



ISC/SCI Executive Meeting
Wednesday, May 30, 2012, 12:30 pm EST, Ottawa, ON
DRAFT MINUTES

1. Welcome and Roll Call

Chris Blackburn
Moirra Calder—arriving late
Merridy Cox Bradley
Vivien Cartmell
Brian Hogan
Linda Lefler
Tia Leschke (Skype)
Mary Newberry
François Trahan
Gillian Watts

Regrets: Audrey McClellan, Anna Olivier

Guests: Christine Jacobs, Noeline Bridge, Judy Dunlop, Susan Brown

2. Review of Agenda – Gillian/Brian, carried.

3. Review of Minutes and Action Items of Previous Meeting

a. Minutes of Saturday, February 11, 2012, 12:30 pm EST, Toronto, ON: no amendments or corrections.
Approval: Brian/Francois, carried.

b. Action items:

MINUTES ITEM	ACTION ITEM	WHO	STATUS
3(b)	Distance regional meetings: attempt to organize on a national basis	Moirra	Ongoing Moirra and Tia have been working on this.
	Website improvement project: committee will keep Merridy informed about upcoming costs	François	complete
	Promotional postcards: time distribution to coincide with website relaunch	Linda, Mary	ongoing
	Register of Indexers Available (RIA): revise skills/materials/subjects categories and solicit feedback from long-time members	Gillian	complete
	Archives: develop policy on submission of archivable material by executive members	Mary, Gillian	ongoing
	International Digital Publishing Forum: appoint ISC/SCI representative	Mary, Gillian	Ongoing, to be discussed at AGM
	ASI Digital Trends Task Force: summarize activity for Bulletin publication	Moirra	complete

4(c)	Outreach to Ryerson distance education indexing student in Sooke	François	complete
5(b)	Bulletin: review article on e-books	Linda	complete
5(d)	Membership: develop draft policy on institutional membership	Audrey, Gillian	ongoing
5(g)	RIA: enter updates and changes into existing Word version and post on website by mid-March	Brian, Mary, Linda	complete
	transfer data to Excel to convert to database on new website	Linda, François, Mary	complete
	develop mechanism for fair treatment of members with delayed postings and mismatch of membership and RIA payment dates	Mary, Brian, Linda, François, Gillian	ongoing
	identify and deal with mismatched institutional/individual entries	Brian, Audrey	ongoing
5(h)	Publicity: post conference information by end of February	Linda	complete
6	Conference: work out issue of separate reception/banquet tickets	Judy	complete
	develop information for website (Judy to develop, Heather Ebbs to vet, Mary/Gillian and Chris to do executive read)	Judy, Heather, Mary/Gillian, Chris	complete
	develop and post registration form	Linda	complete
7(b)	Archives: find technical help for Jennifer	Gillian	ongoing
7(c)	The Indexer: circulate Heather's report on guest editorship	Mary	Post on new website (Linda)
7(d)	Executive job descriptions: update		deferred

4. Regional Updates and Issues – Please review the reports provided.

- a. Central Canada (Chris Blackburn)
- b. Prairies and Northern Canada (Moira Calder)
- c. British Columbia (Tia Leschke)

It has been frustrating, after the energy of the 2011 conference. Tia can organize and advertise local meetings and invite mainlanders. If anyone on the mainland wants to organize a meeting there, they can. It is important that regional representatives participate on the executive to represent the points of view of the other areas of the country. Possibility of a co-rep on the mainland.

- d. Eastern Canada | (Anna Olivier)

5. Committee Reports and Updates

- a. Finances, update on 2012 budget (Merridy Cox Bradley)

“We are in the black.” See the report. Website project – budget for 2012: we were not sure what it would cost. Take the costs out of savings. We may have a budget deficit from these expenses, but we are in good health financially. We will put an item for possible further website improvement expenses in the 2013. Changeover to new software is proceeding with Gillian Watts and Merridy still investing many hours into it.

- b. Bulletin (Moira Calder)

- c. International (Ruth Pincoe)
Ruth attended the international meeting at the ASI meeting in San Diego. ICRIS is taking an exciting form with many things happening. Sharing of newsletters is being worked out. It is likely that members of societies will access a link to lulu.com via a Members area on their website and then order publications that way.

Motion to approve in principle the proposed changes to the international agreement. Ruth/Brian, carried.

- d. Website (Linda Lefler, François Trahan)

Compromises came along the way so we are not getting everything we wanted. The site will launch in June. We are pleased with the overall design and increased functionality over the old site. Contractor has been paid 90% and will invoice remainder when we do final acceptance in June. We need to look at maintenance.

Vote of thanks to Linda, Francois Gillian and Mary. Brian/Vivien, carried.

- e. Publicity (Linda Lefler)

In addition to the report, Twitter account @IndexersCanada is ongoing.

- f. Register (Brian Hogan)

Next steps are to learn how to maintain the Register online. We will no longer be able to provide a pdf of the Register of Indexers Available.

- g. Membership (Audrey McClellan)

As of May 24 we had 123 members, a net loss of 3 members from last year.

- h. Past President (Vivien Cartmell)

See attached report. Call for speakers generated immediate leads from the US but it was harder to find Canadian speakers. Potential Canadian speakers need to be targeted and individually approached.

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

6. Conference and AGM

- a. 2012 Conference: preliminary report (Judy Dunlop) - will break even or make a small profit.

- b. 2013 Conference: location (Halifax) and date/time (with EAC?)

The location is less practical for members to travel to. Only a few members live there to do the local organization; would it be able to attract the same calibre of presenters? What is EAC anticipating for their attendance; how many EAC members/attendees are indexers and not ISC members? Research and make the decision in November. Ruth suggested Plan A and B to elaborate the scenarios.

Action: Establish a 2013 conference committee comprised of at least Ruth, Mary, Linda, Vivien, Christine, Susan to formulate and assess options for 2013.

- c. Frequency of conferences (Viv Cartmell)

In recognition of the amount of work and time spent organizing conferences, should we consider a conference every second year. Or have a combined conference with EAC one year and then on our own in alternate years. Ruth suggested a subcommittee to consider new ways of hosting conferences. We need to have an AGM every year. Christine commented that the conference is a big advantage of belonging. If you can't make it to all conferences due to distance, it could be 4 years between times you get to attend. Susan suggested making it more of a committee with last year's chair being on next year's committee.

Mary: can we manage to do a conference every year? The value to our members is pretty high; shared with EAC at least alternately can reduce the work. Charging a bit more for the conference may be possible.

7. Updates

a. Indexing award and best practices guidelines (Christine Jacobs)

Award committee consists of Christine, Ruth, Noeline and Professor Mary Sue Stephenson of UBC. Christine passed out a report on the work of the committee and went over some of the decisions. Timeline and guidelines for nominated indexes are to be determined. It would be possible to get a program in place for award in 2014. The Ewart-Daveluy name honors pioneers in the indexing/library science world, as explained in last year's report.

Action: committee to bring forward a proposal suitable for a motion at the November 2012 executive meeting.

b. Archives Project (Jennifer Hedges) See report.

c. Executive job descriptions, updating (deferred)

8. New Business

a. EPUB updates. We have been asked to provide a representative for the International Digital Publishing Forum. This will be discussed at the AGM. E-Bound contacted Mary to ask for an indexer to help Canadian publishers understand the digital implications of indexing at a seminar in September.

b. Members areas of websites and international sharing of newsletters (International-Ruth Pincoe) In future we may want to have members of other societies in our Members area to read our newsletters. Smoothing out international access to publications will be helpful.

9. Next Meetings

Next executive meeting will be November 3 in Toronto, at noon Toronto time.

10. Other Business

Ruth will be stepping down as International Representative this year after the triennial. Heather is interested in assuming the duties next year.

Motion of thanks to Ruth for all the work she has done as international representative. Mary/Gillian, carried.

Adjournment

Brian/Tia moved to adjourn.