

ISC/SCI BUDGET MEETING

MAY 4, 2019

MINUTES

Participants:

Via Skype: Margaret de Boer, JoAnne Burek, Francois Trahan, Elena Gwynne, Andrea Hatley, Sergey Lobachev, Siusan Moffat, Frances Robinson, Stephen Ullstrom, Mary Newberry, Catherine Plear

Regrets: Alexandra Peace, Pierre Joyal, Susan Brown

The meeting was called to order by Alexandra Peace, Co-President, at 11:58 a.m. Eastern Time. JoAnne Burek recorded the minutes.

1. Welcome and Roll Call

Margaret welcomed the participants.

2. Review of Agenda

The agenda was approved as amended (**Mary/Andrea**). **Carried.**

3. Review of Minutes

The minutes of January 26, 2019 were accepted as written. **Carried.**

5. Items for Discussion

a. Conference 2020

See report by Alex Peace.

Moved (Margaret/Mary) to hold the 2020 Conference in Newfoundland. **Carried.**

6. Finances (Andrea)

See Finance Committee Report.

a. Financial Reports (Andrea)

See reports.

Moved (Andrea/Frances) to accept the 4th Quarter Profit & Loss. **Carried**

Moved (Andrea/Stephen) to accept the Year End Profit & Loss and Year End Balance Sheet. **Carried**

b. Budget (Andrea)

See report.

Moved (Andrea/Margaret) to approve the 2019/2020 budget, option #,1 as amended. **Carried**

- 1) **Bulletin printed copies:** Is it necessary to print copies of the *Bulletin*? Two of the copies are forwarded to Library Archives Canada because the *Bulletin* has a

registered ISSN number. However if we didn't send out printed copies, it wouldn't be necessary.

Catherine agree to take this issue to the Bulletin Committee for further study.

- 2) **Fee increase proposal:** Two budget options are presented. The first budget option proposes a fee increase of \$10/year applied to all membership types. The second option proposes the same but with even larger increases on the institutional memberships. There was agreement that we should stick to small increases from time to time.

Moved (Andrea/Margaret) To offset the increased subscription cost of *The Indexer* and other rising operating costs, membership fees be increased by amounts listed in Table 1, option #1, effective 1 July 2019.

Table 1. Proposed Membership Fee Increases

MEMBERSHIP TYPE	EXISTING FEES	FEE INCREASE #1
Basic	\$100	\$110
Emeritus	40	50
Find an Indexer	50	55
Institutional	115	125
Institutional—International	125	135
International	110	120
Student	75	80

Carried.

- 3) **Ewart-Daveluy Awards:** It was recommended that Communications play a more active role in publicizing the benefits of applying for the award.
- 4) **International Liaison travel budget:** International Liaison travel has not been reimbursed consistently. The budget is intended to cover international transportation and accommodation. The actual amount required will depend on where the conference is held, as well as where the recipient is travelling from. It was agreed that this amount should be reviewed each year because of these variances.

Moved (Andrea/Stephen) that the International liaison travel budget be set at a maximum of up to \$800 annually, with a top up to \$2000 for triennial years.

WITHDRAWN

Moved (Andrea/Stephen) that the budget, option #1, be adjusted to include an additional \$1,200 for international liaison travel, and that this will result in a deficit of ~\$1,200. **Carried**

- 5) **Regional Representative expenses.** Stephen proposed to discuss this with the reps while at the conference in Ottawa.
- 6) **Dropbox folder for translations.** It was agreed to establish a folder in Dropbox for translated materials so that they can be shared more easily and to avoid duplication.
- 7) **2019 Conference budget.** See "[Profit & Loss -Conference 2019](#)".

Motion The conference committee can upgrade their budget expenses slightly to allow for some enhancements to swag, meals, and the conference experience at the discretion of the conference chair. **WITHDRAWN**

8) **Conference payments by cheque.**

MOTION: The option for payment by cheque be removed from the website.
TABLED

Options include (1) removing the ability for international members to pay by cheque—which forces them to use PayPal/credit card—or (2) set a fee in US dollars for American members that includes exchange rate plus risk and is updated from time to time. JoAnne will investigate how the second option (separate US rate) can be implemented. This could be applied to membership fees as well.

9) **Special Projects.** See “Special Projects”.

Moved (Andrea/Mary) to approve special projects committee request of up to \$5,000 for anticipated 2019/2020 projects. **Carried.**

10) **Extraordinary Expenses.**

Moved (Andrea/Margaret) that a supplementary fund of \$600 be set aside in extraordinary expenses for use by the regional reps in 2019/2020 to be dispersed at the discretion of the treasurer **Carried.**

11) **Archive Committee request.**

Moved (Andrea/Siusan) to Approve archive committee request of up to \$400 to move material from Peter Grieg’s house to a location to be determined. **Carried.**

12) **Anti-oppression/diversity webinar facilitator**

Moved (Andrea/Stephen) to approve TIDE committee request of up to \$250 to cover cost of a facilitator to host a diversity/anti-oppression training webinar. **Carried.**

13) **Membership Pre-payment.** The recommendations were agreed to.

14) **Expense Reimbursement Policy for the treasurer’s expenses.** See “Policy/Procedure: Expense Reimbursement—Treasurer”.

Moved (Andrea/Margaret) to adopt the policy for expense reimbursement—treasurer as presented. **Carried.**

15) **Financial Guidance Policy.** See “Policy/Procedure: Financial Guidance”.

Moved: Adopt the policy for financial guidance and oversight as presented.
TABLED

It was suggested that the proposed policy identify the treasurer as the first point of contact in the process. The policy will be resubmitted for the next meeting.

7. Action Items

Tabled.

8. Next Meeting

Executive Meeting **May 23, 2019** in Ottawa.

9. Adjournment

Meeting adjourned at 1:30 p.m. Eastern Time.

ISC/SCI Conference 2020 Report

Location

The past three conferences have been central (Montréal, 2017), west (Winnipeg, 2018), and upcoming in central (Ottawa, 2019), Conference 2020 needs to be in the east.

Several cities are available, for example, Charlottetown, PEI, Halifax, NS, Fredericton, NB, and St. John's, NL. Conference 2013 was held in Halifax in conjunction with Editors Canada.

Several people suggested Newfoundland. We realize that Newfoundland is far to travel to for a lot of people, so we canvassed the executive committee to get a sense of whether it would be too far. Most responses are either instantly enthusiastic, or became enthusiastic on second thought (... too far, but hmmm, Newfoundland ... I've always wanted to go there ...).

We decided to investigate further and we are doing this as early as possible so that if we do decide that Newfoundland is the site of Conference 2020, then we can announce it at this year's conference in Ottawa, and give people lots of time to build this trip into their travel plans for the year.

Venue

I contacted the indexer in Newfoundland, Trine Schioldan, and asked whether she would be able to be the person in charge of venue on the Conference 2020 committee, and she is.

Trine and I met and discussed various venues. We picked six possible sites for Trine to check out. We discussed venue requirements and set up the spreadsheet for Trine to fill in with information on the six possible sites.

Trine has summarized her findings below.

Based on this information, we would like to start serious contract discussions with Murray Premises.

Dates

As usual, we checked on the dates of the conferences put on by Editors Canada and ASI as they are both larger conferences and we do not want to compete with them for attendees.

ASI has not set their dates for 2020 yet, but as 2019 was in April, we think we're okay on this. Although the dates for the Editors Canada Conference 2020 are not public, we believe them to be in late June.

As usual, we have to watch out for the May long weekend and Mother's Day.

Because of the weather in Newfoundland, we thought perhaps early June may be better than May, and the venue we are considering is not available in May.

Therefore, two possible dates are June 5, 6, 2020, and June 12, 13, 2020.

Finances

Trine very kindly started a spreadsheet on expenses. If we go with the Murray Premises, they have offered to waive the room fee as long as we guarantee fifteen rooms. The catering costs are slightly more than in Winnipeg, but less than in Ottawa.

Committee

I have contacted several people on the Conference 2019 committee. JoAnne Burek and Frances Curry have agreed to continue remain on the conference committee. Along with Trine, this makes three people. My next aim is to find a chair for the committee.

Motion

Given all the information in this report, I move that the executive committee approve the location of Newfoundland for Conference 2020.

Indexing Society of Canada / Société canadienne d'indexation (ISC/SCI) Conference 2020 Venue Report, Trine Schioldan

The *Sheraton Hotel*, known as the Hotel Newfoundland, has a very strong location. It is only available for the June 12-13, 2020 dates. They require a 45-person minimum room booking. The guest room rate would be \$169.00 plus tax. It's quite a good hotel, with a longstanding reputation. It looks like \$600.00 per day for conference room space. They're holding the rates til June 12, 2019. (Trip Advisor rate: 4.0)

Memorial University, Signal Hill Campus, offers meeting space with a spectacular view. However, they do not offer on-site accommodations. They offered accommodations at the main campus of Memorial University, but the distance and transportation between the two venues makes that impractical. For people to be accommodated at the main campus is to put them in the middle of nowhere, so to speak. An estimated one-way taxi cost between Signal Hill campus and the main campus would be \$12.00 Another option would be accommodations at the nearer-by Marriott Hotel. That's a 12 minute walk, indirectly, and quite uphill. Mobility concerns and the irregularity of St. John's weather make this option unfavourable.

The *Courtyard by Marriott Hotel* is very well-situated downtown St. John's, overlooking the harbour. However, they can offer an absolute maximum of 40 persons for meeting space. (Trip Advisor rate: 4.5)

The *Jag Boutique Hotel* is rather well situated (though quite less so than the other options). It is considered to be modern and unique. It is on the western periphery of downtown St. John's. Almost everything of interest for visitors is located in the more eastern part of downtown. The Jag Boutique Hotel had all three proposed dates available, and could offer a maximum of 50 rooms. A standard room with one queen bed would be \$169.00 plus tax. They cannot accommodate 60 persons for meeting space. However, they are located 200 m.

from the Delta Hotel, which could offer meeting space for 60 people (half-rounds) at \$725.00 per day. (Trip Advisor rate: 4.5)

The *Murray Premises Hotel* is very well situated in the heart of the downtown area – across from the harbour and amidst cafes, restaurants, shopping, etc. It is located in a national historical site. It is available for June 5-6 and June 12-13, 2020. Their meeting room can accommodate 40-50 persons classroom style, or 70 persons theatre-style. There may be a need to rent chairs and tables if more than 50 persons attend. The rooms have features like 19th century wooden beams and luxurious touches. They can offer room rates of \$179.00 traditional room or \$189.00 for queen rooms. Normally the meeting space is \$600.00 per day, but if we “book and pick up” 15 rooms, the meeting space fee will be waived. The catering is provided by the adjacent Gypsy Tea Room restaurant, which has a stellar reputation. (Trip Advisor rate Murray Premises Hotel: 4.5; Trip Advisor rate Gypsy Tea Room Restaurant: 4 out of 5, and ranked #11 of 323 restaurants in St. John’s.

Finance Committee Report (Andrea Hatley)

I. FINANCIAL STATEMENTS

2018/2019 4Q Financial Statements

MOTION: Accept 4th quarter financial statements as presented.

Profit & Loss (2-isc4Q_P&L2019.xlsx)

Basic membership and net profit down slightly compared to previous year.

Balance Sheet

Covered below in the year-end.

2018/2019 Year-end Financial Statements

MOTION: Accept year-end financial statements as presented

Profit & Loss—without conference (3-yearEnd_iscP&L_31Mar2019.xlsx)

The following are of note:

- Basic membership and listing revenues down slightly compared to previous year; this was offset by a rise in international membership revenue
- Low entries for the Ewart-Daveluy Award and no *Bulletin* advertising revenue
- Regional reps not using their allotments
- The cost of subscription to *The Indexer* (fees and exchange rate) has increased by approximately \$1,200, or just under \$18 per issue
- Realized a net profit of approximately \$900

Balance Sheet (4-yearEnd_iscBalanceSheet_31Mar2019.xlsx)

Nothing extraordinary.

II. PRELIMINARY BUDGET (5-budget2019-2020.xlsx)

MOTION: Approve 2019/2020 budget <option#1, or option#2> as presented.

Considerations when developing the budget included:

Revenue

- *Bulletin* advertising ↓\$270
- Mentorship program (NEW) ↑\$400

Expenses

- Increase in award expenses to cover frames, certificates, duck decoy ↑\$60

- Increase in *Bulletin* printing and translation budget ↑\$250
- Printing/postage costs of the *Bulletin* (discussion below)
- Mentorship program (NEW) ↑\$360
- Increased subscription cost of *The Indexer* (discussion below) ↑\$1,200
- Subscription to ZOOM software (NEW) ↑\$240
- Increase in printing expenses for basic operations ↑\$50
- Increase in website maintenance cost to cover an additional plug-in ↑\$90

Bulletin Printing/Postage Costs

Print copies of the *Bulletin* are an apparent benefit *only* to institutional members, and a couple of regular members. The cost of printing/postage on average is ~\$15 *per copy*.

FISCAL YEAR	VOLUME/ISSUE	PRINTING	POSTAGE	TOTAL	# ISSUES	COST PER ISSUE
2015-2016	V37#2	174.82	51.36	226.18	13	17.40
	V37#3	113.12	28.96	142.08	13	10.93
2016-2017	V38#1	106.90	25.18	132.08	11	12.01
	V38#2	165.32	40.23	205.55	11	18.69
	V38#3	142.38	18.74	161.12	9	17.90
2017-2018	v39#1	96.60	26.24	122.84	8	15.36
	V39#2	113.40	39.73	153.13	9	17.01
2018-2019	V40#1	118.36	30.30	148.66	10	14.87
2019-2020	V41#1	102.39	22.65	125.04	13	9.62
Average cost per issue						14.86

Institutional members pay an additional \$15 *annually*; they are subsidized by the membership for the remainder, with NO obvious benefit to the membership.

Recommendation:

The *Bulletin* committee establish whether there is value in, and show how the Society benefits from, sending print copies to institutional members. Once this is done, the executive can make an informed decision whether to continue with print issues of the *Bulletin*.

Membership Fee/ Listing Fee Increases

MOTION: To offset the increased subscription cost of *The Indexer* and other rising operating costs, membership fees be increased by amounts listed in Table 1, <either option #1, or option #2>, effective 1 July 2019.

A review of membership revenue and expenses brought the following to light:

- Emeritus members who receive print copies of the *Bulletin* and *The Indexer* are really getting a deal —a value of ~\$45 (3 copies of the *Bulletin* × \$15/*issue*) + ~\$72 (4 issues of *The Indexer* × \$18/*issue*)—\$40 for \$116 worth of print material.

- Institutional members also get a deal, currently paying \$115, for \$116 worth of print material; in effect almost making them a liability.
- Regular members currently pay \$100 for \$72 worth of print material; the remainder is the primary support of the organization.

Recommendations:

- The two emeritus members, Chris Blackburn and Jean Wheeler, are valued members of the Society; Peter Greig may be offered an emeritus membership this year. An increase of \$10 has been requested by the membership secretary, and this is considered a reasonable amount. The Society can absorb the rest.
- Member and listing fees should increase, to cover the higher subscription cost of *The Indexer* and other anticipated operating expenses, as follows:

Table 1. Proposed Membership Fee Increases

MEMBERSHIP TYPE	EXISTING FEES	FEE INCREASE #1	FEE INCREASE #2*
Basic	\$100	\$110	\$110
Emeritus	40	50	50
Find an Indexer	50	55	55
Institutional	115	125	155
Institutional—International	125	135	165
International	110	120	120
Student	75	80	80

**with current Bulletin costs appropriately applied*

Additional recommendations coming out of budget review:

Ewart-Daveluy Award

Advertise the Ewart-Daveluy Award more prominently; perhaps communication and awards can work together more actively.

International Liaison

MOTION: International liaison travel budget be set at a maximum of up to \$800 annually, with a top up to \$2000 for triennial years.

Until such time that the international liaison committee completes their mandate, an interim budget amount of up to \$800 annually be allotted for international liaison travel. On triennial years, this amount can be topped up to a maximum of \$2,000.

Regional Reps

Have discussions with the regional reps regarding what kind of support they need, whether monetary, administrative, or infrastructure.

Should the above discussions indicate a monetary input, and to have some funds available, a supplementary amount of \$600 will be set aside for distribution at the

discretion of the treasurer. The treasurer will assess at the year-end if a permanent increase is warranted in the budget.

Translation

Set up a translation DropBox folder where material sent-out-for-translation and incoming-from-translation can be used interchangeably between awards, website and the *Bulletin*.

III. CONFERENCE 2019 (6-conference2019_UPDATED.pdf)

Revenue

MOTION: The conference committee can upgrade their budget expenses slightly to allow for some enhancements to swag, meals, and the conference experience at the discretion of the conference chair.

The majority of the conference revenue is in, and though firm figures for conference expenses are yet to be determined, it looks like the conference will make money this year. However, the increased number of attendees also means higher catering costs (apparently this year there are an extraordinary number of people with dietary needs, which ups the cost) and a larger workshop room. The conference chair indicated that costs will still be reigned in, but the pennies pinched not quite so hard.

Conference payments by US \$ cheque

MOTION: The option for payment by cheque be removed from the website.

There are issues with exchange rates when US cheques clear. Payment by cheque option should be removed from the website; this would encourage payment via PayPal (preferred). Any Canadian wishing to pay by cheque would still have the option to do so, but would have to contact the treasurer to make arrangements.

IV. SPECIAL PROJECTS (7-specialProjects2019-2020_UPDATED.pdf)

Suggested procedure for disbursement of funds:

- Funding requests are on an annual basis
- Amounts approved are not carried over to the next year; e.g. last year, of the \$5,000 approved, \$1,500 was allotted to TIDE, the rest goes back into the “bank.”
- Approved amounts are moved to the extraordinary expense category. For example, the \$1,500 approved for the TIDE bursary project in January will be moved from special projects to approved extraordinary expenses (aka special requests). When TIDE is ready, a request should be submitted to the treasurer and the amount will then be distributed to the bursary recipient.

MOTION: Approve special projects committee request of up to \$5,000 for anticipated 2019/2020 projects.

Special project committee has requested \$5,000, to cover anticipated 2019/2020 project submissions

V. EXTRAORDINARY EXPENSES

Three expenses to be considered this year:

MOTION: A supplementary fund of \$600 be set aside in extraordinary expenses for use by the regional reps in 2019/2020 to be dispersed at the discretion of the treasurer.

MOTION: Approve archive committee request of up to \$400 to move material from <somewhere to somewhere>.

MOTION: Approve TIDE committee request of up to \$250 to cover cost of a facilitator to host a diversity/anti-oppression training webinar.

Additional Information:

The webinar will be free and open to all ISC/SCI members. This is one step that meets three of TIDE's goals:

- Begin dialogue with members about the importance of inclusivity, diversity, and equity
- Make cultural competency training available to members
- Foster a welcoming atmosphere for new visible minorities

Dates of webinar to be determined pending confirmation of ZOOM software and availability of a facilitator.

VI. MEMBERSHIP PREPAYMENT

In January 2019, a member paid for three-years worth of membership in three successive payments.

Recommendations:

- To leave the credit on account as is. The member has been informed that there will be a membership increase. The account will be topped up in June 2021.
- Moving forward, multiple-year memberships will not be accepted— though still possible though the website—any attempts to do so can be immediately refunded.
- The larger discussion whether we wish to offer multiple-year memberships can be discussed at the board level some other time.

VII. EXPENSE REIMBURSEMENT POLICY—TREASURER (8-expReimbTreasurer-UPDATED.pdf)

MOTION: Adopt the policy for expense reimbursement—treasurer as presented.

The treasurer should have board oversight for expense reimbursement.

VIII. FINANCIAL GUIDANCE POLICY (9-financeGuidancePolicy.pdf)

MOTION: Adopt the policy for financial guidance and oversight as presented.

There is need for some sort of financial review before issues and proposals concerning finances be brought to the board for discussion. If a committee reaches out, at every stage in the development of a procedure, for feedback and to confirm that processes related to collection and disbursement of funds are sound, end result is tight and at least makes financial sense.

Submitted on behalf of the finance committee: Susan Brown, Margaret de Boer, and incoming treasurer, JoAnne Burek.

Andrea Hatley
ISC/SCI treasurer

Indexing Society of Canada Profit and Loss Comparison April 2018 - March 2019

	Actuals		Treasurer's comments
	Apr 2018 - Mar 2019	Apr 2017 - Mar 2018	
INCOME			
Membership			
Basic	8,049	8,500	
Emeritus	120	40	Overall down 5 basic memberships
Find an Indexer	2,952	2,752	Chris Blackburn paid late in 2018, SHOULD BE 80 FOR BOTH YEARS Down by 4 listings
Institutional	575	700	
Institutional—International	125		
International	1,320	775	Up
Student	75	195	
Total Membership	13,216	12,962	Overall membership revenue is up slightly
Other Income			
Advertising - Bulletin		270	
Award E-D entrance	30	125	No Bulletin advertising in 2018/19
Indexing Booklet (Burek)	51		Low entries
Magpie pins	20	35	
Total Other Income	101	430	
Total Income	13,317	13,392	
EXPENSES			
Awards			
Banquet tickets (E-D Award winner)	100		
Frames, certificates, etc.	63	25	
Translation	47	52	
Total Awards	211	77	This was a new addition for 2018/2019
Bulletin			
InDesign	48	88	
Postage	30	64	
Printing	118	312	
Translation	114	280	
Total Bulletin	310	745	2017/2018 was for two issues, 2018/2019 was for one
Executive Expenses			
International liaison travel	969	1,293	
Meeting costs	925	1,243	
Regional meetings			
Central		27	
Prairies & northern	113	58	Reps are not using their allotment, is it too little to be worth it for BC and Eastern?
Total Regional meetings	113	85	
Total Executive Expenses	2,007	2,621	

Membership expenses		128	
New Indexer Collection		336	
PayPal fees	341		
The Indexer	7,605		Up by \$1200
Total Membership expenses	7,946	6,693	
Miscellaneous expenses	116	68	
Operating expenses			
Bank service charges	100	49	
Postage, Mailing Service	42	25	
Printing and Copying		7	
Supplies		53	
Total Operating expenses	142	134	
Promotion			
Association memberships, etc.	396	170	2017/18 membership charge was for 1/2 year
Corporate branding	78	221	table banner
Indexing booklet (Burek)	34		
Print advertising		1,356	
Word on the Street	184	161	
Total Promotion	691	1,908	
Software < \$500	259	111	Increase in QBO software (discount period over)
Volunteer appreciation	34	20	
Website and Listservs			
Hosting	271	271	
Maintenance	177	502	
Translation	84	455	
Web Networks	155	266	
Total Website and Listservs	687	1,493	
Total Expenses	12,403	13,869	
Profit/Loss	914	-477	profit of ~\$900
OTHER INCOME			
Accrued Interest	62	441	
Total Other Income	62	441	
OTHER EXPENSES			
Extraordinary Expenses (formerly Special Requests)	575		
Total Other Expenses	575	0	
NET PROFIT/LOSS	401	-36	net profit of ~ \$400

Indexing Society of Canada
Balance Sheet
As of March 31, 2019

	Actuals		Treasurer's comments
	Jan - Mar, 2019	Jan - Mar, 2018	
Assets			
Current Assets			
Cash and Cash Equivalent	5,933.78	1,715.38	
PayPal			
TDCanadaTrustBusinessChequing	23,859.77	31,231.90	
VISA Vanilla PrePaid Credit Card	0.00	73.70	This can be removed starting 2019/2020 year
Total Cash and Cash Equivalent	\$ 29,793.55	\$ 33,020.98	
Accounts Receivable (A/R)			
Accounts Receivable (A/R)	25.00		Conference program ad
Total Accounts Receivable (A/R)	\$ 25.00	\$ 0.00	
GIC 8057748-09	8,035.32		
Prepaid Expenses			
Conference handouts	0.00	0.00	
Conference PayPal/Bank fees	301.13	93.02	
Conference venue	1,000.00	750.00	
Total Prepaid Expenses	\$ 1,301.13	\$ 843.02	
Total Current Assets	\$ 39,155.00	\$ 33,864.00	
Non-current Assets			
GIC/Term deposit			
GIC 8057748-06	5,405.25	5,378.84	
GIC 8057748-08	6,000.00		
Security GIC Plus 8057748-07	0.00	5,691.11	
Total GIC/Term deposit	\$ 11,405.25	\$ 11,069.95	
Total Non Current Assets	\$ 11,405.25	\$ 11,069.95	
Total Assets	\$ 50,560.25	\$ 44,933.95	
Liabilities and Equity			
Liabilities			
Current Liabilities			
Accounts Payable (A/P)			
Accounts Payable	265.46	3,200.94	QuickBooks Online, Prairie & Northern expenses, credit owed to EBSCO UoT Library
Total Accounts Payable (A/P)	\$ 265.46	\$ 3,200.94	

GST/HST Payable	0.00	0.00
Overpayments	0.00	0.00
Unearned or Deferred Revenue		
Conference banquet	1,386.00	500.00
Conference earlybird registr.	7,220.00	2,750.00
Prepaid advertising	25.00	0.00
Workshop Registration	1,470.00	0.00
Conference program ad		
Total Unearned or Deferred Revenue	\$ 10,101.00	\$ 3,250.00
Total Current Liabilities	\$ 10,366.46	\$ 6,450.94
Non-current Liabilities		
Prepaid Membership Fee	320.00	
Total Non-current Liabilities	\$ 320.00	\$ 0.00
Total Liabilities	\$ 10,686.46	\$ 6,450.94
Equity		
Opening Balance Equity	32,913.80	32,913.80
Retained Earnings	5,448.34	6,328.24
Profit for the year	1,511.65	-759.03
Total Equity	\$ 39,873.79	\$ 38,483.01
Total Liabilities and Equity	\$ 50,560.25	\$ 44,933.95

Judi Gibbs 2 years international member prepayment

Indexing Society of Canada Profit & Loss

1 April 2017 –31 March 2018

	Budget Fee Increase #1 April 2019–Mar 2020	Notes \$10 increase across the board	Budget Fee Increase #2 April 2019–Mar 2020	Notes \$10 increase w/ Bulletin costs appropriately applied	Actual Apr 2018 - Mar 2019	Actual Apr 2017 - Mar 2018	Actual Apr 2016 - Mar 2017
Income							
Membership							
Basic	8,800	increase to \$110	8,800	increase to \$110	8,049	8,500	8,400
Emeritus	150	increase to \$50	150	increase to \$50	120	40	
Find an Indexer	3,190	increase to \$55	3,190	increase to \$55	2,952	2,752	3,050
Institutional	625	increase to \$125	775	increase to \$155	575	700	955
Institutional-International	135	increase to \$135	165	increase to \$165	125		
International	1,440	increase to \$120	1,440	increase to \$120	1,320	775	330
Student	80	increase to \$80	80	increase to \$80	75	195	195
Total Membership	14,420		14,600		13,216	12,962	12,930
Other Income							
Advertising - <i>Bulletin</i>	-		-			270	270
Award E-D entrance	90		90		30	125	150
Indexing Booklet (Burek)	25		25		51		
Magpie pins	25		25		20	35	
Mentorship program	400		400				
Total Other Income	540		540		101	430	420
Total Income	14,960		15,140		13,317	13,392	13,350
Expenses							
Awards							
Banquet tickets (E-D award winner)	126		126		100		
Frames, certificates, etc.	120	Increased	120	Increased	63	25	13
Translation	50		50		47	52	
Total Awards	296		296		211	77	13
Bulletin							
InDesign	150		150		48	88	197
Paypal fees							10
Postage	125		125		30	64	89
Printing	450	Increased	450	Increased	118	312	415
Translation	700	Increased	700	Increased	114	280	485
Total Bulletin	1,425		1,425		310	745	1,195
Executive Expenses							

Travel	-									
International liaison travel	800	800	969	1,293	310	49	48%	288		
Meeting costs	1,100	1,100	925	1,243	65	15	15%	88		
Regional meetings										
Central	150	150		27						
Eastern	150	150								
Prairies & Northern	150	150		58						
British Columbia	150	150								
Total Regional meetings	600	600	113	85	375	102	100%	600		
Total Executive Expenses	2,500	2,500	2,007	2,621	375					
Membership expenses										
Mentorship program	360	360								
<i>Newcomer's Selection</i>				128						
PayPal fees	340	340	341	336	338					
<i>The Indexer</i>	7,600	7,600	7,605	6,228	6,279					
Total Membership expenses	8,300	8,300	7,946	6,693	6,617					
Miscellaneous expenses										
Operating expenses										
Bank service charges	100	100	100	49	26					
Postage, Mailing Service	35	35	42	25	24					
Printing and Copying	60	60		7	7					
Supplies	25	25		53	3					
Translation (ISC documents)					304					
Total Operating expenses	220	220	142	134	357					
Promotion										
Association memberships, etc.	400	400	396	170						
Corporate branding	100	100	78	221						
Indexing booklet (Burek)			34							
Print advertising				1,356						
Word on the Street	250	250	184	161						
Total Promotion	750	750	691	1,908	-					
Software < \$500										
QuickBooks Online	260	260	259	111						
Zoom	240	240								
Total Software	500	500	259	111	-					
Volunteer Appreciation										
Website and Listservs										
Hosting	275	275	271	271	271					
Maintenance (including plugins)	269	269	177	502	829					
Translation	85	85	84	455						
Web Networks	155	155	155	266	266					
Total Website and Listservs	784	784	687	1,493	1,365					

Total Expenses	15,025	15,025	12,403	13,868	9,922
Profit/Loss	65	115	914	476	3,428
OTHER INCOME					
Accrued interest	62	62	62	441	82
Total Other Income	62	62	62	441	82
OTHER EXPENSES					
Extraordinary Expenses (aka Special Requests)			575		4000
Approved 2016, 2017, and 2018	1,300	1,300			
Conference keynote (approved 2019)	1,500	1,500			
TIDE bursary (approved 2019)	600	600			
Regional Rep Supplementary (pending)	400	400			
Archival material expenses (pending)					
TIDE diversity/anti-oppression webinar (pending)	250	250			
Total Extraordinary Expenses	4,050	4,050	575	-	4,000
Total Other Expenses	4,050	4,050	575	-	4,000
NET PROFIT/LOSS	4,053	3,873	401	35	490

check

1,511 -879 -115



Profit & Loss — Conference 2019

INDEXING SOCIETY OF CANADA
SOCIÉTÉ CANADIENNE D'INDEXATION

	Budget	Actual	
	2019	2019 to date*	
Conference revenue	Ottawa	Ottawa	
Banquet	2,600	1,827	
Misc		138	
Registration			
Early bird (all member categories)	7,883	11,721	
Presenter rate		606	
Refunds			
Regular	1,372		
Single day	184		
Student			
Non Member EarlyBird 2 day	688	688	
Non Member Regular 2 day	396		
Total Registration	10,523	13,015	
Workshop	1,575	1,890	
Total Conference revenue	14,698	16,870	
Expenses			
After-conference reception			
Folders (Bags and swags)	300	300	Needs updating
Banquet	2,600	1,827	
Handouts	100	100	
Miscellaneous			
PayPal Fees	260	475	
Printing—program, attendee list, etc	300	300	
Speaker fees	200	200	
Speaker appreciation	300	300	
Venue & catering	8,685	8,685	
Workshop	1,400	1,400	
Total Conference	14,145	13,587	
Profit/Loss	553	3,283	

*current as of 27 April 2019



Special Projects

INDEXING SOCIETY OF CANADA
SOCIÉTÉ CANADIENNE D'INDEXATION

	2019-2020	2018-2019
Total current assets (year-end 31 March 2019)	39,155	33,021
Liabilities		
Current liabilities from balance sheet	10,366	6,451
Budgeted profit/loss 2019-2020	-	3,427
Approved extraordinary expenses		
<i>Bulletin</i> template		800
Conference speaker (approved)	1,300	
TIDE SDP bursary (approved)	1,500	
Regional Rep supplementary fund (pending)	600	
Archive material relocation (pending)	400	
TIDE webinar facilitator (pending)	250	
Total Liabilities	14,416	10,678
Total available	24,739	22,343
Minimum bank balance	5,000	5,000
Total available for special projects	19,739	17,343
Requested for 2019-2020 special projects	5,000	5,000
Amount remaining	14,739	12,343
Non-current assets	11,405	11,070
Total Assets	26,144	23,413



Policy/Procedure: Expense Reimbursement—Treasurer

INDEXING SOCIETY OF CANADA
SOCIÉTÉ CANADIENNE D'INDEXATION

Goal:

To provide oversight of expenses claimed by the treasurer.

Used for:

Reimbursement of expenses paid out of pocket by the treasurer.

Procedure:

Expense claims by the treasurer are to be submitted to the board for approval. They can be in the form of an addendum to the finance committee report or as a separate report that can go into the consent agenda.

DRAFT



Policy/Procedure: Financial Guidance

INDEXING SOCIETY OF CANADA
SOCIÉTÉ CANADIENNE D'INDEXATION

Goal:

To provide financial guidance and feedback to committees in the development of policy and procedure with respect to collection, disbursement, and management of finances.

Procedure:

Any policy or procedure developed by a committee that involves the collection or disbursement of money, should be reviewed by the finance committee prior to submission for discussion or approval by the executive.

Finance committee will review submitted policies/procedures with respect to management of funds, including:

- outline of problem areas
- suggestions for revision
- ensuring proposed procedures are in line with ISC protocols

Executive travel ad hoc committee (Mary Newberry)

Background

What follows is a list of executive travel subsidies from the past, mostly drawn from memory of Mary Newberry:

- Circa early 2010s and before, when the president or a vice-president or co-presidents were not in the same city, it was our practice to pay travel expenses only (accommodation would be billeting or covered by the executive member if preferred) for one person to the more populous place (usually Toronto) for regular executive meeting. This was carried out at least one or two times a year for a number of years, subsidizing flights from Saskatchewan to Toronto and train or car fuel from Ottawa to Toronto
- Up to early 2010s, it was our practice in principle to subsidize travel for executive members once every two years or so to gather in one place to meet face-to-face. We may have only done this in practice once or twice.
- Up to early 2010s, we may have subsidized the fuel or train travel of the recording secretary from Ottawa to Toronto on occasion
- Sergey says, “I remember couple of years ago I travelled to England, and was reimbursed in full for transportation, but I participated in the IS conference and wrote an article for the *Bulletin*. I’d say the purpose of executive travel should be meaningful.”

Thoughts on future subsidies

1. Electronic communication has improved and continues to do so. We are likely investing in meeting software
2. Face-to-face meetings, at least annually or biennially, can help build cohesiveness among board members
3. A full executive often meets at conferences
4. Not all members can afford travel or to attend conferences
5. ISC/SCI conferences move across the country, meaning access improves for executive members in areas further away from population centres, giving some opportunity to meet for executive members who are unable or unwilling to spend money on travel
6. The membership is served by a strong cohesive executive —
 - a. Is this enough to justify an executive travel subsidy?
 - b. Will a travel subsidy make the executive appear more accessible and encourage more members to consider becoming a part of the executive?

What would an executive travel subsidy look like?

1. Sergey suggests (and Mary agrees) the International Liaison travel subsidy be considered more generally as executive travel (or possibly more broadly as “Travel”), with three categories of executive travel: 1) travel for official ISC/SCI

representation at ASI conferences and informal ICRIS meetings; 2) travel overseas for official ISC/SCI representation at conferences and informal ICRIS meetings and triennials; and 3) travel to ISC/SCI conferences. Below are the thoughts on the first two categories:

- a. All subsidized travel should be done with an expectation of a return for the Society (strings attached), for example, an article in the *Bulletin*, to attend ICRIS informal meetings and for connections with sister societies, other outreach activities (in all cases at minimum a report to the executive would be required if not a *Bulletin* article)
 - b. The amount budgeted should be enough to pay annually for the International Liaison, an executive member or someone nominated by the executive if there are no executive members available to go to the ASI conference and one other international conference
 - c. The amount of \$2000 annually generally seems sufficient, with the expectation that it would be used each year. Some years, depending on locations of conferences this may need to be adjusted.
2. Additional thoughts:
- a. We agree there should be a simple application process for any type of travel subsidy
 - b. The subsidy should not be limited to a percentage, in other words, it could cover the full amount
3. Domestic Executive Travel, for example to ISC/SCI conferences or executive meetings:
- a. As above there should be an application process, with the success of the application based on 1) availability of funds and 2) its merits
 - b. The merits of the application would be based on the value of the return for the Society (strings attached). There should not be specific criteria to be met, beyond a general statement that it should benefit the Society, but we can include suggestions as to what that could be, such as
 - i. executive members who do not find themselves in the position to pay their own way but consider it important they attend the conference because of the role they play (recording secretary, president, committee member with an important report to deliver)
 - ii. regional reps who are required to travel beyond what they are comfortable paying for themselves to organize and attend indexers' meetings
 - c. The criteria should stay broad with the granting of the subsidy left up to the judgment of a small executive committee (3 people? - 2 non-executive and the past president?).
 - d. The application and process must be simple and easy to administer

Discussion not required at this time

International Liaison (F. Trahan)

- ICRIS minutes, international agreement and terms of reference: The Executive voted on the approval motion by email, February 10 to 17. The motion was approved by 10 execs through the Exec list, plus one by email to me only.
All boards/executives of ICRIS members have approved the changes.
- Conferences attendance: I will be at ASI in Phoenix, AZ, 25–27 April.
- ISC/SCI conference May 2019: Invite sent to ICRIS members on 15 February, plus a reminder around 22 March.

Giving information for all three.