



INDEXING SOCIETY  
OF CANADA  
SOCIÉTÉ CANADIENNE  
D'INDEXATION

Annual Report

2017–2018

June 8, 2018

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## *About the Association*

The Indexing Society of Canada / Société canadienne d'indexation (ISC/SCI) is Canada's national association of indexers. Established in 1977 as the Indexing and Abstracting Society of Canada / Société canadienne pour l'analyse de documents (IASC/SCAD), we changed our name in 2006 to reflect the fact that indexing is the major specialty of our members.

Our mission is to

- encourage the production and use of indexes;
- promote the recognition of indexers;
- disseminate information on indexing techniques;
- provide a means of communication among individual indexers across Canada.

Our vision is "Accessible information; informed people."

## **Awards**

The Ewart-Daveluy Award is presented each year to an individual who has created an index that demonstrates outstanding expertise, ability to analyze complex text and ability to design an index that significantly enhances reader use of the text.

The Tamarack Award was instituted in 2004 by Ruth Pincoe, then president, to recognize members who go “above and beyond the call of duty” in their volunteer work for the Society.

## **International affiliation**

We maintain close ties with the global indexing community both formally, through an international agreement, and informally through our sharing of education, news, and attendance at national conferences.

## **Membership**

ISC/SCI membership is open to individuals and institutions anywhere in the world. Full-time students are offered a discounted rate.

## **Communications**

The Society maintains a number of ways of communicating. The members have an email list and the newsletter that is published three times a year. On our website, we maintain a list of resources on indexing and indexes.

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## ***Executive Committee***

Margaret de Boer  
Alexandra Peace  
Andrea Hatley  
JoAnne Burek  
Elena Gwynne  
Stephen Ullstrom  
Pierre Joyal  
Susan Brown  
Sergey Lobachev  
Mary Newberry

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## ***Co-Presidents Report (Margaret de Boer and Alexandra Peace)***

In a nutshell, the co-presidency model is going very well. At the end of last June, we began regular Skype meetings. We aimed to get in contact with each other every couple of weeks and more often in the weeks leading up to the conference. We check in with what we’ve done—and what we haven’t as well! So we keep tabs on each other. This keeps us each

accountable and keeps necessary work moving along. The adage that two heads are better than one certainly holds true for us. It's great to discuss things with another person and to go back and forth with the pros and cons. We each bring different things to the table, so it feels like we cover material better than if either one of us was dealing with the issues alone.

Things that one or the other or both of us have been working on this past year include the following:

### **Communications**

- a letter to be sent out to students taking indexing courses
- a letter to go out to lapsed members
- general correspondence coming in to the presidents' email inbox
- an ad for the archive committee chair to go in the *Bulletin*

### **Administration**

- agendas and following up with meeting action items
- roles and responsibilities as outlined on the website. We developed a document outlining the tasks to handover from past president to current.
- draft documents: about the executive committee for new executive members, a checklist for changeover of executive
- answering questions on the members email list and the Indexers Discussion Group (IDG) forum

### **Externally**

- finalized membership in the Book and Periodical Council (BPC)
- communicated with Editors Canada about a partnership

### **Committee work**

- Ad hoc committee to develop policies and procedures for the *Bulletin*
- Special Projects committee
- Ad hoc committee to develop a mentorship program
- Finance committee
- Conference 2018 committee

All in all, ideas continue to progress. We both have the same goals—to make ISC/SCI a great experience and a useful resource for our members.

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## ***British Columbia Regional Report (Elena Gwynne)***

Since June of last year in BC we've had one very successful indexer's meeting in the Greater Vancouver area. The meeting was well attended—I'd reserved a table with ten seats and all ten seats were filled—and discussion was wide-ranging and enthusiastic with topics ranging from pricing rates to the ISC conference in Winnipeg.

One of the challenges for setting up meetings or other events in BC is that most of the BC membership is split between the Greater Vancouver area and that surrounding Victoria—with the rest scattered across the province (including myself), necessitating substantial travel times for some to attend a meeting, no matter where it is held.

Overall, the restaurant format for meetings seems to be quite successful in BC. The next meeting will probably be set for the Victoria area again, using the same format. They're also quite easy to set up from a distance as compared to finding and renting a room, which can be fairly expensive as well.

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### *Prairie and Northern Canada Regional Report (Stephen Ullstrom)*

The Prairie indexers continue to be a small group, currently eleven members. Roughly half of us live in Edmonton, where our meetings are held, and the other half are elsewhere in the prairies, with one US member.

We try to meet every two months for an informal get-together. Since the AGM in 2017 we have met four times, with our next meeting tentatively planned for July 2018. The dates we have met are October 14, 2017, January 13, 2018, March 10, 2018, and May 19, 2018.

We have discovered that booking a room at the Edmonton Public Library is both affordable and provides a quiet and private environment, which is especially helpful for members who Skype in. Attendance usually ranges from three to seven members. We have no set agendas for our meetings. Instead, we share how our work has been going, discuss questions we want to bring to the group, and discuss different specialties we may have or other topics of interest. I look forward to continuing these meetings this coming year.

As Prairie representative, last summer (2017) I also attended The Writing Stick: Sharing Indigenous Stories conference, held in Edmonton. I distributed a number of ISC bookmarks at that conference. I also distributed a few bookmarks at the Writers' Guild of Alberta conference. This summer (2018), on June 21<sup>st</sup> I will be giving a presentation on indexing to the Editors Canada Edmonton twig, and on July 7<sup>th</sup> I will be presenting a webinar on indexing for the Writers' Guild of Alberta. The purpose of both is to raise the profile of indexing and ISC.

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### *Central Regional Report (Pierre Joyal)*

All of the activities of the Central Region took place in Toronto. Since the potluck in June 2017 at Mary Newberry's home, there has been six meetings held in venues near the reference library or at 401 Richmond Rd.

There were meetings held on September 16<sup>th</sup>, October 28<sup>th</sup>, November 25<sup>th</sup>, 2017; the meetings resumed in January with meetings on January 27<sup>th</sup>, February 10<sup>th</sup>, March 3<sup>rd</sup> and May 5<sup>th</sup>, 2018. A meeting on April 14<sup>th</sup>, was postponed because of bad weather.

The attendance at these meetings ranges from six to twelve indexers.

Each meeting featured a specific topic:

- September topic: Round table; brief discussion of embedded indexing using Word, and various topics from the latest issue of *The Indexer*: Indexing on the road, a conversation stemming from the article by Elena Gwynne on indexing on a camping trip; an animated discussion arising from the critique of Fred Leise *Brilliantly structured indexes*; the use of mind mapping as a technique to draw metatopic and structure from the text. A mind mapping software for the iPad called Mind Vector was also presented.
- October topic: Participants were asked to index a three-page document. This led to a discussion on topics such as topic selection, determining which subject matter to index, when to index lists and footnotes, and so forth. This type of exercise will be done again. It was thought that the first half to three quarters of an hour could be spent in groups of two to create index entries for part of the text, followed by a discussion of chosen index entries and challenges encountered in the text.
- November topic: Presentation by Sergey Lobachev using WordEmbed, a program created by James Lamb.
- January topic: Challenges of indexing names. The topic was inspired by articles in the September 2017 edition of *The Indexer*.
- March Topic: Peer reviews. Three indexes were reviewed by the participants.
- May topic: Editing an index. Participants discussed the methods they use to edit their index. Both substantive (overall structure) and mechanical (spelling, accuracy of locators, etc.) editing tasks, sharing editing techniques, tricks and indexing software tools that help in the task of reviewing entries, locators, see and references were discussed.

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### *Eastern Region Report (Susan Brown)*

Since this was my first year as Eastern Region Representative, I have gradually adapted to the position. We have held face-to-face meetings in Montréal on September 19<sup>th</sup>, 2017 and on April 12<sup>th</sup>, 2018. Invitations were sent out to all Eastern Region members as well as several from the Central Region who live closer to Montréal than Toronto. Several members attended each of the meetings and we discussed all sorts of indexing topics.

I think in the coming year, I will try to schedule either Skype meetings or 'Eastern Region Chat' sessions in order to reach out to those outside of Montréal.

I will try to touch base with as many Eastern Region members at the conference to get some feedback from them about how they see the Eastern Representative's role. As well, maybe we can have a mini Eastern Region members meeting during one of the breaks.....or at the pre- or post-conference get-togethers.

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## *Book and Periodical Council Report (Mary Newberry)*

### **Membership**

The ISC/SCI invested in a membership to the Book and Periodical Council this fiscal year for the first time. The BPC describes itself as “the umbrella organization for Canadian associations that are or whose members are primarily involved with the writing, editing, translating, publishing, producing, distributing, lending, marketing, reading and selling of written words.” The council is a place for members to “network, identify common goals and coordinate action to benefit the Canadian writing and publishing industry” (thebpc.ca).

### **Benefits**

The first benefit to members is the ISC/SCI’s presence on the BPC’s website – <http://www.thebpc.ca/the-publishing-industry/full-members/indexing-society-canada/> – and the next is a seat at their Member Hub meetings. Through the Council we can send announcements of our events and other items of interest to the industry to every member of the council.

At the meetings and through the announcements and website presence we have reported on

- Indexers.ca: New website, and in particular, updated [Find an Indexer](#)
- Ewart-Daveluy Indexing Award (and we will share the announcement of the winner through this forum also)
- Conference 2018, [ISC/SCI conference](#); Winnipeg, June 8 – 9, 2018. *Navigating the confluence of text and context*
- 2018 Triennial Meeting of ICRIS in China

### **Future**

We look forward to expanding the use of the network and links that can be made through this forum, and hope to report on the returns of this investment next year.

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## *Bulletin Report (Sergey Lobachev)*

I was elected as managing editor of the *Bulletin* in June 2017. My responsibilities included gathering articles for the forthcoming issues, communicating with copyeditor and translator to ensure the materials are properly edited, collecting illustrative materials, preparing layout, sending the final proofs to a proofreader, and making necessary changes. I have also arranged printing of nine copies of the Bulletin at the local printing facilities.

The cost of production was reasonable. I paid for Adobe InDesign subscription \$30 USD (CAD 43.57) and \$113 CAD for printing. Both numbers are within the budget.

I have prepared two issues of the Bulletin. The Summer 2017 issue 39 No. 2 mostly covered the Montreal conference presentations, executive reports, information about recipients of awards, article about free computer programs, and book review.

In June 2017, I visited the Conference of the Society of Indexers in the UK, which coincided with the Indexing Symposium organized by the Bodleian Library of Oxford University. The Symposium attracted professional indexers and historians who study various aspects of book indexing through the centuries. The materials of the Symposium and the Society of Indexers (SI) conference were included in the Fall issue of the Bulletin. I have also interviewed Jochen Fassbender, the coordinator and international liaison of the German Network of Indexers, about indexing practices in Germany.

The Fall issue of the Bulletin (issue 39 No. 3) was produced in late November 2017.

At this time, I have received notifications from the executives regarding tone of some publications. After reviewing these concerns, I realized that taking responsibilities for all aspects of the production of the Bulletin is too difficult to be handled by a single person. This task requires collective efforts. Besides, with the absence of any guidelines about content, tone, and design, it was difficult to maintain balance and satisfy the demands of all readers.

I have decided to resign from the position as managing editor of the Bulletin, and my resignation was accepted by the executives.

Since January 2018, I have been working as a member of the Ad hoc *Bulletin* Committee. The goal of the Committee is to develop policies and guidelines regarding production of the Bulletin, to prepare template that will be used for the next few years, and to recruit a group of people who will be helping with publication of the Bulletin.

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

### **Industry publicity**

We sent email announcements to a list of publishing and writing associations, Editors Canada, and our sister societies. The first email announced our new co-presidents and the new communications position. The second email announced the launch of our new website.

We now have a member page on the Business and Periodical Council website ([thebpc.ca](http://thebpc.ca)).

### **Welcome Letter to Indexing Students**

A generic letter was developed for students of indexing courses at Mohawk College. The letter introduces them to our Society in a friendly way, tells them what they can find on the website, and invites them to contact our regional reps. We have both a PDF and an email version of the letter.

The first recipients were the current students at Mohawk College. The letter was also sent by Mary Newberry to students at Ryerson.



## **New website launched**

The new website was launched on the October Thanksgiving weekend. To prepare the members, I created an eight-minute video demonstrating the new features and what to do the first time when you log in.

Listed members were affected substantially as they had to rewrite their listings. It wasn't a bad thing, however, because we also updated the subject areas, materials, and skills. Currently the listings are displayed in order of newest first. One of the features that I will be working on is having the listings display randomly.

A substantial change that is not so obvious to users is behind the scenes. Membership management is now automated, with membership renewal reminders emailed automatically thirty days before expiry. We had an issue at the beginning of January because the automated emails did not go out in December like they were supposed to. So, half the memberships expired before anyone knew about it and could renew. We extended the membership term by a few weeks so that by the end of January, everything was back to normal. I saw that the emails did go out for memberships that expire in June. Many thanks go to membership secretary Frances Robinson for her patience and support.

After the website was launched, we added some enhancements. These include:

- A new conference registration form that can be modified and reused each year
- A section at the top of the member dashboard page with the latest members-only posts
- A volunteer news page (on the membership dashboard) where you can find calls for help from our various committees

I would like to thank Siusan Moffat, Gillian Watts, and again Frances for their help in making the website a success.

If you have any suggestions or questions about the website, please contact me directly, or send a message using the Contact Form on the website.

## **Communications Committee**

Our communications audiences consist of indexing clients, members, industry (including sister societies), and the public. They are all at different stages of awareness of us and have different needs. To ensure that our communications are appropriately targeted, use the most effective channels, and make an impact, it was necessary to develop a communications strategy.

To this end, we formed a communications committee which developed objectives, strategy, and prioritized action items. The committee has met twice so far. I would like to thank fellow committee members Kristen Braun, Susan Brown, and Alex Peace for their support, ideas, and enthusiasm.

## **Privacy Policy web page**

As the General Data Protection Regulation (GDPR) deadline of May 25, 2018, was approaching, I determined that the ISC/SCI is subject to the legislation. We have at least one member, several conference goers, and countless website visitors in EU countries.

As a result, we now have a GDPR-compliant Privacy Policy on the website. Please check it out. It tells you how we collect, use, and store visitors' and members' information on the website.

### **National Indexing Day**

On short notice and with a little effort, we created our own Canadian celebration on the days leading up to March 29, 2018. Members were encouraged to post or tweet among their contacts about a special book they have indexed.

We have put National Indexing Day 2019 in our list of communications projects.

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### ***Conference 2018 Report (Alexandra Peace)***

By September, 2017, we had created the committee and started to look at location and dates. We confirmed these by the October meeting, and had created a conference logo to put into the advertisement in the *Indexer*. We had also created a theme for the conference—Navigating the confluence of text and context—arising naturally from the location at the confluence of the rivers in Winnipeg.

Linda Christian did a great job on the logo and on finding the location. The Fort Garry Hotel is a beautiful venue.

By February, though made tricky this year by external events (International Committee of Representatives of Indexing Societies (ICRIS) meeting in Shanghai and the American Society for Indexing (ASI) meeting after Dave Ream's death), Alicia Peres had almost completely lined up a super program. She was also able to organize a workshop for the Sunday morning.

Christina MacDougal had to resign from the committee, but we had appreciated her input in the discussions greatly and wish to thank her for her time.

JoAnne Burek used her (brilliant) communications/publicity schedule from last year and started writing up weekly blurbs that went out to the list and got posted on the website and on Facebook.

Because of the new website, JoAnne had to develop a new registration form, which she did in consultation with Susan Brown, conference registrar extraordinaire.

By May, Susan's job started in earnest as people started to register. She dealt with all the various discounted folk and kept track of all the stats: who is coming when, to what event, and paying how much.

Since then, we have moved into high gear and are hard at work finishing up all the final details needed for organizing forty-five people.

Frances has created some unique documentation for Conference 2018: a beautiful program, incorporating the attendee list, some advertising, and the map, the name badges, and the banquet tickets.

Alicia is still working hard and organizing session hosts; Linda has printed the conference bags. We have sent the welcome letter to attendees, gathered books for giveaways, finalized details for the pre- and post-conference events, and got the evaluation form ready.

All in all, a great year. Thanks to all the hard-working members of the committee!

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### ***International Liaison to ICRIS (International Committee of Representatives of Indexing Societies) (Mary Newberry)***

This was my first full fiscal year as ICRIS representative, and it has taken me this time to get a sense of the issues and the rhythm of the meetings. ICRIS has informal meetings at each annual conference held by one of its member countries whenever there are enough international representatives to warrant it. I was able to attend one such informal gathering in Cleveland during the ASI conference, 26 April 2018.

Below I list a number of items of interest discussed through informal meetings and email correspondence over the year.

#### **New Editor of The Indexer**

Mary Coe (ANZSI) has been appointed joint editor of *The Indexer* with a view to taking over the reins from Maureen MacGlashan by the end of 2018. (For members who are attending the conference this year, Maureen will be presenting and I'm sure ready to answer any questions you may have about the past and future of this excellent international publication.)

#### **The Indexer survey**

Many of our members participated in this survey, which ran on The Indexer website from 7-30 November 2017. The results are available at:

<https://www.theindexer.org/survey.htm>.

The report is in two parts:

[Overall survey results](#)

[Results by society](#)

#### **2018 Triennial Meeting of ICRIS:**

Registration on 17 Oct followed by two days meeting on 18 and 19 Oct 2018. ISC/SCI is in the process of arranging for a representative. The China Society of Indexers sent out a call for papers for the conference, and some of our members responded.

#### **International Indexing Day**

The Society of Indexers (SI) celebrated this event on 29 March 2018. We were able to participate in this initiative through tweeting and other promotional activity. We hope to have a more active presence next year.

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## *Annual ISC/SCI Membership Report, June 2018 (Frances Robinson)*

In the June 2017 membership report we had 101 members.

Since then, until the June 2018 report, we have acquired 22 new members. Fifteen members did not renew, and one institutional member added a personal membership, for a current total of 109 members.

Each of the four ISC regions has seen an increase of 1 or 2 members. We have 9 American members in June 2018 compared to 6 in June 2017.

There are currently no European members.

Basic membership has increased from 28 to 36, approximately 29%.

Institutional membership holds steady at 7, including 2 in the United States.

Listed and student membership varied by 1 each.

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## *Special Projects Committee Report (Alexandra Peace)*

This committee has met several times and had really rewarding discussions. While we had some ideas to start with, we also solicited ideas from the membership. We developed criteria by which to judge the submissions (see below).

The projects brought to the committee include the following:

1. a bursary for an Indigenous person to take an indexing course
2. a bursary for a person of colour to take an indexing course
3. an online subscription to the Chicago Manual of Style for members
4. an online subscription to the Literary Marketplace for members
5. a subsidy of a conference speaker from outside the indexing world, for example a search consultant
6. an award to publishers
7. a specialty indexing prize
8. a usability study

We have set aside, temporarily, the idea of a usability study (#8), as it seems too large a project for our committee, and these studies are being done in the US and Australia.

We have set aside the specialty indexing prize (#7) as we believe that the benefits gained can be obtained by other methods (for example, peer reviews) and that the effort and time required is disproportionate to the benefit.

We have set aside the idea of the award to publishers (#6). We believe this to be a good idea as it will raise the profile of the Society, and thus benefit the members, in a variety of markets (for example, publishers, reading public, authors, and so forth). However, we

believe the idea to be outside the purview of this committee and we recommend that the executive committee find or create another committee to develop this idea.

The committee has determined the criteria by which they will judge the submissions:

- Will this initiative benefit membership and how?
- Does it satisfy our vision and mission statements?

We will be doing extensive research into ideas 1–5 to determine how to do them, how much they will cost, and the extent of the outreach.

We asked the executive committee for permission (and received it) to come with recommendations for projects that will cost up to a maximum of \$5000. We will research ideas and come to the executive committee with results of our research and a recommendation for each specific idea.

One of the members of the committee has volunteered to do some research into the online subscriptions. Several others are tasked with researching some of the questions arising from the idea of the bursary for an Indigenous Person or Person of Colour.

We look forward to working on these projects in the coming year.

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## *Treasurer's Report, Annual (Andrea Hatley)*

### **Executive Summary:**

In the 2017–2018 fiscal year, the Society had a total income of \$23,870, of which \$10,350 was generated by the conference and \$13,010 came from membership registrations and Find an Indexer fees. Overall expenses tallied in at \$26,404, with a net loss to the Society of \$1,099. Of this \$865 was attributed to the conference. The proposed 2018–2019 budget will result in a deficit of \$2,581; the conference portion of this is anticipated to be approximately \$1,000.

The Society may have to consider increasing revenue either through higher membership fees or offering additional for-fee services if it continues to operate at a deficit; finances will be closely monitored during the year. The total available funds that the Society has for special projects as of 31 March 2018 is \$18,061.

### **Highlights 2017–2018:**

**June to September 2017:** Complete and comparative financial statements (profit & loss and balance sheet) for the past two years were prepared, as well as a statement for the current year-to-date.

The Guaranteed Investment Certificate (GIC) that matured on the 20 July 2017 was rolled over for another two years as there was no reason, nor any plan, to do anything different with the money.

Ongoing discussion on what to do with the amount of money in the Society bank account.

**September to October 2017:** Starting using QuickBooks Online, a browser-based accounting software, for bookkeeping—the consistent use of which will benefit the Society’s successive treasurers and bookkeepers and avoid issues with differing platforms and accounting software. A few initial glitches were sorted out and all data from 2015 onwards has been entered.

**October 2017 to February 2018:** Third-quarter financial statements were presented in February—all expenses within or below budget.

Reviewed net profit/loss, based on available data, for the past nine years. Net conference profit/loss varies from close to \$5000 profit to \$1500 loss, with an average net profit of \$1,900, with no evident trend based on location (*see Table 1*).

**Table 1. P&L SUMMARY 2009–2017—CONFERENCE**

Year	2009	2010	2011	2012	2013	2014	2015	2016	2017	Average
Location	Toronto	Montréal	Vancouver	Ottawa	Halifax	Toronto	Victoria	Chicago	Montréal	2012–2017*
Revenue	6,509	2,960	5,545	13,635	15,012	14,482	12,228	0	11,839	13,439
Expenses	6,678	4,447	5,415	14,056	13,947	9,722	7,253	0	12,683	11,532
Profit/Loss	-169	-1,487	130	-421	1,065	4,760	4,975		-844	1,907

General operation/member services (excluding conference), *Table 2*, also varies from \$4,300 profit to \$4,300 loss, with an average net profit of \$370. These figures will be important in evaluating future spending.

**Table 2. P&L SUMMARY 2009–2017—GENERAL REVENUE (excluding conference)**

Year	2009	2010	2011	2012	2013	2014	2015	2016	2017	Average
Revenue	14,406	15,569	12,038	11,750	14,126	13,047	10,745	13,381	13,432	13,166
Expenses	14,688	11,232	11,991	16,030	13,794	10,847	10,958	11,789	13,847	12,797
Profit/Loss	-283	4,337	47	-4,280	332	2,201	-213	1,592	-415	369

Website expenses: Found and corrected discrepancies in website expenses, ie, payment of services not used or no longer using.

**February to May 2018:** Finance committee was struck, Margaret de Boer, Susan Brown, and me; we met once in April to review the financial statements before the 5 May budget meeting.

Presented, for executive review, the ISC draft 2018–2019 Budget/ 2017–2018 Profit & Loss Statement, the 31 March 2018 Balance Sheet, and a breakdown of the funds available for special projects at the 5 May meeting. A few minor changes were made, and the budget deemed ready for presentation to the membership for approval at the AGM.

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## ***Website Administration Report (Siusan Moffat)***

The big website accomplishments for 2017–18 were actually done by JoAnne Burek. She did a WONDERFUL job on our new website. (Here’s reminding all of you to set up your new profiles if you haven’t done it yet!) My job has been to keep the website up-to-date with executive paperwork, online chat logs, regional presentations, and so forth, and helping members with queries.

There’s lots to discover on this new site including a calendar that lists all the regional meetings, a member’s dashboard to read all items for “members-eyes only,” easy to read “Find an Indexer” profiles with pictures, conference updates, and so much more. This site makes it very easy to be website admin because of the WordPress platform and plug-ins. It pretty much runs itself!

The site is chock full of many new things and also items you probably didn’t know existed on the old site. If you can’t find something you are looking for, send me an email and I will find it for you!

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## ***Ad Hoc Committee to Develop Policies and Procedures for the Bulletin Report (Janice Logan)***

An ad hoc committee was struck in the Fall of 2017 with the purpose of establishing policies and procedures to guide the publication of ISC/SC’s *Bulletin*. Alexandra Peace, JoAnne Burek, Moira Calder, Sergey Lobachev and Janice Logan signed on as members of this committee. Chaired by Alex Peace, the committee met by Skype in November and December 2017, and January, February March, April and May 2018 and is continuing to meet.

The impetus for the ad hoc committee was the recognition that there was an absence of documented policy guiding the publication of the *Bulletin* and that this lack requires each new volunteer editor to invest time and energy in determining the Society’s position on policy and production matters. The ad hoc committee’s goal is to support the volunteer editor position by simplifying the production process and by laying out the direction and positions of ISC/SCI on various matters related to the publication of the *Bulletin*.

The starting point for the committee was clarifying the purpose of the *Bulletin*. To that end the committee reviewed the mission of ISC/SCI and identified four key purposes:

- to encourage the production of indexes
- to promote employment of indexers
- to make available information about indexing techniques
- to facilitate communication among indexers

We saw the *Bulletin* as the tool for accomplishing the goals of making information on indexing available and of facilitating communication among indexers in Canada. Guided by this we prepared a draft mission statement for the *Bulletin*:

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 practising indexers and aspiring indexers.

Our discussion then tackled a number of topics.

**Tone.** First off, the committee engaged in a discussion about the tone of the publication. Should it be newsy and informal, or should it take a more formal academic tone? We recognized the importance of reporting on regional activities and on the annual conference. Clearly these elements must be maintained as well as other elements that acknowledge the membership such as information on who's who on the executive and committees, information on how to join chats, submission guidelines, society business reports, member profiles. These fulfill the goal of facilitating communication among indexers.

We felt there is room to bolster the educational element with more feature articles focusing on matters of practice. There was discussion about strategies for encouraging the submission of more articles such as commissioning articles, summarizing discussions from the email lists on timely topics, and requiring a written presentation from conference presenters. These ideas and more need further discussion with the next editor.

**Frequency of publication.** We are currently publishing three times a year and the committee recommends continuing this level of publication with issues published April, August/September, and December. The April publication announces the upcoming conference, and the August/September issue focuses on the content and social aspect of the conference.

**Format.** Currently the *Bulletin* is available in hard copy and online. The committee will be recommending that we continue to do so.

**Non-member access:** Back issues are available to non-members via the website. The committee will be recommending that we continue this practice, but restricting the last two issues to members.

**Pagination.** The committee will be recommending new pagination for each issue.

**Use of images.** The committee's intention is to reduce the workload for the editor. Sourcing stock images to illustrate issues is time consuming and we felt it was unnecessary. We felt a strong new design for the publication could take the place of stock images in making the visually appealing and consequently recommend dropping the use of stock images. Photos of members' events, however, will be encouraged.

**Editorial positions.** Currently the one position of editor is responsible for both the content and the production of the publication. This requires the volunteer editor to have a mastery of the software used to produce the publication. In the past this has been Word and currently is InDesign.

The committee noted that proficiency in managing the content and the production calls for a skill set that might pose a barrier to volunteering. We recommended that these functions be split to create positions of managing editor and production editor. The managing editor position will be responsible for the content and overall management of the *Bulletin*, and the



production editor would manage the actual production from layout to publication online and in hard copy. This recommendation has been approved by the executive.

As a further support to the volunteer managing editor the committee proposes the creation of an editorial review process by the executive. This process would assist the editor in reviewing the content for appropriateness—is the tone appropriate? Have we published on this topic before?—and would bring another set of eyes to the flagship publication of ISC/SCI and provide stability during changes of editors. Having someone with some history with the organization involved in editorial review would be helpful. The creation of an editorial review process recognizes the importance of the to the branding of ISC/SCI.

**Copyright.** The practice has been that ISC/SCI does not hold copyright of submitted articles. However, this position is not documented. The committee will be recommending that we continue the practice of not holding copyright and undertakes to produce a policy and procedures statement on copyright for the *Bulletin*.

**Size.** The committee recommends the number of pages range from sixteen to thirty-two, with increases in increments of four.

**Design:** Much discussion went into the design of the *Bulletin*. The driving factor was the desire to streamline the production by establishing a template into which content could be dropped. This would also impose consistency on the look of the publication and reinforce branding. We considered the use of Word versus InDesign as the base for the template and ultimately decided that InDesign, provides a better base for a template.

We discussed various aspects of the publication: cover, font, number of headings, and determined that the best way to proceed with designing the template would be to hire a professional. We felt that the task exceeded what could reasonably be asked of a volunteer. Following approval by the executive a professional designer was engaged to produce a template. A draft was delivered May 18, 2018, and is being reviewed by the committee.

### **Ongoing and Future work**

- The committee continues to meet and is tackling several tasks.
- The committee is engaged in with the designer.
- The committee has undertaken to produce the next issue of the *Bulletin*, the post-conference issue, for August/September 2018. This will be a test drive for the new template. Planning for content is underway.
- The executive has approved the creation of the managing editor and production editor positions. Job descriptions and advertisements for these volunteer positions are being developed.
- The copyright policy and procedures statement will be drafted for the executive.
- The committee noted that the itself is not indexed. This task has been considered in the past, and the committee recommends that it be revisited.

Submitted by Janice Logan on behalf of the Ad Hoc Committee to develop policies and procedures for the *Bulletin*.

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## *Ad Hoc Committee to Develop the Mentorship Program (Stephen Ullstrom)*

One of the exciting initiatives this last year has been discussions on creating a mentorship program. A committee was created by the executive at their Sept. 16, 2017 meeting, composed of Stephen Ullstrom (chair), Margaret de Boer, and Pierre Joyal. The committee worked throughout the winter to draft a proposal, which was accepted by the executive at its May 5, 2018 meeting. We are now ready to recruit the first two coordinators for the program, who will be tasked with turning the proposal into a functioning program. (If you are interested in volunteering to be a coordinator, let me know!) If all goes well, we are hopeful that we can begin mentorships in early 2019.

A few highlights from the proposal include:

- Mentorship will be available to all ISC members, regardless of level of indexing experience.
- The focus of mentorship will be driven by the specific needs of those seeking mentorship. We want to help indexers expand their skills and business from whatever stage they are at.
- Mentorship will take place in two-month blocks, with the option for renewal.
- A nominal fee will be charged, most of which will be an honorarium for the mentor.

The committee and executive are excited for the potential of this new initiative. We hope that it will be of great benefit to members.