

ISC/SCI EXECUTIVE MEETING

NOVEMBER 3 2018

MINUTES

Participants:

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

Absent with Notice: Pierre Joyal, Sergey Lobachev, 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.

2. Review of Agenda

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

3. Review of Minutes

The minutes of September 22 were not ready for approval. They will be reviewed at the next meeting.

4. Approval of Reports (Consent Agenda)

See reports:

Regional Updates:

- a) Central Canada | Centre du Canada (Pierre Joyal)

Committee Reports:

- b) Awards committee (Mary Newberry)
- c) Communications (JoAnne Burek)
- d) Inclusion/Diversity/Equity committee

Ongoing Projects:

- e) Book and Periodical Council (Pierre Joyal)

Moved (Frances/Margaret) that reports be accepted. **Carried.**

5. Items for Discussion

a. *Finances (Treasurer/Finance Committee)*

See Finance Committee report.

(i) Conference

An excel template of expenses and revenue that is aligned with the Society's accounting will be sent to the conference committee chairman.

(ii) International Liaison expenses

We have not been consistent on the reimbursement of flight and accommodation.

Moved (Andrea/Margaret): That the ISC/SCI discuss and formalize the protocol for allowable expenses for the international liaison. **Carried.**

In the discussion, we realized that we lack understanding of the obligations of the international liaison.

A committee (Susan Brown (chair), Stephen, Margaret) was formed to gather more information about workload, expectations, and job description. and make a recommendation.

The committee will report at the executive meeting in January, in order to be ready for the next budget meeting. The committee will bring recommendations on reimbursement policy and finances.

(iii) Bank Fees

On the recommendation of the treasurer, our bank account was switched to a not-for-profit account with lower fees and a lower minimum.

(iv) Adjustments to Profit & Loss and Balance Sheet

See report.

Moved (Andrea/Margaret): That the ISC/SCI approve the revised **2017/2018** financial statements as amended. **Carried.**

Moved (Andrea/Margaret): That the ISC/SCI approve the revised **2018/2019** financial statements as amended. **Carried.**

The revised statements will be posted on the website.

(v) Bookkeeper Ad

Suggestions were made to add some clarifying details.

Moved (Andrea/Margaret): That the ISC/SCI approves the call-out for a volunteer bookkeeper and that this is advertised to the membership as soon as possible. **Carried.**

The amended ad will be sent to the membership by Frances, and put on the website by Siusan Moffat. Replies to the ad will go to treasurer@indexers.ca.

(vi) Expense reimbursement and invoice payment policy

We are reminded that we should use only the latest form for expense reimbursement. It can be found in Dropbox in the folder "Board".

Moved (Andrea/Margaret): That the ISC/SCI approves the revised policies for expense reimbursement and invoice accountability. **Carried.**

b. Conference 2019 (Heather Ebbs)

See report.

Moved (Alex/Frances): That the conference recommendations with respect to date, theme, venue, committee roles, and accommodations be accepted. **Carried.**

Conference fees:

The conference committee recommends an increase in conference fees (10%) in order to not produce a deficit.

The discussion included comments and suggestions as follows:

- Fees have not increased in 11 conferences.
- We choose to have conferences in the locations that are central and tourism-oriented vs. outskirts where it might be cheaper.
- If we keep the fees constant, we could subsidize conferences with surpluses from other conferences.
- Our conference surpluses could go back into making better conferences, e.g., with paid speakers.
- General revenue and conference revenue should not be looked at separately.
- Less than half our membership benefit from conferences.

Moved (Alex/Susan Brown): That a committee be created to examine the setting of conference fees and develop a recommendation for a policy. **Carried.**

The committee members are Susan (chair), Andrea, Margaret, Heather Ebbs. The policy recommendation will be brought to the next meeting.

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

The discussion on appointing an international liaison was made *in camera*.

d. ICRIS Meeting

Alex gave a verbal report. Christine Jacobs will give a report at the next meeting.

The next ICRIS meeting will be in either Germany or Netherlands in 2021.

e. International membership

See report.

Moved (Margaret/Alex): To establish a Nomination Committee of two or three people (including one or both co-presidents or president and vice president) that will be responsible for calling for and bringing nominations to the membership. **Carried.**

The second motion proposed in the report will be worked on again to be brought forward later.

6. New Business

a. Recording secretary

See "Recording Secretary Proposal".

It was suggested that to enable all the executive to participate more fully in the meetings, we should invite a volunteer from the general membership to take the minutes.

Moved (Alex/Susan): That we advertise for a recording secretary from the membership. **Carried.**

Alex will send the ad to Siusan Moffat and Frances, after the bookkeeper ad has gone out.

7. Next Meeting

January 26, 2019

8. Adjournment

Moved (Alex/Stephen) for adjournment.

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

ISC/SCI Executive Meeting November 3, 2018 Updated and New Action Items

(Nov 3: old items were not reviewed, but new items were added)

Minutes Item	Action	Who	Status
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
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. Sept 22, 2018 JoAnne and Alex will send these out again.	Alex/JoAnne	Ongoing
8a: Zoom Software	Feb 10, 2018 - Evaluate the Zoom software along with other video-conferencing products.	Pierre	Ongoing
5a: Special Projects amount	June 7, 2018 - The board would like to know how it was decided that	Andrea	Ongoing

	<p>\$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>		
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	June 7, 2018 – obtain feedback from Cree elders on the cultural appropriateness of the tamarack sculpture in the context of an award.	Margaret	Ongoing
5a (i) Bookkeeper position	September 22, 2018 – Finance Committee to put together a job description and send out to membership	Andrea/JoAnne	
5a (ii) (1) Translation payment policy	September 22, 2018: Finance committee to develop process for timely payment of invoices	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	
NEW ITEMS			
5a (ii) International Liaison expenses	November 3, 2018: Recommend a protocol for allowable expenses for international liaison.	Susan Brown (chair), Stephen, Margaret	
5b Conference Fees	November 3, 2018: Recommend a policy for setting conference fees.	Susan Brown (chair), Andrea, Margaret, Heather	
6a Recording Secretary ad	Create an ad for the position and send it out after the ad for a bookkeeper has gone out.	Alex	

Central Regional Report, November 3, 2018 Meeting (Pierre Joyal)

The Central indexers first meeting this Fall was held in Toronto on September 15, 2018.

The next two meetings have been scheduled for October 20th and November 17th. I am hopeful that advertising the time and place of those meeting earlier will make it easier for members to attend.

The last meeting featured the Word Software indexing tools. This Saturday's meeting will discuss the article written by Alaxandra Bell on Search engine and the role indexers could play in adding context to improve relevance and discovery.

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

Ewart-Daveluy Indexing Award Committee (Mary Newberry)

The E-D Award committee has begun pulling together the materials needed for the 2019 award. Here is the proposed timing:

- First week in November
 - web page to be updated with 2019 information
 - call for nominations to be sent to members
- February 25, 2019
 - deadline for nominations
- April 2019
 - decision made

Communications (JoAnne Burek)

Publicity

I learned that our press releases are getting posted on the Business and Periodicals website (thebpc.ca). We even have our own web page of news releases at <http://www.thebpc.ca/category/member-news/indexing-society-of-canada/>

This page is updated whenever we send a publicity email to info@thebpc.ca

Letter to Indexing Students

The Letter for Indexing Students and sent it to Margaret de Boer for Mohawk College, Audrey McClellan for Simon Fraser University, and Mary Newberry for her students at Ryerson next year. Christine Jacobs was also contacted, but haven't heard back yet.

The letter is included with this report. It is also saved in a folder called "Letter to Indexing Students" in the Communications folder on Dropbox.

Listings on the website

On the website, we eliminated the "expiry date" on listings. Frances and I saw no reason to have an expiry date, as there are enough controls to ensure that listings don't stay on after the owner's membership has expired.

Ewart-Daveluy Nomination Form

With permission from Noeline Bridge, I started developing an online form for submitting nominations for this award. It is still a draft.

Respectfully submitted
JoAnne Burek



October 2018

Dear Indexing Student:

Congratulations on your decision to learn indexing! At this time, you may be feeling excited, bewildered, or both about your course.

You may be learning indexing as part of your program. Or perhaps you are going to make a career as an indexer. Whatever brought you here, we would not be surprised if you've never met an indexer in your life. And that's why we're writing to you.

We're the Indexing Society of Canada / Société canadienne d'indexation (ISC/SCI), Canada's professional society of indexers. We would like to tell you about the many indexing resources available to you to round out your studies and help you in your career.

Resources

The ISC/SCI's mission is to encourage the production and use of indexes, promote the recognition of indexers, improve indexing techniques, and foster communication among individual indexers across Canada. Our vision is "Accessible information; informed people."

We fulfill our vision and mission by providing the following:

Indexers.ca

On our [website](#), you'll find

- the list of reference books that indexers use to solve their indexing conundrums;
- links to the three major indexing software programs;
- advice we give to authors about hiring an indexer;
- links to join discussion groups, forums, and special interest groups covering a wide range of topics, such as unusual indexing situations, specialty subject matter, and professional etiquette;
- back issues of the *Bulletin*, the newsletter of the ISC/SCI;
- links to our affiliated indexing societies in the US, England, Netherlands, Germany, Australia and New Zealand, South Africa, and China; and
- links to more indexing resources.

Regional meetings

From time to time, our regional groups have meetings and get-togethers to talk about indexing and the freelance business lifestyle. These meetings are typically open to everyone and are announced on the website calendar. There may be an upcoming event in your area.

To find out more about attending a regional meeting or to speak to a representative in your area, contact:

- British Columbia: Elena Gwynne at elenagwynne@gmail.com
- Prairies and Northern Canada: Stephen Ullstrom at hello@stephenullstrom.com
- Ontario: Pierre Joyal at pierre@pier28consulting.com
- Quebec and Maritimes: Susan Brown at susan@slamresource.ca

National Conference

Each year, we hold our national conference in a different Canadian city. Conference presenters come from around the world to speak on a range of topics from indexing matters to running your freelance business. Visit the conference page <https://indexers.ca/annual-conference-2/> to find out more.

Student Membership

Students who are serious about earning an income as an indexer benefit from becoming a member of the Society. If you are enrolled full-time in a college, technical institute, or university, a special student rate is available to you.

As a member, you will:

- Be eligible to join our ISC/SCI discussion group and online chat forums and learn from the collective experience of our fellow members.
- Stay current with the ISC/SCI *Bulletin* published three times a year.
- Improve your skills with members-only resources on the website.
- Be eligible to promote your services with a listing in the Register of Indexers Available at <https://indexers.ca/find-an-indexer/>.
- Locate your fellow members in the membership directory.
- Get the world perspective in *The Indexer*, the international journal of indexing, mailed to you four times a year.
- Receive membership discounts on the national conference, the *Information Today* book series, and the conferences, webinars, and publications of our affiliated societies.

Contact

“You’re an *indexer*? I didn’t know that was a ‘thing’!”

If you’ve heard that before, then you know that the indexing community is not a large one. But we are closely connected, and vested in each other’s success—including yours.

Whether indexing for you is a one-time course or your career direction, we invite you to connect with us. You’ll find our social media links—Facebook, LinkedIn, and Twitter—on our website. You can also send us a note through the website’s Contact page. We would love to hear from you.

Wishing you a great learning experience and career success!

Alexandra Peace
Co-president

Margaret de Boer
Co-president

JoAnne Burek
Communications Director

Inclusion, Diversity, Equity Committee (TIDE) 2018

The newly formed Diversity committee met Oct 1 and Oct 29.

We decided on the wording of the title of our committee: The Inclusion, Diversity, and Equity Committee – known internally at TIDE.

We are preparing for the hopeful implementation of the bursary for structurally disadvantaged people, going over the TRC's call to action, and inquiring with the conference committee about a diversity workshop.

Siusan

Book and Periodical Council Report, November 3, 2018 Meeting (Pierre Joyal)

I attended the Book and Periodical Council annual meeting on October 3rd 2018. The Financial Statements ending March 2018 were reviewed and approved by the Council Members.

The Executive Committee Reports highlights were as follow:

- A membership outreach committee was formed to identify, research and create proposals for potential revenue sources.
- Announced Committee membership changes for the new year
- Updates on programs:
 - Freedom to read week 2018
 - Book Summit – Next summit will be held on June 18, 2019 - Humber College, a partner of many years will not be involved moving forward
 - Freight and distribution plan – recommended carriers (Canpar:domestic under 500lbs; National Fast Freight: domestic over 500lbs; Universal Logistics: Customs and international shipping); Freight manual is available for distribution to members
 - Group Health Benefit Plan (Group Member Plan) – provided to employees of member organizations

ISC update:

- Mentorship program launch scheduled for early 2019 – co-coordinators have been busy setting up the program
- Introduced the **How to get an index for your book published** – brought 4 copies with me to the meeting; provided the website link as well
- Inquired with other members of initiatives and programs for structurally disadvantaged people or BIPOC (Black, Indigenous, Persons of Colour).
- I will give the documentation from the meeting to Mary at tomorrow's Toronto meeting

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

Finance Committee Report (Susan Brown, Margaret de Boer, Andrea Hatley)

I. FINANCIAL STATEMENTS (attached)

2018/2019 2Q Financial Statements

Conference:

The method for tracking income and expenses by the conference committee is not quite aligned with the accounting software, resulting in discrepancies. An excel template, that matches the accounting software, has been created for and will be shared with the conference committee to track income and expenses.

Profit & Loss:

INCOME: Our income is on par with that of last year at this point in time.

EXPENSES: All expenses are on track. Of note:

International liaison travel: In July 2018, Mary Newberry submitted expenses of approximately \$660 for flights to represent the ISC/SCI at the ASI conference; when questioned why she was only claiming \$300, she said the protocol was to claim approximately half.

MOTION: That the ISC/SCI discuss and formalize the protocol for allowable expenses for the international liaison.

Bank service fees: Are up from last year. The ISC/SCI business bank account has a monthly service fee of \$19, which is waived if the balance remains above \$20,000. Since July, the monthly balance has averaged \$15,000. We are looking into switching to a not-for-profit account with much lower monthly fees (\$1.95–4.95; waived with a correspondingly lower minimum balance) and no loss of services.

2017/18 Year-End Financial Statements — Adjustments

Profit & Loss and Balance Sheet:

Adjustments were made to correct a couple of incorrect entries and account for accrued interest earned on the GIC. This resulted in a net loss of \$759 rather than the previously reported net loss of \$1099. It might be suggested to the conference

Treasurer's Report

committee that when they set their fees, that they are slightly different from other fees charged by the Society.

MOTION: That the ISC/SCI approve the revised 2017/2018 financial statements as amended.

2018/2019 1Q Financial Statements

Profit & Loss and Balance Sheet:

Adjustments from 2017/2018 year-end were carried over into the 1Q for 2018/2019, an entry for postage and a typo for the venue was corrected in the P&L. This resulted in a net loss for the quarter of \$248 rather than a net profit of \$475 as previously reported. The balance sheet was adjusted to reflect the accrued interest earned by the GIC, and another typo was corrected in the TD Bank balance.

MOTION: That the ISC/SCI approve the revised 2018/2019 1Q financial statements as amended.

II. BOOKKEEPER RESPONSIBILITIES

Bookkeeper's responsibilities reviewed (attached).

Call out for volunteer bookkeeper has been drafted for distribution to the ISC/SCI membership (attached).

We are hoping that a qualified candidate will step forward.

MOTION: That the ISC/SCI approves the call-out for a volunteer bookkeeper and that this is advertised to the membership as soon as possible.

III. INVOICE & EXPENSE ACCOUNTABILITY AND REIMBURSEMENT POLICY

This is broken up into two policies for clarity. Expense reimbursement and invoice accountability, see attached. These policies will be an asset to the new bookkeeper. Another policy may be developed for translation.

MOTION: That the ISC/SCI approves the revised policies for expense reimbursement and invoice accountability.

IV. PREPAID CREDIT CARD

Several options for a prepaid credit card—handy to have when making payments for online services (e.g., QuickBooks online, Survey Monkey, or deposits for conference venues)—were reviewed. Currently the TD does not offer one for businesses, nor are any re-loadable cards available for businesses. Our only option is a non-reloadable card, but they have relatively low balances (spreadsheet on file). Status quo prevails for now.

V. AMOUNT TO INVEST IN GICs

Ongoing.



Profit & Loss Year-end 1 April 2017 – 31 March 2018

INDEXING SOCIETY OF CANADA
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REVISED 30 Sept 2018

	Apr 2017 - Mar 2018	Apr 2016 - Mar 2017	Previous	Δ
Income				
Conference revenue	(Montreal)	(Chicago)		
Banquet	1,720			
Misc		375		
Registration				
Early bird	7,294			
Refunds	- 275			
Presenter rate				
Regular	2,325			
Single day	325			
Student	450			
Total Registration	10,119	-		
Total Conference revenue	11,839	375		
Membership				
Basic	8,500	8,400		
Emeritus	40			
Find an Indexer	2,752	3,050	2,800	- 48
Institutional	700	955		
International	775	330		
Student	195	195		
Total Membership	12,962	12,930	13,010	- 48
Other Income				
Accrued interest (GICs)	441	82	26	415
Advertising - <i>Bulletin</i>	270	270		
Award E-D entrance	125	150		
Magpie pins	35			
Total Other Income	871	502	456	415
Total Income	25,672	13,807	25,305	367
Expenses				
Awards				
Frames, certificates, etc.	25	13		
Translation	52			
Total Awards	77	13		
Bulletin				
InDesign	88	197		
Paypal fees		10		
Postage	64	89		
Printing	312	415		
Translation	280	485		
Total Bulletin	745	1,195		



Profit & Loss Year-end 1 April 2017– 31 March 2018, REVISED 30 Sept 2018 (continued)

	Apr 2017 - Mar 2018	Apr 2016 - Mar 2017	Previous	Δ
Conference	(Montreal)	(Chicago)		
After-conference reception	381			
Bags and swags	201			
Banquet	2,031			
Handouts	435			
Meeting room/catering	9,103			
PayPal Fees	256			
Printing—program, attendee list, etc	145			
Speaker appreciation	131			
Travel Bursaries	-	4,000		
Total Conference	12,683	4,000		
Executive Expenses				
Travel				
International liaison travel	1,293			
Meeting costs	1,243			
Regional meetings				
Central	27	310		
Eastern		65		
Prairies & Northern	58		31	27
British Columbia				
Total Regional meetings	85	375	58	27
Total Executive Expenses	2,621	375	2,594	27
Membership expenses				
<i>Newcomer's Selection</i>	128			
PayPal fees	336	338		
<i>The Indexer</i>	6,108	6,279		
Total Membership expenses	6,572	6,617		
Miscellaneous expenses	68			
Operating expenses				
Bank service charges	49	26		
Postage, Mailing Service	25	24		
Printing and Copying	7			
Supplies	53	3		
Translation (Society documents)		304		
Total Operating expenses	134	357		
Promotion				
Corporate branding	221			
Association memberships, etc.	170			
Print advertising	1,356			
Word on the Street	161			
Total Promotion	1,908	-		
Software < \$500	111			
Volunteer Appreciation	20			
Website and Listservs				
Hosting	271	271		



Profit & Loss Year-end 1 April 2017– 31 March 2018, REVISED 30 Sept 2018 (continued)

	Apr 2017 - Mar 2018	Apr 2016 - Mar 2017	Previous	Δ
Maintenance (including plugins)	502	829		
Translation	455			
Web Networks	266	266		
Total Website and Listservs	1,493	1,365		
Total Expenses	26,430	13,922	26,404	27
Gross profit/Loss	- 759	- 115	- 1,099	340

REVISED 30 September 2018 11:17:36 AM GMT-7 - Accrual Basis



Profit & Loss 1 Quarter 1 April – 30 June 2018, REVISED 30 Sept 2018

INDEXING SOCIETY OF CANADA
SOCIÉTÉ CANADIENNE D'INDEXATION

	Actuals		Budget	%	Previous
	Apr - Jun, 2018	Apr - Jun, 2017	Apr 2018–Mar 2019		
INCOME					
Conference revenue					
Banquet	1,850	1,720	2,000	93%	
Banquet refunds	- 150	-	-	0%	
Total Banquet	1,700	1,720	2,000	85%	
Misc					
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%	
Total Registration	9,600	10,119	9,100	105%	
Total Conference revenue	11,972	11,839	11,100	108%	
Membership					
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%	
Total Membership	3,697	3,285	13,265	28%	
Other Income					
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%	
Total Other Income	65	330	255	25%	
Total Income	15,734	15,454	24,620	64%	
EXPENSES					
Awards					
Banquet tickets (E-D Award)	100	-	100	100%	
Frames, certificates, etc.	-	25	60	0%	
Translation	-	52	55	0%	
Total Awards	100	77	215	47%	
Bulletin					
InDesign	-	-	200	0%	



Profit & Loss 1 Quarter 1 April – 30 June 2018, REVISED 30 Sept 2018 (continued)

	Actuals		Budget	%	Previous
	Apr - Jun, 2018	Apr - Jun, 2017	Apr 2018–Mar 2019		
Paypal fees	-	-	10	0%	
Postage	-	-	100	0%	
Printing	-	25	400	0%	
Translation	-	98	500	0%	
Total Bulletin	-	123	1,210	0%	
Conference					
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, lists, etc	-	145	100	0%	
Speaker appreciation	-	131	150	0%	
Speaker travel&accom	1,000	-	1,000	100%	
Venue	6,404	9,103	8,238	78%	5,654
Workshops	486	-	-	0%	
Total Conference	10,396	12,481	12,080	86%	9,646
Executive Expenses					
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	30	-	150	20%	27
British Columbia	-	-	150	0%	
Total Regional meetings	30	27	600	5%	27
Total Executive Expenses	955	2,112	3,607	26%	951
Membership expenses					
<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%	
Total Membership expenses	4,026	3,206	6,663	60%	
Miscellaneous expenses					
			250	0%	
Operating expenses					
Bank service charges	17	8	50	33%	
Postage, Mailing Service	39	22	25	157%	69
Printing and Copying	-	7	10	0%	
Supplies	-	53	60	0%	
Total Operating expenses	56	89	145	38%	86
Promotion					
Association memberships, etc.	396	-	510	78%	
Corporate branding	-	221	300	0%	
Print advertising	-	1,356	-	0%	



Profit & Loss 1 Quarter 1 April – 30 June 2018, REVISED 30 Sept 2018 (continued)

	Actuals		Budget	%	Previous
	Apr - Jun, 2018	Apr - Jun, 2017	Apr 2018–Mar 2019		
Word on the Street	-	161	250	0%	
Total Promotion	396	1,738	1,060	37%	
Software < \$500	46	35	500	9%	
Website and Listservs					
Hosting			275	0%	
Maintenance	-	85	800	0%	
Website enhancement	-	-	400	0%	
Translation	-	-	500	0%	
Web Networks	-	-	192	0%	
Total Website and Listservs	-	85	2,167	0%	
Volunteer Support	9		100	9%	
Total Expenses	15,983	19,946	27,997	57%	15,259
PROFIT/LOSS	- 248	- 4,493	- 3,377	7%	475
Special Requests					
<i>Bulletin</i> template	-		800		
Special Projects	-		5,000		



Balance Sheet 1 Quarter, 30 June 2018

INDEXING SOCIETY OF CANADA
SOCIÉTÉ CANADIENNE D'INDEXATION

REVISED 30 SEPT 2018

	As of Jun 30, 2018	As of Jun 30, 2017	Previous	Δ
ASSETS				
Current Assets				
Cash and Cash Equivalent				
PayPal	2,040	706		
TDCanadaTrustBusinessChequing	24,975	32,127	25,725	- 750
VISA Vanilla PrePaid Credit Card	28			
Total Cash and Cash Equivalent	27,043	32,833	27,793	- 750
Prepaid Expenses				
Conference handouts	0	0		
Conference PayPal fees	0	0		
Conference venue	0	0		
Prepaid advertising	0	0		
Total Prepaid Expenses	155	0		
Total Current Assets	27,198	32,833		
Non-current Assets				
GIC/Term deposit				
GIC 8057748-06	5,379	5,331	5,357	22
Security GIC Plus 8057748-07	5,691	5,298	5,298	393
Total GIC/Term deposit	11,070	10,629	10,655	415
Total Non Current Assets	11,070	10,629	10,655	415
Total Assets	38,268	43,462	38,604	- 336
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable (A/P)				
Accounts Payable	34	8,693		
Total Accounts Payable (A/P)	34	8,693		
Overpayments	0	20		
Unearned or Deferred Revenue				
Conference banquet	0	0		
Conference earlybird registr.	0	0		
Total Unearned or Deferred Revenue	0	0		
Total Current Liabilities	34	8,713		
Total Liabilities	34	8,713		
Equity				
Opening Balance Equity	32,914	32,914		
Retained Earnings	5,569	6,328		
Profit for the year	-248	-4,493	475	- 723
Total Equity	38,235	34,750	38,570	- 335
Total Liabilities and Equity	38,268	43,462	38,604	- 336



Profit & Loss 2 Quarter 1 July – 30 September 2018

INDEXING SOCIETY OF CANADA
SOCIÉTÉ CANADIENNE D'INDEXATION

	Actuals (1 Jul – 30 Sept)		Year-to-date (1 Apr – 30 Sept)		Budget	%
	2018	2017	2018	2017		
INCOME						
Conference revenue						
Banquet	50		1,900	1,720	2,000	95%
Banquet refunds	- 50		- 200		-	
Total Banquet	-	-	1,700	1,720	2,000	85%
Misc	75		747		-	
Registration						
Early bird			6,875	7,294	5,775	119%
Presenter rate			575		550	105%
Refunds			- 275	- 275	-	
Regular			2,100	2,325	2,000	105%
Single day			325	325	325	100%
Student			-	450	450	0%
Total Registration			9,600	10,119	9,100	105%
Total Conference revenue	75	-	12,047	11,839	11,100	109%
Membership						
Basic	1,300	1,100	3,602	3,400	8,500	42%
Emeritus			40		40	100%
Find an Indexer	408	500	1,208	1,200	2,950	41%
Institutional		115	115	115	805	14%
International	110	110	550	330	775	71%
Student		65		130	195	0%
Total Membership	1,818	1,890	5,515	5,175	13,265	42%
Other Income						
Accrued Interest (GICs)		26	-		80	0%
Advertising - Bulletin			-	270	-	0%
Award E-D entrance			-	35	140	0%
Indexing Booklet (Burek)			45		-	
Magpie pins			20	25	35	57%
Total Other Income		-	65	330	175	37%
Total Income	1,893	1,890	17,628	17,344	24,540	72%
EXPENSES						
Awards						
Banquet tickets (E-D Award winner)			100		100	100%
Frames, certificates, etc.	63		63	25	60	105%
Translation	47		47	52	55	86%
Total Awards	111	-	211	77	215	98%
Bulletin						
InDesign	-	44	-	44	200	0%
Paypal fees	-	-	-	-	10	0%
Postage	-	40	-	64	100	0%
Printing	-	113	-	212	400	0%
Translation	-	216	-	216	500	0%
Total Bulletin	-	413	-	535	1,210	0%
Conference						
After-conference reception	-	381	-	381	-	
Bags and swags	25	201	208	201	200	104%

Are these figures low? Should they



Profit & Loss 2 Quarter 1 July – 30 September 2018 (continued)

	Actuals		Year-to-date		Budget	%
	(1 Jul – 30 Sept)		(1 Apr – 30 Sept)			
	2018	2017	2018	2017		
Banquet	-	-	2,024	2,031	2,112	96%
Handouts	-	-	-	435	20	0%
Miscellaneous (survey, puzzle, gratuities)	122	-	122	-	-	-
PayPal Fees	10	-	309	256	260	119%
Printing—program, attendee list, etc	212	-	212	145	100	212%
Speaker appreciation	172	-	172	131	150	115%
Speaker travel&accom	-	-	1,000	-	1,000	100%
Venue	-	-	6,404	9,103	8,238	78%
Workshops	-	-	486	-	-	-
Total Conference	541	582	10,936	12,683	12,080	107%
Executive Expenses						
Travel	-	-	-	-	-	-
International liaison travel	300	451	300	1,293	2,000	15%
Meeting costs	-	-	925	1,243	1,007	92%
Regional meetings						
Central	-	-	-	27	150	0%
Eastern	-	-	-	-	150	0%
Prairies & northern	26	-	56	-	150	37%
British Columbia	-	-	-	-	150	0%
Total Regional meetings	26	-	56	27	600	9%
Total Executive Expenses	326	451	1,280	2,563	3,607	35%
Membership expenses						
<i>New Indexer Collection</i>	-	-	-	128	130	0%
PayPal fees	30	56	144	152	340	42%
<i>The Indexer</i>	-	-	3,911	2,982	6,193	63%
Total Membership expenses	30	56	4,056	3,262	6,663	61%
Miscellaneous expenses					250	0%
Operating expenses						
Bank service charges	72	14	89	21	50	177%
Postage, Mailing Service	-	3	39	25	25	157%
Printing and Copying	-	-	-	7	10	0%
Supplies	-	-	-	53	60	0%
Total Operating expenses	72	16	128	106	145	88%
Promotion						
Association memberships, etc.	-	-	396	-	510	78%
Corporate branding	78	-	78	221	300	26%
Indexing booklet (Burek)	34	-	34	-	-	-
Print advertising	-	-	-	1,356	-	-
Word on the Street	184	-	184	161	250	73%
Total Promotion	296	-	691	1,738	1,060	65%
Software < \$500	46	-	92	35	500	18%
Volunteer Support	25	-	34	-	100	25%
Website and Listservs						
Hosting	271	271	271	271	275	98%
Maintenance	31	28	31	113	800	4%
Website enhancement	-	-	-	-	400	0%
Translation	84	109	84	109	500	17%
Web Networks	155	192	155	192	192	81%
Total Website and Listservs	541	600	540	684	2,167	25%
Total Expenses	1,985	2,117	17,968	21,683	27,997	71%
PROFIT/LOSS	- 92	- 227	- 340	- 4339	- 3,457	68%



Profit & Loss 2 Quarter 1 July – 30 September 2018 (continued)

Special Requests					
<i>Bulletin</i> template	575	575	800	72%	
Special Projects	-		5,000		
NET PROFIT/LOSS	- 667	- 915	- 9,257	32%	



Balance Sheet 2 Quarter- 30 September 2018

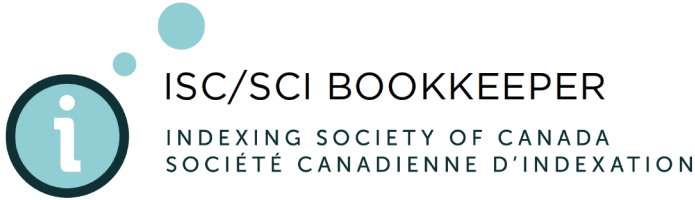
INDEXING SOCIETY OF CANADA
SOCIÉTÉ CANADIENNE D'INDEXATION

	Actual	
	2018	2017
ASSETS		
Current Assets		
Cash and Cash Equivalent		
PayPal	1,450	391
TDCanadaTrustBusinessChequing	16,772	24,111
VISA Vanilla PrePaid Credit Card	-	-
Total Cash and Cash Equivalent	18,222	24,502
Accounts Receivable (A/R)	-	-
GIC 8057748-09	8,000	-
Prepaid Expenses	-	-
Total Current Assets	26,222	24,502
Non-current Assets		
GIC/Term deposit		
GIC 8057748-06	5,379	5,357
GIC 8057748-08	6,000	-
Security GIC Plus 8057748-07	-	5,298
Total GIC/Term deposit	11,379	10,655
Total Non Current Assets	11,379	10,655
Total Assets	37,601	35,157
LIABILITIES AND EQUITY		
Liabilities		
Accounts Payable (A/P)	33	228
Total Unearned or Deferred Revenue	-	-
Total Liabilities	33	228
Equity		
Opening Balance Equity	32,914	32,914
Retained Earnings	5,569	6,328
Profit for the year	- 915	- 4,313
Total Equity	37,568	34,929
Total Liabilities and Equity	37,601	35,157

Monday, Oct 01, 2018 07:54:20 AM GMT-7 - Accrual Basis

September 30, 2018

	Actual	
	2018	2017
INCOME		
Banquet	1,900	1,720
Banquet refunds	-	200
Total Banquet	1,700	1,720
Misc Income		
Workshop	672	
Advertising	75	
Total Misc Income	747	
Registration		
Early bird	6,875	7,294
Presenter rate	575	-
Refunds	-	275
Regular	2,100	2,325
Single day	325	325
Student	-	450
Total Registration	9,600	10,119
Total Income	12,047	11,839
EXPENSES		
After-conference reception	-	381
Bags and swags	208	201
Banquet	2,024	2,031
Handouts	-	435
Miscellaneous (puzzle, survey, cash gratuities)	122	-
PayPal Fees	309	256
Printing—program, attendee list, etc	212	145
Speaker appreciation	172	131
Speaker travel&accom	1,000	-
Venue	6,404	9,103
Workshops	486	-
Total Expenses	10,936	12,683
ISC approved contributions:		
per person banquet subsidy	73.71	
E-D Award banquet tickets	100	
PROFIT	\$ 1,284.71	-\$ 843.83



ISC/SCI is seeking a volunteer bookkeeper from within our membership.

With ongoing support and guidance of the ISC/SCI treasurer, the bookkeeper manages the financial transactions of the Society and assists in maintaining the financial records. The Society's transactions are fairly straightforward; there **is** no payroll, GST, or taxes payable.

Responsibilities include:

- manage day-to-day **financial transactions**, including expense reimbursement, invoice payment, membership deposits, and account reconciliation
- assist the ISC/SCI treasurer **prepare** quarterly financial statements and an annual budget

Qualifications:

- proven bookkeeping experience
- data entry skills along with a knack for numbers
- hands-on experience with spreadsheets and **proprietary software**
- high degree of accuracy and attention to detail

Ideal candidate will also have a familiarity with:

- the accrual method of accounting
- QuickBooks Online accounting software
- PayPal
- electronic funds transfer

Time commitment is approximately five hours per month (depending on familiarity with software) and a couple extra hours every three months to assist in preparation of financial statements.

A complete job description is available to all interested candidates.



Policy/Procedure: Expense Reimbursement

INDEXING SOCIETY OF CANADA
SOCIÉTÉ CANADIENNE D'INDEXATION

Goals:

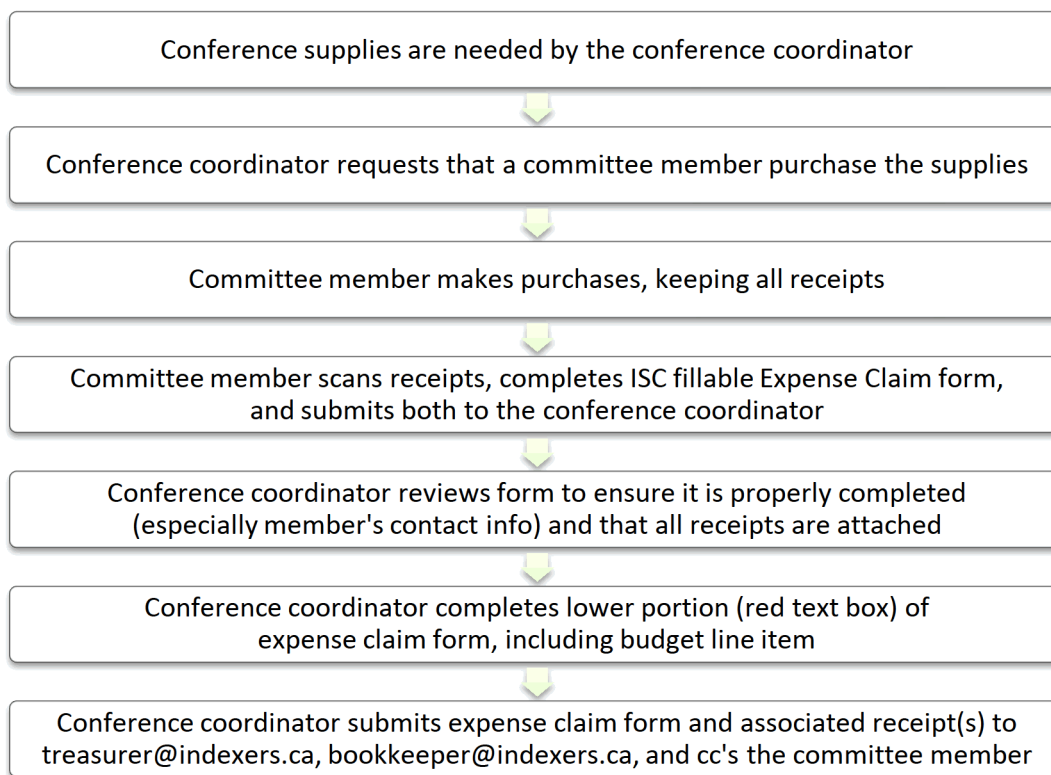
- To provide oversight of expenses
- To ensure reimbursement is correct and approved

Used for:

A purchase or a service that **has already been paid for, using personal funds**, which should be reimbursed by the ISC/SCI

Procedure:

A **board** member or authorized committee chair must okay the purchase of a product or service; all purchases are associated with a budget line item. For example:



The most common **board** members or committee chairs having expenses are:

- **Conference chair, overseeing all conference expenses**
- Managing editor, overseeing all *Bulletin* expenses, and
- Website administrator, overseeing all website expenses.
- Regional representatives, for meeting expenses (room, snacks)



Policy/Procedure: Invoice Accountability

INDEXING SOCIETY OF CANADA
SOCIÉTÉ CANADIENNE D'INDEXATION

Goal:

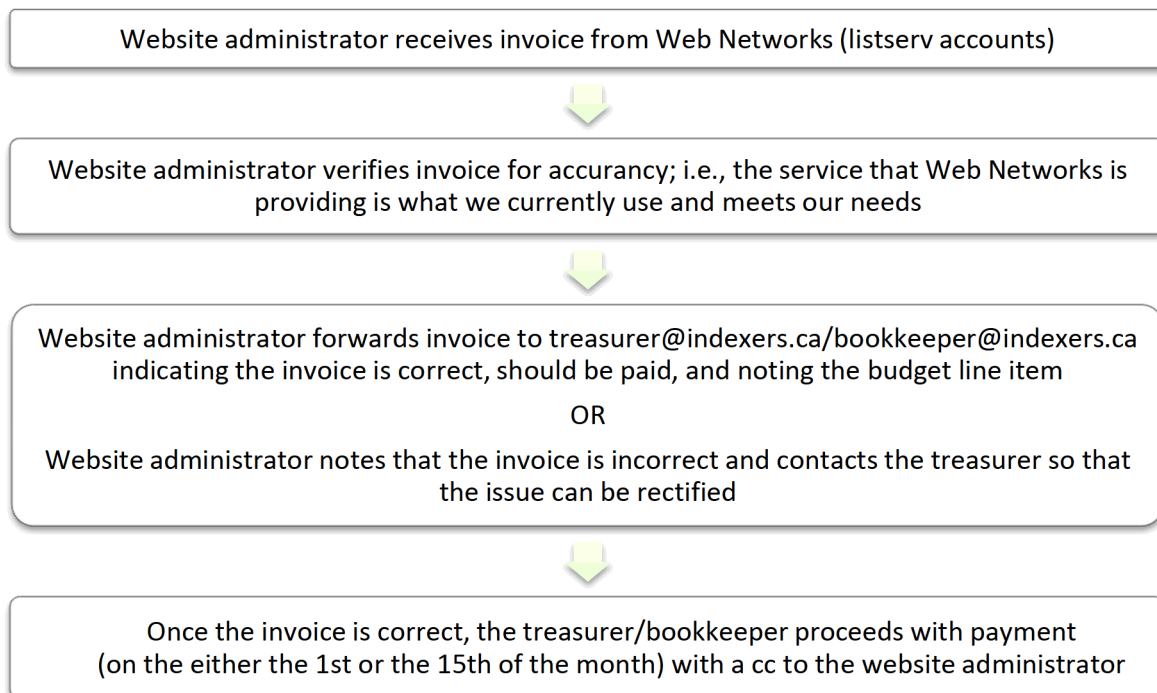
- To provide oversight of invoices*
- To prevent situations where unnecessary invoices are paid

Used for:

A service that **has not been paid** for, and for which a supplier has provided an invoice

Procedure:

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 accompanying email, the applicable budget line item. For example:



Remember, invoices are submitted to the treasurer/bookkeeper by whoever is responsible for the expenditure:

- Conference chair reviews all conference invoices (e.g., venue) before submission
- Website administrator reviews all website invoices (e.g., Web Networks) before submission
- Membership secretary reviews membership invoices (e.g., *The Indexer*) before submission

**NOTE: A different procedure is followed for translation requests and invoices.*



ISC/SCI BOOKKEEPER RESPONSIBILITIES

INDEXING SOCIETY OF CANADA
SOCIÉTÉ CANADIENNE D'INDEXATION

ISC/SCI is a small, non-registered, not-for-profit society: no payroll, no GST, no taxes payable. The fiscal year is 1 April to 31 March and the accrual method of accounting is used. QuickBooks Online (QBO) is used for bookkeeping (note: QuickBooks desktop and QBO, though similar, are not the same).

TYPES OF TRANSACTIONS:

I. Revenue

Membership

Members pay at any time of the year (majority in Dec/Jan and June/July) in three ways: directly from website using **PayPal (majority), by electronic funds transfer (EFT)** into our bank account, or by cheque.

When payments come in, notify membership secretary of new and renewal memberships,

- PayPal sends email notifications whenever a payment is received
- TD sends email notification to accept an EFT payment
- Cheques are sent to 133 Major Street and then deposited into the bank

Annual Conference

Conference attendees pay (usually beginning in March until conference starts) in three ways: directly from website using PayPal (majority), by EFT into our bank account, or by cheque.

- PayPal sends email notifications whenever a payment is received
- TD sends email notification to accept an EFT payment
- Cheques are sent to 133 Major Street and then deposited into the bank
- Confirm attendee list with **conference committee** (monthly, once registration starts)
- Enter registration and banquet payments made prior to 1 April as deferred revenue
- Make a journal entry on 1 April to clear the deferred conference registration and conference banquet revenue accounts

Other Income

- Accrued interest on GICs—annual statements (December 31)
- *Bulletin* advertising—varies
- Ewart-Daveluy Award entry fees—4Q
- Indexing booklet sales—varies
- Magpie pins—usually received at conference

II. Expenses

Expense claim forms (submitted by ISC members)

- Make sure form properly completed, including budget line item and payee information
- Inform treasurer of any irregularities or concerns
- Enter as bill payable
- Make payments twice monthly (1st and the 15th) using EFT from bank account
- Complete payment details on expense claim form
- Attach digital copies of expense forms and associated receipts to entries in QBO
- Anticipated expense claims include:

<u>Description</u>	<u>Payment date (approx.)</u>	<u>Payment option</u>
Conference expenses (conference committee members)	November – July	EFT
Regional representatives	Varies	EFT
Postage	Varies	EFT
Volunteer support	Varies	EFT
International liaison expenses	Once or twice annually	EFT
The <i>Bulletin</i> expenses	Three times annually	EFT

Invoices

- Must be submitted by **committee member** who has confirmed invoice details
- Enter as bill payable
- Make payments twice monthly (1st and the 15th) using EFT from bank account, bill payment option, by cheque, or by bank draft as indicated
- Attach digital copies of invoices to entries in QBO
- Anticipated invoices include:

<u>Description</u>	<u>Payment date (approx.)</u>	<u>Payment option</u>
<i>The Indexer</i>	March, June, September, December	Bank draft
Editors Canada (Toronto)—Word on the Street	April	Cheque?
Book & Periodical Council	May	Cheque?
Annual conference venue: final payment	June	Varies
WebNames (hosting)	August	Bill payment (bank)
Word on the Street (Toronto)	September	EFT
WebNames (plugins)	September	Bill payment (bank)
Web Networks (lists)	September	EFT
Annual conference venue: deposit	November – February	Varies
Translation	Varies	EFT
JoAnne Burek		
Website maintenance—ongoing	Monthly	
Website maintenance—RestrictContentPro	February	EFT
Website maintenance—Envato Market	February	
Website maintenance—Rapid SSL	October	
Website maintenance—Ninja Forms	December	

ACTIVITIES

I. Daily:

- Monitor email for notification of transactions (eg., memberships)
- Notify membership secretary of new or renewed members

II. Bi-Weekly:

- On the 1st and the 15th of every month, pay invoices and expense claims
- Monitor bank balance and transfer funds from PayPal as needed

III. Monthly:

- Download bank statements and reconcile. Ensure entries are attributed to the correct account, make note of transaction details, and attach any documents to the QBO entries
- Download PayPal statements and reconcile. Ensure entries are attributed to the correct account, make note of transaction details, and attach any documents to the QBO entries
- Reconcile prepaid credit card entries
- Alert treasurer of any irregularities

IV. Quarterly:

- Create profit & loss statement and balance sheet for review by treasurer
- Notify treasurer of any issues balancing the books
- Make any adjustments and journal entries requested by treasurer

V. Annual:

- Assist treasurer as requested in compiling year-end financial statements and budget

TIME COMMITMENT AND TERM

Approximately five hours per month, with a few additional hours to assist in preparation of quarterly statements and budget. A minimum commitment of two years is required with term renewal occurring in **even-numbered years.**

ISC/SCI Conference 2019

Report to the ISC executive for 3 November 2018

Our conference committee held its first Skype meeting on 20 October, including one of our two newest members, Nancy Wills (Kingston); the other new member is Barbara Cuerden (Ottawa), who couldn't make it that day (as I only asked her a couple of days before). Both have already contributed greatly with thoughtful suggestions and comments as our committee discussed venue options and dates. Our next meetings are planned for mid-November and mid-December.

Roles: At our first meeting, we settled on roles for each member, noting that although most of us have specific role titles, all of us will be supporting each other and doing whatever is needed. No one is alone in their role.

Alicia, programming
JoAnne, publicity
Frances, documentation
Barbara, sponsorship
Nancy, registration
Heather, coordination, venue (w help from F & B)

Theme: The committee discussed various concepts, but the two that most appealed related to (a) the fact that the name "Ottawa" comes from the Algonquin term *adawe*, meaning "to trade" and to (b) the notion of the indexer's role in broader issues such as inclusion, diversity, etc. Ultimately, the group agreed that our theme would be *Beyond the Page—New Platforms, New Realities*.

Venue: After reviewing possibilities, we contacted 14 potential venues in the Ottawa-Gatineau area, including conference-specific venues, hotels, an art gallery, a casino and a university. It came down to two venues, one of which was significantly cheaper and probably a better venue for the classroom style of conference we favour, but was available only on the weekend of the Ottawa Marathon, the other of which was available the next weekend but was significantly more expensive. Our committee discussed the pros and cons of each, and ultimately it came down to the numbers. Result: The University of Ottawa is the choice. The meeting room will be in a modern building and has stunning views over Parliament Hill and the canal. Robust WiFi is included, should we need it for any presentation, and we'll have excellent AV including a technician for both the conference days.

Dates: Thursday, May 23, for executive and international meetings; Friday and Saturday, May 24 and 25, for conference and AGM. The Ottawa Marathon is Saturday and Sunday that weekend, which means there will be more people in downtown Ottawa as we are concluding the conference, making it a bit more exciting and interesting for our out-of-town guests (e.g., there is a free outdoor concert at Ottawa City Hall, which is between the university and the Lord Elgin hotel, on the Saturday night and late Sunday morning). The marathon could also make getting out of downtown on Sunday morning a little slower, but

the race site is very good; this year's had an interactive map showing street closures by time, and I expect next year's will do the same.

Accommodation: We are planning two levels of accommodation: university housing for those looking for the less expensive option, and an iconic Ottawa hotel, the Lord Elgin, for those looking for more luxury. Both can give us promotional rates: Ottawa U housing offers rooms with two double beds at \$125 per room (down from \$145); the Lord Elgin is offering a block of rooms at \$239 per room, and will have some with two queen beds for those looking to share and some with queens or kings (as available). (See attached draft contract.)

Budget: I've attached a **draft** budget for the executive. One thing to consider is our registration fees. Here is a list of fees for the last 11 conferences:

	Registration		Banquet	Location	Date	Notes
	Early	Regular				
2018	275	325	50	Winnipeg	June 8-9 (Fri/Sat)	
2017	275	325	40	Montreal	Jun 2-3 (Fri/Sat)	
2016	445	495		Chicago	Jun 16-17 (Fri/Sat)	Banquet incl.
2015	275		40	Victoria	May 29/30 (Thu/Fri)	Couldn't find the reg price, but prob 325
2014	275	325	50	Toronto	Jun 5-6 (Thu/Fri)	
2013	360	440	50	Halifax	Jun 7-8 (Fri/Sat)	Joint with EAC
2012	275	325	75	Ottawa	May 31/June 1 (Thu/Fri)	Actual cost of banquet was 100
2011		350		Vancouver	May 27 (Fri)	Joint with EAC: one day = 250, 2 = 350, 3 = 500. Banquet incl.
2010	200	240		Montreal	May 26/27 (Wed/Thu)	Banquet incl.; extra tickets \$40
2009	200	240		Toronto	June 3-4 (Wed/Th)	
2008	200	230		Burnaby	June 2-3 (Mon/Tues)	

It's not a long enough list to tell for sure, but we seem to hold to one price for a few years and then have to do a jump. Except for the anomalies of joint conference years, we've been at \$275/\$325 since 2012, so it's not surprising that it's starting to be difficult to crunch the numbers and get everything we want within budget. In addition, there continue to be concerns expressed about the cost of the banquet, although even five years ago, in 2013, the conference committee's evaluation noted that \$50 was good value for a banquet in downtown Halifax. Also, 40% of respondents to the 2018 survey said they'd be willing to pay up to \$60, and an additional 11% said up to \$70 (in comparison to 11% at \$50 and 26% at \$40). Therefore, I have not included the banquet in the attached budget, as the hope is that it will be fully cost-recovered (i.e., only people going to the banquet pay for it).

In the attached budget, I am suggesting a fee increase of about 10%, rounded to the nearest \$5. It's not much extra per person, but it gives us enough that the budget doesn't show a deficit. (I've included a small box showing what prices would be at a ~5% increase; the bottom line would be a **\$440** deficit.)

I've also attached the cost breakdown for the venue. Note that the food choices at this point were simply the maximum human numbers and cheapest food/beverage options

for each break or meal for planning purposes. The actual choices will need to be adjusted based on actual numbers and any dietary restrictions/specifics.

Requests/Questions:

1. We need to give the university a certified cheque for a deposit before 1 December. I have a call in to our contact there, Agnes Sternadel-Terzyk, to ask how much (I think it was 10%, but I apparently didn't write that down in our meeting with her). The balance will be due 10 days prior to the conference. Given the current postal disruptions, it would probably be best either for me to hand-deliver the cheque or for it to be sent via courier. If the latter, fine. If the former, I would be comfortable taking in a cheque from my own account and getting the money by e-transfer from ISC/SCI. What would you like to do? What do I need to submit for ISC/SCI treasury purposes?
2. Is the executive comfortable with the draft budget?

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



100 Elgin Street, Ottawa, ON K1P 5K8
PH: 613-235-3333 FX: 613-235-3223

October 30, 2018

Name of Organization:	Indexing Society of Canada	Contact Name:	Ms. Heather Ebbs
Post As:	Indexing Society of Canada	Contact Title:	Conference Chair
Address of Organization:		Contact Phone:	613-253-5505
		Extension:	
		Contact Fax:	
		Contact E-mail:	conference_chair@indexers.ca

ACCOMMODATIONS

The Lord Elgin Hotel (herein the “Hotel”) agrees that it will provide, and the Indexing Society of Canada (herein the “Patron”) agrees that will be responsible for utilizing 55 room nights in the pattern set forth below (such number and such pattern, the “room night commitment”):

2019	Wed 05/22	Thu 05/23	Fri 05/24	Sat 05/25
Guestrooms	5	20	20	10

Classic Guestrooms:

High ceilings provide a spacious feel while windows that are easily opened allow gentle breezes in. Offered in one and two-bedded options, these popular rooms are classic in feel but with all the amenities that savvy travelers expect including crisp linens, HD TVs, complimentary coffee and teas (Keurig System), in-room safes, refrigerators and hi-speed wireless internet. With our renovations, we are also introducing new deluxe bedding into all of our guestrooms.

Parkview Rooms offer all of the comforts and convenient features of our Classic rooms with scenic views of Confederation Park. Perched above the shops and famous restaurants of Elgin Street, these stylish rooms offer downtown panoramic vistas of one of the world’s most beautiful and green capital cities. With eastern exposure, these rooms are bathed in natural light.

Or pamper yourself by staying in our Elgin Class Rooms, which in addition to all of the amenities outlined above, also feature the following:

- Larger corner rooms with two picture windows – bathed in light with expanded city view
- New bedding package
- Plus bathrobes & slippers & umbrellas
- Pillow menu (choice of 5 pillow types)
- Eco bathrooms amenities by Truterra®
- Complimentary bottled water
- Unlimited wireless internet

Patron’s Initial Hotel’s Initial

GUESTROOM RATES

The Hotel would be pleased to offer the Patron the following rates for your guestrooms included in the room night commitment:

Room	Single Rate	Double Rate
Classic King	239	239
Classic Queen	239	239
Classic 2 Queen Beds	239	239
Park View King	239*	239*
Park View 2 Queen	239*	239*
Park View Queen	239*	239*

***Park View Rate represents complimentary upgrade subject to availability.**

Rates are NET and non-commissionable and quoted in Canadian Funds. In addition to the quoted room rate, all guests are required to pay 13 % Harmonized Sales Tax and 4% Municipal Accommodation Tax and any other applicable fees or charges.

METHOD OF RESERVATION

Reservations will be made with the hotel by Individuals calling the hotel directly. Guests may call toll-free at **1-800-267-4298** or direct to hotel at **613-235-3333** or by e-mail at groups@lordelgin.ca and reference **“Indexing Society of Canada”** when making their reservation.

- I would like a booking link sent to me upon receipt of the countersigned contract. (A booking link will allow your attendees direct access to your group block and rates via the Lord Elgin Hotel’s website.)

The availability of your entire room block is guaranteed by the Hotel until end of day **March 22, 2019**. Rooms will be held in the block for your exclusive use until this time. Following this date, up to 30% of any remaining guest rooms that have not been reserved will revert back to the hotel for resale.

The availability of your remaining room block is guaranteed by the Hotel until end of day **April 22, 2019**. Rooms will be held in the block for your exclusive use until this time. Following this date, any remaining guest rooms will revert back to the hotel for resale and reservation requests will be accepted on a space available and a rate available basis.

If you or any of your guests/attendees requires special assistance in the event of an emergency evacuation, please notify us in advance of their needs.

Patron’s Initial Hotel’s Initial

ROOMS ATTRITION POLICY

~~Hotel is relying upon Patron's use of the room night commitment. Patron agrees that a loss will be incurred by Hotel if Patron's actual usage is less than the Room Night Commitment.~~

~~The room block will be reviewed periodically and Patron may release up to a non-cumulative percentage of the room night commitment without the payment of any fee as per the attrition calendar below. The room night commitment, after any such reductions, is the "adjusted room night commitment".~~

PERIOD	REDUCTION ALLOWED WITHOUT FEES
Up to 90 days prior to arrival	15% of original room block commitment
Up to 60 days prior to arrival	5% of adjusted room block commitment
Up to 30 days prior to arrival	5% of adjusted room block commitment

~~If Patron's actual usage slips below the adjusted room night commitment, Patron agrees to pay, as liquidated damages and not as a penalty, for each room night by which the adjusted room night commitment exceeds actual usage, calculated as per the group room rate.~~

HOSPITALITY SUITES

At The Lord Elgin, we take pride in the quality of our services and facilities. For the consideration and comfort of all our guests, The Lord Elgin has a strict policy on activities that could have a negative impact on the stay of all guests. To ensure that we provide an enjoyable experience for all our guests, please consider the following during your stay:

1. Any form of noise should be kept to a minimum from the hours of 10 PM - 9 AM. Security will give one warning after a noise complaint. Any further complaints will result in the individuals being removed from the property **without refund. Guests that are required to leave will still be charged for the full length of their intended visit. Compensation charges to other guests of the hotel as a result of noise complaints will be charged to the offending registered guests account.**
1. Registered guests are responsible for their guestroom, and any individuals they give access to their guest room, including any misplaced amenities and/or damages caused to their room and/or hotel. All hotel amenities should remain in the guestroom at all times (i.e. towels/bathrobes) The Lord Elgin has a detailed inventory process in place. A Housekeeping Manager will inspect your guestroom during and after your departure. Damages or missing amenities to your registered room during your stay is your responsibility and you will be charged for it. At any point during your stay, should your room be left in a state that demands additional cleaning, fees will be applied to your account.
2. Alcohol is not permitted in public areas, including: hallways, lobby, stairwells, pool/fitness area, and elevators, as they are unlicensed areas of the hotel. There is **no smoking** permitted in any guestroom or public area of the hotel in accordance with local and provincial laws.
3. All guestroom doors must be kept closed at all times for the safety, comfort and security of all guests. No furniture is to be removed from guest rooms.
4. No garbage is to be placed in hallways or stairwells as this is a fire and safety hazard. If extra garbage bags are required, please contact the front desk. Nothing may be hung outside of guest room windows.

Additional charges may apply for glassware and equipment rentals. Please contact the Catering Manager prior to arrival at 613-563-6415 to make arrangements.

Patron's Initial Hotel's Initial

PAYMENT/ BILLING

The following billing arrangements apply:

Charge to:	Individual staying at hotel	Master Account
Guestroom, tax and fees	XX	
Incidentals	XX	
Parking	XX	
Guarantee for late arrival**	XX	
Meeting room and taxes*	N/A	
Food and Beverage associated with meeting rooms*	N/A	

**Guarantor for late arrival assumes all liability for charges as per the individual cancellation clause contained within this agreement.

Please initial to confirm billings arrangements:

Initials

GENERAL INFORMATION

CHECK-IN / CHECKOUT TIMES

The Hotel's check-in time starts at 3:00 p.m. Checkout time is 12:00 p.m.

LIABILITY

The Lord Elgin Hotel does not accept responsibility for any goods, lost, stolen or damaged, prior to, during or after any functions at the hotel.

HI-SPEED AND WIRELESS INTERNET IN ALL GUESTROOMS

All guests may now enjoy complimentary basic Wi-Fi in our guestrooms as well as free local calls.

RESTAURANT FACILITIES

Using local ingredients, Grill 41, under the direction of Chef Neil Mather, offers an inspired menu to appeal to any palate. For breakfast, you have a choice of a la carte or a fabulous breakfast buffet. For lunch and dinner, our a la carte menu provides wonderful options for all tastes and diets. The Mackenzie Room, a private dining room just inside Grill 41 is the ideal spot for that special group meal for up to 30.

POOL AND FITNESS FACILITY

Our newly renovated fitness facility is accessible 24 hours a day and houses a stair climber, treadmills, bicycle, weight equipment, exercise mats, benches and a universal gym. A 50' x 18' lap pool, open from 6am to 10pm, is conveniently located adjacent to the gym area and comprises a therapeutic whirlpool bath and sauna. There is a maximum of 15 people in the pool at any time. Overcapacity will give cause for full closure of this facility.

INCIDENTALS/BUSINESS SERVICES

Local calls are complimentary in all guestrooms. There is no charge for 1-800 calls or when using a calling card. Any incidental charges will be applied to the room bill unless otherwise indicated in this contract. Business Services are available at the front desk on a 24-hour basis. Our Business Center is open 24 hours per day, providing complimentary internet access, and can be accessed using your guestroom key.

PARKING

Valet Parking is available for hotel guests only at a charge of \$30 plus tax (subject to change without notice) plus applicable taxes. As the hotel has a limited number of parking spots, there may be additional spots available for local attendees at a

Patron's Initial Hotel's Initial

charge of \$15.00 per day, on a first come, first serve basis and cannot be confirmed under the day of the meeting. There is parking available at nearby lots as well: under the National Arts Centre and under the City of Ottawa building.

TRANSPORTATION

The airport shuttle service is not currently available. Taxicabs are readily available both at Ottawa International Airport and outside the Lord Elgin Hotel. The average cost for a taxi is \$35 each way.

SMOKING

The Hotel is a completely smoke-free property; this includes the use of vaporizers and medical marijuana. Guest feedback has encouraged us to introduce a policy that will discourage guests from smoking in their guestroom. If you or any of your guests choose to smoke in a guest room a \$300.00 cleaning fee will be levied against your room bill. Please be advised that this charge is also applicable to all of our meeting facilities.

SECURITY REGULATIONS

- All guestroom doors must remain closed at all times for the comfort, safety and security of all guests.
- A strict noise curfew exists after 11:00pm. The comfort of other guests must be given consideration. Repeated reports of disruptions will give cause for eviction
- Registered guests are responsible for any damages caused to their room and / or the hotel
- Playing, running or loitering in the halls, stairwells and lobby is strictly prohibited
- Alcoholic beverages are permitted within the privacy of your room only
- There is no smoking permitted in any public areas of the hotel in accordance with local and provincial laws
- No persons under the age of 18 is permitted in the whirlpool
- One adult must accompany each child under 18 year of age in the lap pool

CANCELLATION POLICY

Individual reservations may be cancelled or modified without penalty until 7 days prior to the date of arrival. If the reservation is cancelled within 7 days of arrival or in the case of a no show, the full price of the reservation will be charged. Any modifications made within 7 days of arrival that shorten the length of stay will result in full charge.

Patron acknowledges that if the event is cancelled, for reasons other than fire, catastrophe, or act of God, or otherwise essentially abandons its planned use of the room night commitment and meeting/function space (a “Cancellation”), this action would constitute a breach of Patron’s obligation to Hotel and Hotel would be harmed.

Because Hotel’s harm is likely to increase if there is a delay in notifying Hotel of any Cancellation, Patron agrees to notify hotel, in writing, within five (5) business days of any decision to cancel. In additional, if a Cancellation occurs, the parties agree that:

- It would be difficult to determine Hotel’s actual harm.
- The sooner Hotel receives notice of the cancellation; the lower its actual harm is likely to be because the probability of mitigating the harm by reselling space and functions is higher.
- The highest dollar amount in the chart (the “Chart”) set forth below reasonably estimates Hotel’s harm for a last-minute Cancellation and through its use of a sliding scale that reduces damages for earlier Cancellations, the Chart also reasonably estimates Hotel’s ability to lessen its harm by reselling Patron’s space and functions.

Patron’s Initial Hotel’s Initial

Patron therefore agrees to pay Hotel, within thirty (30) days after any Cancellation, as liquidated damages and not as a penalty, the amount listed in the Chart below.

DATE OF DECISION TO CANCEL	AMOUNT OF LIQUIDATED DAMAGES DUE
Date of agreement to 180 days prior to event	25% of the total estimated dollar value* of rooms only
179 to 90 days prior to event	50% of the total estimated dollar value* of rooms only
89 days to 30 days prior to event	75% of the total estimated dollar value* of rooms,
29 days and less prior to event	100% of the total estimated dollar value* of rooms,

* “Total estimated dollar value” is the dollar amount equal to the number of room nights in the Room Night Commitment multiplied by the average group room rate.

Provided that Patron timely notifies Hotel of the Cancellation and timely pays the above liquidated damages, Hotel agrees not to seek additional damages from Patron relating to the Cancellation.

ACCEPTANCE

If you agree with all the terms of this contract, please indicate your acceptance by signing and returning a copy to us by **November 08, 2018**. If Indexing Society of Canada cannot make a commitment prior to that date, this invitation to offer will revert to a second-option basis or, at the Hotel’s option, the arrangement will be released, in which case neither party will have any further obligations.

The receipt and acceptance by the hotel of the signed contract assign this booking a definite status and will represent your commitment to host this group at the Lord Elgin Hotel and constitute a binding agreement. Until confirmation has been received all arrangements are on a tentative right of first refusal basis only. Should you require any additional information, please do not hesitate to contact me directly at 613-563-6408 or by e-mail at assocsales@lordelgin.ca

For your convenience and for the sake of expediency, once your contract is signed and your booking confirmed, please contact the Reservations Department to make individual reservations. In the case of a rooming list, please contact and send all rooming list information to Sulin Quant, Reservations Supervisor by email at reservations@lordelgin.ca

SIGNATURES:

Approved and authorized for Indexing Society of Canada by:	Approved and authorized for Lord Elgin Hotel by:
Name: Ms. Heather Ebbs Conference Chair	Name: Andrew Horsfield Senior Sales Manager
Signature:	Signature:
Date:	Date:

Patron’s Initial Hotel’s Initial

University of Ottawa

	Conference	Total conf	Exec
Room rentals			
Boardroom			475.00
Plenary room	2,000.00	2,000.00	
AV			
Technician required @ \$30/hr/day plus setup each day @ \$60	480.00	480.00	
Robust wifi included	0.00	0.00	
WiFi			
Other room costs			
Room setup and teardown	82.00	82.00	
Cleaning per day	30.00	30.00	
Catering			
Lunch boardroom: Morisset @ \$17.65 (assumed 50 for conf, 15 for boardroom)			264.75
Break p.m. boardroom: Value @6.20			93.00
Breakfast: Continental @ \$9.65/person, day 1 day 2	482.50	482.50	
Break a.m.: Value break @ \$6.20, day 1 day 2	310.00	310.00	
Lunch: Morisset @ \$17.65, day 1 day 2	882.50	882.50	
Break p.m.: Value break @ \$6.20, day 1 day 2	310.00	310.00	
Subtotal		3,970.00	
Cost summary			
Subtotal		6,682.00	832.75
Admin/coordination fees		1,002.30	124.91
HST		998.96	124.50
Grand total		8,683.26	1,082.16
Payment terms			
Deposit by December			
Balance due 10 days before			
Certified cheque			

ISC/SCI Conference 2019

Draft Budget

Revenue*

Registrations	Fees	Attendees†	Totals
Members			
Early bird, 2 days	305	26	7,930
Early bird, 1 day	165	1	165
Students, 2 days	165	1	165
Regular, 2 days	360	4	1,440
Regular, 1 day	195	1	195
Non-m			
Early bird, 2 days	360	2	720
Regular, 2 days	410	1	410
Free, ICRIS	0	3	0
Free, presenters	0	10	0
Free, president	0	1	0
Totals		50	\$11,025.00

Conference 2018 Registration Fees		
(These are same as 2017; looking back they appear to be the same as 2012!)		
Members	Non-m	Students
EB, 2 day	275	325
EB, 1 day	150	200
Reg, 2 day	325	375
Reg, 1 day	175	225

Conference 2019 Potential Fees		
(~5% increase from 2018 and 2017)		
Members	Non-m	Students
EB, 2 day	290	350
EB, 1 day	160	210
Reg, 2 day	340	400
Reg, 1 day	185	240

Conference 2019 Potential Fees		
(~10% increase from 2018 and 2017)		
Members	Non-m	Students
EB, 2 day	305	360
EB, 1 day	165	220
Reg, 2 day	360	410
Reg, 1 day	195	250

Expense‡

Meeting room and catering	8,685.00
Speaker thank you gifts	200.00
Bags and swag	400.00
Reception/Afterparty:	500.00
Handouts	100.00
Printing	300.00
PayPal fees	260.00
Keynote	500.00
Total Expenses	\$10,945.00
Income less Expenses	\$80.00

*Banquet not included, as it is hoped to be 100% cost recovery.

†Attendee numbers used are actual registrations from 2018, adjusted slightly so they add to 50.

‡Expenses are from 2018 actuals, with the exception of a reduced cost for keynote.

Thursday executive and international meeting \$1,100

Ad hoc Committee on international membership Report (Sergey Lobachev)

Ad hoc Committee gathered to discuss concerns and potential effect of nomination of international members to the Executive Committee. After careful consideration, the Committee came up with the following recommendations:

Ad hoc Committee on Non-resident Member Privileges Resolution and Recommendations

Ad hoc committee on non-resident member privileges discussed the possibility of non-resident members of the ISC/SCI being elected to the executive committee. The issue is not straightforward; members of the committee presented their perspectives and each contained valid arguments. After thorough discussion, we agreed that,

- Rather than amend the constitution, the ISC/SCI develop an executive committee nomination policy to clarify the obligations of the executive. This policy should include clauses stating that
 - o executive officers are obliged to promote the mission of the ISC/SCI in Canada.
 - o the ISC/SCI refrains from actively seeking nominations from members residing in areas covered by other Societies. This corresponds with the following statement in the ICRIS agreement: “Each Society and Associate group or network may accept membership applications from individuals outside their own area but will refrain from actively seeking members in areas covered by other Societies.”
- The ISC/SCI executive committee review the detailed mission statements found in the policy documents, which accompany the constitution, for the inclusion of wording to signify that our primary focus is the promotion/support/etc. of indexing in Canada.

MOTION 1: To establish the Nomination Committee that will be responsible for calling for nominations to the Executive Committee and implementation of the nomination policy.

MOTION 2: To implement nomination policy regarding obligation of executive members to promote indexing in Canada.

Sergey Lobachev

Recording Secretary Proposal

Motion: That the executive committee create the position of recording secretary according to Article 6b of the constitution and with the following terms of office:

The recording secretary will be a non-voting member of the executive committee and will perform the following duties:

- ✚ be present (either in person or online) at executive committee meetings to make a written record of events at the meeting and to keep a list of action items,
- ✚ send the minutes to the executive committee for review prior to the next meeting,
- ✚ make any necessary corrections,
- ✚ send the amended minutes to the executive committee for approval,
- ✚ and send the approved minutes to the website administrator for publication in the members-only portion of the website.

In addition, if possible, the recording secretary will also attend the Annual General Meeting and take minutes.



Balance Sheet Year-end, 31 March 2018
 INDEXING SOCIETY OF CANADA
 SOCIÉTÉ CANADIENNE D'INDEXATION
 REVISED 30 SEPT 2018

	Total		Previous	Δ
	2018	2017		
ASSETS				
Current Assets				
Prepaid Expenses				
Conference handouts	0	0		
Conference PayPal fees	93	115		
Conference venue	750	5,000		
Prepaid advertising	0	1,086		
Total Prepaid Expenses	\$ 843	\$ 6,201		
Cash and cash equivalents				
PayPal	1,715	4,558		
TDCanadaTrustBusinessChequing	31,232	22,469		
VISA Vanilla PrePaid Credit Card	74			
Total Cash and cash equivalents	\$ 33,021	\$ 27,027		
Total Current Assets	\$ 33,864	\$ 33,228		
Non-current Assets				
GIC/Term deposit				
GIC 8057748-06	5,379	5,331	5,357	22
Security GIC Plus 8057748-07	5,691	5,298	5,298	393
Total GIC/Term deposit	\$ 11,070	\$ 10,629	10,629	441
Total Non-current Assets	\$ 11,070	\$ 10,629	10,629	441
Total Assets	\$ 44,934	\$ 43,857	44,519	415
Liabilities and Equity				
Current Liabilities				
GST/HST Payable	0	0		
Unearned or Deferred Revenue				
Conference banquet	500	800	400	100
Conference earlybird registr.	2,750	3,815	2,800	50
Total Unearned or Deferred Revenue	\$ 3,250	\$ 4,615	3,200	50
Accounts Payable	3,201	0	3,176	25
Total Current Liabilities	\$ 6,451	\$ 4,615	6,376	75
Equity				
Opening Balance Equity	32,914	32,914		
Retained earnings	6,328	6,443		
Profit/Loss for the year	-759	-115	1,099	340
Total Equity	\$ 38,483	\$ 39,242	38,143	340
Total Liabilities and Equity	\$ 44,934	\$ 43,857	44,519	415