Notes of the PEAVI members’ meeting, Jan 17th, 2017

Present: Judith Brand, Moira Dann, Martin Gavin, Lynne Graham, Susan Grant, Doug Harrison, Bob Harwood, Lenore Hietkamp, Alison Jacques, Lorna Lyons, Audrey McClellan, Rowena Rae, Sarah Weber, Esha Whitlam, Merrie-Ellen Wilcox, Pamela Woodland.

Regrets: Dave Henry, Paula Marchese.

**Treasurer’s report** (Dave Henry, by email)

* Our balance is $4819.68 at Coast Capital and $0 on PayPal.

**Volunteers**

A big thank-you to new volunteers Marian McCoy and Moira Dann! Marian is helping with the website and Bulletin, while Moira will work on promotion (e.g., for the workshops).

**Professional Development** (Rowena Rae)

* Spring workshop will likely be in April, the topic has yet to be determined. There was strong interest in a grammar workshop in the last survey; style sheets are another possibility.
* There is also some interest in hearing about academic editing at UVic. Moira Dann will contact Elizabeth Grove-White of UVic to see if she would be willing to come and speak at a PEAVI members’ meeting.
* Members, please email **your** suggestions for topics or speakers to Rowena Rae or Paula Marchese.

**Job requests** (Susan Grant)

Susan asked whether everyone is receiving the job requests she sends out. It appears everyone is: if you aren’t, please contact Susan.

**Bulletin** (Lynne Graham)

* The Bulletin achieves at least a 70% open rate. Many of the links are opened, too.
* Members, please send any contributions e.g. about projects you’re working on, interesting sites, editing jokes, or whatever else takes your fancy, to Lynne at communications@peavi.ca.
* Please also add that address to your contacts so the Bulletin can evade your spam filters!

**Discussion topic –time tracking**

* Alison Jacques presented on [Toggl](https://www.toggl.com/). The free version does basic time tracking (though not invoicing). It is possible to generate reports, e.g., project, type of work, time spent, compare year to year. Toggl can also produce graphs. Paid versions start at $10 per month.
* Lenore brought along Richard Adin’s [*The Business of Editing: Effective and Efficient Ways to Think, Work, and Prosper*](https://www.amazon.ca/Business-Editing-Effective-Efficient-Prosper/dp/1434103692/ref%3Dsr_1_1?ie=UTF8&qid=1485976513&sr=8-1&keywords=business+of+editing).
* Lenore uses [Harvest](https://www.getharvest.com/), which costs $150/year. It is available for Android, Mac, iOS and Windows. There is a free version that is limited to one user (and two projects). Harvest can generate invoices either free-form or automatically from the time-tracking information you record; the user enters the project name, job type, rate, number of hours, etc. Harvest also provides reports by quarter, year, etc. There is a trial version from $12 US per person per month.
* Merrie-Ellen uses Fanurio (a subscription service).
* Also mentioned:
	+ [My Hours](https://myhours.com/) by Spica. It is easy to use (simpler than Harvest), and cheaper at $2/month for the Pro version.
	+ [Apptivo](http://www.apptivo.com/app-pricing/): CRM software that is similar to but less expensive than Harvest.
* Martin punches hours into an Excel spreadsheet, as does Lynne.
* Lynne’s time-tracking tips included:
	+ Using a paper timesheet along with Excel to make a handwritten note of when you stop/re‑start.
	+ Lynne points out that Excel stores date/time as a decimal; to calculate working time in hours, simply multiply the cell by 24. [There’s an explanation by Excel Tip at [Multiplying time values and numbers](https://www.exceltip.com/excel-date-time-formulas/multiplying-time-values-and-numbers-2.html) – Martin.]
* Several present mentioned Word’s Total Editing Time feature, which seems to work based on how long Windows’ focus is on the Word document, so it stops working when you switch to any other program—but Lynne thinks it may not be perfectly accurate.