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To the Members of the Freelance Editors'
Association of Canada

AUDITOR'S REPORT

I have audited the balance sheet of the Freelance Editors' Association of Canada as at December 31, 1991 and the statements of income and members' equity for the year then ended. These financial statements are the responsibility of the company's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In my opinion, these financial statements present fairly, in all material respects, the financial position of the Association as at December 31, 1991 and the results of its operations for the year then ended in accordance with generally accepted accounting principles.


Chartered Accountant

Toronto, Ontario
April 24, 1992

FREELANCE EDITORS' ASSOCIATION OF CANADA
BALANCE SHEET
 December 31, 1991

ASSETS	1991	1990
Current:	\$	\$
Bank -current	1,234	2,509
-savings	6,943	31,613
Accounts receivable	9,130	11,165
Inventory (Note 2)	7,470	0
AMWA loan	1,000	0
GST	<u>1,849</u>	<u>0</u>
	<u>27,626</u>	<u>45,287</u>

LIABILITIES AND MEMBERS' EQUITY

Current:		
Accounts payable	<u>5,491</u>	<u>17,085</u>
Members' equity (Note 3)		
Appropriated		
-standards	5,645	4,821
-publications	7,394	7,323
-tees & sweats	569	556
Unappropriated	<u>8,527</u>	<u>15,502</u>
	<u>22,135</u>	<u>28,202</u>
	<u>27,626</u>	<u>45,287</u>

FREELANCE EDITORS' ASSOCIATION OF CANADA
MEMBERS' EQUITY
December 31, 1991

APPROPRIATED

Standards

Open	4,821
Transfer from unappropriated	2,000
Expenses appropriated	<u>(1,176)</u>
Close	<u>5,645</u>

Publications

Open	7,323
Revenues appropriated	3,992
Expenses appropriated	<u>(3,921)</u>
Close	<u>7,394</u>

Tees and sweats

Open	556
Revenues appropriated	111
Expenses appropriated	<u>(98)</u>
Close	<u>569</u>

UNAPPROPRIATED

Open	15,502
Excess of revenues over expenses (deficiency)	(6,068)
Appropriations (Net)	<u>(907)</u>
Close	<u>8,527</u>

FREELANCE EDITORS' ASSOCIATION OF CANADA
NOTES TO FINANCIAL STATEMENTS

Year ended December 31, 1991

1. Organization

The Association was incorporated as a non-profit organization under the Canada Corporations Act, March 8, 1982. The objects of the Corporation include the representation of freelance editors working in Canada and to promote and maintain high professional standards of editing.

2. Accounting Policies

The company follows generally accepted accounting principles for non-profit organizations. Inventory is valued at the lower of cost and market.

3. Members' Equity

For budgetting purposes the FEAC Board appropriates certain amounts from general operations for specific projects. These appropriations are at the Board's discretion and do not represent specific funds separate from the general funds.

4. Regions

BC	3,014
Montreal	2,630
NCR	3,770
Toronto	5,525
Intercity	<u>7,903</u>
	<u>22,842</u>

5. Statement of Changes in Financial Position

This statement has not been presented as the information it would contain is readily determined from the financial statements herein.



Freelance Editors' Association of Canada

Association canadienne des pigistes de l'édition

35 Spadina Road Toronto Ontario M5R 2S9 (416) 975-1379

fax (416) 975-1839

Call to Meeting

Saturday 9 May 1992

4:00 PM

**Rogers Communications Centre
Ryerson Polytechnical Institute
80 Gould Street
Toronto, Ontario**

This announcement serves as notice of the Annual General Meeting (AGM) of the Freelance Editors' Association of Canada / Association canadienne des pigistes de l'édition. At this meeting, members of the national Executive for the year 1992-1993 will be elected and matters of national importance will be discussed and voted on.

Time: The meeting is being held late Saturday afternoon, following the plenary session of the FEAC/AMWA Plain Language Conference. You do not need to be registered for the conference to attend the AGM.

Location: The room number for the meeting space will be posted at the conference registration area. Ryerson's new Rogers Communications Centre is located in downtown Toronto near Yonge and Dundas. It is a five-minute walk from the Dundas subway station, and is wheelchair accessible.

Voting Statement: If you are a voting member, you will find a voting statement included in this mailing. Please bring it with you, or send it in proxy with a voting member, so that your votes can be registered at the meeting.

Elections: Only voting members may vote to elect the National Executive. The slate of candidates is as follows:

EXECUTIVE

President	Peter Colenbrander
Vice-President	Barbara Schon
Treasurer	Edie Franks
Publications	Brian Grebow
PD	Gail Copeland
Secretary	Katherine Zmetana

STANDING COMMITTEES

Technology	Jim MacLachlan
Membership	Michelle Maynes
Newsletter	Lauren Walker
Directory	Anne Vespry
PR and Industry	
Liaison	Marilyn Nault

Nominations for any of these positions may be accepted from the floor.

Notice of Motions: A motion has been put forth by the National Executive:

MOVED that the membership committee be empowered to develop a proposal for a membership list of members willing to be included, and to be distributed to all members; and that the committee bring the proposal back to the executive for approval.

In addition, the following motion, with amendments in italics, was tabled at the 1991 AGM and may be taken off the table by the membership for voting:

In light of the parallel professional interests of in-house and freelance editors, MOVED that FEAC/ACPE establish a type of membership for editors who are salaried employees.

a) Salaried membership shall be open to anyone: who has completed two consecutive years of full-time editorial employment immediately preceding application for membership; or who would qualify for voting membership either on the basis of freelance work alone if he or she were not employed in-house or on the basis of freelance work alone if her or she were not employed in-house or on the basis of a combination of freelance and salaried work, at the discretion of the national executive.

b) A salaried member shall have all the rights and privileges of a voting member, except as follows: to vote for or serve as a national table officer (i.e., president, vice-president, treasurer, secretary) and to vote on issues designated by the table officers as being of particular importance to freelance editors. *Such a designation or lack thereof may be overturned only by a vote of voting members, i.e. freelancers.*

ci) *At branch level, the positions of chair and treasurer shall be filled only by voting members.*

cii) *Salaried members shall not be allowed to vote on freelance rates.*

Motions will also be proposed with regard to appointing an auditor for the 1991 books and accepting the Treasurer's report, the year-end reports (mailed to all members in April), and the minutes of the 27 April 1991 AGM (appended).

Cocktail Reception and Dinner: Tickets are being sold for the reception and dinner which will be held immediately following the AGM (at 8:00 PM). This is a great opportunity for meeting members from across Canada, catching up on old acquaintances, and networking. See the Plain Language Conference Brochure for information and ordering of tickets.

NOT YET APPROVED

**Annual General Meeting
Saturday 9 May 1992**

**Rogers Communications Centre
Ryerson Polytechnical Institute
80 Gould Street
Toronto, Ontario**

The meeting was called to order by Heather Ebbs, President, at 4:22 PM.

1. Agenda MOVED (Lee d'Anjou / Peter Colenbrander) that the agenda be accepted.
Carried unanimously.

2. Minutes MOVED (Greg Ioannou / Brian Grebow) that the minutes of the national
Annual General Meeting of 27 April 1991 be accepted.
Carried unanimously.

3a. Year-End Reports

MOVED (Phillipa Rispin / Martin Ahermaa) that the year-end
reports be accepted.
Carried unanimously.

3b. Treasurer's Report Greg Ioannou presented the the auditor's report (appended).

MOVED (Lee d'Anjou / Anne Norman) to accept the Auditor's
Report for the end of 1991.
Passed, 2 abstentions.

MOVED (Greg Ioannou / Barb Czarnecki) to appoint Robert
Shortly as auditor for next year's books.
Carried unanimously.

3c. Fairley Award John Eerkes reported 13 submissions, four more than last year. Judging
is underway. The panel of judges is made up of Käthe Roth (QAC Chair), Kathryn Dean
(1991 winner), and Denise Schon (Vice-President, Maxwell MacMillan). Presentation of the
award will be at the awards banquet of the Canadian Booksellers Association (CBA) in July.

4. Motion to develop a Membership List

MOVED (Shaun Oakey / Riça Night) that the membership
committee be empowered to develop a proposal for a
membership list of members willing to be included, and to be
distributed to all members; and that the committee bring the
proposal back to the executive for approval.
Passed, 73 in favour, 5 opposed, 1 abstention.

During the discussion, the following amendment was proposed:

MOVED (Susan Wilson / Elizabeth Reid) that if such a proposal is accepted, the executive bring back the proposal to the AGM for members' approval (and not for vote by referendum).
Failed, 52 opposed, 19 in favour, 2 abstentions.

5. Motion to Create a New Category of FEAC Membership

John Eerkes reported on the activities of the Membership Criteria Committee (renamed the Long-Range Planning Committee) since the AGM of 27 April 1991, when a motion regarding salaried members was tabled.

MOVED (John Eerkes / Nancy Flight) that the motion be taken off the table.
Passed, 1 abstention.

In light of the parallel professional interests of in-house and freelance editors, MOVED that FEAC/ACPE establish a type of membership for editors who are salaried employees.

- a) Salaried membership shall be open to anyone: who has completed two consecutive years of full-time editorial employment immediately preceding application for membership; or who would qualify for voting membership either on the basis of freelance work alone if he or she were not employed in-house or on the basis of a combination of freelance and salaried work, at the discretion of the national executive.
- b) A salaried member shall have all the rights and privileges of a voting member, except as follows: to vote for or serve as a national table officer (i.e., president, vice-president, treasurer, secretary) and to vote on issues designated by the table officers as being of particular importance to freelance editors. Such a designation or lack thereof may be overturned only by a vote of voting members, i.e. freelancers.
- ci) At branch level, the positions of chair and treasurer shall be filled only by voting members.
- cii) Salaried members shall not be allowed to vote on freelance rates.

Passed, 72 in favour, 6 opposed, 1 abstention.

MOVED (Ruth Chernia / Phillipa Rispin) to show a vote of appreciation to John Eerkes, his committee (in particular, Elizabeth Reid), and to all the participants in the various Branches who discussed the motion.
Carried unanimously.

NEW BUSINESS

6. Elections Heather Ebbs read the names of the candidates put forth by the Nominating Committee. She called three times for further nominations from the floor. In the absence of any further nominations, she declared the following slate of candidates elected by acclamation to the national executive and standing committees:

EXECUTIVE

President	Peter Colenbrander
Vice-President	Barbara Schon
Treasurer	Edie Franks
Publications	Brian Grebow
PD	Gail Copeland
Secretary	Katherine Zmetana

STANDING COMMITTEES

Technology	Jim MacLachlan
Membership	Michelle Maynes
Newsletter	Lauren Walker
Directory	Anne Vespry
PR and Industry	
Liaison	Marilyn Nault

MOVED (Anne Norman / Riça Night) to show a vote of thanks and confidence to the outgoing national executive, for the special efforts in liaison and comradery over the last year.

Carried unanimously.

7. PR and Industry Liaison Barb Czarnecki brought up the interesting fact that Plain Language Consultants are doing much the same thing as we are, but charging higher rates. She encouraged the PR Committee to contact these consultants to find out more.

8. Announcements Lee d'Anjou reported that she had received a letter from Past President, Steve Roney, who sends his regards from China. Anyone who would like to write to him can contact Lee.

It was also announced that the limit for small claims courts in Ontario (outside Toronto) moves up 1 July 1992 to \$3 000 from \$1 000 (as in Toronto). This limit is scheduled to rise to \$6 000 in 1993 for all areas of Ontario.

Ruth Chernia, Past Toronto Chair, announced that a team from Toronto represented FEAC in "Bowling for the Give the Gift of Literacy" and won a prize for noisiest team. The event was such a success that it will be repeated.

9. Adjournment

MOVED (Brian Grebow / Edie Franks) that the meeting be adjourned.

Carried unanimously at 5:42 PM.

Heather Ebbs
President

Katherine Zmetana
Secretary