

**ISC/SCI Executive Meeting
Saturday February 7, 2014, 12:00 noon (EST)
Centre for Social Innovation,
215 Spadina, Suite 160,
Harvest Room
Toronto, Ontario**

DRAFT MINUTES

Participants: (in person) Margaret de Boer, Mary Newberry, Frances Robinson, Gillian Watts; (phone/Skype) JoAnne Burek, Moira Calder, Judy Dunlop, Heather Ebbs, Jennifer Hedges, François Trahan, Isabel Steurer, Stephanie Watt (joined to report and left in the first hour).

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

The meeting was called to order by Mary Newberry, Co-president, at 12:30 EST.

2. Review of Agenda

Item added under **New Business, 8d:** PubPro 2015 (Jennifer). *Moved* (Heather/Gillian) to approve the agenda as amended.

3. Review of Minutes and Action Items of Previous Meeting

a. Minutes of Saturday, November 1, 2014

Moved (Heather/Margaret) to accept the minutes of 1 November as written. Frances corrected item **5f**. Vivien Cartmell is not an emeritus member; the third emeritus member is Jean Wheeler. *Moved* (Heather/Gillian) to accept the minutes of 1 November as corrected.

b. Action items

Stephanie Watt, who was having difficulty connecting remotely, gave a brief report, then left the meeting. Her comments are shown in **4d Regional Updates and Issues: Eastern Canada**.

5e. *Publicity:* Natalie Boon has rejoined the Society but Mary has been unable to contact her to discuss the publicity position. Siusan Moffatt and Andrea Hatley will handle publicity for the 2015 conference. They will also use our LinkedIn page and other social media to promote the Society. Stephanie Watt will advise them. **Status: Ongoing for one year. Action: Siusan, Andrea.**

5f. *Membership:* Frances has forwarded a list of non-renewing long-term members. She will draft two versions of a note thanking them for their contributions over the years; one version will be for those who have responded to her notice that their membership is due for renewal (to say they have retired/are no longer indexing/etc.); the other version will be for those who have not responded and will serve as a "last chance to renew" letter. **Status: Ongoing as required. Action: Frances.**

6b. *2015 Conference:* The dates and venue have been set for the conference. No one is available to take on the role of chair so Mary and Margaret have stepped in to overview the planning process. **Status: Ongoing until end of conference. Action: Mary, Margaret.**

6c. *2016 Conference:* Discussions on a joint conference are continuing. **Status: Ongoing. Action: Jennifer, Mary, Heather and other executive members as required.**

7. *Budget:* See **5a Committee Reports and Updates: Finances** for more information on proposals for using profits from the 2014 conference, and action arising.

8b. *New Business: Executive Positions:* Mary and Heather are recruiting members interested in serving on the executive for 2015–2017. **Status: Ongoing until AGM. Action: Mary, Heather.**

8c. *New Business: Audrey McClellan/Certificate of Recognition:* Jennifer will investigate Word templates that would be suitable. Heather suggested using colour as appropriate and calligraphy. The certificate will be printed as needed (to be presented at the AGM) on good quality paper and presented in an envelope between thin sheets of cardboard. **Status: Finalize and circulate wording and a design; identify someone with calligraphy skills; identify recipients for 2015. Action: Jennifer; Mary, Margaret; all executive.**

10b. *Other Business: Training Information:* Heather has submitted information to François who has posted it to the website. **Status: Joanne will draft a note for the website to alert members to the possibility of online training through public libraries. Action: Joanne.**

4. Regional Updates and Issues

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

See email report.

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

See email report.

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

The focus of members is on planning the upcoming conference in Victoria.

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

Due to her pregnancy, Stephanie is stepping down from her position. She has approached three candidates but so far has been unable to find a replacement. Clive Pyne will chair the next two meetings. **Status: A replacement for Stephanie will be identified. Action: Stephanie, Mary.**

5. Committee Reports and Updates

a. Finances (Gillian Watts)

Gillian noted that the figure for interest income in 2014 Actuals should be \$190. Margaret asked about the budget for regional expenses such as the rental of meeting space. Gillian confirmed that there is money available. **Moved** (Heather, Margaret) that the budget be accepted as amended. Passed unanimously.

A discussion followed on proposals for spending the surplus from the 2013 conference. An email discussion took place earlier. There was considerable interest in funding a workshop in InDesign at subsidized rates, either at the 2015 conference or in two separate locations convenient to as many members as possible. François expressed some reservations, and during the meeting itself, Judy reported that although she has learned to do indexes with InDesign there is not that much demand yet from publishers. She suggested we focus on “upping our game,” doing a better job at what we are already doing. Heather suggested purchasing bulk copies of the Newcomers Selection put together by the Society of Indexers and sending them to new members. Judy recommended buying and distributing an ASI ebook on indexing for editors and publishers to educate those who might be considering linked indexes. Other members agreed with the need to promote our skills and educate our clients; suggestions included developing our own resources, hiring a professional who offers a specific skill, spending money of technology to enable us to offer Webinars, subsidizing the exchange rate for members planning to attend the joint conference in Chicago in 2016, practical parallel sessions at the conference (one for newbies, one for experienced indexers). **Moved** (Judy, Heather) to form an ad hoc committee to develop ideas with the goal of promoting the society and supporting our members. Approved. Judy will chair and find new members. She immediately recruited Joanne.

b. Bulletin (Moirra Calder)

See email report. Moira reminded the executive that she and Marnie are both stepping down from their duties with the *Bulletin* following the conference. She recommends that the work of modernizing the design and layout should be assigned to a separate person, not the managing editor or production editor. **Status: Recruiting committee will mention these suggestions to prospective editors. Action: Mary, Heather.**

c. International (Heather Ebbs)

See attached report. Heather will attend the SI conference in September in Leeds, UK. The triennial ICRIS conference will take place at the same location and time. Judy will be attending the ASI conference in Seattle. Heather proposed that she be our official representative, and will notify ASI. However, Judy notified Jennifer and Mary on the following Wednesday that due to her husband’s stroke she is cancelling travel plans for the time being and will not be going to Seattle. **Status: Survey the membership to see if anyone else plans to attend the ASI conference and identify an official representative. Action: Heather, Mary.**

d. Website & Register: (François Trahan)

See email report.

e. Publicity

See **3b. Action Items: 5e: Publicity.**

f. Membership (Frances Robinson)

See attached report. Frances has changed the formatting to better match the membership categories.

g. Past President | Présidente sortante (none)

h. Vice-President | Vice-président (Judy Dunlop) Nothing to report.

i. Awards committee (Christine Jacobs)

See attached. Christine was unable to attend the meeting. Her report was sent to and read by Jennifer.

j. Constitution committee (Heather Ebbs)

Heather had started to redraft the constitution a couple of years ago. There are three main issues: revising the executive structure; reviewing the roles of the president and president-elect; and creating revolving terms to avoid the possibility of a completely new executive every two years.

Status: To introduce the report at this year's AGM and present it for discussion at the 2016 AGM. Action: Constitution Committee.

k. Archives committee (Jennifer Hedges)

See email report.

6. Conference and AGM

a. 2015 Conference:

Venue: Victoria, BC, at the Harbour Towers Hotel

Conference Chair: No one came forward to take on this role so Mary and Margaret are doing much of the work involved in providing overview to the planning.

Theme: François reported that the theme is "Business and Ethics" but we need a snappy title.

Status: Solicit suggestions from the executive. Action: François. The program is almost full. Sylvia Coates will be the keynote speaker. Alan Walker and Lucie Haskins are among the international presenters.

Rates: François asked when early bird rates would be in place, and how does this compare to last year? Both the early bird and regular rates have yet to be determined. **Status: The conference chairs and executive will set the two rates by the end of February and François will put them on the website. Action: Mary, Margaret, François.** He confirmed that EAC members would be eligible for the member rate, and asked if this would be extended to PEAVI, the Professional Editors Association of Vancouver Island. It was agreed that it would be.

Other: Margaret sent out a call for volunteers, which has received excellent response. Still needed are a program designer, photographer, and someone to take on some minor local tasks.

b. 2016 Conference:

See attached email from the co-president. During discussion, the question was asked if there was a backup plan in place. Heather replied that we will probably know before the AGM whether the

joint conference will go ahead. If not, possible venues for the following year's conference will be suggested at the AGM, and will be determined shortly afterwards.

7. Updates (see action items)

8. New Business

a. ISC/SCI logo (François)

A member inquired about the availability of a downloadable logo for use in indicating affiliation with the society in promotional materials, résumés, etc. **Status: To identify an appropriate logo (i.e., the original black-and-white thinking i or the revised Rayola coloured version, now used on the website, and also the magpie pin design) to post in the members area of the website and set guidelines for its use. Action: Judy, François.**

b. Membership Fees Increase

Frances has sent out a broadcast to all members of the upcoming fee increase. **Status: The increased membership fees will be posted on the website. Action: François.**

c. Eastern Canada Representative

See 4. Regional Updates and Issues: d. Eastern Canada.

d. PubPro 2015

Iva Cheung wrote to ask if the society was interested in being a sponsor for PubPro 2015. **Moved** (Mary/Isabel) that we sponsor the unconference at \$150. **Status: Notify Iva of sponsorship. Action: Jennifer/Mary.**

Mary will ask Siusan and Andrea to publicize the sponsorship. Judy proposed we circulate a memo to the membership to see if anyone is willing to pitch and present a session at PubPro, to “share what they know” on index-related topics. **Status: PubPro to be publicized within the membership; members will be encouraged to participate in the event. Action: Mary, Judy.**

e. Fiscal Year

Gillian proposed that we change our fiscal year-end to 31 March. This way, all membership applications and renewals would be in the same fiscal year. Also, executive members who begin their term in late May/early June will not be dealing with a budget that is half-spent or committed. **Moved** (Gillian/Margaret) that the society's fiscal year be changed from 31 December to 31 March, starting in 2015. Passed unanimously.

Following the meeting there was a lengthy email discussion further clarifying the change of fiscal year. See Gillian's response (attached).

Gillian is recommending that we split the responsibilities of the bookkeeper and treasurer. **Status: To make a decision on this before the installation of the next executive. Action: Gillian, and Mary, Heather (as part of the recruitment process).**

It was suggested that the society's financial records should be audited (or reviewed) on a regular basis. **Status: Look into how best to do this (a member not otherwise involved in finances or a third party, any costs, etc.). Action: Mary and Gillian.**

9. Next Meeting

Wednesday, May 27, 1:00 PST at the Harbour Towers Hotel.

10. Other Business

Adjournment

Moved (Gillian/Heather) that the meeting be adjourned at 14:57.

REPORTS

4. Regional Updates and Issues

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

Hello everyone,

Since November, we've had successful meetings, excluding December. On average a dozen members come out each month. We've discussed subheadings and at one meeting we all participated in a member's peer review. We're very fortunate to have Mary here in Toronto as she arranges our meeting room bookings. Thank you Mary!

Our next meeting is scheduled for February 21. One of our members will be presenting his index for discussion. All in all, these meetings are encouraging and positive experiences.

Stephanie Watt and I organized two meetings in Ottawa this past fall. Stephanie took the lead on this by booking a library room and promoting it to the local membership. Thank you Stephanie! The same library location is booked for February and April with Ottawa members leading these meetings. If I recall correctly, eight members on average, attended the fall meetings.

What will happen in the future is unknown. The library location is good and the past meetings well received. Would be nice to have 2-3 meetings a year held in Ottawa. Good to connect. I enjoyed my time there.

I also recruited volunteers for the conference. Response was swift - majority of the tasks are filled now! I can step away from this now as the BC group has things well in hand.

Margaret de Boer
Central Canada rep. ISC/SCI

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

On November 8, 2014, four of the members met in Edmonton over coffee, for an informal discussion on the embedded indexing course from Berkeley and the business of indexing in general. Since the majority of members in the region are in Edmonton, we will do this here again and try Skype for the others who can join.

Earlier this month, I emailed the members in the Region about an option for accessing online training in computer applications. I learned that the Edmonton Public Library now offers to cardholders free access to online courses at Lynda.com (including Adobe InDesign and Microsoft Office). Further searching revealed that the public libraries of Calgary and Regina offer free access to Gale Courses (also including InDesign and Office, but not as comprehensive). I think it is worth mentioning to

all our members who are looking for education to see what their local library offers for online courses.

JoAnne Burek
February 5, 2015

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

The focus of members is on planning the upcoming conference in Victoria.

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

Good morning,

Margaret and I organized a meeting in Ottawa on November 15. Five or six indexers participated. Thanks to Margaret for always suggesting great topics! The next meetings are scheduled for February 21 and April 11. Clive Pyne has volunteered to chair the meetings and to pay for the meeting rooms. Can a non-executive member be reimbursed for expenses?

I'll no longer be volunteering with the society. I'm expecting a baby in early April, and I want to slow down before Baby arrives. I've approached three Ottawa members about taking on the position; two have declined, one has yet to reply. I'd also like to pass on the Twitter account to another member. Andrea Hatley and Siusan Moffat will promote the conference on social media; perhaps one of them will want to tweet beyond the conference.

I just want to say that I've loved being part of this society.

See you on Saturday,
Stephanie

5. Committee Reports and Updates

a. Finances (Gillian Watts)

ISC / SCI 2015 Budget

Expenses					
Membership (incl <i>Directory</i>)	500	257	50	0	50
Conference expenses	10,000	13,947	11,000	11,273	12,000
Executive expenses					
Meeting costs & telephone	300	190	300	1,229	500
Executive travel	1,500	406	1,500	80	1,000
International liaison travel	1,500	1,500	2,000	0	2,000
<i>Bulletin</i>	500	499	750	314	350
<i>Indexer</i>	5,500	5,384	5,500	5,894	6,000
Website and listservs	2,000	3,649	3,000	3,093	3,000
Operating expenses					
Office supplies	50	11	50	0	50
Postage & delivery	350	375	500	16	50
Bank charges	100	182	200	34	150
PayPal fees		373	600	626	750
Regional groups	400	50	400	25	400
Volunteers, honours & awards	200		200	0	500
Outside services	500		500	0	300
Translation	1,000	523	750	703	1,000
Promotion		395	500	350	250
Miscellaneous expenses	500		500	0	50
Total expenses	25,260	27,741	28,300	23,637	28,400

b. *Bulletin* (Moira Calder)

I don't have much to report. The April Bulletin is underway. I have asked Marnie to write a guest editorial.

Other than that, thinking in terms of the transition as Marnie and I plan to step down. After the April issue Marnie, I, or both of us will make sure reporters are lined up for the conference. This will take care of the bulk of the August issue. Even if someone steps forward on the editorship, it would be awkward for him or her to act as editor because there is always the chance - slim, I admit - of a nomination from the floor.

Thank you all,
Moira Calder

c. International: (Heather Ebbs)

**ISC/SCI
International Liaison Report to Executive
February 2015**

Forthcoming international meetings:

SI: 5–7 September, Derwent College, University of York, Leeds: 1st Joint Conference and AGMs with the Society of Indexers and Proofreaders. This is also the ICRIS (International Committee of Representatives of Indexing Societies) Triennial, where we review the International Agreement of Sister Societies.

ASI: 29 April – 1 May, Seattle, Washington. Theme: The Indexers' Café

ANZSI: 6-9 May 2015, Canberra, Australia. Theme: Write, Edit, Index. This is a joint conference with the Institute of Professional Editors.

ASAIB: 21 May. Pretoria.

Attendees for ISC/SCI conference this May in Victoria:

- ANZSI: Alan Walker (unofficially at this point, as Glenda had already put out the call to others, but almost certainly Alan)
- ASI: not Pilar, but someone
- SI and The Indexer: Maureen MacGlashan
- no other indexing society reps anticipated

d. Website & Register: (François Trahan)

Website administrator report – February 2015

Conference: I've started to fill in the conference 2015 info. We now have two sections: accommodation and transportation. I think a Tourism section should be arriving soon. I'm hoping the program will be finalized in mid-February and the registration would start soon after. I should be able to deal with the registration process since we have last year's database to build on. I'll need Rayola to link this to the PayPal page. As I add the conference 2015 info, I slowly remove some of the previous conference, but I'll leave the program and sessions, so we can build a bit of history.

Backups: To solve the file size limit with Webnames (see previous report), I decided to delete

our second full backup. That was the simplest thing to do. We're now within the 2GB allowed.

Membership fees increase: On June 1 (just before Frances sends June renewal notices) we'll have to change the amounts for registration and renewals. We can do this ourselves.

François Trahan
4 February 2015

e. Publicity (Natalie Boon)

No report.

f. Membership (Frances Robinson)

See attached PDF.

g. Past President | Présidente sortante (none)

h. Vice-President | Vice-président (Judy Dunlop)

Nothing to report.

i. Awards committee (Christine Jacobs)

ISC/SCI Ewart-Daveluy Award 2015

Interim Report: Feb. 5, 2015

In the fall the award was publicized on the website and on the indexing listservs. All members received an e-mail introducing the award and it was announced in the winter 2014/15 issue of the Bulletin.

We received 3 submissions postmarked by January 15, 2015. I had hoped for more, but this is enough for us to get off to a good start (and probably better that we are not overwhelmed as we develop a methodology for evaluation so that we can applying the criteria consistently).

I am in the midst of creating the assessment rubric which we will use to evaluate the indexes. It is understood that this is a first run-through, so we will probably find areas where we need to adjust the rubric to ensure that the emphases on various aspects are consistent and provide a clear reflection of the quality of the indexes – I am leaving time for this.

I hope that we can wrap up the judging by the end of March at the latest. Luckily 2 of the 3 submissions included full pdfs of the book, so we only have to shunt one print book between us. There remains to be done:

- Design of a suitable certificate so it is ready when the time comes (Do we have someone who does this kind of thing? I am willing if we do not have a specialist.

- Drafting of a letter to go with it.
- Decisions about
 - a. where in the conference agenda the award will be presented (this may have been settled by now)
 - b. how/where we will publicize the winner.

Heather Ebbs, Ruth Pincoe and I plan to be in Victoria. If the winner cannot be there, it would be nice if we could have a bit of a ceremony anyway; maybe present it by Skype or other media.

It would probably also be a good idea if we could nominate/arm twist/whatever the next panel while at the conference.

Submitted by: Christine Jacobs

For the Adjudicating Panel (Christine Jacobs, Heather Ebbs, Ruth Pincoe)

j. Constitution committee (Heather Ebbs)

k. Archives committee (Jennifer Hedges)

Archives Committee Report

Gillian, Stéphanie, and I are working on the second draft of the Collections Policy. We had been hoping to compare notes with the Society of Indexers in the UK but their archives project is still on hold. Stéphanie is planning to meet with Peter Greig in the spring to take a look at his collection of archival material.

Jennifer
Archives Coordinator

8e. New Business: Fiscal Year

[email from Treasurer, post-meeting]

Hi, all

I have been monitoring the conversation about financial matters but I needed to take some time to formulate a response.

To answer Moira's original concerns about "two sets of books," that was just my breezy way of saying that I'd like to do a mini-report on revenues and expenditures for January to March 2015 to accompany the full report for January 2014 to March 2015, to make it easier to compare 12-month figures if anyone should want to do that.

Choosing a new year-end date was tricky because of the issue of conference finances, as Moira

correctly points out. My rationale for choosing March 31 was as follows:

Membership income for December people always ends up spilling into the new year (even as late as March). Cheques are written in December and not banked until January, for example. I have been reluctant to use accrual reporting for membership and Find an Indexer fees because these are not accounts receivable in the usual sense of the word — i.e., people may or may not choose to renew. And reporting this income on a cash basis means that significant apparent variability in membership income can occur when it is split over two fiscal years. So one big reason was to consolidate the year's income more meaningfully.

Some conference expenses are indeed incurred before the end of March, which is one of the reasons I also do a separate mini-report on the conference. My other big reason for changing the year-end was that executive changeovers occur in June — halfway through the calendar year. This leaves the executive (and especially the treasurer) to deal with a budget that was set by a different group of people more than half a year before, with a significant chunk of expenditures already incurred. A March 31 year-end allows the year-end report to be compiled and presented to the executive and at the AGM in a much more timely fashion and leaves more room for incoming executives to implement any desired changes in the agenda.

Financial accountability:

I welcome this new interest in our finances. One of the reasons I've been what feels like treasurer-for-life is that no one else was willing to take on the task (except Merridy, bless her heart). I would love to see someone else involved in reviewing the details. This is one of the reasons I've suggested splitting the bookkeeping and treasurer functions.

A little history: When I became treasurer in 2007, there was virtually no documentation of the society's finances beyond a few pieces of paper (the former treasurer had lost everything in a computer crash). Since I had been bookkeeper for my husband's business for years, I took it upon myself to set up formal accounting procedures and a computerized bookkeeping system. I had to change my software when I switched from PC to Mac, which led to problems when Merridy took on the job in 2011, as she used a PC. The program she bought was not very user-friendly, and though we worked together for most of her term, there was a long learning curve that led to some rather confused record-keeping. Fortunately, she got us set up on PayPal, which has an excellent reporting system and has relieved us of massive amounts of time and inconvenience.

When I took on the job again, I simply couldn't face trying to put everything back in order using my software. Result: hard-copy files and Excel spreadsheets to keep track of things. Changing the fiscal year seems to create a good opportunity to start afresh and go back to using the software, basically beginning a new set of books. I'm willing to take this on, but I need a break from executive duties (it's been 8 years, after all), so this is a good time to split the bookkeeping away from the treasurer's responsibilities.

Proposed new division of labour:

Removing the bookkeeping responsibility from the treasurer's job description should make the position more attractive to people interested in joining the executive. The treasurer would be responsible for reviewing monthly reports from the bookkeeper, setting the budget, reporting to the membership on financial affairs, and, of course, making financial recommendations and decisions (such as whether to invest in GICs).

The bookkeeper would be responsible for banking, paying the bills, issuing receipts, and providing monthly reports to the treasurer. An additional responsibility would be to prepare a year-end revenue and expenditure report and balance sheet for the treasurer to use in year-end reporting, as well as to provide financial information when required by members of the executive.

I hope I haven't left out anything important (there's been a jackhammer at work all day right beside my house, so my brain feels a bit concussed). All questions and comments will be important contributions to this discussion.

Thanks in advance,
Gillian