

# ISC/SCI EXECUTIVE MEETING

SEPTEMBER 22, 2018

## MINUTES

### Participants:

**Via Skype:** Margaret de Boer, JoAnne Burek, Susan Brown, Elena Gwynne, Andrea Hatley, Pierre Joyal, Sergey Lobachev, Siusan Moffat, Alexandra Peace, Frances Robinson, Stephen Ullstrom,

**Absent with Notice:** Mary Newberry

The meeting was called to order by Alexandra Peace, Co-President, at 12:00 p.m. Eastern Time. JoAnne Burek recorded the minutes.

### 1. Welcome and Roll Call

Alex welcomed participants, remarked on how much we accomplished this year, and thanked the members for their contribution.

### 2. Review of Agenda

The agenda was approved (**Susan Brown/Sergey**).

### 3. Review of Minutes

**Minutes of June 7, 2018: Moved (Frances/Margaret)** to accept the minutes as amended. **Carried. Abstentions: Sergey, Andrea.**

### 4. Approval of Reports (Consent Agenda)

See reports:

#### Regional Updates:

- a) Central Canada | Centre du Canada (Pierre Joyal)
- b) Prairies and Northern Canada | Prairies et Nord du Canada (Stephen Ullstrom)
- c) British Columbia | Colombie-Britannique (Elena Gwynne)
- d) Eastern Canada | Est du Canada (Susan Brown) (no report)

#### Committee Reports:

- e) Archives committee (Alexandra Peace) (no report)
- f) Awards committee (no report)
- g) *Bulletin* (Bulletin Committee)
- h) Communications (JoAnne Burek)
- i) Conference 2018 (Alexandra Peace)
- j) Membership (Frances Robinson)
- k) Senior and Junior Co-presidents | Co-présidentes (Margaret de Boer and Alexandra Peace)
- l) Special Projects Committee (Alexandra Peace, no report)

m) Website administration (Siusan Moffat)

### **Ongoing Projects:**

- a) Book and Periodical Council (Mary Newberry)
- b) Mentorship Program (Stephen Ullstrom)

**Moved (Pierre/Stephen)** that reports be accepted. **Carried.**

## **5. Items for Discussion**

### **a. *Finances (Treasurer/Finance Committee)***

See Treasurer's report.

#### **(i) Bookkeeper position**

The committee decided that rather than hire a bookkeeper, which would require a fee increase, we should try to find a volunteer. The time that would be required to keep the books seems to be less than some of our other positions that are filled by volunteers. The finance committee will put together a job description and ask for volunteers. Included in the description will be an estimate of workload volume, such as hours per month or number of transactions per month. JoAnne will provide feedback and as Communications Director, send it out as a communication to the members.

Gillian, who resigned as bookkeeper in August, has some paperwork that Margaret will pick up.

#### **(ii) Translation process and payment**

There were two issues discussed—one about timely payments to our translator and the other about the process of engaging a translator. Alex has spoken to Francois Trahan and Anna Olivier about translation and discovered that there is a specific process they follow. It was suggested that the treasurer always be cc'ed on any communications regarding services that are going to be invoiced.. It was suggested that we do need a formal policy regarding when and how we acquire translation services.

1) Payment policy: Finance Committee will develop.

2) Translation policy: Andrea, Alex, Pierre will develop.

#### **(iii) GIC investments**

The question was raised about how decisions are made for investing in GICs.. We keep a cushion (reserve) of cash, and two of the GICs are invested in two-year terms with staggered maturity years, and the third matures every three months and is automatically reinvested unless otherwise directed..

### **b. *Conference 2019 (Heather Ebbs)***

See report.

Alex will let Heather know she can go with either of the proposed dates.

### **c. *Video-conferencing software (Pierre)***

This is covered in Pierre's report. Pierre is hoping to trial various software products at a future meeting and try out specific use cases, such as committee meetings.

Alex offered to trial the software for any meetings she chairs.

**d. *International Liaison (Alexandra Peace on behalf of Mary Newberry)***

See report.

**(i) International Liaison position**

The discussion was held *in camera*.

**Moved (Alex/Andrea)** that the remaining money in the budget line item for International Liaison (\$1700) be given to Christine Jacobs for her trip to Shanghai.  
**Carried.**

**(ii) Canada hosting ICRIS**

**Moved (Alex/Andrea)** that Christine Jacobs extend a general invitation to ICRIS to a host a triennial meeting in the upcoming years, and let ICRIS decide when it would be most suitable to come here. **Carried.**

Alex will follow through with Christine.

**(iii) Institute of Certified Indexers in ICRIS**

There will be a motion at the next ICRIS meeting that the Institute of Certified Indexers be allowed to join ICRIS.

There were many questions about the purpose and implications of this move.

**Moved (Margaret/Alex)** That we direct Christine Jacobs to ask that the motion be tabled to allow time for questions to be answered. If ICRIS does not table the motion, then Christine will vote against the motion. **Carried.**

Alex will put together a list of questions we have for ICI and circulate them.

## **6. New Business**

**a. *International membership (Alexandra Peace)***

The executive wants to pro-actively address the question "Should non-resident members be allowed to serve on our executive committee?"

The discussion centered around the issues of being open to members who could just as easily join an indexing society in the country they reside in, or nearer to themselves, and avoiding multiple tiers of membership.

A committee was formed to investigate the question and make a recommendation. Members are Sergey (Chair), Margaret, and Andrea.

**b. *Diversity committee (Siusan Moffat)***

See Relevancy Committee report.

It was proposed that the ISC/SCI executive form a Relevancy Committee (name TBD) to ensure indexing has a place in the future. The discussion was whether this is the job of the executive and do we need an umbrella committee to do this.

A rationale for the committee is that it can oversee and be the focal point on important initiatives better than the executive, which only meets four times a year.

The discussion of having a Relevancy Committee and other committees mentioned in the report will be deferred to next meeting. In the meantime, the executive agreed that we should go ahead with the Diversity/Inclusion Committee:

**Moved (Siusan/Stephen)** that the ISC/SCI executive form a Diversity/Inclusion Committee as described in the report with members Siusan and Sara MacIntosh.  
**Carried.**

**c. Publishers award (Siusan Moffat)**

Not discussed.

**d. Translations (Alexandra Peace)**

See discussion under Finances.

**e. External presentations:**

**1) Word on the Street (WotS) (Siusan Moffat)**

Siusan is going tomorrow.

**2) Other conferences**

See report: TRC presentation at Editors Canada

**3) Editors Canada branch or twig meetings: Stephen Ullstrom, Andrea Hatley, Joanne Banderowski**

The presentations went well

**f. Conflict of Interest committee (creation of)**

JoAnne and Pierre will be on the committee. A call will be put out to the membership for volunteers. Heather Ebbs will be asked to be an advisor.

## **7. Action Items**

See Action Item list.

## **8. Next Meetings:**

November 3, 2018, small meeting

- report from the finance committee
- report from Conference 2019 committee
- action items
- anything else that needs discussion

January 26, 2019, full meeting

## **8. Adjournment**

**Meeting adjourned** at 15:30 p.m. Eastern Time.

**Moved (Pierre/Andrea)** for adjournment.

**ISC/SCI Executive Meeting  
September 22, 2018  
Updated and New Action Items**

<b>Minutes Item</b>	<b>Action</b>	<b>Who</b>	<b>Status</b>
3b (iii) c: Finances: Executive travel ad-hoc committee	June 1, 2017 - 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	Sept 16, 2017 - 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 and Alex	On hold
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	Communications Committee	Ongoing
7d: Editors Canada Partnership	Alex is working with Editors Canada on a partnership agreement.  Sept 22, 2018 - We are too small relative to Editors Canada. Our informal agreements are working fine. Item closed.	Alex	Closed
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.	JoAnne/Andrea	Closed

	<p>Feb 2, 2018 – We learned that we do own our logo.</p> <p>September 22, 2018 – the logo we have is fine for our purposes. Item closed.</p>		
7c: Letters to Indexing Students	<p>Feb 10, 2018 – Calls will go out to other indexing course contacts asking them if they would distribute the letter to their indexing students.</p> <p>Sept 22, 2018 JoAnne and Alex will send these out again.</p>	Alex/JoAnne	Ongoing
8a: Zoom Software	<p>Feb 10, 2018 – Evaluate the Zoom software along with other video-conferencing products.</p>	Pierre	Ongoing
5a: Special Projects amount	<p>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.</p> <p>Sept 22, 2018 – Susan Brown will run with this.</p>	Andrea	Ongoing
5b: Conflict of Interest Policy	<p>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.</p> <p>Sept 22, 2018 – A committee was formed. A call will be put out to members to join. Heather Ebbs will be asked to be an advisor.</p>	JoAnne/Pierre	Ongoing
5j: Tamarack Award	<p>June 7, 2018 – obtain feedback from Cree elders on the cultural appropriateness of the tamarack sculpture in the context of an award.</p>	Margaret	Ongoing
NEW ITEMS			
5a (i) Bookkeeper position	<p>September 22, 2018 – Finance Committee to put together a job description and send out to membership</p>	Andrea/JoAnne	
5a (ii) (1) Translation payment policy	<p>September 22, 2018: Finance committee to develop process for timely payment of invoices</p>	Andrea	

5a (ii) (2) Translation process policy	September 22, 2018: Develop process for engaging translation services.	Andrea, Alex, Pierre	
5d: International Liaison	September 22, 2018: Provide guidance to Christine on invitation to ICRIS and position on ICI as ICRIS member.	Alex	

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***Central Regional Report, September 22, 2018 Meeting (Pierre Joyal)***

The Central indexers had their usual Potluck last June in Toronto. It was well attended and we used the occasion to present the Tamarack Award to Christopher Blackburn. Time was spent discussing the recent conference in Winnipeg and sharing other thoughts and good food at Ann Kennedy's condo event room. The setting was nice, located on the shores of Lake Ontario by the Billy Bishop Airport.

The Central indexers first meeting this Fall was held on September 15, 2018. It was well attended although we had to compete with the TIFF film festival. The meeting looked at Word Software indexing tools and how to index a word document. The meeting was very interactive, all 6 participants contributing to a rich discussion on the merits and challenges of using the Word Software indexing tool.

Video conferencing is still very high on my Fall agenda. I was hoping to test some of the software ahead of the September Executive meeting but could not do so. I am considering testing video conferencing software with the other regional reps in the next month. Alex had asked that we meet from time to time. Since several of the software products offer 2-hour free trials. All region meetings may be a good environment in which to test some of these products.

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



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## ***Prairie and Northern Canada Regional Report, September 22, 2018 Meeting (Stephen Ullstrom)***

The prairie indexers last met on August 4. It was a smaller turnout, probably because of the summer, but still a good discussion. I have added three new and new-to-me indexers to my email list, all from Winnipeg. One joined our last meeting, and I am hoping the other two will join future meetings as well. Our next meeting will likely be in October.

This summer also saw my first presentations on indexing. The first was given in person to the local Editors Canada twig, on June 21. The second was a webinar for the Writers' Guild of Alberta, on July 7. The webinar was scheduled last summer (when I approached the Writers' Guild, this July was the first open spot they had), and the talk to the Editors Canada twig came about both to reach out to local editors and to practice my webinar talk. In total, about a dozen editors attended the talk (include JoAnne Burek, who helped answer questions and, before the talk, gave me some helpful feedback), and eight people attended the webinar.

My message for both talks was that indexing is analysis on behalf of the reader. I wanted to convey that indexing requires thought, and that success is defined by how well the index meets the needs of the end user. For both talks, I discussed what an index is and isn't, the basic components of an index (such as headings, subheadings, and formats), as well as some of the basic concepts (such as aboutness, relevance, and structure). I assumed that my audience did not know a lot about indexing, which I think was a correct assumption based on some of the feedback I received afterward. Despite the limitation of only have one hour, I wanted participants to leave feeling like they could recognize a good index, and have some tools to write their own. I did not want to come across as only promoting myself or ISC/SCI.

I also modify the talk for the two difference audiences. For the editors, I had a section on who are indexers, discussed how they themselves might become indexers, and also how they might work with indexers and indexes as editors. For the writers, I spent more time on how to write an index, with a few tips at the end for hiring an indexer and additional resources for indexing. For both groups, I did mention ISC/SCI's Find an Indexer database on our website. As a gift and further resource, I also gave all participants JoAnne's ebook on hiring an indexer, as well as the best practices PDF from the Institute of Certified Indexers (both documents given with permission).

All told, both talks were good experiences. I found it helpful for myself to reflect on indexing, trying to boil indexing down to its essential components. From the feedback I received, it sounds like the talks were helpful to participants as well. I have no current plans to give these talks again, but I am open to the possibility.

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

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## ***BC Summer Report (Elena Gwynne)***

Summer. Sunshine. Camping. Outdoor activities and changing plans. Here in BC you can add a few more things to that list for 2018: Wildfires and evacuation alerts (thankfully not for us, although we were visiting people who were affected). In other words, it was a busy summer here – and not one conducive to planning. However, now things are settling down again and returning to a more predictable schedule, I'll be planning a meeting for a little later in the fall.

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## ***ISC/SCI Report from the Ad Hoc Committee on Bulletin Policies and Procedures (Alexandra Peace on behalf of the committee)***

The committee is very close to recommending policies and procedures for the *Bulletin*. That report will be coming to the next meeting. However, a decision was made to actually produce the post-conference issue and this has been the major work of the committee this summer.

Work that has been done includes the following:

- commission and gathering of articles
- articles sent to copyediting
- several articles sent to translation

Work that is yet to be done (once the articles are back from translation) includes the following:

- lay out the newsletter
- send to proofreading
- send to website administration for publication on website
- inform members of availability
- mail copies

The process of getting the issue out has been delayed for a number of reasons. Please accept our apologies.

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## ***Sergey's report for September 18, 2018 meeting***

I have nothing to report at this point of time. As member of the Bulletin Committee, I am prepared to complete layout for the forthcoming issue of the Bulletin as soon as textual and illustrative materials are collected. This is still ongoing, but I hope it will be accomplished soon.

This report is for information only.

Sergey Lobachev

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## ***Communications (JoAnne Burek)***

### **Website Enhancements**

I added instructions for members on how to put up a listed profile. It's on the Website FAQ page accessible from Member Dashboard.

Listed Profiles are now displayed in random order in the listings on Find-an-Indexer.

I added a Mentorship page that contains the proposal accepted by the Executive with updates from the Mentorship Coordinators (Stephen Ullstrom and Linda Christian).

### **ISC Logo**

Thanks to Linda Christian and her Adobe Illustrator skills, we have a giant version of our logo...3 feet wide.

### **A table runner for Word on the Street**

In lieu of a banner, we have a 3 feet-wide table runner with our logo. This will work very well when we share a table with the Editors. Siusan Moffat indicated that it fits easily into a large manila envelope and can be mailed.



### **Mary Newberry Mentorship Program Press Release**

The press release went out as an email to our industry contact list and affiliated societies. See next page.

Gael Spivak, president of Editors Association of Canada, sent her congratulations.

Respectfully submitted  
JoAnne Burek

Subject: ISC/SCI announces mentorship program for indexers

From: JoAnne Burek <communications@indexers.ca>

Date: 9/4/2018 10:27

To: Gael Spivak <president@editors.ca>, John Yip-chuck <executivedirector@editors.ca>, Michelle Ou <communications@editors.ca>, "president@pwac.ca" <president@pwac.ca>, "info@thebpc.ca" <info@thebpc.ca>, "clarose@utpress.utoronto.ca" <clarose@utpress.utoronto.ca>, "kate\_edwards@canbook.org" <kate\_edwards@canbook.org>, "secretary@asindexing.org" <secretary@asindexing.org>, "averill@averillbuchanan.com" <averill@averillbuchanan.com>, "preezm@unisa.ac.za" <preezm@unisa.ac.za>, "info@anzsi.org" <info@anzsi.org>, "cnindex@fudan.edu.cn" <cnindex@fudan.edu.cn>, "dni@theindexer.org" <dni@theindexer.org>, "cdiep@zeelandnet.nl" <cdiep@zeelandnet.nl>, "secretary@indexers.org.uk" <secretary@indexers.org.uk>

BCC: mentorship@indexers.ca, ISC-Exec <isc-exec@list.web.net> bounced

The Indexing Society of Canada / Société canadienne d'indexation (ISC/SCI) is excited to announce the development of the Mary Newberry Mentorship Program.

The voluntary program will assist new indexers who wish to develop their skills and business. Mature indexers will also use the program to develop expertise in new disciplines and skills.

The program framework was announced at the ISC/SCI 2018 Annual Conference in Winnipeg in June. Stephen Ullstrom, chair of the program committee, and Linda Christian have been named the program's first coordinators. They plan to have it running by January 2019.

Ullstrom, who is also the regional representative for the Prairies and Northern Canada, points out that most indexers are freelancers, and they could live almost anywhere. "The mentorship program will give anyone who lives in a remote area an additional resource and community that is usually only available to indexers in well-populated areas."

"This program is a great achievement," says Siusan Moffat, ISC/SCI executive member. Christian adds, "We had a lively discussion in the online forums on the need for mentoring in our industry. The timing couldn't be better."

The program is named after ISC/SCI member Mary Newberry in recognition of her many years of mentorship and teaching.

To learn more about the program, contact Stephen Ullstrom ([mentorship@indexers.ca](mailto:mentorship@indexers.ca)) or visit [indexers.ca/resources/mentorship](http://indexers.ca/resources/mentorship).

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## ***Conference 2018 (Alexandra Peace, on behalf of the Conference 2018 committee)***

Overall, Conference 2018 (Winnipeg, June 8 and 9) was a success. Attendees learned a lot, met lots of people, and had a good time. The evaluations support this. Several people mentioned that it was the best conference that they had attended.

We had a very good response rate to the evaluation: 38 out of 49 (78%) people responded to at least some of the questions. Some key points from the evaluations include the following:

- Attendance was good for the pre-conference events.
- Registration went smoothly.
- Food for people with special dietary requirements was a problem. We were unable to deal with this satisfactorily for three people.
- Session highlights included the interview with Maureen MacGlashan, Mary Newberry and Judy Dunlop on academic indexing, Julie McClung and Michael Sinclair on parliamentary indexing, and Heather Ebbs on retirement.
- Satisfactorily accommodating all three software companies remains a challenge, though we improved upon last year.
- The three-minute “Something about Anything” session as an emergency fill-in was well received. (But can possibly only be used in an emergency. In this case, we had a day’s notice as one of our US speakers was turned back at the airport.)
- We had to raise the banquet fees this year to \$50 as we were unable to find anything for less. The response was mostly positive. Although just over 10 percent would only come to the banquet at a cost of \$40, about 76 percent would continue to come at \$50 (combining those saying yes to \$50, \$60, and \$70).

As always, there were some questions with a completely divided response (loved it, hated it), but overall, I believe the committee’s hard work resulted in an excellent conference.

The evaluation data will be shared with next year’s conference committee so that they can learn from our mistakes and continue to improve on our performance. Quite a few of the potential speakers we approached were going to the ICRIS conference in China, but were interested in being approached again for Conference 2019.

In addition to the conference evaluations, this year’s committee has worked on a conference handbook to pass to next year’s committee. At last count, though incomplete, it had 22 pages. Our hope is that, between evaluation questions that remain similar from year to year (for comparison purposes), several people staying on the committee for two years, and a comprehensive handbook that can be added to as we learn what works best, each subsequent conference committee will have an easier time of producing an excellent conference with less work.

## ISC/SCI Conference 2018, Actuals

Revenue	Fees (\$)	Attendees	Total (\$)
Early Bird	275	25	6,875
Single Day, early bird	150	1	150
Single day, regular	175	1	175
Regular OR early-bird Non-Member	325	3	975
Non-Member	375	3	1,125
Free, ICRIS **	0	0	0
Free, presenters	0	10	0
Free, president	0	1	0
Free, conference chair	0	1	0
Discounts (shared presenters)	137.5	3	412.5
	162.5	1	162.50
Total Registration		49	9875
Refunds		1	-275
Advertising in program			75
<b>Total revenue</b>			<b>9,675</b>

\*\* both people attending for ICRIS are also presenters

### Expenses

Meeting room and catering	6,403.97
Speaker thank you gifts	197.11
Bags and swag	154.88
Reception/after party	0
Handouts	0
Printing (program, banquet tickets, maps)	211.83
PayPal fees	308.71
Speaker (flight, hotel, and honorarium)	1,000
Miscellaneous	60
<b>Total expenses</b>	<b>8,336.50</b>
<b>Income, less expenses</b>	<b>\$1,339.00</b>

## Additional events at ISC/SCI Conference 2018

### Banquet

(@ \$50/pp)

Keynote speakers	3	0	
Regular attendees	31	\$1,550	
Award winners	2	\$100	
Refunds	-3	-150	
Subtotal			\$1,500
Subsidy from main budget			223.57
<b>Total</b>	<b>33</b>		<b>\$1,723.57</b>

### Thursday meeting room and food

\$924.82

paid for out of ISC/SCI budget

### Sunday meeting room and food

	income	672.28
for Cheryl Landes' workshop	expense	-485.81
		186.47



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

### **September 12, 2018**

As of September 12, 2018, we have 109 memberships. Eight new members have joined since May's report. Nine members did not renew for the June renewal period.

There is a discrepancy of one compared to the previous Membership Report: one member has two memberships and was counted as one member; the reporting language has now been changed from "members" to "memberships."

The breakdown of the membership for location & type is as follows (renewal periods are no longer reported due to the change in renewal dates on the website):

<b>Within Canada</b>		<b>Basic</b>	<b>Listed</b>	<b>Student</b>	<b>Emeritus</b>	<b>Institutional</b>
British Columbia	22	6	14	1		1
Alberta	7	2	4			1
Saskatchewan	1	1				
Manitoba	3	2	1			
Ontario	49	15	29		2	3
Quebec	9	4	3	2		
New Brunswick	2		2			
Prince Edward Island	1	1				
Newfoundland & Labrador	1	1				
Nova Scotia	2		1	1		
<b>Totals</b>	<b>97</b>	<b>32</b>	<b>54</b>	<b>4</b>	<b>2</b>	<b>5</b>
<b>Outside Canada</b>						
United States	<b>12</b>	3	7			2
<b>Totals</b>	<b>12</b>	<b>3</b>	<b>7</b>			<b>2</b>
<b>ALL</b>	<b>109</b>	<b>35</b>	<b>61</b>	<b>4</b>	<b>2</b>	<b>7</b>

### **New Members**

The following members have joined since the previous report:

Jessica MacLeod, Alexandria, ON; Listed  
Teresa Grainger, Hamilton, ON; Basic  
Julia White, Kanata, ON; Basic  
Trine Schioldan, St. John's, NL; Basic

Natalie Neill, Toronto, ON; Listed  
Kate Mertes, Alexandria, VA, USA; Listed  
Shannon Li, Cleveland, OH, USA; Listed  
Em Sophie Delaney, Craftsbury, VT, USA; Basic

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

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

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*Co-presidents report: 20180922*

*(Margaret de Boer, Alex Peace)*

On the ISC/SCI front our summer has been fairly quiet. Our indexing work and family events kept us otherwise very busy!

We've met less frequently since June but in recent weeks have re-connected for the fall season ahead as we prepare for this meeting. We keep detailed notes of our meetings so there's some continuity for future presidents.

We had a flurry of activity concerning ICRIS this summer, and the arranging of the financial audit was conducted and completed.

We are looking ahead to the next years and beyond: Margaret—to her retirement from her position as senior president to past president, Alex—to the increasing responsibility of the presidency.

We need to start hearing about your future plans ... Will you be on the executive committee next year? And in what capacity? We will be contacting you to talk about your plans for the next term.

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## ***Web Admin September 2018 (Siusan Moffat)***

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

The profiles are now random, thanks to JoAnne, so this means the same people won't come up every time a search is done. Also, everyone comes up at once, instead of on different pages. This will work as long as we don't have many more profiles.

Andrea and I were having a discussion about the translation process and how perhaps Anna might not be too happy in her position. This isn't really Web Admin related and I think Andrea will "tell the whole story".

We still all need to remember to use indexers.ca email address. It's hard to remember and I've been getting lots of web admin email to my gmail so sometimes conversations start in one address and ending in another.

This is just info, no discussion or motion

### **Other business:**

I'd like to have discussions about forming a Diversity Committee, having an award for good publishers, and usability testing. (Importance in that order.)

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## ***Book and Periodical Council (Mary Newberry)[DRAFT]***

### **Membership Hub Meeting 26 Jun 2018**

#### **Points of Interest from Reports by Other Members**

Canada Council New Funding Model: This was a big topic for most if not all of the members. The CC has a new funding model that is causing a huge amount of trouble for the publishing industry. Many items may have detrimental effects for our members, but one in particular may specifically hurt our membership: CC has never been a strong supporter of the non-fiction branch of publishing, but that is likely to get even weaker under this new funding model. And their definition of non-fiction literary or creative writing often does not allow for such things as footnotes, and some thought was that this could extend to indexes

Review of Copyright Act: Many of the BPC members have been very active in the hearings regarding the changes to the *Copyright Act*. Changes could have a huge and possibly detrimental effect on Canadian publishing

BookNet Canada has an interesting [library data initiative](#).

Join the BPC Facebook page: Encourage our members to follow the [BPC Facebook page](#)

Canadian Geographic in Ottawa: Matthew Holmes from Magazines Canada reported on an exciting launch of Canadian Geographic's [Indigenous Peoples' Atlas of Canada](#). The launch had a gymnasium-sized map of Canada on the floor, with Indigenous lands and treaties marked. The venue was their office at 50 Sussex Drive in Ottawa, which sounds amazing and it includes a venue (I wonder if it is worth inquiring about it for our 2019 conference?)

#### **My Report to Hub: in writing:**

New mentorship program:

- Mentorship will be available to all ISC members, regardless of level of indexing experience.
- The focus of mentorship will be driven by the specific needs of those seeking mentorship. .
- Mentorship will take place in two-month blocks, with the option for renewal.
- A nominal fee will be charged, most of which will be an honorarium for the mentor.
- Verbally added the name of the program "Mary Newberry Mentorship Program"

Indexing Society of Canada's Ewart-Daveluy Award 2018

- Audrey McClellan was presented with the Ewart-Daveluy Award for Indexing Excellence at the Indexing Society of Canada's awards banquet in Winnipeg on June 9, 2018, for her index to Barry Gough's *Churchill and Fisher: Titans at the Admiralty*, published by Seaforth Publishing.

#### **Verbally Added:**

- Success of Winnipeg conference, Navigating the Confluence of Text and Content,” June 8–9, 2018, with particular emphasis on the keynote speaker Gregory Younging and his book, *Elements of Indigenous Style: A Guide for Writing By and About Indigenous Peoples* (The Editors’ member, John Yip-Chuck, spoke more on this subject and I was able to fill in more details)
- Hinted at some forthcoming exciting projects funding by a modest surplus
- Noted our push to increase our social media presence

Asked for comments on other members’ experience with conference software. They noted

- Appear-in (no additional info, but looks to be only for small meetings)
- Zoom (used by Editors’ among others)
- Actuel (good experience with)
- Adobe Connect (bad experience with, strongly warned against)
- Go To Meeting (no specific comments)
- Big Marker (more a webinar software)

### **For Next Members’ Hub**

- [Burek, JoAnne](#). “How to Get an Index for Your Book: A Step-By-Step Guide for Authors.” Free ebook, available [here](#). (Bring some copies to the meeting)
- 

### **Benefits**

- seat at their Member Hub meetings (See report above)
- Book Summit Committee - unfortunately, I did not manage to be a part of this committee this year, but will make it a priority next year

Remember to check out the ISC/SCI’s presence on the [BPC’s website](#) –.

Through the BPC announcements to their members, we have reported on

- Ewart-Daveluy Indexing Award 2018’ winner **tk**
- Mary Newberry Mentorship Program **tk**

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## ***Mary Newberry Mentorship Program Report, September 22, 2018 Meeting (Stephen Ullstrom)***

This is the first mentorship report since the program was approved by the executive at our June meeting, and since the program was announced at the AGM.

Since then, Linda Christian volunteered and was accepted to be the second coordinator of the program. I have also received a number of positive comments and queries from both Canadian and American indexers. I think there are a good number of people who either want to take part as mentees, or who are interested to see how this program does.

With JoAnne Burek's help, a press release about the program has been sent, and there is now a mentorship page on the website. Linda and I have drafted:

- a confidentiality agreement
- an individual development plan template (to accompany mentee applications)
- a mentee log template
- a dispute resolution policy
- a list of potential mentors
- a draft email to send to our initial list potential mentors (asking for their participation)

Our next steps are to start contacting potential mentors and to complete the mentee and mentor application form templates. We would like to have a few mentors lined up before we start accepting applications from mentees. We are tentatively hoping to start the application process for mentees by the end of October. Our plan is still to have a soft launch, with a handful of mentorship partners, by January 2019.

One last note: Maureen MacGlashan asked if I would write a series of two articles for *The Indexer* on the program. The first, on how we envision the program, was originally scheduled to be published this December. I missed the writing deadline, and it turned out they had enough articles already, so we will now aim for next March. The second article, on what actually is happening, after the program is underway, will probably be published the end of next year.

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

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## ***Treasurer's Report (Andrea Hatley)***

### **Bookkeeping**

Gillian Watts stepped down as bookkeeper effective 31 August 2018. I am currently looking after the books and will continue to do so until an alternative solution is found. Gillian recommended that this be a paid position, rather than a volunteer one; ideally, for the sake of continuity in bookkeeping it should not be left to volunteers. However, it most likely would entail raising our membership rates to accommodate the increase in costs. This should be discussed and quotes on bookkeeping services (in the Toronto area?) should be solicited before any decision is made. Our books are rather simple as we do not have a payroll and our revenues fall below the threshold for GST registrants.

### **Financial Statements**

The first quarter statements were sent for review to the finance committee on the 16 July 2018 and were posted on the website (Society Admin section) as of 31 July 2018. There was a glitch in the website formatting that was resolved, and the request to Frances to send notification to the membership went out on the 10 August 2018.

- As of 30 June, we were on track in all budgeted areas, except for the postage and mailing—sitting at over double what was budgeted.
- Not all the conference figures were in; final figures will be presented in the 2Q statements.

The statements are attached as part of this report.

The second quarter statements will be ready for review by the finance committee in mid October with a release to the membership toward the end of October or beginning of November 2018.

### **Translation**

The current procedure to acquire translation services could be made more efficient. The current procedure is, using translations for the website as an example:

- Siusan send the material to be translated to Anna Olivier (ISC member who has agreed to act as go-between)
- Anna forwards material to the translator
- Anna receives, verifies, and proofs translated material
- Translator submits invoice to Anna who forwards it to Siusan, who forwards it to treasurer.

There have been a couple of instances where the invoices were not forwarded in a timely fashion (due to vacations, etc.). Suggested procedure to avoid this is as follows:

- Siusan sends the material to be translated to translator
- Siusan receives translated material along with invoice
- Siusan sends translated material to Anna for proofreading
- Anna makes necessary corrections/adjustments and returns to Siusan
- Siusan submits invoice to treasurer for payment.



**Re Action Items from previous meeting**

- 5a. Special Projects amounts: 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.

As shown on the Special Projects Funding document (attached), the cash assets of the society on 31 March 2018 were \$33,021. Deducting the current liabilities (what we owe) of \$6,376 (31 March 2018 balance sheet), the estimated net income (how much we think we will make/or lose) of -\$3,266 (2018-2019 budget), and the special request of \$800 for the *Bulletin* template, leaves net cash assets of \$22,579. The finance committee agreed that a minimum balance of \$5,000 should be maintained in the bank account; leaving \$17,579 for special projects—keep in mind, however, that this amount will fluctuate on an annual basis depending on the financial situation of the society.

I would like to request that all correspondence regarding ISC matters be sent to the [treasurer@indexers.ca](mailto:treasurer@indexers.ca) email address.



# Balance Sheet 30 June 2018

INDEXING SOCIETY OF CANADA  
SOCIÉTÉ CANADIENNE D'INDEXATION

	Actuals	
	As of Jun 30, 2018	As of Jun 30, 2017
<b>Assets</b>		
<b>Current Assets</b>		
Cash and Cash Equivalent		
PayPal	2,040	706
TDCanadaTrustBusinessChequing	25,725	32,127
VISA Vanilla PrePaid Credit Card	28	
<b>Total Cash and Cash Equivalent</b>	<b>27,793</b>	<b>32,833</b>
Prepaid Expenses		
Conference handouts	0	0
Conference PayPal fees	0	0
Conference venue	0	0
Prepaid advertising	0	0
<b>Total Prepaid Expenses</b>	<b>155</b>	<b>0</b>
<b>Total Current Assets</b>	<b>27,948</b>	<b>32,833</b>
<b>Non-current Assets</b>		
GIC/Term deposit		
GIC 8057748-06	5,357	5,331
Security GIC Plus 8057748-07	5,298	5,298
<b>Total GIC/Term deposit</b>	<b>10,655</b>	<b>10,629</b>
<b>Total Non Current Assets</b>	<b>10,655</b>	<b>10,629</b>
<b>Total Assets</b>	<b>38,604</b>	<b>43,462</b>
<b>Liabilities and Equity</b>		
<b>Current Liabilities</b>		
Accounts Payable (A/P)		
Accounts Payable	34	8,693
<b>Total Accounts Payable (A/P)</b>	<b>34</b>	<b>8,693</b>
GST/HST Payable	0	0
Overpayments	0	20
Unearned or Deferred Revenue		
Conference banquet	0	0
Conference earlybird registr.	0	0
<b>Total Unearned or Deferred Revenue</b>	<b>0</b>	<b>0</b>
<b>Total Current Liabilities</b>	<b>34</b>	<b>8,713</b>
<b>Equity</b>		
Opening Balance Equity	32,914	32,914
Retained Earnings	5,181	6,328
Profit for the year	475	-4,493
<b>Total Equity</b>	<b>38,570</b>	<b>34,750</b>
<b>Total Liabilities and Equity</b>	<b>38,604</b>	<b>43,462</b>



# Profit & Loss 1<sup>st</sup> Quarter (1 April–30 June 2018)

INDEXING SOCIETY OF CANADA  
SOCIÉTÉ CANADIENNE D'INDEXATION

	Actuals		Budget	%
	Apr - Jun, 2018	Apr - Jun, 2017	Apr 2018–Mar 2019	
<b>INCOME</b>				
<b>Conference revenue</b>				
Banquet	1,850	1,720	2,000	93%
Banquet refunds	- 150	-	-	0%
<b>Total Banquet</b>	<b>1,700</b>	<b>1,720</b>	<b>2,000</b>	<b>85%</b>
<b>Misc</b>	672	-	-	0%
Registration	-	-	-	0%
Early bird	6,875	7,294	5,775	119%
Presenter rate	575	-	550	105%
Refunds	- 275	- 275	-	0%
Regular	2,100	2,325	2,000	105%
Single day	325	325	325	100%
Student	-	450	450	0%
<b>Total Registration</b>	<b>9,600</b>	<b>10,119</b>	<b>9,100</b>	<b>105%</b>
<b>Total Conference revenue</b>	<b>11,972</b>	<b>11,839</b>	<b>11,100</b>	<b>108%</b>
<b>Membership</b>				
Basic	2,302	2,300	8,500	27%
Emeritus	40	-	40	100%
Find an Indexer	800	700	2,950	27%
Institutional	115	-	805	14%
International	440	220	775	57%
Student	-	65	195	0%
<b>Total Membership</b>	<b>3,697</b>	<b>3,285</b>	<b>13,265</b>	<b>28%</b>
<b>Other Income</b>				
Advertising - Bulletin	-	270	-	0%
Award E-D entrance	-	35	140	0%
Accrued Interest (GICs)	-	-	80	0%
Indexing Booklet (Burek)	45	-	-	
Magpie pins	20	25	35	57%
<b>Total Other Income</b>	<b>65</b>	<b>330</b>	<b>255</b>	<b>25%</b>
<b>Total Income</b>	<b>15,734</b>	<b>15,454</b>	<b>24,620</b>	<b>64%</b>
<b>EXPENSES</b>				
<b>Awards</b>				
Banquet tickets (E-D Award winner)	100	-	100	100%
Frames, certificates, etc.	-	25	60	0%
Translation	-	52	55	0%
<b>Total Awards</b>	<b>100</b>	<b>77</b>	<b>215</b>	<b>47%</b>
<b>Bulletin</b>				
InDesign	-	-	200	0%

Paypal fees	-	-	10	0%
Postage	-	-	100	0%
Printing	-	25	400	0%
Translation	-	98	500	0%
<b>Total Bulletin</b>	-	123	1,210	0%
<b>Conference</b>				
After-conference reception	-	381	-	
Bags and swags	183	-	200	92%
Banquet	2,024	2,031	2,112	96%
Handouts	-	435	20	0%
PayPal Fees	299	256	260	115%
Printing—program, attendee list, etc	-	145	100	0%
Speaker appreciation	-	131	150	0%
Speaker travel&accom	1,000	-	1,000	100%
Venue	5,654	9,103	8,238	69%
Workshops	486	-	-	0%
<b>Total Conference</b>	9,646	12,481	12,080	80%
<b>Executive Expenses</b>				
Travel	-	-	-	
International liaison travel	-	842	2,000	0%
Meeting costs	925	1,243	1,007	92%
Regional meetings				
Central	-	27	150	0%
Eastern	-	-	150	0%
Prairies & northern	27	-	150	18%
British Columbia	-	-	150	0%
<b>Total Regional meetings</b>	27	27	600	4%
<b>Total Executive Expenses</b>	951	2,112	3,607	26%
<b>Membership expenses</b>				
<i>New Indexer Collection</i>	-	128	130	0%
PayPal fees	115	96	340	34%
<i>The Indexer</i>	3,911	2,982	6,193	63%
<b>Total Membership expenses</b>	4,026	3,206	6,663	60%
<b>Miscellaneous expenses</b>				
			250	0%
<b>Operating expenses</b>				
Bank service charges	17	8	50	33%
Postage, Mailing Service	69	22	25	277%
Printing and Copying	-	7	10	0%
Supplies	-	53	60	0%
<b>Total Operating expenses</b>	86	89	145	59%
<b>Promotion</b>				
Association memberships, etc.	396	-	510	78%
Corporate branding	-	221	300	0%
Print advertising	-	1,356	-	0%
Word on the Street	-	161	250	0%
<b>Total Promotion</b>	396	1,738	1,060	37%
<b>Software &lt; \$500</b>	46	35	500	9%

<b>Website and Listservs</b>						
Hosting		85		275	0%	
Maintenance	-	85		800	0%	
Website enhancement	-	-		400	0%	
Translation	-	-		500	0%	
Web Networks	-	-		192	0%	
<b>Total Website and Listservs</b>	-	170		2,167	0%	
<b>Volunteer Support</b>						
	9			100	9%	
<b>Total Expenses</b>	15,259	20,031		27,997	55%	
<b>PROFIT/LOSS</b>	475	-	4,577	-	3,377	-14%
Special Requests						
<i>Bulletin</i> template	-			800		
Special Projects	-			5,000		



# Special Project Funding 2018-2019

INDEXING SOCIETY OF CANADA  
SOCIÉTÉ CANADIENNE D'INDEXATION

as of 31 March 2018

## Available funds calculation:

Cash assets (31 March 2018 balance sheet)		\$33,021
Current liabilities (31 March 2018 balance sheet)	\$6,376	
P&L from 2018-2019 budget	3,266	
Special requests:		
<i>Bulletin</i> template	<u>800</u>	
Total liabilities		<u>-10,442</u>
Net assets		22,579
Minimum cash assets (bank balance, PayPal balance)		<u>-5,000</u>
<b>Funds available for special projects</b>		<b>17,579</b>
Requested for 2018-2019		<u>-5,000</u>
<b>Remaining funds</b>		<b><u>\$12,579</u></b>

**ISC/SCI Conference 2019**  
**Report to the ISC executive for 22 September 2018**

First, thank you to Margaret and Alex for giving me the opportunity to chair the 2019 Conference committee. The committee is still coalescing, but thus far Alicia Peres, JoAnne Burek and Frances Curry have kindly consented to continue their roles in programming, publicity and documentation, respectively.

**Theme:** As decided by the executive, the 2019 conference will be held in Ottawa. A theme is needed promptly, so the committee has started talking about possibilities, mostly revolving around the idea of Canada's capital (e.g., Thinking Cap, Capital Ideas).

**Location:** I have begun looking into an Ottawa venue, and Frances (who also lives in the Ottawa area) has offered to assist me as needed with site review, etc.

Thus far, I've approached the University of Ottawa as the most logical location: It's downtown (making restaurants, activities and transportation near to hand). It has dorm rooms that we can look into as the cheaper accommodation possibility, and there are many hotels nearby for the less cheap option. It has appropriate rooms for meetings and presentations. It has an affiliated caterer. We have used it before, most recently in 2012, quite successfully.

I am currently awaiting a quote that includes the room we used in 2012 (a banked, modern lecture room) for the conference room. The quote will include a room for Thursday for committee preparation, executive meeting and internationals meeting.

**Date:** The logical dates for us are May 23–25 or May 30–June 1.

Why? We usually have our conference late May or early June. The May long weekend in 2019 is 18–20. The two associations we most need to consider potential conflicts or confluence with are the Editors Association of Canada and ASI: EAC is meeting in Halifax June 7–9; ASI hasn't publicized a date yet, but I've been informed that end of May for ours should be fine. U of O has availability both of those dates. I don't see any major events in Ottawa for either of those dates that could cause a conflict. (Tulip Festival ends with the long weekend.)

**Question to ISC executive:** Your questions, concerns, approval or disapproval, and comments about any and all of the above is welcome. Most specifically, though, I'd like your thoughts on the date. ***Do either of the two dates I suggest seem more or less appropriate, or is there a third date you'd like us to consider?***

Respectfully submitted,  
Heather Ebbs  
on behalf of the 2019 ISC/SCI Conference Committee

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## *ICRIS (Margaret de Boer, Alexandra Peace)*

### **International Liaison (ISC/SCI representative to ICRIS)**

This past summer, Mary Newberry, our ICRIS representative informed us that she wished to set down from this responsibility.

Because the ICRIS triennial is to take place in Shanghai, China, this October, we needed a new ISC/SCI representative at this conference very quickly, as travel arrangements needed to be put in place. Christine Jacobs, a previous president and past ICRIS representative was immediately contacted, and she graciously agreed to represent ISC/SCI in Shanghai. Her workplace has allowed her the time off and, in addition, will assist with some funding for the trip. This was all certainly wonderful news.

However, during the quick communication, an oversight occurred—the executive committee was not informed during this process. Time was of the essence, yet a 'cc' in the emails to all executive was regrettably overlooked. We apologize for this.

Christine Jacobs will be an excellent representative at the Shanghai triennial but she is not our ICRIS representative. It is now the responsibility of the executive committee to seek a replacement according to Article 6 in our Constitution.

After careful discussion with Mary Newberry, we ascertained that although we have several eminently capable long-time members, many of them have already contributed a term as ICRIS rep. Therefore, we are recommending Gillian Watts for the position, as she is a long-time member, has a good grasp of the workings of ISC/SCI, has never held the position of international liaison, and has just resigned as bookkeeper and is thus not already occupied in a volunteer position at the moment.

**Motion: We move that Margaret de Boer ask Gillian Watts to fill the role of the ISC/SCI representative until the end of the term in June 2018, and for a further two years after that.**

### **ISC/SCI Invitation to ICRIS**

It has been several years since the Triennial meeting of ICRIS has been in Canada, and ISC/SCI should be thinking about when it would be best to next have it here. According to the schedule, Conference 2021 will be in Toronto, and Conference 2024 will be on the East Coast somewhere. The past ICRIS meetings have been in the following locations:

- 2018 – Shanghai, China
- 2015 – York, UK (hosted by ANZSI)
- 2012 - Brighton, UK
- 2009 - South Africa
- 2006 - Toronto, Canada
- 2003 - Sydney, Australia
- 2000 - Cambridge, UK



**The executive committee needs to discuss whether Christine can extend a general invitation to ICRIS, inform them of the next few conference locations, and let ICRIS decide when it would be most suitable to come here.**

### **Invitation to ICI to join ICRIS**

An invitation to Institute of Certified Indexers (ICI) to join ICRIS is on the agenda for the meeting in Shanghai. The information about the invitation and the company follows. **The executive committee needs to discuss this ICRIS agenda item in order to give Christine Jacobs direction.**

ICRIS Agenda: New Business: b. Invite Institute of Certified Indexers to join ICRIS

### **Institute of Certified Indexers (ICI) About ICI**

The Institute of Certified Indexers (ICI) was founded in 2010. From their website: Bringing standards to the field of indexing, the Institute of Certified Indexers offers indexers the opportunity to gain professional certification. When hiring an indexer with certification from ICI, a client can be assured that the certified indexer has (1) demonstrated a significant level of skill, familiarity with indexing techniques, and ability to produce high-quality indexes; and (2) continued to stay current in the field by a commitment to ongoing learning.

The company maintains offices in Lewes, DE and is incorporated in the state of Virginia.

Founders:

Enid Zafran, Managing Founder  
Fred Leise, Associate Founder  
Kate Mertes, Associate Founder  
Pilar Wyman, Associate Founder

ICI is an independent standards organization not affiliated in any way with any indexing membership organization in the US or elsewhere.

### **Work of ICI**

ICI has a stringent certification process for indexers. It also requires members to be recertified every three years.

Since 2014 it has run the annual Purple Pen Contest. “The award is open to new indexers who completed an indexing course in the last five years and submit an index done for payment (not a practice or pro bono index)”. Each application is assessed against their *Indexing best practices* ([http://www.certifiedindexers.com/indexing\\_best\\_practices.pdf](http://www.certifiedindexers.com/indexing_best_practices.pdf)). The Institute of Certified Indexers (ICI) actively promotes standards in indexing in a noncommercial environment.

## **Ability to join ICRIS**

At the 2016 Triennial meeting in York:

The issue of whether there was any restriction on having more than one indexing-related Society from a country represented on ICRIS at a future date was raised. The emphatic answer was no. (<https://www.theindexer.org/files/minutes/icris-1509.pdf> Item 10A)

## **Recommendation**

As a professional organisation promoting indexing standards, it is recommended that ICI be invited to join ICRIS.

Mary Russell, August 2018

## RELEVANCY COMMITTEE (NAME TBD) AND DIVERSITY/INCLUSION DIVISION

**BACKGROUND:** As one indexer best said “Indexing is known as profession of old white people who will not be able to continue the work much further due to changes in technology.” We have the distinction of being a profession that is 1. Not thought about 2. Assumed extinct or extinct in the near future 3. Assumed to be done by computers.

Our members have expressed interest in opening up our field and being more inclusionary to people of colour, people with disabilities, etc. How can this be done?

How is technology going to impact our profession? Are we doomed? What can we do to make sure indexes and indexers have a future in world where artificial intelligence will be all around us?

How are people currently using indexes? What do they know about indexes? Do our best practices take into consideration a new generation of people and their search methods?

These are some of the questions and ideas we can use to keep indexing relevant.

Our field is a mystery to the average person. The future for indexes is indeed grim if we don't breathe new life into our profession.

## HOW THE COMMITTEE AND DIVISIONS WOULD FUNCTION

The Relevancy Committee (name TBD) would consist of three divisions:

- Diversity/Inclusion
- Publishing/Technology
- Users/Accessibility

The divisions would work on their own and also have group meetings. The Relevancy Committee as a whole would work with other committees such as Special Projects and Communications.

Siusan Moffat and new indexer/new member Sarah McIntosh have volunteered for the Diversity/Inclusion division. Other ISC members have expressed interest and have backgrounds in technology and usability studies. Members could be free to join other divisions for specific projects.

A few projects that promote our relevancy could be:

- People of Colour/Structural Disadvantaged Peoples bursary program, as announced at our 2018 conference
- Publishers' Award for consistently employing indexers and encouraging good indexes
- Usability studies to determine how people need our indexes constructed
- Direct communication with ASI's Digital Publications Indexing SIG's discussion group and ASI's Digital Trends Task Force (DTTF)
- Outreach to publishers about digital publications and indexes in general
- Outreach to different structurally disadvantaged communities to encourage indexing and ISC participation
- Tabling events that connect us with index users and creators
- Presentations to different kinds of index users and text creators

## HOW THIS COMMITTEE MEETS OUR MISSION STATEMENT

**Diversity and inclusion** can bring in non-English languages and different kinds of thought that will encourage and broaden the production of indexes. Gaps we currently might have in our indexing profession could be filled by reaching out to larger groups of different people. The more diverse our indexers the more potential to break into other subject matter and industries. When our community produces excellent indexes in various sectors of society we all win.

In order to **encourage production and use of indexes** we have to let users and publishers know that we exist and that we are dedicated to making indexes that work. Some ways to encourage production and use of indexes: Outreach via bursaries targeting sectors of the community not represented in our indexing society, an award recognizing publishers who value indexers, presentations to various index users and text creators.

In order to **improve indexing techniques** we need to know who is using indexes, how they are using them, and how they are likely to use them in the future. A Relevancy Committee would look into usability studies and stay connected with the on-going dialogue between indexers and print/digital publishers.

Our vision states: Accessible information; informed people. Accessibility can be subjective. If we are in tune with our users through usability studies, we will be able to make information truly accessible.

## WHY THIS COMMITTEE IS IMPORTANT AND NEEDED

We need new blood and new ideas to keep indexes relevant to readers. Varying life experiences will not only help us create useful indexes but keep our profession moving forward. Promotion of our profession will remind and educate users about who we are and what we do. Connecting with users will educate us as indexers and help us to provide indexes that people actually use.

A Relevancy Committee would focus on diversity/inclusion/equity, outreach to different communities for promotion (for us) and education (both indexers and users) and investigation/brainstorming into how technology shapes our profession and how we can use it effectively.

The focus of the committee is broad due to the different strategies we can take to keep indexing relevant.

We have many members interested in diversity/inclusion/equity, technology, and accessibility. I have recently spoken to many indexers about these specific topics. This committee would be a great way to engage more members into executive activities.

Let's attempt to get out of our bubble and take steps to push indexes forward into an increasingly diverse and technological future.

**MOTION 1:** I move that ISC/SCI executive form a Relevancy Committee (name TBD) to ensure indexing has a place in the future.

**MOTION 2:** I move that ISC/SCI executive first form a Diversity/Inclusion Division under Relevancy Committee

Siusan Moffat

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## *TRC presentation at Editors Canada conference*

*(Margaret de Boer, Alex Peace)*

This past May, we were honoured to be able to present our work on the indexing of the Truth and Reconciliation (TRC) report at the Editors Canada conference in Saskatoon.

Invitations for speakers was circulated during the winter before the conference. Because the theme of the conference had a strong Indigenous element, it was felt that our TRC indexing presentation would be a good fit. We (Margaret de Boer, Mary Newberry, Alex Peace) submitted an application to present and it was accepted. Regrettably, Mary was unable to participate in the presentation.

The presentation was very well-received and having editors hear about ISC/SCI and hear about the indexing process was a valuable communication tool between the two organizations. It was a good opportunity to again communicate the contents of the TRC report. The presentation highlighted the benefits of being a member of the ISC/SCI organization and the importance and the challenges of indexing the report.

This report is for information only—no discussion needed.