

## ACMLA *Bulletin* - Editor's Report

May 2001

The *Bulletin* has been close to schedule again this year. It takes about two weeks for the Editor to put an issue together and about two weeks for the printer AstraGraphics to produce the two drafts for proofreading and the final product. This is optimum timing, assuming that all copy is received on time and no problems encountered in the layout or images.

PageMaker software was upgraded to version 6.5 this year. This has made the process of incorporating newer Word and WordPerfect files easier.

The print run remains at 260 copies, which usually leaves about 20 surplus (6 for the Editor to send to prospective authors; 12-15 for the Publications Officer for claims and new members).

### Summary of *Bulletin* Costs

	<b><i>Bulletin 108</i> Spr/Sum 2000</b>	<b><i>Bulletin 109</i> Fall 2000</b>	<b><i>Bulletin 110</i> Winter 2001</b>
<b>Date delivered</b>	early September	mid November	mid May
<b># of pages</b>	68	60	68
<b># printed</b>	260	260	260
<b>Printing incl tax</b>	\$1673.98	\$1673.98	\$1601.52
<b>Cost/cover</b>	\$.63	\$.63	\$.52
<b>Cost/<i>Bulletin</i></b>	\$6.44	\$6.44	\$6.16
<b>Total postage</b>	\$394.25	\$417.40	\$418.25
<b>Total cost</b>	\$2068.23	\$2091.38	\$2019.77
<b>Insert income</b>		\$100	

Two paid inserts were included in *Bulletin 109*, and the advertisers were charged \$50.00 each. The advertisers supplied 250 copies of their own brochure or flyer. An unpaid insert was included in *Bulletin 110*, for the Carto 2001 conference organizers.

Postage rates went up in January 2001. The cost per address in Canada was increased by \$.05 and the cost per overseas address was increased \$.15. McMaster University post office does not charge GST/PST. They are treating this mailing as a departmental account charge which is a substantial saving over Canada Post practice.

## Postage Cost Breakdown

	Canada	US	Overseas	IUTS/ PEBUQUILL
<b># sent (Bull 110)</b>	80	63	25	65
<b>Postage/Bulletin 109</b>	\$2.00	\$2.50	\$4.35	0
<b>Postage/Bulletin 110</b>	\$2.05	\$2.25	\$4.50	0
<b>Total cost per Bulletin (Bull 110 - printing &amp; postage)</b>	\$8.21	\$8.41	\$10.66	\$6.16
<b>Average cost for 3 issues</b>	\$24.63	\$25.23	\$31.98	\$18.48

The cost to the Association of overseas subscriptions remains a concern. *Bulletin 110* cost \$10.66 (printing and postage) for each copy sent to an overseas address. This is only \$3.02 below the membership fee collected, and does not reflect any incidental costs (such as envelopes) or any other mailings which ACMLA may send during the year.

Incidental expenses incurred in the production of the *Bulletin* this year totaled \$62.45. This included one zip disk, 100 9x12" envelopes, image preparation and postage for correspondence with authors. Envelopes were supplied for all three issues through the generosity of Carleton University.

I would like to sincerely thank the *Bulletin* staff who have been conscientious in their duties and always prompt with their columns: Amy Chan (New Maps), Pierre Roy (who has done a superb job with both French and English Regional News) and Tim Ross (Reviews). Particular thanks to Frank Williams (New Books and Atlases), who has struggled to continue his column despite a wrist injury. *Bulletin 110* will be Frank's last. Martine Rocheleau from the University of Ottawa has agreed to take over as our New Books and Atlases editor, beginning with *Bulletin 111*. Also, thanks are due to Susan Jackson who has labeled the envelopes for every issue and sent them to me sorted into postal categories, and to Bruce Weedmark who supplied the new member information and the labels for every issue.

Finally thanks to all the ACMLA members who have prepared articles and offered ideas. These contributions are essential to a quality *Bulletin*, and all members are encouraged to send suggestions for future issues.

Respectfully submitted,

Cathy Moulder  
ACMLA *Bulletin* Editor  
May 22, 2001