

**ISC/SCI Executive Meeting**  
**Thursday, May 26, 2011, 1pm PST, Vancouver**  
**DRAFT**

**1. Welcome and Roll Call**

**Present:** Viv Cartmell, Heather Ebbs, Mary Newberry, Ruth Pincoe, Audrey McClellan, Gillian Watts

**Regrets:** Natalie Boon, Fred Brown, Jane McGuire, Anna Olivier, Elspeth Richmond, Debby Schryer, Sheilagh Simpson

**Guest:** Chris Blackburn

Heather volunteered as secretary for this meeting.

**2. Review of Agenda**

Under “New Business”, two discussion points were added: geographical boundaries and webmaster/publicity.

**Moved** (Heather/Audrey) to approve the agenda as amended. **Carried.**

**3. Review of Minutes and Action Items of Previous Meeting**

**a. Minutes of Tuesday, 12 February 2011**

**Moved** (Viv/Audrey) to approve the minutes of 12 February 2011 as written. **Carried.**

**b. Action items**

*i. Posting rates:*

**Action: Heather will send the final draft of “Charging for Indexing Services” to the Co-Presidents for posting on the website.**

*ii. Reciprocal links on website:* At the current meeting, the action regarding reciprocal website links between ISC/SCI and other organizations was cancelled to enable the new Member at Large—Publicity to consider priorities.

*iii. Translations:* Jane McGuire had begun contacting educational institutions to try to identify a student or other person who might be interested in translating website text and other materials into French, but without success to date. At the current meeting, it was agreed that we cannot expect the society’s few francophone members to do it all. There is a need for flexibility and priority setting, while remembering that a lack of French material, especially on the website (our public face) will deter francophones from joining.

**Action: The Co-Presidents will add a discussion of translations to the agenda for the next meeting.**

*iv. Bulletin hard copies:* Very few if any individual members are getting hard copies of the *Bulletin*, and this body has already agreed that the issue should not be raised with institutional members. It was agreed to cancel this action item.

v. *Bulletin editor*: Although no one was found to take over the *Bulletin* editorship before the current meeting, Dina Theleritis has accepted nomination for the coming executive elections and was put in touch with Natalie Boon beforehand.

***Action: The Co-Presidents will contact the incoming editor of the Bulletin to ensure that she knows that she can pull together a team to assist in Bulletin production.***

vi. *Website archives*: The question of whether former website pages have been archived was moved into the larger discussion of website overhaul and maintenance.

vii. *Register*: Debby Schryer developed an email for circulation to all members to remind them of the change in how the *Register* is now working and also added a note to the *Register* application form.

viii. *Budget*: Mary and Debby developed two postcards in English and French, one advertising the Society and one advertising the *Register*.

ix. *Bulletin*: The winter *Bulletin* was published, although late.

x. *Register*: The development of a web-based entry interface for the *Register* is an ongoing discussion and is part of the larger discussion about website overhaul and maintenance.

xi. *Senior member rates*: Audrey responded to the member who enquired about senior rates with the executive's rationale for not having one.

xii. *Vacant VP position*: Heather volunteered in February to serve as VP until the current elections.

#### **4. Regional Updates and Issues**

For all four regions, see the reports in the AGM package.

#### **5. Committee Reports**

See the reports in the AGM package. A few additional points were raised at the current meeting:

**a. Finances, update on 2011 budget (Gillian Watts)**: The bank accounts are healthy. A new treasurer will be elected the day after this meeting, but Gillian will do the negotiating with EAC on the sharing of conference income and expenses.

As treasurer, Gillian was using her own financial software. ISC/SCI needs to purchase Society software for the new treasurer to ensure continuity henceforward. Gillian will assist the new treasurer in selecting, setting up and learning the new software.

***Action: Gillian Watts will assist the incoming treasurer in transitioning into her post.***

***Action: Gillian Watts will negotiate 2011 conference revenues and expenses before handing over the financial records and responsibilities to the incoming treasurer.***

**b. International (Ruth Pincoe)**: A structure that Ruth has been working to establish since she became International Coordinator of the sister societies is firming up. There is increasing continuity in terms of the people coming to the meetings of the International Committee of Representatives of Indexing Societies (ICRIS). These meetings are informal and no official decisions can be taken, but they are invaluable for information sharing and collegiality. There has even been a suggestion that the official meetings (currently triennial) should be more frequent.

The most recent meeting of ICRIS was at the ASI conference in Providence, Rhode Island, at the end of April. The next will be held immediately following the current executive meeting. Others will be held the day before the SI conference (September 3 and 4) in September and two weeks

later before the ANZSI conference (September 12–14). It is hoped to get any final issues relating to the International Agreement resolved in time for the 2012 triennial.

At the current meeting, it was discussed who should attend the annual conferences of the sister societies in the “free” (no registration fees) spot enabled under the Agreement. To date, we have not had any formal process for informing the executive of forthcoming conferences and identifying who should take that spot. After discussion, the following points were **agreed**:

- The regular reports of ISC/SCI’s International Liaison (currently Ruth) should apprise the Executive Committee of dates of forthcoming meetings of sister societies as the dates become known.
- It will be assumed be that ISC/SCI’s International Liaison will attend the conferences of the sister societies as ISC/SCI’s representative and will get the free registration offered under the International Agreement.
- If the International Liaison cannot attend a given meeting, the Executive Committee will appoint an appropriate alternate.

**c. Membership (Audrey McClellan):** ISC/SCI currently has 126 members. Since the last AGM, 23 new members have joined and 19 existing members did not renew.

## **6. Conference and AGM**

**a. 2011 Conference updates, last-minute business:** Presenter Ronnie Seagren cannot be here in person; Mary is working with her in hopes of setting up a webinar. Rapporteurs are still needed for four sessions; Viv will find people in time for the sessions. Ronnie Seagren may have an abstract available that could be used.

Some people who volunteered for the conference were not ISC/SCI members; others were members who had not registered for the conference. Regarding the former, the non-member volunteers were thanked, told that we had sufficient volunteers and invited to the informal gathering. At the current meeting, executive members felt strongly that volunteering is a privilege and benefit of membership. Opinions varied on whether volunteers should be registered or not, but it was agreed that non-registered volunteers should not get free access to the conference (e.g., they could work the registration table, find sponsors, etc.).

**b. 2011 Conference budget and expenses:** It is important that conference expenses be submitted promptly to enable negotiations to begin with EAC on conference finances sharing. Although the division of income and expenses will be complicated, Gillian has been EAC treasurer as well, so she is uniquely positioned for this task. Gillian and others working on the negotiations will keep the executive apprised.

**c. 2012 Conference: location, date, committee:** Leading up to this conference, Viv gained the clear impression that EAC would be happy to do a joint conference again. It was suggested that the extra cost to the society as a whole and our members individually might not make this appropriate every year, but we could perhaps skip a year or two and join them again in the future. Further, we need to wait to see how the current joint conference works out for us financially. EAC’s 2012 conference will be in Ottawa and 2013 will be in Halifax. Having a joint conference with them in Halifax could be either a problem (because we have few members on the ground there and because nearly all attendees would have the extra costs of airfare and accommodation) or a benefit (because EAC could handle the local arrangements that we do not have sufficient membership to cover off).

It was suggested that we might consider joining with an ASI chapter, such as the Pacific Northwest (PNW), which will have a conference in Oregon next year, but Ruth noted that this has been explored in the past and proven unfeasible because of ASI’s fairly strict financial control over chapters.

No decisions were taken at the current meeting, although it was agreed that members should be consulted (as we usually do) and that we should identify a location as soon as possible after the accounts with EAC are settled for this conference.

## 7. Updates

### **a. Indexing award and best practices guidelines (Ruth Pincoe on behalf of Christine Jacobs):**

See the report circulated prior to the meeting. At the current meeting, the executive praised the extensive work done by the committee and expressed enthusiasm and gratitude for the committee's recommendations as a whole. The specific recommendations were then reviewed one by one:

*Name:* It was agreed that the long title of the award should be "ISC/SCI Ewart-Daveluy Indexing Award"; short title: Ewart-Daveluy Award.

*Form of award:* It was agreed that a certificate should certainly be part of the award, and for now could be the only tangible prize. A lapel pin might be a long-term plan and could be given retroactively as needed. The need to publicize the winner was stressed—in the *Bulletin*, in *The Indexer* and on the website, at the least (a "wall of fame" on the website was suggested).

*Honourable mentions:* The committee's recommendation for a letter of commendation if and when required for honourable mentions. The judges do not have to award any honourable mentions, nor is there a limit to the number they may award. Honourable mentions should also be publicized in all the places the winner is publicized.

*Types of works:* The committee's recommendations for monographs and multi-volume non-serial works were approved. It was noted that the monograph could be online.

*Time limit:* The committee's recommendations for time limits were approved. It was noted that good record-keeping will be required. The committee is asked to add that an index can be submitted only once.

*Where published:* The committee's recommendation for any location of publication was approved.

*Languages:* The committee's recommendation for French and English was approved.

*Indexer:* The current wording of this recommendation is confusing (the first bullet and second bullet should be combined), but the intent was approved.

*Nominations:* The committee's recommendation that anyone can be a nominator was approved. However, the recommendation for only one index per nominator was questioned. (For example, EAC's Fairley award allows only one nomination per nominee, but does not restrict nominators from nominating more than one editor.) Arguments both for and against one nomination per nominee and one nomination per nominator were raised at the current meeting. The executive asks the committee to reconsider this recommendation and come back with further advice.

*Adjudication:* The committee is asked to review their recommendations for the adjudication system, with the following considerations:

- Consider the ANZSI model of having non-indexers on the adjudication panel.
- Add that the award does not have to be given every year (e.g., there may be no appropriate submissions).
- Ideally other panel members would rotate into position as coordinator, but that cannot be required. Further, the recommendation as written may need to be adjusted if the committee decides to recommend that non-indexers be included on the panel.
- It was agreed that the coordinator must be an ISC/SCI member and should be appointed by the executive.

*Timeline:* The timeline was lauded but may be very ambitious, especially given the executive's request for some reconsideration.

*Submission:* The term "reusable packaging" might be clearer than the current wording. After discussion, it was agreed that guaranteed anonymity would be extremely difficult given Canada's small indexing community and should not be a requirement. Further, it was agreed that submissions should be sent to the national P.O. Box address, with someone in Toronto to do the distribution. (To clarify, the award coordinator should be called the chair of the panel; that person will be a panel member and will also find and coordinate the panel members. The award secretary will handle the distribution logistics.) The committee is asked to rework this recommendation for clarity.

*Cost:* The actual fee for submission should not be included in the generic recommendations; however, the committee is asked to make a separate recommendation for a submission fee for the first year of the award, and is asked to base that fee on a practical rationale (e.g., by looking at mailing costs using the VentureOne discount at Canada Post, etc.). The executive agreed that it would be preferable if submission fees could cover award costs, but noted that they are comfortable with a reasonable loss; it is recognized that precise costing cannot be done as the number of submissions cannot be known.

***Action: The Indexing Award Committee will review their recommendations for an indexing award based on the executive discussion and submit their revisions to the executive.***

**e. Guest editor for December 2011 issue of *The Indexer* (Heather Ebbs):** A number of articles have been promised although nothing is in hand to date. All materials need to be in hand within the next couple of months to give Heather time for the first edit and to get things to Maureen.

**f. Website:** There are two concerns with the ISC/SCI website:

1. It has become clear that the current website needs an overhaul for a number of reasons, both technical and esthetic.
2. It needs to be decided whether "webmaster" should continue to be an executive position.

In discussion, the following points were raised:

- With "webmaster" as an executive position, we are beyond our constitutionally mandated number of executive members (and we already have a fairly large executive given our relatively small membership).
- Because the website is our public face, maintenance needs to be timely, and asking for frequent updates from a volunteer is not realistic.
- Hiring someone for ongoing maintenance and giving responsibility for oversight to an existing executive member (probably Member at Large—Publicity, with other executive members assisting) might be the best way forward.
- The website appearance is dated.
- Estimates are needed for someone to redesign the website (appearance) and overhaul it technically to enable easier maintenance, but we are not yet ready to request quotes because a project plan needs to be drawn up.
- Mary and Viv will take advantage of Gale Rhoades's session at the current workshop to identify some steps forward.

***Action: The Co-Presidents will add a discussion of website to the agenda for the next meeting.***

## **8. New Business**

**a. Toronto meeting discussion of specs for indexes for electronic publishing platforms:** It was suggested that ISC/SCI set up an ad hoc committee to begin considering specifications and

standards for electronic indexes. This does indeed need to begin somewhere, but it was noted that there has already been work and discussion under way on this issue in other countries and associations (e.g., ASI conference in Rhode Island focused on this, and a number of speakers talked about needs and initiatives), and that we should not move forward on our own (reinventing wheel).

**b. Geographic boundaries of ISC/SCI regions:** Tabled till next meeting.

#### **9. Next Meetings**

The next formal meeting of ISC/SCI will be in the fall.

#### **10. Other Business**

None.

**Adjournment: Moved** (Gillian) to adjourn at 3:59.