

Indexing Society of Canada Executive Meeting, Saturday, 8 February 2014 DRAFT MINUTES

Participants: (in person), Gillian Watts, Mary Newberry, Margaret de Boer, (phone/Skype) Jennifer Hedges, Isabel Steurer (left 3:17), Heather Ebbs (left 3:06), Moira Calder (joined 12:46), Audrey McClellan (left 3:17), François Trahan (left 3:17), John Barkwell

Regrets: Stéphanie Bilodeau, Natalie Boon, Judy Dunlop, Vivien Cartmell

1. Welcome and Roll Call (secretary: Jennifer Hedges, backed up by Mary Newberry and Margaret de Boer)

The meeting was called to order by Mary Newberry, Co-President, at 12:26 p.m. EST.

2. Review of Agenda

A discussion of Emeritus memberships was added under 5f, Committee Reports and Updates: Membership.

A discussion arising from Stéphanie's Eastern Report was added under 8b, New Business: Training and Conference Calls.

3. Review of Minutes and Action Items of Previous Meeting

a. Minutes of Saturday, 2 November 2013

Moved (John/Gillian) to accept the minutes of 2 November as read. **Carried.**

b. Action items

i. Executive job descriptions: In an email to the executive dated February 4, Isabel reported that she had consulted with her predecessor about the job description of Regional Representatives and they are comfortable in letting it stand as is. **Status: Completed.**

ii. New job descriptions: Jennifer presented draft job descriptions for the Archives Coordinator and Listserv Administrator. **Status: To be reviewed and then posted on website. Action: Jennifer Hedges and Mary Newberry to review, François Trahan to post.**

iii. Indexing Award: No news. **Status: Carried forward. Action: co-presidents and Christine.**

iv. Best practices guidelines: No news. **Status: Carried forward. Action: Judy.**

v. Conference videos from 2012: Gillian has been unable to get together with Stéphanie to learn to use the software that will enable us to post the videos from the 2012 conference on the website. John volunteered to learn to use the software and help with this project. Gillian will follow up with Stéphanie first. Audrey wondered if MP3 files might be an alternative as the videos are largely "talking heads." **Status: Carried forward. Action: Gillian, Stéphanie, John, and François.**

vi. *Membership—directory*: The 2014 directory has been uploaded to the website. Members have the option of printing it for their personal use. Membership secretary updates the pdf periodically and sends a notice to the membership when this is done. **Status: Completed.**

vii. *Archives: Collection policy*: Jennifer presented the first draft of the collection policy. She has contacted SI and ASI to see if they have archives collection policies that could serve as models for our own. SI has responded that they are in the process of reconstituting their archives and updating their policies. Ann Kingdom, who has taken on the project, will contact Jennifer within a couple of weeks. Stéphanie has volunteered to work on some of the other documents that are part of a broader records management system for ISC during her upcoming parental leave. **Status: Ongoing. Action: Jennifer, Gillian, and Stéphanie.**

viii. *Constitution review*: Nothing to report. Heather will develop a new timeline and circulate to the committee. **Status: Ongoing. Action: C.R. Committee (Viv, Heather, Mary, and Gillian).**

ix. *Membership fees and Find an Indexer fee*: No firm decision on the amount of the increase in these fees was made at this discussion, **but see item 5a, where a partial decision was made.** The increase should be tied in to expected increases in the costs of administrative and other services to the membership. For example, an upgrade to the membership directory plugin for the website will cost around \$700 and could be part of the regular maintenance fee or could be a standalone cost. The amount should be decided on by the executive before the AGM so that members are informed of the increase well in advance of the effective date, which will be the December renewal period. **Status: Carried forward. Action: co-presidents, Audrey, and François.** [See also item 5a]

x. *LinkedIn*: Stéphanie has researched forming a LinkedIn group for ISC/SCI. She will write a Rules of Conduct, a Policy about the use of the group, and a clear setup of the configuration of the group, and submit them to the executive for the next meeting. See also New Business, 8b. **Status: Ongoing. Action: Stéphanie.**

xi. *Student membership rate*: Discussion continued on whether student members should be allowed to list in Find an Indexer. John pointed out that we do not assess regular members' indexing ability before they list. Gillian distinguished between "full-time students" (who may have indexing experience) and "student indexers" (who are usually part-time learners of indexing). Isabel felt it was good to encourage student indexers to join and perhaps the student rate should be limited to a member's first year in the Society. As there is only one student member at the moment (who has not listed in Find an Indexer), it was agreed that the discussion would be tabled unless or until a problem arises. **Status: Completed.**

xii. *Filling Viv Cartmell's role in recruiting new executive candidates*: As this is not an election year, there is no need to recruit prospective executive members. However, Audrey will be stepping down from the position of membership secretary at the end of this term. She has been talking with someone who is interested in replacing her. As it's not an election year, this person will be appointed for the remainder of the term. The position will then be filled by election at the 2015 AGM. **Status: Moot** (to be revived after 2014 AGM).

xiii. 2014 Conference—Survey Monkey: In her requests for volunteers for the conference, Margaret has asked if anyone is experienced with Survey Monkey to work on the post-conference evaluations. **Status: Ongoing. Action: Margaret.**

xiv. 2014 Conference—blurbs: Mary will continue to send blurbs promoting the conference to François to be put on the website. **Status: Ongoing. Action: Mary.**

4. Regional Updates and Issues

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

About a dozen Toronto indexers have met a couple of times since the November executive meeting. Margaret is excited about the response from members to volunteer in planning the 2014 conference, which has been the main focus of these meetings.

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

Activity has been quiet of late, but there are two new members: Brenda Belocrinicev in Athabaska and JoAnne Burek in Edmonton. Judy expressed some thoughts about indexing in InDesign, which has been a recent topic on the general listserv. For more information, see Judy's email of February 7, which is attached.

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

Isabel organized a meeting of six indexers for lunch in Victoria in late November. There have been no developments regarding the SmartIndex software she learned about in Frankfurt. For more information, see Isabel's email of February 4, which is attached.

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

As part of her attempt to reach out to indexers in the Eastern Region, Stéphanie organized a regional meeting through video conferencing with Google Hangouts. Five members participated and, despite technical setbacks, interest in online training, especially at the beginner's level is high. Stéphanie inquired whether there was a budget available for such training. For more information, see Stéphanie's email of February 8 (7:52:40), which is attached. See also New Business, 8b: Training and Conference Calls.

5. Committee Reports and Updates

a. Finances (Gillian Watts)

Gillian presented the 2013 year-end report plus the 2014 budget. She wanted to revisit the latter with regard to the projected deficit. John pointed out that if the budget were to use Margaret's estimates for the costs and revenue for the 2014 conference, even keeping the fees at the 2012 level, there would be a considerable cushion to cover the deficit. There was some discussion about the need to keep the conferences affordable (the Society runs the conferences to break even, not to make a profit). This led back to the discussion about raising the Find an Indexer fees. This time a decision was made to raise the fees, as permitted by the constitution (see <http://indexers.ca/isc-publications/constitution/>). Gillian will amend the conference figures in her budget to reflect Margaret's estimates and the increased Find-an-Indexer fee, and will circulate a revised budget by email to the executive for approval.

Audrey moved that the Find an Indexer fee be increased by \$10 starting with June renewals. François seconded. Passed unanimously.

b. *Bulletin* (Maira Calder)

The winter issue of the *Bulletin* is in production and will be out by the end of the month. Maira will consult with Marnie and work out a schedule of issues for the next year and a half. The best way of doing layout is still an issue being considered by the editorial team.

c. International (Heather Ebbs)

See written report for forthcoming international meetings and news of international members who will be attending our conference.

d. Website & Register (François Trahan)

See François's email of February 4, which is attached, as well as New Business, 8a: Website issues.

e. Publicity (Natalie Boon)

Nothing to report.

f. Membership (Audrey McClellan)

See written report in email from Audrey on February 7. There was a discussion of the new emeritus category of membership. The emeritus status was suggested by Audrey to Mary and Jennifer after two longterm members indicated they would probably not be renewing their memberships as they were no longer actively indexing. Mary and Jennifer wrote up a proposal and distributed it by email to the executive, who were in agreement with creating an emeritus membership. Issues to be resolved at this meeting included deciding on the fee, whether it was by invitation or broadcast as a category, and was it enough to be a longterm member or did they have to have been a "distinguished" member? If emeritus candidates had to be distinguished, objective standards would have to be developed. It was decided that emeritus membership should be open to any longterm, retired member at a lower fee than regular membership. For now, this was to be offered "by invitation only." [with the suggestion that, over time, a length of time constituting "longterm" to be determined.] Two levels of fee were suggested: \$20 or \$50 if the member wishes to continue receiving *The Indexer*. **Status: [tk]. Action: [tk].**

g. Past President | Présidente sortante (Viv Cartmell)

Nothing to report.

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

Nothing to report.

6. Conference and AGM

Plans for the 2014 conference are well under way. See Mary's Co-Presidents' report for the second draft of the program, which is an exciting blend of workshops and lecture-style presentations. There will be two post-conference workshops: two levels of Cindex training on the Saturday and a workshop of indexing in Adobe InDesign on Sunday.

Margaret presented costs estimates based on 60, 70, or 80 attendees. She also distributed a copy of the room contract and event quote and a network access request form. Response to her request for volunteers has been good.

Registration fees will be the same as in 2012, the last year our conference was “on its own.” Registration will go live by the end of the month. The cut-off for early bird registration was set at April 15. Details for the banquet need to be set asap. Angela Wingfield is working on this. It was decided to set the ticket price at \$50 with any shortfall absorbed by ISC/SCI.

Unless a volunteer translator comes forward, only the main information on the conference will be posted in French on the website.

7. Updates

See 3b. Action Items.

8. New Business

a. *Website issues:* Rayola wants to update the membership directory plugin, which would bring improved functionality as well as keep the site secure and up-to-date. Clint from Rayola estimates the cost of updating the plugin as around \$700. The money could come from the website maintenance budget but this does not take into account any unexpected expenses for the rest of the year. There will be a cost for adding the conference database but this could be charged to the conference budget. François needs to receive the information to be included on the registration form asap. Clint has already done a mock-up and is ready to go. There was some discussion of how to survey registrants for food allergies and billeting needs. Mary’s preference is that all information be on a single form. **Status: Ongoing. Action: François, Mary, and Margaret.**

b. *Training and conference calls:* This was brought forth from Stéphanie’s Eastern Canada report with regard to a budget for online training or videoconferencing. Mary will ask Stéphanie to research the costs and bring a proposal for online training to the next executive meeting. Another possibility is mentorship conference calls between beginning indexers and experienced indexers. **Status: Carried forward. Action: Mary and Stéphanie.**

9. Next Meeting

4 June 2014 at 1:00 p.m. in the Copper Room at Victoria College. Food will be available for participants in the room at noon. The international meeting will follow at 3:00 p.m.

10. Other Business

None

Adjournment 3:30 p.m.

[Isc-exec] Meeting, Sat, Feb 8, 20 14

Isabel Steurer
04/02/2014

Hello all,

I will call in to the meeting again, that worked very well last time. (Cost me about \$10 as well.)

Executive report:

Despite my best efforts I was unable to round up more than a couple of people for a Vancouver meeting, so we went ahead with just one meeting in Victoria. Six people came out for an informal lunch in late November. None of those in attendance had been to the Halifax conference, so it had been quite some time since we had all seen each other. It was great to have a chance to catch up, vent a little, and discuss the latest trends. We parted with the intention to do this again in the spring, possibly at a different locale.

There are no new developments regarding the SmartIndex software I learned about in Frankfurt. Their registered domain is still inactive, but Jochen Fassbender reports that, as of Christmas time, they are still keen on collaborating with the DNI on furthering the project. I will continue to keep an eye on this. (The March issue of 'The Indexer' will feature a description of the software by Jochen.)

Regarding the job description for the Regional Representative, it was difficult for me to assess, as I was brand new to the executive at the time. I checked with my predecessor, and together we are comfortable to let it stand as is. I'm interested to hear how my co-regional-reps feel about it.

Talk to you all on Saturday,

Isabel

Re: [Isc-exec] Website agenda item: Meeting, Sat, Feb 8, 2014
François Trahan
04/02/2014

Hi everyone,

I have a few website items to discuss Saturday. Some are minor but one is a bit more involved, so please read the following email from Rayola. If you have questions I can explain on Saturday. I am talking with Clint on Friday, so I will further details at the meeting.

<start>

I just wanted to bring up the idea of updating the membership directory plugin... that's the only plugin we are unable to update because it breaks the site. Updating the plugin would bring us some improved functionality as well as keep the site secure and up-to-date. At some point the outdated plugin could cause a major problem so I'd rather be proactive and deal with it sooner than later.

Perhaps this could be done under the annual maintenance budget. We're estimating around \$700 to do the work.

It would involve creating a testing version of the site (we don't want to operate on the live site) and possibly changing some of the structure of the membership directory database tables (in the back end, nothing would look different from the user's end).

We could do this work in February. Let us know how this sounds to you.

<end>

Re: [Isc-exec] Membership report

Audrey McClellan

07/02/2014

ISC/SCI Membership Report, February 2014

Audrey McClellan, Membership Secretary

As of February 6, 2014, we have 113 members. Seven new members have joined since October. Seven members did not renew their membership when it expired at the end of December. One is no longer working in the field and one may join again next year, but the others gave no indication of why they were leaving.

The geographical breakdown of the membership is as follows:

Within Canada

British Columbia	31
Alberta	7
Saskatchewan	2
Ontario	46
Quebec	12
New Brunswick	1
Nova Scotia	4
Prince Edward Island	2
Newfoundland & Labrador	1

Outside Canada

United States	5
Italy	1

Latvia 1

Membership Types

Individual 105

Student 1

Institutional 7

Institutional members are distributed as follows:

British Columbia 1

Alberta 1

Ontario 3

Quebec 1

United States 1

The following members have joined since the last report:

Vanessa Bucceri of Surrey, BC ymbucceri@gmail.com

JoAnne Burek of Edmonton, AB joanne.burek@shaw.ca

Laurie Forsyth of Charlottetown, PE laurieforsyth@gmail.com

Alison Jacques of Summerland, BC alisonjacq@gmail.com

Glenna Jenkins of Lunenburg, NS glennamjenkins@editors.ca

Alexandra Peace of Canning, NS TheAlexandraPeace@gmail.com

Edmund Swylan of Latvia es@generalmail.com

[Isc-exec] Report from Prairies and Northern Canada
Judy Dunlop
07/02/2014

Hi everyone,

This is a short report intended for the ISC Exec, not for publication.

Activity has been quiet, as usual. We have two new members, Brenda Belocrinicev in Athabasca and JoAnne Burek in Edmonton. I contacted both. Brenda is working as an editor for Athabasca U, and she intends to leave and become a freelance editor and indexer. She and I spoke at length about indexing a few years ago, and she is keen to work more as an indexer. I had coffee with JoAnne, who introduced herself on IndexStudents listserv several days ago. See below for a copy of her message. Like Brenda, she has many talents, and I am pleased to see more local interest in indexing.

Get Publishing, the conference held last April in Edmonton, will be held in 2015, so I expect this year to be quiet in that area.

On a personal note, I plan to attend the ISC conference in June, as well as the ASI conference in Charleston. About InDesign, I noted the recent posts. I am about to start my first InDesign project, and after I know more about what I am doing, I will write to encourage others to try it. There are video training resources on Lynda.com that are helping me understand the big picture of how e-books are created and how indexing features work in InDesign (and how InDesign itself works, oh my). These resources include transcripts of the videos and downloadable practice files that can be used with a InDesign Creative Cloud subscription. I think there is a free trial period for anyone wanting to explore. A monthly subscription including the practice files runs about \$40. Again, I will post a longish note on the ISC listserv when I feel more confident about what I am doing. (Moira, perhaps I can also write an article for the next issue of the newsletter.)

Because of a very tight deadline, I am unable to make the meeting tomorrow and I am sorry about that. I always enjoy the meetings. And congratulations again to our fabulous conference committee. Your enthusiasm and competence are inspiring!

Judy

JoAnne's post on IndexStudents:

Hello everyone,

I'm JoAnne Burek and I have just started the Berkeley Indexing course.

For the last 20 years I have been working for a major computer firm as a pricer for custom services contracts. The job entails financial modelling with some proposal writing and presentation building. Now I am ready for a change. My plan is to establish indexing skills and experience so that in four years I can "retire" and have a thriving indexing business.

I first came upon indexing as a formal practice in the 1990's. I was wanting to index my growing collection of Martha Stewart Living magazines, and wondered if there was a book that tells you how to go about it. At the local university library, I discovered Nancy Mulvany's book, the first edition, and ordered my own copy. I read it all, but did not do much with it. It stayed in the back of my mind as something to pursue.

Before committing the investment in indexing as my next career, I checked out the ASI, Canadian, and British websites, repeatedly, looking for any reason why I should not do this. Then I joined the Canadian society to start making connections. I sat down with an experienced indexer over coffee, to discuss what the business is really like, and I received a lot of encouragement.

In the Berkeley course, I am looking forward to learning techniques and tips so that I can work effectively and produce high-quality work. I feel the feedback will be a critical part of the learning.

One thing I am uncertain about is discovering where I have "deep" knowledge, i.e. an area where I might specialize. That is, I assume it is beneficial to specialize in a area when I advertise my services for indexing. My technical background is Computer Science and I have an MBA. I have strong interests in cooking, gardening, and other "domestic arts", as well as art, architecture, history, languages, and travel. Sounds rather general, doesn't it? Hoping that as I get into the course, I will worry less about this.

[Isc-exec] East Report

Stephanie Bilodeau

08/02/2014

December 14th 2013 at 10 :00am Eastern time we had a regional meeting for the ISC East section.

I coordinated the meeting through video conference with Google Hangouts. I heard great things about it but it turned out that for those with bad to slow internet connection, it didn't work well. We had to run the meeting in a chat room, finally. All guest attendees were very open about the try out of the technology and were patient and comprehensive. 5 people, from the maritimes, Québec and Ontario attended the meeting and they were mostly indexers at the beginner level. Questions were asked about how to get better and become a professional indexer. Those more experienced answered those questions. Available resources of the ISC website were mentioned, as it's annual conference also. It was mentioned that they would appreciate a whole day of beginner's training, instead of just one seminar or workshop. I said that I would do some research and see if I could organize such a full day of 101 training. I would probably combine it with some intermediate level to get more attendance. And it is required to be delivered by videoconference so everyone from all regions can assist without the need of traveling.

This brings me to a question: How much budget can I count on to organize such an event? And it brings me to another question: could we have an account with a videoconference system, such as webex? This would certainly help out for the organization of our meetings that we have to conduct by distance. And I will certainly need a good videoconference system for the training I would have delivered for the group.

Stéphanie Bilodeau, ISC Rep for East Region