ISC/SCI Executive Meeting
Saturday, February 6, 2016, 12:00 PM (EST)
Centre for Social Innovation
720 Bathurst Street
Toronto, Ontario

MINUTES

Participants: (in person): Margaret de Boer, Siusan Moffat, Mary Newberry, Frances Robinson; (via Skype): JoAnne Burek, Heather Ebbs, Elena Gwynne, Andrea Hatley, Jennifer Hedges, Sergey Lobachev, Alexandra Peace, François Trahan, Stephen Ullstrom
Regrets: John Barkwell (unable to connect via Skype)

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

[Note: Siusan took the minutes from the start of the meeting until the end of the Action Items.]

The meeting was called to order by Margaret de Boer at 12:25 EST.

2. Review of Agenda

Additional items:
8a. Certificate of Recognition (Jennifer)

3. Review of Minutes and Action Items of Previous Meeting

a. Minutes of Saturday, October 17, 2015

Andrea made a motion to accept the minutes as amended and distributed, and with an additional amendment under **5b,** *Bulletin* to indicate that there have been no advertisers since 2005. Seconded by Mary. Minutes accepted as amended.

b. Action items

Finance–surplus funds: This discussion focused on the draft motion that JoAnne had distributed to the listserv in late January. Based on feedback, JoAnne had prepared a revised motion for discussion at this meeting, which was further revised during the meeting. The final version is attached. The date range for new members will be January 1, 2014 to December 31, 2015. Members who joined during this time frame will be in one pool and members who joined before January 1, 2014 will be in a second pool. Two winners will be selected from each pool. Each winner will receive $1000 CAD. Executive members (other than the senior co-president and the past president) may apply but only one member of the executive can receive a scholarship. Executive members who joined in the new member time period cannot apply in the new member category. Jennifer and Margaret will draft an announcement of the subsidies for Frances to send to all members.
Bulletin–hard copies: Mary has not yet contacted the three individuals who receive a hard copy of the *Bulletin*.
Bulletin–advertising: Andrea will follow up with past advertisers.

Bulletin–InDesign: Previously discussed and acquired during price special.

Bulletin–ePUB format: Andrea and Jennifer will survey members about the ePUB versions of the *Bulletin* when the kinks have been worked out.

Bulletin–Find an Indexer and *Membership Directory:* Andrea has not had a chance to contact indexers about possible profiles in the *Bulletin*. Some members have discovered that the

Membership Directory page is not available and refers the user back to the website home page. Stephen will look into this.

The Indexer–subscriptions: Not done.

Website and *Find an Indexer:* Margaret passed along Christine Albert's information to Mary as a possible conference volunteer. Christine's background is in marketing. The landing tab has been changed to subject area. Further details are in Stephen's report under 5d. David at Rayola thinks our SEO is quite good, but Stephen will do some investigation on his own to see if improvements can be made.

Membership: When the list of non-renewals is complete, Frances and Jennifer will follow up with those who have been active in the Society during their membership period, to thank them for their contributions.

Logo: These are now on the website. The usage information needs to be edited to a smaller version but the longer version will be posted in the meanwhile.

Awards Committee: Heather sent out reminders to members to submit indexes for the Ewart-Daveluy award. Sufficient numbers were received and the Committee is now going through the entries.

Constitution Committee: Heather reports that the Committee has been working well and providing good feedback. Their report was divided into four sections. Part 1 was titled Structure: The Committee recommends restructuring the constitution. The question was put to the executive as to whether we can restructure. The consensus was yes. Part 2, Vision and Mission Statement: The current Article II covers our purposes and objectives, which could be reworded as the mission statement. The Committee wants to add the objective of professional development for indexers. The executive agreed with this addition. During the committee's deliberations, a suggestion was raised that ISC/SCI develop a vision statement. The committee felt that this might be going outside their mandate, so it was brought back to the executive. The executive agreed that this was a worthwhile idea but was not a part of the committee's mandate. (Note: After discussion, the executive agreed that a vision statement should be developed by the executive as a whole; possibilities could be brainstormed through email and a selection of possible vision statements could be forwarded to the general membership for voting.) Part 3 of the committee's report dealt with executive members. Currently, three individuals are filling two executive positions (president and vice president); the constitutional wording will be revised such that only two individuals will be at the "top" of the executive, either as co-presidents or as president and vice-president. Further, there was disagreement in the constitutional committee about the terminology of "executive committee", which currently covers all of us; the alternative would be to have executive officers (presidents, past president, treasurer) with the rest of us being board members (and the whole would then be the board of directors). At the current executive meeting, it was agreed that this discussion should go back to the committee to resolve. Part 4 summarized the committee's deliberations on elections and terms of office; ultimately the committee agreed to retain the current system.

Archives Committee: No report.

Ad-Hoc Committee on ISC/SCI Initiatives: JoAnne has no further update on webinars.

2016 Conference: See François's report under 6.

Publicity: John sent in a report (attached) but was unable to connect with the group during the meeting.

Conference photos: This was held over until after the break in the meeting in the hope that John would be available. Action to be held over until next meeting.

[Note: From this point on, the minutes were written by Jennifer Hedges.]

4. Regional Updates and Issues

a. Central Canada | Centre du Canada (Siusan Moffat)
Report attached. Nothing more to add.

b. Prairies and Northern Canada | Prairies et Nord du Canada (JoAnne Burek)
Report attached. Nothing more to add.

c. British Columbia | Colombie-Britannique (Elena Gwynne)
Report attached. Nothing more to add but she is still trying to find out more about the publisher's / self-publisher's conference being held in Nanaimo in March.

d. Eastern Canada | Est du Canada (Alexandra Peace)
Report attached. Alex is starting to contact people about meeting up in April. People have contacted her about work or about being an indexer.

5. Committee Reports and Updates

a. Finances (Sergey Lobachev)
Report attached. Sergey asked everyone to review their numbers. Margaret questioned the date at the bottom of page 1. It should be Mar 31, 2016, not 2015. Mary clarified all arrangements for the conference are being made by ASI; the expectation is the conference will be revenue-neutral. They will give us an accounting, but have been keeping Mary and François up to date. The numbers for the conference in Sergey's report are placeholder numbers. Alex asked about money for regional reps. Andrea mentioned advertisers for the *Bulletin* as possible income, InDesign as a possible expense. Sergey would like to discuss any other ways to increase revenue. Margaret asked if there is a policy when there is a conference surplus. Should we be reconsidering fees for our conference? We will need to look at it more closely. Can we roll it into next year's budget or apply to initiatives such as subsidies, webinars? Could we form a group to develop policy? Margaret, Andrea, Alex, and JoAnne will flesh out a policy. They will report ideas at the next meeting. (unlikely to be a surplus this year!) Sergey will be sending an updated budget March 31st.

b. *Bulletin* (Andrea Hatley)
Report attached. The executive is fine with Andrea's proposed change in the production schedule. Alex thanked Andrea for her work. Andrea needs a proofreader for the ePUB version. There doesn't seem to be a way of knowing if people are downloading. JoAnne volunteered to try an older e-reader. Mary will experiment using her BlackBerry. Alex will try her iPad. It was decided to ask for volunteers from the general membership to try out one of the ePUB versions. Mary made a motion to congratulate Andrea on her work. Alex seconded. Passed unanimously.

c. International (Heather Ebbs)
Report attached. Nothing further to add. Pilar Wyman (ASI) and Heather are not receiving a free registration for each other's conference since it's the same conference.

d. Website & Register: (Stephen Ullstrom)
Report submitted, then a revised version (attached) was sent because he learned that an issue he mentioned in the last paragraph of the original version had been resolved. He asked if we were looking for storage for the archives as well as photos. Heather has put up photos on Flickr. Keep current photos only? Could Stephen and John look into this further and find a vessel we can put them in? Stephen mentioned Dropbox. Someone would need to be responsible for weeding them periodically because storage space is limited. Decide on a way/place to store older ones. Andrea asked if it's possible to find out if ePUBs have been downloaded. He doesn't think so.

e. Publicity
There was still no connection with John via Skype.

f. Membership (Frances Robinson)

Report attached. Twenty-two members have not renewed. There are four new members. There was a question about changing the password to the Members Area of the website. François used to wait until Frances was done with January renewals. Stephen will send the password information to Frances when membership is settled.

g. President/Présidente report (Jennifer Hedges and Margaret de Boer)

Report attached. Nothing to add.

h. Past President | Présidente sortante (Mary Newberry)
Report attached. Nothing to add.

i. Vice-President | Vice-président (François Trahan)
Report attached. Nothing to add.

j. Member-at-Large (John Barkwell)
Unable to connect.

k. Awards committee (Heather Ebbs)
Already reported on in Action Items.

l. Constitution committee (Heather Ebbs)
Already reported on in Action Items.

m. Archives committee (Jennifer Hedges)
No report.

n. Ad-Hoc Committee on ISC/SCI Initiatives (JoAnne Burek)
Nothing to add.

6. Conference and AGM

a. 2016 Conference:
Mary reported that François has been very involved in programming. Six Canadians have registered so far, and "lots of Australians." Alex asked what is the rationale for joint conferences? Do we have any way of deciding whether it's a good idea or not? There was some discussion of the difference between the early-early bird and regular registration fees. The difference from lowest to highest is $40. Mary responded that the previous executive discussed the Chicago conference and approved it—before the dollar dropped. We also took a poll of the general membership at the AGM. François responded about the difference between the three rates. ISC/SCI doesn't have a big gap between levels either. We tend to price the banquet and reception separately, ASI includes them.
In the past the Americans have come to us; this time we are going to them. Conference dates after June 1 make it much more expensive to those who must fly. Ours are almost always in May. EAC dates may affect our dates. University accommodation is also easier later in May. Where will next year's conference be? East?

7. Updates (see action items)
Done.

8. New Business

a. Certificate of Recognition. Jennifer reminded members to start thinking about possible recipients of this award. She and Margaret will send out an email in the spring.

9. Next Meeting:

Thursday June 16 at Conference Chicago University Center

10. Other Business:
None

Adjournment

Meeting adjourned at 3:25 EST.

Motion for Subsidy to Chicago Conference

Whereas the Bulletin stated that the eligibility would be

> "for members who haven't attended an ISC or sister organization conference in five years, or new indexers who are committed to indexing but think a conference is out of reach"

be it resolved that a conference subsidy be given as follows:

1. Subsidy awarded to four eligible members selected randomly from members applications.
2. Two awards will go to new members (joined ISC between January 1, 2014 and Dec 31, 2015 inclusive), and two awards will go to members who joined before 2014.
3. Subsidy is $1000 each.
4. Subsidy will be mailed after the deadline for refunds has been passed, i.e., June 1 or later, and upon receiving copy of member's conference invoice (proof of registration).
5. Eligibility will be determined as follows:
    a. Member in good standing
    b. Canadian address (as per ISC records)
6. Draw will take place by March 26 are as soon as possible, to meet the early bird deadline of March 31.
    a. Applications will be verified by the membership secretary
    b. The draw will be done by President, Past President, and a non-member
    c. Executive except the President, past president can apply, but no more than one person on the executive can be awarded.
    d.
7. Application deadline is March 24.
8. Application is an email to a special address. which will be forwarded to the membership secretary with a subject line "Chicago Joint Conference Contest" or something similarly distinctive. Email content will include
    a. Name
    b. phone number
    c. email address
    d. Date joined

4. Regional Updates and Issues

a. Central Canada | Centre du Canada (Siusan Moffat)

This report covers October, November and January.
October had us meeting and discussing recent indexing publications. I actually couldn't attend because of a health issue, but Margaret and Mary gallantly stepped up and chaired the meeting for me (thank you again!)
Mary -The Indexer
Margaret - The Bulletin
Frances - ANZSI's publication
Boyd - ASI's Keywords
Gillian - Sidelights
I provided recent list serv discussions which Margaret (I believe) read out.
November's meeting was very exciting with live demonstrations of Sky, Cindex and Macrex. Gail from Macrex and indexer Linnea Dwyer (Sky) used Skype and Pierre Joyal demonstrated Cindex in person. 15 people squeezed into our room, including two newbies who found the demos particularly helpful.
December's meeting was canceled due to holidays.
January had Mary and Margaret sharing their stories of indexing the Truth and Reconciliation project. They shared ways they dealt with such a huge project that had different indexers, as well as the emotional issues that are always present when reading stories of abuse. An excellent and intense meeting that went overtime! 11 members and two non-members joined us.
February will have Pierre Joyal back, presenting IndexConvert. It is a software that helps convert an index in text or word processor format to a file that can be imported into Cindex, Macrex, Sky, a spreadsheet or a database.
March remains a mystery at this point, as I was up to my neck in non-indexing related "full-time plus" work until just last Wednesday. I'm excited about doing indexes again and coming up with interesting meeting topics for 2016!

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

The Prairies and Northern Canada branch met informally in Edmonton at a local coffee shop. On October 17 we tried connecting with Skype, but it was not very effective due to the background noise.

As usual, we covered a wide range of topics: discovering and creating business opportunities, experiences and suggestions in marketing ourselves, questions about technologies, approaches to indexing, and the upcoming conference. With our small size and informality, these meetings provide a friendly and supportive environment where it is easy to ask questions, sound out ideas, voice our opinions, and get reassurance and encouragement for our success.

Our next meeting is February 20.

c. British Columbia | Colombie-Britannique (Elena Gwynne)

Although there is nothing planned for the near future, we did hold a meeting in Victoria in mid November to just chat and get to know each other. A fairly decent turn-out of eight to ten people and a very enjoyable chat of ranging topics, including software choices, recent books and other things.

We've also had one new member join the ISC from the BC area.

Now that the holiday season is over, it's time to start thinking about holding another meeting – this time I'm thinking of trying for one in Vancouver somewhere to allow for easier attendance on for the people around there.

I have been informed of a publisher's/self publisher's conference being held here in Nanaimo in March, but as of the writing of this report, there is no information about it online. Currently, I'm waiting for more information, but I'm thinking it might be a good thing to have a presence there.

d. Eastern Canada | Est du Canada (Alexandra Peace)

I'm sorry to report that there has not been much activity since last October. Two of us met in the fall in Wolfville, NS. I was unable to meet the Montréal indexers as planned in November. There has been some email communication. I reminded my list of the conference application deadline, and one member took the plunge, applied, and will be presenting. One new person has contacted me about becoming an indexer, and I was able to offer some information. I also sent out an email requesting member news in January, and heard back from several people.
I will be in Montréal again in April, and plan to meet up with people then. There is also some talk about the NS/NB members meeting in New Brunswick. I will be following up on that this week.

5. Committee Reports and Updates

a. Finances (Sergey Lobachev)

As of **January 26, 2016**, the financial statement of the Society is the following:
Everyday business chequing account: $26,275.02
Guaranteed Investment Certificate: $5,261.90 (interest rate 0.9%; account locked in until July 20, 2017)
Security Guaranteed Investment Certificate Plus: $5,255.83 (interest rate fluctuates; account locked in until October 14, 2017)
The budget and actual spending for 2015-2016:

	2015 Budget	2015 (Apr-Dec) Actuals*
Income		
Membership fees	11,500	7920
Conference revenue	12,000	13,627
Find an Indexer fees	3,200	2,800
Misc. income (pins, books)	50	25
Interest income	125	
Total Income	**26,875**	24,372
Expenses		
Membership (incl *Directory*)	50	24
Conference expenses	12,000	4,411
Executive expenses		
Meeting costs &	500	

Executive travel	1 000	112
International liaison travel	2 000	
Bulletin	350	325
Indexer	6 000	7 278

Website and listservs Operating expenses	3,000	1,479
		28
Postage & delivery	50	37
Bank charges	150	
PayPal fees	750	337
Regional groups	400	500
Volunteers, honours & awards	500	
Outside services	300	229
Translation	1,000	610
Promotion	250	111
Miscellaneous expenses	50	
Total expenses	**28,400**	**15,481**
Income less expenses	**-1,525**	**8,891**

* Jan 1 to Mar 31, 2016, actuals to be added

CONFERENCE BREAKDOWN	2015
Revenue	**___**
registrations	
banquet	1,880
Cindex	
workshops	**13,627**
Expenses	
banquet	1,719
accommodation & food	5,855
Cindex workshops	
speaker expenses	985
thank-you gifts	
badges & program kits	292
after-party	
postage & delivery	41
evaluation	
TOTAL	**8,891**

The next table is the budget proposal for the 2016-2017 fiscal year. These are preliminary numbers, and I would like to hear your concerns to make necessary corrections.

Conference revenue equals expenses. This year we rely on our ASI partners, who will provide actuals numbers after the end of the conference.

Indexer subscription went up with the falling loonie. I increased budget for the Bulletin as requested at the last meeting. Finally, I included travel assistance in Volunteers, awards category.

As you can see, we are running a deficit, but don't get confused. We have plenty of cash in our accounts to cover expenses.

	2016-17
Membership fees	12,000
Conference revenue	12,000
Find an Indexer fees	3,100
Misc. income (pins, books)	50
Interest income	125
Total Income	27,275
Expenses	
Membership (incl *Directory*)	50
Conference expenses	12,000
Executive expenses	
telephone	300

Budget   Income

Meeting costs &

Executive travel	1,000
International liaison	2,000
Bulletin	600
Indexer	7,200
Website and listservs	3,000
Operating expenses	
Office supplies	50
Postage & delivery	50
Bank charges	100
PayPal fees	600
Regional groups	400
Volunteers, honours & awards	4,000
Outside services	0
Translation	1,000
Promotion	200
Miscellaneous expenses	50
Total expenses	**32,600**
Income less expenses	**-5,325**

b. *Bulletin* (Andrea Hatley)

The PDF version of the Winter :: Hiver 2015/2016 issue, Volume 37-3, of the *Bulletin* was ready for distribution on the 15 January 2016. Total cost for printing and postage was $144.18

Three ePub versions (fixed-layout (for iPad), MOBI (for kindle), and reflowable EPUB) were ready for distribution a week later on the 22 January. Formatting the *Bulletin* as an EPUB using InDesign was a bit of a learning curve and it took more time than anticipated. For the next issue, the EPUB versions should be ready for distribution alongside the PDF.

There were no responses to the request for proofreading the EPUB versions, so they were released as Beta or test versions. After they were posted, I did notice several small errors and a couple of design glitches, but nothing major. The crossword was not included in the EPUB as it is not in an interactive format … yet! Heather has indicated that she is interested in, and will explore the possibility of, creating the crossword as an interactive piece.

The Spring 2016 issue will include highlights of the presenters for the June conference. I will be soliciting the indexing software providers and other potential advertisers for the upcoming issue.

I would like to move up the production schedule and distribution dates to follow closer to the dates of the board meetings. I suggest:
      Spring issue #38-1 mid to end of March (lots of time to promote the conference)
      Summer #38-2 mid to end July

Fall/winter #38-3 mid to end November (this avoids the holiday season)

I'm looking for help with content: I would like to do a running hot-topics-on-the-lists section, and the member profiles discussed at the last meeting—I don't have time to do either of these, but I think they would be great additions. I am open to other suggestions.

I would like to thank the *Bulletin* board, Gillian Watts, François Trahan, and Sylvia Siemens for their invaluable help in putting the *Bulletin* together and also to web administrator Stephen Ullstrom, for his patience with my repeated requests to repost yet another "final" version (sigh).

c. International (Heather Ebbs)

Things are very quiet on the international front. ANZSI doesn't have a conference this year. SI is having just a one-day conference, in Birmingham on 13 September. I do not plan to attend the SI conference, so the executive could appoint another member to represent us there. I suspect there will not be a big international presence for this smaller conference.

ASI's conference, of course, is in conjunction with us. I corresponded with Pilar Wyman about it and how that affects the reciprocal arrangement for representatives and registration. We agreed that it would be inappropriate for us to get or give a free registration for each other, and that we would be jointly offering just one free registration to our sister societies and networks. Maureen MacGlashan will be representing SI, and Mary Russell has indicated that she will be at the conference and will represent ANZSI if the council doesn't have someone else in mind.

All the societies have approved the minor changes made to the International Agreement at the York meeting last September, and the revised version is up on the ICRIS website.

d. Website & Register (Stephen Ullstrom)

At our last ISC/SCI executive meeting I was asked to look into ways to increase traffic to the Find an Indexer section of the website. One action that was completed on this issue was that the first tab that appears on the landing page for the Find an Indexer section was changed from the "Indexers by Name" list to the "Indexers by Subjects" list. This should make it easier for potential clients to find indexers by subject, and make access to all listed indexers more equal, as those with a surname near the bottom of the alphabet won't be hidden at the bottom of the list. I am not sure, though, if this has indeed increased traffic or accessibility to this section.

I also looked into seeing if we could optimize the website's SEO (search-engine optimization). The word I got from David, our web support person, is that our SEO overall is already pretty good, and that it is not possible, using the SEO program we use, Yoast, to get so granular as to optimize each individual profile. I haven't followed up further on this, though I can.

I was also asked at the last meeting to look into storage options for previously designed ISC/

SCI documents and photos. Looking at this action item I have to admit I can't remember which documents we were talking about, and so how much space we would need. Other questions that

come to mind are: Would some of these documents and photos eventually be moved to the ISC/SCI archives? If so, would they then be moved to a different location and no longer affect the storage space for this particular set of documents? Also, Heather has posted last year's conference photos on Flickr. Will photos continue to be on Flickr, for display, while also storing the photos centrally here? If we go with a cloud-based storage option, how important is encryption? I am not sure of the encryption capabilities of the options below, but this can be investigated.

As for options, a few thoughts come to mind. I think a cloud-based option would be best. I think one person should be in charge of receiving and organizing the files, and being on the cloud would make it easier to hand off control to another person, when that time comes, and could make it easier for others to add directly to the files, under the direction on the person overseeing.

        — Dropbox: The free version offers 2 GB of space, which probably isn't enough, especially if we have a lot of photos. The Pro Individual level is CAN$11.99 / month. The Business version, starting with 5 people, starts at $850 / year, so I think out of our range. It is easy with Dropbox to share folders and files so that others can contribute or access files.

        — Google offers 15 GB of free storage. This includes Drive, Gmail, and Photos. 100 GB is $1.99 / month, and 1 TB is $9.99 / month. I am not aware of ISC having a Google account, but this should be easy to set up. I have less experience with Google Drive, but I think sharing files is also possible.

        — There are other cloud-based storage options available as well, with varying levels of free storage and for varying prices, such as iDrive and Box. These can also be further investigated.

        — A non-cloud option would be to get an external hard drive, and have a designated person be in charge of it. However, this raises issues of backing up the hard drive, physically transferring the hard drive when the designated person changes, etc…, which seems like additional work, especially when cloud-based options exist.

In other website matters, in the last few months information on the ASI/ISC conference has been posted on the website, with François' help as our conference liaison. We have also posted the current issue of the *Bulletin* in three new ebook formats—EPUB fixed layout, EPUB reflowable text, and MOBI for Kindle—in addition to the PDF. This is thanks to Andrea's hard work on creating the new formats, and David's assistance as there were initially some problems uploading these formats.

As for current concerns and projects, there has been an issue with how the Basic Membership and Find an Indexer forms are appearing on the back-end of the website, which makes Frances' work approving memberships difficult. The problem is apparently with the same plug-in that was causing trouble in the fall, though a different problem this time. David has managed to fix this somewhat, though not 100%, and we will be monitoring future versions of this plug-in, as well as seeing if we can possibly get a complete fix now.

e. Publicity (vacant)
No report.

f. Membership (Frances Robinson)

As of February 3, 2016, we have 112 members. Four new members have joined since October's report. Seven members declined renewal in December, 2016, including two Institutional members from Quebec that did not renew due to budget cuts. Twenty-two members have not yet responded to December, 2016, renewal notices; they have not indicated they would not be renewing and so are included in these counts.

The breakdown of the membership for location, type, & renewal period is as follows:

Within Canada	102	Bas	List	Stude	Emerit	Institution	Jun	Dec
British Columbia	28	11	16			1	13	15
Alberta	7	1	5			1	4	3
Saskatchewan	1	1						1
Manitoba	2	1	1					2
Ontario	53	12	34	2	2	3	18	35
Quebec	8	2	6				2	6
New Brunswick	1		1					1
Prince Edward	1	1						1
Nova Scotia	1		1					1
Totals	102	29	64	2	2	5	37	65
Outside Canada	10							
United States	8	3	3			2		8
Italy	1	1						1
Latvia	1		1					1
Totals	10	4	4			2		10
ALL	112	33	68	2	2	7	37	75

The **Emeritus members** are Jean Wheeler and Chris Blackburn

New Members
The following members have joined since the previous report:

Inge Wiesen, Great Neck, NY, Basic
Sarah McIntosh, Salt Spring Island, BC, Basic Catherine Plear, Vancouver, BC, Listed
Paula Butler, Toronto, ON, Listed

The above information is *not* for inclusion in the next issue of the *Bulletin*. I will send a smaller version.

g. Co-presidents | Co-présidentes (Margaret de Boer and Jennifer Hedges)

Jennifer Hedges reports:
Every morning as I eat breakfast while watching CBC News Network I wait for the latest news on the Canadian dollar. Every sign I see that it is recovering gives me hope that members will decide that the joint conference with ASI is a worthwhile investment.
Joint conferences require a lot of planning to be successful from the viewpoint of both societies, and there are a number of unknowns that could have an impact on members' decisions to attend. At the time of the joint conference in 2003, Toronto was one of three cities in the world still on the World Health Organization's list of SARS-infected areas. Had our conference been planned for Toronto, instead of Vancouver, it might have had to be cancelled. Certainly, members of both societies would have hesitated to go.
If the main obstacle to committing to the 2016 conference is cost, then the possibility of winning one of the subsidies we are going to discuss at this meeting, will be welcome news.
Margaret de Boer reports:
The past several months have been quiet for the co-presidency role with the exception of the funds allocation discussion that took place over recent months and the general correspondence between Jennifer and myself about minutes, action items, and agenda planning.
While there has been little for me to report to the Executive at this time, the focus of the report for the Bulletin will offer a summary to our members of the discussions and decisions of the February 6th Executive meeting.

h. Past President | Présidente sortante (Mary Newberry)

François Trahan, with whom I share the ISC/SCI 2016 conference position, has taken that responsibility for the past few months. Thank you, François. Otherwise, I have answered queries from Jennifer Hedges, who has been doing a wonderful job as senior president, and from Margaret de Boer, her very able co-president. And I continue to distribute the mail — much reduced as we now have online payments.

With great pleasure and interest, I've attended the well-organized regional meetings in Toronto, well-organized by Siusan Moffat, the central Canada representative. My small role has been to arrange for the meeting space, sometimes with much prodding from Siusan.

Since I seem to be in a thankful frame of mind, I'll take a moment to express my gratitude for this organization. To work in this so solitary endeavor and yet to be connected across this large country is extraordinary. I'm also trying to improve the experience of those who attend the meetings remotely, with possibly better sound. We'll see (or hear).

i. Vice-President | Vice-président (François Trahan)

We have the logos for members' use. Rayola supplied us with logos for 2016 through 2020, in two formats of two sizes each; we hope that this will cover all possible uses by members. Stephen has the 2016 and 2017 sets for his current term and I'll forward the following sets to whoever should have them. Once the policy for logo use is finalized I will deal with the French version.

2016 conference: Things are moving along, and are mostly done by the ASI, although I'm dealing with about half the presenters. The program is set (though changing slightly as we go) and registration has been open since late December. The program has been on our website since that time, with a link to the ASI registration page.

I joined the Constitution committee last October.

j. Member-at-Large (John Barkwell)

At the October 2015 meeting I offered to provide assistance to anyone who wanted it. I report here on 3 areas of concern.

Web Storage

I looked into using Microsoft's OneDrive cloud solution. OneDrive is available as a free service with 15G of storage (the Personal version) or a subscription service with 1T of storage (the Pro version). To maximize the value of the cloud service Microsoft also offers free versions of its OneNote product for Windows, OSX and Linux desktop systems and ios and android tablets and phones.

I have created a mockup of a Notebook for ISC/SCI. Access to Notebooks stored on OneDrive can be made Public or Private. Private access can be restricted by password, by invitation or by access to a hyperlink. As well, individual sections of the Notebook can be separately password protected.

The ISC SCI Notebook mockup contains a number of sections containing various kinds of content as an illustration of what can be done. A working Notebook would have to more detailed and specific divisions than the mockup. For example, each kind of report would require its own tab to avoid the endless scrolling of unordered reports. There would need to be separate divisions for each set of minutes or a separate division for each executive meeting with subdivisions within.

The point is simply to show what can be done. It may be possible to save some money by moving some of the reference material from the website to a Notebook, depending upon how much we currently pay for data storage on our website.

We can have as many Notebooks as we want with different access to each. As well, we can give 'Read Only" access to some sections or some people and "Editing" privileges to others. Because OneDrive exists in the cloud the information does not have to be stored on anyone's personal computer. That said, a copy of any Notebook can also be stored on a local computer.

Library Contacts

I have researched all of the Library Schools in Canada. In addition to reviewing their programs, I reviewed the research interests of the faculty members. I did not find anyone who listed indexing as an area of research. I did find much interest in electronic aids to information management.

I understand that we want to find a liaison person at each School but the purpose of that liaison is not clear to me. In any event, the most suitable person at each schools seems to be an administrative person with a title such as 'Director of communications and media'. I need clarification of exactly what we are proposing to offer, or hoping to achieve with these contacts. I expect that I will be able to complete this project within two weeks thereafter. The ISC SCI Notebook might be the logical place to keep those contact details.

Photos

I have not made a request for photos. It seemed logical to first determine how and where we would collect whatever we received. The Notebook, again, seems like a solution to this issue. We can give everyone the ability to insert photos into the Notebook. We can then either choose photos, from those provided, for publication or simply maintain a photo gallery in the Notebook for each kind of event covered. We could, for example, encourage photos of regional events or coffee meetings.
If we decide to proceed with a photo of gallery section, that can also be completed within two weeks.

k. Awards committee (Heather Ebbs)

Oral report.

l. Constitution committee (Heather Ebbs)

Thorough review by the members of this committee has resulted in recommendations for some major changes to our constitution. We need executive input on a couple of specific items, as well as approval (or not) for the way we are moving in general.

Structure
We are not incorporated, so the formal and legalistic language aren't necessary. This document is essentially to aid the organization and running of ISC/SCI. The committee plans to simplify some of the articles and ensure clarity in all. In addition, the current structure of the document has a fair bit of overlap and repetition.

Recommendation: We are planning to completely restructure the constitution into a single bylaw with several articles, including an introduction, objectives, membership, meetings, governance, finance and possibly a few others. We'd be moving the current paragraphs around so that like was with like.

For the executive: Approval in general of this restructuring?   *YES*

Vision and mission statement

As part of that restructuring, it has been suggested that the section on objectives include a vision and mission statement. A vision is a view of the world—a big, encompassing statement of what drives us. A mission statement answers the question of what we do to bring this vision to fruition.

The current Article II covers our purposes and objectives:

> … to encourage the production of indexes, to promote the employment of indexers, to make available information about indexing-techniques, and to facilitate communication between indexers.

These could be reworded (and perhaps fleshed out) as the mission statement. We would like to add the objective of professional development for indexers. YES

(Aside: A few years ago, ASI developed this mission statement: "We advocate, educate, and provide the central resource for indexing." They follow this with a narrative of their purpose and objectives.)

Issue: The committee did not come to a conclusion on whether to develop a vision statement. First, there was not consensus on the need for a vision statement. Second, this may be going beyond the mandate of the committee. Third, a vision statement is something that we might want more member input on.

For the executive: Should a vision statement be developed? If so, should this committee devise a potential statement, perhaps with the goal of discussing it with the membership at the AGM, or is this something that would need broader member consultation up front? WHOLE EXEC TO DISCUSS. ANDREA WILL SEND AROUND SAMPLES.

Roles of executive members
The committee agreed that having three people in presidential roles (two presidents plus a vice president) was one too many. We plan to revise such that there will be two people at the top and the wording will be flexible enough to incorporate either a senior and junior president or a president and vice-president, not all three. The precise wording is still being worked out.

There is disagreement in the committee about the terminology of "executive committee", which currently covers all of us. It is suggested that we consider some members the executive officers (the president[s], past president and treasurer) and the rest board members, with the whole then being the board of directors. Conversely, it is suggested that we retain the current structure where the whole board is the executive committee.

For the executive: Executive officers plus board members, or executive committee (of the whole)?   COMMITTEE WILL WORK THIS OUT

Elections and terms of office

We've debated the merits and demerits of non-staggered two-year terms of office (status quo), staggered two-year terms of office and one-year terms of office, and we've landed on retaining the status quo. One-year terms would not allow sufficient time for incoming members to learn their positions. Staggered two-year terms makes it difficult for individuals to move from a role elected in Year A to a role elected in Year B. Yes, as now, people could resign a role partway through a term and the executive could appoint an individual till the next election, but that could lead to even more confusion than now exists when someone does that. Hence, we agreed to stick with our current election system.

Other

The above may make it seem that we have a lot of disagreements in the committee, but in fact we've agreed on quite a bit of simplifying and clarifying. We ask for the executive's approval on our way forward and decisions on the outstanding issues.

Respectfully submitted,
Heather Ebbs
on behalf of the committee: François Trahan, Gillian Watts, Andrea Hatley

m. Archives committee (Jennifer Hedges)

No report.

n. Ad-Hoc Committee on ISC/SCI Initiatives (JoAnne Burek)

No written report.