



Editors NSW

A branch of IPEd

Annual Report 2019

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President's report

Your Editors NSW committee has been as industrious as ever in the past 12 months, providing and participating in a range of events, industry forums and advocacy activities that support and promote the work of editors.

The benefits of belonging to a unified national organisation become clearer each year, as we see a steady rise in the number of national industry events and discussion forums to which IPEd is now invited. Last September, Editors NSW Secretary Sally Asnicar gave a presentation on the work of editors at an Australian Society of Authors workshop for self-publishing authors, while in November I attended the annual Australian Inclusive Publishing Initiative forum convened by the Australian Publishers Association. In May this year I was then invited to represent IPEd at the Australian Book Industry Awards, where I met representatives from the Copyright Agency, Writing NSW and a number of publishers, all of whom are becoming increasingly aware of and interested in our work.

Within our own organisation, Editors NSW continues to work closely with the IPEd staff, board and other branches to develop national initiatives for the benefit of all IPEd members. In addition to our representatives to the IPEd Board, Accreditation Board and Mentoring Program, Editors NSW committee members also participate in the work of the Standing Committee on Professional Development (SCPD), the Communications Working Party (CWP) and the Style Manual Steering Group. This year has also seen the launch of the IPEd Ambassadors Program, with members Linda Nix AE, Olivia Roth, Rebecca Harcourt and Hazel Baker volunteering to spread the good word in New South Wales about the valuable services that editors provide.

The Editors NSW committee also continues to offer a substantial range of activities and benefits to members of our branch, through our program of professional events, social activities and newsletter articles. In the past 12 months we have held seven member meetings, two well-attended social dinners, six professional development workshops and a full-day seminar on ethics in editing. We have also been delighted with the success of our expanded editors' lunches initiative, with events being hosted by members in Armidale, Bellingen, Dorrigo, Gosford and Coffs Harbour as well as in areas of Sydney.

Supporting these activities, we published 11 editions of *Blue Pencil*, featuring a full write-up of each month's meeting and the seminar presentations; regularly posted information on online social platforms; and established mentor-mentee relationships through the National Mentoring Program.

In the past year we also introduced a new initiative to contact each new member as they join our branch, letting them know about the support and services we offer to Editors NSW members. We hope this personal touch will help new members feel welcome, encourage them to attend events and give them opportunities to connect with other IPEd members.

For all of this important work we owe our thanks, as always, to our priceless branch committee, without whom these activities would not be possible:

- Vice President **Zoë Hale**, who chaired committee meetings when I was unavailable, and who also regularly assisted with copy editing and proofreading our newsletter
- Secretary **Sally Asnicar**, who kept the minutes of our committee meetings and recorded the key decisions we made during them
- Budget Officer **Russell Noakes**, who created a budget for income and expenditure for events and administration, ensured we kept within our expenditure limits and approved the payment of all monthly invoices
- Newsletter Editor **Elisabeth Thomas**, who worked long hours each month to provide us with our valued copy of *Blue Pencil*, and who also represented Editors NSW at meetings of the IPEd CWP
- Workshop Planner **Lilla Wendoloski AE**, who researched topics and engaged trainers for our branch workshops, organised the popular November seminar on ethics in editing and attended national meetings of the IPEd SCPD
- Meetings Coordinator **Caroline Birch AE**, who engaged a terrific range of informative presenters for our monthly member meetings
- Our new Member Liaison Officer **Katrina Gibson AE**, who warmly greeted all new members with a personal email, as well as assisting with social media posts to promote our branch events
- IPEd Director **Owen Kavanagh**, who kept the branch committee informed about the board's discussions and decisions, and vice versa
- Accreditation Board delegate and SCPD Chair **Linda Nix AE**, who regularly updated us on progress with the renewal of accreditations and planning for the next exam in 2020, as well as plans for a national professional development program
- Mentoring Coordinator **Shannon Kelly**, who brought together mentees and mentors for our branch as part of the National Mentoring Program.

Our thanks also to:

- Administration and Events Manager **Susie Pilkington**, who looked after the booking and admin details for our events and the day-to-day running of the branch, as well as volunteering her time to write up the monthly presentation and committee report for *Blue Pencil*
- Honorary Life Member **Robin Appleton**, who supported the committee by proofreading *Blue Pencil* and taking the registrations at our member meetings.

Last but not least, our thanks as always to all our current members. In renewing your membership each year, you allow IPEd to continue its mission to advocate for and improve the visibility of editors, and thereby you support our profession itself.

Julie Ganner AE, President
August 2019

Branch activities report

Member meetings

Once again, Editors NSW members heard from a wide range of speakers at our monthly meetings in 2018–19. We continued to benefit from the perspectives of many interesting people from across our industry, from academia to law. We even came together and enjoyed a last-minute networking session when a speaker was kept away by illness.

As always, comprehensive write-ups of each talk were published in *Blue Pencil* for members unable to attend.

The presentations at this year's meetings were:

- editing personal memoirs, with Lucy Palmer of Memoir Makers (October 2018)
- literary agents: what editors need to know, with Jane Novak (February 2019)
- technical editing, with Lyneve Rappell (March 2019)
- educational publishing, with Gurdish Gill of McGraw-Hill (April 2019)
- *Australian Style*, with Adam Smith of Macquarie University (May 2019)
- copyright and IP, with Olivia Lanchester of the Australian Society of Authors (June 2019).

We have a full schedule coming up, with speakers covering topics including:

- digital marketing for editors
- legal editing
- accessibility
- editing biographies.

We will also enjoy meeting as a group for our end-of-year dinner in Kirribilli and hope to see many of you there for this annual highlight.

Caroline Birch AE, Meetings Coordinator

Workshops

The aim of our skills-based workshop program is to enable editors to develop and maintain a high standard of professional practice. In 2018–19, Editors NSW held six professional development workshops on a range of topics:

- setting up a simple website, with Rhonda Daniels AE (July 2018)
- introduction to thesis editing, with Owen Kavanagh and Lilla Wendoloski AE (August 2018)
- MS Word styles and templates, with Denise Tsagaris (September 2018)
- the business of being a freelance editor, with Rhonda Daniels AE (October 2018)
- the art of manuscript assessment, with Kaaren Sutcliffe AE (February 2019)
- grammar and punctuation, with Tony Spencer-Smith (June 2019).

In November 2018, we also held our third biennial editors' seminar. This one-day colloquium on ethics in editing featured stimulating discussions and presentations by Radhiah Chowdhury, Rhonda Daniels AE, Melissa Faulkner, Sarah JH Fletcher, Julie Ganner AE, Juliet Richters AE and Rae Luckie.

In January, we surveyed members to learn more about their professional development needs and interests. The results of this survey will inform our planning of future events.

Looking ahead, we're developing new workshops on Microsoft Word and the 2020 IPEd accreditation exam. We're also looking forward to welcoming a dedicated new committee member to participate in the SCPD as it implements IPEd's ambitious national professional development framework.

Lilla Wendoloski AE, Workshop Planner

Newsletter

Your newsletter, *Blue Pencil*, has had another interesting and successful year, keeping members informed about the business and activities of the branch and the committee on their behalf. This is the key function of your newsletter: supporting and informing members across the state (and elsewhere), especially those who cannot readily attend the member meetings in Sydney.

This is the main aim behind *Blue Pencil* appearing in your inbox 11 times a year. Please remember to have a look – whether it is the details of an upcoming meeting or workshop, the report of the meeting you could not attend, a professional news article, book review, what happened at the last committee meeting, news from IPEd or the terrific discounts on reference materials, software and courses available to members – there is always something of interest.

We are always seeking to improve your newsletter. For instance, we are now providing the reports from the talks at member meetings just a few weeks after they are held, thanks to the rapid writing talents of Susie Pilkington.

Special thanks, for 2018–19, go to Susie Pilkington, Robin Appleton, Zoë Hale and Sally Asnicar for their invaluable contributions to getting *Blue Pencil* out to members.

We are always pleased to receive comments about *Blue Pencil* from our members.

More national communications plans are underway for the coming months as IPEd works on strategies for the organisation across Australia and now New Zealand/Aotearoa. So, we will keep you up to date as ever with IPEd news.

Remember, it is *your* newsletter: we are always looking for content and who better than you, as Editors NSW members, to provide that content. Please feel welcome to submit articles – short or long – for consideration for publication. Help build your professional association by sharing your experience, knowledge and information with your colleagues.

Elisabeth Thomas, Newsletter Editor

Member liaison

Since joining the committee in November 2018, I have sent 51 welcoming emails to new members. These highlight the benefits of membership, provide details of the next branch event and invite the member to make contact so they can be personally welcomed if they are able to attend.

I am amazed by the distance and geographical diversity of our members, having welcomed people from Sydney's Inner West to as far as Phoenix, Arizona! We also have a strong membership cohort in the Australian Capital Territory, and I make a point of asking all new members who live outside the Sydney metropolitan area whether they have any ideas for how Editors NSW can support them better.

New members often reply to thank us for making contact, advise if they can attend an event or ask for more information about mentorship or other forms of support. The role of Member Liaison Officer is a new one and will of course continue to develop. In the meantime, it is clear that new members appreciate both the personal contact from our branch committee and the supportive of Editors NSW as a group.

Katrina Gibson, Member Liaison Officer

Mentoring

The last year saw continued success for and growth in the National Mentorship Program. The program was very well attended, with interest being fuelled in early 2019 by a popular panel on mentoring at the IPed conference. Some of those who were interested were first directed to the monthly branch meetings program instead, and encouraged to join the mentorship program later if they required any further professional training.

The program also expanded across the Tasman, welcoming the first New Zealand editor to join the program as a mentee under the New South Wales branch.

Overall mentorship attendance for New South Wales this year was equal with that in 2018, with three mentorships concluded since the last annual branch meeting. Since many mentorships in the previous period were for the accreditation exam, this represents an increase in the number of non-accreditation mentorships sought out and successfully matched during 2018. I expect continued growth in the 2019–20 period in anticipation of the exam in August 2020, as accreditation training remains a popular request for mentorship.

Shannon Kelly, Mentoring Coordinator

Branch budget report

The breakeven requirement for member meetings and professional development workshops remains central to the budget process. In 2018–19, we did our best to meet this commitment and shall continue to do so in 2019–20.

The 2018–19 financial results were not as good as we had hoped. While our results show a surplus for branch member meetings, attendance at our professional development workshops was lower than in past years. Our revenue was consequently lower than forecast, resulting in an operating loss for our workshops and our events program overall. National funding results were much better, however, and we ended 2018–19 having spent less than budgeted on administration, which helped to offset the loss from our events.

The full accounts for Editors NSW branch income and expenditure will be published in the IPEd annual report later this year.

The year saw the addition of a line item for branch reserved funds, which are part of the total funds transferred to IPEd at the establishment of the national membership. In 2018–19, we spent \$8110 from our reserved funds, including a one-off contribution of \$4737 to IPEd's central accounts to strengthen cash flow. We have decided not to draw on our remaining reserved funds of \$10,741 in 2019–20, to ensure we have sufficient available for unforeseen events in the future. This also means we must work even harder through the budget process to plan for small surpluses for all our events, and to keep within our national funding allocation.

National office has now introduced a 'branch allocation' for the ordinary services of each branch. These amounts fund administrative support for committee activities and meetings, as well as ongoing expenses such the website and newsletter. The Editors NSW national allocation for 2019–20 is \$9000. While we cannot budget to spend more than that amount, we do have some flexibility to ask for line item amounts to be adjusted (within the \$9000 allocation) to accommodate changing priorities.

We have budgeted to spend our full national allocation of \$9000 in 2019–20, including a small allowance for contingencies. The new budget also forecasts a small surplus of \$400 for events (professional development workshops and branch members' meetings).

The budget this year focuses on supporting all our members through opportunities for professional development workshops, networking at member meetings and editors' lunches and providing information through our newsletter and website. To that end, we have decided not to sponsor any external events or prizes, to ensure all our limited income is used to benefit our members.

We now participate in a series of national budget officers' teleconferences. This will be useful for branch budget officers to share experiences in managing budgets and participate in shared discussions with national office about budget policy and guidelines.

The committee's challenge again this year is to take good care of our members' money, and to make sure it is used for the right purposes and without unnecessary expenditure.

Russell Noakes, Budget Officer