



Freelance Editors' Association of Canada
Association canadienne des pigistes de l'édition

Annual General Meeting
4:30 Saturday, April 28, 1984
Roehampton Place Hotel
Toronto

Notable King
Mitt. (circled)
(1)

AGENDA

Minutes of meeting, March 19, 1984

Annual Report

Report of auditing committee, 1982-1983

Report of nominating committee

Election of Executive Board

Election of auditing committee, 1983-1984

Membership and directory entry fees

Canadian Booksellers' Association Book Fair
Consumer show blue pencil sessions, June 22
Awards dinner, June 24 (Tom Fairley)

Job Market

Other business { 11.50 - lunch
1.30 - mtg

Chuck K. Mason's
journal

#5 regular to deadline
#35 late fee

Doug Lin to the
The Shields
(Sara Schwartz)

no raise - mention in
Quarterly!

Mike Carver
Ch's ble lunch

FEAC/ACPE
ANNUAL GENERAL MEETING
Saturday April 28, 1984

Roehampton Place Hotel in Toronto, commencing at 4.30 p.m.

The meeting was called to order at 4.33 p.m. by President Elizabeth Reid.

The agenda was approved without dissent.

The minutes of the previous general membership meeting were approved without amendment (Lee d'Anjou/Greg Ioannou/carried).

ANNUAL REPORTS OFF COMMITTEES

The Annual Report was accepted as circulated, with the added comments of specific Reports as summarized below.

Seminars: Claire Cote reported that Spring Seminars were filling, but there was still room for some registrations.

Information: Cathleen Hoskins said that the insurance people at Mutual of Omaha have been swamped with work by the response from FEAC members to the Disability Insurance proposal. Those who joined FEAC after the original lists were made up will also receive the opportunity of getting Disability Insurance.

Membership: Catherine Cragg stated that Vancouver has had its first membership meeting, with four people present, and more interested. The membership mailings will be going out on schedule in a few weeks.

Montreal Committee: Natalie King was present representing the Montreal members.

Tom Fairley Award: Grace Deutsch has sent out 900 letters by which publishers can apply for nomination papers. There have been 25 responses. That is considered good for the first year of such an award. The award itself will be presented June 24th at the Canadian Booksellers Convention dinner. The jury will have to be selected after nominations are sorted to ensure that no one faces any conflict of interest.

OTHER BUSINESS

Auditors' Report: John Eerkes and Tom Shields, selected by the last Annual Meeting to act as an audit committee, have examined the treasurer's books and approved them. The audit committee is the watchdog of the general membership, Treasurer Lee d'Anjou stated, a means of ensuring that the Executive is spending money in accordance with the wishes of the membership and with the reports given to the membership.

MOVED AND CARRIED: that Doug Lintula and either Tom Shields or Sarah Swartz be appointed as the audit committee for 1984/85 (Lydia Burton/Avanthia Swan).

Nominations: Greg Ioannou presented the slate of nominations, as prepared by the committee consisting of himself, Elizabeth Reid, and Jane Springer. All nominations were unopposed, the secretary casting a single ballot as a unanimous vote on behalf of the membership:

President	Greg Ioannou
Vice President	Jeniva Berger
Treasurer	Jim Taylor
Secretary	Pamela Fry
Membership	John Eerkes
Information	Catherine Cragg
Professional Development	Claire Cote
Newsletter	Olive Koyama
New Technology	Bob Grundy
Industry Liaison	Paula Pike

In addition, the following were presented as representing regional or project committees who select their own representatives to the Executive:

Style Guide	Lydia Burton
Ottawa Committee	Jean Reavley
Montreal Committee	Natalie King

Membership and Directory Fees: The Executive had voted that Voting Membership fees should remain at \$75, Associate at \$60, Directory listing fee \$5, but that after an entry deadline to be determined by the Directory Committee the Directory fee should be increased to \$35.

MOVED AND CARRIED: that the Executive's decision on fee schedules for 1984/85 be ratified by the general membership (Greg Ioannou/Avanthia Swan).

MOVED AND CARRIED: that the additional \$30 charged for late-entry Directory fees be payable to the FEAC Memorial Fund (presently called the Tom Fairley Award Fund) (Grace Deutsch/Greg Ioannou).

MOVED AND CARRIED: that at the discretion of the Information Chairperson, the added \$30 late entry fee may be waived for new members (Greg Ioannou/Olive Koyama).

NEW BUSINESS

At the Canadian Booksellers Association Convention in June, FEAC has been asked by the Children's Book Information Centre to demonstrate the art of editing by having some real live editors on hand to edit some children's manuscripts while the authors watch. Avanthia Swan, Lydia Burton, Jennifer Ludbrook, Olive Koyama, Sarah Swartz and Grace Deutsch volunteered; Sandra Gulland recommended Charles Cohen.

It was also recommended that FEAC itself have a booth/table

for part of the time, to advertise ourselves and make contacts. Sarah Swartz volunteered to work on this with Paula Pike, the incoming Industry Liaison chair.

Three job opportunities were announced.

The meeting expressed its thanks to Bob Grundy for organizing the afternoon, and to Elizabeth Reid for her two years as president, for having given FEAC "an enormous amount of work and care."

The next general membership meeting will be held May 28, at the Pauline McGibbon Cultural Centre, 86 Lombard Street in downtown Toronto, at 8. p.m.

The meeting adjourned for dinner at 5.35 p.m.

Elizabeth Reid
President

Jim Taylor
Secretary

SUMMARY OF DISCUSSION ON "ME AND MY MICRO"

Deliberately, no "computer experts" were invited to this gathering, nor any displays of computer hardware. The focus was on the impact of micro-computers on the craft of editing.

The panelists were Doug Lintula, Grant Buckler, and Avanthia Swan from FEAC, and Dennis Bockus from the publishing industry.

Doug Lintula, who does a lot of work with government, finds his equipment useful for two purposes: a) developing coherent reports from conferences and research materials, and b) producing clean, error-free, camera-ready copy without having to re-type everything. Among other aspects, the ability to correct keystrokes electronically and then produce copy lengthens his deadlines by several days. Most of what Doug edits on screen is his own material.

Grant Buckler learned computer technology in newspapers, where expensive "text-editors" are used. He was also formerly editor of Computing Canada, where all copy was produced on micros. He has no hesitation about editing on screen, and would no longer go back to a typewriter. He finds the main disadvantages of computers to be cost and complexity. In both categories, they are to the typewriter as the typewriter was to the pen or pencil. In terms of hardware, he feels that dot matrix printers are now as acceptable as letter-quality printers--and a lot faster. He sees the future generations of computers becoming simpler to use, with fewer command codes to learn.

There was some extensive discussion from the floor--and little agreement--about whether computers could assist the editing process through such programs as universal search for repeated spelling or punctuation inconsistencies.

Dennis Bockus suggested that editors will increasingly be asked to use computers by publishers who see computers as a means of improving their cost efficiency, especially on the small print runs required in Canadian publishing. Editors with such skills will have an advantage. With the mass arrival of computers in school classrooms, some publishers are now considering putting out books on disc or other software rather than in print. Publishers see computers as a means of reducing the number of intermediary persons who have to handle a manuscript between author and finished book. A disadvantage is that corrections replace original text; therefore the supervising editor has no way of seeing how much has actually been done to improve copy.

From the floor, Peggy Foy agreed that publishers were turning more and more to computer-editing, and noted that some editors did a poorer job of editing because they were overwhelmed by the technology.

Several people suggested that editors should insist on working from hard copy, whether they then input the changes or have someone else do it.

Avanthia Swan finds a micro valuable in educational editing, which often amounts to writing from source materials. With text on disc, there is increasing pressure on her to carry all aspects of manuscript development, from developing the text to copy-editing to seeing it into the typesetter. In this role, the editor has to carry added responsibility.

There was some extensive discussion about the need to adjust fee schedules upwards to compensate for the editor's investment in expensive equipment. In some cases, the added efficiency also reduces the hours needed to complete a job. It was recommended that editors charge not by the hour but by the job, basing their estimates on the number of hours they would have had to spend doing it by traditional methods. It was agreed to ask the Industry Liaison Committee to develop some recommendations for surcharges to the usual FEAC rates when using computer technology to edit.

Greg Ioannou noted that computers change the author/editor relationship significantly. a) It turns the editor into a rewrite person. b) the author can arbitrarily (and invisibly) replace edited text with the original version complete with errors!

Elizabeth Reid and others referred to UNIX, so far the only operating system for computers which genuinely offers editing capability.

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 BPDC. 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 Warqon, "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.

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FEAC Financial Report for Year Ending 31 May 1984 (final)
(includes accrued income/expenses paid after year end)

INCOME

	1982/3 actual	1983/4 budget	1983/4 actual
Dues:voting	\$ 4950.00	\$ 4950	\$ 5700.00
assoc.	6670.00	6660	8580.00
Directory fees	515.00	515	690.00
Interest	1137.30	690	1212.81
Seminar net ^a	3541.29	3650	7099.10
Total	\$18039.02	\$16865	\$23690.91

Notes

a Seminar breakdowns

	1-82/3 fall	1982/3 spring	1983/4 fall	1983/4 spring
Receipts net of refunds	\$7795.00	\$7415.00	\$9180.00	\$8135.00
Expenses net of coffee & materi- als fees	4906.36	6762.35	6148.39	4067.51
Net inc.	\$2888.64	\$ 652.65	\$3031.61	\$4067.49

----- SEE NEXT PAGE FOR EXPENSES

SUMMARY

	1982/3	1983/4
Income	\$18039.02	\$23690.91
Expenses	14254.23	17514.74
Reserve (income less exp)	\$ 3784.79	\$ 6176.17
Reserves from prev. years	8131.72	11916.51
Total reserves at year end	\$11916.51	\$18092.68

ASSETS

1983/4 chequing account at 1 Nov 84	\$ 3092.65
trans to 1984/5 acct on 30 Apr 84	2195.00
trans to 1984/5 acct on 4 June 84	13000.00
advance 1984/5 income (incl in Apr trans)	(195.00)
	<u>\$18092.65</u>

Note: Yes, I know I'm \$0.03 out. Anyone who wants to chase it is welcome. I'm tired of it and will cast myself on the auditors' mercy.

EXPENSES

	1982/3 <u>actual</u>	1983/4 <u>budget^a</u>	1983/4 <u>actual</u>
President	\$ -00.00	\$ 50	\$ 27.46
Secretary	1307.92	2300	2480.80
Treasurer incl bad debts	137.92	200	195.28
Committees:			
New Technology	58.68	100	100.00
Industry Liaison	-00.00	100	-00.00
Membership	516.28	560	565.20
Information	44.47	125	66.81
Newsletter	2234.77	2200	1813.90 ^b
Style Guide	86.82	300	340.45 ^c
Directory	7026.38	7800	7887.96 ^c
Ottawa	320.88	400	401.60
Montreal	--	200	00.00
Phone/ans. service	657.32	900	841.31 ^d
Meetings/party	295.17	890	734.24 ^d
Advertising	218.00	290	208.00
Intercity liaison	217.27	800	314.15
Organizational memberships	35.00	300	295.00
Mem Fairley Mem. Award competition	74.05	300	429.60
Mailing List	938.57	700	537.39
Lawyer/accountant	00.00	300	40.00
Miscellaneous	85.23	300	235.59 ^e
Total	\$4254	\$19115^a	\$17514.74

Notes

- a Executive raised some budget categories during year, as it became obvious that some categories would be under and income would be over. Original budget expenses balanced at \$16865.00.
- b Style Guide expenses in 1983/4 do not include those covered by grants, which were handled by the committee and did not enter FEAC's bank accounts or books.
- c Directory expenses for 1983/4 include mailing of forms for that year and for 1984/5. Latter item (about \$170) should be subtracted to get true cost of this year's directory.
- d Includes net expense for fall 1983 fall meeting of \$259.69 (gross exp of \$976.05 - income of \$716.36) and for AGM of \$251.97 (gross exp of \$766.50 - \$514.53).
- e Includes net expense for pink slips of \$180.51 (gross exp of \$323.51 - income of \$153.00) and for book accounts of \$35.74 (gross expense of \$841.19 - income of \$805.45).