

Meeting called to order at 12:22 by Mary Newberry, Co-president.

1. Welcome and Roll Call

Present: *in person:* Gillian Watts, Mary Newberry, Merridy Cox Bradley, Brian Hogan, Chris Blackburn, Heather Ebbs; *via phone or Skype:* Moira Calder, Vivien Cartmell, Judy Dunlop, Linda Lefler, Audrey McClellan, François Trahan

Regrets: Tia Leschke, Anna Olivier, Ruth Pincoe

Guest: (after 2 p.m.) Natalie Neill

2. Review of Agenda

No changes were made to the agenda.

3. Review of Minutes and Action Items of Previous Meeting

a. Minutes of Wednesday, May 30, 2012:

Moved (Brian / Gillian) to accept the minutes of 30 May 2012 as written. Carried.

b. Action items:

MINUTES ITEM	ACTION ITEM	WHO	STATUS
Carried over from February 2012	Distance regional meetings: attempt to organize on a national basis Tia and Moira have been working on the challenges of representing areas with sparser membership. Judy is taking over from Moira. Neither B.C. nor the Prairies/Northern group is active in terms of meetings or other events. It was noted that such benefits as the ISC/SCI list, the <i>Bulletin</i> , the conference and the online directory are valuable to such regions. The representatives based in each area are available to respond to members there. Viv noted that she periodically e-mailed members in her region to talk about what is going on in the indexing world, to share her experiences and to ask others to share theirs.	Moira, now Judy	Ongoing (this item to be removed from action item list)
Carried over from February 2012	Promotional postcards: time distribution to coincide with website relaunch	Linda, Mary	Ongoing
Carried over from February	Archives: develop policy on submission of archivable material by executive members	Mary, Gillian	Ongoing

2012			
Carried over from February 2012	International Digital Publishing Forum: Appoint ISC/SCI representative.	Mary, Gillian	Completed: Liaison position is all they need right now. Heather will serve as liaison.
Carried over from February 2012	Membership: Develop draft policy on institutional membership.	Audrey, Gillian	Ongoing
Carried over from February 2012	Membership and Register: Develop mechanism for fair treatment of members with delayed postings and mismatch of membership and RIA payment dates.	Mary, Brian, Linda, François, Gillian	Resolved
Carried over from February 2012	Membership: Identify and deal with mismatched institutional/individual entries.	Brian, Audrey	Done
Carried over from February 2012	Archives: Find technical help for Jennifer.	Gillian	Done
Carried over from February 2012	The Indexer: circulate Heather's report on guest editorship It was circulated, but still needs to be posted on the new website.	Mary	Post on new website (Action: Linda)
Carried over from February 2012	Executive job descriptions: update It was proposed that the job descriptions that need to be updated relate to the new website—specifically, Publicity, Membership and Register. Also, consideration should be given to a web manager position or some combination of that with another position. The people in those positions now or who were involved with the website revision are asked to review their existing job descriptions (in context of full executive) and prepare recommendations for changes in time for the February meeting.	Brian, François, Linda, Audrey, Mary, Gillian	Ongoing
6 (b)	Conference: Establish a 2013 conference committee to formulate and assess options for 2013.	Ruth, Mary, Linda, Vivien, Christine, Susan	Ongoing and see later
7 (a)	Award: Indexing Awards committee to bring forward a proposal suitable for ratification by the executive.	Christine Jacobs	Ongoing

4. Regional Updates and Issues

See the discussion under the first action item, above, and the reports submitted prior to the meeting by the Central Canada and Prairies/Northern Canada representatives.

5. Committee Reports and Updates

a. Treasurer: Merridy presented the 2011 actuals, the 2012 budget and actuals to date, and the proposed 2013 budget. Our fiscal year is 1 January to 31 December.

She pointed out that many members renew in December, so although our actual membership income to date looks low, it should be fine. Similarly, many *Register* fees will come in in December.

The 2012 conference cost more than budgeted for, but it also brought in more revenue than planned. The sales of books and pins helped on the revenue side. For the 2013 conference, \$10,000 has been budgeted for both expenses and income.

Interest income from our GICs is not yet showing. Also, one GIC came due this year and has not yet been renewed pending final costs for the website changes.

During discussion, the following changes to the proposed budget were agreed to:

- Delete the line item for *Register* expenses (there are no further print or mailing costs for these).
- Add an expense line item of \$2,000 for the website—\$1,000 for maintenance (e.g., updates of plug-ins, etc.) and \$1,000 for enhancements or other changes. (François will check with Clint Hutzulak of Rayola Design about the cost of having a password-protected members area of the website. This type of area is needed if we are to share with members the newsletters of sister societies.) (**Action: François**)
- Reduce the expense line for Regional Groups to \$400 as it is not being used; this can be reinstated if needed.
- Retain the expense line for translation so that we have it if needed.
- Increase the expense line for International Liaison to \$2,000.

b. Bulletin: See Moira's report circulated prior to the meeting. She emphasized how much she appreciates the help of Marnie Lamb.

c. International Liaison: At the ICRIS meeting in Brighton, it was suggested that consideration be given to holding international sessions at all societies' conferences, similar to those presented during SI conferences, in order to give more exposure to ICRIS.

As part of the International Agreement, societies are to make their online member newsletters available to governing bodies of all the other sister societies, and these bodies may make the newsletters available to their members through password-protected member areas on the websites (i.e., we cannot email the publications to our members, as that is too public). Not included in this arrangement are *The Indexer* and *Key Words* (these are subscription based).

We need two representatives for the ICRIS email list. Right now, Heather is one and Ruth is the other. Someone will be needed to replace Ruth at some time, but during this transition year it would be best to keep Ruth on the list because of her "corporate memory". We can and should add a third person.

The 2013 rates for *The Indexer* are slightly increased, from £26 to £28 (an increase of about CD\$3.10). Mary wrote to Maureen to let her know that we would be continuing to subscribe.

The results of the recent ANZSI survey are published on their website and summarized in the most recent newsletter.

Forthcoming conferences:

ANZSI: March 13–15, 2013, Wellington, NZ: Heather plans to go as our rep

ASI: April 17–19, 2013, San Antonio, TX

SI: 12–14 July, Wyboston, Bedfordshire

d. Website: See Linda and François's report circulated prior to the meeting, as well as Angela Wingfield's report on activity on the website to date.

e. Publicity: See Linda's report circulated prior to the meeting.

f. Register: See Brian's report circulated at the meeting. Brian plans to take charge of the *Register* part of the website as of January 2013. Huge thanks were extended to François for managing this to date. Mary noted that there may not be a requirement for a discrete position for the *Register* editor in the future.

g. Membership: See Audrey's report circulated prior to the meeting. She also extended her thanks to Linda and François for the website and to the latter for his training session. The membership section of the website is working smoothly.

On a related issue, Mary noted that we have to change our mailbox number by the end of the year, as the post office where this box exists is closing. She has called on members for two volunteers to be the mail pick-up people, and one person has volunteered to date. Mary will be looking into the best location for a new site. **(Action: Mary)**

h. Past President: Nothing new to report.

i. Vice-President: Nothing new to report.

6. Conference and AGM

a. 2012 conference: See Judy's report on the conference and Viv's report on the evaluations circulated prior to this meeting.

Venue: The University of Ottawa was good in that it was centrally located and had an excellent meeting room. The dorm rooms were also good. On the negative side, the venue's conference coordinator was very poor at responding to emails from Judy. A local ISC/SCI planner to meet with the venue contacts is important.

Program: Members would prefer that one person not be the presenter for two or three sessions. The single stream of presentations was appreciated.

Pictures: Brian has pictures from the conference that he is happy to share with anyone interested.

b. Videoed sessions from 2012: Three sessions of the 2012 conference were videotaped. It is hoped either to post them on the website or to have links to YouTube or something like that. François will ask Clint Hutzulak about this. If we can get a members area set up on our site, the videos would be best posted there (member benefit). An introduction to the videos needs to be written. **(Action: Judy)** These would also be useful promotion for the 2013 conference.

c. 2013 Conference, Lord Nelson Hotel, Halifax, June 7–9: The conference will be in conjunction with the Editors' Association.

Lessons learned from the previous EAC/ACR joint conference: We need to have some way to close our part of the conference. Also, we need to be sure that EAC/ACR members know that they

can attend the indexing sessions as well (part of this is program design). Separate banquet tickets are needed so that we can properly plan attendance for the ISC/SCI banquet.

Plans: Gillian and Mary will be teleconferencing with Helena Aalto of EAC/ACR during the second week of November to begin planning. Gillian and Mary are trying to build a conference committee. EAC/ACR will do much of the on-the-ground planning, but we need someone on-site as well. Linda will probably be the key person there, but Glenna Jenkins, a new EAC/ACR member in Lunenburg, may be interested in helping us. Julia Cochrane of EAC/ACR may also be involved. In particular, it would be very helpful to have a program coordinator.

Day One of the ISC/SCI conference may be while EAC/ACR is having its pre-conference workshops. We could focus the very index-specific sessions for that day and have the more general-interest sessions the next, with the hope of having some EAC/ACR members attend our sessions.

Attendance is impossible to predict. At the Ottawa conference, most attendees said they would attend in Halifax. We had 50 attendees in Ottawa, and 100 in Vancouver. But we normally plan for 25–30. That will be the basis for this year, but we will have to keep track as the conference nears so we avoid such things as the banquet overcrowding that happened in Vancouver.

Program and speaker suggestions: Kate Mertz (usability); Fiona Black from Dalhousie (bibliography); someone from Library and Information Science program in Halifax; update on ePub and indexing (Jan Wright or Dave Ream); indexing apps (Pilar Wyman); client perspective; look in bulletins and newsletters of the past year; Marnie Lamb on biography/memoir indexing; history of indexing (someone from Library and Information Science perhaps); Hazel Bell as keynote speaker; something on the promotion of indexing (e.g., referencing the movie *Cloud Atlas* and how they used index cards to plan the movie).

Other: We should have a table in the EAC/ACR area with information about us and ICRIS. Also possibly we should get more copies of *Indexing Names* (Bridge) to sell, and perhaps of *Facing the Text* (Stauber), as well as magpie pins.

7. Updates

a. Indexing award: Christine Jacobs sent a note to Mary that she will have a proposal for the executive within the next few months.

b. Archives: Jennifer Hedges circulated a report prior to this meeting. It is hoped to set up a meeting with the archives advisor soon; meanwhile, Jennifer is doing a lot of research on her own.

c. Executive job descriptions, updating: See the discussion under 5f, above.

d. ePub updates: The Indexing Working Group has pretty much completed its work.

e. Update of ISC/SCI's Wikipedia entry: Done.

f. Update of ISC/SCI logo: Done. The new logo was included on the circulated agenda.

8. New Business

a. Members areas of websites and international sharing of newsletters: See under 5c, above.

b. Indexing best practice requests (English and French): We have had two requests for best practices guidelines for indexing, one from the Library of Parliament (re: French indexing) and one from the Alberta Government Human Resources Department. François responded to the request for French-language guidelines and Gillian and Mary to the English (referring them to Chicago and Mulvany).

In discussion, we had more questions than answers: If the Library of Parliament needs something on French indexing, does that mean that they already have such a document on English

indexing? Does SI or another sister society have such guidelines? What guidelines are out there that publishers are using?

It was suggested that this idea was something we should begin to look into. A first step might be to talk to Christine Jacobs, because our forthcoming award will have to be based on some sorts of standards. (**Action: Brian**)

c. Links to ISC/SCI: Gillian noticed that the SI website still lists Beth Macfie as the ISC/SCI website. We need to check that SI and the other societies have the correct information about us. (**Action: Heather**)

d. EAC/ACR trade show, Hamilton: The EAC/ACR twig in Hamilton is organizing a word conference and trade show in March. They have invited us to have a table there. We have tentatively said yes. Jan Collins is looking into this.

9. Next Meeting

Tentative: February 16, noon, at Mary Newberry's

10. Other Business

Adjournment: 3:15