

**ISC/SCI Executive Meeting
Saturday, February 11, 2012, Toronto, ON
DRAFT MINUTES**

Meeting called to order about 12:30 p.m. by Mary Newberry.

1. Welcome and Roll Call (Mary Newberry)

Present: Mary Newberry, Gillian Watts (secretary), Merridy Cox Bradley, Brian Hogan, Chris Blackburn

Via Skype/phone: Moira Calder, Vivien Cartmell, Linda Lefler, Audrey McClellan, François Trahan.

Regrets: Ruth Pincoe, Tia Leschke, Anna Olivier

Visitors: Judy Dunlop (via Skype), Gillian Faulkner

2. Review of Agenda

Moved (Brian/Chris) to accept agenda as written. *Carried.*

3. Review of Minutes and Action Items of Previous Meeting

a. Minutes of previous meeting, November 5, 2011: Spellings corrected for names of Debbie Schryer, Peter Greig, and Gillian Watts; minor typos pointed out. *Moved* (Chris/Brian) to accept minutes as amended. *Carried.*

b. Action items

- **Regional meetings:** Moira has contacted regional reps to organize a Skype regional meeting. She tried it with a local group (a couple of people) but there was not much interest. She is looking at similar initiatives (e.g., webinars) from Cheryl Landes. She will contact the regional reps to see if they want to go forward on a national basis. There is interest in Saskatchewan and Alberta. Chris's idea of a theme might raise the level of interest. *Ongoing.*

Action: Moira will try to get something going nationally.

- **2012 Budget:** Revised budget has been circulated by Merridy. *Done.*
- **Bulletin:** new editorial committee. The committee, led by Moira, includes Marni Lamb, Gillian Watts, Chris Blackburn, and Pietro Cammalleri. *Done.*
- **Website improvement project:** See item 5(f) below. The committee will keep Merridy informed as to when payment will be needed so she can cash in one of the GICs if necessary. *Ongoing.*
- **Publicity**
 - (a) Promotional postcards. *Deferred.*

Action: Linda and Mary to send out postcards to coincide with website relaunch. Vivien and Moira to put postcards in conference registration packages and on the registration desk as well.

(b) ideas on how indexing might fit into the CBC Canada Reads discussion (Linda, Gillian, Mary). **Done (discussed but no action).**

(c) posting of “Charging for Indexing Services” article on www.indexers.ca. **Done.**

- **Register of Indexers (RIA)**

(a) **Renewals:** Brian has arranged with Mary and Debbie Schryer to begin the renewal process for 2012. **Done/ongoing** (see item 5[g] below).

(b) Review of RIA skills/materials/subjects categories to reduce quantity. **Done/ongoing.**

Action: Gillian to get feedback on proposed categories by a couple of long-time members.

- **2012 Conference:** Mary has ensured that volunteers have seen the summary of feedback from the 2011 conference. **Done.**
- **Archives:** Executive are to send archivable material to Jennifer annually after the Annual General Meeting. **Ongoing.**

Action: Mary and Gillian to draft a policy for all executive.

- **Book on indexing names by Noeline Bridge:** Vivien has invited Noeline to do a presentation and a book launch at the conference. **Done.**

Digital trends task forces: Moira Calder will be the ISC rep on the ASI DTTF group. SI Digital task force: Brian Johncocks of the SI group has been in contact with Gillian about whether we will be joining the International Digital Publishing Forum (IDPF), as they are not sure.

Action: Gillian and Mary will try to find someone to represent ISC/SCI on the IDPF.

Moira hasn't done a lot but will get back into it and write a summary and possibly a *Bulletin* article (about a paragraph); Vivien suggested a permanent update box. Moira will run the article by Jan Wright to ensure accuracy.

Action: Moira will write summary for Bulletin to keep issue alive and everyone informed. She will also check in with the SI group.

4. Regional Updates and Issues

a. **Central Canada/Centre du Canada.** See report submitted by Chris Blackburn. Gillian Faulkner is looking for a room for meeting on February 18. Two new members: Celia Braves and Margaret de Boer.

b. **Prairies and Northern Canada/Prairies et Nord du Canada.** See report submitted by Moira Calder.

- c. **British Columbia/Colombie-Britannique.** Mary read report submitted by Tia Leschke. There was a meeting in Vancouver two weeks ago, with nine people and one on Skype. Elspeth Richmond and Sheilagh Simpson spoke about embedded indexing and marketing. François added that the next BC meetings will be in early March in Victoria and June in Vancouver. Mary mentioned that she has an online student near Sooke.

Action: François will contact Mary's student.

- d. **Eastern Canada/Est du Canada.** No report from Anna Olivier.

5. Committee Reports and Updates

a. **Finances (Merridy Cox Bradley).**

Merridy gave an update on the 2012 budget. The older entries from 2011 have been added to the new accounting program. The society is in the black, with \$2,895 received in membership fees and \$440 for the RIA so far. Executive members were encouraged to submit expenses on the appropriate form. Gillian congratulated Merridy on her massive accomplishment in learning bookkeeping and how to use the new software and entering all the data for 2011. Merridy thanked Gillian for helping her out. Vote of thanks to Merridy moved (Gillian/François). *Carried.* Brian drew attention to a discrepancy between the RIA budget and actuals.

- b. **Bulletin (Moira Calder)** Moira brought up the issue of an article under review that needs someone with experience with e-books to look at. Linda volunteered.

Action: Linda to review e-book article.

- c. **International (Ruth Pincoe)** No report (health problems).

- d. **Membership (Audrey McClellan)** Audrey is working through the renewals. We need to develop a policy for student and institutional members. About half the Hansard people are paying personally and half are paid for by their employers. Are the latter to be considered institutional members? Moira pointed out that many Hansard indexers work part-time. Merridy suggested a letter to employers about the advantages of institutional membership. Gillian volunteered to work with Audrey to develop a policy, which will be a basis for the letter. The student policy also needs to be firmed up and the membership form should be updated. Question: How many employees of institutional members can participate in ISC as individuals?

ACTION: Gillian and Audrey to develop a draft policy, preferably in time to post to the website.

- e. **Co-presidents' report (Mary Newberry, Gillian Watts).** See circulated report.

- f. **Website (Linda Lefler, François Trahan)** See circulated report. François will be meeting with the contractor, Rayola Creative (based in Victoria), next week. He explained why the committee (François, Linda, Mary, and Gillian) chose Rayola. They should make the upgrading process easy for us. The plan is for the new website to be finished by early May; this year's conference registration will not be included because of the timing. Mary noted that the selection process was very well managed. François thanked his fellow committee members.

- g. **Register of Indexers Available (Brian Hogan)** Brian inquired about people who have signed up for the RIA but haven't paid dues *for this year*. Audrey said we need a policy about this as well. Brian needs to address anomalies that have arisen because of delays in getting people into the RIA after they've paid dues. François pointed out that the RIA will be fully automated on the new website. Vivien suggests software to prevent people going into RIA when dues haven't been paid. Audrey cautioned that RIA entries will need to be approved by the RIA editor (i.e., Brian).

Merridy would like to encourage people to pay for membership and the RIA at the same time; François confirmed that this would be the case.

Vivien expressed concern over the crossover period. Brian wants to treat people fairly to compensate for delays until both payments become concurrent for 2013. François suggested a procedure similar to when EAC did their rollover. Audrey suggested a six-month interim adjustment pay period. Mary said that the website and RIA people will deal with the issue.

ACTION: (a) Brian will enter the RIA updates and changes into the existing Word version, Mary will proof and send to Linda, who will liaise with our contracted website updater. Mary will liaise with Linda and François about converting the Word version of the RIA into an Excel spreadsheet to make it easier to convert to a database for the new website.

(b) Mary, Brian, and the website committee will work out and coordinate with the website relaunch a way to manage the treatment of RIA members whose postings and updates have been delayed.

Brian suggested an interim period from March 1 to early May for getting the present RIA into reasonable shape. Vivien was worried about non-members using the RIA on the new website when not paid-up members. François said that will be easy to police. Merridy said institutional members might want to list all their employees in the RIA. Moira said she would use the RIA only as a paid-up individual member.

Action: Brian and Audrey will deal with mismatched RIA applications.

h. Publicity (Linda Lefler) See circulated report.

Action: Linda will post conference information on the website by the end of February. The RIA updates will be posted by mid-March.

i. Past President/Présidente sortante (Vivien Cartmell) See circulated report.

j. Vice-President/Vice-président (François Trahan) See circulated report.

Judy Dunlop joined the meeting (by Skype) at 2:08 pm. Gillian Faulkner arrived in person at approximately the same time.

6. Conference and AGM

2012 Conference: The conference will be held at the University of Ottawa, May 31 and June 1. The committee is chaired by Judy Dunlop and includes Vivien and Susan Brown. Heather Ebbs and Elizabeth Macfie are doing some onsite volunteer pre-conference tasks. Other members of the committee will be active at the conference.

Budget issues: As keynote speaker, Jan Wright's airfare and one night's accommodation will be paid. The banquet and reception/book launch will cost us \$100 per person. The maximum number is 70 people, and guests will pay \$75. Attendees at the meeting felt that the cost is pricy but they will go. (Last year's joint conference cost \$350, including the banquet.)

Judy suggested that EAC members would be eligible for member rates, and vice versa for our members attending the EAC conference. Gillian mentioned that previously only sister indexing societies were eligible for member rates, although Audrey thought this has been in place for a couple of years. Vivien felt that we need a policy, but Mary thought this was easy enough to agree on. There

were no objections. There will be free registration for international representatives and speakers. **Moved** (Audrey/Gillian) that we liaise with EAC and offer reciprocal member rates. **Carried**.

Banquet and reception: Brian felt that the cost was worth it. Gillian thought it should be made clear that the \$75 pays for two things, the reception and banquet, and that they should be divided in order to improve perceptions. Vivien mentioned that Heather Ebbs had also suggested that they be divided, perhaps with separate reception tickets. As Mary sees it, ISC is sponsoring the reception to honour Noeline Bridge, it's a book launch, and it's not appropriate to charge for a book launch. Chris and Vivien suggested asking the publisher to sponsor it. Judy asked for confirmation that the reception would be free, and all present agreed. Merridy suggested lowering the banquet cost to \$50 and charging more for the conference. A discussion ensued about tax write-offs, employer subsidies, and per diems for attendees and about ISC's subsidizing the reception (i.e., offering it free for registrants and banquet attendees).

Judy mentioned that it will be made clear that only 70 tickets are available. The reception will be held on the patio and adjacent room, next to banquet room. Tickets will be in separate colours for the reception only and the reception/banquet. A one-day registration will include a reception ticket. Brian asked about Noeline's guests. Vivien will check with her; Judy thought we could accommodate, say, five free tickets. Separate reception tickets will be sold to non-registrants (e.g., spouses) for \$25 and people will have to indicate reception attendance when registering.

Action: *Linda will work this out when she drafts the registration form.*

Accommodations: Judy has blocked off accommodations at the University of Ottawa from Tuesday to Monday so people can stay over through the EAC conference. It was asked whether someone should be assigned to manage billeting or just leave it to individual members?

Program: Vivien was complimented on her excellent program. She brought up a problem with speaker gifts: some people are participating two or three times. Mary suggested that Vivien figure it out and that Heather Ebbs and Susan Brown might also help. Judy has booked a room on May 30 for the executive meeting, with lunch and break refreshments and free wireless (\$500 for day). Vivien is looking for local people to put registration packages together and to wrap speaker gifts, which will be done in the same room.

Publicity: Executive approval is needed for the promotional text for the website.

Action: *Judy will develop conference information, with photos, for the website, and Heather Ebbs will vet. Mary/Gillian and Chris will do the executive read. Linda will develop the registration form. François will send Judy a link to the Ottawa Tourism site image gallery.*

7. Updates

- a. **Indexing award and best practices guidelines (Christine Jacobs)** No report (health problems).
- b. **Archives Project (Jennifer Hedges)** See circulated report. Jennifer said she needs technical help.

ACTION: *Gillian will find information about the Ontario Archives Association's technical advisor and send it to Jennifer.*

- c. **Guest editor for December 2011 issue of *The Indexer* (Heather Ebbs).** Heather has submitted a report.

ACTION: *Mary will circulate the report.*

d. Executive job descriptions updating. Deferred until a less busy time.

8. New Business

ASI invitation to join International Digital Publishing Forum (IDPF). Mary reported that we have agreed to join. (On the difference between this and the ASI's DTTF see <http://www.asindexing.org/i4a/pages/index.cfm?pageid=3647>).

9. Next Meeting

The next meeting will be in Ottawa on May 30 at 12:30 p.m. Lunch will be provided from 12:00. The international liaison meeting will follow at 3:30 p.m. Tea, coffee, and mingling are planned for 3:00 to 3:30.

10. Adjournment

Brian and Chris moved to adjourn at 3:10 p.m.