ISC/SCI Executive Meeting

January 26, 2019

Minutes

**Participants:**

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

**On the phone:** Siusan Moffat

The meeting was called to order by Alexandra Peace, Co-President, at 12:20 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 (**Margaret/Stephen) Andrea opposed. Carried**.

3. Review of Minutes

The minutes of September 22, 2018 were approved **(Stephen/Sergey)**. Abstained: Francois. **Carried.**

The minutes of November 3, 2018 were approved **(Andrea/Margaret)**. Abstained: Francois. **Carried.**

4. Approval of Reports (Consent Agenda)

See reports:

Regional Updates:

1. Central Canada (Pierre Joyal)
2. Prairies (Stephen Ullstrom)
3. Eastern (no report)

Committee Reports:

1. Archives (no report)
2. Awards (Mary Newberry)
3. Communications (JoAnne Burek)
4. Finance report (Andrea Hatley)
5. Membership report (Frances Robinson)

Ongoing Projects:

1. Book and Periodical Council (no report)
2. ICRIS Triennial Meeting (Christine Jacobs)
3. Website administration (Siusan Moffat)
4. Regional Representatives procedure for international members
5. Bulletin (Alexandra Peace)
6. Website Development and Support (JoAnne Burek)
7. Inclusion, Diversity, and Equity (TIDE) report (Siusan Moffat)

**Moved (Mary/Margaret)** that reports be accepted. Opposed: Andrea. **Carried.**

5. Items for Discussion

1. Mentorship (Stephen Ullstrom)

See report.

**Moved (Alex/Mary)** to give Linda Christian voice. **Carried**.

Discussion:

1. Should any of the mentorship coordinators be required to be on the Executive Committee? As a guideline, an executive member does not have to be on the mentorship board, but when there is no member, we will appoint a mentorship liaison. This guideline will be included in the mentorship board documentation.
2. Can a coordinator be a mentee? This question will be passed to JoAnne and Pierre who are developing conflict of interest guidelines.

The opportunity to promote the program publicly should be reviewed in six months, or after the mentorship pilot has had some time in operation.

Linda Christian left the meeting at this point.

1. International Liaison (François Trahan)

See report and ICRIS Documents zip file.

ICRIS is expecting our vote on amendments to the International Agreement. Alex and Francois to organize information to go out and voting by end of February.

National Indexing Day in UK is March 28. Francois has been asked to report back to ICRIS what we are doing. Alex will brainstorm some ideas.

1. Conference fees (Susan Brown/Margaret De Boer)

See report.

Discussion:

1. If our costs are lower, would we ever decrease fees? Not likely, because we still cannot predict our revenues.

The Executive Committee is concerned about new members who may not have the money to attend conferences. The Special Projects Committee will be asked to have a standing item to fund conference bursaries for new members.

1. Conference 2019 (Heather Ebbs/Alexandra Peace)

See reports.

The Executive agrees with having a 1.5 hours time slot in the conference program for the AGM.

**Moved (Mary/Andrea)** to approve the conference budget. **Carried.**

**Moved (Mary/Margaret)** that the executive approve, as a special request, funding of up to C$1,300 in order to continue discussions with the presenter proposed in the report “2019 Conference Committee: Request for Special Funding” (January 26, 2019). **Carried**.

Susan will speak to Heather Ebbs about whether this fund will be considered an honorarium or a speaker fee.

1. Membership renewal communications

It was clarified that memberships are given a manual grace period—memberships are not deleted until the Membership Secretary has determined that the member is not renewing.

JoAnne and Frances will double check that membership notices are emailed correctly a month before members expire at the end of March.

1. Chat meetings (Elena Gwynne)

See “BC Winter Report”.

A member asked whether we are continuing with regular chats. Susan Brown responded that we stopped doing them because of technical difficulties.

Pierre will look into how we could share a Zoom account among members.

1. Special Projects (Alexandra Peace).

See report.

**Moved (Alex/Susan Brown)** that we accept the recommendation in the report “Recommendation on Bursary for Structurally Disadvantaged Persons” (January 26, 2019) to have the Special Projects Committee fund the proposed bursary for up to C$1,500 one time only. **Against:** Joanne. **Abstained**: Pierre, Sergey. **Carried.**

6. New Business

1. Co-presidents’ report (Ottawa rep)

See report.

**Moved** **(Margaret/Stephen)** to increase the number of regional representatives from four to five, in order to facilitate the creation of an Ottawa Region position and to present the amendment of Article 6b to the membership for approval at the 2019 AGM. **Withdrawn.**

The Executive would like to support people in regions who want to get together but are not located where the Region normally meets. Susan Brown, Pierre, Alex, and Margaret will meet to discuss how we can do that.

1. Outreach (formerly Relevancy Committee) (Siusan Moffat)

**Moved (Siusan Moffat/Mary)** that the Executive Committee create an Outreach committee, chaired by Siusan Moffat, with a mandate to be developed based on the work done and presented by Siusan in the following reports:

* “Relevancy Committee (Name TBD) and diversity/inclusion division” (in the minutes of September 22, 2018)
* “Relevancy Committee Update Jan 2019” January 26, 2019 (included in reports)

**Carried.**

1. Conflict of interest (JoAnne Burek)

Tabled.

1. Translations (Alexandra Peace)

Tabled.

1. Membership fees (paying ahead)

Tabled.

1. Freelance unions

Tabled.

7. Action Items

Tabled.

8. Next Meeting

Budget Meeting **May 4, 2019**

9. Adjournment

**Meeting adjourned** at 15:28 p.m. Eastern Time.