

Present: Viv Cartmell (teleconference), Heather Ebbs, Audrey McClellan (teleconference), Jane McGuire (teleconference), Mary Newberry, Ruth Pincoe, Elspeth Richmond (teleconference), Sheilagh Simpson (teleconference), Gillian Watts

Regrets: Natalie Boon, Fred Brown, Marie Gabe, Anna Olivier, Debby Schryer

1. Welcome, Roll Call and Assignment of Secretary

Meeting called to order at 12:24 by Viv Cartmell, Co-President. Heather Ebbs served as secretary.

2. Review of Agenda

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

3. Review of Minutes and Action Items of Previous Meeting

a. Minutes of 6 November 2010

Moved (Elspeth/Jane) to accept the minutes of 6 November as written. **Carried.**

b. Action items

Meeting Item	Action Item	Who	Status
3b. Logo use by members	Mary Newberry will circulate an email to members to indicate that any member wanting to use the ISC/SCI logo to identify their membership with us should contact Mary, who will then have the logo updated with the current date as necessary, based on uptake.	Mary	Done.
3c. Posting rates	Heather will circulate an email asking other executive members for feedback on the draft "Charging for Indexing Services" for the website, with a two-week deadline.	Heather	Done. HLE to finalize and send to Viv and Mary.
3e. Travel expenses	The executive travel budget will be reviewed with consideration of how it might be most equitably used. Gillian will pull together some figures to post to the executive list for people to think about.	Gillian, Ruth, Heather	It was agreed to drop this action item given the increasing use of teleconferencing.
3f. Publicity and website	Jane McGuire will look at reciprocal links between ISC/SCI and other organizations.	Jane	Carried forward.
3g. Translation	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.	Jane	Under way. See item 5f, below.
3h. Scripting issues	Fred Brown will look at the scripting issues relating to making the <i>Register</i> form more easily filled out online and will prepare a business case (including the cost differential from paperwork) about the online format.	Fred	See under updates.
3j. Bulletin	Audrey McClellan and Natalie Boon will follow up with the few individual members who still get hard copies of the <i>Bulletin</i> to ask them if they might consider a link, instead. If they	Audrey and Natalie	Under way.

	continue to prefer hard copy, they will continue to receive that.		
3k. Bulletin	Heather Ebbs will start looking for one person or a team to begin shadowing Natalie Boon in <i>Bulletin</i> production.	Heather	Ongoing.
5c. Website	Fred Brown will look into whether archives of ISC/SCI web pages currently exist.	Fred	Carried forward.
5e. Register	Debby Schryer will develop an email for circulation to all members to remind them of the change in how the <i>Register</i> is now working, and she will also add a note to the <i>Registry</i> application form. Both notices need to be posted in both official languages.	Debby	Carried forward.
5f. Budget	Mary Newberry and Debby Schryer work together on a postcard (English and French) for advertising the <i>Register</i> .	Mary, Debby	Mary and Debby are looking at this. It is undecided whether to do 1 or 2 (members and potential clients). A few pithy bits of text could be taken from the flyer. The postcard should be “easy on the eyes.”
5f. Budget	Heather Ebbs will write a blurb about the magpies again for the spring <i>Bulletin</i> , encouraging purchases and indicating that they will be available at the conference.	Heather	There may not be a spring <i>Bulletin</i> . Mary will speak with Natalie and determine what is happening with the <i>Bulletin</i> .
6a. Conference 2011	Ruth Pincoe will approach Rudy Hirschmann about the possibility of his doing his Einstein presentation (indexing the complete works of Einstein); Mary and Viv will contact Beth Macfie about the possibility of contacting Kate Mertes; Heather will contact Do Mi Stauber to ask if she would be interested (possibly as keynote speaker); Heather will contact Gale Rhoades to see if she might be interested in doing a session on cleaning up one’s computer (this might be of interest to the editors, as well, so might be a good Saturday session); Ruth will contact Frances Lennie about the possibility of her doing something other than a Cindex session; Heather will contact Kamm Schreiner; Heather will contact Jan Wright about possibly speaking on technology indexing; Heather will contact Max McMaster about possibility speaking on indexing illustrations (cc’d to Ruth). Everyone is asked to cc Mary and Viv and to ask the potential speakers to contact them to continue the conversation.	Ruth, Mary, Viv, Heather	Done.
6a. Conference 2011	Elsbeth Richmond will either arrange or find some Vancouver volunteer to arrange the Friday banquet.	Elsbeth	Done.
6a. Conference	Mary Newberry and Viv Cartmell will contact	Mary,	Done.

2011	Beth Macfie to ask (a) if she would join the conference negotiating committee and (b) what her advice is on whether people other than the presidents and the conference coordinator(s) should get free registration.	Viv	
7. Updates	Viv Cartmell will email a reminder to Christine Jacobs, Jane McGuire and Mary Newberry requesting updates on these projects or discussion points.	Viv	Done.
8c. Affiliation with STC Alberta	Viv Cartmell will respond to STC Alberta that we can agree to an informal relationship of information-sharing, including advertising events to members through our email forum.	Viv	Done.

4. Regional Updates and Issues

No reports.

5. Executive Reports

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

a. Treasurer (Gillian Watts)

A review of the expenditures to date shows a small surplus. Executive members were reminded to submit any expenses to Gillian as soon as possible.

The ISC/SCI GIC has been renewed for 30 months at 2.5%.

It was discussed whether income and expenses should be recorded in the year received (or disbursed) or in the year due. For example, membership renewal invoices indicate 31 December as the payment deadline, but most members pay in January. **It was agreed** that income and expenses should be recorded for the actual date received or disbursed.

b. Bulletin (Mary Newberry for Natalie Boon)

No report.

c. International Liaison (Ruth Pincoe)

Nothing new to report, as organizations are preparing for their annual conferences.

d. Website (Mary Newberry for Fred Brown)

Given the amount of work required to maintain the ISC/SCI website, it was discussed whether it might be better to pay for website maintenance while still retaining an executive position for a website “point person” to bring website issues forward, to discuss website-related policy and to ensure that the website follows society policy, etc. It was suggested that this position might be rolled under publicity, but it was pointed out that most of our website users are members and other people already aware of ISC/SCI. No final decision was made.

e. Register (Debby Schryer)

One job that a hired webmaster could be asked to do is to set up the *Register* such that members can enter their own information online, reducing the *Register* editor’s workload significantly. A “gatekeeper” would still be needed, but the position would be much less onerous. It would cost a minimum of \$700 for the initial set-up.

Moved (Heather/Elspeth) that a committee of Debby Schryer, Mary Newberry and Viv Cartmell oversee the development of a web-based entry interface for the *Register* and that they be authorized to pay a reasonable amount for the developer’s services.

Debby also reported that one member who joined in June 2010 and paid for a *Register* listing has not been put on the website. Debby is working on resolving this issue.

f. Publicity (Jane McGuire)

The action item of reciprocal links between ISC/SCI and other organizations is carried forward, as Jane has been focusing on identifying a resource for ongoing translation services. She has been contacting schools about whether students might be interested, and she has more schools on her list, but thus far they have requested payment. Nonetheless, Jane is continuing to pursue this avenue and will report further at the next meeting. At the current meeting, CEGEPs were suggested, with the idea that students could do this translation as part of their volunteer hours.

g. Membership (Audrey McLellan)

Membership stands at Audrey 118, which is 1 less than the last report. Nine members did not renew in December/January. Directories will be out next week.

Follow-up communications with the non-renewing members did not identify any primary reason for not renewing. Some were just not getting work and could not afford to rejoin; others had various reasons.

6. Updates

a. Indexing Award Committee (Viv Cartmell)

Christine Jacobs and her committee of Ruth Pincoe and Mary Sue Stephenson continue to work on the parameters of an ISC/SCI indexing award and plan to present at the AGM.

b. Archives (Jennifer Hedges)

See Jennifer's written report, circulated prior to the meeting.

c. Promotional activity and white paper (Jane McGuire)

Action: Jane McGuire will contact Andrea McKay about the white paper.

d. Social networking

It was agreed to remove this item from the agenda until and unless someone is interested in picking up on it again.

e. Logo use by members (Mary Newberry)

Mary did circulate an email to members and a number of them have taken up the offer of logo use.

f. The Indexer, December 2010 (Heather Ebbs)

Heather is lining up authors and articles for the December 2010 issue of *The Indexer*.

g. Affiliation with Society for Technical Communicators

See Action Item 8c under 3b, above.

h. Postcard promotion

See Action Item 5f under 3b, above.

7. New Business

a. Senior membership rates

A member who renewed in January asked about a rate for seniors. Her rationale was that although indexers continue to work on projects well after official retirement, the number of projects is fewer and income is therefore diminished. She also noted that the Editors' Association of Canada (EAC) and the Canadian Library Association (CLA) offer senior rates.

In discussion, executive members noted the following:

- The EAC retiree category includes very limited membership benefits. Retiree members cannot vote and cannot be in the directory of members available.

- Both the CLA and EAC are large associations with many more members than ISC/SCI has. Our operating budget is much smaller than theirs, and it would not be financially feasible for ISC/SCI to offer a reduced membership rate.
- ISC/SCI's membership rates are low.
- A large proportion of our membership fee goes toward the subscription to *The Indexer*; members at a reduced rate would not be able to receive that journal.
- Some other organizations have instituted honorary memberships to keep valuable members active in the organization after retirement. This might be something for ISC/SCI to look at in the future (but not now).

Ultimately, the consensus of the executive was that a seniors rate for ISC/SCI is not reasonable at this time.

Action: Audrey will respond to the inquiring member with the executive's rationale for not having a seniors rate for ISC/SCI membership.

b. Vacant VP position

Action: Heather will look into finding someone to fulfil the VP position for the remainder of the current term.

8. Conference and AGM

a. 2011: Vancouver, 27-29 May (Viv Cartmell)

A wealth of people have offered to come and speak at the conference. As a result, ISC/SCI is able to offer quite a number of presentations, including concurrent sessions on Saturday (6 to choose from altogether, plus the EAC sessions). On Friday, Do Mi Stauber will be the keynote speaker. Other speakers on Friday are Kari Kells and Enid Zafran. Saturday's keynote speaker, Shelley Fralic, is provided by EAC. Indexing sessions are then offered by Max McMaster, Gale Rhoades, Alan Walker, Francis Lennie, Kate Mertes and Ronnie Seagren. The Friday night banquet will be held at the Water Street Café. (See the program information at http://indexers.ca/conf2011_program.html.)

EAC is handling administration. Mary and Viv discussed the cost of the conference extensively with each other and EAC. Ultimately, Mary and Viv decided that it would be easiest to have the same rate for ISC/SCI and for EAC. Anyone can register for a single day (\$250, which on Friday includes the banquet) or for any two (\$350) or for all three (\$500). Registration is available online.

At the current meeting, gift ideas for speakers would be welcomed. In Montreal, the speaker gift was maple syrup. After discussion, it was agreed that smoked salmon would be an appropriate B.C.-focused gift this year.

Linda Lefler is working on electronic promotions for the conference. She has set up a Twitter account for anyone interested in tweeting about ISC/SCI or the conference (the password is tamarack). Linda will be the gatekeeper.

Accommodations information will be going up on the EAC website soon.

At the B.C. ISC/SCI member meeting on 12 March, Elspeth and Sheilagh will canvass for volunteers.

Introductions for speakers: Heather will introduce Do Mi and Gale. Ruth will introduce Francis and Max. Viv and Mary will find people to introduce the other speakers.

Budget: At the current meeting, some concerns were expressed about the sharing of conference expenses and income with EAC. Mary and Viv have discussed figures and intentions with the EAC representatives. They anticipate further negotiations but are confident that they will be able to negotiate a fair deal.

9. Next Meetings

Executive meeting: May 26, 1-3:30 p.m.

International meeting: May 26, no later than 4 p.m. start time (1-1.5 hrs duration, any ISC/SCI member may attend)

Conference and AGM: May 27, 2011

10. Other Business

None.

11. Adjournment

Moved (Heather Ebbs) to adjourn at 2:43 EDT.