

# Editors Victoria Committee reports for the 2019–20 term

Annual Branch Meeting    Thursday 16 July 2020

## Vice-President

Despite a tumultuous year, in 2019–20 Editors Victoria has been highly active, continuing to produce a varied menu of services for you, our members. The transition to a national organisation became more obvious this year; at the same time, we had to adapt to the requirements of a pandemic-affected world. While the public health measures forced the cancellation of some planned activities, it has helped us to make the shift to more online activity, enabling us to offer more to regional members and to take advantage of events hosted by our non-Victorian colleagues.

I would like to thank the committee who have generously volunteered their time to make the magic happen. Dr Sharon Lierse served as secretary until February 2020, when work demands unfortunately overtook her, and Michelle Manly obligingly and efficiently stepped into this role. In March, full-time work also claimed our President, Susan Keogh, who has made significant and energetic contributions to IPEd for many years, including to Events held earlier in this committee's term.

Over this committee's full term, Budget Officer Marnie Hannagan has calmly and effectively managed the finances of the branch. Communications Officer Bridget Blair has contributed to the massive task of converting the website and newsletter into national productions, as well as smoothly managing, with the able assistance of subcommittee members Michaela Skelly and Giovanna D'Abaco, our social media, website and newsletter offerings. Events Officer Marie Pietersz found some fabulous venues and speakers for dinner meetings with help from Sally McInnes, who has had two stints on the events subcommittee, a tribute to her staying power! Additionally, thanks to Marie for her energy and enthusiasm as newsletter editor. Freelance Affairs Officer Susan Pierotti arranged freelance lunches and picnics and, since public health measures came into effect, switched to hosting Zoom networking events, which have been keenly appreciated. Claire Kelly initiated the student adviser position on committee. Professional development Officer Maryna Mews, together with Michelle Manly, Claire Kelly and me, produced a high quality program of training workshops, with the Editing Diverse Voices seminar at the Wheeler Centre one of the highlights. After three years of generous service, Maryna is retiring as Professional development Officer but will continue to contribute to the mentoring program. You can read more detailed accounts of all of these activities in the reports from each of the subcommittees.

In ex-officio roles, student advisers Clare Miller and Rebecca Fletcher brought fresh perspectives to the committee, culminating in running their highly successful Zoom networking meetings for editing students. We benefitted enormously from the wise input of Dr Renée Otmar, both as past president and Victorian IPEd Board member. Katie Lawry took excellent care of accreditation-related matters, and in May passed that baton to Adam Finlay. A huge thank you also to Donna Quinn, who joined us in October 2019 and has given highly valued support in her role as Administrative Officer.

Finally, I am grateful to all members for attending and supporting our activities, and contributing their ideas and feedback and in other ways. It is a privilege to be part of the Victorian editing community. This is your organisation, and I hope you will continue to be an active part of it, because we are only as good as our members and volunteers.

Jane Fitzpatrick

Vice-President, Editors Victoria

## Budget

### Background

The branch Budget Officer:

- prepares a branch budget for the financial year, in consultation with the national IPEd office and the branch committee
- ensures that branch expenses are within budget, approved and submitted to the national office for payment
- tracks expenditure against the budget and checks the Victorian finance reports generated by the national office.

The IPEd national office gives us a set amount to cover branch administration expenses. We use this to pay for branch admin services, committee meetings, the Annual Branch Meeting, the newsletter, the website, SurveyMonkey and membership of Writers Victoria.

Branch events, such as speaker meetings and professional development workshops, are generally funded by participants' fees. We aim to at least break even, or ideally make a small surplus.

### 2019–20 finance reports

As at the end of April 2020, the figures show that Editors Victoria events have done well in covering their costs. The only month that made a loss was December, when we subsidised the Christmas party by about \$115, as planned. Compared to the budget, branch events have made a cumulative profit of about \$1700.

While every professional development workshop has made a small surplus, it is more difficult to make speaker meetings self-financing or profitable. The ticket prices must be high enough to pay for the venue, catering and speaker, but still be affordable for members.

In 2019–20, the branch budget for admin expenses was cut from about \$36,000 to \$10,500, due to financial challenges facing IPEd. The committee has stayed within this budget by cutting its costs wherever possible. For example, we stopped all honoraria, reduced paid admin services and website support, and held committee meeting via videoconference.

The branch has about \$62,000 in reserved funds. At the request of the national office, we did not use any of this money during 2019–20.

### 2020–21 budget

IPEd is now in a much better position financially than it was in July 2019. For 2020–21, the Victorian branch has been given an admin budget of \$8000. While the total is less than the 2019–20 admin budget, we no longer have to fund a branch newsletter and the branch website is in the process of being replaced by a national website. We will also spend less on the ABM this year, since it is being held online.

At the time of writing, the final allocations in our budget are still being worked out. The committee is likely to use its slightly more flexible admin budget to pay for:

- proofreading the Victorian section of the national newsletter (previously an unpaid service)
- an extra hour a month of admin services

- equipment to help record in-person events so they can be shared online (details to be determined)
- subsidising a special event for members.

Marnie Hannagan

Budget Officer

## Communications

The committee year 2019–2020 has been a particularly busy one for Communications as we have made the long-awaited transition to new platforms.

The year began with the task of recruiting a new editor for our newsletter. We were pleased to officially welcome on board Marie Pietersz, who by that time had already been managing the newsletter in a temporary capacity for a number of months.

We knew, however, that the EdsVic newsletter was coming to an end. The IPEd Communications Working Party, composed of branch communications officers and other volunteers, was tasked with two major projects: convert our various branch newsletters into one streamlined newsletter, and bring the branch websites into one IPEd website with pages for each of the branches.

The new, combined newsletter would eliminate the duplicated work and expense that went into creating seven separate newsletters and at the same time would share the valuable information and resources the newsletters provide with all our members. The challenge lay in considering the different formats, content models, distribution policies and even tone and spelling conventions of the various branches and in bringing them into one harmonious whole. Our own Marie Pietersz took on the mantle of editor for the new newsletter and put in many hours behind the scenes creating templates, tweaking formats and negotiating the road humps along the way. By the time you read this, the new newsletter, *Gatherings*, will be in its fourth edition. We are pleased with the way it has turned out, but it remains a work in progress.

The second part of the Communications Working Party's remit required us to migrate website content from <https://editorsvictoria.org/> to the new Editors Victoria branch page of the IPEd website, with the aim of further integrating the separate branches into one international organisation.

We performed an audit of all the information on our existing website and had to decide what should be moved to the IPEd site, what was already covered there, and hence could be deleted, and what should be archived for posterity. For that task I am indebted to Charles Houen, who brought his deep knowledge of Editors Victoria and its history to bear. I also had valuable advice and assistance from former Communications Officers Margie Beilharz and Paul Bugeja.

The branch page is now live (check it out <http://iped-editors.org/Branches/editorsvic.aspx>) but the old website will exist concurrently for the next few months.

While all this change was going on, the Communications subcommittee continued to keep our IPEd members up to date by creating content for the newsletter and posting articles and job advertisements to social media. Special thanks to subcommittee members Giovanna D'Abaco, for her regular newsletter column on quirky etymology, and to Michaela Skelly, for scouring editing job advertisements and sharing them on Facebook. Much appreciation also to Cass Ball for her proofreading, and to all the other contributors of articles and news.

It was great to see our members interacting and connecting on our social media platforms, especially as we all found ourselves in isolation in these last few months. All members are warmly invited to contribute articles, tips and ideas for sharing on any of our communications platforms – please don't hesitate to get in touch with any member of the Communications team on the new committee.

Bridget Blair

Communications Officer

## Events

This year the events program consisted of 13 scheduled dinner meetings, six more than the previous year, of which three were not held. Of these three, two were cancelled due to COVID-19 restrictions, and one international online meeting to be hosted by the Victorian President in September did not eventuate. While public gatherings were still permitted, we were able to try a few new restaurant venues.

This year the Events subcommittee comprised myself, Sally McInnes and Susan Keogh. Unfortunately, due to personal priorities, Susan withdrew from the subcommittee in February 2020. Sally and I met on several occasions in person and online to plan our events for the 2019–2020 year.

We have tried to attract some drawcard speakers to our dinner meetings to encourage members to attend. These meetings also provide opportunities for informal networking and knowledge sharing of new and trending topics in the editing and publishing spaces. We were rewarded with some spikes in member attendances.

This year world events necessitated a sharp shift from the usual monthly dinner meeting format to an online one. I am pleased to say that we have run online Zoom teleconferencing meetings in May and June after a hiatus of nearly four months.

Another new meeting feature was the student member forum, where student members have the opportunity to have their questions answered in company with their peers. Three successful teleconferencing meetings were held and run by our two student advisers during their term.

We are always pleased to welcome new members to the subcommittee for the fresh ideas and skills they bring. In the next committee term we are especially keen to branch out into more student and regional member events.

I would like to thank our current subcommittee member, Sally McInnes, for her assistance and willingness to help in the lean times when the subcommittee coped with just two members. Sally will be stepping down at the end of this committee's term due to personal priorities and I wish her well.

## Summary of events for 2019–2020

### June 2020

At the time of writing, we are scheduled to hear Kate Cuthbert, former Managing Editor of Escape Publishing and genre fiction advocate, for an entertaining discussion on the storied history of digital books, with a focus on the role genre writing played in the development and adoption of ebooks.

### May 2020

Three student member meetings were held in May and run by our Student Advisers Claire Millar and Rebecca Fletcher. This forum proved extremely popular, with the first meeting booked out and the second and third well subscribed. We will no doubt be considering more of the same in the new committee year.

### April 2020

On 30 April a dinner meeting to be held at Cinnamon's Restaurant and Bar, in St Kilda, with speaker Michael Lawry CPA, on Financial Considerations When Running a Business, was cancelled due to COVID-19 restrictions.

### March 2020

Accreditation information session to be held on 26 March at the Melbourne City Council's Kathleen Syme Library was also cancelled due to COVID-19 restrictions. The session was to be run by Katie Lawry, at that time, EdVic's Accreditation Board delegate.

### February 2020

On 27 February, members and affiliates attended our dinner meeting at CoffeeHead Cafe, Camberwell, to hear Dr Euan Mitchell, author, editor, publisher and lecturer in professional writing, speak about the role of the editor in ebooks and self-publishing. Members attending: 27

### December 2019

On 5 December, members and non-members attended our 2019 end-of-year dinner meeting to hear acclaimed Victorian author Mark Brandi, of best-selling novel, *Wimmera*, and *The Rip* fame, talk about his experience of the editorial process. The event was held at a new venue, the Grand Chancellor Hotel in Melbourne. Members attending: 28

### October 2019

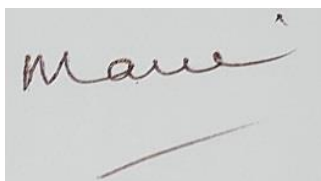
1. On 30 October, editors gathered at the Terminus Hotel in North Fitzroy for a presentation on book design by Pooja Desai, who is currently Design Manager at Hardie Grant Egmont. Members attending: 8
2. On 23 October 2019, in-house editors came to hear Rebecca Kaiser, the Editorial Director of Allen & Unwin, speak on building a career in publishing. Members attending: 7

### July 2019

The 2019 IPEd Victorian Branch (Editors Victoria) Annual Branch Meeting (ABM), was held on Thursday 18 July 2019, at the Rendezvous Hotel, Melbourne. Members attending: 36

As Events Officer, I would like to thank the events subcommittee members: Sally McInnes and Susan Keogh for their assistance and Editors Victoria members who contributed their ideas or volunteered to appear as speakers. I have enjoyed organising the functions and meeting many of our very skilled and resourceful members.

The events committee is looking for more inspiring speakers and trending topics to ensure that events are well subscribed, so please send your ideas to [edvic.events@iped-editors.org](mailto:edvic.events@iped-editors.org).

A handwritten signature in dark ink on a light grey background. The signature reads "Marie" in a cursive script, with a small mark above the 'e' and a long horizontal stroke below the name.

Marie Pietersz

Events Officer

## Freelance Affairs report

One lunch at the Fitz Café and two picnics in the Fitzroy Gardens took place in September, December and March. A total of 32 editors attended these events. The picnics were popular and will probably be the first face-to-face meeting we organise after distancing restrictions have been eased, when the weather is better.

Since COVID-19 lockdown, Networking Cuppas have been established via Zoom. They have been moderated by various committee members but mostly by the Freelance Affairs Officer and the Vice-President. Though not strictly run for only freelance editors, they have attracted many freelancers and have been a successful in meeting a need for connection, attendance and engagement.

Many editors expressed the need to 'meet' with other people as our working lives can often be solitary and COVID-19 restrictions have exacerbated this aspect. Some editors joined the groups who had not attended an EdVic function for years, and quite a few rural editors joined meetings that weren't specifically for regional members.

A wide range of themes (science, non-fiction, memoir, academic) were chosen as a means to promote discussion between editors working on similar material, but other topics were also discussed, mainly to do with clients and publishers (the good, the bad and the ugly), software tips and tricks, the IPEd exam and ideas for future EdVic Professional Development events.

Susan Pierotti

Freelance Affairs Officer



## Professional Development

*Professional Development Subcommittee: Maryna Mews (Professional Development Officer), Michelle Manly, Jane Fitzpatrick and Claire Kelly*

### Training program

We planned eight face-to-face workshops for 2019–20, with those scheduled for the first half of 2020 specifically designed to complement the training needs of editors sitting the Accreditation Exam, at that time scheduled in August. Workshops are developed so that training covers the following areas: editing skills, software and technology, and business skills. We aim to meet the lifelong learning component of professional development and to provide opportunities for AEs who need to maintain their accreditation. We design the programs based on feedback from courses and communication with members.

In 2019–20, we continued to focus on developing new courses. This work is quite time-consuming as extensive time to research and brief trainers is required. So, it has been a real bonus to have such a rich depth of ideas on the committee, and willing hands for the work. Our efforts were rewarded with increased attendance at our courses.

Like other areas of IPEd's work, our program was disrupted by the COVID-19 virus, necessitating the cancellation of three courses. Since March 2020 we have been liaising with those trainers to discuss presenting their workshops online by Zoom, or face-to-face when restrictions ease. We will pass on that information to the new Professional Development Officer and subcommittee.

### Other activities

In the past year as Professional Development Officer I attended the meetings of the IPEd Standing Committee on Professional Development. Together with my fellow subcommittee members, I provided input into its policy-making activities and to the new Editors Aotearoa New Zealand Training Officer.

I also performed the role of IPEd Victorian Mentoring Coordinator and will continue to do so in 2020–21. One mentoring relationship was completed in the past year, three are ongoing and one is in abeyance. One Victorian member was added to the national mentors' list. I thank Ted Briggs and Elizabeth Murphy the National Mentoring Program Coordinators for their assistance and support.

### Acknowledgements

The subcommittee is grateful for the assistance of our new Administrative Officer, Donna Quinn, and of Nicole Mathers, Administration and Board Secretariat, who continues to assist when she can. We would also like to thank the student advisers, Clare Millar and Rebecca Fletcher, who provided valuable input. And, we would like to acknowledge our fellow branch committee members – including the Communications subcommittee, who have helped to promote and publicise our workshops.

On my part, I would like to thank Michelle, Jane and Claire, our subcommittee members. Your support both personally and professionally has been invaluable.

## Professional development courses run in 2019–20

### Editing Digital Content (September)

This half-day course, delivered by **John Ryan**, was designed to help editors make the transition from print to digital publications. The workshop was well subscribed, with 17 registrations. Full report in the [October 2019 newsletter](#).

### Editing Diverse Voices (October)

This half-day course was our premier training event of the 2019–20 year, offering practical guidance on inclusive editing for writers, editors and publishing professionals. The panel featured **Kirstie Innes-Will**, **Carly Findlay** and **Bridget Caldwell** and was moderated by **Marisa Wikramanayake**.

There were 45 registrations. It was held at the Wheeler Centre. Fairfield Books provided a bookstall. Full report in the [November 2019 newsletter](#).

### Hands-on Thesis Editing (November)

This half-day course, delivered by **Mary-Jo O'Rourke**, was designed to demystify thesis editing. It booked out quickly, with 20 registrations. Full report in the [December 2019 newsletter](#).

### Working Grammar (February)

This full-day course, delivered by Glenys Osborne, focused on the nine main parts of speech in a highly interactive session. It booked out in the early bird period, with 20 registrations. Full report in the [March 2020 newsletter](#).

### Stretching for Editors (June)

This course was devised to counter the effects of the COVID-19 lockdown, and was our first online workshop (conducted by Zoom). It booked out, with around 50 editors registering from around Australia.

## Professional development courses cancelled in 2019–20

The following face-to-face workshops were cancelled due to COVID-19:

- Punctuation Refresher (March)
- Getting Ready for the Accreditation Exam (May)
- Plain English (June)

Maryna Mews, Professional Development Officer

## Secretary

It has been another busy year on your Editors Victoria committee. Looking back at our minutes and reports, it is satisfying to see just how much we managed to achieve. A lot of this activity happens behind the scenes and the results become apparent to the general membership in the form of professional development, events and communication activities. We have had to do some fancy footwork to accommodate the changes necessitated by COVID-19 restrictions, and the members of the committee have been outstanding in their support of each other and their willingness to get things done.

The work of the Secretary is largely unseen by the general membership: the role is to support the members of the committee in administrative matters, advise on the IPEd constitution and by-laws as they apply to Editors Victoria and to ensure that the committee's activities are properly documented and archived. The Secretary also oversees the planning and management of the Annual Branch Meeting.

There have been two people in the role of Secretary during the current term:

- Dr Sharon Lierse from July 2019 to February 2020
- Michelle Manly from March to July 2020.

Over the current 12-month term, in addition to being active members of the committee in other regards we have contributed to, administered or overseen the following activities:

- recruitment of two Student Advisers
- recruitment of the Newsletter Editor (for the, now superseded, Victorian Branch newsletter)
- recruitment of the Administration Officer
- coordination of support for regional members attending the 2019 conference
- security review of committee email addresses and access to the shared drive
- liaison with the IPEd Board secretariat and Victorian Director to lodge monthly reports and meeting papers
- collaboration with Vice-President and Budget Officer on induction notes for new committee members
- discussions about ABM budget and format
- coordination of monthly meeting papers, agenda and minutes.

After three years on the committee I will be stepping down at the end of this term. It has been a privilege to work alongside a group of such professional, supportive and dedicated volunteers. I have learned so much, and hope that the organisation will go from strength to strength.

Michelle Manly

Secretary

## Accreditation Board

The Accreditation Board has had a busy past year, renewing accreditation for two cohorts (2009 and 2014) and ramping up preparations for the next accreditation exam. Accreditation renewal covers a period of five years, and candidates present evidence of their ongoing involvement in editing, professional development undertaken and any voluntary roles they have filled over that time.

As with many other things this year, the exam preparation has not been as smooth as hoped – the original exam date of 15 August had to be postponed, and the exam is now set to go ahead on 5 December 2020. All information regarding fees, closing dates and cancellation policy is available on the IPEd website. Work is now proceeding to ensure that everything runs as smoothly as possible.

Editors Victoria has also welcomed a new Accreditation Board delegate, Adam Finlay. He stepped into the role as of May 2020, at the end of my term on the board.

Katie Lawry