

EDITORS' ASSOCIATION OF CANADA ANNUAL REPORT 2002-03

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EXECUTIVE REPORTS

TABLE OFFICERS

President

Jennifer Latham

As my final term as president comes to an end, I reflect on my time on EAC/ACR's national executive council with both pleasure and pride. The past year has been, as always, busy and challenging. I have learned much from my council colleagues, from our national office staff, and from members, who have all shown their ongoing concern and dedication to this organization.

In 2002–03 the national executive council dedicated much of its time to thinking about and developing details for the new structure that will come into being at the June AGM. Elections will yield a new 12-member board, and the association's committee structure will be reformed to encourage better organization and communications between all those involved in EAC/ACR initiatives.

The development of the transition documents, which are posted on our Web site at <http://www.editors.ca/transition.htm>, has been a learning process for everyone involved. Hashing out the details is showing us policy and governance gaps that will, I hope, be filled in over the next couple of years. Restructuring our board, committees, and operations is a big task that we all know will take a couple of years to accomplish. We are counting on members' input to help us achieve successful change. There may be a few wrong turns along the way, a few stalls, but I'm confident that positive attitudes and determination to improve our organization will prevail.

This year we undertook a process to gather member feedback on the future goals and directions of EAC/ACR. Workshops were held in all the branches to find out what members want from their association and where they want to focus its energies. The results of these workshops will culminate in a national workshop at the June AGM and will help next year's board to begin developing a long-range plan for EAC/ACR. I hope that future boards will continue to develop communication processes for gathering member feedback on an ongoing basis.

The year also came with disappointments. The largest one was the refusal of a large government grant that we had hoped would help us move some key initiatives ahead. For me and for others on the council, there were smaller disappointments when we realized that we couldn't fund all the

wonderful projects that were presented at the November budget meeting. A primary objective for EAC/ACR in the coming years must be to find additional sources of revenue to advance our many ideas for improving member services and promoting our profession. Have no fear, our finances are secure, but like most everyone else, we would love to have more dough!

Sadly, this year we will say goodbye to our first, intrepid association manager, Connie John. Connie signed on with EAC/ACR four years ago with a commitment to help the organization navigate its way toward professional management. During those years, our membership has significantly increased in size, and under Connie's guidance our delivery of services has been improved and made more efficient. There have been some bumps and potholes along the way, but Connie's advice has always been sound and her fortitude admirable when faced with our inherent editorial stubbornness. We are a better organization for your ministrations, Connie. Thank you.

With Connie's departure, we welcome Lynne Massey, our first full-time executive director. I know I speak for all the board and many members when I say we are happy to put the keys in your hand. Has anyone told you yet about our editorial stubbornness?

When I look at the list of EAC/ACR committees (see http://www.editors.ca/transition/national_committees.htm), it never ceases to amaze me—the number of members who give their time and inspiration to this organization is a true testament to its ongoing success. As I look back on what I have written, I realize that “ongoing” is the key theme and key word to all that is EAC/ACR. Thank you to everyone who has made it so.

Vice-President

Stephanie Fysh

The position of vice-president was held by John Eerkes-Medrano until early December 2002, and by Stephanie Fysh from February 2003.

In addition to generally assisting the president in her duties, taking on considerable portions of policy and planning work for the executive, and preparing the vice-president's report to the membership after executive meetings, both

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vice-presidents have served as executive representatives on the Policy Steering Committee. Stephanie represents the executive on the Member Communication Committee and has represented EAC/ACR at industry-wide discussions of the future of the publishing industry, along with association manager Connie John and PICA (Publishing in Crisis Again) Committee co-chair Greg Ioannou.

Honorary Past President

Rosemary Tanner

The duties of the past president are to offer sage advice, to coordinate the Tom Fairley Award, and to chair the Nominating Committee. I am in the middle of the second and third of those duties, and I hope I have accomplished the first.

I was honoured to have been asked to serve as honorary past president. I was first elected to the national executive 10 years ago. The membership then was about 500, and we had less than half a staff member, who did clerical work. None of the branches had administrative assistants. Now, our membership surpasses 1600, and we have three staff members. Many of the branches have part-time administrators. Our budget has tripled.

This transition has not come about easily. But I feel that EAC/ACR has passed through its growing pains and is coming out the other side. Please give your support to the new board. I wish them every success in the future.

Secretary

Perry Millar

This past year I attended the quarterly meetings and recorded the minutes arising from them. I also attended the retreat in Montreal in September and took notes of the discussions at these meetings. From these notes Dianne Smyth (past chair, PPB), Judith Johnson (chair, In-House Recruitment Committee), and I produced a summary of the discussions for the EAC/ACR Web site.

It had been hoped that a guide on parliamentary procedure for members could be produced, but due to the pressures of restructuring work, this project did not go forward.

Treasurer

Ann Fothergill-Brown

As the program year comes to a close, the association remains in good financial shape, with the possibility for some revenue growth and partnering with government that may help us achieve some of our important goals.

Specifically, 2003 costs are running at about forecast levels in all program areas, and membership revenues for 2003 are running slightly ahead of the forecast owing to continued growth in membership. The association has also received some leads regarding government programs that help professional groups to promote standards among their members. The certification initiative may be eligible for one of these programs.

In 2002, tough belt-tightening decisions by council—combined with windfall revenues from growth in membership—moved a budgeted \$27,000 deficit (which was slated to be covered by an equivalent draw-down from reserves) for fiscal 2002 into an actual \$5,000 surplus that can be devoted to association programs in fiscal 2003.

Noteworthy items occurring in the past year:

- choosing in May to fund only part of the Certification Committee's request, which turned out to be important, given the failure in November of our capacity-building grant request to the Department of Canadian Heritage
- choosing to reduce travel costs by holding all council meetings for 2002–03 in Toronto (with a transition planning retreat in Montreal); savings were generated even with a fifth meeting in the year
- slightly boosting returns on our reserve capital by opening a savings account with ING Direct
- purchasing board liability insurance, which ensures that all the hard-working volunteers at the national level and in the branches are protected as they carry out their duties
- streamlining parts of the association database, making production of the Directory of Editors somewhat easier
- setting fees for the Directory of Editors and the annual conference, and recommending a membership fee increase as costs increase for basic operations (postage, supplies, and so on)
- producing a spreadsheet that makes the calculation of the quarterly remittances to the branches easier and more accurate

COMMITTEES

Active Voice/La Voix active

Sheila Wawanash

It's been a good year at your newsletter. The results of last summer's survey indeed led to deciding that the newsletter would change format and distribution at the end of my tenure as editor, and the August issue will come to you electronically (or of course in the mail, if you've opted for that). Still pending is my hope it will also be posted, from as many years back as we can find, on the EAC/ACR Web site. Meanwhile, James Harbeck and I and the rest of the team have kept on with our track of production and met all our deadlines and delivered the goods to you faithfully, happily, well—no small task at the best and considerably more than that at the worst of times. Many thanks to all who have helped and to all who have written and to all of our readers. It's been swell.

To my successors, I wish you the same sort of pleasure we've had in serving this rare, special audience. It's a privilege with many rewards, but I might as well warn you as well. It takes courage to set a direction—and leave no nits unpicked.

Happy trails and good luck to you all. Thanks to the paths those who came before me in this role first set and then firmly established, I believe this lovely little publication has been steadily growing in its outlook and relevance. And I can't wait to see where AV will go next!

Certification

Jonathan Paterson and Rosemary Shipton

For the Certification Steering Committee (CSC), the past year brought some major accomplishments and disappointments.

The accomplishments included pilot-testing the examination, training markers, marking the pilot exam, and developing operational procedures. Pilot testing served its purpose, revealing strengths and weaknesses in the exam, and resulting in some rethinking of the exam content, duration, and invigilation requirement. As well, the CSC introduced the option of certification in each of the competency-based areas (copy editing, structural and stylistic editing, and proofreading). Members who are certified in all of these areas will be able to use the CPE (Certified Professional Editor) designation.

After a productive summer, the disappointments began with a 2003 certification budget request that the national executive council could not meet. As most members know, EAC/ACR applied for a substantial capacity-building grant, which was not approved. For the CSC, the result was that activities slowed, staff resources and travel expenses were reduced, and some hard questions about financing the certification initiative came to the forefront.

Where do things stand? Certification is a three-phase project: research and development; business and marketing; and implementation. The first phase is essentially complete, with work underway on an exemplar book and limited marketing research. The second phase requires business and marketing research for the association as a whole. The national executive council has to determine where certification fits into EAC/ACR's priorities and how much funding it can allocate to the project each year during the third phase, the implementation period. The CSC expects to obtain useful information from an upcoming membership survey that will include certification-related questions.

Throughout the year, the CSC provided reports to the national executive council and updates to members in *Active Voice/La Voix active*. Additional information is available through the Certification link on the association Web site.

Directory

Laura Byrne Paquet

During the summer of 2002, the directory team developed and tweaked various materials, such as email advertisements for volunteers and style guides. The office staff worked tirelessly with a programming consultant to fix some bugs in the database.

The request for volunteers to edit or proofread directory entries went out in mid-September, and more than 70 members came forward. Just about all the volunteers met their deadlines, which were staggered throughout late October and early November.

Between mid-November and New Year's, EAC/ACR member Lynda Chiotti did an immense amount of work to desktop the book, and staff member Lynne Massey did an amazing job of coordinating the directory team's efforts. Throughout that period, I continued to check and tweak

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a number of minor things: entries that looked incorrect, questions of style, over-long statements, and so forth.

In early December, PDFs of all the entries were posted to the EAC/ACR Web site, and members had the chance to make any vital changes. Simultaneously, volunteers were proofreading the directory section by section, and Elizabeth Bell in Calgary was editing the indexes.

I combined all the proofreading changes onto one master printout and Lynda input them in mid-December. She then sent the second proofs, along with the marked-up first proofs, to Nathalie Vallière in Montreal, who verified that all the changes requested by the members and proofreaders had been made.

On December 30, Nathalie returned those proofs to Lynda, who made the final changes and sent the directory to the printer. Members received their copies in early February.

I really appreciate all the time that so many people contributed to the directory—particularly Elizabeth, Nathalie, Lynne, and Lynda, all of whom worked so uncomplainingly during the holidays. Thanks to all of them, I survived my stint as directory chair with most of my meagre mental faculties intact.

Francophone Affairs

Suzanne Aubin

The first part of the year was rather calm, activity-wise, as I caught up with the various issues and procedures of the national executive council. In November, I volunteered at our booth at the Montreal Salon du livre. The good news is that since then, we have seen an increase in francophone members. I have written an article for *Active Voice/La Voix active* on the subject.

In December, Connie John chaired a special meeting of francophone members in Montreal. We took this opportunity to remind the members present (about 20) how important their involvement is to the functioning of the association. Many crucial subjects were also brought up by the members (e.g., pricing, increase in public relations activity). With so many topics to follow up on, it was decided that another meeting was necessary; it was held in January. Two more meetings have since been held.

Among the recurring subjects were *Les Normes* (which will be printed for free by Transcontinental) and the upcoming edition of *La Perluète* (the French newsletter of the Quebec-Atlantic Canada branch). The last two meetings were livelier as the topic of francophone representation in the new structure was covered. The participants gave voice to their concerns since the position I currently hold will no longer be a voting position on the national executive council as of mid-June. Let's hope that the invitation to members to attend exercises of mission statement and vision definition (national and branch) will be perceived as an opportunity for members to communicate their views and wishes.

In-House Recruitment

Judith T. Johnson

This six-member committee comprises the chair and a representative from each branch. Our major activities during 2002–03 are briefly described below.

- Committee members corresponded frequently by email. During a teleconference in January 2003, we discussed benefits of membership for in-house editors and planned elements of a recruitment campaign.
- The committee designed a survey that will be sent to a sample of about 50 individuals who agreed to participate after being identified by committee members as representative of in-house editors in their branches. The survey, which will be distributed electronically, is intended to provide a “snapshot” of Canadian in-house editors, including where they work, what they do, and how the association could serve them better. The committee will collate and interpret the results of the survey for its own use and submit a summary to the executive.
- The committee has drafted a brochure that includes the following information:
 - brief description of EAC/ACR
 - benefits of membership
 - contact information for the national office and branches
 - information about applying for membership

The brochure was written in English and will be translated into French. We would like to have copies mailed with the *Directory of Editors* to employers of in-house editors;

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brochures would also be sent to the branches for local distribution.

Before proceeding further, the committee will consult with the Public Relations and Membership committee chairs, as the brochure is relevant to their activities.

- A committee member wrote a brief item to publicize the database set up by the national office at <<http://www.editors.ca/pril/contactform.htm>> to assist in the identification of potential association members and employers of both freelance and in-house editors. This item was published in the June 2003 issue of *Active Voice/La Voix active*.

Mediation

Janis Barr

During this past year, I mediated six specific disputes: five initiated by members of EAC/ACR, and one initiated by a client. One of the cases involved multiple members of EAC/ACR. Four of the six cases involved late payment of invoices. Of these, two were resolved satisfactorily to the benefit of the members. Unfortunately, two were not.

In my report for 2001–02, I urged editors to insist on written contracts. My experiences this year have made me feel even more strongly about this. Editors should have a written contract, no matter the size of the work. If, in the end, editors need to resort to the courts for payment, a written agreement is the strongest weapon they can have. I also urge editors to seek advice from their fellow editors or from EAC/ACR directly if they are concerned about a possible client. There is a wealth of experience among our members, and we should be taking advantage of it when needed.

I am resigning as mediator, although I have enjoyed the tasks and learned a few things in the process. What more can one ask for?

Member Communication

Art Cuthbert

The work of the Member Communication Committee (MCC) was slow off the mark. Recruitment of committee members proved difficult. In the end, members at opposite ends of the country, Peter Colenbrander of Vancouver, B.C., and Doug Linzey of Hantsport, N.S., were persuad-

ed to join the chair, Art Cuthbert, and the president's delegate, at first Tammy Bokhari, then Stephanie Fysh. The chair was elected by the membership at last year's AGM. Extended efforts at francophone and PPB recruitment were unsuccessful. It appears that the MCC will have to work harder to establish its importance with the membership.

Our main task was to stimulate feedback from members to the national executive council's initiatives to further the restructuring process begun last year. Our initial plan to provide a questionnaire to focus the responses of members proved impracticable, given the quantity and complexity of the documents to be reviewed. We have begun to receive comment on the transition package and will make a digest of the responses available to the executive and, in summary, to the general membership, if time permits. We will also provide advice to the executive with the intention of cultivating communication to and from the membership. Unfortunately, no member of the MCC is prepared to stand for election as chair at the coming AGM.

Membership

Greg Ioannou

Tammy Bokhari was elected as membership chair at last year's AGM, and unfortunately resigned for personal reasons on November 28, 2002. I was appointed by the national executive to complete her term on January 20, 2003. My main accomplishment during my brief tenure as membership chair was to find a co-chair, Christa Bedry. A committee is now in place, but has not started deliberations. The committee members are Suzanne Aubin, Christopher Blackburn, Heather Ebbs, Gayle Moore, and Cathy Witlox.

During her time as chair, Tammy had compiled a summary of the issues surrounding membership. I started to go through the lengthy membership discussion on the subject to try to expand and organize that summary. I hope to have the summary done in time to hand off to the next chair.

PICA (Publishing in Crisis Again)

Claudia Forgas and Greg Ioannou

Stoddart Publishing: Stoddart did not pay members owed money for editorial work undertaken on its titles. Considering General Publishing's enormous debt and the substantial funds owed to claimants such as Scotia-

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bank, the likelihood of members receiving owed money from Stoddart is slim. The news for writers has been only slightly more positive. In December 2002, in response to a request by The Writers' Union of Canada, the Department of Canadian Heritage agreed to offer a one-time fund of \$150,000 to help compensate Canadian writers who will not receive income owed to them by Stoddart. The Writers' Trust of Canada is administering the fund. This fund is good news, but according to Lindsey Love at The Writers' Trust of Canada, the total owed to Canadian writers is apparently in excess of \$5,000,000.

Stewart House Publishing: In mid-January, Stewart House declared bankruptcy. PICA saw this one coming and (with help from the mediator) was able to get some people paid before the bankruptcy. The total owed to freelance editors on the creditors' list is \$36,550.82. PICA advised affected members to write off the money owed.

Phase II of PICA's mandate: PICA has been addressing phase II of its mandate, which is to propose approaches to protecting EAC/ACR members from insolvent or non-paying clients in the future.

We began Phase II with a discussion of EAC/ACR's role in protecting editors from insolvent or non-paying clients to set the framework for future proposals. That work will be ongoing in the upcoming year.

Policy Steering Committee

Beatrice Baker

The Policy Steering Committee was formed in 2002 to help the national executive council as part of a long-term process of policy development. EAC/ACR does not have easily accessible and clearly written policies to guide its activities and operations. In some instances, policies exist as motions in official minutes or simply in the memories of volunteers who have performed various tasks for the association. Many policies are de facto policies that evolved from traditional ways of doing things.

The original members of the committee were John Eerkes-Medrano (past chair), Ruth Pincoe, Beatrice Baker (current chair), Daphne Davey, Marie Lesoway, and Robert Rodbourne, with Stephanie Fysh, vice-president, sitting ex officio. Unfortunately, John and Ruth had to resign early in the committee's mandate, and Robert is currently on a leave of absence.

Thanks to the efforts of Lee d'Anjou and Robert Rodbourne, EAC/ACR now has a compendium of annotated motions culled from minutes of meetings from 1979 through 2001. This substantial document became the starting point for the committee's work. Pertinent information from this document has been extracted and organized in a number of policy areas: membership, treasury, public relations, human resources, the Tom Fairley Award, and member volunteers. In addition, a number of individuals (for example, past and present treasurers) were queried about existing practices. The 2003–04 board will receive the committee's report covering these policy areas.

A number of topics are left to research, namely: publications, professional development, branch-related policies, board-related policies, and operations. It is hoped that this work will continue until all policy areas have been researched and existing policies or policy gaps identified for the board.

Professional Development

Rosemary Shipton

It has been a momentous year for professional development, with notable achievements mixed with some disappointments. Both the Certification Committee and the Standards Committee have presented separate reports.

National conference: On May 24–26, 2002, Montreal hosted the first bilingual EAC/ACR conference and the first national EAC/ACR conference ever held in that city—and it was a great success. The record 225 participants evaluated the event in glowing terms, and keynote speaker Roch Carrier and the plenary panel on the role of editors in both English and French publications were particularly popular. Thanks to conference coordinators Gilles Vilasco and Jacqueline Dinsmore and to the QAC branch for all their good work on the conference.

Jacqueline Dinsmore was hired to write a manual for future conference planners. It was completed by the late fall, in time to assist Andrea Gregoire and the NCR group with arrangements for the 2003 national conference in Ottawa, June 13–15, 2003.

The 2003 national conference will be held at the University of Ottawa. Changes this year include the generic title, Conference 2003, and some variety in the length of sessions—one-hour, 90-minute, and two-hour slots. In each

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slot there will be three English-language and two French-language topics to choose from. In the fall, I sent out a broadcast requesting suggestions for topics and speakers, and the program offers a variety of themes of interest to government, museum, Web, and publishers' editors, as well as panel discussions on ethics in publishing and ways to expand your career. The keynote speaker is Charlotte Gray, Canada's foremost biographer. Once again I thank Connie John for valuable work in lining up many of the speakers.

The national executive has voted to hold the 2004 conference in Calgary, and the PPB has accepted the opportunity with enthusiasm.

Seminars: Connie John has organized several customized seminars in both Toronto and Montreal, including the first ever in French in the latter city. This work expands EAC/ACR influence and prestige in the community while, at the same time, it earns much-needed money for the association.

In the fall I contacted branch chairs asking if any of them wanted further information about standards for the certification tests or help from the national office with arranging seminars in their areas.

Professional Standards

Lenore d'Anjou

This year we've mostly worked behind the scenes: answering questions, watching the committee's publications—*Professional Editorial Standards* (PES) and *Meeting Editorial Standards* (MES)—and liaising with the Certification Steering Committee. Our subcommittees have done more visible work. (They report below.)

Answering questions: The year's most gratifying task was answering questions from a study group of NCR members working their way through MES. When we created the workbook set, we envisioned its use in such groups, and several met across the country in the late 1990s. It's good to know that members are still forming them. We thank the NCR group for its humbling diligence and its intelligent questions.

Publications: A 3,000-copy reprint of PES was delivered in May. Webcom again donated the work. The acknowledgement it requested is "Printed by Webcom Ltd. as a

service to the publishing industry," which it has indeed provided, having printed every copy of the booklet since its first publication (1991).

Meanwhile, MES continues to sell well, partly spurred by its adoption for courses at several postsecondary institutions, including Ryerson University. Those sales are good for the association's reputation, for promoting both membership and certification, and for the bank account (we split the revenue with the co-publisher, Captus Press).

A revision is on the horizon. A new edition of *The Chicago Manual of Style*, which is much quoted in MES, is expected this fall. The publisher says the alterations will include "significantly enhanced" coverage of electronic documents and their citation.

Once the revised *Chicago* is out, a subcommittee will consider which changes should be reflected in the MES exercises and commentaries. (We will take the opportunity to update the bibliography and repair a handful of infelicities.) Experience suggests that work will take at least a year, so publication will probably be in 2005.

French Standards Subcommittee

Louis Majeau

At the instigation of Lise Saint-André and under her dynamic leadership, the subcommittee undertook, some four years ago, to produce a French document similar to EAC/ACR's *Professional Editorial Standards*, which had been available for more than 10 years.

The challenge was not to simply translate the English document into French but rather to use its basic content and to adapt it to the specifics of the French language and to industry practice in French. After several drafts and rounds of consultation, the objective was to produce a final version that could be submitted to EAC/ACR's membership for approval.

In June 2002, at the suggestion of some members of EAC/ACR's national executive council, I joined the subcommittee. In August, after leading the project with determination and dedication from the beginning, Lise retired from the subcommittee. The members of the subcommittee asked me to take the role of chair and I have held the position since then.

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The subcommittee undertook to conduct a rigorous, in-depth review of the draft as it stood in May 2002. Comprised of Marie Cimon, Roseline Desforges, Sylvie Lahaie, Jonathan Paterson, and myself, the subcommittee, which proceeds by consensus rather than by majority decision, has held 10 work sessions since June 2002.

Each member has contributed in a sustained way to this demanding but most gratifying task, with competence, enthusiasm, dynamism, and discipline. Thanks to their efforts, tenacity, and professionalism, the project will be completed within the next few months.

Progress has been slow but the subcommittee's work will soon be complete. The members of the subcommittee are confident that, in the near future, they'll be able to present a document of excellent quality that can then be submitted with great pride to francophone members and to EAC/ACR's entire membership.

Web Editing Subcommittee

Jim Taylor and Lynda Chiotti

The Web Editing Subcommittee was set up to consider how well EAC/ACR's existing standards, contained in *Professional Editorial Standards* (PES), work in the context of electronic publishing. The Web presents a number of complications. For example, unless the publisher uses PDF technology, the author/editor/team can never know what typeface the material will be presented in nor, therefore, how lines will break. Similarly, hyperlinks permit readers to move around, in both the main document and associated documents, so that the writer/editor can no longer count on a linear presentation of ideas.

The subcommittee is now nearing completion of its task. We have examined all sections of PES. To the credit of its original drafters, most of the descriptions of editing skills hold up fairly well, even in an unforeseen environment. Our major difficulty comes in Section D (Elementary Knowledge of the Publishing Process), because much of the knowledge of the processes for print production is irrelevant in the Web context.

The subcommittee's mandate is to determine whether the demands of Web editing warrant a booklet on the subject, one separate from PES. In addition, although not specifically part of our mandate, we are working on concerns that might be included in such a booklet or that might be kept

in mind when (or if) PES is revised. We expect to submit our recommendations later this spring.

Public Relations

Stephanie Fysh

The Public Relations Committee has this year begun a longer process of planning toward a full PR and marketing strategy for EAC/ACR. This planning process will continue into the next year and may also eventually include a professional consultant.

On the practical side, committee members have been assisting others in EAC/ACR with particular PR and marketing projects: some members also sit on the Certification Marketing Subcommittee; others assisted the Ottawa conference organizers in locating potential sponsors; and assistance was also given in drafting press releases. An offshoot of this last project is to be a usable media contact list.

The PR Committee is also responsible for EAC/ACR's presence at BookExpo Canada, a national publishing industry trade show and conference. This year, EAC/ACR was invited, for the second year in a row, to organize a panel discussion; our topic for 2003 is "The Present and Future of Publishing Education," with speakers from EAC/ACR (professional development chair Rosemary Shipton), Centennial College, Ryerson University, Simon Fraser University, and the Canadian Booksellers' Association (the conference sponsors). As always, we also have a booth at the trade show.

The Public Relations Committee looks forward to implementing longer-term projects, such as the media list; to working more closely with other EAC/ACR committees on promoting and marketing particular projects; to working with branch PR chairs on coordinated projects; and to developing a PR and marketing strategy for the organization as a whole.

Publications

Lannie Messervey

Membership package: During the past year, work has progressed well on the new membership package, thanks to Joan Irving and Anita Jenkins. The planned members' package will improve our image with new members and

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provide easier access to EAC/ACR reference information for all members.

At the end of the process, EAC/ACR will be providing current information that is easily accessible and updateable. Information for francophones will be on a par with information for anglophones.

EAC/ACR Web site: A new overall structural outline has been drafted for the Web site, to address EAC/ACR's main audiences and stakeholders and to make the site much more user-friendly. When implemented, the site's structural consistency will improve, helping to make a clearer distinction between information for current members, information for potential members, and information for employers/clients of editors. The plan aims to improve the site experience for current members and make the Web site a more effective means of promoting EAC/ACR to potential members and employers/clients of editors. This draft outline will be passed along to the new Web Site Committee chair for discussion and review.

Office staff now do the majority of the updating work on the site.

Style sheet for national publications: We have been comparing existing style sheets for various national publications, and have identified areas of commonality which will form the basis for a proposed style guide for national publications. This style guide can be adapted for individual publications as required.

Online Directory: Due to improvements made to the workflow process and in the use of the database, the online directory played a key role in the registration process for the hard-copy directory.

Tom Fairley Award

Nancy Flight

As a result of our letter-writing campaign to book publishers in 2002, the committee raised \$6,200 in funding for the Tom Fairley Award. Obtaining contributions from book publishers in the year of the Stoddart debacle was not easy, and we are grateful to those who made a donation. The next step is to approach corporations for donations. We may also go back to some of the publishers who were not able to contribute last year in the hopes that they might be able to do so now.

BRANCHES

British Columbia Branch

Faith Gildenhuys

New initiatives: The BC branch decided to sponsor two \$500 scholarships, one for a student in Douglas College's Print Futures program and one for a student in Simon Fraser University's Master of Publishing program.

The branch now uses GiffTool, a Web company specializing in services to non-profits, that permits us to accept online credit card payment for workshops. More than half the registrants in spring workshops used the service.

Ongoing programs: The branch offered seven Saturday workshops on editing topics ranging from starting your own business to indexing. They all attracted a full house or almost a full house. Our nimble administrator ensured that they were not interfered with by striking university support workers.

The programs at the monthly meetings covered a wide range of topics as well. We heard from a writer covering the disappearance of women on Vancouver's downtown east side and from an expert on how to create a personal Web page.

The branch had a significant presence at Word on the Street and the Surrey International Writers Festival.

Administration: Winnifred Assman combed the branch minutes to produce a policy and procedures document for the branch which will be invaluable to future executives.

We are moving increasingly into job sharing, with co-chairs for most of the committees. We are blessed with willing and able volunteers.

For all branch news, see the newsletters posted on the branch site at <<http://www.editors.ca/bc/newsletter.htm>>.

Prairie Provinces Branch

Dianne Smyth

PPB has had a most rewarding year, with a rich variety of workshops for professional development and some enjoyable social gatherings (including a December party with a string quartet). Our Saskatoon "twig" has slowly but steadily developed momentum over the past year. The group has held two sold-out workshops: grammar last fall

and proofreading in the spring. Saskatoon holds regular monthly meetings with short professional development programs or speakers.

Both Edmonton and Saskatoon held sessions with a professional facilitator to develop a statement of purpose (or vision) for each area that will tie in with the national thrust. Saskatoon recently took this exercise a step further with a facilitator to help the group set priorities for the coming year.

PPB, which covers Alberta, Saskatchewan, and Manitoba (with additional members in the Northwest Territories, the United States, and the South Pacific), continues to experience a gradual increase in members. The branch's greatest challenges for 2003–04 are to nurture our twigs in Calgary and Edmonton, and to encourage and assist members in the Manitoba area to form a twig and offer local workshops and events. Interest in the organization and its activities is strong in Saskatoon. The challenge is how to turn the considerable interest in the community into members.

Our Calgary twig, which was very active in recent years, needs a core group of actively involved members in order to resume programs and activities. This past year, with key people moving on to other interests, has seen the suspension of activities in Calgary. The PPB executive is trying to rally interest among Calgary members to form a small group of two or three people to assist with local events.

Our newsletter, *Latest Edition*, got off to a slow start this year but is now up and running. We have a dynamic new team, with the editor in Edmonton and the designer in Saskatoon. *Latest Edition* will appear more regularly next year and continue to feature the past and current work of several PPB members in each issue.

The PPB executive wishes to thank its many active members who make our activities possible. Without our hard-working volunteers and PPB assistants we could not be the exciting, vibrant association we now are.

Toronto Branch

Elizabeth d'Anjou and Andy Carroll

It's been a busy year at the Toronto branch.

Edition goes electronic: Our newsletter, *Edition*, made the move to an electronic format, which was introduced with

BRANCHES, CONTINUED

a brief “special edition *Edition*” distributed in the summer. The transition went quite smoothly, with many members offering compliments on the new format. About 7% or 8% of members, at their request, continue to receive printed copies by mail.

New branch administrator: September saw the departure of our able, efficient, and always pleasant branch administrator, Gene Shannon. A hiring committee was struck, and we were lucky enough to find Carol Hurst, a member with exceptional organizational skills, to fill the job. As a summer project, Gene had created a procedure manual for the branch administrator job, which helped greatly in the transition process.

Word on the Street: Hosting our WOTS booth in September is one of the branch’s most popular volunteer activities. This year, our “Who Needs an Editor?” contest, which had people trying to find at least 30 copy editing errors in a paragraph in order to win a free seminar, generated a lot of interest—over 100 people gave it a try.

New digs: Over the Christmas break, we moved into our new office at 27 Carlton Street—Suite 507, just across the hall from the national office.

Seminars: We offered, as usual, a full line-up of seminars this year—nine in the fall and sixteen in the spring—including some new titles, such as “Six Skills of Successful Freelancers” and “Creating a House Style.” While seminar attendance overall was down slightly this year from previous years, the branch still managed to come close to its income targets. We plan a review in the summer to consider whether we might run a summer seminar session as well.

Programs: Our program evenings have been extremely successful this year. Topics have included combining freelance editing with parenting, copyright issues, media convergence, and “e-learning”—the last of which attracted a record crowd that literally overflowed our venue.

Reading series: Lynn Fraser, our public relations chair, is planning a fall reading series, called “A Celebration of Words,” to showcase works that have been edited or proofread by EAC/ACR members. Guy Gavriel Kay, an internationally known Toronto writer and poet, has graciously agreed to read at the series, and Canadian culture commentator Geoff Pevere will moderate.

National Capital Region Branch

Elizabeth Macfie

Changes to the executive: we split the branch chair position into two positions (local affairs and national delegate), and created a francophone affairs position.

Louise Saint-André’s work to recruit and involve French-language editors has led to monthly meetings in French, French-language content in our newsletter, *The Bulletin*, and a revival of French seminars.

NCR ran about 16 regular-season plus three pre-conference seminars (mostly sold out). Starting in June 2003 we will pay our branch executive director to manage seminar venues and catering. She already organizes these for other branch events, and the seminars committee’s workload had become too heavy.

NCR now sells books at monthly meetings only, to lighten the books committee’s load. We now sell only core books, and display others as suggested titles to buy elsewhere.

Our monthly meetings moved to a bigger, nicer, more expensive venue (Dows Lake Pavilion). Notable program topics included “How to Conduct a Research Interview,” “Stress Management,” and “Freelance or In-house Editing—Making the Choice.” Our annual Editors’ Showcase expanded to display-plus-program—15 members displayed recent work, and six made brief presentations on noteworthy aspects of a project they did. This is a good way to find out about our colleagues’ work—varied, interesting, and full of human interest.

Our annual wine-and-cheese networking evening drew a big crowd (75). It’s expensive but effective, and is good for our image. The event began with a presentation on networking.

Our job hotline now emails all job/contract openings to an opt-in circulation list (55 out of our 344 members). This lessens the work for our executive director, and all who want the notices get them.

Conference preparation has involved about 40 NCR members. To thank all other volunteers (44), we mailed a photo card with a note of thanks and an invitation to lunch (as in 2001–02). The volunteers appreciate this lunch plus networking and social opportunity.

BRANCHES, CONTINUED

The Job Help Pages of resources for underemployed or laid-off editors were instigated and created by NCR membership chair Mary Beth Wolicky; Carolyn Brown was a major helper on that team. See <http://www.editors.ca/ncr/job_help/>.

Non-executive members are active too: Linda Jenkins leads a monthly certification study group with about six members; Debra Huron organizes potluck suppers.

Quebec/Atlantic Canada Branch

Christine Hastie

In 2003, QAC was less active than in 2002. There was a strong line-up of English meetings from Veronica Schami, and Roseline Desforges planned well-attended French seminars. Traci Williams planned a few successful social and networking events—one of which was a thank-you party for conference volunteers. Fernand Roy organized our participation in the Salon du livre in Montreal. Nancy Holland coordinated our presence in the Halifax edition of *Word on the Street*. Under the editorship of Mary Dalton and Anne Fotheringham, *Ampersand* went PDF this year, saving the branch over \$1,500 in production expenses.

QAC got involved in politics this year when it was asked by the provincial department of labour, the Ministère du Travail, to submit feedback to a study being conducted on social benefits for non-traditional workers. If adopted, the study's recommendations—especially those that redefine the word “salaried” in the various components of Quebec labour laws—could help Quebec freelancers, as well as

those who work on contracts within companies (who are not covered by regulatory measures), see social benefits that are more in line with those of the traditional work force.

QAC took a bit of time to rebuild this year. Energies were a bit subdued after the flurry of activity around the conference held in Montreal last year, and a number of key positions on the executive were left vacant while a few other executive duties were under-supported. A number of those on the executive were unable to come to meetings, although branch business went forward.

The branch executive interpreted these developments as indications that members want to have less demanded of them on the administrative front when they volunteer their help. Our phone line needs much more attention than a volunteer can provide. The branch mailbox is not conveniently located for this many volunteers. As many EAC/ACR members will acknowledge, a database requires more than a cursory knowledge of the software to both maintain it and put it to good use. With lots of ideas circulating and not many resources, we needed someone dedicated to keeping us focused and to carrying things through. We needed a branch administrator.

Hiring personnel is a big step to take for a small branch and branch executive, but a necessary one, now that membership has nearly doubled since the year 2000. After only a few days in her new position, Karen Schell has proven her administrative capability by helping to organize a number of events and straightening out more than a few logistical tangles. QAC volunteers can look forward to her support.

NATIONAL OFFICE

Connie John, Association Manager

This was the year we felt the full impact and potential of the EAC/ACR Web site. Branches requested updated postings; the national executive council used the site to reach members with restructuring and transitional documents; and we moved to electronic registration for the conference.

Throughout the association, we're communicating more frequently with each other. The increased volume of our broadcast emails and Web postings has modified the work of the administrative coordinator, Michele Collins, whose initial job description gave little hint of the time she now spends maintaining the Web site and responding to email queries. Michele's job continues to evolve as the association becomes ever more ambitious.

With the creation of the project manager position, Lynne Massey stepped in to shoulder the responsibility of supporting the Certification Steering Committee and overseeing the documents and processes that follow from restructuring. She also facilitated a considerable revamping of the directory process and modifications to the online directory. Working with committees and the national executive council are special interests of hers.

Our first intern, Toronto member Beverley Grace, joined the office in January for a six-month stint. With her help, we've been able to undertake certain projects that had been on hold. Beverley, in turn, is getting a feel for the work of the office and the demands of multitasking.

This past year has seen the culmination of the EAC/ACR quest for recognition under the Status of the Artist legislation. After three years of hearings, the association can now represent all freelance editors who work on compilations in their negotiations with agencies of the federal government. Although this may seem a small start, it is nevertheless an important form of recognition and one that the association will continue to build on.

Meanwhile, the regular work of the office continues: membership administration, financial administration, bimonthly mailings, and responding to wide-ranging general queries. EAC/ACR membership continues its steady growth and has increased by 80% (to more than 1,600) since 1999, the year the association first hired staff. We look forward to continuing to work with you as the association evolves.

VOLUNTEERS

Thanks to the many members who volunteered for EAC/ACR national initiatives in 2002–03. If we have accidentally omitted anyone, please advise the national office.

Claire-Line Aecherli	Léon Collet	Jo Howard
Rick Archbold	Stacy Cooke	Heather Hudson
Linda Armitage	Lu Cormier	Carol Hurst
Winnifred Assmann	Pauline Côté	Sue Innes
Emily Atkins	Bill Coulthard	Joan Irving
Tannis Atkinson	Katherine Coy	Nicole James
Beatrice Baker	Catherine Cragg	Amanda Janes
Jinnean Barnard	Art Cuthbert	Anita Jenkins
Brenda Barsellotti-Heming	Barbara Czarnecki	Camilla Jenkins
Stephen Beck	Daphne Davey	Linda Jenkins
Christa Bedry	Darlene Davidovic	Donna Jensen
Elizabeth Bell	Ena de Jong	Ron Jette
Brenda Belokrinicev	Anne-Marie Deraspe	Heather Johnson
Fritz Beltinger	Peter Derbawka	Wayne Jones
Linda Berndt	Denise de Repentigny	Tom Karmo
Richard Best	Luc Desbiens	Andrea Kennedy
Jane Billingham	Roseline Desforges	Teresa Kennelly
Jocelyne Bisailon	Cecille Soberano Di Bert	Juliet Kershaw
Karen Black	Jacqueline Dinsmore	Eryn Kirkwood
Christopher Blackburn	Dianne Dixon	Christine Kondo
Marion Blake	Jackie Dulson	Lee Kotsalis-Thulin
Dennis Bockus	Sylviane Duval	Olive Koyama
Tammy Bokhari	Heather Ebbs	Corinne Kraschewski
Céline Bouchard	Marjorie Edwards	Karen Kucherawy
Michelle Boulton	John Eerkes-Medrano	Curt LaBond
Blosson Boxer	Ricki Ewings	Andrée Lachance
Cathy Brannen	John Firth	Sylvie Lahaie
Betsy Brierley	Nancy Flight	Nathalie Larose
Jane Broderick	Isabel Fonte	Zofia Laubitz
Lori Burwash	Curtis Foreman	Jean Lawrence
Lesley Cameron	Claudia Forgas	Krysia Lear
Lisa Carreiro	Nicole Gendron	Christian L'Écuyer
Bonnie Carter	Eva Gerold	Marie Lesoway
Franklin Carter	Jennifer Getsinger	Tilman Lewis
Maggie Charlton	Marg Gilks	Doug Linzey
Virginie Chatard	Freya Godard	Jean Mario Longpré
Ruth Chernia	Susana Gomes	May Look
Robert Chesterman	Beverley Grace	Karin Lynch
Lynda Chiotti	Laurie Graham	Paulette MacQuarrie
Marie Cimon	Rosemary Gretton	Louis Majeau
Glenn Clavier	Anna Griffiths	Francesco Mandolini
Liz Clayton	James Harbeck	Ivy Marciniak
France Cliche	Trecia Harley	Mary Jean McAleer
Julia Cochran	Joanne Haskins	Vicki McCullough
Elizabeth Cockle	Jennifer Hedges	Ross Meacher
Dominique Coindre	Shelley Henderson	Judyth Mermelstein
Peter Colenbrander	Lara Hinchberger	Ann-Marie Metten

VOLUNTEERS, CONTINUED

Derek K. Miller	Eva Richter	Terry-Lynn Stone
Adrienne Montgomerie	George Rigby	Cy Strom
Georgina Montgomery	Sheila Riordon	Betty Taylor
Gayle Moore	Dyanne Rivers	Jim Taylor
Marie-Noëlle Morency	Ginette Roberge	Blossom Thom
Dianne Moscrip	Corinne Robertson-Brown	Erin Thomas
Peter Moskos	Robert Rodbourne	Shelley Tigert
Jennifer Myers	Käthe Roth	Martin Townsend
Alison Newall	Jane Rowat	Linda Turchin
Maureen Nicholson	Simone Paradis Ruther	Susan Turcotte
Sally Noonan	Susan Safyan	Ruthanne Urquhart
Shaun Oakey	Lise Saint-André	Nathalie Vallière
Mariko Obokata	Louise Saint-André	Kathy Vanderlinden
Robyn Packard	Daniel Salerno	Moira Vekony
Gabriella Parro	Tara Salman	John Vigna
Naomi Pascoe	Milagros Santiago	Gilles Vilasco
Frances Peck	Craig Saunders	Tom Vradenburg
Frédérique Pelletier-Lamoureux	Huguette Savoie-Beaulieu	Dianne Vroom
Alexandra Penn	Veronica Schami	David Waller
Julie Perreault	Robert Sealey	Jan Walter
Ross Peterson	Gene Shannon	Traci Williams
Iris Hossé Phillips	Marie Simon	JJ Wilson
Ruth Pincoe	Stuart Slayen	Cathy Witlox
Linda Poitevin	Lynn Smith	Mary Beth Wolicky
Wilfred Popoff	Adrienne Snow	Anna Wong
Renate Preuss	Kathryn Spracklin	Alan Yoshioka
Sheila Protti	David Stacey	Colleen Young
Poppy Quintal	Karen Staudinger	Carol Zhong
Suman Ramakrishnan	Sherry Stinn	Marlene Ziobrowski
Esther Regehr	Tanis Stoliar	Judith Zoltai

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

FINANCIAL STATEMENTS

DECEMBER 31, 2002

AUDITORS' REPORT

To the members 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, 2002 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, 2002 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Cowperthwaite Mehta

Chartered Accountants

March 18, 2003
Toronto, Ontario

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

STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2002

	2002	2001
ASSETS		
Current assets		
Cash and short-term deposits	\$ 62,192	\$ 62,536
Accounts receivable	16,237	11,768
Prepaid expenses	<u>3,629</u>	<u>2,855</u>
	<u>\$ 82,058</u>	<u>\$ 77,159</u>
LIABILITIES AND NET ASSETS		
Current liabilities		
Accounts payable	\$ 34,164	\$ 22,562
Deferred revenue (note 3)	<u>8,500</u>	<u> </u>
	<u>42,664</u>	<u>22,562</u>
Net assets		
Unrestricted net assets	<u>39,394</u>	<u>54,597</u>
	<u>\$ 82,058</u>	<u>\$ 77,159</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, 2002

	2002	2001
REVENUE		
Membership fees	\$ 217,738	\$ 190,211
Annual General Meeting and conference	49,596	33,341
Seminars	33,830	21,550
Directory listings and advertising	29,180	25,394
Publication sales	18,224	14,485
Government grants (note 4)	13,006	35,000
Other	5,940	6,556
Toronto administration	4,732	6,997
Interest	1,099	2,100
Fairley prize (note 3)	<u>1,000</u>	<u> </u>
	<u>374,345</u>	<u>335,634</u>
EXPENSES		
Administration	102,242	73,698
Travel and event venue costs	61,368	50,176
Honoraria and contract services	59,155	42,688
Regional branches (note 5)	37,008	32,923
Printing	33,807	39,589
Stationery and supplies	27,883	22,824
Rent and utilities	23,358	19,622
Mailings	22,346	23,240
Legal and accounting	5,184	5,849
Design	5,020	4,072
Bank and credit card charges	3,506	2,833
Memberships and promotion	3,057	5,124
Publications 2,640	3,290	
Fairley prize (note 3)	2,000	
Special projects	599	253
Bad debts	375	
Equipment purchases	<u> </u>	<u>2,129</u>
	<u>389,548</u>	<u>328,310</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES FOR THE YEAR	(15,203)	7,324
Net assets, beginning of year	<u>54,597</u>	<u>47,273</u>
NET ASSETS, END OF YEAR	<u>\$ 39,394</u>	<u>\$ 54,597</u>

see accompanying notes

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

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2002

	2002	2001
CASH INFLOW (OUTFLOWS)		
OPERATING ACTIVITIES		
Excess (deficiency) of revenue over expenses	\$ (15,203)	\$ 7,324
Net change in non-cash working capital items (below)	<u>14,859</u>	<u>5,928</u>
NET CASH ACTIVITY FOR THE YEAR	(344)	13,252
CASH AND SHORT-TERM DEPOSITS, BEGINNING OF YEAR	<u>62,536</u>	<u>49,284</u>
CASH AND SHORT-TERM DEPOSITS, END OF YEAR	<u>\$ 62,192</u>	<u>\$ 62,536</u>
Net change in non-cash working capital items:		
Accounts receivable	\$ (4,469)	\$ 10,761
Deferred revenue	8,500	
Prepaid expenses	(774)	(412)
Accounts payable	<u>11,602</u>	<u>(4,421)</u>
	<u>\$ 14,859</u>	<u>\$ 5,928</u>

see accompanying notes

EDITORS' ASSOCIATION OF CANADA/ASSOCIATION CANADIENNE DES RÉVISEURS

NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2002

1. THE ORGANIZATION

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

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

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

2. SIGNIFICANT ACCOUNTING POLICIES

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

Revenue recognition

The Association 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 requires management to make estimates and assumptions that affect the reported amount of assets, liabilities, revenues and expenses. These estimates are reviewed periodically and as adjustments become necessary they are reported in the period in which they become known.

EDITORS' ASSOCIATION OF CANADA/ASSOCIATION CANADIENNE DES RÉVISEURS

NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2002

3. DEFERRED REVENUE

Deferred revenue is composed of the following:

	<u>2002</u>
Fairley prize	\$ <u>8,500</u>

The organization received contributions of \$9,500 from various sources to be used to recognize excellence in editing. The Board of Directors decided to endow the award whereby \$1,000 of the contributions would be awarded annually with a matching of \$1,000 by the organization.

4. GOVERNMENT FUNDING

Government funding recognized in the year was as follows:

	<u>2002</u>	<u>2001</u>
Canadian Heritage	\$ 13,006	\$ 5,000
Cultural Careers Council of Ontario	<u> </u>	<u>30,000</u>
	<u>\$ 13,006</u>	<u>\$ 35,000</u>

5. REGIONAL BRANCHES

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

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

	<u>2002</u>	<u>2001</u>
Quebec/Atlantic Canada	\$ 5,979	\$ 5,309
National Capital Region	7,327	6,603
Toronto	12,482	10,179
Prairie Provinces	4,942	5,211
Western Canada/British Columbia	<u>6,278</u>	<u>5,621</u>
	<u>\$ 37,008</u>	<u>\$ 32,923</u>

EDITORS' ASSOCIATION OF CANADA/ASSOCIATION CANADIENNE DES RÉVISEURS

NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2002

6. LEASE COMMITMENTS

The organization leases office space at 27 Carlton Street in Toronto and has the following minimum lease commitments. The operating cost portion of the lease is based on 2002 property and utility rates and is subject to market fluctuations.

2003	\$ 22,768
2004	23,330
2005	<u>9,819</u>
	<u>\$ 55,917</u>

7. 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).