

## **Indexing Society of Canada Executive Meeting, Thursday, 6 June 2013 DRAFT MINUTES**

**Participants:** Gillian Watts, Mary Newberry, Merridy Cox Bradley (Skype), Chris Blackburn, Judy Dunlop, Heather Ebbs, Moira Calder (phone), Audrey McClellan (Skype), François Trahan (Skype)  
**Regrets:** Linda Lefler, Tia Leschke, Anna Olivier, Brian Hogan, Ruth Pincoe, Vivien Cartmell  
**Guests:** Daphne Davies, briefly

### **1. Welcome and Roll Call (secretary: Heather Ebbs)**

The meeting was called to order by Mary Newberry, Co-president, at 2:17 p.m. ADT.

### **2. Review of Agenda**

A discussion of *The Indexer* and membership fees was added under item 8, New Business.

### **3. Review of Minutes and Action Items of Previous Meeting**

#### **a. Minutes of Saturday, March 23, 2013**

*Moved* (Gillian/Judy) to accept the minutes of 23 March 2013 as written. *Carried.*

#### **b. Action items**

*i. The Indexer:* The report on guest editorship of *The Indexer* has not yet been posted on the website.  
*Status:* Carried forward. *Action:* François

*ii. Executive job descriptions:* François has reviewed his job description, but the other executive members still need to review theirs and get any changes in to the co-presidents before the next executive meeting. *Status:* Carried forward. *Action:* All (and Mary to send reminder to all)

*iii. Indexing Award:* The final proposal from the Indexing Awards committee has not yet been received. *Status:* Carried forward. *Action:* co-presidents

*iv. Conference videos from 2012:* Gillian has bought the software to enable us to post the videos from the 2012 conference on the website. She has a strategy developed but still needs time to learn the software. *Status:* Carried forward. *Action:* Gillian and François

*v. Best practices guidelines:* There was an action item on recommending a structure for exploring and perhaps compiling best practices guidelines. It was agreed to table this idea for the time being, given that we may have more on this once the indexing award is furthered. In the meantime, we could put a small note on our website mentioning best practices and giving links to information available on other websites, such as ASI and SI. *Status:* Old action item tabled. New item added. *Action:* Judy will draft a suitable note on best practices to introduce links on our website, and circulate the draft to the executive.

*vi. Get Publishing conference:* Judy, with input from Executive, developed cards and a tabletop display advertising ISC/SCI, and Judy participated in the Get Publishing conference on behalf of the society. Daphne Davey will be putting the cards into the current conference's registration packages. *Status:* Completed

*vii. Publicity for conference:* Mary and others handled the publicity as no other volunteers were forthcoming. *Status:* Completed

*viii. Membership—institutional:* The institutional listings need to be revised to reflect the institution rather than a representative. *Status:* Carried forward. *Action:* Audrey, François

*ix. Membership—directory:* A notice should be sent to members about the change in the publication of the membership directory. Audrey will remind members soon after the rush of June membership renewals is over. *Status:* Carried forward. *Action:* Audrey

*x. Constitution:* Bylaw No. 4 was revised to reflect the changes in the executive (elimination of Register Editor position; establishment of Website Administrator position). Other revisions were made to reflect the change in name from IASC to ISC. All changes were circulated to members for review prior to ratification at the AGM. *Status:* Completed.

*xi. Conference:* No volunteer coordinator was found, so Mary handled this. *Status:* Removed from action items

*xii. Textract:* A description of the Textract presentation will be included in the next *Bulletin*. *Status:* Carried forward. *Action:* Chris Blackburn; Moira Calder

*xiii. Videographer:* No videographer was found for the 2013 conference. One company did contact Gillian, but they were vastly too expensive. At the current meeting, it was agreed that this is not needed for every conference; the ones from the 2012 conference should be posted soon. *Status:* Removed from action items.

*xiv. Archives:* See Jennifer Hedges' year-end Archives Report. *Status:* Removed from action items.

*xv. Bulletin:* Chris has scanned the first volume of the early *Bulletin* and forwarded it to Moira. Eventually, it is hoped to have all old ones available on the website. At the current meeting, it was agreed that we should start with the more recent ones and move backward. François noted that the website currently contains all *Bulletins* from the current issue (which is in the members-only area) back to Winter 2002. (When François posts the current issue, he moves the previous one into the public area of the website.)

It was suggested that it might be of interest to have a regular column in the *Bulletin* of vignettes from *Bulletin's* past.

*Decision:* Chris will continue to scan old *Bulletins*, working from 2001 backwards, and François will continue to post these as they become available. Under the Editor's authority, Gillian will begin work on a regular historical column for the *Bulletin*.

*Status:* Moved out of executive agenda to responsibility of Website Administrator.

*xvi. Website administrator position:* François wrote and circulated a description of the new Website Administrator position. The description is posted on the website. *Status:* Completed.

*xvii. Website members-only area:* Audrey circulated an announcement to members once the members-only area of the website was open. *Status:* Completed.

*xviii. Constitutional reform:* A committee (Mary, Gillian, Viv and Heather) has been recruited to review the ISC/SCI constitution and bylaws. *Status:* Ongoing. See item 8, below.

*xix. PLAIN2013 Conference:* We have been invited to participate in the PLAIN2013 conference in Vancouver in October. *Status:* Carried forward. *Action:* Gillian

## **4. Regional Updates and Issues**

### **a. Central Canada | Centre du Canada (Chris Blackburn)**

See written report. Chris noted that his focus was Toronto—he did not have contact with Ottawa, for example. Audrey had sent him a list of Ontario members which Chris used in announcing one Toronto meeting, but an Ottawa person asked not to be sent these reminders. Chris suggested that more outreach is needed for members outside Toronto. Mary said that she would be happy to pull together a program that might gather indexers in other areas, such as Ottawa or Montreal. Judy suggested that if such gatherings were tried, a full program would be needed, not just a one-hour meeting, to make it worthwhile for those driving there. Moira suggested a regional column in the *Bulletin* featuring members outside the Toronto centre. *Action:* Mary and Moira

### **b. Prairies and Northern Canada | Prairies et Nord du Canada (Judy Dunlop)**

See written report.

### **c. British Columbia | Colombie-Britannique (Tia Leschke)**

No report.

### **d. Eastern Canada | Est du Canada (Anna Olivier)**

See email from Anna.

## **5. Committee Reports and Updates**

### **a. Finances**

Gillian reported on behalf of Merridy. The society is now using PayPal for members who wish to pay electronically for membership, etc. There has been a slight glitch with receipts because of Microsoft issues, but this is being resolved. We will be paying about \$300/year for PayPal, but this is worth it for the savings in volunteer time and the fact that it makes it easier for people to renew. It was agreed that we should keep using PayPal, but we could periodically remind people that they can do email payment (which costs the member directly and doesn't cost the recipient, i.e., ISC/SCI) if they have online banking.

Gillian then walked the executive through the Treasurer's report. We have a healthy bank balance with total assets of almost \$26,000 in spite of our ambitious endeavour to recreate our website. The 2012 conference brought in more money than was budgeted. A deficit was planned for 2012, and there is also a planned deficit for 2013 of \$1,610. The deficit in 2012 was \$4,772.

**b. Bulletin (Moira Calder)**

See written report.

**c. International (Heather Ebbs)**

See written report.

**d. Website & Register (François Trahan)**

See written report.

**e. Publicity**

Mary noted the tremendous job Linda Lefler did with Publicity, especially with the conferences.

**f. Membership (Audrey McClellan)**

See written report.

**g. Past President | Présidente sortante**

Mary noted the incredible work Viv Cartmell did in recruiting people for the incoming executive slate.

**h. Vice-President | Vice-président (François Trahan)**

See written report.

## **6. Conference and AGM**

**a. 2013 conference**

Mary said that she is pleased with the program and has a great many volunteers to thank. The rest of the executive gave a big thank-you to Mary. There are anywhere from 43 to 50 people signed up to attend the indexing part of this year's conference depending on the day, including several from the United States.

**b. 2014 conference**

It was noted that EAC/ACR will be holding their conference in Toronto next year. The executive generally agreed that Toronto would be a good place to hold our conference next year. We will be able to run it on our own, separate from EAC/ACR's.

## **7. Updates**

**a. Indexing award and best practices guidelines**

See items 3-b-iii and 3-b-v, above.

**b. Archives project**

See Jennifer's written report. Gillian noted that the advisor for the Archives Association of Ontario (AAO) has changed and is a former colleague of hers who is quite willing to help us in an advisory capacity.

Jennifer is willing to continue handling the archives project. There are two things that the previous Archives Advisor of the AAO recommended:

- We should establish a mandate for our archives and suggested specific wording, which the executive quickly accepted (see below).
- We need to develop a collections policy. Jennifer is willing to work on this, and Peter Greig of Ottawa did volunteer some time ago, but a member of the executive is also needed. Gillian kindly volunteered. *Action: Jennifer, Gillian*

**Moved** (Heather/Gillian) that the mandate of the archives of the Indexing Society of Canada / Société canadienne d'indexation is to collect and preserve the papers of the society that are of enduring value to the society. **Carried unanimously**

#### **c. Executive job descriptions, updating**

See item 3-b-ii, above. The Website Administrator position has been developed and posted.

#### **d. Members' area of website**

This has been completed. Thanks were extended to François Trahan and Clint (Rayola Design).

### **8. New Business**

#### **a. Constitution review**

The need to revise our constitution and bylaws sufficiently to enable the executive to operate with changed positions for the coming year has made it apparent that a more thorough review would be timely. Therefore, a Constitutional Review Committee has been formed, including Heather Ebbs, Viv Cartmell, Mary Newberry and Gillian Watts. Areas to address, among others, include flexibility in executive positions, regional representation, and what roles should be on the executive and what should just be specific jobs. The committee's first job is to establish a timeline for their work.

*Action: Constitutional Review Committee*

#### **b. Potential increase in *The Indexer* subscription rate, and membership fees**

The editor of *The Indexer* had advised us that the subscription rate would probably go up in 2014. This proved not to be the case, but meanwhile the executive did agree at the current meeting that we should continue to subscribe on behalf of members such that all members get individual copies. However, it was noted that costs such as this and as the PayPal charges we have started to incur need to be planned for in terms of increasing membership fees to cover costs. Two methods were suggested: (1) small increases every year, or (2) a bigger increase every five years. It was agreed that the presidents would raise this question at the AGM and online for a straw poll of the members. Information on our last fee increase should be included in the information circulated.

*Action: Co-presidents*

#### **c. Find an Indexer costs and fee**

It may be appropriate to raise the fee for listing in Find an Indexer. The rest of the website is relatively simple to maintain, but the database for Find an Indexer can be more costly.

*Decision:* It was agreed that the fee for listing in Find an Indexer should be raised beginning at the start of the December renewal period. *Action: Audrey, François*

**d. Logo for members' use**

In the past, a few members have requested a logo that they could use on their websites to indicate that they are members in good standing of ISC/SCI. Judy suggested that a logo suitable for downloading be made available in the members' area of the website. A policy for use needs to be developed as well. Something along these lines was worked on in the past. *Action:* Mary to look into what was done in the past; Judy to develop current policy for approval and look into logos for posting.

**9. Next Meeting**

Tentative: 2 November 2013, Toronto, 1 p.m.

**10. Other Business**

After the elections at the AGM, Mary will get the information about the new executive to François for posting on the website. *Action:* Mary and François

**Adjournment 4:00 p.m.**