



ISC/SCI Executive Meeting
Saturday, March 23, 2013, 12:00 pm EST, Toronto, ON

DRAFT MINUTES

Meeting called to order at 12:20 pm by Mary Newberry. Recording secretary: Gillian Watts.

1. Welcome and Roll Call

Present: (in person) Gillian Watts, Mary Newberry, Merridy Cox Bradley, Chris Blackburn, Audrey McClellan; (phone/Skype) Moira Calder, Vivien Cartmell, Judy Dunlop, François Trahan. Regrets: Linda Lefler, Tia Leschke, Anna Olivier, Brian Hogan, Heather Ebbs, Ruth Pincoe. Guests: Gillian Faulkner, Jan Collins, Sergey Lobachev.

2. Review of Agenda

Gillian added an item under 5(d) Website & Register Report about access to conference videos on website.

3. Review of Minutes and Action Items of Previous Meeting

(a) Minutes of Saturday, November 3, 2012, 12:00 pm EST, Toronto, ON: amendments, corrections, approval.

- It was noted that the recording secretary was Heather Ebbs.
- Minutes accepted as read.

(b) Action items:

MINUTES ITEM	ACTION ITEM	WHO	STATUS
Carried over	Promotional postcards: time distribution to coincide with website relaunch	Linda, Mary	ongoing; removed from action items
Carried over	Archives: develop policy on submission of archivable material by executive members	Jennifer Hedges, Gillian	see 7(b) below; moved to regular committee repts
Carried over	Membership: Develop draft policy on institutional membership.	Audrey, Gillian	done; to be circulated in next couple of weeks
Carried over	The Indexer: Post report on guest editorship on website	Linda	done by François but still in members' area; will be moved
Carried over	Executive job descriptions: Review existing job descriptions (in context of full executive) and make [minuted] changes	all	to be available in time for next executive turnover
Carried forward	Award: Indexing Awards committee to bring forward a proposal suitable for ratification by the executive + AGM.	Christine Jacobs	ongoing (mostly done)
5(a) Treasurer's report	Website: Ask about cost of having a password-protected members area.	François	done
5(g) Membership	Mailbox: Get a new mailbox for ISC/SCI and identify volunteers to pick up mail.	Mary	Mary to continue with (moved) PO box, as postal mail now rare

6 Conference	Videos from 2012: Write intros for the videotaped sessions from the 2012 conference for the website.	Judy Gillian	to be done in conjunction with posting videos
8(b) Best practices	Best practices guidelines: Recommend a structure for exploring and perhaps compiling best practices guidelines.	Brian	ongoing
8c (Links)	Links to ISC/SCI: Check that links to ISC/SCI from other societies' websites have correct information about us.	Heather	done

4. Regional Updates and Issues

(a) **Central Canada/Centre du Canada (Chris Blackburn):** See report.

(b) **Prairies and Northern Canada/Prairies et nord du Canada (Judy Dunlop):** See report. Participation planned in Get Publishing conference (EAC is a major partner), requiring advertising via table easel and poster. Discussion: Judy suggested, a suggestion picked up by Merridy, that reusable artwork be created for use by all regional groups and at conference, and by Vivien that promotional postcards and magpies be offered as well. Gillian suggested that costs come from regional groups budget line.

ACTION ITEMS: Mary will send postcards and pins to Judy. Rayola will be asked to design display artwork (\$210), coordinated by Judy. Judy will buy easel and have foam-board poster made up at Staples (\$45).

(c) **British Columbia/Colombie-britannique (Tia Leschke):** No activity reported.

(d) **Eastern Canada/Est du Canada (Anna Olivier):** No activity reported.

5. Committee Reports and Updates

- (a) **Finances (Merridy Cox Bradley):** Report provided at meeting and will be emailed. ISC/SCI is in the black, with a bank balance of \$7,392 and two GICs of \$5,000 each. Deficit of \$4,172 reported for 2012—higher than planned and caused by website costs. Planned deficit for 2013 was \$1,610, but December 31 invoice from Rayola (paid in 2013) will add \$1,175, for total of \$2,785. Year-to-date income \$3,000, expenditures \$1,500.

The Indexer price has increased to £28, or \$3.10 per copy. Merridy affirmed that this can still be covered by membership dues.

- (b) **Bulletin (Moira Calder):** See email report (more detailed report forthcoming). Moira is concerned about succession planning, as her two years are almost up. Mary called for a vote of thanks to the *Bulletin* committee.
- (c) **International Liaison (Heather Ebbs):** See report (Mary noted it is very exciting); Heather will report further at the AGM. Discussion: international membership numbers; ASI membership has dropped from a peak but others (including ISC/SCI) are stable. Ruth will be our representative at ASI in San Antonio. It is not yet known who will go to SI in England.
- (d) **Website and Register (François Trahan):** See report. Secure members' area now the main issue of importance.

The Register will now be known as "Find an Indexer." Related correspondence now goes to François. Brian's name on contacts list to be changed to "Web Administrator" and link to be changed. Audrey expressed thanks to François for handling membership changes and additions.

Gillian reviewed plans for posting the 2012 conference videos, which are about an hour each. Discussion: Merridy suggested that we could play the DVDs on display tables at conferences, etc.; all agreed this was an excellent idea. Mary asked if we need to post the whole video or just clips; Gillian said the idea was to have access to their full content. François said we might be able to embed the Vimeo video on the website, in the members' area; he will discuss this with Clint when the time comes.

ACTION ITEM: Gillian to purchase DVD-ripping software, rip videos from DVDs and convert them to MP4s, set up account with Vimeo, and post videos there.

- (e) **Publicity (Linda Lefler):** Linda is still tweeting but can't do publicity anymore because she has a full-time job. Mary is filling in but would like to find some volunteers.

ACTION ITEM: Mary to find volunteers to help with publicity.

- (f) **Membership (Audrey McClellan):** Audrey sought consensus on discontinuing the hard-copy membership directory (in the listserv discussion, some members expressed confusion about the difference between it and "Find an Indexer"). All present agreed that it was time to stop printing the directory. Mary suggested a PDF list in the members' area to enable printing. François said there is already a list of members online and it would be easy to add a PDF. Audrey will update the list twice a year, the PDF will be dated and will refer users to the online list for up-to-date information.

ACTION ITEMS: Audrey/François to adjust listings for institutional members to reflect the institution rather than the individual. Audrey to send a notice to members explaining change in publication of membership directory (as online and PDF) and to include explanation that membership list is different from "Find an Indexer."

- (g) **Past President (Vivien Cartmell):** Vivien is beginning to focus on finding candidates to replace executive members who will be leaving their positions. The length and number of terms was discussed; see also 8(a) below. Discussion: Gillian felt we should define position terms in the constitution. It was agreed that people can move from position to position; term limits will be attached to the position, not to the person's presence on the executive. No exceptions will be made for particular positions. Vivien noted the difficulty of finding regional reps.

ACTION ITEM: Mary to revise Bylaw 4 before sending out to the membership for approval, as follows: executive positions are held for a term of two years, with a maximum of two terms, but exception may be made for subsequent terms in the same position if ratified by the membership.

- (h) **Vice-President (François Trahan):** Nothing to report.

6. 2013 Conference and AGM

Mary and Gillian are acting as the conference committee. Program: done

Volunteers: Susan Brown is not available to organize volunteers.

ACTION ITEM: Mary to find a volunteer coordinator.

Banquet: Linda has found a suitable venue. Tickets will cost \$50.

Software session: Besides the usual presentations, a representative of Textract, from the Netherlands, will present on his software for importing information directly from PDFs into indexing programs.

Other: MACREX will be hosting a reception on the Thursday night, including international representatives.

ACTION ITEM: Moira will put something in the *Bulletin* once the Textract presentation is confirmed. Mary will put out a call for a person willing to make HD videos of selected talks and will obtain permissions from the speakers.

Break: 1:40 to 2:00 pm

7. Updates

(a) **Indexing award and best practices guidelines (Christine Jacobs):** Report pending.

(b) **Archives project (Jennifer Hedges):** Jennifer is meeting with the Ontario Archives Association advisor to get advice on setting up an archive in the absence of a physical office and on handling electronic communications and files. Chris revealed that at one time Anne Schabas was both dean of the information science program at University of Toronto and president of ISC/SCI. In 1985 she arranged that our archives could be deposited with the Faculty of Information Science. Concerns were expressed that their mandate may have changed and that there may be financial constraints.

Mary noted that Chris has a complete collection of the *Bulletin* that should go into our records. Vivien speculated about using a cloud component of the website to store the archives; Mary has been posting executive meeting minutes for the

members' area. François suggested scanning the first or a few early issues of the *Bulletin* for posting on website; Moira thought snippets would be a good idea.

ACTION ITEMS: Jennifer will be asked to contact Faculty of Information Science on possibility of their storing our archives. Chris to scan first *Bulletin* and send to Moira.

- (c) **Executive job description updates:** The Register Editor position was discussed; since the website update, is it still needed? All agreed that it and the web administrator position need immediate revision. François (along with Gillian) has written a new job description for Web Administrator that will be circulated. François noted that things are much easier now, not so daunting.

ACTION ITEM: Gillian to circulate new Web Administrator job description to executive. Mary to send a notice to all executive members to review their job descriptions in anticipation of recruitment of new executive members. Most descriptions will not have changed radically and are posted on the website for easy access.

See also discussion in 8(a).

- (d) **Members' area of website:** François reported that the password-protected area is close to being operational.

ACTION ITEM: Announcement to be made when this happens.

- (e) **Indexing best practice requests—English and French:** No report.

8. New Business

- (a) **Constitution review:** The following are issues discussed and to be dealt with. This will be the major project for 2013–14.

- **Flexibility for executive positions:** Heather has suggested that positions not be so rigidly entrenched/defined, so that constitutional review is not needed when things change (e.g., because of technology).
- **Register of Indexers Available references:** Change wording to reflect new terminology and responsibilities.
- **General review:** A lengthy discussion took place about the number of “named positions” vis-à-vis members at large. Chris wanted to add Secretary as a named

position, responsible for meeting minutes and correspondence. Other felt it should stay an informal position assigned at each meeting, especially as correspondence is generally dealt with by the individuals to whom it is addressed. Merridy pointed out that it should be specified in the bylaws that minutes will be taken at executive and general meetings.

The regional representative positions were then discussed as to whether they should be member-at-large (MAL) positions. Moira felt it must be specified that there be one regional rep from each region in order to give the regions a voice and someone to contact locally. Judy added that regional reps also offer links with the regional publishing scene and are able to welcome new members. Vivien agreed that local representation is really valuable in a country as big as Canada.

The basic question was seen to be: who needs to be on the executive (named positions) rather than just defined in the bylaws? Further, are MALs elected to a specific role or just a general, flexible? Mary noted that in practice they are the same as an executive position, but in the constitution they are represented by a bylaw rather than an article. The difference between executive roles and specific jobs (e.g., publicity) was seen to be a difference in responsibilities to the organization, with executive positions carrying greater responsibility and weight and representing the society to the outside world.

- **Constitutional reform:** Gillian suggested rewriting the constitution from scratch. Mary proposed abandoning the changes originally proposed, simply removing the Register Editor position and bringing that to AGM. Constitutional revision would then be a priority for the next year. MOVED by Merridy, seconded by Audrey. Chris added amendment to remove references to abstracting from constitution, as originally proposed? Amendment and amended motion passed unanimously.

ACTION ITEM: Mary to draft proposed changes to constitution to circulate to membership in time for ratification at AGM. Mary, Gillian, and Vivien to recruit a constitution reform committee. One of the first tasks of the committee will be to seek out guidelines for formation of non-profit executive boards and

constitutional development to guide us in improving our organizational framework.

(b) **Printing of Membership Directory:** see 5(f) above.

9. **Next Meeting:** 2:00 pm, Thursday, June 6, at the Lord Nelson Hotel in Halifax.

10. **Other Business**

Gillian announced that ISC/SCI has been invited to exhibit at PLAIN2013, a plain language conference in Vancouver in October. Decision deferred until June meeting.

ACTION ITEM: Gillian will check the invitation from Anne-Marie Metten as to whether we are expected to be sharing a booth with EAC. She will also poll the listserv to see if anyone from Vancouver/BC is interested in looking after this.

Adjournment: 3:05 pm