

Indexing Society of Canada

Executive Meeting, Saturday, 2 November 2013

DRAFT MINUTES

Participants: (in person) Jennifer Hedges, Gillian Watts, Mary Newberry, Stephanie Bilodeau, Margaret de Boer, Vivien Cartmell; (phone/Skype) Judy Dunlop (joined 2:00 p.m.), Isabel Steurer, Heather Ebbs (joined 1:11 p.m.), Moira Calder, Audrey McClellan (left 1:45 p.m.), François Trahan, John Barkwell

Regrets: Natalie Boon

1. Welcome and Roll Call (secretary: Jennifer Hedges)

The meeting was called to order by Mary Newberry, co-president, at 12:34 p.m. EST.

2. Review of Agenda

A discussion of positions that do not have job descriptions was added under 8, New Business.

3. Review of Minutes and Action Items of Previous Meeting

a. Minutes of Thursday, 6 June 2013

Moved (Moira/Mary) to accept the minutes of 6 June as written. **Carried.**

b. Action items

i. The Indexer: The report on guest editorship of *The Indexer* has been posted on the website. *Status:* Completed.

ii. Executive job descriptions: Audrey sent in an updated job description for Membership Secretary, 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 but François (previously reviewed) and Audrey (and Mary to send reminder to all). John Barkwell noted he had reviewed the VP job description, and with the exception of one item it was fine.

iii. Indexing Award: Christine reported that there is no one whose permission we need to use the Daveluy name. "Onwards and upwards." *Status:* Carried forward. *Action:* co-presidents and Christine.

iv. Conference videos from 2012: Gillian has not found the time to learn to use the software that will enable us to post the videos from the 2012 conference on the website. Stephanie volunteered to see if she could help. *Status:* Carried forward. *Action:* Gillian, Stephanie, and François.

v. Best practices guidelines: Judy was not yet available. See item 7a.

vi. Membership—institutional: The institutional listings have been revised to reflect the institution rather than a representative. *Status:* Completed.

vii. *Membership—directory*: A notice should be sent to members about the change in the publication of the membership directory. Audrey is halfway through this project and should have a notice prepared for the December renewals. *Status*: Carried forward. *Action*: Audrey.

viii. *Textract*: Chris's write-up on the Textract presentation is in the current *Bulletin*. However, Moira would like to see if the developer, Harry Bego, has anything that could be published in a future issue of the *Bulletin*. *Status*: Completed.

ix. *PLAIN2013 Conference*: We had been invited to participate in the PLAIN2013 conference in Vancouver in October but due to her schedule Gillian was not able to reply in time. *Status*: Moot.

x. *Non-Toronto members*: Nothing has been done on this item yet. When someone has the energy and time, it will be done. Stephanie, as new Eastern Canada rep, would like more information on what she could be doing in her position. Moira suggested that ISC could participate in local "kickoff" meetings of writing/editing/etc. groups. *Status*: To be moved out of Action items, as is ongoing Regional Representative business.

xi. *Archives: Collection policy*: Jennifer and Gillian met on Friday afternoon to begin this process. Stephanie volunteered to contribute her expertise in archives to the project. For example, she has experience in developing standard naming conventions for electronic files. *Status*: Ongoing. *Action*: Jennifer, Gillian, and Stephanie.

xii. *Constitution review*: Nothing to report. *Status*: Ongoing. *Action*: C.R. Committee (Viv, Heather, Mary, and Gillian).

xiii and xiv. *Membership fees and Find an Indexer fee*: A straw poll was taken at the AGM in Halifax, which indicated that those present preferred smaller incremental increases rather than periodic larger increases in the fees. This topic should be presented to the whole membership online. The Find an Indexer fee increase has been delayed until the June renewal period. Guidelines have not yet been developed to justify an increase. For example, should increase be tied to increase in membership fees? to the cost of doing the listing? *Status*: Carried forward to next meeting. *Action*: co-presidents, Audrey and François.

xv. *Logo for members' use*: So far, members have been using the logo as needed without going through a formal request. There was concern that former members might continue to use the logo on their websites, but this was seen as "free advertising" and not worth worrying about. ASI has strict guidelines but it has a much larger membership. *Status*: Completed.

xvi. *New executive*: The names of the next executive have been posted on the website. *Status*: Completed.

4. Regional Updates and Issues

a. Central Canada | Centre du Canada (Margaret de Boer)

See written report. Margaret said that she tried but was unable to pull together a program to gather indexers in Ottawa, but will continue to work on this. Regional reps can ask Audrey (Membership

Secretary) to help identify members in different areas. Meral Alakus used to have informal get-togethers in Halifax when she was Eastern Canada rep. Stephanie thought it would be worth trying to set up very informal get-togethers in the Ottawa-Hull area, for example, at coffee shops, and “talk indexing” rather than start with a formal meeting or workshop, which require a stronger commitment from potential participants. A Skype connection to the executive meetings for distant members was suggested. Stephanie wondered if joining LinkedIn as a group would attract those unable to easily attend regional events. *Action:* Stephanie to look into what is involved in beginning a LinkedIn group for ISC/SCI, and will keep executive informed.

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

Nothing to report.

c. British Columbia | Colombie-Britannique (Isabel Steurer)

Excitement was expressed in the meeting over Isabel’s mention of an embedded indexing software introduced at the meeting she attended on her trip to Germany. She will keep the executive posted if there are updates. See written report.

d. Eastern Canada | Est du Canada (Stephanie Bilodeau)

Nothing to report.

5. Committee Reports and Updates

a. Finances

Gillian presented the Budget-to-Actuals 2013 sheet and we discussed figures for the budget for 2014. The figures proposed for 2014 would result in a deficit of around \$5,000. Gillian will revise the figures to create a balanced budget or one with a smaller planned deficit, which will be distributed to the executive and approved by email vote.

b. Bulletin (Maira Calder)

See written report. Maira asked for suggestions to create an improved layout. Some suggestions for software included InDesign, MS Publisher, Pages, and Scribner. InDesign has the advantage that it works with both PC and Mac. InDesign also offers an online subscription to the software, meaning it’s not necessary to purchase it.

c. International (Heather Ebbs)

No activity of late.

d. Website & Register (François Trahan)

See written report. Statistics on use of our website are available in the Members Area.

e. Publicity

Natalie Boon is on leave from the position. If work needs to be done before she returns, we will ask for a volunteer to fill in. Stephanie Watt, a new member from Montreal, has taken on the ISC/SCI Twitter account and has been tweeting.

f. Membership (Audrey McClellan)

Audrey brought the following to the meeting: Student members. When individuals join as students, we should have a space on the application form where they can indicate what program they are enrolled in so we can confirm they are full-time students. A new student member joined just this week, and Audrey will need to ask her for that information, but it would be better if it was in the application form. A note on the form is needed saying that they must be full-time students. Audrey also had another question to consider: if a member is a student, should they be able to list in Find an Indexer? On one hand, if they're still studying, they may not be very proficient at indexing and may give clients a bad impression of indexers. On the other hand, they may be a very good indexer who has gone back to school to study something else, and they are indexing to supplement their income and pay for tuition. Audrey is happy to leave things as they are, where students can get listings, but wanted to get some guidance from the board.

There was discussion of a suggestion that a student member, receiving the student discount, not be allowed to list in Find an Indexer. The meeting did seem to have consensus that only full-time students are eligible for the discount. The discussion was tabled and will be brought to the next meeting. Action: Audrey.

See written report for membership figures, etc.

g. Past President | Présidente sortante (Viv Cartmell)

See written report. Viv announced her intention to retire from her indexing position with the Legislative Assembly of Saskatchewan and that she would like to retire from past president, having already served in this position for a full term. Another executive member will have to perform the task of bringing forward a new Executive roster for election. Action: Co-presidents

h. Vice-President | Vice-président (John Barkwell)

No report. He has looked at his job description and will submit a suggestion for change.

6. Conference and AGM

a. 2013 conference

The financial summary for the 2013 combined ISC/EAC (SCI/ACR) conference indicates a balance of \$1,367.66 from EAC to ISC.

b. 2014 conference

The 2014 conference will be separate from EAC/ACR's. It will be held in Toronto on June 3 and 4. Margaret and Mary will recruit Toronto members for on the ground help. Mary to recruit the rest of the conference committee.

Possible program ideas include a workshop or seminar on software (perhaps Cindex); inviting Erin Mallory from Anansi (who recently gave a presentation on e-publishing at the Toronto meeting); a presentation from the developer of the new embedded indexing software mentioned by Isabel in her report; and a presentation by Enid Zafran and Kate Mertes on niche indexing.

Possible venue is St. Michaels College, where an earlier Toronto conference was held.

It was suggested that the evaluation be carried out using Survey Monkey, and that a member volunteer familiar with the application be recruited.

Status: Ongoing. *Action:* Mary and Margaret.

François requested that a blurb be written promoting the 2014 conference for the website. *Action:* Mary.

7. Updates

a. Indexing award and best practices guidelines

See item 3-b-iii for an update on the indexing award. Judy has not yet written the best practices guidelines but will do so and circulate the draft to the executive. *Status:* Carried forward. *Action:* Judy.

b. Archives project

See also item 3-b-xi. Jennifer gave more details on the content of her meeting with Gillian on Friday. They have begun to identify which items are archival (e.g., the constitution and by-laws, minutes of executive meetings and AGM, records of special projects, etc.). A process needs to be set up for regular forwarding of inactive archival records to the Archives Coordinator. A method for handling different formats (e.g., paper, electronic) needs to be spelled out. *Status:* Carried forward. *Action:* Jennifer, Gillian, and Stephanie.

c. Executive job descriptions, updating

See item 3-b-ii.

d. Constitution review

See item 3-b-xii.

8. New Business

New job descriptions

During the archives meeting on Friday afternoon, two positions were referred to that are not included in any job description. These are List Administrator and Archives Coordinator. Jennifer will draft descriptions as part of the review of job descriptions. *Status:* Carried forward. *Action:* Jennifer.

9. Next Meeting

Tentative: 8 February 2014, Toronto, noon or as determined.

10. Other Business

None

Adjournment 3:52 p.m.