

Indexing Society of Canada
Executive Meeting, Saturday, November 1, 2014
Centre for Social Innovation, 720 Bathurst Street, Toronto

MINUTES

Participants: (in person) Margaret de Boer, Jennifer Hedges, Mary Newberry, Gillian Watts; (by phone/Skype) JoAnne Burek, Moira Calder, Heather Ebbs, Christine Jacobs (joined at 1:12), Frances Robinson (joined at 1:40), Isabel Steurer (joined at 12:57), François Trahan, Stephanie Watt
Regrets: Judy Dunlop

1. Welcome and Roll Call (secretary: Gillian Watts)

The meeting was called to order by Jennifer Hedges, Co-president, at 12:18 p.m. EST.

2. Review of Agenda

François Trahan added an item to New Business: thanks to Audrey McClellan for her service.

Moved (Heather/Mary) to approve the agenda as changed. *Carried.*

3. Review of Minutes and Action Items of Previous Meeting

a. Minutes of Wednesday, June 4, 2014

Question from Margaret about whether ASI's Best Practices have been posted. Heather answered no, but our participation has been completed.

Moved (Heather/Gillian) to accept the minutes of 4 June as written. *Carried.*

b. Action items

ii. *New job descriptions:* Heather has updated the job description for International Liaison and Jennifer and Mary have done the (co-)President's. Moira will do the *Bulletin* Editor job description as soon as possible. **Status: Moira to revise her job description. Description for (co-)President to be forwarded to François and posted on the website. Action: Moira, Mary/Jennifer, François.**

viii. *Constitution review:* Heather will revise the constitution to reflect previously recommended changes and circulate. Gillian will check to see if she has notes from the meeting recording the recommendations and forward to Heather, if available. **Status: Ongoing. Action: Constitution Review Committee (Viv, Heather, Mary, Daphne, Gillian).**

ix. *Membership fees and Find an Indexer fee:* Subsequent to approval of a membership fee increase at June's AGM, Jennifer and Mary will draft a notice for posting in mid-January (after the December renewal rush) to remind members of upcoming increase in June 2015. **Status: Notice to be drafted and posted. Action: Jennifer/Mary, François.**

4. Regional Updates and Issues

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

See email report. Mary expressed pleasure at the recent cooperative initiatives undertaken in Ontario by the Toronto and NCR groups.

b. Prairies and Northern Canada | Prairies et Nord du Canada (JoAnne Burek)

See email report.

c. British Columbia Colombie-Britannique (Isabel Steurer)

See email report. Mary added that Isabel is organizing something.

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

In addition to the Toronto/NCR-organized meeting in Ottawa, Stephanie reported that Alex Peace will be organizing a spring meeting in the Maritimes.

5. Committee Reports and Updates

a. Finances (Gillian Watts)

See budget discussion below.

b. Bulletin (Moira Calder)

Moira and Marnie Lamb will be stepping down as managing editor and production editor for the *Bulletin*. Moira stressed the importance of beginning the recruiting process immediately.

c. International (Heather Ebbs)

See email report. Heather noted that this is Maureen McGlashan's tenth year as editor of *The Indexer* and that a note of thanks from ISC/SCI would be appropriate. **Status: Co-presidents to prepare handwritten note of thanks to Maureen. Action: Jennifer/Mary, Heather.**

d. Website & Register (François Trahan)

See email report. The new awards page will require coding changes costing about \$100 to \$120. Gillian has already approved the expense. There were no objections. François is also looking for a volunteer to write a short introduction to the new page. Gillian volunteered. **Status: Introduction to be written and sent to François for posting. Action: Gillian, François.**

e. Publicity (Natalie Boon)

Natalie is no longer a member of ISC/SCI. Gillian noted that good promotional initiatives are being made by individual members. Stephanie looks after our Twitter account and promotes ISC/SCI on her LinkedIn page, which she will continue to do. **Status: Publicity position reverts to Member-at-Large. Natalie's withdrawal to be confirmed by Co-president(s). Action: Mary.**

f. Membership (Frances Robinson)

See emailed report. Membership is down slightly; as of October 29, it was 115.

Frances was asked to forward non-renewal information to Co-presidents for them to follow up on in the case of key members. **Status: Co-presidents to contact non-renewing long-term members. Action: Mary/Jennifer.**

Heather asked who the three emeritus members were. The response was Chris Blackburn, Gillian Faulkner, and Jean Wheeler. **Status: Emeritus member names to be added to future membership reports. Action: Frances.**

g. Past President | Présidente sortante

No report (position is vacant).

h. Vice-President | Vice-président

No report (position is vacant).

i. Awards committee (Christine Jacobs)

Thanks were offered to the awards team for successful completion of their task. The next step is the mechanics of announcing the award. The first deadline will be January 15, 2015; entries require an application form, a copy of the index, a PDF of the index, a PDF of the book, and an application fee.

Publicizing the award will involve a multi-pronged approach. Christine will create a message to send at the appropriate time. The following will be targeted: membership (Frances); EAC online list (Heather); Twitter/social media (Stephanie); the *Bulletin* (Moira); index-L (Stephanie); *The Indexer* (Christine); ICRIS (Heather). **Status: Ewart-Daveluy Award application procedure to be publicized and posted on website. Action: Christine, Heather, Stephanie, Moira, Frances, François.**

j. Constitution review committee (Heather Ebbs)

See second item under 3(b) above.

k. Archives committee (Jennifer Hedges)

See emailed report. The committee was on hiatus during preparation for the conference but has now resumed activities.

6. Conference and AGM

a. 2014 Conference Wrap-up

See report from Margaret de Boer, conference chair. Margaret reported that responses to the conference were very favourable. Attendees particularly liked the venue, the lack of a keynote speech, the AGM, and the use of different people to introduce each speaker. Suggestions for next year included more on the business of indexing, round table(s) with moderator(s), and interchanges between new and experienced indexers.

Margaret thanked all the helpers and especially Siusan Moffatt for her work on the evaluation survey. Jennifer noted that using Survey Monkey had worked very well. Margaret will make a PDF

of detailed responses available to the executive. **Status: Detailed survey responses to be circulated. Action: Margaret.**

Gillian suggested that when conference reporters for the *Bulletin* are recruited, their experience level be appropriate to that of the presentation, noting that there were many errors in reports submitted by enthusiastic but inexperienced attendees. **Status: Conference reporters for *Bulletin* to be matched more carefully with presentations. Action: Moira.**

Moved (Gillian/Heather) to thank Margaret and Mary for putting together such an excellent conference. **Carried.**

[Meeting adjourned for break, 1:25 – 1:45 pm.]

b. 2015 Conference

Results of the survey on location and dates were almost equally in favour of Victoria (21, including 2 US members) and Toronto (24). It was noted that EAC's conference will be in Toronto, June 12–14, 2015, and Victoria in 2016. Discussion centred around the value of changing venues from year to year, to keep things fresh; the importance to dual members of coordinating with EAC's dates; and the timing of ASI's upcoming conferences (2015: Seattle, April 30–May 1; 2016: Chicago, probably at a different time of year).

Joint EAC/ISC conferences in general were discussed. It was noted that the 2014 EAC conference in Toronto had disappointing attendance, and that it is difficult to find hosts elsewhere. It was felt that joint conferences are more useful for new or inexperienced indexers. Cost considerations for attendees are also a factor, especially for dual members.

The possibility of a joint ASI/ISC conference has been under consideration for 2016. Normally only three or four ISC/SCI members attend ASI conferences. The issue of Canadian speakers was brought up as important, especially if the focus is on business.

Local support for a Victoria conference was considered. Members there include François, Audrey McClellan, Carol Hamill, Julie McClung, Tia Leschke, and Alison Jacques. Isabel is on board but is not familiar with Victoria. The University of Victoria is a possible venue. Gillian suggested a theme of the business of indexing.

It was proposed that Victoria be the venue of the 2015 conference and Chicago (jointly with ASI) of the 2016 conference. A poll of the executive was held: There was 1 vote for Victoria only and 10 for both. There was a slight preference for the weekend of June 4–5, 2015, over May 29–30. It was agreed that the 2015 conference be held in Victoria and the 2016 conference be held jointly with ASI in Chicago, exact dates to be chosen. **Status: Dates and a chair for 2015 conference to be determined after discussion with Victoria members. Action: Mary, Jennifer, Margaret.**

c. 2016 Conference

Our degree of involvement was discussed. It was noted that ASI has expressed interest in following our less costly model. **Status: ISC/SCI involvement to be discussed with ASI (Kate Mertes?). Action: Mary, Jennifer.**

7. Budget

Suggestions were made as follows:

- Flat amounts be set for each international travel cost.
- Use profit from the conference (\$4,500) for something that will benefit all members (e.g., education-oriented special project, discounted workshop), as part of the next conference.

Status: Proposal(s) to be made for using conference profit. Action: Mary.

Status: Budget to be finalized and circulated. Action: Gillian.

8. New Business

a. Publicity

Replacement of Natalie as publicity person was discussed. The constitution specifies a member-at-large but no specific mandate (such as publicity). The issue becomes most important at conference time. Suggestions were made as to whom to invite to join the executive as member-at-large, with Victoria people being the main focus.

Status: Someone to be invited to take up position and website information to be brought up-to-date, removing publicity specification. Action: Mary, Heather, François.

b. Executive Positions to be Filled

The coming year (2015) is an election year and all executive positions will need to be filled.

Status: Nomination committee to be formed. Action: Mary, Heather.

c. Thanks to Audrey McClellan

Appreciation was expressed for Audrey's six years of service as membership secretary and her invaluable contribution to setting up the new website. Mary proposed to honour her at the conference in Victoria (Audrey's hometown) and Frances suggested a certificate of service or recognition. Gillian felt such a certificate should be established as an regular method of recognizing member service, since the Tamarack Award has limited scope.

Status: Certificate of recognition to be established. Action: Mary, Jennifer.

9. Next Meeting

Saturday, February 7, 2015 in Toronto at 12 noon, EST, specific locale to be determined.

10. Other Business

a. Frances noted that we have six new members from Mary's Ryerson class.

b. Training information on website

Heather noted that she, Audrey and Iva Cheung will be teaching a five-week course for Simon Fraser University as part of their technical communication course. François and Isabel have both taken the course and will give feedback to Heather.

Status: Information to be posted on the website. Action: Heather, François.

c. Bulletin

Moira stated that the next issue would come out in December.

Adjournment on a motion from Heather at 3:05 p.m.