

# ISC/SCI EXECUTIVE MEETING

MAY 23, 2019

## MINUTES

**The actual minutes were lost. The following minutes is our best recollection of the attendees and the decisions made.**

### Participants:

Alexandra Peace, Margaret de Boer, JoAnne Burek, Francois Trahan, , Sergey Lobachev, Siusan Moffat, Stephen Ullstrom, Mary Newberry, Catherine Plear, Elena Gwynne, Andrea Hatley, Frances Robinson, Martin Gavin (guest), Maria Hyponnen (guest), Lisa Fedorak (guest), Jason Begy (guest), Ronnie Seagren (guest), Sara MacIntosh (guest for part of the meetings)

**Resolutions passed by email:** The following resolutions passed by email since May 5, 2019

- To offset the increased subscription cost of *The Indexer* and other rising operating costs, that membership fees be increased by amounts listed in Table 1, option 1, (see minutes of May 5, 2019) **effective 1 July 2019.**
- To purchase at a cost of approx. \$100, 5 copies of *Elements of Indigenous Style* to include in the conference raffle in memory of Gregory Younging.
- That a Stripe account be created as an alternative payment processor to PayPal for the purpose of collecting fees and charges through our website.

**Consent Agenda:** The following reports were approved as presented.

- a) Book and Periodical Council (no report)
- b) British Columbia (Elena Gwynne)
- c) Bulletin (Catherine Plear)
- d) Central Canada (Pierre Joyal)
- e) Communications (JoAnne Burek)
- f) Co-Presidents (Margaret de Boer and Alexandra Peace)
- g) Eastern (no report)
- h) Membership Report (Frances Robinson)
- i) Prairies (Stephen Ullstrom)
- j) Special Projects (Alexandra Peace)
- k) Website Administration (Siusan Moffat)

### Decisions:

Outreach: The motion to take the TRC Call to Action Support statement to the membership was not passed.

Mentorship program: Alexandria Jory was named as a coordinator of the program.

International Liaison: Moved and carried to accept the change to the ICRIS Terms of Reference

Translations: The motion was not approved. The Translation Committee was asked to go back and do more work.

Bulletin: The Bulletin committee was asked to make revisions to the final report.

Financial Guidelines Policy in the Treasurer's report was accepted.

Conflict of Interest Policy: It was decided that the policy would benefit from a plain language review. Ronnie Seagren agreed to take this on.

Archives: Not discussed

**Next Meeting: October 5, 2019**

## Consent Agenda Reports

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### ***ISC/SCI BC Representative, May 23, 2019, Elena Gwynne***

Overall, there isn't a lot to report for the BC region this year outside of some interesting e-mailed discussions. For a good part of the year the weather was too unpredictable to be able to plan too far ahead for meeting scheduling (windstorms, ferry cancelations, power outages and weather warnings all jump to mind one after the other).

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### ***ISC/SCI Bulletin report – Catherine Plear***

I recently came on board as editor of the *Bulletin* and I'm working toward the August issue. To help me get up to speed, Alexandra Peace gave generously of her time by meeting with me several times by Skype to fill me in on details, procedures, and history.

For the August issue, Stephen Ullstrom and François Trahan have agreed to write articles covering the ISC and ASI conferences respectively. Writers are still needed to cover the ISC keynote address and Enid Zafran's workshop—all suggestions are welcome.

To help ensure continuity, I've reached out to the members who in the past have copy edited and proofread the *Bulletin*. We continue to be grateful for their talent, energy, and time.

I've also reached out to Heather Ebbs about regarding continuing the puzzle.

Time lines are being developed for each issue.

Sergey and I have a Skype meeting planned to discuss workflow and timing, with a view to streamlining processes.

We appreciate the involvement of all who have contributed in any way to the *Bulletin* over the past year.

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### ***Central Regional Report, May 16, 2019 Meeting (Pierre Joyal)***

Meetings resumed on February 23, 2019. Discussions centered around indexing questions encountered while indexing a recent book. The discussions centered on indexable topics. The meeting was rescheduled from the previous week when it was pointed out that this was a long weekend celebrating Family Day.

The March 16 meeting build on the subject of indexable topics. Using Do Mi's *Facing the Text*, some of the questions discussed: when to index proper names; borderline topics; similar topics

Meetings in Toronto were held at a Member's condo building meeting room. Most meetings were well attended, typical attendance being about 8 indexers.

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

## **Communications**

Weekly emails went out to support the conference promotions.

The student welcome letter was updated for May and sent to Audrey McClellan for her students. The update included removing regional reps' personal names, because new reps will be elected soon. After the election, the letter should be updated with the names of the new reps.

## **Website Updates**

The beginning of May this year was all about technical woes. We fixed the problem of random page errors that we had been observing since March. But bringing the website back into production took longer than expected. As a result, the website was unavailable from Thursday, May 2 to Sunday May 5.

Then, when the website was back, we discovered an issue with PayPal. So, we quickly moved to an alternative, the highly-rated payment processor called Stripe.

Members are likely to find it much easier to pay by credit card with the new system.

Since switching to Stripe, I discovered that we can offer both PayPal and Stripe at the same time, and so PayPal was added back as a third option.

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## ***Co-Presidents' Report, Margaret de Boer and Alexandra Peace***

This marks our final report as co-presidents together.

These final few weeks together have been spent on conference work—lovely work such as awards and recognition preparation. We think that's the best part of this position—encouraging and thanking member volunteers. It's a celebratory time!

However, during our Skype chats we also worked on the 'dry' but necessary tasks such as the following:

- We worked with Mary Newberry on finding people to stand for the slate of nominees for the next executive committee. This was our most time-consuming task of late as it involved much communication between various members. We're excited with the slate of new executive committee members and hope you are too!
- We talked with members of the executive committee to update the position descriptions, ready for the incoming folk.
- We set up checklists and procedures for the Tamarack Award, the AGM documentation, the running of executive committee meetings, and the handover to new president. We have started a calendar of tasks (for example, for awards, conference, and so forth).
- We emailed the necessary documentation to members in preparation for the AGM.

And, Alex has also done the following tasks:

1. organized a publicity exchange with Editors Canada
2. worked on Conference 2020

3. organized all that has to be done for a new executive committee member (waving to Catherine)
4. started making plans to obtain the fifteen boxes of archival material that a member is holding for us.

As I, Margaret, say farewell and reflect on the work of the executive committee, I see its mandate as a simple one: continue to explore ways to improve the experience and benefits for our members. It was an honour to be part of this group of dedicated people. You all work so hard!

In closing, at this time in anticipation of the conference, we want to thank all those who have worked so diligently on conference preparation. Conference work involves much detail and much coordination behind the scenes. We eagerly await the curtain raising!

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

As of May 9, 2019, we have 104 memberships. Three new members joined since January's report and one former member rejoined. Three members did not renew during their renewal period.

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

<b>Within Canada</b>		<b>Basic</b>	<b>Listed</b>	<b>Student</b>	<b>Emeritus</b>	<b>Institutional</b>
British Columbia	18	3	14			1
Alberta	7	2	4			1
Saskatchewan	1	1				
Manitoba	4	2	2			
Ontario	47	12	30		2	3
Quebec	7	4	2	1		
New Brunswick	2		2			
Prince Edward Island	1	1				
Newfoundland & Labrador	1	1				
Nova Scotia	1		1			
<b>Totals</b>	<b>89</b>	<b>26</b>	<b>55</b>	<b>1</b>	<b>2</b>	<b>5</b>
<b>Outside Canada</b>						
United States	14	5	7			2
Germany	1			listed		
<b>Totals</b>	<b>15</b>	<b>5</b>	<b>7</b>	<b>1</b>		<b>2</b>
<b>ALL</b>	<b>104</b>	<b>31</b>	<b>62</b>	<b>2</b>	<b>2</b>	<b>7</b>

### **New Members**

The following members joined since the January report:

Elizabeth Walker, Woodland Park, CO, USA; Basic  
Patricia Dales, Toronto, ON; Basic  
Margaret Billard Cosgrave, Berlin, Germany; Student listed

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

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

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### ***Prairie and Northern Canada Regional Report, May 23, 2019 (Stephen Ullstrom)***

The prairie region has been fairly quiet since the last report. We last met March 2, which included a new member. I am currently scheduling a meeting for after the ISC/SCI conference, probably in June, which will hopefully be a good opportunity to debrief from the conference.

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

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### ***Web Admin May 2019 (Siusan Moffat)***

New webpages were created for TIDE, Outreach in general and Special Projects committees.

As always, major issues have gone to JoAnne and she has done a fabulous job dealing with them. There were quite a few issues with Wordpress in the last few months and JoAnne was able to figure them out.

Here is a list of the current email addresses and where they are being forwarded to:

Administrator – Siusan Moffat

Archives – Christine Jacobs

Awards – Mary Newberry

Bc\_rep – Elena Gwynne

Bookkeeper - [treasurer@indexers.ca](mailto:treasurer@indexers.ca)

Bpcouncilrep – Margaret De Boer

Bulletin\_editor – Alex Peace, Catherine Plear

Central\_rep – Pierre Joyal

Communications – JoAnne Burek

Conference – Heather Ebbs, Alicia Peres, Frances Curry, Susan Brown, JoAnne Burek, Barb Cuerden, Nancy Wills

conference\_chair – Heather Ebbs  
contests – Linda Christian, Alex Peace  
documents – JoAnne Burek  
eastern\_rep – Susan Brown  
editeur-francais – Anna Olivier  
icris – François Trahan  
international\_liaison – François Trahan  
listings – JoAnne Burek  
membership – Frances Robinson  
mentorship – Linda Christian, Stephen Ullstrom  
past\_president – Mary Newberry  
presidents – Alex Peace  
prairies\_rep - Stephen Ullstrom  
registrar – no forward  
social - JoAnne Burek  
special\_projects - Alex Peace  
treasurer – no forward  
treasurers- [treasurer@indexers.ca](mailto:treasurer@indexers.ca)  
webeditor - JoAnne Burek  
wordfence – no forward  
tide – Siusan Moffat  
outreach – Siusan Moffat

## Items for discussion

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### ***Outreach Committee May 2019 (Siusan Moffat)***

Outreach is bouncing along with various members working on their own projects.

Ronnie Seagren has joined the Users and Usability group and she and Kate Mertes are working on a survey on usability through Survey Monkey. They will be asking Special Projects for money to get a Survey Monkey subscription.

Judi Gibbs has about 100 letters to publishers planned. She will be asking Special Projects for money to buy all the necessary items. In all likelihood Siusan will be coordinating in Toronto in order to use some Toronto membership folding and stamping power.

Pierre Joyal continues to research how indexers skills can be used in other realms.

Ann Kennedy has set up our next Word on the Street Toronto event and will be looking into other tabling events around the GTA. I'm sure Ann would like some more help!

A more detailed webpage is needed for Outreach Committee.

TIDE is moving forward with the bursary for structurally disadvantaged people, has their webpage with their mission statement up, have been given the green light for \$250 for a diversity/anti-oppression webinar (ISC member Paula Butler is facilitating), Sarah McIntosh is in the process of writing a TIDE related article for the Bulletin.

The bursary needs more people to help conceive and implement. They will be putting a formal call out to members.

**TIDE motions** that ISC exec approve the TRC Call to Action Support statement, which can then be taken to the AGM for member vote. See below:

Indexing Society of Canada / Société canadienne d'indexation (ISC/SCI) stands in solidarity with the entire Canada Truth and Reconciliation Commission's (TRC) Calls to Action document. In particular, ISC/SCI as an organization will pay particular attention to:

- Establishing and maintaining mutually respectful relationships
- Being properly reflective of the diverse cultures, languages and perspectives of Indigenous Peoples
- Increasing equitable access for professional development opportunities

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### ***ISC/SCI Special Projects Committee Report, May 23, 2019***

Though we have not had a chance to meet often, we have got a few things accomplished.

We wrote a blurb for our page on the website. We put a call out to the membership for ideas to consider, and they include the following (both older ones and new):

- publisher's award



- CMoS subscription discount
- Literary Marketplace subscription discount
- conference speaker
- conference scholarship
- indexer honorarium and mentorship fee paid for indexing of the Bulletin
- hire someone to coordinate a marketing campaign on the value of hiring an indexer, perhaps in conjunction with Indexing Day
- salary survey

We decided to work on the conference scholarship next. We have generated some questions to research and plan to meet soon to discuss the project.

However, at the meeting, questions about procedure arose, and we would like a discussion on this.

Siusan Moffat, on behalf of TIDE committee asked for funds at the May 4, 2019, executive committee meeting and was granted them. Alexandra Peace, on behalf of the Archives committee asked for funds at the May 4, 2019, executive committee meeting and was granted them.

However, now (after the budget meeting), several subcommittees of the Outreach committee would like to request funds. Do they have to wait until the next budget? The committees have an immediate need and have done the research.

They came to Special Projects, but this may not be the correct process. Special Projects seems to be a place to research large, complex proposals that need time.

How does the executive committee think that Outreach should proceed?

Respectfully submitted by the Special Projects Committee, May 23, 2019  
 Maria van Buren, Siusan Moffat, Frances Robinson, Alexandra Peace, Ronnie Seagren

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***Mary Newberry Mentorship Program Report, May 23, 2019  
 (Stephen Ullstrom)***

Since the last report in January, the program has opened for applications from mentees. We have received four applicants, three of whom have been matched. Currently, the three mentorships so far are either finished or underway.

We were a little surprised to only receive three applications initially (the fourth came this week). We are wondering if people were deterred by our framing the opening for applications as a soft launch. Once feedback is gotten from the current participants, we hope to advertise the program more widely. On the other hand, it did take a bit longer to match some mentees than we thought, so perhaps it was good that we had fewer matches to make. We are glad, though, that we have taken the time to have a conversation with each

mentor in our pool, so that we feel like we have better rapport and are more confident making matches.

Most of the documentation is now complete.

We are also pleased that Alexandria Jory has agreed to replace me as coordinator. This will require a confirmation vote by the executive.

With Alexandria taking this position, there will no longer be a coordinator who is also an executive member. At the January 26, 2019 executive meeting, it was decided that if neither coordinator was an executive member, that someone from the executive be designed a liaison to serve as a contact person. The coordinators should have someone they can contact if they need executive approval or discussion, as well as someone to send reports to. The liaison does not need to attend mentorship meetings or be involved in decision-making, but is simply to facilitate communication and cooperation, as needed, between the executive and the program.

I think a liaison would also be a good idea for other committees, such as TIDE, which also may not have an executive member. Perhaps the simplest course of action would be to have one person be liaison for all such committees and programs. I think this issue should be discussed and someone designated as liaison.

This report requires discussion and a motion.

Motion: That Alexandria Jory be accepted as coordinator for the Mary Newberry Mentorship Program for a two-year term (2019-2021), replacing Stephen Ullstrom who is stepping down.

Discussion: Whether or not a liaison should be appointed for the mentorship program and other committees which do not have a participating executive member. If yes, discussion and appointment of said liaison.

Submitted by Stephen Ullstrom on behalf of Linda Christian and Stephen Ullstrom

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### ***ISC/SCI Ewart-Daveluy Indexing Award Annual Report (Mary Newberry)***

The ISC/SCI Ewart-Daveluy Indexing Award was not awarded this year, 2018–19. We received less than three submissions. Technically, an award can still be granted when there are low submission numbers. The Ewart-Daveluy Award is not a competition among submissions, but rather a recognition of indexing excellence.

Our focus going forward will be to encourage members to submit. We received the following suggestions regarding ways to increase submissions:

- Circulate the number of submissions – the thought here is that people may be intimidated thinking about the competition and surprised to hear of how few people are submitting
- Newer indexers may feel intimidated – is there a way to encourage them to submit?
- Offering feedback – introduced for the first time last year (2017-18) – should be emphasized as a benefit of submission and may encourage newer indexers to submit their work, particularly when they learn the number of people submitting is low, which increases the likelihood that they will be one of the 3 runners-up to receive feedback.
- Have a panel presentation at the next conference or at local regional meetings of indexing instructors and indexing award winners to discuss what is involved
- Display copies of award-winning indexes and texts at the conference
- Improve early promotion of award

### **Timeline Past Year**

- 16 November 2018 Call for nominations to all ISC/SCI members
- November and December distribute more widely (not completed)
  - EAC list, on Facebook (EAC page, personal page), on ICRIS, in Bulletin, indexing listservs; indexing schools & university library science departments
- February 2019 Online submission form live
- February 2019 Reminder to all ISC/SCI members
- 25 February 2019 Deadline for submissions

### **Timeline Post-AGM**

- With input from Communications, develop Press Release promoting award and encouraging submissions
- Distribute widely:
  - EAC list, on Facebook (EAC page, personal page), on ICRIS, in Bulletin, indexing listservs; indexing schools & university library science departments; Quill & Quire, BPC - elsewhere?
- Identify new judge for the panel (usually, coordinator drops off panel; most experienced judge becomes coordinator; new judge is appointed). The panel members are listed on the website.
- Update process for incoming judge

**Discussion Requested:** Discussion regarding ways to encourage more submissions

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## ***International Liaison (F. Trahan)***

- Conferences attendance: I went to ASI in Phoenix, AZ, 25–27 April. A review will be published in the next *Bulletin*. Five ICRIS representatives were at the meeting at the beginning of the conference: Max McMaster (ANZSI), Katharina Munk (DNI), Jenny de Wet (ASAIB), Kendra Millis (ASI), and me for ISC/SCI. We went around the table for updates on each society's activities since the triennial in Shanghai last October.  
Here's an overview: Max for ANZSI: national indexing day events in four states, new code of conduct (in ANZSI's April newsletter); Katharina for DNI: conference and ICRIS 2021 triennial in Germany; Jenny for ASAIB: workshops on indexing and taxonomy for government, businesses and people; me for ISC/SCI: TIDE, the mentorship program, upcoming Ottawa conference; and Kendra for ASI: we were short of time so all she could mention was a potential new mentorship program.
- ISC/SCI conference, May 2019: Invite sent to all ICRIS members on 15 February, plus a reminder on 20 March or so. Only one other international representative coming to Ottawa: Kendra from ASI.
- SI conference, 7–9 Sept 2019: I will not go to this conference, so if someone plans to attend there's one spot for an ISC/SCI representative; the conference fees are waived, and there's the added possibility of special discounts for accommodation and meals. I have special discount codes available for this. Additional ISC/SCI members can attend at SI member rates (I sent two emails sent to members, via Frances, in early May, with the discount codes).
- Triennial 2021 for ICRIS: Katharina Munk asked about our thoughts on the ICRIS triennial and international conference in Germany in 2021. This could be in Berlin or Frankfurt, a week before or after the Frankfurt book fair. She asked about our experiences on timing, planning, location, programming, and other aspects of setting up an indexing conference. This is at very early stages, nothing is set yet but if the triennial is not in Europe then North America is probably the next option.
- Index Manager webinar: Katharina Munk, who represented DNI at the informal ICRIS meeting, is the main person for Index Manager. She did a presentation on this software at the ASI conference and she's interested in offering a webinar to ISC/SCI members in the weeks to come (or early fall), for free. I don't know what we can do since it's a business (like the other indexing programs), so I suggested she consider doing a presentation at next year's conference. But she's keen to do this in 2019.

Giving information for points 1, 2, 3 and 4.

There could be a discussion for point 5, to clarify and if someone has suggestions.

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## ***Translations Document***

### **Background:**

Anna Olivier did translations until around 2011, then François Trahan took over. Because François was also leading the revamp of the website, the executive committee agreed that ISC/SCI would hire a translator. According to François, “The ISC/SCI budget was then adjusted to \$500 to reflect this.”

Sylvie Wampfler was hired to translate those items passed to her from François, and according to François, she has reasonable rates. As Sylvie is not an indexer, the coordinator needs to edit/proofread the material before it goes back to the originator.

Anna Olivier took over from François a few years ago. She says that she is happy to be sent the translations necessary, organize them with Sylvie, and proofread them.

### **What?**

**Awards:** everything ... call for submission, announcement of winner

**Bulletin:** the presidents’ reports, awards reports, and the rest on a case-by-case basis

**Conference:** theme, not program [François suggests that because the presentations will be in English, that the program remains in English.]

**Constitution:** whenever any amendments are made

**Website:** everything except material that is only available in English (for example, Resources).

### **Who?**

Translation Coordinator: Anna Olivier

Translator: Sylvie Wampfler

The coordinator acts as a conduit for the material as it comes from a variety of places (conference, Bulletin, website, awards, constitution). The coordinator performs the following tasks:

- moderates the workload for the translator
- proofreads the translations
- oversees the invoicing

### **How?**

1. Authorized person [awards chair, communications (for website), conference, *Bulletin* editor, and presidents (for constitution)] sends document and request to translation coordinator.
2. Translation coordinator sends document to translator.
3. Translator translates document and when finished
  - sends document and invoice to coordinator, and
  - sends copy of invoice to treasurer.
4. The translation coordinator then
  - proofreads the document,
  - sends it back to person who requested it, and
  - okays invoice to treasurer.

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## ***ISC/SCI Report from the Ad Hoc Committee on Bulletin Policies and Procedures, May 23, 2019***

This committee has worked hard over the past year and a half and has completed its task of creating policies and procedures for the production of the *Bulletin*.

While we researched and discussed each item in the document, we put our conclusions or decisions in, rather than a full explanation.

There are two areas that have been questioned that we would like to add some background to here.

### **Advertising**

While we decided to include advertising rates in the issues in case anyone comes asking, we decided that advertising would not be actively sought after.

- The responsibilities of the managing editor are large as it is ... acquiring good and meaningful articles that are of benefit to the members is a big task and the most important.
- The ads that are easy to obtain are from the software vendors. When we looked at what other indexing associations are doing, we discovered that SIDelights, instead of having advertisements from the vendors, has useful articles from the vendors including tips and tricks. We felt that this would be much more useful to the members than ads for software as the members have probably already decided on the software they will be using during their courses and before becoming a member.

### **Institutional Members**

At the last executive committee meeting, we were also asked to decide whether we should still be printing copies of the *Bulletin*. We are printing copies for a number of reasons.

We are printing copies and mailing them to two members who have requested them (both emeritus and one without internet).

We are printing copies for institutional members. This is one of the few benefits that they can realize. The institutions are paying us \$115 annually and they are receiving benefits of \$117 (that is \$45 for the *Bulletin* and \$72 for the *Indexer*). So we are subsidizing them at \$2/institution/year at the present rate.

### **Policies and Procedures**

The committee is pleased to present the fruits of their labours.

I move that the executive committee accept the attached Policies and Procedures created by the Ad Hoc Committee and dissolve the committee.

Respectfully submitted, May 23, 2019

JoAnne Burek, Moira Calder, Sergey Lobachev, Janice Logan, Alexandra Peace



## Policy on *Bulletin* Content and Production

INDEXING SOCIETY OF CANADA  
SOCIÉTÉ CANADIENNE D'INDEXATION

This policy will guide the production of the *Bulletin* by laying out the direction and position of ISC/SCI relating to the publication and by simplifying the production process.

It was created by the Ad Hoc Committee for Development of Policies and Procedures of the *Bulletin* composed of Alexandra Peace, Sergey Lobachev, Janice Logan, Moira Calder, and JoAnne Burek. This policy should be reviewed annually.

This policy addresses the parts of the mission statement of ISC/SCI that deal with communication and education.

The purpose of the *Bulletin* is to inform the members about the activities of the Indexing Society of Canada/Société canadienne d'indexation (ISC/SCI), to provide information about people involved in the indexing trade in Canada and about their work, and to serve as an educational tool for practicing and aspiring indexers.

The bulletin will be published using the following criteria by a managing editor and a production editor.

### **Template**

A template including cover, fonts, and headings designed by David Edelstein should be used.

### **Tone/Editorial Review**

The tone of the *Bulletin* should be informative and conversational rather than academic; the articles should be positive and criticism should be constructive; the managing editor should consider whether article topics have been covered in recent issues. The creation of an editorial review process recognizes the importance of the newsletter to the branding of ISC/SCI. The tone of the *Bulletin* will be assessed by a pre-determined member of the executive committee.

### **Content**

#### **Static content should include the following:**

- information on the members of the executive and chairs of the committees
- submission guidelines
- advertising guidelines

### **Static sections with variable content should include the following:**

- date and location of the annual conference (in the November and April issue)
- report on the annual conference (August issue)
- editorial
- presidents' remarks
- upcoming events
- executive committee meeting summary
- award announcements (winners in August issue, call for submissions in November issue)
- puzzle and answer to puzzle
- welcome to new members
- membership data

### **Variable content could include any of the following:**

- award winners' remarks
- indexing practices
- indexing software tips
- career tips or business management tips
- member profiles and stories
- book reviews
- survey results

### **Content that can be used to fill space or as needed may include any of the following:**

- short nuggets of news/announcements
- volunteer opportunities
- photos
- advertisements
- articles of interest from past issues of the *Bulletin*

In addition, letters to the editor may be published, or, at the managing editor's request, may be turned into opinion pieces.

### **Frequency of publication**

The Bulletin will be published three times a year in (about) March/April, July/August, and October/November.

### **Volume, issue, and page numbers**

Each year starts with a new volume number; each year has three issues numbered one, two, and three; pagination starts again for each issue.



## Use of images

To reduce the workload for the editor, a strong new design for the publication will take the place of stock images in making the newsletter visually appealing. Photos of members' events, however, will be encouraged.

## Copyright

ISC/SCI does not hold copyright of submitted articles. The author may use the article in other publications with credit to the Bulletin. For further information, please see the Copyright Policy of the ISC/SCI.

## Size

The number of pages of pages in the Bulletin will range from sixteen to thirty-two, with increases in increments of four.

## Public access

Issues will be restricted to members for two issues then made public.

The website administrator will add the new issue to the members'-only section of the website and move the oldest issue to the public section.

The communications chair will send an email to members about the availability of the *Bulletin* on the website.

The international liaison will send a copy of the *Bulletin* to ICRIS members for dissemination to their members.

## Advertising

Advertising may be sold for individual issues at the following rates:

- full page                    \$150
- half page                    \$ 90
- quarter page                \$ 50

## Library and Archives Canada (LAC)

The LAC has issued two ISSNs for the print and online versions of the *Bulletin*.

**ISSN 1914-3192            Bulletin (Indexing Society of Canada. Print)**

**ISSN 2562-394X            Bulletin (Indexing Society of Canada. Online)**

They must appear on each issue.

"The ISSN should be printed or displayed in a prominent position, for example, on the front cover (preferably in the top-right hand corner), on the title page, caption, masthead, back cover, colophon, or editorial pages. On electronic publications the ISSN should be displayed

prominently on the home page, title screen, or main menu. The ISSN should be preceded by the letters ISSN and a space, and should appear as two groups of four digits separated by a hyphen. Do not add a colon (:) or a number sign (#) after the letters ISSN."



## Procedures for the Production of the *Bulletin*

INDEXING SOCIETY OF CANADA  
SOCIÉTÉ CANADIENNE D'INDEXATION

### Preproduction

#### Managing Editor Responsibilities

- receive articles and commission more if necessary
- send articles to pre-assigned executive committee member for editorial review
- substantively edit the articles
- acquire crossword puzzle
- send articles to copy editing
- send the editorial, presidents' remarks, and award announcement to the translation coordinator
- send invoice for translation to bookkeeper and treasurer
- acquire or commission photos, or download from the ISC/SCI Flickr site
- acquire or commission info on variable content sections
- send all articles and updated variable content sections to production editor

### Production

#### Managing Editor Responsibilities

- after draft layout, work with production editor to rearrange information as necessary

#### Production Editor Responsibilities

- use the established design tool (e.g., InDesign)
- receive all material from the managing editor
- lay out *Bulletin* using the purchased template
- work with managing editor to rearrange information as necessary
- send to two proofreaders
- make corrections

## **Post-Production**

### **Managing Editor Responsibilities**

- send PDF copy to website admin for publication on the website
- ask membership secretary to alert members that a copy is available on the website
- send PDF copy to international liaison for distribution to ICRIS members

### **Production Editor Responsibilities**

- print out copies, enough to mail out plus several for display at conference and for archives
- mail out to individuals who have requested a print copy (check with the membership secretary for updated addresses), institutions, and corporate accounts
- mail two copies to Library and Archives Canada and check that the digital copy has been uploaded

## TREASURER'S REPORT (ANDREA HATLEY)

Updated financial oversight policy for committees attached.

Amended wording so that the treasurer provides the oversight and committees are not held up in their policy/procedure development pending a meeting of the finance committee—the treasurer is the one familiar with disbursement and collection protocols and can quickly identify what will work and what will not.

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



## **Policy/Procedure: Financial Guidance**

INDEXING SOCIETY OF CANADA  
SOCIÉTÉ CANADIENNE D'INDEXATION

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### **Goal:**

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

### **Procedure:**

Any policy or procedure developed by an ISC/SCI committee that involves the collection, disbursement, or management of money, be submitted to the treasurer for review prior to submission for discussion or approval at an executive meeting.

The treasurer will review and provide timely feedback on submitted policies/procedures with respect to management of funds, including:

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

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## ***ISC/SCI Conflict of Interest Policy (Draft)***

The Indexing Society of Canada / Société canadienne d'indexation ("Society") is an organization dedicated to the promotion of indexers and their professional development.

All committee members of the Society will strive to avoid any conflict of interest between the interests of the Society on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purpose of this policy is to protect the integrity of the Society's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of its volunteers.

The most common types of conflict include

- financial interest, directly or indirectly (e.g., through close relatives)
- non-tangible benefits, for example, contracts awarded to friends
- conflict of loyalties between the Society and a competing organization that the member belongs to

Some examples of conflicts of interest are

1. A committee member who has financial interest in a business that may be awarded a contract to do work or provide services for the Society
2. A committee member who is also a user of the Society's services in a decision on whether fees for services should be increased
3. A committee member whose close relative is eligible for a grant or a bursary

The conflict of interest guidelines should not preclude the Society from recognizing particular expertise from its members and discourage members from bidding for remunerated work where they have a recognized expertise in a field.

In the course of meetings or activities, committee members will disclose any interests in a transaction or decision where there may be a conflict between the Society's best interests and the committee members' best interests or a conflict between the best interests of two organizations that the committee member is involved with.

After disclosure, the committee member may be asked to leave the room for the discussion and may not be able to take part in the decision depending on the judgement of the other committee members present at the time.

Any such disclosure and the subsequent actions taken will be noted in the minutes.

This policy is meant to supplement good judgment and management committee members should respect its spirit as well as its wording.

Date Adopted: \_\_\_\_\_

**Motion: To adopt the ISC/SCI Conflict of Interest Policy**

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## ***ISC/SCI Archive Committee***

### **Mandate**

This committee will gather all material (including digital and physical), research the relevance of the material, research the best methods of keeping the material, and report on all of this to the executive committee.

This committee will then start the work of archiving the material and will create a documented method of doing so.

### **Progress**

It has been determined that Peter Greig in Ottawa has fifteen boxes of ISC/SCI material including the history of the formation of the society. Mary Newberry, Christine Jacobs, and Alexandra Peace have made plans to obtain this material and move it to Montréal for examination.

Christine will be chairing this committee, and two other members have been recruited: Siusan Moffat and Carlisle Froese. Christine has also organized a fieldwork placement for a student to work with the collection for 105 hours over the next six months.

### **Questions for Discussion**

- Does the organization want to convert the entire archive to pdfs and eliminate paper copies older than a certain age (e.g, 5 / 7/ 10 years)?