

ANGLICAN EDITORS ASSOCIATION

Policy Manual revised 2003

ASSOCIATION NAME

AM 90 Moved that the name of our association be Anglican Editors Association. It was agreed the name would not carry an apostrophe.

CONFERENCES: DATES AND LOCATIONS

Note...the previous year's conference was held in St. John's, Newfoundland (June 12, 13, 14, 1989). The first Executive was elected: Don Young, President; Directors Larry Perks & John Caird; Secretary, David Yarrow.

AM 90 Held at St. Catherines, Ontario on June 13, 14 & 15

AM 90 Moved that next year's conference be held in St. Albert, Alberta (June 12, 13 & 14).

AM 91 It was suggested that future conventions be held on weekends in order to reduce travel costs. One objection to this was the fact that a number of editors are clergy and they would not be able to attend. It was suggested that future conventions could run for three full days with more workshops given. Another suggestion was to start on Thursday morning and conclude at noon on Saturday. These ideas will be taken into account when future conventions are planned. However, it was pointed out that next year we will be meeting prior to General Synod and so the above idea would not be able to be applied for that convention.

AM 91 It was decided to hold 1992 convention in the Toronto area June 15 -17.

EM 92 1993 location: Because of the change of editors at the New Brunswick Anglican, the 1993 location has to be changed. It is recommended that we move the 1994 location of Regina up to 1993, and hopefully New Brunswick will be able to do it in 1994.

AM 91 Don Young explained that he had received an invitation from the Canadian Church Press to join them for a joint meeting in 1992 at Winnipeg. However, most members felt that nothing would be gained by this and that our policy for meeting in different places across Canada had already been settled.

- AM 92 Moved that the 1993 convention be held in Regina, June 14 - 16th. The following places for the convention were suggested: 1994 Halifax; 1995 Ottawa; 1996 Victoria.
- EM 93 Convention will be held at Hotel Saskatchewan, Regina, June 14 - 16, 1993.
- EM 94 Convention will be held at Prince George Hotel, Halifax, June 13 -15, 1994.
- AM 94 Future meetings: 1995 - Ottawa - May 29 -31 (96 - Victoria; 97 - Quebec)
- AM 93 It was decided to accept the invitation from Nova Scotia to hold the 1994 Convention in Halifax, June 13 - 15, 1994.
- EM 95 FUTURE CONFERENCES: Victoria 1996; Quebec 1997.
- AM 95 FUTURE CONFERENCES: 1996 conference will be in Victoria. 1997 was planned to be in Quebec. Since the next General Synod is likely to be in Montreal in 1998, it was agreed that we would aim for Fredericton in 1997. 1998 conference - Montreal issued an invitation. A decision will have to be made between Montreal and Quebec.
- AM 96 Future Conferences: The following locations and dates were discussed and agreed upon: 1997 - Fredericton (June 9 - 11); 1998 - Quebec City (3rd week of May to link with General Synod); 1999 - Calgary; 2000 - Kingston; 2001 - Montreal/Newfoundland.
- AM 97 Future Conferences: Quebec 98; Calgary 99; Montreal 2000; Kingston 2001.
- AM 97 Agreed that the next conference would be held Quebec City, May 18-20th
- AM 97 The Executive was asked to look at the possibility of beginning the conference earlier on Monday or extending for an additional day.
- EM 98 Patrick mentioned that the conference for 1999 is scheduled for Calgary and the possibility of getting Ralph Milton, Wood Lake Books, to be our speaker. Patrick will check with him and we have tentatively set the conference dates for June 7 - 9th, 1999.
- EM 98 1998 Conference - Based on comments from last year's conference, the Executive have decided to extend the agenda i.e. Monday sessions began at 9 A.M...Also, the 98 conference will leave more time for 'professional' sessions and extra time for relaxation.

- AM 98 There was a request that on the registration form for next year that we make a specific request whether registrants are going to participate in the tour on Wednesday.
- AM 98 Agreed that next year's conference will be held in Calgary on June 7 - 9,1999. Ralph Milton, Wood Lake Books, agreed to be our guest speaker.
- AM 98 It was agreed that the agenda this year worked well for most editors the 10 A.M. start on the second day was refreshing.
- AM 98 Moved that the Executive consider whether we want to begin future conferences early week or late week.
- AM 99 2000 Conference to be held in Montreal June 5, 6 & 7th.
- EM 00 Future Conferences the conference next year is scheduled for Kingston. Don will write Newfoundland re 2002 and Huron for 2003. The Executive felt that we really need to get back into the East...Central...West rotation. This will help with overall costs.
- AM 00 Kingston 2001; Newfoundland 2002; Kootenay 2003; Huron 2004. This would hopefully get us on track as to the East...Central...West rotation. That the conference next year in Kingston would be held on June 4 - 6th.

ASSOCIATION OFFICERS

Note. The first Executive was elected at the conference held in St. John's Newfoundland, on June 12 - 14, 1989. President: Don Young; Directors: Larry Perks & John Caird; Secretary - David Yarrow.

- AM 90 Moved that our executive should comprise a President, Secretary-Treasurer, and two Directors.
- AM 90 Moved that the President and one Director should be elected in odd years, and the Secretary-Treasurer and a second Director be elected in even years.
- AM 90 Moved that the Director who is elected in the same year as the President shall act as President in his stead if necessary.
- AM 90 Moved that the term of office on the executive shall not exceed two consecutive terms, with a break of one term between positions.
- AM 90 Ed Lewis elected Secretary/Treasurer.

- EM 91 The Executive agreed that we would receive pre-convention nominations for the vacant positions of President and Director (John Caird's position). Other names could be added to the list of nominations from the business meeting. Also, members would be given the option at the business meeting to have their names withdrawn from the pre-convention nominations received. It would also be understood that any name put forward in the pre-convention list would be deleted if that person were not present at the Convention.
- AM 91 Lynn Ross was elected President. Patrick Tomalin was elected Director. Continuing on the executive for another year are Ed Lewis, Secretary and Larry Perks, Director.
- AM 92 Ed Lewis was elected for the position of Secretary-Treasurer; Helene Hannah was elected Director. Continuing on the executive for another year are: Lynn Ross, President and Patrick Tomalin, Director.
- AM 93 Ed Lewis was elected President; Patrick Tomalin was elected Secretary-Treasurer. Directors: Elected were Lawrin Armstrong to fill a three-year term; Lorie Chortyk to fill a two-year term.
- AM 94 Officers of the Association: noted that there was no provision for what would happen in the event of a vacancy in the presidency. It was moved that in the event of a vacancy in the presidency of the association, the senior director shall take over the presidency until the next convention.
- AM 95 Patrick Tomalin was declared elected as president; Judy Ross was elected as Secretary Treasurer; Brenda Thompson was elected as a director.
- EM 96 Nominations are needed for one director as Lawrin Armstrong's term will be complete at this convention.
- AM 96 Ana Watts elected as a director.
- EM 97 Nominations: At the 1997 conference, the president (Patrick Tomalin) will have completed his first two year term; the secretary-treasurer (Judy Ross), and one director (Brenda Thompson) will each have completed their first two year term and the remaining director (Ana Watts) will be entering the second- year of her first two-year term. Therefore, nominations are needed for the position of president, secretary-treasurer and one director. Both Patrick Tomalin and Brenda Thompson are willing to allow their names to stand for nomination while Judy Ross does not wish to be a nominee for the Executive in the next term.

Please send nominations to Judy Ross (with consent of nominee!).
Nominations can also be made from the floor. Members can submit their own name for nomination to one of these positions.

- AM 97 The following were elected: President - Patrick Tomalin; Secretary-Treasurer - Don Young; Stuart Mann - Director.
- EM 98 It was noted that Ana's two year term of office concludes with the May conference.
- AM 98 Ana Watts was elected for an additional two year term.
- EM 99 The term of office for Patrick Tomalin and Stuart Mann ends with the June Conference. Stuart does not wish to seek another two year term.
Nomination forms will be sent with the registration.. Don will prepare the form and send to Bill Hart.
- AM 99 Moved that when a member of the Executive resigns or is elected to another Executive position before the expiry of his/her term of office, the first year of membership of the person elected to fill the vacancy not count toward his/her term of office.
- AM 99 Moved that in cases where the President is unable or unwilling to preside or the position becomes vacant, that the Director elected under the odd year rotation shall take over the Presidency until the next conference.
- AM 99 Moved that a Director in office for two consecutive two year terms, may be elected to one of the positions of President or Secretary/Treasurer, however, at the expiry of the term of that elected position, he/she is not eligible for election to any other position on Executive until one year has elapsed.
- AM 99 Moved that a President in office for two consecutive two year terms is not eligible for election to any other position on Executive until one year has elapsed.
- AM 99 Moved that a Secretary/Treasurer in office for two consecutive two year terms, may be elected to the position of President, however, at the expiry of the term of that elected position, he/she is not eligible for election to any other position on Executive until one year has elapsed.
- AM 99 Moved that in the event that members present at an annual conference are unable or unwilling to fill one of the vacant positions, that the Executive be given authority to fill the vacancy, until the next conference, from among the total membership.

- AM 99 President: Ana Watts was elected by acclamation.
- AM 99 Elected 3 Years Director Robert Martin; 2 Years Director Bill Morrison.
- AM 00 Don Young elected by acclamation as Secretary Treasurer for an additional two year term.
- EM 01 President accepted with regrets, Don Young's resignation as AEA secretary/treasurer
- EM 01 David Parson appointed acting AEA secretary/treasurer
- AM 01 Ana Watts elected President by acclamation, Bryn Snow elected Director for 3 Year term, Bill Morrison elected Director for a two year term, David Parson elected AEA secretary/treasurer, a two year term by acclamation.

AWARDS AND AWARDS FEES

- AM 90 Moved that the awards shall be based on two specific months' papers to be chosen by the judges, plus one paper of the editor's choice. Notice of the two months shall be given in January of next year for 1990. This shall be in effect for this year's awards only and reviewed at next year's meeting.
- AM 90 Moved that those papers considered for awards be assessed a flat fee of \$25.00.
- EM 92 The report from the Awards Committee was received. Acting upon their report, the executive decided on the following awards rules:
1. Awards will be presented in two levels: The "Gold" level will consist of papers that have received awards during the past three years. The "Silver" level will consist of all other entries. These groups are not static. A paper that wins an award must compete for the next three years at the Gold Level in that winning category. The paper will drop down into the Silver Level after three years of not winning. Since papers can enter all categories, they may find themselves at the Silver Level in some and the Gold in others. There will be one winner and one honourable mention in each category.
 2. How to enter: Each paper will be allowed to submit one item of their choice from the year 1991 for each category. Deadline: All entries

are to the secretary. They are to be mailed by April 30, 1992. Entry fee will be \$5.00 per entry.

3. Judging: The editor of the prize winning paper in any category will be the judge for that category for the Silver Level for the following year. The designated editor may choose others to help him/her with the judging or, an editor may decline, and another judge will be appointed.

For the papers competing at the Gold Level, outside judges will be found. For this year Larry Perks will co-ordinate the Silver Level judging, and John Buchanan from Signal Star will be asked to get the external judges needed. Judges at both levels will be asked to provide written comments about their decisions. These will be attached to the displays. Suitable Honoria will be given to the external judges.

AM 92 The Changes made to the 1992 awards procedures were discussed, and members felt that the two level system was an improvement over the way the awards had been chosen in the past. Thus we will continue that method for the 1993 awards.

AM 92 Moved that all entries and fees be sent to the secretary-treasurer who would then forward the entries to the appropriate judges.

AM 93 It was decided that the Awards will continue at the two levels as last year: Gold and Silver. All awards are to be sent to the Secretary. The deadline for submitting applications will be midnight, April 15, 1993. In addition to the original material submitted, you are asked to send a photocopy of each entry. This is necessary to help in keeping track of the awards each year. The fee will be \$5.00 per entry.

AM 93 Awards: The system that was introduced two years ago for the judging of the awards is now complete with this years presentations. Members were asked to express their reaction to it. The following are some of the comments: There was a small number of responses in each category; a marked improvement in the entries; we are losing the outside perspective by doing our own judging at the silver level; we consider an award for the most improved; pointed out that this had been dropped because it was difficult to judge; suggested that the use of outside judges gave more experience then we could give; it would be good to have outside judges; asked if it had to be only one entry per paper for an award; suggested we set up an award for opinion pieces as opposed to the editorial; suggested that we continue judging the silver level by ourselves; suggested that the silver judges seek outside help if they felt it would help them make their

decisions. Moved that the awards comments be passed on to the executive for review and necessary action. This will be an item at the January Executive meeting.

EM 94 Awards entry fees will be \$5 per entry. Lorie Chortyk will receive entries. Silver category winners from last year will judge their category. The editorial category is expanded to include editorial and opinion pieces. The question arose about keeping to one entry per category for columns with different writers. It was decided to keep the regular column category at one entry per paper.

EM 95 AWARDS: There was discussion of the awards system. The two-tier system seems to be working and getting around the amateur v. Professional problem. We need an earlier deadline for entries. This year it will be March 15. Originals or photocopies may be submitted.

AM 95 Awards: asked if the categories could be defined better. The question of the use of professional photos in awards entries was raised. It was asked why there were no runners up in the awards this year. The question of having categories for papers up to eight pages in size was raised. There was a suggestion about re-instating a 'most improved' category.

EM 96 The two-tier system will be used once again: "Gold" level for those who have won in that category during the past three years; Brenda will find an independent judge from her area to judge this group. The "Silver" level is for all other entries and will be judged by last year's winners in that category. In response to remarks/discussion of categories at the convention last year, the classifications were reviewed and slightly modified in an attempt for more clarity.

AM 96 Brenda Thompson reported on her experience with organizing the awards competition this year. As the level of participation was a concern (13 of 25 papers submitted entries), Brenda contacted some of the editors who had not sent any submissions, and found a variety of reasons for this change of editor, time frame, etc.).

Following round table discussion, the following suggestions were made: To reduce the amount of time needed to review 10 issues of the diocesan papers for each category, set up a file for each category of awards, put aside articles through the year.

Brenda volunteered to send a letter of enquiry (responses to be confidential) to determine if changes are needed comments of judges be sent to all editors as there is valuable information contained in each citation. Two copies of each award certificate be made: one for the office

of the paper and the second for the person involved (ie. Writer, photographer)

- EM 97 Awards: The two-tier system will be used once again: "Gold" level for those who have won in that category during the past three years; Brenda will find an independent judge from her area to judge this group. The "Silver" level is for all other entries and will be judged by last year's winners in that category.
- AM 97 Brenda Thompson gave an overview of what has happened with the 'behind the scenes' work for this year's awards. She indicated that overall they were pleased with the response this year. Editors were free to take the judge's comments 'off the board' which was attached to the outline of their award. Brenda offered her help to whoever took on the task for next year. The membership agreed that this year's awards were well organized and overall were done well.
- There was discussion about the possibility of an award for the most improved paper by a non-professional and also possibly some award for papers with new editors. Concern was also expressed that often those who need evaluation the most are the ones that do not get it, particularly from the judges. Is it possible to have a workshop to deal with this problem?
- EM 98 Ana Watts will look after the awards; she will also collect the award fees and forward to Don Young.
- EM 98 1998 Awards - There was discussion re reviewing awards. It was agreed that we would go with the same categories and procedure as last year. However, the Executive hope that the critiquing sessions will meet the members concerns as expressed at last year's gathering.
- AM 98 AWARDS.. again suggested that we consider a "Best Improved" category..the question was raised...how do we judge it? Generally agreed that the critiquing workshops might help in place of this...members generally agreed that the critiquing sessions this year were very helpful. Suggested that there might be an award for WRITING BY YOUTH..24 and under.that is an article that is written and contributed by a young person. Agreed that the Executive would look at this award and the standards/criteria necessary for such a category..It was also questioned as to whether or not we would consider articles written by youth but not necessarily about youth events/activities.
- AM 98 JUDGE FOR GOLD AWARD..the question was raised whether or not we should get someone with experience with diocesan papers..someone with

a knowledge of our restraints i.e. paper serving two dioceses; trying to include both dioceses on the front page and thus not leave one out..can we draft a criteria for the judge outlining our mandate and some of the restraints that diocesan editors are experiencing..some wondered that with such great diversity amongst editors, can we ever get a fair balance?

AM 98 It was suggested that we have two copies of award certificates..one for the paper and one for the person who may have written the article or taken the photo. The Executive will look at this.

AM 98 It was agreed we would endeavour to get the Awards information out earlier next year.

EM 99 Agreed that we would once again try a "Most Improved" category. Editors will be required to submit three consecutive issues of 1997 & 1998 papers for comparison. They will be judged on both layout and content. This category is open to papers who have not won a prize at the Gold Level the previous year.

EM 99 Agreed that we would try a "Writing By Youth" category. This category will recognize the best contribution by a youth (24 and under); may include stories, photographs and graphics (news or feature).

EM 99 Ana will prepare the mailing to editors for Awards; the entries and fees will be returned to Bill Hart.

EM 99 Agreed that both the Gold & Silver Levels be done by outside judges; Bill Hart to arrange judge/s.

EM 00 Robert Martin will look after preparing the materials to be sent to each Diocesan Paper. He will consult with Bill Hart regarding the necessary materials. It was agreed that there would be two judges..one for the Gold and one for the Silver..the honorarium would be \$200.00 for each..

AM 00 Robert Martin informed the editors that he would send out the judge's comments via e-mail.

AM 02 New Awards category: Service Journalism. Kinds of articles that help others reproduce something that has been tried elsewhere (presumably successfully). The best would be about unique, or at least unusual, projects.

ANNUAL CONVENTION FEES

- EM 91 Convention fees will remain the same as last year \$75 for the first representative; \$60 for each additional representative; \$40 for spouses.
- EM 92 Convention fees set at \$100 for the first representative of a publication; \$80 for each additional representative; \$50 for spouse.
- EM 94 1994 Convention: Registration will be \$90 for the first representative; \$70 for other representatives; and \$40 for spouses. This is a \$10 reduction over last year to offset the higher cost of hotel rooms.
- EM 96 Convention fees: \$90.00 for first representative of a publication; \$70.00 for each other representative & \$40.00 for a spouse.
- EM 97 Convention: \$90.00 for first representative of a publication; \$70.00 for each other representative; \$50.00 for a spouse.
- EM 98 Despite the extended agenda and activities for the 1998 conference, it was agreed that the conference registration fee would remain the same as last year. After we can assess the 1998 conference experience regarding overall expenditures, the Executive will review registration fees at next year's Executive meeting. First representative - \$90.00; second & subsequent representatives - \$70.00; spouses - \$50.00.
- EM 99 Since our 1998 activities stayed within budget, the conference fees will be as last year..\$90.00 for 1st representative; \$70.00 for other representative/s; spouses \$50.00.
- EM 00 In reviewing our conference expenses, it was noted that there is a great disparity between the actual costs for spouses in comparison to the registration fee. For example, estimated costs per participant (spouses) at the Montreal conference are expected to be \$120.00. It was agreed that to alleviate some of this financial problem, that the fees for the 2000 conference would be \$90.00 for the first editor; \$70.00 for the others and the fee for spouses would be \$70.00. The current fees are: \$90.00 for the first editor; \$70.00 for the others; spouses \$50.00.
- EM 01 For 2001 convention, registration fees are \$100.00 for each editor and associate editor (those that work on the papers and \$80.00 for spouses/friends.

ASSOCIATION MEMBERSHIP FEES

- AM 90 Moved that the annual membership fee be one cent per subscriber.

- EM 91 Agreed that the present fee structure of one cent per subscriber continue.
- EM 92 Membership fees for 1992: It was decided that membership fees would be based on the January 1992 subscription list. It will remain at one cent.
- EM 93 Fees for 1993 are to remain as in past years: One cent per subscriber. Fee will be based on the January 1993 mailing list as supplied by the Journal. It was noted that five members are in arrears for their 1992 fees.
- EM 94 Association fees will remain at 1 cent per copy based on January circulation figures supplied by the Journal.
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- EM 95 Association fees will remain at 1 cent per copy based on January circulation figures.
- EM 96 Fees are set at: AEA membership: \$0.01 per copy based on circulation figures from January, 1996.
- EM 97 AEA membership: \$0.01 per copy based on circulation figures from January 1997.
- EM 99 Association membership fees will remain as last year. Don will check with Bev Murphy to obtain the January circulation figures and invoice each publication accordingly.
- EM 01 Acting secretary/treasurer to draft a notice of motion to increase Annual membership fees (based on January circulation) paid by the various diocesan synods from one cent per "subscriber" to two cents, effective January 2002.

ASSOCIATION/ EXECUTIVE MEETINGS, ETC.

- EM 91 It was suggested, for Convention approval, that for executive meetings members be reimbursed for their expenses relating to travel, air fares, taxi, etc. Meals be paid for in line with National Church expense scale.
- If members use their cars for travel, they be reimbursed according to the National Church rate. Also, if other resource persons are involved in our deliberations, we would reimburse them accordingly.
- EM 91 It has been the practice that the Executive meet and plan the Annual Convention in conjunction with the host editor. This has proved to be

very beneficial and has resulted in an overall saving for the Conventions. This year, in addition to dealing with the arrangements, we also had to deal with some 19 plus other business items. If we had to deal with all these at the Convention, we would have to schedule an extra day. Hence, we suggest that the Executive meet at a time about half-way between Convention, at a place that will be the least expensive i.e. regarding travel, and that the host editor, if he or she is not on the Executive, be asked to attend.

AM 94 Frequency of meetings: It was agreed to continue annual meetings. The executive will look at the possibility of making subsidies available to enable members to attend who could not otherwise come.

EM 98 The Executive meeting next year will be on January 22, 23 & 24th, 1999. Patrick will contact Bill Hart for arrangements and do some preliminary planning for the conference i.e. hotel, diocesan involvement, etc.

ASSOCIATION MEMBERSHIP

EM 91 The executive agreed to recommend to the convention "that contingent upon an ongoing satisfactory grant from the program committee of General Synod, all persons involved with Communications within Church House be considered as associated members of the A.E.A." The purpose of this motion is to give membership status to the Anglican Journal, Anglican Magazine, the Director of Communication, and the information person with P.W.R.D.F. and Missions. The grant would be considered as payment of their fees.

AM 91 Moved that associate members would be given the privilege to vote in the elections.

AM 93 Membership: asked if the editor of the Anglican Renewal magazine could be considered a member. After some discussion it was referred to the Executive to report at the next convention how we would consider membership for special interest groups.

EM 94 There was discussion on associate memberships for non-diocesan papers. It was felt that the association does not answer the concerns and needs of non-diocesan papers. We are an association of diocesan papers/ Anglican Journal/Church House.

AM 97 David Watts asked that the Executive investigate the possibility of extending membership, either associate or full, to such people who operate web sites.

- EM 98 The topic of membership was discussed/assessed. Agreed that the Association is basically for editors of Diocesan Newspapers. At present there are many other church publications on a diocesan/parish/congregational level (also web site). The Association/conferences basically endeavour to deal with the one specify area as it relates to Diocesan Newspapers i.e. publishing, finances, workshops, business, etc..
- AM 98 Can editors from the Companion Dioceses attend our conferences..agreed that they could come as observers..Executive will look at guidelines and budget.
- EM 99 Companion Dioceses..Editors from Companion Dioceses may attend conferences at the invitation of their diocesan editor. However, this is provided that there is no cost to the Association.
- AM 99 There was some general discussion about editors from Companion Dioceses attending our conferences. Lynn Ross mentioned that we might receive a possible request from an editor in Ireland for next year's conference. The membership agreed that we would affirm the motion from the Executive meeting stating that editors from Companion Dioceses are welcome as long as there is no expense to our Association.
- EM 01 Registered editors and associate editors/representatives are welcome to participate in business sessions at the annual general meeting.

ASSOCIATION RECORDS

- AM 98 Moved that the old records of the Association which have no historic value be either destroyed by the Secretary/Treasurer or given to the National Church Archives to be assessed and stored. Doug Tindal will consult with Terry Thompson about this matter.
- EM 99 Don advised that Terry Thompson, National Church Archives, is willing to take our old records and see what needs to be destroyed and what filed with the National Church Archives. Before we send the records, Don will do up a 'policy manual' listing the decisions that we have made since the inception of the Association. This will be helpful to the future Executive and Conference business meetings.
- AM 99 Moved that in future the Secretary/Treasurer of the Association be responsible for updating the Policy Manual.

GENERAL SYNOD GRANT

- EM 92 Doug Tindal informed the executive that a grant - in lieu of fees for the national publications - in the amount of \$2,500, which had been given last year as seed money, was now an annual assessment budget item available for the association.
- AM 96 Doug Tindal explained that the \$2,500 grant from General Synod was put into place when the Anglican Journal ceased to be responsible for the annual conference the grant enabled the executive of the association to meet between conferences.

ASSOCIATION LOGO

- EM 93 It was decided to have a contest for the design of a logo for the association. If you are interested, submit two designs per paper. There will be a vote taken at the convention to decide the winning entry. There will be a surprise prize for the winner. The only stipulation is that it be in black and white, easily be used for letter heads, etc.
- AM 93 Association Logo: A number of entries had been received. These were circulated to the members and voted on. The winning entry was presented by Signal Star illustrator Michelle Long. It was suggested that the logo have a couple of minor adjustments made to it and then it will be circulated to the membership for use as we see fit.
- EM 94 The association logo was discussed. Letterheads will be produced with the logo at top left, a sidebar listing the association's membership, and the names and addresses of executive members across the top. For members, a version without the executive names and addresses will be produced and circulated for copying.

DIOCESAN/JOURNAL APPEALS

- EM 94 The proposed envelope appeal by the Journal was discussed. The executive understands the Journal's difficulties but is opposed in principle to the proposed appeal. It is thought that it would be confused with diocesan appeals for funds. It was noted that the Journal has other fundraising ideas including the possible sale of the mailing list. The question was raised as to who actually owns the mailing list.
- EM 95 JOURNAL APPEAL: There was discussion of the appeal and its effects on the diocesan papers. The Journal Board had the understanding (as did we) that this was a one-time appeal. NEC gave an open-ended appeal approval while those diocesan papers which included the appeal gave

one-time approval. Concern was expressed that the Journal appeal jeopardizes appeals made by diocesan papers.

- AM 96 There will be an appeal in the September issue of the Journal because of the budget cut of \$300,000 by General Synod. Material is to be developed for the diocesan papers to address this issue. Each Bishop will receive a letter and statistics; copy to each editor.

ASSOCIATION MISSION STATEMENT

- EM 94 A proposed mission statement was drafted for consideration at the convention. It reads as follows: The Anglican Editors Association exists to provide a network among diocesan newspapers, The Anglican Journal, and the National Communications Unit. The association provides opportunities for fellowship and continuing education, the exchange of ideas, and promotes common concerns and interests of the members.

- AM 94 Association Mission Statement: The proposed mission statement (see Jan. 94 executive minutes) was amended to read:

The Anglican Editors Association exists to provide a network among diocesan newspapers, The Anglican Journal and the National Communications Unit. The association provides opportunities for fellowship and professional development, the exchange of ideas, and promotes common concerns and interests of the members.

- AM 99 Moved that the Mission Statement be changed to reflect the changes at Church House. That "National Communications Unit" be changed to read "Information Resources Committee".

AWARDS BANQUET...GENERAL

- EM 92 It is hoped that the Diocese of Toronto will accept the invitation to co-host the closing banquet.

- AM 94 The Anglican Journal picked up the cost of the awards banquet (previously paid by Signal Star). While it is hoped that the new printer will pay for the awards banquet in future, Carolyn Purden suggested that the Anglican Journal might pay for the banquet in a year when the printing contracts are up for renewal.

- AM 94 This year, in the absence of Signal Star representatives, the Association is paying for the hospitality room. Breakfasts during the conference were included in the registration fee.

TRAVEL BURSARIES/ DIOCESAN SUPPORT FOR EDITORS

- AM 94 It was decided to check if association members absent from the convention might need financial help to make it possible for them to come. The executive will look at ways of responding if there is a need.
- EM 95 Two subsidies of up to \$500 each will be offered towards travel costs for editors who are not currently attending meetings or who have to travel very long distances.
- EM 96 Subsidy grants will be offered toward travel costs for editors who are not currently attending meetings and not supported by their diocese. The total allotment of AEA funds towards these grants is \$1,000 and no grant shall exceed \$500.
- EM 97 Subsidy grants: \$1,500 is to be allotted from AEA funds to assist with travel costs for editors. Grants will be disbursed at the discretion of the Executive, based on need, with priority to editors who are not currently attending meetings and/or are not supported by their diocese.
- EM 98 A travel subsidy will be available to those who might need financial help. Requests should be sent to Don Young by March 15th.
- AM 98 Concern was expressed about the diocesan support for editors who attend the conference. It was felt that this would best be handled on an individual basis with those involved.
- EM 99 We have budgeted up to \$1,000.00. Don will decide on the amounts depending on number of requests. Deadline requests..April 30,1999.
- AM 99 Moved that we ask the Executive to look at the possibility of our Association assisting Diocesan newspapers who do not have computer systems.
- EM 00 Computer Assistance..it was generally agreed that it would be difficult for us to become involved in what is basically a diocesan matter. Where do we begin and end? Each Diocese sets its own criteria and most editors are hired under those criteria. Since most are volunteers, they might wish to use their own system. This is again an internal matter for each diocese.
- It was agreed that we would survey members regarding their working conditions i.e. what equipment are they presently using, etc. This might serve to give each editor some support if they wish to pursue the purchase of particular equipment with support from their own diocese. Again in considering this whole matter, we thought that it might be better to update our networking re trading/sharing ideas through e-mail, etc. We

also discussed the possibility of changing our focus at future workshops so as to help in this overall situation. Ana Watts will prepare the survey.

EM 00 Travel grants..agreed that we would provide travel grants to editors up to a maximum of \$1,000.00 overall. The deadline for these grants is March 1, 2000.

AM 00 There was some discussion about sources for the purchase of future computer equipment by individual dioceses or editors. It was agreed that Shawn Hatchell would be the best contact as to what each individual editor would need.

JOURNAL/COMMUNICATIONS UNIT MEMBERSHIP

EM 95 JOURNAL BOARD MEMBER: There has been an AEA representative on the Journal board (The Journal Board recognizes his practice). Ed Lewis will write to the Primate about nominating an AEA member if one is not elected at General Synod.

EM 99 Concern was expressed that we now have no direct representation on General Synod Communications. We always had a representative on the Journal Board (usually the Association President).

AM 99 Moved that the President of the Anglican Editors Association write to the Primate asking that consideration be given to appointing a representative of the Anglican Editors Association on the Information Resources Committee when appointments are next made.

EM 00 Ana will write the Primate regarding representation on the Information Resources Committee. She will emphasize the fact that we, more than ever, value our relationship with The Journal; that we represent, through the papers, over one quarter million Anglicans; that we are a major communications organ involved with the grass roots constituency throughout Canada. It was also noted that in our Policy Manual from the 1995 Executive Meeting, it reads: "There has been an AEA representative on the Journal Board (The Journal Board recognizes this practice). Ed Lewis will write to the Primate about nominating an AEA member if one is not elected at General Synod."

AM 00 Ana Watts advised the gathering that she had not yet written the Primate regarding the membership of our Association on the Information Unit of the National Church. She will do this as soon as possible.

- EM 01 President reported that the Primate would take our request into consideration, but would withhold judgment because possible one of our members may be elected to GS by own synod.
- AM 01 Resolved that the AEA support in principle the incorporation of the Anglican Journal as presented in the reprot by the task force on continued publication (refer to minutes of the AM 01)

CANADA POST

- AM 96 Moved that an ad hoc committee/task force be set up to assist Bev with the arduous task of interpreting Canada Post regulations. This group would consult, advise and bring recommendations to the association. Members named to this committee/task force are: Bill Morrison, Brenda Thompson, Kevin Dixon and Stuart Mann.
- AM 97 Moved that the Anglican Editors Association recommend Option # 1 cited by Canada Post in its letter of May 30, 1997 to the Diocesan Publishers and ask that they report back to Bev Murphy of the Anglican Journal their decision by June 30, 1997.
- AM 97 Moved that we would explore legal advice whether we have any reasonable ground to opposing the action of Canada Post. The costs for this advice (not more than \$5,000) to be shared 50/50 between the Anglican Editors Association and The Journal.
- AM 97 Agreed that the following would make up the task force should there be a need to seek advice before our next meeting. This task force will act on behalf of the Association. Stuart Mann, Brenda Thompson & Kevin Dixon members of task force.
- AM 98 Beverly Murphy..In dealing specifically with Canada Post, the subcommittee appointed to represent the Editors Association and the Journal recommended that we ought to make three adjustments/requests to the ruling by Canada Post:-
1. Change the implementation date until January 1, 1999, to allow the newspapers to prepare readers and make any necessary adjustments.
 2. Canada Post would supply, in writing, a statement from a senior executive stating the current status of the diocesan newspapers meet enclosure regulations (to avoid possible future problems)

3. The registrations of the diocesan newspapers remain on file, in the event that we wish to re-register any titles at a later date. Moved that we commend the sub committee for the work that they have done on behalf of the Editors Association and the Journal and that we recommend that the adjustments be accepted.

It was agreed that this would be covered in a letter to the publishers from Beverly Murphy and Patrick Tomalin..Diocesan Editors may also be discussing this with their publishers...

AM 98 Moved that the sub committee be authorized to spend up to \$2,500.00, split 50/50 with the Journal, for any additional legal advice. This will be in addition to the amount allocated at the 1997 Editor's Conference.

AM 98 It was agreed that the Editors Association would continue to be represented on the sub committee by David Parson, Stuart Mann & Don Smith (Brenda Thompson had been serving on the sub committee but asked not to be re- appointed. Don was then asked if he would serve and was newly appointed).

AM 98 Moved that we defer any decision on the cost issue and that the sub committee after doing more research, look at the new subscription rate keeping in mind the problem in the Diocese of Keewatin; also, that they investigate how diocesan newspaper budgets will affect the overall regulations as they pertain to Canada Post and the Heritage Department. It was agreed that the sub committee should keep the Executive informed and, if necessary, report any additional information to the diocesan editors.

AM 98 There has been a problem with late deliveries. However, this seems to be a problem with Canada Post. It was agreed that those who had late delivery problems or specific questions related to late deliveries, would meet with Shaun Hatchell following the actual business meeting.

Beverly Murphy has been in conversation with Canada Post re this problem. They need specific information. It is necessary that diocesan papers track individual subscribers. It is suggested that the papers track a minimum of four subscribers over a four month period. Make sure that at least one subscriber is located in a big city. It is necessary to give Beverly 'real dates' so that she can deal with Canada Post.

COLOUR

- AM 96 There was a discussion regarding colour since the Anglican Journal has gone to the same corporate colour each issue. Following discussion, the consensus was that diocesan papers prefer to have a different colour each month. There will be no additional charge if the diocesan papers can agree on using the same colour for all papers in the same month. Bill Hart offered to draw up a schedule of colours to be used and this will be circulated with the minutes.
- AM 96 The following is the colour schedule arranged by Bill Hart...September/blue; October/orange; November/green; December/red; January/purple; February/purple; March/red; April/purple; May/green & June/blue.
- AM 98 Questions were asked about the present colour scheme. It was agreed that Bill Hart, Bill Abraham and Bill Morrison would set up a new colour rotation. If they wish, individual editors can suggest their own colours; there is no extra charge for colour.
- AM 99 Agreed that we would go with the same rotation as last year.
- AM 00 It was agreed that we would leave the rotation as is.
- AM 01 It was agreed that we would standardize the AEA masthead colour to reflex blue for 2001 - 2002

READERSHIP SURVEY

- AM 96 Past surveys have been answered only by people who have time to respond to written questionnaire, a professionally designed readership survey is to be launched and carried out by telephone volunteers. Information from each area is to be shared with the diocese affected. A draft of the questionnaire is to be sent to the diocesan editors to review the content. This survey will also provide valuable information for selling advertising. Diocesan editors suggested David provide copy for diocesan papers to alert readers of survey being carried out and in what time frame. It is estimated that to carry out a survey conducted 100% by professionals could cost \$30,000 - \$40,000; by using professionals in the initial stage only

and recruiting volunteers for the remainder of the work, the cost is estimated to be 10% of the cost quoted.

- AM 97 David Harris mentioned that the Journal is conducting an advertising survey, member papers are invited to 'piggy back' especially those papers with significant advertising.
- AM 98 The question was raised as to whether or not the diocesan papers should have been notified about this survey. Some wondered about specific questions that were being asked to subscribers of the Journal and the diocesan papers..it was pointed out that the survey was 'advertiser driven'.

JOURNAL STAFF/PRINTER'S CONCERNS/GENERAL ITEMS

Residential Schools

- AM 00 Doug Tindal gave an extensive overview of the situation as it relates to the Residential Schools. It was interesting to note the involvement of the Federal Government in this whole process. Concern was expressed that many people are focusing on the financial implications of possible bankruptcy instead of the considerable contribution the church makes in many areas of society (both at home and abroad). If bankruptcy should occur, then the Church will not be able to do much of this outreach/mission work.
- There was discussion regarding the implications of all this for the Journal and the diocesan papers. It might be that the Church will seek court protection against bankruptcy thus enabling it to assess its situation and make arrangements with its creditors. This would certainly give both the Journal and the diocesan papers some breathing room to make definitive plans regarding future publishing. It might be possible that the present equipment owned by the Journal and used to maintain circulation lists, could be assessed as to its value and possibly sold to the Anglican Editors Association. The Association in turn can then lease the equipment back to the Journal so that we can continue with publishing. Beverly Murphy stated that in regard to the circulation list, it would be likely that they would be running 'back up' tapes and storing them off site in case they were denied sudden access to their present facilities. Asked about the cost of new computer equipment, she said the base equipment would cost around \$13,000 and the full circulation equipment \$18,000. In addition a printer would cost in the vicinity of \$11,000.
- Review of options in case of an emergency or sudden shutdown:

1. Possibility of selling the equipment to the Anglican Editors Association and the National Church lease it from the Association;
2. That the current updated label list would be available;
3. Possibility that Oxford-Web could help; the cost would be the paper and staff time involved with running new labels;
4. Important that we keep the relationship between the Journal and AEA; we presently receive a \$700,000 postal subsidy from the Heritage Department.

There were many questions and answers during this whole discussion. Ana thanked Doug and Bev for their help in this whole matter. It would be discussed further at the second part of the business meeting.

In respect to circulation, Beverly mentioned that the numbers do not seem to be decreasing at the same rate as in previous years (her report is appended). Larry Gee presented a written report on the Journal Appeal (the report is appended).

Printer's Concerns

AM 00 Shaun Hatchel responded to editors' concerns relating to the possible bankruptcy of the National Church. He stated that they were pretty flexible and would do everything possible to help in this eventuality. He also stated that if he could be of any help, he would be willing to serve on the Committee to look at options that we may have.

There was a general discussion about meeting deadlines with the Printers. On occasion Shaun has received some papers seven days late; some as much as three weeks. It was generally agreed that everyone would make a special effort to meet the deadlines especially since it may affect the delivery date of some other diocesan publications.

Committee

AM 00 Agreed that Robert Martin, William Morrison and Stuart Mann represent the Anglican Editors Association on the committee to look at options for continued publication in event of bankruptcy of National Church. Shawn Hatchell to help where possible...

eMail

AM 00 Doug Tindal mentioned that he would add the members of the Anglican Editors Association to the National Church email news service.

Web Site

AM 02 Each paper would have its own front end which would follow a pattern as agreed by the group of participants. This front end, while functionally identically for each paper, would use different art and branding as appropriate to each paper. Further customization is possible at some point, but would incur costs for that paper. The stories in the database would also be available as a Canada-wide news site with appropriate credit given to each paper. Stories would be input into a Web-based form as plain text with some minor formatting control (bold, italic) available using simple codes. Photos would need to be jpeg format and would (ideally) be uploaded at the same time as the story. Costs: Initial development costs would be borne by the Anglican Journal. There would be no costs to diocesan papers in the initial stages for the agreed set-up. As the details of future funding and Web staffing of the Journal are not entirely clear at the moment, cannot promise that there will never be a cost to participate, there will not be one as long as the current situation persists.

Copyright

AM 00 David Harris will email information re copyright to the editors.
Publication of the Journal following 2001 General Synod

AM 00 There was a lengthy discussion about the date that the Journal and diocesan papers would publish following the General Synod in 2001. Moved that because General Synod is being held in mid-July 2001, we would eliminate the June 2001 issue and publish an August issue.

ASSOCIATION OFFICERS

PRESIDENT

(To be elected in odd years)

Donald Young	1989 - 1991
Lynn Ross	1991 - 1993
Edward Lewis	1993 - 1995
Patrick Tomalin	1995 - 1999
Ana Watts	1999 -

SECRETARY-TREASURER

(To be elected in even years)

David Yarrow	1989 - 1990
Edward Lewis	1990 - 1993
Patrick Tomalin	1993 - 1995
Judy Ross	1995 - 1997
Donald Young	1997 - 2000
David Parson	2001 -

DIRECTOR

(To be elected in even years)

Larry Perks	1989 - 1992
Helene Hannah	1992 - 1993
Lawrin Armstrong	1993 - 1996
Ana Watts	1996 - 1999
Robert Martin	1999 - 2000

DIRECTOR

(To be elected in odd years)

John Caird	1989 - 1991
Patrick Tomalin	1991 - 1993
Lorie Chortyk	1993 - 1995
Brenda Thompson	1995 - 1997
Stuart Mann	1997 - 1999
William Morrison	1999 -
Bryn Snow	1999 -