



INDEXING SOCIETY OF CANADA  
ANNUAL GENERAL MEETING  
FRIDAY, JUNE 8, 2018  
Fort Garry Hotel, Winnipeg, Manitoba  
1:30pm

Members present: Margaret de Boer; Alexandra Peace; Susan Brown; Sarah McIntosh; Linda Christian; Gales Rhoades; Elena Gwynne; Gillian Watts; Merridy Cox Bradley; Audrey McClellan; Patricia Wilkinson; Alicia Peres; Lisa Fedorak; Frances Curry; Judi Gibbs; Ronnie Seagren; Sergey Lobachev; Stephen Ullstrom; Kristen Braun; Carole Froese; Siusan Moffat; Christine Jacobs; Ruth Pincoe; Catherine Plear; Mary Newberry; Heather Ebbs; Nancy Wills; Christine MacDougal; Pierre Joyal.

Members present by proxy: François Trahan, Daphne Davey

Guests: Nan Badgett; Cheryl Landes; Maureen MacGlashan; Diana Witt

*1. Call to Order*

The meeting was called to order at 1:34 p. m. by Margaret de Boer, President

*2. Call for other business*

No other business was introduced by members

*3. International Representatives*

Maureen MacGlashan updated the members on the status and activities of the International Committee of Representatives of Indexing Societies (ICRIS), the Triennial Conference being held in Shanghai in October, and the ongoing activities of the Society of Indexers (SI). Maureen applauded the nomination of Mary Newberry as the ICRIS representative for the Indexing Society of Canada and indicated that Mary was a good addition to the International Committee.

Maureen spoke about the inauguration of the new website of the Society of Indexers (SI) and indicated that the *National Indexing Day* celebrations were marked by a gathering of 30 publishers in London which was a great success.

Nan Badgett, a newly appointed Director of American Indexing Society (ASI) spoke on behalf of the Society of initiatives to review the current Chapter structure of the Society

and address challenges regarding membership retention. She reiterated the importance of the international collaboration amongst indexing society organization.

4. *Approval of Minutes of 2017 AGM*

Moved (Gale Rhoades/Susan Brown) to accept the minutes of the 2017 AGM as written. The motion was carried (2 abstentions).

5. *Constitution amendment approval*

Moved (Heather Ebbs/Ronnie Seagren) to amend the last sentence of Article 4b of the ISC/SCI Constitution regarding the date of renewal of memberships to be amended from:

*The annual membership fee of the Society is established by the Executive Committee subject to the approval of a simple majority of the members of the Society present at the Annual General Meeting. The annual fee is due on either the first of January or the first of July.*

to:

*The annual membership fee of the Society is established by the Executive Committee subject to the approval of a simple majority of the members of the Society present at the Annual General Meeting. The annual fee is due on the anniversary of the date the member joined.*

Carried

6. *Executive reports (Annual Report, on website)*

The reports were compiled by Alex Peace and posted on the website for the last two weeks for members to review.

Moved (Heather Ebbs/Susan Brown) that the 2017 reports be approved as written

Carried (1 abstention).

7. *Announcements and accomplishments*

a. Mentorship Program

Stephen Ullstrom announced the creation of Mary Newberry Mentorship Program for indexers. The program will be administered by two coordinators. Stephen has agreed to be one of the coordinators for the first year of the program and will be responsible for its launch by January 2019.

The program will be open to all members.

Mary Newberry spoke of the honour of having the program named after her and credited Ruth Pincoe for having been her mentor through the years.

b. Bulletin Committee

An Ad Hoc Bulletin Committee was struck in January 2018 to develop policies and procedures regarding the production of the Bulletin, to prepare a template that will be used for the next few years, and to recruit a group of people who will be helping

with the publication of the Bulletin. The Committee recommended the creation of two positions at the Bulletin: a managing editor and a production editor.

c. Special Projects Committee

A committee was formed to recommend projects to be funded from the Society's surplus, money that should be spent on Members. A call to Members for ideas generated 8 ideas, of which 5 were retained for further study while the other 3 were set aside temporarily. The projects include 2 bursaries promoting diversity, 2 online subscriptions and a subsidy for conference speakers outside the indexing community. The committee recommended that up to \$5,000 of the surplus be set aside as a line item in the 2018-2019 budget.

d. Website

JoAnne Burek was recognized for the design and implementation of the new Indexer.ca website. The *Find an Indexer* feature was highlighted and members with listed membership who had not yet registered on the register were encouraged to do so.

Alex Peace announced the PerfectIt (a consistency checking software) discount of 30% that was negotiated for members of the society. The consistency checking software is believed to be available for both Windows and Mac operating systems.

8. *Budget 2018 and reserve spending approval*

The 2018 budget was posted on the website for the last two weeks for members to review.

Moved (Heather Ebbs/Gillian Watts) for the approval of the 2018-2019 budget including a new expenditure of up to \$5,000 for special projects.

Carried

9. *New business*

Conference 2019

Planning for the 2019 conference has already started. There is a need for a conference chair and volunteers. Three volunteers from this year's conference will be returning to provide continuity. Three new volunteers will be needed. A handbook of past conferences will be available to the conference chair and volunteers.

Open positions for next year's conference are as follow: Chair, Registration, Venue

Alex recommended the selection of host cities for future conferences be rotated from region to region in the following order: East – Central – West – Central.

This year's conference is being held in Winnipeg. Ottawa is being considered at the location for next year's conference.

10. *Bouquets*

Certificates of Recognition were awarded to:

Pierre Joyal  
Frances Robinson  
Alicia Peres

**Recognition of Indexing Society volunteers 2018**

**Executive Committee**

Margaret de Boer (Senior Co-president)  
Alexandra Peace (Junior Co-president)  
Andrea Hatley (Treasurer)  
JoAnne Burek (Secretary)

Susan Brown  
Elena Gwynne  
Pierre Joyal  
Sergey Lobachev  
Siusan Moffat  
Mary Newberry  
Frances Robinson  
Stephen Ullstrom

**Regional Representatives**

Eastern

Susan Brown  
Central

Pierre Joyal

Prairies

Stephen Ullstrom

British Columbia

Elena Gwynne

## **Committees**

### Communications

JoAnne Burek (Chair)  
Kristen Braun  
Susan Brown

### Conference

Alexandra Peace (Chair)  
Kristen Braun  
Susan Brown  
JoAnne Burek  
Linda Christian  
Frances Curry  
Andrea Hatley  
Christine Jacobs  
Fazeela Jiwa  
Christina MacDougall  
Sarah McIntosh  
Alicia Peres  
Linda Presto  
Ronnie Seagren  
Maria Van Beuren  
Patricia Wilkinson

### Special Projects

Alexandra Peace (Chair)  
Siusan Moffat  
Frances Robinson  
Ronnie Seagren  
Maria van Beuren

### Finance

Andrea Hatley (Chair)  
Susan Brown  
Margaret de Boer

## Bulletin

Alexandra Peace (Chair)  
JoAnne Burek  
Moira Calder  
Sergey Lobachev  
Janice Logan

## Mentorship

Stephen Ullstrom (Chair)  
Margaret de Boer  
Pierre Joyal

## Other Society work:

Noeline Bridge  
Heather Ebbs  
Anne Godlewski  
Anna Olivier  
Sylvia Wampfler  
Gillian Watts  
Angela Wingfield

### *11. Other business*

None was introduced

### *12. Adjournment*

Moved (Heather Ebbs/Ronnie Seagren), carried