

Meeting called to order at 12:21 by Mary Newberry

1. Welcome and Roll Call (Mary Newberry)

Present: Natalie Boon, Viv Cartmell, Heather Ebbs, Jane McGuire, Mary Newberry, Debby Schryer, Ruth Pincoe, Gillian Watts

Via Skype: Audrey McClellan, Sheilagh Simpson

Guests: Jennifer Hedges, Christine Jacobs (via Skype)

Regrets: Marie Gabe, Cheryl Lemmens, Riça Night, Elspeth Richmond

2. Review of Agenda (Mary Newberry)

Moved (Heather/Gillian) to approve the agenda as written. *Carried.*

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

a. Minutes of 2 June 2009: *Moved* (Ruth/Gillian) to approve the minutes of 2 June 2009 as written. *Carried.*

b. Action items

- **Logo use by members:** *Carried forward: Mary will contact Donna Endicott to hire her to create a logo for use by members, and to finalize the ISC/SCI letterhead.*
- **Sister groups:** Heather exchanged a few emails with the president of the Editors' Association of Canada to explore whether they might be interested in exploring options for a closer relationship between the two groups. A joint subcommittee was set up in the summer, and EAC is hosting a closed web message forum to enable discussion. For ISC/SCI, members include Mary Newberry, Viv Cartmell, Beth Macfie, Ruth Pincoe and Heather Ebbs. For EAC/ACR, members include President Michelle Boulton, Vice-President Greg Ioannou and Executive Director Carolyn Burke. A number of ideas have been put forth to date, with nothing as yet firmly decided. Heather will continue to report.
- **Email forum:** Heather has begun exploring the possibility of using a free web group service instead of our current list forum as a cost-saving measure. The two main options seem to be Yahoo Groups and Google Groups. They appear to offer very similar services, with file-upload capability, home pages, archival search capability, etc. Yahoo Groups includes fairly large colour ads, which could be a drawback for some members. Google Groups uses a more discreet ad method.

Action: *Heather will circulate an email on isc-l to ask for feedback from people with experience using either or both of Yahoo Groups and Google Groups.*

- **Posting rates:** Heather has begun exploring the possibility of posting ISC/SCR rates in a more accessible way on our web page (they are posted in a way, because the results of the survey done in spring 2008 are online, but these are not obvious to site users). Other indexing and related (editing, writing) organizations vary widely in whether they post rate information or not and what level of detail is included. Potential impacts of providing easily accessible rates include providing "solidarity", providing guidance to starting indexers, preventing "sticker shock" for potential clients, preventing potential clients from contacting members to negotiate rates, causing

difficulties or confusion because of the wide range of fees (and if we just post a starting fee, as SI and ANZSI do, then it may be hard for indexers to negotiate higher rates) and causing problems for our U.S. members or our Canadian members who work for U.S. clients (as rates tend to be lower in the States).

Action: Heather will circulate an email on *isc-1* to identify whether there is interest in forming a small sub-group to look further at the idea of posting rates on our website.

- **Guidelines for good indexes:** See item 6b, “Publicity”, below.
- **E-commerce for membership and register fees:** Gillian has been looking into PayPal and email transfers as potential methods by which members can pay their membership and *Register* fees. Both are straightforward. With email transfers, anyone who does online banking can send an email transfer to ISC/SCI. It costs the sender \$1.50 from a Canadian bank. With PayPal, it costs the sender nothing, but PayPal takes out 2.9% + 30 cents per transaction. After discussion, it was agreed that we would make email payments an option for members; U.S. members will be asked to send in Canadian funds if they want to use this method.

Action: Gillian will work with Cheryl to set up email payment capability for members.

4. Regional Updates and Issues (Vivien Cartmell)

Viv summarized the regional reports that had been circulated prior to the meeting for the Western Canada and Prairies branches, as well as a report from Trine Schioldan of Newfoundland and Labrador in response to a query from Viv (in the absence of an Eastern Canada representative, Viv has been keeping in touch with the members of that branch).

Noeline Bridge went to the ANZSI AGM and conference to deliver a paper, so she also served as our representative there. Viv also included in the report some news from Meral Alakus, who is back in Turkey.

5. Committee Reports

Reports for most positions were circulated prior to the meeting and are not reproduced here.

a. Finances (Gillian Watts)

Gillian reviewed the budget line by line, and some line items were changed after discussion.

Income

- Membership: About 40 more renewals can be anticipated by the end of the year, which will add about \$3,600 to the 2009 actuals. Because of the increase in the cost of *The Indexer*, Audrey is going to be firm that people must renew by 31 December, with perhaps a two-week grace period. The 2010 budget was changed to \$12,000.
- Conference: This is budgeted to break even at \$6000 income and expenses.
- Register: Leave at \$2000.
- Delete the Publications revenue line.
- Leave Miscellaneous income and Interest income at \$50 and \$150.
- *Total income:* \$20,200

Expenses

- Membership: Postage may go up by a couple of cents. It was agreed to leave this line at \$450 and revisit if needed during the year.
- Conference: Leave at \$6000.
- Executive expenses, Meetings and telephone: More was spent this year on meeting costs and telephone because of the Bell conference call in February. At the current meeting, Skype is working out well for the people dialled in. Mary has found a conference call centre in Nevada that

could be used by members who cannot use Skype. It was agreed to try using Skype this year, so the telephone and meeting costs line was changed to \$200.

- Executive expenses, Travel: Mary suggested that a subgroup be formed to consider how to equitably disburse travel monies (e.g., at the end of the year, give everyone who had travel costs a proportionate amount, with some consideration of distance). It was noted that for international liaison travel, ISC/SCI pays 50% of airfare and the representative pays the rest as well as other expenses. In 2010, the SI conference will be in Holland in late September, and the ASI conference will be in Minneapolis in mid-May. It was agreed to leave the 2010 budget at \$1,500.
- Bulletin: The budget includes 4 issues, but, realistically, three are what we are required to do by our bylaws and three are all we ever have sufficient material for. It was agreed to change the 2010 budget to \$1,850.
- Register: Change to \$850, based on 2009 actuals.
- Indexer: This will be going up by about \$4 to \$5/person/year (about \$645). New budget amount: \$5,000.
- Website and online: Cheryl has requested an honorarium for someone to write the scripts needed for making it possible to fill out the *Register* forms online. Further, Mary suggested that we need to have a bit more money available in this budget line for contingency issues, as online needs can be expected to grow. It was agreed to increase this line by \$100 for contingency purposes, with \$100 for the scripting to go under the Outside services line (because this is a one-time thing). Budget: \$500.
- Office supplies: Nominal amount; leave at \$50.
- P.O. box rental: Leave at \$175.
- Postage: Revise to \$100 based on 2009 actuals to date and anticipated.
- Bank charges: Leave at \$250.
- Regional groups: We underspent this budget in 2009. Vancouver has had to prepay for the meeting room for the full season, so some of their rooms are already covered out of this year. Leave budget at \$400.
- Volunteers, honours and awards: It was thought that this line might depend on what was decided about the magpie pins, but this proved not to be the case (see item 7, “New Business: Magpie Pins”, below). Leave at \$100.
- Outside services: \$100 was added to this line to cover the website scripting honorarium, bringing it to \$300.
- Miscellaneous expenses: Leave at the nominal \$50.
- *Total expenses: \$19,275*

Income less expenses: \$725 (this could go toward executive travel)

Moved (Ruth/Debby) to approve the budget as amended. Carried.

Actions:

- ***Gillian will identify where the \$931 in 2009 actuals has gone and circulate an email to the executive.***
- ***Gillian, Ruth and Heather will review the executive travel budget and consider how it might be most equitably used.***
- ***Natalie will look into the pros and cons of giving institutional members a link to The Bulletin instead of hard copies, and she will contact the few members who request hard copies.***

b. *Bulletin (Natalie Boon)*

Through a combination of personal and technical issues, the post-conference *Bulletin* has been delayed. It will be out by the end of November. Because we are mandated to produce at least three issues per year, a final issue will be out by the end of December.

Action: *Natalie will circulate a notice on isc-I to let members know that The Bulletin will be coming out soon.*

c. International Liaison (Ruth Pincoe)

The SI conference a number of weeks ago was very exciting, as there were representatives of all societies except for South Africa. A Chinese indexer was there and is now on the international representatives email forum.

From time to time different societies do a guest edit of *The Indexer*. We should be thinking about doing that again, perhaps in 2011 (Christine Jacobs was guest editor a number of years ago). It will take some time to “ramp up”.

Ruth has been very busy this past year because of the extra work required for the revision of the International Agreement amongst the sister societies. All societies but ASI had ratified the revised agreement, but after much negotiation, they accepted the revised agreement with just one amendment, *viz.*, to restrict the free advertisement in each other’s newsletters to “if space is available”. All other requested amendments will be reviewed by a committee. Meanwhile, Ruth, Heather and Jill Halliday will take the entire document and separate out the procedural items from the principles, etc.

Moved (Heather/Viv) to ratify the International Agreement as amended.

Action: *Mary and Viv will add an item on guest editorship of The Indexer to the 2010 AGM agenda.*

d. Membership (Audrey McClellan)

See her report circulated prior to the meeting.

e. Register (Debby Schryer)

When people apply for membership in June, they are invited to apply to the *Register*, as well. If they apply and send their money, they get up to a half year, and then in October they are asked to re-apply and repay. There have been questions about this, and Debby and Audrey waived the re-payment for one member who only recently joined. After discussion about whether members should have to re-pay and whether they should get a partial year for free, it was agreed that, instead, the current process should continue, and the explanation in the membership letter needs to be clearer. If members join earlier in the year and want to be in the *Register*, they can either wait till October and pay then for both the online and print versions, or they can pay immediately and go immediately onto the online *Register*, with the understanding that to be in the print *Register*, they will have to pay again in October. This will apply to only a few members per year, as it will only affect new, not renewing members.

A second issue is the review of the list of publishers who get print copies of the *Register*. Debby and Jane have been talking about that and will continue to work on ideas. It has been suggested that a French-language cover letter be included with the copies going to Quebec publishers to ask if they are finding it useful and to promote the 2010 conference in Montreal, perhaps with an email follow up.

Actions:

- *Debby and Audrey will work on the wording for new members to clarify the Register payment.*
- *Debby and Jane will work on rationalizing the list of publishers who receive the print copy of the Register.*

6. Updates

a. Eastern Canada Representation

With Meral having moved on to Turkey, the Eastern Canada executive position remains vacant. It would be good to continue the work that Meral began over the past two years.

Action: *Viv will contact Beth Macfie to ask whom Beth approached about possibly being the Eastern Canada representative on the executive; if there are members who were not approached, Viv will contact them to try to find someone.*

b. Publicity (Jane McGuire)

Jane reviewed the report she circulated prior to the meeting. She is looking at three main areas of focus for publicity efforts: increasing membership, promoting members and indexing, and what makes a good index or indexer. Ideas included the following:

- The pamphlets printed just before the 2009 conference could be used in libraries across the country, in employment centres, at events, etc. (e.g., it went into every package for the Hansard Association of Canada conference held in Regina this past summer, it could go into EAC conference packages, it could be displayed at arts events, etc.).
- Reciprocal links could be made between our website and the websites of other organizations—not all the websites to which we give links have links back to us on their sites.
- As Debby mentioned, the *Register* shipment list needs to be reviewed. Jane has identified three books that would have lists of up-to-date publishers. This will be a major project.
- Descriptions of what makes a good index are on the ASI website and others. These could be reviewed and reworked, rather than “reinventing the wheel”. Jane will be working with the Indexing Award Committee on this issue. This would have to be something that goes on our website (value of index, value of indexer, value of ISC).

It was discussed whether Jane should proceed on all these areas by looking for volunteers to form committees for each, but ultimately it was decided that it is best to proceed on manageable chunks, to do something that can be most easily accomplished and that Jane is most interested in getting done.

Action: *Jane will circulate an email on isc-l asking for volunteers to help with getting reciprocal linkages on websites of other appropriate organizations.*

c. Archives (Jennifer Hedges)

See the report circulated prior to the meeting. Jennifer has been in contact with a number of current and past members to try to locate where papers are and how much is out there. Peter Grieg does have a lot (10 to 12 banker’s boxes), and he would like to do a preliminary sorting of these papers before passing them along to Jennifer. Some records from the 1990s refer to Peter as the IASC archivist, so Jennifer will be asking him if, in fact, he continued to be sent copies of materials that executive members did not think needed to be passed along to incoming executive. Overall, Jennifer’s sense is that she will be able to locate materials from the 1970s and 1980s fairly well, and from about 2000 on, but that the 1990s could be more difficult. She has written an article for *The Bulletin* asking for people to contact her if they have materials or know who might.

In reading a book recommended by Ruth, Jennifer has identified that much (up to 80%) of what she receives will probably not be “of enduring value” and will not need to be kept, but the papers will nonetheless have to be reviewed. It was noted to Jennifer that the Association of Archivists of Ontario has an archives advisor.

The costs so far have been minimal (some postage). It would, however, take about \$20 to \$30 per box to ship full banker’s boxes via Canada Post.

Eventually, there may be an argument to be made for having the archives at McMaster University, as that’s where the EAC and Writers Union archives are held.

Moving forward, Jennifer will be continuing to try to track down materials, with the hope of getting quite a bit in by the time of the conference next summer. She would plan to drive as far as Ottawa en route to the conference, where she could leave her car with a friend while she travelled onward to Montreal by train. Coming back, she could pick up the materials from Peter. After sorting those, she would have a better idea of what papers she might still be missing.

d. Conference (Christine Jacobs)

See the report circulated prior to the meeting. The 2010 Conference Committee includes Christine plus Susan Brown, François Trahan and Anna Olivier. Christine will be talking to EAC about where they are planning as a location.

At the current meeting, Christine asked for feedback on themes and format. The next step would be to put out a call for presentations on isc-1 and in *The Bulletin*. A number of ideas were identified in the report circulated. Other points raised at the meeting were as follows:

- Any multilingual focus would relate to one session and would be at a general level (e.g., dealing with documents containing more than one language, dealing with the client about this and with other indexers, etc.). It is hoped to have a French-language session, on a topic of interest to all, translated onto paper.
- Themes could be combined.
- It's always good to learn about something new that one could be doing, not just how to improve what one is already doing.
- At least one business-oriented session would be appreciated (e.g., negotiating with clients, legal issues such as contracts and copyright, etc.)
- At least one "craft of indexing" session would be appreciated (e.g., writing indexes for different formats—run-in vs. Indented; web vs. print).
- Indexing children's books could be a good session or a good round table.
- Sometimes it is more important to have a good speaker than a good topic.
- A practical demonstration session on embedded indexing might be of interest (walkthrough of what a good program looks like).

Next steps: Christine's committee will continue with planning and will keep in touch with Mary and Viv on progress.

e. Website (Viv Cartmell for Cheryl Lemmens)

See Cheryl's report circulated prior to the meeting. One thing she has asked about is getting someone to do translation into French. Jane suggested looking at universities or colleges to see if there might be a student interested in doing this as an internship. Another possibility is asking our francophone members if they might help.

Cheryl has also asked about getting someone to assist with writing the scripts to get the online *Register* forms working, and suggested a \$100 honorarium.

Finally, she had taken on the task of looking at whether Google ad words works. It has to a degree, but she recommends that we not continue with that. The executive agreed with Cheryl's recommendation.

Actions:

- ***Jane will try to identify someone who might be interested in translating website text into French by contacting translation societies and educational institutions about getting a student and by circulating an email on isc-1.***
- ***Mary will draft an email for isc-1 asking if anyone would have the appropriate expertise and interest to assist with scripting for the online Register and will pass it by Cheryl before posting.***

7. New Business: Magpie Pins (Heather Ebbs)

Heather had done some preliminary work earlier this summer on getting a sample magpie pin designed and getting quotes from different suppliers. The magpie image relates to the keynote speech given by Katherine Barber at the 2009 conference in which she related magpies to indexers and indexing. If we go ahead with this idea, it would be good to have a small summary of the connection to be included with the pins. The quotes and the sample design were circulated to executive members earlier this summer and discussed at length. Ultimately, at the current meeting, it was agreed to move ahead with the idea, on the understanding that the pins could be sold (to members or non-members) and used as gifts for speakers, etc. Because this is not an operating expense but a one-time purchase that will gradually get reimbursed,

the cost will be out of capital, not out of operating expenses. Further, it was agreed that an honorarium of \$200 would be paid to the designer, Bradley Ebbs.

Action: Heather will request a revised quote from the two companies that gave the better quotes this past summer, with a request for 300 pins, 1" in length top to bottom, enamelled in black and white.

8. Members Teaching, and Online Announcements

Mary and Heather absented themselves from this discussion because of conflict of interest. Both are beginning new teaching programs soon and it was asked whether announcements to that effect could be done on isc-l. It was agreed that a simple, informational announcement could be made by the Publicity chair, and they could be picked up by *The Bulletin* if the timing is still relevant.

Action: Information on new programs by members can be sent to Jane McGuire, who will prepare an announcement for isc-l.

9. Next Meeting

Tentatively set for Saturday, February 27, noon Eastern time, with most members attending by Skype or teleconference.

Moved to adjourn (Heather) at 4:25 p.m.