



Manitoba Editors'  
ASSOCIATION

# 2011 Annual General Meeting

**To err is human; to edit is divine**

**Tuesday, September 13<sup>th</sup> | 7:00 pm | The Law Society**

# Agenda

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MEA Annual General Meeting | Tuesday, September 13, 2011, 7:00 pm | The Law Society

## 1. First Business

- Approval of agenda
- Approval of minutes from 2010 AGM (page 3)
- Business arising from 2010 AGM minutes

## 2. President's Report

- Page 5

## 3. Treasurer's Report

- [Removed from Web site copy for privacy]

## 4. Membership Report

- Page 7

## 5. Events Committee Report

- Page 8

## 6. Conference Report

- Page 9

## 7. Web Site Administrator's Report

- Page 10

## 8. Nomination Slate and Elections

- Page 11

## 9. Approval of Reports

## 10. Other Business

- Vote on proposed fee increase
- New business? Questions from members?

## 11. Adjournment

- The business meeting will break at 7:45, followed by guest speaker (and MEA member) Alison Gillmor on "Film, Food, and Writing"

# Minutes from the Tenth Annual General Meeting of the Manitoba Editors' Association

MEA Annual General Meeting | Wednesday, October 13, 2010, 6:30 pm | Inn at the Forks, Winnipeg

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**Attendees:** Cheryl and Dave Bruneau, Meg Coish, Barb Edie, Maureen Epp, Margaret Fehr, Cheri Frazer, Jenny Gates, Karen Grant, Ellen Henry, Trish Loewen, Karen McElrea, Anna Olson, Danka Orihel, Bev Phillips, Marjorie Poor, Andrew Quarry, Maraya Raduha, Susan Letkemann, Byron Rempel-Burkholder, Carrie Walker-Jones, Doug Whiteway.

The meeting was called to order by Walker-Jones.

**Agenda:** Moved (Phillips/Fehr) that the agenda be adopted as presented. Carried.

**Minutes:** Moved (Phillips/Gates) that the minutes be approved as written. Carried.

**President's Report:** Walker-Jones reported that, as interim vice-president, she assumed the president's duties when Sarah Broadfoot resigned in March, 2010. She thanked the other members of the executive for their assistance throughout the year and during the transition. She noted that she was retiring from the executive after serving five years and that Amanda LeRougetel had been nominated to serve as president in 2010/2011. She encouraged members to step forward to fill vacancies on both the executive and the events committee created by the retirement of several long-standing volunteers. She referred members to her written report for highlights of the year's activities.

**Treasurer's Report:** Frazer reported for former treasurer Arden Ogg, who resigned her position in August 2010. She referred members to her report at page 7, which reviews the revenues and expenditures of the MEA for the fiscal year ending June 2010. She noted that MEA revenues for 2009/2010 were up slightly from the previous year, but expenses were significantly higher, resulting in a net loss of \$1928.17 and leaving a balance in the stabilization fund of \$2760.78.

**Membership Report:** Walker-Jones noted that we had a record 85 members last year and directed members to the Membership report prepared by LeRougetel for further details.

**Events Committee Report:** Events committee chair Phillips introduced and thanked the Events committee members and highlighted last year's successful programming. She noted she would be stepping down as Events chair but would be available to mentor the incoming chair. The retirement of four members of the committee means several positions need to be filled, including chair, and Phillips strongly encouraged new members to volunteer. Two members, Bev Greenberg and Denice Girdner, had agreed to join the committee and Frazer would stay on as a returning member. Phillips noted that planning was already well underway for the 2010-2011 year and directed members to her report for further details.

**Web Site Administrator's Report:** Frazer noted the increase in traffic to the MEA Web site during the 2009/2010 year. She invited interested members to join an ad-hoc committee to update the content on the site and start building a new site with better search features and a members-only section.

**Motion:** by Quarry/Orihel to accept all reports. Carried.

**Nomination Report and Elections:** Walker-Jones reviewed the nominations outlined at page 17 and invited nominations from the floor. Maraya Raduha agreed to let her name stand as recording secretary. The motion to accept the slated nominations was carried. Amanda LeRougetel will begin a two-year term as president; Cheri Frazer will begin a two-year term as treasurer; Maraya Raduha will begin a two-year term as recording secretary; and Karen Grant will begin a two-year term as member at large. The vice-president, events chair and membership chair positions remain unfilled.

**Other Business:** A discussion ensued about the lending library project and Trish Loewen agreed to take over coordination of this initiative.

**Adjournment:** McElrea/Henry moved for the meeting to adjourn at 7:05 p.m.

## 2. President's Report

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Amanda Le Rougetel

I took on the president's role with some trepidation, but my fears evaporated over the course of another successful year – thanks, as always, to the members who have volunteered their time and energy to make the MEA an organization that genuinely serves Manitoba editors.

I could not have asked for more enthusiastic or supportive colleagues on the Executive committee:

- Hats off to the Events committee led by **Kirby Gilman**, who joined the MEA, came onto the executive and spearheaded the organizing and delivery of workshops, panel discussions and Whine & Dines over the year. Events are the very lifeblood of our organization, and I cannot wait to see what Kirby and her crew pull off in the coming year.
- Sincere thanks to **Cheri Frazer**, who as Treasurer wrestled the MEA's finances into an operating budget that will allow us to plan and report with greater ease. Cheri is also the MEA's Administrator, and it's only because of her that we have a functioning and functional Web site – a vital tool for advertising and promotion of our events, membership recruitment and networking.
- **Karen Grant** joined the executive as Member at Large and, almost before she knew it, had taken on the chairing responsibilities for the May 14th conference on publishing. An experienced event planner, Karen executed her duties with skill, flair and success – attendee comments were extremely positive.
- As a stalwart member of the executive, **Ellen Henry** provided invaluable input throughout the year. I have been grateful for, and appreciative of, her organizational memory and fearless handling of such administrative requirements as our 'Return of Information'.
- Making decisions is one thing; keeping track of them is another and we have **Maraya Raduha**, Secretary, to thank for some of the most comprehensive and clear minutes I've ever had the pleasure of reading. Her shorthand skills were amazing to see in action and her careful attention to both the substantive and stylistic details of the minutes was greatly appreciated by the entire executive committee.

Ellen and Maraya are both stepping down at this AGM, and we will welcome – with members' approval – two new volunteers to the Executive. Please read Denice Girdner and Melody Rogan's bios before we vote on the 2011/12 MEA executive slate.

The business of the MEA consists largely of keeping the organization going. This means delivering meaningful events to our members, securing memberships from people who want to be part of the Manitoba editing community, maintaining our profile in writing and editing circles in the province, and staying on top of the administrivia that every organization faces. Any current paid-up member is welcome to request detailed minutes of executive meetings

that outline the specific ins and outs of the MEA's business. In this report, I will highlight just three items that have had my particular attention over the year:

1. **Fee policy:** At this AGM we will be asking members to approve a \$5 increase to the MEA's membership fee. Even at \$50 the new fee remains not only reasonable but among the very lowest of any professional association we have researched. We hope you will see fit to help keep the MEA on an even financial keel by increasing the fee by this modest amount.
2. **Library:** I have not been successful in getting a lending library off the ground. We have struggled with how to make it work. What would it consist of? Where would it be housed? How would borrowing work? Does it make sense to invest in (old fashioned) books when so many resources are now digital? Etc. etc. The upshot is that the MEA lending library has been shelved (ha ha). If anyone out there has a burning desire to take this on, please contact me.
3. **Newsletter:** I have a passion for keeping members connected with the organization, so I inaugurated Musings, an occasional e-newsletter that reports on events and provides content on editing-related matters; it is mailed only to paid-up members. I enjoy putting it together and hope you enjoy receiving it. Any and all input and comments are welcome, so please send along your ideas and contributions.

I have enjoyed my first year as MEA president (my third on the executive); the coming year will be my second and final year at the helm. Without volunteers, the MEA will fade away, so I hope you will consider contributing your energy and skills this year. Help out with an event; join us at an executive meeting to see how much fun we have (and what good snacks we enjoy); or have a chat with someone on the executive to learn more.

Respectfully submitted,

*Amanda Le Rougetel*

### 3. Membership Report

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Amanda Le Rougetel

Membership is about much more than numbers, but one aspect of success in this area is the numbers. So, here is the MEA by those numbers:

- We had 80 paid-up members at year-end (down five from the previous year).
- We hope that every member will renew for the coming year.
- We fantasize about breaking the 100 mark for the 2011/12 year. We already have 26 new or renewed members for the 2011/12 year, and we hope more will sign up or renew at the AGM itself.

Reminders will be sent out by email, and reports are given at each executive meeting. Paid-up members receive Musings, our e-newsletter, early announcements of upcoming events, and preferential pricing on workshops.

If you're missing a receipt for membership fees, please contact me at [meaworkshops@gmail.com](mailto:meaworkshops@gmail.com).

## 4. Events Committee Report

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Kirby Gilman

### Review of 2010–2011 Events Committee Activity

The Events committee was chaired by Bev Phillips until November 2010 and then Kirby Gilman for the rest of the season. The committee members were Meg Coish, Barb Edie, Cheri Frazer, Denice Girdner, Bev Greenberg, Susan Peters, Bev Phillips, and Susan Portelance. We organized these events:

Workshops	Free Events
Dealing with Difficult People, October 21 (joint event with STC)	Freelancers' evening, December 9th
Introduction to Indexing, November 30	Active/Passive voice: Whine & Dine lunch, January 18
Copy-editing, January 8 (joint event with Aqua Books)	Unnecessary Words: Whine & Dine lunch, March 3
Indexing: a practical approach, January 31	Substantive editing, Q & A evening session, March 23
History of English: the sequel! February 19	Clustering/mind-mapping: Whine & Dine lunch, April 28
	Grammar Matters with Jila Ghomeshi, April 14 (joint event with the Winnipeg Public Library and Arbeiter Ring Publishers)

Check the MEA Web site (<http://www.manitobaeditors.ca>) for write-ups on the above events. We continued with our popular (and free!) Whine & Dine lunches this year. Our free evening events are now called Editing Q & A rather than Freelancers' sessions; this name change reflects the topic focus on a variety of editing issues rather than just freelancing.

### Preview of Upcoming Year, 2011–2012

The Events Committee has begun planning for the 2011–12 year. Potential workshop topics include:

- Workshop on Linguistic Analysis with Barbara Becker
- Jim Taylor's 8-Step Editing
- Freelancing – problem clients/firing clients, charging, estimating time, getting clients
- Stylistic/rhetorical editing
- Anna Olson – beginnings, middles & ends; more on clustering
- Social networking – Facebook, smart phones, Google, Twitter
- Copyright – reading and negotiating contracts
- More with Jila Ghomeshi – grammar and linguistics

## 5. Conference Report

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Karen Grant

### Conference Committee

MEA – Karen Grant (Chair), Cheri Frazer, Kirby Gilman, Meg Coish

AMBP – Karen San Filippo

EAC, Prairie Provinces Branch – Leigh Patterson

MWG – Joanne Epp

STC – Andrew Quarry

At an MEA Executive meeting last fall, we discussed the delivery of a half-day publishing workshop, which I agreed to Chair. The excitement grew, and the half-day workshop evolved into a full-day conference focusing on traditional and self-publishing. We invited other organizations to partner with the MEA, and the result was the successful development and delivery of *Elementary, My Dear Writers: Demystifying the Publishing Process*.

Mary-Ann Kirkby, author of *I Am Hutterite*, provided an inspirational and enlightening keynote presentation, which was enjoyed by all Conference participants. Mary-Ann stayed for the morning and participated on the first panel discussion. The other speakers throughout the day were Donovan Bergman, Anita Daher, Karen Emilson, Jenny Gates, David Lawrence, and Jamis Paulson.

The Conference was very well attended, with 84 participants. The total number in attendance was just under 100, including participants, speakers, individuals who purchased display booths, and members of the Conference Committee.

The Conference profit was over \$5,000.00, \$1,000.00 of which remains with the MEA. The balance of over \$4,000.00 will be put towards a future co-sponsored conference, or disbursed among the Conference Partners if a co-sponsored conference is not held within three years.

Conference evaluations were extremely positive, including the following comments from one participant:

*I was pleased to see some of my own writing procedures validated, while others clearly required some realignment. The speakers were all excellent, the most impressive being the keynote who confessed the very difficult road one must travel, whether choosing the traditional publishing route or going it alone. But perhaps most important to me was the message to believe in one's vision and not be dissuaded nor discouraged. Despair, we were told, is 90% of the writing process. I especially liked the metaphor of the editor as midwife guiding us through the laborious writing process. I feel this very important seminar was itself a kind of midwife and having had the privilege of attending, I am reinvigorated in the literary birthing process with all its pains and rewards. I certainly feel more confident and determined to move forward with my various writing projects.*

## 6. Web Site Administrator's Report

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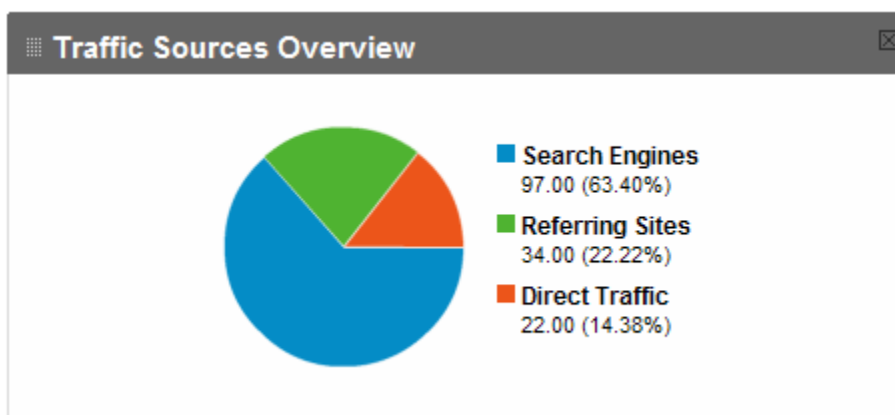
Cheri Frazer

As site administrator I post and maintain freelancers' pages, update exec bios, post summaries of the current and proposed activities of the Events committee, post older editions of the MEA newsletter, update links to relevant resources, and archive information as it becomes dated.

### Current Site

Our site has grown in popularity since October 13<sup>th</sup> of last year. A total of 1,658 visitors logged a record 9,291 page views which was more than quadruple last year's views. The conference page accounted for 13% of those new hits, and **1,178** of those views went to the "Hire an editor" section.

Visits to the site were from these sources:



### New Site

I've been promising for at least 2 years now to get a new site in the works that includes self-service freelancers' pages and a password-protected area for members only. It's finally happening! There's a draft in the works (called a *wireframe*, for my fellow geeks), and I haven't forgotten those of you who volunteered to brainstorm content and test usability.

We are 99% sure that the site will use a tool called Joomla (thanks, Marj!), a decision that will reach 100% after an executive review of its usability for non-geeks.

## 7. Nomination Slate and Elections

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Amanda leRougetel

Past and present slate:

	2010 Executive Members	2011 Executive Nominees
<b>President</b>	Amanda leRougetel	Amanda leRougetel
<b>Vice-President</b>	(open)	(open)
<b>Events Chair</b>	Kirby Gilman	Kirby Gilman
<b>Membership Chair</b>	Amanda leRougetel	Melody Rogan
<b>Treasurer</b>	Cheri Frazer	Cheri Frazer
<b>Secretary</b>	Maraya Raduha	Denice Girdner
<b>Member-at-Large</b>	Karen Grant	Karen Grant
<b>Member-at-Large</b>	Ellen Henry	(open)

### Nominee Biographies

#### Denice Girdner

Denice is the creative genius behind Graphiti Graphics, and is the designer of our fabulous new MEA banner. She was away at the time of printing so we don't yet have a bio for her.

#### Melody Rogan

Melody works as an in-house editor for a Winnipeg-based research firm. Her previous experience includes editing two student publications (*The Uniter* at the University of Winnipeg and *The Projector* at Red River College). She also spent a summer editing Manitoba Agriculture, Food and Rural Initiatives' annual report. Melody graduated from the University of Winnipeg with a BA (Honours) in Linguistics/Rhetoric and Communications in 2007 and completed her Creative Communications diploma at Red River College in 2009, where she majored in Journalism. She looks forward to learning all she can about being a professional editor, with the help of the MEA.

### Returning Member Biographies

#### Amanda Le Rougetel

Amanda came to editing via writing; her earliest efforts included an Enid Blyton-style story about girls at boarding school, while her latest work is an essay on installing kitchen cabinets, which was published in the *Globe and Mail's* LIFE section in July. She has edited a wide variety of texts for clients, including manuscripts (that have become self-published books), business documents (that have actually been read) and academic papers (that have earned good grades). She is organized, can keep a meeting running more or less smoothly, and is happy that the MEA is heading into its second decade of service to Manitoba editors. She recently accepted a full-time teaching position in communication at Red River College.

**Cheri Frazer**

Cheri is a technical writer and editor who works for an electronics engineering company. She has been a member of the MEA since its inception and was a member of the board from 2000–2005. Cheri teaches workshops in document design, online editing, advanced MS Word, and HTML, is a member of the Events committee, and is a relapsing volunteeraholic.

**Kirby Gilman**

Kirby recently graduated from the Technical Communications certificate program at Red River College. She provides part-time editing and technical writing for a structural engineering company. Kirby enjoys the great people and learning environment of the MEA.

**Karen Grant**

Karen's background is diverse, with experience in the private, government, education, and not-for-profit sectors. She currently has her own consulting firm and is involved primarily in project development and management, but has contracts in many other areas as well. In addition to writing and editing a variety of books/booklets, technical and non-technical documents, and other materials, she has taught a Communications course at the university level. She looks forward to her continuing involvement with the MEA Executive.