

ISC Executive Meeting (via Skype)  
Saturday, March 20, 2010, 13:00 EST, Toronto, ON

MINUTES

Meeting called to order at 13:05 EST by Mary Newberry

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**1. Welcome and Roll Call** (Mary Newberry)

**Present via Skype:** Natalie Boon, Viv Cartmell, Cheryl Lemmens, Audrey McClellan, Jane McGuire, Mary Newberry, Elspeth Richmond, Debby Schryer, Gillian Watts

**Guest:** Jennifer Hedges

**Regrets:** Heather Ebbs, Marie Gabe, Christine Jacobs, Riça Night, Ruth Pincoe

**2. Archives Report** (Jennifer Hedges)

Please see report submitted. Jennifer: looking for someone to pick up archival files from Peter Grieg in Ottawa, as she will not be able to go to the conference in Montreal. Mary: suggested arranging an approximate date with him and then asking on the general list for a volunteer. Viv: If no one volunteers, we could have them sent by bus directly to London. Jennifer: has information on the costs (c. \$40 per box, less with multiples); it could be expensive but is an easier way to get the material to London. She will check with Peter if around conference time would be appropriate.

**ACTION ITEM: Jennifer to check with Peter about suitable pickup date(s) and send out call for a volunteer. If no response, she will arrange for transport by bus parcel express.**

**3. Review of Agenda** (Mary Newberry)

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

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

**a. Minutes of Previous Meeting**

*Moved* (Viv/Gillian) to approve the minutes of 14 November 2009 as written. *Carried.*

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## b. Action Items Carried Forward

- **Logo use by members:** Donna Endicott created a logo for use by members and finalized ISC/SCI letterhead. The logo has been use-tested successfully by Debby.  
**ACTION ITEM: Mary to draft protocol for use and announcement to inform members that logo is available and communicate protocol.**
- **Email forum:** Heather has explored the feasibility of using a free web group service instead of our current list forum as a cost-saving measure. Gillian: It's not that costly anyway, and it works. Cheryl: pointed out problems associated with Google and Yahoo groups. Natalie: She had brought up topic originally, but if it's not a useful cost-saving measure it's not worth pursuing. All: agreed there is no need for further research.  
**ACTION ITEM: Mary will inform Heather, and she and Nancy Humphrey will be thanked for their work.**
- **Posting rates:** Heather circulated an email on isc-l to identify whether there is interest in forming a small sub-group to look further at the idea of posting rates on our website. Please see Heather's report on the response, and the recommendation of a tip sheet on setting rates for posting on the website. Many felt this would be useful, especially for new indexers. Viv: It could help in designing contracts as well. Cheryl: Where would it reside on the website? Discussion ensued about intended audience.  
**ACTION ITEM: Mary will respond to Heather, asking her to look into these questions.**
- **E-commerce for membership and register fees:** A few members prefer to pay their fees via email transfer in spite of the small fee levied. Gillian: feels that PayPal is not a good option because of the discount they take, but wire transfers are easy to document and require less legwork to the bank. All: discussion about making this option more prominent on the membership form, with a note on the fee involved. Mary: doesn't want to add to Cheryl's workload. Gillian and Audrey: agreed that the option could easily be noted on membership renewal reminders.  
**ACTION ITEM: Gillian will send detailed information to Audrey and Audrey will change the renewal notice.**

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- **Links to *Bulletin* for institutional members:** 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.

**ACTION ITEM: Natalie will bring this up for discussion on the executive list (carried forward).**

- **Travel expenses:** Gillian will identify where the \$931 in 2009 executive travel actuals has gone and circulate an email to the executive. Gillian: Previous figures reflected late travel claims from the previous year. Travel expenses will now be listed for the year in which they were incurred, even if paid later.

Gillian, Ruth and Heather will review the executive travel budget and consider how it might be most equitably used. **Carried forward.** Mary: This should be brought up again in the context Cheryl was talking about; it will be an important topic for the pre-conference executive meeting. Viv: wants to get input from Ruth and Heather.

**ACTION ITEM: Gillian will pull together some figures to post to the executive list for people to think about.**

- **The *Indexer*:** Mary and Viv will add an item on guest editorship of *The Indexer* to the 2010 AGM agenda. **Carried forward.**
- **Register payments:** Debby and Audrey will work on the wording for new members to clarify the *Register* payment. Debby: She wasn't able to do a lot because she was so busy, but she thinks she and Audrey can pull something together quite easily. She asked about putting in a no-pay-after date; her general rule is end of August. It's important to make sure new members understand the timing of the print *Register*. Mary: What about the online *Register*? Debby: People can go in it whenever they want — they pay and Cheryl puts them up right away. Audrey: If they join in June and go online, then they have to pay again in October or November for the print *Register*. Cheryl: The grey area is for late-paying members. Mary: It would be a good idea to clarify the timing for the print version.  
**ACTION ITEM: Debby will draft something and circulate it to the executive for input.**
- **Print *Register*:** Debby and Jane will work on rationalizing the list of publishers who receive the print copy of the *Register*. Debby: She was too busy. She got a message from François Trahan with information on a B.C. publishers' link and has one for Ontario. This will mean more

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addresses on the list, thus more copies, thus more expense. We need to get them out to people who should get them. Gillian: Should we go through the lists and prioritize them as to their likelihood of hiring indexers? Viv: Two people to do it would be better, to avoid chaos. Mary: Three or four meeting together might be even better. Perhaps we can get a committee together in Montreal. Debby: agreed it's a good idea. Natalie: The budget says we're making about \$1,000 on the *Register*. Maybe we should just spend the money to expand the mailing list. Debby: We don't know how useful the print *Register* is to the recipients. She thinks online is more useful nowadays, according to feedback. An *Indexer* article suggests that most sister societies don't use a print version. She would like not to be doing a print version anymore. Mary: We should carry forward this discussion. Debby is making sense to her. Further discussion will be saved for the Montreal executive meeting. Cheryl: She has security/privacy concerns about people's addresses and other information being online. Mary: That's always a good point and shows why it will be useful to have someone like Cheryl on the committee. **Carried forward.**

- **Eastern Canada representative:** 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. Viv: She did contact Beth, who had drawn a blank. Trine Schioldan is too busy. She suggests carrying on keeping in touch via email. Natalie: We should hit up any new member from the east. Viv: We have a limited number of members in the east and they are very far apart, so it's hard to have regional meetings. They might have to use Viv's email contact method, at least providing awareness that ISC/SCL is still there.

**ACTION ITEM: Executive to continue to search for an eastern representative.**

- **Reciprocal links:** Jane will circulate an email on isc-l asking for volunteers to help with getting reciprocal linkages on websites of other appropriate organizations. Jane: This was done, as well as work on brochure distribution.

**ACTION ITEM: The link project still underway.**

- **Translation:** Jane will try to identify someone who might be interested in translating website text into French by contacting translation societies or educational institutions about getting a student and by circulating an email on isc-l. Jane: She has not yet contacted translation organizations.

**Carried forward.**

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- **Members teaching programs:** Information on new programs by members can be sent to Jane McGuire, who will prepare an announcement for isc-l. This was done and is working well.
- **Website assistance:** Mary will draft an email for isc-l asking if anyone would have the appropriate expertise and interest to assist with scripting for the **online i** and will pass it by Cheryl before posting. Mary: She did draft it. Cheryl: She's trying to solve scripting issues before sending it out. Both are still working on it. **Carried forward.**
- **Magpie pins:** Heather will request a revised quote for the magpie pins from the two companies that gave the better quotes this past summer, with a request for 300 pins, 1 inch in length top to bottom, enamelled in black and white. Heather: recommends charging \$5 per pin (our cost \$1.68). Elspeth, Cheryl, Viv: think it's a very fair price. Cheryl: Olympic pins cost at least \$8. Gillian: Does that include shipping and handling? Cheryl: That was plus shipping and handling. Mary: That doesn't include the cost of an information card. Audrey: That won't cost that much. Natalie: Are we only selling at the conference or by mail order as well? Mary: everywhere possible. Natalie: Shipping shouldn't be included. Mary: We have to figure that out for mail orders. Gillian: Who will hold inventory and handle shipping? Heather had said she would. Mary: We'll go with the \$5 price.  
**ACTION ITEM: Gillian will talk to Heather about financial logistics.**

## 5. Regional Updates and Issues (Vivien Cartmell)

No report from Marie Gabe re central Canada.

Gillian Faulkner has been organizing Toronto meetings but wants to step down.

**ACTION ITEM: Mary will search for someone to take over from Gillian F. and possibly act as central Canada representative.**

Viv and Elspeth: Their reports as submitted can be published in the *Bulletin*.

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## 6. Committee Reports

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

### a. Finances (Gillian Watts)

See 2009 and 2010 spreadsheets as circulated. We have approximately \$10,700 in the current account and \$15,000 in GICs, so we are in good financial shape.

2009 Year-End: Printing/mailing expenses from the *Bulletin* are still missing.

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**ACTION ITEMS: Natalie will submit her final 2009 expenses. Gillian will send the 2009 year-end to all when she gets the final figures.**

2010 Year-to-Date: Conference expenditures have begun to come in: \$813 so far, to Dawson College. There will be a flurry of expenditures as the conference occurs.

The Directory was printed in February, as it makes sense to print it after the renewal period (some people who did not renew and if the directory were printed at the end of the year, their names would appear). The cost will work out as we move on.

There is room in the budget to handle proposed projects such as shipping the archival material if required.

**b. Website (Cheryl Lemmens)**

Cheryl is stepping down. The webmaster job description is available on the website, [to begin research about how to manage Cheryl's stepping down](#). If we want to consider having the website done by a professional firm, it would add to expenses. See her report.

**ACTION ITEM: Gillian to find out how much EAC is spending on Internet expenses.**

Mary: Cheryl has been so amazing, doing the website since 2003. Cheryl: We could try to recruit from within. The Web hosting account is in her name. If we use another firm, they may do hosting as well, and we could get a package deal. Mary: We will still need a volunteer to act as liaison.

Gillian: That would be considerably less onerous. Mary: Is it time to put out the call? Cheryl: Yes, we don't know how long it will take to find someone. Mary: And to find out if anyone is interested.

**ACTION ITEM: Mary and Viv to work with Cheryl to create a call for interest and send it out.**

Vote of thanks to Cheryl for her long-term dedicated work as webmaster and for always being a jump ahead (Viv/Mary). Carried unanimously.

Cheryl: The *Register* is not up yet but she hopes to have it up by Monday (coding problems). There is lots of info up about the conference.

**c. Bulletin (Natalie Boon)**

See report. The 3 issues/year target was achieved in 2009.

**d. International Liaison (Ruth Pincoe)**

See report.

**e. Publicity (Jane McGuire)**

See report. There was a discussion about reciprocal links and letters to related organizations.

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**f. Register (Debby Schryer)**

The latest *Register* was well within budget, but costs may increase if we add new recipients; postage went up a lot this year. The printers thought the new logo looked a lot better. Next year is Debby's absolute last in this position. We should think of finding a replacement as early as possible. It's a lot of work, and people should know about that — it's because of the print version. There was a discussion about a nominating committee. Thanks were expressed to Debby for a handsome latest version.

**ACTION ITEM: Heather to find replacements for Cheryl and Debby.**

**g. Membership (Audrey McClellan)**

See her report circulated prior to the meeting. Mary: notes decline in numbers (by 10). Audrey: talks about reasons that members don't renew; some may come back. Mary: If the trend continues we should do some research.

**7. Conference (Christine Jacobs)**

See report and budget. Place: Montreal. Dates: May 26–27.

Items requesting feedback:

- a. Show and Sell — Vic: It's fun. Mary: I'm all for it. All: agreed.
- b. Embedded indexing presentation — Mary: suggests Brian Hogan and is prepared to pressure him. No one else has any suggestions.
- c. Exhibits — Viv: If the big three aren't coming, there's hardly any point. Gillian: It might be good to find out about Christine's local vendors. Mary: A mixture of unrelated (to editing) vendors was very popular at the EAC conference. Jane: Ours is much smaller; maybe other vendors wouldn't find it worth their while. Mary: It's a nice idea, but if it doesn't happen that's fine. All: agreed.
- d. Roundtables — Gillian: thinks it would be a good thing. Viv: A good way to meet people Elspeth: As a neophyte, she agrees. All: encourage it in some way.
- e. Speaker gifts, etc. — Gillian: doesn't feel non-member presenters should get free banquet tickets. Mary: It would be good to get as many at the banquet as possible, i.e., to pay for them. Elspeth: agrees with Mary; it seems more generous. Gillian: changes mind and agrees. Also likes the idea of maple syrup as a token speaker gift. Viv: worries about the weight for people flying. Cheryl: Maple sugar products would be a good alternative. All: agreed on maple syrup/products and same tokens for all.
- f. Registration costs — all agree.
- g. Program — All: admiring comments.

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**ACTION ITEMS: Fred Brown has some website needs, which Cheryl will forward to Audrey. Mary to send out something on peer review.**

## **8. Updates**

Deferred; some covered anyway. List includes:

- a. Indexing award and best practices guidelines
- b. 2009–11 executive: Eastern Canada | Est du Canada – vacant
- c. Promotional activity and white paper on indexing
- d. Social networking entries (Facebook/Linked In) for ISC
- e. Logo use by members

## **9. Next Meeting**

Pre-conference meeting: Tuesday, May 25, in Montreal. Time: late afternoon or early evening, possibly dinner meeting. Venue to be announced.

**ACTION ITEM: Mary to solicit feedback on time and place.**

**Moved to adjourn** (Elspeth/Gillian) at 3:37 p.m.

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