

ISC/SCI EXECUTIVE MEETING

7 JUNE 2018

MINUTES

Participants:

In Winnipeg: Margaret de Boer (President), Susan Brown, Elena Gwynne, Pierre Joyal, Siusan Moffat, Mary Newberry, Alexandra Peace, Stephen Ullstrom,

Via Skype: JoAnne Burek, Frances Robinson

Absent with Notice: Andrea Hatley, Sergey Lobachev

Guest: Ruth Pincoe

The meeting was called to order by Margaret de Boer, President, at 1:05 p.m. Central Time. JoAnne Burek recorded the minutes.

1. Welcome and Roll Call

Margaret welcomed participants.

2. Review of Agenda

The agenda was modified and accepted.

3. Review of Minutes

Minutes of May 5, 2018: Moved (Susan Brown/Stephen Ullstrom) to accept the minutes as written. **Carried.**

4. Approval of Reports (Consent Agenda)

See reports:

Regional Updates:

- a) Central Canada | Centre du Canada (Pierre Joyal) – captured in the June 8, 2018 Annual Reports
- b) Prairies and Northern Canada | Prairies et Nord du Canada (Stephen Ullstrom)
- c) British Columbia | Colombie-Britannique (Elena Gwynne) – captured in the June 8, 2018 Annual Reports
- d) Eastern Canada | Est du Canada (Susan Brown)

Committee Reports:

- e) Senior and Junior Co-presidents | Co-présidentes (Margaret de Boer and Alexandra Peace)
- f) Communications (JoAnne Burek)
- g) Membership (Frances Robinson)
- h) Website administration (Siusan Moffat)
- i) International liaison (Mary Newberry, no written report)
- j) Awards committee (no report)
- k) Bulletin (Sergey Lobachev/Bulletin Committee)
- l) Archives committee (Alexandra Peace, no written report)

Ongoing Projects:

- m) Book and Periodical Council (Mary Newberry, no written report)

Moved (Mary/Susan Brown) that reports be accepted. **Carried.**

5. Items for Discussion

a. Finances

Andrea emailed a draft policy for expense accountability and reimbursement and an updated expense form.

The board would like to know how it was decided that \$18,000 is set aside for special projects, and how much money do we need in the long run for the reserve.

b. Website maintenance contract

For this item, JoAnne absented herself and Pierre Joyal took the minutes.

The Board discussed the awarding of the web maintenance contract of the Indexing Society of Canada for the next year.

Following discussions, the Board decided to award the website maintenance contract to JoAnne Burek to the end of March 2020.

The Board recognises the outstanding work JoAnne Burek has contributed to the design and maintenance of the website, her ongoing contribution to the work of the Board and her keen interest in the work of indexers and look forward to her continued involvement in the maintenance of the website.

The Board recognize the potential and perception of conflict of interest for executive members benefiting from the activities of the Board. As a result, the Board has agreed to develop a conflict of interest policy to address these concerns in the next year.

c. Conference 2018 and 2019 (Alexandra Peace)

See "ISC/SCI Conference 2018 Report."

2018 Conference: One of our speakers, Anne Fifer, was not able to come. To fill in the hour that was slotted for her presentation, the conference committee decided to have an hour of 3-minute presentations made by 10 people. The executive were asked to start the list, and attendees will be asked to contribute.

2019 Conference: Alex (on behalf of conference committee) discussed the strategies for choosing locations. The recommendation is to not be held to the editors' conference locations, but to sequence the locations one year in the east, next year central, next year west, next year central, and so on.

The committee recommends that the next year's conference be in Ottawa, venue permitting.

d. Archives committee (Alexandra Peace)

Moved (Alex/Elena) that an Archive Committee be formed with Christine Jacobs (chair), Siusan Moffat, Pierre Joyal, and two other members not on the executive (to be recruited). **Carried**

e. Mentorship report

See “Mentorship Report”

The committee proposes to make the program available in January.

Stephen offered to act as coordinator at the start and will look for another volunteer to assist and take over.

Siusan commented, and everyone agreed, that this program is a “feather in our cap.”

Moved (Alex/Siusan Moffat) that the executive committee give a vote of thanks to Stephen Ullstrom for initiating and driving the development of the mentorship program. **Carried.**

Moved (Alex/Siusan Moffat) that the mentorship program be named after Mary Newberry in gratitude for the help Mary has given to all of us and for her efforts with the ISC/SCI. **Carried.**

Mary commented that she is “extremely honoured.”

The program will be announced at the AGM, and then in an email to members.

f. Bulletin (Bulletin Committee)

See “Bulletin Report”.

The *Bulletin* committee recommends that we have an editorial review process to review content before it goes to copyediting.

The executive committee decided that for each issue, 2 executive members, either current or past executive members of the last five years, be made available over a period of time for editorial review of content. The executive will be responsible for finding the people. Mary Newberry volunteered to find reviewers for the next issue.

g. Video-conferencing software (Pierre Joyal)

See “Video Conferencing and Collaboration Software” and “Video Conference” (presentation).

Pierre presented the user requirements and the features of the four products under evaluation.

The executive agreed to go forward with using free trials of some of the products for future board meetings.

h. Conference surplus policy

The executive discussed the challenges of separately tracking the conference incomes and expenses.

Moved (Pierre/Stephen) that we revoke the conference surplus funds policy. **Carried.**

i. Special Projects Committee (Alexandra Peace)

See “ISC/SCI Special Projects Committee Report”

The committee wishes to clarify its mandate and the decision-making around what should be considered a special project. The budgeting process was also discussed.

The committee will revisit the issue internally.

j. Tamarack Award

This discussion arose because a concern was raised that the Tamarack Award, which is a tamarack-twig sculpture made by Cree artisans in Moosonee, is a form of cultural appropriation.

Ruth Pincoe described the history of how she came to choose the goose sculpture, which is sold by the Cree Nation as a gift or souvenir.

Margaret agreed to get feedback from Cree Elders on the appropriateness of our using it in the context of an award.

k. Code of ethics

Tabled to next meeting.

l. Publishers award

Tabled to next meeting.

m. Diversity committee

Tabled to next meeting.

n. Chats

Tabled to next meeting.

6. Action Items from February 10, 2018, Executive Meeting and May 5, 2018 Budget Meeting

Not discussed.

7. Next Meeting:

September 22, 2018, 12:00 p.m. Eastern Time in Toronto.

8. Adjournment

Meeting adjourned at 4:20 p.m. Central Time.

***Prairie and Northern Canada Regional Report, June 7, 2018
Meeting (Stephen Ullstrom)***

The Prairie indexers continue to meet bimonthly for an informal discussion at the Edmonton Public Library. Our last two meetings since the last report have been on March 10 and May 19, with the next meeting tentatively planned for July. Attendance is usually around 4-5 people, and members living outside of Edmonton are able to Skype in. We find the library to be a quiet and private environment, well suited for Skype and discussions.

This report is purely for giving information. No discussion or motions required.

ISC – Eastern Region Report

May 2018

Since this was my first year as Eastern Region Representative, I have gradually adapted to the position. We have held face-to-face meetings in Montreal on September 19th, 2017 and on April 12th, 2018. Invitations were sent out to all Eastern Region Members as well as several from the Central Region who live closer to Montreal than Toronto. Several members attended each of the meetings and we discussed all sorts of indexing topics.

I think in the coming year, I will try to schedule either Skype meetings or 'Eastern Region Chat' sessions in order to reach out to those outside of Montreal.

I will try to touch base with as many Eastern Region members at the conference to get some feedback from them about how they see the Eastern Representative's role. As well, maybe we can have a mini Eastern Region members meeting during one of the breaks.....or at the pre/post conference get-togethers.

Respectfully Submitted

Susan Brown

ISC/SCI Co-Presidents Report for the Executive Committee Meeting on June 7, 2018

As usual, we both have had lots of fun working together. As junior co-president, Alex has learned a lot. She's gradually learning about the administration part of being co-president: calls for reports, agendas, and running meetings etc. Her time is coming soon. Margaret will be passing the organization and running of the meetings to her after the AGM.

Things that have happened since the February executive committee meeting:

- helped organize a paper to go to the Chinese indexers conference (thanks to Heather Ebbs, who wrote it about Christine Jacobs)
- organized a discount for ISC/SCI members to purchase PerfectIt (waiting for Daniel to give us the go-ahead)
- worked with JoAnne on communications publicity items ... mostly by saying Yay JoAnne!
- sent out letters to lapsed members
- organized awards and certificates of recognition
- asked Susan to set up generic emails for executive committee members and committee chair members ... very important for continuity of organization
- worked on the creation of an annual report
- gathered names of volunteers, to thank them at the AGM
- discussed finances and budget, including obtaining an auditor to review our financial affairs
- held regular Skype meetings leading up to executive meetings and the conference
- prepared executive committee and AGM agendas, including communication to the executive committee
- chaired executive meetings
- updated documentation and meeting records of our communication together, which will be helpful for future co-presidents

We both continue to chair or be a member of several committees.

Respectfully submitted,

Margaret de Boer and Alexandra Peace

Communications (JoAnne Burek)

Communications Committee

The communications committee consists of **Kristen Braun, Susan Brown, Alex Peace**, and myself. In our first meeting we discussed communications objectives and audiences and came up with several action items that would to promote the organization externally and keep our members informed of our activities. We then had a follow-up meeting to review the action items and prioritize them.

The final document with action items is attached to this report. We maintain our own folder "Communications" on Dropbox.

The main mandate of the committee is to get help with the strategy, get input and ideas, and to help prioritize the work. The next meeting will probably be scheduled in a few months, unless something urgent comes up.

I would like to give a big thank you to the committee members for their support and enthusiasm.

Privacy Policy web page

As the GDPR deadline of May 25 approached, I realized that we are subject to the legislation. We have at least one member, several conference goers, and countless website visitors in EU countries.

The critical task for us was to make our Privacy Policy page compliant with GDPR. Since we didn't yet have a Privacy Policy on our website, I put one together that is tailored for ISC/SCI. As we change how we collect and use visitor and member data, we will have to remember to revisit and update the policy.

Volunteer Opportunity Web Page

One of the action items that came out of the Communications Committee was to promote member communication and engagement with a web page focused on volunteering. The top part consists of the latest posts where we ask for volunteers. The bottom part has a list of standing and ad hoc committees. If a committee desires it, there can be a link to a dedicated committee page. This would enable committees to keep members informed and interested in their activities. At a minimum, we could expand this list with the list of committee members and contact information.

Visit <https://indexers.ca/members-area/volunteer-news/>

National Indexing Day

On short notice and with minimal effort, we created our own celebration. Members were encouraged to post or tweet among their contacts about a special book they have indexed.

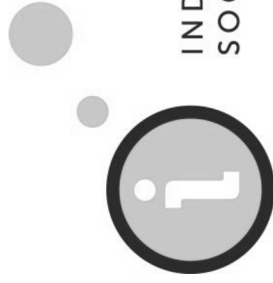
We have put National Indexing Day 2019 in our list of communications projects.

Website Press Release

I sent a press release to our list of industry contacts announcing our new website. Unfortunately, my email client (Thunderbird) really messed up the formatting, so there

was no extra line separating the paragraphs. It looked quite ugly. I have since changed some settings to fix this for the future.

Respectfully submitted
JoAnne Burek



INDEXING SOCIETY OF CANADA
SOCIÉTÉ CANADIENNE D'INDEXATION

Communication Strategy

2018 Communications Committee

February 7, 2018

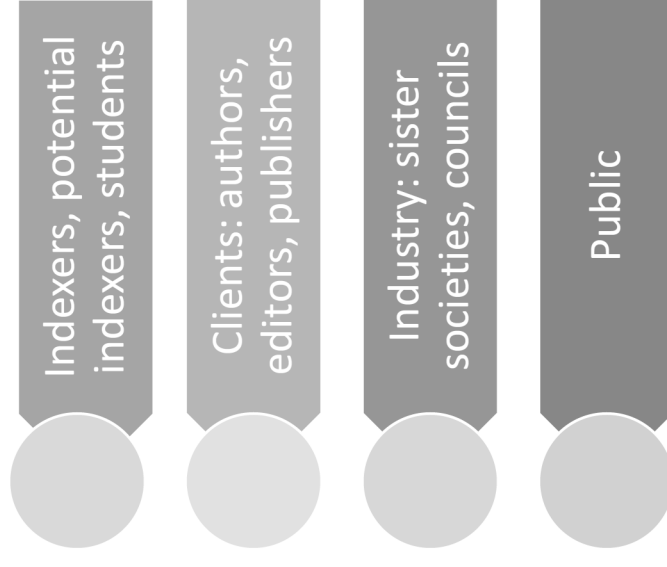
Updated February 20

What do we do and who do we talk with?

Mission

1. To encourage production of indexes
2. To promote employment of indexers
3. To make available info about indexing techniques
4. To facilitate communication between indexers

Audiences



How do we know if ISC/SCI is successful?

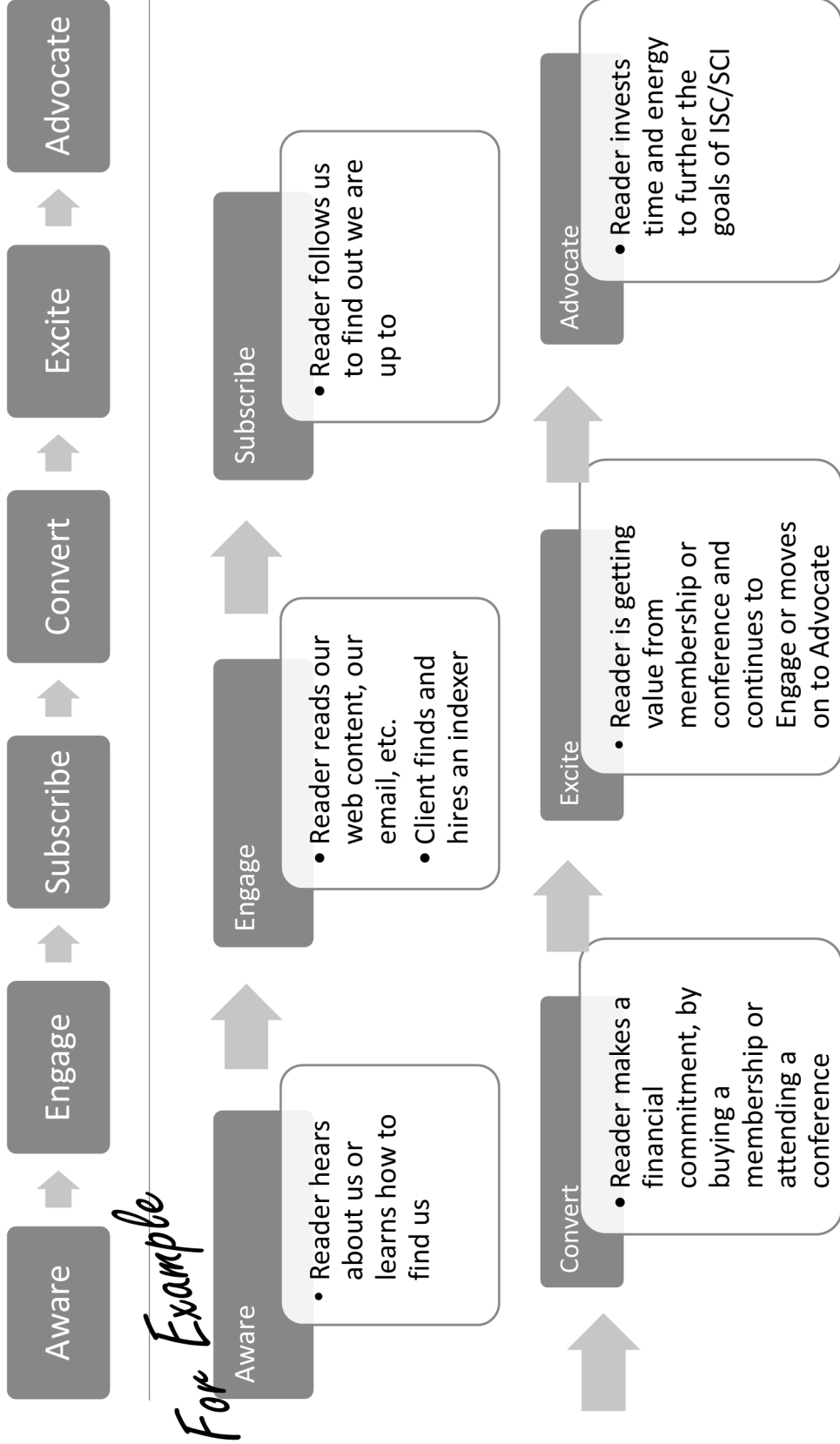
1. Thrive
Membership continues to grow (or doesn't shrink). This means we satisfy the needs of our current members and continually obtain new members.
2. Shared workload
We have members who are engaged with what we do and want to help.
3. Status and authority
 - a) Our indexer members are highly professional and are successful in their careers.
 - b) The world regards us as an authority on indexing matters.

To succeed on all these factors, our audiences must move along a path, from **awareness that we exist, to advocacy of our mission.**

The job of communications is to guide them on that journey.



Stages of the journey



What assets and activities do we have now for Communications?

- *Bulletin*
- Blog
- Register of Indexers Available
- *How to get an index written for your book*
- Calendar of events
- Web content
- Social media accounts – Facebook, Twitter, LinkedIn, Pinterest
- ISC-L forum
- Contributions on other forums
- Emails to members from Membership Secretary
- Annual conferences
- Regional Meetings
- *The Indexer*
- Sister society communications
- Relationship with Editors Canada
- BPC membership
- Letters to indexing students
- Attendance at Word on the Street
- Attendance at other writing events
- ?
- ?
- ?





Where do these fit in the journey, and what are we missing?

Next step: examine each of our audiences on their journeys and see what we need



For Clients

 Done
 Largely done by members




| Stage | How it can happen | How we do it |
|-----------|---|--|
| Aware | Google search results | Web pages optimized for SEO  |
| | Word on the Street | Hand-outs 1 |
| | Social media | Members follow the conversations in writing groups and posts interesting items 2  |
| | Presentations at writers groups | Presentations on indexing 3 |
| Engage | Content on indexers.ca | <i>How to get an index written for your book</i>  Register of Indexers Available  |
| Subscribe | Follow us on social media | Provide FB, Twitter, LI channels  4 |

1. Develop handouts/give-aways aimed at writers
2. It's best that members do this, because it's good for self-promotion. Can we start a collection of writing groups on social media for our members?
3. Offer a Powerpoint template (or Mac equivalent) for indexers to give presentations. Create support for webinars that our members can give (e.g., Editors Canada webinars)
4. We have these channels, but do we offer any content that is useful to clients?



For Indexers (current and potential)

 Done
 Largely done by members




| Stage | How it can happen | How we do it |
|-----------|----------------------------------|--|
| Aware | Google search results | Web pages optimized for SEO  |
| | Indexing classes/courses | Letter to indexing students  |
| | List forums | Members welcome new Berkeley students  1  |
| | Social media | We follow the conversations in indexing and writing groups and post interesting items  |
| Engage | Content on indexers.ca | Free content  2 |
| | Attendance at a regional meeting | Calendar entry on website  |
| | Social media follower | Interesting content posted on our channels  |
| Subscribe | ISC-L forum (members only) | Interesting useful content  |
| | Subscribe to us on social media | Our Twitter, Facebook, LinkedIn group channels  |

1. Offer a version of “letter to indexing students” to Berkeley students to check out (on our website)
2. Need to have more content, and need to make editorial decisions on what should be free vs. members-only



For Indexers (current and potential)

 Done
 Largely done by members




| Stage | How it can happen | How we do it |
|----------|---|---|
| Convert | Membership | Membership-only website content, <i>The Indexer</i> ✓ subscription, first look at <i>Bulletin</i> , Listed profile, Logos, ISC-L forum, chat sessions, Discounts |
| | Conference | Engaging sessions, networking opportunity, session ✓ handouts  |
| Excite | <i>Bulletin</i> , List forums, chat sessions, regional meetings | Engaging articles ✓ |
| | Members-only web content | Engaging topics ✓ 3 |
| | Networking | Volunteer opportunity web page 4 |
| Advocate | Conference presenting | Invitation  |
| | Writing, posting | Invitation 3 |
| | Board/committee | Invitation  |

3. Invite members to post content
4. Set up volunteer opportunity web page. What about pages for committees, with content for members?



For Industry

 Done
 Largely done by members

| Stage | How it can happen | How we do it |
|-----------|---|--|
| Aware | Membership in industry organizations, (e.g., Business and Periodical Council) | Member page on BPC's website ✓ |
| | Press releases, invitations to our events | Email to mailing list 1 |
| Engage | Presentations | Members give presentations 2  |
| | Articles and posts for their websites and social media channels | Members write posts 3  |
| Subscribe | Follow us on social media | Post interesting content on our channels  |




There is a lot of overlap with industry and clients, e.g., editors. Consider academia as an industry member

1. Keep a mailing list of industry contacts (include academia)
2. Create a Powerpoint template (or Mac equivalent) for indexers to give presentations
3. Establish a list of industry websites and social media channels. Make editorial decisions on member content—would this article be of interest to an industry member?



For Public (e.g., users of indexes)

 Done
 Largely done by members

| Stage | How it can happen | How we do it |
|-----------|--|---|
| Aware | Word on the Street | ✓ |
| | Social media |  |
| | Articles and posts on non-industry sites |  |
| | National Indexing Day | 1 |
| Engage | |  |
| Subscribe | Follow us on social media | Post interesting content |

There is some overlap with clients, industry, and public

1. Plan for National Indexing Day 2019



Action items (projects)

| Action Item | Audience | Priority |
|--|---------------------|----------|
| Develop handouts/give-aways aimed at writers, for Word on the Street | Clients Public | |
| Build list of writing groups, industry groups, including their websites, publications, and social media channels | Clients Industry | |
| Build Powerpoint template (and Mac equivalent) for presenters to writers groups (optional for presenter's self-promotion) and industry groups (mandatory) | Clients Industry | |
| Communicate Editors Canada "call for webinars" and provide support | Clients Industry | |
| Create website landing page version of "letter to indexing students" for Berkeley students. | Indexers | |
| Invite members to contribute content to website. Include suggestions for content, process for submitting content, guidelines. Mention potential for submissions to industry. | Indexers | |
| Create volunteer opportunity web page. | Indexers | |
| Establish mailing list of industry contacts, including academia. List will include their websites, publications, and social media channels. | Clients Industry | |
| Plan for National Indexing Day 2019 | Industry Public | |



Membership Report (Frances Robinson)

May 28, 2018

As of May 28, 2018, we have 109 members. Twelve new members have joined since February's report, one Institutional member added an Individual membership, and there were four late renewers.

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

| Within Canada | | Basic | Listed | Student | Emeritus | Institutional |
|-----------------------|------------|--------------|---------------|----------------|-----------------|----------------------|
| British Columbia | 25 | 8 | 15 | 1 | | 1 |
| Alberta | 8 | 3 | 4 | | | 1 |
| Saskatchewan | 1 | 1 | | | | |
| Manitoba | 3 | 3 | | | | |
| Ontario | 47 | 13 | 28 | 1 | 2 | 3 |
| Quebec | 11 | 6 | 3 | 2 | | |
| New Brunswick | 2 | | 2 | | | |
| Prince Edward Island | 1 | 1 | | | | |
| Nova Scotia | 2 | | 1 | 1 | | |
| Totals | 100 | 35 | 53 | 5 | 2 | 5 |
| | | | | | | |
| Outside Canada | | | | | | |
| United States | 9 | 1 | 6 | | | 2 |
| Totals | 9 | 1 | 6 | | | 2 |
| | | | | | | |
| ALL | 109 | 36 | 59 | 5 | 2 | 7 |

New Members

The following members have joined since the previous report:

Alex Anaya, Burnaby, BC; Student
Lisa Fedorak, Vancouver, BC; Listed
Patricia Wilkinson, Powell River, BC; Basic
Susan Grant, Saanichton, BC; Basic
Louise Fairley, Edmonton, AB; Basic
Lianne Fontaine, Winnipeg, MB; Basic

Ann Kennedy, Toronto, ON; Basic
Anne Taylor-Vaisey, Toronto, ON; Basic
Carlisle Froese, Peterborough, ON; Basic
Carol Richardson, Victoria Harbour, ON; Basic
Claudia Ruiz, Pincourt, QC; Basic
Rudy Leon, Reno, NV, USA; Listed

Two of our current ten-copy allotment of the SI's *The Indexer Newcomers Collection* have been sent to new members.

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

Web Admin May 2018 (Siusan Moffat)

There is not too much to report. The website runs smoothly and JoAnne addresses any issues that come up.

We all need to use indexers.ca email address so I set that up and changed our emails on the website (if anyone notices any email address that have not been changed to these new generic ones, let me know!)

It has been difficult to remember to USE this address, but I will continue to remind myself to do so!

I have been a little surprised of the fact that some current indexers haven't set up their profiles yet? It would be great if Alex and Margaret remind people at the AGM about this!

Looking ahead, it would be wonderful if we had a more competent person to take on my job a year from now. I feel like my skills are minimal in this area and I have trouble comprehending the "big picture" of the backend. I am able to do most things asked of me, but not all, and I feel a more competent person could be proactive with the website, rather than just maintaining it.

Bulletin Report (Sergey Lobachev)

I've been working in the Bulletin Committee together with Alex, Janice, JoAnne and Moira.

After obtaining funds to prepare the template for the Bulletin, we have commissioned a designer who has produced the first draft. During the last meeting on May 22, we had a productive discussion about the design and made quite a few suggestions how to improve the initial draft.

We have also discussed the content of the next issue, which is supposed to go to production after the Conference, hopefully by the end of summer.

We have also initiated search for the new managing editor.

I am committed to prepare the layout for the next few issues, then we'll see how it goes.

As Alex suggested, it would be beneficial to discuss the editorial review process.



Policy/Procedure: Expense Accountability and Reimbursement

INDEXING SOCIETY OF CANADA
SOCIÉTÉ CANADIENNE D'INDEXATION

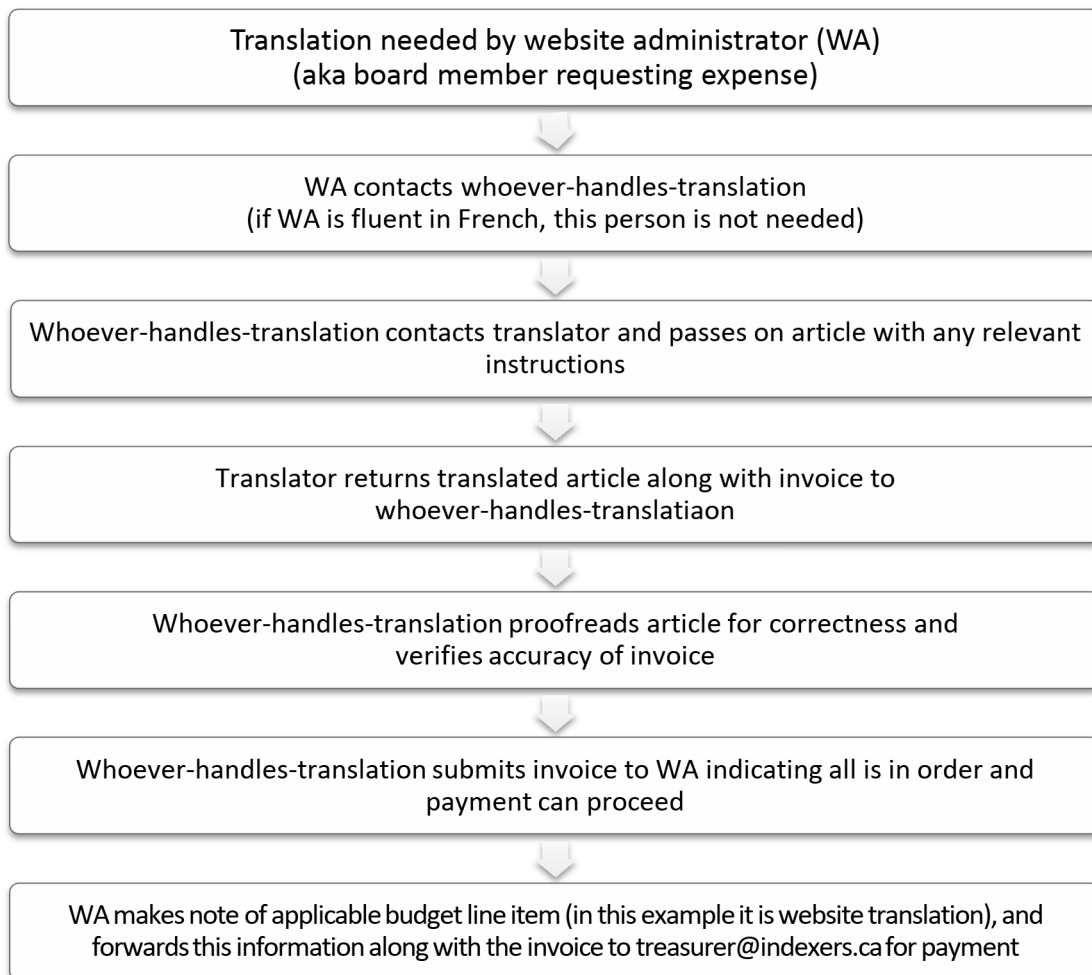
Goals:

- To provide oversight of expenses
- To prevent situations where unnecessary expenses are paid
- To ensure reimbursement is correct and approved

Procedure:

A. Invoices

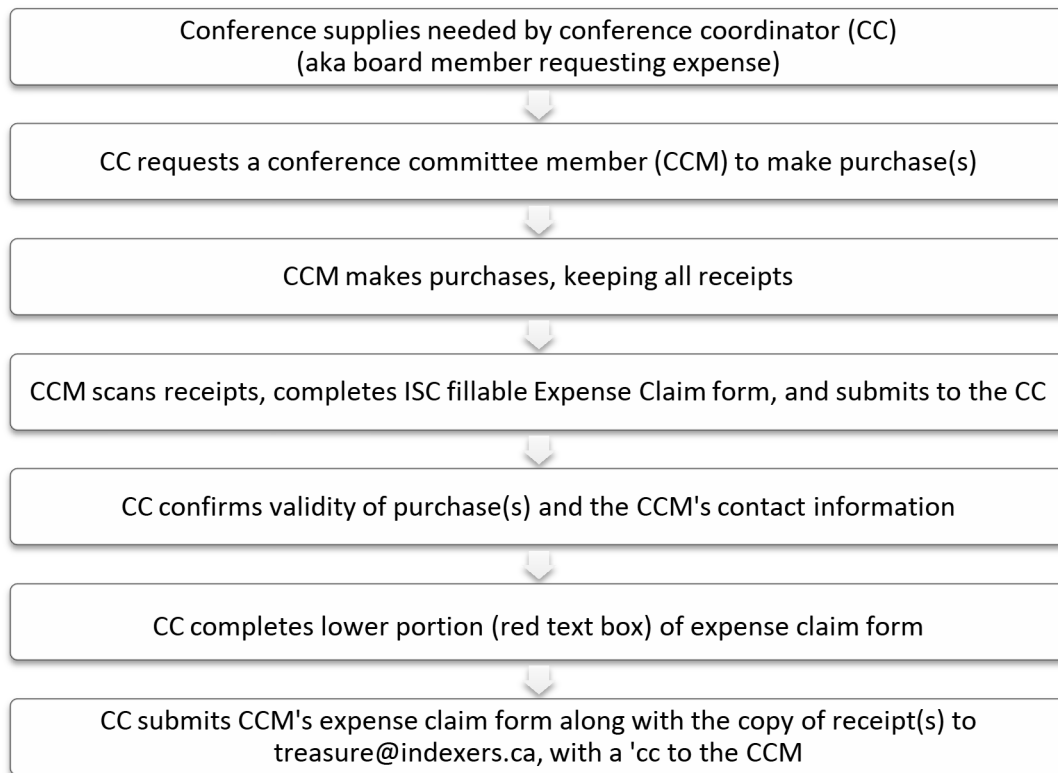
When a board member receives an invoice, it must be checked for validity before submitting to treasurer@indexers.ca for payment. Please indicate, on the invoice or in an email, the applicable budget line item. Below is an example (probably the most complicated one ISC will encounter):



B. Expense Reimbursement

Use the most recent version of the PDF fill-able expense form (ISCSCI_ExpenseFormFillableV2.pdf —which does the math for you, if you use Adobe reader) found in the board Dropbox.

Expenses for reimbursement must include copies of original receipts. Below is an example:



Remember that all receipts and the completed expense claim forms are submitted to the board-member-who-requested-the-expense:

- all conference expenses go to the conference chair,
- all *Bulletin* expenses go to the managing editor,
- all website expenses go to the website administrator.

At the bookkeeping end, the expense claim and the receipt get attached to the expense entry and linked to the reimbursement.

Andrea Hatley
ISC/SCI Treasurer
May 2018



Expense Claim

INDEXING SOCIETY OF CANADA
SOCIÉTÉ CANADIENNE D'INDEXATION

Date

Name

Position

Address

Telephone

E-mail

Item (please include purpose)

Cost

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Total amount claimed

\$ 0.00

PLEASE INCLUDE COPIES OF ALL RECEIPTS.

Approved by

Date

Budget line item

Payment method

Cheque/transaction #

Payment issued by

Date paid

*ISC/SCI Conference 2018 Report for EXECUTIVE COMMITTEE
Meeting on June 7, 2018*

Updated registration figures are as follows:

- 45 people registered, total (was 46, but one cancellation)
- 25 early bird
- 1 single-day early bird
- 4 member, not early bird
- 2 non-member
- 10 full discounted (speakers, president, and chair)
- 4 half discounted (speakers sharing a session)

Figures for events extra to the conference sessions:

- 32 attending the banquet
- 26 attending the preconference event (confirmed, 17 maybes)
- 23 attending the closing gathering at the restaurant (confirmed, 18 maybes)

The finances are looking good. At this point, we estimate that we will have a deficit of \$339.

Further details:

We have

- organized the session hosts who will welcome the presenters, keep them on time, and thank them
- sent out a welcome letter to attendees, with all the last-minute details
- finalized all the food, including for people with dietary requirements
- gathered books from various sources to use as giveaways
- and updated last year's evaluation for this year

We were able to obtain three advertisers for the program at \$25 each.

Program, banquet tickets, and name badges have been printed; bags have been purchased and printed.

We have continued to add both generic and specific information to the conference documentation.

We have also decided not to ask general questions in the evaluation this year, but just specifically about this year's conference.

submitted by Alexandra Peace

on behalf of the Conference 2018 committee

Alicia Peres, Susan Brown, Frances Curry, Linda Christian, JoAnne Burek

Mentorship Report, June 7, 2018 (Stephen Ullstrom)

The mentorship committee reached a milestone at the May 5, 2018 executive meeting, when the mentorship proposal was approved by the executive. Thank you to the executive for giving their approval.

This means that the next phase of the mentorship program begins, which is turning the proposal into a functioning program.

The following three points are next steps in the creation of the mentorship program and should be discussed at the June 7th executive meeting.

Mentorship Coordinators

The first step in creating the program is for the executive to recruit and appoint the first two coordinators. As outlined in the proposal, at least one coordinator should be an executive member, in order to better facilitate communication between the program and the executive. Once the coordinators are appointed, they will then begin the task of creating the program.

At the June 7th meeting, the executive should discuss how we are going to recruit the coordinators. This can be done by issuing a call for volunteers to the ISC membership. It has been pointed out, though, that a more effective means may be to ask specific people. We may, therefore, need to discuss who we should try to recruit.

The mentorship committee has already discussed the possibility of myself (Stephen) being one of the coordinators, as this program was originally my idea. As I have told the committee, I am open to being a coordinator for one year, until the 2019 AGM/conference. I see the value in helping to launch what I started. However, administration is not my strong suite, so I do not think I'd be the best coordinator, and I do have other interests that I want to pursue in the next few years. Therefore, I would like to step down from mentorship and probably the executive when my term ends in 2019. If I were not to be one of the two coordinators, I am willing to be available to consult and assist as the program is established.

Name of Mentorship Program

At the May 5th executive meeting, discussion began on what to name the program. It was realized that the committee had not sufficiently solicited ideas or considered alternatives to the suggestion of naming the program after Jennifer Hedges. In the last couple of weeks, I have solicited suggestions for the name.

To summarize the replies we received, most of the replies supported naming the program after Jennifer Hedges, with comments about how helpful Jennifer was to new indexers. The only other suggestion put forward was to name the program after Mary Newberry, also for Mary's extensive assistance to new indexers. Within the committee, it was suggested that a way to include both names could be to name the program the Hedges-Newberry Mentorship Program. Some replies, though, while recognizing Mary's

contribution, had concerns about the appropriateness of naming the program after a living and current ISC member.

The executive, at the June 7th meeting, should discuss and hopefully vote on a name for the program.

Announcement at AGM

The mentorship committee would like to announce the creation of the program at the AGM, as well as issue an announcement via email to all ISC members. This will be a simple announcement stating that the program is being created, will give an estimated timeline for when mentorship might begin, and could also include a call for volunteers to be coordinators. The executive should give their approval to this announcement.

This report requires discussion on all three points. Motions will likely arise from the discussions.

Reported submitted by Stephen Ullstrom on behalf of the mentorship committee:

Margaret de Boer

Pierre Joyal

Stephen Ullstrom

Video Conferencing and Collaboration Software

Purpose:

Identifying and selecting a video conferencing system for a 100-member professional organization dispersed in various cities and regions of Canada and the USA

Use cases:

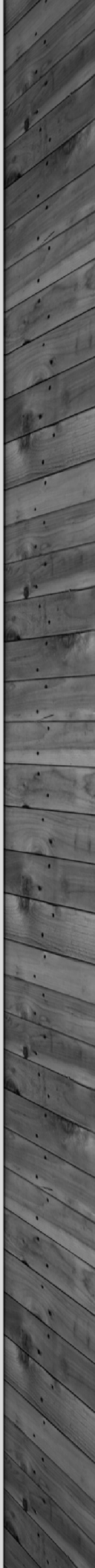
1. Video conferencing: meetings of the executive of the association with members present in a room while others are connecting remotely
2. Video conferencing: regional meetings held in a conference room with participants connecting remotely
3. Webinars: the ability to produce webinars remotely, sharing presentation, documentation and whiteboarding (collaborating on a document)
4. Video conferencing: Annual meeting where some participants are in a conference room and others will be participating remotely
5. Video conferencing: Conference speakers can present remotely to a conference audience (Not sure if this is a facility that would be offered by the Conference Venue)

Business requirements:

1. Screensharing: Allow a user to view another user's screen and activity in real time
2. Virtual whiteboarding: Provide a simple space on the screen where meeting participants can write notes or draw simple diagrams to share with other meeting attendees
3. Recording: Allow participants in a conference to record audio and video for later review
4. Recording: Allow users to broadcast pre-recorded content or automatically play messages for attendees
5. In-app chat: Provide an integrated text chat functionality so meeting participants can chat with the group
6. Private In-app chat: let users chat one-on-one or with select members of the group
7. Moderation: Allows conference hosts to do things such as add, drop and mute participants
8. Moderator can access the application from anywhere
9. Interface with existing systems and Internet connection
10. Ease of set up and use – the easier and more intuitive, the better

VIDEO CONFERENCING

INDEXING SOCIETY OF CANADA



USE CASES

- Executive & subcommittee meetings with members present in a room while others are connecting remotely
- Regional meetings held in a conference room with participants connecting remotely
- Sharing presentation, documentation and whiteboarding (collaborating on a document)
- Webinars: Speaker presenting, recording the presentation and participants being able to Q & A online
- Guest speaker at annual conference connecting remotely with interaction from attendees in the room

REQUIREMENTS

- Screen sharing and whiteboarding
- Record and playback a call
- Send invites by email and link to the call
- Access the call using laptop or computer
- Broadcast pre-recorded content or automatically play messages for attendees
- In-app chat enabling meeting participants to chat with the group
- Private In-app chat to let users chat one-on-one or with select members of the group
- Easy of use

REQUIREMENTS (CONT)

- Allows conference hosts to do things such as add, drop and mute participants
- Moderator can access the application from anywhere or promote another user as host of the meeting
- Muting remote users
- Able to use across platforms web browsers and operating systems
- Bandwidth requirements

COST ACROSS SEVERAL COMPANIES

- GoTo Meeting
 - \$36 US/month or \$348/annually (\$29/month) – approx. \$46.60 CND
 - License assigned to one host (sharing not recommended – but possible)
 - 14 day free trial
 - Host assigned a personal meeting room with its custom URL
 - Number of meetings unlimited
- ZOOM
 - \$14.99 US/month – approx. \$19.50 CND
 - License assigned to one host email
 - A free program exist for one to one conferencing

COST ACROSS SEVERAL COMPANIES (CONT)

- Intermedia
 - \$24 US/month \$288 US/annually – approx. \$31 CND
 - Unlimited meetings
 - Account comes with one login
 - 14 day free trial
 - 6 people can share a webcam at a time
- Adobe Connect
 - \$660 CND/annual (\$55 CND/month)
 - License assigned to host – need to be on the call but can promote participant to host the meeting
 - Up to 100 participants
 - Up to 12 breakout rooms to same meeting

ISC/SCI Special Projects Committee Report for Executive Committee Meeting on June 7, 2018

This committee has met just once since last executive committee meeting, but we had a fruitful discussion.

After receiving the go ahead from the executive committee to examine some of the projects brought forward, we decided to talk first about the bursary for structurally disadvantaged folks.

We talked about the importance of the application, the requirements, where to advertise the bursary, and what else should be involved in the bursary (e.g., mentorship, membership).

We also talked a bit about terminology (e.g., person of colour, Indigenous person, Black).

We are looking forward to learning how to create this bursary.

However, we would like a **discussion** from the executive committee on the mandate of the committee.

Is this committee tasked with any project that will cost money outside the budget? What about special projects that don't need money? What about projects needed by the society, but not annually? What is the process to get ideas before the committee?

**ISC/SCI Executive Meeting
June 7, 2018
Updated and New Action Items**

| Minutes Item | Action | Who | Status |
|---|--|--------------------|---------------|
| 3b (iii) c: Finances: Executive travel ad-hoc committee | Mary (chair), Margaret and Sergey will form an ad hoc committee to develop a policy on executive travel. | Mary, Sergey, Alex | Ongoing |
| 3b: Bulletin Downloads | JoAnne will investigate website tools that will measure downloads of the Bulletin. Oct 28, 2017 - JoAnne found a way to track downloads by inserting code on the web page. This will be added to the list of website enhancements. | JoAnne | Ongoing |
| 3b (iv) a: Archives: Scan | Materials and records from the pre-online era should be obtained from long-time and former members, such as Peter Greig 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 get the boxes. | Mary | Ongoing |
| 7b: International Indexing Day | Mary will learn more about plans at the next ICRIS meeting Feb 10, 2018 – Planning for 2019 will be tabled for next year | Mary | Ongoing |
| 7d: Editors Canada Partnership | Alex is working with Editors Canada on a partnership agreement. | Alex | Ongoing |
| 5f: Logo Committee | Oct 28, 2017 - JoAnne will work with Andrea to determine exactly we need to ask Rayola for. The goals of the committee are still in formation. Feb 2, 2018 – We learned that we do own our logo. | JoAnne/Andrea | Ongoing |
| 7c: Letters to Indexing Students | Feb 10, 2018 – Calls will go out to other indexing course contacts asking them if they would distribute the letter to their indexing students. | Alex/JoAnne | Ongoing |

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|---------------------------------|--|----------|---------|
| 8a: Zoom Software | Feb 10, 2018 – Evaluate the Zoom software along with other video-conferencing products. | Pierre | Ongoing |
| NEW ITEMS | | | |
| 5a: Special Projects amount | June 7, 2018 - The board would like to know how it was decided that \$18,000 is set aside for special projects, and how much money do we need in the long run for the reserve. | Andrea | |
| 5b: Conflict of Interest Policy | June 7, 2018 – Develop a policy to address the potential and perception of conflict of interest for executive members benefitting from the activities of the board. | | |
| 5j: Tamarack Award | June 7, 2018 – obtain feedback from Cree elders on the cultural appropriateness of the tamarack sculpture in the context of an award. | Margaret | |
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