

FREELANCE EDITORS' ASSOCIATION OF CANADA (FEAC)

Minutes of the Annual General Meeting

April 25, 1987

Roehampton Place Hotel, Toronto

Meeting called to order at 3:50 pm, Rica Night chairing.

MOVED (Greg Ioannou/Doyle Ahern) that the agenda be adopted. CARRIED.

MOVED (Elizabeth Reid/Olive Koyama) that the minutes of the May 10, 1986 Annual General Meeting be adopted with the following amendment:

Under "Treasurer," on page 2, add "MOTION (Jim Taylor/Lee d'Anjou) that the executive appoint two members at large to act as auditors for the 1986-87 books. CARRIED.

REPORTS (Note: most committee chairs submitted written reports, which were distributed as part of the Annual Report along with the notice of this meeting. Committee chairs were asked to report only new information or activities that were not covered by their annual reports.)

PRESIDENT. Rica Night reported that her written report contains one factual error. Lydia Burton represents FEAC on the board of the Canadian Give the Gift of Literacy Foundation. Barbara Czarnecki does not.

NATIONAL COORDINATING COMMITTEE. Elizabeth Reid, chair of the National Coordinating Committee, reported that the committee was working well, but that it was not yet ready to work out proposals for establishing a chapter system. She recommended that the pro tem situation continue.

MOVED (Lee d'Anjou/Dennis Mills) that the committee be asked to report to the general membership at the next AGM. CARRIED (with Jane Zuckley abstaining).

Representatives of the Ottawa and B.C. groups reported that the national coordinating committee provides a vital communications link and should definitely be maintained.

NOTICE OF MOTION TO CHANGE FEAC TO EAC. Rica Night read the motion made at last year's AGM by Sandra Gulland, who was absent from this year's meeting. Rica then announced on Sandra's behalf that Sandra has decided not to make the motion at this time. Barbara Czarnecki, who is in favour of the motion, suggested that it become the topic for discussion at a general meeting some time in the future.

TREASURER. Steve Roney was asked to clarify three items in the FEAC (national only) Financial Report.

In response, he explained that

the items listed under "Memorial Fund" represent income and expenses for the Tom Fairley Award;

the expenses listed under "Intercity Liaison" represent phone calls and travel costs; and

the expenses listed under "Capital Equip." represent the purchase of half of a computer and associated software.

MOVED (Anne Stilman/Ann-Marie Metten) that the Treasurer's Report be accepted. CARRIED, with the abstention of Steve Roney.

Steve said that it was necessary to have new auditors for the treasury. The auditors must be non-executive voting members of FEAC. Donna Thompson and Peggy Foy were volunteered and accepted.

PROFESSIONAL DEVELOPMENT. Dennis Mills reported for the subcommittee that has been working on a week-long summer editing seminar. FEAC members included Lydia Burton, Barbara Czarnecki, Lee d'Anjou, John Eerkes, Greg Ioannou, and Dennis Mills; non-FEAC members included Jennifer Glossop and Wendy Thomas. During the past year (1986-87) this committee met a number of times to set the framework for a substantive/structural editing workshop by

1. inquiring into the perceived need;
2. discussing possible content, structure, etc.;
3. wondering about FEAC's abilities (energy, time, and money) to organize it;
4. exploring the possibilities of funding a research person; and
5. proposing a day-long conference to involve others in the industry in sponsorship and development.

In recent months (March and April), it became clear that while we were enthusiastic about this course and its potential, we lacked the resources to urge it forward.

Recently, we met with Sarah Thring (Canadian Book Publishers' Council) and Doug Gibson (who is associated with both the Banff Publishing Workshop and the newly formed Centre for Studies in Canadian Publishing at Simon Fraser University), and were able to interest both these people in developing the idea with their groups.

PAST PRESIDENT. Greg Ioannou reported that there were ten entries from editors in five cities for the Tom Fairley Award. The three judges have chosen the finalists: Heather Ebbs, Lee d'Anjou, and Sandra Gulland. The winner will be announced at the Canadian Booksellers Association dinner at the end of June.

Greg also announced that FEAC has received 240 prepaid orders to date for Editing Canadian English. Barbara Czarnecki has already determined one correction that will be made when the book goes into a second printing.

INDUSTRY LIAISON

MOVED (Lee d'Anjou/Barbara Czarnecki) that FEAC thank Sarah Swartz and her committee for their work on the promotion brochure. CARRIED unanimously.

MOVED (Sharon Nelson/Jane Buckley) to accept the reports of the committee chairs. CARRIED unanimously.

ELECTIONS

MOVED (Lee d'Anjou/Greg Ioannou) that the Annual General Meeting ratify the following motion, which was made and carried in the March meeting, convened as a Committee of the Whole in the absence of quorum: "THAT the position of Style Guide Chair be dropped from the Executive and the position of Publications Chair be added to the Executive, both changes to be instituted at the elections scheduled for 23 April 1987." CARRIED.

Greg Ioannou announced the slate of candidates that the Nominating Committee (a subcommittee of the Executive consisting this year of himself, Riga Night and Sharon Nelson) had arrived at:

President: Riga Night
Past President: Greg Ioannou
Vice Presidents: Sharon Nelson
Treasurer: Stephen Roney
Secretary: Brenda Missen
Membership: Olive Koyama
Directory: Wayne Daniels
Professional Development: Ruth Chernia
Technology: Gordon Graham
Industry Liaison: Dennis Mills
Social: Gilda Mekler
Publications Chair: Lydia Burton
Newsletter: Wendy Jacobs

The slate was elected by acclamation.

MOVED (Barbara Czarnecki/Jane Buckley) that FEAC thank the members of the outgoing Executive for their hard work and creativity. CARRIED unanimously.

OTHER BUSINESS

Prior to this meeting, written Notices of Motion were circulated for the following two motions, along with background information about the proposed changes.

MOVED (Lee d'Anjou/Steve Roney) that FEAC ask the government for permission to change its fiscal year to one identical with the calendar year. If such permission is granted, the change is to be initiated with a seven-month year (1 June through 31 December) and subsequent years will run 1 January through 31 December. CARRIED unanimously.

MOVED (Lee d'Anjou/Greg Ioannou) that all current FEAC memberships be extended for one month, to 30 June 1987, and that subsequent membership years run from 1 July through 30 June. CARRIED unanimously.

OTHER OTHER BUSINESS

Dennis Mills raised the question of how to get more members out to the Annual General Meeting. A lengthy discussion ensued, including the idea of making the AGM more of a professional development event, and of holding a National Convention spread over several days. The ideas were left with the Executive for consideration.

MOVED (Greg Ioannou/Dennis Mills) that the meeting be adjourned.
CARRIED unanimously at approximately 5:30 p.m.

Minutes recorded by Stan Draenos on April 25, 1987

Riga Night

Stan Draenos

President

Acting Secretary

NOTICES OF MOTION FOR FEAC ANNUAL GENERAL MEETING

April 1987

At the annual general meeting on 25 April, the Executive will ask members to pass two motions:

THAT FEAC ask the government for permission to change its fiscal year to one identical with the calendar year. If such permission is granted, the change is to be initiated with a seven-month year (1 June through 31 December) and subsequent years will run 1 January through 31 December.

and

THAT all current FEAC memberships be extended for one month, to 30 June 1987, and that subsequent membership years run from 1 July through 30 June.

Both motions were initiated by a committee of the Executive comprising almost every treasurer FEAC has ever had, and both reflect fussy, dull concerns. But both concern matters so important that only the assembled members can make the decisions. So please, read on.

Fiscal year

FEAC's current fiscal year runs 1 June through 31 May. Those dates reflected the historical reality of the organization's first twelve months, but they have come to mean a dilemma for treasurers, much difficulty for new executive members, and a lack of information for the membership at large. The problems, and the solutions offered by a calendar fiscal year, are as follows:

1. The current year end of 31 May falls at a time when bills are still drifting in from Toronto's spring seminars and from the variety of other activities that committees finish up as the April AGM approaches. The treasurer must either keep the books open for accrued expenses or pay this year's invoices on next year's accounts. (The juggling gets even more interesting when the outgoing and incoming treasurers are different individuals.)

Some crossover of years is, of course, inevitable for any ongoing organization, but starting the new year in January, a time of low fiscal activity for FEAC, would reduce the problem.

2. FEAC's AGM has always been held in April; that scheduling seems likely to continue. The most inconvenient thing about this timing is that members must be handed a treasurer's report that is six or seven weeks away from year's end and often (see point 1) several thousand dollars away from the final figures.

With a 31 December year-end, the AGM could be given a statement for a year that is complete, yet not so long past that everyone will have forgotten it.

3. Legally and logically, the Executive must strike a budget before a fiscal year begins. With mid-April elections and a fiscal year beginning in June, striking the budget must be the first thing the newly elected Executive does. For "old hands," this schedule is merely harassing--they're also trying to get their committees together and make some plans before people scatter for the summer. But for newcomers to the Executive,

the situation is really perplexing. Here they are, trying to learn their jobs, and they have to figure out what it's all going to cost right away.

In contrast, a January year-opening would mean budgeting in October or November. All Executive members would have time in office to set their goals and priorities and to get a sense of the costs involved.

Membership year

For a variety of reasons, membership renewal and submission of directory forms are tied together. But the membership year now ends 31 May and the directory due-date is about 1 July. Thus, for a month, FEAC has virtually no paid-up members -- a potentially embarrassing situation.

The problem has several obvious solutions. Moving the membership year seems the most practical.

Who can do what

According to FEAC's constitution, the members set the membership year -- and can change it as they wish.

The members alone cannot change the fiscal year -- the federal government, which incorporated FEAC, must grant permission. We are told, however, that such permission is likely to be forthcoming to the members of a nonprofit organization who supply cogent reasons, don't seem to be playing financial games, and don't ask often.

Mechanics

The mechanics of changing the membership year are easy. This year, we just extend all memberships for a month, and start a new year on 1 July.

Changing the fiscal year is a little more complicated, because it means either a long year or a short year in the year of change. Going long would mean one 19-month year, which seems a bit much. So our motion includes going short.

Assuming that we can get permission within the next six months, we would have

Year 1: 1 June 1986 - 31 May 1987 (the year we're in now)

Year 2: 1 June 1987 - 31 Dec 1987 (short year)

Year 3: 1 Jan 1988 - 31 Dec 1988

Because we don't yet have that permission, the incoming Executive would have to budget next month as if no change would occur. But the next year's Executive would be home free.

For the Executive

Lee d'Anjou
Greg Ioannou
Steve Roney
Jim Taylor

FEAC (national only) FINANCIAL REPORT

TO MAR. 31/87 (86/87 fiscal year)

ITEM	85/86	86/87 TO DATE	MONTREAL	OTTAWA	TORONTO	B.C.
CAPITAL Reserves from 85/86		23940.33				
-----INCOME-----						
Memberships:Members	22995.00	27050.00	1232.00	2096.00	3768.00	912.00
Friends	615.00					
Directory	950.00	1110.00				
Memorial Fund	570.00	810.00				
Seminars	35995.50			2525.00	27747.00	2820.00
Other income	<u>1159.74</u>	<u>1058.26</u>			<u>463.38</u>	<u>26.38</u>
TOTAL INCOME	26289.74	30028.26	1232.00	4621.00	31978.38	3758.38
-----EXPENSES-----						
REGIONS						
B.C.	656.57	912.00				
Montreal	1420.20	1232.00				
Ottawa	662.87	2096.00				
Toronto	5000.00	3768.00				
Intercity Liaison	1925.52	1531.06				
INTERNAL			621.52	1741.88	9790.77	692.61
Exec. incl. Secretary	4146.61	1271.10				
Newsletter	1289.97	1092.49				
Committees	1135.72	352.21				
Social & meetings	2195.87	583.05				
Accountant/legal	30.00					
Capital Equip.		1059.82				
Clerical (BPDC)	3059.66					
SEMINARS (total)	16666.77			813.06	18894.08	1141.31
EXTERNAL					1092.79	
Advertising	180.00	210.00				
Directory	11617.27	9725.09				
Mailing List	1608.05	350.00				
Memorial Fund	1399.45	418.65				
Organizations	305.00	270.40				
Promo. Cttee.	19.70					
Style Guide	393.34	4000.00				
Miscellaneous	<u>48.46</u>	<u>100.00</u>				<u>23.55</u>
TOTAL EXPENSES	37094.26	28971.87	621.52	2554.94	29777.64	1857.92
-----ASSETS-----						
BANK BALANCE	85/86.CLOSE	TO DATE				
Chequing account	4538.11	7074.15				
Term deposits	<u>18562.22</u>	<u>17922.57</u>				
TOTAL ASSETS	23940.33	24996.72				
PROFIT (LOSS) for year		1056.39	610.48	2066.06	2,200.74	1900.46

**** \$4000 of reserves set aside for Style Guide, to be repaid from royalties.**