

# ISC/SCI Executive Meeting

## 16 June 2016, Chicago

**Participants, in person:** John Barkwell, JoAnne Burek, Margaret de Boer, Heather Ebbs, Sergey Lobachev (after first hour), Siusan Moffat, Mary Newberry, Alex Peace, François Trahan, Stephen Ullstrom

**Participants, via Skype:** Elena Gwynne, Andrea Hatley, Frances Robinson

The meeting was called to order by Margaret de Boer, President, at 1:10 p.m. Heather Ebbs volunteered to serve as secretary.

### 1. Welcome and Roll Call

Margaret welcomed participants, who introduced themselves.

### 2. Review of Agenda

No items were added to the agenda.

### 3. Review of Minutes and Action Items of Previous Meeting

- a. ***Minutes of Saturday, February 6, 2016:*** Heather suggested the following revision to the Constitution Committee report (item 3b): Delete from “There was much discussion ...” to the end of the report. Replace it with the following: “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.” This amendment was accepted.

**Moved (JoAnne/François) to adopt the minutes of 6 February 2016 as amended. Carried.**

**b. Action items:**

- (i) Conference subsidy contest: The four winners of the conference subsidy were Vanessa Wells, Marnie Lamb, Anna Olivier, Anne Godlewski. All were informed by telephone by Margaret, and all said it made the difference for them in attending. There will be a report in the summer edition of the *Bulletin*.
- (ii) *Bulletin: Hard copies for three individuals: Carried forward.*  
*Advertising:* Andrea contacted the indexing software distributors about advertising. Gale Rhoades of Macrex took out a full page. Frances Lennie of Cindex hadn't seen a copy of the *Bulletin*, so asked for a copy. **The executive approved this request.** Barry Campbell of IndexConvert is thinking about it, and is also writing something for the *Bulletin*. Kamm Schreiner of Sky is thinking about it.  
*EPUB format: Carried forward.*  
*Find an Indexer profiles:* Andrea would like to have profiles of members in the *Bulletin*, but she does not have the time herself. Siusan volunteered.
- (iii) Updated member directory online: Frances prepared and Stephen posted an updated member directory in March. They will coordinate the posting of updates twice annually.
- (iv) *Indexer* institutional subscriptions: Frances sent Heather information on the current institutional members. Heather will be looking into other potential members. **Carried forward.**
- (v) Volunteer work for conference: Done.
- (vi) Website: Search engine optimization: See under Committee Reports.
- (vii) Thank-you letters to members who have not renewed but who contributed in some way: Done.
- (viii) Logo: Ongoing. We have sets of logos till 2020.
- (ix) Awards Committee: See under Committee Reports.
- (x) Constitution: See under Committee Reports for the constitution and New Business for the vision statement.
- (xi) Archives Committee: Mary will check with Jennifer on the status of the archives. Andrea, Alex and Siusan all expressed interest in working on the archives. Chris Blackburn has offered all back issues of the *Bulletin*.

(xii) Webinars: **Carried forward.**

(xiii) 2016 conference: Done.

(xiv) Publicity: The intent of this action item was discussed. John can develop a list of contacts at schools of Library Science, but to what end? If it is to speak with Library Science students about indexing as a potential career, it is not our mandate to promote the existence of more indexers. Rather, our mandate is to promote the use and quality of indexes to indexers, authors and publishers, and to promote the Society to the same. If it is to raise the profile of indexing generally, it's not clear that this is the best venue.

**Action:** John will flesh out some ideas toward creating publicity for greater use of indexers by authors and publishers (possibly including putting together a speakers bureau, identifying potential venues for people to speak, use of social media, etc.). Other executive members with ideas are asked to speak with John.

(xv) Storage of conference photos: John, JoAnne, François and Stephen are continuing to discuss this issue. **Carried forward.**

(xvi) Conference surpluses: **Carried forward.**

(xvii) Production schedule of *Bulletin*: Andrea has revised the *Bulletin* production schedule as discussed. She will be asking people to test the non-PDF versions.

(xviii) Conference 2017: Montreal, Quebec City and Ottawa were discussed as potential locations for 2017. Quebec City is lovely, but we have only one member there. Ottawa is the venue for EAC, but the city is already heavily booked up because of Canada's 150th anniversary of Confederation. Montreal has a few members; conferences often bring new members in from the area where it is held. Ultimately, it was agreed that Montreal will be the venue for the 2017 conference, with the date tentatively around 3 June.

(xix) Certificates of recognition: Done.

#### **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.

- d. **Eastern Canada | Est du Canada (Alexandra Peace):** See attached report. There are three new members in Montreal. Alex suggested that it would be an excellent welcome to new members to give them copies of the “Newcomers Collection” from *The Indexer*. The collection is about \$12. Andrea suggested that a pdf of the most recent edition of the *Bulletin* be added to the welcome package.

**Moved (Alex/Elena)** that ISC/SCI purchase copies of the “Newcomers Collection” to send to self-identified new members along with a letter of welcome. **Carried unanimously.**

**Action:** Alex will develop a sample welcome letter and package and will contact *The Indexer* to get purchase information (including costs).

It was agreed that when regional representatives circulate emails to their regional members, it would be helpful if the executive were also included, both to keep the executive informed and to give other regional representatives ideas for activities, etc.

## 5. Committee Reports

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

Andrea also noted that ASI has additional items from the conference such as handouts, video and audio on their website and was wondering if we could post something for our members. The audio and video are probably not possible for our website to accommodate, but handouts may be possible. They may be limited to people who paid for the conference.

**Action:** François will talk to Gwen Henson about getting conference handouts to post on our website.

Siusan had the idea of a monthly online chat for members. Heather suggested looking at Canvas.

**Action:** Siusan will look into options for online chat hosting.

- b. **International (Heather Ebbs):** Nothing to report.

- c. **Website and register (Stephen Ullstrom):** See attached report.

- d. **Publicity:** See under item 3b(xiv), above.

Alex added that there are a couple of events in Nova Scotia that she would like to attend on behalf of ISC/SCI. It would be useful to have a flyer. She also suggested the BPC’s Book Summit; Mary has attended the latter and is not sure it would be useful for us.

**Action:** Alex will circulate a report with more information on possible publicity events.

- e. **Membership (Frances Robinson):** See attached report. There has been a drop of 19 members, which is not unexpected. ASI and SI are also down slightly. Also, we usually get a “bump” of members from the area of the annual conference, which we did not get this year because the conference is not in Canada. Frances did send emails to individuals not renewing, but did not receive responses from most. Of the three who responded, one has retired and two said they were not finding indexing work. It does seem like a lot of members, but 22 did not renew the preceding year. In the past, however, new members have joined to fill the gap.
- f. **President (Margaret de Boer):** See attached report. Margaret thanked Mary and François for their support.
- g. **Past President (Mary Newberry):** See attached report.
- h. **Vice-President (François Trahan):** See attached report.
- i. **Member at Large (John Barkwell):** John will be looking into publicity efforts. See under item 3b(xiv), above.
- j. **Ewart-Daveluy Award (Heather Ebbs):** A recipient has been identified for this year. The announcement will be made at the AGM.
- k. **Constitution (Heather Ebbs):** The constitution draft was revised subsequent to the last executive meeting. There are still some outstanding issues, so one more meeting of the committee is anticipated. It is hoped to have a final draft for executive review for the fall executive meeting.
- l. **Archives.** See under item 3b(xi), above.
- m. **Ad Hoc Committee on ISC/SCI Initiatives (JoAnne Burek):** This committee has morphed into the group looking at conference surpluses and webinars. The Ad Hoc Committee on Initiatives is therefore dissolved.
- n. **Finances (Sergey Lobachev):** See attached report and budget for 2016/2017. Sergey is working on a proper balance sheet. It was suggested that the income from memberships should be reduced given the drop in actual memberships this year.

**Moved (JoAnne/Mary) to accept the 2016/2017 budget as amended. Carried, with 1 abstention.**

## **6. Conference and AGM**

See under 3b(xviii), above.

## 7. New Business

- a. **Website:** This question related to members' ability to update their own listings. For technical reasons, this is not currently feasible.
- b. **Vision/mission statement:** This discussion is too big to be held at a regular executive meeting. A special meeting should be held to discuss solely this item.

**Action:** Heather will try to set up a venue and time for discussing the vision/mission statement on September 17 or 24.

- c. **Jennifer Hedges:** The executive unanimously expressed their great appreciation for all the Jennifer Hedges has done for ISC/SCI over many years.

**Action:** Margaret and Andrea will consider a Bulletin article about Jennifer's many contributions to the society.

## 8. Next Meeting

- September 17 or 24 for special meeting of the executive to discuss vision/mission statement
- October 22 for regular meeting of the executive

## 9. Certificates of Recognition

Four certificates of recognition were to be announced at the AGM. One recipient would not be attending the AGM, so she was recognized at the current meeting. Andrea Hatley was recognized for her superb work on the *Bulletin*.

**Moved to adjourn (John/Stephen) at 4 p.m.**

# Reports

## Regional Representatives

### *Central Canada (Siusan Moffat)*

Feb 20 - CSI Annex - 12 attendees

Pierre Joyal and I demonstrated Barry Campbell's IndexConvert, a Microsoft Word macro that helps convert an index from a text or word processor file to a form that can be imported into an indexing program (Cindex, Sky Macrex), spreadsheet or database. It automates many of the most complex processes. We had some difficulties with it. The software has had a couple updates since that time. <http://indexbase.co.uk/IndexConvert.html>

March 12 - Toronto Reference Library - 15 attendees

This month was "Amazing Indexing Stories" where we discussed good indexes, bad indexes and strange indexes. Folks brought in samples of indexes they liked, hated or that simply mystified them.

April 9 - Toronto Reference Library - 10 attendees

Time for another review of sister organizations newsletters. Paula, Barbara, Ronnie, Vanessa, and Gillian gave overviews on The Indexer, ASI Keywords, ANZI, Sidelights, and our own Bulletin. Janet Pearlman's "Indexing Tactics and Tidbits" was discussed, which is now a full book. Andrea Skyped in. The idea of having a separate "Go To" online meeting that could include other chapters was brought up.

May 21 - Toronto Reference Library - 17 attendees

This month we talked about clients and rates. Sergey Skyped in from Amsterdam and spoke about growing your indexing business and how to keep focused. Ruth delivered "How not to go broke as a freelance indexer/editor" - which she spoke about at a meeting 10 years and needed very little updating! Newbies asked questions of our seasoned indexers. Andrea Skyped in.

### *Prairies and Northern Canada (JoAnne Burek)*

We held our near-regular get-together in Edmonton in February, but this time only three of us were able to make it. No doubt, all of us appreciate the value of stepping away from the computer for a few hours in the afternoon, for a chance to engage in conversation, commiseration, and camaraderie with our colleagues.

Our next get-together is planned for June 25, again in Edmonton.

As regional rep, I met with a person who was referred to me by her friend in the ASI. She was interested in learning more about indexing to see whether this was a direction she should pursue for early retirement. We talked for hours (it was a delightful conversation), but it was within the first hour she realized indexing was not for her, mainly because of the learning curve. It reminded me again of how useful we can be when we help people discover the things they do NOT want to do.

### ***British Columbia (Elena Gwynne)***

It's been fairly quiet on the island since the last exec meeting report. I, personally, have had some interesting times though, learning how to index while out in the woods.

I'm starting the process of setting up a meeting on the mainland for later in the summer. Now I have some idea for room locations and costs, after the conference is over with, I'll start drumming up interest among the other BC members - though it'll probably be mostly the Vancouver and surrounding area members (thanks to the ferry costs and the like).

For me, setting up these meets is a learning experience each time.

Wishing I could be at the conference, and planning to attend the meeting via Skype,  
Elena

### ***Eastern Canada (Alexandra Peace)***

We have had a flurry of activity in the Eastern Region since February!

I was able to gather folks for a meeting in Montréal in April. There were new and returning members and non-members from both Montréal and Ontario. After we had set the time and place for the meeting, I informed the general membership, and two members from Ontario had intentions to join us (one was snowed out!).

We talked about lots of things, including conferences, webpages (groan), email addresses, time tracking software, cold calls, and so forth.

I believe it was instructive for all of us. I was particularly grateful that Christine Jacobs was able to come, and we certainly enjoyed hearing her answers to questions from the newbies.

Three new members attended, all from Montréal, and we are hopeful that a study group will be formed for them.

Another grand meeting occurred—indexers from the Maritimes (Nova Scotia, New Brunswick, and PEI) met in Moncton. The three of us (one from each province) enjoyed a nice long afternoon of chat about indexing.

And, Noeline Bridge and I also met in Wolfville in April, and I am grateful (as always) to have had that opportunity.

In the next few months, I hope to help the newbies in Montréal get settled into a group, and to meet with Noeline again.

## **Committees and Officers**

### ***Bulletin (Andrea Hatley)***



I'm having so much fun working on the Bulletin: InDesign makes the layout a breeze and the EPUB versions are getting easier to put together. But mostly it's the people I get to interact with: the Bulletin Board team, the contributors, and the advertisers (especially those on the fence).

All versions of the 21 page Spring issue, volume 38-1, was available on March 20, 2016 and cost of \$134 to produce.

Two EPUB versions—the Kindle (MOBI) and the reflowable—were created. There was no pressing need to produce a fixed-layout version as, in this case, it mimics the PDF. I am still looking for proofreaders for the EPUBs. There is no method for gauging the uptake on the EPUB, so member feedback is appreciated.

I have solicited MACREX, SKY Index, CINDEK, IndexConvert, and IXMLEmbedder to advertise in the Bulletin. So far, only MACREX has taken a year's worth of advertising (this alone just about pays for the InDesign subscription). Though the potential advertisers certainly knew of ISC/SCI, they were not really familiar with the Bulletin.

Lastly, I would again like to thank the Bulletin board—Gillian Watts, François Trahan, and Sylvia Siemens—for their invaluable help in putting the newsletter together.

Andrea Hatley  
June 2016

### ***Website (Stephen Ullstrom)***

There have been two major developments with the website since the last report.

One, there was a problem with how Paypal was connecting to our website, which meant that a couple of new members were unable to process payment through Paypal. Gillian Watts helped to identify the problem, and David Hathaway resolved it, making the needed adjustments to our website. We also took the opportunity to update the administrative details for our Paypal account, as it was still using details from the person who originally set up the account.

The second development is ongoing. Mary Newberry, Sergey Lobachev, and I had a Skype meeting on May 7th with Riley Haas, a client of Mary's, who is starting to freelance in SEO support. We all agreed that it was a very informative meeting, that Riley had some very practical and useful advice to share, and that there are some changes to the website that we should probably make. Riley has also provided us with a list of his services, should we want to hire him.

I was supposed to draw up a draft proposal on how to proceed on SEO, and Mary, Sergey and I were going to discuss it and then discuss with the wider executive. I have been swamped with work in the last few weeks, however, and haven't had time to write the proposal. I still hope to write this in the next few weeks, but don't know if it will be in time for the Chicago executive meeting.

The members' password for 2016 was also finally changed, in April. The lateness was due to my oversight, and I now have that item firmly marked in my calendar for next year.

### ***Membership (Frances Robinson)***

As of June 5, 2016, we have 103 members. Three new members have joined since February's report. Nineteen members declined renewal in December, 2016, including two Institutional members from Quebec that did not renew due to budget cuts.

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

10. Within Canada		12. Basic	13. Listed	14. Student	15. Emeritus	16. Institutional	17. June	18. Dec
British Columbia	26	9	16			1	12	14
Alberta	6	0	5			1	4	2
Saskatchewan	1	1						1
Manitoba	2	1	1					2
Ontario	50	11	32	2	2	3	19	31
Quebec	9	2	6	1			2	7
New Brunswick	1		1					1
Prince Edward Island	1	1						1
Nova Scotia	1		1					1
19. Totals	20. 97	21. 25	22. 62	23. 3	24. 2	25. 5	26. 37	27. 60
37. Outside Canada								
United States	5	2	1			2		5
Latvia	1		1					1
Totals	6	2	2			2		6
ALL	103	27	64	3	2	7	37	66

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

### **New Members**

The following members have joined since the previous report:

Jason Begy, Montreal, QC, Student  
Keith Scott, Montreal, QC, Listed  
Christina MacDougall, Burlington, ON, Basic

***President (Margaret de Boer)***

Life has a way of changing just when you think it's under control. That was the case when Mary called me a couple of months ago to say that Jennifer needed to resign for health reasons. I was stunned - Jennifer no doubt more so.

But what better organization to be involved with than ours. Emails from executive members arrived within hours of the news with concern for Jennifer and with the message "tell me where I can help" including Mary and François who have supported me in every way as I learned very quickly what tasks lay ahead. "Oh, I do that too?" was a common refrain! I was tempted to jump ship. Tempting, but irresponsible. This is not a one-man run organization anyway. After all we work as a team - we help each other and there were things to take care of:

With the conference just around the corner, the preparation of our Certificates of Recognition and the Tamarack Award have been completed. Meeting agendas are prepared and a list of details surrounding the conference are continually being added to. Things are slowly being checked off the list too!

Do I know what I'm doing? Likely not always. Do I know where to ask for help? Yes!

I re-read some past President's reports and found this sentence written by Jennifer. Pretty much sums it up - we're all part of a team.

*"Sometimes I have felt like an executive assistant to the president, sometimes I have felt like the spokesman for the society, but mostly I just feel like part of a team."*

I'll be bringing along a card for Jennifer to the executive meeting. I hope you'll sign it. For those not able to come to the conference, please confirm with me if I may include your name on the card.

Thanks,  
Margaret de Boer

***Past President (Mary Newberry)***

This has been a mixed year in some ways for me as past president. It was exciting to pass the mantle over to two such well-qualified people, Jennifer Hedges and Margaret de Boer. I enjoyed being the recipient of their intelligent questions and the sounding board for their thoughts and ideas. And it was rather nice not to be carrying the responsibility of co-president.

It was then with great sadness that I heard of Jennifer Hedges illness and her need to step down. She has carried many roles in this organization (and continues to carry a few!) and has always done so with great dignity and grace.

On the other hand, Margaret de Boer very graciously and seamlessly stepped into command. So, as with life, the pleasure is often mixed.

Otherwise, I have shared some minor responsibilities with Francois for the 2016 Indexing co-conference with the American Society of Indexers. I look forward to spending time and sharing information with our American colleagues, in what I anticipate to be an interesting and stimulating time. It's too bad we had bad luck with the timing of our low Canadian dollar, so it will be incumbent upon those of us able to attend to report back to the rest of the Society.

I look forward to another interesting year.

Mary Newberry  
Past-President

***Vice-President (François Trahan)***

The main task I had to attend to was the 2016 joint conference, but Kate Mertes and Gwen Henson have dealt with almost everything. All I had to do was give feedback for matters relating specifically to the ISC/SCI, and in many cases Mary Newberry helped me.

As Margaret mentioned, the sudden resignation of Jennifer has affected our workload, but less so in my case than Margaret's.

François Trahan  
8 June 2016

***Finances (Sergey Lobachev)***

As of **June 1, 2016**, the financial statement of the Society is the following:

- Everyday business chequing account: \$28,682.37
- 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-March 2016:

	2015 Budget	Jan-Mar 2015	Apr 2015-Mar 2016	15-Month Total
<b>Income</b>				
Membership fees	11,500	2,720	9,620	12,340
Conference revenue	12,000	4,490	3,018	7,508

Find an Indexer fees	3,200	845	3,100	3,945
Misc. income (pins, books)	50	90	295	385
Interest income	125		29	29
<b>Total Income</b>	<b>26,875</b>	<b>8,145</b>	<b>16,062</b>	<b>24,207</b>
<b>Expenses</b>				
Membership (incl <i>Directory</i> )	50		24	24
Conference expenses	12,000	500	4,399	4,899
Executive expenses				0
Meeting costs & telephone	500		102	102
Executive travel	1,000		112	112
International liaison travel	2,000			0
<i>Bulletin</i>	350	104	325	429
<i>Indexer</i>	6,000		7,278	7,278
Website and listservs	3,000		1,536	1,536
Operating expenses				
Office supplies	50		28	28
Postage & delivery	50		37	37
Bank charges	150	17		17
PayPal fees	750		381	381
Regional groups	400	25	492	517
Volunteers, honours & awards	500			0
Outside services	300		229	229
Translation	1,000	167	792	959
Promotion	250	150	111	261
Miscellaneous expenses	50			
<b>Total expenses</b>	<b>28,400</b>	<b>963</b>	<b>15,846</b>	<b>16,809</b>
<b>Income less expenses</b>	<b>-1,525</b>		<b>216</b>	<b>7,398</b>

I am proposing the following budget for 2016-2017 fiscal year:

**2016-17  
Budget**

**Income**

Membership fees	12,000
Conference revenue	10,200
Find an Indexer fees	3,200
Misc. income (pins, books)	100
Interest income	40
<b>Total Income</b>	<b>25,540</b>

**Expenses**

Membership (incl <i>Directory</i> )	50
Conference expenses	10,200
Executive expenses	
Meeting costs & telephone	300
Executive travel	1,000
International liaison travel	2,000
<i>Bulletin</i>	600
<i>Indexer</i>	7,600
Website and listservs	3,000
Operating expenses	
Office supplies	50
Postage & delivery	50
Bank charges	100
PayPal fees	400
Regional groups	400
Volunteers, honours & awards	4,000
Outside services	0
Translation	1,000
Promotion	200
Miscellaneous expenses	50
<b>Total expenses</b>	<b>31,000</b>

**Income less expenses**

-5,460

Conference revenue and expenses are based on the number of participants. The latest registration number for the conferences is 17 people. Assuming current exchange rate, I estimated the average contribution of 600 CAD for each participant.

I have increased *Indexer* subscription rate by 5% in comparison with actual spending during the last fiscal year.

I have also added 4000 dollars for honors and awards, since we distributed financial assistance to 4 people who attended the conference.

Other numbers reflect actual spending during the last fiscal year.

Prepare your questions for the meeting, so we can adjust numbers if necessary.

At this point, I am flexible about adjustments that may increase spending, since we have a great deal of cash in our accounts.