



**ANNUAL GENERAL MEETING
of the
FREELANCE EDITORS' ASSOCIATION OF CANADA**

**Held on Saturday, April 15th, 1989
at the Westbury Arms Hotel
Toronto, Ontario**

Meeting called to order by Steve Roney, President, at 3:25 p.m.

AGENDA

MOVED (Sandra LaFortune/Claudette Read Upton) that the agenda be adopted. Carried Unanimously.

MINUTES

MOVED (Lee d'Anjou/Ruth Chernia) that the minutes of the April 23, 1988 Annual General Meeting be adopted without amendment. Carried Unanimously.

REPORTS

Membership. Olive reported that as of last Thursday we have 575 members. Last year at this time we had 490. Of the 575, 150 are voting members.

Fairley Award. Riça reported that we had a lovely response this year: 14 entries, which is the highest number since the first year. There is a wide variety of entries, including trade non-fiction, a government report, and a special issue of a magazine. Glancing through it Riça could see it's going to be a tough competition and is glad she doesn't have to judge. The Toronto judges who do have to come up with a short list of three are: Pat Kennedy, Jan Walter, and John Eerkes. The final winner will be picked by a B.C. panel and the award presented at the CBA dinner to be held in Vancouver in late June.

Publication. Lydia announced that she has copies of the paperback edition of Editing Canadian English for sale for \$14.00. She won't mail copies out, but if you want one you can pick one up at her (centrally located) house, or she will bring one for you to a meeting if you call her. (I'm not sure she'll still have these a year later when you receive these minutes, but you can always try!)

Treasurer: National. Avivah distributed the National Budget 1989 and the National Monthly Statement of March 31 (for the 1988 year). She apologised for having no final year-end statement. Because we moved our financial year to correspond with the

calendar year, there are still 1988 expenses coming in. The monthly statement is a statement of expenses to date. Note that there are no notes attached to the Budget because they are now three months out of date. Avivah also apologised for there being no balance sheet; in general we have "healthy" capital reserves and "modest" outstanding liabilities (bills, not debts).

Avivah explained that even though the membership year and financial year don't correspond, there are several technical advantages to the financial year corresponding to the calendar year, which the secretary was grateful she didn't go into.

Balancing the 1989 budget was tricky because expenses are increasingly increasing with our increasing membership. However, it was balanced by raising the directory fee -- which has been an astounding value at \$5.00 for the past 10 years -- and which will still be an astounding value at \$15.00. The late fee for directory entries, which is supposed to be a deterrent fee, has been raised from \$30.00 to \$50.00. (The revenue from the late fees has been traditionally used for the Fairley award, but we'd rather have all the entries in on time to save the directory chair numerous headaches.)

MOVED (Avivah Wargon/Rica Night) that the directory fee for the 1990 directory and henceforth be raised to \$15.00 and that the late fee be raised to \$50.00.
Carried unanimously.

The question was raised, are we getting too big to do our own financial statements? Should we be appointing a professional bookkeeper? This is something now under discussion by the Executive, and Avivah would like to leave it on record that she needs bookkeeping assistance.

Toronto. Wanda distributed the Toronto Monthly Statement Combined for Feb. 1 - April 15 (fiscal year 88/89 -- actually 88) and the Toronto Monthly Statement to April 15 1989 (fiscal year 1989). The Toronto books also cannot be closed because there is income from seminars still to come in.

MOVED (Lee d'Anjou/ Elizabeth Reid) acceptance of the National and Toronto treasurers' reports with the understanding that they are not complete year-end statements. Carried with 1 opposed and 4 abstentions.

Call for Auditors. Steve announced that we need two auditors for the 1988 books. We also need someone to co-ordinate the committee of auditors from previous years which have not yet looked into the books they were appointed for (this co-ordinator is to replace Jane Affleck who can no longer fill the position). An internal audit needs to be completed before a professional audit is done, which we want in order to go after grant money.

(Many granting agencies require a professional audit before they will grant funds.)

MOVED (John Millyard/Evelyn Lazare) that we strike an audit committee consisting of the auditors for the current year and that the committee be charged with: 1) bringing together the auditors of the previous years (who have the option of seeking professional bookkeeping assistance if required) and 2) appointing professional auditors for the current year (1988).
Carried Unanimously.

MOVED (Barb Czarnecki/John Eerkes) that Peggy Foy be appointed to chair the ad hoc auditing committee.
Carried Unanimously.

Directory. Steve announced for Shaun Oakey a proposed "contest" to encourage people to get in their directory entries on time, such that the first twenty people who get their entries to Shaun (post-marked the earliest) shall receive a \$15.00 book token. After discussion,

MOVED (Sandra LaFortune/Dennis Mills) that the general membership suggest to the Executive that there be no such contest. Carried with 1 opposed (on behalf of the absent Shaun).

The issue was raised of whether the directory is a service just to prospective clients or also to members. If it is the latter, perhaps there should be a complete list of names and addresses of all the membership (not just those who choose to be in the directory) included in the directory -- not published separately. After discussion about the controversial nature of such a task (with confidentiality of members at stake) as well as the cost, time and effort needed to produce such a list:

MOVED (Barbara Czarnecki/Eric Mills) that we have the Executive take under consideration the practicalities of producing such a list, in terms of cost, time, etc., to be used as a mailing list for private membership use only. Defeated with 5 in favour, 24 opposed and 7 abstentions.

MOVED (Eric Mills/Greg Ioannou) that we propose to the directory chair that for \$10.00 members have the option of including just their name and address without their resume. Defeated with 13 in favour, 15 opposed and 3 abstentions.

Year End Reports

MOVED (Elizabeth Reid/Nuzhat Amin) acceptance of the written reports by all the Executive committee members.
Carried Unanimously.

NEW BUSINESS

Editorial Credit.

MOVED (Greg Ioannou/Claudette Reed Upton) that we strike an ad hoc committee to look into the matter of editorial credit and to report back to the Industry Liaison Committee in four months. Carried Unanimously.

Conference in NCR. Heather Ebbs reported that in the fall (1989) the NCR region is going to be holding a Biology Editor's Conference.

Elections.

Jim Taylor took the Chair and announced the official slate of candidates:

President	Stephen K. Roney
Past President	Riça Night
Vice President	Lydia Burton
National Treasurer	Avivah Wargon
Secretary	Susan Marshall
National Co-ordinator	Olive Koyama
Membership	Barb Schon
Directory	Shaun Oakey
Professional Development	Gregory Ioannou
Industry Liaison	Debby Seed
Publications	John Eerkes
Technology	Eric Mills
Program	Nuzhat Amin
Newsletter	Kate Forster

Jim asked for nominations form the floor. There was none. He asked a second time. Still there was none. He asked a third time. There was an awesome silence. He declared the nominations closed and the slate elected by acclamation.

The Summer 1988 elections of the following were approved:

B.C. Regional Chair Anne Norman
Montreal Regional Chair Joan Irving
National Capital Region Chair Heather Lang-Runtz

MOVED (Barbara Czarnecki/Ruth Chernia) a vote of thanks to the continuing and outgoing members of the 1988/89 Executive. Carried Unanimously.

After the work exchange:

MOVED (Brenda Missen/Riça Night) that the meeting be adjourned. Carried unanimously at 4:50 p.m.

Minutes recorded by Brenda Missen on April 15, 1989. Tearfully
Typed by the Secretary Emeritus on April 16, 1989.

Stephen K. Roney
President

Brenda Missen
Secretary

FEAC Toronto Monthly Statement
 Combined Feb. 1-April 15 1989 fiscal year 88\89

ITEM	THIS MONTH	TO DATE	BUDGET	BALANCE
INCOME				
Memberships	0.00	5,100.00	4,800.00	5,100.00
Interest	0.00	253.72	200.00	253.72
Seminars (F)	0.00	0.00	4,292.00	0.00
Seminars (S)	0.00	0.00	4,292.00	0.00
TOTALS	0.00	5,353.72	13,584.00	5,353.72
EXPENSES				
President	0.00	0.49	50.00	49.51
Vice-president	0.00	0.00	50.00	50.00
Secretary	0.00	871.90	4,200.00	3,328.10
Treasurer	0.00	49.62	70.00	20.38
Miscellaneous	50.00	108.32	0.00	(108.32)
COMMITTEES				
Ind. Liaison	0.00	3.40	771.00	767.60
Tech. Cttee.	0.00	0.00	60.00	60.00
Prof. Dev.	0.00	0.00	80.00	80.00
Program	0.00	1,015.66	2,255.00	1,239.34
SERVICES				
Advertising	0.00	0.00	25.00	25.00
Legal/Acct.	0.00	0.00	150.00	150.00
Clerical	0.00	1,650.00	4,840.00	3,190.00
Mailing List	0.00	0.00	75.00	75.00
Telephone	0.00	228.49	400.00	171.51
Purchases	0.00	0.00	50.00	50.00
TOTALS	50.00	3,927.88	13,076.00	9,148.12
BALANCE	(50.00)	1,425.84	508.00	(3,794.40)
BALANCE FORWARD		(10,000.00)		
(to fiscal year '89)				
BANK ACCOUNT		3,679.61		

FEAC Toronto Monthly Statement
April 15 1989 fiscal year 1989

ITEM	THIS MONTH	TO DATE	BUDGET	BALANCE
INCOME				
Memberships	0.00	0.00	5,380.50	0.00
Interest	101.66	286.50	350.00	286.50
Seminars (S)	0.00	0.00	3,700.00	0.00
Seminars (F)	0.00	0.00	3,900.00	0.00
Sales (net)	0.00	0.00	0.00	0.00
Miscellaneous	0.00	0.00	0.00	0.00
TOTALS	101.66	286.50	13,330.50	286.50
EXPENSES				
President	0.00	0.00	50.00	50.00
Vice-president	0.00	0.00	50.00	50.00
Secretary	286.60	286.60	3,575.00	3,288.40
Treasurer	0.00	0.00	75.50	75.50
COMMITTEES				
Ind. Liaison	0.00	0.00	460.00	460.00
Tech. Cttee.	0.00	0.00	60.00	60.00
Prof. Dev.	0.00	0.00	80.00	80.00
Program	180.00	255.00	2,110.00	1,855.00
SERVICES				
Advertising	0.00	0.00	25.00	25.00
Legal/Acct.	0.00	0.00	150.00	150.00
Clerical	2,219.33	2,219.33	6,150.00	3,930.67
Mailing List	0.00	0.00	75.00	75.00
Telephone	31.32	63.01	420.00	356.99
Purchases	0.00	0.00	50.00	50.00
Miscellaneous	0.00	0.00	0.00	0.00
contingency	0.00	0.00	0.00	0.00
contrib. to reserves	0.00	0.00	0.00	0.00
TOTALS	2,717.25	2,823.94	13,330.50	10,506.56
BALANCE	(2,615.59)	(2,537.44)	0.00	(10,220.06)
BALANCE FORWARD (from fiscal year '88-89)	10,000.00			
BANK ACCOUNT	7,069.37			

FEAC National Monthly Statement¹ March 31, 1989 (for 1988)

ITEM	Jan.-Mar. 89	TO DATE	BUDGET	OVERAGE	BALANCE
INCOME					
Memberships	\$90.00	\$30,070.00 ²	\$39,350.00	\$0.00	
Interest	0.00	593.91 ²	1,150.00	0.00	
Directory	(5.00)	1,330.00	1,500.00	0.00	
Memorial	0.00	900.00	750.00	0.00	
Miscellaneous	7.00	1,967.08	0.00	0.00	
Sales (Net)	0.00	6.50	0.00	0.00	
TOTAL INCOME	\$85.00	\$34,867.49	\$42,750.00		
EXPENSES					
President	\$12.15	\$96.50	\$100.00	\$0.00	\$3.50
Vice-President	0.00	0.00 ³	50.00	0.00	50.00
Secretary	254.93	1,777.40 ³	1,300.00	0.00	(477.40) ³
Treasurer	(8.00)	52.12	175.00	0.00	122.89
Subtotal:	\$259.08	\$1,926.02	\$1,625.00	\$0.00	(\$301.02)
COMMITTEES					
Directory	\$9,172.90	\$14,162.35	\$12,620.00	\$0.00	(\$1,542.35)
Ind. Liaison	0.00	350.00	2,250.00	0.00	1,900.00
Tech. Cttee.	0.00	0.00	90.00	0.00	90.00
Membership Program	56.84	1,547.69	1,800.00	0.00	252.31
Memorial	(100.00)	1,608.10	1,500.00	\$150.00	41.90
[sic]	0.00	0.00	1,200.00	0.00	1,200.00
Subtotal:	\$9,438.07	\$19,058.85	\$23,210.00	\$150.00	\$4,301.15
REGIONS					
E.C.	\$0.00	\$2,337.50	\$1,838.00	\$0.00	(\$499.50)
Montreal	0.00	2,193.00	2,226.00	0.00	33.00
N.C.R.	0.00	2,380.00	2,451.00	0.00	71.00
Toronto	0.00	5,100.00	4,800.00	0.00	(300.00)
Intercity	70.99	1,624.33	2,700.00	0.00	1,075.67
Subtotal:	\$70.99	\$13,634.83	\$14,015.00	\$0.00	\$380.17
SERVICES					
Advertising	\$0.00	\$250.00	\$250.00	\$0.00	\$0.00
Acctng./Legal	0.00	0.00	200.00	0.00	200.00
Clerical	0.00	1,100.00	1,100.00	0.00	0.00
Mailing List	0.00	0.00	250.00	0.00	250.00
Miscellaneous	33.69	2,587.21 ⁴	n/a	n/a	n/a
Prof. Assns.	0.00	660.00	500.00	160.00	0.00
Subtotal:	\$33.69	\$4,597.21	2,300.00	160.00	\$450.00
PURCHASES	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00
TOTAL EXPENSE	\$9,801.83	\$39,216.91	\$41,350.00		
BALANCE	(\$9,716.83)	(\$4,349.42)	\$1,400.00	\$310.00	
PUBLICATIONS					
Opening balance		\$1,424.54			
Income	\$0.00	3,226.70			
Expenses	0.00	947.11			
Balance	\$3,704.13				
STANDARDS					
Opening balance		\$1,806.67			
Expenses	0.00	260.65			
Balance	\$1,546.02				

FEAC National Budget, 1989

	88-89 Budgeted	88-89 Actual (6½ months) *	89 Asked (Chair)	89 Voted (Executive)
INCOME				
Memberships	\$39,350.00	\$29,515.00 ^①	--	\$46,775.00
Interest	1,150.00	593.91	--	1,400.00 ^②
Directory	1,500.00	1,325.00	--	3,100.00
Memorial (Fair.)	750.00	900.00	--	990.00
TOTAL INCOME				\$52,265.00
EXPENSES				
President	\$ 100.00	\$ 42.77	\$ 100.00 ^③	\$ 75.00
Vice-President	50.00	0.00	250.00 ^④	250.00
Secretary	1,300.00	1,116.65	1,950.00	1,950.00
Treasurer	175.00	51.84	150.00	150.00
Anniversary	--	--	2,000.00	1,500.00
Subtotal:				\$ 3,925.00
COMMITTEES				
Directory	\$12,620.00	\$ 4,939.64	\$14,425.00 ^⑤	\$13,470.00
Ind. Liaison	2,250.00	350.00	3,065.00	3,065.00
Technology	90.00	0.00	90.00 ^⑦	90.00
Membership	1,800.00	1,475.35	2,245.00	2,000.00
Program	1,500.00	1,795.04 ^⑧	2,490.00	1,830.00
Memorial (Fair.)	1,200.00	0.00	2,000.00	2,000.00
[sic]	3,750.00	1,082.38	3,850.00	3,550.00
Subtotal:				\$26,305.00
REGIONS				
Alberta ^⑨	\$ --	\$ --	\$ --	\$ 110.50
B.C.	1,838.00	2,337.50	--	2,405.50
Montreal	2,226.00	2,193.00	--	2,312.00
National Capital	2,451.00	2,380.00	--	2,431.00
Toronto	4,800.00	5,100.00	--	5,380.50
Intercity	2,700.00	1,320.33	3,000.00	3,000.00
Subtotal:				\$15,639.50
SERVICES				
Acctg./Legal	\$ 200.00	\$ 0.00	\$ 200.00 ^⑩	\$ 200.00
Advertising	250.00	250.00	275.00 ^⑪	275.00
Mailing List	150.00	0.00	125.00 ^⑫	125.00
Clerical	1,100.00	1,100.00	3,350.00 ^⑬	3,350.00
Prof. Assns.	500.00	660.00	1,100.00	1,100.00
Subtotal:				\$ 5,050.00
CONTINGENCIES				
				\$ 1,345.50
CONTRIBUTIONS TO RESERVES				
				\$ 0.00
TOTAL EXPENSE **				\$52,265.00
BALANCE				\$ 0.00

* To compare these figures to those for the last completed budget year, 1987-88, see att. statement for Aug. 31, 1988 (almost-final 87-88).

** Publications and Standards not included - see note 14.

1-14 Out of date by AGM, and not att. (neither is *). Available on request.

NOTES TO FEAC NATIONAL MONTHLY STATEMENT OF MARCH 31, 1989
(for 1988)

- 1 This is the latest statement for the transitional seven-month financial year June 1 - December 31 1988 (previously, and inaccurately, referred to as the 1988-89 year).
- 2 FEAC has earned an additional \$452.16 in interest, but that has been re-invested rather than credited to our bank account.
- 3 One supplier is now issuing a credit to FEAC of \$75.18, which will reduce our 1988 Secretary's expenses to \$1,702.22.
- 4 Miscellaneous expenses are those paid by National but to be repaid by Toronto (at which point the repayments show as miscellaneous income). In other words, when the books for 1988 are closed the miscellaneous income and expenses should balance to zero; therefore, there is no budget for either.