

# **Institute of Professional Editors (IPEd)**

## **Teleconference of the Interim Council**

Sunday 25 November 2007, 9.00–11.00 am Eastern Summer Time

### **MINUTES**

#### **Participants**

##### *State/territory delegates*

Canberra	Virginia Wilton
New South Wales	Michael Lewis
	Owen Kavanagh (for part of the meeting)
Queensland	Robin Bennett
South Australia	Rosemary Luke
Tasmania	Janice Bird
Victoria	Rosemary Noble
Secretary	Ed Highley
Liaison Officer	Janet Mackenzie
Accreditation Board Chair (interim)	Karen Disney

#### **1. Elect chair, confirm agenda and record participants and apologies**

Rosemary Noble volunteered to chair the meeting. It was agreed to transpose items 4 and 5 in the draft agenda, to discuss comments on the constitution first.

An apology was received from Anne Surma (WA) after the meeting.

#### **2. Minutes of the 26 August/2 September teleconference (previously distributed)**

The minutes of the last meeting were confirmed.

#### **3. Business arising**

There was no business arising from the previous minutes.

Janice Bird raised the matter of payment of Renée Otmar's expenses for running the Tasmanian society's accreditation workshop. IPEd councillors had already agreed to reimburse the society for paying travel, accommodation and related costs. The society had, however, also decided to pay Renée a fee; would IPEd cover this? Councillors agreed that, since the activity involved was voluntary, only out-of-pocket costs would be covered. Councillors also agreed to cover Shelley Kenigsberg's travel expenses for the CSE accreditation workshop held on 27 October.

#### **4. Discussion and resolution of comments received on the draft constitution**

Councillors discussed comments received from state society committees and other members on version 7 of IPEd's proposed constitution, which had been available for perusal on the IPEd website for some weeks. Comments had been consolidated onto a pre-circulated copy of the document circulated, and were dealt with one-by-one. As a result, adjustments were made to the following clauses: 3(e), 3(h), 6.2(a), 7(d), 9.1 (misnumbering of cross-reference only), 9.3 (heading), 10 (heading), 10.3 (missing end stop), 11.2(b), 11.2(d), 19(b), 25.2(c)(ii), 27.1 (Corporations Law), 27.1(b)(iii) (Investments Commission), 28.3(e)(iii).

The secretary holds a copy of the document showing the changes made and will seek the advice of the lawyer on the following further points:

- (a) inclusion of a catch-all clause early in the constitution noting that any matter on which it is silent will be subject to the provisions of the Corporations Law
- (b) the addition of 'Council' to 28.2 Definitions
- (c) related to (a), the matter of 'replaceable rules', as mentioned in clause 28.1. Should 'replaceable rules' be defined in clause 28.2?
- (d) procedure for lodgement and incorporation.

A general comment from the SA society was that the statement introducing the constitution on the website was not detailed enough. The import of the document and the process of its development and adoption needs to be explained in plain English in greater detail than is currently given, it was felt. There was general agreement on this. Rosemary Luke contracted to draft a new introductory statement in conjunction with Pamela Ball, another member of the SA society. This would be done by 31 December.

#### **5. Accreditation Board report**

Interim AB chair Karen Disney reported that she had received much material from Shelley Kenigsberg, the previous chair, whom she thanked for her substantial contribution to developing and progressing the proposed accreditation scheme. She then outlined developments since the May meeting of the board and activities proposed for the near future (see Attachment 1).

There was some discussion of the timing of a teleconference of the AB to elect a chair and deal with other pressing issues. The general feeling of councillors was that this should be held over until January 2008. Karen agreed, but noted that a decision on the timing was a matter for the board itself.

Councillors thanked Karen for taking the role of interim chair, ensuring continuing progress in the AB's work.

## **6. Finance**

The secretary reported before the meeting that IPEd's current account balance stands at \$6706.69, and that a payment of around \$3700 is due from the NSW society, being the second half of its contribution to the IPEd seed fund.

Rosemary Luke said that there was a need for an updated budget so that, among other things, societies could plan for their next financial contribution to the institute. The secretary said that he would work on this, in conjunction with Owen Kavanagh who had prepared an initial draft budget earlier in the year.

## **7. Website redevelopment**

Rosemary Luke reported that the website is working well and that, via it, she receives at least one email enquiry a week. The most visited item is the calendar, she said, and it would be useful if those responsible for posting event notices to society websites were to simultaneously send them for the IPEd website, through either her or Rosemary Noble. Virginia Wilton speculated on the outcome of an earlier idea to get all society web minders to liaise on such matters.

The immense contribution of Mike Purdy to website development and operation was again noted.

## **8. Other business**

Rosemary Noble raised the matter of the second society in NSW and if it should be admitted to IPEd. It was agreed that discussion of this, before the formal establishment of the institute, was premature.

## **9. Date for the next meeting**

Virginia Wilton reported that she was about to leave for overseas until 1 February 2008 and that Ted Briggs ([tedbriggs@grapevine.com.au](mailto:tedbriggs@grapevine.com.au)), the president of the Canberra society, would attend to any IPEd matters arising during her absence.

The next meeting will be held in January or February at a time to be determined.

The teleconference ended at approximately 11.15 am.

## **ATTACHMENT 1**

### **ACCREDITATION BOARD REPORT, 25/11/07**

#### **Actions from May meeting**

1. Collate information received from the voting members on their postcodes and whether they intend to sit the accreditation exam. [done]
2. Develop a paper on the pros and cons of an onscreen test. [done – Janet]
3. Workshops on the sample exam to be run within each society by September. [done – Renée to collate feedback.]
4. Assessors Forum to propose exam preparation and marking costs [done?].
5. All members to explore costs of venues and invigilators in their state/territory [done].
6. Explore feasibility of national outsourcing of exam invigilation. [done by Chris Pirie?]
7. Include costs in accreditation budget ASAP. [Indicative costs put forward; final cost hinges on the online issue: could add \$50–\$100 or more]
8. By the end of October 2007 propose dates in March 2008 for the first exam [date postponed to June 2008 at this point].
9. Authors of each section of the guidelines to incorporate changes and forward to Robin, for editing [all drafts with Robin?]
10. Set date for next teleconference.

#### **Next steps, with endorsement of AB**

1. Hold teleconference as a matter of urgency to elect Chair. [9 or 16 December?]  
OR
2. Wait for Renée to collate workshop feedback and comments, then hold teleconference in January [20th?].

#### *Agenda*

- Discuss and resolve outstanding issues including online option.
- Provide final direction to Assessors Forum and exam developers
- Set schedule: timing of first exam June/July 2008?
- Refine costing, submit revised budget to IPed
- Provide position description for combined secretary
- Commit to timing for work on accreditation by portfolio