



ANNUAL GENERAL MEETING

18 April 1983 at 8:00 p.m.

Pauline McGibbon Cultural Centre

AGENDA

Call to order

Minutes of the last meeting

Reports of officers and committee chairs

Report of the nominating committee

nominations for:

President	Elizabeth Reid
Past President	Grace Deutsch
Vice President	Greg Ioannou
Secretary	Jim Taylor
Treasurer	Lee d'Anjou
Industry Liaison Chair	Sara Jane Kennerley
Information Chair	Cathleen Hoskins
Membership Chair	Catherine Cragg
Newsletter Chair	Susan Lawrence
New Technology Chair	Bob Grundy
Professional Development Chair	no nomination
Style Guide Chair	Lydia Burton
Ottawa Group Chair	Jean Reavley

Further nominations

Election of members of the Executive Board

New Business

Eligibility for the Tom Fairley Award for Editorial Excellence

Business arising from the Kingston Summit

Schedule of membership fees for 1983-84

Other new business

Job Market

Freelance Editors' Association of Canada
ANNUAL GENERAL MEETING
April 18, 1983
at the Pauline McGibbon Cultural Centre

President Elizabeth Reid, noting that there was a quorum present, called the 1983 Annual General Meeting to order at 8.15 p.m.

The Minutes of the previous general meeting were approved without amendments or discussion.

REPORTS

President: Elizabeth Reid requested that committee reports be kept brief and that they supplement rather than repeat the Annual Report which was mailed out. She commented briefly on activities of the past year, and promised a report on the Kingston "summit meeting" with members of the Ottawa and Montreal groups during New Business.

Vice-President: Greg Ioannou commented on the production of the FEAC directory. By putting two listings on a page instead of just one, it was possible to reduce the size of the directory by half and double the number printed, for approximately the same cost. The 1100 copies run this last year are quite sufficient.

Treasurer: Lee d'Anjou noted that FEAC will be able to add about \$5,000 to reserves this year, because all executive members and committee had been parsimonious. In response to questions Lee stated:

- whether rates increase or not will depend on the wishes of the membership;
- the membership committee's budget is used primarily for the preparation and mailing of the gold brochure, and for the production and mailing of renewal notices;
- The Ottawa group has autonomy in spending its allocation, but the "liaison" budget facilitates travel for occasional meetings with other regions.
- the "memberships" item covers FEAC's membership in other organizations, and will be larger this coming year when FEAC joins the Book and Periodical Development Council.

Nancy Fleming, Executive Director of the BFDC, spoke about its purposes as an umbrella organization for groups ranging from the Writers' Union through the publishers' associations to marketing groups. She looked forward to welcoming FEAC as a key element in the publishing process.

Industry Liaison: Barb Hehner noted that the booklet being

handed out to FEAC members during this meeting. Author and Editor, might not have been published without the support of Nancy Fleming and the EPDC. Without re-running the history of the booklet, Barb noted that co-operation had resulted in a publication that all were pleased with.

Information: Rivka Cranley reported a second company, Prudential, has expressed an interest in offering FEAC members disability insurance. She is investigating.

Newsletter: Susan Lawrence asked for materials for the newsletter. This could include cartoons, illustrations, bloopers, belly-laugh material related to publishing/editing, etc., as well as serious articles. Several persons congratulated Susan on the Annual Report.

Professional Development: Barb Czarnecki stated that the Rewriting Seminar was almost full but that there was still space in the micro-computer seminar.

Style Guide: Lydia Burton brought members up to date on progress in obtaining funding towards publishing a Canadian Style Guide, and in the preparation of the French-in-English-text worksheet. In response to questions about style guides and references available in the meantime, Ted Whittaker recommended a small book recently published by Orel Ramat, FRENCH IN ENGLISH.

Membership (Catherine Cragg), New Technology (Doug Lintula), were not present to report; Past President (Grace Deutsch) and Secretary (Jim Taylor) made no specific reports.

NOMINATIONS FOR NEW EXECUTIVE

Elizabeth Reid, speaking for the committee composed of past president Grace Deutsch, Maggie MacDonald and herself, presented the slate of nominations. Most of the incumbents were willing to continue in their present positions.

President	Elizabeth Reid
Vice President	Greg Ioannou
Treasurer	Lee d'Anjou
Secretary	Jim Taylor
Membership	Catherine Cragg
Newsletter	Susan Lawrence
Style Guide	Lydia Burton

The new nominations to the executive were:

Industry Liaison	Sara Jane Kennerley
Information	Cathleen Hoskins
New Technology	Bob Grundy

Elizabeth noted that as a result of the meeting in Kingston, a new committee should be created for the Ottawa region.

with a representative sitting on the executive.

MOVED AND CARRIED: that the Ottawa membership constitute a committee of FEAC, and that Jean Reavley be the Ottawa representative on the national executive (Lee d'Anjou, Ted Whittaker).

The vacancy in the Professional Development chair led to discussion of the role and importance of seminars. The consensus was that seminars were valuable to members and to FEAC's status in the publishing industry. Sample comments included: Avivah Wargon, "I would be horrified if those courses were cancelled"; Grace Deutsch, "To do away with seminars is to do away with FEAC"; Nancy Fleming of EPDC, "Don't leave a void...". There was strong recommendation for repeating some of the basic courses in copy and production editing. Lee d'Anjou argued that seminar labor could be reduced by holding only one series, either in the fall or in the spring.

MOVED AND CARRIED: that the election of the next chairperson of the Professional Development Committee be deferred until the next General Meeting (Greg Ioannou/Olive Koyama).

MOVED AND CARRIED: that since the constitution currently treats chairpersons as holding office until replaced, the chair of the Professional Development Committee be officially declared vacant (Lee d'Anjou/Greg Ioannou).

MOVED AND CARRIED: that nominations close (Jim Taylor/Lee d'Anjou).

MOVED AND CARRIED: that the slate of nominations as presented by the nominations committee be elected (Greg Ioannou/Susan Lawrence).

NEW BUSINESS

Tom Fairley Award: On the recommendation of the Executive, the general membership was asked to decide whether or not the Tom Fairley award should be limited to FEAC members. A concern expressed was that such an award should be for a hands-on editor rather than for an upper-level in-house acquisitions editor. At the same time, there was concern that limiting the award to FEAC's 200 or so members might seem parochial. In the end, it was:

MOVED AND CARRIED: that the Tom Fairley Award be restricted to works edited on a freelance basis and published in Canada (Lee d'Anjou/Barb Hehner).

The Kingston Summit meeting: Elizabeth Reid reported that eight members had attended from Toronto and three each from Ottawa and Montreal. Betty Jane Corson arranged for a meeting room in the Kingston City Hall. The discussions enabled the Ottawa and Montreal contingents to see that the Toronto-based executive were not simply suppressing the colonies (so to speak), and the Toronto group to see more clearly some regional variations and concerns.

Out of that meeting comes the need to constitute Ottawa as a FEAC committee, thereby providing a seat on the national executive. Also there is a need to have some general meetings at times when members outside Toronto can attend without losing work or pay.

It seemed to be generally agreed, though not voted on, that FEAC should try to hold its Annual General Meeting and perhaps another general meeting on a weekend, in conjunction with a dinner, a seminar, etc., like a convention. A straw vote showed preferences almost equally divided among Saturday afternoon, Saturday evening, and Sunday afternoon. The executive will make specific recommendations following discussions with regional groups.

Membership Fees: The executive recommends no change in the fee structure for 1983/84. There was no discussion.

Auditors: Auditors are needed for the Annual Report who are not members of the Executive.

MOVED AND CARRIED: that John Eerkes and Tom Shields be appointed auditors (Lydia Burton/David Homel).

NEXT MEETING

The next general membership meeting will be on the fourth Monday of May (rather than the third, because of the Victoria Day weekend), which is May 30, 1983, at 8 p.m. at the Pauline McGibbon Cultural Centre, 86 Lombard St., Toronto.

Sarah Swartz asked that the question of selling the directory be on the agenda. Other agenda items will be: chairperson for the Professional Development committee; subjects for discussion at future general meetings.

Elizabeth Reid
President

Jim Taylor
Secretary.

RCAC Treasurer's Report - 17 April 1983

INCOME

	Budget	Actual (year to date)	Projected (to year end)
dues: voting	\$ 6000	4875.00	4875.00
assoc.	5280	6720.00	6720.00
directory fees	550	515.00	515.00
seminar net:	5100		
fall		2888.64	2888.64
spring		2953.31	2211.36**
interest	1298	860.91	1123.85
misc.	300	1150.43	1150.43
TOTAL	\$18528	19963.29	19484.28**

EXPENSES

	Budget	Actual (year to date)	Projected (to year end)
President	100	—	—
Secretary	1815	1210.89	1284.93
Treasurer	325	133.42	147.42
Committees:			
New Tech	100	58.68	68.68
Ind. Liaison	500	—	90.00
Membership	595	325.41	475.41
Information	50	44.47	49.47
Newsletter	2200	1888.02	1988.02
Style Guide	300	80.92	168.92
Directory	7219	7012.78	7012.78
Ottawa	500	320.88	500.00
Phone & Ans. Service	804	499.47	685.47
Meetings	300	174.64	234.64
Party	50	—	50.00
Advertising	200	203.00	227.00
Ottawa-Tor Liaison	365	85.00	265.00
Legal	25	—	—
Memberships	35	35.00	35.00
Mailing list Revision	900	938.57	938.57
Memorial Fund	100	—	25.00
Misc.	400	86.13	136.13
TOTAL	\$16883	13097.28	14382.44

includes newsletter mailing costs incl. bank charges & bad debts

distributing Author & Editor

* Seminar breakdowns

FALL	
gross (adjusted by refunds)	\$ 7795.00
expenses	4906.36
net	\$ 2888.64

SPRING (to date)

gross (adjusted by refunds)	\$ 5080.00
expenses	2126.69
	\$ 2953.31

** Spring seminar net is expected to decrease slightly by year end, bringing projected total down, too. The largest part of the gross income is in, but many expenses are not.

BALANCE SHEET

Gross receipts from 1981/2 accounts	\$ 7559.19
Adjustments	
pd from 1981/2 for 1982/3	705.55
pd from 1982/3 for 1981/2	<u>(133.00)</u>
Adjusted receipts from 1981/2	\$ <u>8131.72</u>
Reserves from 1981/2	\$ 8131.72
1982/3 income to date	<u>19963.29</u>
Total receipts	\$ 28095.01
Expenses to date	<u>13097.28</u>
Reserves to date	\$ 14997.73

Certificates of deposit	\$ 11 000.80
Checking account	1 752.73
Checks on hand for deposit	<u>2 245.00</u>
	\$ 14 997.73

Reserves projected for year end

Reserves from 1981/2	8131.72
1982/3 income (projected to year end)	<u>19484.28</u>
	27616.00
1982/3 expenses (projected)	<u>14382.44</u>
Projected reserves, end 1982/3	\$ 13233.56