

ISC/SCI Executive Meeting

1 June 2017

Minutes

Participants: Margaret de Boer (President), Mary Newberry (for part of the meeting), Siusan Moffat, Frances Robinson (via Skype), Elena Gwynne, Andrea Hatley, JoAnne Burek, Alex Peace, Stephen Ullstrom, Heather Ebbs, François Trahan, Francois Trahan,

Guests: Susan Brown, Pierre Joyal, Jason Begy, Christine Jacobs (part of the meeting), Ronnie Seagren (joined partway)

Regrets: John Barkwell, Sergey Lobachev

The meeting was called to order by Margaret de Boer, President, at 1:05 p.m. JoAnne Burek volunteered to serve as secretary.

1. Welcome and Roll Call

Margaret welcomed participants.

2. Review of Agenda

Added 8g, Executive meeting dates and purpose

Added 8e, Bursary for indexers of colour

Added 8f, Publishing awards

3. Review of Minutes and Action Items of Previous Meeting

a. Minutes of Feb 4 2017: Moved (François/Mary) to accept the minutes as written. **Carried.**

b. Action items

- i. *Bulletin: Hard copies for three individuals.* Mary determined that there are two individuals. Peter Greig and Jennifer Hedges should continue to receive hard copies as long as they are members. **Closed.**
- ii. *The Indexer institutional subscriptions:* Frances sent Heather information on the current institutional members. Heather will be looking into other potential members. **Carried forward.**
- iii. *Conference surpluses policy:* Report is attached. **Moved (Alex/Stephen)** to accept the recommendations in the report. **Carried.**
- iv. *Publicity:* Alex distributed draft print copies of the indexing resource booklet. The booklet was not ready for sale because it still needs some approvals for quotes. The recommendation is to have the regional reps sell the booklet at \$2 each. Alex and JoAnne will document the approach for ordering, selling, and return of profit to JoAnne. **Action carried forward.**
- v. *Special Budget Meeting.*
 - a. **Moved (Mary/Stephen)**, moved that the minutes of the special budget meeting be accepted. **Carried, abstentions (Andrea).**

- b. Emails were sent to the regional reps about the increase to the budget.

4. Regional Updates and Issues

- a. Central Canada | Centre du Canada (Siusan Moffat):* See attached report.
- b. Prairies and Northern Canada | Prairies et Nord du Canada (JoAnne Burek):* See attached report.
- c. British Columbia | Colombie-Britannique (Elena Gwynne):* See attached report. Elena thanks everyone for the great suggestion of meeting at restaurants. It was very successful.
- d. Eastern Canada | Est du Canada (Alexandra Peace):* See attached report.

5. Committee Reports and Updates

- a. Finances:* See attached report.

Approval of the budget is still outstanding. There's a concern about the difficulty of understanding the budget when one-time or special items are mixed in with regular ongoing operating expenses. The actuals and the budget need to separate unusual items from the regular ongoing costs. That way we can check whether our operating costs are really in line with our revenue.

The other issue discussed was the need to have a guideline for how much reserve we should to keep in the event our operating costs are higher than projected.

Moved (Alex/Andrea) that a standing Reserve Fund committee be struck to evaluate proposals for spending and to determine the size of reserve to support the operating costs. The committee would be chaired by the Treasurer. **Action carried forward.**

- b. Bulletin (Andrea Hatley):* See attached report.

JoAnne will investigate website tools that will measure downloads of the Bulletin. **Action.**

- c. International (Heather Ebbs):* See attached report.

Discussion about International Indexing Day and ways for societies to celebrate. ISC is in favour of participating.

Heather is stepping down as International Liaison. Margaret thanked Heather for all her years of work and expressed her immense gratitude for the guidance she received.

Mary was appointed as the new Liaison.

- d. Web administrator (Stephen Ullstrom):* See attached report.

- e. MAL/Publicity (John Barkwell):* No report submitted.

We were pleased with the ad that was developed and run in the Congress Essentials Guide for the 2017 Congress of the Federation for the Humanities and Social Sciences.

- f. Membership (Frances Robinson):* See attached report.

- g. President (Margaret de Boer):* See attached report.

- h. Past President (Mary Newberry):* See attached report.

- i. Vice-President (François Trahan):* See the attached report.

j. Awards, Ewart-Daveluy Award Committee (Heather Ebbs), Tamarack: The winner will be announced at the 2017 AGM.

k. Archives committee (vacant): No report.

The board is taking on two archive-related tasks.

- i. Materials and records from the pre-online era should be obtained from long-time and former members, such as Peter Grieg and Chris Blackburn. Gillian Watts may also have materials. These should be selected and scanned into digital documents according to accepted records management practices. Mary will be asked to help. **Action carry forward.**
- ii. In celebration of the ISC's 40th Anniversary, we can research interesting information or stories from the archives and write it up for the members. JoAnne proposed to produce a monthly article starting June and running to the end of the year or possibly until the next AGM. **Action carry forward.**

Indexing of the Bulletin was also suggested, but it was agreed to hold off on that project until these other tasks are finished.

6. Conference and AGM

- a) 2017 Conference. See attached report.
- b) 2018 Conference: Andrea will examine the attendance statistics of the last several years and report to the executive by email. **Action carry forward.**

7. New Business

a. Moved (Alex/Francois) that the society to purchase flowers to a maximum of \$100 to send to Ruth Pinco. **Carried.**

b. Indexer Mentorship Proposal. See proposal report.

Discussion was deferred.

c. Bursary for indexers of colour. This idea will be passed to the new Reserve Fund committee (struck in 5a).

d. Publishing industry award for recognizing indexes. This idea will be passed to the Reserve Fund committee.

e. Annual Survey. Board members will prepare the questions for the next annual survey. It will include questions on the conference, the *Bulletin*, the online chat, and mentorship. The questions will be sent to the board for review. There will be only one survey. Their emails will be entered in a draw with a prize to be determined. **Action carried forward.**

8. Next Meeting: September 23, 2017

9. Other Business

None.

Adjournment

Moved (Andrea) to adjourn at 3:55 p.m.

Reports

Regional Representatives

Central Canada / Centre du Canada (Siusan Moffat)

January 2017, Toronto Reference Library: 9 people in attendance. Sister organizations newsletters.

February 2017, Toronto Reference Library: 4 people in attendance. I had to cancel because of another awful cold. Mary and Margaret ran a free for all meeting (THANK YOU!!!)

March 2017, 401 Richmond St: 7 people in attendance. Mary did a presentation on her experiences working with the Alberta government indexing their career and job website.

April 2017, Toronto Reference Library: 10 people in attendance. Discussion of "Do We Really Need Indexers" article from The Indexer. Vanessa Wells will be writing up an article for the Bulletin!

May 2017, 401 Richmond St: 7 people in attendance. Boyd presentation on his Black Watch index and working with military texts in general.

Next meeting: June 17, "Conference Wrap Up and Potluck". 1-4 pm at Mary Newberry's.

I met with Pierre Joyal to pass the torch of Central Canada Rep. I will be meeting with Stephen and JoAnne to talk about website fun during the conference.

The monthly online chats keep going, although I did not schedule one for June due to the conference. Susan Brown has been extremely helpful with this project. We will be including some questions about the online chat in the next survey we send out to members.

Prairies and Northern Canada / Prairies et Nord du Canada (JoAnne Burek)

Somehow, another quarter slipped by without us meeting or communicating. One nice bit of news is that Stephen Ullstrom is planning to attend a few writing conferences this summer, and he may be able to distribute our new bookmarks while he's there. It would be a great opportunity for our promotion.

British Columbia / Colombie Britannique (Elena Gwynne)

Spring has sprung with a vengeance this year! And with it, business. Despite that, we had a wonderful lunch-time meeting in Victoria in the middle of March. About six of us attended over a nice meal. Discussion topics were as varied as people's choices, including deadlines and slipped schedules and how to deal with them, a bit of discussion of websites, and the big one: taxes and what's deductible. Some interesting surprises came out of that discussion, I have to admit.

Personally, now that I've found a low-stress way of setting up meetings, I'm actually looking forward to trying to set up another one in Vancouver for some time later in the summer!

Eastern Canada / Est du Canada (Alexandra Peace)

There has been much activity in this region ... but most of it around the upcoming conference.

We did have a meeting in Montréal in March. Five of us met at the hotel and talked about conferences in general (networking, business cards) and specifically about the upcoming one.

We were going to have a meeting in New Brunswick. However, all the potential participants were planning on being at the conference, so we decided not to meet in NB.

Committees

Conference Surplus Funds Policy (Alex Peace)

Should ISC/SCI be in a position of financial deficit, the total amount of surplus funds resulting from the annual conference is to be applied toward that deficit.

Otherwise, surplus funds resulting from the annual conference are designated for use as follows:

- A. Fifty percent held as a reserve for one year to cover future conference deficits to a maximum of \$1,000; any money in excess of this gets spent as per B.
- B. Fifty percent is to be used at the next year's conference as follows:
 - If the amount is under \$500, the ISC/SCI conference committee will use it at their discretion for giveaways/door prizes that will be of benefit to conference attendees. (For example, for books, gift certificates toward courses, or office supplies.)
 - If the amount is \$500 or more, ISC/SCI will offer conference subsidies, the number and amount of each to be dependent on the funds available.
 - Members can apply for subsidies once the conference registration is announced.
 - Submissions must be in ten days before the end of the early bird deadline; the draw will be three days later.
 - Winners will be contacted by telephone and confirmed by email.
 - There are two categories of subsidies: one for new members, who joined within the previous two calendar years, and the other for members who joined before that.
 - The subsidy, or subsidies, to be used toward conference costs, will be mailed out after the deadline for refunds has been reached and upon receiving a copy of the member's conference invoice as proof of registration.

Conference surplus/deficit decisions are an agenda item to be discussed annually at the executive meeting following the conference.

Finances (Sergey Lobachev)

As of May 27, 2017, the financial statement of the Society is the following:

- Everyday business chequing account: \$31,561.96
- Guaranteed Investment Certificate: 5,309.26, (maturity value: \$5,357.04) (locked in until July 20, 2017)
- Security GIC Plus: 5,290.69 (maturity value: \$5,325.78) (locked in until October 14, 2017)
- PayPal account: \$ 500.26

Below is the budget and actual revenue/spending from April 1, 2017 to March 31, 2017:

	Budget	Actuals	
Income			
Membership fees	10,000	9,870	
Conference revenue	10,200	10,200	
Find an Indexer fees	3,200	3,050	
Misc. income (pins, books)	100	150	E-D Award submission fees
Bulletin ads	0	270	
Interest income	40	82	from T5 statements
Deferred income	0	1,323	ASI honorarium (\$1000 USD)
Total Income	23,540	24,945	
Expenses			
Membership (incl <i>Directory</i>)	300	0	
Conference expenses	10,200	10,200	
Executive expenses			
Meeting costs & telephone	300	824	
Executive travel	1,000	0	
International exec. travel	2,000	0	
<i>Bulletin</i>	600	962	
<i>Indexer</i>	7,600	6,279	
Website and listservs	3,000	1,365	
Operating expenses			
Office supplies	50		
Postage & delivery	50	24	
Bank charges	100	17	e-transfers
PayPal fees	400	473	includes conference registrations
Regional groups	400	365	
Volunteers, honours & awards	4,000	4,013	includes conference subsidies
Outside services	0		
Translation	1,000	788	
Promotion	200	1,356	Hum/Soc Sci Congress
Miscellaneous expenses	50	8	card for Jennifer
Total expenses	31,250	26,673	
Income less expenses	-7,710	-1,728	

2017 Conference budget as of May 16:

ISC/SCI Conference 2017

	Original Budget	Revised
Revenue		
registrations ¹	\$13,750	9891
banquet	<u>2,500</u>	1560
	\$16,250	11421
Expenses		
banquet	\$2,500	\$1,575
venue and food ³	11,473.00	9,405.00
exec expense, meeting room ²	-1,100.00	
speaker thank you gifts	500	50
bags/swag	1,000	200
administrative costs ⁴	500	100
reception/after party	<u>1,000</u>	<u>325</u>
	\$15,873	\$11,655
Income less Expenses	\$377	-\$234

² for room and food on Thursday for exec meeting, conference prep, and international meeting

³ was accommodation and food

⁴ includes printing, signage, delivery, program kits, and badges

Bulletin Editor's Report (Andrea Hatley)

It is with rather mixed feelings that I relinquish the post of *Bulletin* editor—it's been a fabulous experience with opportunities to interact with people on many different levels and to play around with the revamping of the newsletter. I am grateful for having had this opportunity.

It is, however, a lot of work to produce and there is very little feedback from the general membership—only once, over the last two years, did a non-executive member provide feedback. I would strongly suggest that there be a mechanism to record the number of times the *Bulletin* is viewed or downloaded from the website to gauge the amount of interest; if for no other reason, than to let the editorial team know the work they put into it is not for naught.

Lastly, I would again like to thank the group of people who have been invaluable to me over the last two years in producing the *Bulletin*—Gillian Watts, François Trahan, Sylvia Siemens, and lately, Anna Olivier and Alexandra Peace—it's been a great run, thanks!

Web Administration Report (Stephen Ullstrom)

I have very little to report this quarter. Most of the website activity had to do with posting information about the conference, and dealing with conference registration. JoAnne Burek very kindly took that on, so I have done very little.

JoAnne also figured out a solution to the email issue we had been having, so many additional thanks to JoAnne.

In my last report I mentioned that back-ups of the website were a concern. We have now reached our storage space limit with Webnames, but have decided not to worry about that for now. David Hathaway, our website support person, does his own daily backup of our website. We might have to revisit this when we transition to our new website, as well as revisiting our arrangement with David. I'm not sure what JoAnne has in mind.

Otherwise, there has been a few small things to maintain and update, but nothing major. My sense right now is to just keep the website going as it is until the new website is ready. If a major problem occurs, we will have to see if it is worth the time and cost to repair, versus living with the inconvenience for a time until we can transition to the new website.

Siusan Moffat, JoAnne, and I are going to meet in Montreal before the executive meeting to go over the website and for me to hand off being web administrator to Siusan, though I will still be available to Siusan for a while as she gets used to the role.

All in all, it has been an honour to serve on the executive in this position. Thank you for having me. I look forward to continuing to serve as the Prairie representative.

Membership Report (Frances Robinson)

As of May 28, 2017, we have 101 members. Five new members have joined since January's report.

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

Within Canada		Basic	Listed	Student	Emeritus	Institutional	June	Dec
British Columbia	24	8	16				11	13
Alberta	6	1	4			1	4	2
Saskatchewan	1	1						1
Manitoba	2	2						2
Ontario	46	11	29	1	2	3	19	27
Quebec	10	3	5	2			4	6
New Brunswick	1		1					1
Prince Edward Island	1	1						1
Nova Scotia	2		1	1				2
Totals	93	27	56	4	2	4	38	55
Outside Canada								
United States	6	1	3			2	2	4
Latvia	1		1					1
France	1					1		1
Totals	8	1	4			3	2	6
ALL	101	28	60	4	2	7	40	61

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

New Members

The following members have joined since the previous report:

Kristen Braun, Montreal, QC, Student
 Linda Christian, Winnipeg, MB, Basic
 Rachel Francis, Toronto, ON, Listed
 Judi Gibbs, Seattle, WA, Listed
 Charlee Trantino, Monroe Township, PA, Listed

Five of our current ten copy allotment of the SI's *The Indexer Newcomers Collection* have been sent to new members and one to Alexandra Peace. One new member has been offered a copy.

President's Report (Margaret de Boer)

To say that the weeks before our annual conference are a little hectic for many of us, is an under-statement! Email correspondence on conference matters and the special budget meeting have occupied my time lately.

The most important item to report on is you. I'd like to thank each member of the Executive for volunteering time away from paid work. You've been an important part of a productive year .

Consider the accomplishments of the past year: a vision statement, the constitution amendments, the beginning of monthly online chats, the website redesign planning and discussions, the special budget meeting, taking the time to think about new promotion initiatives such as advertising and now thinking about reaching out to the publishing industry. Pat yourself on the back!

We're a very supportive group together and you're the reason I'm able to continue in this position.

Thanks!

Past President's Report (Mary Newberry)

My roles organizing the program for the annual conference and gathering names to stand for executive positions for elections have taken most of my energy for the past half of this year.

The conference committee has been a joy, and much of that has come through the energy of our Chair, Alexandra Peace. It's a lot of work, with many details to cover, and Alex has kept us engaged and focused, and laughing.

I also found inspiration talking to members as I approached them about working on the executive. Each responded seriously, recognizing the honour and the responsibility involved. And it does take commitment and work. But there are many ways we are paid back for our work.

For me, I value most the connections I make to colleagues and the friendships. Even though, it's often difficult to find the time to get done what needs to be done, I find that both my practical skills and my personal satisfaction grow with each executive and committee meeting.

As we look forward to the new year, we have often found our focus turn to outreach, education and promotion. I anticipate the forthcoming year will be a strong one, with much to benefit the members. Here's to the next year — the first of the next 45!

Vice President's Report (François Trahan)

Not much to report other than feedback to emails from Margaret on various topics and dealing with the proxy forms for the conference. I liked our special meeting for the 2017-18 budget because last year in Chicago we went through finance too quickly. There are good plans for spending the money that's available and it will be great to see those projects develop and come to fruition.

ISC Mentorship Proposal (Stephen Ullstrom)

Background

This proposal arises out of my own recent realization that I have reached a point in my indexing career where I both have skills which may be of value to someone less experienced, and I am also uncertain about where I want to take my own business next. In other words, I am in a position to perhaps both be a mentor to someone else, and I myself might need a mentor as I figure out what to do next. Reflecting on this, it occurred to me that others in ISC may want mentorship as well.

Why

Two primary reasons come to mind.

- 1) To create a space in which ISC members can grow as indexers and in their careers.
- 2) As a way to intentionally foster relationships within ISC, contributing to a greater sense of community.

Who

- 1) New Indexers.
- 2) Experienced indexers who want to expand their business in a new direction. For example, medical or legal indexing, or embedded or web indexing.
- 3) Experienced indexers who are feeling like they are in a rut or who are uncertain how to face a career transition. This could be mid-career indexers who are uncertain about where to take their business next, or an indexer who is seeking to retire or semi-retire, for example.

My assumption is that mentorship can be valuable at all stages of a career. I think that mentorship is often thought of as something for beginners—and mentorship can certainly be important for a newcomer. I want to think more broadly about mentorship, however, and have this be a space where ISC members can seek help for a variety of reasons.

How

Given the diverse reasons that mentorship might be requested, I am inclined to not put too many guidelines in place. One person may find feedback on work completed to be most valuable, while another may prefer a weekly or biweekly chat. I would like the program to be flexible enough to accommodate both. This would mean that when a person requests mentorship, that they be clear about what type they want, so that an appropriate mentor can be found, and that both parties can agree at the start as to how the mentorship will go.

That said, some guidelines should be in place. Notably, there should be some kind of time constraint or hourly expectation for how long this mentorship will last.

It should also be understood that this mentorship is not a replacement for training. The potential mentee should be able to show that they already have some training or experience in whatever type of indexing they want to build upon.

Next Steps

I think that a committee should be created to decide how this program is going to be run. Some questions to answer would be, what guidelines should be in place to govern the program? How will potential mentees apply and be selected? How will mentors be selected and matched with mentees? How many mentorship pairs will we have at one time? What kind of support will be available to mentors and mentees if there are any problems? What kind of follow-up or debriefing will occur when the mentorship pairs end?

I believe that both ANZSI and ASAIB have or had mentorship programs, with information either on their websites or in The Indexer. We can use those experiences as a starting point for discussions, as well as whatever past experiences we or the committee members might have had too.

Costs

I don't see this costing ISC financially, unless the committee decides that the mentors or mentees should be acknowledged in any way. My assumption is that this would be volunteer-run, though this is something that the committee can discuss.