

Present: Mary Newberry (Co-President), Viv Cartmell (Co-President), Natalie Boon, Fred Brown, Heather Ebbs, Audrey McClellan, Riça Night, Anna Olivier (by teleconference), Ruth Pincoe, Gillian Watts, Elspeth Richmond (by teleconference), Debby Schryer

Guests: Susan Brown, Christine Jacobs

Regrets: Marie Gabe, Jane McGuire, Sheilagh Simpson

1. Welcome, Roll Call and Assignment of Secretary

Meeting called to order at 5:33 by Mary Newberry, Co-president. Heather Ebbs previously agreed to act as Secretary.

2. Review of Agenda

Moved (Heather Ebbs/Riça Night) to approve the agenda as written. *Carried.*

3. Review of Minutes and Action Items of Previous Meeting

a. Minutes of 20 Mar 2010:

Moved (Audrey McClellan/Debby Schryer) to accept the minutes as written. *Carried.*

b. Archives report: Jennifer Hedges has organized with Peter Grieg the transfer of old files.

c. Logo use by members: Mary Newberry proposed sending out a notice to membership and posting something on the website to say that members may use the logo. A simple process will be established, whereby members wishing to use the logo will send an email to Mary, who will confirm that they are current members and send them instructions. A number of possibilities for transferring the logo graphic to members were discussed, including having a downloadable logo on the web server (members would be sent a link to the current, dated logo) and emailing it to them directly. A date has been incorporated into the logo design to ensure that only current members use it. Members will have to renew their usage annually.

Action: Mary Newberry, Riça Night, Fred Brown and Audrey McClellan will establish a process for members wishing to use the ISC/SCI logo on their website.

d. Email forum: Mary Newberry thanked Heather Ebbs and Nancy Humphreys for their work on research into a different provider for ISC/SCI's email forum. No further action is required.

e. Posting rates: *Carried forward.* Heather Ebbs is continuing to work on something for the website on factors for indexers to consider in devising rates.

f. E-commerce: *Carried forward.* Gillian will send information to Audrey about email transfers, and Audrey will change the renewal notice.

g. Links to *Bulletin*: See under item 6a, below.

h. Travel expenses: *Carried forward:* Gillian, Ruth and Heather will review the executive travel budget and consider how it might be most equitably used. Gillian will pull together some figures to post to the executive list for people to think about.

i. International liaison: An item on guest editorship of *The Indexer* has been added to the 2010 AGM agenda.

j. Register payments and printing: See under item 4j, below.

k. Eastern Canada representative: Anna Olivier has kindly agreed to serve as Eastern Canada representative.

l. Publicity and website: *Carried forward.* The project looking at reciprocal links between ISC/SCI and other organizations is ongoing.

m. Translation: *Carried forward:* Jane McGuire 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.

n. Scripting issues: *Action:* Fred Brown will talk with Cheryl Lemmens about the scripting issues on the website.

o. Magpie pins: Gillian Watts and Heather Ebbs have set up a simple financial logistics process for the sales of the magpie pins. If a problem should arise, they will amend the process.

p. Regional updates and issues: Dina Theleritis has kindly agreed to take on the role of Toronto meeting coordinator. Gillian Faulkner has fulfilled this role for a number of years. The executive extended thanks to Gillian for her years of stellar service.

q. Finances: Natalie Boon has donated her expenses (i.e., she did not charge back the money) for 2009 to ISC/SCI.

r. Website: ISC/SCI's website costs are low. No further action is required at this time, although the issue of website costs could be revisited once Fred Brown is more settled into the webmaster role.

s. Executive members stepping down: Dina Theleritis has kindly agreed to shadow Debby Schryer on the *Register* for this year. Fred Brown has kindly agreed to take on the role of webmaster.

t. Conference items: See under item 5a, below.

4. Regional and Committee Reports

Note: For this portion of the meeting, only additions and revisions to the reports circulated electronically prior to the meeting are recorded.

a. Eastern Canada: Viv Cartmell reported that Newfoundland and Labrador member Trina Schioldan did a large indexing project on discussions in the House in 1932, an interesting time in that province's history. Her report will be published in the *Bulletin*.

b. Central Canada: See the Toronto report circulated by Gillian Faulkner.

c. Prairies and Northern Canada: See the report circulated by Viv Cartmell.

d. British Columbia: See the report circulated by Elspeth Richmond. The branch has held a number of successful meetings, although the most recent was poorly attended. Nonetheless, the discussion was lively and the information well received. Connections have been made between this branch and the Pacific Northwest (PNW) branch of the American Society of Indexers (ASI). In particular, PNW held a virtual conference, in which a few members of ISC/SCI B.C. participated.

e. Finances: Gillian Watts reported that ISC/SCI reserves are significant and some should be put toward member services in some way. Two potential uses are the Indexing Award and the archives. Promotional activities or items might be another area of use. It was agreed that we should be proactive rather than reactive, and that members should be asked for their thoughts on ways the reserves could be used toward something that would support all members.

f. *Bulletin*: See Natalie Boon's circulated report. See also item 6a, below.

g. International Liaison: Ruth Pincoe attended the ASI meeting in Minneapolis a week prior to the current meeting and met with the other international members. In particular, Ruth enjoyed her meetings and discussions with the representatives of the Society of Indexers (SI) and the Australia and New Zealand Society of Indexers (ANZSI) (Maureen MacGlashan and Max McMaster, respectively). The current president of ASI is Francis Lennie, and the president-elect is Richard Shroul, both of whom are experienced with and interested in international issues.

The SI meeting will be on 29 September in Belgium.

The International Agreement amongst the sister societies and affiliated networks and groups is coming up for revision. There have been a number of changes made already over the last couple of years, including separating out principles from processes to enable the latter to be changed without having to go through the entire ratification process in the future. There are still some concerns from SI and ANZSI about the clause relating to free advertising in each others' newsletters, given the differing schedules. There is concern that the free advertising could "get out of hand". This continues to be discussed, and feedback would be welcomed.

At the current meeting, it was noted that it was never foreseen that the offer of mutual free advertising would ever get out of hand, nor has it in the many years of the existence of the agreement. Further, should problems begin to arise, it is expected that the societies would cooperate in problem-solving.

The International Agreement will be an agenda item for the fall meeting.

h. Website: See Cheryl Lemmens's circulated report. Cheryl has stepped down after many years of stellar service, and Fred Brown has graciously accepted the appointment for the remainder of her term.

i. Publicity: No report.

j. Register: See Debby Schryer's circulated report. The main issue is whether ISC/SCI should continue with a print version of the *Register*. It is not clear if publishers actually use it, and members can use the membership list (which will continue to be printed) to look up other members. The print version of the *Register* costs about \$800/year for production, and a tremendous amount of volunteer labour to produce and mail annually.

Moved (Heather Ebbs/Debby Schryer) to cease publication of a hard copy version of the *Register* as of now, and to ensure that the online version is printable. **Carried unanimously.**

It was further suggested that a periodic mailing be done to ensure that potential clients are aware of the online *Register*.

k. Membership: Membership numbers remain stable at 121 members (compared to 122 at this time in 2009).

l. Past president: See Heather Ebbs's circulated report.

5. Conferences and AGMs:

a. Conference 2010, Montreal, 26–27 May: Christine Jacobs reported that everything is ready for the 2010 conference, with a good set of discussion topics and presenters. About 27 people have signed up. She plans to arrange for lunchtime round tables of 5–6 people on the second day for informal discussions of such things as indexing children's books, French-language indexing, how best to use ISC/SCI's reserve funds, technical indexing, work:life balance, e-books, business issues, social networking, etc. Christine's committee included Anna Olivier, François Trahan, Susan Brown, Franc Gagnon and two students, Cynthia Culley (just graduated) and Vince Teetaert, from Christine's program at John Abbot College.

b. Conference 2011: The 2011 conference and AGM could be immediately prior to the Editors' Association of Canada (EAC) conference, as has been done a number of times, including the past few years. EAC will be meeting in Vancouver in June 2011, and it is time for ISC/SCI to "head West" again for our conference. An advantage is that members wanting to attend both conferences would not have to choose between the two if they want to take only one conference trip per year. A disadvantage is that it means any member attending both conferences must be away from home and office for several days at once. Alternatively, we could hold our conference at a different time and place (e.g., Regina, Victoria), or we could hold our conference for one day only, or we could try to plan a joint conference with EAC or another organization. Joint conferences can be difficult and require a lot of work, but there are advantages to be gained in terms of timing and enhancing ISC/SCI's visibility. Other considerations include the juxtaposition of the ISC/SCI conference with ASI's late May conference (again causing travel and time-away issues for people attending both), the need to have our budget approved within the fiscal year and the need for a summer conference if we are to make use of university facilities.

Action: Viv Cartmell will survey the members to ascertain their preferences for the 2011 conference and AGM, with a view to further executive discussion and a decision before September 1.

6. Updates

a. *Bulletin*: At the last face-to-face executive meeting, it was agreed that Natalie Boon should look into the pros and cons of giving institutional members a link to the *Bulletin* instead of hard copies. Natalie looked into this issue and described the pros and cons to the executive. Ultimately, it was agreed that the promotional value of continuing to send the *Bulletin* in hard copy format to the institutions, where it will sit on a shelf and be visible to library users, outweighed the several cons of asking them to consider online links only.

Action: Audrey McClellan will follow up with the few individual members who still get hard copies of the *Bulletin* to ask them if they might consider a link, instead. If they continue to prefer hard copy, they will continue to receive that.

Action: Heather Ebbs will start looking for one person or a team to begin shadowing Natalie Boon in *Bulletin* production.

b. Promotional activity: Andrea McKay sent to the co-presidents a green paper on indexing awareness and marketing, which Mary circulated to the executive and which will be circulated to the members for further consultation and feedback.

c. Indexing award and best practices: Christine Jacobs reported that her committee (herself as chair, plus committee members Noeline Bridge, Ruth Pincoe and Mary Sue Stephenson) have developed proposed principles for an indexing award; the next step is to work on the process. See the report circulated.

d. Social networking entries for ISC: Carried forward.

e. 2010–11 executive: Heather Ebbs will announce the ongoing and appointed executive members for 2010–11.

7. New Business

a. Certification: A private, for-profit group in the United States has set up the Indexing Certification Institute. This is not an accredited organization; there has been extensive discussion about the group on index-L.

Action: Heather Ebbs will circulate a compilation of the index-L discussion about ICI to executive members.

b. Guest editorship of *The Indexer* for 20xx: A number of years ago ISC/SCI did a guest editorship of *The Indexer*. Although *The Indexer* is owned and operated by the Society of Indexers (U.K.), it is an international journal, and from time to time another Society serves as guest editor. It may be time for ISC/SCI to take this on again. It would not be all Canadian content, but much of it would be, so we would have to produce or gather articles. Christine Jacobs, who chaired the ISC/SCI guest editorship committee the last time ISC/SCI handled it, noted that although it takes a lot of work, it is interesting and worthwhile.

Decision: The issue of guest editorship of *The Indexer* is tabled till the next executive meeting.

8. Next Meetings

Email or Skype discussions will be needed before the end of the summer to confirm a conference 2011 date.

The next face-to-face meeting is tentatively scheduled for 6 November 2010 in Toronto.

9. Other Business

None.

10. Adjournment

Moved (Audrey McClellan) to adjourn at 8:56 p.m.