



**ISC/SCI Executive Meeting
Saturday, November 5, 2011, 12:00 pm EST, Toronto
DRAFT**

1. Welcome and Roll Call

In person: Gillian Watts, Mary Newberry, François Trahan, Vivien Cartmell, Merridy Cox Bradley, Ruth Pincoe, Linda Lefler, Brian Hogan, Chris Blackburn;
Phone/Skype: Tia Leschke, Moira Calder.
Guests: Pietro Cammalleri, Jennifer Hedges, Ronnie Seagren
Regrets: Audrey McClellan, Anna Olivier

Linda volunteered as secretary for this meeting.

2. Review of Agenda

Moved (Gillian/Ruth) to approve the agenda. **Carried.**

3. Review of Minutes and Action Items of Previous Meeting

a. Minutes of Thursday, May 26, 2011

Moved (Gillian/Vivien) to approve the minutes of 26 May 2011 as written. **Carried.**

b. Action items from May 26 meeting

Agenda Item	Action Item	Responsibility	Status
3b(i). Posting rates	Heather will send the final draft of "Charging for Indexing Services" to the Co-Presidents for posting on the website.	Heather	Done. New action item in 5(e) of these minutes. Closed.
3b(iii). Translations	The Co-Presidents will add a discussion of translations to the agenda for the next meeting.	Mary and Gillian	Done. Closed.
3b(v). Bulletin editor	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. Further discussion captured in 5 (b).	Mary and Gillian	New Action item in 5(b) of these minutes. Closed.
5a.Finances, update on 2011 budget	Actions: <ul style="list-style-type: none"> Gillian Watts will assist the incoming treasurer in transitioning into her post. Gillian Watts will negotiate 2011 conference revenues and expenses 	Gillian Watts Merridy Cox-Bradley	Done. Closed.

	before handing over the financial records and responsibilities to the incoming treasurer.		
7a. Indexing award and best practices guidelines	The Indexing Award Committee will review their recommendations for an indexing award based on the executive discussion and submit their revisions to the executive.	Ruth and Christine	Carry over as item 7(a) of these minutes.
7f. Website	The Co-Presidents will add a discussion of website to the agenda for the next meeting.	Mary and Gillian	Done. Closed.

4. Regional Updates and Issues

General: Discussion of budget for regional meetings expenses. We have \$400 in the budget for expenses (such as a room rental) for regional meetings. It can be a challenge to find a free venue and sometimes the attendance does not justify the space rental.

a.	Central Canada Centre du Canada (Chris Blackburn). See report.
b.	Prairies and Northern Canada Prairies et Nord du Canada (Moira Calder) See report. Moira suggested the region hold Skype meetings which could be open to members and friends in all regions. The response to this idea was positive. <i>Action:</i> Moira will contact regional reps to organize a Skype regional meeting.
c.	British Columbia Colombie-Britannique (Tia Leschke) See report. Tia would also like to be involved with Skype regional meetings
d.	Eastern Canada Est du Canada (Anna Olivier). No report.

5. Committee Reports and Updates

- a. **Finances, update on budget** (Merridy Cox Bradley). See report. Detailed review of the 2012 budget; Merridy will circulate revised numbers but we agreed to carry a budget with a deficit (approximately \$860). It's a year with a lot in flux, making precise forecasts of some expenditures impossible.

Action Merridy will circulate revised budget.

- b. Bulletin (Mary Newberry, Gillian Watts, Moira Calder)

We agreed The Bulletin will be produced by an editorial committee as opposed to a single editor. Mary will assemble the Editorial Committee. Three issues a year are required. Institutional members receive a paper copy in the mail. We also send it to international sister societies. All at the meeting agreed to suggest a columnist or contributor. Volunteers include Moira, Gillian (copy edit), Chris and Pietro (proofread).

Advertising has been used in the past but it is possible not all the ads were invoiced or paid. Advertising is still considered a good idea, if combined with efficient billing and a regular schedule of issue dates. Merridy suggested that a software firm could have exclusivity for an issue to insert a paid ad and provide editorial content.

Ideas for content:

- Updates from the ASI e-indexing task force

- local and regional but recognize that the Bulletin is part of our international outreach.
- each issue does not need to be long; regularity and quality over quantity
- reports from the regional meetings
- understanding the Bulletin's role vs. the role of the list-serve, as promotional and informational to those interested but not in the society and partially as a more permanent and accessible archive
- columnists
- recipes from the potluck

Moved (Gillian/Vivien) to thank Moira Calder for stepping in to complete and issue the most recent Bulletin edition. **Carried.**

Action: Mary will assemble the Editorial Committee

Action: (All executive) Contact Mary with a suggestion for someone who might be willing to join the Bulletin Editorial Committee.

- c. **International (Ruth Pincoe):** International expenses are over budget for this year because of the number of meetings. The international agreement has to be completed by the next triennial meeting in 2012. Ruth will need ISC/SCI approval of the changes in the international agreement. The schedule for this will emerge in the spring.
- d. **Website plus** (Linda Lefler, François Trahan) See also the report from the Website committee meeting which was held November 4, 2011.

The proposed launch date is May 31. One of the most important areas is a more user-friendly Register of Indexers Available. Additional suggestions: a general search box and a members-only area on the site including a complete membership list would be useful. Also ISC/SCI will probably have to register as an internet merchant which will mean recurring and per-transaction costs, for which future budgets must plan.

Moved (Gillian/Brian) to allocate a minimum of \$5000 from the reserve funds (GIC) for the website improvement project and to delegate authority to the Treasurer to make funds available. **Carried.**

Action: (Linda and François) The committee will keep Merridy informed as to when the money will be needed so she can obtain it from the GIC.

Action: (All executive) Send Linda and François links to websites with good design in a style ISC might emulate.

- e. **Publicity** (Linda Lefler) See report.
Discussion of why we post links to other conferences on the website. We agreed it is still useful to do this as part of our responsibility to our international sister societies.

Any website updates, changes, additions: should be sent directly to Linda and she will be the single point of contact with our contractor, Calvin Yeung. Originators of new or changed material should get it reviewed by two relevant executive members before submitting to Linda.

Also two items were discussed in discussions subsequent to the meeting's adjournment:

The publicity **postcards** that were produced last year: Linda will produce a list of addresses for publishers and university and college departments to send them to, and Mary would

organize the mailing. Linda would scan them and place their images on the website.

Action: (Linda, Mary) Mail out the postcards.

At the potluck we discussed the **CBC Canada Reads** program which is doing non-fiction this year. Perhaps as few as two and a half books out of ten have indexes: Can we do something with this?

Action: (Gillian, Mary and Linda) will discuss ideas on how indexing might fit into this discussion.

Action: Linda will post the "Charging for Indexing Services " article on www.indexers.ca

f. **Register** (Brian Hogan). See report.

Although the website improvement project plans to completely revise how this information is created and updated, for this year, the process will be done the old-fashioned way. It was noted that membership form should mention the register as something separate from membership. A Register subcommittee is needed.

Action: Brian will arrange with Mary and Debbie Schryer to start the renewal process for 2012. Brian will look into converting the Word doc of Register entries into an Excel spreadsheet if that would make it easier to convert to a database for the new website. Brian will send changes to Linda who will liaise with our contract website updater.

Mary Newberry 12-2-11 11:43 AM

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Action: Gillian will review the register skills/materials/subjects categories and try to reduce the quantity.

g. **Membership** (Audrey McClellan) See report.

There was a brief discussion about a possible relationship between the slipping membership numbers and the need for an updated Register of Indexers and a regular production schedule for the Bulletin

h. **Past President | Présidente sortante** (Vivien Cartmell) See report.

i. **Vice-President | Vice-président** (François Trahan) See report.

6. 2012 Conference and AGM

The conference is May 31-June 1 (Thursday-Friday) in Ottawa. The executive and the international meetings will be Wednesday May 30. Volunteers are needed, including an overall conference chair.

Action: Mary will ensure all volunteers see the summary of feedback from the 2011 conference.

The theme will incorporate the transition to e-books and meeting user needs in the digital era. Suggestions for a title included "Indexing 2020 Foresight: pointing to the future" (Brian!) Or "Vision 2020."

- François will be the program chair with assistance from Chris and Vivien. Chris encouraged immediate ideas for program suggestions, including Gale Rhodes, Frances Lennie, Jan Wright (others on ASI e-indexing task force). Later Noeline Bridge was added as a possible presenter. Ruth suggested the international delegates be asked to introduce speakers.

- Mary will engage some Ottawa volunteers (Heather Ebbs, Beth Macfie) for finding a venue, and the many onsite duties such as liaising with presenters, banquet, etc.
- Brian will be the photographer.
- Susan Brown is the volunteer coordinator. Ronnie, Ruth and Pietro will help as needed and able. Pietro will help with a job prior to the conference as he is unlikely to attend.
- Linda will be the conference registration coordinator (with help from Audrey). We plan to use automated registration this year using a free registration service if we can. Name tags need to state the affiliation of the attendee, especially international guests. International guests will be hosted by a designated member to ensure they have appropriate welcome and experience.

7. Updates

- Indexing award and best practices guidelines** (Christine Jacobs). Carried forward.
- Archive project** – Jennifer Hedges

Jennifer is still waiting for boxes of materials from Peter Grieg. She has sorted electronic materials received from Heather Ebbs. The ultimate storage location of the archives is unknown. Some of these materials could go on the members-only area of the new website when ready. The archivist will start sending an annual call for files after the AGM each spring to populate the archives.

Action: (Executive) to send achievable material to Jennifer annually after the Annual General Meeting.

- Guest editor of *The Indexer*** – Heather ebbs represented ISC as the guest editor. The issue will be out in December and is eagerly anticipated. The lead article is by François Trahan.

8. New Business

- Translation. We have added a line for translation expenses to the Budget for 2012.
- Noeline Bridge has written a book about indexing names which is due to be published soon by Information Today.

Action: François will invite Noeline to do a presentation/book launch at the conference.

- ASI 2012 Conference in San Diego
Heather Ebbs is moderating a panel on indexing ethics. Ruth is also on that panel along with ASI member Sylvia Coates. Ronnie is presenting on indexing at IBM.
- ASI Digital trends Task force is active mainly using their LinkedIn group to communicate. Leaders are Jan Wright, Mary Harper and David Ream. SI also has a digital task force that is more of an exclusive group of members.

Action: Moira Calder will be the ISC rep on the ASI DTF group.
Ruth Pincoe will follow the SI group.

9. Next Meeting

The next ISC/SCI executive meeting will be February 11, 2012 in Toronto and by distance communications for non-local members. Contingency date is February 18.

10. Adjournment

Moved by Brian Hogan and carried at about 4:15 PM. **Carried.**