

TREASURER'S REPORT, TO MARCH 31/86 (85/86 year.)

ITEM	84/85 ACTUAL	BUDGET 85/86	85/86 TO DATE	LAST MONTH	
<b>CAPITAL</b>					
Reserves from 84/85	16747.26				
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<b>INCOME</b>					
Memberships: Members	15740.00	21200.00	23255.00	380.00	
Friends	615.00	500.00	585.00	225.00	
Directory	810.00	1000.00	950.00		
Bank Interest	2200.11	1400.00	742.32	72.71	
Seminars: fall	1168.11	2500.00	16568.00		(9534.72 net)
spring	-106.98	2500.00	11155.00	7785.00	(net 9116.13)
Memorial Fund	120.00	150.00	570.00		
Miscellaneous	-321.73	200.00	17.00	10.00	
<b>TOTAL INCOME</b>	<b>20424.51</b>	<b>29550.00</b>	<b>53842.32</b>	<b>8472.71</b>	

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<b>EXPENSES</b>					
President	67.48	100.00	99.12		
Vice-Pres/Information	90.51	100.00	116.36	8.42	
Secretary	2350.41	2700.00	2126.68	188.99	
Treasurer	156.56	200.00	139.67		
<b>COMMITTEES</b>					
Directory	8881.63	11000.00	10708.54		
Industry Liaison	96.41	2000.00	2287.42	12.28	
Promo. Cttee.		500.00	19.70		
Membership	733.31	900.00	240.90	80.60	
Memorial Fund	1360.36	1370.00	746.12	344.02	
Newsletter	2002.19	2000.00	967.70	97.19	
New technology		100.00			
Professional Development	243.17	550.00	101.69	6.94	
Seminars, fall exp.			7033.28		
spring exp			2038.87	296.33	
Social		1100.00	766.57	42.60	
Style Guide	612.80	500.00	393.34	123.55	
<b>REGIONS</b>					
Montreal	249.22	700.00	1019.32		
Ottawa	687.97	700.00			
E.C.	173.48	500.00	239.91	91.56	
Intercity Liaison	1035.72	1500.00	316.31	15.28	
<b>SERVICES</b>					
Accountant/legal	30.00	100.00			
Advertising		300.00	160.00		
Clerical (BFDC)		3000.00	3059.66		
Mailing List	203.23	1500.00	1358.05		
Meetings	1107.92	1100.00	1009.39	53.60	
Organizations	295.00	350.00	305.00		
Telephone service	843.99	400.00	456.48	62.63	
Miscellaneous	162.90	200.00	46.46		
<b>TOTAL EXPENSES</b>	<b>21384.46</b>	<b>33270.00</b>	<b>35982.54</b>	<b>1424.39</b>	

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<b>ASSETS</b>					
<b>BANK BALANCE</b>	<b>84/85 CLOSE</b>		<b>TO DATE</b>		<b>FORECAST</b>
Chequing account	-1614.96		16244.62		15000.00
Term deposits	18562.22		18562.22		19000.00
<b>TOTAL ASSETS</b>	<b>16947.26</b>		<b>34807.04</b>		<b>34000.00</b>

SUMMARY AND BREAKDOWN OF EXPENDITURES (85/86 year.)

-----INCOME-----

ITEM	BUDGET 85/86	NAT/REG SPLIT	NAT'L SOURCE	TOR. SOURCE	REG'L SOURCE
Memberships: Members	23000.00			18400	4600
Friends	600.00			300	300
Directory	1000.00			800	200
Bank Interest	1400.00		1400		
Seminars: fall	16000.00			16000	
spring	14000.00			14000	
Memorial Fund	570.00			470	100
Miscellaneous	50.00			50	
<b>TOTAL INCOME</b>	<b>56620.00</b>		<b>1400</b>	<b>50020</b>	<b>5200</b>

-----EXPENSES-----

ITEM	BUDGET 85/86	NAT/REG SPLIT	NAT'L*	TOR.	REG'L
President	100.00	50/50	50	50	
Vice-Pres/Information	100.00	10/90	10	90	
Secretary	2700.00	50/50	1350	1350	
Treasurer	200.00	50/50	100	100	
<b>COMMITTEES</b>					
Directory	11000.00	100/0	11000		
Industry Liaison	2000.00	90/10	1800	200	
Promo. Cttee.	500.00	90/10	450	50	
Membership	900.00	100/0	900		
Memorial Fund	1370.00	100/0	1370		
Newsletter	2000.00	100/0	2000		
New technology	100.00	20/80	20	80	
Professional Development	550.00	20/80	110	440	
Seminars, fall exp.	7000.00	0/100		7000	
spring exp	8000.00	0/100		8000	
Social	1100.00	10/90	110	990	
Style Guide	500.00	100/0	500		
<b>REGIONS</b>					
Montreal	700.00	0/100			700
Ottawa	700.00	0/100			700
E.C.	300.00	0/100			300
Intercity Liaison	1500.00	0/100			1500
<b>SERVICES</b>					
Accountant/legal	100.00	100/0	100		
Advertising	300.00	40/60	120	180	
Clerical (BFDC)	3000.00	30/70	900	2100	
Mailing List	1500.00	20/80	300	1200	
Meetings	1100.00	20/80	220	880	
Organizations	350.00	100/0	350		
Telephone service	400.00	10/90	40	360	
Miscellaneous	200.00	20/80	40	160	
<b>TOTAL EXPENSES</b>	<b>48270.00</b>	<b>45/55</b>	<b>21840</b>	<b>23250</b>	<b>3200</b>

## NOTES ON FINANCIAL SUMMARY

1. The present Toronto/non-Toronto membership split is approx. 80% Toronto, 20% other cities.
2. National refers to work done for ALL members, regardless of location. Therefore, regional groups receive a benefit in proportion to their membership. That means that of the \$21840 indicated as National expenses, about \$4368 is actually being spent on services to members in other centres.
3. The division of expenses between national and regional has been based on:
  - a) where the function has a committee chair, the budget has been split approximately according to that executive member's time.
  - b) where there is no committee responsible (e.g., clerical costs) the budget has been split according to a guess at the benefits received.
4. This is an exceptional year in several categories noted.
  - a) Industry Liaison has spent a lot of money developing and printing the Freelance Contract, which is predominantly a national function, for all members. In other years, the budget for that committee would be closer to \$200 than \$2000, and would probably be 90% Toronto oriented rather than 90% national.
  - b) Toronto seminars have had a spectacularly successful year. The estimated profit this year will be \$15,000. Last year, however, the profit was only \$1061.13. Without the Toronto seminars' success this year, FEAC would be running a deficit again, instead of an estimated surplus of \$7350. (Last year, before raising membership fees, FEAC had a deficit of \$164.96.)
5. Any comparison of money generated and money spent in the local chapters is biased because the Income calculations do not include any revenues raised by Montreal, Ottawa, and B.C. for their own use. But the figures do include all sources of income in the Toronto area, specifically, \$30,000 from seminar fees.
6. I didn't know how to allocate membership and directory fees as income. For the sake of argument, I have shown the only revenue from national sources coming from interest on reserves.

If members are considered to belong to LOCAL chapters, then all membership revenue comes from the various regions. On the other hand, if members are considered to be members of a NATIONAL organization, who simply happen to meet in local groups, then all membership revenue could be considered as national.

On the statement, I have shown revenue by the region where it originates. On that basis, Toronto contributes \$18,400 in membership revenues and the other centres contribute about \$4600.

If ALL membership and directory revenue were considered to be national, then national would be raising \$26,000, spending \$21840 on national concerns, disbursing \$4160 to the regions, (of which only \$960 would be going to Toronto!)

If membership and directory revenue were allocated according to the 45/55 split in expenses, national would be raising about \$12,470, and would be subsidized approx. \$9370 by chapters. Interestingly, on that basis, the non-Toronto chapters would be shown as raising \$2805 from membership and directory fees, while getting back \$3200 for their own use.

## DECISIONS, DECISIONS

Possible steps, not necessarily in any order of preference.

1. Make no changes at all in the present system.

2. Maintain the present system, but with improved communications between regions

Fossibilities might be:

a) Periodic conference calls with local presidents or their representatives.

b) Link all presidents/chapters through a computer messaging system, such as Envoy 100.

c) Increase the inter-city liaison budget dramatically to enable presidents or their representatives to attend national executive and general meetings with much greater frequency.

3. Establish a funding formula for Montreal, Ottawa, and E.C. chapters. Revenues

from membership and directory fees would then be paid out directly to local chapters, in direct proportion to their efforts in signing up members. Those funds could then be used at their discretion, without having to submit receipts to the national treasurer.

Presumably the chapters would only have to submit a single annual financial statement to national, for integrating into a national year-end summary.

→ 4. Establish separate bank accounts for the national and Toronto chapters. This action might resolve much of the Toronto/national confusion without necessarily requiring structural/constitutional re-organization.

5. Redefine the functions of the present executive, so that some functions are recognized as having primarily with local responsibility, and some as primarily national. This might alter the need for all executive members to attend all meetings. This would almost certainly involve changes in the constitution to permit a lower quorum to allow for such absences.

6. Create a new national executive, separate and distinct from a local Toronto executive. The national executive might consist of presidents of local chapters, plus a national secretary/treasurer.

Given the shortage of volunteers available in other regions, it seems likely that some national functions--such as membership, <sup>style guide</sup> directory, <sup>Tom Fairley</sup> newsletter, <sup>other special projects</sup>--would still have to be assigned to Toronto residents. Should these people should also be part of a national executive? Or should they simply report to the national executive, without having voting power?

Whatever the configuration, this would require changes to the articles of incorporation, and, presumably, about a year of legalities to deal with.

7. Incorporate all chapters totally separately and autonomously. The Toronto group would change its name to FEAT, and so on. Each group would generate its own memberships, create and distribute its own directory of members, and administer its own affairs totally. Any co-operation and support would be on an informal basis only.

8. Earth Assn (inf)

FREELANCE EDITORS' ASSOCIATION OF CANADA

ANNUAL GENERAL MEETING

27 APRIL, 1985

HELLICONIAN CLUB, TORONTO

The meeting was called to order at 3:25, Greg Ioannou chairing.

AGENDA

MOTION: Moved d'Anjou/Seconded Eerkes/Carried -- To adopt the agenda.

MINUTES OF THE 1984 ANNUAL GENERAL MEETING

MOTION: Moved Grundy/Seconded Eerkes/Carried -- To approve the minutes of the 1984 AGM.

HONORARY LIFE MEMBERSHIPS

The assembled members discussed the executive's proposal to add an "honorary life membership" category of FEAC membership. Although no one seemed to object to adding the category, there was a wide range of opinions about the seriousness of the award-granting process; some members thought that the awarding of honorary membership would be a valuable public-relations opportunity, whereas others judged it to be no big deal. Lee d'Anjou was very concerned that FEAC be prevented from awarding honorary membership in haste.

MOTION: Moved Czarnecki/Seconded Daigen/Carried -- That the following be added to the FEAC bylaw outlining the categories of membership:

Bylaw 2.2 (d): Honorary life members, who shall not vote or hold office in the Association and who shall be permanently exempt from any membership fees. Honorary life membership shall be awarded only by majority vote of a general meeting.

MOTION: Moved d'Anjou/Seconded Reid/Carried -- That the Rules and Regulations of the Association be amended to add the following procedure for considering nominations for honorary life membership:

Honorary life membership will only be awarded by means of the following procedure:

1. A motion must be passed at a general meeting to put consideration of the nomination at the following general meeting;

2. the nomination must be passed by the subsequent general meeting, to be awarded at a future general meeting.

(This motion becomes an addition to Rule and Regulation number 1, which outlines membership criteria.) Someone suggested that the proposed executive position of Tom Fairley Award Coordinator include the duties of honorary-membership coordination, whatever they may be. Thereafter the Fairley Award Coordinator was referred to as the Awards Chair.

#### ADDITION OF FOUR POSITIONS TO THE EXECUTIVE

Elizabeth Reid explained that the proposal to add four positions to the executive fills a number of needs. Because B.C. now has a chapter, of course it needs a seat on the executive. An Awards Chair is needed because awards require a kind of devoted attention that the person who holds the past presidency (who has handled the Fairley Award in the past) may or may not be prepared to devote to it. The Social Coordinator and Promotion Chair were proposed in response to the needs expressed in the discussions at FEAC general meetings over the past year.

MOTION: Moved Reid/Seconded d'Anjou/Amended twice/Carried -- That the executive's proposal to add a B.C. chair, promotion coordinator, social coordinator and awards coordinator be approved.

There followed considerable discussion of the positions of promotion and awards coordinators, and of the process used to alter the structure of the executive.

AMENDMENT: Moved Czarnecki/Seconded Reid/Carried -- To delete "promotion coordinator" from the motion.

AMENDMENT: Moved Czarnecki/Seconded d'Anjou/Carried -- To delete "awards coordinator" from the motion.

The amended motion was then carried.

#### PROMOTION AND AWARDS

FEAC's promotional needs and the nature of the positions of promotion coordinator and awards coordinator were then debated.

MOTION: Moved Czarnecki/Seconded Cook/Carried -- That the position of promotion coordinator be filled annually by appointment by a committee comprising members of the executive and the Industry Liaison Committee.

MOTION: Moved Czarnecki/Seconded d'Anjou/Carried -- That the position of Awards Coordinator be filled annually by appointment by the executive.

#### ALTERATIONS TO THE EXECUTIVE

MOTION: Moved Czarnecki/Seconded Cook/Carried -- That when the executive recommends creation of a new executive position or abolition of an existing one, the membership shall vote on the recommendation at a general meeting prior to the general meeting at which elections for the position would be held.

(This motion becomes Rule and Regulation number 2.)

Lee d'Anjou argued that the motion would bind the hands of the nominating committee; at present, positions are juggled to best reflect that year's priorities and the personnel willing to serve. Barbara Czarnecki argued that it is hard to oppose the creation of a position when someone has already been nominated for that position. Elizabeth Reid pointed out that the motion could make the meeting before an AGM resemble another AGM, with proxies etc. required.

#### MEMBERSHIP FEE INCREASE

MOTION: Moved Tom Shields/Seconded Côté/Amended -- That membership fees increase to \$85 for voting members and \$75 for associate members for 1985/86.

Discussion: Is right to vote worth money? Do starving editors use more services, and if so should they pay higher dues? Or do they need more help, and therefore should pay less? Should associates be divided into in-house and beginners?

AMENDMENT: Moved d'Anjou/Seconded Paine/Amended/Carried -- To change \$75 to \$85.

SUBAMENDMENT: Moved Cook/Seconded Paine/Carried -- To add the following to the end of the motion: and first year associates are to be charged a lower fee, to be set by the executive.

More discussion of fee levels ensued, and the movers of the motion, amendment and subamendment accepted the following wording as a friendly amendment:

REVISED MOTION: Moved Tom Shields/Seconded Côté/Carried -- That the membership fees for both voting and associate members be \$80 in 1985/86, except that first-year associates will be charged a lower fee, to be determined at the next executive meeting.

## ELECTION OF OFFICERS

The following were elected:

President: Greg Ioannou  
Vice-President: Jeniva Berger  
Treasurer: Jim Taylor  
Secretary: Virginia Turman  
Membership Committee Chair: John Eerkes  
Directory Committee Chair: Sharon Nelson  
Professional Development Committee Chair: Dennis Mills  
Style Guide Committee Representative: Lydia Burton  
Newsletter Committee Chair: Olive Koyama  
Industry Liaison Committee Chair: Paula Pike  
Social Coordinator: Riça Night  
New Technology Committee Chair: Tom Shields

The representatives from Ottawa, Montreal and B.C. are to be chosen by meetings of those groups. Elizabeth Reid will continue on the executive as Past President, a non-elected position.

## ORGANIZATIONAL STRUCTURE

MOTION: M d'Anjou/S Eerkes/Carried -- That the Executive be instructed to propose to the 1986 AGM changes in bylaws to create a structure for FEAC that will better reflect its current cross-country nature.

By this time, everyone was so punchy that the motion passed with virtually no discussion. Following the usual work exchange, the meeting finally adjourned at 5:45.

Val Daigen  
Secretary

Greg Ioannou  
President