

Institute of Professional Editors Limited

Annual report 2008–09

This report covers the 2008–09 financial year plus the shorter period between the date of incorporation of the Institute and the end of the 2007–08 year.

Establishment

Following lodgment of its constitution, the Institute of Professional Editors Limited (IPEd) was incorporated by the Australian Securities and Investments Commission on 22 January 2008 as a public, not-for-profit company (ACN 129 335 217) limited by guarantee. The company is registered in, and under the Corporations Law, of the Australian Capital Territory.

The registered office of the company is:

Institute of Professional Editors Limited
C/- Houston & Hanna
Suite 15 George Turner Offices
11 McKay Gardens
Turner ACT 2612

Houston & Hanna, Chartered Accountant, is also the company's auditor.

The company's postal address is:

The Secretary
Institute of Professional Editors Limited
GPO Box 1464
Canberra ACT 2601

IPEd's constitution can be read on the IPEd website at <www.iped-editors.org>.

Members

The Members¹ of IPEd are:

Canberra Society of Editors Inc.
Society of Editors (NSW) Inc.
Society of Editors (Queensland) Inc.
Society of Editors (SA) Inc.
Society of Editors (Tasmania) Inc.
Society of Editors (Victoria) Inc.
Society of Editors (WA) Inc.

¹ Capitalised to distinguish the Members from the individual members of the societies.

The interests of editors in the Northern Territory are attended to by the SA society.

An application, eventually unsuccessful, for IPEd membership from the Professional Editors Association (NSW) Inc. in September 2008 led to intense discussion of and a subsequent elaboration of the criteria for membership given in the constitution. The extended criteria can be read on the website.

Governance

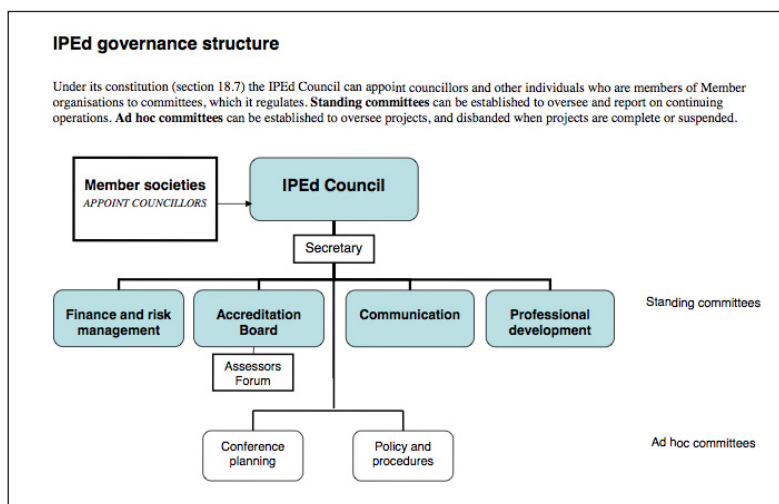
The diagram at the top of the next page summarises IPEd's governance structure.

Council

IPEd is governed by a council comprising one nominee from each of the Members. Councillors, in effect directors of the company, serve two-year terms. Retiring councillors are eligible for re-appointment.

At the time of incorporation, interim councillors were Virginia Wilton (Canberra), Michael Lewis (NSW), Robin Bennett (Queensland), Rosemary Luke (SA), Janice Bird (Tasmania), Rosemary Noble (Victoria) and Anne Surma (WA). Following formal nomination under the terms of the constitution, their appointments were confirmed at the annual general meeting (AGM) of the company on 24 August 2008. Michael Lewis subsequently resigned on 14 October 2008 and was replaced by Pam Peters on 20 January 2009.

The council must, by statute, appoint an honorary treasurer and a secretary. The former must be a member of a Member; the latter need not be. At the council's first meeting on 12–13 April 2008, Janice Bird (Tasmania) agreed to take the honorary treasurer's position until the AGM. At the council meeting on 24 August, immediately following the AGM, Janice agreed to continue as honorary treasurer and she held that position for the term covered by this report. Ed Highley (Canberra) agreed to continue as interim secretary, a role he had held in an honorary capacity since October 2005, until an appointment was made following open advertisement of the position. He would work on IPEd business for nominally 20 hours per month at a stipulated hourly rate.



The position of secretary was subsequently widely advertised over three months in the latter part of 2008. There were twenty-four applications for the position. They were assessed by subcommittee comprising Virginia Wilton, Janice Bird and Rosemary Luke, which recommended to council that Ed Highley be offered the position for a two-year term with the possibility of an extension at the council's discretion following review. He accepted the offer in December 2008.

Also at its April 2008 meeting, councillors determined to appoint a 'permanent' chair of council, although such is not a requirement of the constitution. Virginia Wilton agreed to be interim chair until the AGM. At the council meeting on 24 August, immediately following the AGM, Virginia agreed to continue as chair and she held that position for the term covered by this report.

Council met seven times during the period covered by this report. Face-to-face meetings were held in Canberra on 12–13 April and in Adelaide on 31 May – 1 June 2008, and again in Adelaide on 14–15 February 2009. In addition, the council met by teleconference on 24 August and 30 November 2008 and 17 May and 14 June 2009.

The confirmed minutes of all council meetings, and associated papers, are on the IPEd website.

Secretary

The duties of the IPEd Secretary are as follows:

- Act as company secretary under the *Corporations Law*, administer the company secretariat and be responsible to the council in the discharge of their duties in all respects, as described in clause 22 and other clauses and subclauses in the constitution

- Receive mail, email messages and phone calls; respond to routine matters or forward to councillors as appropriate
- Maintain, as appropriate, hard-copy or electronic records of all correspondence
- Under the direction of the honorary treasurer, deposit monies, maintain financial records and attend to financial transactions
- Attend to all aspects of the arrangement of council meetings and teleconferences
- Prepare and circulate agenda and meeting papers, attend meetings and teleconferences, and take, circulate and amend minutes
- Prepare a monthly activity statement for council, including details of hours spent on IPEd business
- Prepare a brief monthly report for members' newsletters and the website
- Provide support for the activities of the Accreditation Board (AB) administration assistant and liaise with the AB Chair as needed.

Committees

The membership of committees draws on councillors and society members. The committees report regularly to council meetings and their reports are appended to the minutes. Highlights of their activities are listed below.

The chair of council, the honorary treasurer and the secretary make up the finance and risk management committee. The committee is responsible for financial planning and budgeting and implementing the council's decisions on expenditure. (See also 'Finance'.)

The Accreditation Board is made up of a representative of each the Members and delegates of the IPEd Council and the Assessors Forum. Chairs of the Accreditation Board during the period of this

report were Karen Disney (SA) until 18 January 2009 and Larissa Joseph (Canberra) thereafter, with Robin Bennett (Queensland) standing in on occasions. The Assessors Forum is headed by Renée Otmar (Victoria). It consists of 26 'Distinguished Editors' nominated by the Members of IPEd, as explained below under 'Accreditation'. Full details of the work of the Accreditation Board can be found on the IPEd website.

The Communication Committee was convened by Kathie Stove (SA) for a short time at the start of the reporting period. Rowena Austin (SA) has held the position since December 2008, with assistance from Rosemary Luke (SA). Anne Surma (WA) was convenor of the professional development committee for the whole period.

The Communication Committee has assumed much of the responsibility for management and development of the website. In these tasks it has received unstinting technical support from Mike Purdy (Canberra).

Accreditation

The primary initial goal of IPEd was to implement, by holding a first accreditation exam, the national accreditation scheme for editors that many society members had been working towards informally for many years. This goal was met by the Accreditation Board well within the period covered by this report, the first exam being held at seven locations around the country on 18 October 2008. There were 171 candidates for the exam. To pass, a candidate had to score at least 80%. Just over 65% of candidates passed and are now IPEd Accredited Editors (AEs).

The magnitude of this achievement within a time frame of less than year cannot be overstated. The exam development team headed by Meryl Potter (NSW) supported by Stephanie Holt (Victoria), Shelley Kenigsberg (NSW), Janet Salisbury (Canberra) and Janice Bird produced, within 12 weeks, an exam that earned endorsement across the country. The running of the exam was the outcome of a host of equally complex and interrelated tasks such as preparing procedures and marking guides, re-marking and moderating individual papers as might be required to ensure consistency and equitability in results, and even the business of finding suitable venues and engaging volunteer invigilators.

It is not possible to list here the names of all who contributed to the development and success of the first exam, or of the wider accreditation scheme of which it is a part. Again, a great deal of such

information can be found on the website. Mention should be made, however, of the Assessors Forum and the rank of 'Distinguished Editor'.

During the development of the scheme, each society was asked to nominate individuals who met the criteria of 'a distinguished editor': career editors who were endorsed by their societies, who were accomplished and respected by their peers, who were ethical, and who were active supporters of editing standards. The nominees had to have the unanimous approval of their committee, and also had to accept the role (several declined). The 26 editors so nominated formed the Assessors Forum, which has been entrusted with the role of accreditation assessment. Because they are ineligible to apply for accreditation, they have been granted the honorary rank of 'Distinguished Editor' or 'DE'.

Finance

Early in this reporting period, advice on accounting procedures was sought from Tenbenschel & Dee, chartered accountants in Hobart, and acted upon. This advice included engaging a bookkeeper to prepare monthly accounts from information provided by the finance and risk management committee. Leumas Accounting Pty Ltd, Lindisfarne, has been undertaking this task.

On the advice of Tenbenschel & Dee, in August 2008 the honorary treasurer wrote to the Australian Tax Office (ATO) seeking clarification of the taxation status of income from, in particular, examinations. The ATO's response was that, because of the Membership structure of IPEd, any surplus of income over costs in organising and running the exams would be liable to income tax. More information can be found in an attachment to the minutes of the council meeting of 30 November 2008.

The following policy and procedure on expenditure was adopted by the council on 30 November 2008:

1. Budgets for major activities are approved by council.
2. All expenditure must be approved by council.
3. Council has delegated approval of individual items of expenditure to an executive committee (the finance and risk management committee) comprising the chair, honorary treasurer and secretary. Apart from the secretary's remuneration and their own expenditure, any two members of the committee can approve expenditure. The secretary's remuneration must be approved by the chair and the honorary treasurer. Expenditure by one member of the

executive committee must be approved by the other two members.

4. Items of expenditure that are part of a budget passed by council are deemed approved unless they exceed the budgeted amount by more than ten per cent, in which case further approval must be sought from the executive committee before the expense is incurred.

At the time of its incorporation in January, IPed had a balance of some \$7,500 remaining from a development fund (the so-called 'seed fund') provided by the societies and functioning from 1 October 2006. The fund was managed through a sub-account of the Canberra Society of Editors. This continued to operate until 6 May 2008, at which time the balance of \$2,983 was transferred to IPed's new account with Community CPS Australia Ltd.

The funds for the first 17 months of IPed's operations were provided by a further levy of \$20 per society member (all classes) on Member's for the 2008–09 financial year. This provided working funds of around \$30,000 for the year.

The fees for sitting the accreditation exam were set so that its running would yield a small surplus. As it turned out, the generous commitment of those involved in organising, running and marking the exam led to a surplus of some \$17,000 on direct costs, which was directed to consolidated revenue.

The audited financial statements of the Institute for both the 2007–08 and 2008–09 fiscal years can be viewed on the website, the latter being tabled at IPed's second AGM on 9 October 2009 during the 4th national editors' conference.

While cash on hand at 30 June 2009 was some \$21,000, this included over \$10,000 in fees for the second accreditation exam to be held later in the year, as well as a potential tax liability on the 2008 exam surplus.

The council continues to explore possibilities for grants and other sources of income.

Highlights of the reporting period

1. Incorporation of the company
2. Completion of a strategic planning workshop in May 2008
3. Business plan and budget drafted
4. Agreement of Members to 2008–09 levy
5. Holding of inaugural AGM and appointment of councillors
6. Determination of governance structure
7. Appointment of company secretary
8. Drafting and promulgation of key Accreditation Board documents: the Board's *Procedures manual* and a statement of the roles and responsibilities of the Board in relation to accreditation
9. Award of certificates to 112 IPed Accredited Editors following the first accreditation examination in October 2008
10. Planning started for second exam
11. Onscreen exam working party headed by Pam Peters (NSW) established; first report provided to council in May–June 2009
12. Strategic planning questionnaire circulated to Member committees in November 2008; detailed report presented to council in May–June 2009
13. Continuing development of the IPed website
14. Discussion papers on a national brand, professional development activities, communications issues, the need for a 'national brand' and professional development considered by council
15. Policy and procedures established on Membership, costs of meetings and expenditure.