

Institute of Professional Editors Limited (IPEd)

Meeting of the Council (by teleconference)

Sunday 17 May 2009, 10.00 am – c. 12.10 pm AEST (meeting adjourned)

Sunday 14 June 2009, 10.00 am – 12.05 pm

Participants

Councillors

Canberra

Virginia Wilton (VW) (Chair)

New South Wales

Pam Peters (PP)

Queensland

Robin Bennett (RB)

South Australia

Rosemary Luke (RL)

Tasmania

Janice Bird (JB) (Honorary Treasurer)

Victoria

Rosemary Noble (RN) [14 June only]

Western Australia

Anne Surma (AS)

Accreditation Board (AB) Chair

Larissa Joseph [14 June only]

Accreditation Board Acting Chair

Karen Disney (KD) [17 May only]

Robin Bennett (RB) [14 June only]

Communication Committee Convenor

Rowena Austin (RA) [17 May only]

Secretary

Ed Highley (EH)

MINUTES

Agenda item	Subject	Action
1.	Confirm agenda and record participants and apologies The meeting started just after 10 am. PP was a little late in joining. The agenda was confirmed. Apologies were received from Rosemary Noble (Victoria) and Larissa Joseph (AB Chair) for the first session.	
2.	Declaration of interests JB noted that there might be a potential conflict of interest in the event of discussion about the employment and payment of assessors.	
3.	Confirm the minutes of the 14–15 February 2009 meeting (previously distributed) The minutes of the previous meeting were confirmed.	
4.	Business arising 4.1 Appointment of patron VW reported that there had been no response from Hilary McPhee to a mailed letter. Councillors agreed that Don Watson should now be approached. PP noted that he had an agent, who likely sifted incoming mail. 4.2 Use of Eureka Teleconferencing EH noted the successful transfer from Express to Eureka Teleconferencing, yielding considerable cost savings. RB was thanked for alerting Council to the existence of the new provider.	VW

	<p>4.3 IPEd logo on Member websites</p> <p>EH reported that not all society websites were displaying the IPEd logo, or otherwise mentioning membership of IPEd, on their home pages, as had been agreed. Of those where it did appear (Canberra, NSW, Tasmania, WA), WA was the exemplar. RL (web minder) said she would follow up on this by 30 June.</p>	<p>RL</p>
	<p>4.4 ASEP: on or off the website</p> <p>AS noted that the WA society was unhappy with the decision to remove the standards from the IPEd website, and make them available only by hard-copy purchase. She said that ASEP was an educational resource for WA universities and should be freely available to students.</p> <p>After some discussion, it was agreed the standards should be reinstated to the website, with hard copies for sale to those who wanted them.</p> <p>It was noted that the practice of giving a printed copy of the standards to every new society member seems to be in decline. Councillors agreed that it should be reinstated. RL has good stocks.</p>	<p>RL</p> <p>All councillors</p>
	<p>4.5 Criteria for new Members</p> <p>Councillors confirmed the criteria and agreed to their accession to the website.</p> <p>VW noted that she had had no formal response to Council's letter the PEA (NSW) rejecting its application for membership.</p>	<p>RL</p>
	<p>4.6 Updating ASEP</p> <p>KD said that the intention was for the Assessors Forum to look at this. She will put it on the AB meeting agenda. PP noted that the forthcoming on-screen exam trial will look at 'electronic aspects' of the standards.</p>	<p>AB Chair</p>
	<p>4.7 Review of business plan</p> <p>EH reported that no effort had been expended on this, since the document seemed to him to be non-functional. RL disagreed, saying that it should plot progress in agreed activities and be a standing item on meeting agendas. Others concurred. EH said he would update the plan using information to hand and submit it for Council consideration.</p>	<p>Secretary</p>
	<p>4.8 CAL Cultural Fund application</p> <p>EH said that he had held off on this because the results of work in progress by the on-screen exam working party (see item 7) would likely be highly relevant to the content of an application. Two other factors were the marginal relevance of the priority for this year's grants—'projects which support innovation in the Australian creative industries and develop local and foreign markets for Australian works'—and a closing date for applications of 22 May. PP noted that report of the working party would be available in time to permit an application to CAL in March 2010. Council</p>	<p>Secretary</p>

	<p>endorsed this objective. RB said she believed that early submissions in each round had a greater chance of success.</p>	
5.	<p>Reports from committees</p> <p>5.1 Finance and risk management</p> <p>JB spoke to her tabled Honorary Treasurer's report (Attachment 1), reiterating the importance, for purposes of taxation, of distinguishing between activities and expenditure relating to this and the new financial year.</p> <p>[The 'rules' can be summarised as follows:</p> <ol style="list-style-type: none"> 1. Expenditure that relates to work done this year (e.g. by those now writing the exam to be held in September 2009) is deductible this year. 2. Payments in advance for work/services, insurance etc. to be performed/provided after 30 June will need to be allocated to next year's expenses. 3. Deposits and registration fees relating to the forthcoming exam will count as income in 2009–10 and as a liability on this year's balance sheet.] <p>JB noted that SA had yet to provide the balance (50% = \$1070) of its 2008–09 levy.</p> <p>Resolution:</p> <p><i>That Council accepts and endorses the Honorary Treasurer's report and the financial statements therein</i></p> <p>Moved: RB Seconded: RL Carried</p> <p>5.2 Accreditation Board</p> <p>KD, Acting AB Chair, spoke to her tabled paper (Attachment 2). The budget target for registrations for the second accreditation exam on 12 September 2009 is 100, which RB (the AB Treasurer) said she believed was feasible. KD noted that, to preserve IPEd's credibility and reputation, it may be necessary to proceed with a smaller number of candidates, say 75. Plan B would be to defer the exam for some months. Looking to the longer term, the feeling was that there would be 60–70 exam candidates per year.</p> <p>KD noted the urgent need to remove, through explanation and definition on the website and elsewhere, apparent confusion about the accreditation-associated postnominals, particularly DE (see item 12).</p> <p>JB enquired about the exam workshops to be organised by the societies for potential candidates. It was noted that Meryl Potter, Lead Writer/Developer of the exam had prepared guidelines for the NSW society's workshop, for which a date has already been set. Could these be provided to the other societies? PP is to follow this up. RL will collate the dates of all workshops.</p> <p>VW moved a vote of thanks to members of the AB for their ongoing commitment.</p> <p>5.3 Communication</p> <p>RA apologised that work pressures had prevented her being able to finalise a communication plan in time for the meeting. She noted</p>	<p>PP, RL</p>

	<p>that she and RL had just completed drafting a national identity discussion paper. [This was subsequently distributed to councillors, for only internal comment and discussion at this stage.]</p> <p>RA expressed concern at the apparent lack of action by Members, or indeed opposition to, the media release on the result of the first accreditation exam prepared and circulated by CommComm.</p> <p>Victoria, for example, was unhappy with the wording of the release. Many societies had, apparently, not bothered to make the release, and it was now too late to do so. RA noted that the media monitoring needed to track releases would be too expensive. JB said that two accredited editors had figured on local ABC radio as a result of the Tasmanian society's own release. PP suggested the APA Blue Newsletter could be a good means of publicising activities.</p> <p>RA summed up by noting that it was not possible to have a successful campaign without the active participation Members. The differences between the Members and Council needed to be overcome. There was general agreement to the suggestion that a 'national organisation paper' be prepared for presentation at the conference in Adelaide.</p> <p>Before the second part of the meeting, RA circulated a discussion paper 'Is it time for a national brand?' (Attachment 3) to councillors. There was general support for the tenor of the paper. The proposal for a 'National freelance register' received much attention and some support, but impediments such as the differences in membership criteria between the societies and potential 'take over' perceptions were noted. A critical issue was: Should entry to an IPEd-managed national register be restricted to IPEd Accredited Editors? VW said the list of AEs already on the IPEd website could form the basis of a national 'Register of <i>professional</i> editors' (she spoke against use of the term 'freelance' in the context of the proposal being discussed).</p> <p>Councillors agreed with VW's proposal that the paper be circulated to Member committees for discussion.</p>	Secretary
	<p>5.4 Professional development</p> <p>AS spoke to her tabled paper (Attachment 4). Key suggestions are:</p> <ul style="list-style-type: none"> • beefing up the coming events section on the website to include an annual calendar of training activities across the societies and in related bodies • establishment of links to institutions providing editorial training. AS noted that she was building on the list of such institutions provided at <http://www.aawp.org.au/courses>. PP spoke strongly in favour of restricting this list to 'public' institutions. RL suggested that development of the list continue, but that it not be operationalised via the website as yet. 	
	<p>5.5 Policy and procedures</p> <p>Not discussed</p>	

<p>6.</p>	<p>The budget for 2009–10</p> <p>6.1 General expenditure and setting the Member levy for 2009–10</p> <p>Between the first and second parts of the meeting, the Finance and Risk Management Committee and the Acting Chair of the AB met to discuss finances and the amalgamation of Council and AB estimates into a single budget for the year. This is shown in Attachment 5, which, on the figures available, predicts a substantial loss for the coming year.</p> <p>Discussion of the budget focused on means of reducing the costs of the 2009 exam, it being the primary source of the predicted deficit. A few anomalies were noted in AB items: their rectification in a revised budget might lead to a cost reduction of an estimated \$4,000.</p> <p>The cost of exam marking was identified as a major item and two potential means of reducing it were discussed: cutting the fee paid per paper marked (currently \$250); keeping the number of markers to perhaps 5. Acting on the latter would reduce the cost of the post-exam moderation meeting.</p> <p>While it was agreed that there were likely to be efficiencies in the use of experience markers, the need to train new markers was acknowledged. It was suggested that there should be one new marker enlisted for each exam.</p> <p>Introducing the discussion on setting the member levy for the year, VW noted that the cost of Council activities during the current financial year had been adequately covered by the \$20 per member levy.</p> <p>Following discussion, it was agreed that the levy should remain at \$20, but that there might be a need for a supplementary levy in early 2010, if the forthcoming exam attracted too few registrations to break even. Councillors were charged to take this information to their committees and report to Council on the responses.</p> <p>Motion:</p> <p><i>That the general levy for the 2009–10 financial year be set at \$20 per society member of all classes, the numbers of members being those at 31 May 2009.</i></p> <p>Moved: VW Seconded: PP Carried</p> <p>The secretary will send a ‘Member contribution form for 2009–10’ to the societies via their councillors.</p> <p>It was agreed that updating the draft budget should be postponed until after 1 August, the closing date for exam registrations. Both the Council and the AB would meet shortly after that to assess the circumstances.</p>	<p>Secretary</p> <p>Honorary Treasurer/ AB Chair</p>
<p>7.</p>	<p>Report of onscreen exam working party (Attachment 6)</p> <p>PP reported that good progress was being made and that there were plenty of volunteers for the trial of an onscreen exam to be held in early July.</p>	

<p>8.</p>	<p>Report on responses to the strategic planning questionnaire</p> <p>RN reported that she had collated the data from the questionnaire each society completed at the beginning of this year [Attachment 7]. She said she planned to do some analysis of it with a view to eventually putting the summary on the website and passing on some points of discussion for each society to inform a future discussion about IPEd and its members. She said she would be happy to put this together as a paper for the conference in October.</p> <p>In subsequent discussion it was agreed that this information should be incorporated in the Chair’s presentation to the national conference (see item 13). RN will provide such to VW by 14 July.</p>	<p>RN</p>
<p>9.</p>	<p>Proposal for further development of the website (Attachment 8)</p> <p>Council agreed with the proposal prepared by the Secretary, but asked that he seek to reduce the total cost by offering the developers promotion space on the new IPEd site and/or a spread of the cost of the work over several payments,</p> <p>JB noted that the cost of the work did not appear in the current draft of next year’s budget.</p>	<p>Secretary</p>
<p>10.</p>	<p>Council succession and the appointment of a deputy chair</p> <p>VW noted again the urgent need to consider this matter. She exhorted Councillors to give the matter serious thought and discuss it with their committees and members.</p>	<p>All councillors</p>
<p>11.</p>	<p>Report on visit to the Society for Editors and Proofreaders, UK (Attachment 9)</p> <p>Council commended RL’s report on her visit, which outlines the structure of SfEP and the mechanics of its accreditation and registration schemes. VW asked that the report be circulated to members of the AB for their information.</p>	<p>Secretary</p>
<p>12.</p>	<p>Explanatory statement on AE, AAE and DE</p> <p>The issue discussed here was stimulated by an email message from Liz Steele, President of SocEds(Vic), to VW on 12 May (see Attachment 10).</p> <p>KD opined that the accreditation categories had all been fully explained already but that, clearly, this information needs reinforcing by all possible means.</p> <p>A critical point of emphasis is that DEs were not ‘appointed’ by IPEd but nominated by their societies. KD noted that all DEs from SocEds(Vic.) are honorary life members of the society.</p> <p>VW said that what was needed was a clear statement of what AE and DE mean, without reference to AAE, which would confuse the matter.</p> <p>KD and RL agreed to work on a final statement to be disseminated at as soon as possible.</p>	<p>AB Chair</p>

13.	<p>National conference news (Attachment 11)</p> <p>The form of the presentations to be made by Council and the AB was discussed briefly. It was agreed that the Chair should introduce the IPEd presentation at the Council session (Friday 9 October, 0900–0945). VW noted that she would not be standing for re-election at the AGM on the preceding day but that, since it would be unfair to ask the new Chair to do so, she would be happy to do the job. As at the last conference, the session would likely take the form of a presentation followed by discussion stimulated by questions from the floor. VW asked all councillors to send ideas and notes for the session to her by 14 July.</p>	All councillors
14.	<p>Barbara Ramsden Award</p> <p>RN tabled a report on the 2008 award (Attachment 12).</p>	
15.	<p>Other business</p> <p>None</p>	
16.	<p>Date and time of next meeting</p> <p>Sunday 2 August, 10 am – noon</p>	

[Signed]

.....
Virginia Wilton
Chair

2 August 2009

[Signed]

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Ed Highley
Secretary

ATTACHMENT 1

Honorary Treasurer's Report for Council Meeting Teleconference 17 May 2009

General

The 2007–08 tax return has been submitted to the ATO. I sought advice from Tenbenschel & Dee regarding expenditure in the current financial year in anticipation of the 2009 exam, and circulated this advice as appropriate. (In summary, payments or purchases of over \$1000 need to be apportioned according to the financial year to which they relate. For example, if we paid for 12 months of insurance starting in May, 10/12ths of the premium would be allocated to next year's expenses. Consequently there is a limit to how much can be spent in anticipation of the 2009 exam and deducted from this financial year's taxable surplus.)

As more than 12 months has passed since we signed an annual letter of engagement to retain the bookkeeping services of Debra Jeffrey, a new agreement has been signed by me on IPEd's behalf, which includes an increased fee of \$45 per hour plus GST (previously \$40 + GST). This request from Deb was agreed to by Virginia and Ed.

April and YTD financial reports

The usual monthly and year-to-date reports are attached. Some departures from budget figures are worth noting.

A payment of \$1140 from SA (deferred levy) was budgeted for receipt in March but has not yet arrived.

Exam expenses for April amounted to \$1368.18 (P&L April). Costs for preparation of the 2009 exam are not in the current budget.

From the Profit & Loss 'July through April' you will see that some specific exam expenses line items are above budget. This is partly due to allocation (categories had to be surmised when budget was prepared). Overall, despite recent expenditure on preparations for the next exam, this activity still shows a healthy surplus above budget.

Expenses for council travel and accommodation for the year to date are \$4000+ above budget because the face-to-face meeting was brought forward to February; the budget includes a total of \$5400 for that purpose in May and June, so this item should be within budget at the end of the year.

From July to April 2008–09, general (non-exam) expenses amounted to \$26,911 and member levy income \$28,600. Expenses for May and June are unlikely to be covered by the balance of the levy. You will note (see P&L July–April: total income, operating profit) that the exam surplus is roughly equivalent to the current overall surplus.

This underlines the need to consider other forms of income unless future years' expenses are reduced and/or accreditation activities are planned to make a surplus rather than breaking even.

Budget 2009–10

This initial draft budget for 2009–10 is based on actual figures available at the time (ie up to the end of March) and the current year's budget. Simultaneously the AB has been working separately on a budget for accreditation activities so the MYOB draft currently has zeros for all accreditation-related income and expenses. In essence it only covers general expenses (administration, overheads, council meetings etc), and income from the member levy.

Clearly this draft is only a basis for discussion. Having no other indications from council, I have assumed similar activities and costs to this year and included items that were agreed for

last year's budget but didn't happen (eg some of the advertising component). I have not included any unknown or unexpected income such as grants, sales and fees for courses etc as this would require creative fiction at this stage, but of course such activities should be included in the budget if council knows of any prospects or proposals.

Please note that the bottom line shows a loss of nearly \$10,000 (\$5400 of which is the anticipated tax liability from this year's surplus), meaning that, to cover IPEd's budgeted operating costs as they stand, something like this amount will need to be found, whether from grants, sponsorship, exam surplus or other income-generating activities.

I presume that council will be asked to consider a separate budget from the AB at this meeting. For these figures to be included in the MYOB budget, one scenario (ie one set of candidate numbers) needs to be decided upon at this meeting and the AB will need to allocated income and expenses to the appropriate months throughout the year (presumably including allowance for expenditure on 2010–11 accreditation plans, in line with the current expenditure for the year ahead). The budget can be adjusted during the year (ie when registration figures are more definite) if council considers that desirable.

Other notes on draft figures:

Income

Assumed same levy per member and similar number of members per society as 2008–09.

NB. Council decision needed now re levy amount to request from Members, if it is to be collected early in the next financial year.

Expenses

Admin: Sec Remuneration – based on (rounded up from) this year's actuals (which were below budget – well done, Ed!). Does not include an exam secretariat component (presumed to be in AB budget).

Accountants: includes \$440 to be charged for 2007–08 tax return (which I don't think has yet been invoiced/paid but might fall in current financial year) as well as for 2008–09 (but will be more complex so could cost more).

AGM: assumed it will be by teleconference, or combined with Adelaide conference in October (see Council travel & accom, below).

Audit fee: increased, to reflect more transactions in 2008–09 than for the previous year.

Bookkeeper fee: as time was spend this year on setting up and refining systems, the time involved in bookkeeping next year is not likely to increase; however, the hourly rate has increased (see General comments, above).

Committee expenses: modest allowance to support comm comm etc.

Council telecons: reduced due to new, cheaper provider (thanks, Ed!).

Council travel & accom: assumed meeting in Adelaide in conjunction with October conference, which would not involve additional air fares specifically for IPEd, but some allowance made for on-ground transport, per diem allowances and additional night of accom. Also one face-to-face meeting in May 2010 (better way to nut out the new budget than on phone!). Assumed nine travelling participants.

Trainers/speakers: \$1000 (October) included as council agreed to cover travel & accommodation expenses for its patron to speak at the Adelaide conference.

Income tax: figure based on 30% of this year's surplus on exam (\$22,000 as at 30/3/09, less \$4000; as an estimate of what might be deductible through expenditure on accreditation activities before 30 June 2009). Any deductible loss from 07-08 has not been taken into account (advice is that it might produce a tax saving of \$1000).

To be considered

Apart from comment on the figures presented, would Council please provide input on anything else that might have financial implications, for example:

- Any other planned/hoped-for activities and the associated income, expenditure and timing
- Possible cost-cutting and income-raising
- Levy – is there any prospect of admitting new Members (or losing existing ones)? Any possibility of business planning that will allow a cut to the levy?
- Funding of subcommittees, communications strategy, proposed services to Members etc
- Funding of online/on-screen exam development (presumably in AB budget?)

Finally...

As usual, my sincere thanks to Ed for his industriousness, diplomacy and efficiency in managing IPEd's financial activities.

Janice Bird
Honorary Treasurer
12/5/09

Institute of Professional Editors Ltd

GPO Box 1464
CANBERRA ACT 2601

Profit & Loss [Budget Analysis]

July 2008 through April 2009

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	Selected Period	Budgeted	\$ Difference	% Difference
Income				
Accreditation Income				
Exam Income	\$89,090.00	\$73,500.00	\$15,590.00	21.2%
Total Accreditation Income	<u>\$89,090.00</u>	<u>\$73,500.00</u>	<u>\$15,590.00</u>	<u>21.2%</u>
Advertising	\$0.00	\$600.00	-\$600.00	(100.0%)
Member Income	\$28,600.00	\$30,280.00	-\$1,680.00	(5.5%)
Mis Income	\$80.00	\$0.00	\$80.00	NA
Total Income	<u>\$117,770.00</u>	<u>\$104,380.00</u>	<u>\$13,390.00</u>	<u>12.8%</u>
Expenses				
Exam Expenses				
AB Telecon & Meetings	\$3,324.01	\$2,895.00	\$429.01	14.8%
AB Travel / Accommodation	\$4,461.59	\$4,400.00	\$61.59	1.4%
AB Other	\$955.22	\$0.00	\$955.22	NA
AF Telecon & Meetings	\$969.83	\$0.00	\$969.83	NA
AF Travel / Accommodation	\$4,504.56	\$6,800.00	-\$2,295.44	(33.8%)
AF Other	\$1,092.65	\$0.00	\$1,092.65	NA
Advertising - Exam	\$0.00	\$1,200.00	-\$1,200.00	(100.0%)
Coordinator - Exam	\$4,878.43	\$2,000.00	\$2,878.43	143.9%
Development Team - Exam	\$6,200.00	\$5,650.00	\$550.00	9.7%
Markers & Moderation - Exam	\$28,107.18	\$20,950.00	\$7,157.18	34.2%
Secretarial - Exam	\$10,602.70	\$9,000.00	\$1,602.70	17.8%
Sundry - Exam	\$903.33	\$10,950.00	-\$10,046.67	(91.8%)
Web support - Exam	\$0.00	\$1,000.00	-\$1,000.00	(100.0%)
Venue Hire - Exam	\$1,191.50	\$1,061.00	\$130.50	12.3%
Total Exam Expenses	<u>\$67,191.00</u>	<u>\$65,906.00</u>	<u>\$1,285.00</u>	<u>1.9%</u>
General Expenses				
Accountants	\$2,970.00	\$2,500.00	\$470.00	18.8%
Admin - Sec remuneration	\$11,039.00	\$13,500.00	-\$2,461.00	(18.2%)
Advertising - general	\$165.00	\$500.00	-\$335.00	(67.0%)
Advertising - PR	\$0.00	\$1,500.00	-\$1,500.00	(100.0%)
AGM Expenses	\$54.65	\$0.00	\$54.65	NA
Assets purchased under \$1000	\$340.00	\$840.00	-\$500.00	(59.5%)
Audit Fees	\$1,320.00	\$600.00	\$720.00	120.0%
Bank Charges	\$18.70	\$50.00	-\$31.30	(62.6%)
Bookkeeping	\$1,357.40	\$1,000.00	\$357.40	35.7%
Committee Expenses	\$0.00	\$150.00	-\$150.00	(100.0%)
Council				
Council Telecon & Meetings	\$556.62	\$1,200.00	-\$643.38	(53.6%)
Council Travel & Accommodation	\$4,210.84	\$0.00	\$4,210.84	NA
Total Council	<u>\$4,767.46</u>	<u>\$1,200.00</u>	<u>\$3,567.46</u>	<u>297.3%</u>
Computer / Internet Costs	\$436.20	\$769.00	-\$332.80	(43.3%)
Filing Fees	\$216.00	\$0.00	\$216.00	NA
Gifts / Prizes	\$104.95	\$0.00	\$104.95	NA
Insurance	\$3,326.46	\$3,136.00	\$190.46	6.1%
Legal Fees	\$236.50	\$1,000.00	-\$763.50	(76.4%)
Membership other Organisation	\$0.00	\$260.00	-\$260.00	(100.0%)
Postage	\$526.25	\$0.00	\$526.25	NA
Printing & Stationery	\$19.05	\$1,104.00	-\$1,084.95	(98.3%)
Telephone	\$13.56	\$0.00	\$13.56	NA
Total General Expenses	<u>\$26,911.18</u>	<u>\$28,109.00</u>	<u>-\$1,197.82</u>	<u>(4.3%)</u>
Total Expenses	<u>\$94,102.18</u>	<u>\$94,015.00</u>	<u>\$87.18</u>	<u>0.1%</u>
Operating Profit	<u>\$23,667.82</u>	<u>\$10,365.00</u>	<u>\$13,302.82</u>	<u>128.3%</u>
Other Income				
Interest Income	\$553.01	\$611.39	-\$58.38	(9.5%)
Total Other Income	<u>\$553.01</u>	<u>\$611.39</u>	<u>-\$58.38</u>	<u>(9.5%)</u>
Other Expenses				
Net Profit / (Loss)	<u>\$24,220.83</u>	<u>\$10,976.39</u>	<u>\$13,244.44</u>	<u>120.7%</u>

Institute of Professional Editors Ltd

GPO Box 1464
CANBERRA ACT 2601

Job Profit & Loss Statement

April 2009

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Page 1

Account Name	Selected Period	Year to Date
Exam	Exam	
Income		
Exam Income	\$0.00	\$89,090.00
Total Income	<u>\$0.00</u>	<u>\$89,090.00</u>
Expense		
AB Telecon & Meetings	\$221.78	\$3,324.01
AB Travel / Accommodation	\$146.40	\$4,461.59
AB Other	\$0.00	\$955.22
AF Telecon & Meetings	\$0.00	\$885.94
AF Travel / Accommodation	\$0.00	\$4,504.56
AF Other	\$0.00	\$1,092.65
Coordinator - Exam	\$0.00	\$4,878.43
Development Team - Exam	\$0.00	\$6,200.00
Markers & Moderation - Exam	\$1,000.00	\$28,107.18
Secretarial - Exam	\$0.00	\$10,602.70
Sundry - Exam	\$0.00	\$903.33
Venue Hire - Exam	\$0.00	\$1,191.50
Accountants	\$0.00	\$1,025.20
Admin - Sec remuneration	\$0.00	\$294.00
Computer / Internet Costs	\$0.00	\$23.45
Insurance	\$0.00	\$47.54
Postage	\$0.00	\$9.26
Total Expense	<u>\$1,368.18</u>	<u>\$68,506.56</u>
Net Profit (Loss)	<u>-\$1,368.18</u>	<u>\$20,583.44</u>
IPEd Administration IPEd		
Income		
Member Income	\$0.00	\$28,600.00
Mis Income	\$20.00	\$80.00
Total Income	<u>\$20.00</u>	<u>\$28,680.00</u>
Expense		
AF Telecon & Meetings	\$0.00	\$83.89
Accountants	\$0.00	\$1,944.80
Admin - Sec remuneration	\$1,095.00	\$10,745.00
Advertising - general	\$0.00	\$165.00
AGM Expenses	\$0.00	\$54.65
Assets purchased under \$1000	\$0.00	\$340.00
Audit Fees	\$0.00	\$1,320.00
Bank Charges	\$1.10	\$18.70
Bookkeeping	\$81.40	\$1,357.40
Council Telecon & Meetings	\$0.00	\$556.62
Council Travel & Accommodation	\$535.13	\$4,210.84
Computer / Internet Costs	\$46.90	\$412.75
Filing Fees	\$0.00	\$216.00
Gifts / Prizes	\$0.00	\$104.95
Insurance	\$95.08	\$3,278.92
Legal Fees	\$236.50	\$236.50
Postage	\$58.40	\$516.99
Printing & Stationery	\$8.50	\$19.05
Telephone	\$0.00	\$13.56
Total Expense	<u>\$2,158.01</u>	<u>\$25,595.62</u>
Other Income		
Interest Income	\$18.15	\$553.01
Total Other Income	<u>\$18.15</u>	<u>\$553.01</u>
Net Profit (Loss)	<u>-\$2,119.86</u>	<u>\$3,637.39</u>

Institute of Professional Editors LtdGPO Box 1464
CANBERRA ACT 2601**Profit & Loss [Budget Analysis]****April 2009**11/05/2009
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	Selected Period	Budgeted	\$ Difference	% Difference
Income				
Advertising	\$0.00	\$300.00	-\$300.00	(100.0%)
Mis Income	\$20.00	\$0.00	\$20.00	NA
Total Income	<u>\$20.00</u>	<u>\$300.00</u>	<u>-\$280.00</u>	<u>(93.3%)</u>
Expenses				
Exam Expenses				
AB Telecon & Meetings	\$221.78	\$0.00	\$221.78	NA
AB Travel / Accommodation	\$146.40	\$0.00	\$146.40	NA
Markers & Moderation - Exam	\$1,000.00	\$0.00	\$1,000.00	NA
Total Exam Expenses	<u>\$1,368.18</u>	<u>\$0.00</u>	<u>\$1,368.18</u>	<u>NA</u>
General Expenses				
Admin - Sec remuneration	\$1,095.00	\$1,350.00	-\$255.00	(18.9%)
Bank Charges	\$1.10	\$5.00	-\$3.90	(78.0%)
Bookkeeping	\$81.40	\$100.00	-\$18.60	(18.6%)
Council				
Council Travel & Accommodation	\$535.13	\$0.00	\$535.13	NA
Total Council	<u>\$535.13</u>	<u>\$0.00</u>	<u>\$535.13</u>	<u>NA</u>
Computer / Internet Costs	\$46.90	\$76.90	-\$30.00	(39.0%)
Insurance	\$95.08	\$95.00	\$0.08	0.1%
Legal Fees	\$236.50	\$0.00	\$236.50	NA
Postage	\$58.40	\$0.00	\$58.40	NA
Printing & Stationery	\$8.50	\$45.00	-\$36.50	(81.1%)
Total General Expenses	<u>\$2,158.01</u>	<u>\$1,671.90</u>	<u>\$486.11</u>	<u>29.1%</u>
Total Expenses	<u>\$3,526.19</u>	<u>\$1,671.90</u>	<u>\$1,854.29</u>	<u>110.9%</u>
Operating Profit	<u>-\$3,506.19</u>	<u>-\$1,371.90</u>	<u>-\$2,134.29</u>	<u>(155.6%)</u>
Other Income				
Interest Income	\$18.15	\$10.56	\$7.59	71.9%
Total Other Income	<u>\$18.15</u>	<u>\$10.56</u>	<u>\$7.59</u>	<u>71.9%</u>
Other Expenses				
Net Profit / (Loss)	<u>-\$3,488.04</u>	<u>-\$1,361.34</u>	<u>-\$2,126.70</u>	<u>(156.2%)</u>

ATTACHMENT 2

Accreditation Board progress report
IPEd teleconference, 17 May 2009

Progress since 9 February 2009

This week (12 May) the Board announced the target date of 12 September 2009 for the next exam, depending on number of applicants. The fee is \$490 for members, as per last year, with a \$100 deposit required on registration with balance due by 31 July. An early bird discount of approximately 4% applies up until 30 June if payment is made in full.

The exam development team consists of:

- Lead Writer/Developer: Meryl Potter
- Co-Writers/Developers: Janet Mackenzie, Anna Kassulke
- Formatter: Jaana Smith.

Ed Highley has been appointed Exam Secretariat, which should simplify certain aspects of exam administration, and the indefatigable Alan Ernst has agreed to serve again as Exam Coordinator. Hurray!

Work on the exam is progressing well, towards a target date for trialling under simulated exam conditions on 4 July. Heather Jamieson and the Assessors Forum are revising the sample exam, which will be uploaded to the IPEd website by 31 May. Uploaded on 12 May were a revised exam announcement, the Guide for Candidates, Q&A and Procedures Manual.

The Onscreen Exam Working Party (Owen Kavanagh, Holly McCausland, Pam Peters) has developed plans for the trialling of an onscreen exam in July 2009 and evaluation of the editorial skills and associated assessment procedures, as reported to the AB and IPEd in a separate paper.

Because of work and travel commitments (4 May to 10 June), Larissa Joseph has assigned chairing responsibilities to Karen Disney, who in turn needs someone to take on the role from 28 May until Larissa's return. TBA.

Costs

The board's major concern is balancing the budget, as fewer people than last year are expected to apply and IPEd is not in a position to wear a loss. At the 7 May meeting the board discussed a range of budget scenarios which Robin Bennett had modelled and resolved that all possible cuts that might allow the exam to proceed with 75 candidates be considered.

Teleconference costs have been halved by switching to Eureka and meetings were reduced to three-weekly up until May.

Schedule – 2009 exam

March

~~Conduct survey of members' intentions to sit exam~~
~~Appoint exam development team by 27 March~~
~~Prepare detailed brief for team~~
~~Brief for Exam Coordinator~~
~~Prepare and sign contracts~~

April

~~Teleconference to introduce team~~
~~Revise contract and brief for Exam Coordinator~~
~~Revise Q&A and guidelines for candidates~~
~~Appoint Exam Coordinator~~
~~Select exam secretariat~~
~~Prepare exam registration form~~
Revise sample exam and answer guide
Proofread sample exam and marking guide

May

~~Revised Q&A and guidelines up on website~~
~~Announce start of registration for exam, 12 May~~
~~Team working on exam~~
Revised sample exam up on website
CredAbility - exam reminder

June

Societies hold workshops
Revise venue checklist
Team working on exam

July

Trialling of exam – 4 July
Amendment of exam
Formatting of exam, marking sheet, marking guide
Proofreading of exam, marking sheet, marking guide
Cross-checking of exam, marking sheet, marking guide
Societies hold workshops
Societies identify potential invigilators
Societies identify potential venues
Close of registration 31 July

August

2 August: Decision on whether to postpone exam
Notify societies of candidate numbers

Final artwork for exam delivered to Exam Coordinator for printing – 17 August
Final artwork for marking sheet and marking guide delivered to Exam Coordinator for printing – 24 August
Societies book venues
Printing of exam
Planning for assessors' weekend

September

Delivery of exam papers to societies
Exam day – 12 September
Delivery of marking guide and marking sheet for printing in state where assessors are meeting
Assessors' weekend – 25–27 September

Ongoing

Promotion
Procedures manual

1. Updates through CredAbility articles

ATTACHMENT 3

Is it time for a national brand?

Discussion paper

1. Introduction

The IPEd Communications Committee has been thinking about how best to raise the profile of the editing profession. Accreditation is an important part of this; it is a significant achievement on the part of the profession and is something worth crowing about.

However, in trying to write a communications plan, the committee came up against what it believed was a major stumbling block—which organisation represents the editing profession in Australia?

Is our peak body IPEd or the Societies of Editors? Accreditation is run by IPEd, but we want the benefits of promotion to flow to members of the societies. Individual members of the societies possibly understand the relationship between the two, but outsiders wouldn't.

In marketing terms, this is a branding issue: we do not have a clear national brand. However, the issue goes beyond branding to strengthening professional practice across Australia.

Importantly, this should not be a discussion about names: whether we should rebrand the societies as IPEd (Victoria, Tasmania, etc.) or IPEd as, for example, the Society of Editors Australia. Instead the discussion should focus on whether editors in Australia would benefit from a new representative structure—a national organisation with state branches and a uniform identity across all.

1.1 Branding

The IPEd objective that most concerns the Communications Committee is to “educate and inform the community about the editing profession in Australia, and the benefits to be derived from the use of professional editors”.

The current structure makes this task difficult. Adding to the potential confusion of two brands is that each state has its own identity. State websites also carry different (not necessarily inconsistent) information and have varying standards of design.

A single brand would make it easier for the profession to be recognised, nationally and internationally; to gain greater loyalty from members; and to withstand competition. The aim would be to develop the brand into a mark of quality and consistency.

1.2 Strengthening professional practice

A single, national identity seems a natural progression from the development of national standards and accreditation against those standards. Both are signs of a maturing profession.

Loyalties to state societies run deep. This is understandable, as the societies have ‘put in the hard yards’ in developing a membership base, providing training and freelance registers, publishing newsletters and other publications, establishing social and professional networks, running national and local conferences, etc. However, the societies have been less successful in publicising and advocating for the profession with employers and the general public. Achieving this last is one of IPEd's prime tasks, for which it must speak confidently and with a single voice. This will not happen easily if the IPEd Council and the SA society,

for argument's sake, are promoting different messages to both members and the outside world.

For pragmatic and historical reasons we are running the profession along state lines, yet editing practice is not confined within state borders. Increasingly it is moving across national borders, even in countries where English is a second language. Australia has a great opportunity to take advantage of "follow the sun" international editing, just as other countries such as the UK and India are doing here. To do this we need to present a modern, professional front and promote a high standard of professional practice through nationally coordinated training, systems and procedures.

Supported by the state societies, a national body could provide leadership and consistency in (among other things):

- Membership standards
- Training (continuing professional education [CPE], accreditation, advanced accreditation)
- Employment brokerage (systems and procedures)
- Freelance register
- Accredited editor register
- Governance
- Code of conduct
- Communications
- Relationships with aligned industry associations.

2. IPEd aims

These are consistent with the agreed aims of IPEd:

- be the nationally recognised representative of the editing profession in Australia
- establish an appropriate and accountable governance, administrative, financial, commercial and social framework in Australia which advances the interests of the editing profession
- provide a forum for technical, commercial and social interaction between editors
- facilitate research and development on issues affecting the editing profession
- promote ethical practice within the editing profession
- develop and promote a high standard of professional practice and a community of practice within the editing profession, which includes managing a national accreditation scheme for editors and encouraging and, where possible, coordinating professional development activities
- promote and maintain close working relationships with and among societies of editors, with the aim of complementing and enhancing their work
- promote and maintain good working relationships with other relevant business and industry associations
- undertake other activities relevant to its constituency and permitted by its Constitution.

Some of these areas are discussed below.

3. National issues

Several issues, of concern to all societies and their members, would benefit from a national approach. Each is briefly outlined below.

3.1. Membership standards

A truly national IPEd could apply consistent membership tiers and standards (e.g. portfolio, references) across all states. The criteria for membership would be highlighted on the website/s and in other communications tools, along with those for accreditation and advanced accreditation.

3.2. Training

Would there be advantages in IPEd taking over the development of the CPE program, which would then be rolled out in each state. Could CPE be linked more closely to the ASEP to enable members to gain the skills and confidence to sit the accreditation exam?

3.3. Employment brokerage information (systems and procedures)

Information for employers about editing practice and common standards for editors on how to deal with potential employers (e.g. standard contract forms, definitions of terms) could be available on the IPEd website. The information would be aimed at lifting the standards of professional practice and, ultimately, the remuneration of editors. Information for editors could be password-protected as a member benefit.

3.4. National freelance register

Freelancers could be listed by state on the national IPEd website, and also appear on the relevant state website.

3.5. Communications

National issues would be dealt with on a national basis, with states retaining responsibility for state issues.

ATTACHMENT 4

IPed: Professional development

1. Education/training workshops offered by state societies, public and private institutions

To date I have received information on workshops run by societies and/or their editor members in Canberra, Tasmania, NSW, WA. (SA is currently gathering material to send. QLD and VIC have yet to provide information—I think. My email has not been working properly in the last month, and some material has been lost. It may be that emails sent to VIC and QLD on 21/4 have been responded to but I have not received them. I need to follow up again.)

A wide range of exciting professional development activity is available around the country—from evening, 2-hour sessions (such as a presentation by the Copyright Council of Australia on ‘Dealing with Defamation’, run as part of the May meeting in WA), to full-day events (such as ‘Editing as a Business’ run by Pam Hewitt in Canberra, August 2009).

Already we have an ‘Upcoming Events’ section on the IPed web site, on to which details of imminent activities, including training, are posted. However, in the interests of longer-term planning, and particularly in order to publicise events that may be of interest to interstate colleagues, I recommend the following.

We design a simple(?) online form, to be completed and submitted by training officers in the state societies at the start of the year. This will enable details of all education/training activities being offered in a given state to be publicised well ahead of time. In this way, our individual members in WA can plan their next trip to Melbourne, for instance, to coincide with an editing workshop being held there. A similar form could be completed by society members interested in offering their training/education activities interstate. Similarly, if this information is posted with a longer lead time, then state societies can plan their own annual programs by incorporating one or more such activities into their calendars.

I have mentioned to fellow councillors previously the availability of a database compiled and maintained by the Australian Association of Writing Programs (<http://www.aawp.org.au/courses>). This database, progressively updated, lists courses offered under a number of categories. Under the ‘Editing and Publishing’ category, for example, 14 relevant university-level courses are listed, and one TAFE course (in South Australia). The database is not exhaustive, including as it does only publicly funded institutions. Nonetheless it is a useful resource. In the first instance, should the IPed site provide a link to this database? (As an aside, should I request of the AAWP that they provide a link to IPed’s site?)

I need to do much more work on investigating privately run courses, such as Macleay College in Sydney (<http://www.macleay.edu.au/book.html>), whose diploma course in 'Writing, Editing and Publishing', so the blurb says, 'has been developed against the Australian Standards for Editing Practice, and includes practical activities and industry relevant projects'. Some of the tutors working on this course are members of the NSW society. However, without IPEd developing some stringent process for evaluating such offerings, can we even consider listing institutions like Macleay College on our web site?

2. *Refereed paper stream at national conference (2011)*

As I suggested at our meeting in Adelaide, in order to forge stronger links between IPEd and the tertiary sector, we could consider running a refereed research paper stream at the next national conference in 2011.

I have since corresponded with Dr Ros Petelin, editor of the *Australian Journal of Communication* (an Excellence for Research in Australia 'A'- listed academic publication), about whether she would be interested in discussing the possibility of taking up and publishing selected papers from the 2011 IPEd conference. She has said yes! This is a great first step: the *AJC* is a widely read academic journal, and its recent 'A' ranking means that it is recognised as a significant source of innovative research in communication and related fields.

I can elaborate on what is involved in developing a refereed conference paper stream at the teleconference.

3. *Occasional papers for IPEd web site.*

At our last meeting in Adelaide I suggested that we might put out a call to member societies for paper submissions—on an editing-related topic to be decided. The best papers would be posted on the IPEd site, and a prize awarded for the best one.

I'm afraid I have not advanced very far with this plan, except to note down what would need to be done:

- a. Select a topic/topics on which submissions are to be based
- b. Make a call for submissions
- c. Provide detailed instructions about focus and organisation of paper, and about style to be followed (e.g. Chicago, APA)
- d. Select a small panel of volunteers willing to read and evaluate papers
- e. Develop a list of evaluation criteria

- f. Review papers
- g. Confer on panel members' individual evaluations
- h. Nominate best papers
- i. Post papers on IPEd web site.

Is this an initiative to be pursued, or should we focus our energies on developing interest for the refereed conference papers at the 2011 conference (see 2.)?

Institute of Professional Editors Ltd

Profit & Loss [Budget]

July 2009 through June 2010

DRAFT 11/6/09

	July	August	September	October	November	December	January	February	March	April	May	June	Total
Income													
Accreditation Income													
Exam Income	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,200.00	\$14,680.00	\$36,880.00
Total Accreditation Income	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,200.00	\$14,680.00	\$36,880.00
Member Income	\$20,000.00	\$11,260.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$31,260.00
Mis Income	\$0.00	\$0.00	\$0.00	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00	\$0.00	\$0.00	\$0.00	\$60.00
Total Income	\$40,000.00	\$11,260.00	\$0.00	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00	\$0.00	\$2,200.00	\$14,680.00	\$68,200.00
Expenses													
Exam Expenses													
AB Telecon & Meetings	\$210.00	\$210.00	\$210.00	\$120.00	\$120.00	\$120.00	\$120.00	\$210.00	\$143.00	\$210.00	\$210.00	\$210.00	\$2,093.00
AB Travel / Accommodation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$474.00	\$2,674.00	\$426.00	\$0.00	\$0.00	\$0.00	\$3,574.00
AF Telecon & Meetings	\$0.00	\$150.00	\$0.00	\$210.00	\$0.00	\$0.00	\$0.00	\$84.00	\$361.00	\$0.00	\$120.00	\$0.00	\$925.00
Advertising - Exam	\$400.00	\$600.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$2,000.00
Coordinator - Exam	\$400.00	\$1,200.00	\$600.00	\$400.00	\$0.00	\$0.00	\$2,000.00	\$2,379.00	\$500.00	\$0.00	\$0.00	\$400.00	\$7,879.00
Development Team - Exam	\$2,300.00	\$617.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$5,663.00	\$9,580.00
Markers & Moderation - Exam	\$1,000.00	\$0.00	\$0.00	\$2,700.00	\$1,780.00	\$0.00	\$125.00	\$283.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,888.00
Secretarial - Exam	\$1,200.00	\$330.00	\$250.00	\$150.00	\$0.00	\$0.00	\$5,103.00	\$0.00	\$270.00	\$1,110.00	\$270.00	\$1,170.00	\$9,853.00
Sundry - Exam	\$0.00	\$1,900.00	\$1,816.00	\$1,200.00	\$500.00	\$260.00	\$0.00	\$0.00	\$150.00	\$0.00	\$0.00	\$150.00	\$5,976.00
Venue Hire - Exam	\$0.00	\$0.00	\$1,000.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00
Total Exam Expenses	\$5,510.00	\$5,007.00	\$3,876.00	\$6,280.00	\$2,900.00	\$380.00	\$7,822.00	\$6,630.00	\$1,850.00	\$1,320.00	\$600.00	\$8,093.00	\$50,268.00
General Expenses													
Accountants	\$440.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,440.00
Admin - Sec remuneration	\$1,500.00	\$650.00	\$1,500.00	\$500.00	\$1,200.00	\$1,500.00	\$1,200.00	\$1,000.00	\$2,000.00	\$1,200.00	\$1,200.00	\$1,500.00	\$14,950.00
Advertising - general	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
Advertising - PR	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	\$2,000.00
AGM Expenses	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
Assets purchased under \$1000	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00
Audit Fees	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00
Bank Charges	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$36.00
Bookkeeping	\$120.00	\$70.00	\$80.00	\$70.00	\$80.00	\$70.00	\$80.00	\$70.00	\$80.00	\$70.00	\$90.00	\$120.00	\$1,000.00
Catering / Room Hire	\$41.63	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$500.00
Committee Expenses	\$83.37	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$1,000.00
Council													
Council Telecon & Meetings	\$0.00	\$0.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$0.00	\$100.00	\$0.00	\$400.00
Council Travel & Accommodation	\$0.00	\$0.00	\$0.00	\$1,000.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$1,000.00	\$1,000.00	\$4,000.00
Total Council	\$0.00	\$0.00	\$150.00	\$1,000.00	\$500.00	\$0.00	\$0.00	\$0.00	\$150.00	\$500.00	\$1,100.00	\$1,000.00	\$4,400.00
Computer / Internet Costs	\$42.00	\$41.30	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$500.00
Filing Fees	\$176.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$216.00
Gifts / Prizes	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00
Insurance	\$2,470.74	\$95.08	\$95.08	\$95.08	\$95.08	\$95.08	\$95.08	\$95.08	\$95.08	\$95.08	\$95.08	\$95.08	\$3,516.62
Legal Fees	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$1,000.00
Membership other Organisation	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
Postage	\$153.25	\$51.80	\$50.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$250.00	\$5.00	\$5.00	\$5.00	\$545.05
Printing & Stationery	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00	\$10.00	\$0.00	\$50.00	\$160.00
Telephone	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$60.00
Trainers / Speakers	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Total General Expenses	\$5,534.99	\$3,291.18	\$2,799.75	\$3,944.75	\$2,304.75	\$2,394.75	\$1,554.75	\$1,734.75	\$3,249.75	\$2,054.75	\$2,914.75	\$3,444.75	\$35,223.67
Total Expenses	\$11,044.99	\$8,298.18	\$6,675.75	\$10,224.75	\$5,204.75	\$2,774.75	\$9,376.75	\$8,364.75	\$5,099.75	\$3,374.75	\$3,514.75	\$11,537.75	\$85,491.67
Operating Profit	\$28,955.01	\$2,961.82	-\$6,675.75	-\$10,204.75	-\$5,204.75	-\$2,774.75	-\$9,376.75	-\$8,364.75	-\$5,059.75	-\$3,374.75	-\$1,314.75	\$3,142.25	-\$17,291.67
Other Income													
Interest Income	\$18.00	\$17.10	\$16.25	\$15.44	\$14.67	\$13.94	\$13.24	\$12.58	\$11.95	\$11.35	\$10.78	\$10.24	\$165.54
Total Other Income	\$18.00	\$17.10	\$16.25	\$15.44	\$14.67	\$13.94	\$13.24	\$12.58	\$11.95	\$11.35	\$10.78	\$10.24	\$165.54
Other Expenses													
Income Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,400.00	\$0.00	\$0.00	\$5,400.00
Total Other Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,400.00	\$0.00	\$0.00	\$5,400.00
Net Profit / (Loss)	\$28,973.01	\$2,978.92	-\$6,659.50	-\$10,189.31	-\$5,190.08	-\$2,760.81	-\$9,363.51	-\$8,352.17	-\$5,047.80	-\$8,763.40	-\$1,303.97	\$3,152.49	-\$22,526.13

ATTACHMENT 5

ATTACHMENT 6

ONSCREEN EXAM WORKING PARTY (OEW P)

Preliminary report to IPED (May 2009)

Executive summary

The OEW P group, consisting of Owen Kavanagh, Holly McCausland and Pam Peters (chair) has so far discussed some of the issues in using an onscreen editorial exam, e.g. how similar the techniques of onscreen and hardcopy editing are. It has considered plans for trialing the exam, as well as a preliminary budget, already discussed with the Accreditation Board. This prepares the ground for an onscreen exam, whether it is ultimately delivered online or in an invigilated classroom. The costs budgeted for the first stage are small; those envisaged for the second stage have yet to be settled, but whatever they are, the OEW P is agreed that conducting the exam in a supervised classroom would be far more expensive, and that online delivery is the way to go if IPED aims to reduce the costs of running the exam.

Onscreen trialing of the accreditation exam

A first stage in developing an onscreen exam is to trial the time and techniques it takes to do it. These may vary with the editorial program (WORD or other editorial software), so the first step would be to call for volunteers (onscreen editors from the pool of newly accredited editors) to do the whole sample exam onscreen, using their normal practices on their home or work computer. We would ask them to file a report on the experience of doing the exam, in terms of the techniques used to tackle Q1, 2 and 3 most efficiently. In the absence of any IPED guidelines/standards re onscreen editing, we thought it sensible to use the exam trial as a way of gathering data on it. This will also go some way towards establishing the parity of the onscreen exam with the hard copy exam.

Logistics

Volunteers from the ranks of Accredited Editors will be called for, in parallel with the call for volunteers to trial the new hardcopy exam. The volunteers need to be editors who regularly work onscreen, and the group of (4) volunteers needs to include users of WORD and of other mainstream editorial programs, in order to assess their effects on time and techniques. To ensure confidentiality for the newly drafted 2009 exam, and the fact that the onscreen trials will be carried out in the volunteers' own surroundings, they should use some other form of the accreditation exam. The sample exam lends itself to this, and the volunteers can download it from the IPED website to their home/work computer. Having done the exam, the volunteers will be asked to provide a report of 800-1000 words, addressing a set of issues indicated by the OEW P, for a modest fee. The reports would be sent to the chair of the OEW P for discussion by the group, and as input to their reporting on several fronts:

- the particular kinds of skills and competencies required for onscreen editing in WORD and other editorial programs
- the parity of the skills tested in the onscreen and hardcopy modes (e.g. executing the changes in the text, rather than signaling them by means of markup in the margin)
- the time taken overall, and to complete each of the three questions

Assessment of onscreen exams

An additional aspect of the onscreen exam is its impact on the assessment process, and the available assessors. Only one or two would be needed to review the exams returned in this small trial, to consider how comparable the candidates' answers are to those from the hardcopy exam. The form of the answers will of course differ, but the content/depth might be expected to be similar. There may be incentives for onscreen editors to choose particular subquestions in section 3. The review by the assessor(s) would also point to the kinds of processes and protocols which the Accreditation Board would need to put in place for handling the onscreen exam.

Budget

Volunteers for the onscreen exam trial will be asked to provide a report on their experience, and some recompense for this is in order (say \$75 per report). With this report they are providing more substantial feedback than those who volunteer for the hard copy trial (who would be doing it gratis). This makes a modest expense of \$300 for the trial onscreen exam.

Schedule

Mid-May: Call for volunteers to do the onscreen exam, check that they are users of either WORD or other mainstream editorial software

June: Evaluate editorial skills required by sample exam, when done onscreen and in hard copy

Early July: Volunteers do exam, return reports and exams for assessment

Later July: OEWP to review volunteers' reports and assessors' comments on evaluating onscreen exams

August: OEWP to investigate issues in management of onscreen exam

September/November: Report and recommendations to AB, thence to IPED

GENERAL INFORMATION SURVEY OF IPED MEMBERS JANUARY 2009

ATTACHMENT 7

GENERAL INFORMATION	VICTORIA	NEW SOUTH WALES	CANBERRA	QUEENSLAND	SOUTH AUSTRALIA	WESTERN AUSTRALIA	TASMANIA
Name of society	Society of Editors (Victoria) Inc	Society of Editors (NSW) Inc.	Canberra Society of Editors	Society of Editors (Queensland) Inc.	Society of Editors (SA) Inc	Society of Editors (Western Australia) Inc.	Society of Editors (Tasmania) Inc
Number of financial members at June 2008	497	Approx. 400	208	160	104	Beginning of June – 92 financial members plus 2 honorary life members End of June – 104 financial members plus 2 honorary life members	72
Membership structure and fees (categories of membership, criteria for membership, fees payable)	Full membership of the Society is open to anyone with qualifications in editing and publishing recognised by the Society and one year's full-time experience in industry, or two years' full-time experience in industry if you do not have a relevant editing and publishing qualification. Those applying for full membership need to provide details of two	Ordinary Member (member as at 31 December 2006; category will be phased out by January 2011) – full entitlements - \$70/75 Professional Member (minimum 2 years full time paid editing role as confirmed by two statements from third parties) – full entitlements - \$70/75 Associate Member – (no special	Full Associate Student Corporate Full: is open to anyone who is currently engaged professionally in editing or publishing, or who has had such experience in the past. Applications for full membership are assessed by members of the society's management committee.	Full membership (voting members): the fee is currently \$45 but will be increased to \$60 next year. Full membership is open to people professionally editing and publishing; their membership applications must contain details of their work, including the name of employers and clients. They must also name two referees, one a	Full Associate Full members (working as editors now or in the past, with referees) Associate (with an interest in editing) Full members \$80 p.a. Associate \$50 p.a.	No categories, no criteria/qualifications – simply an interest in editing required \$60 \$50 for holders of concession card (students, pension, healthcare)	Full Associate Corporate Membership of the Society of Editors (Tasmania) Inc. is open to anyone engaged in or interested in publishing, for example editors, writers, designers, typographers, indexers, proofreaders, illustrators and publishers.

GENERAL INFORMATION SURVEY OF IPED MEMBERS JANUARY 2009

							<p>employees from your organisation to each Society event and receive the member discount.</p> <p>Annual fees:</p> <p><input type="checkbox"/> Full member \$70</p> <p><input type="checkbox"/> Associate member \$50</p> <p><input type="checkbox"/> Corporate member \$200</p>
Benefits offered to members (list)	<p>The benefits of membership of the Society include: regular emails about job opportunities and other information the society's <i>Newsletter</i> the annual general meeting dinner, free to all members eligibility to be included in the <i>Freelance Register</i>, an annual directory of freelance editors (full members only) discounts on <u>training courses and workshops</u> run by the society</p>	<p>Monthly meetings with interesting speakers on topics of relevance to professional editors and opportunities for networking; food and wine supplied</p> <ul style="list-style-type: none"> - Quality, affordable professional development workshops - Free monthly newsletter with reports on previous meetings, details of future meetings and workshops, articles and news items of relevance to professional editors 	<p>Opportunities for networking</p> <p>Guest speakers at general meetings</p> <p>Training workshops on editing and related topics</p> <p>Newsletter (10 issues per year)</p> <p>Email list for discussion and peer support</p> <p>Job opportunities advertised on the website</p> <p>Opportunity to be on the Freelance Register (full members only)</p>	<p>Society newsletter (<i>Offpress</i>).</p> <p>The right to advertise their services in the Freelance Register (full members only).</p> <p>Discounts for society workshops.</p> <p>Society notices, e.g. invitations to speaker meetings and events, opportunities.</p> <p>Eligibility for mentee positions in the CAL mentoring program.</p>	<p>Regular meetings with speakers relevant to editing</p> <p>Freelance register entry for full members (additional payment of \$60)</p> <p>Lower prices for workshops</p> <p>Newsletter emailed to members</p> <p>Email notification of jobs available</p>	<p>Networking; access to member area of web site and entry in freelance register, monthly meetings (with some training component); email list/discussion forum to seek help/advice; peer support; job opportunities</p>	<p>The Society offers a supportive network of publishing professionals. Membership gives you the following benefits: <i>Catchword</i>, our excellent quarterly newsletter <i>eTextpert</i>, our equally excellent monthly electronic newsletter. Anyone may subscribe by</p>

GENERAL INFORMATION SURVEY OF IPED MEMBERS JANUARY 2009

	<p>meetings in most months with guest speakers as well as other occasional functions discounts at selected bookshops advocacy of professional affairs, including work with societies in other states and through the <u>Institute of Professional Editors (IPEd)</u> a discount on membership of the <u>Media, Entertainment and Arts Alliance (MEAA)</u> union</p>	<p>- The Editor's Job Market, a free service for members and for employers, notifying members by email about editing jobs - Additional social networking opportunities in the form of freelancer's lunch (6 times per year) and participation in expos etc, such as Writers' centre events - The opportunity to contribute to the national task of improving the professionalism and status of editors in Australia.</p>				<p>emailing <u>eTextpert</u>. A special members-only eTextpert advertises job opportunities and special offers. evening meetings, with guest speakers on professional topics workshops and professional development seminars social evenings and dinners (including AGM and Christmas dinners) the <u>Freelance Register</u>, enabling you to promote your services to a world-wide audience. <u>discounts</u> at bookshops and other Tasmanian businesses. Associate and full members</p>
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GENERAL INFORMATION SURVEY OF IPED MEMBERS JANUARY 2009

							<p>may attend Society activities at the discounted members' price, where applicable. Members living more than 80 km from the Hobart GPO receive a further 20% discount for professional development activities. Discounts Members are eligible for significantly reduced fees to all society events, including seminars given by experts working in editing and publishing. They also receive discounts or special deals at the following businesses: Hobart Bookshop The Hobart Bookshop</p>
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GENERAL INFORMATION SURVEY OF IPED MEMBERS JANUARY 2009

							<p>specialises in Tasmaniana, literature and poetry but also has a huge selection of titles in all genres. They sell new and second-hand books. They have been providing a 10 per cent discount to Society of Editors' members for more than 15 years.</p> <p>The Quill Consultancy The Quill Consultancy specialises in computer training courses, application development, preparation of technical documentation and the provision of consultancy and help-desk services. Quill is a Microsoft</p>
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GENERAL INFORMATION SURVEY OF IPED MEMBERS JANUARY 2009

							<p>Certified Partner and stocks the Microsoft Press range of computer publications. They offer Society members a 10 per cent discount on their training courses (except those already discounted). Centre Stationers 71 Bathurst St, Hobart Members receive 10% off everything in the shop except white copy paper. All about Wellness 376 Howden Road, Howden 10% off Media Entertainment and Arts Alliance Members of the Society of Editors can join</p>
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GENERAL INFORMATION SURVEY OF IPED MEMBERS JANUARY 2009

							the MEAA for a reduced rate.
MEETINGS							
Frequency of general meetings	Monthly, except for January. AGM in July. Occasional freelance and regional lunches	Monthly	Monthly except December and January	Until the end of 2008, there were 10 general meetings a year, from February to November. From now on, there will be five speaker meetings, with networking meetings or other low-key gatherings in between.	Two-monthly from February	10 per year	Annual General Meeting. Approx 3-4 social events per year (plus PD events, see below)
Average attendance	40-50	30 people	25 to 30	About 23. Attendance last year ranged from 8 to 34.	20-30	Feb 30, Oct 17, Sep 22, Aug 21, June 12, May 18, April 11 ... Average around 20	12-20
Typical meeting activities	Subsidised drinks and dinner. Guest speaker or panel	Listening to speaker, Q&A session, social networking, eating and drinking before and after speaker.	Networking over nibbles/CSE business/presentation or talk 45 mins	Dining and drinking (own expense), networking, receiving latest report on society activities (information sheet and sometimes a few brief announcements), a presentation on a topic related to editing and editors or of general interest, occasionally a seminar-type activity.	Guest speakers or panel of members and/or guests discussing editing issues Preceded by pay-for-yourself dinner for any who wish to attend	Presentation by specialists in editing related fields, followed by discussion; professional development (working with Word, Adobe suite, marketing advice, accreditation preparation workshops); networking	Guest speaker/presentation, drinks & nibbles. Occasional outings (eg to winery to discuss words on wine labels, to print museum)

GENERAL INFORMATION SURVEY OF IPED MEMBERS JANUARY 2009

						(invited speakers from relevant third parties); social meetings, e.g. Christmas dinner/parties	
Type of venue	Private room in restaurant or club where we bring in our own catering	Meeting room	Friends Lounge at National Library of Australia	The German Club, Woolloongabba	SA Writers' Centre	Community centre	private room in pub or restaurant or on Uni campus
Profit generating or subsidised by the society?	Generally run at slight loss	Usually subsidised	Subsidised	These meetings are frequently subsidised by the society.	Subsidised – Society provides supper	Subsidised	usually plan to break even, sometimes subsidised.
TRAINING							
Frequency of training	Monthly, mainly day or half day sessions, with additional extras, such as Redact (biennial weekend residential intensive workshops)	Approx. 6 to 8 workshops per year	Every four to six weeks	One workshop took place last year.	3–4 workshops per year	Every few months/meetings	4-6 one-off workshops/seminars per year. Some years we also have a series of one evening session x 4-6 weeks (eg on running your own business/freelance issues)
Average attendance	Depends on capability of venue. 20-30	20 + 2/3 assistants for most types of course; smaller groups for InDesign course	Fifteen to twenty participants	21	10–30 depending on topic	20-30 (depending on topic)	12-25
Average cost to members	\$100-150	Approx. \$195	\$150 for a full day	\$180	\$50 (more for non-members)	\$2	Varies. Usually around \$30 but more if interstate speaker or longer session.

GENERAL INFORMATION SURVEY OF IPED MEMBERS JANUARY 2009

Type of venue	Computer lab or classroom in a university, CAE, Writer's Centre etc.	Meeting room at downtown RSL club	National Library of Australia and Australian National University	Brisbane Girls Grammar School	SA Writers' Centre	Community centre hall	Uni seminar room; computer training facility
Typical training topics	Editing & grammar refreshers, technology workshops (eg InDesign, Advanced MSWord etc, setting up a business	Grammar, InDesign for editors	Overview of the Editing and Publishing Process Introduction to Proofreading Project Management – Editing Annual Reports Small Business Essentials Editing as a Business General Graphic Design Advanced Microsoft Word for Editors Editing Indexes Grammar Essential Workshop	Editing and proofreading, project management.	Grammar, accreditation preparation, In Design, project management, editing theses, legal issues in editing...	Using Word, Adobe; accreditation workshops; revising elements of grammar; editing fiction; freelancing; manuscript assessment; running a home-based business; copyright issues	proofreading, copy editing, topics associated with promoting and running one's own business/freelance
Profit generating or subsidised?	Varies, but usually small profit generating	Usually profit generating	Aim is to cover costs (however we often make a small profit).	Profit making – just.	Small profit usually generated	Subsidised	break even; occasional profit/loss
PUBLICATIONS							
Newsletter – number of issues per year	8-10 a year	11	10	There were six issues of <i>Offpress</i> (the full society newsletter) in 2008 and four issues of <i>Offshoot</i> (a mini-version). This pattern	6	10	4 x <i>Catchword</i> (1 & 2 see below); approx 10 x <i>eTextpert</i> email newsletter (3), also goes to various

GENERAL INFORMATION SURVEY OF IPED MEMBERS JANUARY 2009

				will continue in 2009.			interested non-members.
Delivery format – print, pdf, Word Doc	Pdf, with small number printed out by special request	Available to members in hard copy or electronic format	Print. PDF available on the website	PDF for all members except two of our Honorary Life Members (and legal deposit), who receive print copies	pdf	PDF and Word	(1) print; (2) pdf (members choose one or the other); (3) in body of email
Distribution method – email, post, website	Email, website	posted hard copy or emailed pdf	Post Website	The newsletters are distributed via email, with those three exceptions, which are delivered by post. Newsletters are not available on the society's website.	email	Email and web site	(1) post, (2) email attachment; (3) email 'edna' distribution system
Typical page length	10-12 pages	Approx 600 words	8	<i>Offpress</i> is 8 pages, <i>Offshoot</i> is 2 pages.	8	4-8	(1) & (2) – 8 pages; (3) – 3 pages
Monographs – list	Editors in conversation (Occasional series on Australian Editors) Vols 1 & 2 At the typeface, edited by Janet Mackenzie One of the first and one of the finest: Beatrice Davis, Book editor	n/a	None	N/A	n/a	-	
Profit generating or subsidised?	subsidised	n/a	NA	Newsletters are subsidised.		subsidised	paid for from member funds.
Freelance register – frequency of updates	Annually in print, six monthly online update	4 times per year	Updated online as full members join	Normally every two years; three years passed between the 2008 edition and its	As requested: one update per year included in fee.	User-led updates: can be updated hourly	Annually on membership renewal, and as requested by

GENERAL INFORMATION SURVEY OF IPED MEMBERS JANUARY 2009

				predecessor, due to unusual and unavoidable circumstances.			members throughout year
Typical number of entries	120	130		There are 53 entries in the 2008 Freelance Register, and 62 in the online version.	30	80	35
Cost per entry		\$40 per year	No cost except for membership fee (\$60)	\$30 for the print version, \$30 for the online version, \$10 for online changes.	\$60	Included in membership fee	Free for full members. Not available to others.
Delivery format – print, pdf, online	Print & online initially with online update	Print and online (print version updated annually)	Online only	Online changes made as and when requested via a form and a \$10 payment.	online	online	online
Profit generating or subsidised?	Profit generating	Profit generating	Subsidised	Print and website — most people choose both formats.	Profit generating	subsidised	slight profit
Brochures – list	n/a	n/a	None	Profit generating.	Brochures in preparation for the 2009 IPEd conference		'Why do you need an editor?' (aimed at clients) 'Society of Editors (Tasmania) Inc' (for potential members)
Other publications – list	n/a	n/a	Commissioning checklist	Society brochure aimed at writers and other clients (2005).	n/a		
FINANCES							
List the 5 top activities by which your society	Membership fees National conference 2005	Membership Workshops	On average: Memberships Bank interest	Between July 2007 and June 2008, these were:	Subscriptions Workshops	1 Membership 2 University of Western Australia	Membership fees National

GENERAL INFORMATION SURVEY OF IPED MEMBERS JANUARY 2009

generates revenue	Training workshops Bank interest Freelance register		Training (from registrations)	Training \$5775 Full membership \$2747 Bank interest \$2725 Freelance Register \$2180 Meetings \$1295		extension program (society members running workshops/courses periodically) 3 Bank interest (term deposit) 4 Meetings (door fees) No other sources of income	conference 2007 Workshops: copyediting, proofreading, self-employment (No other income-generating activities)
List the 5 largest items of expenditure for your society	IPed levy Dinner meetings Awards	Meeting room hire Workshop room hire Forthcoming national conference 2011	On average: Training (trainer fee, travel & accommodation, venue, catering) IPed member contribution Newsletter printing & postage	Between July 2007 and June 2008, these were: Training \$4313 Dues and subscriptions \$3200 Accounting \$2252 <i>Editors in Conversation</i> \$1474 Rent/Room hire \$1372 Note: In the present financial year and the one following, the largest item of expenditure will be the mentoring program \$17 000 plus for each stage (mainly payments to mentors, moderator and admin. officer).	IPed levy Revised logo and new stationery Redesign of website Audit Occasional legal fees (revision of Constitution)	1 CASE/IPed 2 Meetings (venue hire, gifts for speakers, etc.) 3 Website (last year was probably higher than usual) 4 UWA extension 5 Insurance	IPed levy (by far largest expense) Audit fees Subsidising Christmas social event and sometimes others (eg AGM dinner) Subsidising professional development activities Insurance
MEMBER ADVOCACY – which of the following activities has your society been involved with? Give details							
Providing guest speakers/lecturers for editing courses	Co-sponsor with Vic Writers Centre of 3 workshops a year.	For Writers Centre, ASA and ABPA	No	Currently these include diploma courses in editing	Yes	Guest speakers (drawn from membership and	Providing in-house training for corporate

GENERAL INFORMATION SURVEY OF IPED MEMBERS JANUARY 2009

	Occasional requests from institutions for guest lecturers			and publishing at South Brisbane TAFE and the University of Southern Queensland. However, the former will be wound up at the end of June 2009 and society members may not be involved in the Toowoomba course for much longer, because of the university's staffing policies. Note that these members are not guest speakers, but 'normal' teachers/lecturers.		beyond) at members' meetings; members, under the aegis of the society, running editing courses/workshops at University of Western Australia	members
Conducting workshops at writers' / literary festivals	Some individually arranged. Committee member acting as liaison to try to coordinate and develop closer ties	For Writers Centre	Occasionally, for ACT Writers Festival	Society members have conducted one workshop at each of the 2006/2007/2008 Brisbane Writers Festivals; in 2004 and 2005 the society organised one workshop plus another activity.	Yes - occasionally	Individual members have done so, but not under aegis of society	not yet, but planning to
Organising group deals for insurance	Yes, in progress – about to close the deal	n/a	No		Not yet; we think IPED should do this	no	no
Facilitating freelance networks	Regular freelance lunches Dinner meetings	n/a	We provide support to freelancers (as		With the online register and general	Yes – see above	Social events, sharing of info via website and

GENERAL INFORMATION SURVEY OF IPED MEMBERS JANUARY 2009

			well as other editors) via the Freelance Register email list phone and email queries from people (usually non-members) who are interested in finding out about editing as a profession information on our website about tertiary courses that cover editing		networking; we don't have special freelance meetings		committee contacts, freelance register. In the past, 'first Thursday drinks' monthly informal gathering and then freelance lunches (just turn up): discontinued due to lack of support but we're considering new options.
Organising discounts at bookstores etc.	Not much. Have investigated in the past and done small deals	Abbey's and other smaller bookstores	No—have done in the past but not recently		Yes	no	Yes - see membership benefits above.
Contract negotiations	Not really. Have had speakers on this topic at dinner meetings. Also have contract template from Canadian society on website	n/a	No		No	Society has held sessions discussing these but has not formally negotiated on behalf of members	No
Rate negotiations	Not really. Have had speakers from MEAA at dinner meetings	Conducting salary survey	No		No	As above	No - but provide info sheet on website
Dispute resolution	No	n/a	No		Only informally; this could/should be an IPEd role	no	No
Liaison with MEAA	Yes. Linked on our website and member	Yes	No		No; this could/should be	no	No - but advise members of

GENERAL INFORMATION SURVEY OF IPED MEMBERS JANUARY 2009

	who works for them.				an IPed role		discounted membership rate available
Liaison with APA	Small. Mutual advertising of events and discounts for workshops etc. Publicising Beatrice Davis Award	Yes	No	These discussions relate to the Beatrice Davis Fellowship, and our contribution to its funding.	No; this could/should be an IPed role	no	No
Liaison with writers', indexers' groups	We offer discounts to their member art our training and functions	Yes	We maintain good relations with local branches of writers and indexers societies, as well as with STC, ASTC, AGDA and IABC. This includes promoting their events and sharing meetings.	<p>We have had regular discussions with the directors of the Queensland Writers Centre since 2005. Cooperation has taken the form of supplying information leaflets for QWC members and conducting workshops for QWC members on grammar, etc.</p> <p>QWC is the society's partner in our CAL mentoring project; this has involved frequent discussions with QWC staff about supply and delivery of MSs, calls for MSs, etc.</p> <p>SocEds (Queensland) actively supports the</p>	Yes - both	Occasional and informal	Yes - exchange of newsletters/information with Tasmanian Writers Centre; TWC usually publicises our events in its email calendar of events. Some joint events in the past and informal discussion with new director re cooperative activities in the future.

GENERAL INFORMATION SURVEY OF IPED MEMBERS JANUARY 2009

				Queensland indexers, a small group; we have helped them publicise their meetings, for example.			
Other – please specify	Support for OSAE (personnel & finance) Barbara Ramsden Award with FAW				Advertising jobs and courses by emailing all members		Website and info@ email address provide help and advice to people seeking to enter the profession or set up as freelancers etc.
RELATIONSHIP WITH IPED							
Which, if any, of the above activities would you like to see IPED manage nationally?	Dispute resolution Rate and contract negotiation Group deals for insurance	Organising group deals for insurance Facilitating freelance networks Contract negotiations	Providing guest speakers/lecturers for editing courses Organising group deals for insurance Contract negotiations Rate negotiations Liaison with MEAA Liaison with APA Liaison with national bodies of writers', indexers' groups as well as the groups mentioned above (as distinct from the informal arrangements that exist at local level)	Insurance; rate negotiations.	Contract negotiations Rate negotiations Dispute resolution Liaison with MEAA Liaison with APA	Guest speakers/specialists for training. (We have few people who are willing and able to present and they are stretched thinly.) A group insurance deal might help as it is one of our big expenses. Negotiate bookstore discounts. Liaison with MEAA, APA, writers and	Rate negotiations perhaps with a suggested schedule of fees/hourly rates. SfEP in UK model is a good one. Liaison with APA/MEAA where appropriate and if there is a mutual benefit. These organisations no doubt find it easier to deal with one body

GENERAL INFORMATION SURVEY OF IPED MEMBERS JANUARY 2009

						indexers. Would be good to have some quality editing courses as an exchange within the societies – maybe even accredited units	rather than several similar and smaller ones. Provide/sponsor guest speakers/lecturers for editing courses and writer's/literary festivals. Liaison with writers/indexers at national level possibly more useful than at local level – varies from state to state.
What other activities would you like IPED to undertake?	Coordinated publicity and communications policy, especially for Accreditation – develop ways to make it relevant to in-house editors Closer ties with publishers and training organisations National magazine/e-journal	Raising status of profession through national agreement on professional editing standards Updating Australian standards document to include onscreen/online editing Articulating a training policy that includes both foundation training and continuous upskilling of accredited editors Moving to accredit	Contributing to curriculum development in tertiary institutions: for example advising on industry requirements, reviewing courses. Providing guest lecturers and speakers for educational institutions, conferences Participation in careers fairs Marketing of	Promotion and marketing.	Advocacy; lobbying; publicity; organising national conferences	Liaison with other societies – to develop consistency, cohesion of policies, etc.	Provide an up-to-date, definitive list of reputable courses that can be recommended by societies of editors to aspiring editors and those wishing to further their editorial skills. We are constantly receiving enquiries about

GENERAL INFORMATION SURVEY OF IPED MEMBERS JANUARY 2009

		<p>quality tertiary-level courses in editing and publishing Supporting online training as providing equal opportunity for editors in remote areas of Australia</p>	<p>accreditation to employers Setting rates for accredited editors Maintaining a list of workshop presenters and meeting speakers on a national basis Setting up special interest groups e.g. for scientific editing, medical editing. Also organising seminars or workshops for these groups, perhaps in the off-conference years. Publishing a professional journal, perhaps quarterly</p>				<p>available courses and don't have the resources to gather national info or make recommendations. A member's comment: "If editors have to do an exam to be accredited, I think they should also be advised by the accrediting body about the best courses aspiring editors can undertake to gain and/or enhance their editorial skills". Sponsor some 'big-name' national/international speakers/trainers – and not just in Sydney and Melbourne. If costs to visit smaller states are prohibitive, perhaps IPed could subsidise travel for</p>
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GENERAL INFORMATION SURVEY OF IPED MEMBERS JANUARY 2009

							interstate members to central location for one-of events. Promote the work of editors, particularly in the private sector. Generally raise the profile of editors in the wider community – educate readers, advertise.
How do you see the relationship between IPED and its member societies evolving in the next 5 years?	Focus on specific areas such as rates and contract negotiations, rather than many small spread out things. Focus on aspects of the profession that require a national perspective Develop national awards for editing	Running annual exam Taking advice of member states on national issues	Increasing participation from societies in IPED business. For example, each society could be expected to provide a delegate to each of the working groups. Scope of working groups could be expanded to include people with specific committee roles in the individual societies—such as all the newsletter	Not changing for several years: the national body needs to age a bit before changing the relationship with the societies.	We would like IPED to consider becoming the organisation which receives most of the members' funds, develops a proper secretariat with a number of staff who can undertake national initiatives, disburses funds back to state societies for relevant	Could get closer. Can we all become branches of the mothership? IPED as umbrella organization to lend cohesion to societies. A more professional training opportunity for editors in Perth who don't seem to have the same opportunities for interesting seminars as	Hope it will remain useful and serve the member societies without falling into the trap of becoming just another bureaucracy. SocEd aims of providing education and training for editors as well as networking opportunities would be enhanced further in the

GENERAL INFORMATION SURVEY OF IPED MEMBERS JANUARY 2009

			editors, or all the training coordinators		activities.	those on the east coast	next 5 years.
Any other comments on IPED's activities or direction	<p>Soc Eds Victoria is still not interested in any way in being subsumed by IPED. "We are subsidizing IPED. What is IPED giving us?" Members feel that we are giving time and money to IPED, so want to know what they are getting back (apart from the Accreditation Scheme)</p> <p>There is a lack of understanding of what IPED is and/or represents. The core business of IPED must be clarified.</p> <p>IPED needs to provide clear and timely decisions, or at least recommendations, to state societies in the forms of national protocols. Societies can then customize or tweak the protocols without losing the common</p>			What happened to the CASE Standards update? It shouldn't be left languishing.		Keep up the good work on accreditation!	Smaller SocEds (in eg Tas, SA, WA) probably share some anxiety that IPED might become dominated by societies in the larger states. Encourage and maintain support for smaller state SocEds. IPED will need to watch this if it wants to keep its national support!

GENERAL INFORMATION SURVEY OF IPED MEMBERS JANUARY 2009

	<p>agreement. One example is how AEs are represented in Freelance Registers. No direction has been given by IPed and so each society is (a) reinventing the wheel and (b) being cautious to the point of delegitimizing the accreditation. This is exacerbated by the apparent absence of a clear national communications plan for AE status.</p>						
<p>ACCREDITATION: Do you think that the accreditation scheme should consider ethical standards or a code of conduct. If so, how? (Please elaborate)</p>	<p>Dispute resolution Rate and contract negotiation Group deals for insurance</p>		<p>Yes, definitely. This need not be long; for example the IABC code is about two screens</p>		<p>IPed should develop a code of conduct to which AAEs and AEs are asked to swear allegiance.</p>		<p>Yes, to uphold the reputation of the societies, IPed and accreditation. This society currently has no set criteria to refuse membership on the grounds of ethical/professional practice, nor does the accreditation scheme, as far as we know.</p>

ATTACHMENT 8

Improving the IPEd website

I have long had the feeling, and I believe that others have too, that the appearance of the website could be improved to better reflect the business we are in and present a more professional image to the world. Just as important, it seems to me, is that the identity of the Members of IPEd is almost covert in the current design. As the owners of the overall endeavour, we need to bring them to the front, I believe, to highlight and reinforce the nexus between national and state/territory activities.

Thus, I have had exploratory discussions with the principals (Alexi Paschalidis and Peter Edmunds) of a Canberra-based website design firm called Oxide Interactive. I selected it because I was impressed by the website work it has done for other agencies, particularly the Australian Association of Writing Programs (at <<http://www.aawp.org.au>>), mentioned by Anne at our last meeting, and the Australian College of Educators (at <<http://www.austcolled.com.au>>).

Following our discussions, I heard from Peter Edmunds as follows:

Based on our discussions, and further review of the current IPEd website, we propose that a new visual design combined with minor information restructuring would greatly improve your website and present a more professional image for your organisation. Drupal, the content management system currently used on the site, provides a powerful and flexible base, so we suggest that it would be wise to build upon what is already there.

We can provide a new visual design and slightly modified site structure for around \$4000 (including GST). If this is within your budget we can put together a formal proposal outlining our approach that you can then circulate to the appropriate stakeholders.

I am conscious, of course, of the enormous contribution that Mike Purdy has made to developing the IPEd website, and at how well the site has served us. I discussed the matter of design changes with him. He indicated that he entertained no 'proprietary rights' over the site and would strongly support design improvements.

It turns out that Mike has himself had website work done by Oxide Interactive. He noted that they tended to cost somewhat more than others in the field, but that the margin is reflected in the higher quality of their products.

I present this information to the council for discussion, in the hope that it might lead to a proposal to proceed with the matter. If that occurs, the forthcoming national conference would be a great opportunity to launch the new design.

E.H.
12.v.09

ATTACHMENT 9

Report to IPEd Council on meeting with SfEP administration on 29 April 2009

Rosemary Luke

During my recent two months in Europe I had only very limited time in London. I was, unfortunately, only able to meet people from the Society for Editors and Proofreaders on the day before I returned to Australia. And, because I gave them such short notice, I was able to meet only their Company Secretary and one administrative staff member, rather than any of the Council members (many of whom are not London-based, anyway). But enough about me.

SfEP has a small office in Putney, with use of a small meeting room. They have a Company Secretary, Justina Amenu, who is not an editor, but after 18 months with the organisation, is well-informed about its work. The society also employs two part-time administrative/clerical staff who manage membership renewals and other payments, databases, distribution of *Editing Matters*, and the administrative conduct of the proof-reading exam.

There are approximately 1400 members, most in the UK, but a few in Europe. As with many of our societies there is about a 30 per cent turnover annually.

SfEp, like IPEd, is a company limited by guarantee. Unlike IPEd, its members are individual editors and proofreaders. It has a Council of approximately 12 people who are appointed as individuals. When a Council member decides to step down (I am not certain about terms of office) they are asked to try to identify a replacement. Elections need to be held only rarely. Most councillors have an area of responsibility: publications, membership, professional development, mentoring, the annual conference, etc. Councillors are, like us, volunteers, but can be paid for work undertaken for SfEp over 15 hours per month. I do not know the rate of payment or how often it is claimed.

The society's main activity is running training courses (which can be found on its website >). These range from very general introduction to the professions (by far the most popular courses), to 'advanced' courses, to courses which help members to prepare for the exam. The society has close connections with the Booksellers Association and runs many of the London training courses in their building.

Meetings are held in a few cities in England and Scotland, mostly as social/networking meetings, but occasionally with a speaker, and seem to rely on there being an enthusiastic person to keep a local group running.

Justina and I spent much of our time talking about their accreditation exam. Full details are at <http://www.sfep.org.uk/pub/quals/accred_info.asp>. It is principally a proof-reading exam and requires rigorous adherence to British proof-reading marks. Successful completion grants the member accreditation, which confers Advanced Member status, which entitles the member to an entry on the society's freelance register.

The next level of qualification—registration— requires accreditation plus 500 hours of work over three years.

Training for the exam is conducted not only by SfEp, but also by the Publishing Training Centre, i.e. courses held by both organisations are seen as good preparation for the exam.

The exam is mailed to candidates, who have about two weeks in which to complete it and mail it back. It is marked by one examiner and sometimes also by a deputy examiner. Justina thinks that the marking rate is approximately £20 per hour, but I forgot to ask how long an exam takes to mark. I also forgot to ask how many versions of the exam have been prepared.

Candidates who take the exam at the 'standard' time (which suits the examiner) pay a standard fee. If they wish to choose their own time to take it, they pay more.

Justina says there have been no problems with cheating or fraud, as the examiner believes, through experience, that she can detect any work that has been completed by someone other than the candidate.

I think that the current pass rate is about 60%. Those who fail must pay the original fee, with no discount, to resit.

When Justina emailed councillors about my visit, to ask whether they had any questions, the training director was keen to know whether we had any courses that they could use. I suggested that Anne Surma might make direct contact with Wendy Toole, professional development director to discuss future collaboration in PD.

I have the latest copy of *Editing Matters*, a glossy journal with some interesting reviews and discussions of courses (many around technicalities of Word 2007, etc.—also a topic at their conference in September). They have added me to the email list for *Editing Matters*, which I will circulate; I suggested that we could email our state newsletters to them, too.

Justina sounded very interested in having Australian editors at their annual conference, although, as Janet Mackenzie found, it is very expensive and they weren't hugely forthcoming about offering discounts if she spoke at it. They are happy to place an ad in their next newsletter about our 2009 conference.

We talked a little about their mentoring program. Experienced proof-readers assist those who want to be mentored—on a single project, which isn't an actual project for the mentee—it is developed by the mentor. The mentee pays; some money is retained by the society, while most goes to the mentor. Details of the project are negotiated between mentor and mentee, with the society really only putting people together and dealing with the financial side of the program. There are, unexpectedly, more people wanting mentoring than mentors available, but it is nevertheless considered a successful program.

I think it was a valuable meeting, following up on Val Rice's visit to the 2005 conference. It's good to have people with in the organisations who have met one another and can, therefore, keep talking easily.

And don't quote me elsewhere on anything I've written here, as it's all based on my often inadequate and still slightly jet-lagged memory.

ATTACHMENT 10

12 May 2009

TO VIRGINIA WILTON
Chair
IPED Council

Dear Virginia,

We are in the process of updating our online Freelance Register and about to start the process of accepting entries for the hard copy Register. We have resolved to include the AE postnominal in Register entries. However, our committee has expressed some concern about the inclusion of the DE postnominal, which will affect I think two or three of our editors in Victoria with an entry in the Register.

While we understand the reasoning behind the DE postnominal and the importance of recognising the work done by these editors in establishing the accreditation process, we are concerned about the lack of publicity and information presented by IPED about the DE postnominal.

Questions received from members regarding the DE postnominal include 'What is a DE? How do you get a DE? Why wasn't I eligible to sit for a DE? How come some people got DEs and everyone else got AEs?'

In terms of process, it would be our preference for an IPED statement about DEs to appear before any mention of them in the FLR.

We believe our members expect and need to be informed officially of what the DE means. It has been put to me that '... we have to be very clear that the DE is an honorary title, and different from either AE or AAE. Otherwise we are going to have people wondering why they cannot undertake an exam to become a DE. Also, we may have prospective clients who are reviewing the Register wondering whether they should be looking to employ a DE over an AE as it is a higher qualification'.

We request that IPED also states whether the 2008 DEs will be the only cadre of DEs, or whether this is an ongoing award and there will be more DEs designated every year. If the latter, then the eligibility criteria must be spelled out as well as the process for nominations and review.

It is important that such a postnominal is publicly bestowed on these esteemed 'distinguished' editors and the reasons for the award made known to members of all societies. I believe we need firm direction from IPED on this and hope it is quick as we want to proceed. Personally I think it would be a good move to make the awarding of the DE something done officially at the October conference.

Could you please get back to me asap about this?

With thanks and best wishes,

Liz Steele
President, Society of Editors (Victoria) Inc.

Message received from Karen Disney on 15 May 2009

Everyone,

We didn't get to discuss this at the last [AB] meeting, and since Virginia's proposal there has been further correspondence with the Victorian society, who propose 'Honorary Accredited Editor' to replace DE. What do you think? It clarified the 'honorary' aspect but is it clear that it's a higher rank than Advanced?

Here's what Virginia's text would look like:

Levels of accreditation and post-nominals

The IPEd accreditation scheme is two-tiered, providing for accreditation at the level Accredited Editor (designated AE) and at senior level, as an Advanced Accredited Editor (designated AAE). To demonstrate their ability at the Accreditation level, candidates must sit an editing exam. Those who are successful can subsequently apply for Advanced Accreditation by submitting a portfolio of their work for assessment [this next phase is in development].

Exams are marked (and portfolios will be assessed) by the members of the Assessors Forum—senior editors **acknowledged** by their societies for their lengthy career experience and comprehensive knowledge of editing. These editors have been awarded the rank of **Honorary Accredited Editor (designated HAE or Hon AE or AE Hon?)**. More editors will be asked to join the Assessors Forum as the accreditation scheme develops, drawn from the ranks of those who have achieved Advanced Accreditation.

The scheme is administered for IPEd by the Accreditation Board, which consists of delegates from each state and territory society of editors. The board is advised by the Assessors Forum.

ATTACHMENT 11

[PROPOSED MEDIA RELEASE]

South Australia's Own... 4th IPEd National Editors Conference

Getting the message across

The Fourth IPEd National Editors Conference will bring together specialists and leaders in various fields related to book publishing, book editing, copyediting and writing. This conference aims to reach across a mixture of these disciplines in order to create a comprehensive outlook at today's world of book editing, writing and publishing.

The Conference will be held in Adelaide, South Australia from October 8-10, 2009 at the Adelaide Festival Centre, situated on the picturesque banks of the River Torrens, a short walk from the CBD.

This conference is a meeting of writers, editors, publishers and individuals working in related fields. This year the conference boasts four keynote speakers: Neal Porter, a US-based editor; Julian Burnside, a well-known human rights advocate and barrister; Wendy McCarthy, a mentoring and education specialist; and last, but not least, South Australia's own Natasha Stott Despoja, a prominent figure in politics and the leader of the Democrats from 2001 to 2002.

Some of the items on the program include:

- Addresses by the keynote speakers
- Panel discussions on such topics as editors being edited, an editor in the role of a mentor, as well as a discussion on the future of editing
- An acknowledgement of the first accredited editors in Australia
- Presentation of papers on topics which include the editor-author relationship, 'green' editing, digital/future editing, and food and wine editing, amongst a multitude of other abstracts
- A number of practical workshops held on the last day of the conference

Items of a social nature are also included in the program, incorporating events such as: the welcome party at the University of South Australia; the Lord Mayor of Adelaide presenting a civic reception in the Queen Adelaide Room of the Adelaide Town Hall; and a conference dinner at the National Wine Centre, which lays claim to some of Australia's finest food and wines. The conference's participants are also welcome to enjoy the scenic view of the River Torrens; a stroll through the Adelaide Botanic Garden, which is adjacent to the National Wine Centre; and all the entertainment the city of Adelaide has to offer, as the heart of the city is within a short walking distance of the accommodation made available to conference participants and guests.

Conference registrations are open now. Earlybird registrations close 14 July 2009.
The call for papers is now closed.

The major sponsors of the 4th IPEd National Editors Conference are John Wiley & Sons Australia and the Cultural Fund of the Copyright Agency Limited. Other sponsors include Wakefield Press, She Creative, Seaview Press and Coriole Vineyards.

For more information on the conference, see the conference website at:
<<http://www.editors-sa.org.au/?q=conference>>
To register interest in the conference and receive regular updates, go to:
<www.sapro.com.au/editors/roi.htm>.

Any queries may be directed to:
<SAPresident@editors-sa.org.au>.

Other websites of interest for guests and speakers may include:

- The National Wine Centre website:
<www.wineaustralia.com.au>.
- The Adelaide Botanic Garden website:
<www.environment.sa.gov.au/botanicgardens/adelaide.html>.

Message from Susan, received 15 May

As convenor of the national conference I am very concerned that the net result of fewer editors registering because of the global financial crisis and the added cost of accreditation for those sitting the exam this year may force cancellation of the conference.

I would like to ask all councillors to urge all members of the societies to register and register soon. Can they give top priority to the publicity we are sending them and publicise it as well themselves, sending emails and reminding members at meetings to register? There is an earlybird discount.

We do not have the luxury of waiting until the last minute to decide. We will have to decide in about 6–8 weeks, I calculate, as the venue etc. needs substantial deposits 60 days out.

We have a great program, a great city, and we now need bums on seats so our conference can go ahead.

ATTACHMENT 12

2008 Barbara Ramsden Award

On Friday 1 May 2009 I attended the 2008 National Literary Awards Presentation Ceremony, presented by the Fellowship of Australian Writers. I was representing the Society of Editors, which sponsors the Barbara Ramsden Award, a major literary award for a book of fiction or nonfiction.

The winning entry was submitted by Allen & Unwin for their book for young adults, *Pip: The Story of Olive*, written by Kim Kane and edited by Elise Jones.

The FAW supplies two specially cast bronze plaques designed by renowned sculptor and medallionist, Michael Meszaros, which are presented to the author and editor to recognise the combined effort of both parties to produce a quality product. All entries must include commentary from the author or publisher on how the author or publisher felt the editor contributed to the final result.

In its twenty fifth year for a major literary award for a book of quality writing in any field of literature the award recognises the contribution by both author and editor in producing the final product. The award is named in honour of Barbara Mary Ramsden (1903-1971), editor, who completed her Bachelor of Arts degree at the University of Melbourne in 1928. She obtained employment as a clerk in the university's engineering and metallurgy library in May 1928. Transferred to the central library in June 1931, she worked there part time and in the bookroom of Melbourne University Press before performing the duties of assistant reader with the publishers.

In their report to the FAW, the judges, Janet Mackenzie, Renée Otmar and Stephanie Holt, said:

'The books submitted for the 2008 Barbara Ramsden Award reveal the diversity of editorial roles, from providing critical suggestions about structure to identifying nuances of voice and vocabulary, helping select and refine a collection of poems, and guiding a first-time author.'

The winners of the award, for *Pip: The Story of Olive*, are author Kim Kane and editor Elise Jones. In a very exacting genre – the young adult novel – we were particularly impressed by the delicate handling of the eponymous Pip, an imaginary friend, and the fluent narrative enlivened by well-rounded characters, convincingly realized settings and delightful use of language, with exemplary attention to detail throughout.

Given that this award recognises both individual editors and the value of editing more generally, we were disappointed that several otherwise impressive books entered were let down by frequent, distracting copyediting and proofreading errors; offering the judges (not to mention ordinary readers) a book in this state is like sending a designer gown down a Fashion Week runway without bothering to iron it first.

We urge publishers to adequately resource the editing of their books, at all levels, and encourage them to recognise the input of editors by including editorial credits in their books.'

Rosemary Noble