

Editors' Association of Canada
Association canadienne des réviseurs

ANNUAL REPORT 2020



EDITORS
RÉVISEURS
CANADA

PREPARED BY THE NATIONAL EXECUTIVE COUNCIL

Contents

About the association.....	3
National executive council, committee and task force chairs	6
President’s message	7
Operations	8
Committee and task force reports	9
Local groups: Branches and twigs overview	17
Awards	19
A note on volunteering	20
Volunteers	20
2020 Donors	24
Finances: Treasurer’s report	25
Appendix 1: Financial visuals.....	26
Appendix 2: Independent auditor’s report and financial statements.....	28

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About the association

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

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

Our core purpose

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

Our mission

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

Our members

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

Governance and planning

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

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

Strategic plan

Editors Canada members ratified a strategic plan for 2017–21 at the June 2016 annual general meeting. The NEC and committee chairs will use this plan to guide their work each year.

The five strategic priorities for 2017–21 are:

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

EDITORS CANADA MEMBERS

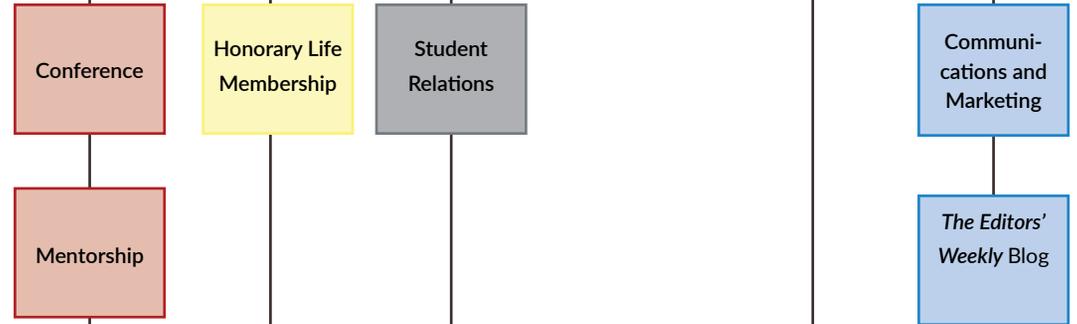
National Executive Council



National Staff



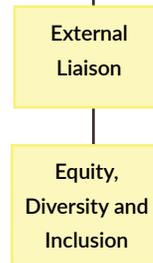
Member Volunteer Committees



Administrative Committees

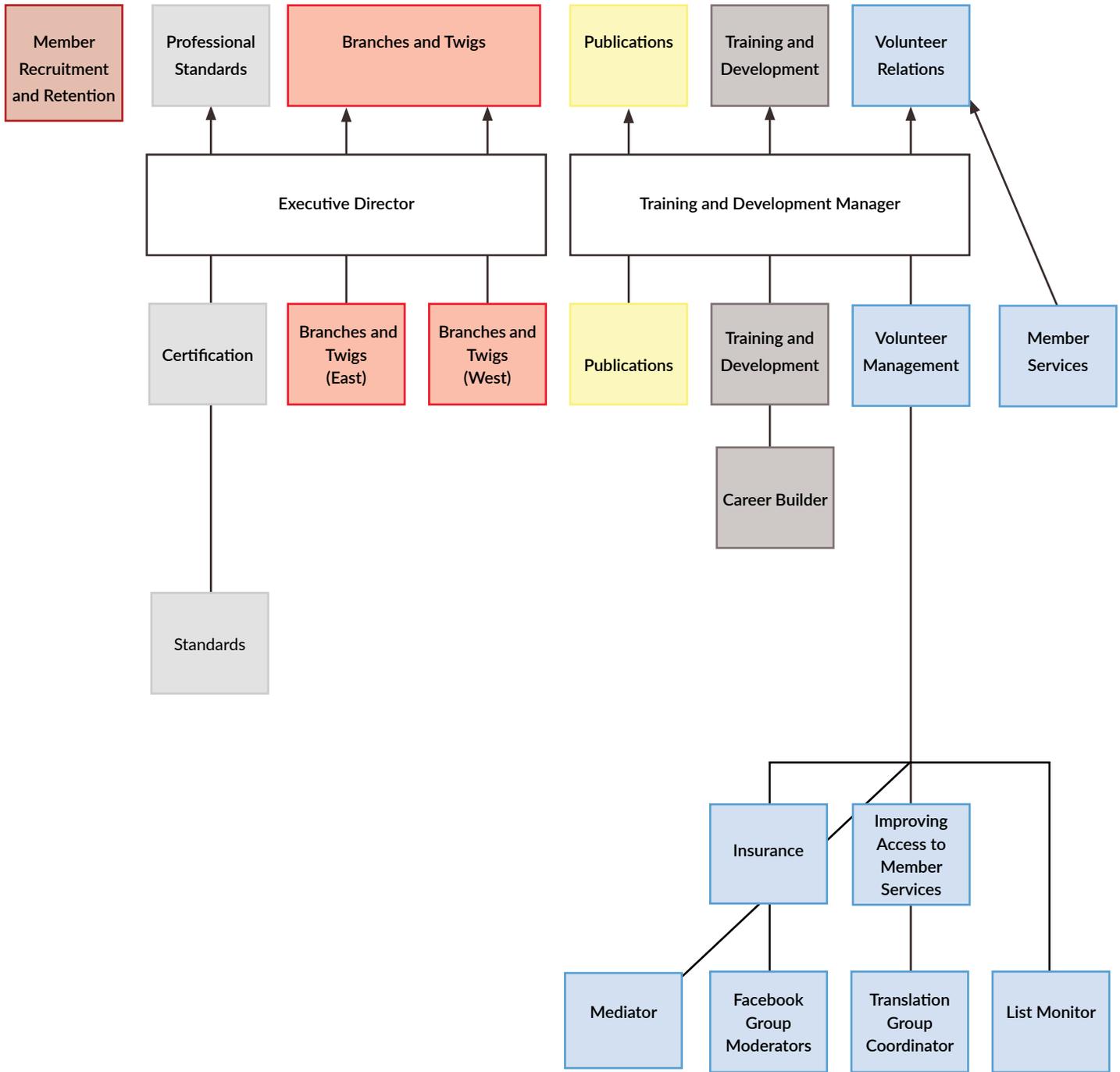


Active Task Forces



National Positions





ORGANIZATIONAL CHART

National executive council, committee and task force chairs

National executive council

President: Heather Buzila (Edmonton)

Past president: Gael Spivak (Ottawa-Gatineau)

Vice-president: Breanne MacDonald (Hamilton-Halton)

Secretary: Janice Dyer (Hamilton-Halton) and Caitlin Coote (Calgary) (Interim)

Treasurer: Michelle Waitzman (Toronto)

Director of branches and twigs: Anne Godlewski (Kitchener-Waterloo-Guelph)

Director of communications: Suzanne Bowness (Toronto)

Director of member recruitment and retention: vacant

Director of professional standards: Berna Ozunal (Toronto)

Director of publications: Anne Brennan (British Columbia)

Director of training and development: Greg Ioannou (Toronto)

Director of volunteer relations: Patricia MacDonald (Nova Scotia)

Executive director: Natasha Bood

Committee and task force chairs

Member services and volunteer management

Career builder committee: Sue Archer (Kitchener-Waterloo-Guelph) and Lynne Melcombe (British Columbia)

Equity, diversity and inclusion task force: Fazeela Jiwa (Nova Scotia)

Improving access to member services task force: Valérie Pominville (Québec)

Insurance task force: Jenny Davies (Saskatchewan)

Member services: Alana Chalmers (Toronto)

Volunteer management: Monica Laane-Fralick (Kingston)

Professional development

Certification: Jess Shulman (Toronto) and Vicky Bell (Ottawa-Gatineau)

Conference: Breanne MacDonald (Hamilton-Halton) and Gael Spivak (Ottawa-Gatineau)

Mentorship: Risha Gotlieb (Toronto)

Standards: Berna Ozunal (Toronto)

Student relations: Annette Gingrich (British Columbia)

Training and development: Tamra Ross (Calgary)

Representative, Book and Periodical Council: Natasha Bood (executive director)

Representative, Freedom of Expression

Committee: Marg Anne Morrison (Toronto)

Communications

Communications and marketing: Jillian Reiten (British Columbia)

The Editors' Weekly blog: Lucy Payette (Manitoba)

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

Translation and editing group: Nancy Foran (Toronto)

Administrative

Awards: Zofia Laubitz (Québec)

External liaison: Gael Spivak (Ottawa-Gatineau)

Honorary lifetime membership task force: no chair

Human resources: Heather Buzila (Edmonton)

Nominating: Gael Spivak (Ottawa-Gatineau)

National volunteer positions

Conference adviser: Breanne MacDonald (Hamilton-Halton)

Equity, diversity and inclusion adviser: Adebe DeRango-Adem (Toronto)

Facebook group moderators: Joanne Haskins (Toronto) and Lenore Hietkamp (British Columbia)

Francoophone adviser: Sylvie Collin (Québec)

List monitor: Nancy Wills (Kingston)

Mediator: Jane Kidner



President's message

It would be easy to focus this message on what we have lost because of the COVID-19 pandemic. After all, we are bombarded with messages about lockdowns, cancellations, restrictions, illness and, sadly, death due to this virus. Instead, I'd like to focus on resiliency and innovation; specifically, how Editors Canada members and the association have gone beyond expectations.

Adapting

I vividly remember being in Toronto for the March 2020 Q1 meeting of the NEC when everything changed. Within the space of two days, my flight home was cancelled, schools were shut down, and an air of quiet panic seemed to descend. But even in those early days of the pandemic, the association was making contingency plans. We issued a [notice to members](#) about the effect of COVID-19 on association meetings and events, and we closed the national office, asking the staff to work from home. And while we ultimately had to cancel the 2020 conference, we were able to work with the venue to avoid having to pay any cancellation penalties.

Innovating

Once the initial panic had subsided, we started to plan the logistics of running the association and serving our members during the pandemic:

- We [compiled a list](#) of ways members could connect while staying safe.
- We [gathered a variety of resources](#) for freelancers to use if they needed financial help.
- We [offered members a three-month grace period](#) if they couldn't afford to renew their membership.

Thriving

Through all the turmoil and change, Editors Canada found unique ways to adjust:

- The national office set up a dedicated branch and twig Zoom account so that those groups could continue to meet. Branches and twigs have come up with many creative ways to continue engaging with their members, including virtual discussions with authors, live editing sessions, socials and virtual networking.
- The 2020 annual general meeting (AGM) was held virtually for the first time ever.
- The NEC changed the format and schedule of their meetings to meet monthly over Zoom, rather than quarterly in person.

As we continue to flourish in 2021, there are many exciting developments to look forward to; for example, the 2021 conference will be completely virtual, and the newly formed equity, diversity and inclusion task force will work to provide recommendations to the NEC. I'm excited to see how Editors Canada will continue to grow and change over the next year!

Heather Buzila

Operations

Executive director's report

It goes without saying that it has been an unprecedented year at Editors Canada. It was an honour to start my position as Executive Director in April, albeit under unusual circumstances.

In March 2020, the national office was closed due to the pandemic and the staff began to work from home. Despite some challenges, we were able to transition to a new method of working for our association and to keep up with our regular workload. Our staff team of Michelle Ou and Caitlin Stewart took on this challenge with positivity and worked hard to ensure that we could continue to serve our members in the best way possible. Although I haven't yet worked with them in person, we meet regularly over Zoom.

In August, our contract bookkeeper, Lois Beauchamp, retired. Thank you to Lois for all of her work for Editors Canada over the years. We have since contracted with Young & Associates, a bookkeeping firm in Toronto that specializes in working with arts non-profits and charities. Their expertise is allowing us to tackle some long-standing challenges with running smooth accounting systems in a national association. We have been able to implement new systems and processes that have already greatly improved our ability to create reports, keep up with accounts payable, budget more accurately and provide better services to our membership.



Thank you to all of our incredible volunteers on the NEC and committees and especially our President Heather Buzila for your endless dedication, support and hard work through this difficult and unusual year. Thank you, also, to

National office staff

Michelle Ou **Senior Manager of Communications**

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

Caitlin Stewart **Training Development Manager**

Caitlin helps the conference committee plan the annual conference and coordinates with conference partners and vendors on behalf of the association. She also supports the training and development committee by administering the webinar program.

the fantastic staff team of Michelle Ou and Caitlin Stewart for their help, positivity and hard work this past year.

Onwards and upwards, with optimism!

Natasha Bood

Committee and task force reports

A note about the organization of the committee and task force reports.

The committee reports are organized into the following subject areas:

- member services and volunteer management
- professional development
- communications
- administration
- national volunteer positions

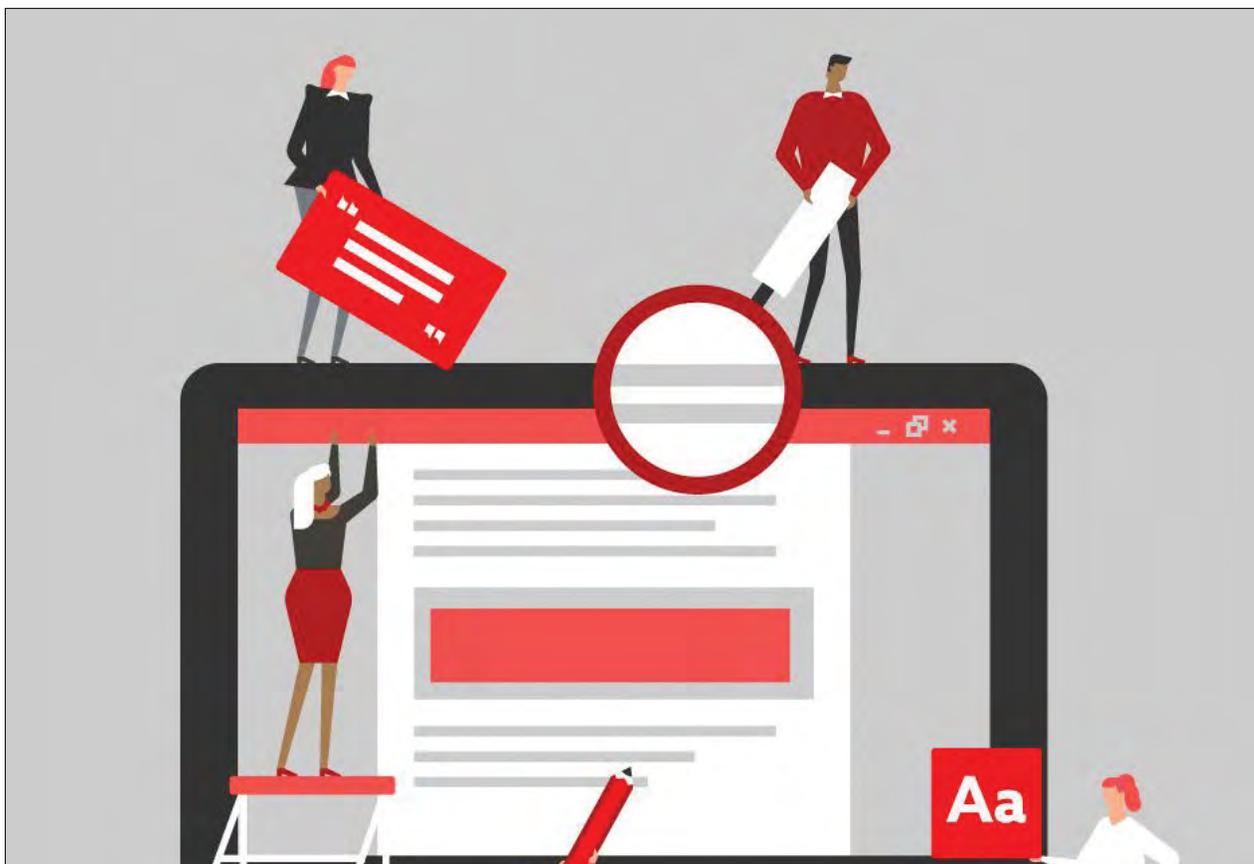
The work of the various committees often overlaps. For example, the certification steering committee works with communications and marketing, professional standards, publications, and other committees and task forces, as well as with volunteers and office staff. Ultimately, all Editors Canada activities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

Member services and volunteer management

Career builder committee

The career builder committee was established in June 2020 to help drive the career growth of our members. This new committee completed the following activities in 2020:

- Established initial plans for five focus areas (member surveys, networking, career path, external outreach, and enhanced platforms and tools)
- Recruited members and doubled the size from the original task force
- Established liaisons with other committees to support collaboration
- Completed member surveys on networking and career interests to inform committee plans
- Wrote blog posts and conference proposals on key



- career topics
- Created an initial list of institutions to target for external outreach initiatives
- Curated a social media networking list to help members expand their connections and grow their editing expertise
- Drafted a plan to expand use of Editors Canada's LinkedIn page and individual pages to improve member career growth and enhance external recognition of the association
- Inventoried existing Editors Canada career-related

- materials (including webinars, conference materials, blog posts, and publications) and sorted them by career stage and industry
- Developed and received NEC approval for a planned "Build your career" content hub on the Editors Canada website that will launch in 2021

We would also like to recognize Vaani Sai and Jill Reiten from the communications and marketing committee, who have been collaborating with us on our external outreach and marcom planning.

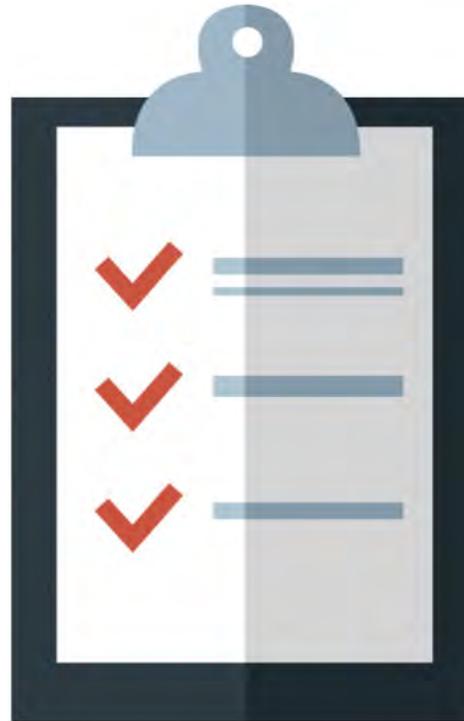
Equity, diversity and inclusion task force

The equity, diversity and inclusion (EDI) group formed in June 2020 and officially became a task force in September. It was created to provide recommendations to the NEC on ways to implement the association's Statement of Equity, Diversity and Inclusion. The task force is made up of six Editors Canada members from across the country. In 2020, we met eight times to create goals and a vision for work to be completed during the lifespan of the group.

The task force prioritized research and analysis as a first deliverable. Prior to the end of the year, the task force finalized and released a national member survey on EDI. Data gathered from the survey will inform the task force's next steps. We formed relationships with the career builder committee and the equity, diversity and inclusion adviser to gain a better understanding of the issues surrounding EDI and how each group could have a meaningful impact on the organization. Members also worked with the NEC to ensure survey questions would garner statistically sound results. The NEC approved the task force's suggestion to create a page devoted to EDI on the association's website.

Improving access to member services task force

In January 2020, we got the approval from the NEC to create a virtual group. Our main goal was to reach out to people who cannot attend regular in-person Editors Canada meetings. We decided The Editors' Vine would meet twice per month, on the first Thursday (7 pm ET) and the following Saturday (1 pm ET). It was important for us to choose times that would be suitable for members living in various time zones. We advertised for moderators and selected two, one for each meeting. The moderators developed a schedule of topics. We do our best to choose topics of interest for both in-house and freelance editors.



The Editors' Vine held its first meeting in April 2020 and has been welcoming an average of 30 participants every month ever since. A recent survey found that members preferred a combination of formal oral presentations and informal networking opportunities. To accommodate our members' wishes, our meetings now last 90 minutes.

The francophone version, *la Vigne*, started in June 2020. It is a smaller group, but five to 10 people gather each month. We are trying to recruit new members and also find the most preferable meeting time. We are currently alternating between Wednesday and Friday to accommodate more members. We do our best to cover the same themes in French and in English because this seemed to be a concern of our current attendees.

Insurance task force

The insurance task force has undergone a number of changes during 2020. New task force leader Jenny Davies took over in June 2020 and has been joined by returning member Barbara Czarnicki and new member David Marsh. Each of the task force members has been researching different options for group life and health insurance for Editors Canada members, but at this time there are no formal quotes to present.

Member services

In 2020, the member services committee completed a number of updates to our publications. We updated the Welcome Kit for new members, the fee comparison chart and the 15 reasons to join Editors Canada brochure.

We continue to support services for in-house editors by:

- continuing the series in *The Editors' Weekly* by and for in-house editors
- publishing new resources for in-house editors on the in-house members web page

Special thanks to Nancy Foran and the translation group for providing French translation and to Ellen Keeble for providing graphic design support for the Welcome Kit.

Volunteer management

The volunteer management committee strives to make volunteering with Editors Canada rewarding and beneficial. We accomplish this by recognizing volunteers' contributions and providing the tools needed for success. 2020 saw a few changes in our program and our resources to make this possible.

The updated *Volunteer Handbook*, with its fresh new look, was completed and published on our website. This book includes topics such as volunteer conduct, being a

volunteer leader, recruiting and training, and more. The *Committee Book*, a significant resource for the *Volunteer Handbook*, was also completed to provide Editors Canada members with information and tools useful for carrying out commitments as a national committee chair or committee member. Both can be downloaded from the Volunteer Resources section on the association's website.

Our new "Featured Volunteer" initiative replaced the Volunteer of the Month program. Recognizing and publicizing volunteers' behind-the-scenes service to the organization is a key initiative. The nominees are profiled and featured on social media and e-newsletters over the year, showcasing their talents and volunteer experiences.

Near the end of 2020, the committee began work on a new project, "VolunteerConnect," which will help connect potential volunteers to projects and allow members to find volunteers needed for projects. This project replaces the Volunteer Directory initiative.

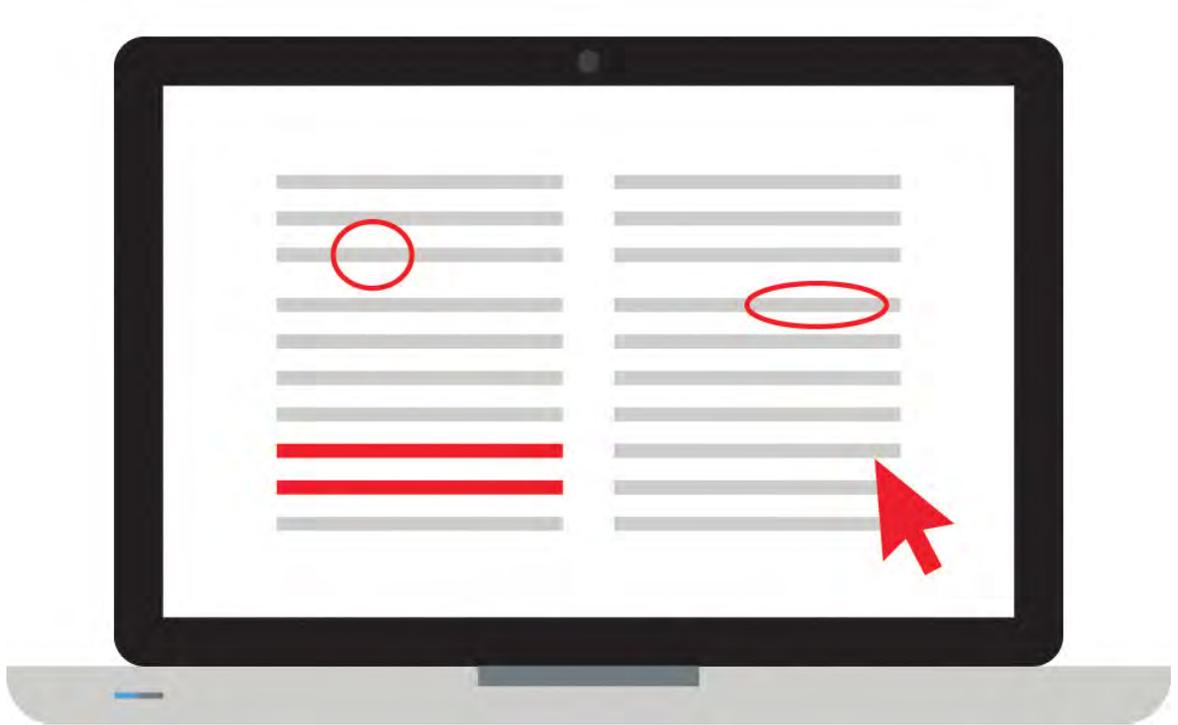
Professional development

Certification

In 2020, the certification steering committee recognized six new certified copy editors. We have now awarded 292 designations to 132 professional editors, including 34 Certified Professional Editors.

This year, we accomplished the following:

- Administered the Stylistic Editing professional certification exam, with 36% more candidates than the previous stylistic editing exam administration.
- Continued with the committee's "rethink" process, which included:
 - Foundations testing: Drafting, editing and testing a complete set of questions for the



- Foundations test, and securing agreement of a Centennial College instructor to solicit volunteer piloters from among his students.
- Technology: Continued researching remote proctoring options and other technology to help us run the certification exams securely and more cost-effectively.
- Exam setting: Established a rotating schedule for reusing past exams, using them as a starting point and "cloning" them (one time per exam) to make better use of the effort involved in creating/testing each one.
- Revised the format of Part A of the professional certification exams, launched with the 2020 Stylistic Editing exam: Part A will now consist

- only of multiple choice or matching questions.
- Created an addendum to the *Stylistic Editing Test Preparation Guide* to help candidates understand and prepare for the new Part A format.
- Administered the Stylistic Editing professional certification exam remotely only (as necessitated by the COVID-19 pandemic), having candidates secure their own remote locations and invigilators. Developed very detailed instructions for candidates and invigilators to ensure the process of downloading/uploading files via our Sync platform ran smoothly (and it did!).
- Reviewed and tidied up our certification statistics records, ensuring our records match those in the national office.

Conference

The 2020 conference was set to take place June 19–21 in Montréal. This was going to be Editors Canada's second international conference and was to be a larger three-day event in anticipation of welcoming many editors from all around the world. The committee was well into the planning process when the COVID-19 pandemic began. Unfortunately, this meant making the difficult but necessary decision to cancel the conference and refund all registration fees. The conference is one of the largest sources of revenue for the association, making this decision even harder. The association is very grateful to those members who chose to defer or donate their conference fees back to the association rather than receive a refund.

The Editors Canada annual conference would not happen without the hard work and dedication of the many volunteers who are involved with the planning process. Although the event had to be cancelled for 2020, the volunteers are still recognized in the volunteer section of this report for all the amazing work they did before the decision to cancel was made.

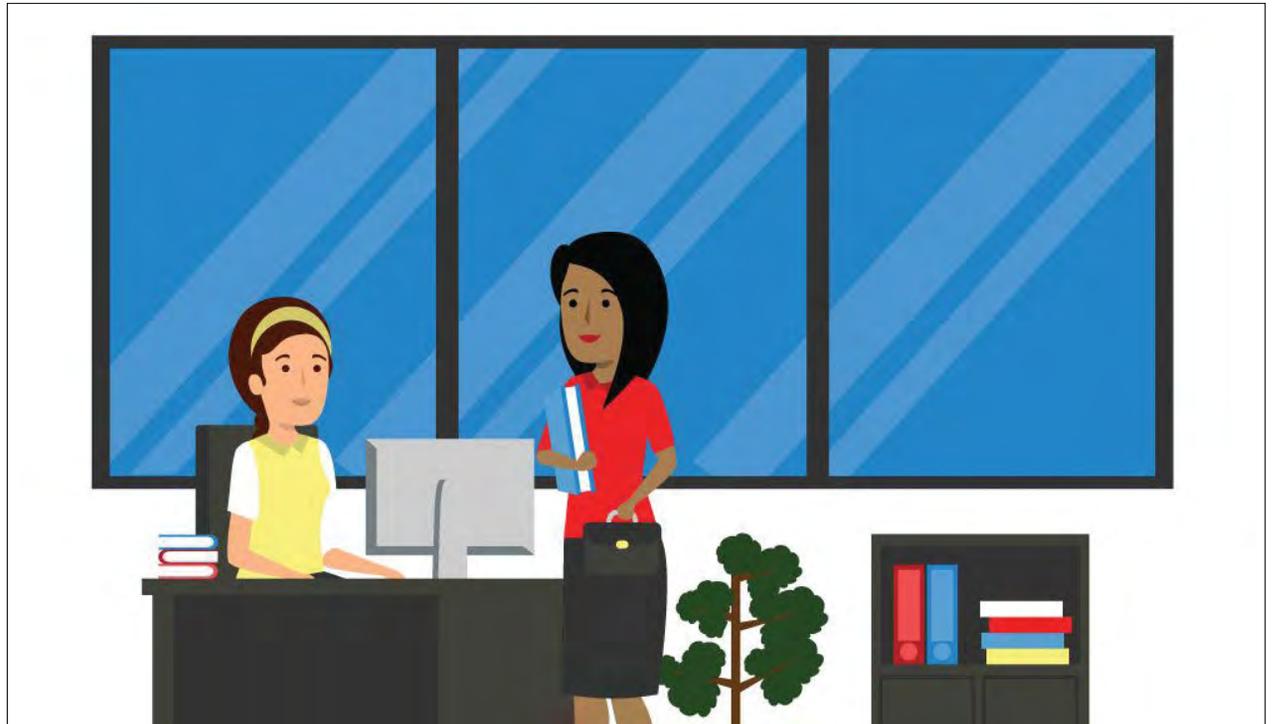
Mentorship

By expanding the scope of the mentorship program and offering two levels of mentorship, the committee has seen an increase in the number of people applying to be mentees.

Over the past year, the committee continued to market the program mostly through the e-news updates, but also began working with the communications and marketing committee to develop additional methods of marketing.

Standards

In the fall of 2020, a new standards committee was



formed, operating under the leadership of the director of professional standards and the NEC.

In 2020, the committee engaged eight editorial professionals from Canada and the U.S. The members began to meet monthly on Zoom sessions to discuss the committee's objectives. These early discussions resulted in some very exciting ideas about potentially taking the standards into new directions.

It was decided, however, that the first order of business was to begin a line-by-line review of the existing 2016 *Professional Editorial Standards* (PES) to ensure they continue to be relevant, current and valuable to professional editors and to the general public. The committee laid the

groundwork to review the standards through the lens of 2021 and with an eye to the future.

The committee also began a comparative review of PES with other national editorial standards. It also committed to monitoring the standards on an ongoing basis and working with other committees that rely on the standards in their work.

Given the amount of expertise and enthusiasm within the committee and its clear focus and commitment, it is well positioned to uphold Editors Canada's strategic principles of embracing new ideas and being innovative; being recognized as the voice of Canadian editors; and reflecting Canada's linguistic, cultural and geographic diversity.

Student relations

Here are the highlights of the student relations committee's accomplishments for January to December 2020:

- We prepared a special information series for our Facebook page, interviewing numerous experienced Editors Canada members and asking them the top questions of new editors. Each week we shared a question and posted answers daily. To encourage thoughtful engagement, we provided two prizes of an Editors Canada webinar to commenters.
- We connected with a past president about creating an Online Directory of Editors webinar specifically for students and newer editors, and saw it through to completion: "Finding Work: Tips for Students and New Editors."
- With assistance from a member of the career builder committee, we contacted instructors from English-speaking educational programs to share Editors Canada information and resources with their students, including the Career Builder document and a video, completed this year, on the benefits of becoming a student affiliate: "Becoming a Student Affiliate of Editors Canada." The video is in the end stages of being completed in French.
- We posted and shared a list of inclusivity-related editing documents on our Facebook page.
- We increased the number of student affiliates from 114 in 2019 to 216 as of September 2020.

Training and development

For the 2020/21 webinar season, webinar scheduling and topic selection has been streamlined as a full-committee project divided into four-month semesters. Previously, all webinar planning was completed in the fall for the entire year. The new process aims to make the committee more responsive to emerging trends, to ensure that presenters are not asked to book too far in advance (which created

some scheduling challenges in previous seasons) and to make the task more manageable for staff and volunteers.

In 2020, we hosted eight successful French webinars on topics ranging from introductory editing to more specialized webinars, such as online editing for the government of Canada. We also hosted a number of webinars for non-editor freelancers, including business-oriented webinars such as "Business Planning for Freelancers" and "From Digital to Dollars with Social Media Marketing." Moreover, we responded to the pandemic by providing webinars on productivity while working from home and on getting and staying organized as a solopreneur.

Communications

Communications and marketing

The year 2020 was one of change for the communications and marketing committee, with two new chairs as well as a new director of communications joining as board liaison in August. By the end of the year, we are stabilized with a new chair and renewed volunteer interest.

Projects included a marcom social media toolkit that is being completed for use by branch and twig volunteers and the national office. The committee also initiated plans for new campaigns to publicize the benefits of hiring a professional editor (both generally and in target groups such as small publishers) and to attract student affiliates.

The committee created a plan to do more with the association's Google AdWords funding, moved forward with a campaign around the successful Black Friday webinar sale, and connected volunteer committee members to other committees (career builder, publications, etc.) as liaisons to ensure consistency and support for other committees' projects.



Under the new chair, the committee ended the year with several new projects in development, including ideas to boost membership, promote the virtual conference and revamp the association's presence on social platforms like LinkedIn.

The Editors' Weekly blog

The Editors' Weekly had two managing editors in 2020: Anna Williams (January to June) and Lucy Payette (June 2020 to present). Anna's training and documentation along with Lucy's prior experience as the blog proofreader and social media writer (2019 to 2020) ensured a smooth transition.

Last year we published 54 blog posts by contributors from across Canada (plus a few from the U.S. and U.K.) with a range of editorial expertise (in-house, freelance, book publishing, academic, government, etc.). The breakdown of regular, new, previously published and guest contributors is as follows:

- 7 regular contributors (members)
- 9 new contributors (all members)
- 11 previously published contributors (members)
- 4 guests

Posts addressed the pandemic, diversity in publishing, career-building tools and advice, and linguistics, to name a few common themes. Readership (or views) peaked in January and May, with posts about the technical and career-building/self-promotion aspects of editing receiving the most traffic.* The May 26 post, "Reading on a Deadline," received the most commentary.

By the end of the year, the *The Editors' Weekly* had 914 email subscribers—an increase of 10% since the summer.

Additional accomplishments include the reinstatement of blog analytics and the creation of a style guide to assist with blog management.

**Blog traffic only; excludes social media engagement.*



Publications

The publications committee focused on two projects in 2020:

- A small publication (the first in our series of handbooks) called *From Contact to Contract: How Editors Get Clients to Work With Them*
- The first volume in our planned four-volume workbook series *Edit Like a Pro*

From Contact to Contract is now on sale through multiple online booksellers, both as an e-book and as a print-on-demand book.

The committee also began work on a second handbook that will help editors become more aware of issues related to diversity and inclusion.

Translation and editing group

The translation and editing group worked on 67 projects in 2020, which is almost double the number we worked

on in 2019! As the association looked for ways to save and redistribute funds, several projects were moved to our volunteer translators, including the annual report and monthly e-news updates. This new workload required more time and effort from the volunteer translators and editors, and they delivered.

It was a challenging year, but we accomplished a great deal. We have continued to work with the francophone adviser, NEC and committees to adapt communications, ensuring they are not only in French but also speak to the lived experiences of our francophone members. As we strive to be more inclusive, we have put a particular focus on using terminology that is gender neutral, which involves semantic issues in French that do not exist in English.

The core function of the group continues to be trying to ensure all francophone members are engaged and have a meaningful voice within the association.

Administrative

Awards

Editors Canada awards—the Tom Fairley Award, Claudette Upton Scholarship and Karen Virag Award—do more than shine a light on individuals who have demonstrated excellence. Our awards also highlight the value of editing and help to spread the word about our profession. We were unable to hold an awards ceremony in 2020 due to the COVID-19 pandemic, so our winners were announced through press releases. The quality of submissions was excellent, and a group of dedicated volunteers helped keep the process on track.

External liaison

Editors Canada continues to build relationships with other organizations in Canada and around the world.

In 2020, we were able to join the committee that is reviewing the Canadian General Standards Board (CGSB) translation standard. The translation standard requires that editors be translators, even for English editing of English text, where no translation is required. While the standard is voluntary, many federal and provincial government departments use it, making most editors in Canada ineligible for contracts from those departments. Our representative on that committee (past president Gael Spivak) is working to have the standard revised, so editors will not face this barrier when applying for government contracts.

In the summer, the Government of Ontario's Associate Ministry of Small Business and Red Tape Reduction contacted Gael to talk about plain language in government. They invited her to speak at a roundtable discussion for the provincial government's Future State Modernization

Committee. There were several elected officials and stakeholders in the meeting.

Gael is also on the International Organization for Standardization (ISO) working group that is drafting an international standard on plain language. Having a single definition of plain language and a standard will help editors who do plain language work.

Honorary lifetime membership task force

The honorary life membership task force was created to complete a series of tasks in two phases. Phase one included researching what other similar organizations do for honorary life memberships, looking at Editors Canada's current policy and procedures and identifying gaps, and making recommendations to the NEC. Phase two involved consulting with members, demonstrating that multiple points of view were being taken into account, and making another set of recommendations to the NEC.

The result was a robust consultation with members that allowed the task force to produce a much clearer and more detailed policy and procedures with which to guide the association's awarding of honorary life memberships. This included a rubric with concrete examples to use for assessing submissions. The honorary life membership evaluation committee was also created to review submissions based on the policy, procedures and rubric to determine eligibility for honorary life membership.

National volunteer positions

Equity, diversity and inclusion adviser

The EDI adviser accomplished the following in 2020:

- Wrote/created the role description for the EDI adviser position.



- Worked with the Editors Canada publications committee to develop a handbook about editing for sensitivity (defining terms, discussing the controversy of sensitivity readers and censorship, how editors can help authors counteract bias and marginalization in literature by improving editor awareness, the quality and variety of representation in books).
- Worked with the EDI task force to draft and forward an official letter to the NEC in support of a scholarship or fellowship for BIPOC editors (we unanimously believe this award needs to be part of the operating budget, and that this is one way to make equity a priority within the organization at a structural level).
- Finalized (with the EDI task force) the text that will be included for the eventual EDI webpage.
- Added dozens of up-to-date resources to a collection of inclusivity-related editing documents/links.

Facebook group moderators

Membership in the Facebook group is 493 as of February 3, 2021. There were 471 members on February 1, 2020.

Moderator involvement:

- Deleted a political post (regarding COVID-19).
- Checked for lapsed Editors Canada members. There had been no process in place to keep an eye on this since 2017. The moderators removed 160 lapsed members and set up a process so the removal of lapsed members is now being done quarterly by someone affiliated with member services. Also, members who apply to join with their Facebook business page are being told that they will need to join under their own name.
- Removed a post that belonged in EAE Ad Space.
- Deleted a link to a book a member had for sale.
- Changed the group description to cover self-promotional posts.
- Invited members to share updates to the Editors Canada-affiliated links that appear at the right-hand side of the group page; updated the conference link independently.

Strategic plan:

- Conversations have been genial and collegial, with members posting informative and humorous items related to language, as well as job opportunities and other career- and editing-related tips and queries; the group serves effectively as one channel of Editors Canada's internal communications.
- Participants in the group reflect Canada's bilingualism as well as its linguistic, cultural and geographic diversity. Posts often illustrate members' acceptance of new ideas and technologies. They also demonstrate a high level of engagement with and passion for editing and Editors Canada.

Francophone adviser

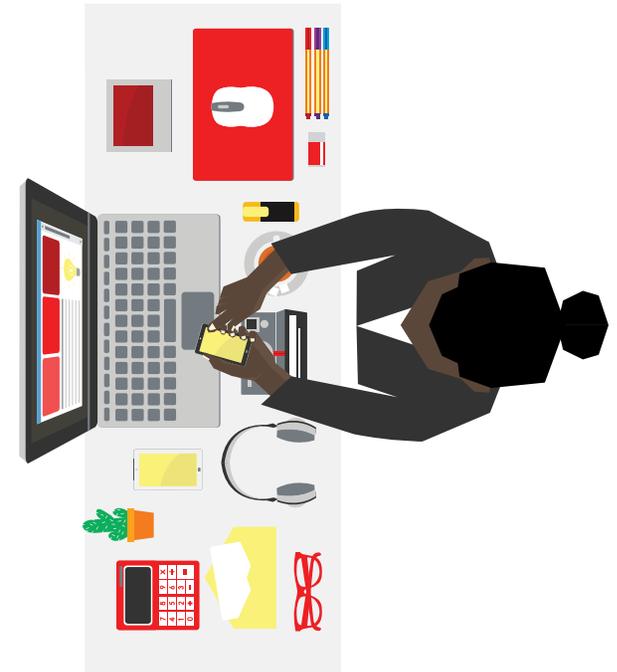
Throughout 2020, the francophone adviser has devoted her energy to recruiting French-speaking volunteers to sit on the various national committees. Finding francophones who are comfortable enough in English to participate fully in committee work continues to be a challenge. The adviser also helped adapt or update French-language documents and resources in support of various committees.

List monitor

The email list continued to be quiet throughout 2020—both in the sense of fewer postings/participants, with even fewer posts than were seen in 2019, and in the sense of fewer contentious issues. The list monitor did not have to step in nor was asked to step in to address any issues in the past year. The plethora of other lists and social media platforms continues to draw much of the activity from the Editors Canada email list.

Mediator

A new volunteer took on the role of national mediator in the fall. The mediator provided Editors Canada with a short article for the newsletter explaining the mediation services and encouraging people to reach out if they had unresolved conflict that needed support, including conflict with a client or with a colleague. There were no requests for mediation help in 2020, though one person reached out to ask for business/marketing advice, which the mediator was able to provide.



Local groups: Branches and twigs overview

News from the branches

Editors British Columbia found that using Zoom for much of 2020 increased attendance at monthly meetings and professional development events. In fact, some members said they have been more engaged than ever because of the online format. The branch has explored the idea of holding free online editing sessions through the Vancouver Public Library. Despite projections showing a deficit for the branch in 2020, they ended the year with a small surplus, thanks to reductions associated with branch meetings and professional development events.

Editors Ottawa-Gatineau started 2020 with an in-person seminar before moving all professional development and monthly programming online. They hosted virtual summer socials, a wine and cheese season opener, two online seminars, and a holiday party with Murdoch Mysteries writer Maureen Jennings that brought together members from across the country.

Editors/Révisseurs Québec undertook a risk management process last year. They revised their practices to minimize the risk of interruption of service or loss of information, regardless of the cause, human or technological. In terms of programming, volunteers set up a new mutual aid and development initiative, which involves virtual workshops where editors work together on problems encountered in their editing projects. The initial sessions generated a great deal of enthusiasm among participants, who found it an enjoyable way to learn while networking.

Editors Saskatchewan welcomed a new executive last year and hosted several social events in online format. The

branch chair met with the NEC via Zoom in November, and in December the branch held a virtual holiday social that included trivia and prizes.

In March, Editors Toronto hosted a panel on middle-grade titles with two editors from Annick Press. The two editors used an upcoming novel and picture book to guide the meeting attendees through the stages of production. The event was highly successful for three reasons: 1) there was a large turnout, of about 150 people, including a substantial cohort of children's authors; 2) the branch raised enough money to cover its speaker honorariums and then some; and 3) the event ended in productive discussion about diversity in editing, in which Annick requested that editors from underrepresented groups contact them about freelance opportunities. As the COVID-19 pandemic restrictions came into effect, the branch transitioned to holding program meetings online and had a great turnout.

News from the twigs

Editors Barrie held meetings in online format last year, one of which included a panel of three respected and knowledgeable speakers who talked about inclusive writing. The panel was considered a huge success, as it attracted an audience of 84 participants.

Editors Calgary elected Ryan Smith as twig coordinator in 2020. He began working with another member to involve the twig in the When Words Collide literary festival, but this was cancelled as a result of COVID-19 pandemic restrictions. Due to low attendance during initial online meetings and hardship among members related to the

pandemic, twig activity was minimal during the rest of the year.

Editors Edmonton welcomed a new coordinator, Rhonda Kronyk, starting in July. Their major win was co-hosting a collaborative panel event with Editors Calgary and Editors British Columbia, which was an opportunity they wouldn't have had if in-person events were still happening. In September, members of the twig joined the Writers' Guild of Alberta for their annual fall kickoff, and soon after that the coordinators got busy promoting their three-part workshop for small business and freelancers on how to grow and stabilize their businesses during times of uncertainty. The first two workshops were offered in 2020 and both were well attended and well received.

Editors Hamilton-Halton transitioned successfully into hosting meetings in an online format as COVID-19 pandemic restrictions did not allow meetings to occur in person. Their program meetings turned out to be so successful that attendance rose from an average of eight people at in-person meetings to over 40 online. One online event that brought lots of positive feedback was a session on plain language in September. One of the twig coordinators met with the NEC via Zoom in October.

Editors Kingston held their AGM in June 2020 and agreed to devolve some of the twig coordinators' tasks to the membership to reduce the workload and involve more members in running the group. No members have come forward to help plan meetings since the AGM, and the twig coordinators are still looking for volunteers. Since March 2020, meetings have been held online due to restrictions related to the COVID-19 pandemic, but in September

the group met at a local park. Although attendance at meetings was sometimes low, the twig had 15 members and one student affiliate by the end of December 2020, which is higher than in recent years.

Editors Kitchener-Waterloo-Guelph started hosting a book club where editors discuss their “shelved” professional development books. The club had much active participation. In December, the twig hosted an online seminar called *Writing a Second Draft*. The event was very well attended, particularly by writers, and was met with such enthusiasm that the twig was invited to hold a repeat of the session by the Ottawa Romance Writers.

Editors Manitoba had such great success running a study group to focus on preparing for the Editors Canada copy editing exam in 2019 that they continued this in an online format as their primary meeting focus in 2020.

Editors Newfoundland and Labrador welcomed a second coordinator, Mark Butt, in 2020. They held a few social meetings in person and transitioned to online format as COVID-19 restrictions came into effect. In December, the twig held a seasonal celebration, where everyone supplied their own refreshments and played online games and a literary trivia quiz. Three of the twig’s members (nearly half of the twig’s membership!) attended the social event and were joined by a few others from other provinces.

Editors Nova Scotia transitioned to hosting meetings online starting in June and didn’t miss any monthly meetings. Their meetings were business- and editing-related, and included presentations about indexing, giving gratuities as a small business during the holidays, and taxation as it relates to small businesses. They also ran a book club



about the editing books they consult. Annapolis Valley members were able to continue meeting for monthly lunches, albeit with COVID-19 distancing restrictions. The twig continued to issue *Twig Talk*, a monthly newsletter. Despite myriad challenges, the twig managed to grow a bit each month by gaining members above attrition and had a whopping 44 members by the end of the year. One of the twig coordinators met with the NEC via Zoom in September.

Work on strategic priorities

Represent Canada's editors

Branches and twigs continued to partner formally and informally with local organizations to promote events and build awareness about what editors do.

Bilingual and diverse

Editors Canada offered more French webinars in 2020 than ever before and initiated a francophone position on the national webinar committee to organize a greater diversity of French webinars in the future.

Editors Barrie hosted a three-speaker panel on inclusive writing, talking specifically about issues in the Black, LGBTQ2S+ and Indigenous communities.

Innovative and agile

All branches and twigs showed the ability to adapt to the changing and unpredictable limitations that resulted

from the COVID-19 pandemic. Everyone transitioned to using an online format to host meetings and professional development events, overcoming the challenges associated with multiple groups using a single Zoom account.

Communications and marketing

Branch chairs and twig coordinators attended NEC meetings to share their successes and challenges, and to ask questions of the NEC directors.

Virtual meetings were held for branch chairs and twig coordinators to share ideas, collaborate and learn how other branches and twigs were doing, particularly during the COVID-19 pandemic.

Branch chairs and twig coordinators were active in sharing their events with each other using a group email list and their local social media accounts.

Membership: Increased and engaged

The branch and twig toolkits were reviewed to update information.

Two virtual groups, *The Editors' Vine* and *la Vigne*, were launched. *The Editors' Vine* had its first meeting in April, and *la Vigne* held its first meeting in June. The main goal was to connect people who could not attend regular in-person meetings, and an average of 30 people attend the anglophone meetings each month, while five to ten members gather monthly to meet in French.

Many branches and twigs saw increased event attendance and participation from their members, particularly those who would not have attended in the past due to their distance from the meeting location, as well as members from other branches and twigs across the country.

Awards

Editors Canada's annual awards recognize exceptional editors for their talent and dedication. The association supports the professional development of editors throughout their careers, and is proud to honour the outstanding editors and students in its midst. The cash awards are made possible by Editors Canada and its generous donors.

The following awards are presented by Editors Canada each year:

- Tom Fairley Award for Editorial Excellence
- Claudette Upton Scholarship
- Karen Virag Award
- President's Award for Volunteer Service, including the Lee d'Anjou Volunteer of the Year Award

Tom Fairley Award for Editorial Excellence

Established in 1983, the Tom Fairley Award recognizes the editor's often invisible contribution to written communication. The cash prize of \$2,000 is awarded for an editor's outstanding contribution to a work published in Canada in English or French during the previous calendar year. Two finalists also receive a cash award of \$500. Any type of written project—such as a book, magazine, government or corporate report, or software manual—is eligible, as is any type of editorial work.

Editors Canada presented the 2020 Tom Fairley Award for Editorial Excellence to Amanda Lewis for her work on *Indigenous Relations: Insights, Tips & Suggestions to Make Reconciliation a Reality* by Bob Joseph with Cynthia F. Joseph (Page Two). It was noted that Amanda's knowledge of and sensitivity to Indigenous issues and her respect for the authors' approach were noteworthy for a book that

aims to help non-Indigenous Canadians create respectful relationships and work well with Indigenous people. In response to her win, Amanda said, "Canada has a long way to go in its Reconciliation journey, and a key step is getting rid of the Indian Act, racist legislation that perpetuates discrimination. We all have a responsibility to decolonize our thoughts and actions—by resisting systemic racism and violence in our communities, by demanding more of our mainstream media that doesn't hold anti-Indigenous police to account, and by supporting Indigenous writers, artists and organizations. For that reason, I am donating a portion of this award to the Urban Native Youth Association, an organization in my East Vancouver neighbourhood that celebrates Indigenous youth through training, mentorship and counselling."

The other editors shortlisted for their editorial excellence were Michael Leyne for his work on *People Among the People: The Public Art of Susan Point* by Robert D. Watt (Figure 1 Publishing) and Adele Simmons for her work on *Walk the Green Fairways* by Katherine Stevenson Helleur (Chestnut Lane Creative).

We are grateful to the three judges for their work: Micheline Brodeur, Zofia Laubitz and Anne Louise Mahoney.

Claudette Upton Scholarship

The 2020 Claudette Upton Scholarship was awarded to Naomi Racz of Markham, Ontario. Naomi earned her MA in Writing, Nature and Place from the University of Exeter as well as a diploma in copywriting from the Blackford



Centre before enrolling in the publishing program at Ryerson University. The selection panel was impressed with Naomi's understanding of the interconnected, evolving world we live in and her sensitivity to different perspectives and

marginalized voices.

Sincere thanks to the selection committee: Michelle Boulton, Aaron Dalton and Donna L. Dawson.

Karen Virag Award

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

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

Greg Ioannou of Toronto, Ontario, received the 2020 Karen Virag Award for "enriching the editing community in multiple ways for more than 40 years." During this time, he created the Editors' Association of Earth (EAE) Facebook group, conceptualized the first international editors conference in 2015, and has taught hundreds of students. Greg donated the \$400 cash prize back to Editors Canada.

We wish to thank the members of the selection committee: Lenore Hietkamp, David Johansen and Marie-Christine Payette.

President's Award for Volunteer Service

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

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

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

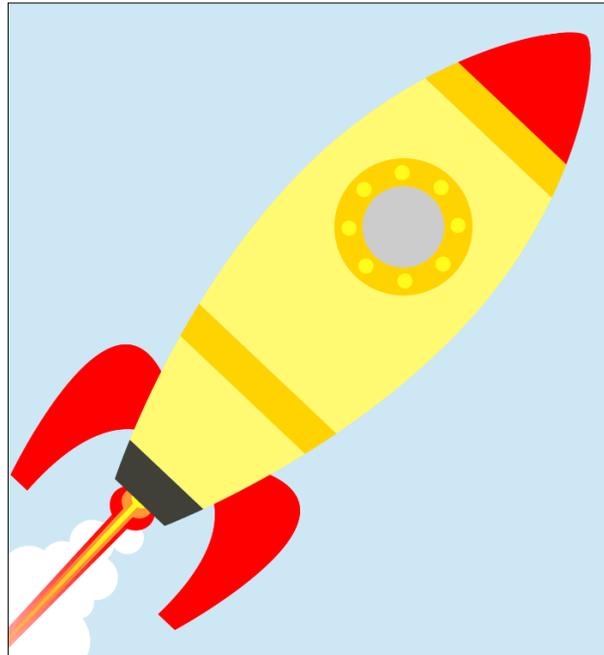
The 2020 recipients of the President's Award for Volunteer Service were:

- Maxie Bai Martin (Editors Kitchener-Waterloo-Guelph)
- Letitia Henville (Editors British Columbia)
- Cathy McPhalen (Editors Edmonton)
- Lynne Melcombe (Editors British Columbia)
- Joanna Odrowaz (Editors Toronto)
- Jim Taylor (Editors British Columbia)

Lee d'Anjou Volunteer of the Year Award

From among the nominations received for the President's Award, one volunteer is selected to receive the Lee d'Anjou Volunteer of the Year Award.

The 2020 Lee d'Anjou Volunteer of the Year Award recipient was Alexandra Peace of Canning, Nova Scotia.



Volunteers

A note on volunteering

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

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

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

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

National volunteers

Annual general meeting

Virginia St-Denis

Facebook moderators

Joanne Haskins
Lenore Hietkamp

Francophone adviser

Sylvie Collin
Hélène Côté

Human resources committee

Heather Buzila
Breanne MacDonald
Gael Spivak
Michelle Waitzman

List monitor

Nancy Wills

Mediator

Jane Kidner

National projects

Ambrose Li
Anne Louise Mahoney
Marie-Christine Payette
Paula Sarson

Nominating committee

Alicia Chantal
Sylvie Collin
Adrineh Der-Boghossian
Amber Riaz

Recording secretary

Nicole Watkins Campbell

Member services

Career builder

Sue Archer
Becky Heaman
Glenna Jenkins
Rosemary Mantini
Jodi McGuffin
Catherine McPhalen
Lynne Melcombe
Erika Pappas
Robert Rodbourne
Marion Soublière
Meaghan Steeves

Equity, diversity and inclusion task force

Rachel Ariej-Jouglard
Sue Chambers
Alicia Chantal
Adebe DeRango-Adem
Marie-France Guénette
Roma Illyckyj
Natalia Iwanek
Fazeela Jiwa
Sarah King
Siusan Moffat
Amber Riaz

Improving access to member services task force

Agnès André
Nicola Aquino

Badou Bosso
Lenore Hietkamp
Virginia McGowan
Valérie Pominville
Talena Winters

Insurance task force

Barbara Czarnicki
Jenny Davies
David Marsh

Member services

Alana Chalmers
Aaron Dalton
Leslie Lapidés
Kathryn Willms

Volunteer management

Amanda Clarke
Monica Laane-Fralick
Robin Larin
Ambrose Li
Tere Mullin

Professional development

Certification

Vicky Bell
Chris Cameron
Jaime Miller
Sarah Robins
Jess Shulman
Andrea Szilagyi
Amy Verbitsky

External reviewer

Donna Dawson

Proofreader

Cindy Elphick

Exam Shepherd

Jaime Miller

Markers

Chris Cameron
Andrea Di Stefano
Matthew Godden
Erin Secord
Florene Ypma

Marking analyst

Sonia Gluppe

Conference

Magalie Allard
Diana Byron
Alison Chase
Amanda Clarke
Faith Fishley
Alicia Homer
Greg Ioannou
Ann Kennedy
Breanne MacDonald
Patricia MacDonald
Robin Marwick
Raya Morrison
Sophie Pallotta
Marie-Christine Payette
Suzanne Purkis
Charles Roy

Erin Secord
Gael Spivak
Virginia St-Denis
Jahleen Turnbull-Sousa
Traci Williams

Mentorship

Carolyn Brown
Kevin Burns
Risha Gotlieb
Trish Morgan
Joanna Odrowaz
Eva van Emden

Standards

April Barlow
Kristina Brousalis
Erin Gutsche
Rachel Keir
Chelsea Kiernan
Taraya Middleton
Berna Ozunal
Betsy Wentzel

Student relations

Charlene Deck
Annette Gingrich
Becky Heaman
Natalia Iwanek
Robin Larin
Becky Noelle

Training and development

Miriam Bergeret
Anna Cairns
Sylvie Collin

Hanafi Hadjeres
Michele Litster
Kim MacDonald
Tereza Monkova
Tamra Ross
Charles Roy
Julie Sigwart
Blazej Szpakowicz

Communications

Communications and marketing

Suzanne Bowness
Naomi Cappallo
Susan Chambers
Aaron Dalton
Merel Elsinga
Keith Goddard
Amy Haagsma
Hanafi Hadjeres
Janine Harker
Natalia Iwanek
Anne Louise Mahoney
Jillian Reiten
Vaani Sai Nagallapati
Myingthungo Shitio
Virginia St-Denis
Anna Williams

The Editors' Weekly blog

Adrineh Der-Boghossian
Lucy Payette

Blog contributors

Sue Archer
Suzanne Bowness
Erin Brenner

Lesley Cameron
Alana Chalmers
Aaron Dalton
Carla DeSantis
Marianne Grier
James Harbeck
Louise Harnby
Letitia Henville
Natalia Iwanek
Anita Jenkins
Glenna Jenkins
Kate Johnson
Barbara McClintock
Sangeeta Mehta
Tanya Mykhaylychenko
Lucy Payette
Frances Peck
Jasmine Peteran
Jake Poinier
Ilana Reimer
Dwain Richardson
Vaani Sai Nagallapati
Rosemary Shipton
Marion Soublière
Gael Spivak
Virginia St-Denis
Anna Williams

Publications

Laura Bontje
Anne Brennan
Anna Cairns
Paula Chiarcos
Sharon Cozens
Elizabeth d'Anjou
Adebe DeRango-Adem
Janice Dyer

Fazeela Jiwa
Tilman Lewis
Maxie Bai Martin
Tereza Monkova
Leanne Rancourt
Amber Fatima Riaz
Jessica Riches

Translation and editing group

Agnès André
Nancy Foran
Myriam Gagnon
Paul Neuviale
Sophie Pallotta
Adriana Paradiso
Marie-Christine Payette
Lina Scarpellini
Catherine Sherlockie

Administration

Awards

Lesley Cameron
Zofia Laubitz

Claudette Upton Scholarship selection committee

Michelle Boulton
Aaron Dalton
Donna L. Dawson

Karen Virag Award selection committee

Lenore Hietkamp
David Johansen
Marie-Christine Payette

Tom Fairley Award judges
Micheline Brodeur
Zofia Laubitz
Anne Louise Mahoney

External liaison

Gael Spivak

Honorary lifetime membership evaluation committee

Heather Ebbs
Nancy Flight
Cathy McPhalen
Maureen Nicholson
Marie-Christine Payette
Joanna Odrowaz

Honorary lifetime membership task force

Letitia Henville
Cathy McPhalen
Lynne Melcombe
Joanna Odrowaz
Jim Taylor

Branches and twigs

Editors Barrie

John Challis
Doug Landsborough
JJ Wilson
Jacqui Woods-Powell

Editors British Columbia

Tara Avery
Katie Beaton
Alexandra Bogdanovic

Tania Cheffins
Joyce Chung
Maggie Clark
Janis Cleugh
Stella Du
Merel Elsinga
Susan Fitzgerald
Tracey Friesen
Taisha Garby
Annette Gingrich
Marianne Grier
Amy Haagsma
Kyle Hawke
Katlyn Hebert
Letitia Henville
Roma Ilnyckyj
Barbara Johnston
Jessica Kaplan
Lucy Kenward
Stephanie Kripps
Meagan Kus
Jonathan Lee
Janice Love
Jesse Marchand
David Marsh
Hope Masten
John McAllister
Ellen Michelle
Janet Millar
Marta Orellana
Frances Peck
Carl Rosenberg
Heather Ross
Gabrielle Ruloff
Lynn Sackville
Emily Salja
Holly Sawchuk

Ana Scherders
Tiffany Sloan
Lynn Slobogian
Eva van Emden
Liz Warwick

Editors Calgary

Christine Beevis Trickett
Ryan Smith

Editors Edmonton

Tracey Anderson
Alicia Chantal
Jessica Coles
Rhonda Kronyk
Cathy McPhalen

Editors Hamilton-Halton

Kim Arnott
Julia Kollek
Robin Larin
Connor Peck
Michael Peebles
Laura Van Alphen

Editors Kingston

Camille Croteau
Elizabeth d'Anjou
Stephanie Stone
Nancy Wills

Editors Kitchener-Waterloo-Guelph

Maxie Bai Martin
Maggie Morris

Editors Manitoba

Lianne Fontaine
Lesley Peterson

Editors Newfoundland and Labrador

Mark Butt
Sandy Newton
Claire Wilkshire

Editors Nova Scotia

Nicola Aquino
Julia Cochrane
Anne Curry
Margo Grant
Patricia MacDonald
Margaret MacQuarrie
Alexandra Peace
Becky Skillin
Jamie Serran

Editors Ottawa-Gatineau

Badou Bousso
Carolyn Brown
Sara Caverley
Marta Cepek
Sara Fowler
Margo LaPierre
Lindsey McDonald
Jennifer Rae-Brown
Sasha Saint-Aubin
Emily Stewart
Ariel Vered
Tom Vradenburg
Moiria White

Editors/Réviseurs Québec

Nancy Ackerman
Christian Bergeron
France Brûlé
Marie-Hélène Cadieux
Sylvie Collin
Sheila Eskenazi
Marie-Élaine Gadbois
Géraldine Garnier
Dominique Gaucher
Nelly Ky
Elizabeth Marineau
Laurent Mounaqui
Dwain Richardson

Editors Saskatchewan

Michelle Boulton
Christina Desnoyers
Karin Peterson
Diana Pfeifer
Michelle Shaw
Graham Wall

Editors Toronto

Maya Berger
Arija Berzitis
Sreyoshi Bose Datta
Jessica de Bruyn
Anna Patricia Cairns
Amanda Clarke
Summer Cowley
Adrineh Der-Boghossian
Catherine Dorton
Golnaz Farhat
Mindy Fichter

Ellen Fleischer
Jennifer D. Foster
Deepi Harish
Michael Iaboni
Natalia Iwanek
Rochelle Jobard
Ellen Keeble
Ann Kennedy
Lauren Klein
Leslie Lapidés
Ann Nam-Tran Le
Madeleine Leznoff
Ambrose Li
Jona Rhica Mejico
Alicja Minda
Josephine Mo
Raya P. Morrison
Paul Neuviale
Jeny Nussey
Sandra Otto
Berna Ozunal
Mario Salazar-Davalos
Indu Singh
Hitesh Thukral
Jes Trudel
Michelle Waitzman
Kathryn Willms
Tamara Zayachkowski

2020 Donors

Carol Anderson
Julia Cochrane
John Crawford
Barbara Czarnecki
Adebe DeRango-Adem
Alyssa DiBattista
Alix Drabek
Carol Fahey
Susan Fitzgerald
Viola Funk
Loretta Garbutt
Sara Goodchild
Joyce Gram
Catherine Jalbert
Anita Jenkins
David Johansen
Marion Kennedy
Joseph Kimble
Lynne Kurylo
Joachim Lépine

Anne Louise Mahoney
Georgina Montgomery
Berna Ozunal
Frances Peck
Laura Poole
Mark Redmayne
Betty R. Robinson
Alexander (Sasha) Saint-Aubin
Margaret Shaw
Melissa Shin
Cy Strom
Jan Walter
Ermelinda Whiting
Molly Wolf
Larry Verstraete
Editors Edmonton
Figure 1 Publishing
Simon Fraser University, Continuing Studies
West Coast Editorial Associates





Finances: Treasurer's report

Editors Canada began 2020 with a very conservative budget and hoped to end the year with a small surplus. Of course, the year did not go to plan, and by the end of the first quarter our careful budgeting was largely irrelevant.

We braced ourselves for the worst, not knowing how severely our members' work would be affected by the ongoing pandemic and whether they would be able to afford to stay with us and invest in professional development and networking opportunities.

Our members exceeded our wildest hopes. After we cancelled our 2020 conference, we asked members to consider donating a portion of their refunds to the association. Many did, and others allowed us to delay their refunds so that we did not have to pay all of the money back at once. Thank you!

We implemented a three-month grace period to pay for membership renewals for members who were experiencing a downturn in their work. Our members renewed (and new members joined) at a rate almost equal to 2019. Thank you!

We reduced a lot of our expenses because of the pandemic. Venue rentals and travel were off the table. We didn't fill the vacancy for a part-time membership coordinator. We overhauled our financial systems and phased out

payments by cheque, which saved both administrative and mailing costs. We did very little printing.

On the income side, we ran a successful slate of webinars, branches and twigs ran online seminars and workshops, and the certification exam went ahead with a remote-only format.

We received the federal government's Canada Emergency Wage Subsidy. This meant that we never had to consider reducing staff hours or laying anyone off. We also received the Canada Emergency Rent Subsidy (although we have stopped using our office, we cannot break the lease early) and a Canada Emergency Business Account loan, which is a line of credit we can use interest-free until the end of 2022. Up to \$20,000 of the loan is forgivable (we get to keep the money). We are grateful to the government for this support.

In the end, 2020 was not the financial disaster we feared it might be. In fact, we ended the year in a far better position than we started it. We now have much-needed funds available for important upcoming projects, like redesigning the association's website.

I'd like to thank all of the branch and twig executives who found creative ways to keep everyone engaged from a distance, and all of our members who saw the value in continuing to be part of a professional association—perhaps more than ever—when their work situation felt uncertain.

Michelle Waitzman

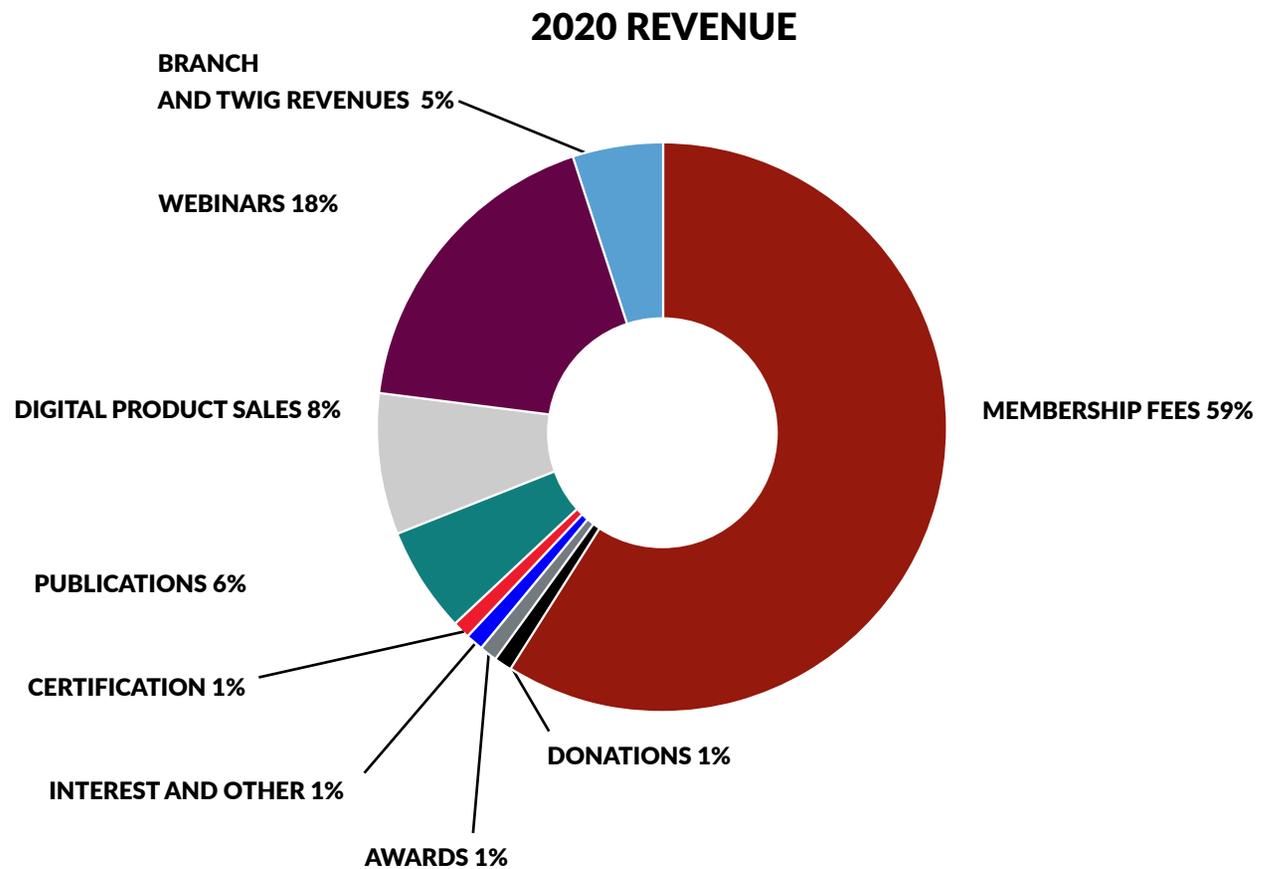
	2019	2020	Difference
Total revenue	627,281	459,907	-167,374
Total expenses	619,449	427,501	-191,948
Surplus (operating)	<u>7,832</u>	<u>32,406</u>	
Surplus including government subsidies		<u>100,358</u>	

Appendix 1

Financial visuals

2020 Revenue

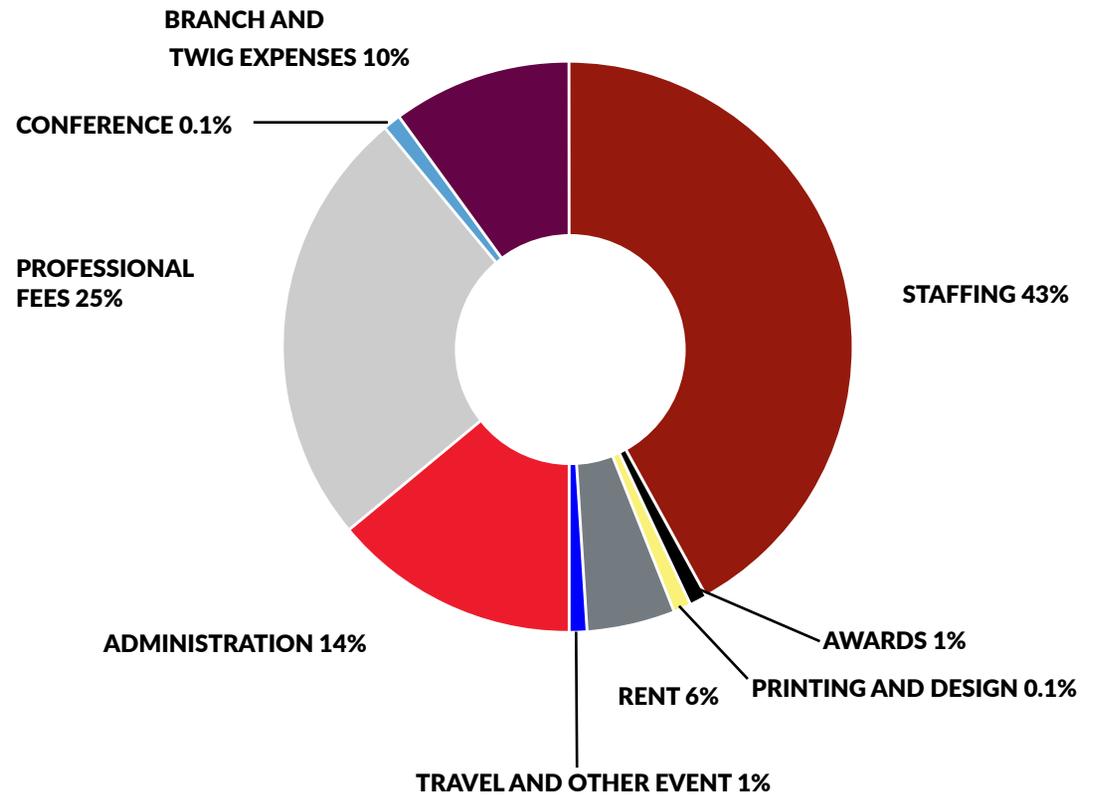
Membership fees	\$273,482
Conference fees	\$0
Webinars	\$81,209
Digital product sales	\$38,241
Publications	\$25,795
Certification	\$6,475
Interest and other	\$6,026
Awards	\$2,200
Donations	\$5,119
Branch and twig revenues	\$21,360
Total	\$459,907



2020 Expenses

Staffing	\$183,071
Conference	\$539
Professional fees	\$106,052
Administration	\$61,251
Travel and other event	\$4,084
Rent	\$24,143
Printing and design	\$405
Awards	\$4,400
Branch and twig expenses	\$43,556
Total	\$427,501

2020 EXPENSES



Appendix 2

Independent auditor's report and financial statements

EDITORS' ASSOCIATION OF CANADA / ASSOCIATION CANADIENNE DES RÉVISEURS

Consolidated Financial Statements

December 31, 2020

	Page
INDEPENDENT AUDITOR'S REPORT	1 - 2
CONSOLIDATED FINANCIAL STATEMENTS	
Consolidated Statement of Financial Position	3
Consolidated Statement of Operations	4
Consolidated Statement of Changes in Net Assets	5
Consolidated Statement of Cash Flows	6
Notes to Consolidated Financial Statements	7 - 11

INDEPENDENT AUDITOR'S REPORT

To the Members of Editors' Association of Canada / Association canadienne des réviseurs

Opinion

We have audited the consolidated financial statements of Editors' Association of Canada / Association canadienne des réviseurs ("Editors"), which comprise the statement of financial position as at December 31, 2020, and the consolidated statements of operations, changes in net assets and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of Editors as at December 31, 2020, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

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

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

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

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

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

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

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

(continues)

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

We also:

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

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

Hogg, Shain & Scheck PC

Toronto, Ontario
May 31, 2021

Authorized to practise public accounting by the
Chartered Professional Accountants of Ontario

EDITORS' ASSOCIATION OF CANADA / ASSOCIATION CANADIENNE DES RÉVISEURS

Consolidated Statement of Financial Position

As at December 31, 2020

	2020	2019
ASSETS		
CURRENT		
Cash (<i>Note 3</i>)	\$ 232,184	\$ 113,713
Guaranteed investment certificates (<i>Note 4</i>)	36,356	35,891
Accounts receivable	57,745	15,065
Prepaid expenses and other assets	18,335	9,019
	<u>\$ 344,620</u>	<u>\$ 173,688</u>
LIABILITIES		
CURRENT		
Government remittances payable	\$ 10,686	\$ 7,230
Accounts payable and accrued liabilities	53,380	32,277
Deferred revenues (<i>Note 5</i>)	18,370	12,355
Awards and scholarship funds (<i>Note 6</i>)	6,408	6,408
	<u>88,844</u>	58,270
CANADA EMERGENCY BUSINESS ACCOUNT LOAN (<i>Note 7</i>)	40,000	-
	<u>128,844</u>	58,270
NET ASSETS		
UNRESTRICTED	52,327	(42,893)
INTERNALLY RESTRICTED FOR THE BRANCHES	126,056	126,560
INTERNALLY RESTRICTED FOR THE TWIGS	37,393	31,751
	<u>215,776</u>	115,418
	<u>\$ 344,620</u>	<u>\$ 173,688</u>

COMMITMENTS (*Note 9*)

SIGNIFICANT EVENT (*Note 10*)

APPROVED ON BEHALF OF THE BOARD

_____ Director

_____ Director

See the accompanying notes to these financial statements

EDITORS' ASSOCIATION OF CANADA / ASSOCIATION CANADIENNE DES RÉVISEURS

Consolidated Statement of Operations

Year Ended December 31, 2020

	2020	2019
REVENUES		
Membership fees	\$ 273,482	\$ 276,314
Webinars	81,209	73,858
Digital product sales	38,241	41,754
Publications	25,795	25,018
Branch and Twig revenues	21,360	85,412
Certification	6,475	16,325
Interest and other	6,026	4,112
Donations	5,119	1,787
Awards (<i>Note 6</i>)	2,200	2,525
Conference fees	-	100,176
	459,907	627,281
EXPENSES		
Staffing	183,071	197,757
Professional fees	106,052	88,331
Administration	61,251	73,925
Branch and Twig expenses	43,556	106,240
Rent (<i>Note 9</i>)	24,143	20,572
Awards (<i>Note 6</i>)	4,400	4,400
Travel and other event	4,084	29,127
Conference	539	89,267
Printing and design	405	9,830
	427,501	619,449
EXCESS OF REVENUES OVER EXPENSES FROM OPERATIONS	32,406	7,832
OTHER INCOME		
Government assistance (<i>Note 8</i>)	67,952	-
EXCESS OF REVENUES OVER EXPENSES	\$ 100,358	\$ 7,832

See the accompanying notes to these financial statements

EDITORS' ASSOCIATION OF CANADA / ASSOCIATION CANADIENNE DES RÉVISEURS

Consolidated Statement of Changes in Net Assets

Year Ended December 31, 2020

	Unrestricted	Internally Restricted for the Branches	Internally Restricted for the Twigs	2020	2019
NET ASSETS - BEGINNING OF YEAR	\$ (42,893)	\$ 126,560	\$ 31,751	\$ 115,418	\$ 107,586
Excess of revenues over expenses	92,220	2,496	5,642	100,358	7,832
Interfund transfer	3,000	(3,000)	-	-	-
NET ASSETS - END OF YEAR	\$ 52,327	\$ 126,056	\$ 37,393	\$ 215,776	\$ 115,418

See the accompanying notes to these financial statements

EDITORS' ASSOCIATION OF CANADA / ASSOCIATION CANADIENNE DES RÉVISEURS**Consolidated Statement of Cash Flows****Year Ended December 31, 2020**

	2020	2019
OPERATING ACTIVITIES		
Excess of revenues over expenses	\$ 100,358	\$ 7,832
Changes in non-cash working capital:		
Accounts receivable	(42,680)	(3,574)
Prepaid expenses and other assets	(9,316)	(1,990)
Government remittances payable	3,456	(2,447)
Accounts payable and accrued liabilities	21,103	7,175
Deferred revenues	6,015	(10,416)
Awards and scholarship funds	-	2,020
	(21,422)	(9,232)
Cash flow from (used by) operating activities	78,936	(1,400)
INVESTING ACTIVITY		
Purchase of guaranteed investment certificates	(465)	(3,010)
FINANCING ACTIVITY		
Proceeds from Canada Emergency Business Account loan	40,000	-
INCREASE (DECREASE) IN CASH	118,471	(4,410)
CASH - BEGINNING OF YEAR	113,713	118,123
CASH - END OF YEAR	\$ 232,184	\$ 113,713

See the accompanying notes to these financial statements

1. NATURE AND PURPOSE OF THE ORGANIZATION

Editors' Association of Canada/Association canadienne des réviseurs ("Editors") was incorporated without share capital as a not-for-profit organization under the Canada Corporations Act in March 1982, and was continued under the Canada Not-for-Profit Corporations Act effective August 22, 2014.

Editors represents editors in Canada who work in many forms of print as well as in other media. Editors promotes professional editing, as key in producing effective communication. At year end approximately 1,200 members work with individuals in the corporate, technical, government, not-for-profit and publishing sectors. Editors sponsors professional development seminars, promotes and maintains high standards of editing and publishing in Canada, establishes guidelines to help editors secure fair pay and good working conditions, helps both in-house and freelance editors to network, and cooperates with other publishing associations in areas of common concern.

Editors is governed at the national level by an executive council. There are five regional branches and nine regional twigs across the country providing a range of local programming and services to both members and non-members.

As a not-for-profit organization, Editors is exempt from income taxes under paragraph 149(1)(f) of the Income Tax Act (Canada).

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

These consolidated financial statements are the representation of management and have been prepared in accordance with Canadian accounting standards for not-for-profit organizations in Part III of the CPA Canada Handbook.

Basis of consolidation

The consolidated financial statements include the accounts of Editors, five regional branches (British Columbia, Ottawa-Gatineau, Quebec, Saskatchewan and Toronto) and nine regional twigs (Barrie, Calgary, Edmonton, Hamilton-Halton, Kingston, Kitchener-Waterloo-Guelph, Newfoundland and Labrador, Nova Scotia and Manitoba). All inter-branch and inter-twig transactions have been eliminated upon consolidation.

Revenue recognition

Editors follows the deferral method of accounting for contributions, which includes donations. Unrestricted contributions are recognized as revenues when received or receivable, provided that contributions receivable can be reasonably estimated and collection is reasonably assured. Restricted contributions are recognized as revenues in the year in which the related activities are carried out and expenses incurred.

Membership, conference, webinars and certification, interest and other, awards and branches and twigs are recognized as revenues in the fiscal year to which they relate.

Revenues from digital product and publication sales are recognized upon completion of performance, provided the amount of revenue is reasonably determinable and collectible.

Government assistance revenues, including the Canada Emergency Wage Subsidy and Canada Emergency Commercial Rent Assistance, are recognized on an accrual basis in the year the related eligible expenses are incurred.

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2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Restricted net assets

Net assets, which are internally restricted for use of the five regional branches (British Columbia, Ottawa-Gatineau, Quebec, Saskatchewan and Toronto), are for expenses relating to meetings, events and services for members in those branches.

Net assets, which are internally restricted for use of the nine regional twigs (Barrie, Calgary, Edmonton, Hamilton-Halton, Kingston, Kitchener-Waterloo-Guelph, Newfoundland and Labrador, Nova Scotia and Manitoba), are for expenses relating to meetings, events and services for members in those twigs.

Financial instruments

Editors initially measures its financial assets and financial liabilities at fair value. It subsequently measures all its financial assets and financial liabilities at amortized cost.

The financial assets subsequently measured at amortized cost include cash, guaranteed investment certificates and accounts receivable. The financial liabilities measured at amortized cost include accounts payable.

Contributed services

Volunteers contribute time to assist Editors in carrying out its programs. Contributed services are not recognized in the financial statements.

Measurement uncertainty

The preparation of consolidated financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the consolidated financial statements and the reported amounts of revenues and expenses during the year. These estimates are reviewed periodically and adjustments are made to revenues and expenses, as appropriate, in the year they become known. Such estimates include eligibility of COVID-19 subsidies (see Note 10). Actual results could differ from these estimates.

3. CASH

	<u>2020</u>	<u>2019</u>
National office	\$ 131,721	\$ 14,966
Branches	100,463	98,747
	\$ 232,184	\$ 113,713

4. FINANCIAL INSTRUMENTS

Guaranteed investment certificates at December 31, 2020 are \$36,356 (2019 - \$35,891), bear interest at rates ranging from 0.1% to 2.2% (2019 - 1% to 2.2%) and have maturity dates ranging from January 22, 2021 to December 14, 2023 (2019 - February 25, 2020 to December 14, 2023).

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

5. DEFERRED REVENUES

Deferred revenues at December 31 consist of the following:

	<u>2020</u>	<u>2019</u>
Membership revenues for the subsequent fiscal year	\$ 12,150	\$ 10,835
Online directory of editors	1,200	1,520
Conference sponsorship	1,250	-
Branch revenues (Pro-D workshop)	3,770	-
	<u>\$ 18,370</u>	<u>\$ 12,355</u>

The continuity of deferred revenues for the year is as follows:

Balance, beginning of year	\$ 12,355	\$ 22,771
Add: amounts received during the year	398,947	481,686
Less: amounts recognized as revenue in the year	(392,932)	(492,102)
	<u>\$ 18,370</u>	<u>\$ 12,355</u>

6. AWARDS AND SCHOLARSHIP FUNDS

Fairley Award

The Tom Fairley Award for Editorial Excellence was established in 1983 and is presented annually. Editors received contributions of \$9,500 in 2002 from various sources to be used to recognize excellence in editing.

Editors decided to endow the award such that \$2,000 (2019 - \$2,000) of the award fund balance would be awarded annually and two \$500 prizes would be awarded to the other two finalists. In 2019, the fund was fully depleted.

For the current year, a total annual prize of \$3,000 (2019 - \$3,000) was awarded; \$1,700 was paid from operations and the remaining \$1,300 was from a contribution received during the year.

Claudette Upton Scholarship

Established in 2009, the award is named after the Editors' honorary life member, Claudette Reed Upton-Keeley, a gifted editor who loved the English language and was actively involved in social justice and environmental causes throughout her life.

This is a \$1,000 scholarship to help support continuing professional development in editing and is to be funded by specific contributions from members. The winner is encouraged to use the prize to attend Editors' national conference, purchase its publications or attend its workshops.

For the current year, a \$1,000 scholarship was awarded; \$500 paid from operations and the remaining \$500 was from a contribution received during the year.

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6. AWARDS AND SCHOLARSHIP FUNDS (continued)

Karen Virag Award

Established in 2014 in memory of long time member Karen Virag, this award acknowledges an individual or organization's successful efforts to raise the profile of editing in the community. In 2020, Editors paid \$400 as an award.

The continuity of this award fund is as follows:

	<u>2020</u>		<u>2019</u>
Balance, beginning of year	\$ 6,408	\$	4,228
Add: Contributions received in the year	400		2,580
Less: Annual award	<u>(400)</u>		<u>(400)</u>
Balance, end of year	\$ 6,408	\$	6,408

7. CANADA EMERGENCY BUSINESS ACCOUNT LOAN

On April 29, 2020, Editors received the Canada Emergency Business Account ("CEBA") which is an interest free loan of \$40,000 to assist with immediate operating cash flow needs. The loan is interest-free for the initial term up to December 31, 2022. As part of the program, \$10,000 of the loan will be forgiven if \$30,000 is repaid in full on or before December 31, 2022. From the period commencing December 31, 2022 to the extended term date of December 31, 2025, the loan bears an annual interest rate of 5%.

Editors intends to apply for the available \$20,000 loan increase in fiscal 2021, of which an additional \$10,000 will be forgiven, if the remaining \$10,000 is repaid on or before December 31, 2022.

8. GOVERNMENT ASSISTANCE

As part of the response to COVID-19 (see Note 10), the federal government introduced the Canada Emergency Wage Subsidy ("CEWS") to assist employers whose activities have been affected by COVID-19. For the period of March 18 to December 31, 2020, Editors applied for \$66,243, of which \$43,359 is included in accounts receivable at December 31, 2020. Editors intends to apply for the CEWS for all subsequent periods for which it is eligible.

In addition to the CEWS, Editors applied for the Canadian Emergency Rent Subsidy ("CERS") which is to assist Canadian businesses, non-profit organizations, or charities who have seen a drop in revenues during the COVID-19 pandemic by providing part of their commercial rent and occupancy expenses. For the period of September 27 to December 31, 2020, Editors applied for \$1,709, which is included in accounts receivable as at December 31, 2020. Editors intends to apply for the CERS for all subsequent periods for which it is eligible.

Notes to Consolidated Financial Statements**Year Ended December 31, 2020**

9. COMMITMENTS

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

Editors leases office equipment which expires in March 2021 and October 2024.

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

2021	\$	24,046
2022		24,147
2023		24,613
2024		<u>2,565</u>
	\$	<u>75,371</u>

10. SIGNIFICANT EVENT

On March 11, 2020, the World Health Organization characterized the outbreak of a strain of the novel coronavirus ("COVID-19") as a pandemic, which resulted in a series of public health and emergency measures that have been put in place to combat the spread of the virus. The duration and impact of COVID-19 are unknown at this time. It is not possible to reliably estimate the impact that the length and severity of these developments will have on the financial results of Editors in future periods. Management continues to closely monitor and assess the impact on operations.
