ISC/SCI Executive Meeting

4 February 2017

Minutes

**Participants:**  Margaret de Boer (President), Mary Newberry, Siusan Moffat, Frances Robinson, Elena Gwynne, Andrea Hatley, Sergey Lobachev, JoAnne Burek, Alex Peace, Stephen Ullstrom, Heather Ebbs, François Trahan

**Regrets:** John Barkwell

The meeting was called to order by Margaret de Boer, President, at 12:09 p.m. Heather Ebbs volunteered to serve as secretary.

**1. Welcome and Roll Call**

Margaret welcomed participants. Item 7a, Nominating committee, was added.

**2. Review of Agenda**

Item 5j was dropped (redundant). Item 7a, Nominating committee, was added.

**3. Review of Minutes and Action Items of Previous Meeting**

***a. Minutes of22 October 2016:* Moved (Mary/François)** to accept the minutes as written. **Carried.**

***b. Action items***

1. *Bulletin: Hard copies for three individuals.* Mary has identified that Peter Greig needs hard copy. She will get in touch with the other two individuals, but she is thinking that we should probably continue to print and mail hard copies to these three as long as they are members. **Action carried forward.**
2. *The Indexer institutional subscriptions:* Frances sent Heather information on the current institutional members. Heather will be looking into other potential members. **Carried forward.**
3. *Publicity*: John will flesh out some ideas toward creating publicity for greater use of indexers by authors and publishers (possibly including putting together a speakers’ bureau, identifying potential venues for people to speak, use of social media, etc.). Other executive members with ideas are asked to speak with John. **See under item 5e, below.**
4. *Storage of conference photos:* A long-term solution for storing conference photos is needed. In 2015, Heather posted the pictures for the Victoria conference on her personal Flickr account. It was suggested that an ISC/SCI Flickr account be set up and the password given to members. Heather is taking the pictures again at the 2017 conference, so she and Joanne will coordinate this after the conference. This account could then also be used for other ISC/SCI pictures.
5. *Conference surplus:* See the attached report from the committee. One suggestion that the committee considered was webinars, but they think it should be a separate line item in the budget and not be on the whim of a surplus. It may be possible to share the platform used by ASI or the Editors’ Association. This is something the executive may wish to consider in the future.

**Moved (Alex/Siusan)** that the ISC/SCI executive adopt the Conference Surplus Funds Policy as recommended by the committee.

That policy, specifically, was that 50 percent of the surplus from a conference should go back into the general revenues to act as a buffer for future conference deficits, and that the society can spend the other 50 percent, the surplus spending amount, as follows: If the surplus spending amount is under $500, ISC/SCI should offer some kind of giveaway/door prizes at the following year's conference for books, gift certificates toward courses (ASI or SI), or stationary supplies (Staples?). If the surplus is $500 or over, ISC/SCI should offer conference subsidies of $300–$500 each, depending on the total amount available.

Discussion of the motion was extensive. The following points were raised:

* It was suggested that the policy be less specific (e.g., take out the $300­–$500, because that limits it).
* Only half the surplus was recommended in case of future deficits.
* If 50 percent goes back into general revenues, then it isn’t held back for future conference deficits. It either goes into general revenues or is set aside and withheld for future conferences.
* The policy as suggested is awkward for budgeting purposes.
* There should be a conference line in the budget.

Ultimately, the **motion was withdrawn** by Alex and Siusan.

**Action:** The committee will reconvene and bring a revised policy suggestion back to the next executive meeting. Sergey will join the committee to ensure that the policy is consistent with ISC/SCI’s budget process.

1. *Online chats:* Three online chat sessions for ISC/SCI members have been held so far, with five or so people each time. The next will be held on 22 February. It was suggested that the new member information letter should include something about the online chats.
2. *Publicity:* Alex has been looking into events at which ISC/SCI might have a presence. She has been in correspondence with John Yip-Chuck, the new Executive Director of Editors Canada. They have suggested that we and they swap tables at each other’s conference. Vendor fair sponsors for the EC conference usually pay $500, for which one gets social media exposure, a table at the vendor fair, one’s logo on the EC conference page, eblast and programs, brochures in the conference tote, two tickets for the welcome reception and something else. We would not have to pay anything, but would instead exchange tables. Alex will be talking to Breanne Macdonald on the EC conference team about it. If we accept their offer, we need a table banner, volunteers to staff the table at the EC conference and brochures for the conference table. In return, it was suggested that we could allow their table staff volunteer to attend our conference for free. We could also offer an EC ad in *The Bulletin.* For our presence, we have postcards for the bags, magpie pins we could sell, a stand-up poster board that Judy Dunlop prepared a few years ago (Mary has) and possibly JoAnne’s book on hiring an indexer.

**Action: Mary and Margaret** will get back to Alex with numbers of postcards available. **Heather** will count the magpie pins and tell Alex. **JoAnne** and **Alex** will talk about the possibility of JoAnne’s resource being available. **Margaret** will send out an email to the membership asking for volunteers for staffing the table and will then organize those responding into appropriate time slots. **Alex** will talk with EC about the table swap.

1. *Constitution:* See item 5j, below.
2. *Balance sheet:* Sergey sent the numbers to Andrea and she created a balance sheet for the end of the last financial year. Once this year is over, Sergey and Andrea will create the final balance sheet for *The Bulletin.* They will also be creating a spreadsheet so that past year and current year can be compared by line item. Since members will be voting on the budget at the June conference, it will have to be distributed in advance. The executive will need to see it before that.

**Action: Sergey and Andrea** will circulate a draft budget to the executive by the end of April.

1. *Vision statement:* The executive held two fruitful meetings last fall and came up with a vision statement: Accessible information; informed people. Andrea has had the vision statement translated and then reviewed by Anna Olivier.

**Action: Andrea** will forward the vision statement translation to the executive.

1. *Conference finances:* See item 6, Conference update, below.
2. *Website:*See JoAnne’s report attached, which includes her recommendations for a cheaper hosting package plus plugins for the membership profiles, membership purchase and renewal, and Find an Indexer profiles. She is also testing the free WP Globus, which enables easy switching between English and French, and an event calendar plugin. Members would be able to update their own information.

The payment feature would allow manual payment for those who prefer. Also, going forward, members would be allowed to purchase their profile separately from membership. However, the tool will need a control that will allow only active members to purchase a profile. It was asked whether there might be a shopping cart, so that members could purchase both membership and a profile at the same time. Also, it would be good if the conference fees could be handled by the same program, so that members could use the same tool for all cost items. JoAnne is testing Woocommerce as a payment tool, but will also look into Stripe. Ultimately, the goal is to allow people options (e.g., a dropdown box for PayPal, Stripe or manual).

Although the new program could allow members to renew at any time, instead of the current two expiry dates per year, there was concern about that causing extra work for the membership secretary. The program could be set up to automatically generate renewal notices, but people can take more than a month to renew. JoAnne noted that all transactions can go to the membership secretary for monitoring.

**Moved (JoAnne/François)** that JoAnne be authorized to spend up to US$200 for website plugins. **Carried.**

**Moved (JoAnne/Siusan)** to go to the Advantage hosting package in September when the current contract runs out. **Carried.**

**4. Regional Updates and Issues**

***a. Central Canada | Centre du Canada (Siusan Moffat):*** See attached report.

***b. Prairies and Northern Canada | Prairies et Nord du Canada (JoAnne Burek):*** See attached report.

***c. British Columbia | Colombie-Britannique (Elena Gwynne):*** See attached report. Elena is finding it challenging to find a room in a city (Victoria) where she isn’t living. So far eight people have expressed interest. Alex suggested booking a table for eight to ten people at a casual restaurant, and François noted that the BC group has done that before. François offered to research some of the libraries in Victoria or help her find others who will help.

***d. Eastern Canada | Est du Canada (Alexandra Peace):***See attached report.

**5. Committee Reports and Updates**

***a.Finances (Sergey Lobachev):*** Sergey reported that there have been some additional deposits since he submitted the financial report a couple of weeks ago. He also asked for ideas on what to do with the monies that will unlock from GICs in July and October. Sergey has talked with the bank manager, who suggests two options. One is to put the monies back into traditional GICs, which earn very little interest but are quite safe. The second option is mutual funds, which are volatile and may be inappropriate for a non-profit.Overall, we have more money in the bank than is appropriate for a non-profit.

 It was suggested that we have a separate executive meeting in May to talk about the budget and what to do with our additional funds. Sergey will prepare a draft budget for the end of April and circulate it to the executive along with specific options for what we might do with our excess funds. This should allow time to make any changes to the budget before the June executive meeting and AGM.

**Action: MargaretandSergey** will discuss budgetary options for surplus funds and solicit suggestions for these. **Margaret** will then send out details for the May meeting.

Andrea asked if we could reconsider the amount in the line for meeting costs to ensure that the costs of the June executive meeting in Montreal are covered. It was also suggested that we consider a policy for when funds might be claimed under the executive travel line item.

**Action: Mary (chair), Margaret and Sergey** will form an ad hoc committee to develop a policy on executive travel.

***b. Bulletin (Andrea Hatley):*** No ereader version was developed for the current issue; we will see whether anyone asks about it. Andrea plans to have the next *Bulletin* done before early bird registration closes (mid-March). Alex asked if she might be able to get a print copy of the *Bulletin* for the ISC/SCI table at the Editors’ Association conference.

***c. International (Heather Ebbs):*** See attached report.

***d. Web administrator (Stephen Ullstrom):***See attached report. It was asked whether current website issues will affect conference registration (e.g., Elena’s renewal issue). Stephen and Frances are continuing to work on the problem with Elena’s membership.

JoAnne has started an ISC/SCI Facebook page: [facebook.com/Indexing-Society-of-Canada-1773462246314165/](https://www.facebook.com/Indexing-Society-of-Canada-1773462246314165/).She noted that it needs a cover picture that is at least 400 pixels wide and 150 pixels high. (It currently uses a small portion of the ISC/SCI icon but this needs to be fixed.) To create the FB page, JoAnne needed to create a “person”, so she went to our hosting site and created a new email ID: social@indexers.ca.The password information is available from JoAnne or Stephen to enable any of the executive to post on the site. Currently, it is being used by the conference committee to post information.

 François reminded everyone that we have a conference email address that could be forwarded to the conference coordinator (Alex).

**Action: JoAnne** will look into forwarding the conference coordinator address to Alex.

***e. MAL/Publicity (John Barkwell):***No report submitted.

1. *Writers’ organizations:* JoAnne has been in contact with the Quebec Writers Federation and one other organization and has suggested putting our society under “Indexing Services” on their website. She has not heard back yet from either group, but she will follow up. It was suggested that we do this with a couple of other writers’ organizations, too, but it was ultimately agreed that this broader effort is something that should be handled by a dedicated publicity person. It was further noted that we should probably have more in our budget for publicity.
2. *Word on the Street:* Siusan has talked with the Toronto branch of the Editors’ Association about sharing a table with them for WotS Toronto for $120. The executive agreed.
3. *Federation for the Humanities and Social Sciences:* Sergey suggested advertising at the 2017 Congress of the FHSS. The congress attracts about 8,000 attendees annually. We could still get an ad on their website ($750), but in discussion it was agreed that, since many people will have already registered, it would be more effective to advertise in the congress guide (¼ page for $1,200). It is an opportunity to reach a key client group. Ultimately, it was agreed to advertise in the guide. Sergey offered the design services of his daughter, a designer.

**Moved(Sergey/Siusan)** to advertise in the Congress Essentials Guide for the Humanities and Social Sciences Congress, with the final cost to cover designer (Sergey’s daughter) and ad. **Carried.**

**Action:** An ad for ISC/SCI will be placed in the FHSS 2017 Congress Essentials Guide. **(Sergey)**

Sergey will circulatea draft ad within a couple of weeks. In the meantime, suggestions for wording are welcome.

***f. Membership (Frances Robinson):***See attached report. There was a question about student membership at the last Toronto meeting. Attention was drawn to the definition of student membership on the ISC/SCI website: “full-time students at colleges, universities, technical institutions, and/or public schools.”

***g. President| Présidente (Margaret de Boer):*** See attached report.

***h. Past President | Présidente sortante (Mary Newberry):*** Mary has been focusing her efforts on conference preparations.

***i. Vice-President | Vice-président (François Trahan):*** See the attached report.

***j. Ewart-Daveluy Award Committee (Heather Ebbs):***Submissions are now closed and the adjudication process is under way. The winner will be announced at the 2017 AGM.

***k. Constitution committee (Heather Ebbs):***See the attached report.

**Action: Executive members** will review the draft constitution and send any questions or comments to Heather up to the end of February. Unless major changes are requested, **Heather** will then prepare a final draft and solicit executive approval by email. Pending that approval, the draft will be sent for translation and wording prepared for circulation of the final draft to members.

***l. Archives committee (vacant):*** No report.

**6. Conference 2017**

Alex reported that plans are going well and thanked her excellent committee (Andrea, Mary, JoAnne, Christine Jacobs, Susan Brown). See the attached report. A contract for the venue has been signed. Software vendors will be approached. Christine is now working on the banquet. The pricing of the banquet will make a big difference to the number of people who attend. A quote of $55 plus service and taxes has been received from the hotel and cooking school on St Denis; however, in discussion, it was agreed that we should ask Christine to try to find somewhere that can do it for $40 maximum. If that proves impossible, the committee can come back to the executive.

 Registration fees will be similar to last year’s. The budget considers that almost all registrants take advantage of early bird prices.

 A block of rooms at the conference hotel (Novotel) could be reserved at $189 each. JoAnne will circulate a straw poll to the members to identify whether members would book rooms at that price.

 Cost for the executive meeting room and food is being split out. That room will be used in the morning by the conference committee and in the afternoon by the executive meeting and then the ICRIS meeting.

Volunteers so far are looking good. Some of Chris’s indexing students will help.

**Moved (Alex/Stephen)** that $1,200 be authorized for conference bursaries and giveaways.

Discussion points included the following:

* The rationale for $1,200 is to have two $500 bursaries to enable conference attendance plus $200 for giveaways at the conference.
* This is the type of thing that prior year surpluses would be intended for
* There was no surplus in 2016.
* Since it’s our 40-year anniversary, nicer bags or more special things to put in them might be nice, rather than spending money on bursaries or other giveaways.

Ultimately, the **motion was withdrawn.**

**7. New Business**

a. *Nominating committee:*Mary will be working on nominations for the new executive slate.

**9. Next Meetings**

Skype meeting on finances in May. Margaret will circulate potential dates.

Face-to-face in Montreal on June 1, 2017. Details to come.

**10. Other Business**

None.

**Adjournment**

**Moved (Mary/Alex)** to adjourn at 4:12 p.m.

**Reports**

**Regional Representatives**

***Central Canada | Centre du Canada (Siusan Moffat)***

Oct 29 - Richmond St W suite 257 – 11 attendees

Chris Blackburn showed us the old technique of card indexing. I did a presentation on future technology and indexing. Will it affect our careers? Will computers be able to understand concepts? Yes… but not for a while. We are probably safe for 10 years (??)

November 26 - 401 Richmond St W suite 257 - 14 attendees

Sergey did an interesting presentation on the origins of indexing in eighteenth-century Russia. We saw some very interesting and old indexes and talked about indexing and publishing in general. Pierre shared his experience with the ASI course “How to Create Brilliantly Structured Indexes”. Olga Sushinsky introduced us to her new Create Space novel she has finished.

Dec – month off!

Jan 29 – Toronto Reference Library – 9 attendees

Time for another review of sister organizations newsletters. Olga, Boyd, Margaret and I gave overviews on *The Indexer*, ASI *Keywords*, ANZSI and the Indexers Discussion Group*.*

**Ongoing**

We have had three nationwide, member only, online chat sessions so far. They’ve gone very well. No more than 5 people at each session, but we chat about interesting and helpful things. Heather and Margaret each moderator a session, which was a big help to me.

The next online chat is scheduled for Feb 22 and will be moderated by Susan Brown (who also is helping plan our conference in Montreal!)

I signed up to help bring short interviews with indexers to the Bulletin newsletter. Andrea and I put together some questions and Jennifer Hedges was the first person to be profiled.

In the past few months we had a few new members and few new people popping into meetings. Most people, I’ve noticed, rarely come back to a second meeting! :o

***Prairies and Northern Canada | Prairies et Nord du Canada (JoAnne Burek)***

It is hoped to have a get-together soon.

***British Columbia | Colombie-Britannique (Elena Gwynne)***

It's been pretty quiet in BC, with only two things of note happening.

 The first was the request from SFU Continuing Studies for indexing instructors. That got forwarded on to the ISC list in general. Hopefully they were able to find someone – I have not heard further on the subject.

 The second is that I'm in the middle of setting up a March meeting in the Victoria area. So far, it looks as though there's going to be a very good attendance – over six RSVP's and counting. Potential topics for discussion include websites, Google's requirements for websites, and using websites in marketing, and last year's new indexing books.

 Now to figure out a meeting place...

 Either way, I think that with the (hopeful) end of winter weather things may be picking up for 2017.

***Eastern Canada | Est du Canada (Alexandra Peace)***

**Montréal**

We had another meeting in Montréal in October. Only four of us were able to make it, but it was very informative none-the-less. We talked about some business documentation … quote letters, spreadsheets, time keepers, invoices, and so forth.

A study group still has not quite made it off the ground, but I will be trying to get it going again this spring.

I will be in Montréal the week of March 13–17 and I plan to organize a meeting with everyone for some time in that week.

## **Nova Scotia**

The population of society indexers has doubled … Fazeela Jiwa has joined the society, and I see her regularly in our editing roles. We take the opportunity to talk indexing then, if necessary.

**Committees**

***Finances (Sergey Lobachev)***

**ISC/SCI financial report (February 4, 2017)**

As of January 30, 2017, the financial statement of the Society is the following:

* Everyday business chequing account:$25,029.68
* Guaranteed Investment Certificate (maturity value): $5,357.04 (locked in until July 20, 2017)
* Security GIC Plus (maturity value): $5,325.78 (locked in until October 14,2017)
* PayPal account: $1378.97

Below is the budget and actual revenue/spending from April 1, 2017 to January 22, 2016:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Budget** | **Actual as of Jan. 22, 2017** | **Notes** |
| **Income** |  |  |  |
| Membership fees | 10,000 | 7,395 |  |
| Conference revenue | 10,200 | 1,323 | ASI honorarium |
| Find an Indexer fees | 3,200 | 2,400 |  |
| Misc. income (pins, books) | 100 | 150 | E-D Award submission fees |
| Interest income | 40 | 29 |  |
| **Total Income** | **23,540** | **11,298** |  |
| **Expenses** |  |  |  |
| Membership (incl *Directory*) | 300 |  |  |
| Conference expenses | 10,200 |  |  |
| Executive expenses |  |  |  |
| Meeting costs & telephone | 300 | 824 |  |
| Executive travel | 1,000 |  |  |
| International liaison |  |  |  |
| travel | 2,000 |  |  |
| *Bulletin* | 600 | 693 |  |
| *Indexer* | 7,600 | 6,279 |  |
| Website and listservs | 3,000 | 1,224 |  |
| Operating expenses |  |  |  |
| Office supplies | 50 |  |  |
| Postage & delivery | 50 | 19 |  |
| Bank charges | 100 | 14 |  |
| PayPal fees | 400 | 262 |  |
| Regional groups | 400 | 267 |  |
| Volunteers, honours & |  |  |  |
| awards | 4,000 | 4,013 | includes conference subsidies |
| Outside services | 0 |  |  |
| Translation | 1,000 | 416 |  |
| Promotion | 200 |  |  |
| Miscellaneous expenses | 50 | 8 | card for Jennifer |
| **Total expenses** | **31,250** | **14,018** |  |
| **Income less expenses** | **-7,710** | **-2,720** |  |

The 2016 statement for the GICs:

**GIC maturing July 20, 2017**

|  |  |
| --- | --- |
| principal | 5,261.90 |
| accrued interest | 21.60 |
| current value | 5,330.86 |
| maturity value | 5,357.04 |

**Security GIC Plus (maturing October 14, 2017)**

|  |  |
| --- | --- |
| principal | 5,221.20 |
| accrued interest | 7.60 |
| current value | 5,298.29 |
| maturity value | 5,325.78 |

***Bulletin (Andrea Hatley)***

The fall/winter issue of the *Bulletin,* volume 38-3, is late, late, late! I ended up being very busy in November and December and wasn't able to get working on it until early January. Anna Olivier will be taking over from François Trahan coordinating and proofreading the French translations. I don't have time to create EPUB and MOBI versions for this issue. If no-one comments or misses them, perhaps it is not worth the effort.

 The spring issue will follow rather quickly, with an anticipated distribution date of mid March, a couple of weeks after conference registration opens. It will highlight the conference, the presenters, and the sessions.

 I will reach out to advertisers again, especially as this issue is bound to be a popular one.

 I would again like to thank Gillian Watts for copy-editing, Alex Peace for proofreading (Sylvia Siemens plans to return for the next issue), François Trahan and Anna Olivier for coordinating the French translation and proofreading.

Andrea Hatley

January 30, 2017

***International Liaison (Heather Ebbs)***

All societies agreed to welcome the Association of Freelance Editors, Proofreaders and Indexers of Ireland (AFEPI Ireland) to our international agreement of sister societies.

 The Netherlands Indexers Network has a new website. Although construction continues, the new site is available at [www.indexers.nl](http://www.indexers.nl). There is no separate English site; rather, the English and Dutch are together on each page.

 Forthcoming conferences:

* Society of Indexers, UK: 21 June, St. Anne’s College, Oxford (followed by a two-day symposium on the book index at the Bodleian Library)
* American Society for Indexing: 15–17 June, Portland, Maine
* China Society of Indexing: 1­–4 November, Shaoxing

Respectfully submitted,

Heather Ebbs, International Liaison

***Website Administrator (Stephen Ullstrom)***

I am afraid that I have very little to report. This has been a busy quarter for me, especially with a number of unexpected personal events, the most recent of which was moving house yesterday (Saturday, Jan. 28th).

 This means that the email issue I mentioned in my last report is still ongoing as I haven’t had the time to follow up with our web host, Webnames.

 I also need to follow up on back-ups, as I think we have reached or are nearing our limit with Webnames.

 I have had a little bit of contact with the conference committee, but not recently, so I should follow up to see if there is anything that I should help with involving the website.

 There have been a few other smaller issues with the membership forms and uploading the chat transcripts that David and I have been resolving. These types of issues are bothersome, while also seeming to be fairly common as Wordpress and the different plug-ins we use are upgraded and features perhaps change or don’t work as well together as they used to. Thank to to Frances especially, as membership often seems to be affected, and others for their patience, and to those who point out these problems to us.

***Membership (Frances Robinson)***

As of January 31, 2017, we have 106 members. Three new members have joined since October’s report. As of January 31, one member has decided not to renew and several members have not yet responded to reminders to renew in December 2016. (They are included in this report.)

 The breakdown of the membership for location, type, & renewal period is as follows:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Within Canada** |  | **Basic** | **Listed** | **Student** | **Emeritus** | **Institutional** | **June** | **Dec** |
| British Columbia | **26** | 10 | 16 |  |  |  | 11 | 15 |
| Alberta | **6** | 1 | 4 |  |  | 1 | 4 | 2 |
| Saskatchewan | **1** | 1 |  |  |  |  |  | 1 |
| Manitoba | **2** | 1 | 1 |  |  |  |  | 2 |
| Ontario | **49** | 12 | 31 | 1 | 2 | 3 | 18 | 31 |
| Quebec | **11** | 3 | 7 | 1 |  |  | 3 | 8 |
| New Brunswick | **1** |  | 1 |  |  |  |  | 1 |
| Prince Edward Island | **1** | 1 |  |  |  |  |  | 1 |
| Nova Scotia | **2** |  | 1 | 1 |  |  |  | 2 |
| **Totals** | **99** | **29** | **61** | **3** | **2** | **4** | **36** | **63** |
|  |  |  |  |  |  |  |  |  |
| **Outside Canada** |  |  |  |  |  |  |  |  |
| United States | **5** | 2 | 1 |  |  | 2 |  | 5 |
| Latvia | 1 |  | 1 |  |  |  |  | 1 |
| France | 1 |  |  |  |  | 1 |  | 1 |
| **Totals** | **7** | **2** | **2** |  |  | **3** |  | **7** |
|  |  |  |  |  |  |  |  |  |
| **ALL** | **106** | **31** | **63** | **3** | **2** | **7** | **36** | **70** |

The **Emeritus members** are Jean Wheeler and Chris Blackburn.

**New Members**

The following members have joined since the previous report:

Katie Rodgers, Burnaby, BC, Listed

Fazeela Jiwa, Halifax, NS, Student

Sylvie Dalbin, Paris, France, Institutional Listed

Five of our current ten copy allotment of the SI’s *The Indexer Newcomers Collection* have been sent to new members and one to Alexandra Peace.

***President| Président (Margaret de Boer)***

As far as the President's report is concerned there isn't much to report on this time. It's a quiet time of year. Mostly attending to emails and organizational matters such as our meeting this Saturday. Busier times ahead!

***Vice President (François Trahan)***

Sorry I missed the last meeting. Since then I contributed to the Constitution Committee and transferred the duties of French language for the *Bulletin* to Anna Olivier. We haven’t discussed the other French content yet (website plus odd bits) but we’ll do this in Montreal in June. I’ll keep doing the French for the website, at least the proofreading, until I can take her through the admin site.

**Constitution Committee Report to the Executive—February 2017**

After our report to the executive a year ago and the executive’s directions for continuing, the Constitution Committee did a thorough restructuring of the document and had several fruitful back-and-forth discussions within the committee. The extensive delay between then and now is due entirely to my (Heather) continually putting this task at low priority in my schedule. As soon as I got back to it, my committee members were quick to respond to the final few tweaks.

**Structure**

At last February’s executive meeting we asked for and received approval to completely restructure the constitution into a single bylaw with several articles with the goal of simplifying and clarifying the document and reducing repetition.

 We have done that, with the articles being titled as introduction, definitions, objectives, membership, meetings, governance, finances and amendments. Most of this was done by moving things around, but there are a lot of tiny rewordings, usually to clarify ambiguity (e.g., in the first article, about the names of the Society, we clarified what it means to have a French name and and English name and how they can be rendered).

 In addition to restructuring so that like is with like, we have separated the constitution, which must be voted on and approved by a two-thirds majority of the votes cast an an AGM, from policies, which are maintained and revised as needed by the executive. This separation means that the policy schedules can continue to be updated and fleshed out and cut back and more schedules added over time by the executive without needing to go back to the members.

The annotated copy of a document containing both of these is being circulated to the executive with this report along with clean copies of the two as separate documents; we recommend that hereafter the two be kept separate. The annotated copy identifies new material and significant revisions to wording.

**Timeline**

Recognizing that executive members will not have time to thoroughly digest these changes before the executive meeting (tomorrow, at time of writing), I suggest that we (the committee) continue to entertain any questions or concerns till the end of February. Should no major changes be considered during that time, we could prepare a final draft for executive approval by email. If that approval is received, we could then send this out in early March for translation (for pay). In early April the revision could be circulated to members with a description of the changes and their rationales, so that when members receive the call to meeting in early May they will be prepared to see a motion for ratification of the amendments and will have had time to review the documents.

Respectfully submitted,

Heather Ebbs, on behalf of the committee: François Trahan, Gillian Watts, Andrea Hatley

***ISC/SCI Conference 2017 Report, February, 2017***

***Reflect, refresh, and celebrate* 40 *years of indexing.***

We have a great team, all working hard. The documentation from previous conferences is very helpful and we have gathered as much as we can in a Dropbox folder. Margaret also had some very helpful lists to pass on to us.

## **Venue**

We have signed a contract with Novotel Montréal for June 1–3, 2017. Christine Jacobs has worked patiently on this.

We have booked a small room for Thursday, June 1: volunteers preparing conference bags in the morning, the executive meeting in the early afternoon, and the international meeting afterwards. We have ordered a light lunch and snacks for the day.

We have arranged a large room with AV equipment for two days of conference sessions.

The hotel will provide two meals (breakfast and lunch) and two snacks (morning and afternoon) for each of the two conference days. The food looks great. Christine and I will be testing it out in March.

We are also planning an after-conference reception in the hotel right after the last session, complete with canapés and a cash bar. Several of us enjoyed this type of event in Chicago and we thought to replicate it.

## **Speakers**

We have almost a full roster of speakers. Mary has been tirelessly communicating with many people about these sessions.

Several of us gave a presentation at the conference in Chicago last year on our work on the Truth and Reconciliation Reports. It was very well received, and we thought it might be nice to present in Canada. So, that will be one of the longer sessions, and may include Ryan Van Huijstee (managing editor at MQUP) and Stephen Ullstrom (who wrote an interesting article in *The Indexer* on the topic).

Other speakers Mary has booked so far: Kate Mertes on term selection, Valerie Nesset on indexing practices of schoolchildren, Sergey Lobachev on indexing business development, Dave Ream on IXMLembedder, Heather Hedden on comparison of thesauri and indexes, Alan Walker on the codification of specific entry indexing, Heather Ebbs on some indexing how-tos, and Gillian Watts on cookbook indexing.

## **Accommodation**

The hotel will block out some rooms for us at the price of $189.00. Christine has looked at the rooms, and they are small but nicely renovated. The minimum number of rooms is ten, and we will try to find out ahead of time, either by direct mail or by registration form whether enough people are interested (we would be on the hook for them). Christine explained that it is a very good price for a hotel room at this time of year (June, just before the Grand Prix). However, there are other, cheaper options. Christine is looking into these (YWCA, university residence, and so forth), and we will be telling people about them eventually.

## **Publicity**

JoAnne has been a wonder at this. She has developed a social media schedule with specific target dates for particular bits of information and has started pumping out articles once a week to some of the sites, monthly to others.

On this note, I spoke to Gwen Hansen, the executive director at ASI, and she suggested that it wouldn’t be hard to get a Facebook page going for the organization. And, that we could then have an event page from that with detailed information about the conference. The committee agreed, and I’ve requested a go ahead from the executive to implement this. JoAnne has volunteered to set it up, and Andrea already has some great images for it.

## **Documentation**

Andrea was able to quickly develop a conference logo from the committee discussions and get it to *The Indexer* in time for their last issue (amazing!). She has incorporated any information we had into the fall/winter issue of the *Bulletin* and is planning on including the program, with speaker bios and photos, in the next issue.

## **Registration**

Susan has the 2015 registration form from the website and has updated it with current information. It is ready for translation. JoAnne will get it up onto the website in time for March 1, 2017.

## **Conference Packages (or bags and swag)**

This is where Susan has been putting her considerable talents. She has found more bag choices than we knew what to do with, and has started to find items to fill them. We contacted MQUP to see if they had any sponsorship money, but sadly they did not. We are also hoping to get some free samples from businesses in the area in exchange for a mention at the conference.

## **Banquet**

Christine is checking into venues for this, but we don’t have anything to report at present. Previously, the banquet tickets have been $40 (in Victoria, unusually inexpensive) or $50 (in Toronto). We would like to recommend that the committee be allowed to look for places that might be up to $60 a ticket, but would like to hear from the executive on this.

## **Ice-Breaker**

This will take place on the Thursday evening, June 1. The registration form has asked for RSVPs for this. We will be going to [Le Jardin Nelson](http://jardinnelson.com/index.php?cID=211), a restaurant with outdoor tables (and umbrellas), and then strolling through Old Montréal on a self-guided tour.

All in all, we feel in good shape and that the conference will be interesting and fun.

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| **Budget for ISC/SCI Conference 2017** |
|  |  |  |  |  |  |
| **Revenue** |  |  |  |  |
|  | registrations1 |  | $13,750 |  |
|  | banquet |  |  | 2,500 |  |
|  |  |  |  | $16,250 |  |
| **Expenses** |  |  |  |  |
|  | banquet |  |  | $2,500 |  |
|  | venue and food3 |  | 11,473.00 |  |
|  |  exec expense, meeting room 2 | -1,100.00 |  |
|  | speaker thank you gifts | 500 |  |
|  | bags/swag |  | 1,000 |  |
|  | administrative costs 4 | 500 |  |
|  | reception/after party | 1,000 |  |
|  |  |  |  | $15,873 |  |
|  |  |  |  |  |  |
| **Income less Expenses** |  | $377 |  |
|  |  |  |  |  |  |
|  | **$268.00** | per person cost, excluding banquet |  |
|  |  |  |  |  |  |
|  | **Registration Fees** |  |  |
|  |  |  |  |  |  |
|  | Members | Non-Members | Full-time Students |
|  |  |  |  |  |  |
| Full, 2-day | 325 | 375 |  | 150 |  |
| Full, 1-day | 175 | 225 |  | 75 |  |
| EB, 2-day | 275 | 325 |  | 150 |  |
| EB, 1-day | 150 | 200 |  | 75 |  |
|  |  |  |  |  |  |
| 1 assuming 50 people at lowest rate |  |  |
|  |  |  |  |  |  |
| 2 for room and food on Thursday for exec meeting, |  |
|  conference prep, and international meeting |  |
|  |  |  |  |  |  |
| 3 was accommodation and food |  |  |  |
|  |  |  |  |  |  |
| 4 includes printing, signage, delivery, program kits, and badges |