

**ISC/SCI Executive Meeting  
2 June 2009, 1 p.m. EDT, Toronto  
DRAFT MINUTES**

**Meeting called to order at 1:15 by Heather Ebbs, President**

**1. Welcome and Roll Call (Heather)**

**Present:** Viv Cartmell, Heather Ebbs, Gillian Faulkner, Cheryl Lemmens, Beth Macfie, Audrey McClellan, Mary Newberry, Debby Schryer, Ruth Pincoe, Gillian Watts

**Guests:** Jennifer Hedges, Elspeth Richmond, Christine Jacobs, Anna Olivier (arr. 1:40)

**Regrets:** Meral Alakus, Natalie Boon, François Trahan

**2. Review of Agenda (Heather)**

Items on using PayPal and on ISC/SCI's archives were added under New Business.

**Moved** (Gillian W/Debby) to approve the agenda as amended. **Carried unanimously.**

**3. Review of Minutes and Action Items of Previous Meeting (All)**

**a. Minutes of 28 February 2009:** **Moved** (Mary/Viv) to approve the minutes of 28 February 2009 as written. **Carried, one abstention.**

**b. Action items**

- Logo use by members: Mary and Cheryl have been working on a logo that could be used by members on their websites to indicate that they are members in good standing. Heather collected information from the Editors' Association on their use of the logo. It was suggested that the ISC/SCI logo for member use needs to include both the date and the word "member". Cheryl has also been working on letterhead and came up with a couple of excellent formats. It was agreed that Mary would ask designer Donna Endicott to create a final version of the logo for use by members (we would engage her to update the logo each year). It is estimated that Donna would charge us about \$100.  
**Moved (Gillian F/Cheryl)** to hire Donna Endicott to create a logo for use by members, and to finalize the ISC/SCI letterhead. **Carried.**
- Proposal of sister organization arrangement with EAC: A sister relationship with EAC would entail shared benefits of member prices at each others' seminars and conferences. There are concerns about the inequivalency of what ISC/SCI can offer EAC compared to what it can offer us. However, both EAC and ISC do hold local meetings as well as the annual conference.  
**Action: Heather will approach the EAC president about a sister relationship with ISC.**
- Member e-mail confirmation: Because one member did not receive some e-mail broadcasts, Audrey has looked into the broadcasting system. She has now set things up such that there is a double-check on all member e-addresses. The annual membership renewal messages act as a further address check.
- **Carried forward: Heather will continue to look into the possibility of switching to a free listserv provider (e.g., Yahoo).**

- Conference 2009: Heather, Viv and Beth followed up Anna's conference schedule and questions in April and May. Heather also spoke with Brian Hogan, who agreed to collect sponsorships and who offered to be conference photographer.
- *Register*: The AGM agenda will include an item on the print version of the *Register*.
- Online membership form: Audrey and Cheryl revised the online membership form to clarify the fee structure for members living outside Canada. Thank you!
- ***Carried forward: Heather will investigate further the potential of posting indexing rates based on the survey done in spring 2008 (whether to post, potential impacts, how to post, where) and will bring thoughts back to the executive for further discussion.***

#### **4. Regional and Committee Reports**

Most executive members submitted their annual reports prior to this meeting. These were accepted as meeting reports, with the following additions:

- Publicity (Mary): The brochure has now been printed.
- Awards (Christine): The Award Committee will prepare a proposal in time for discussion at the fall executive meeting, with the hope that plans and an announcement can be made about the award at the 2010 AGM.
- International (Ruth): Ruth attended the international triennial meeting of the indexing societies in South Africa in March. The international "sister society" agreement has been modified and will be presented to ISC/SCI members at the AGM for ratification. One of the clarifications is the right for each society to have free advertisements in each other's member newsletters. An international listserv is now active; for ISC/SCI, the correspondents are Ruth and Heather. The 2010 SI conference will be held in Holland. Thank you, Ruth!
- International part II (Audrey): Audrey attended the ASI annual conference and AGM in Portland, Oregon, as ISC/SCI's representative. Thank you, Audrey!
- Treasury (Gillian W): Conference expenses are still coming in, but we will at least break even. Registration is high, at about 43 people to date.

#### **5. Conferences and AGMs**

**a. Toronto, 2009 (Anna):** Anna found it challenging to handle the logistics at a distance, especially copying, registration packages, and getting sponsors and logos. A notable new achievement is the colour-printed program and map, donated by Anna (Athena Redaction). The registration packages would be assembled immediately following this executive meeting. At this meeting, assignments were made for speaker hosts and introducers, the door prize manager (Viv) and the conference M.C. (Beth and Anna). Thank you, Anna!

**b. Conference 2010 (All):** Further discussion was held about whether we should continue to plan for our 2010 conference to be in Montreal. Heather did put the question out to the email forum, and received two or three responses favouring Montreal over Halifax (primarily because the Editors' Association conference will be held in Montreal). Suggestions were made to consider holding the ISC/SCI conference in conjunction with the Canadian Library Association conference (first weekend of June 2010 in Edmonton) or to switch our date from late spring to fall (problems with this include the fact that we would be unable to get a university residence for accommodation and it might be hard to find volunteers for preparation work over the summer). One question that arose in the current meeting was whether ISC/SCI has sufficient numbers of members "on the ground" in Montreal to organize the meeting, but it

was decided that we do. After a show of hands, it was agreed to stick with Montreal for 2010, immediately preceding the EAC conference. Christine Jacobs volunteered to do the facility organization and can recruit students to help in various volunteer roles. A program manager will need to be found. Anna Olivier has volunteered to assist Christine.

## **6. Updates**

**a. Roles and responsibilities documents (Gillian F):** Save one small addition to the president section (relating to co-presidents), the roles and responsibilities documents are completed. Thank you, Gillian!

**b. Indexing Award Committee:** See Christine's report under item 4, above.

## **c. Executive nominations for 2009–11 (Beth)**

Beth reported on the slate of candidates for the 2009–11 executive, which were as follows:

Co-presidents: Viv Cartmell and Mary Newberry

Vice president: none

Past president: Heather Ebbs

Treasurer: Gillian Watts

Membership secretary: Audrey McClellan

*Bulletin* editor: Natalie Boon

*Register* editor: Debby Schryer

International liaison: Ruth Pincoe

Webmaster: Cheryl Lemmens

Member at large—Publicity: Jane McGuire

Eastern Canada representative: none

Central Canada representative: none

Prairies and Northern Canada representative: Viv Cartmell

British Columbia co-representatives: Elspeth Richmond and Sheilagh Simpson

Executive members were encouraged to consider themselves for the role of vice president. Further, members were asked to let Beth know of possible candidates for the roles of vice president, Eastern Canada rep and Central Canada rep.

## **7. New Business**

**a. “White paper” on indexing:** Andrea McKay, an Ottawa member, suggested writing a “white paper” to promote to authors and the publishing industry the value of indexes done by capable indexers, and to invite writing organizations to put FAQs about indexes and indexers on their websites. At the current meeting, it was suggested that it might be preliminary to be preparing a paper on the value of indexes and indexers given that we do not have standards for what those are. Christine suggested that drafting criteria and “best practices” guidelines would mesh well with the work of the Indexing Award Committee.

*Moved (Gillian F/Audrey)* to establish a committee under the aegis of the Member at Large—Publicity to draft guidelines and criteria for good indexes, in conjunction with the work of the awards committee. *Carried unanimously.*

*Action: The Member at Large—Publicity will form a committee and begin work on the guidelines and criteria for good indexes.*

It was suggested that Andrea McKay be included in this new committee and that Patricia Buchanan might be another valuable resource. It was further suggested that consideration needs to be given to a francophone version, as well. Once the criteria and guidelines have been established, a next step could then be to move forward with the promotional material on the value of engaging indexers.

**b. Social networking entries:** Natalie Boon suggested starting an ISC/SCI group on LinkedIn and possibly on other social networking/business networking sites. Discussion was postponed until Natalie could be present (could be next meeting or could be done via email).

**c. PayPal:** Audrey has received at least one request from a member to pay the membership fee via PayPal. Cheryl reported that our web service does not yet support e-commerce, but it will once she upgrades to a Business Standard account. Heather suggested that email funds transfer is an easy way to transfer money for online banking.

**Action:** *Gillian W will look into different methods of e-commerce for membership and Register fees.*

**d. Archives:** Audrey reported that she and Jennifer have large numbers of old membership registration forms, and other executive members then chimed in that they, too, have or are aware of large numbers of old papers. It was noted that for the *Register of Indexers Available*, preparation materials could be disposed of once each edition is published. Membership forms and financial records should be kept as working files for whatever the required number of years is according to the government. Emails that are important should be printed out (because electronic files will deteriorate). Other records such as *Bulletins*, minutes, membership lists, etc. should be maintained. Currently, a number of members and past members have materials stored in their homes, etc. People to contact include Chris Blackburn, Christine Jacobs, Peter Grieg and many others. It was suggested that a first step is to find out what is out there (through email broadcasts to members, through contact tracing, etc.). Second, materials need to be gathered, reviewed for whether they should be kept using some standardized methodology, sorted and compiled for long-term storage. It was agreed that this is a priority project for the coming year. Funds need to be invested to ensure safe storage—at some point a location might be found where several associations could store their archives, or a university might be approached. It may be possible at some point to get an archival or records management student to do a practicum to assist with the sorting.

Jennifer Hedges kindly volunteered to undertake the initial steps in this project. Ruth Pincoe will offer her archival advice.

## **8. Next Meetings**

An executive handover meeting will be held briefly at the close of the AGM.

## **9. Other Business**

None.

**Moved to adjourn (Ruth Pincoe) at 3:55 p.m.**