



THE EDITORS

P.O. Box 567,
Neutral Bay Junction 2089

NEWSLETTER NO. 8

REPORT ON THE ANNUAL GENERAL MEETING Kirribilli neighbourhood Centre, Fitzroy Street, Kirribilli. Wednesday, April 16, 1980.

APOLOGIES: John Cody, Brian Wilder, David Standish, Margaret Olds, Dallas Cox, Katie Finch, Kathy Jackson, Stewart Laurence.

PRESIDENT'S REPORT AND OPENING REMARKS

Our maximum number of members for the year was 108: this number would seem to indicate that our Association is performing a useful function by providing a meeting-pool for editors, as well as in preparing the Freelance Registers.

At the beginning of last year, your Committee drew up a list of topics which we judged to be of interest and value to members, and also in accordance with our stated aim of improving standards in editing. During the year we met eight times, and out of that list we covered the following topics.

The Editor and Author	The Editor and Subsidiary Rights
The Editor and Publisher	The Editor and Production
The Editor and Copyright	The Editor and the A.J.A.
The Editor and Literary Agents	Small Publishers

Sixteen guests accepted our invitations to speak and take part in discussions, and we are most grateful to them.

Apart from these eight meetings, and the Inaugural General Meeting held last May, we had our Christmas party at Mosman Rowing Club on December 5 last year, with 117 members and guests - an exercise we look forward to repeating.

We are particularly grateful to Mrs. McLennan and particularly to Janet Champion for the time she has donated throughout the year to our catering for each meeting, and we would ask her to accept this appropriate token of thanks.

We have produced a total of seven Newsletters, besides establishing our Freelance Register for both Editors and Book Designers, and through our Education Committee we have discussed possibilities for practical courses in editing. The Secretary of that Committee will report on this later.

We have made contact with several other professional bodies - the Society of Editors, Melbourne; the A.J.A.; the A.S.A. (members of the A.S.A. have been invited to two of our meetings); and the Galley Club, whose President addressed us at our meeting covering The Editor and Production.

We thank you for your support during the past year and look forward to our coming meetings.

MINUTES

The minutes of the previous A.G.M. were tabled and accepted.

TREASURER'S REPORT

EXPENDITURE

Newsletter	\$ 213.56
Rent	\$ 138.00
Catering	\$ 40.00
Christmas Party	\$1650.74
Freelance Register	\$ 65.74
Mailing Labels	\$ 27.82
Postage	\$ 99.40
P.O. Box Rent	\$ 16.00
Stationery	\$ 24.99
Wine	\$ <u>40.80</u>

TOTAL \$2317.05

Cash at bank	\$ 897.01
Petty Cash	\$ <u>24.97</u>

TOTAL \$ 921.98

TOTAL \$3239.03

Cash on Hand 16.5.79 \$ 765.46

RECEIPTS

Membership	\$ 690.00
Christmas Party	\$1437.50
Bank Interest	\$ 3.87
Catering Reserve	\$ <u>351.20</u>

TOTAL \$3239.03

CATERING REPORT

The report for the six meetings from May 16, 1979 through February 20, 1980 was presented.

Payments to caterer	\$ 683.00
Wines/drinks	\$ <u>169.80</u>
Total Expenditure	\$ <u>852.80</u>

Total Receipts	\$1204.00
	\$ <u>852.80</u>
Balance transferred to General Funds	\$ <u>351.20</u>

Christmas Function

Payment to caterer	\$1480.00
Wines/drinks	\$ <u>170.74</u>
Total Expenditure	\$ <u>1650.74</u>

Total Receipts	\$1437.50
	\$ <u>1650.74</u>
Loss on function	\$ 213.24

Accepted

EDUCATION COMMITTEE REPORT

Members of the committee for the year 1979-80 were: Barbara Ker Wilson (Readers Digest), Jacqueline Kent (freelance), David Ell (David Ell Press), Jane Arms (Cassell Australia), and Christine Astley Boden (CSIRO).

The training committee first met on August 9, 1979 to discuss what could be done to provide Sydney book editors with professional, practical training (bearing in mind that this was one of the main objects of The Editors). At that meeting they decided to survey courses relevant to publishing in Australia, USA and UK so that they could see what gaps there were and then make plans. It was felt that running a full-time course through a tertiary institution was not a particularly good idea, mainly because such a course would produce editors with paper qualifications and no jobs. It seemed more sensible to concentrate on editors already working in the industry. Thus the committee decided to look at the possibility of running a series of workshops and training sessions for book editors with varying degrees of experience and expertise.

At the next meeting on October 4, 1979 the formulation of a basic editing course was discussed. The topics selected for inclusion were: the role of the editor, evaluating manuscripts and writing manuscript reports and rejection letters, the development of the manuscript and dealing with the author, permissions and copyright, contracting, estimating and prelims, copy editing, editors and production, editors and design, proofreading, indexing, picture research, selection of pictures and captioning and commissioning original illustrations, marketing, publicity, review lists and blurb writing. It was envisaged that these topics could be covered in a series of half-day workshops and seminars in one year.

This is as far as the training committee has progressed. Christine Astley Boden was able to acquire some useful information on training in the UK when she was there at the end of last year. The training committee would welcome any reaction to the work that they have done so far and invite comments from all members of the Editors.

Accepted.

ELECTION OF OFFICERS

The following nominations were received for the positions noted.

President	:	Barbara Ker Wilson
Business Secretaries	:	1. Margaret Olds
		2. Jackie Kent
Treasurers	:	Bruce Champion
1. Catering	:	George Morrison
2. Membership	:	
Newsletter Editors	:	1. Gil Teague
		2. Jim Robins

There being no further nominations for the positions, the nominees were declared elected.

Carried by the meeting.

BUSINESS OF WHICH NOTICE HAS BEEN GIVEN

The Constitution

Amendment to Clause 7: It was proposed by Elaine Russell that the committee be increased by one member whose duty would be to maintain and update the freelance register during the year. Proposed by Elaine Russell, seconded Juliette Richter that Clause 7 to now read:

"There shall be a committee composed of: 1 President; 2 Secretaries; 2 Treasurers (Membership and Catering); and 3 other members responsible for newsletter, information, and the freelance register."

Carried by the meeting.

Further to this amendment Christine Boden was proposed by Elaine Russell and seconded by Jackie Kent as the nominee for this position. There being no further nomination the nominee was declared elected.

RATIFICATION OF CONSTITUTION

The amended constitution was presented to the meeting. It was moved Sue Wagner, seconded Rae de Telega that the Constitution be accepted.

Carried by the meeting.

The Constitution of The Editors is as follows.

1. The name of this organisation shall be The Editors.
2. The purposes of this organisation shall be: to maintain and develop standards of editorial skills; to hold meetings, the purpose of which is to discuss subjects of particular interest to book editors; to promote the exchange and dissemination of information and ideas among book editors.
3. The editors shall be a non-sectarian, and non-party political, non-profitmaking organisation.
4. Membership of this organisation is open to:
 - (a) Any employee/employer who is engaged full or part-time in any aspect of book editing.
 - (b) Any self-employed book editor.
 - (c) Any former editor in either of the above categories.
5. Membership is open to anyone satisfying the conditions set out in Clause 4 above who pays the annual subscription fee due on February 1 each year.
6. If a member's subscription remains unpaid for over two calendar months, that member will be given 14 days' notice that he/she will cease to be a member. Any person who so forfeits membership may appeal to the committee.

7. There shall be a Committee composed of:
1 President; 2 Secretaries; 2 Treasurers (Membership and Catering); and 3 other members responsible for newsletters, information, and the freelance register.
8. The Committee shall conduct and manage all the business and affairs of The Editors and may co-opt other members of the organisation to form sub-committees for special purposes.
9. There shall be an Annual General Meeting held as soon as possible after February 1 each year. At least 14 days notice of this meeting shall be given to all financial members. This notice shall include any resolutions to be proposed at the Annual General Meeting as well as nominations papers for a new Committee. The election of the Committee shall be held at the Annual General Meeting.
10. The Constitution may be amended by a resolution at any general meeting, provided that notice of the proposal to amend the Constitution is given in the notice of such meeting.
11. The funds of The Editors shall be banked in the name of The Editors with two Treasurers and two other committee members authorised to operate the account.
12. A qualified auditor shall be appointed by the Committee and shall examine all accounts. The auditors report shall be tabled at the Annual General Meeting.
13. The financial year shall conclude on January 31 each year.
14. One-third of the membership shall constitute a quorum to vote on any resolution at a meeting.
15. In any winding-up process, after the settlement of all liabilities, any other moneys will be paid to another organisation with similar objectives, as decided by a general meeting.

GENERAL BUSINESS

1. Freelance Register

Concern had been expressed regarding the experience and qualifications of some people listed in the register. Reference was made to a Canadian example where such a person must have had the equivalent of 500 hours per year. The policy of the editors has been to list only and not impose conditions. It was noted that not all those people listed in the register were members of The Editors.

It was resolved that a questionnaire be sent to publishers to determine their attitudes to the register and its usefulness.

2. Industrial Editors

Discussion was undertaken on the wider avenues of editing outside the book publishing world. Aspects of editorial work in the public service, advertising and various commercial organisations was discussed with a view to closer relations with the Society of Industrial Editors. (See Next Meeting Notice for May 21)

3. Combined Freelance Register

After discussion it was decided to approach the Society of Editors with the suggestion that we combine to compile a common register and in doing so, share costs proportionately. In discussing costs involved, the matters of fees for inclusion on the list and that of paid advertising were raised. It was decided to put these points aside until the feeling of the Society of Editors was known.

4. Combined Freelance Designers' Register

After discussion it was agreed that The Editors should approach The Galley Club with a view to their taking over or sharing the above register and its preparation. The committee members from The Editors agreed to put this proposal to The Galley Club early in May.

OTHER BUSINESS

The proposed ABPA Seminar was discussed; particularly the fees paid to speakers and its affect on the participant's fee. It was resolved to note the attendance at the seminar to determine its apparent success.

There being no further business the meeting was closed at 8.05p.m.

The usual wine and food which followed was enjoyed by all who sat through the rigors of the A.G.M.

FREELANCE REGISTER ADDITION

Doreen Grezoux,
4 Mayfield Avenue,
Pymble. 2073

Phone: 442195

Editorial Experience

Freelance work in Singapore for the Straits Times. Freelance work in the areas of copyediting, proofreading, and sub-editing.

Publishers for whom work has been carried out include: Thomas Nelson, Penguin, A.H. & A.W. Reed, Cassell Australia, Jacaranda Wiley, The Rigby Group, Angus and Robertson, Murray Books, McGraw Hill, Murray Child, Fine Arts Press, and William Collins.

COMPUTERIZED INDEX SERVICE

I propose to offer a computerized index service that will allow an index to be compiled in less than half the time it presently takes. I would be interested to hear from anyone who would use such a service. If you are interested please contact DIANNE REGTOP, Scotland Island, C/- Church Point P.O., after hours phone 997 2201.

MEMBERSHIP RENEWAL

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MEMBERSHIP RENEWAL

IF YOU HAVEN'T REJOINED - READ THIS.

It's time you did. Just write out a cheque for \$10 and send it to The Editors, P.O. Box 567, Neutral Bay Junction. 2089. This year promises to be as good as the last one. DON'T MISS OUT on the program - or the wine.

FREELANCE REGISTER

For any changes in addresses or additions, contact Christine Astley Boden on 887 8614 - your friendly freelance contact.

NEXT ISSUE

- * Some reference books that may be useful.
- * Additions to the freelance register.
- * Why not a letter or two from some of you?

NEXT MEETING

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NEXT MEETING

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NEXT MEETING

May 21 OTHER POSSIBILITIES IN EDITING

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|---------------|---|--------------------------------------------------------------------------------------------------|
| John Croyston | - | ABC, Television/Drama. |
| W.S. Larkins | - | Compton Advertising, and chairperson of the management committee, Australian Society of Authors. |
| Graham Timms | - | Society of Industrial Editors, and Editor of AMICUS, A.M.P. house journal. |
| Basil Walby | - | Editor-in-Chief, C.S.I.R.O., Melbourne. |

Followed by:

June 25 BOOKS WE CAN'T DO WITHOUT

Dictionaries, Encyclopedias, and Directories.

6 EDITORIAL RESEARCH

Kirribilli Community Centre,
Fitzroy Avenue,
Kirribilli

Time 6.00p.m. onwards

Price \$7.00 for food
and drink.

forget to R.S.V.P with Narelle Konte on 438 1451 or 43 5207 by Monday
the latest.

See you there.