

Indexing Society of Canada
Executive Meeting, Wednesday, June 4 2014
Toronto, Copper Room, Goldring Student Centre, Victoria University, at University of
Toronto
DRAFT MINUTES

Participants: (in person) Margaret de Boer, Judy Dunlop, Heather Ebbs, Jennifer Hedges, Mary Newberry, Isabel Steurer, François Trahan, Stephanie Watt, Gillian Watts; (by Skype) Moira Calder, Audrey McClellan (joined at 1:06)

Regrets: John Barkwell, Stéphanie Bilodeau, Natalie Boon, Vivien Cartmell

Guests: Chris Blackburn, Christine Jacobs, Ruth Pincoe, Frances Robinson

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

The meeting was called to order by Mary Newberry, Co-President, at 12:43 p.m. EST. Mary announced that John Barkwell has just resigned due to family commitments.

2. Review of Agenda

Jennifer noted that the date of the previous minutes should be February 8, 2014.

An item was added to New Business to discuss changes in the membership of the executive.

Moved (Margaret/Gillian) to approve the agenda as corrected.

3. Review of Minutes and Action Items of Previous Meeting

a. Minutes of Saturday, February 8, 2014

Moved (Margaret/François) to accept the minutes of 8 February as written. *Carried.*

b. Action items

ii. New job descriptions: Jennifer and Mary have reviewed draft job descriptions for the Archives Coordinator and Listserv Administrator, and the revised job description for the President, and they are ready to post. Moira and Heather have not yet updated the job descriptions for *Bulletin* Editor and International Liaison. **Status: Moira and Heather to revise their job descriptions. Those for Archives Coordinator, Listserv Administrator, and President to be forwarded to François and posted on the website. Action: Moira, Heather, Mary, Jennifer, François.**

iii. Indexing Award: To be presented under Item 5i. **Status: Completed.**

iv. Best practices guidelines: Executive members have had the opportunity to review the draft of ASI's guidelines. We hope to link to this document when available, rather than creating our own, **Status: Completed.**

v. *Conference videos from 2012*: As Gillian and Stéphanie were unable to prepare these videos and they are no longer current, it was decided to drop the project. **Status: Moot.**

vii. *Archives: Collection policy*: Jennifer has been unable to contact Ann Kingdom about SI's archives project (reconstituting their archives and updating their policies) so there is no new draft of our collection policy. (Ann has had to put the project on hold temporarily due to personal reasons.) Although Stéphanie has had to step down from her position as Eastern Canada rep, she has volunteered to work on some of the other documents that are part of a broader records management system for ISC during her parental leave. **Status: Move out of Action Items to Committee Reports for the future.**

viii. *Constitution review*: Tabled forward in 2014. Heather has confirmed that we are not incorporated federally. **Status: Ongoing. Action: C.R. Committee (Viv, Heather, Mary, Daphne, and Gillian).**

ix. *Membership fees and Find an Indexer fee*: The Find an Indexer fee has been increased by \$10 to \$50, as of the June renewals. See 5a. Committee Reports and Updates: Finances for discussion on membership fees.

x. *LinkedIn*: Stéphanie has stepped down from her position of Eastern Canada rep so this item has been removed. **Status: Removed.**

xiii. *2014 Conference—Survey Monkey*: Margaret has found a volunteer, Siusan Moffat, experienced with Survey Monkey, who is willing to work on the post-conference evaluations. **Status: Completed.**

xiv. *2014 Conference—blurbs*: **Status: Completed.**

5, *Committee Updates & Reports, a: Finances*: Gillian has amended the budget. To be discussed as part of her report under **5a, Committee Reports and Updates. Status: Completed.**

8, *New Business, a: Website Issues*: Conference information for the website has been updated on an ongoing basis. **Status: Completed.**

8, *New Business, b: Training and conference calls*: Removed due to Stéphanie's resignation. **Status: Removed.**

4. Regional Updates and Issues

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

Margaret reported on activities leading up to the conference. See written report.

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

Judy reported on her participation in PubPro2014, an "unconference" in Vancouver. She prepared a presentation on indexing in InDesign and its impact on production editors and designers, but also

responded to more general questions on indexing: how to find good indexers and how to know whether or not an index is good. See her written report, plus the handout she provided at PubPro.

c. British Columbia Colombie-Britannique (Isabel Steurer)

Isabel also focused on PubPro in her report. ISC/SCI was an official sponsor of the event, which was organized by Iva Cheung, who is a member of both ISC/SCI and EAC. Isabel heard lots of positive comments on Judy's presentation and on the work of indexers in general. She recommends that we continue our involvement in PubPro, in BC and throughout Canada. She brought a good supply of the business cards, which Judy had initiated for an event in Edmonton. Isabel's written report is attached.

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

Mary welcomed Stephanie Watt who will be taking over as Eastern Canada rep. As Stéphanie Bilodeau told us in her email report, she has had to step down from her position, due to family responsibilities.

5. Committee Reports and Updates

a. Finances (Gillian Watts)

Gillian presented a budget for 2014 with a deficit of about \$4000. The Find an Indexer listing fee was increased by \$10 to \$50 as of the June 2014 renewals. Audrey reported that about 50% of the members are listed. After some discussion of raising the membership fee, Heather suggested giving notice at the AGM to increase the fee as of June, 2015. Moira and the *Bulletin* editorial team will make a proposal for the fall meeting to increase the advertising rates in the newsletter. **Moved by Gillian, seconded by Heather, that we increase the basic membership fee by \$10 to \$100 as of June 1, 2015. (Rates for other membership types to be examined and raised accordingly.) Approved.**

Moved by Gillian, seconded by Isabel, that the budget be accepted as presented. Approved.

b. Bulletin (Moira Calder)

Moira's report is attached. She thanked the staff and board of the *Bulletin*—Marnie Lamb, Chris Blackburn, Gillian Watts, and François Trahan—for all their hard work.

Over the summer Moira plans to continue working toward moving production to InDesign.

c. International (Heather Ebbs)

Heather thanked the executive members who commented on ASI's draft Best Practices document. ASI intends that this be an online living document, available to members, editors, and the general public (i.e., authors). Judy recommends that it have a linked index.

Heather reported that ASI has asked if we would be interested in a joint conference in Chicago in 2016. See also item 6, **Conference and AGM**.

d. Website & Register (François Trahan)

François's email report is attached. His focus since February has been conference-related, including setting up online registration. In May and early June Rayola worked on updating the membership

plugins for two databases: one for those listed in Find an Indexer, one for those who have opted not to have a listing.

e. Publicity (Natalie Boon)

Nothing to report.

f. Membership (Audrey McClellan)

This is Audrey's last report (attached). Like Stéphanie Bilodeau, Audrey recruited her own replacement—Frances Robinson.

Membership continues to be steady; as of June 1, it is 123.

Appended to her report, Audrey made some comments and suggestions to help improve membership information on the website; for example, there is some confusion over listed and non-listed members, and the Members Directory. In addition, she provided updated information about renewals and updated rates to include in the *Bulletin* on an ongoing basis.

g. Past President | Présidente sortante (Viv Cartmell)

Nothing to report.

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

John Barkwell has had to resign his position, due to family commitments. See his email report. The executive will endeavour to find a replacement during or soon after the conference.

i. Awards committee (Christine Jacobs)

Christine Jacobs submitted the final report of the ISC Indexing Award Committee. This very thorough and comprehensive report covers the background and process for writing the report; the recommendations; suggested guidelines; and suggested criteria. The committee recommended the award be implemented, and that it be known as the ISC/SCI Ewart-Daveluy Indexing Award (or, Ewart-Daveluy Award, in its short form) Information on the two individuals for whom the award is named was appended to the report.

Heather moved to accept the report of the committee as written; seconded by Gillian. Passed unanimously. Heather suggested that Christine set up and coordinate a committee, based on the venue of next year's conference, with the objective of presenting the inaugural award at next year's conference and AGM.

6. Conference and AGM

a. 2014 Conference update: Margaret de Boer (chair) complimented the team working on the conference as "amazing" and Gillian called Margaret "a rock." Stephanie Watt was thanked for her work promoting the conference. Everyone is looking forward to the program, which is particularly varied this year.

b. 2015 Conference: The location and dates of the Editors' Association of Canada for 2015 have not yet been announced. We tend to have shared conferences with EAC every other year. However, ASI has suggested we have a joint conference with them in 2016 in Chicago, and since both conferences will probably be more expensive than ours alone, it was proposed that we not join EAC next year in

order to avoid two bigger conferences in a row. Victoria is a possibility for ISC/SCI next year. We will gauge interest in Chicago at the AGM. ASI has indicated it would consider moving their conference in 2016 to a later date and possibly hold it at a university to keep costs down.

7. Updates

See Action Items.

8. New Business

a. Stephanie Watt has replaced Stéphanie Bilodeau as Eastern Canada rep. Mary will ask at the AGM if anyone is interested in filling out John's mandate for the rest of the year.

b. Mary and Jennifer have chosen Moira Calder as the recipient of the Tamarack award for her work on the *Bulletin*. The official announcement will be made at the AGM. It is hoped that we can contact her by telephone during the meeting.

9. Next Meeting

November 1, 2014 in Toronto at 12 noon, EST, specific locale to be determined.

10. Other Business

None

Adjournment on a motion from Stephanie at 2:10 p.m.