

2002 Annual Report issue

Agenda

The agenda for the seventh Annual General Meeting of the Society of Editors (NSW) Inc. is as follows:

1. Opening and apologies
2. Correspondence
3. Minutes of the sixth AGM of the incorporated society (printed in *Blue Pencil*, April 2002)
4. Discussion of the 2002 annual report, including the financial report (printed in this issue of *Blue Pencil*)
5. Discussion and voting on the following motions:
 1. That para 3(e) of the society's rules, which currently reads: 'Members shall pay fees as are determined by the society at a general meeting. If a member's subscription remains unpaid for over three calendar months, that member will be given 14 days notice that he/she will cease to be a member. Any person who forfeits membership may appeal to the committee.' be changed to read: 'Members shall pay fees as are determined by the committee from time to time. If a member's subscription remains unpaid for over three calendar months, that member will be given 14 days notice that he/she will cease to be a member. Any person who forfeits membership may appeal to the committee.'

The effect of this change is to empower the committee to set membership fees, rather than having to convene a general meeting to do so. It thus enables the committee to plan more effectively for new initiatives that require additional funding.

2. That a new para, 3(i), be added to the society's rules, as follows: 'The committee may determine the categories of membership, and the requirements, rights, and membership fee applicable to each category.'

The effect of this change is to permit the creation of additional membership categories, such as 'student', 'retired', or 'newsletter subscriber'.

6. Election of 2003 committee
7. Any other business.

Annual general meeting

Tuesday, 11 March 2003

(Please note change of date)

No charge—food and drinks provided



Come along for discussion of the 2002 annual report, two motions, election of new committee members, and the chance to win free attendance at one of the society's 2000 training workshops (winner's choice).

All are welcome, but only financial members can vote. If you haven't renewed yet, you can do so at the meeting (please bring your renewal form with you). You can also join on the night if you'd like to.

Sydney Mechanics' School of Arts, 280 Pitt Street, Sydney (between Park & Bathurst streets, near the Pilgrim Theatre and Pitt Street Uniting Church; the closest train station is Town Hall), 6.30 p.m. for 7.00 p.m. Drinks and light refreshments provided. Please RSVP to 9294 4999 (voicemail) or brhed@pnc.com.au (email) by Friday 28 February. NO CHARGE.

Next meeting: Tuesday, 1 April. Speaker to be announced.

Finances

As you will have read in the auditor's report the society had a deficit for 2002 of \$1903. However, this is substantially explained by the delay in sending out renewal reminder letters. Because of the committee's extended discussion on membership rates, the reminders were not posted until January and hardly anyone

renewed ahead of receiving a nudge. In the second half of 2001 we had an income of \$5230 from membership subscriptions and in the second half of 2002 our income from membership subscriptions was only \$1625. The difference is \$3605 and once that is taken into account the deficit of \$1903 does not look very worrying.

The 2002 training workshops have been well attended and very well managed so that the society made a surplus of slightly over \$1000 from workshops this year, compared with a loss in 2001. Slightly more than a third of the workshop income came from non-members.

The *Editorial Services Directory* contributes notably to our financial wellbeing, although that is not obvious from this year's statistics. From the income and expenditure point of view, activity concerning the directory is mainly a biennial event. If you add together the relevant figures for 2001 and 2002, you find that the current edition cost \$1629.27 and the income from it has been \$4672.00. The society has gained \$3043 over two years.

We certainly don't make any money from our meetings. Once again our meetings expenses exceeded our income from meetings and by almost exactly the same amount as in 2001. Unusually, however, this year's meetings expenses included the airfare (\$312.94) for one of our speakers. The deficit from meetings for 2002 of \$1511.88 includes the society's contribution of \$364 for the Christmas meeting.

Major costs incorporated in the figure for administration expenses are for transcription tapes for recording speakers (\$115.50), insurance (\$545.87), post office box rental (\$52), fee for redirecting mail (\$396), telephone (\$252.50) and website (\$192.84).

We were late paying our customary \$250 to Macquarie University for the Society of Editors prize for 2001 so the sponsorship expense for 2002 really covers our gift for two years.

The money outlaid on stationery and postage is much the same as in 2001 but the detail is different. The sum for 2001 included postage for the renewal reminders and printing of receipt books, expenses of approximately \$440 which do not appear for 2002. In 2002, however, we paid for a double quantity of printed envelopes (about \$1200). One order happened to be needed at the beginning of the year and supply ran out late in the year.

Society of Editors (NSW) Inc.

PO Box 254, Broadway NSW 2007; Voicemail: (02) 9294 4999

<http://www.users.bigpond.com/socednsw/>

Blue Pencil

Co-editors: Merry Pearson and Carey Martin.

Assistants: Robin Appleton, Carolyn Bruyn, Meredith McGowan, Irene Sharpham, Keith Sutton.

Printer: Complete Design, Marrickville.

Published: 11 issues a year, combined Jan/Feb issue.

Your comments and contributions are welcome. Mail them to the Editor, *Blue Pencil*, Society of Editors (NSW) Inc., PO Box 254, Broadway NSW 2007. Deadline for the April issue is Monday, 10 March.

The views expressed in the articles and letters, or the material contained in any advertisement or insert, are not the responsibility of The Society of Editors (NSW) Inc.

Advertising rates:

Full page, \$150; half page, \$80 (horizontal only); one-third page, \$50 (vertical or horizontal); quarter page \$40 (horizontal only); sixth page, \$30 (half of one column). Inserts: \$75 per hundred for DL-sized or A4 pre-folded to DL size. Circulation: approximately 375.

Membership

Membership of the Society of Editors (NSW) Inc. is open to anyone working as an editor for publication (print or electronic documents), and anyone who supports the society's aims.

Membership runs for a calendar year. 2003 fees are \$50 for new members (\$30 if joining after 30 June) and \$45 for renewals.

For a membership application form, phone (02) 9294 4999, write to PO Box 254, Broadway NSW 2007, or download an application from the society's website at <http://www.users.bigpond.com/socednsw/>

Listing in the *Editorial Services Directory*

A new directory is about to be produced. Listing costs TBA and it is available only to members of the society. The fee covers listing in both print and online versions. The online version is updated every three months. New entries should be submitted in .rtf format, using a template available from Cathy Gray at cgray@mpx.com.au. Updates can be made to contact details only for existing entries. Deadline for the next edition is TBA. Contact Cathy for more information.

Committee meetings

All members are welcome to attend the society's committee meetings. Contact a committee member for details if you wish to attend the next meeting.

SOCIETY OF EDITORS (NSW) INCORPORATED

ABN 53 030 428 517

FINANCIAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2002

INDEPENDENT AUDIT REPORT TO THE MEMBERS OF SOCIETY OF EDITORS (NSW) INCORPORATED

Scope

We have audited the financial report of the Society of Editors (NSW) Incorporated, being a special purpose financial report, for the financial year ended 31 December, 2002, consisting of the statement by members of the committee, balance sheet, income and expenditure statement and notes to and forming part of the financial statements. The Committee is responsible for the financial report and have determined that the accounting policies used are appropriate to meet the needs of the Associations Incorporation Act 1984 (NSW) and the needs of the members. We have conducted an independent audit of this financial report in order to express an opinion on them to the members. No opinion is expressed as to whether the accounting policies use, and described in Note 1 are appropriate to the needs of the members.

The financial report has been prepared for the purpose of fulfilling the requirements of the Associations Incorporation Act 1984 (NSW). We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

Our audit has been conducted in accordance with Australian Auditing Standards. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial report is presented fairly in accordance with the accounting policies described in Note 1 to the financial statements. These policies do not require the application of all Australian Accounting Standards and other mandatory professional reporting requirements in Australia.

The audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

In our opinion the financial report presents fairly in accordance with the accounting policies described in Note 1 to the financial report the financial position of the Society of Editors (NSW) Incorporated as at 31 December, 2002 and the results of its operations for the year then ended.

Benbow & Pike
Chartered Accountants
13/263 Alfred Street (North)
North Sydney NSW 2060

G. J. Abrams
Partner
Sydney, 4 February, 2003

BALANCE SHEET
AS AT 31 DECEMBER, 2002

	\$, 2002	\$, 2001
Current Assets		
Cash		
Bank Account	1,297.78	1,475.78
Deposit Account	17,140.17	18,700.34
Petty Cash Account	<u>30.00</u>	<u>30.00</u>
	18,467.95	<u>20,206.12</u>
Receivables		
PAYG Withholding Tax	<u>80.00</u>	<u>245.00</u>
Total Assets	<u>18,547.95</u>	<u>20,451.12</u>
Net Assets	<u>18,547.95</u>	<u>20,451.12</u>
Members' Funds		
Accumulated Surplus	<u>18,547.95</u>	<u>20,451.12</u>

INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 31 DECEMBER, 2002

	\$, 2002	\$, 2001
	\$	\$
INCOME		
Interest income	642.11	884.16
Meetings income	4,952.00	4,189.00
Membership fees	9,710.00	10,970.00
Register fees and sales	842.00	3,830.00
Advertising	482.00	175.00
Training income	8,074.00	6,661.00
Other Income	<u>122.15</u>	<u>925.62</u>
	<u>24,824.26</u>	<u>27,634.78</u>
EXPENDITURE		
Administration expenses	1777.66	2,217.23
Audit and statutory fees	1,265.00	1,460.00
Bank charges	5.50	207.47
Blue pencil	7,274.25	6,951.86
Committee expenses	71.70	225.88
Meetings expenses	6,463.88	8,564.45
Miscellaneous	25.00	90.00
Promotion and marketing	274.50	152.90
Register	40.00	1,589.27
Sponsorship/Prizes	500.00	-
Stationery and postage	1958.72	1,908.88
Training expenses	<u>7,071.22</u>	<u>7,155.97</u>
	<u>26,727.43</u>	<u>30,523.91</u>
Surplus/(Deficit) for the year	(1,903.17)	(2,889.13)
Accumulated Surplus at the beginning of the year	<u>20,451.12</u>	<u>23,340.25</u>
Accumulated Surplus at the end of the year	<u>18,547.95</u>	<u>20,451.12</u>

These statements should be read in conjunction with the accompanying notes.

NOTES TO THE FINANCIAL STATEMENTS **FOR THE YEAR ENDED 31 DECEMBER, 2002**

Statement of Significant Accounting Policies

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act (NSW). The Committee has determined that the society is not a reporting entity.

The financial report has been prepared in accordance with the requirements of the Associations Incorporation Act (NSW) and the following Australian Accounting Standards:

AAS 3	Accounting for Income Tax
AAS 5	Materiality
AAS 8	Events Occurring After Reporting Date
AAS 17	Accounting for Leases

No other applicable Australian Accounting Standards, Urgent Issues Group Consensus Views or other authoritative pronouncements of the Australian Accounting Standards Board have been applied.

The financial report has been prepared on a cash basis and is based on historic costs and does not take into account changing money values or, except where stated, current valuations of non-current assets.

The following material accounting policy, which is consistent with the previous period unless otherwise stated, has been adopted in the preparation of this financial report.

Revenue

Membership income is brought to account on receipt and not accounted for in reference to the year to which it relates.

Income Tax

The society accounts for income tax on a cash basis. Only non member income of the society is assessable for income tax and only when net revenue exceeds \$416. Member income is excluded under the principle of mutuality.

STATEMENT BY MEMBERS OF THE COMMITTEE

The committee have determined that the society is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policy outlined in Note 1 to the financial statements.

In the opinion of the committee the financial report:

- 1) Presents fairly the financial position of the Society of Editors (NSW) Incorporated as at 31 December, 2002 and its performance for the year ended on that date.
- 2) At the date of this statement there are reasonable grounds to believe that the Society of Editors (NSW) Incorporated will be able to pay its debts as and when they fall due

This statement is made in accordance with a resolution of the Committee and is signed for and on behalf of the Committee by:

Shelley Kenigsberg
President

Janice Beavan
Treasurer

Dated: 4 February, 2002

From the president

Welcome to 2003. My report for the AGM last year spoke of the world beset by too much drama and not enough comedy. Sadly, this is still the case! I hope the prayers for peace that I'm sure we all share, go a long way to making it a good year for all of you. It seems imperative at such a time to focus on good activities so let me reflect on how much has been achieved in 2002. The Society had a good year.

Meetings

Meetings in 2002 brought in professionals with relevance to editors as well as extended that reach to more lateral connections. In February — Bruce Welch (of Southwood Press) regaled us with advice and information in his session: Editorial help for self-publishing authors. The prizes and perils of working with self-publishing authors made for a truly interesting session. In March, we had our AGM.

In April, the very energetic and entertaining Selwa Anthony came to speak on 'My life as a literary agent' and certainly added to our understanding and appreciation of the gifts such a talent brings to the Australian literary scene. In May, prize-winning author, Frank Moorhouse, challenged some common 'wisdom' with his erudite 'Contemporary myths about publishing and authorship'. An illuminating evening with much follow-up discussion.

June saw Alan Walker of the Society of Indexers elucidate the 'Trivial' matters of indexing' (or, ripping into Paddy P.). Energetic discussion followed. In July we had a visit from David Whitbread (designer of the 6th Edn *Style manual* and author of his own *Design manual* for an illuminating session on design, working with designers and the power of detail.

In August, we went to the movies. Damien Parer and Ginny Lowndes gave a terrific session entitled 'I just know this book will make a really, really good movie!' The transformation of idea to novel to script to movie was pulled... sideways, apart and — after much animated 'play' — put together again. Their very lively and informative double-

act was greatly appreciated and received a warm response from members.

In September Pamela Hewitt — our representative on the CASE working group detailed the progress and issues surrounding Accreditation for editors. (2003 promises an issues paper, which, it hopes, will throw light on all aspects of the accreditation discussion for the benefit of editors of all kinds currently working in Australia, as well as individuals interested in entering the profession.)

We went overseas in October: Jo Jarrah (recent recipient of the Beatrice Davis award), Margaret Malone (returned from editing in UK) and Shelley Kenigsberg (long returned from training/editing in Indonesia) spoke on the challenges and charms of working as editors overseas. In November, we tackled word(s). Well, the two talented Bruces (Howarth and White) did, ably joined by the talented Catherine Gray. There ensued a lively, detailed and worthwhile session of 'Ms Word tips'.

And, in December, our minds turned to salsa (doing and eating) ... Don Quixote proved a terrific choice for our Xmas/Chanukah celebration.

As well, we participated in the Carnivale Book Fair (NSW Writers' Centre) in October. We continued our contact with other state societies through CASE, the ongoing work on accreditation and the exchange of newsletters.

Ongoing activities for 2003?

In June 2003 the national conference with the theme: 'Beyond Gutenberg and Gates ... gazing into the e-future' will be held. Check out the website (<<http://www.editorsqld.com>>). The submission date for summaries/extracts of proposed papers is 28 February, so please get involved. For submissions or more information, please contact Robin at <conference@editorsqld.com> or <beyondgutenberg@hotmail.com>.

The Society of Editors (NSW) turns 25 in 2003. This needs to be celebrated — a quarter of a century of meaningful activity. Professional improvement,

empowerment ... and more. For now, I hope we're providing the kinds of meetings and activities you find worthwhile and enjoyable. I trust there will continue to be opportunities for editors to connect with each other and share and develop skills and experiences.

The AGM will be an opportunity to discuss the direction of the Society. And, we will be looking for new committee members. So, consider this an invitation to add your expertise and energy to what is always an interesting, committed and animated team. If you're interested, please let me or any other current committee members know! The 2002 committee has been superb. I have really appreciated their efforts and energy and want to acknowledge how energetic and talented they have been.

From me — and on your behalf — a huge thank you to each and every one of: Robin Appleton, Janice Beavan, Alice Drew, Pamela Hewitt, Bruce Howarth, Heather Jamieson, Terry Johnston, Michael Lewis, Ginny Lowndes, Carey Martin, Merry Pearson, Julie Stanton, Lynne Taaffe, Pauline Waugh, Michael Wyatt. Each role is vital to keeps things 'humming' and growing for our Society. The reports within BP summarise our activities and successes for 2002.

The Society has an important role to play in the lives of editors/ writers/ communicators/ publishers (add more?) in supporting greater skills, interaction, engagement and professionalisation in the industry. I trust we will continue to engage, interest and benefit all our members. Here's to renewed direction and purpose.

Shelley Kenigsberg

2002

COMMITTEE

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Committee positions

2003 committee nominations

All committee positions (president, vice president, secretary and treasurer and five general committee members) are open to nomination, providing plenty of opportunities for you to help the society better serve your needs.

The president, vice president, secretary and treasurer constitute the executive, while the five general committee members undertake a variety of jobs. In addition, they may also undertake one of the specific jobs detailed below. However, if you want to do one of the general jobs listed below, you do not have to be on the committee.

Some positions require a bigger time commitment but you can offset this by co-opting helpers and tapping into the experience of past committee members.

A nomination form is included in this edition of *Blue Pencil*. You may nominate yourself for any position and/or job, but if someone else nominates you, you must sign the form to indicate your acceptance. You can give the form to the secretary on the night, before the start of the meeting.

Executive positions

President

You oversee the management of the society in accordance with the constitution and committee decisions, chair meetings and represent and act on behalf of the society and its members.

Vice president

In the president's absence, you will chair meetings and assume the various duties of the president.

Secretary

You maintain the society's records, take meeting minutes and distribute them to committee members; draft, send and receive society postal correspondence and answer voicemail.

Treasurer

You manage all monies, accounts, receipts, and book-keeping for the society and prepare a financial statement for the auditor and the annual general meeting.

General jobs

Catering officer

This is the easiest job; remembering to make some phone calls each month to order the food and wine, and then being there to make sure all goes well.

Meetings coordinator

You arrange appropriate speakers for the society's monthly meetings.

Membership secretary

You receive and process membership applications and renewals; maintain the database of members' names and addresses; and print labels for mailings.

Newsletter editor/team

You produce the monthly society newsletter, organising and editing copy, typesetting the document, then liaising with the printer, and arranging packaging and posting of each issue. In the past, newsletter assistants have contributed by transcribing recordings of monthly meetings, proofreading, mailing, etc.

Publicity officer

You promote the society; publicise its activities and the editing services offered by members; and liaise with the media.

Training coordinator

You convene a working group to develop and implement the society's training activities.

Website coordinator

The society is currently reviewing its website. The new coordinator will have the opportunity to be involved 'from the ground up' with this important function.