



Freelance Editors' Association of Canada

Association canadienne des pigistes de l'édition

35 Spadina Road Toronto Ontario M5R 2S9 (416) 975-1379

fax (416) 975-1839

**Annual General Meeting  
Saturday 24 April 1993**

**TO BE APPROVED**

**University of St. Michael's College  
Alumni Hall, 4th Floor  
Toronto, Ontario**

**DRAFT**

The meeting was called to order by Peter Colenbrander, President, at 3:00 PM.

**1. Agenda**      **MOVED** (Riça Night/Käthe Roth) that the agenda be accepted.  
*Carried unanimously.*

**2. Minutes**

**MOVED** (Greg Ioannou/Brian Grebow) that the minutes of the national Annual General Meeting of 9 May 1992 be accepted with the following amendments:  
page 1, under 3c: Denise Schon's title be corrected to "Vice-President, Macmillan Canada."  
page 3, under 8: the limit moves to "\$3000 from \$1000."  
*Carried unanimously.*

**3a. Year-End Reports**

**MOVED** (Claudette Upton/Dennis Mills) that the year-end reports be accepted.  
*Carried unanimously.*

Barb Czarnecki requested that, in future, the annual report record how many copies of *Editing Canadian English* had been sold, as well as the revenues thereof.

**4a. Treasurer's Report**

**MOVED** (Eddie Franks/Anne Vespry) to accept the Auditor's Report for the end of 1992.  
*Passed, 14 in favour, 13 against, 31 abstentions.*

Eddie Franks explained that branches were now handling the sale of publications, which resulted in no national revenue from publications. She also explained that under revenues and expenses, AMWA (American Medical Writers Association) represents last year's joint conference held in conjunction with the FEAC AGM. She noted that the calculation of Branch fee remittances is under discussion, with a simpler method to be proposed in the future. It was also noted that there was a misplaced comma in the 1991 Expenses column, Professional Development. The figure should read "115."

There was a discussion over the lumping together of royalties with other publications revenues.

MOVED (Barb Czarnecki/Dennis Bockus) that the treasurer present a report to the National Executive and to the membership through *Active Voice/La voix active* verifying the amount of royalties accruing to the Publications Fund from the sale of *Editing Canadian English* since its publication and to reinstate the separation of these royalties from other income in the Publications Fund in the Auditor's Report.

*Passed, 46 in favour, 1 abstention.*

#### **4b. Auditor for 1991 Books**

MOVED (Edie Franks/Barb Schon) that Deborah L. Smith and two other auditors be approached to draw up proposals regarding the auditing of the 1993 financial year and that the treasurer report back to the National Executive who will appoint an auditor on behalf of the membership.

*Carried unanimously*

There was a request that, in future, there be a Treasurer's Report separate from the Auditor's Report. It was felt that the treasurer's opinion regarding the association's accomplishments was just as valuable as the actual financial statement.

**5a. Fairley Award** Heather Ebbs reported that this year there are nine nominations: one from central Ontario, six from Southwestern Ontario, one from Saskatchewan, and one from British Columbia--all in English. The judges are from BC (since the Canadian Bookseller's Association banquet is in BC): Gareth Sirotnik (publishing consultant, writer, and Editor of *RECOVERY*, a professional journal), Saeko Usukawa (Senior Editor of Douglas & MacIntyre), and Jean Wilson (Managing Editor of UBC Press and a founding member of FEAC). Heather sincerely hopes to get the application form translated into French for next year to encourage more francophone nominations.

**5b. Comparative Rate Survey** Heather Ebbs reported that results have come in, but have not been analysed. At first glance, the rates don't seem to vary that much. However, NCR appears to receive the highest fees, then Toronto and BC. QAC stands last with significantly lower rates. Further details are upcoming in *Active Voice/La voix active*.

#### **6a. Motion to amend procedure**

MOVED (Barb Schon/Heather Ebbs) that the procedure for awarding honorary life membership be amended, effective 1 January 1993, such that a nomination is submitted to the National Executive for initial approval, then submitted to the members for final approval at the next AGM.

*Carried unanimously.*

## 6b. Motion to award honorary life membership

MOVED (Greg Ioannou/Lee d'Anjou) to award Jim Taylor an honorary life membership in recognition of his long and diverse service to FEAC/ACPÉ.

*Carried unanimously.*

**7. Elections** Peter Colenbrander ceded the chair to Heather Ebbs for national elections. She read the names of the candidates put forth by the Nominating Committee. She called three times for further nominations from the floor. In the absence of any further nominations (for all but Newsletter Chair), she declared the following slates of candidates elected by acclamation:

### NATIONAL EXECUTIVE

President	Peter Colenbrander
Vice-President	Barbara Schon
Treasurer	Edie Franks
Publications	Shaun Oakey
PD	Rosemary Tanner
Secretary	Louis Majeau

### STANDING COMMITTEES

Technology	Jim MacLachlan
Membership	Elizabeth Reid
Directory	Madeline Koch
PR and Industry	
Liaison	Kathleen Wright

Members from NCR, in Lauren Walker's absence, reported her reluctance at continuing her term as Newsletter Chair. However, Peter confirmed that she had not withdrawn.

Avivah Wargon nominated Anne Vespry for Newsletter Chair.

MOVED by Ruth Chernia to vote for the position of Newsletter Chair by secret ballot.

Two associate members gathered and counted the ballots. Lauren Walker was elected Newsletter Chair.

MOVED (Eric Mills/Lee d'Anjou) to destroy the ballots.  
*Passed, 1 abstention.*

MOVED (Heather Ebbs/Ruth Chernia) to thank Anne Vespry for accepting an unexpected nomination at the eleventh hour, and for thus enhancing the election process.

*Carried unanimously.*

MOVED (Ruth Chernia/Barb Czarnecki) to thank the outgoing executive members for their tireless work on the National Executive.

*Carried unanimously.*

## 8. Naming the Rose

John Eerkes presented the historical basis of the current discussion over a possible name change.

**MOVED** (Heather Ebbs/Dennis Mills) that the Long-Range Planning Committee be mandated to focus its attention on what would be needed to create an association that is responsive to the needs of all editors in Canada, with the exception of film editors, including a consideration of FEAC's name, goals, constitution, and membership eligibility criteria, and that the Committee consider the opinions of experienced editors who are not members of FEAC but who represent the best in our profession, and that the committee report to the National Executive at the 1993 Think Tank.

*Passed, 1 abstention.*

A general discussion followed regarding this motion and its implications. Points included:

- \* there is a need for a body to represent the editing profession
- \* the interests of freelance editors should always be held in consideration
- \* there is a need to look at the greater picture: freelancing seems to be holding its own, but editing seems to be in trouble
- \* there is a need to strengthen the skills of the profession
- \* the issue of recruiting salaried editors should not be abandoned
- \* salaried members should be considered for full voting status
- \* there should be a statistical survey to find out what members want and need
- \* there should be a survey to find out what in-house editors want (is it FEAC?)
- \* if there is a name change, it should be for a good reason
- \* there should be some consideration made of the mechanisms involved

Dennis Bockus urged that we proceed cautiously, but quickly--we don't have a large window of opportunity.

## 9. Other

Halyna Koba requested an explanation of the workings of the jobline in branches outside Toronto. This was briefly outlined by representatives from BC, NCR, and QAC.

## 10. Adjournment

**MOVED** (Käthe Roth/Edie Franks) that the meeting be adjourned.

*Carried unanimously at 5:30 PM.*

Peter Colenbrander  
President

Katherine Zmetana  
Secretary



Freelance Editors' Association of Canada

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35 Spadina Road Toronto Ontario M5R 2S9 (416) 975-1379

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## Call to Meeting\*

Saturday 24 April 1993

University of St. Michael's College  
Alumni Hall, 4th Floor  
Toronto, Ontario

### Program (\$10):

- 9:00 AM Registration, coffee/muffins  
10:00 AM Opening Remarks—Peter Colenbrander, FEAC President  
10:15 AM Topic: "Banned in Canada, you say?—Pity!"  
Book and Magazine Censorship in Canada  
Speakers: Peter Carver, Publishing Consultant  
Bruce Walsh, Free Speech Advocate  
12:00 PM Buffet Lunch (free with registration)  
1:00 PM Topic: "Publishing in the Developing World"  
Canadian Organization for Development  
through Education (CODE)  
Speaker: Scott Walker, Director of Development, CODE

### AGM (free):

- 2:15 PM Voting Registration  
3:00 PM Call to Order  
5:00 PM Adjournment

\*This is official notice of the Annual General Meeting (AGM) of FEAC/ACPE.

At this meeting, members of the National Executive for the year 1993–1994 will be elected and matters of national importance will be discussed and voted on.

*Important note: You do not need to be registered for the Program to attend the AGM.*

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**Program:** There are sure to be some interesting discussions following the talks on publishing in the developing world and in the so-called developed world. Why not plan to spend the day with colleagues from across Canada? Lunch is included in the registration fee!

*Turn the page for more information.*

**Agenda:** In addition to our national elections and the motions described below, the Agenda of this AGM, at the request of members from all branches, will include a discussion about the name of our association.

**Voting Statement:** If you are a voting or salaried member, you will find a voting statement included in this mailing. Please bring it with you, or send it in proxy with a voting member, so that your votes can be registered at the meeting.

**Elections:** Only voting or salaried members may vote to elect the National Executive and the Chairs of Standing Committees. Some restrictions apply to salaried members: they may not vote for national table officers (President, Vice-president, Secretary, Treasurer). These candidates have been nominated by a committee of members from all branches of FEAC:

#### EXECUTIVE

President	Peter Colenbrander
Vice-President	Barbara Schon
Treasurer	Edie Franks
Publications	Shaun Oakey
PD	TBA
Secretary	Louis Majeau

#### STANDING COMMITTEES

Technology	Jim MacLachlan
Membership	Elizabeth Reid
Newsletter	Lauren Walker
Directory	Madeline Koch
PR and Industry	
Liaison	Kathleen Wright

*Nominations for any of these positions may be accepted from the floor.*

**Notice of Motions:** The current procedure for awarding an honorary life membership in FEAC/ACPÉ is that any member may make a nomination at any national meeting, and the nomination is voted on at the next national meeting. When this procedure was established, national meetings were held monthly in Toronto. Since our restructuring, national meetings have been held annually. To avoid discourtesy to the nominee and undue delay:

**MOVED** that the procedure for awarding honorary life membership be amended, effective 1 January 1993, such that a nomination is submitted to the National Executive for initial approval, then submitted to the members for final approval at the next general meeting.

If this motion carries, the National Executive hereby gives notice that it gives initial approval to the following nomination:

In recognition of his long and diverse services to FEAC/ACPÉ, Jim Taylor is nominated (Greg Ioannou/Lee d'Anjou) for honorary life membership.

Motions will also be proposed with regard to appointing an auditor for the 1993 books and accepting the Treasurer's report, the year-end reports (to be mailed to all members in April), and the minutes of the 9 May 1992 AGM (mailed in June 1992).

**Robert B. Shortly, B. COMM., M.B.A., C.A., Chartered Accountant**  
336 Keewatin Avenue, Toronto, Ontario M4P 2A5 487-8296

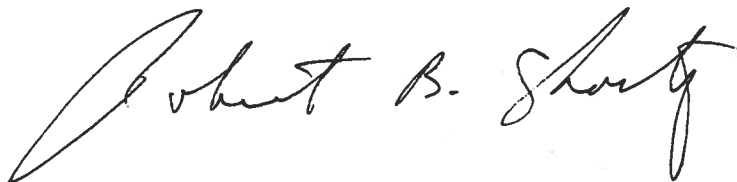
## **AUDITOR'S REPORT**

To the Members of the Freelance Editors' Association  
of Canada - National Office

I have audited the balance sheet of the Freelance Editors' Association of Canada - National Office as at December 31, 1992 and the statements of income and members' equity for the year then ended. These financial statements are the responsibility of the company's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In my opinion, these financial statements present fairly, in all material respects, the financial position of the Association-National Office as at December 31, 1992 and the results of its operations for the year then ended in accordance with generally accepted accounting principles.



Chartered Accountant

Toronto, Ontario  
March 3, 1992

**FREELANCE EDITORS' ASSOCIATION OF CANADA  
-NATIONAL OFFICE**

**BALANCE SHEET**

DECEMBER 31, 1992

<b><u>ASSETS</u></b>	1992\$	1991\$
Current:		
Bank -current	2,189	1,234
-savings	11,748	6,943
Accounts receivable	17,582	9,130
Inventory (Note 2)	0	7,470
AMWA loan	0	1,000
GST	<u>876</u>	<u>1,849</u>
	<u>32,395</u>	<u>27,626</u>

**LIABILITIES AND MEMBERS' EQUITY**

Current:		
Accounts payable	<u>16,428</u>	<u>5,491</u>
Members equity (Note 3)		
Appropriated - standards	3,134	5,645
- publications	0	7,394
- tees & sweats	0	569
Unappropriated	<u>12,833</u>	<u>8,527</u>
	<u>15,967</u>	<u>22,135</u>
	<u>32,395</u>	<u>27,626</u>



**FREELANCE EDITORS' ASSOCIATION OF CANADA  
-NATIONAL OFFICE**

**NOTES TO FINANCIAL STATEMENTS**

**YEAR ENDED DECEMBER 31, 1992**

**1. ORGANIZATION**

The Freelance Editors' Association of Canada was incorporated as a non-profit organization under the Canada Corporations Act, March 8, 1982. The objects of the Corporation include the representation of freelance editors working in Canada and to promote and maintain high professional standards of editing. These statements reflect only the operations of the National Office. Branches maintain their records and produce their own financial statements.

**2. ACCOUNTING POLICIES**

The National Office follows generally accepted accounting principles for non-profit organizations.

**3. MEMBERS' EQUITY**

For budgeting purposes the FEAC Board appropriates certain amounts from general operations for specific projects. These appropriations are at the Board's discretion and do not represent specific funds separate from the general funds.

<b>4. <u>DISBURSEMENT TO BRANCHES</u></b>	<b>1992\$</b>	<b>1991\$</b>
BC	3,211	3,014
Quebec/Atlantic	2,936	2,630
NCR	3,447	3,770
Toronto	<u>5,548</u>	<u>5,525</u>
	<u>15,142</u>	<u>14,939</u>

**5. STATEMENT OF CHANGES IN FINANCIAL POSITION**

This statement has not been presented as the information it would contain is readily determined from the financial statements herein.

**FREELANCE EDITORS' ASSOCIATION OF CANADA  
-NATIONAL OFFICE**

**MEMBERS' EQUITY**  
DECEMBER 31, 1992

<u>APPROPRIATED</u>	1992\$	1991\$
<u>Standards</u>		
Open	5,645	4,821
Transfer from unappropriated	2,200	2,000
Expenses appropriated	<u>(4,711)</u>	<u>(1,176)</u>
Close	<u>3,134</u>	<u>5,645</u>
 <u>Publications</u>		
Open	7,394	7,323
Returned to unappropriated	(7,394)	0
Revenues appropriated	0	3,992
Expenses appropriated	<u>0</u>	<u>(3,921)</u>
Close	<u>0</u>	<u>7,394</u>
 <u>Tees and sweats</u>		
Open	569	556
Returned to unappropriated	(569)	0
Revenues appropriated	0	111
Expenses appropriated	<u>0</u>	<u>(98)</u>
Close	<u>0</u>	<u>569</u>
 <u>UNAPPROPRIATED</u>		
Open	8,527	15,502
Excess revenues over expenses (deficiency)	(6,168)	(6,068)
Transfer from Publications, tees and sweats	7,963	(907)
Transfer from standards (net)	<u>2,511</u>	<u>0</u>
Close	<u>12,833</u>	<u>8,527</u>

**FREELANCE EDITORS' ASSOCIATION OF CANADA  
-NATIONAL OFFICE**

**REVENUES AND EXPENSES**

**YEAR ENDED DECEMBER 31, 1992**

<u>REVENUES</u>	1992\$	1991\$
AMWA	39,718	0
Membership fees	63,950	52,334
Publications	0	3,992
Royalties	791	0
Tees, sweats and mugs	0	111
Directory	11,334	12,248
Seminars	500	585
Interest	<u>258</u>	<u>1,788</u>
	<u>116,551</u>	<u>71,058</u>
 <u>EXPENSES</u>		
Officers, travel and expenses	12,741	13,426
AMWA	39,051	0
Committees		
Mediation	30	0
Standards	4,711	1,176
Directory	14,662	19,237
Industry liaison	336	1,916
Technology	104	482
Membership	3,618	1,341
Fairley award	1,077	1,762
Newsletter	2,900	2,522
Professional development	1,026	1,115
Branches (Note 4)	15,142	14,939
Services		
AGM	888	4,267
Translation	391	258
Accounting and legal	2,467	1,300
Advertising and mailing	540	320
BPC support	8,544	5,867
Professional dues	1,769	1,166
Other (includes recoveries on prior years expenses)	(3,289)	(3,427)
Office	6,369	0
Computer	1,797	5,402
Publications	6,388	3,922
Tees and sweats	<u>1,457</u>	<u>98</u>
	<u>122,719</u>	<u>77,126</u>
Excess revenues over expenses (deficiency)	<u>(6,168)</u>	<u>(6,068)</u>