ISC/SCI EXECUTIVE MEETING

OCTOBER 5, 2019

MINUTES

Participants:

Via Zoom: JoAnne Burek, Lisa Fedorak, Martin Gavin, Maria Hypponen, Alexandra Peace, Francois Trahan, Stephen Ullstrom

Guest via Zoom: Mary Newberry for Margaret De Boer

Regrets: Margaret De Boer, Jason Begy, Pierre Joyal, Ronnie Seagren

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

1. Welcome and Roll Call

Alex welcomed participants

and thanked them for putting in their reports.

2. Review of Agenda

The agenda was approved (**Stephen/Mary**).

3. Review of Minutes

The minutes for May 23, 2019 have been lost and are unlikely to be recovered. The Executive Committee reviewed the May 23 agenda and recollected the decisions that were made. These were captured and will appear as minutes for approval at the next meeting,

4. Approval of Reports (Consent Agenda)

See reports:

Regional Updates:

a) British Columbia (Martin Gavin, no report)
b) Central Canada (Ronnie Seagren, no report)
c) Prairies (Stephen Ullstrom)
d) Eastern (Jason Begy, no report)

Committee Reports:

e) Conference 2019 (Heather Ebbs/Alexandra Peace)
f) Membership (Lisa Fedorak)
g) Outreach/TIDE (Ronnie Seagren for Siusan Moffat)
h) Special Projects (Alexandra Peace)
i) Translation Policies and Procedures (Alexandra Peace)

Ongoing Projects:

j) Book and Periodical Council (Margaret de Boer)
k) Web Administration (JoAnne Burek)
l) Communications (Maria Hypponen)
m) President's report (Alexandra Peace)
n) *Bulletin* report (no report)

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

5. Items for Discussion

a. *Signing Officers*

Moved (Alex/Francois) that that the executive committee approve the following signing officers for the years 2019–2021:

Margaret de Boer

JoAnne Burek

Gillian Watts

Carried. .

b.   *International Liaison (Francois Trahan)*

See report.

Point 2: Amendment to the Terms of Reference (ICRIS): There are currently two lists of membership and names on the ICRIS website: a list of current contacts on the "About ICRIS" page and a list of people who were contacts at the time of the last triennial (Schedule A, at www.theindexer.org/international/terms-of-reference/).

It was agreed in London to remove Schedule A. To match this, the last sentence of the fourth bullet point at "4. ICRIS Email List; B. Membership" needs to be deleted.

Moved (Francois/Alex) to approve these changes to the ICRIS web pages. **Carried**.

Point 3 (discussion):

ICRIS has a page with links to all the societies' websites. The question is whether the societies, including ISC, should have links to all other societies pages (which we do) as well as links to societies' "find-an-indexer" pages (which we don't). Alex mentioned that this was discussed at the SI Conference and it was rejected.

Francois will let ICRIS know that we do have a the links of the societies but not their indexer pages, and that ISC would engage in a discussion to have a reciprocal arrangement with any society.

c. *Finances (JoAnne Burek)*

See report.

Moved (JoAnne/Alex) to reimburse JoAnne for the expenses of $371.18. **Carried**.

d. *Video Conference Software*

See report by Pierre Joyal

Moved (Alex/Martin) to purchase a Zoom Pro subscription at a monthly cost of $20, (annual cost of $240 paid annually + GST ($31.20). **Carried**.

There was a discussion on how we will use the subscription:

1. This is a single user account. The account and its login will be shared among all the users.

2. For at least until the next meeting, only Executive members will have access. This will give us time to work out the process for managing and booking time. After that, we would open it up to committee members.

3. The Executive supports the recommendation to investigate using Zoom or other products for hosting webinars.

4. Pierre will be asked to find out what we can get for the next level of service ($60/month) and to look at webinars.

e. *Executive Travel (Mary Newberry)*

See report.

Discussion:

The executive members agree with the report in principle.

The annual amount proposed needs review. As this is an operating expense, the time to establish this is in the annual budget review in May.

The amount needed may change from year to year depending on where the conference will be held and where the members are located.

Moved (Mary/Alex) to accept the report in principle. **Carried**.

Mary will go back to the committee to work out details about policy and procedures for determining the amount and allocating the funds. The goal is to have this worked out by the time of the AGM.

Alex will go to the Conference Committee to refine the estimate for Meeting Costs (rental of the room for the Executive meeting) and see if there is room there to fund some executive travel.

Alex asked that anyone who will experience hardship in getting to the 2020 conference in St. John's Newfoundland should talk to her.

f. *Conference 2020 (Alexandra Peace)*

See report.

Alex reminded us that the food budget does not include breakfast, as the hotel advised that guests' room rates include continental breakfast. However, we would have morning coffee/tea.

Moved (Alex/Martin) that Alex be authorized to sign the agreement with the hotel. **Carried.**

Further discussion:

1. The question was raised: Why isn't the conference included in the budget. Exposing this information would make members aware of the size of the undertaking and our potential exposure. JoAnne agreed to include representative or "typical" figures for conference revenue and costs to the budget document—with the caveat that these are not committed numbers.

2. Martin will investigate the possibility of directors insurance to protect us from liability exposures.

g. *National Indexing Day*

Alex is looking for ideas to celebrate.

Most of the discussion was about the concept of indexing a nursery rhyme.

Articles could be sent to BPC (Book and Periodical Council) members, or we may produce an illustration that would be suitable for a newspaper.

Martin was asked to pursue this.

Different societies have different dates. Francois will get the official dates.

h. *Succession*

Alex noted some issues we have or will have filling vacancies.

- We still don't have a conference chair. Alex is filling in for the moment. (Mary offered to help closer to the conference date.)
- We need a replacement for Stephen as Prairie Representative next year.
- Pierre is not carrying on as President when Alex is finished.

These problems seem to be rooted in our declining membership. The rest of the discussion focused on retaining new members and encouraging volunteerism.

Ideas and points mentioned:

1. Many new members never subscribe to the ISC-L list before they leave, and therefore miss the benefits. Could we automatically subscribe them?

2. We could renew chat sessions and perhaps have the regional reps rotate hosting them on Zoom. Alex will pursue this with the reps.

3. We could introduce ourselves by joining that Berkeley course chat sessions. Heather Ebbs will be asked.

4.Lisa and JoAnne will look at ways to pitch volunteerism in the membership registration and renewal process and in the *Bulletin.*

5. Alex will address volunteerism at the AGM.

i. *Copyright Policy*
See Policy.

The policy was produced by member Janice Logan and address the *Bulletin* and the website.

Moved (Alex/Francois) to accept the copyright policy as published. **Carried**.

j. *Bulletin Policy*
See Policy.

Moved (Alex/Catherine) to accept the *Bulletin* policy as published. **Carried**.

k. *Mentorship*

See report.

1. The question is "Can we recruit members of sister societies to be mentors?" There was discussion that it would be appropriate to recruit outside for special or niche skills. ASI has no program but they are thinking about doing something. No decision was reached. Pierre will ask Linda Christian to identify cases where we can't find mentors in our own society.

2. Linda has written an article for *The Indexer.* Stephen will ensure that it is placed in Dropbox under the "For Review" folder. Every Executive member will review the article and provide comments to Stephen. The due date for the article is November 1, so feedback must be provided in a reasonable time for Linda to make changes.

l. *Archives*

Tabled.

m. *Access to software licenses*

Item removed.

n. *International Travel Report*

See report.

The committee consists of Stephen (chair) and Margaret. JoAnne, as treasurer, will provide consultation.

o. *Awards*

Mary has a prospect for the Awards Committee.

6. New Business

a. *Rate survey*

Tabled for a future meeting

7. Action Items

Not reviewed

8. Next Meeting:

November 2, 2019, 12 p.m. EST

Not all reports will be needed. Alex will ask for specific reports.

8. Adjournment

Meeting adjourned around 2:30 p.m. Eastern Time.

Consent Agenda – Regional Updates

Prairie Representative Report (Stephen Ullstrom)

I have very little to report since the last executive meeting. I did not organize a meeting this summer, though there is a meeting now scheduled for October 19. I hope to see a couple new members there, along with established members.

Looking ahead, I plan to be in Taiwan for three months this winter—December to February. I will not be able to host meetings in person, but I hope to still organize gatherings online, and to continue to be engaged with the executive through email and Skype, as the difference in time zones allow.

This report is for information online. No discussion or motion required.

Consent Agenda – Committee Reports

ISC/SCI Conference 2019

Final report to the executive

The 2019 conference team held a final meeting on 28 May, a few days after the conference. We summarized our own evaluation of the conference and made plans for the final few activities we had to complete.

Evaluation: Thoughts from the conference team

Venue (Desmarais Building, UofOttawa): The venue was in an excellent location in downtown Ottawa and had a beautiful conference space. Importantly, it was also fully accessible, with barrier-free access to conference room, workshop room and washrooms. Ensuring full accessibility is a **recommendation for future years.** Another boon was having an on-site tech person available all day every day, and this is another **recommendation for future years.** Having that individual was a requirement of the venue, but the cost was well worth it in terms of keeping to time and having no technical problems. Not so great about the venue was the poor communication with our particular contact person and a few resulting glitches, but given that she left her position (during our conference!) it may well have been an individual issue and not the university per se. Frances sent thanks and feedback to the U of Ottawa.

Catering (Infusion [UofOttawa]): Probably in part because of that individual, there were some issues with the catering, including restricted items (or the wording around them) being changed on the final contract, and the delivered food often not including something appropriate for the restricted diets. Beverages were inadequate, with skimpy water, insufficient hot water, coffee and tea, and no decaf, and the luncheon food was bread-heavy. The caterer did respond well when Frances was able to speak with them personally. Although we ordered less food than our numbers, there were still a lot of leftovers, and by law the caterer could not send them to the Mission (which was only a couple of blocks away); however, they do compost their leftovers. Their timing also seemed a bit off, as they came very early. **Recommendations for next year** include telling the caterer that the attendees are mostly women and having beverages available at all breaks.

Banquet: The banquet venue (Signatures @ Cordon Bleu) was in a beautiful building, with a cozy dining space and a nice outdoor space for pre-dinner drinks. The venue was fully **accessible.** There were some glitches with the meals, but they were of our making, and the venue was able to make quick accommodations for that. The food itself was excellent. There were differing opinions on the use of round tables in terms of ease of conversing. Frances sent thanks to Signatures.

Program: The program had an excellent balance of theoretical and practical, of information for the advanced indexer and for the newcomer, of sole presenters and dual or more. Pace and tone varied. Having an interactive session with a panel for the closing session was good

after two long days. Having a physical session of breathwork part-way through the second day was welcomed. One participant mentioned to Alicia that some presentations were a bit thin, but we do have to have different levels for different attendees. **Recommendations for next year** include reminding presenters yet again that slides need big print and shouldn't be too wordy, and reminding the program coordinator to consider the relevance to all of a presentation that is heavily focused on Canadian content. JoAnne and Alicia coordinated the post-conference posting of handouts on the ISC/SCI website according to presenter requirements.

Registration: Our registration process needs some changes. Payment is confusing, as people can register and promise payment, but only the treasurer sees whether they actually have paid or not. We need to know that everyone who shows up at the door has paid, so that if not, we can get their payment immediately. That said, pre-payment is best, as if someone who hasn't paid also doesn't show up, we have lost that income, and we make plans and order food and supplies based on all registrants. A more rigorous system is needed for next year; fortunately, JoAnne is incoming treasurer *and* manages the online registration system, and Nancy will be continuing on in her role as registrar. These two will iron out the kinks for next year.

One change we made this year, **and we recommend that this continue,** was to use a paper-based folder for the program materials given to attendees, instead of the ubiquitous tote bag, and we kept the materials inside to a minimum (conference program, site map, list of attendees). Extras such as tourist information, bookmarks, etc. were not included, as these are often tossed immediately post-conference as attendees may not want to pack them home.

Door prizes: It was great to have so many door prizes, such that toward the end of the conference those who hadn't won anything could go to the table. A **recommendation for next year** is just to use names of attendees rather than ticket numbers. That will be easier and will enable other attendees to put faces to names.

Sponsorship: Our sponsors were the three software companies that advertised in our program and the donors of door prizes (local retailers on Elgin Street, members, the Canadian puzzle company). Heather emailed thank-you notes to all sponsors and door prize contributors, and JoAnne posted the list on the conference web page. As a **recommendation for next year,** perhaps the society's outreach committee could do some brainstorming about what outside sponsors could be approached. Another **recommendation** is to use the Montreal puzzle company (Eurographics) that we purchased our jigsaw puzzle from this year, as they donated another full-sized puzzle, a mini-puzzle and a large tote bag when we told them it was for an indexing conference.

Pre- and post-conference gatherings (Johnny Farina's, East India Company, Colonnade Pizza): These were well attended and much enjoyed. All three were wheelchair accessible and service-dog friendly, but only Johnny Farina's had **accessible washrooms.** Of note, Colonnade Pizza was a particularly good choice for Saturday night because portions were large and attendees for the workshop the next day could take leftovers back to their dorm room fridges to have as breakfast the next day if desired.

Publicity: JoAnne's publicity and promotional efforts were clearly very successful, with readable and enticing blurbs.

Accommodations: The University of Ottawa dorm rooms were apparently showing their wear, but were very clean and comfortable. The fact that the suites had separate bedrooms with a shared kitchen area was much appreciated. The Lord Elgin was in a beautiful location and is a fine hotel. It was good to have two levels of accommodation.

Finances: The financial goal of ISC/SCI conferences is to break even, and the budgets we submitted to the executive reflected that goal. As it turned out, we realized a profit this year of $2,276. In part, that is because we requested and were granted special funding from the executive for our keynote speaker. (We requested $1300; actual costs were $1,282.50 for honorarium, accommodation and flight.) Thank you! But the other big reason we realized a profit was because we budgeted for 50 attendees (of which 14 would be 100% complimentary) and actually had 64 (of which 10 were 100% complimentary), which may be our largest registration ever for a conference. See Appendix B for the profit and loss statement.

Evaluation: Thoughts from attendees
The team updated the survey questions used in prior years with this year's dates and information, and a few further tweaks were made (noting that conference food choices in general tend to be limited, asking if the keynote played a role in attendance, and correcting grammar in one question). The survey was sent to all participants via Survey Monkey on 30 May and ran for three weeks, with a reminder email sent out partway through. The response rate was very good, at 64% (41 responses of 64 sent out).

There are no surprises in the responses. Everyone said the information was in good time for making travel plans. Most of those who attended one of the pre-conference dinner gatherings liked them (note that we had two restaurants because only the fully accessible one was slightly more expensive, so we offered a cheaper option as well). Registration both online and at the door went smoothly for most. Food was acceptable to most, although it should be noted that one member has significant issues with the vegan food supplied and other options for this member may to be looked at for next year (please see the individual responses to the final question). And people did have requests for more beverages available at all break times. All the speakers were enjoyed by most respondents. A few respondents had suggestions for the software sessions, but the sessions were generally appreciated by those who attended. It should be noted that many people did not attend these sessions, so having them may need to be reconsidered for the future. (Also, a couple of people suggested a Sky session from the company, but it should be noted that we tried to get someone, to no avail; therefore users did their own informal session.) For 7 respondents (19%), the keynote played a role in their decision to attend. This special session cost the society $1,300, but that cost is more than offset by the extra attendees, so it is worth noting for the future that the occasional special keynote is of value to members and the society. Just over two-thirds of respondents liked the participatory wellness session we included. There is a list of potential topics for next year's programmer in the responses to Q21 in the Excel spreadsheet.

Most members present attended the AGM. There were only five responses to request for suggestions for improving the AGM, but one relates to the start of the day timing and two are a bit facetious, but realistic in pointing out that an AGM is an AGM is an

AGM. The other two suggested holding it mid-day; it should be noted that we decided deliberately this year to put it at the end of the day (which it has been in the past, as well) so that non-members could leave at the end of the sessions proper and not have to return for further afternoon sessions (sometimes, these folks just don't return, making for lower attendance at sessions post-AGM). Also, it gave flexibility to the duration of the AGM, which has sometimes been rushed when the AGM is mid-day.

The banquet pricing question raised the usual gamut of answers. Of the dollar amounts offered, "up to $70" gained the highest percentage of respondents (32%). Realistically, the banquet costs what it costs for the given locale at the time. There were some suggestions made, some contradictory (round tables are bad; round tables are good; food was excellent and worth the price; food wasn't worth the money) but some potentially useful to next year's planners. Those who attended the post-conference dinner gathering generally enjoyed it. Most respondents would like to see some sort of post-conference gathering next year, and those who offered comments mostly said they liked this year's choice. One person suggested a snack gathering within the conference location, but another preferred the dinner gathering instead of a snack at the venue. One person said they wished the new executive had mingled more instead of sitting as a group.

Social media used are the usual suspects: Facebook, Twitter, email, listservs. Most participants come for professional development and networking. And finally, the dozen suggestions for improvements overall mostly dealt with food.

Handbook updates

The conference handbook is a living document found in the Chair folder of the conference DropBox site. Updates are being made this year by the conference chair. At our final team meeting, it was suggested that it might be useful to have the handbook on the members' area of the website; conversely, it was suggested that this is more of an internal committee document. Ultimately, that is an executive decision.

2020 conference (St John's, Newfoundland, 12–13 June, 2020)

JoAnne, Frances and Nancy will be on next year's committee, which makes for good continuity. Announcements of dates will be up to that committee, but we do **recommend** that it be done as early as possible to allow members, international colleagues and potential presenters to make travel plans.

Final thanks

As conference team chair, I must add my personal thanks to my superb teammates. Not only did they all contribute tremendously to the planning and running of this conference from day one of planning right up to our post-conference activities, they all pitched in and handled my tasks in the busy three weeks immediately preceding the conference when I was sidelined by a health issue. Brava and thank you to Alicia, Barbara, Frances, JoAnne and Nancy!

Respectfully submitted,
Heather Ebbs
on behalf of the 2019 ISC/SCI Conference Committee: Alicia Peres, Barbara Cuerden, Frances Curry, Heather Ebbs, JoAnne Burek, Nancy Wills

Appendix A: Summary of Recommendations

- Ensure that all venues—conference rooms, workshop room, banquet facility, pre- and post-conference restaurants, accommodations—are fully accessible.

- Pay for technical support for the conference rather than having presenters and volunteers trying to ensure all the correct hardware and software is in place and working for each presentation. If this is not logistically or financially possible, then tell all presenters that they are not to bring their own equipment for the presentation but rather should bring a USB stick with their presentation on it.

- Tell the caterer that most of the attendees are women (this affects types of food and quantities).

- Have beverages available at all breaks.

- Remind presenters that slides need big print and shouldn't be too wordy.

- For the program, consider the relevance to all of a presentation that is heavily focused on Canadian content.

- Establish a more rigorous registration process.

- Instead of tote bags, use simple folders for program materials, and keep the materials inside to a minimum.

- For door prizes, use the names of attendees in the draw basket rather than ticket numbers, both for ease of use and to enable other attendees to put faces to names.

- Use the Montreal puzzle company (Eurographics) for the jigsaw puzzle.

- Have the outreach committee brainstorm about what outside sponsors could be approached.

- Announce the dates of next year's conference as soon as possible to ISC/SCI members and to international colleagues (via *The Indexer,* our international liaison and social media) to enable travel planning and to help the program coordinator as she or he approaches potential presenters.

Appendix B: Financial Summary

	Budget	Actual
Revenues		
Banquet	**2,600**	2,268
Miscellaneous		138
Registration		
Early bird (all member categories)	**7,883**	13,282
Presenter rate		606
Refunds		
Regular	**1,372**	
Single day	**184**	
Student		
Non Member Early Bird 2 day	**688**	686
Non Member Regular 2 day	**396**	
Total Registration	**10,523**	**14,574**
Workshop	**1,575**	2,205
Total conference revenue	**14,698**	**19,185**
Expenses		
Folders (Bags and swags)	**300**	249
Banquet	**2,600**	2,988
Handouts	**100**	148
Miscellaneous		194
PayPal Fees	**260**	520
Printing—program, attendee list, etc.	**300**	214
Speaker fees* (honorarium to Breathworx)	**200**	200
Speaker appreciation	**300**	218
Venue	**8,685**	10,221
Workshop (honorarium, room, food)	**1,400**	1,957
Total Conference	**14,145**	**16,909**
Profit/Loss	**553**	**2,276**

*Because the executive covered the extraordinary expenses related to our keynote speaker, as approved at the executive meeting in January, those expenses do not appear on this financial summary. The executive approved $1,300; actual cost of room, flight and speaker fee for Camille Callison was $1,282.50.

Appendix C: Survey Responses
See attached Excel file and PDF. Note that, for reasons known only to Survey Monkey, the text responses are not included, just counted. The Excel file has all responses.

Membership Report, Lisa Fedorak

Activities completed
- Updated position description with Alex
- Familiarized myself with the indexer.ca backend, various lists, and spreadsheets for the position
- Updated procedural manual
- Established communications procedure with Maria: all communications to the membership are sent by membership
- Began using MailChimp to send information to the membership. This is due to the bare bones functionality of webnames (Pronto) email service that doesn't allow for formatting and bulk mailouts.
- Updated isc-l list to remove lapsed members.
- Cleaned up the website membership database to make reporting easier.
- Sent Membership Report to The Bulletin
- Stopped sending new member announcements to isc-l as new members were not joining the list. Will begin sending out new member welcomes via Mail Chimp.
- Updated the unsubscribe notification from isc-l to say "you have been unsubscribed from isc-l. You can rejoin at anytime. Note: if you have lapsed, you will need to renew to be able to rejoin." This notification has spurred lapsed members to renew, although the numbers have not been significant enough to declare this is a beneficial change.
- Sent list to SI for September mailout of The Indexer
- Investigated purchasing database software for the membership and am holding off. Updated the membership spreadsheet with Pivot Tables to do automatic calculations for membership numbers which appears to be working.
- Worked with Alex to develop a new practice for lapsed members which includes notifying the president and vice-president of lapsed members so they can contact the individuals regarding renewal.

Planned Activities
- To track the renewal rate of members, especially those who are new to see if there is additional support or benefits we could easily provide to retain them.

Membership as of September 26, 2019

Total Memberships: 103

- Overall down by:
  - 6 compared to this time last year
  - 1 compared to last report
- Areas of decline: Canadian memberships

- Areas of growth: International and Listed

Comparative	Sept 2019	May 2019	Sept 2018
Total	**103**	**104**	**109**
Canada	87	89	97
Outside Canada	17	15	12
Basic	29	31	35
Listed	63	62	61
Student	1	2	4
Emeritus	3	2	2
Institutional	7	7	7

RESIDENCY OF MEMBERSHIPS

Canada	Total	Basic	Listed	Student	Emeritus	Institutional
BC	19	5	13	-	-	1
AB	9	3	4	-	1	1
SK	2	1	1	-	-	-
MB	3	1	2	-	-	-
ON	44	9	30	-	2	3
QC	4	2	2	-	-	-
NS	1	-	1	-	-	-
PEI	1	1	-	-	-	-
NB	2	1	1	-	-	-
NL	1	1	-	-	-	-
Total Canada	**86**	**24**	**54**	**-**	**3**	**5**
International						
United States	16	5	9	-	-	2
Germany	1	-	-	1	-	
Ttl International	**17**	**5**	**9**	**1**	**-**	**2**

New members since last report in May 2019

Sylvia	Siemens	Individual - Listed	AB	Canada
Eileen	Allen	Outside Canada - Basic	NY	USA
*Laurel	Rush	Individual - Basic	BC	Canada
Joanne	Woods	Individual - Listed	ON	Canada

Leslie	Barker	Individual - Listed	ON	Canada
Melina	Ponak	Outside Canada - Listed	MA	USA
Caroline	Helmeczi	Individual - Basic	BC	Canada
Marta	Steele	Outside Canada - Listed	DC	USA
*Becky	Heaman	Individual - Basic	AB	Canada
Nanette	Norris	Individual - Basic	ON	Canada
Dina	Theleritis	Individual - Listed	ON	Canada
Jess	Klaassen-Wright	Individual - Listed	SK	Canada
Amanda	Rodgers	Individual - Listed	ON	Canada

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

The above is for discussion regarding switch to MailChimp and other changes implemented.

A condensed version will be sent for inclusion in the next issue of the *Bulletin*.

Outreach Committee Oct 2019 (Siusan Moffat)

TIDE has been working on the bursary for structurally disadvantage people that we are now calling Indexing Society of Canada Diversity Bursary. We are putting together the application form and judging criteria. We have a timeline for February to distribute the information and April 1st for application deadline. We are finished the support statement for TRC's Calls to Action, see below. We will be giving this to JoAnne to put on TIDE webpage, unless we hear comments or corrects from Exec. We are also working with Paula Butler to present a webinar on indexing diversity and diversity in indexing. **We need a conference software to do this!** Our date for the webinar will be in February. We have the capacity to store the video on Vimeo and make it available on the ISC website if Paula allows us to do this. We have a new member: Jess Klaassen-Wright!

> **TIDE TRC CALLS TO ACTION SUPPORT STATEMENT**
> The Inclusion, Diversity and Equity (TIDE) committee is guided by the principles of the Truth and Reconciliation Commission of Canada's (TRC) Calls to Action document. In particular, TIDE committee will focus on these goals for Indexing Society of Canada / Société canadienne d'indexation (ISC/SCI) as an organization:
> o Establishing and maintaining mutually respectful relationships
> o Being properly reflective of the diverse cultures, languages and perspectives of Indigenous Peoples
> o Increasing equitable access for professional development opportunities

Publishing – Judi has received approval from Special Projects to send out promo letters to Canadian non-fiction publishers. She has the deadline of November 1 to come up with a list of 100 contacts. Next she will ask Communications committee to the promo letter.

Users and Usability – No update from Ronnie or Kate. Last info was they were discussing a survey to send members and putting together a document for funding to give to Special Projects. Ann writes: The booth at the Word On The Street festival yielded over half a dozen email addresses from people who wanted to learn more about ISC. Thanks to Mary Newberry and Angela Wingfield for volunteering their time to attend the booth. Other tabling opportunities have been sourced, but at present we do not have a budget for other activities. [I have explained to Ann how to do this through Special Projects.]

Technology and Skills – Pierre has no updates to report.

Discussion/Question: When will the society have video-conferencing software with webinar capabilities?

ISC/SCI Special Projects Committee, report for October 5, 2019 executive committee meeting

The committee has been meeting regularly.

The Outreach Committee asked for funds to send information out to publishers. We asked for more detail on this and, upon receipt, supported the application and gave the go-ahead to Judi Gibbs. Please see attached report for more information.

We also did research into our next project: the conference scholarship. We had a look at what other organizations are doing and thought about what questions we needed to answer for our own. We are making progress, but do not have a full recommendation yet.

We have been considering how to help new indexers or first-timers get to their first conference. We believe that there is a large benefit to attending conferences. People who have never been to a conference may not understand the benefits. In addition, new indexers may not be able to afford to come. Our aim, then, with this scholarship is to get those people to a conference.

We have considered some of the following items:

geographical limitations

- We will be proposing that scholarships are only available to people more than 1000 km from the conference.

dollar amount

- We did a survey to help us decide on the amount of the scholarships. The results were mixed but informative. Thus, we will be proposing that the conference scholarship will cover the early-bird fee for two days of the conference.

timing

- Because we believe that the transportation costs are a significant impediment for people living on one side of Canada to get to the other side, and because the conference will be held every other year on one side or the other, we will be proposing that the scholarship be offered only in those years.

- Transportation into Toronto, Montréal, and Ottawa is frequent and less expensive than going from one side of the country to the other.

- We will be proposing that the decision on the scholarships be held before the early-bird fees are due so that people can decide whether this will allow them financially to go to conference, but the fee will be paid directly to conference.

number

- The number of scholarships that we will be proposing that the society offer was developed from a consideration of how much of the total budget for special projects we want to spend on conference scholarships. Our thought is that of the roughly $18000, we think about $6000 should be used toward conference scholarships.

- Thus, if we want to spend about $1000 every other year and cover conference fees, we believe that the society will be able to give out three memberships in the years that the conference is either east or west, and no scholarships in the years that the conference is in central Canada.

In addition, we have a few questions left to answer:

What are the eligibility criteria? What constitutes a new indexer? Should all the scholarships go to this category or should one go to an experienced indexer but who has never been to a conference?

What will we require of the winners to help them be engaged? Write an article for the *Bulletin*? Send in a question to be asked of the audience at the conference? Help at the registration desk? Help to plan the next conference?

This report is for information only.

We hope to bring a full recommendation to the executive committee by the end of the year and in time to implement for Conference 2020.

Respectfully submitted on behalf of the Special Projects Committee

Maria van Buren
Siusan Moffat
Alexandra Peace
Ronnie Seagren

(Frances Robinson is no longer on the committee.)

Publisher Outreach May 2019 Special Projects Approved

The current plan is to send letters to up to a maximum of 100 non-fiction publishers letting them know about the services ISC offers and the ISC Find an Indexer. For supplies and prices, I checked Staples.ca. I will need:

- Paper: Two packages, 100 sheets each, of 100% Cotton Resume Paper, 32 lb, 8 1/2"x11", Ivory @ $19 each = $38 + 13% HST
- Envelopes: A box of 250 with quick strip is $21.99 + 13% HST. (The next size down is 100 envelopes, and we really need some to spare.)
- Address labels: Two 100-packs @ $9.99 = $20 + 13% HST
- Printing 110 pages @ 20¢ per page = $22 + 13% HST (It will fit onto one page with coloured letter head)
- Printing address labels = $12 + 13% HST
- A roll of 100 stamps @ $90.00. I'd like style 101404.

Subtotal = $114 x 13% HST = $128.82
Stamps = $90
Total   = $218.82 (I suggest rounding up to $250.)
The plan for implementation:

- I will research and compile a list of 100 publishers; I will include as much contact info as I can find. http://www.thebpc.ca/the-publishing-industry/full-members/ is a helpful resource for finding publishers.
- I will ask Communications to write a letter that introduces/reminds Canadian publishers about ISC and indexers. The letter will emphasize the ISC website and Find an indexer. Communications will take the letter to executive for approval.
- Ask press to let their indexers know about ISC regional meetings and ISC annual conference. Include contact info of regional reps.
  Supplies will be ordered from Canadian source and sent to Siusan, who has agreed to act as a middleperson as I am located in the USA.
- Siusan will bring supplies to Toronto ISC meeting for a "letter stuffing party"
- Siusan will mail letters from Toronto.
- (If there is a new ISC bookmark or business card available, that will also be included in the letters.)

Why am I offering to do this project when I'm asking Communications to write the letter? Because researching and compiling a list is the one volunteer job I can do from the U.S. I need to volunteer some time, and I can do this job.
Judi Gibbs

Translations Policy Committee

Background

The original committee took a policy to the executive committee for approval. The executive committee asked questions about costs for some of the recommendations,

particularly about translations on the website. A new committee was formed to delve into this question and report back. The new committee consists of JoAnne Burek, Pierre Joyal, François Trahan, and Alexandra Peace. The previous committee consisted of Andrea Hatley, Pierre Joyal, and Alexandra Peace.

Currently

The committee has discussed the dilemma of whether the association should be truly bilingual with all the associated effort and costs for a small percent of the members, or whether the association makes a good effort but is not truly bilingual and then loses any new possible francophone members. No conclusion has been reached yet.

In the meantime, we have decided to do the following:

- examine exactly what has been translated
- make a list of suggestions on what should be translated
- get a quote on translation cost
- bring this request to the executive committee

JoAnne Burek has very helpfully provided a comprehensive list of all the pages and posts on the website, and the committee is making its way down the list.

This report is for information only.

JoAnne Burek

Pierre Joyal

Alexandra Peace

François Trahan

Consent Agenda – Committee Reports

Book and Periodical Council Representative Report (Margaret de Boer)

The BPC member hub meetings since the last Executive Committee meeting were held on June 27 and September 26.

In addition to the member hub reports, the BPC AGM was held on September 26. The most recent member hub reports have been submitted and are titled *BPC member hub reports 20190926* located in the same Board folder.

BPC members have heard about ISC conferences, mentorship, awards, special projects, and regional meetings. Many member hubs have also developed or are developing programs on mentorship and diversity.

The next BPC member hub meeting will be held on February 6, 2020.

Visit thebpc. ca for more details.

Some highlights:

- Gillian Fizet, representing Canada FBM 2020, the organizing committee of the Canadian contingent at the Frankfurt Book Fair 2020 gave a presentation. Canada will be the guest of honour. Visit canadafbm2020.com for more details.

- Kate Edwards of the Association of Canadian Publishers (ACP) has offered to promote the E-D award in their newsletter. ACP is also musing about creating a directory of publishing specialists, including indexers. I'll keep a close eye on its progress.

- From the Cutural Human Resources Council, BPC is offering a workshop on *Maintaining Respectful Workplaces.* Many BPC members employ staff. Space is limited. As we do not employ staff, regrets will be sent in order to ensure other members are able to attend.

- WOTS: The member was not present, nor was there a report. I'll follow-up to hear their perspective on the event in Toronto.

- The Ontario Library Association is holding a copyright symposium on Indigenous Knowledge on November 22. The cost may be $100. It sounds interesting but all the details aren't available yet so not determined yet if attendance is of benefit to indexing.

- BookNet Canada is hosting TechForum in March 2020 in Toronto. With further investigation, there may be workshops on e-book technology that might be useful to indexers.

Web Administration (JoAnne Burek)

Membership Pricing

- Implemented the price increases effective July 1.
- Added a new price category for Canadian Emeritus members
- Added descriptions for each price category to clarify which memberships apply to Canadians.

See image on next page.

Membership Directory Enhancements

Purchased and installed an enhancement to the Membership Directory so that we can search not only on Last Name, but also First Name, City, and Province/Region.

The cost for the plugin was included in this year's budget.
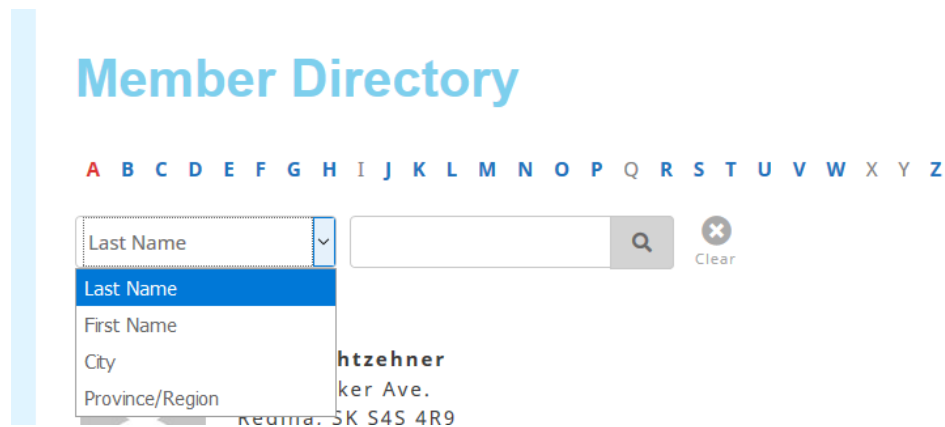
New Domain

Acquired the domain findanindexer.ca.

This report is for information only.

Choose your membership level

◉ Student - Basic - $65.00 - 1 Year
  Canadian full-time student membership

○ Institution - Basic - $125.00 - 1 Year
  Canadian institution membership

○ Individual - Listed - $165.00 - 1 Year
  Canadian membership with listing

○ Student - Listed - $120.00 - 1 Year
  Canadian full-time student membership with listing

○ Institution - Listed - $180.00 - 1 Year
  Canadian institution membership with listing

○ Outside Canada - Individual - Basic - $120.00 - 1 Year
  International basic membership

○ Outside Canada - Student - Basic - $80.00 - 1 Year
  International full-time student membership

○ Outside Canada - Institution - Basic - $135.00 - 1 Year
  International institution membership

○ Outside Canada - Individual - Listed - $175.00 - 1 Year
  International membership with listing

○ Outside Canada - Student - Listed - $135.00 - 1 Year
  International full-time student membership with listing

○ Outside Canada - Institution - Listed - $190.00 - 1 Year
  International institution membership with listing

○ Emeritus - $50.00 - 1 Year
  Canadian Emeritus

Communications Report (Maria Hypponen)

The Communications portfolio has had a busy spring and summer, with additional activities being undertaken this fall. This report is for information only.

Activities completed

- "Member-first" approach to communications established with Alex and Lisa
- Press releases issued to updated distribution list, posted to the website, and shared on Facebook and Twitter
    - Indexing Society of Canada announces new Executive (July 4, 2019)
    - Indexing Society of Canada announces 2019 Tamarack Award recipient (July 4, 2019)

- Save the Date for ISC/SCI Conference 2020 (August 28, 2019)
- Inquiries received via the website form are being tracked in a new document to ensure consistent and timely response
- Promotional materials
    - New bookmark designed and printed for events (BookArts at the Market, Word on the Street)
- Web content
    - Article about the Ewart-Daveluy Award published

Activities to come

- Press release congratulating Vivian Unger for winning the Purple Pen competition is in the works; has already been shared with the membership
- Process for press releases to be documented and validated with the Executive
- Inquiries to be developed into FAQs to be added to the website
- Letter to be sent to students at indexing courses
- Communications calendar being developed to help track known communications opportunities, such as those with respect to the AGM; to be shared with the Executive for input
- Further development of social media channels, including edits to the Wikipedia page and recommendations for enhancing our Facebook and Twitter presence
- Working with Alex to update the position description
- Revisiting the communications strategy

My thanks to Alex, JoAnne, and Lisa for responding to all my questions with grace and patience, and for helping to orient me to processes and practices.

President's Report

It feels like such an honour to follow in the footsteps of those who have gone before. I don't know the names of some of those people (perhaps a list will be forthcoming from the newly minted Archive committee?), but I still meet regularly with Margaret de Boer—past president, and Mary Newberry—past-past president (Is there such a thing?) to ask their advice and glean some of their wisdom.

I have a list of some of the things I have been doing, but the activities, while worthwhile, seem far away from our members. Considering the decrease in membership numbers, I think we should all be considering what we are doing that will have a real impact on the individual members.

- met regularly with Maria on communications
- worked on a lapsed members procedure with Lisa
- worked on a position description for membership secretary
- approached Joan Shapiro of ASI to discuss findanindexer.com

- met with Margaret de Boer and Mary Newberry to draw up a list of names for conference chair
- reworked report templates
- got information on emeritus membership for Lisa
- wrote letters to fourteen lapsed members and received eight responses (57%)
- met with François to discuss our position for the informal ICRIS meeting in London, UK
- went to the ICRIS meeting at the SI conference on behalf of François, gave a lightening talk about ISC/SCI and Conference 2020
- worked with Maria to get bookmarks designed
- staffed a booth at Book Arts at the Market, Wolfville, NS
- worked on Conference 2020: negotiating contracts with the hotel and catering company, and starting the committee meetings
- worked on committees: special projects, translation policies
- met with Pierre, worked on getting reports and organizing this meeting

This is for information only.

Alexandra Peace

Items for discussion

International Liaison (F. Trahan)

- <u>Conferences attendance</u>: Alex went to the SI conference on 7–9 September in London, UK and she attended the informal ICRIS meeting on my behalf. I copy and paste her report below. My next two points are related to this meeting.

- <u>Amendment to the Terms of Reference (ICRIS)</u>: There are currently two lists of membership and names on the ICRIS website: a list of current contacts on the "About ICRIS" page and a list of people who were contacts at the time of the last triennial (Schedule A, at www.theindexer.org/international/terms-of-reference/).
    It was agreed in London to remove Schedule A. To match this, the last sentence of the fourth bullet point at "4. ICRIS Email List; B. Membership" needs to be deleted.
    I seek approval of the executive for these changes to the ICRIS web pages.

- <u>Links to other societies' websites on Find an Indexer</u>: At the Shanghai triennial in October 2019 a suggestion was made that all member societies list each other's directories of indexers available (i.e., Find an Indexer) within their own directories. There was opposition to this at the time, but this suggestion was revisited at the London meeting.
    In the end, it is to the discretion of each member societies to add links (or not). We already list every other indexing society on our Resources page, but would we want to list their directories as well, and if so, where on our website would this go? There is no commitment to ICRIS on this matter.

- <u>ISC/SCI conference, June 2020</u>: Press release sent to all ICRIS members in mid-September, after Alex's short presentation at the SI conference in London, UK.

Giving information for points 1 and 4

Motion and vote for point 2

Discussion for point 3

Report on ICRIS Meeting, September 2019, London, UK

By <u>Alexandra Peace</u>

There were six of us present including Caroline Diepeveen, Ann Kingdom, Devon Thomas, Katarina Munk, Pierke Bosschieter. We met at lunch on the Sunday of the conference.

Caroline ran the meeting and Pierke took notes which will be coming to all the societies.

Terms of Reference

The suggestion is that the sentence directing people to Schedule A will be removed, and instead a sentence directing people to a place similar to the 'about ICRIS,' but in a different tab that just lists the current members and is available to the public.

Find an Indexer

The agreement reached in Shanghai was rejected. Ann Kingdom felt that no one would go to the ICRIS site looking for indexers.

It was acknowledged that different societies have different criteria and fees for their individual findanindexer areas.

It was suggested that societies voluntarily put a list of other findanindexer locations on their own site, but not necessarily in the same place as their own listings.

I raised the point about the US findanindexer.com, and Devon will be taking it back to the executive. We all realized that there may be nothing to be done, but Devon did acknowledge that they hadn't really thought about how it would scoop up people from other nationalities.

National Indexing Day

There was a suggestion that it become International Indexing Day. Denied.

Triennial 2021

This will be a joint conference between Germany, Holland, and the UK. They are surveying people to see whether Berlin or Frankfurt would be best, but they are hoping for Berlin. They expect about 50–75 people.

ISC/SCI Conference 2020

I spoke about it and handed out brochures. I told them an official announcement would be coming out soon. Pierke is intending to attend.

Treasurer's Report (JoAnne Burek)

Financial Statements

See "Financials Sept 30.pdf". The income and expenses is mostly on track. Expenses include three issues of *The Indexer*.

Our current bank balance is $17,740 in Cash Account and $19,465 in GICs, for a total of $37,205.

Activities since May

- Completed the hand-over activities—signing forms at the bank, reviewing the books with Andrea.

- Obtained a letter from Margaret for the bank to authorize me to send bank drafts for *The Indexer* with just my signature.
- Quickbooks software: obtained a small discount by renewing annually instead of monthly. The Quickbooks subscription runs until July 2020

Motion to Pay Bills

In accordance with finance policy, I require executive approval to reimburse myself for my expenses. Some of these are related to the website.

Item (please include purpose)	Cost
Member Directory plugin add-on SG Custom Web Solutions	$ 15.00
Quickbooks software July 2019	$ 30.51
Quickbooks software August 2019-July 2020	$ 300.22
Domain Registration "findanindexer.ca" with Hover (16.79 US)	$ 22.77
Postage for bank draft for The Indexer ($2.55 plus GST)	$ 2.68
Total amount claimed	$ 371.18

Motion: To pay the bills totalling $371.18

Video Conferencing and Collaboration Software

Purpose:
Select a video conferencing system for the ISC/SCI 100-member professional organization dispersed in various cities and regions of Canada and the USA

Background:

The ISC/SCI is considering video conferencing software to conduct meetings across its user community. A survey of the available software was conducted, comparing features and prices. Following this review, two products in particular were identified as probable tools for the ISC/SCI. Zoom and GoToMeetings were retained for further review.

Zoom has been used by several members of the executive already and is the cheaper of the two products. The use cases below were considered most desirable.

Pricing varies based on features and the number of users accommodated.
Zoom Pro:
Cost $20/month, paid annually; up to 100 participants
GoToMeeting Pro:
Cost: $39 month, paid annually; up to 150 participants

It is important to note that Webinars are more expensive features that are purchased separately from the main package and is substantially more expensive (Zoom: $53/month; GoToMeeting: $104/month)

Use cases:
1. Video conferencing: meetings of the executive of the association with members present in a room while others are connecting remotely
2. Video conferencing: regional meetings held in a conference room with participants connecting remotely
3. Video conferencing: meetings held by committees held in a conference room with participants connecting remotely.
4. Video conferencing: communications between mentors and mentees held in a conference room with participants connecting remotely.

Webinar use cases (this feature should be considered separately)
5. Webinars: the ability to produce webinars remotely, sharing presentation, documentation and whiteboarding (collaborating on a document)
6. Video conferencing: Annual meeting where some participants are in a conference room and others will be participating remotely
7. Video conferencing: Conference speakers can present remotely to a conference audience (Not sure if this is a facility that would be offered by the Conference Venue)

Recommendation:

Purchase a Zoom Pro subscription at a monthly cost of $20, for an annual cost of $240 paid annually + GST ($31.20)
Postpone consideration of the Webinar features

Executive travel (Mary Newberry summary)

Proposal (7 September 2019)

Context to proposal

1. Is an Executive Travel subsidy needed?
   1. The committee thought the use of electronic meetings was valuable. They also agreed that an annual face-to-face meeting of all of the executive was useful and worth some expense
2. What are the objectives of the Executive Travel subsidy?
   1. Face-to-face meeting annually for full executive. There was little or no enthusiasm for subsidizing senior executive (co-presidents) attending regional meetings or for face-to-

face meeting for co-presidents. Short electronic meetings were considered a good option.

3. What would the criteria be for receiving the subsidy?
    1. Executive member
    2. Need
    3. Distance

This was the most difficult. Extending the availability to all executive members would be the easiest. There was a suggestion that it be offered to first-time executive members for travel to the conference. But we most strongly endorsed the basis of distance travelled and need. Since we do not have the wherewithal to judge need, this would be left to the judgment of the applicant. The amount granted would be determined by the budget, the distance travelled and the number of applicants.

Proposal

In point form, here is our proposal:

1. The subsidy is available annually to each executive member on an as needed basis, recognizing that the mandate of the fund is to
    1. facilitate annual face-to-face meetings of all executive members, usually at the time and location of the annual conference
    2. assist those executive members whose budget for travel is limited (this recognizes the instability of our industry, indexers at various points in careers, multiple responsibilities, various temporary cash flow issues, etc.)
2. The amount of the subsidy granted will be based on
    1. Travel expenses only
    2. Budget submitted with application, supplying method and approximate cost of travel (the most economical, within reason)
    3. Up to 100% of amount requested (this can be up to 100% of travel costs).
    4. Amount available in budget, with priority given to those travelling the furthest distance and those who have not attended a meeting previously (order of priority not yet determined)
    5. A lesser amount will be offered if the full amount is not available in the budget
3. Amount to budget annually: $1200
    1. Enough to give substantial subsidy to 2 executive members
    2. It will be understood that this amount may not be used each year, but members will be encouraged to apply for it to facilitate attendance at a meeting
4. Other considerations
    1. Restrict the subsidy to one time per person per executive tenure. Downsides of this restriction:
        1. Could impede the valuable work of a very active executive member who is not a high earner
        2. Has an implication that it is a perk for executive members, whereas the mandate is to base the fund on need
    2. Restrict the subsidy to first-time executive members. Downsides similar as f.i.1 (above)

ISC/SCI Conference 2020, report for the October 5, 2019, executive committee meeting

At this time, the conference committee consists of three past members, two new members, and an interim chair: JoAnne Burek, Frances Curry, Nancy Wills, Lisa Fedorak, Trine Schioldan, and Alexandra Peace. We are still looking for a chair at this time.

Work on this year's conference is well underway:

- We announced the location and dates at Conference 2019.

- We have negotiated a contract with Murray Premises (to be signed upon approval of the budget by the executive committee). We have initiated contract discussions with the Gypsy Tea Room.

- We have created a theme for this year:

ISC/SCI Conference 2020. *See* St. John's, Newfoundland

- Alexandra Peace gave a lightening talk at the Society for Indexers, UK, in London in September, 2019. (The Tourism Newfoundland and Labrador videos playing silently in the background elicited a few gasps!)

- Frances Curry has initiated contact with *The Indexer* to get current conference info into the standing advertisement.

- Lisa Fedorak has been in touch with Alicia Peres, the past programming chair, to obtain lists of possible presenters.

- JoAnne Burek is preparing some publicity to announce the venue as soon as the contract is signed.

- Trine Schioldan is researching event possibilities for the Thursday evening, and has written an article for the *Bulletin* promoting St. John's, Newfoundland.

- Nancy Wills is working with JoAnne Burek to ensure that any challenges from registration last year are worked out in advance and is getting ready for this year.

- On Lisa's suggestion, we are organizing a Fireside Chat for Newbies on the Thursday afternoon for a nominal fee ($15 for non-members, $10 for members). This may involve having the executive committee in the morning rather than the afternoon.

- We have put a tentative budget together. It looks like the costs will be quite low. Please see attached.

Motion:

I move that the executive committee approve the venue, theme, and budget (as attached) for Conference 2020 and give Alexandra Peace the authority to sign contracts with Murray Premises and the Gypsy Tea Room.

Respectfully submitted on behalf of the committee: JoAnne Burek, Frances Curry, Nancy Wills, Trine Schioldan, and Lisa Fedorak

ISC/SCI Conference 2020

Revenue

	Fees ($)	Attendees*	Total ($)
Early Bird, 2 days	291	22	6402
Early bird, 1 day	159	1	159
Students, 2 days	158	1	158
Regular, 2 days	343	2	686
Regular, 1 day	184	2	368
Non-Member	375	2	750
Free, ICRIS **	0	3	0
Free, presenters	0	9	0
Free, president	0	1	0
Free, conference c	0	1	0
Total Registration		44	8523

* estimated

Expenses

Meeting room and catering		$4,969
AV equipment rental		200
Speaker thank you gifts		250
Bags and swag		500
Reception/after party		300
Handouts		50
Printing (program, banquet tickets, m		200
PayPal fees		260
Speaker (flight, hotel, and honorariur		1000
total expenses		$7,728.60

Income less Expenses $794

ISC/SCI Copyright Policy

Purpose

The purpose of this policy is to ensure that ISC/SCI complies with the Canadian Copyright Act. Failure to comply with the Copyright Act puts ISC/SCI at risk of infringing copyright. This policy sets out ISC/SCI's position on the use of 3rd party material on the website and in its newsletter, **Bulletin**.

This policy informs all members of ISC/SCI about Canadian copyright law and informs members involved in the website and publication of the **Bulletin** of the actions required to comply with the law in the use of 3rd party material. This document does not constitute legal advice and legal advice should be sought where necessary.

This policy provides

- an overview of Canadian copyright law, and
- direction on the use of 3rd party material.

What is Copyright?

Copyright is a property right established by the Copyright Act of Canada. Copyright is owned by the creator of the work. To be protected by copyright a work must be fixed in a tangible medium of expression. Copyright protection then extends from the time of creation until 50 years after the creator's death.

Copyright is protected internationally by the Berne Convention for the Protection of Literary and Artistic Works. Canada is a signatory to this treaty. Under this treaty creators in any member country are considered protected by the copyright protections of the country in which their creation is used, for example, when publishing content from another country in the **Bulletin**, the copyright law of Canada applies. The specifics of copyright protection vary from country to country.

In Canada the Copyright Act applies to

- literary works like books, magazines, pamphlets, and computer programs that consist of text;
- dramatic works like films, plays, scripts;
- musical works such as compositions;
- artistic works like paintings, sculptures, photographs.

The law gives the copyright owner a bundle of rights:

- the exclusive right to produce, reproduce, perform and publish a work
- the exclusive right to determine how a work will be used and to make money from the creation
- the moral rights to attribution, integrity and association of the work

Copyright is infringed when someone exercises one of the rights exclusive to the copyright owner without the author's permission. Civil remedies such as an injunction to stop publication or monetary payments may apply in cases of infringement.

ISC/SCI and Copyright

- Copyright for articles published in the **Bulletin** or on the website remains with the author. The author may republish the article elsewhere. ISC/SCI requests that republication of the article elsewhere include a notice that the article was originally published on the website or in the **Bulletin**.

- Authors are asked to sign a letter giving ISC/SCI permission to publish the article in print and on the ISC/SCI website and acknowledging that the article will be available freely in the archives of ISC/SCI.

- Requests received by ISC/SCI to reprint or quote from an article are directed to the author.

- Written permission must be obtained from the author to post an article on the society website.

Contacts

- The first point of contact for enquiries about copyright is the website administrator or the managing editor for the **Bulletin**.

- The Executive Committee is the approval authority for the copyright policy.

Appendices

- Letter of permission to publish an article in the **Bulletin**

- Letter requesting permission to post article on ISC/SCI website

Resources

- The Copyright Act of Canada   http://laws-lois.justice.gc.ca/eng/acts/c-42/
- Canadian Intellectual Property Office, "Copyright," http://www.ic.gc.ca/eic/site/cipointernet-internetopic.nsf/eng/h_wr00003.html
- Berne Convention for the Protection of Literary and Artistic Works http://www.wipo.int/treaties/en/ip/berne/
- Copyrightlaws https://www.copyrightlaws.com/
- University of British Columbia, Copyright Educational Resources https://guides.library.ubc.ca/c.php?g=698822&p=4961441

FAQs

Can I submit my article to another publication after being published in The Bulletin?

- Yes, you can. You retain the copyright for your article when it is published by The Bulletin. We ask that you include a note in future publications saying that the article was originally published in the Bulletin.

Can we post 3rd party authored articles on the society website under "Useful Resources"?

- Permission to post an article must be obtained in writing from the copyright holder of the article. It is, however, permissible to place a link to the article on the society website.

Updating

- The Copyright Policy will be reviewed and revised as needed whenever changes are made to Canadian legislation or whenever a significant court case is decided.

- The Managing Editor is responsible for reviewing the Copyright Policy annually with the incoming members of the Executive Committee.

Date Adopted: _____   Signature _____
Date Reviewed: _____   Signature _____
Date Revised: _____   Signature _____

Indexing Society of Canada / Société canadienne d'indexation (ISC/SCI)
Agreement for Publication

Title   :_____

Author:_____

In order to publish this work in the ***Bulletin*** and/or on the ISC/SCI website we require the agreement of the author/copyright holder. You retain copyright to your work when it is published by the ***Bulletin*** or on the ISC/SCI website.
 By signing this form you (author/copyright holder) declare
- that this is your original work;
- that if the work contains material that is someone' else's original work, you have obtained the necessary permissions to use it;
- that to the best of your knowledge the work does not contain any material that is libellous or infringes on anyone's copyright;
- that the work is not under consideration by any other publication at this time.

And you agree
- to include a statement acknowledging the work was first published in the ***Bulletin*** or on the ISC/SCI website if you republish the work elsewhere or post it on your own website;

> Example:
> This article was originally published in the ***Bulletin*** (edition, year)/ on the website of the Indexing Society of Canada / Société canadienne d'indexation (ISC/SCI).

- to ISC/SCI making your work available publicly in the archives section of the ISC/SCI website.

Author/copyright holder _____

Date   _____

Indexing Society of Canada / Société canadienne d'indexation (ISC/SCI)
[put in address for returning the form]

Request for Permission to Publish

The Indexing Society of Canada/Société canadienne d'indexation (ISC/SCI) is the professional association for indexers in Canada. We publish a newsletter, the **Bulletin**, three times a year. This newsletter is available to society members in print form and online at our website at indexers.ca. Access to the most recent two issues is available to members only. All previous issues are available to the public via the archives on the website.

ISC/SCI would like permission to publish the following material in our newsletter, the **Bulletin**. We understand that you are the owner of the copyright for this work.

Author(s) and/or editor(s): _____

Title of book or periodical: _____

Copyright date: _____

Title of excerpt/figure #/table #: _____

Location of excerpt/figure/table:

Page_____, line_____, beginning with the words
_____

To
Page_____, line_____, ending with the words
_____

We ask that you sign and return this form either by mail or email [email address here]. By signing the form you give us permission to publish this material online and in print form, to make it available publicly in our archives, and declare that that you are the sole holder of the copyright and that the material does not infringe copyright of anyone. If you do not hold copyright, would you let me know to whom we should apply.

Copyright holder:

Name: _____

Organization: _____

Signature: _____
Date: _____

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

The ISC/SCI-approved template including cover, fonts, and headings 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.

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."

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

Mary Newberry Mentorship Program Report, October 5, 2019 Meeting (Linda Christian)

The Mentorship Program has been operating since the January 2019 launch.

1. **Status of applications: Number of applications: 7**
    a) Mentorships in progress: 3
    b) Mentorships completed: 1
    c) Mentorships not yet matched: 2
    d) Mentorship applications that did not go forward: 1

2. **Work in progress/Completed**
    a. Payment system is online thanks to JoAnne Burek.
    b. Program Evaluation;
        i. Discussion meeting being set up with mentors;
        ii. Discussion questions done (attached);
        iii. Discussion questions for mentees to be done by October 7 (it will look a lot like the one for mentors) and discussion meeting to be set up with mentees for mid-month;
    c. Part 2 of Mentorship Program article being written (Linda Christian) for the *Indexer* due Nov. 1, 2019.

3. **Next steps**
    a. Recruit mentors
        i. Develop a mentor recruitment plan
        ii. Send out a call for mentors
    b. Advertise program (depends on our ability to recruit mentors)

4. **Issues and concerns**

    The first priority is mentor recruitment. Lack of mentor availability is the main bottleneck in the program. Only one mentorship has completed, mainly due to mentor scheduling issues – applicants can be matched but mentors are not always immediately available. This does not seem to pose a problem for the mentees but it does slow progress. Once I get feedback from mentors, I will develop a preliminary plan for recruitment and selection of mentors. Proposed date for call for mentors: December 1, 2019.

A second issue is that I have lost contact with the co-coordinator of the program. I will continue to try to make contact. This is not a huge problem as the volume of applications is small but the position may have to be refilled before we advertise more broadly.

5. **Board contact/discussion ?**

   a. Does the *Indexer* article need to be vetted by someone on the Board before I can send it in? If so who will the contact for that be, Pierre?

   b. Can we recruit mentors who are not members of the ISC? I would like to propose that we be able to recruit mentors that are members of affiliated organizations.

Mentorship Program Evaluation: Discussion with Mentors

The questions below are meant as guidelines to discussion. The mentorships are at different stages, some of you have not started mentoring while others have finished the first two-month stretch. Still others of you haven't been matched up yet.

Despite these variations, a group discussion should allow for a robust and qualitative assessment of the program from the mentor point of view. Your feedback is essential for us to move forward and to improve the program but we would also like to get a sense of your experience of the program. We need to recruit and retain mentors and your honest feedback will help us develop a program that attracts and retains mentors.

The discussion is set for two hours and we have fourteen questions. I have budgeted time for each section (A, B and C) but this is flexible. We will focus on the issues that emerge as important to you as a group.

A. **Documentation.** As you know our documentation includes the:
- i. Mentee Application Form;
- ii. Career Development Action Plan;
- iii. Mentorship Agreement;
- iv. Logbook;
- v. Confidentiality Agreement; and
- vi. Dispute Resolution Policy.

Questions: (25-30 minutes)
1. Is the documentation appropriate? Why or why not?
2. Does it help guide the mentorship process?
3. Does is facilitate an appropriate mentor-mentee match?
4. Do you have any suggestions for improvements, deletions or additions to the program documentation?

B. **Process.** The mentorship process consists of:
- i. Creating the Mentorship Agreement to determine the start and end dates, frequency of meetings, methods of communication and a plan of action;
- ii. Payment; and
- iii. Moving forward with the plan of action.

Questions: (60 minutes)

5. Were you able to adhere to start and end dates and frequency of communication? Why or why not? Does it matter to you?
6. Is the two-month mentorship period appropriate? Why or why not?
7. Did the payment process/system work for you?
8. Did you feel you and your mentee were an appropriate match? Why or why not?
9. Did you and your mentee adhere to the action plan? Why or why not? Does it matter to you?
10. Does the "hands-off" approach that the coordinators have taken work for you or would you prefer more support. What could the coordinators do to support you in your role as mentor?
11. Did you encounter any problems during the course of your mentorship? What were they?
12. Do you have any suggestions for improving or changing the way the mentorship process has been structured around the Mentorship Agreement, the two-month time span and the plan of action?

C. **Outcomes.** The mentorship program goals are to help mentees gain confidence and to develop their ability to produce quality indexes and offer professional indexing services.

D.   Questions: (25-30 minutes)

12. Do you think your mentee was able to develop confidence and/or real skills? Discuss.
13. Would you be willing to mentor again? Why or why not?
14. Do you have any suggestions for improving the program to help you mentor effectively or to improve your own experience of the process?

Thank you!

ISC Archives Project

Progress Report: October 5, 2019

We made good progress in the summer, but end of August through September saw a slow-down as intern Nathalie Malaket is on sick leave and Carlisle Froese who is handling gathering the information about their holdings from the various past executive members had a baby the end of July.

Accomplished so far:

- two of the boxes of papers have been read, sorted and filed, with duplicate and extraneous documents discarded
- the boxes of books have been sorted and all books not directly to do with indexing were discarded. Most were very old and sent to recycling, but any that had to do with records management or related topics were put aside to be offered to teachers in that field -- any not taken from that group will be discarded.
- Nathalie also has proceeded with scanning the Bulletins, starting with the first issue. I do not have the number of issues she has finished here at home, but her method of working was to spend a day working on the papers, interspersed with scanning.
- Carlisle received 4 replies to the listserv request for documentation. It is a start for the inventory of files residing in past executives' homes and offices.

Findings to date:

Early days of the Society are well-documented. It was founded almost as an offshoot of the National Library of Canada, and papers indicate that it was not deemed necessary to incorporate at that time. Don't know what future files will say, however.

Questions for the executive to consider:

1. What should be done with the books? I was wondering if we brought some to each conference, people could just choose what they would like. Would not want to pay to ship them anywhere so that would mean just bringing a some along in my suitcase. There are four smallish boxes. Seems a shame to just discard them as some are certainly of interest. Unfortunately, most of the library schools do not teach indexing on a consistent basis and would not be interested in a historical collection. They are ok on the lower shelf of my office bookcase for the next couple of years...

2. There are two boxes of articles. I have not had a chance to look at them in detail, but my general feeling is that they should be discarded. We have no way of keeping them for use, and it would be illegal to scan them into a shared database. Is it worth recording them (minus extraneous topics) in a bibliography? If that is deemed useful, it is not a priority, but maybe down the line I could get an intern or volunteer to work on that.

<u>Next steps</u>

- Nathalie hopes to be back on the job soon. Her internship runs to next May
- Carlisle wrote me two weeks ago to say she is ready to start up her side of the project again. I will put a notice in the next Bulletin, as you suggested, Alex. Also plan for her to start contacting recent executive members directly via e-mail

Archives Committee
> Christine Jacobs (Chair)
>
> Carlisle Froese
>
> Siusan Moffat
>
> Gillian Watts
>
> Nathalie Malaket (intern)

International travel committee WITH AMENDMENT

Issue : develop a policy/procedure regarding international travel reimbursement

Context: Reimbursement for international travel has been inconsistently applied through the years. Reimbursement has been applied anywhere from 50% to 100%. There is a budget for international travel of $2000. However, the 2019 budget was rolled back to $800 in order to balance the budget with forecasted expenditures, reallocating the money to other projects. A committee was established to gather information on past practices and a questionnaire was sent to former international liaison for their input.

Two executive members either have attended a conference or will attend an international conference in 2019:

- François Trahan attended the ASI annual conference in Seattle but has not submitted expenses as of yet

- Alexandra Peace attended the SI Conference in England later this year. $1500 has been put aside for this event

New development:

Conference fees have historically been waved off for International members attending as representatives of their Society at these conferences. At the last ICRIS Triennial meeting however, this practice was reviewed to allow individual Societies to be allowed to charge a fee to international members. As a result, the IS Conference in 2019 will charge 100 (**£**).

Decisions required:

1. Should the international travel policy include a new expense line for Conference fees?

2. What portion of the travel expenses for recent travel by two executive members should be paid out for 2019-2020?

Action items remaining:

1. Compile the information from the survey – who has this information?

2. Communicate with Ruth Pincoe who has offered to provide a verbal account of the practice while she was International liaison: email sent Tuesday September 24th, 2019; no response so far.

3. Develop the policy and procedures and submit to the ISC Executive for consideration.

AMENDMENT, October 5, 2019
Reimbursement at 100% was applied only once, by mistake (though it happened). It also has been 0%.

It would be fairer to state that it was up to the IL until about a year or two ago, based on the budget, and approval by the treasurer. The 50% has been suggested in the last year or two by the then International Liaison.

Budget was originally rolled back to $800, but in the budget meeting of May 2019 the executive agreed to put it back at $2000 (even if it meant a deficit) until the committee comes to guidelines/recommendations.

François went to Phoenix in 2019 (Seattle was 2015).

"Compile the info from the survey" Margaret has that info, I believe (and I have all the emails, I think; but there may be more with Margaret or Susan Brown, who were members of that committee.).

Ewart-Daveluy Indexing Award Committee (Mary Newberry)

Timeline

Available in the Board subfolder E-D Award documentation 2019-20, titled *1-E-D Award Committee Procedures 2019-20*.

Of immediate note are the following:

- October and November updating and posting website information, call for submissions, etc.

- Application deadline, February 24, 2020

- Committee members are Mary Newberry (chair), Judy Dunlop and Noeline Bridge

- We are drafting a call for submissions and a website announcement based on the 2019 *Ewart-Daveluy Indexing Award: Your Name Here* announcement

- We are accepting submissions of indexes to books published in 2018 and 2019

- We will be seeking help from communications to publicize the award
- We will be submitting material to be translated for the website by mid October or sooner

Discussion

- We are seeking a 4th committee member – because we had so few submissions in 2019, Judy did not get experience, so we wanted another experienced committee member (Noeline), but we also need someone willing to sit for 3 terms, and to take on the chair for the last term. We would welcome recommendations for this position.