2003 Annual Report issue

President's Report

Compiling the President's report for this issue of *BP* affords me the opportunity for the long-range look and with it, the delight of recognising how much has been achieved this year. Two major thoughts occurred to me. We are strong and we are inspired.[1]

Evidence of our strength comes from the growth in numbers of members (358 members, which includes 105 new members); interesting meetings (see list later of the exceptional range and quality) and a training program with an impressive span of work-shops which were all well attended.

Now—because I've only just noticed it—I'd like to point out that the word 'committee' holds 'commit' in its bosom! Take a minute now to think of your committee members. Know that these are people who commit to thinking about the society's needs; create the time and find the energy to provide a great range of and support for society activities; work to keep track of and organise the society's funds and activities; publicise society activities—in print and electronically; work hard behind the scenes to pull together the excellent newsletter that is *Blue Pencil* (an extraordinary commitment of time, energy, skill and talent); stay focused on improving our website and continually source relevant, worthwhile, quality professional development courses for the society. I'd like to publicly acknowledge my thanks to the 2003 committee.

Annual general meeting

Tuesday, 2 March 2004

No charge—food and drinks provided

Come along for discussion of the 2003 annual report and the election of new committee members.

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 27 February. NO CHARGE.

Next meeting: Tuesday, 6 April. Speaker to be announced.

Agenda

The agenda for the eighth Annual General Meeting of the Society of Editors (NSW) Inc. is as follows:
1. Opening and apologies
2. Correspondence
3. Minutes of the seventh AGM of the incorporated society (printed in *Blue Pencil*, April 2003)
4. Discussion of the 2003 annual report, including the financial report
6. Election of 2004 committee
7. Any other business.

Our meetings attendance has been excellent all year. And it is a testament to the respect that our guest speakers have for the worth of the society, that they enjoy coming to talk to us. I'd like to mention the terrific work of the meetings and catering committee members, of those who sit 'front of house' to meet and greet and, indeed all committee members who make the extra effort needed to 'turn up'. Turning up in a volunteer capacity for such a society as ours, is a precious thing and I value it enormously and thank them here, publicly. I expect you will be pleased if I thank the whole committee on your behalf too.

Meetings

What of the meetings? Attendance figures for the year were excellent: Feb 36 (big); March, (no RSVPs for the AGM but catered for 28); April 26; May 23; June 23; July 24; August 36 (big); Sept 24; Oct 32; Nov 31; Xmas party 33. An average 28.73—roughly!—attendees.

Here's what we were treated to:

February: Pre-press for editors. John Della described what his pre-press company does; members learned some new words, like ROOM (RIP once, output many).

March: The Annual General Meeting. Members voted to change the constitution to allow the executive committee to set fees and allow extra grades of membership, which we will require when accreditation finally gets working.

April: The Editor's Bookshelf. Pam Peters, Michael Lewis and Graham Bench gave very thought-provoking talks on what constitutes a reference library for the modern editor.

May: Caroline Baum gave a stimulating talk on book clubs. This included a lively description of some of the suppers she had enjoyed while 'participating' in a book club.

June: Robert McGrath talked on project management and the tendering process.

July: John Fleming chaired a session 'Do Professional Ethics still Exist?' Speakers were Pamela Hewitt, Adrian McCunn and Ruth Green. Debate made for a very interesting night.

August: Earl Mardle gave his talk about editors and the Web. Publishing via the Web can change the publishing model, from the traditional approach of 'filter, then publish' to the chaotic-sounding method of posting the rough draft on the Web, accepting comments from anyone interested, and incorporating the good ones: a kind of 'publish, then filter'.

September: We launched a new book from one of our members: *Tax for the Very Small Business* by Susan Young and Kate Robinson.

October: Jose Borghino and Brian Cook looked at manuscript assessment from some different angles. Jose gave the author's view, and Brian described how his assessment business works, with some examples.

November: Brendan Atkins and Helen Bateman described the path from freelance editing to publishing. Both have companies that have published successful books, and they gave us some valuable insights.

December: A very successful Christmas party, with some serious pursuits of trivia.

Training

The society's training program was exceptionally successful this year. Our income reached $20,000 plus. This includes a profit of $4500 while still maintaining very acceptable prices for workshops and resources.

Strength finds inspiration

The new enrolments, strong attendance at meetings, and workshops show not just enthusiasm for the fact that we are providing activities people want, but also catering for those things they need.

What does the society need? Well, the committee has had some brilliant ideas. Remember, please, that the funding of these initiatives will need to come from the society. We have decided on the very modest rise in membership fees to provide funds, to cover the forthcoming 'great ideas' for NSW Society of Editors (Inc). Despite making profits on some initiatives (training), we need to be very careful with how we gather and disburse these funds. Support and money. These two terms could be expanded, but we may all have varying definitions of support (or, though less likely, money?). Some initiatives had gone further than others and those with already excellent results include:

CASE/Accreditation

Our involvement in the working groups established via CASE, continues.[2] A roundup teleconference (14 February) will consider achievements and discuss ways to move forward with new ventures:

- Developing an accreditation framework. Final recommendations from the Accreditation working group are due for circulation to members nationally, early this year. This initiative will have a very powerful effect on the editing community.

- A national website <www.case-editors.org> established late 2003. We have an ongoing involvement in content and maintenance of the site through our participation in CASE.

- Progress on policy surrounding editing of theses in universities/academic institutions.

- The CASE Conference (Brisbane) provided strong and inspiring opportunities for upgrading skills, increasing social circles, experiencing warmth and openness.

Mentoring

Some volunteers have come forward to begin this scheme—mentors as well as mentees. This initiative has provided a role model for future collaborations.

Website

This is in very capable hands! Our new interface is due first quarter of 2004.

Plans for developing activities

We are currently involved in:

- working groups for the national publicity campaign for editors

- working group for the forthcoming review and possible revision of *The Australian Standards of Editing.*

We continue to encourage participation and attendance from editing/publishing students and monitor their achievements. We provide scholarships ($250 annual prize to student) with an aim of increasing student awareness of the Society, but also supporting and valuing professional development at all levels. A future venture may be to link training to the mentor scheme and later, to society activities at an editing master class at Varuna.

Conclusion

The Chinese Year of the Monkey is now with us. Now, I know dangerously little (given half the chance, I presume to sound knowledgeable, even interesting) about the topic. Still, a Monkey has more energy than a Goat (from whence we've come) so if nothing else, it promises to be lively and a lot of fun.

All this activity and yet I know there is still more energy and enthusiasm for the year ahead. I look forward to seeing you at the AGM, to hearing your comments, exploring ideas you have for where the Society can improve and how we can provide even greater service and inspiration to our very valued members. Cheers,

Shelley Kenigsberg

Footnotes

[1] Could this be the opening line of an anthem? Or its chorus? Our Society with an anthem? Could it be part of NSW's contribution to the national publicity campaign? Frankly, with the wealth of talent that our membership represents there may well be a song-writer who could get inspired to compose. Let me know.

[2] A huge round of thanks to those involved in moving this forward and being dedicated to the integrity and workability of the plan.

Treasurer's Report

At the end of our 2003 financial year the society had assets totalling $22,941 which was $4393 more than we had at the end of 2002. In my financial report for 2002 I explained the final deficit for that year as due substantially to the late mailing of renewal reminders. Once again we weren't able to send out renewal reminders before the end of the year and our income figures include very little ($295) attributable to 2004 membership fees. The final surplus therefore represents a definite financial improvement. Our income from membership subscriptions paid during 2003 was $14,820, an increase of $4910 over the previous year.

As before, the balance between costs and charges for the training workshops was well judged and, in combination of course with the attraction of workshop relevance, resulted in a surplus of $4573. From the offering of six topics (one workshop was a two-day event and the onscreen editing workshop was held twice) the income was $20,276 and a large quarter of this (26.6%) came from non-members. The expenses of $15,703 were mainly presenters' fees, catering, venue hire and stationery supplies. Additionally the committee decided to invest in some equipment (urn, coffee maker, pump pot: $179), which will be used at meetings as well, and paid for the coordinator (Pauline Waugh) to investigate workshops at the Queensland conference ($200).

Income during 2003 from listings in the *Editorial Services Directory* totalled $1318 and sales of the last paper copies of the 2001 to 2002 directory amounted to $118. Expenses have not yet included producing the print copy of the 2003 to 2004 edition but we have paid $750 to have the electronic version updated, the first time we have incurred this cost. Overall business with the directory during 2003 has earnt the society $37.

It has been usual for meetings to cost the society more than we charge for attendance and this has once again been the case. Our income from all eleven 2003 meetings was $4862 while our meeting expenses, mainly for catering and hire of venue, were $7407. We took advantage of a discount offer to stockpile wine for next year's meetings so the figures for 2004 will benefit (by $477). The shortfall for meetings of $2545 included the society's contribution of $1061 for the Christmas party. This subsidy included $350 for the trivia quiz presenter and $299 for presents.

As for the rest of our income, interest paid on our accounts amounted to $835 and we benefited by $240 from advertising.

There are still a few large expenses to tell you about. The newsletter is a major one of course. Altogether *Blue Pencil* for 2003 cost $6644. Of this $1776 was for postage and $4568 for printing. Participation in activities of the Council of Australian Societies of Editors (CASE) cost our society $2244. Of this $1768 went towards organising and participating in meetings, including the accreditation workshop held at City Tattersalls in November, and $339 was our share of the cost of reprinting the standards document.

On postage other than for the directory or *Blue Pencil* we spent $613. We also paid Australia Post $118 for rental of the post office box and redirecting the mail to our secretary. We paid auditing fees ($1320), insurance ($618), telephone costs ($596), for the website ($514), stationery ($626).

In June 2003 the society was accepted as a 'merchant' by the Commonwealth Bank's credit card facility. The cost of our new banking status in the second half of the year was $334. Some of this was a one-off joining fee of $55 but I do want to point out that the cost of offering this facility will increase as more members use it. The committee feels that the convenience is appreciated by members.

This report has been prepared ahead of the auditor's report and without a bank statement for December. However, almost everything that might be on the bank statement is already known and accounted for. Sometimes the auditor re-allocates sums from one category of mine to another of his but I believe that agreement will be fundamental. The auditor's report will be distributed at the annual general meeting.

Janice Beavan

Accreditation Update

Last year was very active on the accreditation front. The national working group distributed the first copies of its draft report at the Brisbane conference, 'Beyond Gutenberg and Gates'.

The word for the rest of the year was consultation. Around the country, societies held workshops or meetings, posted the draft report on websites and invited individual feedback.

Members made many valuable suggestions and this year the working group will concentrate on taking all this comment into account in its final report, which will be circulated before the revised proposals are put to members.

Pamela Hewitt

Committee positions

2004 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, type-setting 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.

NEWS AND NOTICES

Read a good book lately?
We're on the lookout for contributions from book reviewers so if you've read something you think would interest your *BP* colleagues and would like to write a short review, please email Paula at <paula.grunseit@.sbs.com.au>.

BELS examination in Australia
The next Australian BELS examination will be held in Sydney on Saturday, 3 July 2004.

The Board of Editors in the Life Sciences in the USA has an accreditation process for life science editors, centred on a three-hour written examination.

To be eligible for the certification exam, you must have a bachelor's degree and at least two years of experience as a manuscript editor in the life sciences. Some substitution of education and experience are allowed.

The examination will be held from 9.30 a.m. to 12.30 p.m., at the University of Sydney, Building F, 88 Mallett Street, Camperdown (opposite Camperdown Park). Registration costs US$25 and the examination costs US$100.

Further information is available at <www.bels.org>.

Applications open for John Curtain Fellowship
Applications are now open for the 2004 APA *John Curtain Educational Editorial Fellowship.*

Named after the highly esteemed editor, publisher and teacher, John Curtain, the Fellowship (to the value of $6, 000) is available to an experienced editor (freelance/contract/full-time) working primarily in Australian educational publishing. To qualify, editors need experience in schools, tertiary or professional publishing and must nominate a project to benefit not only themselves professionally but the industry at large.

The deadline for applications is Monday 1 March 2004.

Applications can be emailed to Mary Kumvaj at the APA, or by mail to: Australian Publishers Association 60/89 Jones St Ultimo NSW 2007.

'Challenging Ideas': The Australian Library & Information Association Biennial Conference 2004

The theme of this year's conference is 'Challenging Ideas'. The conference will be held at the Gold Coast Convention and Exhibition Centre, Queensland, from 21 to 24 September, 2004. Please visit <http://conferences.alia.org.au/alia2004/> for full details.

Society of Editors (NSW) Inc.

PO Box 254, Broadway NSW 2007; Voicemail: (02) 9294 4999
<http://www.users.bigpond.com/socednsw/>

Blue Pencil

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Your comments and contributions are welcome. Mail them to the Editor, *Blue Pencil*, Society of Editors (NSW) Inc., PO Box 254, Broadway NSW 2007, or email Sam Weir <dogwooddesign@ozemail.com.au>, or Paula Grunseit <paula.grunseit@sbs.com.au>.

Copy deadline for the April issue is Friday, 12 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. 2004 fees are $65 for new members ($40 if joining after 30 June) and $60 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 $40 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.

'Futures of the Book': International Conference on the Future of the Book

The second conference on the Future of the Book will be hosted in Beijing, China from 29 to 31 August 2004.

Leading thinkers and speakers from various fields such as publishing, editing, librarianship, printing and information technology will give keynote addresses.

Themes include: Authors' ways with words, Publishers' ways with words, Electronic ways with words, Readers' ways with words.

Topics include: reading and literacy trends, enhancing the viability of the publishing industry, print on demand and e-books. Find out more on the web at: <www.Book-conference.com>

Redesigning your Intranet 2004

This conference will take place from 16 to 19 March 2004 in Sydney. The range of topics to be covered includes: creating relevant content, meeting the needs of stakeholder, structuring intranet standards and guidelines. Four interactive workshops will also take place.

For further information, contact Suzie Stollznow, Ark Group Australia. Tel:1300550662
Email:<sstollznow@arkgroupasia.com>
Web: <http://www.ark-group.com>

Identifying and Managing Unstructured Information

This event will be held at the Grace Hotel in Sydney from 23 to 25 March 2004 and will deal with issues relating to different forms of information including email, attachments, word documents, faxes, videos and SMS.

For further information, contact Suzie Stollznow, Ark Group Australia. Tel:1300550662

SOCIETY'S WORKSHOPS

Professional development

Indexing

Date: 14 February 2004   Presenter: Caroline Colton
Venue: Holme Building, The University of Sydney
Cost: $160 members, $185 non-members (lunch included)

Indexing is a specialist skill that requires an understanding of principles, rules and basic techniques. This workshop introduces you to the fundamentals of back-of-the-book indexing and gives practical techniques for creating indexes.

Working smarter with computers: the basics and beyond

Date: 6 March 2004   Presenter: Bruce White
Venue: Company Directors' House, 71 York Street, Sydney
Cost: $145 members, $175 non-members (lunch not included)

This workshop will cover essential information to help you set up your computer for editing effectively, using features that relate specifically to editing. Bruce will discuss many tips and tricks that can make an editor's work easier. (See flyer for more information.)

Microsoft Word: advanced editing skills

Date: 3 April 2004   Presenter: Bruce Howarth
Venue: Company Directors' House, 71 York Street, Sydney
Cost: $145 members, $175 non-members (lunch not included)

This course requires a working knowledge of Word. An incredibly useful and powerful tool, Word is seldom used to the best advantage of the operator, and editors use Word differently from authors anyway. Editors need to scan a document for consistency, mistakes, adjust formats, create cross-references, re-construct tables and do it all—fast. In this workshop, we concentrate on a few topics that will help you use Word more efficiently. After each topic is introduced, participants will have time to work through examples. (See flyer for more information.)

Wired Words: writing and editing for the web

Date: 8 May 2004   Presenter: Pamela Hewitt
Venue: City Tattersalls Club, 198 Pitt Street, Sydney
Cost: $145 members, $175 non-members (lunch included)

Writing for the web has challenges that are different from print-based writing. The workshop covers 'chunking', break-out text, pyramid writing, and linking techniques.

Bookings

The society now accepts payment by credit card (MasterCard, Visa and Bankcard, but not American Express or Diners Card), cheque and money order. To book, please send a registration form to the Society of Editors (NSW) Inc. PO Box 254, Broadway, with your credit card details or fax or phone your registration and credit card details to the treasurer, Janice Beavan, at the numbers given in the committee list on this page. Bookings will close one week before a workshop takes place.

Cancellation and refunds

The society will refund 100 per cent of the fee if you cancel four or more working days before the workshop, and 50 per cent if you cancel one to three days before. However, please note that there can be no refund if you cancel on the day of the workshop.

Manuals and handouts

The society can only provide manuals and handouts to people who attend the workshop. Please see the information about workshop bookings on this page. For more information about the society's workshops, please send an email to Pauline Waugh at <paulinewaugh@ozemail.com.au>.