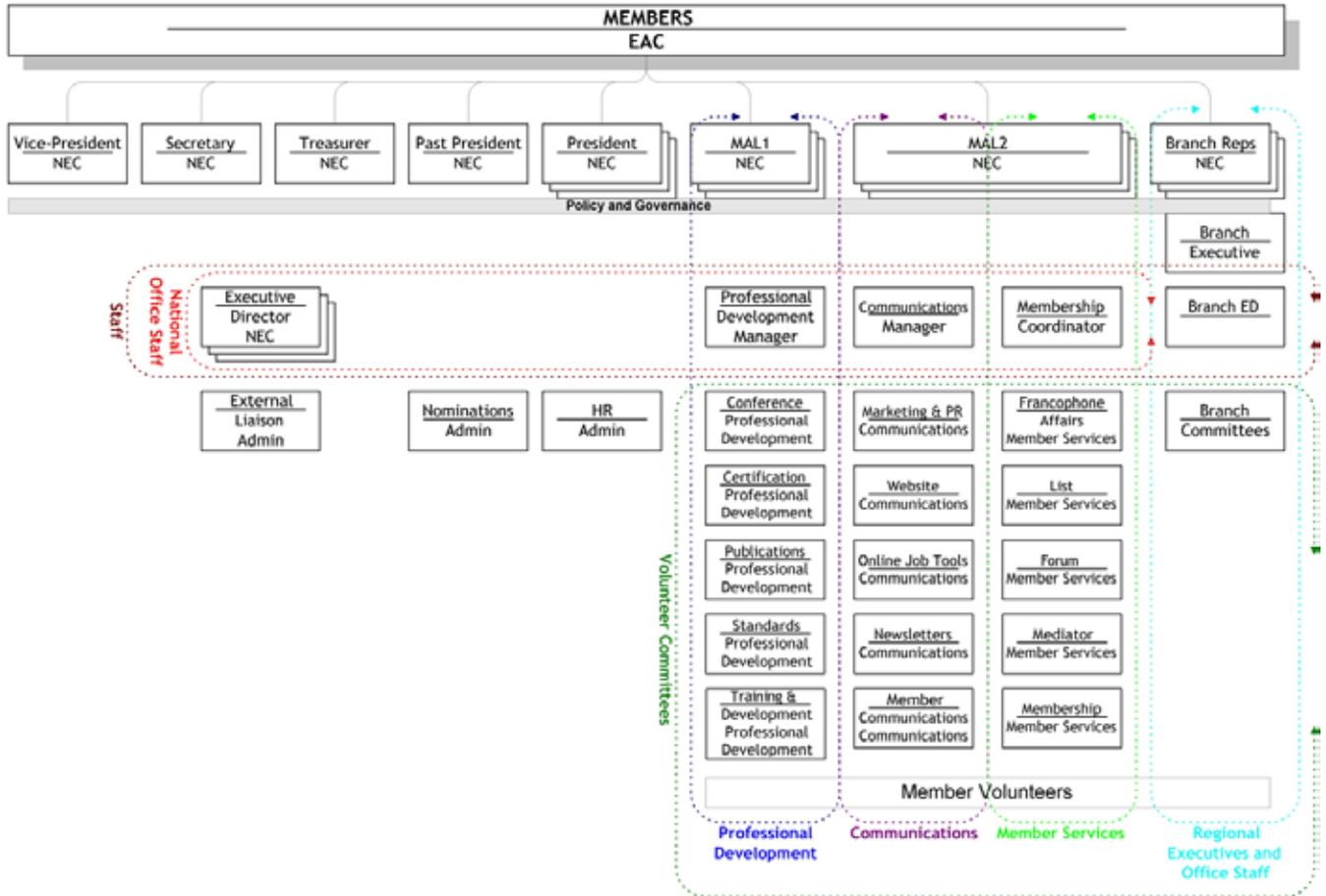
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EAC Organizational Chart



National Executive Council Table Officers

President Moira Rayner White



*It has been both an honour
and a privilege to serve as
your association president
these past two years,
and I thank you for your
confidence.*

At the juncture of its 30th anniversary, the Editors' Association of Canada/ Association canadienne des réviseurs is well positioned to look forward to its next 30 years, while looking back with pride on its accomplishments.

This past year has seen the association adopt a more business-like approach to managing its resources. When the executive council charted a new financial course last year, it could not have predicted the current challenging economic climate. The steps put in place to return the association to a position of strength bode well for EAC to weather this storm and emerge in a relatively healthy financial position. This past year, your council and national office developed a realistic budget, carefully monitored all expenditures and ensured a focus on activities that promote editors and editing.

Hiring Carolyn L Burke, first as our interim executive director in July and then as executive director in September, consolidated the new management and accountability approach for the association.

This year also saw the dream of certification fully realized, after more than a decade. We are proud to recognize our first four Certified Professional Editors, who will be honoured at the conference banquet in Toronto. Many other members from across the country are now certified in Proofreading, Copy Editing and/or Structural and Stylistic Editing. Another milestone this year was the approval by members of the revised *Professional Editorial Standards*, which reflect changes in the way we edit on paper and electronically.

It has been both an honour and a privilege to serve as your association president these past two years, and I thank you for your confidence. Thanks to the groundwork laid by past president Maureen Nicholson, I inherited the helm of a well-run council. And I step down knowing that EAC will be in very good hands next year. Here's looking forward to a year of celebration and a strong future.

Vice-President Michelle Boulton



My mandate as vice-president is pretty succinct—my job is to participate in the council activities, shadow and assist the president, and generally pitch in where I can.

At the beginning of this mandate, the national executive council was facing some daunting challenges. Most notably, our financial situation was grim and there was no obvious way forward. Thanks to new direction in the national office, partnered with tremendous effort from a great many national executive council members and other key volunteers, the association is now in much better financial shape.

The long-overdue launch of the new Online Directory of Editors (ODE), concerted marketing initiatives, a successful certification testing and strong interest in this

year's annual conference all contributed to this financial renewal. Given my interest in marketing and design, I participated extensively in the development of new marketing material for the association, as well as for some of our committees and initiatives. I also had an opportunity to participate in policy development and review.

Past President Maureen Nicholson



The past president has several responsibilities: coordinating the Tom Fairley Award for Editorial Excellence, chairing the national Nominating Committee and advising the president when appropriate or on request. At the time of writing (April), the Tom Fairley Award adjudication is complete, and we have candidates for all of our national positions.

This year is my sixth and final year on the national executive. When first elected, I hoped to see progress in marketing, certification, standards and policy, especially policy relating to voting rights, branch development, awards and volunteering. There have been some significant accomplishments in all of those areas through the efforts of many volunteers and national office staff. I hope that upcoming executives will build on those accomplishments and move forward on some neglected areas. As always, the challenge is finding focus, funding and drive.

Secretary Mary Anne Carswell



This past year, I attended all national executive council meetings and participated in policy discussions in person and online. I distributed the minutes of council meetings and wrote summary reports of the quarterly meetings, which were posted on the Members' Area of our website. On Interactive Voice, I opened discussions of motions made by council members and recorded the results of the online voting. The motions were included in my quarterly reports to the executive council and appended to the minutes of the board meetings.

Treasurer Greg Ioannou



After an absolutely terrible year (financially) in 2007, EAC was mostly able to right itself in 2008. The March 2008 executive meeting focused on ways to increase revenues and reduce costs. Many of the measures approved at that meeting helped reduce the association's losses.

More important than that have been the measures taken to improve the accuracy and timeliness of the association's financial reporting. We have brought the bookkeeping system in-house, and replaced or retrained the people responsible for keeping our financial records up to date. In 2007, reports were delivered many months in arrears, and they often contained material inaccuracies. Now, the executive receives financial reports that are up to date and free of significant errors.

The 2008 audited financial statements show EAC still running at a loss. Our focus was on building revenues in 2008, and that worked well. Revenues grew from \$367,462 in 2007 to \$455,278 in 2008. We tried to hold the line on expenses, with mixed success. Expenses grew from \$426,173 in 2007 to \$469,313 in 2008. The excess of expenses over revenues was caused by the costs of covering severance

pay for the outgoing executive director while also paying her replacement. That one-time event will not be a factor in 2009.

EAC seems to be looking at a much healthier financial situation in 2009.

Our focus was on building revenues in 2008—revenues grew from \$367,462 in 2007 to \$455,278 in 2008.

Revenue

	2008	2007
Membership fees	\$ 288,249	\$ 265,918
Annual General Meeting and conference	60,199	59,282
Directory listings and advertising	39,728	
Certification	29,308	15,639
Publication sales	28,613	16,771
Other	7,380	7,651
Fairley prize	1,152	1,000
Interest	649	1,201
TOTAL	455,278	367,462

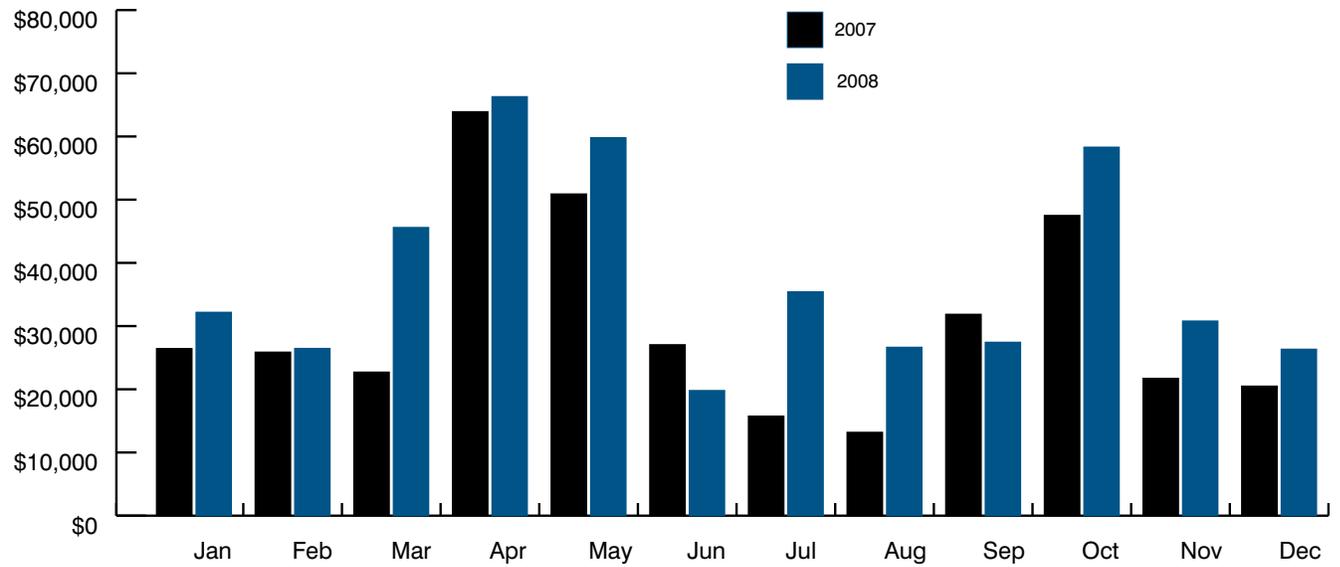
The excess of expenses over revenues was caused by the costs of covering severance pay for the outgoing executive director while also paying her replacement.

Expenses

	2008	2007
Administration	157,732	149,774
Travel and event venue costs	74,447	91,655
Regional branches	52,007	46,243
Contract services	39,387	8,238
Certification	39,322	38,555
Rent and utilities	27,288	28,718
Stationery and supplies	25,509	20,455
Printing	16,884	11,601
Legal and accounting	9,246	6,375
Bank and credit card charges	7,972	5,842
Mailings	7,366	8,165
Honoraria	5,718	3,100
Memberships and promotion	2,935	4,217
Fairley prize	2,000	2,000
Design	1,500	1,235
	469,313	426,173

Excess of Expenses Over Revenue (14,035) (58,711)

EAC Revenue by Month, 2007 & 2008



Executive Director Carolyn L Burke



As executive director, Carolyn L Burke has focused on four areas: improved efficiency, long-term planning, transparency of all processes and ensuring that our financial reserves will be rebuilt through better fiscal management.

Our national office provides a range of administrative and support services for the association, branches and committees, including processing membership applications and renewals, administering the website, responding to inquiries, producing e-news updates and other communications, managing finances and supporting our committee volunteers and the council.

I was contracted to take on the role of interim executive director in July 2008, initially to ensure uninterrupted operations of national administration responsibilities and to manage the finances, but I stayed on. I've focused on four areas: improved efficiency, long-term planning, transparency of all processes and ensuring that our financial reserves will be rebuilt through better fiscal management. While last year ended with a \$14,000 loss, we will break even in 2009, and after paying accumulated branch debts and loans, we will be in a position to restore our financial reserves.

I engaged JetStream and eSubnet to handle bookkeeping and technology upgrades respectively. The national office now has up-to-date financial information daily. And we run a networked office with a file server backed up offsite nightly. These two basic infrastructure improvements have allowed us to cut other costs.

We implemented a semi-automated electronic renewal process for members, managed by membership coordinator Lianne Zwarenstein. This upgrade has saved dollars and time, and is the first step toward enabling online payment for membership renewals. Another innovation is our “work smarter” Tuesday mornings, now reserved for long-term planning and efficiency implementation. For example, we're currently planning to automate certification data administration to free up valuable office resources and to better ensure test coordination and reporting. As the association grows, these sorts of efficiency improvements will allow us to handle increasing workloads.

In January, after over three years with EAC, Michelle Ou was promoted to communications manager to coordinate all communications, marketing and public relations. She will submit an annual marketing plan and calendar to NEC for approval in September and for budget approval in November. The next year's marketing tasks will be planned in advance and implemented to schedule. In September 2008, working closely with the Online Job Tools Committee, Michelle coordinated the launch of the new Online Directory of Editors (ODE), and in February 2009 she continued the upgrade of our website to launch the online Membership List to permanently replace the old PDF / print version (resulting in cost savings).

Helena Aalto's administration of November's certification testing went smoothly, grossing almost \$30,000 in revenues and a record in sales of both the study guides and *Meeting Editorial Standards*. I'm filing trademark applications for our certification designations to protect this investment.

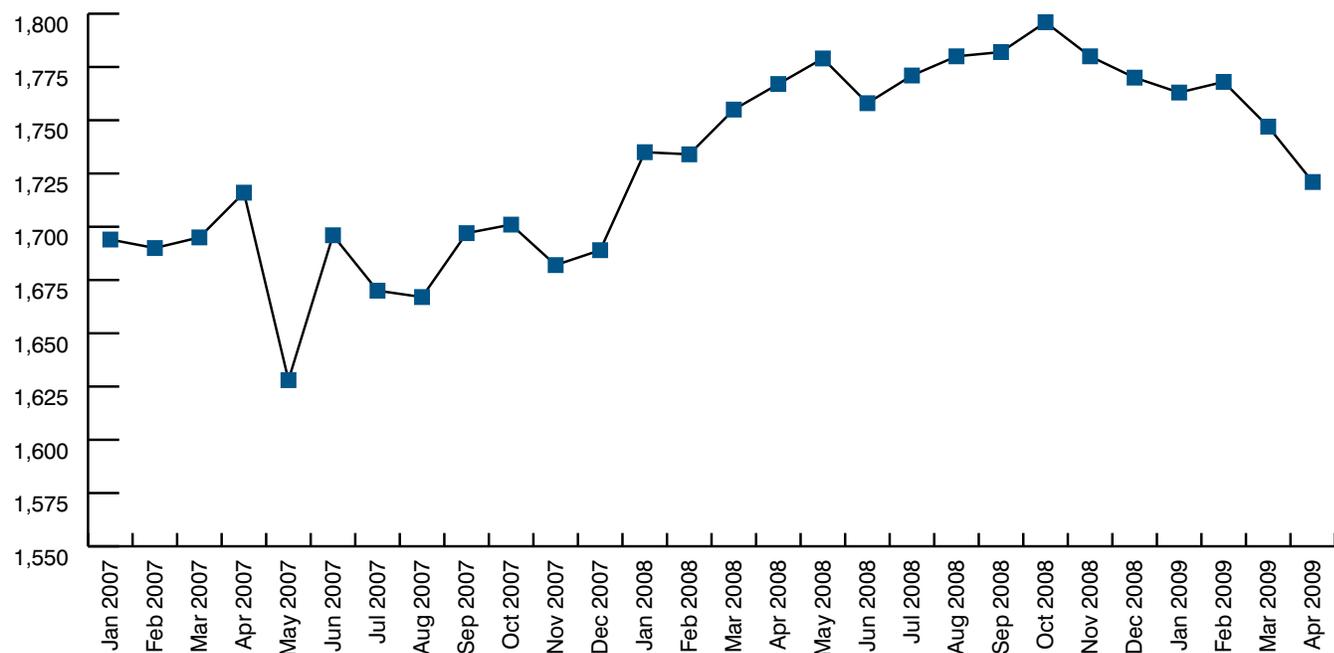
As I write, this year's coordination of our 30th anniversary conference is under way. We set an early early-bird deadline, and have already achieved significant registration numbers.

EAC Membership by Branch, Voting Status and Language, 2008–09

Although economic times are tough, our association effectively maintained membership numbers over the past year.

	BC	PP	SASK	TO	NCR	QAC	Total	Voting	Franco- phone
Apr 2008	311	182	29	699	305	241	1,767	893	158
May 2008	307	194	29	688	316	245	1,779	882	158
Jun 2008	301	193	30	686	308	240	1,758	892	158
Jul 2008	300	196	31	689	310	245	1,771	870	160
Aug 2008	305	193	31	695	314	242	1,780	873	161
Sep 2008	306	193	31	690	319	243	1,782	898	165
Oct 2008	309	197	32	700	313	245	1,796	881	163
Nov 2008	308	194	33	691	310	244	1,780	876	159
Dec 2008	306	197	33	678	312	244	1,770	871	158
Jan 2009	304	199	32	671	311	246	1,763	861	161
Feb 2009	304	198	32	665	320	249	1,768	883	165
Mar 2009	306	195	32	659	317	238	1,747	858	166
Apr 2009	303	188	31	647	316	236	1,721	851	170

EAC Total Membership, January 2007–April 2009



Branch Reports

BC Branch Representative Dania Sheldon



The BC branch has had a relatively smooth year. We are retaining about half of our current executive and look forward to welcoming new or returning individuals as Vancouver prepares to host the 2010 Olympic and Paralympic Games.

The branch chair, Karen Reppin, worked with the treasurer, Shelly Windover, to present a balanced budget for 2008–09. She helped prepare a list of possible programs and seminar topics, and helped arrange for the branch to support BC Book Prizes. A contingent of our executive and their companions attended the BC Book Prizes Gala, where the branch was acknowledged for its sponsorship of the Roderick Haig-Brown Regional Prize.

The secretary, Susan Safyan, filed monthly minutes and reports from the executive board, and worked with the branch chair to update our handbook. The programs co-chairs, Peter Moskos and Gary Lund, assembled a program on topics ranging from the nuts and bolts of writing and editing to getting work.

The challenges this year for Carol Zhong, member services chair, have been raising the profile of EAC in the community and recruiting new members. To do so, we have given away EAC promotional postcards and pencils at our monthly meetings. Another challenge has been to archive the audio cassettes of past EAC meetings and post them as mp3 files.

The *West Coast Editor* team, led by co-chairs Cheryl Hannah and Hugh Macdonald, has had another busy year. Our newsletters have addressed a variety of topics, including magazine publishing, how to build a good portfolio, grammar, style and “drive-by” editing. The editors also produced two special issues to publicize EAC-BC activities: “Volunteer with EAC-BC” and “Editing Events: 2009 spring series.”

This year we hired a terrific new branch coordinator, Susan Sanford Blades. Our long-time hotline co-chair, Regan Truscott, recently became a new mom and had to step down. Co-chair Barbara Dominik has kindly taken over the Hotline duties.

Social chair Dania Sheldon welcomed two new co-chair volunteers: Kirstie Laird and Miro Kinch. Again this year we have been grateful to our webmaster, Derek Miller, and to our public relations chair, Juliana Pasko, who maintained the branch’s presence in our community.

Prairie Provinces Branch Representative Paul Payson

The PPB branch was in transition in 2008–09. Following the successful hosting of the 2008 annual conference, some volunteers decided to take a well-deserved break. A number of executive members who stayed on changed their roles. NJ Brown, Dave Ealey, Deborah Lawson, Licia Paddison, Eva Radford, Peter Roccia and Lauri Seidlitz remained on the board, joined by Minnie Boschma, Brenda Jorgenson, Florene Ypma and me. Our job was made easier by the completion of the branch orientation handbook.



This past year, the branch continued restructuring discussions. Because the bulk of our members are in the greater Calgary and Edmonton areas, these two centres receive most of the branch's focus; this imbalance continues to be a challenge. The extensive geographic area of the branch has made it difficult to maintain connections with other centres. Regular contact with the Saskatoon branch has been maintained, and plans for the PPB chair to visit Winnipeg and return to Saskatoon are still in the works. Future plans will address ways of strengthening the Prairie Provinces community. We will also be looking at other possible ways of organizing the PPB executive.

Monthly members' meetings and workshops have been a success. Some examples of our activities are tours of the University of Alberta's Archives and presentations on copyright and style guide comparisons. PPB workshops included line editing, indexing and substantive editing. The program committees in Edmonton and Calgary had great lineups this year; however, we continue to be challenged to find the right mix of programming for new and experienced editors.

Our winter holiday parties in Edmonton and Calgary were well attended; at the Edmonton gathering, Anita Jenkins was honoured for her long service to the branch and to EAC.

Three issues of the *Latest Edition* newsletter were produced by Joan Dixon and her editorial team. Communications were kept up by Deborah Lawson and Kathe Lemon, and Martha Smith regularly informed us of work opportunities through the PPB job hotline.

We instituted a mentoring program to connect more experienced members with those new to PPB. And we're running a pilot scholarship program at Grant MacEwan College in Edmonton.

Saskatoon Branch Representative Michelle Boulton



Over the past year, the Saskatoon branch was slowly running out of steam. For some years, the driving energy within the branch was coming largely from the same handful of members. This year, a couple of new members joined the executive, but most of the existing members simply shuffled chairs. However, by the end of the 2008–09 season, the branch found new energy and renewed commitment.

From the beginning, we've always held monthly program meetings with some professional development, but our greatest successes have been our workshops and the 31 Saskatchewan editors who have joined EAC. Growth is slow if steady, but we are facing problems: difficulty attracting new people to volunteer at the executive level or to support various tasks, a decline in monthly meeting attendance and burnout on the part of those who have worked to establish and run the branch. In addition, we are now supporting an emerging group (or "twig") in Regina.

In March, the Saskatoon branch executive held a special meeting and invited a few select branch members to discuss our options. By the end of the meeting, we had a new plan. Next year, much of the branch focus will continue to be on our ever-popular workshops and on fostering development in Regina. The twig in Regina

began meeting last spring and formed a small working executive this year. Those members are now meeting monthly and are looking forward to planning more programs and perhaps even a workshop in the coming year. Diana Medea, chair of the Regina group, reports that each meeting generally attracts a few new people.

Small and emerging branches face similar problems to large, established branches, but the solutions are harder to find when you have a smaller pool of people serving the organization. The Saskatoon executive is looking forward to exploring new ways of running a branch that will continue to promote EAC and high editorial standards, attract new and established editors and contribute to the cultural life of our province.

Toronto Branch Representative Ken Weinberg



This year's Toronto branch exec really showed they had the right stuff. Rachel Stuckey (secretary), Annie Leung (vice-chair), Mary Anne Carswell (past chair) and Alan Yoshioka (branch chair) brought lots of experience and fresh ideas to the table.

Program chair Nancy Foran organized a varied slate of exciting programs. April's meeting saw the association's first national teleconference. At the October, March and May meetings, quarterly business meetings took place, where much of the discussion related to developing a rates guideline. Seminar chair Emily Dockrill put together two seasons of seminars. There were some sellouts, but next year should be even better after a planned strategic review.

Jen Govier, public relations chair, ran branch promotions at literary festivals, in publishing programs and on Facebook. Sara Promislow chaired the newsletter team to produce nine wonderful issues, to the delight of members and non-members. The role of member relations chair, filled by Julie van Tol, is critical to the success of our almost 800-member branch.

Cognizant of the tough economy, we started the year with sharp pencils and a balanced budget, but unexpected conference expenses and weak seminar and membership revenues left us seeing red ink. Our treasurer, Ann Firth, continued the tradition of providing clear and accurate financial statements that allowed us to effectively navigate the rough financial seas.

National Capital Region Branch Representative Beverly Ensom



The past year has been steady and productive for NCR branch. We have approximately 315 members and are led by an active and well-functioning executive chaired by Jane Hirge. Our executive director, Maureen Moyes, played a significant role in ensuring the smooth operations of our branch.

NCR's seminar season included 14 English and two French seminars on a variety of topics of interest to editors (six of the English seminars sold out). The branch held three successful *rencontres thématiques* for francophone members. NCR branch

did not have a kiosk at Salon du Livre this year but sponsored an inside-cover ad in the program congratulating Salon du Livre on its 30th anniversary.

The branch held eight monthly membership meetings over the course of the year. Six of them featured speakers on various topics from mystery fiction to accounting, while two of them were more celebratory: our November networking wine and cheese and our May EAC birthday bash.

In an effort to increase membership and learn what services are important to members, members of the branch executive telephoned lapsed members. While a full 50 per cent of them had simply vanished, we heard two or three common reasons why people join EAC.

Our strategic planning team took a break this year and will resume and finish its mission in the fall of 2009. As of writing, our 2009–10 executive is almost fully formed, and we look forward to building on the success of the current year.

Quebec / Atlantic Canada Branch Representative Julia Cochrane



La section Québec-Atlantique doit encore et toujours relever deux défis de taille : son étendue géographique et l'usage de deux langues principales. Cette année, nous avons eu la chance d'avoir des représentantes formidables provenant de l'Atlantique et de la ville de Québec.

Au Canada atlantique : Grâce à Christine Beevis, Nancy Holland, Gwen Martin, Jodi Reid et Margaret Whitla, quatre séminaires et ateliers de formation, deux à Halifax et deux à Fredericton, ont connu un franc succès sur tous les plans auprès des membres de la section du Canada atlantique. Nous espérons continuer sur cette lancée afin de pouvoir financer d'autres activités.

En 2008, nous avons participé au festival littéraire « The Word on the Street ». Toutefois, comme nous n'avons tiré aucun profit de l'événement, nous avons décidé de ne pas y prendre part cette année. En effet, notre kiosque a été très peu fréquenté et nous n'avons eu ni de nouvelles adhésions ni d'inscriptions aux ateliers de formation. Vu l'importance de la dépense, nous avons estimé que cela n'en valait pas la peine.

À Québec : Anna Olivier déploie toute son énergie afin d'offrir aux membres de bons ateliers de formation et des occasions de réseautage. Cette année, elle a organisé deux sessions de formation, et les membres, dont le nombre est en augmentation constante, apprécient vraiment tous les efforts qu'elle fournit pour qu'ils aient les meilleures activités.

À Montréal : La démission de la trésorière en cours d'année, pour des raisons de santé, et le développement de notre programme de perfectionnement professionnel nous ont incités à mettre sur pied un système comptable qui nous permet de tenir à jour nos livres de comptes et de fournir des rapports financiers. Nous avons également fait appel à une comptable et, sur ses conseils et avec l'aide inestimable de l'adjointe administrative de notre section Karen Schell, nous avons mis à jour nos livres de comptes grâce à l'achat d'un logiciel de comptabilité. Depuis, nos états

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financiers sont effectués facilement et avec précision, et les reçus et les chèques peuvent être émis automatiquement. Également, tout ce système mis en place facilite la transition d'un trésorier à un autre.

La priorité de la section demeure toutefois le programme de perfectionnement professionnel. Les membres du Comité du développement professionnel ont accompli un travail remarquable et ont organisé trois sessions de formation en anglais et deux en français. Un grand merci à Valentina Baslyk, Wendy Gokhool, Claire Sutton et Brigitte Blanchard.

Notre programme de formation, toujours en croissance, génère suffisamment de revenus pour que nous puissions intensifier nos campagnes de marketing et de publicité. Nous avons toujours des annonces publicitaires dans le *Montreal Review of Books* et, dernièrement, dans la revue francophone *Le Circuit*. Nous espérons avoir un jour d'autres ouvertures au Canada atlantique et à Québec.

Caroline Roy, Françoise Thomas et Michel Pelletier ont représenté la section Québec-Atlantique à une séance d'information destinée aux étudiants de l'Université de Montréal et qui réunissait différentes associations de réviseurs et de rédacteurs professionnels.

Blossom Thom a été invitée comme conférencière dans un cours de révision, au Centre de l'éducation permanente de l'Université Concordia à Montréal, pour parler aux étudiants de la profession de réviseur et de notre association.

Grâce à Shanti Maharaj, trois rencontres de réseautage ont été organisées pour les membres. Certaines ont eu lieu après les sessions de formation pour que les membres inscrits aux ateliers puissent en profiter et pour que ceux qui n'y étaient pas puissent quand même venir y faire un tour et rencontrer les animateurs.

The vast geographic composition of the branch and two major languages still present our greatest challenges.

The vast geographic composition of the branch and two major languages still present our greatest challenges. We were fortunate this year in having great representation from both Atlantic Canada and Quebec City.

Atlantic Canada Thanks to Christine Beevis, Nancy Holland, Gwen Martin, Jodi Reid and Margaret Whitla, four seminars were successfully organized. Two took place in Halifax and two in Fredericton. They were well attended and appreciated by our Atlantic Canada members.

Quebec City Anna Olivier continues to work hard at making accessible various opportunities for training and networking. She organized two seminars this year, and members greatly appreciate her efforts on their behalf. The number of members in the Quebec City area continues to grow.

Montreal The treasurer's resignation during the year and the growth of our seminar program motivated us to develop an easier and more efficient accounting system. We retained the services of an accountant and brought our books up to date. Financial statements are now accurate and easy to produce, and receipts and cheques can be issued automatically.

We continued to advertise in the *Montreal Review of Books* and also advertised in *Le Circuit*, a French publication, and hope to find additional promotional opportunities in Atlantic Canada and Quebec City.

Michel Pelletier, Caroline Roy and Françoise Thomas represented QAC at the Université de Montréal information session that brought together professional editing and writing associations. Blossom Thom was a guest speaker on editing and the association at Concordia University's Department of Continuing Education in Montreal.

A big thank you to Valentina Baslyk, Brigitte Blanchard, Wendy Gokhool and Claire Sutton for organizing three English seminars and two French ones. Thanks also to Shanti Maharaj for organizing three networking events, two following seminars.

EAC Committees

Member-at-Large (report by Moira White)

Gaëlle Chevalier served as MAL until March, when she resigned for personal reasons.

Gaëlle Chevalier served as MAL until March, when she resigned for personal reasons. Gaëlle was the MAL responsible for overseeing the member services committees (Francophone Affairs, Forum and List Monitors, Mediator, Membership and Online Job Tools) and communications committees (Marketing and Public Relations, Newsletter and Website).

Many of the marketing activities were taken on this year by the national office staff under the able auspices of Carolyn L Burke and Michelle Ou. Anna Olivier, with input from Gaëlle, was instrumental in rejuvenating the Francophone Affairs Committee and in recruiting Gilles Vilasco to help coordinate French content in *Voix Active*. *Active Voice* published three issues in its successful print format. The inclusion of a calendar on the website has helped to highlight the amazing number of activities going on across the country. In response to members' suggestions, jobs posted on Interactive Voice are being cross-posted to the email list; thanks to Joanne Haskins for adding this task to her job description.

Member-at-Large Krysia P. Lear



This is the second year I've worked with the professional development committees—Certification, Conference, Professional Standards (and Normes, a subcommittee of Standards), Publications, and Training and Development.

Certification, Conference and Professional Standards continue to operate strongly and made excellent contributions to EAC. Both Publications and Training and Development had chairs for the first time in a few years and have made progress in planning for the coming year.

This year my contributions to committee work included taking key documents from Certification and Standards through national executive council (NEC) review and approval; recruiting a new chair for publications; contributing to marketing efforts; orienting the new executive director, Carolyn L Burke; and helping create greater awareness of committees' contributions to EAC. With Carolyn, I attempted to obtain a grant through the federal department of Human Resources and Skills Development. We didn't get the money but did obtain more recognition for EAC's role and a place for EAC on the HRSDC advisory board overseeing the project.

One of my objectives this year has been to help put in place processes that would enable EAC to operate more effectively. Efforts included helping committees do longer-range planning and detailed budgeting; advocating for the adoption of electronic voting; helping ensure that knowledge is passed on by arranging for a conference co-chair system; and asking that job descriptions be developed for the committee chairs. I also contributed to developing the volunteer policy and updating the *Committee Book* as a stronger volunteer resource.

Committees play a vital role in enabling EAC to reach its goals and remain fiscally sound. While EAC has worked to improve the committee process, we can do more.

I thank EAC for professional and personal growth and for the opportunity to work with so many superb EAC volunteers and national staff members.

Committee Reports

Certification Steering Committee Zofia Laubitz & Barbara Tomlin



B. Tomlin

The Certification Steering Committee (CSC) reached an important milestone this year when it rolled out the fourth of its certification tests, Structural and Stylistic Editing. For the first time, candidates had the opportunity to pass their fourth test and qualify for the Certified Professional Editor (CPE) credential. And indeed four candidates did just that, becoming Canada's first CPEs.

During the 2008 administration, a record 74 candidates wrote tests in eight cities across Canada. In addition to the four CPEs, we recognized six Certified Structural and Stylistic Editors and 15 Certified Copy Editors.

In May 2008, five test setters and two coordinators spent a week preparing tests for Proofreading, Structural and Stylistic Editing and Elementary Knowledge of the Publishing Process. CSC now faces a significant challenge: when the revised version of *Professional Editorial Standards* (PES) comes into force in January 2010, the certification tests, which are based on PES, will have to be modified accordingly. CSC began planning for this in mid-2008 and the preparations continue apace. In May 2009, a team will get together to develop proofreading and copy-editing study guides and tests in accordance with the new standards.

Many thanks to our numerous volunteers—committee members, test setters, pilot testers, invigilators and markers.

Conference Committee John Green



Planning for the 2009 conference began in March 2008. With input from the conference advisory committee and given the 30th anniversary of the association, we chose the slogan "Celebrating the Past, Charting the Future: The 30th Anniversary Conference." The French version is "Pour nos 30 ans : célébrons le passé, dessinons l'avenir! Congrès anniversaire, Toronto 2009."

To fit the conference theme, the welcome reception on the Friday evening will be "Celebrating the Past," with a 70s theme. The conference program, especially the closing plenary, will focus on "Charting the Future."

In June 2008, as professional development coordinator Helena Aalto and I were beginning to scout for venues, we were approached to join MagNet, the annual

The welcome reception on the Friday evening will be “Celebrating the Past,” with a 70s theme. The conference program, especially the closing plenary, will focus on “Charting the Future.”

conference of the Canadian magazine industry, run by Magazines Canada. We decided not to roll our conferences into one event, which would have meant losing our “brand” identity. Instead, MagNet and our conference will run back to back at the same venue, and we have encouraged cross-registration.

In July we began to assemble a local conference committee, and we were successful in recruiting wonderful volunteers. In October, Jacqueline Dinsmore, already committed to co-chairing the 2010 conference, agreed to become vice-chair of the 2009 conference. We have almost 30 program sessions planned.

Nora Young of CBC Radio was chosen to be the keynote speaker, and Pier Giorgio Di Cicco, poet laureate of Toronto, will speak at the banquet. Michelle Boulton designed the conference logo. As of mid-April, registration numbers were on track to set a record for conference attendance.

External Liaison Committee Carolyn L Burke



External Liaison Committee members participate in the Book and Periodical Council (Stephanie Fysh and I), the BPC’s Freedom of Expression Committee (Helena Aalto and I) and the Cultural Human Resources Council (Karen Virag). I now sit on The Alliance of Sector Council’s Standards, Certification and Accreditation Working Group on behalf of CHRC. This past year the Cultural Career Centre of Ontario has altered its membership structure to include service organizations such as EAC as members, which we will consider. 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.

Forum Monitor Joanne Haskins



This is a committee of one. The mandate is to monitor Interactive Voice (IV), EAC’s online forum, to ensure broad compliance with the approved forum guidelines and to respond to inquiries.

I took on the role of IV forum monitor in June 2008, and Lee Hunter graciously stepped in as forum monitor during a summer break. It was a quiet year, with only one inquiry from an EAC member asking how to hide a message she had posted in error.

The Website Committee is planning an upgrade to IV in the coming year, and improved administrative features are being considered.

As a result of a discussion on the EAC email list about job opportunities being posted exclusively to IV in the National Job Board, the duties of the forum monitor were expanded in April to include cross-posting National Job Board opportunities to the EAC email list.

Francophone Affairs Committee Anna Olivier



Anna Olivier et Gaëlle Chevalier gèrent l'équipe de traduction et de révision, décident des priorités, effectuent une grande partie du travail.

Cette année, Gaëlle étant de plus membre coordonnatrice du comité (jusqu'en avril 2009), le travail a été plus efficace.

Cette année, AF a eu un budget pour la mise en valeur du français à l'ACR : ce budget est consacré pour l'essentiel cette année à la traduction et à la révision.

La trousse de bienvenue en français a été distribuée par la poste en septembre 2008 à tous les membres francophones. Elle est disponible en format PDF sur le site Web.

Au fur et à mesure des mises à jour des pages Web en français, la révision est faite : annonce du congrès, RÉP, etc. Certaines pages sont adaptées et créées, comme celle sur l'engagement bénévole.

La trousse de bienvenue en français a été distribuée par la poste en septembre 2008 à tous les membres francophones. Elle est disponible en format PDF sur le site Web.

Néanmoins, il reste encore plusieurs parties à créer, traduire ou adapter, d'autant plus que du côté anglais de nouvelles pages s'ajoutent. La révision est effectuée par l'équipe bénévole de traduction et révision de l'ACR, sauf pour certaines parties qui devraient être payées.

Au cours de l'été 2008, le Répertoire électronique des réviseurs (RÉP) a été entièrement refondu et le comité des Affaires francophones a traduit, revu et testé toutes les pages en français. Tous les choix de menus ont été revus et adaptés. Début 2009, la même chose a été faite avec la Liste des membres.

Voix active va avoir une partie en français pour chaque numéro. Gilles Vilasco a accepté cette année de s'occuper de la rédaction en chef du côté francophone. Les Affaires francophones encouragent les auteurs à se manifester, que ce soit pour un article ou un compte rendu de lecture.

Le *Guide de rédaction et révision pour l'ACR* a été distribué dans sa première version en janvier 2009 (version PDF). Il sert désormais de norme pour la communication en français au sein de l'ACR. Il a été rédigé par Anna Olivier et Gaëlle Chevalier. Une version spéciale va être rédigée pour *Voix Active* sous la forme d'un guide aux auteurs et réviseurs.

Progressivement, plusieurs éléments fixes nécessaires à la diffusion des informations relatives au congrès sont traduits en français : programme, lettres, publicités, site Web, prix Tom-Fairley, etc.

Les éléments spécifiques à chaque année et aux besoins francophones sont rédigés ou traduits (slogan, liste des participants francophones par exemple). En juin 2009, il est prévu de faire le bilan des besoins pour le congrès 2010 qui se tiendra à Montréal.

The first version of the Guide de rédaction et révision pour l'ACR was distributed in January 2009. It will be used to standardize French communications within the association.

Divers activités du comité :

- Réponses à tous les courriels parvenant à l'adresse affaires.franco@reviseurs.ca
- Révision de tous les documents envoyés par la Permanence nationale (Bulletins mensuels, formulaires, documents publicitaires, éléments de site Web, lettres).
- Réponses à toutes les questions des membres et des autres comités, travail avec le membre coordonnateur (Gaëlle)
- Participation au forum francophone dans la mesure du possible.
- Participation au comité du Congrès et au comité du site Web (et RÉP) lorsque c'est nécessaire.
- Rapports trimestriels et rapport annuel

Anna Olivier and Gaëlle Chevalier set priorities for the Francophone Affairs Committee, managed the translation and editing team and carried out the majority of the work.

The new French welcome kit was mailed to all francophone members in September 2008. It is also available as a PDF on the website. Many web-page updates were completed, leaving several sections to be created, translated or adapted

When the ODE was entirely redesigned in the summer of 2008, the committee translated, reviewed and tested the French pages.

There is also a commitment to have French content in each issue of *Active Voice*. This year, Gilles Vilasco agreed to take on the role of editing the francophone content. He encourages article and book review writers to come forward.

The first version of the *Guide de rédaction et révision pour l'ACR* was distributed in January 2009. It will be used to standardize French communications within the association.

Human Resources Committee Moira White



The most important work undertaken by the Human Resources (HR) Committee all year centred on the recruitment of and transition to a new executive director. When Marta Horban left EAC in July 2008, this committee immediately recruited an acting executive director while a search was launched for a new director. The association was fortunate in securing the services of Carolyn L Burke of Integrity Incorporated on contract during this process.

Carolyn effected immediate changes in the financial management of the association and helped to prioritize and streamline many of the day-to-day operations of the national office. When she indicated in September that she would like to stay on as the executive director, the committee and national office staff were unanimous in agreeing that this arrangement would be of great benefit to EAC. We were delighted to hire Carolyn on contract as EAC's executive director.

A smaller role for the HR Committee this past year was to ask the executive director to standardize holiday and leave time for all national office staff.

Members of the national office staff are to be commended for their professionalism and dedication during and since the transition.

List Monitor Antonia Morton



The job of list monitor is primarily to “keep the peace” on the association’s email forum and to ensure compliance with the guidelines. During the year I sent the guidelines to new list members and to those who had been on the list for a while, if they requested it, and reminded participants to tag their messages appropriately.

The list monitor also responds to minor infractions publicly, occasionally warns participants to keep their messages civil and, when necessary, contacts a member off-list for further discussion.

This year, one issue that garnered quite a bit of attention was the reinstatement in July 2008 of a fee for ODE listings. Many people were irate about that, and about various other changes in the association. Another divisive issue was the “two solitudes” of this list versus Interactive Voice, an issue on which many people have strong feelings pro and con. This partook to some extent of the ongoing member feeling that there should be a separate list for “chat” topics.

Technically, this past year has been reasonably quiet; however, in March/April 2009, several members (many, though not all, with Rogers as their internet provider) experienced difficulty with either being unable to post to the list or receiving messages badly out of sequence.

Marketing and Public Relations Committee Barbara K. Adamski & Michelle Ou



B. Adamski

This past year saw a major change for the Marketing and Public Relations Committee, a change that led to greater involvement of the national office, in particular of Michelle Ou as our new communications manager. We worked with our team of volunteers on a number of initiatives to raise awareness of EAC and EAC-related events and projects both within the organization and among external audiences.

EAC has always found effective long-term marketing to be a challenge—a challenge that is exacerbated during difficult financial times. Our mandate is to develop a national communications calendar and to bring EAC’s national marketing in-house to better plan and implement these initiatives within the office’s new annual cycle.

Marketing has focused largely on members and projects. The volume of internal communications sent to the membership has increased significantly. Members receive several email broadcasts a month that promote EAC’s major projects. At key times, members receive several broadcasts a week. Thanks to this commitment

The Marketing Committee worked with a team of volunteers on a number of initiatives to raise awareness of EAC and EAC-related events and projects.

to ongoing communications, EAC has seen record registration this year for certification and the annual conference.

While internal marketing has been successful, we need to focus on an audience beyond the EAC membership. This year, the national office launched online advertising campaigns to promote EAC, the new Online Directory of Editors, the Tom Fairley Award and certification. We also purchased a Tom Fairley Award print ad in *Quill & Quire* and entered into a friendly conference-promoting partnership with Magazines Canada. We are currently working on a full-colour poster to celebrate the 25th anniversary of the Tom Fairley Award, promote the award, build the endowment fund and foster relationships with publishers and like-organizations.

Mediator Committee Rosemary Tanner

When Jane Kidner stepped down, I agreed to serve as our interim mediator. The EAC mediator advises members or their clients about grievances or contract disputes involving editing work. When other steps have not solved the problem, the mediator may intervene to help settle the matter. The mediator does not intervene in cases that have gone to legal action, when the problem largely involves matters other than editing or when the editor involved is not a member of EAC.

Member Communication Committee Faith Gildenhuis



This year, I sorted through the commentaries on the certification examinations written by the test takers and organized them so that the comments would be anonymous but useful to the test setters. I also received the comments of the external reviewers of the revision of *Professional Editorial Standards* (PES) and the commentaries on PES, stripped them of identification and forwarded them to the committee chair. In early May, I provided oversight for the referendum results on PES.

Membership Committee Heather Ebbs



An English-language welcome kit for new members is currently being completed by committee members Carol Rigby, Peggy Robinson and Raphaël Thierrin. The French membership kit was developed by the Francophone Affairs Committee in 2008.

As chair of the Membership Committee, I also reviewed the final draft of the volunteer policy, to which my committee had significant input a couple of years ago.

Sadly, this committee lost a significant contributor in October 2008 with the death of the wise and gentle Claudette Reed Upton.

Newsletter Committee Cheryl Hannah & Wilf Popoff



C. Hannah



W. Popoff

At the 2008 annual general meeting in Edmonton Cheryl Hannah was elected co-editor, replacing Michelle Boulton, who stayed on to look after newsletter design. Wilf Popoff remained co-editor.

In 2009 *Active Voice* (AV) reduced its publication frequency to three issues a year from four, and increased its page count from 16 pages to 20. Editorial space was not reduced by this change. With French-language content increasing, Gilles Vilasco was appointed French-language coordinator for both print and online content.

Development of an AV website proceeded apace. We foresee it complementing the print edition and carrying articles that are either too lengthy or too institutional for the hardcopy version. The website carries extra editorial content, advice to contributors and requests for specific articles from members. Web articles will be referenced in a new department in *Active Voice*, “Active Voice online.” Fred Rocque has been appointed to take responsibility for posting articles and maintaining the AV website. As soon as the English-language version of the website is established, we will proceed with the creation of a parallel French-language site.

We’ve expanded the “Readers’ Corner” department to bring about more interaction between AV and members.

Online Job Tools Committee Alan Yoshioka



The launch of the new Online Directory of Editors in September 2008 was one of the association’s most important achievements of the year. The redevelopment came at a critical time: years earlier, the NEC had suspended the fees for listing in the ODE in the expectation that improvements to the directory were imminent, but with the chair of this committee long vacant, these changes were continually delayed. Now out of financial necessity the ODE fees were being reinstated, and though this decision was separate from the plan to upgrade the system, the members naturally wanted a user-friendly tool for their money.

Our committee developed a request for proposals in collaboration with national office staff, who sent it out at the end of June. Early in August, we approved the detailed functional specification produced by the chosen developer, Kendall Anderson of Invisible Threads. While Kendall was implementing the software, a team of indexers designed a new set of categories (media/genres, editorial skills and subjects) to which the existing database could be mapped automatically. Involvement of a francophone team from the very outset ensured full bilingual functionality.

We launched the new ODE on time and within budget. The responses to our overhaul have been overwhelmingly positive. The directory, designed with search engine ranking in mind, has substantially increased the visibility of the more than 400 members who list in it and has brought in revenue of almost \$30,000.

Professional Standards Committee Frances Peck



Since late 2006, the Professional Standards Committee has been reviewing and updating *Professional Editorial Standards* (PES). During our first year we concentrated on researching and gathering information, including surveying members on the current PES. In our second year we drafted the revised standards, had them reviewed, made further revisions and submitted the final PES to members for adoption.

After a five-day retreat to produce the revised standards, Draft 1 was reviewed by three groups: the national executive council, the Certification Steering Committee and a group of 12 senior editors from across Canada not affiliated with EAC. Armed with comments from all three reviews, we made further adjustments to PES.

The resulting Draft 2 went to the EAC membership for review, along with a survey to gather feedback. A total of 54 members responded. The responses showed solid support for the new standards, but there were suggestions for wording changes. We revised PES again during a two-day meeting (Draft 3) and, after one last copy edit, submitted the final version for adoption in April 2009. The new standards were adopted by membership referendum completed on May 7, 2009.

Publications Committee Peter Midgley



In January, I took over as chair from David Jolliffe. Progress made by Publications this year includes the following:

- Drafting a publications plan to ensure EAC publications continue to be valuable resources for professional development and sources of income.
- Commissioning the updating of *So You Want to Be an Editor*. Avivah Wargon is overseeing the project, which will be completed in 2009.
- Beginning the revision process for *Meeting Editorial Standards* (MES) and *Editing Canadian English* (ECE). MES will be completed first and then ECE.
- Renewing the relationships with our publishers and procuring relevant business data.
- Researching ways to improve MES to better support the needs of those preparing for certification and those who teach and enrol in editing courses.

Building working committees for revisions to ECE and MES remains a priority. I am the coordinator of the MES revision panel and am seeking at least three more volunteers. I've begun this work, building on the accomplishments of the committee that did the previous revision of MES.

The Publications Committee is meeting in June to continue devising a comprehensive publications program.

Training and Development Committee Lynne Massey



The main focus over the past year has been on enhancing the training and development information provided on the EAC website. Specific activities have included background research on developing and maintaining a list of third-party editorial training courses/programs for posting. The committee discussed the scope of the potential course listing, and various possible means of compiling and maintaining the course information. At the time of writing, I am working with national office staff on developing a database specification for the course listing.

I have also done some preliminary research about other possible enhancements to the website information, about online training options and about the potential for partnerships between EAC and other training providers.

Website Committee Ken Weinberg



The Website Committee built the events calendar (with RSS feeds) and helped with the development and launch of the Online Directory of Editors and the Membership List. The Online Profile, which members use to control their public information, is just the beginning of many self-service features that are being planned.

After a successful volunteer recruitment drive, we have finally begun the major project of analyzing the website's usability and preparing for our next-generation website and web forum.

Volunteers & Donors

Our Many Volunteers

Sincere thanks to the many members who volunteered their time to help further the goals of EAC's national initiatives. If we have inadvertently omitted anyone's name, please accept our apologies and notify the national office.

National Executive Council

Michelle Boulton
Mary Anne Carswell
Gaëlle Chevalier
Julia Cochrane
Beverly Ensom
Greg Ioannou
Kryisia P. Lear
Maureen Nicholson
Paul Payson
Dania Sheldon
Ken Weinberg
Moira White

Certification

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Moira White
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Jacqueline Dinsmore
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Jacqueline Dinsmore
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Kryisia P. Lear
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Rosemary Shipton
Karen Virag
Moira White

External Liaison

Stephanie Fysh
Karen Virag

Forum Monitor

Joanne Haskins
Lee Hunter

Francophone Affairs

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Brigitte Bleu
Gaëlle Chevalier
Anne-Marie Deraspe
Denis Gosselin
Lysane Jacques
Danielle Jazzar
Diane Lapierre
Bérangère Levet
Zoran Minderovic
Anna Olivier
Francine Rouyère
Gilles Vilasco

List Monitor

Antonia Morton

Mediation

Jane Kidner
Rosemary Tanner

Member Communications

Faith Gildenhuis

Membership

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Stephanie Macaulay
Carol Rigby
Peggy Robinson
Raphaël Thierrin
Claudette Reed Upton
Margaret Whitla

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Alethea Spiridon
Jim Taylor
Karen Virag
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Alan Yoshioka

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Brigitte Blanchard
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Sarah Brebner
Christine Dudgeon
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Jennifer Getsinger
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Jonathan Paterson
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Fred Rocque
Louise Saint-André
Gilles Vilasco
Karen Virag
Ken Weinberg
Ruth Wilson
Alan Yoshioka

Nominations

Julia Cochrane
Beverly Ensom
Maureen Nicholson
Perry Millar
Paul Payson
Noreen Shanahan
Dania Sheldon

Online Job Tools

Brigitte Blanchard
Gaëlle Chevalier

Lynn Fenske
Margaret Gibbs
Sonia Gluppe
Greg Ioannou
Zoran Minderovic
Anna Olivier
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Kathy Garnsworthy
Laurel Hyatt
Lynne Massey
Perry Millar
Naomi Pauls
Frances Peck
Cy Strom
Jan Walter
Ruth Wilson

Publications

David Jolliffe
Peter Midgley

Training & Development

Lynne Massey

Website

Gaëlle Chevalier
Lynne Currie
Rosemary Gretton
Fred Rocque
Ken Weinberg

30th Anniversary

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Julia Cochrane
Virginia Durksen
Anita Jenkins
Christine LeBlanc
Maureen Nicholson
Helen Norman
Jonathan Paterson
Wilf Popoff
Rosemary Shipton
Jane Smith
Jim Taylor

Our Donors

Founding donors to the Tom Fairley Award for Editorial Excellence are HarperCollins, Random House of Canada, Breakwater Books, Orca Book Publishers, UBC Press, Madison, C.D. Howe Institute, New Society Publishers and University of Calgary Press.

A sincere thanks to this year's donors:

Jennifer Bauldric
Betty Anne Benes
Gaëtan Boily
Chantale Bordeleau
Sharon Carere
Mary Anne Carswell
Dimitra Chronopoulos
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Kitty Elton

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Claire Wilkshire
Patricia Wilson
Shelly Windover

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

FINANCIAL STATEMENTS

DECEMBER 31, 2008

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, 2008 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, 2008 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Conperthwaite Mehta

Chartered Accountants
Licensed Public Accountants

April 6, 2009
Toronto, Ontario

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

STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2008

	2008	2007
ASSETS		
Current assets		
Cash	\$ 41,398	\$ 26,689
Accounts receivable	9,127	7,475
Prepaid expenses	<u>5,395</u>	<u>5,856</u>
	<u>\$ 55,920</u>	<u>\$ 40,020</u>
LIABILITIES AND NET ASSETS		
Current liabilities		
Accounts payable	\$ 72,716	\$ 46,781
Branch loans (note 4)	7,000	2,000
Deferred revenue (note 5)	<u>2,500</u>	<u>3,500</u>
	<u>82,216</u>	<u>52,281</u>
Net assets		
Unrestricted	<u>(26,296)</u>	<u>(12,261)</u>
	<u>\$ 55,920</u>	<u>\$ 40,020</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, 2008

	2008	2007
REVENUE		
Membership fees	\$ 288,249	\$ 265,918
Annual General Meeting and conference	60,199	59,282
Directory listings and advertising	39,728	
Certification	29,308	15,639
Publication sales	28,613	16,771
Other	7,380	7,651
Fairley prize (note 5)	1,152	1,000
Interest	649	1,201
	<u>455,278</u>	<u>367,462</u>
EXPENSES		
Administration	157,732	149,774
Travel and event venue costs	74,447	91,655
Regional branches (note 6)	52,007	46,243
Contract services	39,387	8,238
Certification	39,322	38,555
Rent and utilities	27,288	28,718
Stationery and supplies	25,509	20,455
Printing	16,884	11,601
Legal and accounting	9,246	6,375
Bank and credit card charges	7,972	5,842
Mailings	7,366	8,165
Honoraria	5,718	3,100
Memberships and promotion	2,935	4,217
Fairley prize (note 5)	2,000	2,000
Design	1,500	1,235
	<u>469,313</u>	<u>426,173</u>
EXCESS OF EXPENSES OVER REVENUE FOR THE YEAR	(14,035)	(58,711)
Net assets, beginning of year	<u>(12,261)</u>	<u>46,450</u>
NET ASSETS, END OF YEAR	<u>\$ (26,296)</u>	<u>\$ (12,261)</u>

see accompanying notes

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

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2008

	2008	2007
CASH INFLOW (OUTFLOWS)		
OPERATING ACTIVITIES		
Excess of expenses over revenue	\$ (14,035)	\$ (58,711)
Net change in non-cash working capital items (below)	<u>23,744</u>	<u>25,087</u>
Cash provided from (used for) operations	<u>9,709</u>	<u>(33,624)</u>
FINANCING ACTIVITIES		
Net receipt of branch loans	<u>5,000</u>	<u> </u>
Cash provided from financing activities	<u>5,000</u>	<u> </u>
NET CASH ACTIVITY FOR THE YEAR	14,709	(33,624)
CASH, BEGINNING OF YEAR	<u>26,689</u>	<u>60,313</u>
CASH, END OF YEAR	<u>\$ 41,398</u>	<u>\$ 26,689</u>
Net change in non-cash working capital items:		
Accounts receivable	\$ (1,652)	\$ (254)
Deferred revenue	(1,000)	(1,000)
Prepaid expenses	461	6,224
Accounts payable	<u>25,935</u>	<u>20,117</u>
	<u>\$ 23,744</u>	<u>\$ 25,087</u>

see accompanying notes

EDITORS' ASSOCIATION OF CANADA/ASSOCIATION CANADIENNE DES RÉVISEURS

NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2008

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 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
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NOTES TO THE FINANCIAL STATEMENTS

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3. FINANCIAL INSTRUMENTS

Fair value

The Association's financial instruments consist of cash, accounts receivable, and accounts payable and accrued liabilities. It is management's opinion that these financial instruments are not exposed to significant interest, currency or credit risks arising from these financial instruments. The fair value of these financial instruments approximates their carrying values due to the relatively short periods to maturity of these items or because they are receivable or payable upon demand.

4. BRANCH LOANS

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

	<u>2008</u>	<u>2007</u>
British Columbia	\$ 2,000	\$ 2,000
Saskatoon	<u>5,000</u>	<u> </u>
	<u>\$ 7,000</u>	<u>\$ 2,000</u>

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

5. DEFERRED REVENUE

Deferred revenue is composed of the following:

	<u>2008</u>	<u>2007</u>
Fairley prize	<u>\$ 2,500</u>	<u>\$ 3,500</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.

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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 allocated the following amounts to the branches:

	<u>2008</u>	<u>2007</u>
Quebec/Atlantic Canada	\$ 7,956	\$ 7,203
National Capital Region	9,240	8,594
Toronto	15,214	14,025
Prairie Provinces	7,135	6,180
Saskatoon	3,528	2,480
British Columbia	<u>8,934</u>	<u>7,761</u>
	<u>\$ 52,007</u>	<u>\$ 46,243</u>

7. LEASE COMMITMENTS

The organization leases office space at 27 Carlton Street in Toronto, Ontario, a photocopier and a postage meter and has the following minimum lease commitments. The operating cost portion of the office space lease is based on the 2008 rates and is subject to market fluctuations.

2009	\$ 26,064
2010	26,574
2011	25,928
2011	23,494
2012	<u>5,739</u>
	<u>\$ 107,799</u>

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).